

**TOWN OF PALM BEACH SHORES, FLORIDA
REGULAR COMMISSION MEETING MINUTES**

January 28, 2019

*This meeting was recorded, and the full meeting dialogue is available
in audio format through the Town Clerk's office.*

1. CALL TO ORDER

Mayor Koutzen called the meeting to order at 6:02 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

Town Clerk Browning called the roll and those present were Mayor Myra Koutzen, Vice Mayor Roby DeReuil, Commissioner Gil Gilgallon, and Commissioner Brian Tyler. Commissioner Bob Stanton was not present. Also present were Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, Town Attorney Davis, and Town Treasurer Wendy Wells.

2. APPROVAL OF MEETING AGENDA (Additions, substitutions, deletions)

MOTION: Commissioner Tyler moved to approve the meeting agenda as printed.

SECOND: Commissioner Gilgallon seconded the motion.

VOTE: **Gilgallon: YES**
 DeReuil: YES
 Tyler: YES
 Stanton: Not present
 Koutzen: YES The Motion Passed Unanimously by those present

3. CONSENT AGENDA (Items that do not need discussion, but require a vote)

- a. December 17, 2018 Regular Commission Meeting Minutes.

MOTION: Commissioner Gilgallon moved to approve the consent agenda as printed.

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE: **Gilgallon: YES**
 DeReuil: YES
 Tyler: YES
 Stanton: Not present
 Koutzen: YES The Motion Passed Unanimously by those present

4. PRESENTATIONS/UPDATES

- a. Update on Undergrounding Project as presented by Danny Brannon. A copy of the power point presentation is attached herewith.

5. **DEPARTMENT AND BOARD REPORTS**

a. Financials

1. Approval of Financial Report for Period ending December 31, 2018

MOTION: Commissioner Gilgallon moved to approve the financial report as prepared.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: Not present

Koutzen: YES **The Motion Passed Unanimously by those present**

- a. Written Staff Reports: Police Department, Fire Department, Public Works, Town Clerk.
- b. Planning & Zoning Report (verbal): Janet Kortenhaus, Chairman of the Planning and Zoning Board, stated that the board has been busy with many new projects coming to the Town. She reminded everyone that the next meeting is February 26th. She also stated that the Building Official will be reinstating a timeline report on all current projects for future meetings, which will also give the Commission a further update on where the projects stand on a monthly basis.

6. **COMMISSION REPORTS**

Mayor Koutzen stated that Riviera Beach is having an election with 4 open positions: Mayor and 3 Council seats, with 19 candidates.

The Army Corp of Engineers are to inspect the wall at the inlet on February 4th, which hopefully means they will be moving forward with the repairs.

The Town's Comp Plan is in the cycle to be updated, so this will be coming before us in the near future.

7. **PUBLIC COMMENTS**

PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD (Resolution R-7-13)

Janet Kortenhaus stated that on behalf of the POA she wanted to thank the Town Hall staff for their support volunteering with the Chowder fest. The Fire Department won the chili cook-off between the Fire and Police Departments. She presented Police Chief Langevin with a "bronze" ladle for "honorable mention" in the contest.

8. **UPDATES/DISCUSSIONS** (*Non-voting items*)

- a. Update on Long Range Planning Workshops (*Commissioners Brian Tyler and Robert Stanton*)

Commissioner Tyler stated that they have met with the Fire Chief and the next meeting will be February 1st at 10:00 am where they will meet with the Public Works Director.

Also, resident Jim Homberger has agreed to be a committee member. He also stated the meetings are open to the public.

9. **OTHER BUSINESS** (Any regular business requiring a vote)

- a. Request to purchase a new Emergency Backup Generator for the Lake Drive Lift Station (*Presented by Public Works Director*)

MOTION: Commissioner Tyler moved to approve the purchase as presented.

SECOND: Commissioner Gilgallon seconded the motion.

VOTE: Gilgallon: YES
DeReuil: YES
Tyler: YES
Stanton: Not present
Koutzen: YES **The Motion Passed Unanimously by those present**

- b. Approval to adopt Palm Beach County's Beach Wheelchair Rules and Regulations for the purchase of a Town Beach Wheelchair. (*Thank you to the Seasideers for their future donation*)

MOTION: Commissioner Gilgallon moved to accept the donation and purchase the wheelchair as presented.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES
DeReuil: YES
Tyler: YES
Stanton: Not present
Koutzen: YES **The Motion Passed Unanimously by those present**

10. **ORDINANCES AND RESOLUTIONS**

- a. Resolution R-19-19: Revision to the Town's Fee Schedule to amend the Building Departments required surcharge on all permit fees associated with the enforcement of the Florida Building Code pursuant to Section 468.631 in the Florida Statutes. (*Presented by Town Attorney*)

MOTION: Commissioner Gilgallon moved to adopt Resolution R-19-19 as presented.

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE: Gilgallon: YES
DeReuil: YES
Tyler: YES
Stanton: Not present
Koutzen: YES **The Motion Passed Unanimously by those present**

- b. Resolution R-20-19: Approval of an updated Ethics Policy for training as required by the Palm Beach County Commission on Ethics *(Presented by Town Attorney)*

MOTION: Commissioner Gilgallon moved to adopt Resolution R-20-19 as presented.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES
DeReuil: YES
Tyler: YES
Stanton: Not present
Koutzen: YES **The Motion Passed Unanimously by those present**

- c. Ordinance O-14-19: Amend Chapter 14, Buildings and Building Regulations to create a new Article XIII entitled "Abandoned and Vacant Structures." *(1st Reading)*
(Presented by Town Attorney)

MOTION: Commissioner Gilgallon moved to approve the first reading of Ordinance O-14-19 as presented and requested a revision to the size of signs permitted (section 14-342(5) for the 2nd reading of the ordinance.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES
DeReuil: YES
Tyler: YES
Stanton: Not present
Koutzen: YES **The Motion Passed Unanimously by those present**

- d. Ordinance O-12-18: Amend Appendix A. Zoning at Section II Definitions to provide cross-reference to definitions in Chapter 82. *(2nd Reading)* *(Presented by Town Attorney)*

MOTION: Commissioner Gilgallon moved to approve the second reading and adoption of Ordinance O-12-19 as presented.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES
DeReuil: YES
Tyler: YES
Stanton: Not present
Koutzen: YES **The Motion Passed Unanimously by those present**

- e. Ordinance O-13-18: Amend Chapter 82 (creating an entirely new section 82-50 and Amend Section 82-51) (**2nd Reading**) (*Presented by Town Attorney*)

MOTION: Commissioner Gilgallon moved to approve the second reading and adoption of Ordinance O-13-19 as presented.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES
DeReuil: YES
Tyler: YES
Stanton: Not present
Koutzen: YES **The Motion Passed Unanimously by those present**

11. ADJOURNMENT

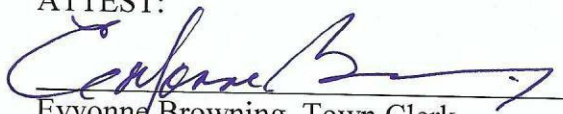
MOTION: Commissioner Gilgallon moved to adjourn the meeting.

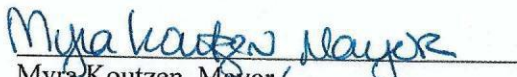
VOTE: Gilgallon: YES
DeReuil: YES
Tyler: YES
Stanton: Not present
Koutzen: YES

The Motion Passed Unanimously by those present and Mayor Koutzen adjourned the meeting at 7:19 pm.

Approved this 25th day of February 2019.

ATTEST:


Evyonne Browning, Town Clerk


Myra Koutzen, Mayor

