

**TOWN OF PALM BEACH SHORES, FLORIDA
REGULAR COMMISSION MEETING MINUTES
September 18, 2018**

1. CALL TO ORDER

Mayor Koutzen called the meeting to order at 6:08 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, Commissioner Robert Stanton, and Commissioner Brian Tyler. Also, present were Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, Town Accountant Wendy Wells, and Town Attorney Mitty Barnard.

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

MOTION: Commissioner Gilgallon moved to approve the meeting agenda as presented

SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

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

- a. August 20, 2018 Commission Meeting Minutes
- b. September 10, 2018 Budget Hearing No. 1 Minutes
- c. Special Event permit SP18-22 (October 6, 2018 Birthday celebration for 100 to 120 guests sponsored by Scott McCranels at the Community Center from 2:00 pm to 12:00 midnight.)
- d. Special Event permit SP18-25 (September 21, 2018 Book signing event sponsored by Nikolin Bujaj for 100 guests from 2:00 pm to 12:00 midnight)

MOTION: Commissioner Gilgallon moved to approve the consent agenda as presented

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

4. PRESENTATIONS/UPDATES

- a. Mediation Week Proclamation
- b. Badge pinning ceremony and swearing in of Firefighter/EMT Shane Walker

5. **DEPARTMENT AND BOARD REPORTS**

a. Financials

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

MOTION: Commissioner Gilgallon moved to approve the Financial Report

SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- b. Written Staff Reports: Police Department, Fire Department, Public Works, Town Clerk, Town Attorney.

Planning & Zoning Report (verbal): P & Z Chairperson, Janet Kortenhaus, stated that at the August 28th P & Z Meeting the Marine Engineer gave an updated presentation on their suggestions for the dock code recommendations.

Janet also stated that the POA is making a donation in the amount of \$3,500 to assist the Town with refurbishing the fountain.

Janet wanted to remind everyone that on October 9th there will be a Resident Fire Safety Seminar sponsored by the POA, Ladies Auxiliary, and the Fire Department.

6. **COMMISSION REPORTS**

Mayor Koutzen stated she has been asked to sit on a committee regarding Peanut Island and they discussed refurbishing the museum and the Kennedy bunker among other things that need attention on the island.

7. **PUBLIC COMMENTS**

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

None at this meeting

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

None at this time

9. **ORDINANCES AND RESOLUTIONS**

- a. Ordinance O-6-18: Amending Article 62. Streets, Sidewalks and other public places to recognize the Town's Utility Undergrounding Project. (*1st reading*)

MOTION: Vice Mayor DeReuil moved to approve the first reading of Ordinance O-6-18.

SECOND: Commissioner Gilgallon seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

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

- a. Approval to enter into a lease agreement for two (2) new Police vehicles (*Myra Koutzen, Mayor and Wendy Wells, Finance Officer*)

MOTION: Commissioner Gilgallon moved to approve the lease agreement

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- b. Approval to send a consideration and development of code language to the Planning and Zoning Board to review changing ceiling height limits for single family homes that are getting squeezed by the new FEMA requirements. (*Myra Koutzen, Mayor*)

MOTION: Commissioner Stanton moved to ask the Planning & Zoning Board to begin reviewing the code language regarding ceiling height limits for single family homes due to the new FEMA requirements and bring recommended changes to the Commission.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- c. Award RFP bid for Police Bathroom renovations. (*Alan Welch, Public Works Director*)

MOTION: Commissioner Stanton moved to award the PD bathroom renovation project to Crawford Construction.

SECOND: Commissioner Gilgallon seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

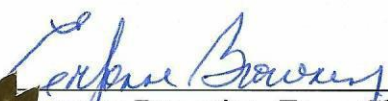
Koutzen: YES

The Motion Passed Unanimously

11. **ADJOURNMENT:** Mayor Koutzen adjourned the meeting at 6:54 pm

Approved this 15th day of October 2018

ATTEST:


Terrence Browning, Town Clerk


Myra Koutzen, Mayor