

**TOWN OF PALM BEACH SHORES, FLORIDA  
REGULAR COMMISSION MEETING MINUTES  
September 27, 2021**

**THIS MEETING WAS CONDUCTED USING COMMUNICATION MEDIA  
TECHNOLOGY AS WELL AS LIMITED IN-PERSON PARTICIPATION**

**1. CALL TO ORDER**

**Mayor Fiers** called the meeting to order at 7:08 pm, immediately following the 7:00 pm Final Budget Hearing. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

**Town Clerk Browning** called the roll, and present were Mayor Alan Fiers, Vice Mayor Scott McCranels, Commissioner Tracy Larcher, Commissioner Janet Kortenhaus, and Commissioner Brian Tyler.

Also present were PBSO Sgt. Langevin, Fire Chief Trevor Steedman, Public Works Director Alan Welch, Town Administrator Wendy Wells, and Town Attorney Keith Davis. Town Clerk Browning confirmed there was a quorum present.

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

**MOTION:** Commissioner Kortenhaus moved to approve the Meeting agenda.

**SECOND and VOTE:** Commissioner Tyler or McCranels (?) seconded the motion, which passed unanimously.

**3. APPROVAL OF CONSENT AGENDA**

- a. August 23, 2021, Commission Meeting Minutes.
- b. September 13, 2021, First Budget Hearing Meeting Minutes.
- c. September 13, 2021, Special Called Commission Meeting Minutes.
- d. Special Event permit No. O-9-1: Riviera Beach to host a Triathlon on October 2, 2021, from 7:00 am to 12:00 noon with 400 participants expected. The route will include Riviera Beach, North Palm Beach, and the Town of Palm Beach Shores. Fees have been paid and Certificate of Liability Insurance has been provided.
- e. Special Event permit No. O-9-2: Penny Price and Twisted Sister to host a Costume Party at the Sailfish Marina on October 1 and October 2, 2021, from 4:00 pm to 10:00 pm each day. Fees have been paid and Certificate of Liability Insurance has been provided.
- f. Special Event permit No. O-9-3: Hope Town-Kelly Ring to host a Fishing Tournament at the Sailfish Marina on December 8, 2021, and December 9, 2021, from 8:00 am to 6:00 pm each day. Fees have been paid and Certificate of Liability Insurance has been provided.
- g. Special Event permit No. O-9-4: London and Larry Rowe to host a Wedding at the Sailfish Marina on December 11, 2021, from 4:00 pm to 10:00 pm with 150 to 200 attendees expected. Fees have been paid and Certificate of Liability Insurance has been provided.

**MOTION:** Vice Mayor McCranels moved to approve the Consent agenda.

**SECOND and VOTE:** Commissioner Tyler seconded the motion, which passed unanimously.

#### 4. DEPARTMENT AND BOARD REPORTS

- a. Financial Report: *(Wendy Wells, Town Administrator/Treasurer)*

**MOTION:** Commissioner Tyler moved to approve the Financial Report.

**SECOND and VOTE:** Commissioner Kortenhaus seconded the motion, which passed unanimously.

Commissioner Tyler asked about the status of the property at 118 and 124 Cascade Lane. Town Administrator Wells stated 118 Cascade did sell and the Town was reimbursed for demo. 124 Cascade was also demo'd and is up for a tax deed sale per the Tax Collector's records.

- b. Staff Reports were given by PBSO Sgt. Langevin regarding the Sheriff's Department; Chief Steedman gave an update on the Fire Department; Alan Welch gave an update on projects within the Public Works Department.  
Attorney Davis reminded the Mayor and Commissioners of a mandated training opportunity on November 9, 2021, at the City of Greenacres. Information is available on the City of Greenacres' website.

#### 5. COMMISSION REPORTS. There were no Commission reports at this meeting.

#### 6. OTHER BUSINESS

- a. Approval of the 2022 Municipal Election Vote Processing Equipment Use and Elections Services Agreement between the Palm Beach County Supervisor of Elections Office and the Town of Palm Beach Shores.

Commissioner Kortenhaus asked about the costs involved in having the SOE process the Town's elections. Town Administrator Wells said the costs when the Town shares our election with a county election (i.e. the Presidential election combined with the Town's elections) is about \$5,000; however, when it is just the Town's elections, the costs run approximately \$12,000.00.

**MOTION:** Commissioner Tyler moved to approve the agreement with the SOE for the 2022 Election equipment and services.

**SECOND and VOTE:** Vice Mayor McCranel seconded the motion, which passed unanimously.

- b. Approval of Agreement between the Town of Palm Beach Shores and Keehn Emergency Medical Services Incorporated (Dr. Keehn, Medical Director). *(Trevor Steedman, Fire Chief and Wendy Wells, Town Administrator)*

**MOTION:** Commissioner Tyler moved to approve the agreement with Keehn Emergency Medical Services Inc. and for Dr. Keehn to serve as the Town's Medical Director.

**SECOND and VOTE:** Vice Mayor McCranel seconded the motion, which passed unanimously.

c. Final Payment to Viking after Phase II rodding has been completed by AT&T, verifying the conduit is correct.

**MOTION:** Commissioner Kortenhaus moved to approve the payment as discussed.

**SECOND and VOTE:** Vice Mayor McCranel seconded the motion, which passed unanimously.

7. **ORDINANCES AND RESOLUTIONS**

8. **MISCELLANEOUS BUSINESS**

a. Meeting date considerations for November and December 2021.

**MOTION:** After discussion, Commissioner Kortenhaus moved to hold both the December workshop and regular commission meeting on December 20, 2021.

**SECOND and VOTE:** Vice Mayor McCranel seconded the motion, which passed unanimously.

9. **PUBLIC COMMENTS** There were no Public Comments

10. **ADJOURNMENT**

**MOTION:** Vice Mayor McCranel moved to adjourn the meeting.

**SECOND and VOTE:** Commissioner Tyler seconded the motion and Mayor Fiers adjourned the meeting at 8:03 pm.

Approved this 25<sup>th</sup> day of October 2021.

  
Alan D. Fiers, Mayor

Attest:   
Evyonne Browning, Town Clerk

(Seal)

