

Monday, November 27, 2023  
7 pm.



Town Hall Commission Chambers  
247 Edwards Lane  
Palm Beach Shores, FL 33404

**Mayor Alan Fiers**  
**Vice Mayor -Vacant**

Commissioner Tracy Larcher  
Commissioner Brian Tyler  
Commissioner Brian Mark Ward

Town Attorney Keith Davis  
Town Treasurer Darlene Hopper  
Town Clerk Jude M. Goudreau

**Regular Commission Meeting**  
**Minutes**

**CALL TO ORDER**

Mayor Fiers called the meeting to order at 7:00 pm. Those present were Mayor Alan Fiers, Vice Mayor Tracy Larcher, Commissioner Brian Tyler, Commissioner Mark Ward (Webex), Commissioner Steve Smith, and Town Treasurer Darlene Hopper. Also in attendance were PBSO Sgt. Steve Langevin, Public Works Director Alan Welch, and Town Attorney Keith Davis.

**APPROVAL OF MEETING AGENDA**

**Motion:** Commissioner Brian Tyler made a motion to approve the agenda.  
**Second:** Commissioner Steve Smith seconded the Motion.  
**Vote:** Motion passed 5-0

**APPROVAL OF CONSENT AGENDA**

Commission Meeting Minutes, October 23, 2023.  
Special Commission Meeting Minutes November 6, 2023  
Special Permit- Fishing Tournament- Sailfish Marina. January 17-21, 2024, 200 participants, from 10 am- 2 pm, fees paid, insurance provided.

**Motion:** Commissioner Brian Tyler made a motion to approve the Consent Agenda.  
**Second:** Commissioner Steve Smith seconded the Motion.  
**Vote:** Motion passed 5-0

**DEPARTMENT AND BOARD REPORTS**

**Financial Reports:**

Darlene Hopper, Town Treasurer, presented the financial report for September 2023, the Fiscal Year End Report, and Budget Amendment #3 and answered the Commissioner's questions.

**Motion:** Commissioner Brian Tyler made a motion to approve the FY22-23 end-of-the-year report.  
**Second:** Commissioner Steve Smith seconded the Motion. Motion passed 5-0.

Attorney Keith Davis read by title only Resolution R-12-23, a resolution amending the operating budget for Fiscal Year 22-23.

Mrs. Hopper presented the amendments to the Commission.

**Motion:** Commissioner Smith made a motion to approve the Resolution.  
**Second:** Commissioner Larcher seconded the Motion. Motion passed 5-0.

Attorney Davis read by title only Resolution R-13-23, a resolution amending its operating budget for Fiscal Year 23-24.

**Motion:** Commissioner Tyler made a motion to approve the Resolution.  
**Second:** Commissioner Smith seconded the Motion. Motion passed 5-0.

Mrs. Hopper presented the October Financial Report and answered the Commissioner's questions.

**Motion:** Commissioner Tyler made a motion to approve the October Financial Report.

**Second:** Commissioner Smith seconded the Motion. Motion passed 5-0.

Mrs. Hopper presented the Fund Balance Assignments.

**Motion:** Commissioner Tyler made a motion to approve the Fund Balance Assignments.

**Second:** Commissioner Larcher seconded the Motion. Motion passed 5-0.

Mrs. Hopper presented the Capital Asset Disposal Report.

**Motion:** Commissioner Tyler made a motion to approve the report.

**Second:** Commissioner Smith seconded the Motion. Motion passed 5-0.

**Motion:** Commissioner Tyler made a motion to approve the September 2023 Financial Report.

**Second:** Commissioner Ward seconded the Motion. Motion Passed 5-0.

Commissioner Larcher asked for a full fund balance report. Mrs. Hopper will send the report to each Commissioner and answer any questions at next December's meeting.

### **Staff Reports:**

**Sheriff's Department:** PBSO Sgt. Langevin gave an overview of his written monthly report and statistics and provided details about the arrests made in Town; the report shows no arrests, but there were two. The Halloween event went well; the Sherriff's Office Dog Unit was also there. They have reactivated the Emergency Notification Program; he will give details in the Newsletter; the program is very simple to sign up for, the program will give the deputies respond to home information that you provide to contact someone in case of an emergency, and you're not able to. Sgt. Langevin commented on the bike thefts in the area and the recent events they covered. Toys for Tots will be collected until December 15, 2023, at PBSO District 20's lobby.

Commissioner Tyler asked about the light at Lake and Blue Heron. Sgt. Langevin will check into it again. Commissioner Ward asked how to get their names on the Emergency Contact Program. Sgt. Langevin said that you can email him directly.

**Fire Department:** Chief Steedman reviewed statistics and training hours. Chief Steedman has recently added an EMS Calls report to his monthly review. A brief discussion ensued regarding the EMS billing. Mayor Fiers said that the Town will pass ours when Riviera Beach passes its fee schedule. Chief Steedman thanked the POA for the hands-on training on fire extinguishers. Commissioner Larcher questioned EMS Statistics and would like to see the report reflect a month at a time for each month.

**Public Works:** Director Welch updated the Commissioners on the Community Center renovations, the Tidal Value Project, the Watermain Project, Street Repairs, Outfall Pipes, the beach restrooms, and Street Light repairs. Director Welch said that an unnamed storm came through, causing damage at the Inlet; he contacted Phillips and Jordan for debris removal; he will be making repairs in-house and will follow up to see if the money spent on cleanup will be reimbursable from FEMA. CR Dunn will be installing the new light poles soon. Director Welch answered the Commissioner's and the Public's questions.

### **COMMISSION REPORTS:**

Mayor Fiers updated the following projects.

**Road Project:**

**SeaSpray Property:**

**DISCUSSION:** No additional discussion items.

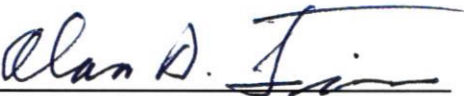
**ADJOURNMENT:**

**Motion:** Commissioner Tyler made a motion to adjourn the meeting.

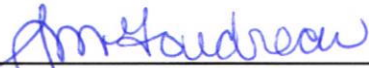
**Second:** Commissioner Ward seconded the Motion. Motion passed 5-0.

The meeting was adjourned at 8:34 pm.

Approved this **22nd** day, Day **January** 2024.

  
Alan Fiers, Mayor

ATTEST:

  
Jude M. Goudreau, Town Clerk

