

Monday, September 25, 2023  
Immediately Following the Final Budget  
Hearing.



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 7:07 p.m. Those present were Mayor Alan Fiers, Commissioner Tracy Larcher, Commissioner Brian Tyler, Commissioner Mark Ward, and Town Treasurer Darlene Hopper. Also in attendance were PBSO Sgt. Steve Langevin, Fire Chief Trevor Steedman, Public Works Director Alan Welch, Town Attorney Keith Davis, and Planning and Zoning Chairman Jerry Cohn.

**APPROVAL OF MEETING AGENDA**

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

**Second:** Commissioner Tracy Larcher seconded the Motion.

**Vote:** Motion passed 4-0

**APPROVAL OF CONSENT AGENDA**

Commission Meeting Minutes, August 28, 2023.  
Budget Hearing September 11, 2023

**Motion:** Commissioner Brian Tyler made a motion to approve the Consent Agenda, as amended.

**Second:** Commissioner Tracy Larcher seconded the Motion.

**Vote:** Motion passed 4-0

**APPOINT COMMISSIONER:**

Two letters of interest were submitted to the Commission for the one commission seat left vacant by the resignation of Scott McCranel. Steven Smith and Kathleen McGahran both submitted letters and gave a brief candidate speech for the Commissioners to consider. Mayor Fiers asked for a ballot cast by each commissioner. Vote 1- Commissioner Larcher and Mayor Fiers voted for Steven Smith, and Commissioners Tyler and Ward voted for Kathleen McGahran, a 2-2 tie vote. Vote 2- same results, 2-2 tie vote. Ms. McGahran withdrew her letter and will run for an open seat during the qualifying period for the March 2024 election.

**RESOLUTIONS:**

**Motion:** Commissioner Tracy Larcher made a motion to approve Resolution R-8-2023 appointing Steven Smith to the vacant commission seat.

**Second:** Commissioner Mark Ward seconded the Motion. Motion passed 4-0.

Attorney Keith Davis administered the Oath of Office to Steven Smith, and the new commissioner took his seat on the dais.

**Motion:** Commissioner Brian Tyler to nominate Commissioner Larcher as the new Vice Mayor and approve Resolution R-9-2023 appointing the new Vice Mayor.

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

### **GUEST SPEAKER:**

Major Ron Mattino from PBSO District 20 was present at tonight's meeting, gave a brief overview of the District's activities, and commended Sgt. Langevin on the low crime statistics and traffic statistics. Mayor Fiers asked Major Mattino about derelict boats in the Riviera Beach and Peanut Island waterways. The Major will check into this and report back.

### **AGREEMENTS:**

**Motion:** Commissioner Brian Tyler made a motion to approve the PBCF – Vehicle Maintenance Agreement. Attorney Davis gave an overview of the contract and the changes made since it was approved first.

**Second:** Vice Mayor Tracy Larcher seconded the Motion. Motion passed 5-0.

**Discussion:** Mayor Fiers gave a brief overview of the project contract and the streets to be paved. Commissioner Ward questioned the payment schedule and the project inspections and management. Vice Mayor Larcher commented that there are two figures based on whether they include Cascade Lane.

**Motion:** Vice Mayor Larcher made a motion to approve the piggyback contract for road paving with Winn and Son as specified in the draft agreement.

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

### **DEPARTMENT AND BOARD REPORTS**

#### **Financial Reports:**

Darlene Hopper, Town Treasurer, presented the financial report for August 2023. Mrs. Hopper gave a detailed review of the budget and the monthly revenues and expenditures by departments and answered the Commission's questions. The August 2023 Financial report is attached to the agenda for review.

**Discussion:** Vice Mayor Larcher questioned where we stand with passing the resolution adopting the EMS fee schedule. Mayor Fiers responded that we are waiting for Riviera Beach to pass it at the meeting first. Commissioner Ward commended Commissioner Tyler for suggesting that the Town transfer the Road Project funds to a higher interest bearing money market account.

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

**Second:** Vice Mayor Larcher seconded the Motion. Motion Passed 5-0.

#### **Staff Reports:**

**Sheriff's Department:** PBSO Sgt. Steve Langevin gave an overview of his written monthly report and statistics and provided details about the arrests made in Town. The Sgt. also reported that the Blue Heron Bridge should be done in the next day or two. The electrical outlets at the Community Center now have locks installed by Public Works to prevent people experiencing homelessness from trespassing and using the outlets.

Deputy Fernandez has retired, and he is interviewing new Deputies. Sgt. Langevin's report is attached to the agenda.

**Fire Department:** Chief Steedman gave an overview of his written Monthly Report and reviewed the calls for service and training for the month. His report is attached to the agenda and available at the clerk's office. Chief Steedman answered the Commission's questions.

**Public Works:** Director Welch updated the Commissioners on the Community Center renovations, the Tidal Value Project, the AT&T Project, the Watermain Project, Street Repairs, Outfall Pipes, the beach restrooms, and Street Light repairs. There was a brief discussion regarding the Seagrape's trimming schedule. Mr. Welch would contact the Florida Department of Environmental Protection to obtain their guidelines on such trimming. Mr. Welch answered the Commissioner's Questions. His report is attached to the agenda. Vice Mayor Larcher asked about the quotes and progress of the Community Center renovation; he also commended a good job on the AT&T junction boxes on Blossom and Cascade Lane.

Commissioner Tyler questioned the Sea Valve status; Mayor Fiers said he would follow up with the original contractor that installed them.

### **COMMISSION REPORTS:**

**Dredging Project:** Lake Park has agreed to take over the project; however, all permits and licenses are in the Town's name. The Mayor will meet with the County and the Manager of Lake Park and report back.

**Update on the Water Main Project:** All water service connections have been made for buildings and houses on the south side of Inlet and the west side of Lake Drive. East/West water service line between the following streets: North of Claremont Lane and south of Tacoma Lane, North of Linda Lane and south of Bravado Lane, North of Blossom Lane and south of Sandal Lane, North of Sandal Lane and south of Bamboo Road (will be completed on Friday, September 1). The remaining streets have frozen shutoff valves (put in place in 1950) and will require a value stop, which is more complicated to install.

**Update on the SeaSpray Property:** Mayor Fiers briefed the Commissioners on the demolition status and the Code Enforcement case. There is a running fine daily on the property for code enforcement, and the demolition has been slowed down due to an FPL volt that runs through the building; it has to be removed by FPL before the building can come down.

### **ORDINANCES: Second Reading O-4-23**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF PALM BEACH SHORES AT CHAPTER 22. ELECTIONS., SECTION 22-4 TO ADJUST THE DATES FOR QUALIFYING FOR MUNICIPAL ELECTED OFFICE; DIRECTING THE TOWN CLERK TO TRANSMIT A CERTIFIED COPY OF THIS ORDINANCE TO THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 22. ELECTIONS. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**Discussion:** Attorney Keith Davis gave an overview of the Ordinance, as discussed at the last meeting. This Ordinance revises the Qualifying Period by extending the November period by a week and also allows for the Town to hold an additional Special Qualifying Period from January 2, 2024, through January 12, 2024, should any Commissioners withdraw their seats between November 28, 2023, and December 31, 2023, due to the new State law implementing Form 6, which is now mandated beginning January 1, 2024, for all Municipal Elected Officials.

**Motion:** Commissioner Brian Tyler made a motion to approve the first reading of the Ordinance.

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

### **ELECTION PROCLAMATION:**

Mayor Fiers read the Election 2024 Proclamation, declaring an election on March 19, 2024, from 7 a.m. to 7 p.m. to vote for Mayor and two Commission seats.

### **OTHER BUSINESS:**

Commissioner Tyler gave a brief progress report on the Hiring Committee. As of last Tuesday, there were four candidates selected for interviews. The applications are coming in, and interviews are being scheduled. The Committee has finalized the required documents and will review them at tomorrow's meeting.

**ADJOURNMENT:**

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


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

The meeting adjourned at 8:31 p.m.

Approved this day, **23<sup>RD</sup> Day of October 2023.**

  
Alan Fiers, Mayor

ATTEST:

  
Jude M. Goudreau, Town Clerk

