

**TOWN OF OCEAN RIDGE
TOWN COMMISSION REGULAR MEETING
AGENDA**



**April 6, 2020
6:00 P.M.**

TOWN HALL – MEETING CHAMBERS

TOWN COMMISSION

Mayor Steve Coz

Commissioner Philip Besler
Commissioner Susan Hurlburt

Commissioner Kristine de Haseth
Commissioner Martin Wiescholek

ADMINISTRATION

Town Manager Tracey L. Stevens

Town Attorney R. Brian Shutt
Police Chief Hal C. Hutchins

Town Clerk Karla M. Armstrong
Building Official Wayne Cameron

RULES FOR PUBLIC PARTICIPATION

1. **PUBLIC COMMENT:** The public is encouraged to offer comments with the order of presentation being as follows: Town Staff, Public Comments, Commission discussion and official action. Town Commission meetings are business meetings of the Commission and the right to limit discussion rests with the Commission. **Generally, remarks by an individual will be limited to one time up to three minutes or less regarding any single item on the agenda.** The Mayor or presiding officer has discretion to adjust the amount of time allocated.
 - A. Public Hearings: Any citizen is entitled to speak on items under this section.
 - B. Public Comments: Any citizen is entitled to be heard concerning any matter within the scope of jurisdiction of the Commission under this section. The Commission may withhold comment or direct the Town Manager to take action on requests or comments. The Commission meetings are held for the purpose of discussing and establishing policy and to review such other issues that affect the general welfare of the Town and its residents. Where possible, individual grievances should first be taken up with the Town Staff.
 - C. Regular Agenda and First Reading Items: When extraordinary circumstances or reasons exist and at the discretion of the Commission, citizens may speak on any official agenda item under these sections.

2. **ADDRESSING THE COMMISSION:** At the appropriate time, please step up to the podium and state your name and address for the record. All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Commission shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Commission is granted by a majority vote of the Commission members present.

APPELLATE PROCEDURES

Please be advised that if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record includes the testimony and evidence upon which the appeal is based. The Town neither provides nor prepares such record. (F.S. Section 286.0105)

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at (561) 732-2635 at least 5 days prior to the meeting in order to request such assistance.

CALL TO ORDER**ROLL CALL****PLEDGE OF ALLEGIANCE****ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA****PRESENTATIONS**

None

ANNOUNCEMENTS

- a. The next Regular Town Commission meeting will be held on May 4th at 6:00 PM at Town Hall, and a Goal Setting Workshop will be held on May 4th at 2:00 p.m. at Town Hall. The next Planning & Zoning Commission meeting will be held on May 18th at 8:00 AM at Town Hall. The next Septic to Sewer Citizens' Advisory Committee Meeting will be held on May 14th at 8:30 AM at Town Hall. All meeting dates are subject to be changed or cancelled.
- b. Census Day was April 1, 2020, and important census information should have been delivered via mail to each household with instructions on how to complete the census information whether it be online, over the phone, or through the mail. Responding with a list of every member of the household is important, as we rely on those figures to receive federal funding for our local education system, healthcare, housing, transportation, and infrastructure programs for our residents.
- c. Residents who wish to sign up to receive important Town notifications and news through Civic Ready should sign up on the Town's website or call Town Hall for assistance. Due to the coronavirus pandemic, now is the time to sign up.
- d. Next on the agenda is public comment. The Mayor will invite the public to speak to the Commission on any item that is not printed on the agenda. Public comments on specific agenda items may be made later in the meeting when the items are taken up. There is a one-time per item three (3) minute individual limit for public comments that will be timed by the Town Clerk. The Town Clerk will read public comments received via email prior to the commencement of the meeting and public comments received by Town Hall Staff during the meeting into the record. Persons who can access the meeting by teleconference using a computer with speaker capabilities or through a smart phone application (app) can provide public comment by typing their name in the chat box along with the agenda item they would like to speak about. When public comment is called by the Mayor during each agenda item, the Town Clerk will unmute each person, in the order received, that have placed their name in the chat box, and ask them to speak at that time. Public comment is not meant to be a question and answer period, and there will be no dialogue. The Commission would like to remind everyone that individuals addressing the Commission shall use proper language, and that language which includes profanity or cursing, or which is presented in an aggressive or threatening manner toward the Town Commission, staff, or other members of the public is prohibited.

PUBLIC COMMENT – (3 minute individual limit)**APPROVAL OF CONSENT AGENDA (Items that do not require discussion)**

1.
 - a. Adopt Minutes of Special Town Commission Meeting of February 24, 2020.
 - b. Adopt Minutes of Regular Town Commission Meeting of March 2, 2020.
 - c. Adopt Minutes of Special Town Commission Meeting of March 26, 2020.
 - d. Ratify the Coronavirus Related Leave Policy and the Pandemic Response Plan Version 20-01.
 - e. Resolution No. 2020-12: Approving the Program for Public Information Task Force and Adopting the Program for Public Information Report.
 - f. Approve Land Development Permit Extension for 132 Island Drive.
 - g. Approval of the distribution of \$312,028 of Federal Fiscal Year 2019 (County Fiscal Year 2020) Edward Byrne Memorial Justice Assistance Grant (JAG) funds for the Countywide Reentry Program and the PalmFUSE (Frequent Users System Engagement) Project within Palm Beach County.

REGULAR AGENDA ITEMS

2. Resolution No. 2020-09: A Resolution of the Town Commission of the Town of Ocean Ridge, Florida, Electing a Mayor.
3. Resolution No. 2020-10: A Resolution of the Town Commission of the Town of Ocean Ridge, Florida, Electing a Vice Mayor.
4. Resolution No. 2020-11: A Resolution of the Town Commission of the Town of Ocean Ridge, Florida, Designating Depositories for Town Funds; Authorizing the Treasurer or Deputy Treasurer to Sign Town Checks; Authorizing Any One of the Five Town Commissioners to Countersign Town Checks; and Providing that this Resolution Shall Continue in Full Force and Effect Until Modified by Written Notice to Said Depositories.

STAFF REPORTS

5. Town Manager
6. Town Attorney
7. Police Chief
8. Building Official

TOWN COMMISSIONER COMMENTS

None Scheduled

ADJOURNMENT

NOTICE: THE PUBLIC MAY VIEW THE HARD COPY OF THE MEETING MATERIALS AT TOWN HALL BEFORE OR DURING THE MEETING

Notice of Teleconferencing for April's Regular Town Commission Meeting

Based upon guidance issued by the President of the United States, by the Centers for Disease Control and Prevention, and Executive Orders issued by the Governor of the State of Florida, the Regular Town Commission meeting of the Town of Ocean Ridge shall be limited to no more than 10 persons with social distancing. Based on these restrictions, it is anticipated that no public will be admitted into the Commission Chambers for the meeting and thus, must submit their public comments as described below.

DATE AND TIME: Monday, April 6, 2020 at 6 P.M.

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Town of Ocean Ridge will meet for the purpose of voting on the annual selection of Mayor and Vice Mayor and to review other items as described on the agenda. The agenda along with the meeting package was posted on the Town's website, at Town Hall, and in Town Hall's shadow box the Wednesday prior to the meeting.

A copy of the agenda & the package may be obtained by contacting the Town Clerk at karmstrong@oceanridgeflorida.com.

PLACE: The meeting will be held at Town Hall, 6450 N. Ocean Blvd, Ocean Ridge, FL. However, due to COVID-19 social distancing requirements, the public will not be allowed to be present. The Town of Ocean Ridge will provide for public participation through [GotoMeeting.com](https://gotomeeting.com), a communication media technology (teleconference). Interested persons may attend by using the following information:

- **Please join the meeting from your computer, tablet or smartphone.**
<https://www.gotomeet.me/AprilOceanRidgeTownCommissionMeeting>
- **You can also dial in using your phone.** United States: [+1 \(571\) 317-3122](tel:+15713173122) and **Access Code:** 703-950-941
- Download the application (App) by clicking: <https://global.gotomeeting.com/install/703950941>

If any person has technical difficulties using GotoMeeting before or during the meeting, please call Town Hall immediately at 561-732-2635 to report the issue to a staff member.

PUBLIC COMMENTS:

Persons who can access the meeting by teleconference using a computer with speaker capabilities or through a smart phone application (app) can provide public comment by typing their name in the chat box along with the agenda item they would like to speak about. When public comment is called by the Mayor during each agenda item, the Town Clerk will unmute each person, in the order received, that have placed their name in the chat box, and ask them to speak at that time.

Persons that are unable to attend the meeting by teleconference may submit public comments by utilizing the following options:

1. Email the Town Clerk at karmstrong@oceanridgeflorida.com by Monday, April 6, 2020 at 3 p.m. The email must contain the agenda item number and exactly what is to be read out loud at the meeting (3 minute limit). The Town Clerk will respond to the email if it has been received. If you do not receive a response email from the Town Clerk, assume that it was not received and follow up with a phone call to Town Hall at 561-732-2635. The Town Clerk will read the public comment into the record when the item is taken up.
2. Call Town Hall at 561-732-2635 either before or during the meeting. Tell Town Hall Staff which agenda item you would like to submit a comment on, and submit your comments to them (3 minute limit). The Town Hall staff will notify the Town Clerk of the public comment. Town Clerk will read the public comment into the record when the item is taken up.

ADDITIONAL INFORMATION:

The recording of the meeting along with the action item summary sheet will be made available to the public the following day.

Please be aware that Communications Media Technologies as a tool for meeting communication is permitted through Executive Order Number 20-69 issued by Governor DeSantis. To view the executive order or obtain more information, please call Town Hall at 561-732-2635.

Consistent with section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at (561) 732-2635 at least 5 days prior to the meeting in order to request such assistance.