

SPECIAL TOWN COMMISSION MEETING MINUTES  
MAY 30, 2019

Minutes of the Special Town Commission Meeting of the Town of Ocean Ridge held on Thursday,  
May 30, 2019 at 2:00 PM in the Town Hall Commission Chambers.

**CALL TO ORDER (00:11)**

The meeting was called to order by Mayor Coz at 2:00 p.m.

**ROLL CALL (00:23)**

Deputy Town Clerk Armstrong led the roll call, which was answered by the following:

Commissioner Besler	Present
Mayor Coz	Present
Commissioner de Haseth	Present
Commissioner Hurlburt	Present
Vice Mayor MaGruder	Present

**PLEDGE OF ALLEGIANCE (00:34)**

Mayor Coz led the Pledge of Allegiance.

Acting Town Manager Stevens gave an overview of the budget by noting that the budget has an overall increase of 13.73% mostly due to capital costs for infrastructure updates and maintenance to Town property. Mayor Coz asked for an estimate of how much of the 13.73% increase is due to benefits, pension, and health insurance. Acting Town Manager Stevens stated that she will calculate that and include the numbers in the next version of the budget.

**PUBLIC COMMENT (03:03)**

Mayor Coz called for public comment, and there was none.

**ACTION ITEMS (03:10)**

Mayor Coz asked if the penny sales tax is included in the budget, and whether the funds for the fire hydrants can be pulled from reserve. Acting Town Manager Stevens responded that the penny sales tax is included in the budget, and some money is being pulled from reserves to fund the overall budget for FY20. She also noted that for FY19, money may or may not be deducted from reserves. Commissioner de Haseth noted that money will not be added into reserves this year based on the added expenditures for fire hydrants, etc.

**Revenue and Expenditures (05:50)**

Mayor Coz noted the huge increase in Transfers to Capital (Item number 590.100) from \$171,218 for FY19 to \$525,100 for FY20. Acting Town Manager Stevens responded that the huge jump is due to the infrastructure needs, and maintenance updates needed. Commissioner de Haseth questioned if the proposed budget is at full staff. Acting Town Manager Stevens stated that the budget is calculated accounting for every position as it currently stands, and positions being filled if currently opened.

**Revenues (08:32)**

Mayor Coz asked from where the Utility Water Tax (Item number 314.900) is attained. Acting Town Manager Stevens stated that Boynton Beach collects fees for offering water services to the residents, and gives a portion of the fees collected to the Town. Commissioner de Haseth questioned if the Town would be able to increase the amount of money it receives from Boynton Beach on the water tax. Acting Town Manager Stevens and Town Engineer Tropepe stated that more information would need to be gathered. The number may be discussed more when negotiating the water contract with Boynton Beach.

Vice Mayor MaGruder asked if the revenues that come from rental registration (Item number 329.600) can be increased. Acting Town Manager Stevens responded that in order for that number to be increased the

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Town Commission would have to approve an increase to the fee schedule. **Consensus to leave it as is.** Vice Mayor MaGruder recommended leaving the ½ penny sales tax (Item number 335.181) at \$145,000.

Commissioner de Haseth asked if Building Permits (Item number 322.100) revenues seem steady. Building and Public Works Director Cameron stated that it appears to be steady for the long run.

Vice Mayor MaGruder asked about the Briny Breezes contract. Police Chief Hutchins stated that the proposal is underway, and that the proposals are due to Briny Breezes by June 13, 2019 at 11 a.m. Mayor Coz noted that if Briny Breezes contract is awarded to Ocean Ridge, then there will be a slight increase to revenues.

Commissioner Besler suggested the possibility of increasing the cost for solid waste pick-up fees. **There was a consensus from the Commission for Staff to look at Republic Service contract and calculate the percentage increase from past to now.**

Commissioner Besler asked if the interest earned (item number 361.100) can be increased due to the changing of banks from Bank of America to City National where more interest can be earned. Acting Town Manager Stevens stated that the number can be increased.

Commissioner de Haseth asked if there were other ways of funding some of the capital projects without having to use money from reserves such as special assessments. Acting Town Manager Stevens responded that for a special assessment it has to be added as a non-ad-valorem assessment roll with the Property Appraiser, and they have deadlines of when to have those numbers which might have already passed. Commissioner Besler also mentioned that there had been instances where money not used due to open positions was later added to reserves.

### **Town Commission (24:47)**

Commissioner de Haseth asked about the huge increase in workers compensation for the Town Commission. Acting Town Manager Stevens explained that the premiums for workers compensation were re-calculated per employee for each department and re-distributed throughout the departments.

### **Town Manager (26:38)**

Commissioner de Haseth asked as to why the Town Manager does not use a Town vehicle for travel. Acting Town Manager Stevens responded that the Building and Public Works Director Cameron uses the town vehicle for inspections and Public Works, and no other vehicles are available for usage.

Vice Mayor MaGruder complimented Acting Town Manager Stevens on the budget, and how detailed it was. All other Commissioners concurred. Vice Mayor MaGruder pointed out that the Town Manager's budget is not reflective of all conferences and meetings attended, and Acting Town Manager Stevens explained that some expenses are made out of pocket such as the District IV luncheons. Commissioner de Haseth stated that lunches should be paid by using Town funds as long as the meal prices are reasonable.

### **Town Clerk/ Treasurer (29:26)**

Commissioner de Haseth asked as to where Assistant Town Clerk Gatewood's salary was placed. Acting Town Manager Stevens noted that she is listed under the Town Clerk's budget. The Town Clerk's budget includes three salaries (Deputy Town Clerk, Assistant Town Clerk, and Treasurer).

### **Legal Services (30:36)**

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Mayor Coz asked if there has been any concerns regarding the Concept Plan Review Board. Building and Public Works Director Cameron stated that there has been some push back, but nothing that is concerning.

Mayor Coz called for Public Comment.

Public Comment: Martin Wiescholek, 5 Engle Drive, noted that the Planning & Zoning Commission still has no authority as the new ordinance has not passed yet. He further noted that the issue from last May's P&Z meeting was due to the applicant not being prepared.

Commissioner de Haseth mentioned that she understands that the Town is updating their code, and asked if there would be an opportunity for a junior attorney to take part in drafting some of the codes in order to reduce the amount of money paid to legal services. There was a consensus for staff to check into different prices for attorneys at our Town Attorney's office.

### **Appointed Board (34:57)**

Vice Mayor MaGruder asked for clarification on the percentage increase for the appointed boards. Acting Town Manager Stevens stated that the increase was .31%.

### **General Government (35:40)**

Vice Mayor MaGruder asked for clarification on the increase for shredding services, and Acting Town Manager Stevens clarified that the Town hosts one annual shredding service event for the residents, and internal staff also uses shredding services throughout the year for town records. Next year, staff is proposing that the Town hold two shredding events for residents at the request of the residents. Commissioner de Haseth asked for staff to see if Republic Services offers shredding services.

### **Public Safety – Law Enforcement & Fire/ EMS (37:38)**

Vice Mayor MaGruder asked if Police Officer increases are by merit or steps. Acting Town Manager Stevens and Police Chief Hutchins responded that it is up to a 5% merit increase based on evaluations, and according to the PBA contract.

Commissioner de Haseth asked about the almost 20% increase on Retirement Contributions (Item number 502.200), and also about the money being spent on machinery & equipment (Item number 506.400). Acting Town Manager Stevens clarified that the retirement contribution percentages are based on Florida Retirement System which is out of staff's control, and the amount paid to retirement increases when salaries increase. Acting Town Manager Stevens also stated that the machinery & equipment is explained in the budget detail worksheet which does not include the police vehicle, as the vehicle was transferred to the capital fund since it is a capital expenditure.

### **Building and Inspection Services (43:17)**

Mayor Coz asked for clarification on the professional planner line. Acting Town Manager Stevens stated that the professional planner is in place to review zoning for the properties going before Concept Plan Review. She further mention that it is a pass through as the fee is paid by the applicant during the submittal process for Concept Plan Review.

Acting Town Manager Stevens mentioned that the Building Department is being built, and a lot of funds were transferred from the Clerk and Other Physical Environment departments. Mayor Coz asked staff to quantify the decrease from other departments that were appropriated to the building department.

Commissioners asked for the possibility of the trimming the building budget. Town Staff to look into Police Department electronic machinery such as laptop to help bring some costs down.

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### **Solid Waste (50:06)**

No discussion.

### **Other Physical Environment & Services (50:19)**

Commissioner de Haseth commented on the partial appropriated funds from FY19 towards a vulnerability study and Acting Town Manager Stevens stated that those funds will not be expended in FY19. In reference to the pest control line, she noted that many iguanas have been removed, and representatives from the company are in Town on a regular basis.

### **Public Works (55:54)**

Police Chief Hutchins mentioned that Line-Tec has been contracted by the Town to replace fire hydrants in critical need of replacement. Public Works employee Armstrong and Lieutenant Jones have been trained on flow testing, and have been flow testing the fire hydrants. Once all the fire hydrants are either replaced or repaired, then the Town would do continual maintenance annually.

### **Personnel (Human Resources) (59:43)**

Commissioner de Haseth asked about when the decision for a Town Manager needs to be made. Acting Town Manager Stevens responded that for financial purposes it is suggested that the Commission make the decision by August in order to appropriate sufficient funds to advertise for the position. Commissioner Besler asked for a comparison of personnel totals between FY19 and FY20. Acting Town Manager Stevens noted that salary ranges will be discussed at a later meeting.

### **Contingency (1:05:19)**

Acting Town Manager Stevens noted that the increase in contingency is due to emergency hurricane funding. She also explained that expensive water main breaks and repairs come out of contingency. Town Engineer Tropepe mentioned that water main breaks on A1A do not happen often, and it was an anomaly that we had two this year.

### **FY20 Capital Fund (1:10:35)**

#### **#1: Woolbright Detention Area Maintenance & Projects (1:11:49)**

Town Engineer Tropepe noted that due to past efforts to maintain the detention area, we can lower the proposed funding. Acting Town Manager Stevens noted that the proposed funds in the capital fund are not for the regular maintenance, but for tilling/trenching that needs to occur in order for the water to properly percolate. There was a consensus from the Commission to have Staff calculate a lower number based on proposals received.

#### **#2: Storm Drain Maintenance/ Outfalls Repairs (1:18:15)**

Part of Spanish River drainage repairs are being done in FY19, and are included in the proposed amount for FY20. There was a consensus from the Town Commission to continue with the \$150,000.

#### **#3: Fire Hydrant repair and/or replacement (1:21:16)**

Town Engineer Tropepe explained that the Town has many fire hydrants, and the Town should be proactive with funding for their maintenance. There was a consensus from Commissioners to approve the \$100,000, but have staff look into if there are alternative funding sources such as special assessment, non-ad-valorem, or utility tax.

#### **#4: Woolbright & Tropical Pump Station Replacement/ Repair (1:29:45)**

No discussion. Continue as approved.

#### **#5: Paving, Grading & Drainage Infrastructure (1:30:52)**

No discussion. Continue as approved.

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#6: Public Works Machinery & Equipment (1:31:19)

No discussion. Continue as approved.

#7: Public Works Utility Bed and Lights (1:31:26)

No discussion. Continue as approved.

#8: Public Works Tools (1:31:36)

Acting Town Manager Stevens explained that Public Works Tools are different from machinery because they are hand-held tools. Continue as approved.

#9: Tropical Pump Station Wet Well Rehabilitation (1:31:55)

No discussion. Continue as approved.

#10: Camera System for Pump Station (1:32:00)

Acting Town Manager Stevens explained that the camera system would be used in case staff is not present and would like to check up on the pumps to ensure they are working properly when they receive an offsite SCADA notification. Continue as approved.

#11: Door Replacement for Town Hall Facility (1:32:23)

Acting Town Manager Stevens noted that the Town Hall doors need to be replaced to be hurricane impact quality and ADA compliant. Continue as approved.

#12: All-Terrain vehicle (1:33:05)

Police Chief Hutchins noted that money should be appropriated in case needed, and the police department would not use it unless it's a necessity. There was a consensus for All-terrain vehicle to continue as approved, but further discussion in following meetings.

#13: Body Worn Camera System (1:36:04)

Public Comment: Christine Schulte, 7 Adams Road, noted that there are both pros and cons to getting body worn cameras. She further noted that the dynamic in the community would change due to body worn cameras, and people should avoid confrontation.

Police Chief Hutchins stated that body worn cameras would not be on at all times recording, and there are different methods of how the camera can be switched on. He further stated that the body worn cameras would be a tool to collect evidence, and to clarify situations before they reach the court room.

Public Comment: Martin Wiescholek, 5 Engle Drive, suggested for body worn cameras to be seen as a long-term investment as the cameras may help the Town avoid legal fees later on.

Christine Schulte, 7 Adams Road, asked about the capacity to erase the information on the body worn cameras. She also complimented Officer Choban and Officer Galluscio on helping her in different instances.

Police Chief Hutchins responded that information cannot be deleted, and the footage would be controlled by the Town. The Chief and Lieutenant would have to redact information as needed if a public record request comes in for footage.

Commissioner de Haseth moved to have body cameras continue into the next round of the budget, but for Commissioners to help with the development of the policy to record; seconded by Commissioner Hurlburt. Motion Carried 4-1 (Mayor Coz dissenting).

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#14: Town Hall A/C units (1:59:40)

No discussion. Continue as approved.

#15: Anna Street Runoff Repairs (2:00:00)

This item has been removed as staff is currently in the process of having the runoff issues remediated. There was discussion regarding swale agreements, and Town Engineer Tropepe suggested that the Planning & Zoning Commission consider mandating swale agreements as part of their new approval process for Development Review.

#16: New Equipped Police Vehicle (02:02:33)

Police Chief Hutchins stated that hopefully it won't be needed, but they do have to budget for it. He further noted that when the mileage rises in a vehicle, it starts breaking down and there are repair costs associated with that. Commissioner de Haseth suggested the possibility of extending the warranty. Police Chief Hutchins stated that they need equipped vehicles in order to fulfill expectations especially if the Briny Breezes contract is added.

Commissioner Hurlburt moved to approve funding for new equipped police vehicle in FY20; seconded by Commissioner Besler. Motion carried 5-0.

#17: Sealcoat & Stripping Town Hall Parking Lot (2:09:08)

No discussion. Item deferred to FY21.

#18 Garage re-configuration (2:09:12)

No discussion. Item rejected at previous meeting.

#19: Street Sign Replacement (2:09:14)

Police Chief Hutchins noted that government and regulatory signs are exempt from Town sign code. The Town Code regarding signs is currently under review. Acting Town Manager Stevens explained that the item is for name street signs only, and funds for maintenance of signs are listed under Public Works. There was a consensus to direct staff to re-calculate the numbers to a more affordable amount.

#20: Maintenance of Town Facilities (2:15:16)

Acting Town Manager Stevens mentioned that this is in order to have money placed in the capital fund for when the time comes for Town Hall maintenance such as a new roof or paint. Item to continue on budget for further discussion at later meetings.

#21: Beach Crossover Repair (2:18:30)

Building and Public Works Director Cameron noted that this will be repair for all the beach crossovers as some need more attention than others. Item approved at earlier meeting, no changes.

#22: Vulnerability Study (2:20:5)

Vice Mayor MaGruder voiced the importance of the vulnerability study in order to get the long term information about sea level rise impact on the Town, and any new seawall requirement.

Public Comment: Christine Schulte, 7 Adams Road, asked if it was a yearly fee or one time. Vice Mayor MaGruder stated it would be a one-time fee for the study, but not inclusive of any implementation components wanted later.

Public Comment: Martin Wiescholek, 5 Engle Drive, concurred that it is a necessary study in order to stay informed.

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Vice Mayor Magruder moved to approve the funds for the vulnerability study; seconded by Commissioner de Haseth. Motion Carried 3-2 (Commissioner Besler and Mayor Coz dissenting).

#23: Crosswalk Installation across North Ocean Boulevard (2:38:22)

Police Chief Hutchins stated that the money being appropriated is currently an estimation based on traffic engineering firm recommendation, and costs for previous crosswalk. The Town is still awaiting the Department of Transportation permit approval in order to have final number on funds needed.

Commissioner de Haseth and Commissioner Hurlburt voiced their concerns over the ownership of the walkway on Fayette Drive.

Commissioner de Haseth moved to approve the funding for the crosswalk pending Department of Transportation approval, and property knowledge of the walkway on Fayette Drive; seconded by Vice Mayor MaGruder. Motion carried 5-0.

#24: Sewer Conversion (2:45:28)

Item will stay on hold until more information is gathered.

#25: Salary Survey & Investment in Personnel (2:45:39)

Item will stay on hold until a later meeting.


Mayor Coz called for public comment.

Public Comment: Jerry Lower, 2 Harbour Drive North, complimented Acting Town Manager Stevens on the budget presentation, and encouraged the Commission to deliver a budget that solves the needs of the community.

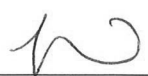
**ADJOURNMENT**

Meeting Adjourned at 4:47 PM

Minutes prepared by Deputy Town Clerk Armstrong, and adopted by the Town Commission on July 1, 2019.

  
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Steve Coz, Mayor

ATTEST:

  
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Tracey L. Stevens, MMC, Town Clerk