

SPECIAL TOWN COMMISSION MEETING MINUTES
APRIL 21, 2020

Minutes of the Special Town Commission Meeting of the Town of Ocean Ridge held on Tuesday,
April 21, 2020 at 2:00 PM in the Town Hall Commission Chambers.

CALL TO ORDER (00:32)

The meeting was called to order by Mayor de Haseth at 2:02 p.m.

Mayor read the following statement into the record:

Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron Desantis on March 20, 2020, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes. The member of the Town Commission appearing remotely for the meeting was Phil Besler.

Assistant Town Clerk Gatewood informed that the agenda, the material for each item on the agenda, and the notice regarding the virtual meeting were made available 24 hours prior to the meeting as required by the Town's Code of Ordinances. Assistant Town Clerk Gatewood explained the methods of participating in public comment.

ROLL CALL (03:34)

Assistant Town Clerk Gatewood led the roll call, which was answered by the following:

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

(Town Clerk's Note: Commissioner Besler participated virtually.)

PLEDGE OF ALLEGIANCE (03:52)

Mayor de Haseth led the Pledge of Allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA (04:12)

Vice Mayor Coz moved to approve the agenda as submitted; seconded by Commissioner Besler. Motion Carried 5-0.

PUBLIC COMMENT (04:54)

Mayor de Haseth called for public comment, and there was none.

APPROVAL OF CONSENT AGENDA (Items that do not require discussion) (05:18)

1. Memo from Attorney Regarding Legal Matter

Vice Mayor Coz moved to approve the consent agenda as submitted; seconded by Commissioner Besler. Motion Carried 5-0.

REGULAR AGENDA ITEMS

2. Voting by Ballot for Board Appointments (05:50)

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Town Manager Stevens told the Town Commission that there has been some interest to allow voting by ballot for Board Appointments in order to simplify and streamline that process. She explained that in order to accomplish this, the Town Commission would need to vote to suspend rule #10.3 of the Town Commission Rules of Order & Procedure. She noted that if the Town Commission would like to use the ballot format for all Board Appointments in the future, staff would need direction to amend the Rules of Order and Procedure as such. Town Manager Stevens explained the voting process to the Town Commission. Mayor de Haseth said the idea of voting by ballot because there are currently 5 Board Appointment seats available and this will help simplify the process. Commissioner Besler and Vice Mayor both said they were fine with voting by ballot.

Mayor de Haseth called for public comment, and there was none.

Vice Mayor Coz moved to suspend rule number 10.3 of the Town Commission Rules of Order and Procedure and to vote by ballot for Board Appointments to be made at the May 4, 2020 Town Commission meeting; seconded by Commissioner Hurlburt. Motion Carried 5-0.

3. Approve Hazard Pay for Certain Employees (10:23)

Town Manager Steven stated that she provided the Town Commission with a memo for Hazard Pay for Certain Employees and summarized it for them. She told the Town Commission the recommendation of Management is to grant hazard pay in the total amount of \$300 for all sworn Police Officers, the Building Official, and Public Works employee who have worked on the front lines in hazardous conditions during the COVID-19 pandemic. She added that this amount represents \$100 per pay period for the past three pay periods, or approximately \$1.00 per hour increase. She advised that the financial impact on the Town would be approximately \$7,000. She further stated that if the Town experiences a lower loss of revenue than expected later in the fiscal year, additional hazard pay could be considered by the Town Commission later to cover the weeks moving forward. She added that if the Town makes a decision to suspend vacations in the future, in order to maintain adequate staffing levels and fill overtime hours, it is Managements recommendation to suspend the vacation and compensatory leave accrual cap of 210 hours, and allow all employees to accrued hours to accrue up to 250 hours and cash in up to 80 hours of earned leave during this fiscal year. She explained that this approach will ensure employees do not lose benefits that were earned, and will draw down on the accrual liability on the balance sheet. She said if Town determines that revenue loss is lower than expected later in the year the Town Commission could consider awarding additional hazard pay at that time of the week moving forward.

Mayor de Haseth called for public comment.

Assistant Town Clerk Gatewood read a public comment provided by Janet Schijns, 111 Dolphin Bend Drive, into the record. Mrs. Schijns stated the amount for hazard pay could be increased given that projects and the like have been delayed which would allow room in the budget to pay a higher hazard pay.

Commissioner Besler agreed with Town Manager Stevens' recommendation stating that it was fair and equitable. Vice Mayor Coz said he was fine with the \$100 per pay period amount. He asked for details of the 80 hours of earned leave during the current fiscal year, to which Town Managers Stevens replied that the current policy allows an employee to cash in up to 40 hours of vacation time, and the recommendation

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is to allow an employee to cash in an additional 40 hours. She said it would not affect many employees as not many have reached the 210-hour cap. She said the Town wants to make sure if they have to suspend vacation time that the employees are able to accrue their hours and do not lose their benefit. Commissioner Hurlburt said she was okay with the proposal and asked if this subject could be revisited later if needed, to which Town Manager Stevens replied yes. Commissioner Wiescholek asked if hazard pay would be for all employees, to which Town Manager Stevens replied that it would only be for employees who work on the front lines, which are sworn Police Officers, the Building Official, and the Public Works employee. He said he was okay with the proposal but in the future would like to see two groups, one for those whose position have expected hazards such as the Police Officers, and the second for those whose job does not have an expectation of hazards such as the Building Official and Public Works employee.

Vice Mayor Coz moved to approve Hazard Pay for Certain Employees Outlined in Item #3 of the April 21st Town Meeting; seconded by Commissioner Besler. Motion Carried 5-0.

Mayor de Haseth directed Town Manager Stevens to provide the Town Commission with information on employees that are near the 210 hour cap.

4. Salary Range Updates for Building Official & Public Works Department (19:00)

Town Manager Stevens told the Town Commission that beginning in 2018 until the present; the Town experimented with having the Building Official serve as the Public Works Director. She said the outcome of this experiment was not favorable, as the workload for these two positions is too great for one person to realistically handle. She said in order to achieve the department goals of running efficiently, the Town will be advertising for the position of Building Official and a Public Works Supervisor. She noted that the public works position is not a new position, just a position change. She said the Public Works Department has been short-staffed. She invited questions from the Town Commission about the salary range chart provided to them, and if there were no questions, her recommendation is for them to adopt the chart. Mayor de Haseth asked if the minimum or maximum salaries have changed for any of the positions besides the Building Official and Public Works Supervisor, to which Town Manager Stevens replied no. Town Manager Stevens told the Town Commission that there was one job title changed, Building and Public Works Clerk was changed to Building clerk, as she is only the Building Clerk. She said for "note 4" of the chart, the title Deputy Chief of Police was removed.

Mayor de Haseth called for public comment, and there was none.

Vice Mayor Coz asked where the Town advertises for Public Works positions, to which Assistant Town Clerk Gatewood replied Employ Florida, Career Source, Florida League of Cities, Indeed, Coastal Star classified, Palm Beach Post, and the Town bulletin board, shadowbox and breakroom. He recommended using Monster Jobs to which Assistant Town Clerk Gatewood agreed to explore. Town Manager Stevens said the Town was considering placing the ad with the American Public Works Association for a cost of \$500.00. Commissioner Wiescholek questioned whether the Town could lower the restrictions for hire because it has been difficult to fill positions, to which Police Chief Hutchins informed the Commission that the restrictions were in place by the Federal Bureau of Investigations (FBI) and not the Town, as the Town Hall and Police Department are in the same building. He said he does not recommend lowering restrictions.

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There was a consensus from the Town Commission to pay five-hundred dollars for advertising through the American Public Works Association to hire a Public Works Supervisor.

Commissioner Hurlhurt moved to approve the Salary Range Updates as amended; seconded by Commissioner Wiescholek. Motion Carried 5-0.

TOWN COMMISSIONER COMMENTS (31:54)

Commissioner Besler commented that he was disappointed that Building Official and Public Works Director Wayne Cameron had resigned. He noted that Mr. Cameron had resigned once before and returned to Ocean Ridge. He said Mr. Cameron told him that he was willing to transition using a per diem method. He said Mr. Cameron was a big asset to the Town and he was hopeful he would return. Vice Mayor Coz said it is a shame that Mr. Cameron is leaving but hopes the Town will find a replacement soon.

Commissioner Hurlburt thanked the Police Department for doing their very best to educate the residents on social distancing and it has been working well.

Commissioner Wiescholek also thanked the Police Department for their hard work noting that it cannot be easy with the restrictions they are tasked to enforce. He said their approach has been effective and appreciated in the community. He said he is sad to see Mr. Cameron leave the Building Department and he is proud of the work the department has done in recent years. He hopes Mr. Cameron's replacement will be able to learn where the Town has been and the trends that have been set so they know what needs to be done moving forward.

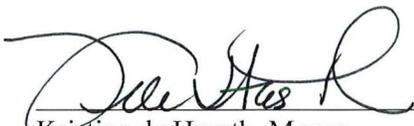
Commissioner Hurlburt asked what the next steps were for restrictions within the Town. She wanted to be sure the Town does not give the false impression that the Town is open for people to visit. Town Manager Stevens replied that she is ordering more signs that state the beaches remain closed.

Mayor de Haseth reminded everyone that on May 4, 2020 at 2pm there will be a Goal Setting Workshop

ADJOURNMENT

Meeting Adjourned at 2:44 p.m.

Minutes prepared by Assistant Town Clerk Gatewood, and adopted by the Town Commission on May 4, 2020.



Kristine de Haseth, Mayor

ATTEST:



Karla M. Armstrong, Town Clerk

