

REGULAR TOWN COMMISSION MEETING MINUTES  
JANUARY 4, 2021

Minutes of the Regular Town Commission Meeting of the Town of Ocean Ridge held on Tuesday,  
January 4, 2021 at 6:00 PM in the Town Hall Commission Chambers and virtually through  
Gotomeeting.com.

**CALL TO ORDER**

The meeting was called to order by Mayor de Haseth at 6:00 p.m. Mayor de Haseth reminded that the live audio feed is no longer interactive and encouraged those that would like to make a public comment to attend in person, or send comments to the Town Clerk prior to the meeting.

**ROLL CALL**

Town Clerk Armstrong 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

**PLEDGE OF ALLEGIANCE**

Mayor de Haseth led the Pledge of Allegiance.

**ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA**

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

**PRESENTATIONS**

Town Manager Stevens informed the Commission and the public of the Employee Recognition Program, and presented the following employees with awards:

- a. Longevity Service Awards:
  - i. Sergeant Richard Ermeri, 5 years of service
  - ii. Dispatcher Courtney Hammond, 5 years
  - iii. Lieutenant Richard Jones, 5 years
  - iv. Sergeant Jimmy Pilon, 5 years
  - v. Reserve Officer Gene Rosenberg, 5 years
  - vi. Sergeant Gary Roy, 5 years
  - vii. Police Officer Nubia Savino, 5 years
  - viii. Sergeant Rick Stang, 5 years
  - ix. Public Works II Billy Armstrong, 10 years
  - x. Building Clerk Lisa Burns, 15 years
  - xi. Police Officer Mario Galluscio, 15 years
  - xii. Treasurer Jean Hallahan, 15 years
  - xiii. Police Chief Hal Hutchins, 15 years
  - xiv. Police Officer Robert McAllister, 15 years
  - xv. Dispatch Manager Jessica Simpson, 15 years
- b. Perfect Attendance in 2020:
  - i. Dispatcher Zoie Arnold
  - ii. Dispatcher Courtney Hammond
  - iii. Lieutenant Richard Jones
- c. Growth award:
  - i. Public Works Employee II William Armstrong
  - ii. Town Clerk Karla Armstrong

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- d. Bubbles Award:
  - i. Jimmy Pilon
- e. It's 5:00 Somewhere:
  - i. Dispatcher Zoie Arnold
  - ii. Police Officer Stetson Marsh
- f. Employee of the Year:
  - i. Lieutenant Richard Jones

Mayor de Haseth commended Town Manager Stevens for creating the Employee Recognition Program, congratulated the award recipients, recommended that employee awards be an annual event, and asked that the award recipients attend the Town Commission meeting in person in the future.

### ANNOUNCEMENTS

- a. The next Regular Town Commission Meeting will be held on February 1<sup>st</sup> at 6:00 PM at Town Hall. The next Planning & Zoning Commission meeting will be held on January 11<sup>th</sup> at 8:00 AM at Town Hall. The next Septic to Sewer Citizens' Advisory Committee Meeting is to be determined.
- b. 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.
- c. Town Hall will be closed on Monday, January 18<sup>th</sup> in observance of Martin Luther King, Jr. Day.
- d. The Annual Municipal Election will be held on March 9, 2021. There are two Town Commission seats open for a three-year term. Qualified Candidates Appearing on the Ballot are: Carolyn Cassidy, Kristine de Haseth, John Kramer, and Geoff Pugh. / Las Elecciones Municipales Anuales se celebrarán el 9 de marzo de 2021. Hay dos asientos de la Comisión de la Ciudad abiertos por un período de tres años. Los candidatos calificados que aparecen en la papeleta son: Carolyn Cassidy, Kristine de Haseth, John Kramer, Geoff Pugh.
- e. 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. Public comment is not meant to be a question and answer period, and there will be no dialogue. Anyone wishing to speak during public comment will approach the podium and state their name and address for the record, and see the Town Clerk after speaking to fill out a speaker card in order for the minutes to be properly recorded. All comments shall be directed to the Presiding Officer of the meeting and not to individual Commissioners, Staff, or members of the public. The Commission would like to remind everyone 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. Those addressing the Commission shall avoid personal attacks against anyone, and the Presiding Officer has the authority to remove individuals from the Commission Chambers if such conduct persists after the Presiding Officer provides a warning that the individual is in violation of this policy.

### PUBLIC COMMENT – (3-minute individual limit)

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

### APPROVAL OF CONSENT AGENDA (Items that do not require discussion)

- 1. a. Adopt Minutes of Regular Town Commission Meeting of December 7, 2020
- b. Approve Budgeted Expenditure of \$4,375.00 to Jones Foster for Legal Services for November 2020
- c. Approve Budgeted Expenditure of \$742.40 to Roberts, Reynolds, Bedard & Tuzzio PLLC for Legal Services for November 2020
- d. Approve Budgeted Expenditure of \$619,353.85 for the first installment of the City of Boynton Beach Fire Services Agreement for FY21

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- e. Approve Budgeted Expenditure of up to \$16,000 to Shenandoah for the Cleaning of the Tropical Drive Stormwater Pump Station.

Commissioner Wiescholek highlighted that Item #4 showed the incorrect voting record because he abstained from voting on the item. The vote should read 4-0.

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

**REGULAR AGENDA ITEMS**

**2. Review Request by Deck & Drive Pavers for a Refund of Building Permit Fees (By: Town Manager Stevens)**

Commissioner Besler recused himself from voting on this item because he is an owner of one of the properties that would have a financial impact from any decision.

Town Manager Stevens provided an overview of the item by notifying the Commission that the contractor, Deck and Drive, for permit #20143 wanted 100% refund of the permit, which was \$280. She explained the regulations for refunds as outlined in Town Code, Sec. 67-58.

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

Vice Mayor Coz disagreed with refunding the contractor because the Town had spent more money than was paid and it should be up to the homeowners to reimburse the contractor for the payment of the permit.

Commissioner Hurlburt concurred with Vice Mayor Coz due to the amount of money expended on the review of the permit, but she is willing to refund a portion of the permit.

Commissioner Wiescholek asked Town Hall staff if the permit was reviewed by the Building Official and if the permit was scanned, to which Town Manager Stevens stated that the permit was not scanned and Building Official Guy stated that he did review the permit and had plenty of discussions with the Town Attorney about the permit. Building Official Guy gave an overview of the property in question. Based on the information provided, Commissioner Wiescholek proposed to only refund the contractor the \$25 for the scanning fee.

Mayor de Haseth asked Building Official Guy if the Town had approved any permits for the reference property in the past, to which Building Official Guy stated that the Town approved permits to the Association in the past. Mayor de Haseth noted that the applicant probably felt that they could apply for it as before.

Vice Mayor Coz asked why the contractor paid the fees for the permit, to which they informed him that in many cases the contractors pay for the permit fees up front for the owners and charge the permit fees in their contract cost.

**Commissioner Wiescholek moved to reimburse the contractor the scanning fee (\$25) portion of permit #20143; seconded by Commissioner Hurlburt. Motion carried 4-0 (Commissioner Besler recused himself from the discussion and vote).**

**3. Approve Amendments to the Construction Site Management Handbook (By: Town Manager Stevens)**

Town Manager Stevens presented the item and briefed the Commission on the changes made to the Construction Site Management Handbook after it was posted.

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

Vice Mayor Coz voiced his opposition to limiting construction to only 12 months and asked that the Construction Site Management Handbook be reviewed on an annual basis for any issues. Town Manager Stevens clarified that the 12 months construction limit is outlined in the Town Code, to which Vice Mayor Coz stated that 12 months places a burden on big projects, and Town Manager Stevens informed that the Building Official could do a six month extension on the project and the Town Commission could do another six month extension on a project, if needed, according to Town Code.

Commissioner Hurlburt stated that she had a similar issue with the timeframes, but that it could be accomplished. Town Manager Stevens updated that staff is working on an ordinance that would review timeframes for construction and that would be introduced to the Commission after completion.

Building Official Guy informed the Town Commission that he will be bringing a resolution that will feature the technical amendments from the 2020 Florida Building Code, including construction timeframes.

Vice Mayor Coz asked Town Manager Stevens if the ordinance to be proposed regarding timeframes will limit construction to 12 months as well, to which Town Manager Stevens stated that staff is reviewing appropriate timeframes and is also working on adding a construction bond for certain projects. Mayor de Haseth stated that other municipalities base their timeframe to complete the work on the size of the project.

Commissioner Wiescholek stated that he is okay with the handbook as presented, but that some projects should provide compensation to neighbors who are affected by the construction site.

### **Commissioner Hurlburt moved to approve the amendments to the Construction Site Management Handbook; seconded by Commissioner Besler. Motion carried 5-0.**

#### **4. Approve Escrow Agreement with the Palm Beach County Clerk & Comptroller to Setup an Escrow Account for Court Filings (By: Town Manager Stevens)**

Town Manager Stevens introduced the item by requesting that the Commission sign an escrow agreement with the Palm Beach County Clerk & Comptroller to setup an escrow account for court filings. The escrow account will enable the Town to file documents online and pay through the escrow account, as opposed to paying the Town Attorney to perform those services.

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

Vice Mayor Coz thanked Town Attorney Ryan for the suggestion and improving the process as the new process would save the Town money. The rest of the Commission concurred with Vice Mayor Coz.

### **Vice Mayor Coz moved to approve the Escrow Agreement with the Palm Beach County Clerk & Comptroller to Setup an Escrow Account for Court Filings; seconded by Commissioner Hurlburt. Motion Carried 5-0.**

#### **5. Acceptance of the Infrastructure Surtax Citizens' Oversight Committee Annual Report for 2020 (By: Town Manager Stevens)**

Town Manager Stevens presented the item by noting that the Infrastructure Surtax Citizens' Oversight Committee met on December 21<sup>st</sup>, and approved the annual report while also recommending to the Town Commission that the revenue remain in the account and continue to accumulate at this time.

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

All Commissioner agreed that they would like to continue to accumulate the funds for big infrastructure items.

**Commissioner Wiescholek moved to accept the Infrastructure Surtax Citizens' Oversight Committee Annual Report for 2020; seconded by Commissioner Besler. Motion Carried 5-0.**

## **STAFF & COMMITTEE REPORTS**

### **6. Planning & Zoning Commission**

Mayor de Haseth invited Vice Chair Carey for the Planning & Zoning Commission to the podium. Mr. Carey advised that his report summarizing the last P&Z Meeting was included in the meeting package and asked if Commissioners had any questions.

Mayor de Haseth commended the Planning & Zoning Commission for the conditions issued on the projects brought before them, to which Vice Chair Carey thanked the Town Attorney on guidance on formulating motions and one-on-one discussions.

Vice Mayor Coz stated that he was surprised that 21 Ocean Avenue is buildable and that it did not belong to FDOT, to which Vice Chair Carey informed that he is also shocked that the land is buildable, but that the homeowner proved that he is the owner, and therefore has the same right as any other homeowner. He also informed that the homeowner has spoken to FPL and FDOT, and is working alongside them. Town Manager Stevens and Town Attorney Ryan provided an overview of the history of the project.

### **7. Town Manager**

Town Manager Stevens advised that her report was included in the meeting package. She reported on the following:

- In the month of December, we celebrated the following employee anniversaries with the Town: Building Clerk Lisa Burns, 18 years; Sergeant Rick Stang, 7 years; Police Officer Mario Galluscio, 16 years; and Dispatcher Zoie Arnold, 4 years. We thank them for their service and dedication to the Town of Ocean Ridge!
- The annual Municipal Election will be held on March 9<sup>th</sup>. Candidates running for Town Commission are: Carolyn Cassidy, Kristine de Haseth, John Kramer, Jr., and Geoff Pugh.
- We received our annual Truth in Millage (TRIM) certification by the Department of Revenue. This certifies that the Town of Ocean Ridge followed all the rules and regulations for our budget process for this year.
- Thanked those who donated their golf carts for the first annual Cruising Santa event this event: Gary & Penny Kosinski, Richard Lucibella, and Marie & Glen Chapman. Your generosity is very much appreciated!
- The Town partnered with the Palm Beach County Health Department to provide free COVID-19 testing to the public on December 14<sup>th</sup>. The Health Department administered 197 tests that day.
- The Public Works Department installed two dog sanitation systems along Old Ocean Blvd in an effort to clean up the area.
- The tree inventory has been completed and staff was trained on how to use the software recently. The inventory has already proven to be useful, as we were able to save a few specimen trees along Edith Street that were going to be taken down during construction.
- Town Staff has been working alongside the Town's vendor, Raftelis, on the water service area analysis for the past couple of weeks. We hope to complete this work within the next few months so we are in a better position to negotiate our potable water contract in 2021.

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- Iguana Control agreed to service Ocean Inlet Park for us at no additional cost. We received a letter from the County giving Iguana Control permission to enter their property and they have begun servicing the area already.
- The State has been changing the rules frequently for who will receive the COVID-19 vaccine and when. The Health Department estimates that the vaccine will be available to the general public around April or May of 2021 and will be administered through Walgreens and CVS, though the Governor is accelerating that timeframe for residents of Florida who are 65 and over.
- Palm Beach County extended the emergency order until January 20<sup>th</sup> that mandates facial coverings be worn in all businesses and establishments, in all county and municipal buildings, on Palm Tran, and in any outdoor public places where social distancing cannot be accomplished.
- Town Manager evaluation Form is due.
- The Police Chief Hutchins employment contract will automatically renew on April unless action is taken by either party as outlined in the contract.

Mayor de Haseth stated that the dog sanitation stations have been well received by the residents, and she asked for one to be installed at Town Hall. She also requested for Iguana Control to provide the Town with a breakdown of iguanas captured by area. Town Manager Stevens agreed that both can be done.

Vice Mayor Coz noted that the Town will be sending cameras to view the drainage lines on Spanish River Drive, to which Town Manager Stevens further noted that the company will be doing that earlier than originally anticipated and thanked Vice Mayor Coz for his assistance with communication to residents in this area.

Commissioner Wiescholek asked for the Town to put additional trash cans out especially during long weekends, to which Town Manager Stevens noted that staff was already discussing implementation of additional trash cans beach-side.

Commissioner Wiescholek asked for a status update on the improvements to the Town's communication, to which Town Manager Stevens noted that the Town is collecting information on the way that residents like to receive notifications so that the Town can work on a strategic plan to enhance its communications with residents.

Commissioner Wiescholek also asked for a status update on the water contract, and Town Manager Stevens stated that she has been working on the water service area analysis with the Town's contractor, Raftelis.

### **8. Town Attorney**

Town Attorney Ryan stated that there is no legal report, but that she had productive one-on-one meetings with Planning & Zoning Commission Members as well as Board of Adjustment Members. She also noted that she is working on several ordinances with staff and will also be providing the Town Commission with an updated legal report that will provide information on various lawsuits.

### **9. Police Chief**

Police Chief Hutchins advised that the Police Department report was included in the meeting package, and thanked all those that donated to the Police Department Toy Drive and all the residents for their patience during a pandemic.

### **10. Town Engineer & Public Works**

Mayor de Haseth advised that the report was included in the meeting package. There were no questions from Commissioners.

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**11. Building Official**

Building Official Guy advised that his report was included in the meeting package, and presented the Town Commission with his field observation report done on the seawall projects near Anna and Edith Street crossovers.

Town Manager Stevens commended Commissioner Hurlburt for saving some historic trees near the Edith Street seawall projects, and Commissioner Hurlburt commended the contractor on the project for their receptiveness.

**TOWN COMMISSIONER COMMENTS**

**12. Mayor Update (By: Mayor de Haseth)**

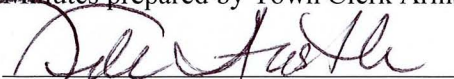
Mayor de Haseth announced the following:

- Briny Breezes blood drive is Friday, January 8th, 2021 from 9am till 2pm. Per OneBlood.org, each donation will be tested for the COVID-19 antibody.
- Palm Beach County will hold a Public Workshop Hearing on January 7, 2021 and January 21, 2021 to provide residents the chance to hear and get to know the County Commissioners. For more information, call Town Hall at 561-732-2635.

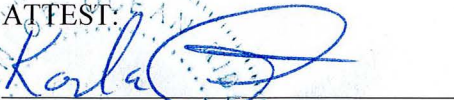
**ADJOURNMENT**

Meeting Adjourned at 7:06 p.m.

Minutes prepared by Town Clerk Armstrong, and adopted by the Town Commission on January 4, 2020.



Kristine de Haseth, Mayor

ATTEST:  


Karla M. Armstrong, Town Clerk

