

SPECIAL TOWN COMMISSION MEETING MINUTES
APRIL 19, 2021

Minutes of the Regular Town Commission Meeting of the Town of Ocean Ridge held on Monday,
April 19, 2021 at 5:00 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 5:00 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 Coz	Present
Mayor de Haseth	Present
Vice Mayor Hurlburt	Present
Commissioner Pugh	Present
Commissioner Wiescholek	Present

PLEDGE OF ALLEGIANCE

Mayor de Haseth led the Pledge of Allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA (03:25)

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

Mayor de Haseth thanked staff for their contributions to the goal-setting package. She notified the public that the meeting will be lengthy.

PUBLIC COMMENT – (3 minute individual limit)

Ric Carey, 39 Spanish River Drive, thanked the Commission for previous expenditures on the Inlet Cay drainage projects and asked them to continue funding drainage projects on Inlet Cay because of the need for it. He discussed the issues facing Inlet Cay.

REGULAR AGENDA ITEMS

1. Goal Setting / Determination of Town Commission Fiscal Priorities for FY22

a. Town Manager Overview

Town Manager Stevens advised that the objective of this meeting is for the Commission to establish their goals for the Town for Fiscal Year 2022. She further advised that although the Town has experienced revenue loss due to COVID-19, each department is important to the Town. She asked that goals be focused on the overall Town, and for Commissioners to review the project lists after establishing their goals.

b. Town Commission Discussion of Goals for FY22

Commissioner Hurlburt summarized her goals list, which was as follows: Environmental Proactivity, Infrastructure, Town Tech, Staffing, Old Ocean, Resident Task Force, Police Enforcement, Re-institute Workshops, and Preserving Character and Health of Ocean Ridge.

Resident Task Force - Town Manager Stevens noted that Town staff is looking to collaborate with a company called Pro Champs that will do the research and enforcement of the Town's rental ordinance and that may eliminate the need for a Resident Task Force to research Air B&B. Town Manager Stevens noted that Pro Champs would not cost the Town anything extra because they will take a portion of the cost to register rentals, and that cost would increase and be absorbed.

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Commissioner Coz summarized his goals list, which was as follows: Drainage on vulnerable areas, Grants for Septic to Sewer or other large projects, Resolutions to exiting lawsuits, Reduce the Town Hall budget, Remove Bullet Proof Glass from Town Hall, Crosswalk for Crown Colony, Consideration of Private Property Rights, Retaining Ownership of Water Pipes, Home Rule, and Technology for Residents to Participate in Town Meetings.

Reduce the Town Hall budget - Town Manager Stevens stated that the Town has grown about 10% in population size since 2000, and that the number of employees has not changed, but rather positions were changed. Commissioner Coz asked to see the employee list from 2000 to today.

Mayor de Haseth commented that the homes have increased in value, and therefore the level of service that the Town provides has increased with it, to which Commissioner Coz disagreed by saying that statistics for building permits has not changed.

Retaining Ownership of Water Pipes – Town Manager Stevens updated that the Town will be receiving a report from Raftelis that discusses the potable water infrastructure.

Remove the Bullet Proof Glass from Town Hall – Commissioner Wiescholek noted that the installation of the bulletproof glass was because Town Hall is connected to the Police Department, to which Commissioner Coz stated that his impression from talking to Town Hall staff is that they were afraid of residents. Town Manager Stevens noted that the bulletproof glass was a recommendation of the Police Chief because Town Hall is connected to the Police Department. Police Chief Hutchins stated the installation of bulletproof glass was done at the direction of the Town Commission, and that the Town received a better price on the glass because the Police Department lobby needed to replace theirs. Commissioner Wiescholek asked if the glass can be removed, to which Police Chief Hutchins stated that this item could be reviewed for changes. Commissioner Pugh asked for clarification from staff, to which Town Clerk Armstrong explained that persons looking for the Police Department routinely come in to Town Hall and that the Town Hall is connected to the Police Department. She further explained that anyone behind the doors needs clearance to be able to walk through because of Police Department standards, and that by having that opening, then they would put those at risk. Mayor de Haseth asked for further information on the clearance issues at the next budget meeting.

Commissioner Pugh summarized his goals list, which was as follows: installation of natural gas, increase public participation at meetings, crosswalk for Crown Colony, road paving schedule, lawsuit resolutions, Town-wide beautification project, Community Policing, Reduction of unnecessary work to Town staff, Review of all ordinances, and work as a team.

Natural Gas - Mayor de Haseth stated that the Town could consider natural gas along with another special project, such as Septic to Sewer, to which Commissioner Pugh stated that they could still get a quote to do it and not wait to do it with a larger project. He explained that the installation of natural gas will be less intrusive and cost less.

Commissioner Wiescholek asked Commissioner Pugh for information on when natural gas was considered in the Town, and Commissioner Pugh provided the information. Commissioner Wiescholek asked for the logistics of the installation and the estimated fee, to which Commissioner Pugh provided the numbers when natural gas was explored around 2006.

Commissioner Wiescholek summarized his goals list, which was as follows: review the budget, balance the budget by looking at all department expenses, and developing a revenue fund of shared fees for residents to pay that would help fund large Town wide project, such as septic to sewer.

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Commissioner Coz asked Town Manager Stevens for a status update on the grants for septic to sewer, to which Town Manager Stevens noted the Town's grant application was rejected. Town Manager Stevens noted that the grant writer is willing to submit the documents to other grants as they arise at no cost to the Town.

Commissioner Pugh noted that Fire Services was outsourced because of State regulations, and the Town did not have the capability to meet the States requirements.

Mayor de Haseth summarized her goals list, which was as follows: Fiscal Responsibility, Sustainability, Community Participation, and Preserve the Character and Property Values of the Town while balancing Property Rights.

Fiscal Responsibility – Mayor de Haseth asked that all low priority items on the capital list be removed, and Commissioner Wiescholek stated that there is one item on the low priority that he would like to keep.

Mayor de Haseth concluded that all Commissioners concurred on updated software for staff and needed technology, such as the chambers audio repair.

Mayor de Haseth mentioned that a non-ad-valorem assessment can be explored for the septic to sewer conversion, such as the 10 year capital plan in Gulf Stream.

c. Public Comments Regarding Goals & Fiscal Priorities

Nicholas Arsali, 6017 Old Ocean Blvd, stated that it felt more like a meeting than a workshop. He expressed that he would like to see revenue changes over the last couple of years so that he can compare where the Town is. He commented that the Town is a great place, and that he agreed with removing the bullet proof glass from Town Hall. Town Manager Stevens stated that a revenue and expenditure history will be provided at the next budget meeting, and that the objective of this meeting is for the Town Commission to set goals in order to properly draft the budget.

David Hutchins, 33 Harbour Drive North and Planning & Zoning Commission Member, commented that he would like less regulations for Town to allow people to build freely. He asked the Commission to continue administering the Planning & Zoning Commission.

Town Clerk Armstrong read the public comment received via email by Mary Kate Leming from 2 Harbour Drive North. Mrs. Leming asked the Town Commission to prioritize repair of sidewalks on A1A, to which Town Manager Stevens explained that sidewalks are the responsibility of the FDOT, and that Public Works is working with FDOT to get those repairs on their way. Commissioner Wiescholek asked if FDOT is liable for any accidents on the sidewalk, and Town Manager Stevens stated that FDOT is liable when it is just the sidewalk.

Mayor de Haseth recapped the goals that all Commissioners consented, which were technology software, drainage, and septic to sewer funding.

Commissioner Pugh stated that the meeting is not giving staff direction, and that the Commission should be focusing on discussing the goals for staff to work on, and Mayor de Haseth stated that the meeting gives staff general ideas of goals to be able to draft a budget. She expressed that the goal-setting meeting has become essential in the last couple of years. Vice Mayor Hurlburt, Commissioner Coz and Commissioner Wiescholek concurred with Mayor de Haseth about the importance of the goal-setting meeting.

Commissioner Coz asked that Town Manager Stevens remove the fixed costs when drafting the budget so the Commission does not spend time discussing fixed costs. He would like to see information on operating costs.

d. Discussion Regarding Capital Improvement Plan for FY22

1. Street Name Sign Replacement Program

Item to be removed from capital, and that the Town only replace street signs as needed out of contingency.

2. AC Unit for Town Hall Facility

Item to be removed from capital, and that the Town only replace the AC unit if needed out of contingency.

3. Sealcoat & Striping Town Hall Parking Lot

Item will be removed from the capital list.

4. Door Replacement for Town Hall Plus ADA Set Up

Item will remain.

5. Maintenance of Town Hall Facility (Roof & Painting)

Commissioner Coz suggested hiring a firm to assess the painting condition of the Town Hall, and if there are any cracks identified, then have the company fill it. Commissioner Pugh asked that the Commission consider the Town Hall an investment, and recommended that the Commission vote to paint it. Town Manager Stevens stated that she would need to check the amount of money saved towards this, and if there is enough, then she would spend the money to paint it. **There is consensus for Town Manager Stevens to check on the funds set aside, and if there is enough to paint the Town Hall. If there is not enough, then the Town Manager would need to appropriate the necessary balance for the following fiscal year.**

6. Fire Hydrant Repair and/or Replacement

Mayor de Haseth asked who the homeowners associations with fire hydrants reports to, to which Town Manager Stevens stated that she is working with the Public Works employee on a system that would require that the homeowner's associations report their fire hydrant status to the town. Commissioner Pugh asked who the homeowner's associations report to now, and Public Works employee Armstrong stated that they report to the City of Boynton Beach. The City of Boynton Beach inspects the Town's fire hydrants that are on the right of way. Mayor de Haseth stated that it would be a benefit for the Town to conduct the inspection for the fire hydrants within homeowner's associations for a fee so the Town knows the status of all fire hydrants. Commissioner Wiescholak stated that fire hydrant repair is a life safety issue that needs to be done, to which Commissioner Coz concurred and stated that this item should be a fixed cost. **There is consensus to move forward with this item.**

7. Wet Well Maintenance – Tropical and Woolbright

After discussion, **there was consensus to move forward with this item.**

8. Beach Crossover Repair and/ Or Replacement

Town Manager Stevens clarified that this replacement will be for Porter Street. Mayor de Haseth asked if \$15,000 is enough to accomplish the replacement of the Porter Street crossover, and Public Works Employee Armstrong stated that it should be able to be accomplished around that price. Commissioner Wiescholak suggested that the Town use the new type of wood material that will be long lasting, to which Public Works Employee Armstrong stated that it is his intention to use the long lasting wood materials. Mayor de Haseth and Commissioner Coz agreed that this item is a high priority for quality of life. Commissioner Coz asked if the replacement could be done this year, to which Mr. Armstrong stated that

he could not because he is using all funds currently in the budget on other crossovers. Town Manager Stevens stated that a quote with the new materials can be presented at the next budget meeting.

9. Pump Replacement at Tropical and Woolbright Pump Station

Mayor de Haseth and Commissioner Coz agreed that this is a high priority item. Town Manager Stevens informed that this item is to prepare for when the pumps need replacement. Commissioner Coz asked if it would be better to buy over repair, to which Town Engineer Tropepe stated that she prefers to rebuild and only replace if absolutely necessary. Mayor de Haseth asked about the life cycle of a pump, to which Town Engineer Tropepe stated that with proper care it could go a long time, and the current pump has 17 years. **There was consensus to move forward with this item.**

10. Drainage & Other Infrastructure

a. Coconut Lane Midblock Curb Replacement/ Flow Regrade

Mayor de Haseth asked if there was an intention to do swales on coconut lane, to which Town Engineer Tropepe stated that when the drainage system was updated on Coconut, the previous homeowners verbally agreed to maintain the drainage pipes, but after change of ownerships throughout Coconut Lane that it hasn't been happening. Mayor de Haseth suggested that the Town reach out to every resident on Coconut and request that they clean their own pipes. Commissioner Wiescholek disagreed with spending monies on curb replacement because the Town should consider raising the road in the next couple of years. Commissioner Pugh is in favor of making the item a low priority and asked the homeowners to clean their pipes. He stated that if they fail to clean their pipes, then the homeowners should be sent to code enforcement and pipes removed in order to install swales in the right of way. **There was consensus that staff draft a letter to send to each homeowner on Coconut Lane and request that they clean their pipes.**

b. 47/48 Spanish River Drive, Raise of the Cul-de-Sac/ Drainage

Town Manager Stevens stated this item is being deferred because the homeowner at 47 Spanish River Drive first needs to lift his home prior to the Town raising the road, and it is unclear as to when that will happen. Commissioner Coz stated that the Town should still commit itself to doing it when the time is right. Town Engineer Tropepe provided a summary of the requirements to raise the home.

c. 60,62/63, 54/55 Spanish River Drive, Catch Basin Upgrade/ Valve Replacements

Mayor de Haseth asked that there is a steady schedule to ensure all valves are maintained and/or repaired. **There was consensus to move forward with this item.**

d. Inlet Cay Drive, Island Drive and Sabal Island Bridge

Mayor de Haseth asked when the last repairs were done, to which Police Chief Hutchins answered that it took place around 2000. Mayor de Haseth asked if the item can be deferred to next fiscal year, to which Town Engineer Tropepe and Town Manager Stevens advised that this item cannot be deferred as the repairs are being mandated by FDOT and the Town is on a schedule of when the repairs need to be completed for FDOT. Mayor de Haseth mentioned the possibility of dredging the canal under the bridges, but it was decided not to move forward with dredging as it would not solve the issues. Commissioner Pugh asked that bridge care be placed on a constant rotation. **There was consensus to move forward with repairs to all bridges.**

e. Ocean Ave Sidewalks

Commissioner Coz asked if the Town could use the fixing of the sidewalk as leverage to get FDOT to work on the retention pond, to which Town Engineer Tropepe noted that the Town is on the list for repairs to the ponds; however FDOT is claiming that due to revenue loss from COVID-19 that many projects are being delayed. Commissioner Coz further asked who the contact person is for FDOT, to which Town Engineer Tropepe stated that all staff is in contact with FDOT. Mayor de Haseth stated that if FDOT continues to

delay the process, then the Town should reach out to representatives, and Commissioner Coz suggested that the Town use the fixing of the sidewalk as a means to get FDOT to fix the retention pond. They also asked that staff create an agreement that after the retention pond is settled that FDOT is responsible for fixing any bricks and maintaining the area.

Mayor de Haseth asked if the Commission should entertain fixing sidewalks on A1A, to which staff informed that those sidewalks belong to FDOT and FDOT is working on getting those sidewalks improved. **There was consensus to negotiate with FDOT the fixing of retention pond, but for this item to remain in the budget.**

11. New Fully Equipped Fleet Vehicles

Town Manager Stevens advised of the rotation of the Town car fleet, and advised that there is a need for a new vehicle for Building Official Guy. They discussed the details on the current fleet. Commissioner Pugh asked the Town to look into electric vehicles for those personnel that are not involved in high-speed chases. Mayor de Haseth asked if there is a car that can be cycled to Building Official Guy, and then only two new ones will be needed for the police vehicles. Town Manager Stevens is directed to look into the cost for an electric car. Based on the information provided, the Town Commission will review the possibility of Building Official Guy obtaining the 2014 Town vehicle, and police department getting two new ones.

12. Building Permits Software Upgrade

Building Official Guy stated that the proposed software is one of the best and used by many other jurisdictions. He advised that the Town negotiated for the price shown in the package, and the program will be able to give 24-hour access to residents about their permit and property information. He listed the pros and cons of the software, and mentioned that this one software will eliminate the amount of manual spreadsheets. Commissioner Coz provided statistics of permits through the years, and voiced his thoughts that it seems that there is less construction work while more money is being requested. **There was consensus to move forward with this item.**

13. Blueprint Scanner/ Printer

Building Official Guy advised that a scanner/printer is needed that can handle large plans. Town Clerk Armstrong concurred, but asked the Town Commission to defer at this moment since staff does not have the time to do scanning projects and it would be better to spend the funds on outsourcing the scanning project for the next year. **There was consensus to hold this item until next fiscal year.**

14. Hiring Part-time Building Inspector/ Plan Examiner

There was consensus to put this item on hold for more information. The Commission asked the staff to look into what the Town currently pays Hybyrd and for what services (zoning and/or inspection). They would also like to see Hybyrd expenses through the years. Mayor de Haseth noted that an inspector that only works for the Town may be beneficial.

15. 2 Bay Garage for Public Works Equipment & Tools

Town Manager Stevens stated that there is a need to park a public works vehicle within the garage in the police department side since it has equipment that needs to be protected from the elements. Commissioner Wiescholek concurred with Town Manager Stevens and stated that police vehicles are on a rotation while public works vehicles are kept for the full life cycle. Police Chief Hutchins stated that the garage has the capacity to store everything if the garage is remodeled and organized. **There was consensus to put this item on hold.**

16. I/T Refresh Schedule for FY22

After discussion, **there was consensus to move forward with this item.**

17. Commissioner Chambers Audio System Replacement

After discussion, **there was consensus to move forward with this item.**

18. Payroll Time & Attendance Software

After discussion, **there was consensus to move forward with this item.**

19. Crown Colony Crosswalk Lighting

Mayor de Haseth noted that the Town has spent over \$10,000 on this project for the research and staff times for FDOT permits. She further asked the staff to look into what funds Crown Colony would be able to contribute. The Commission asked staff to look into the legality of the Fayette Drive access. **There was consensus to move forward with this item with staff looking into the legality of the Fayette Drive access and seeing what monies Crown Colony can contribute to help with expenses.**

20. Valve Can Locators

There was consensus to move forward with this item.

(Town Clerk's Note: There was a break from 7:41 p.m. to 7:51 p.m.)

21. Ocean Ridge Lighting Plan

Town Manager Stevens advised that this is a contractual obligation and the Town receives funds from the state to maintain the lighting. Public Works Employee Armstrong notified that the lights will be LED, and that the estimate includes the light pole and work to electrical on the ground. **There was consensus to move forward with this item.**

22. Ocean Avenue Tree Trimming

After discussion, **there was consensus to move forward with this item.**

23. Paving Plan

Town Manager Stevens advised that this item could be deferred because the roads are still in good condition. Commissioner Pugh and Commissioner Coz are not in favor of deferring the item and paving the streets that are in need. The Commission asked Town Engineer Tropepe to do an assessment of the roads, and to see which streets need to be repaved and that will determine how much to spend.

24. Potable Water Valve Installation Inlet Cay Drive

After discussion, **there was consensus to move forward with this item.**

25. Potable Water Infrastructure Repair & Enhancement

Town Manager Stevens asked the Commission to defer this item until consultant Raftelis provides the Town the potable water report.

26. Bridge & Seawall Infrastructure Repair & Replacement

Town Manager Stevens stated that the Town should include bridges and seawalls in the five-year capital plan so that they can be repaired on a rotating basis. Mayor de Haseth asked for an outline of seawalls and bridges, and Town Engineer Tropepe provided a list.

27. Replace All Terrain Vehicle – Police Department

After discussion, **there was consensus to move forward with this item.**

28. Hiring Part-time Public Works Personnel

Town Manager Stevens advised that the part-time public works employee could do the work of the cleaning company so the cleaning company costs could be removed. Commissioner Coz and Commissioner Pugh

are not in favor of removing the cleaning company because the cleaning company is experienced in cleaning the building. Mayor de Haseth asked Town Manager Stevens to see if our solid waste provider will collect the garbage at the crossovers. She further asked staff to write a memo that will outline the roles and responsibilities that the part time person would take on, but not to consider removing the cleaning company.

29. Commercial Lawn Mower

After discussion, **there was consensus to move forward with this item.**

Mayor de Haseth asked Commissioners if they are willing to consider increasing the millage rate if needed, to which Commissioner Coz stated that the intention should be to keep it the same, but change it at the end if needed. Commissioner Wiescholak, Commissioner Hurlburt, and Mayor de Haseth stated that they would be willing to consider it if needed. Town Manager Stevens stated that the budget document will include a millage rate chart and reserve fund analysis.

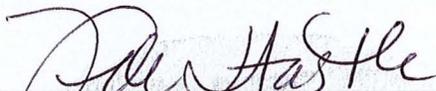
Town Manager Stevens provided an overview of why it would be beneficial to keep the ad valorem collection rate at 97.5%. **There was consensus to keep the ad valorem collection rate at 97.5% for FY22.**

Mayor de Haseth asked Town Manager Stevens to provide an estimate of what may be going into reserves, and Town Manager Stevens noted that it is difficult to provide an estimate this early in the year as there are too many unknowns when we are only half way through the budget year.

ADJOURNMENT

Meeting Adjourned at 8:20 p.m.

Minutes prepared by Town Clerk Armstrong, and adopted by the Town Commission on June 7, 2021.



Kristine de Haseth, Mayor

ATTEST:



Karla M. Armstrong, Town Clerk

