

SPECIAL TOWN COMMISSION MEETING MINUTES
JUNE 7, 2021

Minutes of the Regular Town Commission Meeting of the Town of Ocean Ridge held on Monday,
June 7, 2021 at 2:00 PM in the Town Hall Commission Chambers and live audio feed provided through
Gotomeeting.com.

CALL TO ORDER

The meeting was called to order by Mayor de Haseth at 2:00 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:

Vice Mayor Coz	Present
Mayor de Haseth	Present
Commissioner Hurlburt	Present
Commissioner Pugh	Present
Commissioner Wiescholek	Present

PLEDGE OF ALLEGIANCE

Mayor de Haseth led the Pledge of Allegiance.

PUBLIC COMMENT – (3-minute individual limit)

Sara Steies, 16 Fayette Drive and representative of Fayette Drive residents, voiced her opposition to any further appropriation of funds toward the Crown Colony Crosswalk unless the Town also appropriates funds towards a gate to be installed at the Fayette Drive easement. She stated that the gate would serve as a safety feature. She discussed her other concerns.

Robert Rodriguez, 3 Fayette Drive, also opposed any further funding for the Crown Colony Crosswalk unless the Town also funds the Fayette Drive gate for their easement. Commissioner Coz stated that their request for a gate is reasonable and that Crown Colony residents are under the impression that the gate would lock them out, to which Mr. Rodriguez stated that it will not. Commissioner Wiescholek stated that he is in favor of funding the gate so long as Crown Colony residents still have access and the intentions of the gate is clarified with Crown Colony members. Commissioner Coz asked Mr. Rodriguez to communicate with Crown Colony representatives to clear all the misconceptions, to which Mr. Rodriguez stated that he would be glad to and they do not intend to lock out Crown Colony as Crown Colony has a lease on property which gives them the right to access the walkway. Town Manager Stevens asked for clarification if the gate will be locked, and Mr. Rodriguez stated that the gate will be locked with access only for Fayette Drive and Crown Colony residents. Town Manager Stevens stated that the Town Attorney will provide a legal opinion into whether the Yacht Club also has access to the Fayette Drive easement. She further noted that the Town is working to permit the gate and that the Town Attorney has determined that the Fayette Drive easement is private property, and the Town cannot spend funds on private properties. Commissioner Wiescholek suggested that the Town Commission waive the cost of the permit fee. Commissioner Pugh would like to see a permit issued for the gate for the Fayette Drive walkway. Commissioner Wiescholek voiced his thoughts that Crown Colony will also have to sign for the permit, to which Commissioner Pugh clarified that Fayette Drive residents are the owners and are able to apply for the permit. Mr. Pugh further clarified that Crown Colony only leases it for access, but it will be the Fayette Drive residents that would apply for the gate permit, and he voiced his concerns regarding parking. Town Manager Stevens further reiterated that the Town Attorney is researching the ownership of the Fayette Drive walkway at this time.

Commissioner Coz asked if the Town Attorney has all the information to review whether or not the Ocean Ridge Yacht Club (ORYC) has access to the easement, to which Town Manager Stevens stated that

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 7, 2021

everything has been provided to the Town Attorney by an ORYC representative. Mr. Rodriguez stated that he did not see how they would have access to it, but if ORYC does have access, then they would also provide access information for the gate. The Commission and Mr. Rodriguez discussed the parking issues along Fayette Drive, and Town Manager Stevens indicated that staff along with the Town Attorney are looking into parking solutions as well.

Melanie Rodriguez, 3 Fayette Drive, voiced her frustration with communication. She stated that she feels like there would not be a dispute if Fayette residents had been included in the discussions from the beginning of the project. She asked for the same support as the residents near Edith crossover received due to safety and environmental concerns.

ACTION ITEMS

1. Presentation of the Proposed FY22 Budget by Town Manager Stevens

Town Manager Stevens presented the FY 2021 budget and stated that her objectives were to comply with all legal requirements of Florida Laws while encompassing the Town Commission goals and addressing community needs.

2. Presentation by Enterprise Regarding a Capital Lease Program for the Town's Fleet

Kat Farber introduced herself and her colleague. Ms. Farber gave a brief history of the Enterprise company and noted the different agencies that they partner with. She presented the Commission with the benefits of partnering with Enterprise for a Capital Lease Program on the Town's fleet of vehicles, which included saving on the budget, employees receiving access to the vehicle information, and replace vehicles at a steady rate.

Mayor de Haseth asked if the estimates provided are specific to the Ocean Ridge Police Department, to which Ms. Farber stated that it is. Mayor de Haseth further asked if the police equipment is reused when obtaining a new vehicle, and Ms. Farber responded that police equipment is reused if in good condition. Ms. Farber stated that police equipment is typically renewed every five years to keep in line with warranty and condition. Ms. Farber explained how the town would save on the budget through the Enterprise capital lease program.

Commissioner Coz and Commissioner Wiescholek asked about the budget numbers displayed on the screen, and Ms. Farber explained how the numbers were calculated.

Mayor de Haseth asked about the rotation cycle, and Ms. Farber answered that the rotation cycle is five years to keep under the warranty. Commissioner Coz asked Ms. Farber which municipalities Enterprise partners with, to which Ms. Farber listed all their partners that are municipalities within Palm Beach County. Chief Hutchins noted that there are more and more municipalities in Palm Beach County that are switching from owning their own fleets to leasing. He further noted that Enterprise also partners with other municipalities in Broward County and other counties.

Commissioner Coz asked Chief Hutchins if he is in favor of a capital lease program on the police fleet, to which Chief Hutchins stated that the program has its benefits, and he listed the benefits of switching. He clarified that the change would be for all of the Town's fleet not just the Police Department.

Commissioner Coz asked if they retain their partnerships, to which Ms. Farber responded that they have a high retention rate on partnerships. Commissioner Coz further asked what maintenance vendor they use, and Ms. Farber stated that Enterprise partners up with local vendors to offer maintenance on their vehicles. Commissioner Coz asked Chief Hutchins about the current process for maintenance, and Chief Hutchins stated that it depends on which services are need. If a service that is under warranty is needed, then they go to the car dealership, and if not, then they go to local vendors that will honor police pricing. Ms. Farber

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 7, 2021

noted that some of the vendors that offer maintenance would stay the same under their program and that Enterprise gives the driver the option to view if the car needs any updates or maintenance online.

Commissioner Wiescholek asked about the transition from Town-owned to the Capital Lease program, to which Ms. Farber responded that it would take about five years to get all the cars in the program. Commissioner Coz asked if the Town would continue to maintain our own vehicles during the transition, to which Ms. Farber explained that the Town could sign up to be a part of their bridge program and Enterprise would take over maintaining the Town owned vehicles for a small fee.

Chief Hutchins reiterated the benefits in being a part of the capital lease program with Enterprise. He explained that their rotation cycles and resources are favorable. Ms. Farber concurred and added more information of the financial benefits of the program.

Commissioner Wiescholek asked about the opt-out clause from the program, and Ms. Faber stated that the Town will always have the option of opting out of the program and all the Town would have to do is buy out the remaining amount of the fleet.

Mayor de Haseth asked Town Manager Stevens if switching to the capital lease program would have an impact on the bond rating, to which Town Manager Stevens stated that it would. Commissioner Wiescholek added that the Town would still have a net position in terms of the asset value on the vehicle. Town Manager Stevens concurred with Commissioner Wiescholek.

Commissioner Wiescholek asked about the APR rate, and Ms. Farber provided the information. Ms. Farber also provided information regarding how many employees they have and their duties to ensure great service.

Chief Hutchins thanked the Town Commission for listening to the presentation. He added that he was not comfortable with the program that was presented in the past, but he changed his mind due to the experience in other municipalities using a capital lease program. Chief Hutchins noted that Lieutenant Jones helped put this together and that this program would help with a fleet management program, which the Town lacks.

3. Discussion of the Proposed FY22 Budget

Revenues and Expenditures

Mayor de Haseth voiced her concern over the projected expenditure from reserves, and Town Manager Stevens stated it is only a projection at this moment and usually the Town ends up not using the projected amount, and instead puts money back into the reserves.

Commissioner Wiescholek asked about the projected amount to be used from reserves for this current fiscal year, to which Town Manager Stevens stated that it is too early to project how much, if any, will be used.

Mayor de Haseth asked for Town Manager Stevens to discuss the American Rescue Plan Act (ARPA) and the allocated funds for the Town. Town Manager Stevens provided information regarding the criteria for ARPA and stated that the Town would need to do projects that are covered under the criteria to receive the allocated money. She noted that there are some capital infrastructure projects that can be funded through the Act such as stormwater and potable water infrastructure. The Commission discussed the infrastructure that could be covered, and Commissioner Wiescholek asked if the pump replacement/re-build or the generator replacement can be funded through the Act. Town Manger Stevens stated that she will see if that is covered.

Commissioner Wiescholek stated that he would like to see the Building Department separately from others because the Building Department not only expends but generates revenues. Town Manager Stevens stated

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 7, 2021

that the Building Department revenue information is provided on the revenue page separately, and Commissioner Wiescholek noted that it should be with the expenditures. Town Manager Stevens stated that she can provide the Commission with the annual analysis for the Building Department, and Commissioner Wiescholek requested that it be included in the budget meeting package.

Millage Rate

Mayor de Haseth discussed the millage rate variations. Town Manager Stevens provided information how taxable value increase and millage increase would impact the tax payer. Mayor de Haseth asked for staff to put the information sheet on the impacts to the tax payer on the website. Commissioner Coz stated that the impacts to the tax payer sheet provided only shows the Town's change and not any possible tax change from the County's or other agencies.

Mayor de Haseth asked Commissioners for their input in regards to the millage rate.

Commissioner Coz stated that one item that can be changed is the collection rate, and suggested for the collection rate to be increased to 98%. Town Manager Stevens stated that it should not be increased as the idea to increase was reviewed in the past and not successful. She noted that the Town ends up collecting approximately 97.5% of the ad valorem revenue based on discounts for early payers and appeals to the property values, and that the Commission should stick with 97.5%. Commissioner Coz and Town Manager Stevens discussed the collection rates through the years. Mayor de Haseth asked if a lot of residents took advantage of a possible decrease in valuation due to COVID, and Town Manager Stevens informed that a few did. There was consensus to set the collection rate at 97.5%.

Commissioner Coz voiced his thoughts that the Town projects too highly on the amount to be used from reserves. The Commission asked the Town Manager for an estimated amount that will be put into reserves this fiscal year, to which Town Manager Stevens responded that it is too early to know how much will be put back or used from reserves. Town Manager Stevens further noted that she provides a revenue-expenditure report each month that shows how much money has been used in every department and how much revenue has been collected. She also discussed the amount put back into reserves in the previous years, and the variables that go into it.

Commissioner Wiescholek stated that reserves are mostly used in the case of emergency and asked that funds for emergency be budgeted under contingency, and Mayor de Haseth stated that there is money budgeted in contingency for emergencies, but a large portion has been used for waterline repairs already this year. Commissioner Wiescholek stated that a line item should be created for waterline related emergencies rather than morphed into contingency, to which Town Manager Stevens stated that it is better not to specify an emergency line item so that it does not become restrictive. Mayor de Haseth asked to defer discussion of contingency until the contingency budget item is discussed.

Mayor de Haseth asked Commissioners again for their input in regards to the millage rate. Commissioner Wiescholek stated that he would be willing to increase the millage rate if necessary to provide the services needed in the Town. Commissioner Coz and Commissioner Pugh agreed that it is too early to discuss the millage rate. Mayor de Haseth stated that the Commission needs to start thinking of whether they are willing to increase or will they vouch to stay the same. Mayor de Haseth and Commissioner Hurlburt are willing to increase if necessary. Commissioner Pugh stated that it would be hard to argue for a need to increase the millage rate since property values are increasing and money is being put into reserves, and Commissioner Coz agreed. The Commission discussed how much money will be received from the American Rescue Plan Act.

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 7, 2021

Town Commission

Commissioner Pugh asked why the insurance for workers comp is so high, to which Town Manager Stevens stated that she restructured the insurance, and the workers comp insurance is now divided equally among all employees, including Commissioners. Commissioner Pugh asked that the Town look into other workers comp insurance companies, and Town Manager Stevens noted that the Town will, but it may not be any better because of the experience ratings and the limited amount of workers comp insurances for governments. Town Manager Stevens stated that the Town is currently working on and implementing programs to help reduce the insurance, but it will take time before the benefits of the programs may actually reduce the insurance rates.

Commissioner Pugh asked about the raise for Commissioners mentioned in the narrative and Town Manager Stevens stated she reviewed increasing the Commissioners salaries because they did not make enough compared to most other municipalities. Mayor de Haseth stated that the Town of Briny Breezes and Town of Gulfstream Commissioners make less than Ocean Ridge. There was consensus to not increase the Commissioners salaries.

Town Manager

Town Manager Stevens presented her budget to the Commission and noted that there is a slight increase for training from last year because in-person trainings are starting again. However, the increase is only moving back to pre-pandemic levels. Mayor de Haseth stated that the increase in Florida Retirement System (FRS) and insurances is not controlled by the Town.

Commissioner Coz asked about the increase about why the travel line is increasing, to which Mayor de Haseth stated that it is the same amount as pre-COVID since more trainings are being held in person again.

Town Clerk and Treasurer

Mayor de Haseth asked about the increase to machinery and equipment, to which Town Manager Stevens explained that the increase is for one computer monitor and two new chairs for administrative staff.

Mayor de Haseth asked about the increase to the contractual service line, and Town Manager Stevens noted that it is for document scanning since records management is priority. Mayor de Haseth asked if this is for an outside company to do, and Town Manager Stevens stated that it is, as staff does not have the time to scan records at this time.

Mayor de Haseth asked if the employees projected salaries is up to a certain amount, and Town Manager Stevens noted that it is up to 5% merit increase based on evaluation. Town Manager Stevens noted that most employees get their 5% after evaluation. Mayor de Haseth asked if the Town Manager is projecting a larger increase for herself this year because she was the lone employee that did not take a raise last year due to COVID, to which Town Manager Stevens concurred. Commissioner Pugh asked if there is ever a circumstance where someone received 3% or less, to which Town Manager Stevens stated that it is typically 4% or 5%. Town Manager Stevens stated that the projected salaries may be different in upcoming budget versions depending on the union negotiations with the Police Benevolent Association (PBA).

Legal

Town Manager Stevens noted the decrease in legal expenditures. Mayor de Haseth is not in favor of decreasing legal fees, to which Town Manager Stevens stated that the Town Attorney is okay with the decrease based on current trends. Commissioner Wiescholak asked for a status update on the legal fees expended thus far, and Town Manager Stevens stated that the expenditures are below the projected amount at this time. Town Manager Stevens stated that the revenue-expenditure report is in the regular meeting package.

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 7, 2021

Appointed Boards

Mayor de Haseth highlighted the name plates budget expense. Commissioner Coz asked how many name plates are purchased per year, and Town Manager Stevens stated that it depends on how many Board Members are appointed each year. Commissioner Coz commented on the expense of name plates.

General Government

Town Manager Stevens presented the general government budget and noted the 11.7% increase due to projects such as new payroll software and scheduled IT software and equipment refresh.

Commissioner Coz stated that the new payroll system will be beneficial to the town since it will cut the time for staff to process payroll.

Commissioner Pugh asked if the storm water loan can be paid off using the American Rescue Plan Act grant funds, and Town Manager Stevens stated that she will inquire.

Police Department

Chief Hutchins presented the Police Department budget and noted all the fixed costs within the department. Town Manager Stevens further noted that she kept the line item for fuel the same as previous years even though fuel prices are increasing, because the amount budgeted has always been more than enough to cover the actual cost.

Mayor de Haseth asked about the increase for professional services, and Chief Hutchins stated that the increase is for IT services and other contractual services for emergencies.

Mayor de Haseth asked what impact the police department budget would have if the Town Commission chooses to lease the Town's fleet, and Town Manager Stevens stated that nothing would change in the Police Department, but rather in the capital budget. Chief Hutchins concurred and noted that the general operating budget is for internal needs.

Commissioner Wiescholak stated that the police department is a huge budget item and asked for the Commission to look into the Police Department budget for any possible reductions. He further asked for the Commission to look at all the services that the Police Department offers to see if there is a need for certain services. Chief Hutchins stated that the cost for the police department is based on the level of service that is desired by the community, and if they would like the costs to decrease, then the Commission will need to look into changing the level of service. Town Manager Stevens reiterated that the projected budget is based on the current level of service. Chief Hutchins stated that the Police Department provides the most level of service with the amount of money budgeted. Commissioner Wiescholak reiterated that all the services need to be reviewed. Town Manager Stevens stated that the Police Department budget has stayed the same through the years and the only difference was adding two community police officers a few years ago at the direction of the Commission, and Chief Hutchins added that the Commission must consider that enough staff needs to be on board to answer emergency calls and to respond in emergency situations. He asked that the Town Commission consider the needs of the community. Mayor de Haseth asked Chief Hutchins to provide a list of services that the Police Department provides to see if any of the cost for services can be passed on to residents as part of a fee structure. Vice Mayor Hurlburt, Commissioner Pugh, and Commissioner Coz are in favor of keeping the police department budget as submitted to continue with the same level of service. There was consensus to leave the Police Department budget as submitted.

Commissioner Pugh stated that the budget can be cut about 3-5% in every department and the budget can decrease if the Town uses the American Rescue Plan Act funds to offset.

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 7, 2021

Building and Inspection Services

Building Official Guy presented the budget to the Commission and noted the revenues that the Building Department generates. He also discussed the benefits of the building permits software and hiring a part time inspector and plan reviewer.

Commissioner Coz is in favor of the building permits software, but is against hiring a part time inspector. The Commission discussed the building department expenses for inspections and the Town Hall employee count.

Mayor de Haseth asked if the part time person is a breakeven expense because of the revenues generated by the Building Department. Building Official Guy discussed his day to day tasks and the revenues generated by the Building Department. Commissioner Wiescholek stated that the issue of contracting with HyByrd is the inconsistency between inspectors and comments, and he provided his personal example of the issue. Commissioner Wiescholek further suggested that if the Town is going to stay with HyByrd, then HyByrd should assign only one or two inspectors to do inspections in the Town, and Town Manager Stevens stated that HyByrd could not accommodate such request because inspectors vary depending on the expertise needed for the inspection. Commissioner Coz asked how many trades there are, and Building Official Guy stated that there are four trades and they assign different inspectors accordingly. Building Official Guy added that he also focuses on appearance of the job site and compliance to other zoning codes while doing inspections, and an in-house employee would be trained to do the same, whereas, an outside contracted inspector does not focus on anything other than the actual inspection they are hired to complete.

Town Manager Stevens stated that the HyByrd budget was decreased with an offset to hire a part-time employee, and she will have to increase the budget to HyByrd back to the original amount if the Town Commission does not agree to hire a part-time inspector because the Building Official needs the help doing inspections, meaning the budgeted amount will not change, it will just be shifted between line items. Commissioner Coz asked if the Town will need to pay insurance, to which Town Manager Stevens responded that the Town will not need to pay health, dental or vision insurance, but will need to pay workers comp insurance and FRS. She noted that those costs are already included in the proposed budgeted amount.

Commissioner Wiescholek asked if the amount projected for part time employee is only the salary, to which Town Manager Stevens stated that it includes everything. Building Official Guy stated that \$45,000 is the maximum and will only be awarded to someone that has all the licenses. Commissioner Wiescholek stated that it seems like it will be a wash.

Vice Mayor Hurlburt stated that building has been booming within the town and there is no sign of stopping. She stated that homeowners as well as good contractors need consistency, direction, and assistance of a staff member with all the knowledge. She is in favor of a part time person.

Commissioner Pugh provided a brief history of why the Town switched to HyByrd and the reason for obtaining an in-house Building Official. He is against part-time personnel only because of the workers comp expense. He stated that the Building Official should focus only on plan review and allow HyByrd to do all inspections. He asked if HyByrd could assign one inspector to the Town so there is no inconsistency, to which Town Manager Stevens reiterated that HyByrd could not accommodate such a request because inspectors vary depending on the expertise needed for the inspection.

Commissioner Wiescholek asked who is liable if HyByrd makes a mistake on an inspection, and Commissioner Pugh responded that the attorney can go after both the Town and HyByrd. Building Official Guy stated that the Town has errors and omissions insurance for that reason and they will have to prove that the inspector intentionally made a mistake, which is hard to prove.

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 7, 2021

Mayor de Haseth called for public comment.

Zoanne Hennigan, 91 Island Drive South, complimented Building Official Guy and concurred with Commissioner Pugh that the Building Official should focus on plan review and try to get HyByrd to assign one or two inspectors to the Town under the direction of the Building Official. She also suggested a consultant that serves as inspector for the Town. She is against a part-time employee as it could turn into a full time in the future.

Mayor de Haseth asked for Commissioner input on the building permits software. There was consensus to continue with the building permits software.

Mayor de Haseth concurred with the inconsistency with HyByrd and stated that staff needs to have the tools to provide the level of service expected. She is in favor of the part-time employee. Commissioner Wiescholek suggested obtaining an inspector as a subcontractor using a 1099. Mayor de Haseth asked if a subcontractor would eliminate the need to pay workers compensation, to which Town Manager Stevens stated that it would.

Commissioner Coz suggested that the Town Manager and Building Official should meet with HyByrd to discuss issues.

On a 3-2 vote, it was decided to continue with budgeting for a part time inspector with the condition for staff to investigate the possibilities of obtaining an independent contractor (1099) that would do inspections in the Town under the guidance of the Building Official, and for staff to meet with HyByrd for a game plan until the inspector is hired. Mayor de Haseth, Vice Mayor Hurlburt, Commissioner Wiescholek voted in favor and Commissioner Pugh and Commissioner Coz voted against.

Solid Waste

Mayor de Haseth asked if the increase to the budget is because of contractual obligation, to which Town Manager Stevens stated that it is.

Commissioner Wiescholek asked when the Solid Waste contract expires, and Town Manager Stevens stated that she will have to check.

Mayor de Haseth noted that she has seen residents put garbage and vegetation after the truck has passed, and that the trucks do come back, noting that the service from Waste Pro has been good.

Commissioner Wiescholek asked if the solid waste company would be willing to pick up the garbage on the street near the crossovers, to which Commissioner Pugh stated that the issue would be the type of garbage can and that they would have to bag the garbage can afterwards. Town Manager Stevens asked Public Works Employee William Armstrong if he reached out to Waste Pro, to which Mr. Armstrong stated that he did and is awaiting response. They discussed the issues of Waste Pro picking up the garbage at the crossover trash cans.

Other Physical Environment and Town Engineer

Town Engineer Tropepe presented her budget to the Commission and she commended her staff.

Commissioner Pugh asked why the Town is continuing to spend funds on septic to sewer if the grant has been denied. Mayor de Haseth asked Town Manager Stevens if the Town could delay any further work in regards to septic to sewer, to which Town Manager Stevens stated that the Town is under contract with Raftelis for the financial planning in reference to septic to sewer. Commissioner Pugh asked when a mandate is expected, and Town Engineer Tropepe stated that it is unknown when the State will mandate it.

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 7, 2021

Mayor de Haseth directed Town Manager Stevens to ask Raftelis if they could delay the contract obligations for septic to sewer planning at this time. Commissioner Coz stated that a decision regarding septic to sewer is expected in 2024, to which the Commission stated that they wanted to preplan for the conversion.

Zoanne Hennigan, 91 Island Drive South, asked if additional studies are needed for the Town to be considered for more septic to sewer grants, and Town Manager Stevens stated that additional studies will help in the planning.

Commissioner Wiescholek asked where the funds for septic to sewer conversion planning come from, and Mayor de Haseth stated that it would come from the penny sales tax. Mayor de Haseth asked Town Manager Stevens what line item does the penny sales tax go into, and Town Manager Stevens stated that the funds for the penny sales tax go into the restricted reserves and so it will come from reserves to pay for the planning.

Mayor de Haseth asked if any engineering consulting fees can be paid with American Rescue Plan Act grant funds, to which Town Manager Stevens stated that the American Rescue Plan Act will only pay for specific projects that meet the criteria and not general operating costs. Mayor de Haseth asked the Town Engineer to see which projects can be covered by the American Rescue Plan Act.

Commissioner Pugh asked why the cost of the Development Plan Review is in the other physical environment department, and Town Engineer Tropepe provided a history of the Development Plan Review and their role in the review. Town Clerk Armstrong stated that there is a fee associated to apply for Development Plan Review and the building permit, and that the cost and revenues for that were in the Building Department budget, not the Other Physical Environment budget.

Town Manager Stevens stated that the Town needs to budget for re-mulching of areas in need. Commissioner Coz asked about the light replacement on old Ocean, and Town Manager Stevens stated that the light replacement is in the capital program. Commissioner Coz and Commissioner Wiescholek stated that re-mulching has to be after the lights are changed.

Commissioner Pugh asked if the funds from the American Rescue Plan Act can be used to pay for maintenance of drainage infrastructure, to which Town Manager Stevens stated that maintenance does not qualify because it needs to be a project. Vice Mayor Hurlburt asked if repair would qualify, and Town Manager Stevens stated that she will review to see if repairs on drainage infrastructure can be covered.

Commissioner Pugh asked why the mosquito spraying has increased so much, and Mayor de Haseth stated it was contractual and it decreased when they changed the contract to only spray the rights-of-way. The Commission discussed the different forms that they spray for mosquitos. Commissioner Wiescholek asked whether the Town could look into other companies that could spray for mosquitos.

(Town Clerk's Note: There was a recess from 4:56 m. to 5:04 p.m.)

Public Works

Mayor de Haseth stated that employees should be given the tools they need to provide the level of service expected by the residents. Town Manager Stevens informed of all the public works employee job requirements and voiced the importance for the part time employee.

Commissioner Coz asked questions about what areas would the part time public works employee service, and Public Works Employee Armstrong responded with the areas that would be serviced. Town Manager Stevens noted that the job description was included in the meeting package. Commissioner Pugh asked if a

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 7, 2021

part time employee would require an additional vehicle, and Public Works Employee Armstrong informed that no additional vehicles will be added.

Commissioner Wiescholek asked why the Public Works budget has increased since 2018, to which Town Manager Stevens provided a brief history and noted that many Public Works projects were being overlooked and now are being properly handled. She noted that the Commission also deferred a lot of the needed maintenance on the Town's infrastructure and it is now catching up to us. The Commission and staff discussed the history of employees in the Public Works department and also the history of public works duties. Chief Hutchins provided the disadvantages of having the solid waste company pick up the garbage for crossovers. The Commission discussed the duties that the part time staff will have.

Mayor de Haseth asked about the cost benefit of having a part time employee over asking a contracting company to pick up those additional duties. Commissioner Coz concurred. Commissioner Wiescholek asked for staff to investigate the possibilities of obtaining an independent contractor (1099) that would do Public Works related duties in the Town for three days per week. There was consensus for staff to investigate the possibilities of obtaining an independent contractor (1099) that could do Public Works related duties in the Town.

Human Resources – Personnel Salaries

Mayor de Haseth summarized the personnel salaries and noted that some of these could change based on the police union contract negotiations. Commissioner Wiescholek asked when the PBA negotiations begin and Town Manager Stevens noted that they have already begun.

Mayor de Haseth asked Town Manager Stevens to remove the part-time employee information for Building Inspector and Public Works from the personnel salary sheet, to which Town Manager Stevens stated and Vice Mayor Hurlburt concurred that the item should be left in there since staff needs to explore whether they can even obtain an independent contractor to fill those duties. Mayor de Haseth stated that if it is possible to obtain an independent contractor, then those line items need to be removed.

(Town Clerk's Note: Commissioner Coz left the meeting at 5:19 p.m.)

Contingency

Budget to remain as submitted.

Capital

Town Manager Stevens asked Mayor de Haseth to only focus on the highlighted items, as the other items were already voted on at a previous meeting.

Commissioner Pugh asked for the difference between street name sign replacement under capital projects and maintenance signs under the Public Works budget, and Town Manager Stevens responded that maintenance signs under Public Works is for the mandatory street signs such as the stop signs, speed limit signs, etc. and the capital item is to replace the signs with the street names on them over a period of time.

There was consensus that capital items #1-#4 will remain as submitted.

Capital Item #5: Maintenance of Town Hall Facility (Roof & Painting)

Commissioner Pugh voiced the importance of maintaining the building and he advocated for the building to be painted as soon as possible. There was consensus to move forward with this item.

Capital Item #8: Beach Crossover Repair and/or Re-configuration

SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 7, 2021

Public Works Employee Armstrong stated that ipe wood is very expensive after obtaining quotes. He recommended to go with the usual crossover wood. Commissioner Wiescholek and Public Works Employee Armstrong discussed the configuration of the crossovers that need replacement. Commissioner Wiescholek noted that ipe wood is good because it does not give splinters. Mayor de Haseth asked if the mat would be easier than repairing or reconfiguring, to which Public Works Employee Armstrong stated that it is the structure that is in need of replacement at Porter Street, so a mat would not help. Mayor de Haseth stated that crossovers are important to residents and the money needs to be appropriated for it. The Commissioners discussed the advantages of ipe wood. There was consensus to keep the item as submitted.

Mayor de Haseth asked staff to see if capital items #6, #7, #9, and #10 can be covered by American Rescue Plan Act grant funds.

Capital Item #11: Potable Water Infrastructure Repair & Replacement

Mayor de Haseth asked for the item to be explained, to which Town Engineer Tropepe stated that this is a needed expense since the infrastructure is getting older. Commissioner Wiescholek asked if this item can be covered by the American Rescue Plan Act, and staff informed him that it may be covered. The Commission instructed the Town Engineer to submit a plan of areas that need potable water repair/ replaced and get this project approved by American Rescue Plan Act.

Capital Item #13: Paving Plan

Town Manager Stevens stated that item is not included in the budget because there is no need to repave any streets in town at this moment based on the Town Engineer's plan. Town Engineer Tropepe concurred.

Capital Item #14: New Fully Equipped Vehicles

Mayor de Haseth asked what the difference would be in budget if the town switched to leasing the Town's fleet, to which staff informed that it would be about half. Mayor de Haseth asked about the pros and cons of leasing versus owning.

Commissioner Wiescholek stated that his only concern is the inability or difficulties to opt out later, to which Town Manager Stevens stated that she is willing to get more information from Enterprise to see how much it would cost the town to buy back all the vehicles in 5 years. Mayor de Haseth asked if the Town can go on a trial basis that she would like to try it for a year to see how things are before doing it for all the vehicles, to which Chief Hutchins stated that it is a gradual increase in leasing vehicle per year. Chief Hutchins stated that the representative made it clear that there is an opt-out clause and the Commission can decide how many vehicles they would need to approve to lease each year.

Commissioner Wiescholek noted that all the numbers provided are projections and estimates, and that the number to purchase versus leasing might come to about the same. Chief Hutchins stated that it is a projection since there is no way of knowing the amount in the future and the Town always attempts to get the best deals. He further stated that the program gives the Town Commission the ability to make decisions on when to lease a vehicle. Mayor de Haseth voiced her concern that she wants staff to have the ability to override the decisions of Enterprise if needed, and Chief Hutchins commented that the Town Commission will have that ability.

Mayor de Haseth asked Town Manager Stevens to change the line item to the \$65,000 projected in the leasing program.

Mayor de Haseth stated that she is in favor of funding the crosswalk for Crown Colony only if the Town also permits a locked gate for the Fayette Drive crossover. She also asked her fellow Commissioners to consider waiving the fees for the gate permit. Town Manager Stevens stated that the Town Attorney is

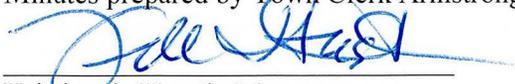
SPECIAL TOWN COMMISSION MEETING MINUTES JUNE 7, 2021

doing some legal research on it and that it should be completed by next meeting. Commissioner Pugh stated that the gate can be done now because the crosswalk will take time. The Commission and staff discussed who can apply for the building permit. Commissioner Wiescholek asked whether the Ocean Ridge Yacht Club has access, to which Town Manager Stevens stated that the Town Attorney is doing research on it. Mayor de Haseth asked that the \$10,000 for crown colony crosswalk is put on hold until the legal opinion is issued by the Town Attorney.

ADJOURNMENT

Meeting Adjourned at 5:48 p.m.

Minutes prepared by Town Clerk Armstrong, and adopted by the Town Commission on July 6, 2021.



Kristine de Haseth, Mayor

ATTEST:



Karla M. Armstrong, Town Clerk

