

SPECIAL TOWN COMMISSION MEETING MINUTES  
AUGUST 2, 2021

Minutes of the Special Town Commission Meeting of the Town of Ocean Ridge held on Monday, August 2, 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	Absent
Commissioner Pugh	Present
Commissioner Wiescholek	Present

Vice Mayor Hurlburt was absent with notice.

**PLEDGE OF ALLEGIANCE**

Mayor de Haseth led the Pledge of Allegiance.

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

Zoanne Hennigan, 91 Island Drive S, voiced the importance of the budget. She complimented the Commissioners for being diligent, and also complimented Town Manager Stevens on her analysis of the reserve fund. She commented that the overall costs have increased while the millage rate has not. She is in favor of increasing the mil rate if needed in order to not use too much funds from reserves.

**ACTION ITEMS**

**1. Discussion of the Proposed FY22 Budget**

Town Manager Stevens presented the FY 2022 budget and highlighted the changes made in the budget since the last meeting. She noted that she included the revenue-expenditure statements at the following mil rates: 5.65, 5.55, 5.45, and 5.35.

Mayor de Haseth asked how the FEMA reimbursement fund would impact the budget, to which Town Manager Stevens noted that it would not impact the next fiscal year, but the current budget. Mayor de Haseth understood, but noted that the reimbursement would decrease the amount of monies needed from reserves this fiscal year, and Town Manager Stevens concurred. Mayor de Haseth asked how much was received from FEMA, and Town Clerk Armstrong informed that it was around \$33,000.

The Commission recalculated the amount needed from reserves based on the new information received after the budget was printed.

Mayor de Haseth noted that there may be potential changes to the budget after the Police Benevolent Association (PBA) negotiations conclude.

Town Manager Stevens informed the Commission regarding the criteria for ARPA as defined by the Grants Administrator from RMPK Funding. She noted that some items that were believed to be covered by ARPA will not be covered. Mayor de Haseth asked to re-evaluate the capital items that ARPA will not cover. Commissioner Coz asked if there are any items that could be covered by ARPA in the proposed budget,

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and Town Manager Stevens informed that none of the items will be eligible because they are small repair/maintenance items as opposed to large infrastructure projects. Commissioner Wiescholak and Mayor de Haseth commented that the ARPA funds could be used for septic to sewer conversion or potable water line replacements. Town Manager Stevens added that stormwater projects could also be covered.

### **Capital Fund**

Town Clerk Armstrong read into the record a comment submitted by Vice Mayor Hurlburt. Vice Mayor Hurlburt asked the Commission to reconsider item 10(a), Curb Replacement/ Flow Re-grade at Coconut Lane Midblock. She also asked to add back the Raftelis expense into the budget so the Town can focus on the plan for Septic to Sewer conversion. She supports being pro-active.

#### Capital Item #10: Drainage/Stormwater & Other Infrastructure

##### c. Catch Basin Upgrade/Valve Replacements Spanish River Dr

Commissioner Coz asked for an update on the catch basin on Spanish River Drive, to which Town Manager Stevens stated that there are still water issues on the island. The catch basin is located near 35 Spanish River Drive. Mayor de Haseth asked if there is anything that residents could be doing to help alleviate some of the water issues near their properties. Building Official Guy provided the current condition of the location, and stated that it has not been customary for owners to do their own infrastructure. Mayor de Haseth stated that she would like to see residents being pro-active and collaborate with the Town on a solution. A property is required to follow new swale and drainage requirements when a new home is constructed or when the property is re-doing their driveway. **There is consensus to defer this item with the condition that a formal letter from the Town be sent to homeowners encouraging swales and providing other tools to relieve standing stormwater issues.**

Commissioner Coz asked for the Town to encourage residents to install sensor sprinklers so their sprinkler system isn't going off while it is raining.

Mayor de Haseth asked if the Commission would like to reconsider capital item 10(a), Curb Replacement/ Flow Re-grade at Coconut Lane Midblock. The Commissioners present were not in favor of reconsidering the item.

#### Capital Item #17: Valve Can Locators

**There is consensus to budget for this item.**

#### Capital Item #18: Potable Water Valve Installation Inlet Cay Drive

Commissioner Pugh asked how long the issue has been present, and Town Manager Stevens stated that it has been present for awhile. Commissioner Coz stated that most resident's complaints have come from the properties near Bimini Cove. The Commissioners discussed the different tools that would alleviate storm water issues, such as trench drains. **There was consensus to budget for this item.**

## 2. Discussion & Decision Regarding Part-Time Position

### Hiring Part-time Building Inspector/ Plans Examiner

Town Manager Stevens noted that the Town would have to pay Worker's Compensation insurance for the part-time employee, but the employee would not receive health insurance. Mayor de Haseth asked if the employee would have the ability to opt in to the insurance if they pay for themselves, to which Town Manager Stevens stated that she does not have the answer, however, she would inquire with the insurance agent.

Commissioners discussed the different options to assist Building Official Guy with the amount of inspections and permit submittals. Building Official Guy noted that the building department revenues are an enterprise fund that is solely supposed to cover the expenses of the building department. He stated that

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obtaining an in house part-time inspector/plans examiner would be more attuned with the Town's code. He explained the current process for inspections, and stated that the inspectors from third party companies are just knowledgeable on the Florida Building Codes and not the additional Town Codes.

Commissioner Coz asked how much the part time employee would make, and Building Official Guy stated that it would be around \$26 per hour. Building Official Guy stated that the person would be a trainee and that the amount is low for a person with multi-certifications. Commissioner Coz asked for clarification on whether HyByrd costs would decrease since the inspector will be used, to which Building Official Guy stated that it would. Mayor de Haseth reiterated that the building department revenues are an enterprise fund and that the amount will be a wash.

Town Clerk Armstrong read into record a comment submitted by Vice Mayor Hurlburt. Vice Mayor Hurlburt is in favor of a part-time building inspector/plans reviewer. She stated that the building department needs the help and that the construction within the town is not expected to fall.

Commissioner Coz asked how much the part-time employee would work, and Building Official Guy stated that it would be around 24 hours a week. Commissioner Wiescholek asked how the inspection fee is calculated, to which Town Manager Stevens stated that inspection fees are incorporated in the building permit fees.

Commissioner Coz stated that he would be willing to approve a part-time employee for a one year trial, and asked what benefits the part time employee would receive. Town Manager Stevens stated that they would only receive Workers Compensation and FRS benefits.

Commissioner Pugh stated that part-time positions tend to become full time positions in the future, and that he is willing to support it if it would be a benefit to the Town. He added that it will take some time before the Town could find someone to fill the position, and it would take time for the part-time inspector to get to know the Town and receive all certifications. He stated that it would be an investment. Building Official Guy estimated that it would take about 3-6 months to find someone and one year to train.

Mayor de Haseth reiterated that the building department revenues are an enterprise fund and that the amount will be a wash.

Commissioner Wiescholek brought up the idea of hiring an independent contractor (1099) that would do inspections in the Town under the guidance of the Building Official. Commissioner Pugh stated that the building permit fee may need to be increased to accommodate for HyByrd doing inspections while the part-time person is training. Mayor de Haseth stated that there is no need at this moment to increase the permit fees.

Commissioner Coz asked whether the hours would be less than 24 if the part-time employee does not have all the certifications. Building Official Guy provided the process to receive recertification in all fields.

Mayor de Haseth called for public comment.

Zoanne Hennigan, 91 Island Drive, agreed with Commissioner Pugh that a temporary position tends to become a permanent position. She is in favor of the Town obtaining an independent contractor (1099) or place a clause on the HyByrd contract to only be assigned one person. Building Official Guy stated that there are regulations within the Florida State Statute about inspectors being 1099 so most individual inspectors work for third party inspection firms.

**The Commission approved the hiring of a part-time building inspector/plans examiner.**

Hiring Part-time Public Works Employee

Town Manager Stevens stated that the part-time public works employee will help with building maintenance, garbage removal, and mowing so that the current Public Works employees can work on the major public work projects.

Commissioner Wiescholek asked if Waste Pro would be willing to pick-up the trash in the garbage cans in the crossovers, to which Town Manager Stevens stated that Waste Pro stated that they would not add it.

Commissioner Coz stated that William Armstrong is very knowledgeable and a hard worker. Commissioner Wiescholek asked if the contract with Chris Wayne Landscaping could be amended to include additional duties, and Mayor de Haseth stated that they up charge by a lot whenever anything is added. Commissioner Coz asked if they can get an independent contractor (1099), and Town Manager Stevens stated that you cannot set hours for an independent contractor. Mayor de Haseth asked if the Town could go into contract with a property management company to help. Town Manager Stevens stated that there is less control when using an outside company or personnel.

Town Clerk Armstrong read into record a comment submitted by Vice Mayor Hurlburt. Vice Mayor Hurlburt is in favor of hiring a part-time public works employee because the department is in need of help.

Town Manager Stevens stated that the part-time personnel can be added to the rotation for calls after working hours.

**The Commission approved the hiring of a part-time Public Works Employee.**

Commissioner Wiescholek asked for the interest rate on the state revolving loan, to which Town Manager Stevens stated that she would look for the records to provide him that information.

Commissioner Wiescholek asked if the Workers Compensation amount would decrease if the Commissioners do not take a salary, to which Town Manager Stevens stated that they would still be accounted for since they would be considered volunteers if they do not get paid.

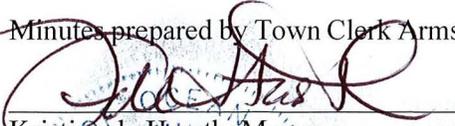
Town Manager Stevens recommended that the Commission present the budget at the maximum millage in the first public hearing. Mayor de Haseth stated that she would like to present it at the following mil rates: 5.65, 5.55, 5.45, and 5.35.

Town Clerk Armstrong read into the record a comment submitted by Vice Mayor Hurlburt. Vice Mayor Hurlburt supports raising the mil rate to 5.54. She stated the raise is a need to continue the level of service for the Town. She advocated for the Town to be pro-active.

**ADJOURNMENT**

Meeting Adjourned at 3:12 p.m.

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

  
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Kristine de Haseth, Mayor

ATTEST:

  
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Karla M. Armstrong, Town Clerk

