

SPECIAL TOWN COMMISSION MEETING MINUTES
JULY 6, 2020

Minutes of the Special Town Commission Meeting of the Town of Ocean Ridge held on Monday,
July 6, 2020 at 2:00 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 2:00 p.m.

Mayor de Haseth read the following statement into the record:

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

Town Clerk Armstrong informed that the agenda, the material for each item on the agenda, and the notice regarding the virtual meeting were made available beginning June 29, 2020. The Town Clerk also explained the methods of participating in public comment and gave tips on participating virtually.

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 Wiescholek	Present

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

PLEDGE OF ALLEGIANCE

Mayor de Haseth led the Pledge of Allegiance.

PUBLIC COMMENT – (3-minute individual limit)

There was none.

Town Manager Stevens introduced the Town's new full time Public Works Employee, Chad Armstrong. She explained that Mr. Armstrong used to be with the Town on a part-time temporary basis, but was promoted to full-time due to all his great work. Vice Mayor Coz asked if Chad Armstrong was a relative to the other Public Works Employee, William Armstrong, to which Town Manager Stevens responded that he was a relative. The Town Commission welcomed Chad Armstrong to the Ocean Ridge Team.

Town Manager Stevens informed that the Public Works Employee, William Armstrong, was present to answer any questions related to the public works and engineering budgetary items. She recommended that the Town Commission ask him any questions they may have before he had to leave the meeting.

Vice Mayor Coz asked if the Town Attorney was participating virtually and Town Manager Stevens responded that the Town Attorney does not participate in the budget meetings.

ACTION ITEMS

1. Discussion of the Proposed FY21 Budget

Town Manager Stevens presented version two of the proposed budget for Fiscal Year 2021. She explained that version two of the budget encompassed all the changes requested by the Town Commission at the last

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budget hearing on June 1, 2020. She further explained that the overall projected expenditures with the suggested mil rate and collection rate were featured in the budget. She advised that she was still waiting on the rates for the health insurance and retirement, and that the budget only showed an estimation.

Town Manager Stevens discussed that town staff had produced all the quotes for items as requested at the June Meeting. She also discussed how staff further reduced the budget and that the budget presented was a bare bones budget for staff. She explained the new items added for discussion, such as the 90th anniversary celebration and the crosswalk near Crown Colony.

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

Mayor de Haseth commented on the quotes for a new utility truck. She stated that it was not a huge difference between a new and used utility truck and that the used truck did not have enough warranty as the Town would need and Town Manager Stevens concurred and stated that a new vehicle would make more sense since the utility truck can be purchased through the State bid which would help lower the cost. **There was consensus to purchase a new utility truck based on the quotes provided.**

Town Manager Stevens introduced Public Works Employee, William Armstrong, to discuss the pump expenditures. She noted that the budget package showed the expense to repair and to replace one pump and reminded the Commission that the Town had ten pumps. Mayor de Haseth asked if the pumps were an item under the capital item list, to which Town Manager Stevens responded that it was a capital item and it was listed as item #6. She informed that the pump would also be listed as one of the items on the 5-year capital list.

Mayor de Haseth asked Mr. Armstrong what the life expectancy for the pumps is and to explain the cost. Mr. Armstrong stated that the life expectancy would be dependent on many variables, but he pointed out that the pumps had not been removed from the ground since installation. He stated that it was priority to take out the pumps to assess their condition to properly determine what needs to be done to them. He explained that the Town was being proactive and Town Manager Stevens agreed.

Commissioner Hurlburt asked if it was normal for pumps to not be serviced or observed for the long period of time as it had and Mr. Armstrong responded that it was not normal. Commissioner Hurlburt concluded that the town should expend funds to assess the pumps for maintenance and also save for when a replacement was needed. Mayor de Haseth asked for confirmation if the \$70,000 would only be used to service two out of the ten pumps, to which Mr. Armstrong responded that it was. Mr. Armstrong stated that the pumps needed to be checked and that the pumps at Tropical would be the ones that would be checked first since he expected them to be worse off. Commissioner Wiescholak asked if the pumps were tied to the generator and Mr. Armstrong responded that they were tied to a generator and they ran on a sequence depending on rain flow. **There was consensus of the Commission to maintain capital item #6 at \$70,000.**

Commissioner Wiescholak asked the Town Manager to make a notation that the expense for the pumps will have another recurrence next fiscal year. Town Manager Stevens explained that the pumps were added to the 5-year capital improvement list.

Commissioner Wiescholak asked if the Town was thinking of leasing the utility truck for public works, and Mayor de Haseth replied to Commissioner Wiescholak that the Town was reviewing the possibility of leasing a police vehicle, but that it would not be feasible to lease a utility truck because those are kept for a long time.

Vice Mayor Coz asked Mr. Armstrong if he had any additional requests for the Town Commission and Mr. Armstrong stated that he did not since the pumps and the utility truck were approved. Commissioner

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Wiescholek asked if public works had all the tools necessary to conduct business and Mr. Armstrong stated that he has been purchasing tools as needed. Town Manager Stevens thanked the Town Commission for increasing the funds toward tool expenses for public works.

Mayor de Haseth discussed using the funds being saved from reducing the holiday decorating expense toward the Ocean Ridge 90th anniversary celebration. She stated that a committee had a preliminary meeting to discuss what the event would entail and it had the possibility of being a parade and a BBQ for residents. Mayor de Haseth stated that the Town would only need to budget a small amount and that condo and HOA communities would be asked to donate. Town Manager Stevens stated that she placed \$5,000 toward the Ocean Ridge 90th anniversary celebration in the budget and asked the Town Commission for approval on the amount.

Mayor de Haseth asked how much was reduced from the holiday lighting and Town Manager Stevens explained that the quotes were provided in the package which show the cost to light up Town Hall and Ocean Avenue as two separate quotes. She asked the Town Commission to decide how they wanted to budget for holiday lighting.

Vice Mayor Coz stated that any money saved should not be used to fund an event. He was against doing a 90th anniversary celebration event because of the pandemic, the budget shortfall, and it would be better to prepare for the 100th anniversary instead. Mayor de Haseth stated that she never saw the Town celebrate its anniversary and she hoped that it would hopefully mean celebrating the end of the pandemic. Commissioner Hurlburt understood Vice Mayor Coz's concerns, but she stated that the celebration would be needed for residents who have been locked up due to the pandemic. Vice Mayor Coz reminded that the Town already hosted the annual Light the Lights event. Commissioner Besler agreed with Vice Mayor Coz's concern over the pandemic and he asked when the event was scheduled for. Mayor de Haseth commented that there was no set date, but that the preliminary dates were February 16th or April 10th to take into account seasonal residents.

Commissioner Besler asked why the Town was celebrating the 90th anniversary, and he answered his own question by stating that the residents would enjoy it after the pandemic. Commissioner Besler stated that he was in favor as long as pandemic concerns were over, and Mayor de Haseth stated that the Town wouldn't even be able to host the party if there were COVID-19 concerns. Town Manager Stevens concurred with Mayor de Haseth's statement. Commissioner Hurlburt stated that the Town may also have to cancel the holiday event if things with COVID-19 did not improve. Commissioner Besler stated that the Town should not hold an event if there are new cases since many of the Ocean Ridge residents were in the vulnerable population, and Commissioner Hurlburt stated that any event would be cancelled if COVID-19 was still present. Mayor de Haseth concurred and stated that the budget shortfall may be underwritten by unspent budgetary items and mentioned that the Garden Club was in line to donate toward the 90th anniversary celebration and many of the expenditure could be underwritten.

Commissioner Wiescholek asked if there was any particular reason to have the event in Spring, and Mayor de Haseth stated that Spring was suggested to take into consideration residents leaving for the summer and also that Ocean Ridge's anniversary is in May. Commissioner Wiescholek voiced his concern that the virus would still not be eradicated in time for the event in Spring, and he recommended to have the event in Fall or combining it with another event in the Fall. He also recommended the Town reaching out to long standing contractors for donations. Mayor de Haseth concurred with his suggestions and stated that she would consider the possibility of combining it. Commissioner Hurlburt stated that the date would depend on the pandemic.

Vice Mayor Coz concurred with the recommendation posed by Commissioner Wiescholek. Commissioner Wiescholek added that the town was budgeting for a date too early, and he asked Town Manager Stevens

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if the Town would be too late if they budgeted for FY 2022 and Town Manager Stevens responded that if the event was after September 30, 2021, then it would have to be budgeted for Fiscal Year 2022.

Commissioner Besler asked if that would give sufficient time to plan and pay to secure the vendors. Mayor de Haseth concurred with Commissioner Besler that there would be a need for financial commitment in the next Fiscal Year. Mayor de Haseth suggested that the celebration date be decided by the 90th Celebration Committee members and that the Town allocate \$2,500 for any down payment to secure any vendors. **There was a consensus from the Commissioners to budget \$2,500 toward the 90th Anniversary Celebration (with Vice Mayor Coz dissenting).**

Mayor de Haseth asked Commissioners their preference in decorating the Town for the holiday. Commissioner Wiescholek asked who the Town contracted to light the Town and Town Manager Stevens stated that the Town used Christmas Décor last year and referred him to his package for their quote. She mentioned that the quote provided showed the amount for 3 years. Commissioner Wiescholek further asked if the company provided the lights or if the lights belonged to the Town. Town Manager Stevens responded that the lights were provided by the company. Vice Mayor Coz stated that his preference is to only light up Town Hall due to the financial constraints. **There was Commission consensus to only decorate Town Hall for Fiscal Year 2021.**

Commissioner Wiescholek thanked Town Manager Stevens and staff for the narrative attached to the revenue and expenditure reports. He stated that it was a great tool that showed where the Town was on expenditures and why they were there. Town Manager Stevens thanked Town Treasurer, Jean Hallahan, for producing most of the narrative. Mayor de Haseth concurred that it was a great tool and recommended to staff to make anything under budget a green color and anything over budget a red color.

Commissioner Wiescholek asked about the Police Department Special Detail. Chief Hutchins explained that Special Detail was when another agency requests assistance from officers and that the requesting agency pays the Town for any incurred fees and to pay the officer. He stated that there was no cost to the Town to run the program.

Commissioner Besler asked for the status of refinancing, and Town Manager Stevens confirmed that she had an update of the two Town loans. She mentioned that Bank of America specified that they would not refinance the Town Hall facility loan, but did give the amount needed to pay off the loan. Commissioner Besler asked if there was a penalty for paying it off early, to which Town Manager Stevens stated that there was no penalty for paying it off early and read the amount to pay off the loan. Vice Mayor Coz asked if the payoff amount included the interest for the amount of years left to pay off the loan and Town Manager Stevens notified that the payoff amount included the principal plus some interest. Commissioner Besler asked if there is a fixed interest rate on the loan and Town Manager Stevens explained that it was fixed and there was an interest rate SWAP on the loan. Commissioner Besler stated that it would be ideal for the Town to payoff the Town Hall Facility loan. Vice Mayor Coz asked what the current rate is, and Town Manager Stevens stated that she would have to review the last report as she didn't have it in front of her.

Mayor de Haseth asked about the drainage loan and Town Manager Stevens stated that there were no prepayment penalties on the SRF loan; however, the State revolving fund loans did not allow for refinancing unless it was economically necessary. Vice Mayor Coz stated that the budget book might be able to be used to show the financial implications and Town Manager Stevens stated that she did not think that it would make a compelling case with the amount in reserves. Mayor de Haseth asked about the rate and Town Manager Stevens reiterated that she would have to review the latest report which she did not have in front of her at the moment.

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Vice Mayor Coz stated that the one to focus on would be the Town Hall facility loan. He asked that the Town Manager review the current rate and explore with other banks for possible refinancing. Town Manager Stevens stated that there were two rates, which were the base loan and the interest rate SWAP. Mayor de Haseth asked if the Town can reach out to City National and Town Manager Stevens stated that she had already reached out to them and they were not issuing any new loans due to COVID, but she would check again with our bank representative.

Commissioner Besler asked if the Town could also make the Town Hall facility loan a part of the drainage loan by combining it. Town Manager Stevens stated that she did not believe that the Town Hall facility loan would qualify for the DEP loan. Vice Mayor Coz asked if we would be able to get the loan refinanced prior to the end of the fiscal year, and Commissioner Besler stated that the Town would be able to find out whether they would be approved for refinancing, but any paperwork would probably not be ready until the next fiscal year, but he stated it would be dependent on when they find a viable option to refinance. Mayor de Haseth asked if there was any option to refinance through the League of Cities, and Town Manager Stevens stated that she could contact Zac from Florida Investment Trust to see if he had any viable options.

Commissioner Besler thanked staff on the narrative for the monthly revenues and expenditures, but he requested that the Town save the percentage provided and add a narrative for when revenues are received from taxes and/or garbage bill.

Mayor de Haseth commended staff for all the items that were removed from the budget and she asked Town Manager Stevens if there was an estimated amount of how much would be added into reserves at the end of the year, to which Town Manager Stevens stated that she had been reviewing the numbers and there were no available estimates at this time, but she did believe that the Town would be able to add more to the reserves. Town Manager Stevens noted that any potential hurricanes before the end of September would also play a role into how much would go into reserves. Chief Hutchins stated that there was an estimated \$100,000 that would go into the reserves from the Police Department, but that due to the revenue lost from COVID-19 that the money might be used to offset that loss.

Town Manager Stevens noted to the Town Commission that there was one more item to be considered for the operating budget and she asked Commissioner Hurlburt to introduce the item. Commissioner Hurlburt proposed that the Town Commission consider spending \$5,000 on PlanIT GEO that would help do an inventory of trees within the Town because the list would be essential to the Town to protect the canopy. She informed of all the companies that were able to advise her on the importance of sustaining the canopy trees and she discussed the steps that would be needed to properly protect the Town's canopy.

Town Manager Stevens noted that the vulnerability assessment that the Town is currently doing may indicate that the Town would need to review their canopy trees to help with the heat affect and flooding. Mayor de Haseth asked if that is something that they would do, and Town Manager Stevens clarified that the vulnerability assessment would be a report of what the town may need to implement to further protect its assets and infrastructure from sea level rise.

Commissioner Wiescholak asked about the third step for the canopy trees, and Commissioner Hurlburt stated that the third step would be dependent on what would be needed after the list of canopy trees was created.

Mayor de Haseth asked about the existing tree ordinance within the Town, and Commissioner Hurlburt stated that the Town had an ordinance that protected historic trees, but did not specify the historic tree. Commissioner Hurlburt stated that Planning and Zoning would also be reviewing the tree code to preserve the environment.

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Vice Mayor Coz was against spending funds to do a tree inventory in FY 2021. He proposed that the item be considered again in the next fiscal year. He stated that he had spoken with the previous Building Official, Wayne Cameron, and that Mr. Cameron had informed him that a permit was required to remove a tree. Commissioner Hurlburt stated that even though the Town did have a code in place that the code would need to be strengthened.

Commissioner Besler asked if the Town would have to keep track of the inventory, and Commissioner Hurlburt stated that PlanIt GEO would make an inventory of all the trees within the Town and then could purchase the software subscription to continue with the inventory if they wish. Commissioner Besler asked if the town would have to continue to additionally fund the consultants and Commissioner Hurlburt explained that the town was only funding the inventory and any additional funds would be dependent on the precautions or measures the Town Commission desired to take to protect the canopy trees that the town would like to make. Vice Mayor Coz reminded that the town may have to spend money on step three, and Commissioner Hurlburt stated that any additional expenses would be dependent on what the town wants to do to protect canopy trees.

Commissioner Wiescholek stated that the tree code needed to be strengthened and the tree inventory would be an additional help to the Planning and Zoning Commission when they review the tree code. Vice Mayor Coz stated that he was not against the idea, but did not want to see it be funded in Fiscal Year 2021 due to all the expected loss of revenues. He also stated that the Town should wait until the vulnerability assessment was completed to make any decisions.

Commissioner Wiescholek asked how long it would take to do an inventory on the Town, to which Commissioner Hurlburt stated that it would not be long as it took the company a couple of week to do an assessment on the entire City of Boynton Beach. Mayor de Haseth commented that the City of Boynton Beach had a huge support program that had allowed them to distribute trees for free. Mayor de Haseth stated that the Town should be proactive and not continue to push addressing the project. Vice Mayor Coz reminded that the Town required a permit to remove a tree and that the permit requirement would help preserve the canopy trees because the town would deny any removal of historic trees.

Commissioner Wiescholek stated that trees can be removed if its in the way of a buildable lot because there was law in place that protects building. Commissioner Hurlburt stated Towns, such as Gulf Stream, have a town staff review the property and work with the builder to maintain the trees and build. Mayor de Haseth suggested for the Town Commission to review the capital items and then make a decision on PlanIt GEO at the end.

CAPITAL ITEMS

#1 Replace All-Terrain Vehicle \$10,000 (Town Commission Approved \$10,000)

There was a consensus for the item to remain as submitted.

#2 ADA Setup for Entrance Door to Town Hall \$10,000 (Town Commission Approved \$10,000)

There was a consensus for item to remain as submitted.

#3 Replace Security Window in Dispatch Center \$30,000 (Town Commission Approved \$30,000)

Mayor de Haseth stated that she liked the plexiglass that was already installed at town hall and it did what it was supposed to. Vice Mayor Coz concurred. Town Manager Stevens commented that the plexiglass did serve as a sneeze guard against COVID-19, but it did not provide the security measures needed.

Commissioner Wiescholek stated that he liked Town Hall as it was with the cage bars down, and Town Manager Stevens responded that the cage bars were usually up during the day and are only down due to

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COVID-19. Commissioner Wiescholek asked if the possibility of installing security windows for Town Hall could be explored the following fiscal year.

Commissioner Hurlburt asked if the Police Dispatch and the Town Hall security windows were being separated. Town Manager Stevens stated that they were separate and each window opening would cost about \$10,000. She stated that the Town Commission approved it in their June meeting.

Commissioner Wiescholek stated that the window at dispatch was in need of replacement and that the funds for dispatch should be appropriated without question. Town Manager Stevens stated that the cage bars in Town Hall were not secure.

Mayor de Haseth stated that she did not like the view of the bars and asked if both window openings were needed in Town Hall, to which Town Manager Stevens stated that both window openings in Town Hall were necessary to service the public. Mayor de Haseth asked if there was a security incident that triggered the concern or was the decision a proactive decision and Town Manager Stevens stated that it was a proactive decision and it was a security concern since Town Hall was linked to the Police Department and someone could breach the Police Department through Town Hall. Vice Mayor Coz stated that officers were always in the building in case of an emergency. Chief Hutchins noted that Officers are usually on the road, not at the Town Hall facility.

Mayor de Haseth voiced the importance for dispatch to get their security window replaced because it was 24/7 and Commissioner Wiescholek concurred and stated that dispatch also attracted a more aggressive crowd because of parking tickets and violations. Town Manager Stevens corrected Commissioner Wiescholek's statement, noting that Town Hall staff are the ones that collect the revenues for parking tickets and violation notices, not Dispatch.

Police Chief Hutchins recommended for the Town Commission to continue with the item and that staff would try to explore a less expensive possibility to secure Town Hall. He stated that there were incidents where people had tried to climb over the window to get inside Town Hall because they were upset with a response from a Town Hall staff. He suggested that with everything going on nationally that the Town remain with the item and reminded that officers were usually on the road, not at Town Hall.

Mayor de Haseth voiced her support for the item since it had to do with the employee safety. Vice Mayor Coz asked why the item was \$30,000, to which Town Manager Stevens responded that it would be \$10,000 per window opening and there are two windows in Town Hall and one in Dispatch. Chief Hutchins stated that the estimate provided was high end and the cost may be lower than estimated.

Commissioner Wiescholek asked if the security glass was bullet proof, and Chief Hutchins stated that the glass was a security level 3. **There was a consensus to continue with all windows with the condition that staff review for the possibility of decreasing the cost of the windows for Town Hall.**

#4 Police Radio and Telephone Recorder \$30,000 (Town Commission Approved \$30,000)

There was a consensus for item to remain as submitted.

#5 Fire Hydrant Repair and/or Replacement (Moved to General Fund)

The item was removed from the Capital item list and placed into the General Operating.

#6 Pump Replacement/Repair, Tropical & Woolbright Pump Stations \$70,000

The Town Commission consented to continue with this item in the beginning of the meeting.

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#7 Paving, Grading & Drainage Infrastructure \$140,000

a. Tropical Drive Pump Station Generator Upgrade \$125,000

Mayor de Haseth stated that based on discussions with the Town Engineer at the June 2020 Budget meeting that generators were essential and needed to remain in the budget. **There was a consensus to continue as submitted.**

b. Inlet Cay Island Pipe Grouting \$15,000

Mayor de Haseth asked if the project was at the entrance of Inlet Cay and if it had to do with the outfall. Town Manager Stevens explained to Mayor de Haseth that it was a different project and that the project for the entrance of Inlet Cay was being done in Fiscal Year 2020.

c. Eleuthera Drive Cul-de-Sac Outfall/Tidal Flooding \$0

This item was removed from the budget and will be explored in Fiscal Year 2021.

Mayor de Haseth voiced the importance of the Town holding accountable those that have their runoff go into the town's drainage system creating drainage issues. She thanked staff for reducing the budget as necessary.

Commissioner Wiescholek asked why the Town was allocating more funds for the generator than the quote for the generator and Town Manager Stevens informed that the quote for the generator was solely for the generator and it did not include the labor or electric hookup so she budgeted more to account for those items. She also noted that the generator for Tropical would be moved to Coconut Drive and that Public Works was obtaining quotes for the re-location and the price would be adjusted once quotes were obtained.

#8 Replace Public Works Truck with Utility Truck \$45,000

There was a consensus for item to remain as submitted.

#9 Wet Well Maintenance for Pump Stations \$15,000 (Town Commission Approved \$15,000)

There was a consensus for item to remain as submitted.

Mayor de Haseth asked if the Town Commission could have a schedule of the public works equipment, such as pumps, wet well and generators and Town Manager Stevens stated that there was a schedule that she would be able to provide.

#10 Newly Equipped Police Vehicle \$50,000

Vice Mayor Coz noted that the police vehicle schedule was changed from a 3-year rotation to a 4-year rotation and that would help the Town save money, and Commissioner Hurlburt concurred.

Commissioner Wiescholek asked if police vehicles could be leased. Chief Hutchins stated the price to lease and to buy did not differ enough to lease a police vehicle. He stated that the only time that leasing would be beneficial would be if the Town opted to do take home cars for the officers and needed to purchase a big bulk all at once. He also stated that buying was beneficial because of the usage of the vehicle and the amount paid would be washed by the time the car needs to be traded in.

Commissioner Wiescholek asked if one vehicle for Fiscal Year 2021 would be sufficient enough not to fall behind. Chief Hutchins stated that he changed the car schedule based on Town Commission concerns during the budget cycle and that he felt comfortable enough with the 4-year rotation because of the maintenance that they provided to the vehicles. Chief Hutchins stated that police vehicles were essential to conducting business in the town. Mayor de Haseth stated that for Fiscal Year 2022 that the town should see if the 4-year rotation for police vehicles was sufficient or if the Town should decrease or increase the rotation year. **There was a consensus for item to remain as submitted.**

#11 Maintenance of Town Hall Facility \$20,000 (Commission Approved \$10,000)

Mayor de Haseth voiced the importance to save to replace the roof and paint the Town Hall facility. She asked if the budget featured \$20,000 or \$10,000. Town Manager Stevens stated that the budget request was \$20,000, and the Town Commission would need to officially decide how much money they wanted to appropriate for maintenance of the Town Hall facility.

Mayor de Haseth asked how much it would cost to re-paint and re-roof the Town Hall facility, to which Town Manager Stevens stated that she did not have quotes available, but would try to obtain some to provide to the Town Commission before the next budget meeting.

Mayor de Haseth asked if the roof in place was the original roof and Town Manager Stevens stated that it was the original roof. Commissioner Wiescholak noted that roofs could last a long time if properly maintained, and Town Manager Stevens concurred, but made him aware that the Town was having issues with the roof around the copula area. Commissioner Wiescholak asked if it could be fixed, to which Town Manager Stevens stated that the Town attempted to fix the area on many occasions and that no contractors have been able to fully fix it. She stated that the copula might need to be re-roofed.

Vice Mayor Coz asked what would be the missed opportunity if the Town only budgeted \$10,000 rather than \$20,000, to which Town Manager Stevens stated that the Town had no intention of doing anything in Fiscal Year 2021, but the money to re-roof or paint would go into reserve until needed. Chief Hutchins stated that \$20,000 would not be sufficient to re-roof but to save for when it would be needed.

Town Manager Stevens asked for an update on item #11 since she stepped out of the room, and Mayor de Haseth confirmed that the item had been approved. Town Manager Stevens noted that based on the rotation and the car schedule that the Town Commission would see a request for two new police vehicles for Fiscal Year 2022. Mayor de Haseth stated that the Town Commission would also review if the 4-year rotation for police vehicles was sufficient in budget for Fiscal Year 2022.

#12 Beach Crossover Repairs \$15,000 (Commission Approved \$15,000)

Mayor de Haseth asked if the cost was \$15,000 per crossover, and Town Manager Stevens stated that the \$15,000 was to do repairs to the crossovers that needed it, but would only likely only cover replacement for one crossover if we needed to replace as opposed to repair. Mayor de Haseth stated that some of the crossovers within Town could be sand paths rather than wood decks. Vice Mayor Coz concurred and mentioned that Corrine Street crossover could be a sand path.

Mayor de Haseth agreed that some of the crossovers needed fixing, but she reiterated that the Town should look into making some of the crossovers sandy paths. Vice Mayor Coz concurred and stated that the only issues with the sand was that public works staff would constantly have to cut the vegetation from intruding into the path. Mayor de Haseth, Vice Mayor Coz and Commissioner Hurlburt concurred with the concerns at Anna Street with the vegetation and the dune erosion. Town Manager Stevens also agreed with the concerns and she stated that she had the public works employee, William Armstrong, looking into it.

#13 Septic to Sewer Conversion \$10,000

Town Manager Stevens summarized that the Septic to Sewer Citizen's Advisory Committee met to discuss the amount of funding that they would need for Fiscal Year 2021. She stated that the Board members agreed on requesting \$10,000 because that would pay for the grant administrator to apply for and administer the planning grant, and pay for engagement of the Town Engineer and Town Attorney as questions come up. She mentioned that Town Engineer Tropepe, Chair Hennigan, and herself were working with the grant consultant on a grant that did not require matching funds.

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Mayor de Haseth asked if the Town budgeted for Septic to Sewer in FY20. Town Manager Stevens stated that there was no line item and any money spent on the Septic to Sewer Citizens' Advisory Committee was being used from the operating budget, but that the Town Commission would need to appropriate money for the item moving forward.

Vice Mayor Coz stated that minimal consultants should be used until a grant was awarded to the Town, then use the grant to pay for any additional consulting services. Mayor de Haseth concurred, but noted that some consultants would be needed to apply for the grant, such as engineering, but she asked that it be minimal until the grant is awarded.

Mayor de Haseth brought up the conversation about the penny sales tax and asked how much would be estimated to be received from the penny sales tax and Town Manager Stevens stated that the estimate was \$92,000, but stated that it would vary on how COVID-19 impacts sales. She also noted that the Town Commission had to budget for the expenses for Septic to Sewer Citizens' Advisory Committee and give it a line item. Vice Mayor Coz concurred with Mayor de Haseth that \$10,000 should be used from the revenue of the penny sales tax to offset expenses on Septic to Sewer meetings in FY2021. Town Manager Stevens stated that the revenue would be restricted for Septic to Sewer.

Commissioner Wiescholek stated that the revenue from penny sales tax was for infrastructure and not Septic to Sewer conversion and Town Manager Stevens reminded Commissioner Wiescholek that the Town Commission voted to appropriate revenues from the penny sales tax toward a possible Septic to Sewer conversion. Commissioner Wiescholek asked for clarification on the idea on the table, and it was explained that the estimated revenues from the penny sales tax was restricted for a possible septic to sewer conversion, and \$10,000 would be allocated from the revenue to offset the costs incurred by the Septic to Sewer Citizens' Advisory Committee. Town Manager Stevens concurred and asked for a motion to restrict \$10,000 to offset the expenditure. After a prolonged discussion on understanding the budgeting of the penny sales tax, Mayor de Haseth stated that Town Manager Stevens understood the directive and to allow her to make the appropriations as requested.

Commissioner Besler disagreed with appropriating \$10,000 from the penny sales tax revenues to offset the expenses from the Septic to Sewer Citizens' Advisory Committee because the \$10,000 was being removed from the reserve for the possible septic to sewer conversion. Mayor de Haseth commented that even though the money was being removed from the Septic to Sewer conversion fund that the money would be used to apply for grants that would help further the reserves for Septic to Sewer conversion. **There was a consensus for item to remain as submitted while also restricting \$10,000 from the revenue from penny sales tax to offset the cost.**

#14 Crosswalk Near Crown Colony/Fayette Drive \$10,000

Vice Mayor Coz asked if there was money in the FY2020 budget to install the crosswalk near Crown Colony and Town Manager Stevens stated that there were no funds allocated for the crosswalk since FDOT denied the application.

Vice Mayor Coz stated that there was a reason to believe that FDOT would approve the crosswalk due to a site study and he believed that the funds might be expended in FY 2020. Town Manager Stevens stated that there were no funds in the current budget to expend on the crosswalk, to which Vice Mayor Coz stated that the money could be used from contingency. Town Manager Stevens reminded the Commission that we have already used a majority of the contingency this year due to the expenditures from COVID-19, and that we may need to use contingency for any potential hurricanes this fiscal year.

Vice Mayor Coz stated that the Town could use funds that would be going into the reserve toward the project. Town Manager Stevens reminded that she could not predict how much would be going into the

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reserve because of the unforeseen expenditures on COVID-19. Mayor de Haseth asked if the project was approved in FY2020 if the Town would be able to pay for it, and Town Manager Stevens responded that the Town would have to approve an unbudgeted item. Mayor de Haseth stated that she would not like to see the Town Commission hold the project if approved prior to next Fiscal Year.

Town Manager Stevens stated that the Town only had 3 months to complete any projects prior to the end of FY2020 and she further stated that expenditures this year would be dependent on what would need to be installed such as a sidewalk. She suggested to the Town Commission to leave the line item in for FY2021.

Mayor de Haseth asked where the crosswalk would be installed, and Town Manager Stevens stated that there were going to be further discussions with FDOT of where exactly it would be installed. **There was a consensus to expend funds to install a crosswalk near Crown Colony and Fayette in FY2020 if project approved by FDOT in FY2020 and allocate \$10,000 for the project for FY2021 in the case that the project did not commence in FY 2020.**

Mayor de Haseth brought back the subject about PlanIt GEO to do an inventory of the Town canopy trees. She stated that it was a prominent issue that should be addressed. Vice Mayor Coz stated that the issue could wait until FY2022 and he reiterated that the Town already had a marvelous amount of canopy trees. Commissioner Hurlburt stated that the Town would need to strengthen the Town Code in order to preserve the canopy trees. Commissioner Wiescholek was in support and stated that it was a vital issue to focus on the environment. Vice Mayor Coz concurred that he was in agreement that the canopy trees would need to be protected and stated that the Town has never seen such a financial downfall as expected in FY2021 and this item should be considered for FY2022.

Commissioner Besler asked if there would be additional expenses, and Commissioner Hurlburt answered that the Town would pay \$5,000 to do an inventory on the canopy trees within the Town, the Garden Club will pay \$2,000 to consolidate the list, and then the Town would decide what to do with the inventory. Mayor de Haseth clarified that any additional fund besides the \$5,000 would depend on what the town decides to do whether change the ordinance or add additional trees.

Town Manager Stevens asked if Town staff would be in charge of updating the inventory list if a tree was added, and Commissioner Hurlburt stated that she would have to follow up to see how it would be maintained. Vice Mayor Coz stated that the Town would spend more than \$5,000 in the long run. **Commissioner Hurlburt, Mayor de Haseth, and Commissioner Wiescholek voted in favor of the Town allocating \$5,000 toward PlanIt GEO while Vice Mayor Coz and Commissioner Besler were against the expenditure.**

2. Certification of Rolled Back Rate for Millage for FY21

Town Manager Stevens advised that that the rolled back rate was 5.1703 per \$1,000 for FY20/21 and that the Town Commission had to certify the rolled back rate and that the Town Commission would also have to set the maximum millage rate for FY 2021 in agenda item #3.

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

Vice Mayor Coz moved to certify the rolled back rate at 5.1703 per \$1,000 for FY20/21 and that the Certification of Taxable Value form be executed to reflect this for submission to the Property Appraiser and Tax Collector of Palm Beach County, and the State Department of Revenue; seconded by Commissioner Hurlburt. Motion carried 5-0.

3. Set Maximum Millage Rate for FY21

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

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Vice Mayor Coz asked if the rate set at the meeting would be permanent, to which Town Manager Stevens stated that the rate chosen would be the maximum and the Town Commission would not be able to go above the chosen rate, but could go below it.

The Town Commission discussed the reserve fund analysis figures prepared by Town Manager Stevens.

Commissioner Hurlburt moved to establish the maximum millage rate for FY20/21 at 5.35 mils and that this be included on the Certification of Taxable Value form that is forwarded to the Property Appraiser and Tax Collector of Palm Beach County, and the State Department of Revenue.

ADJOURNMENT

Meeting Adjourned at 4:28 p.m.

Minutes prepared by Town Clerk Armstrong, and adopted by the Town Commission on August 3, 2020.



Kristine de Haseth, Mayor

ATTEST:



*Karla M. Armstrong, Town Clerk

