



**MINUTES
TOWN OF HILLSBORO BEACH
REGULAR MEETING OF THE TOWN COMMISSION
JANUARY 10, 2012**

TUESDAY

9:00 AM

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

The Mayor called the meeting to order at 9:00 AM. The Town Clerk called the roll with the Commission members and staff present as listed below, followed by the Pledge of Allegiance.

Town Commission:

Mayor Dan Dodge	Commissioner Jim Lambert
Vice Mayor Rhea Weiss	Commissioner Claire Schubert
Commissioner Javier Garcia	

Town Staff:

Town Clerk Jean-Marie Mark	Chief of Police Thomas Nagy
Deputy Town Clerk Irene George	Town Attorney DJ Doody
Walter Keller, Town Engineer/Planner	Ken Cassel, Severn Trent
Julio Briceno, Building Official	Chris Weatherdon, Code Enforcement

1. **APPROVAL OF MINUTES OF THE TOWN COMMISSION MEETING HELD DECEMBER 6, 2011**
Mayor Dodge asked if there were any additions or deletions to the.

Commissioner Schubert, Mayor Dodge and Vice Mayor Weiss all stated they had some corrections and provided the information to the Town Clerk.

Commissioner Schubert made a motion to approve the December 6, 2011 meeting minutes as amended. Vice Mayor Weiss seconded the motion, which passed unanimously.

- 2a. **953 Hillsboro Mile - Site Plan Amendment**

Town Attorney Doody swore in all those who would be testifying.

Mr. Walter Keller, Town Planner/Engineer stated the applicant is requesting a site plan amendment to delete Condition #2, requiring an easement or dedication of 10 feet of right of way on each side of A1A to comply with the 60-foot right of way requirement. Mr. Keller recommended this site plan amendment request be denied and recommended allowing the existing retaining wall to remain until such time that the use of the easement is needed.

Commissioner Lambert made a motion to deny the Site Plan Amendment, as recommended by Town Engineer/Planner Walter Keller, deleting Condition #2 and amending the site plan to allow the existing and proposed retaining wall to remain until such time that the use of the easement is needed. Commissioner Schubert seconded the motion, which passed unanimously.

- 2b. **Zoning Update**

Mayor Dodge inquired if Mr. Keller believes it would be feasible to provide an update and more details on the range of fees at the next Commission Meeting in February, along with perhaps having a workshop in February.

Town Attorney Doody requested the Commission consider the zoning recommendations, as there would be a large number of ordinances that would require changing.

3. Building

Mr. Julio Briceno, Building Official stated he spoke to the contractors (Coastal Homes) at 935. They are seeking approval to have extended work hours in order to complete the excavation work needed.

Mayor Dodge asked Mr. Chamberlain how much time would be saved on this portion of the project, if given the 24-hour approval and requested a flagman be stationed over the inlet bridge on the City of Pompano Beach side.

Mr. Chamberlain stated there would be a 50% time savings, if given approval to extend the work hours to 24-hours.

Commissioner Garcia recommended Mr. Chamberlain contact the local papers to let them know about the impending road closure.

Commissioner Lambert made a motion to approve the 24-hour excavation work to be done at 935 Hillsboro Mile, excluding weekends, during the month of February. Commissioner Schubert seconded the motion, which passed unanimously.

4. Code Enforcement

Mr. Christopher Weatherdon, Sr. Code Enforcement Officer reported Jeff Day had received some additional duties and is now in charge of the Broward County Code Enforcement staff and is also the Assistant Zoning Official and provided the following update:

- 1198 - Drainage concern with water running off the property onto 1200 causing erosion and damage to the landscaping. The area had been raised and new sod had been laid.

Mayor Dodge requested that a review of the building permit fees be done and he would like to reduce and/or eliminate some of the permitting requirements. Mayor Dodge also inquired if Jeff Day would remain the Town's Code Enforcement Officer.

Mr. Weatherdon stated Jeff Day would remain the Town's Code Enforcement Officer and he would relay the permitting fee review request to Mr. Day.

5. Citizen Comments Opened 10:10 AM / Closed 10:16 AM

Mr. Dave Martin of 1051 Hillsboro Mile, stated as an avid cyclist for 20 years and has seen poor bicycle safety from other cyclists. Mr. Martin has a close friend who is a proprietor of bicycle shop and would be willing to host a bicycle safety clinic - free of charge.

Mr. Carlo Tavarozzi of 1069 Hillsboro Mile, thanked the Mayor, Commissioners and the Chief of the Police for the maintenance and reconditioning of the bocce courts.

Mr. Harry Ambrose of 1069 Hillsboro Mile, stated a beach symposium is being organized for February 16, 2012 at 7:30 PM at Opal Towers.

6. Consent Agenda

Commissioner Schubert stated she would like to pull 6a, 6e and 6i.

Vice Mayor Weiss requested 6m to be pulled.

Commissioner Schubert made a motion to approve the Consent Agenda, minus items 6a, 6e, 6i and 6m. Commissioner Lambert seconded the motion, which passed unanimously.

Commissioner Schubert and Vice Mayor Weiss received clarifications on items 6a, 6e, 6i and 6m.

Commissioner Schubert made a motion to approve the Consent Agenda items 6a, 6e, 6i and 6m. Vice Mayor Weiss seconded the motion, which passed unanimously.

7a. Beach Renourishment Project Update - 2011 Compaction, Tilling and Escarpment Report
Commissioner Schubert stated it would be helpful to keep the spreadsheet prepared by Penny Cutt of Coastal Systems in mind when reviewing the reports. The compaction reports are straightforward.

7b. Beach Renourishment Project Update - Post Construction Borrow Area Survey IV
Commissioner Schubert stated it would also be very helpful to have a summary included with the reports. After reading the report, she was still unsure whether there was still a problem.

Ms. Penny Cutt stated a summary will be provided in the future.

Commissioner Garcia requested that the reports from CSI and CSA be placed on the Town's website making them available to the residents.

7c. Addendum Task 43 - Continuing Consulting Services Relative to Management of the Town of Hillsboro Beach Shoreline.

Commissioner Schubert stated an in-depth study was not included to determine if Boca Raton is bypassing a sufficient amount of sand. The additional cost for this study would be \$4,100.00.

Commissioner Garcia made a motion to not move forward with continuing Consulting Services Relative to Management of the Town of Hillsboro Beach Shoreline. Vice Mayor Weiss seconded the motion, which passed unanimously.

7d. Coral Bleaching

Commissioner Schubert referenced a recent article published in the Sun Sentinel on coral bleaching, a natural process was interesting.

7e. Earth Day - April 22, 2012

Commissioner Schubert suggested the Town host an Earth Day event and depending on the costs have t-shirts, a hot dog social, an informational table and a bicycle safety workshop.

Commissioner Garcia requested Vice Mayor Weiss to provide the guidelines to Commissioner Schubert so a determination can be made on available funds.

7f. Broward County Beach Renourishment Project

Commissioner Schubert referred to the beach renourishments article covering Fort Lauderdale to Pompano Beach. Commissioner Schubert will meet with Mr. Myers this Friday to discuss how the Town can be included.

Mayor Dodge stated he has contacted Broward County Commissioner Chip LaMarca on this

topic and will be scheduling a meeting with him to examine how this project is being funded, and if Hillsboro Beach can piggyback onto this project.

Mayor Dodge called for a break at 10:56 AM and reconvened the meeting at 11:15 AM

8a. Water Plant Update

Mr. Dan Suarez, of CH2MHill stated the City of Pompano Beach should be issuing the permits by the end of the week, the filters have already been delivered and he will be meeting with Close Construction as there still is a possibility the water plant could be completed on schedule.

9a. Finance Update

Mr. Ken Cassel of Severn Trent responded to Commissioner Schubert's inquiry regarding the beach (page 2 of financial report) the funds are allocated over the course of the year and the current charges are engineering service invoices. Field work has been completed by Grau & Associates and they will prepare their draft report for the audit.

10a. Fire Services

Mayor Dodge reported he had met with Mayor Noland of Deerfield Beach and the fire and emergency services contract will be voted on tonight.

11a. Google

Mayor Dodge reported that every attempt has been made to adapt to Gmail and Google Documents and expressed his concerns that Gmail does not always function properly. The process of converting to Gmail has been more complicated for our computer consultant along with the lack of assistance we have received from them.

Commissioner Schubert stated the lack of availability by the current computer consultant has been an ongoing problem and is a serious issue and concern.

Chief Nagy stated he is aware the issues with the computer consultant but his concerns are security issues. The emails for the Police Department would need to be separated from Town Halls.

Town Clerk, Jean-Marie Mark expressed her frustration when a call is placed to the computer consultant no response is received. The consultant arrives at the end of the day, which results in a day's loss of computer usage.

Commissioner Garcia recommended the separation of the two emails be a part of the transition along with a cost breakdown monthly and on long-term projects plus help with the Town's website be included. He conceded if Gmail is not compatible for the Town, we should switch back to Outlook but, we need the right computer consultant to guide us.

Town Attorney Doody reminded the Commission anything over \$3,500 would require a competitive bid process and an amount over \$1,500 would require a Commissioner's approval.

Commissioner Garcia made a motion to have the Town Attorney prepare an RFP to include website, email and IT services. Commissioner Schubert seconded the motion, which passed unanimously.

Town Attorney Doody stated for flexibility, the Commission could enter into a contract for IT services on a temporarily under \$1,500, while the Town goes out to bid for permanent services.

Mayor Dodge stated he would be overseeing the process of obtaining satisfactory IT services.

11b. Sick Pay

Vice Mayor Weiss requested to withdraw placing Sick Pay on the agenda.

11c. Records Management

Town Attorney Doody referenced a memorandum prepared by his assistant, outlining how the Town's neighboring municipalities handle their records management, ideas that the Commission may wish to consider, as this would be a policy decision. There are no specific guidelines on how records should be kept.

Vice Mayor Weiss reported that she will contact Florida Atlantic University and inquire about the Town hiring a student for \$10.00/hour and forward the information to the Town Clerk.

Commissioner Schubert commented on the exemplary job resident Holly Ward was doing for our beach cleanup. She then showed several pictures of the trash that was collected last weekend during the Beach Cleanup event.

12a. Recycling Update

Vice Mayor Weiss reported that the Town has been successful with the program, as the rebate will cover the costs. Vice Mayor Weiss stated the contract with Waste Management is ending this year and a 90-day notice is required to extend or cancel the contract.

Mayor Dodge stated that the Town Clerk had contacted Waste Management to request detailed billing information so the billing can be analyzed. The Town currently pays for the cost of the Hillsboro Club's trash removal along with other multi-family units such as Seabonay, Rainbow and Royal Flamingo. There should only be one invoice from and there may be double billing. For this reason, Mayor Dodge has asked the Town Clerk to investigate this matter.

13a. Bridge RFP - Engineering Services

Vice Mayor Weiss reported that usage of the bus continues. Limousine of South Florida is doing a satisfactory job.

Town Attorney Doody stated after speaking to representative of Keith & Schnars regarding the CCA proposal and the best thing would be to redo the RFP. We now need an engineer to design the Island House bridge.

There was a brief discussion on how and whom the bridge repairs will be paid.

Commissioner Garcia made a motion to assess the owners of the Island House for the bridge repair costs. Commissioner Schubert seconded the motion, which passed unanimously.

Commissioner Garcia made a motion for Town Attorney Doody to prepare the new RFP. Commissioner Schubert seconded the motion, which passed unanimously.

Town Attorney Doody stated he will draft a letter, for the Mayor's signature notifying the Island House that the Town will be assessing the Island House property owners for the cost of the bridge repair.

- 14a Ordinance No. 260 – Lobbyist (Second Reading)**
Town Attorney Doody read into record by title only.

Commissioner Lambert made a motion to adopt Ordinance No. 260 – Lobbyist on the second reading. Commissioner Schubert seconded the motion, which passed unanimously.

- 14b. Resolution No. 738 – Co-Sponsoring Relay for Life with the City of Lighthouse Point and the City of Deerfield Beach**
Town Attorney Doody read into record by title only.

Commissioner Schubert made a motion to adopt Resolution No. 738 - Co-Sponsoring Relay for Life with the City of Lighthouse Point and the City of Deerfield Beach. Vice Mayor Weiss seconded the motion, which passed unanimously.

- 14c. Resolution No. 739 – Involvement with the NE Focal Point of Deerfield Beach**
Town Attorney Doody read into record by title only.

Commissioner Lambert made a motion to adopt Resolution No. 739 – Involvement with the N.E. Focal Point of Deerfield Beach. Commissioner Schubert seconded the motion, which passed unanimously.

Commissioner Garcia inquired if Commissioners were required to disclose their earnings under the new county ethics codes.

Town Attorney Doody stated that Commissioners are not required to disclose their earnings for a year, but are required to have eight hours of ethics training per year. Mr. Doody also reminded the Commissioners they have a referendum on the January 31st ballot and should it pass, Commissioners would not be required to disclose their earnings. It was suggested the Commission educate the voters on the charter amendment, and no public funds may be used for this purpose. Town Attorney Doody stated they may educate the residents, but not advocate.

COMMISSIONER’S COMMUNICATION–NON AGENDA ITEMS ONLY

Commissioner Schubert spoke about crosswalks and a petition has been signed by many residents advocating the installation of a crosswalk.

Commissioner Lambert stated that he does not want to see a crosswalk at every condominium, but believes that with the addition, it would reduce the number of cars driving through the town.

Vice Mayor Weiss stated that this was her last time sitting at the dais and it has been a privilege to be a part of the Commission and hopes she has done a good job.

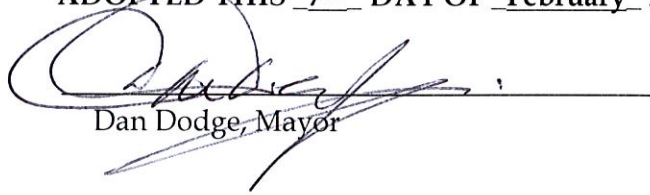
January 10, 2012

Page 7 of 7

Having no further business, the meeting was adjourned at 12:37 PM.

ADOPTED THIS 7th DAY OF February 2012.

By:



Dan Dodge, Mayor

ATTEST:



Jean-Marie Mark, Town Clerk