



TOWN OF HILLSBORO BEACH  
1210 Hillsboro Mile, Hillsboro Beach, FL 33062

Thursday,  
September 22, 2016

Charter Review Committee

2:00 P.M.

MINUTES

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 2:00 P.M. with a roll call by Deputy Town Clerk Basler, and the Pledge of Allegiance.

Present: Vice Chair Schubert, Members Germano, Reiser, and Weiss Absent: Chairman Ambrose, Alternate Maggiore

Also present: Attorney Wallen, and Deputy Town Clerk Basler

1. **Approval of September 15, 2016 Minutes**

A motion was made by Mr. Germano to accept the September 15, 2016 minutes, seconded by Ms. Reiser. A Roll Call vote followed. All in favor. (4-0)

2. **Report from Town Counsel**

Atty. Wallen said she was filling in for Atty. Doody who will be at next week's meeting. Acting Chair Schubert suggested Atty. Wallen give an overview of all of the revisions made to each of the proposed ordinances. Atty. Wallen began by saying she and Atty. Doody met [after last week's meeting] to discuss what was said to insure nothing was missed. She said they did revise some ballot questions, as was suggested previously. At that time, she recommended the Committee focus on prioritizing the ordinances. Initially, members began making suggestions when Acting Chair Schubert suggested going through each ordinance individually with Atty. Wallen and indicating what members thought was of importance, and ranking same at the end of that time.

• **Proposed Ordinance – Article VII Police**

Section 1, pg. 2, Line 2: Removed "may"; Line 8: struck "Town Commission." Section 3. The Ballot question: change as follows: "Police Chief is responsible for enforcement of the law under direction of Town Manager."

• **Proposed Ordinance – Amending Town Manager's Authority to Hire and Fire all Personnel**

Section 2, Article IV, Section 5 (g): Add – "The Town Manager shall, in his absence, designate an Acting Town Manager subject to the approval of the Commission." Section 4, Line 4: after "personnel," change to read "except department heads and Town Attorney ..."

• **Proposed Ordinance – Town Treasurer**

Page 2, SECTION 2, Section 1, Change first sentence to read: "There shall be a Town Treasurer who is a member of the Town Commission, ..."

• **Proposed Ordinance – Emergency Situations**

NEW. SECTION 2, (9) Administration of the Town During Emergencies, Page 3: change the order of the designated members of the Emergency Task Force to be consistent with (a) Executive Director: "(a) Mayor (b) Commissioners (c) Town Manager (d) Police Chief (e) Town Clerk (f) Department Heads."

• **Proposed Ordinance – Bonds**

The only change in this proposed ordinance was the wording of the Ballot question, see page 5, SECTION 4.

• **Proposed Ordinance – Authorizing Town Manager to Appoint Town Clerk**

Ballot question language made to be consistent with new Charter.

- Proposed Ordinance – Amending Charter Terms for Members of the Town Commission  
Terms of office changed to three 3-year terms and an election will not be necessary every third year, due to such change.
- Proposed Ordinance – Housekeeping Amendment to Charter  
& Exhibit “A” Charter of the Town of Hillsboro Beach, Florida  
Only suggestion was to clarify “Town Commission/Town Manager form of government.” See page 6.

3. Old Business

- a. Discussion of Tabled Ballot Question re. Fund Structure – Discussed above.

4. New Business

- a. Preparation for Final Charter Review Committee Meeting on September 29, 2016

There was discussion around when the charter would be reviewed again, the make-up of future commissions, who would address the Commission and present the proposed ordinances, etc. It was unanimously agreed that Chair Harry Ambrose would address the Commission. Acting Chair Schubert said, “Whichever way the vote goes, we will respect what happens; whatever the decision is, as a committee we should support it.” She asked the committee to prioritize the proposed ordinances below according to what they felt was most/least important:

1. Article VII Police
2. Amending Town Manager’s Authority to Hire/Fire All Personnel
3. Town Treasurer
4. Emergency Situations
5. Bonds
6. Authorizing Town Manager to Appoint Town Clerk
7. Amending Charter Terms for Members of the Town Commission
8. Housekeeping Amendment to Charter & Exhibit “A”

Agreed upon ranking with #1 being most important to #8 being least important, as follows:

1. Amending Town Manager’s Authority to Hire/Fire All Personnel
2. Article VII Police
3. Authorizing Town Manager to Appoint Town Clerk
4. Emergency Situations
5. Amending Charter Terms for Members of the Town Commission
6. Town Treasurer
7. Bonds
8. Housekeeping Amendment to Charter & Exhibit “A”

Ms. Weiss felt #5 and #6 should be reversed.

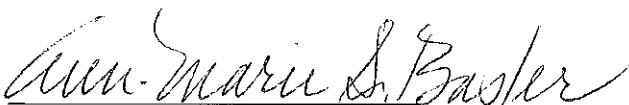
For the next meeting, Acting Chair Schubert suggested noting what each member thought was important about these proposed ordinances and bring the narrative to the next meeting. Regarding ‘Town Manager’s Authority’ she thought there should be a full explanation, making it as concise as is possible.

5. Public Comments

Diana Baule commended the Committee for their efforts on behalf of the Town. She expressed her thoughts in terms of the need for a criteria, goals, and requirements for the Town Manager position to insure responsibilities are being met. An evaluation tool was also discussed and she was delighted to know there was such a tool already in place.

6. Adjournment – 3:40 P.M. A motion was made by Acting Chair Schubert to adjourn the meeting, seconded by Mr. Germano. All in favor. (4-0)

Respectfully submitted,



Ann-Marie S. Basler, Deputy Town Clerk