



MINUTES

**TOWN OF HILLSBORO BEACH
REGULAR COMMISSION MEETING**

WEDNESDAY

NOVEMBER 5, 2025

9:00 A.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Dawn Miller called the meeting to order at 9:00 A.M. Roll was called with the Commission members and staff present as listed below.

Town Commission:

Mayor Dawn Miller

Vice Mayor David A. Ravanese

Commissioner Vinnie Andreano

Commissioner Heather Berman

Commissioner Jane Reiser

Town Staff:

Town Manager William "Mac" Serda, ICMA-CM

Donald J. Doody, Town Attorney, Esq.

Town Clerk Sherry D. Henderson, CMC

Police Chief Rob O'Neill

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion made by Vice Mayor Ravanese, seconded by Commissioner Berman, to move Public Comments to the beginning of the meeting. In a roll call vote, the **motion** passed unanimously (5-0).

Town Attorney D.J. Doody requested that Conflict Waiver Memorandum be added to today's Agenda as well.

Motion made by Commissioner Andreano, seconded by Vice Mayor Ravanese, to add Mr. Doody's memorandum to the Agenda. In a roll call vote, the **motion** passed unanimously.

Motion made by Vice Mayor Ravanese, seconded by Commissioner Reiser, to adopt the Agenda as amended. In a roll call vote, the **motion** passed unanimously (5-0).

The following Item was taken out of order on the Agenda.

X. PUBLIC COMMENTS

At this time Mayor Miller opened the public hearing.

Ken Rivero, representing WastePro of Florida, Inc., 17302 Pines Boulevard, Pembroke Pines, Florida, thanked the Town for the transparency of its processes and consideration of WastePro's contract proposal. He noted that the company has served Hillsboro Beach for over a decade and hopes to continue serving the Town.

John Casagrande, representing Coastal Waste & Recycling, Inc., 4950 Communication Avenue, Boca Raton, Florida, stated that Coastal looks forward to evaluation of their proposal, and welcomes the opportunity to work with the Town.

With no other individuals wishing to speak at this time, Mayor Miller closed the public hearing.

I. APPROVAL OF MINUTES

A. October 7, 2025 Regular Commission Meeting

Motion made by Vice Mayor Ravanese, seconded by Commissioner Reiser, to approve the minutes of the October 7, 2025 regular Commission meeting. In a roll call vote, the **motion** passed unanimously (5-0).

II. SITE PLAN REVIEW

A. Site Plan Review for Property Located at 1085 Hillsboro Mile, Hillsboro Beach, FL 33062

Property Owner: Land Banc Trust

Request: Authorized Agent, Morris Flancbaum, is Seeking Site Plan Approval

Staff: Graham Long, Development Planner, CG&A

Any individuals wishing to speak on this Item were sworn in, and the Commissioners disclosed any *ex parte* communications with the Applicant or any other parties.

Senior Development Planner Graham Long, CG&A, advised that this Item is the third Site Plan to be submitted for the property at 1085 Hillsboro Mile. The original Site Plan, approved in 2023, was never implemented and no building permits were pulled for it. This meant the Site Plan expired after one year.

In 2024 the Applicant requested an extension of the first Site Plan which would have significantly modified the front yard of the lot. The extension was approved by the Commission and a building permit was issued. This Site Plan and permit will expire soon.

Rather than renewing the 2024 Site Plan, the Applicant proposes a new Site Plan which would move the property's driveway from its north side to the south side of the lot. It would also fill in a connection to existing retaining walls at the front of the courtyard area and slightly reconfigure the front parking area.

The new driveway entrance meets all setback requirements, and the reconfiguration of the parking area provides additional space and maneuverability for vehicles. The retaining wall will be filled in where its gate connects to the existing driveway. The proposed gate will be similar to the existing one.

Commissioner Reiser asked if the proposed driveway extends directly to the street. Mr. Long replied that while the driveway would have an angle, it is less of an angle than what appears in the Applicant's rendering.

It was also noted that the driveway includes elevation which will make retaining walls necessary. Mr. Long reviewed the Applicant's drawings, noting that some retaining walls are visible from the roadway, while others run east to west at a lower height. The intent is to lower the slope of the new driveway.

Morris Flancabaum, representing the Applicant, characterized the updated Site Plan as simplified from previous versions.

Motion made by Commissioner Andreano, seconded by Vice Mayor Ravanese, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

III. DISCUSSION AND POSSIBLE ACTION

- A. Motion to Approve the Board of Zoning Appeals (BZA) to Re-hear the Sworn Testimony of Authorized Agents for the Property Located at 987 Hillsboro Mile, Hillsboro Beach, FL, 33062, Seeking Variance Approval to Section 12-24 of the Town's Code of Ordinances; Variance was previously denied on June 3, 2025; Authorizing the BZA to Re-hear this Matter for Reconsideration at the December 2, 2025 Hearing.**

Mayor Miller recalled that the Applicant for this Item had sought to install a generator within a setback; however, at the time the Application was first heard, there were facts not yet known regarding alternative locations for the generator. She requested that the Board of Zoning Appeals (BZA) reconsider the Applicant's request.

Motion made by Vice Mayor Ravanese, seconded by Commissioner Andreano, to reconsider. In a roll call vote, the **motion** passed unanimously (5-0).

Town Attorney Doody advised that this Item will be on the December 2, 2025 Agenda for the BZA as a variance application. The City will re-advertise the hearing.

IV. RESOLUTIONS & CONTRACTS

A. Resolution 2025-43

Resolution to Ratify the Second Amendment to the Agreement with WastePro of Florida, Inc. Extending the Agreement for an Additional Ninety (90) Days for Solid Waste Collection and Disposal Services for the Town.

Mayor Miller noted that the Resolution would extend the Town's agreement with WastePro because the prior agreement expired on October 31, 2025.

Town Attorney Doody read the Resolution by title only.

Motion made by Commissioner Reiser, seconded by Commissioner Berman, to approve the Resolution. In a roll call vote, the **motion** passed unanimously (5-0).

B. Resolution 2025-40

A Resolution of the Town Commission of Town of Hillsboro Beach, Florida to Accept the Recommendation of the Evaluation Committee for RFP 2025-07-01 Residential Solid Waste, Bulk Waste and Recycling Collection Services.

Mayor Miller recalled that between the October 7, 2025 meeting and today, the Commissioners have reviewed all the proposals received in response to the Town's request for proposal (RFP). They also received an updated memorandum from the Town's Permit Manager with regard to the contract.

Commissioner Reiser recalled that at the most recent Condo Forum, there had been discussion of the Town's waste service. Several individuals made very positive remarks regarding WastePro, indicating that the condominiums were pleased with the service and had no complaints. She emphasized that these comments were unsolicited.

Commissioner Reiser continued that in addition to considering costs, a change of contractors can create significant work. As there are no issues with WastePro.

Mayor Miller stated that WastePro ultimately submitted the lowest bid.

Vice Mayor Ravanesi, Commissioner Berman, and Commissioner Andreano expressed similar sentiments regarding existing service and protocols. All three spoke positively about WastePro. Mayor Miller extended the Commission's appreciation to both Coastal and WastePro for their bids.

Motion made by Commissioner Andreano, seconded by Vice Mayor Ravanesi, to determine WastePro of Florida, Inc. as the most responsive and responsible bidder for RFP 2025-07-01. In a roll call vote, the **motion** passed unanimously.

Town Attorney Doody read the Resolution by title only.

Motion made by Vice Mayor Ravanesi, seconded by Commissioner Reiser, to accept Resolution 2025-40. In a roll call vote, the **motion** passed unanimously (5-0).

C. Resolution 2025-44

A Resolution of the Town Commission of the Town of Hillsboro Beach, Florida, Approving the Town Staff Recommendation to Amend the Debt Service Fund Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; Providing for Conflicts, Providing for Severability; Providing for An Effective Date.

Town Attorney Doody read the Resolution by title only.

Town Manager Mac Serda explained that this Resolution, as well as subsequent Resolutions 2025-45 and 2025-46, reflect end-of-year changes to the Town's budget. Resolution 2025-44 recognizes the receipt of reimbursement revenue for a previous beach nourishment project in conjunction with the cities of Boca Raton and Deerfield Beach. The reimbursed funds will go toward debt service.

Mayor Miller further clarified that municipalities may amend their budgets within 60 days of the end of the fiscal year. Mr. Serda characterized this as a "cleanup" item at the close of fiscal year (FY) 2024-2025.

Motion made by Vice Mayor Ravanesi, seconded by Commissioner Berman, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

D. Resolution 2025-45

A Resolution of the Town Commission of the Town of Hillsboro Beach, Florida, Approving the Town Staff Recommendation to Amend the Capital Improvements Fund Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; Providing for Conflicts, Providing for Severability; Providing for An Effective Date.

Town Attorney Doody read the Resolution by title only.

Mr. Serda confirmed that this Resolution is similar to Resolution 2025-44, but addresses the capital improvements budget to reflect reimbursement payments related to a post-Hurricane Irma beach nourishment project.

Motion made by Vice Mayor Ravanese, seconded by Commissioner Andreano, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

E. Resolution 2025-46

A Resolution of the Town Commission of the Town of Hillsboro Beach, Florida, Approving the Town Staff Recommendation to Amend the Permit / Planning & Zoning / Code Compliance Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; Providing for Conflicts, Providing for Severability; Providing for An Effective Date.

Town Attorney Doody read the Resolution by title only.

Mr. Serda explained that this Resolution is related to the Building Department. Revenue in this Department comes through building permits, and is difficult to estimate from one year to the next. This revenue has minimal financial impact to the Town’s budget reserves. At the end of FY 2024-2025, the Town received \$1.7 million in additional building permit revenue, which must be correspondingly paid to Calvin, Giordano & Associates (CG&A). Resolution 2025-46 reflects both the increase in building permit revenue and the increase in expense to CG&A.

Motion made by Commissioner Andreano, seconded by Vice Mayor Ravanese, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

V. CONSENT

A. INVOICES FOR APPROVAL

1. CG&A	Invoice #2669257	Sept. 2025	\$31,346.11
2. GCDE	Invoice #74188	Oct. 2025	\$6,706.50
3. GCDE	Invoice #74189	Oct. 2025	\$8,891.20
4. GCDE	Invoice #74190	Oct. 2025	\$32.55

Motion made by Vice Mayor Ravanesi, seconded by Commissioner Berman, to approve. In a roll call vote, the **motion** passed unanimously (5-0).

VII. STAFF UPDATES

A. Police Department

Rob O'Neill, Chief of Police

Police Chief Rob O'Neill reported that the Hillsboro Beach Police Department's on-site accreditation process is scheduled for November 18-20, 2025. Information is posted on the Department's website.

The Department's newest Officer is approaching the conclusion of his initial training.

Chief O'Neill concluded that during the recent community shredding/recycling event, the Department collected several prescription drugs. He thanked the community for its participation.

Mayor Miller noted that there has been an increase in Marine Unit enforcement, and expressed her appreciation to the Chief. Mr. Serda emphasized that this enforcement could not have been possible without the Commission's decision to convert one Marine Unit Officer from part-time to full-time status. The Marine Unit is fully staffed.

Commissioner Reiser asked if there is consideration of making a large stretch of the Town's waterway a No Wake Zone. Chief O'Neill replied that this process is ongoing; the Department is collecting data for the state to justify this potential change.

B. Building Department

George Folles, Building Official, CG&A

Building Official George Folles stated that parcels A and B of the Related Group project are proceeding with a Special Inspector. The intent is for the developer to complete concrete floors by the end of the calendar year. Revisions continue to be under review. The developer also plans to provide new up-to-date revisions related to individual units.

The building located at 1205 Hillsboro Mile has been demolished and the Town is awaiting further contact with the property owner toward permits for the demolition of the pool.

Plan review inspections are up-to-date. Mr. Folles characterized the 2025 40-year report as a work in progress, noting that the Town seeks to remain constantly in touch with

contractors and engineers in relation to these inspections. The engineers of these projects provide Town Staff with letters indicating that while the work is ongoing, there are no life safety issues.

C. Code Compliance

Bernard Pita, Code Compliance Supv

Mayor Miller noted that while Code Compliance Supervisor Bernard Pita was not present, the Commissioners have reviewed Code Compliance documentation. Mr. Serda noted that there are only a few open Special Magistrate cases at this time.

It was asked if the Marine Unit has noted whether or not houses on the Intracoastal Waterway have attached their house numbers on the waterway side. Mr. Serda replied that he would ask them to look at both sides of the waterway for this purpose.

VIII. TOWN MANAGER REPORT

A. Community Shred / Recycle Event Recap

Mr. Serda recalled that this was a successful event, recovering approximately 16 lbs. of prescription drugs, several hazardous household items, and several bins of documents for shredding. Several attendees donated blood.

B. Holiday Program, Dec 2, 2025 at 5:30 PM

Mr. Serda stated that Patti & Jozay will perform at the Town's upcoming Holiday Program, and encouraged all present to attend.

VIII. TOWN ATTORNEY REPORT

Town Attorney Doody requested the Waiver of a Conflict which had arisen in relation to a project involving the Town's water line. Attorney Doody's law firm also represents the City of Lighthouse Point, which is in the process of replacing a residential bridge on Sample Road. Hillsboro Beach's water line is connected to this bridge. This resulted in discussions between Town Manager Serda and Lighthouse Point's City Administrator, which determined the need for an inter-local agreement to outline an understanding between the Town Manager and City Administrator. These negotiations will be overseen by the Town Manager, with the inter-local agreement to be prepared by the Town Attorney. The agreement will come before the Commission for approval at a future meeting.

Town Attorney Doody requested that the Commission authorize the Mayor to sign a written consent of waiver conflict, which is consistent with the ethics requirements of for Florida.

Motion made, and duly seconded, to waive the conflict with regard to Town Attorney Doody and the negotiation of the contract between Hillsboro Beach and Lighthouse Point. In a roll call vote, the **motion** passed unanimously (5-0).

IX. TOWN COMMISSION COMMENTS

Commissioner Reiser reiterated that there were no unfavorable comments made regarding WastePro's service at the recent Condo Forum.

Mr. Serda advised that Town Staff will reach out to WastePro to discuss the implementation of some ideas proposed by competing companies.

Commissioner Reiser asked if the Town may be able to secure its own ZIP Code. Mr. Serda replied that he and Town Attorney Doody would look into the required process and report back to the Commission.

X. PUBLIC COMMENTS

At this time Mayor Miller opened the public hearing, which she closed upon receiving no input.

XI. ADJOURNMENT

Motion made by Vice Mayor Ravanese, seconded by Commissioner Berman, to adjourn. In a voice vote, the **motion** passed unanimously (5-0).

The meeting was adjourned at 9:58 a.m.

ADOPTED THIS 2nd DAY OF DEC, 2025.

DEC 02 2025

By: 
Dawn Miller, Mayor

ATTEST:

Sherry D. Henderson, CMC Town Clerk

**TOWN OF HILLSBORO BEACH
1210 HILLSBORO MILE
HILLSBORO BEACH, FL 33062**

12-2-2025