



MINUTES  
TOWN OF HILLSBORO BEACH  
REGULAR COMMISSION MEETING

TUESDAY

JANUARY 6, 2026

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

Commissioner Vinnie Andreano

Commissioner Jane Reiser

Vice Mayor David A. Ravanese

Commissioner Heather Berman

**Town Staff:**

Town Manager William "Mac" Serda, ICMA-CM

Donald J. Doody, Town Attorney, Esq.

---

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**APPROVAL OF AGENDA**

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

**I. APPROVAL OF MINUTES**

**A. December 2, 2025 Board of Zoning Appeals Meeting**

**B. December 2, 2025 Regular Commission Meeting**

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

## II. ORDINANCES

### A. Ordinance No. 2025-05 Certified Recovery Residences

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA AMENDING THE TOWN'S DEVELOPMENT CODE BY CREATING SECTION 12-270 ENTITLED "REASONABLE ACCOMMODATION"; PROVIDING FOR INTENT, PURPOSE AND DEFINITIONS; PROVIDING FOR THE ESTABLISHMENT OF PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR REASONABLE ACCOMMODATION TO CONFORM WITH LEGISLATION; PROVIDING FOR CONFLICTS; CODIFICATION; SEVERABILITY; AND AN EFFECTIVE DATE.**

Town Attorney D.J. Doody read the Ordinance by title only.

Mayor Miller advised that this Ordinance is required by state law. Municipalities must have a procedure for the review and approval of certified recovery residences and requests for reasonable accommodations, as well as a process for the request of reasonable accommodations. The Ordinance establishes these procedures and processes.

Town Attorney Doody reviewed key elements of the Ordinance, which include:

- Process for requesting reasonable accommodation for any local land use regulation
- Ordinance must be consistent with the Fair Housing Act of 1988 and Title II of the Americans with Disabilities Act (ADA)
- Ordinance must establish a written application process for the request of accommodations
- Ordinance requires local governments to date-stamp each application request upon receipt; if additional information is required, the local government must notify the applicant in writing within the first 30 days after receipt and allow the applicant 30 days to respond
- Ordinance requires local governments to ensure final written determination of the application within 60 days of receipt; if final written determination is not issued after 60 days following receipt of a complete application, the request is deemed approved unless both parties agree in writing to an extension
- Ordinance requires that the application include basic contact information

Mr. Serda emphasized that the process established by the Ordinance is administrative and allows for appeals. The burden is on the applicant to file requests for accommodation. These requests will be reviewed by the Planning Department and

Police Department, and the determination will be made by the Town Manager. The Town Manager may approve or deny with conditions for approval, or, in the case of denial, the denial must be clearly stated and evidence-based. Should an accommodation be denied, an appeal process to the Special Magistrate may follow.

Mr. Serda emphasized that the Town does not license certified recovery residences; this is done at the state level. The Ordinance creates a framework and process for compliance with federal law in the event a request is made for an accommodation. The Ordinance creates a distance requirement; should a certified recovery residence come into the Town, another certified recovery residence cannot be located within 660 ft. of the first residence. There are no pending applications at this time.

Mr. Serda further clarified that a certified recovery residence would be subject to condominium declarations if located within a condominium.

Commissioner Reiser asked if, should a condominium association undertake a vetting process for a guest in a unit and determine that denial is appropriate, that association would have the right to deny. Town Attorney Doody recommended further guidance by the condominium’s counsel. He again emphasized that the Ordinance complies with state law and does not address any pending issue for the Town.

**Motion** made by Vice Mayor Ravanese, seconded by Commissioner Reiser, to approve Ordinance 2025-05 on first reading. In a roll call vote, the **motion** passed unanimously (5-0).

**III. RESOLUTIONS & CONTRACTS**

**A. Resolution 2025-52 Palm Beach County ILA First Amendment for Public Safety Radio System**

Resolution of the Town Commission of the Town of Hillsboro Beach, Florida Approving and Authorizing the Appropriate Town Officials to Execute the First Amendment of the Interlocal Agreement with Palm Beach County Renew Agreement to Provide the Town of Hillsboro Beach Access to the Common Talk Groups Established on the County’s Public Safety Radio System for Interoperability.

Town Attorney Doody read the Resolution by title only.

Mayor Miller explained that prior to entering into an interlocal agreement (ILA) in 2021, the Town switched to Broward County’s P-25 radio system, which allowed for the availability of radio use with all of the municipalities in Broward and Palm Beach

Counties. The renewal of the agreement will continue this functionality, enabling the Town to communicate with Palm Beach County municipalities as well as the Palm Beach County Sheriff's Office. As the Town is located in northern Broward County, this is an important capability, as the Town may need assistance from Palm Beach County. There is no additional cost to this renewal.

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

#### **B. Resolution 2025-53 Deerfield Beach ILA for Fire & Emergency Rescue Services**

Resolution of the Town Commission of Town of Hillsboro Beach, Florida Approving and Authorizing the Appropriate Town Officials to Execute the Interlocal Agreement with the City of Deerfield Beach to Provide Fire and Emergency Medical Services.

Town Attorney Doody read the Resolution by title only.

Mayor Miller advised that the Town's Fire and Emergency Services are provided by the City of Deerfield Beach and have been for some time. Mr. Serda has participated in negotiations with Deerfield Beach's City Manager, which are ongoing. The Resolution authorizes the appropriate Town Officials to execute the ILA with Deerfield Beach.

Town Attorney Doody advised that the City of Deerfield Beach is currently considering its own contract with the Broward Sheriff's Office (BSO). In the event that that agreement is terminated, the Town's ILA with Deerfield Beach provides for continuity of service.

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

### **IV. CONSENT**

#### **A. INVOICES FOR APPROVAL**

1. CG&A	Invoice #3015515	Nov. 2025	\$29,780.30
2. GCDE	Invoice #75241	Nov. 2025	\$5,523.00
3. GCDE	Invoice #75243	Nov. 2025	\$240.00
4. GCDE	Invoice # 75242	Nov. 2025	\$282.00

**Motion** made by Vice Mayor Ravanese, 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 Police Department was re-accredited at the end of 2025. Almost all staffing issues have been addressed. Reorganization and promotions within the Police Department were completed on December 15, 2025. Chief O'Neill recognized recently promoted individuals - James Pugliese (Deputy Chief), Robert Gianino (Captain), and Tyler Franco (Communications Supervisor). He added that the Department's newest Officer has completed training.

Chief O'Neill continued that Marine Unit hours are set to increase. The Beach Unit experienced some issues with access in November 2025, but interactions in December resulted in over 280 contacts on the beach.

A question was asked regarding cyclists who do not obey traffic laws. Chief O'Neill advised that fines or warnings for this are left to Officers' discretion, depending upon the nature and severity of the issue. Crosswalk education and enforcement efforts apply to cyclists as well as pedestrians.

### **B. Building Department**

George Folles, Building Official, CG&A

Assistant Building Official K-Maron Purdue reported that construction had slowed during the recent holiday season but is expected to pick up its pace. The Rosewood project is on schedule, with remaining major concrete pours expected to be complete by the end of January 2026. The turnaround time for approval of plans is roughly three to five days.

Mr. Serda noted that there have been minor complaints related to the Rosewood project and other projects. These are addressed on a daily basis. Mayor Miller advised that this is due in part to the beginning of dune crossover construction. While some sea grapes were removed, other species are being introduced to ensure biodiversity and reinforce the dunes. Extensive dune planting and development are anticipated for this project.

Commissioner Reiser asked if the completion of major concrete pours would eliminate most of the cement trucks traveling in and through the Town. Mr. Serda stated that while there is more concrete to be poured, the need for late and early pours will be significantly reduced.

### **C. Code Compliance**

Bernard Pita, Code Compliance Supv, CG&A

Code Compliance Supervisor Bernard Pita reported that the need for the Special Magistrate processes is shrinking, as the Town has a high compliance rate. He briefly reviewed the status of cases that are open or recently closed, and concluded that Code Compliance performed 146 inspections and 72 re-inspections. The Department continues to monitor Rosewood and other projects to prevent road damage and ensure clear pedestrian ways. Rosewood has improved cleaning efforts in response to complaints.

## **VI. TOWN MANAGER REPORT**

A. Yoga at Town Hall – Sat., Jan. 31, 2026 @ 10am

B. Municipal Election – Tue., March 10, 2026

Mr. Serda emphasized that the Town has an upcoming election scheduled for March 10, 2026. Two Commission seats are up for election. He reminded individuals who wish to vote by mail of the deadlines for mail-in ballots in advance of both the March and November elections.

Mr. Serda also addressed the burying of utilities, stating that the Town has entered into non-binding consent for properties needed to reach the minimum required consent. FPL is continuing its design to further identify the type and location of necessary equipment. Once this is complete, he estimated it would be another three months before work can begin toward easements and surveys involving condominiums.

Mr. Serda continued that the parking project at Town Hall has gone back to engineers for further redesign. The costs from piggybacking on contracts from other jurisdictions were higher than anticipated, and the Town is preparing its own solicitation to seek better pricing. He estimated it would take an additional two to three months to receive prices from new vendors.

Commissioner Reiser asked what might happen if the Town encounters a block of private homes which do not consent to the burying of utilities. Mr. Serda replied that if this is a contiguous section, it is unlikely the project would include those homes; if a group of non-consenting homes is scattered, it is more likely the project would proceed.

Commissioner Berman briefly addressed the upcoming Yoga at Town Hall event, which will run from January 31 through March 28, 2026 at 10:00 a.m. She encouraged all interested residents to attend.

## VII. TOWN ATTORNEY REPORT

## VIII. TOWN COMMISSION COMMENTS / REPORTS

Commissioner Reiser reported that the Condo Forum met on December 17, 2025 and included a report from Police Chief O'Neill regarding crime prevention during the holidays, addressing topics such as package safety and online purchasing scams. Attendees were updated on the progress of the Rosewood project as well as the upcoming Town election in March 2026 and the undergrounding of utilities. She encouraged all condominium board members to attend these forums and share information and ideas. The forum is accessible via Zoom.

Vice Mayor Ravanesi advised that the new bocce court is functioning well. Users of the court have donated funds to add a shade structure to the site.

## IX. PUBLIC COMMENTS

At this time Mayor Miller opened the public hearing.

**June Biven, resident of Port De Mer**, expressed concern that beach renourishment is not working at her condominium, and requested clarification of the Commission's plans to secure its beaches.

**Tom Bergen, 1239 Hillsboro Mile**, resident of Port De Mer, advised that the lack of a beach at Port De Mer significantly reduces that condominium's property values. There is currently no safe access to the beach.

**Larry Maybrook, resident of Port De Mer**, also shared concerns with the lack of a beach on this property, stating that renourishment efforts have not lasted at that location. He suggested that an easement be provided through the Rosewood property to allow access to the beach for Port De Mer residents.

**Andrew Bernstein, 1238 Hillsboro Mile**, also proposed an easement through the Rosewood property to alleviate beach access from Port De Mer. He requested that the Town work with Port De Mer residents regarding access to the beach, and expressed concern with property values.

**Laura Degiacomo Coughlan, resident of Port De Mer**, asked if the Town has spoken with contractor Coastal Engineering to hear their opinion on beach erosion. She also pointed out that sea turtle nesting occurs on the Town's beaches and are negatively impacted by the lack of space.

**Jennifer King, resident of Port De Mer**, also shared concerns for sea turtles nesting on the beach, as well as mangroves and wildlife in the affected beach area.

**John Meyers**, speaking via Zoom, suggested the use of pressure equalizing modules (PEM) to address erosion on the Town's beaches.

**Richard Cruscoe**, speaking via Zoom, recommended consideration of more permanent solutions than ongoing renourishment efforts. He also expressed concern with the Rosewood project, requesting clarification of when the project became 11 stories rather than 10.

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

Commissioner Reiser stated that she was sympathetic to the residents of Port De Mer, and emphasized that problems regarding beaches affect all residents and need to be solved. While there is no viable clear-cut solution at this time, the problem will be addressed.

Commissioner Andreano commented that the entire Town benefits from the agreement with Deerfield Beach, and observed that the addition of sand to beaches is very costly. He stated that the Commission is looking into this problem and also emphasized the importance of access to beaches from condominiums. He suggested that neighboring properties to Port De Mer may be willing to share their access to the beach.

Vice Mayor Ravanese recalled that there may be actions other than beach nourishment that can be done for Port De Mer. He noted that another alternative could be conversion of the beach from private to public. He emphasized that the Commission has looked into every alternative of which they are aware, and will need to evaluate all alternatives to address the problem.

Vice Mayor Ravanese recalled that one previous solution was a special assessment for beach renourishment, but pointed out that sand is significantly more expensive today than at that time. He concluded that the money spent on a similar program today would affect the entire Town, which is why the Commission is working to identify the best way to proceed without another assessment.

Commissioner Berman stated that the Commission will need to pursue a long-term solution, and emphasized the importance of identifying access points for residents who have lost their beach. She agreed that there is a need for additional research into how to deal with beach erosion.

Mayor Miller thanked the individuals who provided public comment at today's meeting, strongly emphasizing the Commission's concern for the beaches and their importance to the Town. She recalled previous strategies used to minimize beach erosion, and expressed concern with the potential costs of programs today, which would reach approximately \$3 million over five years.

Mayor Miller continued that while the Town is doing its best to keep water levels at bay, its location on a barrier island exposes it to rising sea levels. The only strategy that has worked thus far has been nourishment. She acknowledged that in addition to the planning and costs associated with nourishment, that process will also require permitting, which can be a lengthy process and is outside the Town's control. The next scheduled nourishment project will be carried out in conjunction with the City of Deerfield Beach. One benefit of that agreement is the availability of public funds, as Deerfield Beach's beach is a public facility. Hillsboro Beach would otherwise have to nourish its private beaches on its own, with no public funding available except funds provided through the Federal Emergency Management Agency (FEMA).

The Commissioners further discussed options and potential costs, agreeing that it is important to identify the best solution rather than to rush in to address the problem. This will include research into different methods and consultations with experts in conservation. There was also discussion of different means of beach access for residents.

Mayor Miller reiterated that the joint nourishment project with Deerfield Beach is scheduled for 2028, and the Town is already in the process of permitting for this project. She added that when the Rosewood development is finished, the Town anticipates an annual tax revenue of approximately \$3 million, which will provide the Town with means to help keep its beaches in better shape. Commissioner Reiser noted that the access road from the Rosewood project will also provide access to the beach for the movement of sand.

Mayor Miller and Mr. Serda encouraged residents to reach out to them individually if they wished to further discuss concerns.

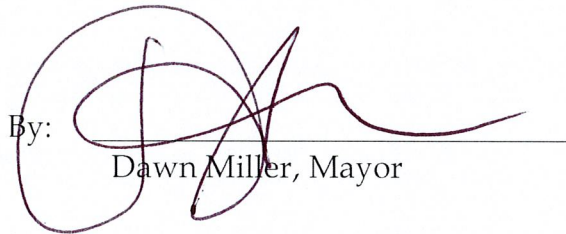
**XII. ADJOURNMENT**

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

The meeting was adjourned at 10:34 a.m.

FEB 03 2026

ADOPTED THIS 3<sup>rd</sup> DAY OF February, 2026.

By:   
Dawn Miller, Mayor

ATTEST:  
  
Sherry D. Henderson, CMC  
Town Clerk

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