



**HILLSBORO**  
**BEACH** *florida*

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

**MINUTES**  
**TOWN OF HILLSBORO BEACH**  
**REGULAR COMMISSION MEETING**

**TUESDAY**

**FEBRUARY 3, 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	Vice Mayor David A. Ravanese
Commissioner Vinnie Andreano	Commissioner Heather Berman
Commissioner Jane Reiser (via Zoom)	

**Town Staff:**

Town Manager William "Mac" Serda, ICMA-CM  
Donald J. Doody, Town Attorney, Esq.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

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**APPROVAL OF AGENDA**

**Motion** made by Vice Mayor Ravanese, seconded by Commissioner Berman, to approve. In a roll call vote, the **motion** passed unanimously (4-0).

**I. APPROVAL OF MINUTES**

**A. January 6, 2026 Regular Commission Meeting**

Mayor Miller noted that a correction of a speaker's name would be made at a later time.

**Motion** made by Vice Mayor Ravanese, seconded by Commissioner Berman, to approve. In a roll call vote, the **motion** passed unanimously (4-0).

Commissioner Reiser joined the meeting via Zoom at 9:02 a.m. \_\_\_\_\_

## II. PRESENTATIONS

### A. Presentation by Sarah Perry - Life Rings to Prevent Drownings (Mother of Carnegie Medal Hero Aden Perry)

Mayor Miller introduced Sarah Perry, who founded the Life Rings to Prevent Drownings program following the loss of her son, Aden Perry, who passed away in an attempt to save another person. The program seeks to provide life rings at every waterway possible and has given away over 600 life rings throughout South Florida, Florida State University, and other states.

The life rings are installed on a post with signage directing any individuals to call 911 immediately if a waterway emergency occurs. Ms. Perry presented the Commission with the first 10 life rings for use in Hillsboro Beach. Additional rings can be placed along the beach without a permit, and any other permitting fees will be waived by the Town. They will also be placed along the Intracoastal Waterway, including the dune side, and at Town Hall.

## III. 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 LAND 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.**

Mayor Miller explained that Ordinance 2025-05 is a new requirement under Florida law which establishes a procedure for the review and approval of certified recovery residences, as well as a process for reasonable accommodation of those residences.

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

Town Attorney Doody further clarified that Florida Statutes now mandate that each municipality in the state adopt an Ordinance of this nature. The intent is to ensure the Town is compliant with State Statutes. If a certified recovery residence is requested, the Ordinance will ensure that there are procedures in place to address and review reasonable accommodation. If accommodation is denied, the Ordinance also provides for an appeal process.

Vice Mayor Ravanese commented that the size of Hillsboro Beach made it unlikely that a certified recovery residence would locate or relocate there. Town Attorney Doody added that most such residences are acquired and converted from existing properties; it is unlikely that a business would acquire and develop the necessary land without an investor.

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

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

#### IV. RESOLUTIONS & CONTRACTS

##### A. Resolution 2026-01

Amend and Restate Resolution No. 2025-25 Adopted 7/1/25 to Accept the Selection/Evaluation Committee Ranking for Request for Qualifications (RFQ) #2025-02-01 Comprehensive Vulnerability Assessment, and Authorize Town Officials to Negotiate and Execute an Agreement with Top Ranked Firm, Kimley-Horn and Associates, Inc., and if Negotiations are Unsuccessful to Negotiate with Cummings Cederberg, Inc. as the Second-Ranked Proposer.

Town Manager Mac Serda explained that this Resolution will amend a previous Resolution in which the positions of the two named firms were reversed. Following the receipt of additional information, it was determined that the Town's best interest was to reverse these positions and rank Kimley-Horn and Associates as the highest-ranked firm and Cummings Cederberg, Inc. as the second-highest ranked firm.

Mr. Serda added that the vulnerability assessment will be fully funded through the Florida Department of Environmental Protection (FDEP) for approximately \$380,000. All Florida municipalities are encouraged to participate in an assessment of this nature, as it qualifies them for additional funding for projects that fall within the purview of FDEP and the State Legislature.

Town Attorney Doody read the Resolution by title only.

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

## V. CONSENT

### A. INVOICES FOR APPROVAL

1. CG&A	Invoice #3189903	Dec. 2025	\$67,207.82
2. GCDE	Invoice #76273	Dec/Jan 2026	\$5,040.30 (General Matters)
3. GCDE	Invoice #76274	Jan 2026	\$60.00 (R. Crusco et al, 4 <sup>th</sup> District Case)
4. GCDE	Invoice # 76275	Jan 2026	\$507.30 (RCrusco, CDoherty ORD 2024-06)

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

## VI. STAFF UPDATES

### A. Police Department

Chief Rob O'Neill

Police Chief Rob O'Neill reported that the Town has filled its last remaining position with a new Officer (Jennifer Favors) who has 26 years' law enforcement experience across several areas.

The Police Department will be awarded its reaccreditation at the upcoming Commission for Florida Law Enforcement Accreditations Conference in St. Augustine, Florida. They have recently undertaken mandatory in-service training, including annual firearms and defensive tactics training.

Mayor Miller commented that there was a significant increase in motor vehicle activity from November to December 2025. Chief O'Neill explained that much of this was due to vehicle interactions and observations at the Town's holiday lighting event. Two new Officers recently joined the Department, also increasing interactions.

Chief O'Neill advised that contacts are not always related to enforcement; the number of contacts is not exclusively indicative of enforcement interactions. Mayor Miller recommended that data be broken down to reflect this more accurately.

Commissioner Reiser requested that the Police Department inform the Commission if there is any specific activity of concern, as the Commissioners can reach out through the Condo Forum or other means to share information.

Commissioner Reiser also asked when the increase in cyclist activity is occurring in terms of days of the week. Chief O'Neill replied that larger groups of cyclists are typically present on weekends, but individual contacts continue throughout the week.

He confirmed that a proactive approach from the Department is resulting in the increases in contacts. The Department continues to monitor bicycle club activity, and most clubs are in compliance with traffic rules.

Mayor Miller advised that a resident had expressed concern regarding the ongoing issue of boaters disobeying No Wake and speed zone regulations on the Intracoastal Waterway. She requested more information on existing means of enforcing these laws. Chief O'Neill explained that the Town uses two speed radar trailers along that waterway, although these are less accurate than the trailers used on roadways. If a boater exceeds the posted speed limit, message boards caution them to slow down.

Chief O'Neill continued that Marine Unit contacts have also increased, as a Marine Unit Officer is on the water on a full-time basis and is supplemented by part-time Marine Unit Officers as well. This unit works in concert with Deerfield Beach and Lighthouse Point. He noted that Lighthouse Point in particular plans to implement a similar monitoring program using speed enforcement devices on their side of the waterway.

Vice Mayor Ravanese requested clarification of the reason for increased interactions with cyclists. Chief O'Neill replied that these could occur because cyclists may be riding in tandem in bike lanes, may fail to yield to pedestrians in crosswalks or on sidewalks, and similar thoroughfare safety concerns.

Mr. Serda further clarified that the Town continues to work with adjacent municipalities to gather data on speeding on the Intracoastal Waterway. This data will eventually be provided to the U.S. Coast Guard and the state of Florida to encourage creation of more No Wake or Slow Wake Zones. This effort is being led by Deerfield Beach. He concluded that he will provide an update at the next Commission meeting.

## **B. Building Department**

George Folles, Building Official, CG&A

Building Official George Folles reported that most plan reviews at present are related to the Rosewood project, which is entering its construction phase. A top-out ceremony, which marks the placement of the project's final highest structural beam, is planned for Thursday, February 5, 2026. Work on the dune crossover is also underway in order to complete most construction before the beginning of sea turtle nesting season.

The Building Department is also working on a new computer system which will make the processing of permits quicker and easier. This system is expected to go live on February 9, 2026. The goal is to implement electronic plan review in the future, which will speed up the process.

The Building Department is also looking into the possibility of adopting fees for engineering review in order to recapture expenses for Site Plan review. The fee would not apply to submissions that do not require engineering review. More information will be available at a later meeting.

Commissioner Reiser observed that a recently emptied lot at 971 Hillsboro Mile is unsightly, and asked how the Town might address this. Mayor Miller suggested that Code Compliance may be one means of enforcement. Mr. Serda noted that there is no runoff from the site, but it must be properly graded and repaired unless there is a pending application.

### **C. Code Compliance**

Bernard Pita, Code Compliance Supv, CG&A

Code Compliance Supervisor Bernard Pita stated that there are new cases going through the Special Magistrate process. He has met with some of these property owners, who are working to address violations. He briefly reviewed the Police Action Report. There have been 11 inspections and 78 re-inspections related to Code cases with a total of 89.

Mr. Pita noted that turtle nesting season begins on March 1, 2026.

With regard to Commissioner Reiser's earlier question relating to 971 Hillsboro Mile, Mr. Pita advised that there is a Code Compliance case for this property, which is a vacant lot and therefore requires sod.

Mr. Serda pointed out that there are some seawall violations among open Code Compliance cases, some of which relate to incomplete landscaping. Cases related to the Rosewood development have been closed but are being monitored to ensure the area is free of debris and dust.

Mr. Serda also recalled that Commissioner Reiser had previously indicated concern with parcels on the beach and the Intracoastal Waterway that do not display their addresses on the waterway side. The Town has identified these parcels and letters will be sent to them with photos of their violations. He clarified that these are not considered Code cases at this time, and owners will have roughly 30 days in which to comply before any Code action begins. The notice also includes examples of where this signage can be purchased or made.

## **VII. TOWN MANAGER REPORT**

- A. Broward County Property Appraisers Mobile Team** Community Room, Feb. 12, 2026 / 1 pm to 3 pm
- B. Free Saturday Yoga Classes** Jan 31-Mar 28, 2026 / 10 am
- C. Reorganization Meeting** March 17, 2026 / 9:30 am

Mr. Serda reported that the undergrounding of utilities continues to move forward, as the Town has met the necessary threshold for voluntary support or compliance by properties in the subject area. Florida Power and Light (FPL) is in the process of completing their design over the next two months. After that, a survey will be done and easements will be executed over the following three months. The project will then go out for bid and the Town will determine whether they wish to contract with a provider or continue with FPL. The project will use the first \$2.25 million payment received to the Town by the Rosewood complex toward the undergrounding project.

The Commission's reorganizational meeting is scheduled for March 17, 2026 at 9:30 a.m. Mr. Serda also announced an appearance on February 12, 2026 by representatives of the Broward County Property Appraiser's Office. This event will address exemptions, title fraud prevention, and other concerns.

Commissioner Reiser asked if the entities approached with regard to undergrounding have any options regarding where boxes are placed on their properties. Mr. Serda confirmed that options are available to some extent.

Commissioner Berman advised that the teacher of the Town's yoga classes has recommended that outdoor classes not be held if the temperature is 60 degrees or lower.

## **VIII. TOWN ATTORNEY REPORT**

Town Attorney Doody advised that the Town is currently subject to three separate lawsuits brought by residents, and has requested before a summary judge that these suits be consolidated. This would end the litigation of note in two cases. The Town will submit orders to the court in support of its position, and the plaintiffs' attorney will do the same to support the residents' position. The court will then issue an order that is favorable to either the Town or the plaintiffs. The order is expected within the next several weeks. He noted that there is always the possibility of appeal.

## IX. TOWN COMMISSION COMMENTS / REPORTS

Commissioner Reiser stated that the next Condo Forum meeting is scheduled for February 18, 2026.

Mayor Miller advised that she would hold her comments until she has heard from residents during the Public Comments period.

## X. PUBLIC COMMENTS

At this time Mayor Miller opened the public hearing.

**Laura Degiacomo Coughlin, resident of Port De Meir**, referred to Resolution 2026-01, requesting clarification of what the vulnerability study will address. She also recalled that the Town has had a Strategic Beach Management Plan since April 2020, which reflected a strategy of continued nourishment of the beach, conducting a feasibility study, determining the cause of erosion, and establishing design alternatives to address that erosion.

Ms. Coughlin continued that a feasibility study was produced for the Town in June 2023 which included shoreline analysis, mitigation alternatives, resiliency planning, and next steps. She asked what would be the difference between the new study proposed under Resolution 2026-01 and the previously existing studies.

Mayor Miller explained that the study addressed in Resolution 2026-01 is a resiliency study, which differs from a coastal erosion plan and mitigation study. More information on the proposed study is available online, including proposals prepared by the responding firms. The City employs a coastal engineer who will review the study, and who is expected to attend the next Commission meeting.

Mr. Serda further clarified that a vulnerability study will be a comprehensive document, involving more aspects of vulnerability than a Beach Management Plan. It will examine the Town as a whole rather than focusing solely on the beach. This study is required for every Florida municipality and will assist with state emergency planning. He offered to meet with Ms. Coughlin to discuss this issue further.

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

Mayor Miller returned to the issue of beach erosion, particularly at the Port De Meir condominium. She emphasized the need to develop a solution for this area, acknowledging that the greatest issue will be funding. The response will also take some time, as it will require several permits. The Town has engaged CTE, which will take a closer look at the area and will make recommendations at the March 2026 Commission meeting.

Mayor Miller strongly emphasized that any response to this issue will be extraordinarily expensive, and the Town will need to determine how to proceed fairly. She noted that Deerfield Beach currently has a nourishment program underway at a cost of \$15 million. In addition, it is possible that the coming year may bring tax cuts that severely impact the Town's budget. It may be necessary to consider whether the Town wishes to maintain a private beach or consider making it a public facility. A public beach will be eligible for more funding.

Mayor Miller continued that one reason the Town needed the funding provided by the Rosewood project is the necessity of establishing a beach and sand Reserve Fund. The sooner the project can come online, the sooner it can begin paying property taxes and providing the funding needed for nourishment. She noted that the Town's beach plays a key role in the success of Hillsboro Beach.

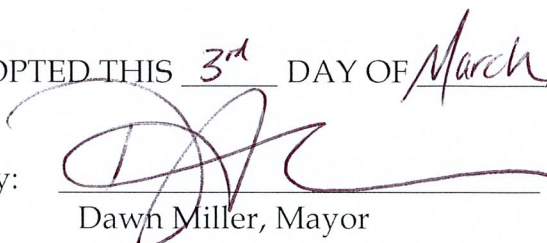
Mayor Miller advised that while all the Commissioners are interested in identifying alternative methods of dealing with beach erosion, they will need evidence that the method to be used will work. She pointed out that some of the emerging technologies proposed as potential solutions do not have a successful track record thus far, and concluded that the Town will do all it can to meet this need.

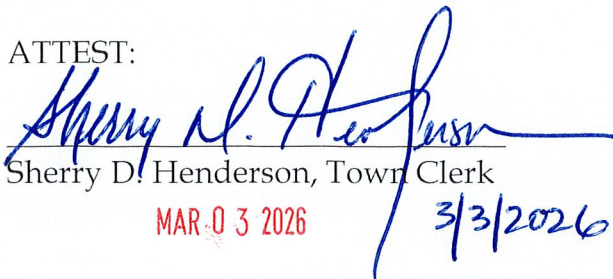
**XI. ADJOURNMENT**

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

The meeting was adjourned at 10:12 a.m.

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

By:   
Dawn Miller, Mayor

ATTEST:  
  
Sherry D. Henderson, Town Clerk  
MAR 03 2026 3/3/2026

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