

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

TUESDAY

MAY 5, 2020

9:00 A.M.

The May 5, 2020 Regular Commission Meeting was a “Virtual Meeting” utilizing Communications Media Technology (“CMT”), in accordance with Governor Ron DeSantis [Executive Order No. 20-69](#), dated March 20, 2020, relating to Emergency Management and Conducting Local Government Public Meetings in response to Coronavirus (COVID-19) global health pandemic. Municipalities may conduct meetings of their governing bodies without having a quorum of its members present physical or at an specific location, and utilizing communication media technology such as telephone or video conference, as provided by [Section 120.54 \(5\)\(b\)2](#) Florida Statutes.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Deborah L. Tarrant called the meeting to order at 9:00 a.m. Town Clerk Henderson called roll with the Commission members and staff present via video as listed below.

Town Commission:

Mayor Deborah L. Tarrant
Commissioner Andrew R. Brown
Commissioner Barbara Baldassarre

Vice Mayor Irene Kirdahy
Commissioner Vicky Feaman

Town Staff:

Town Manager Mac Serda	Stephen Bloom, Finance Dir.
Town Attorney DJ Doody	Steve Mitchell, Building Official
Town Clerk Sherry D. Henderson, CMC	Mario Sotolongo, Code Compliance
Police Chief Thomas Nagy	

Town Manager Mac Serda shared the Governor’s order ([Executive Order No. 20-69](#)) allowing for online meeting and outlined the procedure to be followed. He explained the notice given and provided instruction on the WebEx system being utilized to host the meeting online. He further noted public comment was being accepted by email, as well as on the WebEx system.

APPROVAL OF AGENDA

Motion made by Commissioner Feaman, seconded by Commissioner Brown, to approve the agenda as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

I. APPROVAL OF MINUTES

A. Minutes of the March 3, 2020 Regular Commission Meeting

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Baldasarre, to approve the minutes from the March 3, 2020 Regular Commission Meeting as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Minutes of the March 24, 2020 Re-organization Meeting

Motion made by Commissioner Baldasarre, seconded by Commissioner Brown, to approve the minutes from the March 24, 2020 Re-organization Meeting as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

C. Minutes of the April 7, 2020 Regular Commission Meeting

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to approve the minutes from the April 7, 2020 Regular Commission Meeting as printed. In a roll call vote, the **motion** passed unanimously. (5-0)

II. PRESENTATIONS

A. Recognition of Chief Thomas Nagy Retirement from Hillsboro Beach Police Department

Mayor Tarrant recognized Chief Thomas Nagy for his 28 years of service protecting the Town of Hillsboro Beach. She outlined his career path, noting he became Chief of Police in 2008 and continued to take advantage of training opportunities.

Continuing, Mayor Tarrant stated Chief Nagy had served as President of the Broward County Chief's Association and District Director for State of Florida Police Chief's Association. She outlined accomplishments of the Chief's tenure, including obtaining a JAG Grant and personally fundraising to get a Marine Boat for the Town.

Mayor Tarrant noted Chief Nagy made it a priority to connect with residents and thanked him for his many years of service and for his efforts in succession planning.

Chief Nagy spoke briefly, thanking the Mayor for her kind words and stating it was a pleasure to serve. He said he was confident his replacement would have the full support of the staff and noted he would always be there for Incoming Police Chief Jay Szesnat.

Each of the Commissioners thanked Chief Nagy for his service and willingness to do what it takes for the community.

Town Manager Mac Serda spoke in recognition of Chief Nagy's commendable legacy, noting the Chief's adaptability and professionalism. He stated he believes the most important thing a leader can do is to leave a legacy and noted Chief Nagy's commitment to bring up those behind him.

Mr. Serda encouraged residents to sign a large framed photo of the Town in recognition of Chief Nagy once social distancing regulations are lifted.

B. Update and Presentation on Census 2020 by Marty C. Cassini, Intergovernmental Affairs Manager at Broward County Government in partnership with U.S. Census Bureau Atlanta Regional Census Center

Mayor Tarrant stated Census 2020 materials says Pompano Beach (instead of Hillsboro Beach), which is off-putting and may make people not want to respond. She explained residents should understand the address on the form was the result of a cost-saving measure and would not impact the Town assigned to when forms are tabulated. She encouraged people to respond to the Census, noting the Town is in second to last place in the County for responses.

Mr. Serda shared a chart outlining Census response numbers across Broward County.

Mayor Tarrant explained the importance of the Census and its use for assigning funding to municipalities. She noted every board and property manager needed to be brought on to reach out with Census information.

The Commissioners and staff discussed high rates of seasonal residents.

Marty C. Cassini, Intergovernmental Affairs Manager, Broward County, joined the meeting. He agreed that a higher percentage of seasonal residents is a factor in response rates. He noted anyone living six months plus one day in the community should submit a Census 2020 form in Hillsboro Beach.

Mr. Cassini stated a big in-person push was planned beginning April 1 but was rolled back due to COVID-19 measures. He outlined alternative measures which were taken, including changing City and County telephone hold messages, adding the Census 2020 logo to websites and water bills, and social media campaigns.

Continuing, Mr. Cassini stated the most successful approach recently had been disseminating information at food delivery and food distribution sites, but Hillsboro

Beach does not have either. He acknowledged Hillsboro Beach was a unique Town and needed a unique approach.

The Commissioners and staff discussed signage options for advertising the need to respond to the Census.

Mr. Cassini asked that the information linking to Census 2020 also be added to the Mayor's newsletter and to any social media outlets. He noted a variety of resources are available and volunteered those as needed.

The Commissioners and staff discussed who should complete the Census, noting that those who spend the majority of their time at a residence in Hillsboro Beach should be counted there.

Mr. Cassini provided his contact information in case additional questions came up. He noted he would be in contact with Mr. Serda for coordination purposes.

C. Discussion on Planning Goals for Parking Along Side of A1A Within the Single-Family District by Sarah Sinatra Gould, Planning Director, CG&A

Mr. Serda outlined the issue, noting concerns about parking along A1A had been discussed at previous meetings. He stated property owners submitting site plans are looking for direction from staff regarding what parking is available on the side of A1A, as well as clarification regarding grass width.

Continuing, Mr. Serda stated Sarah Sinatra Gould, Planning Director with CG&A, was present to gather information. He explained she had not started to make contact with FDOT or to review the Code because staff wanted to gather Commission comments first.

Ms. Sinatra Gould noted Diana White, Assistant Director of Traffic Engineering with CG&A, was also present to hear Commission feedback.

Mario Sotolongo, Code Compliance, spoke briefly regarding A1A parking. He noted he had completed a survey of residents and found that vehicles parking on the west side of the road for maintenance and deliveries were tearing up the required grass.

Steve Mitchell noted the concern is with the south side of the community, where the road becomes narrower. He explained with new projects, elevating the roadway, and adding seawalls, there is a conflict between Code and practicality. He asserted guidance from the Commission is needed.

Vice Mayor Kirdahy stated she had noticed the inconsistency and noted some recommendations for how those with narrower properties could handle the situation, such as paving and adding planters. She stated the eight (8) foot grass requirement couldn't be enforced and said ideas for drainage needed to be addressed.

Commissioner Feaman asserted that the plan needed to allow for delivery drivers and others to have a way to get off the road.

Commissioner Baldasarre stated it was difficult to make recommendations when properties are so inconsistent in size.

Mayor Tarrant stated she saw the first step as identifying each property, based on address and available space, then moving to what type of use is allowed. She noted the Code should include consistent materials to be selected from to give more cohesiveness.

Continuing, Mayor Tarrant said workers trucks should be in the driveway of the property having the work done, not on the highway. She noted this issue could also be addressed in the Code.

The Commissioners and staff discussed materials for drainage and the need to have a space for drainage between the property and road.

Mr. Serda stated staff would take the information and report back.

Ms. Sinatra Gould noted a standard for parking barriers should also be included, for those concerned about people pulling over on their property.

Vice Mayor Kirdahy stated the item used as a parking barrier needs to be moveable for landscaping and during the season.

Town Attorney DJ Doody asserted the Commission may want to consider creating a district on the south of Town and give parking regulations within that district to address the consistency issue.

III. ORDINANCES

A. Ordinance No. 2020-02 Amendment to Town Code of Ordinance and Enforcement Code Violations when the Town's Emergency Orders are not Followed (First Reading)

Town Attorney DJ Doody read Ordinance 2020-02 by title only.

Mr. Serda explained there was nothing in the Code allowing for enforcement of emergency orders, and the COVID-19 situation had highlighted the problem. He noted a penalty and enforcement provisions were necessary.

Mr. Doody stated consistent with the Governor's order, enforcement falls on the Police Department. He noted the initial discussion was a penalty of \$100, but the ultimate decision would be made by the judge. He explained similar violations had a penalty of \$500 within the Code.

Vice Mayor Kirdahy stated she liked the idea of a range up to \$500 so the judge had discretion available to them.

Mr. Doody explained the officer could provide additional information to the court regarding circumstances.

In response to a question from Mayor Tarrant, Mr. Doody explained the provision within the Ordinance to allow 15 days following the second reading prior to enactment was required by statute.

[Clerk's Note: Commissioner Feaman was inadvertently disconnected from the WebEx video conference meeting]

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Baldassarre, to amend Ordinance 2020-02 to include a penalty up to \$500. In a roll call vote, the **motion** passed by a majority vote (4-0). Commissioner Feaman did not vote on this measure, she was inadvertently disconnected from the WebEx video conference meeting prior to vote taking place.

Mayor Tarrant opened public comment on the matter, however there being none to speak, closed the public comment.

Town Clerk Henderson checked the email account published for public comment and found no additional comments.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Baldassarre, to adopt the first reading of Ordinance 2020-02 as amended. In a roll call vote, the **motion** passed by a majority vote (4-0). Commissioner Feaman did not vote on this measure, she was inadvertently disconnected from the WebEx video conference meeting prior to vote taking place.

B. Ordinance No. 2020-03 Amendment to Town Code of Ordinance to Amend Vacation Rental Ordinance (First Reading)

Mr. Doody read Ordinance 2020-03 by title only.

[Clerk's Note: Commissioner Feaman rejoined the video conference meeting]

Mr. Serda explained the Town Attorney had received direction to expand the district for vacation rentals from single family residences to the entire Town. He noted additional Code changes would be required if passed.

The Commissioners and staff discussed the oversight of individual condominium boards and the types of rentals addressed.

Mr. Serda clarified the Ordinance did not apply to rentals of 30 days or more.

The Commissioners and staff discussed the issue of properties being listed on short-term rental websites, as well as non-conforming permitted use by specific properties and the need for additional categories.

Commissioner Brown noted the co-op located adjacent to his property would also need to be addressed. He asked if someone was monitoring online listings for rentals.

Mayor Tarrant stated Code Enforcement was tasked with follow up but needed an Ordinance to enforce.

In response to a question from Mayor Tarrant, Mr. Doody explained language regarding previously approved rentals and allowing family usage was included in the Ordinance for the protection of the Town.

The Commissioners and staff discussed the difference between renting and allowing friends or family to utilize a property.

Mr. Doody noted the language was modeled after an Ordinance which had been the subject of successful litigation in another municipality.

Mayor Tarrant opened public comment on the matter.

Jane Reiser, 1050 Hillsboro Mile, asked for clarification, noting her condo association has regulations in place. She asked if the Ordinance would give the Condo Associations additional enforcement ability.

In response to Ms. Reiser's question, Mr. Doody stated support of condominium associations' enforcement may be the practical outcome, but the Ordinance was intended for registration purposes.

Mayor Tarrant asserted associations could contact Code Enforcement regarding unregistered units.

Mr. Doody stated he would review language regarding day-to-day management of rentals prior to second reading.

Town Clerk Henderson checked the email account published for public comment and found no additional comments.

Mayor Tarrant closed the public hearing.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to adopt the first reading of Ordinance 2020-03. In a roll call vote, the **motion** passed unanimously. (5-0)

IV. RESOLUTIONS & CONTRACTS

A. Resolution No. 2020-32 Consideration to Approve and Adopt the Town of Hillsboro Beach Water Leak Credit Policy

Mr. Doody read Resolution 2020-32 by title only.

Mr. Serda explained the Resolution was part of an effort to clarify the policy on responding to resident requests for credit on an inflated water bill due to a water leak. He stated the Resolution applied for hidden leaks, not those missed or undetected, and limited the Town Manager's authority to a credit of up to \$750 once every three (3) years. He noted there was no provision for leaks caused by a third party.

Continuing, Mr. Serda explained the meeting materials included a summary of policies from other utilities. He stated the appeal process would be to the Special Magistrate.

The Commissioners and staff discussed time periods within the Resolution, and whether time should be measured from the repair of the leak.

In response to a question from Mayor Tarrant, Mr. Serda stated his proposal did not include a provision for vandalism.

Mayor Tarrant stated there are a number of municipalities who do not have a policy for credits that are not the fault of the Town. She asked if the Commission would consider a 50/50 split with the property owner of costs which fell under the policy.

The Commissioners and staff discussed culpability based on property boundaries.

Mr. Serda clarified that water loss outside of the private property would not go through the meter and therefore would be the full responsibility of the Town. He noted the Town is not required to have a water leak credit policy.

Mayor Tarrant asked how acts of God, such as damage caused by a hurricane, would be addressed within the policy.

Mr. Doody stated he did not believe the Town should be responsible for acts of God.

Commissioner Baldasarre noted she had mixed feelings about adopting a policy, as she did not see the taxpayers as responsible for leaks on private property.

Vice Mayor Kirdahy stated she would prefer to defer the issue, citing examples that would and would not be the Town's responsibility.

Mr. Doody stated the Town could address the issue on a case-by-case basis and not put a policy in place. He recommended tabling the item.

Commissioner Brown asserted high usage with no noticeable leak or issue could be troubleshoot utilizing valves. He noted he agreed with addressing the item on a case-by-case basis.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Baldasarre, to table Resolution 2020-32. In a roll call vote, the **motion** passed unanimously. (5-0)

B. Resolution No. 2020-33 Consideration to Authorize and Approve Requests for Water Utility Credit for Properties Located at 1045 Hillsboro Mile and 1121 Hillsboro Mile, Hillsboro Beach, FL 33062

Mr. Doody read Resolution 2020-33 by title only.

Mayor Tarrant stated the properties should have been placed on separate Resolutions. She asked that separate votes be held for each request.

Mr. Serda explained the request for 1121 Hillsboro Mile stemmed from staff noticing the property was under construction but utilizing a substantial amount of water. He

explained staff contacted the contractor, who sought out a leak detection company to identify the leak.

In response to a question from Mayor Tarrant, Mr. Serda clarified the assumption was that the work being done on the site contributed to or caused the leak.

Vice Mayor Kirdahy stated she saw a break during construction as the responsibility of the homeowner and contractor, not the Town.

Commissioner Feaman agreed.

Mayor Tarrant noted Mr. Serda had recommended denial of the claim.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to deny the claim of 1121 Hillsboro Mile. In a roll call vote, the **motion** passed unanimously. (5-0)

Mayor Tarrant noted the claim of 1045 Hillsboro Mile was believed to be the result of a hit and run. She noted this was vandalism, and per previous discussion, the Commission did not want to provide a credit in cases of vandalism.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to deny the claim of 1121 Hillsboro Mile. In a roll call vote, the **motion** passed unanimously. (5-0)

Motion made by Commissioner Baldasarre, seconded by Vice Mayor Kirdahy, to deny Resolution 2020-33. In a roll call vote, the **motion** passed unanimously. (5-0)

Mr. Serda stated future leak requests would come before the Commission as needed.

C. Resolution No. 2020-34 Consideration to Approve and Authorize BH3 Management to Work Saturday Hours Limited from 8 a.m. to 4 p.m. on Property Located at 1159 Hillsboro Mile, Hillsboro Beach, Duration from Receipt of Town Approval to Receipt of Certificate of Occupancy.

Mr. Doody read Resolution 2020-34 by title only.

Mayor Tarrant noted an incorrect address was included in the request, and that the property is actually located at 1159 Hillsboro Mile.

The Commissioners and staff discussed the times included in the request, and whether the discussion should contemplate an 8 a.m. or 9 a.m. start.

Mayor Tarrant expressed concern that the neighbor had been told 9 a.m. via email, and the request to the Town was 8 a.m.

Mr. Doody noted he had added language to the Resolution to allow the revocation of the extension at any time.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to amend Resolution 2020-34 to include a 9 a.m. start time and to correct the address. **Motion** withdrawn.

Mayor Tarrant pointed out only the neighbors on one side had responded and asked if the Town Manager could be given the ability to revoke if approved.

Mr. Serda requested that approval also be contingent upon the Building Department's satisfaction with FEMA elevation certificate being received.

Mayor Tarrant noted the current Ordinance allows for 7 a.m. work in the off-season and asked that an amendment be brought forward at a future meeting in deference to the year-round residents.

Mr. Doody stated the Commission could ask the Building Department to encourage an 8 a.m. start pending the amendment of the Ordinance.

Steve Mitchell, Building Official, agreed to encourage voluntary participation.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to amend Resolution 2020-34 to include a 9 a.m. start time, to correct the address (1159 Hillsboro Mile), to allow for revocation by the Town Manager, and to add the contingency that the FEMA elevation certificate be received, and Town Manager approval be granted. In a roll call vote, the **motion** passed unanimously. (5-0)

Motion made by Commissioner Feaman, seconded by Commissioner Baldassarre, to adopt Resolution 2020-34 as amended. In a roll call vote, the **motion** passed unanimously. (5-0)

D. Resolution No. 2020-35 Consideration to Authorize the Appropriate Town Officials to Execute Third Amendment to Commercial Contract Between the Town of Hillsboro Beach and Winter Sun Investments, LLC, to Extend Due Diligence Period and Underground Storage Tank Removal at 1205 Hillsboro Mile.

Mr. Doody read Resolution 2020-35 by title only.

Mr. Doody explained that consistent with what was presented at the last Commission meeting, he had discussions with the counsel for Winter Sun Investments regarding removal of the underground storage tank. He stated that through that discussion, it was determined the owners may also be considering demolition on the property.

Continuing, Mr. Doody stated there was a gap in communication, and the only direction he had at this point was that the owners would be amendable to an extension.

Mr. Doody noted a validation hearing was scheduled for June 23, 2020 and this extension would allow for that hearing and the 30-day review process following the hearing.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to adopt Resolution 2020-35. In a roll call vote, the **motion** passed unanimously. (5-0)

E. Resolution No. 2020-36 Consideration to Purchase Two (2) 2020 Interceptor Utility Vehicles with Peripherals and Equipment, Piggybacking the Terms of Broward Sheriff's Office Assignment and Assumption Agreement and Charlotte County, Florida Contract #2018000509.

Mr. Doody read Resolution 2020-36 by title only.

Mr. Serda explained the item was included in the budget. He stated Dodge Chargers were originally contemplated, but due to the shutdown, Dodge Chargers were not being assembled and an estimated date of delivery was not available. He stated the hybrid Explorers were similar to those already owned and would replace current vehicles.

Mayor Tarrant clarified staff would confirm the Town was released from the prior vehicle purchase commitment.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Baldassare, to adopt Resolution 2020-36. In a roll call vote, the **motion** passed unanimously. (5-0)

F. Resolution No. 2020-37 Consideration to Approve the 2020 Amendment to the Interlocal Agreement Providing for Division and Distribution of the Proceeds from the Broward County Additional Three-Cent Local Option Gas Tax on Motor Fuel (EXHIBIT 1)

Mr. Doody read Resolution 2020-37 by title only.

Mr. Serda outlined allowable uses of the Local Option Gas Tax funds since the Town no longer participates in the funding of the Town shuttle, such as road and roadside

improvements. He noted a transportation consultant may be required to develop shuttle stops at the condominiums.

Continuing, Mr. Serda explained the Resolution was to allow the Town to continue participation in the revenue share.

Mayor Tarrant noted the item highlighted the need for residents to complete the Census.

The Commissioners and staff discussed possible uses for transportation funds, including crosswalks and shuttle stops.

Motion made by Commissioner Baldasarre, seconded by Vice Mayor Kirdahy, to adopt Resolution 2020-39. In a roll call vote, the **motion** passed unanimously. (5-0)

G. Resolution No. 2020-38 Consideration to Approve the 2020 Amendment to the Interlocal Agreement Providing Division and Distribution of the Proceeds from the Broward County Additional Fifth-Cent Local Option Gas Tax on Motor Fuel for Transit (EXHIBIT 2)

Mr. Doody read Resolution 2020-38 by title only.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to adopt Resolution 2020-38. In a roll call vote, the **motion** passed unanimously. (5-0)

H. Resolution No. 2020-39 Consideration to Authorize Proper Town Officials to Execute Amendment No. 2 to the Town's State Revolving Loan Agreement Between the State of Florida and the Town of Hillsboro Beach.

Mr. Doody read Resolution 2020-39 by title only.

Mr. Serda summarized the amendment and explained it was optional. He noted Mr. Bloom had made the recommendation to increase the amount of the loan to cover additional funds taken from the Water Utility Reserves and pay outstanding invoices.

Mr. Bloom pointed out the interest rate on the loan was 1.18 percent and replacing the reserves would ensure availability of cash for future projects.

In response to a question from Vice Mayor Kirdahy, Mr. Bloom clarified this Resolution did not increase the project cost but made sure the Town was fully reimbursed for everything spent.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to adopt Resolution 2020-39. In a roll call vote, the **motion** passed unanimously. (5-0)

V. CONSENT AGENDA

- A. **Shutts & Bowen, LLP:** Invoice 1440770, Services Rendered through March 2020 \$14,458.88 (Clerk's Note: correct amount of payment- \$7,600)
- B. **Limousines of South Florida (LSF):** Invoice 20-0331-26, Services Rendered through March 2020 \$6,083.87
- C. **Calvin, Giordano & Assoc, Inc (CG&A):** Invoice 75974, Services Rendered through March 2020 \$11,013.55
- D. **Redevelopment Management Associates (RMA):** Invoice 4484, Services Rendered Feb/March 2020 \$5,650.00
- E. **Inframark:** Invoice 50677, Services Rendered through April 2020 \$7,351.41
- F. **Moffat & Nichol:** Invoice 750251, Services Rendered through March 2020 \$23,388.00
- G. **Sweetapple, Broeker, & Varkas:** Invoice 10911, Services Rendered through April 2020 \$5,850.00
- H. **Goren, Cherof, Doody & Ezrol:** Invoice 30917 (March/ April 2020) \$5,735.35 (General Matters)
- I. **Goren, Cherof, Doody & Ezrol:** Invoice 30918 (March/ April 2020) \$2,947.50 (Deerfield Beach)
- J. **Goren, Cherof, Doody & Ezrol:** Invoice 30919 (March/ April 2020) \$630.00 (Purchase from Winter Sun Investments LLC 1205 and 1206 Hillsboro Mile)
- K. **Goren, Cherof, Doody & Ezrol:** Invoice 30920 (March/ April 2020) \$7,418.75 (St. of Florida Bond Validation)
- L. **Goren, Cherof, Doody & Ezrol:** Invoice 30921 (March/ April 2020) \$3,818.80 (David Pratt Appeal, Seagrape Revocable Trust)

Mayor Tarrant pulled items A, D, and F for discussion.

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Feaman, to approve the Consent Agenda invoices as amended. In a roll call vote, the **motion** passed unanimously. (5-0)

Mayor Tarrant stated the correct invoice amount for item A was \$7,600 and item D included an incorrect address for tracking purposes.

In response to a question from Mayor Tarrant, Mr. Serda provided clarification regarding the items covered on invoice F.

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to approve Items A, D, and F from the Consent Agenda. In a roll call vote, the **motion** passed unanimously. (5-0)

VI. STAFF UPDATES

A. Police Department – March 2020 Report

Police Chief T. Nagy provided his final staff update. He stated there had been a number of issues with trespassers and explained the department had been staying healthy and following regulations, while preparing for the transition to new leadership.

Continuing, Chief Nagy gave an update on the Marine unit. He stated repairs and replacements are in the works utilizing forfeiture funds.

The Commissioners and staff discussed the newly hired officer for the Marine unit, who is a boat captain and was hired specifically for that purpose.

Chief Nagy stated his last day with the Town was June 1, noting he would be shifting to a mentoring role beginning Monday when Incoming Police Chief Jay Szesnat began.

B. Finance Department – March 2020 Report

Stephen Bloom gave a brief overview of the financial report through March 2020, approximately 50 percent through the fiscal year.

Mr. Serda shared slides of the financial report.

Mr. Bloom noted the general fund had a surplus of \$1.8 million through March, largely due to 92 percent collection of property taxes. He stated fines and forfeitures were low in terms of the budget, but also made up a small percentage of the budget.

Continuing, Mr. Bloom shared expenditures, which were favorable at 46.5 percent of annual budget. He noted departments were at or below budget for spending. Mr. Bloom outlined special revenue funds, sharing the impact of Covid-19 closures on permitting.

Mr. Bloom noted the beach loan was paid off on March 16, 2020, and approximately \$65,000 remained to full collection. He stated an assessment for this loan would not be required in the next fiscal year.

Continuing, Mr. Bloom outlined the water fund and associated debt service payments. He presented a chart showing water usage and comparing usage with the prior year.

Mr. Bloom closed with trend analysis, including fuel cost and gallons purchased, as well as Workers' Compensation expenses.

Mayor Tarrant noted spikes in Workers' Compensation expenses in 2015 and 2016 were due to claims in 2013 and 2014.

C. Building Services Report – March 2020 Report

Steve Mitchell, Building Official with CG&A, provided his report. He stated March was good, but April was very low. He noted things were picking up in May. He explained Landmark had stopped inspections due to COVID-19, but all other building services work continued as normal.

Mr. Mitchell noted the building plan turn-around time had increased because plans had to be moved from house to house rather than within an office.

D. Code Compliance Report – February 2020 Report

Mario Sotolongo, Code Supervisor with CG&A, gave a brief update on Code Compliance. He stated he had been working on open cases regarding the King Tide and had explored complaints regarding sea turtles.

Mr. Sotolongo stated he had responded to a complaint regarding seaweed on the beach and found the beach raker is working in the area three times a week, but a large amount of seaweed is currently coming ashore. He outlined his efforts to investigate the issue.

Continuing, Mr. Sotolongo noted he had reached out to a company called House Compliance which utilizes software to scan rental property listings for Pompano Beach. He forwarded information on the company to Mr. Serda for consideration.

Commissioner Baldasarre asked what type of feedback was being received regarding the new seawall requirements.

Mr. Sotolongo stated the only response he had received was agreeable. He noted he would keep the Commissioners apprised of any comments received.

Mayor Tarrant asked about the seawall case related to 1015 Hillsboro Mile.

Mr. Sotolongo stated the complaint was generated in February and was still pending. He noted he is staying in contact.

Mayor Tarrant said the Town may be too small for the rental tracking software, but staff should review the option.

Mr. Sotolongo stated he would continue to review listings manually.

VII. TOWN MANAGER REPORT

A. Preliminary Budget Discussion to Establish Budget Priorities

Mr. Serda provided an update regarding the calendar of Budget Hearings. He noted staff is fully in budget mode, and departments are working on goals and objectives. He asked that Commissioners bring forward any concerns or priorities in the next few weeks.

B. Discussion on Purchase of iPad or Laptops for Town Commission

Mr. Serda stated Commissioners had brought up a potential need to purchase iPads or laptops for remote access. He noted the difference between the purchases would be consumption versus creation of content.

Mayor Tarrant noted she hadn't brought the issue forward, but when she had an issue with accessing Town business on her computer, she couldn't get support because it was on a personal machine. She stated this highlighted the need to her.

Commissioner Baldasarre stated her iPad did not have the capacity to participate in online meetings.

Mayor Tarrant pointed out public records requests could also be an issue with personal machines being utilized.

Commissioner Feaman said she thought having the Commissioners use Town iPads would help to separate personal business from Town business.

The Commissioners agreed by consensus to have Mr. Serda move forward with purchasing equipment in cooperation with each individual Commissioner.

C. Discussion on Commissioner Baldasarre serving as Liaison to Condo Boards and Property Managers to Address their Concerns/Questions and Provide Information on Town Events

Mr. Serda stated Commissioner Baldasarre had brought forward the idea, similar to Coffee with a Cop and other initiatives, to have a liaison to the condominium boards. He noted this would allow Town issues to be communicated to those boards, as well as having someone to bring forward to the Commission any concerns of those boards.

Mayor Tarrant noted it would be useful to have a network established.

Mr. Serda outlined times in the past when having a liaison would have been useful.

Commissioner Baldasarre shared ideas for communicating with condominium boards throughout the community.

The Commissioners agreed by consensus to name Commissioner Baldasarre as liaison to the condominium boards and property managers.

D. Discussion on Automated Clearing House (ACH) Electronic Payments

Mr. Serda stated Mr. Bloom and his team are working on an electronic payment policy. He noted there is a trend for vendors to request electronic payment, especially in light of the virus. He asked for direction from the Commission regarding the creation of an electronic process, noting the benefits.

Vice Mayor Kirdahy said she believed most people were already utilizing electronic payments. She stated there are already safety measures in place.

Mayor Tarrant asked if there was any benefit to a signed check. She stated it seemed more expensive to write a check.

Mr. Serda outlined the process, noting several manual steps would be eliminated, including the use of a courier to and from Inframark.

Mr. Bloom stated there would be no cost associated with moving to electronic, as the accounting software already had the capabilities.

The Commissioners agreed by consensus to direct Mr. Serda and Mr. Bloom to move forward with an Automated Clearing House (ACH) electronic payment policy.

Mr. Serda stated there are quotes in place to replace the Town of Hillsboro welcome entry signs which are both out. He noted he would like to replace them with something similar to what was previously in place, rather than wait for an updated logo.

Commissioner Feaman stated that a new sign in front of Town Hall also should be considered.

The Commissioners agreed by consensus to direct Mr. Serda to move forward with the acquisition of signs.

VIII. TOWN ATTORNEY REPORT

Mr. Doody provided an update regarding the three (3) lawsuits the Town is currently involved with. He reported a virtual mediation via Zoom was scheduled for May 6 regarding the Deerfield Beach suit. He noted legal counsel had requested the Town Manager and Mayor be available.

Continuing, Mr. Doody stated the 30-day extension was recently awarded in the appeal process undertaken by the property adjacent to 965 Hillsboro Beach regarding the variance granted. He noted the file response of pleading was prepared, but he would take the extra time to work on the document.

Mr. Doody reported copies of discoveries sought by Mr. Ginsberg in relation to the validation hearing had been provided to the Commissioners. He explained a motion for protective order had been filed in response to the request, and the Court would determine whether an evidentiary hearing would be required.

Mr. Doody summarized that Litigation is progressing, though slowly due to closures. He noted he would request the Mayor schedule a shade session or special meeting if needed.

IX. TOWN COMMISSION COMMENTS/REPORTS

A. Commissioner Andrew R. Brown

None.

B. Commissioner Barbara Baldassarre

Commissioner Baldassarre reported no League of Cities meeting has been scheduled at this time, noting she assumes a virtual meeting will be planned.

C. Commissioner Vicky Feaman

Commissioner Feaman reported a solid waste and recycling virtual meeting is scheduled for May 11, 2020.

D. Vice Mayor Irene Kirdahy

Vice Mayor Kirdahy reported a virtual meeting is scheduled for the Broward MPO (Metropolitan Planning Organization)

E. Mayor Deborah L. Tarrant

Mayor Tarrant stated Broward County had approved use of pools, and noted discussion is moving forward regarding re-opening. She stated a meeting with the Broward County Mayors was scheduled for later in the day.

X. PUBLIC COMMENTS

Frank Alberghina (1043 Hillsboro Mile) asked Mr. Sotolongo for follow up regarding a previous issue with a balcony railing being removed at 1043 Hillsboro Mile. He noted the owner is pleasant to Mr. Sotolongo but is not cooperative with the condominium association. He asked for further assistance regarding the violation.

Mr. Sotolongo stated he had been in contact with the resident and advised him in writing that a permit would be required to verify the railing was reattached properly. He said he would continue to follow up.

Town Clerk Henderson checked the email account published for public comment and found no additional comments.

XI. ADJOURNMENT

Motion made by Commissioner Feaman, seconded by Commissioner Baldasarre, to adjourn the meeting at 12:45 p.m. In a roll call vote, the **motion** passed unanimously.

ADOPTED THIS 2ND DAY OF JUNE, 2020

By: *Deborah L. Tarrant*
Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson
Sherry D. Henderson, CMC
Town Clerk

