



MINUTES
TOWN OF HILLSBORO BEACH
REGULAR COMMISSION MEETING
JANUARY 7, 2025

10:02 A.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Dawn Miller called the meeting to order at 10:02 A.M. Roll was called with the Commission members and staff present as listed below.

Town Commission:

Mayor Dawn Miller

Commissioner Jane Reiser

Commissioner David A. Ravanese

Vice Mayor Barbara Baldassarre

Commissioner Vinnie Andreano

Town Staff:

Town Manager William "Mac" Serda, ICMA-CM

Donald J. Doody, Town Attorney, Esq.

Town Clerk Sherry D. Henderson, CMC

Police Chief Jay Szesnat

APPROVAL OF AGENDA

It was requested that the Code Compliance update be heard first under Item VI, Staff Updates in order to accommodate a scheduling conflict with the Code Compliance Director.

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

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

I. PRESENTATIONS

A. 2025 Proclamation of Election

Mayor Miller read a Proclamation recognizing that the general municipal election is scheduled for Tuesday, March 11, 2025 in the Community Room of the Hillsboro Town Hall. Polls will be open from 7 a.m. until 7 p.m. Parties interested in running for one of the three Town Commission seats may qualify no earlier than noon on Thursday, January 2, 2025 and no later than noon on Thursday, January 9, 2025 with the Town Clerk.

II. ORDINANCES

A. Ordinance No. 2024-10 Requires Property Addresses on the Atlantic Ocean (Beach) and Intracoastal Waterway Side for Single-Family Homes and Multi-Unit Condo Buildings

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, AMENDING THE TOWN'S CODE OF ORDINANCES BY AMENDING CHAPTER 12 ENTITLED "LAND DEVELOPMENT CODE", BY AMENDING SECTION 12-65 ENTITLED "BEACH STEPS AND PLATFORMS"; PROVIDING FOR POSTED PROPERTY ADDRESSES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

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

Commissioner Reiser observed that no size is specified for address signage and asked if there should be a minimum size. It was noted that there are no size requirements for addresses elsewhere within the Town, nor is there a requirement that reflective material be used.

Town Attorney Doody advised that if there is no language clarifying what constitutes "clearly visible," the Town may want to seek feedback from the Police Department and other first responders. Mayor Miller agreed, and recommended tabling the Ordinance until the next meeting to collect this information and include it in the Ordinance's language.

Motion made by Commissioner Ravanese, seconded by Commissioner Reiser, to table until the next meeting. In a roll call vote, the **motion** passed unanimously (5-0).

III. RESOLUTIONS & CONTRACTS

A. Resolution No. 2025-01

A Resolution of the Town Commission of the Town of Hillsboro Beach, Florida Adopting Policy to Safeguard Against Cybersecurity Threats.

Town Manager Mac Serda advised that the Resolution would ensure compliance with local cybersecurity law. It establishes training practices by statutes, and indicates which information must be gathered or reported if or when the Town should fall victim to ransomware or a similar cyberattack. The Resolution was based on resources from the Town and its information technology (IT) provider as well as from the Police Department.

Mayor Miller asked if the Resolution is modeled upon any other accepted or standard policy. Town Manager Serda explained that it is modeled upon a State Statute which requires deadlines and reporting requirements, as well as recommendations from the IT vendor. The Resolutions of other municipalities also provided model language. It was not modeled from a single document or source.

Mayor Miller commented that some provisions within the Resolution seem to be closely related to how the Town polices the use of computers by Town Staff and on-site consultants. She asked if this was unique to the Town. Town Manager Serda replied that Staff felt it was important to include these provisions.

Mayor Miller noted specific concerns, which included a reference to “excessive use of internet for non-Town-related matters.” Town Manager Serda replied that this use could increase vulnerability if employees are visiting websites outside of their scope of work.

Mayor Miller continued that the Resolution also refers to prohibited activities that are related to offensive or derogatory content. She expressed concern regarding whether this is cybersecurity rather than a human resources issue. Town Manager Serda stated that this language could be struck from the Resolution and instead inserted in the Town’s employee handbook.

Regarding the Resolution’s section on containment, eradication, and recovery, Mayor Miller noted that the Resolution places responsibility for containment and documentation of an incident with the Town Manager’s Office. She suggested that the phrase “in consultation with the Commission” be added, pointing out that if there is an incident, the Mayor and Commission should be made aware of it. Town Manager Serda confirmed that this language would be added.

Motion made by Commissioner Ravanese, seconded by Commissioner Reiser, to approve Resolution 2025-01 as amended.

Town Attorney Doody clarified that adoption of the Resolution would approve the policy as amended. The Resolution must be adopted incorporating the amendments to the policy.

In a roll call vote, the **motion** passed unanimously (5-0).

B. Resolution No. 2025-02

Resolution of the Town Commission Approving and Authorizing the Appropriate Town Officials to Execute an Agreement with the Broward County Supervisor of Elections to Conduct the Town's Municipal Election on Tuesday, March 11, 2025.

Mayor Miller read the Resolution into the record by title only.

Town Manager Serda advised that the cost of the Town's municipal election is approximately \$4500.

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2025-02. In a roll call vote, the **motion** passed unanimously (5-0).

C. Resolution No. 2025-03

Resolution of the Town Commission Accepting the Recommendation of the Evaluation Committee for ITB 2024-11-01 Hurricane Dorian 2025 Truck Haul Beach Renourishment and Authorizing the Appropriate Town Officials to Enter into an Agreement with Vendor.

Mayor Miller read the Resolution into the record by title only.

Mayor Miller noted that this Resolution will approve the vendor to carry out and conduct the Town's beach renourishment project, which will begin once approved. Qualified vendors were invited to submit bids on the contract.

Town Manager Serda stated that the Town received three responsible bids for the project. An Evaluation Committee was seated to review the bids and provided recommendations and ranking. He clarified that because the item was an invitation to bid (ITB) rather than a request for qualifications (RFQ), the ranking was based strictly on pricing. The recommended vendor is the same entity which undertook the Town's last beach renourishment project prior to the joint project with Deerfield Beach and Boca Raton.

Motion made by Commissioner Ravanesi, seconded by Commissioner Andreano, to accept the recommendation that Rio-Bak is the lowest and most responsible bidder in the process. In a roll call vote, the **motion** passed unanimously (5-0).

Town Attorney Doody read Resolution 2025-03 by title only.

Motion made by Commissioner Ravanesi, seconded by Commissioner Reiser, to adopt Resolution 2025-03. In a roll call vote, the **motion** passed unanimously (5-0).

D. Resolution No. 2025-04

Resolution of the Town Commission Accepting Proposal from Coastal Protection Engineering LLC (CPE) to Conduct 2024/2025 Physical Monitoring, 2025 Biological Monitoring, Preliminary Permitting, Intergovernmental Coordination and Funding Support to the Town of Hillsboro Beach and the City of Deerfield Beach under the Work Authorization Agreement Pursuant to RFQ #21-15-JW Joint Beach Nourishment Project, and Authorizing the Appropriate Town Officials to Execute Agreements.

Mayor Miller read the Resolution into the record by title only.

Mayor Miller explained that this Resolution proposes that Coastal Protection Engineering (CPE) conduct required physical and biological monitoring in conjunction with the city of Deerfield Beach, which has already agreed to the Resolution. Town Manager Serda further clarified that this activity includes surveying of turtle nests, determining the beach's erosion pattern, reviewing the near-shore and offshore sea bottom, determining the effect of sand on offshore/underwater grass and coral, monitoring the migration of turtles and shore birds, and other monitoring. CPE conducted the same monitoring the previous year in the same manner.

Town Manager Serda continued that the Resolution also includes tree design work for the next joint beach renourishment project, which is scheduled for 2027/2028. The lump sum of \$359,742.80 will include physical and biological monitoring for 2024/2025 and will be divided equally with Deerfield Beach. Although the beach area is not shared equally, the cost of monitoring will be shared equally.

Motion made by Commissioner Andreano, seconded by Commissioner Ravanesi, to adopt Resolution 2025-04. In a roll call vote, the **motion** passed unanimously (5-0).

E. Resolution No. 2025-05

Resolution of the Town Commission Accepting Proposal Terms by Bridge Funding Group, a Bank United Company, to Provide Loan Financing for the Town's 2025 Beach Renourishment Project, not to Exceed \$5,000,000 and Authorize the Appropriate Town Officials to Execute Agreements.

Mayor Miller read the Resolution into the record by title only.

Mayor Miller advised that this Resolution accepts the loan by which the beach renourishment project may be funded while the Town awaits reimbursement by the Federal Emergency Management Agency (FEMA).

Town Manager Serda stated that the Town received another proposal from Valley National which was higher than the proposal included in the Commissioners' backup materials. Those materials do not include citation of entities that were contacted but did not respond.

Town Manager Serda further clarified that the Town reached out to a variety of financial institutions and received an alternative proposal from Valley National in addition to the proposal offered by Bank United, which is the proposal accepted by the Resolution. Other institutions were not responsive.

Mayor Miller commented that a proposed five-year alternative term would have been more complicated to pay. The Town's goal is to prepay the loan as soon as possible in order to avoid the accumulation of interest. The accepted proposal is for 5.05% interest, as opposed to 6.05% in the alternative proposal.

Mayor Miller requested clarification of the calculations associated with the Resolution. Town Manager Serda replied that the annual payment amount would be \$252,500, which would increase to \$394,696 annually with interest. Once the renourishment project is complete, the Town will request reimbursement from FEMA. The time frame for this reimbursement may be between 12 to 18 months.

Town Manager Serda explained that if FEMA contributes 75% of the cost, the Town will have additional expenditures that will continue after the completion of the renourishment project. The majority of FEMA's 75% is expected within "a year plus." The State of Florida's Department of Emergency Management will contribute 12.5% as well, although this process is expected to take longer to receive than FEMA's contribution.

Town Manager Serda stated that the project costs will include truck hauling, engineering costs, and other expenses totaling close to \$5 million.

Town Attorney Doody recommended that the Commission accept the terms submitted by Bridge Funding Group.

Motion made by Commissioner Ravanese, seconded by Commissioner Reiser, to accept the terms and approve the proposal submitted by Bridge Funding Group on December 11, 2024. In a roll call vote, the **motion** passed unanimously (5-0).

Town Attorney Doody read Resolution 2025-05 by title only.

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2025-05. In a roll call vote, the **motion** passed unanimously (5-0).

F. Resolution No. 2025-06

Resolution of the Town Commission Authorizing the Appropriate Town Officials to Execute Agreement with Bryant Miller Oliver Attorneys at Law for Engagement of Legal Services in the Area of Labor and Employment Law.

Mayor Miller read the Resolution into the record by title only.

Mayor Miller explained that the Town is preparing to enter labor negotiations with respect to its Police contract. She noted that while the Town Attorney's firm previously included a labor attorney who would oversee these types of matters, that attorney is no longer available. The firm has recommended another firm and attorney to assist with these matters. An agreement to legal services and terms has been provided for the Town.

Mayor Miller continued that she would like to make a few small changes related to the terms of the agreement. She offered the example of language which states the firm wishes to reserve the right to require a retainer in the event that services change or bills are not paid. This would mean if the firm required a retainer and the Town does not provide it, the firm would withdraw from representation and the Town would not object. She recommended the insertion of the phrase "within 60 days," which would give the Town additional time to provide the retainer.

Mayor Miller also noted that the agreement states the firm may, now and in the future, identify the Town as a client in its marketing materials. It was clarified that the materials would not include the subject on which the firm represented the Town.

Mayor Miller continued that should the Town decide to terminate the agreement, there would be no damages or legal repercussions.

Town Attorney Doody confirmed that he would reach out to the attorney regarding the requested changes.

Motion made by Commissioner Ravanese, seconded by Commissioner Andreano, to adopt Resolution 2025-06. In a roll call vote, the **motion** passed unanimously.

G. Resolution No. 2025-07

Resolution of the Town Commission Approving and Authorizing the Appropriate Town Officials to Execute an Interlocal Agreement Between the Town and Broward County for Debris Management Site for the Aftermath of a Natural or Man-Made Disaster.

Mayor Miller read the Resolution into the record by title only.

Mayor Miller advised that in the event of a disaster resulting in the accumulation of significant debris, Broward County would provide temporary space for offloading and processing that debris. Town Manager Serda clarified that the County would not be responsible for the collection of debris.

Town Manager Serda further clarified that different types of debris must be weighed and tracked in different areas to comply with FEMA's reimbursement policy. The Town must provide for the hauling of debris. FEMA requires municipalities to plan and prepare for these types of events. The agreement would require the Town to use the County's space for the transfer/transition of debris. The County would then bill the Town, which would be reimbursed through FEMA.

Motion made by Commissioner Andreano, seconded by Commissioner Ravanese, to adopt Resolution 2025-07. In a roll call vote, the **motion** passed unanimously (5-0).

H. Resolution No. 2025-08

Resolution of the Town Commission Approving and Authorizing the Expenditure Use of Funds from the American Rescue Plan Act (ARPA) for the Community Room Renovation in the Amount of \$46,848.52 Piggybacking the Terms and Conditions of JC White Architectural Interior Products Agreement Under State Contract 56120000-24-NY-ACS.

Mayor Miller read the Resolution by title only.

Mayor Miller explained that this Resolution would allow the use of American Rescue Plan Act (ARPA) funds toward renovations to the Community Room, which is used as a polling area as well as meeting space for community forums, homeowners' association meetings, Town meetings, and overflow for Commission meetings. The renovation would include removable tables and chairs and new flooring.

Motion made by Vice Mayor Baldasarre, seconded by Commissioner Reiser, to adopt Resolution 2025-08. In a roll call vote, the **motion** passed unanimously (5-0).

IV. DISCUSSION AND POSSIBLE ACTION

- A. Re-evaluation of the Conditions of Approval for the THIRD AMENDED Development Order, Granted 11/1/2022 for Conditional Use for Special Events to Permit a Restaurant with Beer, Wine, and Alcohol Beverage Service within the Hillsboro Beach Resort.

Mayor Miller read the Item by title only.

Planning Consultant Jim Hickey, CG&A, recalled that the original Development Order was approved in July 2021. The first amendment occurred in September 2022, the second amendment in October 2022, and the third amendment in November 2022.

Mr. Hickey explained that Town Staff reviews the analysis of this Development Order each year to revisit the amended conditions of approval. These conditions affect the hours of operation for food and beverage sale, amplified music outside, food or drink preparation, and other requirements. The permit holder is compliant with all conditions of approval. When a special event is scheduled, they inform the Town Manager, and the Town then determines whether a Police presence is necessary.

Mr. Hickey also reviewed calls for service to the hotel, which have included no major issues in the past. These calls have typically addressed parking in the past. There have been some noise complaints.

Commissioner Ravanese asked if the restaurant has asked to add anything not previously included in the agreement. Mr. Hickey replied that they are not, pointing out that Town Staff has had little contact with the restaurant outside notification of potential events. The Police Department has confirmed there have been no major issues.

Mayor Miller asked if, should the Commission approve the Development Order, it would be good for another year. Mr. Hickey replied that the Commission is asked only to accept the report.

V. CONSENT

A. INVOICES FOR APPROVAL

Vendor	Invoice #	Date	Amount	Description
1. Inframark	#139031		\$8,398.29	
2. CG&A	#1101563		\$18,193.53	
3. GCDE	#63176		\$240.00	Crusco Doherty Ord 2024-06
4. GCDE	#63175		\$3,179.50	General Matters

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

VI. STAFF UPDATES

C. Code Compliance

Bernard Pita, Code Compliance Supv, CG&A

Code Compliance Supervisor Bernard Pita reported that there are two open cases currently going through the Special Magistrate process. Building safety inspections continues to be a factor.

Supervisor Pita also reviewed the Code Summary, which he characterized as a performance report. This summary shows that there were 23 inspections with no re-inspections scheduled.

The Code Compliance Summary Report shows violations, inspections, and re-inspections. There were 19 Fire inspections. Only trash screening and zoning violations were identified. The Case Action Report provides the status of cases that are open and closed.

A. Police Department

Chief Jay Szesnat

Deputy Police Chief Rob O'Neil stated that mandatory retraining is underway at the Police Department. A recent graduate from the Police Academy is progressing well with field training and is expected to be released within the next few weeks. One cadet will be departing in the next few weeks to begin the Police Academy, which is located at Broward State College in Davie.

Commissioner Ravanese asked if tickets and fines are issued for violations at the motor vehicle crosswalk. Deputy Chief O'Neil replied that this is a discretionary decision made by Officers. The Officers' first response is to emphasize education. If an educational component requires repetition for the same individual, they may proceed to an enforcement component.

Mayor Miller referred to some of the notable events documented in November 2024, which include a firearm found on the beach that had apparently washed up from the ocean. She emphasized that if a beachgoer comes across any suspicious items or materials, they should contact the Police.

Deputy Chief O'Neil also confirmed that the Police Department continues to monitor a sinking vessel. The boat was interdicted at sea and the Police have been in contact with U.S. Customs and Border Protection (CBP) and the U.S. Coast Guard. The occupants of the boat were removed and repatriated to their nations of origin, and property left on board has been recovered by the Police Department.

B. Building / Permits Department

George Folles, Building Official, CG&A

K-Maron Purdue, representing the Building Department, provided the January report, noting that there is typically a slowdown during the holidays for that Department, followed by greater activity in January and February. He reported that the ocean side of the Rosewood project, Parcel B, has submitted a Site Plan and has received their master building permit. They have installed piles, and a vibration monitor is in place on the site. Should vibrations exceed permitted levels, a representative of the Building Department will be contacted to address this. Impending items from Parcel A of the Rosewood project include engineering and other Broward County prerequisites.

Commissioner Reiser asked if there have been any complaints related to vibrations from the site. Mr. Purdue replied that there was none.

VII. TOWN MANAGER REPORT

Town Manager Serda advised that Police Collective Bargaining will begin over the next few months.

VIII. TOWN ATTORNEY REPORT

Town Attorney Doody reported that a lawsuit has been filed by residents against the Town, attacking the validity of the Ordinance (ORD 2024-11) adopted to approve rezoning of the Related Group property. The suit has not been served upon the Town thus far.

Mayor Miller added that the parties who filed this most recent suit were the same complainants involved in a prior lawsuit.

IX. TOWN COMMISSION COMMENTS/REPORTS

Commissioner Andreano addressed the loan related to beach renourishment, emphasizing that this would help ensure the Town continues to have enough sand in its northern sector, where it is most needed. He emphasized that the Rosewood project will help provide this sand and will also help to increase the Town's tax revenue.

Commissioner Ravanese observed that anyone opposing the Rosewood project should provide a solid foundation for their opposition, also pointing out the project's effect on the Town's tax base.

Mayor Miller described the Rosewood project as an asset to the Town, noting that they contributed \$2.5 million to the Town and have provided an access road to be used for beach renourishment as well.

Commissioner Reiser reported that a condominium board meeting is scheduled for Thursday, January 9, 2025. She also asked for an update on property located at 1206. Town Manager Serda replied that there is nothing to report, as the owner of that property has not provided any terms with respect to the use of that parcel as a potential staging area. He noted that the Related Group will provide a staging area across the street from its property, again saving the Town a significant amount of money as well as providing necessary access.

X. PUBLIC COMMENTS

At this time Mayor Miller opened public comments.

Irene Kirdahy, 1035 Hillsboro Mile, addressed sand renourishment on the north end of the Town, pointing out that drift occurs from the north to the south. When sand is in good condition in the north, the private beach area and dunes at her condominium are level; when it is not, the entire beach is affected. She estimated a difference of two feet related to the drift.

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

Mayor Miller commented that the Hillsboro Inlet District to the south has contributed sand around the lighthouse area. She hoped that the Town's cooperation with that district would continue to grow.

XI. ADJOURNMENT

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

The meeting was adjourned at 11:11 a.m.

ADOPTED THIS 4th DAY OF February, 2025.

By: _____

Dawn Miller, Mayor

ATTEST:

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

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

2/5/2025

