



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

TUESDAY

MAY 6, 2025

9:00 A.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Dawn Miller called the meeting to order at 9:18 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.

Town Clerk Sherry D. Henderson, CMC

APPROVAL OF AGENDA

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

I. APPROVAL OF MINUTES

a. April 1, 2025 Regular Meeting Minutes

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

II. PRESENTATIONS

A. Proclamation Recognizing May as Mental Health Awareness Month

Mayor Miller read a Proclamation Recognizing May 2025 as Mental Health Awareness Month in Hillsboro Beach. The Proclamation was accepted by Dr. Joe Oravec, representing National Alliance on Mental Illness (NAMI) Broward County.

B. Proclamation Recognizing National Safe Boating Week May 17-23, 2025

Mayor Miller read a Proclamation Recognizing May 17-23, 2025 as National Safe Boating Week in Hillsboro Beach. The Proclamation was accepted by Commander Kirsten Stanley and Staff Officer Greg Bone of the United States Coast Guard Auxiliary Division 3, District 7.

III. ORDINANCES

A. Ordinance No. 2025-02 Maintenance of the Right of Way Landscaping

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 SPECIFICALLY AMENDING SECTION 12-399 ENTITLED "MAINTENANCE OF LANDSCAPED AREAS"; PROVIDING FOR MAINTENANCE OF LANDSCAPED AREAS ADJACENT TO STATE HIGHWAY A1A; 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.

Mayor Miller explained that Ordinance 2025-02 amends the Town's Code to require maintenance of landscaping adjacent to state highway A1A. Planning Consultant Graham Long, CG&A, advised that some areas within the right-of-way include easements related to the roadway itself or to utilities. The Ordinance clarifies that under the Town's maintenance standards in Code Section 12-399, the owner of the property is responsible for maintaining the landscaping, easements notwithstanding.

Mr. Long further clarified that this Ordinance is specific to the landscaping adjacent to A1A and does not affect the beach side of the roadway. It was noted that there are instances in which palm fronds, branches, or other organic material resulting from tree trimming which may be left on the beach. Town Attorney Doody stated that this could be addressed under Ordinances which govern dumping of material and/or maintenance of private property.

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

B. Ordinance 2025-03 (Public Hearing)
Comprehensive Plan 2025 EAR Based Amendments

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ADOPTING AMENDMENTS TO THE TOWN'S COMPREHENSIVE PLAN INCLUDING AMENDMENTS TO THE GOALS, OBJECTIVES AND POLICIES TO REFLECT STATE-REQUIRED PLAN ELEMENTS, AMENDING LANGUAGE RELATED TO SUPPORT FOR AFFORDABLE HOUSING INITIATIVES WHERE REQUIRED BY LAW; PROVIDING FOR STATE REQUIRED LANGUAGE FOR FLOOD PLAIN MANAGEMENT AND COASTAL CONSTRUCTION REGULATIONS; PROVIDING FOR A POLICY REQUIRING NEW MULTI-FAMILY DEVELOPMENTS TO BURY OVERHEAD UTILITY LINES; PROVIDING FOR THE SUPPORT FOR INTERGOVERNMENTAL BEACH RENOURISHMENT PROGRAMS; PROVIDING FOR AN AMENDMENT TO REMOVE THE TOWN'S INTENTION TO PURCHASE VACANT PROPERTY ADJACENT TO TOWN HALL AND ASSESS OPPORTUNITIES FOR OTHER LOCATIONS FOR GREEN SPACE; PROVIDING FOR AN AMENDMENT TO ADD STATE REQUIRED PROPERTY RIGHTS LANGUAGE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Doody read the Ordinance by title only.

Mayor Miller recalled that the Commission had recently acted in its capacity as Local Planning Agency (LPA) to recommend approval of Ordinance 2025-03. The Town's Comprehensive Plan was last amended in 2018. The proposed amendments are required to comply with law and to reflect adjustments in policy.

Mr. Long explained that the state of Florida requires all municipalities to review their Comprehensive Plans at least once every seven years to determine whether or not that document should be updated and/or amended. Upon review, Town Staff determined that the Comprehensive Plan needed to be amended to include language related to Town policies as well as new state-required language.

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 2025-19

Consideration to Authorize the Purchase of one (1) 2025 Ford Interceptor Utility Patrol Vehicle for the Police Department from Bartow Ford with Budgeted Funds, Piggybacking the Terms and Conditions of the Florida Sheriff's Association and Pasco County Contract IFB-RR-21-042.

Town Attorney Doody read the Resolution by title only.

Mayor Miller noted that the Town currently uses a 2021 Ford Interceptor, which is the Police Department's last remaining hybrid-powered sport utility vehicle (SUV). That vehicle has more than 80,000 miles and has been in service for over four years, during which its hybrid technology has contributed to significant repair issues. The General Fund's Police budget includes \$75,000 for a new vehicle and related equipment.

Commissioner Reiser asked how many miles are normally accrued on a Police vehicle before it is replaced. It was clarified that mileage may reach up to 100,000 miles.

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

B. Resolution 2025-20

Consideration to Approve and Authorize the Appropriate Town Officials to Execute Contract Agreement with Sport Surfaces, LLC for the Construction of One (1) Bocce Ball Court, Not to Exceed \$16,900.00, Piggybacking the Terms and Conditions of Martin County Agreement 2023-3466.

Town Attorney Doody read the Resolution by title only.

Mayor Miller recalled that the Commission has previously discussed the size and activity of the bocce ball community in Hillsboro Beach. Town Manager Mac Serda clarified that the proposed contract would not cover the entire budget for construction of a bocce ball court: additional requirements would include a paver sidewalk, the cost of which is estimated at approximately \$7,000. Other items, such as benches or amenities that meet the requirements of the Americans with Disabilities Act (ADA), may also be included. Mr. Serda estimated that the full cost of the court with amenities would fall within the range of \$20,000 to \$30,000 also noting that utilities beneath the proposed court would be evaluated to determine if any modifications are necessary.

Vice Mayor Ravenesi commented that he has met with the Town Manager multiple times to discuss the proposed bocce court, and thanked Mr. Serda for his efforts toward

this project. Mr. Serda encouraged all members of the Commission to visit the proposed site, as decisions regarding the court will ultimately be theirs.

Commissioner Reiser asked if the Item should be tabled until a total cost is available, including additional amenities and possible utility work. Mr. Serda explained that the Resolution requires Commission approval because the total cost of the project exceeds the Town Manager's purchasing authority. He will not execute the contract until there is a clear path forward, including total costs. The contract will further engage the vendor to assess the utility needs with the Town, as the utility vendor has less expertise regarding the needs of a recreational court. If the total cost exceeds \$30,000, he will ensure the Commission is aware of this.

Mr. Serda advised that as an alternative, he could bring in a general contractor or architect to scope the project simultaneously with the utility work; however, he estimated this could add another \$15,000 or more to the cost.

Town Attorney Doody requested clarification of whether the Town Manager is recommending approval of execution of the contract, upon which the Town would be obligated to compensate the contractor. Mr. Serda confirmed that the request is for the Town Commission approval to engage the contractor so he can move forward. He reiterated that there are specifications he does not know regarding the court and the utilities below it.

Mayor Miller suggested that the contract be drafted with a provision ensuring that it is contingent upon being able to complete the necessary work within the \$30,000 cap. This would bring any decision about costs exceeding the cap back before the Commission for further deliberation.

Attorney Doody asked if it would be possible to develop the contract in phases. Mr. Serda was confident this could be done. Attorney Doody proposed that the initial phase include consulting. Mr. Serda explained that his goal is to secure approval to enter a contract with the funding available so the contractor can execute it. The approval of the Commission would be sufficient to proceed with bringing in the contractor.

It was noted that it is not yet known whether the utility at the site is live. Mr. Serda clarified that there are three utilities and two electrical conduits at the site. An electrician will help determine whether these are live, and the contractor can help determine whether or not the utilities are in the way.

Attorney Doody stated that the Commission may proceed as recommended by the Town Manager, with a paragraph to be added to the contract which would allow the Town to terminate with reasonable notice and compensation for services performed up to the termination date.

Mr. Serda explained that his suggestion was to approve execution of the contract for construction of the bocce court, pointing out that any additional consulting fees would be within his purchasing authority as Town Manager. The intent was to ensure that the project is ready to proceed without further delay.

Town Attorney Doody requested clarification of when the Town Manager will sign the contract if it is approved. Mr. Serda replied that he would not sign the contract until he knows the bocce court can be constructed at a cost within his purchasing authority.

Motion made by Commissioner Andreano, seconded by Vice Mayor Ravanese, to approve Resolution 2025-20, subject to a termination clause. In a roll call vote, the **motion** passed unanimously (5-0).

V. CONSENT

1. CG&A #1658325 Mar 2025 \$143,534.89
2. GCDE #70931 Apr 2025 \$5,125.30 (General Matters)
3. GCDE #70932 Apr 2025 \$60.00 (adv. RCrusco, CDoherty ORD)
4. GCDE #70933 Apr 2025 \$810.00 (RCrusco Rezoning Chg & Approval)
5. LSF Shuttle #25-0331-26 Mar 2025 \$7,780.25
6. Proclamation 56th Annual Professional Municipal Clerks Week May 4-10, 2025

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

VI. STAFF UPDATES

A. Police Department

Interim Police Chief Rob O'Neill

Interim Police Chief Rob O'Neill reported that the Police Department submitted the activity of a Detective following a hit-and-run incident to the Broward Sheriff's Advisory Council. The Detective was recognized at this recent event.

Chief O'Neill also reviewed additional incidents in which the Police Department assisted residents above and beyond their normal duties, including assistance at a flooded home as well as reuniting two missing children with their families.

B. Building Department

George Folles, Building Official, CG&A

Building Official George Folles reported that plan review and inspections are up-to-date and on schedule. Most of the Town's ongoing construction is related to the Rosewood project. Foundation inspections are still underway for Parcel A, which is located on the Intracoastal Waterway side. Parcel B, which is located on the ocean side, has made its third concrete pour and will inform the Town if they remain on schedule to pour the first floor. All pilings have been completed, and on-site vibration monitoring detected no issues.

The full Commission complimented the construction company involved in the Rosewood project on their professionalism and attention to detail in maintaining the site.

C. Code Compliance

Bernard Pita, Code Compliance Supv, CG&A

Code Compliance Supervisor Bernard Pita advised that turtle nesting season is underway. He has examined the reports submitted by environmental entities monitoring the nesting sites and has found no issues other than interior lights.

Mr. Pita briefly reviewed the Code cases in progress, 29 of which have complied. The Case Action Report involves two cases. The Code Compliance Summary Report includes three initial inspections and 54 re-inspections. Most of the fire-related Code cases have come into compliance and have been in contact with the Fire Inspector on a regular basis. Most cases are expected to be compliant by June 2025.

VII. TOWN MANAGER REPORT

A. Community Shredding Event Recap (4-26-2025)

Mr. Serda reported that the community shredding and hazardous waste drop-off event was a success, including the disposal of several physical documents from Town Hall which have been digitized and archived. There was also an accompanying blood drive and prescription medication disposal.

Mr. Serda advised that the Building and Planning and Zoning Departments are planning a demonstration of digital plan review. This will reduce the amount of necessary storage for the Town and will make it possible to accept digital plans from property owners so the review process can be tracked more easily. He estimated that the full rollout of this program is approximately three to six months away.

Mr. Serda continued that in July 2025, Town Clerk Sherry Henderson will be sworn in as a Director of the Florida Association of City Clerks. The Commissioners congratulated Ms. Henderson on her achievement.

Commissioner Reiser asked if it is possible to require that plans be provided to the Town in a particular format. Mr. Serda replied that digital Site Plans are required so they can be included in the agendas, but there is currently limited ability to closely review and mark these documents in digital form. He noted that digital records can show when plans are received, as well as their timeline for Planning and Zoning review, which provides additional transparency to the manual process.

Mr. Serda concluded that CG&A is working to determine the best digital system for Hillsboro Beach, taking all of the Town's unique qualities and needs into consideration.

VIII. TOWN ATTORNEY REPORT

Town Attorney Doody noted that he had provided the Commissioners with copies of recent pleadings in the ongoing litigation brought by residents. He requested that the Commissioners contact him with any questions.

Town Attorney Doody added that there is also a potential transaction involving the conveyance of 1205-1206 Hillsboro Mile. He is working on a settlement agreement regarding code liens for that property. Once finalized, this will be placed on an upcoming agenda for Commission approval.

IX. TOWN COMMISSION COMMENTS/REPORTS

Commissioner Reiser reported that the April 2025 condominium forum had over 30 attendees, including some individuals who did not have a favorable view of the Rosewood development. Their objections were specific to the project's proposed height. The developers showed a video on the project's plans.

The May 15, 2025 Condo Forum meeting will feature guest speaker Gary M. Singer, renowned Columnist for the *Sun-Sentinel Newspaper's* "Ask A Real Estate Pro" Column.

Commissioner Reiser continued that she attended the April meeting of the Broward Metropolitan Planning Organization (MPO) Board, at which nothing of importance to Hillsboro Beach was discussed. The next MPO Board meeting is Thursday, May 8.

Mayor Miller complimented the recent Music on the Green event and recognized Town Manager Serda and Town Clerk Henderson for organizing the event. She also noted

that a meeting is planned between Broward County and two County municipalities which are opposing plans for the Monarch Hill landfill. The meeting is required to determine whether the conflict can be resolved without proceeding to further litigation. Mayor Miller will attend the meeting and provide an update to the Commission.

The Town is currently attempting to establish cooperation with the Hillsboro Inlet District regarding coastal engineering issues. It is hoped that the Town's engineers will be able to reach an agreement to obtain sand from an outer portion of the Inlet. A new inlet management plan is also being drafted, which must show how the Inlet is being managed and where its sand is distributed on adjacent beaches. The Town is already preparing for its 2028 beach renourishment project and hopes to develop ongoing cooperation with the Inlet District.

X. PUBLIC COMMENTS

At this time Mayor Miller opened the public hearing.

Former Mayor Deb Tarrant, 1083 Hillsboro Mile, congratulated Town Clerk Sherry Henderson on her achievement as a Board Director of the Florida Association of City Clerks. She also recognized the Town's Police Department and concluded that she felt the Related Group is a top-notch developer of the caliber needed to realize the Rosewood project.

Don Macejoko, 1239 Hillsboro Mile, recalled beach conditions in 1998, suggesting that coral rock be extended to the Town line to prevent water reaching the backs of groins. He felt this could save millions in renourishment.

Mr. Macejoko provided photos of the beach from 1998. (*Photos entered into the record*)

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

Stacy-Marie Boodoo, recently joined Town Hall admin staff, introduced herself at this time.

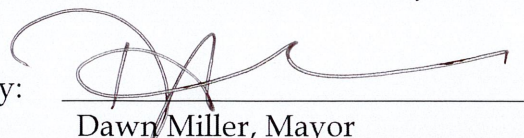
XI. ADJOURNMENT

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

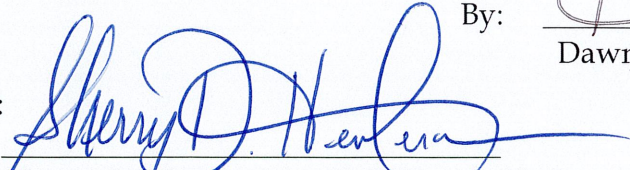
The meeting was adjourned at 10:41 a.m.

ADOPTED THIS 3rd DAY OF JUNE 2025.

By:


Dawn Miller, Mayor

ATTEST:


Sherry D. Henderson, CMC Town Clerk

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