



MINUTES
TOWN OF HILLSBORO BEACH
REGULAR COMMISSION MEETING

TUESDAY

SEPTEMBER 9, 2025

9:00 A.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Dawn Miller called the meeting to order at 9:00 A.M. Roll was called with the Commission members and staff present as listed below.

Town Commission:

Mayor Dawn Miller

Commissioner Vinnie Andreano

Commissioner Jane Reiser

Vice Mayor David A. Ravanese

Commissioner Heather Berman

Town Staff:

Town Manager William "Mac" Serda, ICMA-CM

Donald J. Doody, Town Attorney, Esq.

Town Clerk Sherry D. Henderson, CMC

APPROVAL OF AGENDA

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

I. APPROVAL OF MINUTES

A. July 1, 2025 Regular Commission Meeting

B. July 31, 2025 Board of Zoning Appeals

C. July 31, 2025 Special Commission Meeting

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

II. SITE PLAN REVIEW

A. Site Plan Review for Property Located at 927 Hillsboro Mile, Hillsboro Beach, FL 33062

Property Owner: Lewis Swezy

Request: The Authorized Agent is seeking site plan approval

Staff: Graham Long, Development Planner, CG&A

Consultant Planner Graham Long, CG&A, explained that the request is for Site Plan approval for a single-family home in the RS-2 zoning district. The lot is 2.9 acres in size. The Applicant proposes several modifications for the site, including:

- Landscaping reconfiguration on both the east and west sides of A1A
- Addition of a second driveway entrance with a gate
- Addition of an athletic play area
- Addition of a new swimming pool and renovation of the existing pool
- Repaving the driveway and parking area

No modifications are planned for the existing house structure except the addition of an outdoor kitchen area. All proposed improvements are compliant with zoning requirements.

Mr. Long explained that because the existing home is not new development, it is being reviewed as a Site Plan amendment, although there is no active Site Plan for the current structure.

Mayor Miller asked if a rendering of the updated site was available. Mr. Long replied that there are no elevation renderings, although the Applicant submitted a landscape plan which shows that area in more detail. All buffer and setback requirements are met by landscaping. Only the additional driveway entrance would be visible from the street. Mayor Miller requested that in the future, applicants be encouraged to provide renderings of any changes that would be visible from the street.

Saige Robb, permit technician representing the Applicant, explained that the intent is to elevate the existing property to maintain and enhance its value. She emphasized that the Applicant is open to working with Town Staff to ensure the property meets the Town's standards.

Mayor Miller asked if any renderings of the property from the street were available. Ms. Robb replied that these could be prepared and submitted at a later date but were not available at this time. She explained that the service gate is intended to be concealed.

Commissioner Reiser requested confirmation that the property's seawall is up to Code standards. Ms. Robb advised that no work is required on the seawall, as the changes proposed for the subject property do not affect more than 50% of the site.

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

III. ORDINANCES

A. Ordinance No. 2025-04 Water Rate Increase

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, APPROVING AND AUTHORIZING AN INCREASE TO THE WATER RATES CHARGED TO THE TOWN'S RESIDENTS; PROVIDING FOR AN AMENDMENT TO CHAPTER 10 OF THE CODE OF ORDINANCES ENTITLED "WATER" BY SPECIFICALLY AMENDING SECTION 10-1 ENTITLED "WATER RATES"; PROVIDING FOR AN INCREASE EFFECTIVE AS OF OCTOBER 2025; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

Mayor Miller explained that the Town had requested and received a cost analysis for the improvement, replacement, and upgrade of the Town's existing water distribution system. To ensure the Town will have the funds necessary to maintain that system, the Town Manager has recommended an annual increase in water rates based on the Consumer Price Index (CPI).

Town Manager Mac Serda advised that the proposed rates will reflect the CPI determined for Fort Lauderdale in order to accurately reflect the cost of chemicals, Florida Power and Light (FPL) rates, payroll, and other expenses. If the Ordinance is passed, it will be followed by a Resolution specifying the increase.

Mr. Serda further clarified that the CPI used going forward would be from March 2025, which would be a 2.2% increase. Future Commissions may change rates by Resolution, as the Ordinance provides a path for the future raising of rates but does not change them itself.

Mr. Serda continued that the Town's debt service for its two loans for the utility requires the Town to maintain a certain amount of operating revenue. If the Town proceeds with its two proposed major capital projects, the Lighthouse Point water main relocation and the clear well replacement, it is likely that the rates will need further adjustment to service those two loans in the future.

Commissioner Reiser asked whether or not the Town took action to reduce its water usage could help minimize the rate increase. Mr. Serda replied this was not likely to be the case, as utilities have large fixed costs and operate similarly to a business, with rates

intended to cover expenses. The rates will not be raised to provide more money for the Town, but to cover the costs of operations.

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

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

IV. DISCUSSION & POSSIBLE ACTION

A. Review & Selection of Town Hall Parking Design Options

Mayor Miller advised that no bids have been received for this project at this time, as the Town has not yet approved a design. Mr. Serda further clarified that construction estimates have been received by engineers.

Mayor Miller asked if there would be any space between Town Hall and the adjacent northern property for landscaping. Mr. Serda replied that there is only sufficient space for hedges at that location. He estimated that there is no more than roughly 6 ft. from the northern parking spaces to the boundary. Mayor Miller stated that hedges will be needed in that area to separate the properties, pointing out that with no landscaping, lights from vehicles will intrude onto neighboring properties. No turning issues are anticipated with the site's combination of diagonal and perpendicular spaces. The scope of work will include demolition of the existing scale and sale of its materials for scrap.

Mayor Miller requested clarification of the difference in preliminary cost estimates. Mr. Serda replied that there are three options for the project:

- 17 spaces, including 10 in the northwest corner, two on the southern boundary, and five additional spaces
- 19 spaces with the addition of two spaces near the generator building or planned bocce court; the cost of the two spaces would be nearly \$25,000 due to additional concrete work and increased drainage/exfiltration
- Consideration of installing electric vehicle (EV) charging stations for either configuration

The proposal would provide another 17 to 19 spaces in addition to the existing parking slots at Town Hall.

Commissioner Berman asked how the use of the proposed charging stations would be managed, including whether there would be costs associated with the two spaces or the Town would absorb those costs. Commissioner Reiser also expressed concern that the

inclusion of EV charging stations would place undue pressure on the management of Town Hall.

There was additional discussion of charging stations, with acknowledgement that the new bocce court could contribute to more traffic at the subject site. It was also noted that the issue is not space, but supply and demand. Mr. Serda confirmed that the Commission may choose to add a charging station or stations later.

Mayor Miller stated that she was not in favor of introducing EV infrastructure into the proposed lot at this time and reiterated her concern for an adequate buffer to ensure light from cars is screened from neighboring properties without compromising outdoor views.

There was Commission consensus to move forward with plans for 17 parking spaces at a cost of approximately less than \$70,000, with no EV charging stations. Mr. Serda advised that the next step will be to put the project out for bid and bring the proposed prices back to the Commission for consideration.

V. RESOLUTIONS & CONTRACTS

A. Resolution 2025-30

Consideration of the Town of Hillsboro Beach Town Commission to Review Code Fine Mitigation Request for Property Owner of 1050 Hillsboro Mile, #707W, Hillsboro Beach, FL 33062 (Code Case No. 23050001).

Code Compliance Supervisor Bernard Pita explained that on April 12, 2023, Code Compliance received a complaint related to possible work without a permit at the subject address. The (former) Building Official visited the location and issued a Stop Work order under Ordinance 4-65A for work without a permit. The work involved asbestos removal and interior renovation.

A Special Magistrate hearing was scheduled for June 15, 2023. The Special Magistrate granted two continuances in this case: the owner and contractor were both in contact with the Building Official and were in the process of obtaining the required Broward County permit as well as a Town permit. The property failed to reach compliance after the continuance, and the Building Official requested that fines be imposed on August 15, 2023.

The case came into compliance on January 14, 2024. The property is not homesteaded, and total fines imposed by the Special Magistrate came to \$40,100. The property value as recorded by the Broward County Property Appraiser's Office is \$500,180. The mitigation application did not identify a hardship and requested 70% mitigation.

Mayor Miller noted that when the Town received the complaint from the property manager, it was noted that the property owner had applied for a new floor, painting, and new molding, which was approved by his condominium association. The Building Official also testified that there were kitchen and bathroom work as well. The fine continued to accrue until compliance was reached.

Luan Sela, 1050 Hillsboro Mile, Unit #707, explained that he had filled out an application with his condominium association for work on his unit, but had not secured permits for the work. He stated that the Building Official had explained to him that the work would require permitting if he wished to continue. The process of obtaining the permit was lengthy and he had not received notice of the Special Magistrate process, as mail was not forwarded to his out-of-state residence.

Mayor Miller asked if Mr. Sela had been in communication with the Building Official between April and August 2023. Mr. Sela replied that he had only spoken with the Building Official in early April after the complaint was received. He began the permit application process in November 2023 when he returned to the subject property on vacation.

Mayor Miller requested information on any hardships that contributed to the case. Mr. Sela replied that he had not expected the expense and was not able to cover it. He had also incurred expenses related to contracting and engineering.

Commissioner Andreano asked if the original permit included work in the kitchen, or if that work was added later and required a second permit. Mr. Serda explained that the Applicant's application to the condominium association requested new flooring, painting, and installation of new molding, which were approved; however, the property manager who submitted the complaint observed that the kitchen and bathrooms were also being renovated, although that work was not cited in the application. The property manager indicated that they believed the owner planned to do the additional work without the required permits and requested an inspection by the Town.

Mr. Sela stated that the unit was in poor condition when he purchased it, and his intent was to clear it out and determine what work needed to be done.

Mayor Miller noted that Mr. Pita's recommendation was to mitigate the fine by 70%, lowering the payment to approximately \$12,000. The Commission is asked to determine whether they wish to reduce the fine.

Mr. Sela stated that he had paid a double fee for permits and requested that the fine be lowered as much as possible. Mr. Serda clarified that Florida Statutes require double permit fees for work without a permit.

Vice Mayor Ravanese asked if reducing the fine would establish an unwanted precedent. Town Attorney Doody clarified that no precedent would be set, as each case comes before the Commission on its own merits. The Commission is not required to accept Staff's recommendation regarding the mitigation.

Mr. Pita clarified that he took several items into consideration when making his recommendation, including the importance of compliance and the Applicant's actions to rectify the situation once he became involved. He had arrived at 70% mitigation based on his experience.

Commissioner Andreano requested clarification of the owner's intention when he had applied to the condominium board to have the work done on his property. Mr. Sela replied that the unit was in poor condition when he purchased it. The application listed the minimum work planned for the unit.

Mr. Serda advised that the Town sends notice to the mailing address listed by the Property Appraiser's Office. Mr. Pita noted that it is not unusual for owners not to update these addresses when purchasing properties.

Motion made by Commissioner Andreano to reduce the fine to \$12,000. The **motion** died for lack of second.

Motion made by Commissioner Reiser, seconded by Commissioner Andreano, to lower the fine to \$8,000. In a roll call vote, the **motion** passed 4-1 (Vice Mayor Ravanese dissenting).

Town Attorney Doody read the Resolution by title only.

Town Attorney Doody advised that the Applicant receive a release of the lien after the mitigated amount is paid to the Town.

Commissioner Reiser recommended that Mr. Sela contact the Property Appraiser's Office to update his home address.

B. Resolution 2025-31

Resolution of the Town Commission of the Town of Hillsboro Beach, Florida
Authorizing the Appropriate Town Officials to Execute the Third Amendment to

the Interlocal Agreement Between Broward County and the Town of Hillsboro Beach for Community Shuttle Service.

Town Attorney Doody read the Resolution by title only.

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

C. Resolution 2025-32

Resolution of the Town Commission of the Town of Hillsboro Beach, Florida Authorizing a Cost-of-Living Adjustment (COLA) to Stipend Provided to the Mayor and Town Commission.

Mayor Miller advised that the proposed Cost of Living Adjustment (COLA) would be 4%, which is consistent with the COLA applied in non-collective bargaining efforts.

Motion made by Vice Mayor Ravanese, seconded by Commissioner Andreano, to approve.

Town Attorney Doody read the Resolution by title only.

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

D. Resolution 2025-33

Consideration to Approve and Authorize the Use of Federal Forfeiture Funds for the Police Department, use of \$390,915.00 Federal Forfeiture Funds to Purchase Eighteen (18) new Axon Body-Worn Cameras, five (5) In-car Camera Systems and Fourteen (14) Tasers to Modernize the Police Department and Improve Transparency and Efficiency, Piggybacking the Terms of the University of Nebraska National Cooperative Contract for RFP 3544-21-4615.

Mayor Miller explained that this Resolution would allow the Police Department to use \$390,915 in forfeiture funds toward the purchase of new body-worn cameras and tasers. The Town had an existing contract with body-worn camera provider Axon which terminated in August 2025.

Mr. Serda further clarified that the purchase would replace existing tasers, body-worn cameras, and in-car cameras with new and improved devices. The current camera equipment is no longer supported by Axon. The Town has approximately \$1.4 million in forfeiture funds and would retain roughly \$1 million after this proposed expense.

Motion made by Vice Mayor Ravanese, seconded by Commissioner Andreano, to approve.

Town Attorney Doody read the Resolution by title only.

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

E. Resolution 2025-34

Consideration to Approve and Authorize the Joint Filing of Local Government Funding Request (LGFR) with the City of Deerfield Beach for Beach Management Funding Assistance for Fiscal Year 2026/2027 with the Florida Department of Environmental Protection.

Mayor Miller noted that the Town has a settlement agreement with the city of Deerfield Beach for a joint beach nourishment project that requires an application for funds. The municipalities request \$275,000 from the state of Florida, with a local match, for purposes of post-construction monitoring and permitting in preparation for the nourishment project planned for fiscal year (FY) 2027-2028.

Mr. Serda explained that the settlement with Deerfield Beach allows the Town to apply for state funding, as they would not otherwise be entitled to the funds for beaches that do not offer public access. The Resolution shows the Town's participation on the application for Local Government Funding Request (LGFR) resources. The funds will cover half the costs associated with bird and sea turtle monitoring, tiling, and engineering in relation to the next nourishment project.

Town Attorney Doody read the Resolution by title only.

Commissioner Andreano recognized the previous Town Commission's work in making this partnership possible.

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

F. Resolution 2025-35

Consideration to Approve Calvin Giordano & Associates, Inc. (CG&A) Proposal No. 21-4197.6 for Professional Services to Conduct Water Supply Plan Update for the Town, Not to Exceed \$9,504.00 in Accordance with the Terms and Conditions of the Executed Agreement per RFQ 2021-01 Continuing Professional Architectural and Engineering Services.

Mr. Serda explained that every 10 years, water utilities must undertake a Water Supply Study which considers the Town's water capacity for its properties and uses. In the past, the Town has combined this study with its Comprehensive Plan; however, it was determined that these two documents would be separated.

Mr. Serda continued that he had secured quotes for the study, and the recommended provider, CG&A, was the lowest responsible bidder.

Mayor Miller further clarified that the Town is required to conform to the water supply provided by the South Florida Water Management District as well as the Town's own needs. CG&A will draft the required document, which will come before the Commission for review.

Town Attorney Doody read the Resolution by title only.

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

G. Resolution No. 2025-36

Resolution of the Town Commission of the Town of Hillsboro Beach, Florida Ratifying the Collective Bargaining Agreement Between the Town of Hillsboro Beach and Broward County Police Benevolent Association.

Mayor Miller recognized Mr. Serda's work toward this agreement, which has involved months of ongoing negotiations. She also recognized the efforts of the Town's Police Officers.

Highlights of the agreement include:

- COLA increases of 3% for the first year, 4% for the second year, and 3.5% for the third year
- Off-duty raise for Officers from \$50/hour to \$75/hour
- Additional step increases for 11 and 12 years of service, which result in a 3.5% increase for both years
- Shift differential: \$50/day per pay period for Officers working the afternoon and evening shifts, as these shifts are considered less desirable
- Payment of 100% of base salary after the first two weeks of leave for up to six months for employees who are injured on the job; if possible, a light duty position will be made available to them

Mr. Serda recognized the Commission as well as the Town's negotiating team for their work toward the agreement. Town Attorney Doody advised that both sides are pleased with the contract.

Town Attorney Doody read the Resolution by title only.

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

VI. CONSENT

A. INVOICES FOR APPROVAL

1.	CG&A	#2140264	June 2025	\$57,335.66
2.	CG&A	#2332597	July 2025	\$33,829.87
3.	GCDE	#72764	July 2025	\$10,534.10 (General Matters)
4.	GCDE	#72765	July 2025	\$2,397.05 (RCrusco & CDoherty ORD 12-269)
5.	CG&A	#845473	October 2024	\$12,635.00
6.	GCDE	#72995	August 2025	\$3,691.75 (General Matters)
7.	GCDE	#72996	August 2025	\$2,135.60 (RCrusco & CDoherty ORD 2024-06)

Motion made by Vice Mayor Ravanese, seconded by Commissioner Andreano, to collectively approve Items 1 through 7. In a roll call vote, the **motion** passed unanimously (5-0).

VII. STAFF UPDATES

A. Police Department

Rob O'Neill, Chief of Police

Police Chief Rob O'Neill thanked all involved in the contract negotiation process for their support. He also recognized the Commission's Resolution to provide new equipment for the Police Department.

Chief O'Neill continued that the Department has hired a new Communications Resource Officer, and a recent cadet has now become an Officer in field training. The full training period is roughly 12 weeks. Another cadet is currently being processed, and a former part-time Marine Unit Officer has returned to the Town.

Several criminal investigations are ongoing at this time.

B. Building Department

George Folles, Building Official, CG&A

Building Official George Folles reported that most construction activity is focused on parcels A and B of the Rosewood project. Inspections on both parcels are up to date.

C. Code Compliance

Bernard Pita, Code Compliance Supv, CG&A

Mr. Pita stated that no cases have changed status since the report of July 2025. He continues to conduct turtle patrols, and there have been no complaints associated with turtle-safe lighting. He added that Mr. Folles includes him on emails regarding the Rosewood project.

VIII. TOWN MANAGER REPORT

A. Broward County Property Appraiser's Office Thu, Sept 11, 2025 (1pm-3pm) Community Room Assist Residents Apply for Homestead Exemption & Sign Up for FREE Owner Alert Notification

Mr. Serda encouraged residents with property issues or questions to attend this outreach, and to sign up for title search owner alert notification and apply for homestead exemptions. Commissioner Berman also emphasized the importance of homeowner education and safety.

B. Second & Final FY26 Budget Hearing Mon, Sept 15, 2025 (5:01pm)

Mayor Miller noted that the Town's final budget will be approved at this meeting.

C. Coffee with a Cop Thu, Sept 18, 2025 (2pm)

The next Coffee with a Cop session will address the Police Department's 15 most frequently asked questions.

D. Music on the Green Concert Thu, Oct 16, 2025 Featuring Patti & Jozay

E. Community FREE Shred Event & Electronic Recycling Sat, Oct 25, 2025 (9am-12pm) Blood Drive, Household Hazardous Waste Drop-Off, Prescription Drug Take-Back

F. Christmas Tree & Menorah Lighting Holiday Program Tue, Dec 2, 2025

G. Update on Bocce Court Construction Project

The bocce court and pavers have been installed, and players have installed a scoreboard. The players also assisted with the assembly of benches. Remaining items

include landscaping and anchoring of benches. A grand opening will be scheduled once this work is complete.

IX. TOWN ATTORNEY REPORT

Town Attorney Doody reported that there has been some activity regarding pending litigation related to property rights amendments and the Rosewood project. He will provide the Commissioners with copies of pleadings and a memorandum.

X. TOWN COMMISSION COMMENTS/REPORTS

Mayor Miller stated that she and Mr. Serda plan to attend the upcoming Florida Shore and Beach Preservation Association (SBPA) conference, which addresses beach nourishment education and issues. The conference is scheduled from Wednesday, September 16 through Friday, September 19, 2025.

Commissioner Reiser reported that the condominium forum is scheduled for Wednesday, September 16 and will feature Farid Abuchaibe, Regional Manager for WastePro, as our guest speaker.

XI PUBLIC COMMENTS

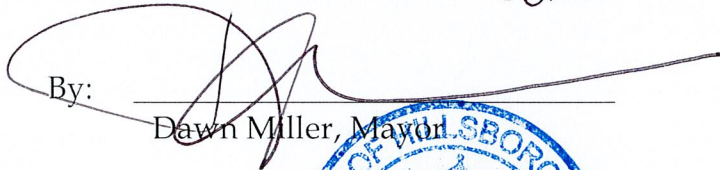
Mayor Miller opened the public hearing, which she closed upon receiving no input.


XII. ADJOURNMENT

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

The meeting was adjourned at 10:59 a.m.

ADOPTED THIS 7th **OCT 07 2025** DAY OF October, 2025.

By: 
Dawn Miller, Mayor

ATTEST:

Sherry D. Henderson, CMC Town Clerk 10/7/2025

