

**TOWN OF PALM BEACH SHORES, FLORIDA  
REORGANIZATION MEETING MINUTES  
March 28, 2016**

**CALL TO ORDER:**

**Mayor Workman** called the meeting to order at 7:02 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

**Town Clerk Evyonne Browning** called the roll and those present were Mayor John Workman, Mayor Elect Myra Koutzen, Commissioner Lisa Tropepe, and Commissioner Roby DeReuil. Also present were Town Attorney Keith Davis, Town Clerk Evyonne Browning, Police Chief Duncan Young, and Public Works Director Alan Welch.

**APPROVAL OF MEETING AGENDA**

**MOTION and VOTE:** Mayor Elect Koutzen moved to approve the meeting agenda. Commissioner Tropepe seconded the motion, which passed unanimously.

**INSTALLATION:**

- a) Oath of Office of Mayor Myra Koutzen
- b) Oath of Office of Commissioner Gil Gilgallon
- c) Oath of Office of Commissioner Lisa Tropepe

**RESOLUTIONS:**

- a. Resolution R-3-16 Appointment to fill unexpired term of Commissioner Myra Koutzen

**MOTION and VOTE:** Commissioner DeReuil moved to appoint Patricia O'Hara to fill the unexpired term of Commissioner Koutzen. Commissioner Gilgallon seconded the motion, which passed unanimously.

- 1. Swearing in of Patricia O'Hara to fill the unexpired term of Commissioner Myra Koutzen

- b. Resolution R-4-16 Appointment of Vice Mayor

**MOTION and VOTE:** Mayor Koutzen moved to appoint Commissioner Lisa Tropepe as Vice Mayor. Commissioner Gilgallon seconded the motion, which passed unanimously.

- c. Resolution R-5-16 Appointment of Commissioner to Election Canvassing Board

**MOTION and VOTE:** Commissioner DeReuil moved to appoint Commissioner Gilgallon to the Election Canvassing Board. Vice Mayor Tropepe seconded the motion, which passed unanimously.

d. Resolution R-6-16 Appointment of Members to the Planning and Zoning Board

**MOTION and VOTE:** Vice Mayor Tropepe moved to appoint Jason Prince, Janet Kortenhaus, Debi Culotta, Grace Sterrett, and Tony Lembo as full members, and to appoint Mary Stanton and Nina Lambert as alternate members of the Planning and Zoning Board. Commissioner DeReuil seconded the motion, which passed unanimously.

**MISCELLANEOUS BUSINESS:**

a. Approval: To appoint a Commissioner to serve on DRC as Chairperson

**MOTION and VOTE:** Vice Mayor Tropepe moved to appoint Mayor Koutzen to serve as the DRC Chairperson. Commissioner DeReuil seconded the motion, which passed unanimously.

**LEGAL UPDATE BY TOWN ATTORNEY**

**Town Attorney Keith Davis** went through the following items with the Mayor and Commission:

1. Form of Government
2. Sunshine Law
3. Public Records
4. Quasi-Judicial Proceedings
5. Gifts
6. Voting Conflicts
7. Personal Liability

A copy of the Town Attorney's Memorandum is herewith attached to these minutes.


**ADJOURNMENT**

**MOTION:** Commissioner Gilgallon moved to adjourn the meeting at 7:54 pm.

Approved this 18<sup>th</sup> day of April, 2016.

Attest:

  
Evyonne Browning, Town Clerk

  
Myra Koutzen, Mayor

(Seal)

