

**TOWN OF PALM BEACH SHORES, FLORIDA**  
**REGULAR MEETING MINUTES**  
**May 16, 2016**

**CALL TO ORDER:**

**Mayor Koutzen** called the meeting to order at 7:00 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 Myra Koutzen, Vice Lisa Tropepe, Commissioner Gil Gilgallon, Commissioner Pat O'Hara, and Commissioner Roby DeReuil via teleconference. Also present were Town Attorney Keith Davis, Town Manager Richard Hoon, Town Clerk Evyonne Browning, Police Chief Duncan Young, Public Works Director Alan Welch, and Town Engineer Rob Rennebaum.

**Motion and Vote:** Vice Mayor Tropepe moved to approve the Meeting Agenda as printed. Commissioner Gilgallon seconded the motion, which passed unanimously.

**CONSENT AGENDA** (Items that do not need discussion, but require a vote)

- a. Approval of April 18, 2016 Minutes
- b. Approval of Special Event permit SP-16-2, Riviera Beach Triathlon, June 11, 2016
- c. Approval of Communications Services Tax Agreement – Florida Dept. of Revenue

**Motion and Vote:** Commissioner O'Hara moved to approve the Consent Agenda as presented. Commissioner Gilgallon seconded the motion, which passed unanimously.

**DEPARTMENT AND BOARD REPORTS**

- a. Financial Report

**Motion and Vote:** Vice Mayor Tropepe moved to approve the Financial Report. After a brief discussion on the format, Commissioner O'Hara seconded the motion, which passed unanimously.

- b. Staff Reports: Police Department, Fire Department, Public Works, Town Manager, Town Clerk, Town Attorney.

Discussion on Police Reports: Commissioners DeReuil and Gilgallon asked the Chief if he could change the reports to include charts and diagrams in lieu of numbers. Also, on the first report, if it could have comparisons to last year, month to month, including actuals. The Chief offered to bring some alternative reports to the next meeting.

- c. Planning & Zoning Report presented by Chairman Janet Kortenhaus.

**COMMISSION REPORTS**

**Vice Mayor Tropepe** stated there is a proposed 1 cent infrastructure surtax in coming to the ballot in November. PBC League of Cities asked if we could be included in the revenue of this additional 1 cent tax, which would mean 50% to schools, 30% to county, and 20% to municipalities.

**Mayor Koutzen** stated the catamaran race will be here this week, and they will be in the beach lot.

**Commissioner Gilgallon** stated he is getting involved with “save our Inlet” with the League of Cities.

**Commissioners DeReuil and O’Hara** did not have any reports.

**PUBLIC COMMENTS** (On items not on tonight’s agenda)

**Resident Frank McNeal:** He wanted to comment on the progress the new administration has generated already. He believes everyone is doing a good job, and is happy that the website is being updated. He encouraged more people to use the website.

**Resident Alice Sirl** asked about the need to renovate the TH offices. The Mayor responded we needed a new office for the Town Clerk since the old Town Manager office was renovated to create a downstairs conference room for the Mayor to use (and staff) since the upstairs office and conference room is not accessible to everyone.

Sobers homes were discussed and the Town Attorney stated due to ADA and the housing laws at the state level, there is very little the Town can do at this time. Vice Mayor Tropepe encouraged the residents to be proactive and contact our state representatives and let them know your feelings, as it will have to be changed at the Federal level before Town can make any changes to our codes.

**PRESENTATIONS/PROJECT UPDATES** (*Non-voting items*)

a. Update on Ocean Avenue Drainage project

Town Engineer Rob Rennebaum gave the following updates on the Ocean Ave. Drainage Project:

1. Contractor Rep Clark from Johnson and Davis said he will be removing temporary tape striping and installing final thermoplastic on or about May 24<sup>th</sup>
2. Contractor Rep Clark from Johnson and Davis said he wants it to rain a couple times to wash off the area before removing erosion control filter fabric on the inlets. He would recommend this be completed if possible before the weekend
3. Contractor Rep Clark from Johnson and Davis said he was going to seed and hay the staging area this week
4. Contractor Rep Clark from Johnson and Davis said he will provide final invoicing before the end of the month. He said he is assessing additional costs (i.e. change orders) for the public works director’s request for galvanized grates and concrete flumes on the inlets, the sanitary line conflict and the water main conflict. James Barton to review upon submission.
5. He visited the site yesterday and noticed the sod at the pavement edge was above the pavement elevation by several inches in numerous locations (see attached photo). He typically likes the sod to be flush with pavement edge so as not to trap water and prevent/minimize ponding at the road edge. He spoke to Clark and James about this concern. It was agreed to observe the flow line during a rainfall event to determine if the longitudinal slope at the pavement edge is sufficient to slope to the inlets and not pond water. If so, we are OK as is, if not we should have the contractor pull up the sod, scoop out some dirt, re-grade a slight swale, and re-lay the sod flush with the pavement.

Action Item: Observe flow line during significant rainfall event and immediately after. Make decision on sod.

## ORDINANCES AND RESOLUTIONS

### a. Ordinance O-2-16 – Amend Chapter 58, Signs (*Second and Final Reading*)

The Ordinance was read “title only” by Town Attorney Keith Davis.

**Motion and Vote:** Commissioner Gilgallon moved to approve the 2<sup>nd</sup> reading and adoption of Ordinance O-2-16. Vice Mayor Tropepe seconded the motion, which passed unanimously.

### OTHER BUSINESS (*Any regular business requiring a vote*)

#### a. Appoint 1 resident and 1 alternate resident to serve on the DRC

**Motion and Vote:** Vice Mayor Tropepe moved to appoint David Anderson as the DRC resident member and Elizabeth Kuechenmeister as the DRC alternate resident member. Commissioner O’Hara seconded the motion, which passed unanimously.

#### b. Undergrounding straw poll

**Motion and Vote:** Vice Mayor Tropepe moved to continue with the straw poll process as presented upon review and approval of the feasibility study by Brannon and Gillespie. Commissioner O’Hara seconded the motion, which passed unanimously.

#### c. Traffic Circle (Roundabout) at Tacoma and Atlantic

**Motion and Vote:** Commissioner Gilgallon moved to rescind the June 15, 2015 decision to remove the traffic circle (round-a-bout) at Tacoma and Atlantic and to approve Option #1 as presented to keep the round-a-bout at Tacoma and Atlantic. Vice Mayor Tropepe seconded the motion, which passed unanimously.

#### d. Street Name Indicator Sign Disposal

**Motion and Vote:** Commissioner Gilgallon made a motion determining that the street name indicator signs are surplus and the Town no longer has use for this property. He further moved that the Town sell these signs at an event of the Town at a future date which will provide the most participation of Town Residents. Commissioner O’Hara seconded the motion, which passed unanimously.

#### e. Non-Residential Beach Parking Permit Stickers

**Motion and Vote:** Vice Mayor Tropepe moved to continue with the sale of 30 non-resident beach parking passes on July 1, 2016 at \$150 each. She further moved that an ordinance needs to be written in such a way that the number of passes and the cost of each pass will be reflected in a fee schedule. Commissioner Gilgallon seconded the motion, which passed unanimously.

f. Traffic Calming at Lake Drive and Edwards Lane

**Motion and Vote:** Commissioner Gilgallon moved to accept Option 1 (former option A) for a raised pedestrian crossing on Lake at the south end of Edwards in the amount of \$22,000 as a 2016-17 capital improvement project. Vice Mayor Tropepe seconded the motion with a friendly amendment that this is contingent upon approval in next year's budget. Commissioner Gilgallon accepted the amendment and the motion passed unanimously.

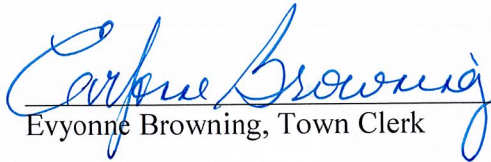
Note: After the motion and vote, resident Chuck Platner stated that the "Top of the Hill Gang" used reflective paint for years to create these types of cross-overs, and they did a good job. He suggested they try this first as a temporary test to see if it slows vehicles down before spending this much money.

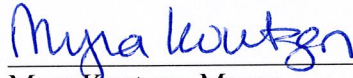
**ADJOURNMENT**

**Motion:** Mayor Koutzen moved to adjourn the meeting at 8:57 pm.

Approved this 20<sup>th</sup> day of June, 2016.

Attest:

  
Evyonne Browning, Town Clerk

  
Myra Koutzen, Mayor

(Seal)

