

**TOWN OF OCEAN RIDGE**

**AGENDA**



**April 6, 2015**

**6:00 P.M.**

**TOWN HALL - MEETING CHAMBERS**

**TOWN COMMISSION**

Mayor Geoffrey A. Pugh

Commissioner Gail Adams Aaskov

Commissioner Lynn L. Allison

Commissioner James A. Bonfiglio

Commissioner Richard J. Lucibella

**ADMINISTRATION**

Town Manager Kenneth N. Schenck, Jr.

Town Attorney Kenneth G. Spillias

Town Clerk Karen E. Hancsak

Interim Police Chief Hal Hutchins

**RULES FOR PUBLIC PARTICIPATION**

1. **PUBLIC COMMENT:** The public is encouraged to offer comments with the order of **presentation being as follows: Town Staff, public comments, Commission discussion and official action. Town Commission meetings are business meetings and the right to limit discussion rests with the Commission. Generally, remarks by an individual will be limited to three minutes or less.** The Mayor or presiding officer has discretion to adjust the amount of time allocated.
  - A. Public Hearings: Any citizen is entitled to speak on items under this section.
  - B. Public Comments: Any citizen is entitled to be heard concerning any matter within the scope of jurisdiction of the commission under this section. The Commission may withhold comment or direct the Town Manager to take action on requests or comments. The Commission meetings are held for the purpose of discussing and establishing policy and to review such other issues that affect the general welfare of the Town and its residents. Where possible individual grievances should first be taken up with the Town Staff.
  - C. Regular Agenda and First Reading Items: When extraordinary circumstances or **reasons exist and at the discretion of the Commission, citizens may speak on any official agenda item under these sections.**
  
2. **ADDRESSING THE COMMISSION:** At the appropriate time, please step up to the podium and state your name and address for the record. All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Commission shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Commission is granted by a **majority vote of the Commission members present.**

**APPELLATE PROCEDURES**

Please be advised that if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record includes the testimony and evidence upon which the appeal is based. The Town neither provides nor prepares such record.

**Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at 732-2635 at least 2 days prior to the meeting in order to request such assistance.**

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCE ELECTION RESULTS

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of Regular Town Commission Meeting of March 2, 2015 Ratify
- 1a. the Transfer of Budgeted Funds from the Professional Services Account to the Newly Created Personnel Related Accounts in the Town Attorney Department

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MOTION	SECOND	DISCUSSION	VOTE
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ANNOUNCEMENTS AND PROCLAMATIONS

2. Proclamation Declaring Week of April 12-18th as "National Public Safety Telecommunicators Week"
3. Proclamation Declaring April as "Child Abuse Prevention Month"
4. Proclamation Declaring April as "Water Conservation Month"

PUBLIC COMMENT - (15 minute maximum with 3 minute individual limit)

PUBLIC HEARINGS

REGULAR AGENDA

(Items Which Require Town Commission Action That Must Be Filed With Town Clerk 1 Week prior to Meeting - Public Comment Permitted)

- REPORTS
- Town Manager
  6. Town Attorney
    - a. Update on Municipal Recall Lawsuit
    - b. Update on Inspector General Lawsuit
    - c. Update of 5011 Building
  7. Police Chief
  8. Town Clerk
    - a. Official Election Results
    - b.

ACTION ITEMS

9. Appoint Open Positions to the Board of Adjustment and Planning & Zoning Commission By: Karen E. Hancsak, Town Clerk
10. Authorize Contract with Anzco, Inc. in an Amount Not to Exceed \$61,400 for the Repairs to the Inlet Cay and Sabal Island Bridges (to include \$24,000 for seawall repairs adjacent to the bridges) and an additional \$2,500 to Bridge Design Assoc. for Engineering/Inspection and Construction to be Funded from the Capital Projects Fund By: Kenneth Schenck, Town Manager
11. Authorize an Amount Not to Exceed \$12,000 to Anzco, Inc. for Repairs to the Valley Gutters on Inlet Cay Drive to be Funded from the Capital Projects Fund By: Kenneth Schenck, Town Manager
12. Approve and Authorize Execution of the PBA Contract By: Kenneth Schenck, Town Manager

13. Authorize Negotiating a Contract with Hal Hutchins for the Appointment of Police Chief and Also Advertise to Fill the 3 Budgeted Police Officer Vacancies By: Kenneth Schenck, Town Manager

RESOLUTIONS

14. Resolution No. 2015-01; Electing a Mayor
15. Resolution No. 2015-02; Electing a Vice Mayor
16. Resolution No. 2015-03; Designating Depositories, Authorizing Treasurer or Deputy Treasurer to Sign Town Checks; Authorizing any One of the Five Town Commissioners to Countersign Checks

FIRST READING OF ORDINANCES

None

SECOND READING AND ADOPTION OF ORDINANCES

None

TOWN COMMISSION ITEMS

(Information Items Only - 3 minute limit per item)

ADJOURNMENT

NEXT SCHEDULED TOWN MEETING(S):  
REGULAR TOWN COMMISSION MEETING ON MAY 4, 2015

**Agenda: April 6, 2015**  
**Memo: Item #**

**Town of Ocean Ridge, Florida**  
**Agenda Memorandum**  
**Office of the Town Clerk**

**Subject: CERTIFICATION OF ELECTION RESULTS**

Mayor and Town Commissioners:

The Official Election Results for the March 10, 2015 Municipal Election were received in the afternoon on March 13, 2015.

Total Number of Registered Voters	1,543
Total Ballots Cast at the Town Hall	443
Total Absentee Ballots	46
Total Under Votes	132
Total Ballots Cast	489

Results

Gail Adams Aaskov	285 (33.69%)
Ed Brookes	278 (32.86%)
Geoff Pugh	283 (33.45%)

The results were certified on March 12, 2015 for the Town of Ocean Ridge Municipal Election.

## REGULAR TOWN COMMISSION MEETING HELD MARCH 2, 2015

Regular Town Commission Meeting of the Town of Ocean Ridge held on Monday, March 2, 2015, at 6:00 PM in the Town Hall Meeting Chambers.

The meeting was called to order by Mayor Pugh. The roll call was answered by the following:

Commissioner Aaskov	Commissioner Bonfiglio
Commissioner Allison	Commissioner Lucibella
Mayor Pugh	

Pledge of Allegiance

### ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

There were none.

### CONSENT AGENDA

1. Minutes of Regular Town Commission Meeting of February 2, 2015
2. Approval of Poll Workers for the 2015 Municipal Election

Comm. Bonfiglio motioned to approve the Consent Agenda and Agenda. Comm. Allison seconded the **motion**.

Motion Carried -yea (5).

### ANNOUNCEMENTS AND PROCLAMATIONS

2. Proclamation Declaring March as "Myeloma Awareness Month"
3. 2015 Municipal Election/Eleccion Municipal 2015
  - a. Proclamation for Election Held on March 10, 2015/Proclamacion para eleccion sostenida el 10 de marzo de 2015
  - b. Two Commission Seats Open for a Three Year Term/Comision dos puesto para tres anos cada
  - c. Candidate Filing Dates run noon January 27, 2015 through noon on February 10, 2015/Las fechas de la clasificacion del candidatos recorren mediodia 27 de enero de 2015 de mediodia de! 10 de febrero de 2015

### PUBLIC COMMENT

Gerry Magruder, 9 Ridge Blvd., suggested adding a monthly item on the agenda to discuss health and safety issues. She felt the mosquitos/noseeums presented a health issue. She questioned the replacement of the Town's current alarm monitoring system that has been budgeted for this year and questioned the status of the camera system. Mayor Pugh commented that two of the three items will be addressed later in the agenda.

Nancy Flinn, 5900 Old Ocean Blvd., announced the upcoming March 5, 2015 Art Show for the Coastal Artists. She stated that the art work would be displayed and offered for sale through the month of March. She commented that the art show is a non-profit event and she will continue to work with staff for possible future shows.

Bob Weisblut, 23 Sailfish Lane, reminded the public about the March 11<sup>th</sup> Lecture Series Event about global warming and the effect on barrier islands to be presented by Barry Heimlich.

James Low, 5700 Old Ocean Blvd., thanked the police department for the extra patrol provided due to the random act of violence that occurred 2 weeks ago. He also thanked the Town for the new sign by Adams and Old Ocean Blvd.

## REGULAR TOWN COMMISSION MEETING HELD MARCH 2, 2015

Kristine de Haseth, 29 Sabal Island Drive, reminded the public about the Ocean Ridge Garden Club's Annual Public Meeting about Butterfly Gardening that would take place on March 16" at 6:30 PM.

### PUBLIC HEARINGS

None

### REPORTS

#### 5. Town Manager

Manager Schenck reported the following: 1) Spanish River Drive - water is ponding, and we have also discovered a broken storm pipe. We are analyzing the best way to solve the problem. 2) Marlin Drive - A broken stormwater pipe was replaced at a cost of \$10,800, adding that additional replacement of old corrugated metal pipes disintegrating from the brackish water are anticipated 3) FEMA Flood Maps - FEMA is still reviewing our maps, however; the Town is requesting that they remove an additional 80 properties from the flood zone. They have agreed to look at it for their major study but we would like them to make the changes in the present study. 4) PBA Contract Negotiations - The scheduled meeting was cancelled and has not been rescheduled. (Town Manager Schenck advised that an email was received today regarding rescheduling a meeting) 5) LPR Cameras - We are waiting for their new City Manager to determine his interest in the camera system. There is a proposed bill in Tallahassee (HB57 I) which will set some regulations on these cameras. (Town Manager Schenck advised that the proposed bill would make the camera lists public record) 6) Beach Signs - The signs have been sent to the manufacturer. 7) FOOT Bridge Inspection - the proposal to go out for bids will be addressed later in the meeting. 8) Woolbright Detention Pond - Town staff is reviewing this project and the original proposal will be modified. It appears the water in question is groundwater so the appropriate cure may be filling in the affected area. (Town Manager Schenck advised that the flap gate is broken and will be repaired which will then assist in determining the status in the area). 9) Wastewater Proposal - Staff was approached by several people involved with the wastewater plant at Crown Colony that currently serves 3 condos. They wanted to look into sending their wastewater to Boynton and abandoning their plant, thereby eliminating 3 package plants and odor complaints. Other surrounding buildings are also possibly interested. These plants are old and expensive to repair/operate properly. Boynton Beach is also enthused about treating the wastewater and suggested a route for the piping and staff is looking into the preliminary cost of the project. The units involved would pay the costs, however; Boynton or Ocean Ridge may have to front the funds. This may provide us with an avenue to sewer the south end of Town if and when the State decides to eliminate septic tanks. (Town Manager Schenck advised the estimated cost of the project is \$200-300,000 to hook into an existing pipe along A JA) All Aboard Florida - the proposed letter outlining the Town's concerns to Washington and the Governor regarding the train is attached.

Manager Schenck also mentioned that we received an ISO Fire Rating of 2.0, which is the same as the last review and also the same as Boynton Beach.

#### 6. Town Attorney

Atty Spillias mentioned that recent legislation passed requiring elected officials to take an ethics course. He mentioned that both Comm Allison and Bonfiglio recently took the course and that another one was offered in June.

Atty Spillias stated that a recent concern was raised on whether there is a Sunshine Law violation if the Town Manager asks for Commission opinion. He advised that as long as he does not convey information from one Commissioner to another then it is not a violation. He added that polling the Commissioners on a matter he is/or will be making a decision on is not a violation or inappropriate. He stated that there is a distinction between information gathering and utilizing someone such as the Town Manager as a go between, which sometimes may be difficult for the public to understand these differences.

## REGULAR TOWN COMMISSION MEETING HELD MARCH 2, 2015

### 7. Police Chief

Interim Police Chief Hutchins advised the report had been distributed and he was available to answer any questions. He provided a brief summary regarding the recent robbery/kidnapping that occurred in the south end of Town. He stated with the assistance of Delray Beach and Boca Raton, they have identified 3 suspects and added that they felt this instance was a crime of coincidence, however; there have been numerous others that have taken place in other areas. The public were encouraged to proceed to the police department if they felt they were being followed.

### 8. Town Engineer

Engineer Tropepe was absent with notice.

## ACTION ITEMS

### 9. Further Discussion on Possible De-Annexation of 5011 N Ocean Blvd. (deferred from the Jan. 12<sup>h</sup> and Feb. 2<sup>d</sup> Meetings)

Atty Weiner, representing the Sivitillis, stated that he had submitted a couple of draft documents that would hopefully answer a few of the questions raised at the meeting last month. An Interlocal Agreement between the Town, Briny Breezes and VIS Properties LLC was included, along with a Restrictive Covenant that included a list a prohibited uses. He was available to answer any questions.

Atty Spillias commented that he has not discussed the documents with Atty Weiner but did have concerns with the form and he could not make recommendations at this time as to their content.

Kristine de Haseth, 29 Sabal Island Drive, stated that she had attended the Briny Breezes meeting when this was discussed and felt this would not benefit to either Town. She stated that Ocean Ridge did not need another Town to decide what it should have at the 5011 Building while Briny Breezes also expressed that if the building was annexed into their Town they did not want Ocean Ridge deciding what they would permit for the building. She concluded by stating that if the deannex is denied then the Town should begin the process to bring the property into compliance.

Steve Goindoo, I Tropical Drive, advised that while he doesn't want to see the 5011 building shut down, the ordinance did phase out commercial and deannexing to Briny Breezes would not assist because the building would still exist. He added that if the deannexing was approved there may be future requests. He felt the best solution was to create a commercial zone from Henri's Apts. to the Blue Ocean Lodge and felt there was no harm in re-discussing it. Atty Spillias mentioned that if the desire was to continue the use then creating a commercial zone should be the avenue to consider.

Betty Bingham, I Ocean Ave., stated that several of the properties in that area are a real problem and the P & Z should possibly look at the area to see what can be done. She felt septic would also be a problem.

Sue Thayer, president of the Briny Breezes Corp., stated that Briny Breezes considered the request at a meeting on Feb. 28, 2015 after which no vote took place. She stated there was little support or opposition, however; the Council did question what the pros would be other than the \$1,800 in taxes. She stated that Atty Scrandel felt strongly about not executing the Interlocal Agreement citing liability issues. She concluded by stating that Briny Breezes will meet again the last Thursday of the month and they are waiting to hear the views from Ocean Ridge.

Comm Bonfiglio questioned if Briny Breezes owns all the land with the residents as shareholders to which he was advised that all of the land is owned by the corporation. Comm Bonfiglio stated that the Sivitillis own the land which may present an issue. He felt this was another issue thereby creating more

## REGULAR TOWN COMMISSION MEETING HELD MARCH 2, 2015

complicated legalities. Mrs. Thayer commented that a recent comprehensive plan change created a mixed use area but she is unsure of the code requirements.

Atty Weiner stated he appreciated the comments but felt that there has been some support at the various meetings. He also acknowledged that there may be some legal technicalities. He added that the covenant would be a binding and enforceable document, however; it could be altered prior to approval.

Comm Bonfiglio stated that after conducting further research on a similar case and having already voiced his other concerns he was not in favor of the deannexation. He added that if the Town entered into an agreement it would be a difficult road on anything against the agreement. He added that the three townhouses could still be approved. Atty Weiner requested to see the case law that Comm Bonfiglio was referring to.

Mayor Pugh stated he still does not see any benefit for Ocean Ridge to deannex. He stated that there is an option for the P & Z to look at creating a commercial zone.

Comm Allison commented that it appears that deannexing is more complicated than originally thought and she did not want the relationship with Briny Breezes to suffer. She concluded by stating that there was no advantage to anyone to deannex.

Comm Lucibella agreed with the other comments stating that what was supposed to be a simple solution would prove to create more difficulties. He added that if the Ocean Ridge residents do not want commercial then it may be worse because the Town cannot control the zoning in another municipality.

After asking if there was a consensus for the P & Z to look at a commercial zone for the south end, Comm Aaskov moved to direct the P & Z Commission to meet and make recommendations on a possible commercial or mixed use area in the south end along A JA. Comm Allison seconded the motion.

Atty Spillias commented that in the past Comm Aaskov has recused herself but this motion was for a general interest for a potential commercial/mixed use area and therefore can vote.

Gerry Magruder, Zoanne Hennigan, Kristine de Haseth, and Don Magruder felt the Town should stand by the original decision and move forward.

Comm Lucibella commented that this subject has continued each month and now it may go to P & Z. He suggested a date certain when commercial will no longer be allowed in the building. Town Manager Schenck stated that the Commission did vote to discontinue the commercial use. However; since then the other options of grandfathering, deannexing or asking P & Z to review a commercial area has created a delay in code enforcement action. He added that staff would need direction on whether the commercial can remain while P & Z did their research. Comm Lucibella suggested a total phase out by Jan. 1, 2016 if the P & Z reviews and makes a recommendation for no commercial/mixed use in the Town.

Comm Bonfiglio stated he felt the Town needed to come to a decision. Atty Spillias reminded the Commission that there were actually two items that needed action which included: the motion for P & Z to make recommendations on a possible commercial/mixed use area and also whether the Town Manager should begin the code enforcement process, and the deannexation issue.

Ed Brookes, 15 Ocean Ave., stated that he agreed with Comm Lucibella on taking a vote on the deannexation and to enforce the vote previously taken regarding the phase out.

REGULAR TOWN COMMISSION MEETING HELD MARCH 2, 2015

Comm Bonfiglio commented that the P & Z has already discussed 2 or 3 times the possibility of a commercial area and each time they recommended not to permit commercial.

Mauro Walker, 108 Dolphin Road, and member of the P & Z Commission, stated they have discussed it several times and the last time Ken Kaleel had suggested hiring a consultant to study the south area but the Commission wanted to address only the 5011 Building. He stated they could re-discuss it but it would again be a delay tactic.

Town Clerk Hancsak reiterated that there were several meetings in the past by both the P & Z and Town Commission and the Commission did not favor a commercial area and wanted to address only the 5011 Building. Atty Spillias mentioned that at that time he advised the Commission that he did not feel considering the 5011 Building only was a viable option.

Betty Bingham advised that she served on both the P & Z and Town Commission when some of these discussions took place and felt that it did not move forward because it was cost prohibitive. Manager Schenck advised that the majority of the cost to do the study is done. Atty Spillias commented that a partial study was done to create a commercial zone, however; it was determined that the 5011 Building would not meet most of the criteria and it was not developed for a larger area.

Mayor Pugh stated the Town has been talking about this commercial phase out for the past 12 years and the Town has tried to accommodate the Sivitilli's but a vote was approved to keep the property strictly residential. He added that there shouldn't be commercial in the building now. He did not find fault with the property owner doing all they can to try to retain the current status but he did not feel it was right to delay any decisions.

Motion (regarding P & Z review) - yea (Aaskov, Allison)  
Nay (Bonfiglio, Lucibella, Pugh)

Motion failed.

Comm Bonfiglio moved to recommend against de-annexation of 5011 N Ocean Blvd. and notifying the Town of Briny Breezes of same. Comm Allison seconded the motion.

Motion carried - yea (5).

Regarding the third issue of terminating the existing commercial use within the building, Comm Bonfiglio moved to direct the Town Manager to start the process to terminate the commercial use and strongly recommend compliance within 90 days or code enforcement action would occur. There was no second to the motion.

Comm Lucibella moved to amend the motion to include a six (6) month time frame. There was no second.

Town Clerk Hancsak mentioned that if it was scheduled before the Special Magistrate first they would impose a time frame for compliance. Atty Spillias stated that code enforcement is actually in the province of the police department.

There was a consensus for the staff to investigate a proper time frame and avenue to enforce the termination of the commercial use at the 5011 Building.

## REGULAR TOWN COMMISSION MEETING HELD MARCH 2, 2015

10. Approval to Advertise for Bids for the Inlet Cay and Sabal Island Bridge Repairs (also Seawall Repairs to Inlet Cay)

Town Manager Schenck advised that Bridge Design Assoc. has completed the design for the bridge repairs recommended by FOOT and the preliminary cost estimate is \$46,500 (which includes \$25,000 for seawall repairs). Staff is requesting approval to advertise for bids to complete the repairs. He stated the seawall repairs are needed to prevent further erosion problems while the bridge repairs are not as critical but will worsen with delay. Funding is recommended to come from the Capital Projects Fund with funds that were set aside for paving.

Comm Bonfiglio moved to approve the bid advertisement for the Inlet Cay and Sabal Island Bridge Repairs (which include seawall repairs). Comm Allison seconded the motion.

Motion carried - yea (5).

11. Approval of Amount Not to Exceed \$7,995 to Engenuity Group for Surveying and Permitting Costs for the Stormwater Connection for the Villas of Ocean Ridge to the Town's System from Budgeted Monies in the Capital Projects Fund

Town Manager Schenck advised that the Town had originally budgeted \$5,000 for the survey/permitting costs for the project; however the proposal is \$7,995. He stated that the Villas of Ocean Ridge will fund the design and construction on their property while the Town will fund the force main construction on A1A. He also mentioned that their lower garage level flooded with the rain from this past Saturday.

Comm Bonfiglio moved to approve an amount not to exceed \$7,995 to Engenuity Group for the proposal as submitted. Comm Aaskov seconded the motion.

Don Magruder, 9 Ridge Blvd., cited his concern for the negative effect the additional stormwater will have on the detention pond area at Woolbright. He added that the drain located on the east side of A1A is higher than the property at 5615 N Ocean Blvd. Manager Schenck stated that the force main will be either a 2" or 3" pipe. He added that he would investigate the higher drain.

Gerry Magruder, 9 Ridge Blvd., stated that the surrounding residents were originally told that the detention area was strictly for the south end only because it can only hold a certain amount of water. Mayor Pugh commented that the staff should ensure that the detention area would be adequate for the additional stormwater and provide some sort of documentation.

Motion carried - yea (5).

12. Approve Salary Adjustment for Appointment of Hal Hutchins as Interim Police Chief

Town Manager Schenck complimented Hal Hutchins' performance while he has been Acting Police Chief and felt he had good ideas for positive change to the department. His appointment as Interim Police Chief effective March 2, 2015 was approved at a prior meeting and he was recommending a salary increase from \$78,894 to \$84,689 (midway between his salary and Chief salary) effective immediately, along with a take home vehicle due to being on call 24/7.

Comm Lucibella moved to approve the recommended salary increase as submitted by the Town Manager for Interim Police Chief Hal Hutchins. Comm Allison seconded the motion.

Motion carried - yea (5).

REGULAR TOWN COMMISSION MEETING HELD MARCH 2, 2015

13. Discuss Town Manager Evaluation Process

Comm Allison stated that she requested this be placed back on the agenda to clarify that although the Commission voted to discontinue the public portion of the evaluation process, a written evaluation should still be completed on an annual basis. She felt she needed feedback from the other Commissioners in order to set performance criteria or salary adjustments.

After some discussion reiterating the public portion of the evaluation the consensus was to provide written evaluations.

Zoanne Hennigan, 91 Island Drive So, stated that the HR policy calls for annual performance evaluations and if it differs it should be changed. She felt it was the Commissions' responsibility to provide or receive ongoing feedback to determine strengths and weaknesses. She added that the residents were entitled to know the Commission feedback.

Don Magruder, 9 Ridge Blvd., stated it was important to highlight critical instances and questioned whether the evaluations could be turned into the Town Attorney who could then review each with the other Commissioners. He was advised that this could not be done, however; a written evaluation is public record and can be reviewed by everyone.

Comm Allison moved to require an annual written evaluation due by October 1<sup>st</sup> of each year. Comm Bonfiglio seconded the motion.

Motion carried -yea (5).

The Commission also requested that job descriptions/duties for the administrative staff be submitted for the April meeting.

Meeting Adjourned at 8:05 PM.

Attest By:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor Pugh

\_\_\_\_\_  
Commissioner Aaskov

\_\_\_\_\_  
Commissioner Allison

\_\_\_\_\_  
Commissioner Bonfiglio

\_\_\_\_\_  
Commissioner Lucibella

Agenda: April 6, 2015  
Memo: Item # 1a

Town of Ocean Ridge, Florida  
Agenda Memorandum  
Office of the Town Clerk

Subject: Ratify Transfer of Budgeted Funds from the Professional Services Account to the Newly Created Personnel Related Accounts in the Town Attorney Department

Mayor and Town Commissioners:

At the February 2, 2015 the Commission hired Ken Spillias as the In-House Town Attorney. Because he is now an employee of the Town it was necessary to create the appropriate personnel accounts and transfer the budgeted monies out of the Professional Services Account.

Approving the Consent Agenda will ratify these changes.

# TOWN OF OCEAN RIDGE

6450 NORTH OCEAN BOULEVARD

OCEAN RIDGE, FLORIDA 33435

[www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)

(561) 732-2635 • FAX (561) 737-8359

GEOFFREY A. PUGH  
MAYOR, CHAIRMAN OF COMMISSION

KENNETH N. SCHENCK, JR.  
TOWN MANAGER



COMMISSIONERS  
GAIL ADAMS AASKOV  
DR. LYNN L. ALLISON  
JAMES A. BONFIGLIO  
RICHARD J. LUCIBELLA

## PROCLAMATION

**WHEREAS**, telecommunications personnel serve as a vital and intricate part of the operations of all Public Safety organizations.

**WHEREAS**, the observance of National Public Safety Telecommunications Week allows a specific and designated time period to acknowledge the performance of and give recognition to these individuals; and

**WHEREAS**, The Town of Ocean Ridge Police Department Communications Center is staffed twenty-four hours a day, year round with a unique group of individuals who are trained, professional and dedicated telecommunications personnel who strive to set the Benchmark for Excellence when providing service to the Town of Ocean Ridge; and

**WHEREAS**, these individuals are responsible for responding to telephone calls from the general public for police, fire, and emergency medical assistance, and for dispatching said assistance to help save the lives and protect the property of the citizens, business owners and visitors of our community; and

**WHEREAS**, Public Safety Telecommunicators are the driving force behind our Nation's emergency rescue services and, as such, although they are not as visible as the men and women who arrive at the scene of emergencies, they are just as important; and

**WHEREAS**, each year the second week of April is set aside by the Association of Public Safety Communications Officers (APCO) and the National Emergency Number Association (NENA) to recognize Public Safety Telecommunications personnel and their crucial role; and

**NOW THEREFORE**, Geoffrey Pugh, Mayor of the Town of Ocean Ridge, Florida, on behalf of the Town Commission, do hereby proclaim the week of April 12-18, 2015 as:

### "National Public Safety Telecommunicators Week"

in the Town of Ocean Ridge and urge all citizens to participate in making this week a successful celebration.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Official Seal of the Town of Ocean Ridge, Florida, to be affixed this 6th day of April 2015.

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Mayor

# TOWN OF OCEAN RIDGE

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OCEAN RIDGE, FLORIDA 33435

www.oceanridgeflorida.com

(561) 732-2635 +FAX (561) 737-8359

GEOFFREY A. PUGH  
MAYOR, CHAIRMAN OF COMMISSION

KENNETH N. SCHENCK, JR.  
TOWN MANAGER



COMMISSIONERS  
GAIL ADAMS AASKOV  
DR. LYNN A. ALLISON  
JAMES A. BONFIGLIO  
RICHARD J. LUCIBELLA

## *PROCLAIMING APRIL AS CHILD ABUSE PREVENTION MONTH*

*WHEREAS*, Florida's future prosperity depends on nurturing the healthy development of more than 4 million children currently living, growing and learning within our many diverse communities, and;

*WHICH* research shows that safe and nurturing relationships and stimulating and stable environments improve brain development and the well being of children, while neglectful or abusive experiences and unstable or stressful environments increase the odds of poor childhood outcomes, and;

*WHICH* the abuse and neglect of children can cause severe, costly and lifelong problems affecting all of society, including physical and mental problems, school failure and criminal behavior, and;

*WHICH* research also shows that parents and caregivers who have social networks and know how to seek help in times of trouble are more resilient and better able to provide safe environments and nurturing experiences for their children, and;

*WHICH* individuals, businesses, schools, and faith-based and community organizations must make children a top priority and take action to support the physical, social, emotional and educational development and competency of all children; and

*WHEREAS*, during the month of April, Prevent Child Abuse Florida, in collaboration with the Florida Department of Children and Families, will be engaging communities throughout the state in a coordinated effort to prevent child abuse and neglect by promoting the awareness of healthy child development, positive parenting practices and the types of concrete support families need within their communities.

*NOW, THEREFORE*, I, *PROCLAIM* that the Town of Ocean Ridge, Florida hereby declares April 2015 as

## *CHILD ABUSE PREVENTION MONTH*

Attest:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

# TOWN OF OCEAN RIDGE

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TOWN MANAGER



COMMISSIONERS  
GAIL ADAMS AASKOV  
DR. LYNN L. ALLISON  
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RICHARD J. LUCIBELLA

## WATER CONSERVATION MONTH PROCLAMATION

*WHEREAS, water is a basic and essential need of every living creature; and*

*WHEREAS, the State of Florida, Water Management Districts and the Town of Ocean Ridge are working together to increase awareness about the importance of water conservation; and*

*WHEREAS, April, typically a dry month when water demands are highest, is annually designated as Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and*

*WHEREAS, the Town of Ocean Ridge encourages and supports water conservation, through various educational programs and special events; and*

*WHEREAS, every business, industry, school and citizen can make a difference and help by efficiently using water, thus promoting a healthy economy and community; and*

*NOW, THEREFORE, I, Geoffrey A. Pugh, Mayor, of the Town of Ocean Ridge, Florida do hereby proclaim the month of April 2015 as*

### *"WATER CONSERVATION MONTH"*

*and call upon each citizen and business in Town of Ocean Ridge to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Ocean Ridge to be affixed this 6<sup>TH</sup> day of April, 2015.*

\_\_\_\_\_  
Geoffrey A. Pugh, Mayor

Attest:

\_\_\_\_\_  
Karen E. Hancsak, Town Clerk

## Memorandum

Date: **March 30, 2015**  
To: **Mayor & Commissioners**  
From: **Ken Schenck, Town Manager**  
Re: **Town Update, April 0, 2015**

---

**I am providing you with brief updates on some of the Town's continuing projects and events.**

### **Spanish River Drive**

We are reviewing several drainage problems on Spanish River Drive where water is ponding. We also discovered a broken storm drain pipe at 66 Spanish River Dr. and it has been repaired. We're analyzing the best way to eliminate these problems.

### **FEMA Flood Maps**

We've met with FEMA and have reviewed their maps. We have requesting them to exclude an additional 80 properties from the flood zone. They've agreed to look at it for their major study but we want them to make the change in the present study. We have not heard back from them.

### **PBA Contract Negotiations**

We met with the PBA and have come to an agreement on a three year contract. The contract will be addressed later in the agenda for approval.

### **LPR Cameras**

We're waiting for the new Delray City Manager to determine how they want to go so we'll know what we want to do. There is a proposed bill in Tallahassee (HB571) which will set some regulations on these cameras. Until it's passed we aren't sure what the final regulations will be. A concern is FOOT's present ban on adding new cameras in their right of way.

### **Beach Signs**

The signs have been sent to the manufacturer. We expect to have some of them this week.

**FDOT Bridge Inspection**

We advertised for the bridge repairs and received two bids. The project will be addressed later in the agenda.

**Woolbright Detention Area**

We will be clearing out the area near the pumps to facilitate flows. We've repaired the flap valve that prevents the tidal water from entering the detention area. Since the repairs the water behind Ridge Blvd. has dried up and the water in the discharge pond has been reduced. At present it appears the project to upgrade the detention area will cost less than proposed to achieve the desired results. We need some heavy rains to see if we have to do more.

**Wastewater Proposal**

We were approached by the people involved in the wastewater plant at Crown Colony. It serves three condos. They wanted to look into sending their wastewater to Boynton and abandoning their plant. We have talked to other buildings in the area and they are also interested. We met with Boynton Beach and they are enthused about treating the wastewater and suggested a route for the piping. We are looking into the preliminary cost of the project. The units involved would pay for the changes not the Town although either Boynton or Ocean Ridge might have to front the funds. This would eliminate three package plant in the Town and numerous odor complaints. All of these plants are old and are expensive to repair and operate properly. It will give us an avenue to sewer the south end of Town if and when the State decides to eliminate septic tanks.

**All Aboard Florida**

We met with the AAF representatives to discuss the residents' concerns. They assured us that it will be a double track from Miami to West Palm and that all crossings will be constructed as quiet zones. They expect it to be functional by the end of 2016.

**Spanish River -Swaim Project**

The SFWMD and Mr. Swaim went to court to determine if he can compete his project, which includes Mangrove removal and filling in an existing waterway. The judge is reviewing the case and according to the SFWMD it may take a couple of months to get a decision.

**Calendar of Events**

Code Enforcement Meeting-----April 7, 2015 @ 10:00 AM

Commission Meeting----- May 4, 2015 @ 6:00 PM

Code Enforcement Meeting-----May 5, 2015 @ 10:00 AM

Cc: Han Hutchins, Police Chief  
Karen Hancsak, Town Clerk  
Employees

Agenda: April 6, 2015  
Memo: Item #1

## Town of Ocean Ridge, Florida

### Agenda Memorandum

#### Office of Police Chief

- Subject:
1. Monthly Activity Report (February 2015)
  2. Monthly Boynton Beach Fire/EMS Activity Report
  3. Presentation of New Patrol Bicycle
  4. Employee Commendations

Mayor and Town Commissioners:

Attached you will find the February Monthly Police Activity Report; including the Boynton Beach Fire/EMS Activity Report. All of these reports are on the Town's website under Police Department/Monthly Reports.

In addition, I am pleased to present to the Town a new patrol bicycle for officer use within the community. This piece of equipment is the result of several resident requests presented to Officer Jones and his desire to increase community interaction. The bicycle and all associated equipment was purchased from funds provided by the Public Safety Support Group and directly from the residents of the Town. The bicycle was first introduced to the community three weeks ago, has been very well received and a great asset in our community policing efforts. I wish to thank everyone for their support of this project.

I have also attached, for your review, commendations issued to three employees in the past month.

I will be happy to answer any questions you may have, either prior to, or at the meeting.

Agenda: April 6, 2015  
Memo: Item #q

Town of Ocean Ridge, Florida  
Agenda Memorandum  
Office of the Town Clerk

Subject: Appointment/s to Board of Adjustment and Planning & Zoning Commission

Mayor and Town Commissioners:

Several appointments to the various boards will either lapse or have become open due to resignations and will need to be filled. They are as follows:

Board of Adjustment

2 Regular Member Appointments (3 year term each) (Bernd Schulte and Jeff Lee)

The two regular members have all volunteered to serve again.

2 Alternate Appointments (1 year term each)

The alternate members were Hans Kahler! and Joseph Finley. Mr. Kahler! volunteered for either but would rather serve as the regular appointment over the alternate. Mr. Finley resigned several months ago, which definitely provides one open position.

**Planning & Zoning Commission**

2 Alternate Appointments (1 year term each)

The alternate members are currently Steve Caz and Kimberlee Marshall (both have indicated that they would like to serve again). We haven't had any meeting but do anticipate that there will be several **within the next** year.

**In years past the Commission deferred one or more of the appointments for one month in the event additional residents wanted to submit a brief resume. If the Commission decides to do this again a motion would be necessary to retain the current board members until the next regular meeting.**

A motion would be necessary to appoint members for each board separately.

If the Commission desires to reappoint the incumbents on the Board of Adjustment, then the motion would be made to appoint:

Bernd Schulte and Jeff Lee as regular members.  
Hans Kahler! as either a regular member or alternate.

There is still one open alternate member.

**If the Commission desires to reappoint the incumbents on the Planning & Zoning Commission, then the motion would be made to appoint:**

Steve Caz and Kimberlee Marshall as alternate members.

We could announce the one available appointments on the website and newsletter.

# Memorandum

**Date:** March 30, 2015  
**To:** Mayor & Commissioners  
**From:** Ken Schenck, Town Manager  
**Re:** Bridge Repair Bids

---

We advertised and took bids on the Inlet Cay and Sabal Island Bridge repairs. We received two bids. They were from Anzco Inc. at \$61,400 and Coston Marine Services Inc. at \$68,751.08.

The engineer reviewed the bids and recommended we accept Anzco's bid.

Based on the low bid and the engineer's recommendation I request that the Commission award the bid to Anzco Inc. for \$61,400.

I also request approval of an agreement with Bridge Design Inc. for inspection and engineering during construction for \$2,500.

The funds will come from the Capital Improvement Fund.

I just received a safety report from FOOT on the Island Drive Bridge. The report showed the bridge in excellent condition with a few minor problems. When I get the cost of these repairs I would like to add it to this contract.

# REQUEST FOR BID PROPOSALS

## Inlet Cay And Sabal Island Bridge and/or Seawall Repairs

### Proposals Submitted

COMPANY NAME	ADDRESS	BID AMOUNT
<b>Chr-k.</b>	e;67/ <i>lf.</i>	<i>G r 9' tjrC&gt; , &lt; r' Cj</i>
- •	2- ; z..? r <i>fl</i>	<i>6J) 7r.J7 4,,P</i>



# ANZCO INC

Bridge Design Associates, Inc.  
 1402 Royal Palm Beach Bldg. 200  
 Royal Palm Beach, A. 33411  
 Phone (561) 981-1950  
 Fax (561) 791-1995

Job No.: 11-557  
 Job: Inlet cay and Sabal Island  
 Sheet No. 1 of 1

## Sabal Island - Bid Form

Item	Task	Description	EstQty	Units	Unit Price	Extended Price
1		Mobilization	1	LS	\$500.00	\$500.00
2	1	Repair Underside of Span 1	1	LS	\$2,000.00	\$2,000.00
3	2	Repair Crack on Bottom Edge of Abutment 1	1	LS	\$1,500.00	\$1,500.00
4	3	Repair Crack at Abutment 3	1	LS	\$4,000.00	\$4,000.00
5	4	Repair Cracks and Delaminations at Bent 2 on East Face	1	LS	\$2,100.00	\$2,100.00
6	5	Repair Diagonal Cracks at Bent 2 Bottom of South End	1	LS	\$2,000.00	\$2,000.00
7	6	Repair Diagonal Cracks at Bent 2 Bottom of West Face	1	LS	\$2,000.00	\$2,000.00
8	7	Repair Cracks at Bent 2 at Pile 2-4	1	LS	\$2,000.00	\$2,000.00
9	8	Repair Cracks at Bent 2 at Pile 2-1	1	LS	\$2,000.00	\$2,000.00
10	9	Repair Exposed Form Tie Ends at Bent 2	1	LS	\$0.00	\$0.00
11	10	Repair SW Retaining Wall	1	LS	\$27,000.00	\$27,000.00
12	11	Repair NW Retaining Wall	1	LS	\$27,000.00	\$27,000.00
					<b>Total Estimate</b>	<b>\$27,000.00</b>

**ANZCO INC.**

# Proposal

---

**From:** Coston Marine Services, Inc.  
228 Hibiscus Street  
Ste 4  
Jupiter, Florida 33458 USA  
Contact: Ed Scarborough  
Phone: 561-747-4382  
Fax: 561-745-2387  
Email: [ecs@costonmarine.com](mailto:ecs@costonmarine.com)

**Project:** TOWN OF OCEAN RIDGE  
**Description:** Cay and Sabal Bridge repairs

ITEM / DESCRIPTION	BID QTY	U/M	UNIT BID	AMOUNT
<b>Inlet Cay</b>				
TOR001 Mobilization	100	LS	322.88	\$1322.88
TOR002 Asphalt Transverse Crack Repair	1.00	LS	408.51	\$408.51
TOR003 Re-Install Object Marker at East End	1.00	LS	156.66	\$156.66
TOR004 Repair Corrosion Staining Bent 1&4	1.00	LS	3,048.91	\$3,048.91
TOR005 Repair Crack at Abutment 1 east Face at Pile 1-2	1.00	LS	2,977.96	\$2,977.96
TOR006 Repair Void in Abutment 4 bottom Face Pile 1 & 2	1.00	LS	2,963.90	\$2,963.90
TOR007 Repair Exposed Rebar Bents 2&3	1.00	LS	2,473.69	\$2,473.69

# Proposal

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ITEM/ DESCRIPTION	BID QTY	U/M	UNIT BID	AMOUNT
TOR008 Repair Delaminated Area on Bent 3 West Face Pile 3 & 4	1.00	LS	1,372.51	\$1,372.51
TOR009 Remove Pile Stub 3ft SE Pile 3 & 4	1.00	LS	1,843.51	\$1,843.51
TOR010 Repair Voids Approach Slab	1.00	LS	3,058.32	\$3,058.32
TOR011 Trim Vegetation at NW Guardrail Approach	1.00	LS	185.96	\$185.96
TOR012 Attach Guardrail Cushion Block at West End North Rail	1.00	LS	407.69	\$407.69
TOR013 Repair Erosion at NW Wingwall	1.00	LS	2,641.50	\$2,641.50
TOR014 Repair and Fill Soil Voids at NE Corner Wingwall	1.00	LS	3,581.53	\$3,581.53
TOR015 Seawall Repair	1.00	LS	6,944.73	\$6,944.73
<b>Total Inlet Cay</b>			<b>Section Total:</b>	<b>\$33,388.26</b>

**Sabal Island**

# Proposal

ITEM/ DESCRIPTION	BID QTY	U/M	UNIT BID	AMOUNT
TORS001 Mob	1.00	LS	4,334.31	\$4,334.31
TORS002 Repair Underside of Span 1	1.00	LS	6,486.10	\$6,486.10
TORS003 Repair Crack on Bottom Edge of Abutment 1	1.00	LS	3,056.22	\$3,056.22
TORS004 Repair Crack at Abutment 3	1.00	LS	2,548.02	\$2,548.02
TORS005 Repair Cracks and Delaminations at Bent 2 E Face	1.00	LS	2,640.42	\$2,640.42
TORS006 Repair Diagonal Cracks at Bent 2 Botom S Face	1.00	LS	3,231.00	\$3,231.00
TORS007 Repair Diagonal Cracks Bent 2 Bottom S Face	1.00	LS	1,912.86	\$1,912.86
TORS008 Repair Cracks at Bent 2 at Pile 2-4	1.00	LS	1,670.31	\$1,670.31
TORS009 Repair Cracks at Bent 2 2-1	1.00	LS	1,805.64	\$1,805.64

# Proposal

ITEM / DESCRIPTION	BID QTY U/M	UNIT BID	AMOUNT
TORSO10 Repair Exposed form Tie Ends at Bent 2	1.00 LS	1,336.11	\$1,336.11
TORSO11 Repair SW Retaining Wall	1.00 LS	2,915.10	\$2,915.10
TORS012 Repair NW Retaining Wall	1.00 LS	3,426.73	\$3,426.73
Total Sabal Island		Section Total:	\$35,362.82
		TOTAL BID:	\$68,751.08

Signature: \_\_\_\_\_

# Memorandum

**Date:** March 30, 2015  
**To:** Mayor & Commissioners  
**From:** Ken Schenck, Town Manager  
**Re:** Inlet Cay Valley Gutter Repairs

---

We are having problems with a section of the valley gutter on Inlet Cay Dr. Approximately 200 feet is breaking up and creating a hazard to anyone walking on it. We would like to replace this before someone has an accident. The lowering of the area is also creating a problem with the adjacent driveways.

I have requested a quote for the repairs from Anzco Inc. As Anzco will already be in the area on the bridge repairs it's more cost effective than bringing in a separate contractor as we'll save the mobilization cost. I'll have a cost at the meeting but it isn't expected to more than \$12,000.

Staff requests approval for this contract with funds coming from the Capital Improvement Fund.

# Memorandum

**Date:** April 1, 2015  
**To:** Mayor & Commissioners  
**From:** Ken Schenck, Town Manager  
**Re:** PBA Contract Approval

---

After several negotiations between the PBA and the Town staff we have come to an agreement on a renewal contract. The Commission has been appraised of the Articles in the contract. The Contract will be for three years with a third year opener on salaries. All other Articles are valid for the full contract. A copy of the marked up contract will be sent to you. A final clean copy will be done after the Town and the PBA vote for approval.

Staff requests approval of the Contract as presented.

# Memorandum

**Date:** March 26, 2015  
**To:** Mayor & Commissioners  
**From:** Ken Schenck, Town Manager  
**Re:** Police Dept. Requests

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There are presently 3 vacancies in the Police Department, two Sergeants and the Chief. We propose to promote two of the present Officers to fill the Sergeant's positions. They have passed the necessary tests for the position.

We are proposing to promote one Officer to fill the Lieutenant's position that was vacated when Lt. Hutchins was moved into the position of Interim Chief. This promotion will include a 5% increase which is in the budget. This will create an additional position to be filled. As the Lt. was also the Investigator we propose to promote an Officer to the Investigator position. This promotion will involve a 2.5% increase for the Officer. This is per the PBA contract. Although this position wasn't contemplated in the budget there are sufficient funds in the Department to cover the increase for this year. Both of these promotions will be from present personnel. Chief Hutchins previously acted as Lt. and Investigator and the combination carries a heavy work load. For the positions to work more effectively they need to be divided. Thus the two promotions. We are also proposing to utilize one Officer as a Community Patrol Officer, Training Officer and Police Reserve Liaison. This position will allow for a more individualized resident service, beach patrol and organizing an increased Reserve presence. We believe this division of duties will provide the Town with the most effective Police service which is what they expect and deserve. All of this movement of personnel will be accomplished with staff already budgeted and approved by the Commission.

These promotions will create three vacancies in the Department in the Officer rank. We therefore request Commission approval to advertise for three Officers. It is anticipated that the new hires will be phased in over the next five months to facilitate training. These positions are already in the budget and approved by the Commission. This is not a request to add

additional personnel or increase the department's manpower allotment beyond what has been approved and budgeted.

I am also requesting that I be allowed to negotiate a contract with Interim Chief Hal Hutchins for the position of permanent Chief of Police. In the short time he has been Interim Chief I believe he has shown great insight into what the position entails. He definitely has the background and experience for the position. A copy of his resume is attached for your review. The Police Department has improved their relations with the community and I've received several comments from the residents supporting this. He has been with the Town over nine years and understands what the Community needs. His prior experience in the Town of Palm Beach dealt with similar problems and concerns. The Officers respect him and the morale has greatly improved which translates back to better community relations. He has met with the Officers to obtain their input and concerns which has given them a sense of belonging and buy in to what we want to accomplish. The proposed reorganization of the Department, indicates his understanding of what it will take to properly serve the residents. I believe it's in the best interest of the Town to make this move. The alternative is to go through the time and expense of advertising and possibly end up with an unknown. Therefore, I request approval to negotiate a contract with Hal Hutchins for the permanent position of Chief of Police. Although we have not used contracts in the past I believe recent circumstances indicate that it is appropriate to have a contract for this position. The contract will set forth the conditions of the position such as salary etc.

I appreciate your consideration of my requests and should you have any questions please don't hesitate to contact me.

# HAL C. HUTCHINS, JR.

---

Lahc \\.orth. Florida 1 1-UI1-0018

(5(1) 2 15-8222

March 30, 2015

Mr. Kenneth Schenck, Town Manager  
Town of Ocean Ridge  
6450 North Ocean Boulevard  
Ocean Ridge, Florida 33435

Dear Mr. Schenck,

I wish to express my interest in the position of Chief of Police for the Town of Ocean Ridge Florida.

I am a Florida Law Enforcement Officer of over 33 years. I am currently employed by the Town of Ocean Ridge Florida Police Department as Lieutenant now serving as the Interim Chief of Police, having retired from The Town of Palm Beach Police Department, after 23 years of service, in 2005 .

I possess a Bachelors Degree with an emphasis on Law and Business, in addition to being a Florida Certified Law Enforcement Officer. I am a graduate of The Southern Police Institute Command Officer Development Program in Police Administration. I am an experienced Police Officer, Police Supervisor, Manager, and Leader. I have held various supervisory and management positions for over 24 of my 33 years in Law Enforcement and strive to police using a community policing philosophy.

My career in Law Enforcement is focused on small and medium sized Florida barrier island communities that place a major emphasis on community oriented customer service driven policing. Through my supervisory, management, and leadership experiences with communities of similar demographics to those of the Town of Ocean Ridge, my nine years of experience in the Town of Ocean Ridge, and specialty assignments to large area task forces; I believe that my training, experience, positive personal interactions **with Town government officials, civic leaders, citizens, and visitors , along with my educational** background, will serve to enhance the Town of Ocean Ridge, its Police Department, and the Community as a whole.

Thank you for your consideration. I look forward to speaking with you regarding my leadership, management, supervisory, and community relations ideas for leading the Town of Ocean Ridge Police Department into the future.

Sincerely



Hal C. Hutchins, Jr.

Hal C. Hutchins, Jr.  
Lake Worth, Florida 33461  
Telephone (561) 215-8222

#### RELATED PROFESSIONAL EXPERIENCE / EMPLOYMENT

November 2005 thru Present

Town of Ocean Ridge Police Department

Interim Chief of Police/ Police Lieutenant/ Sworn Law Enforcement  
Officer/Internal Investigations. Criminal Investigations, Crime Scene Investigations,  
Code Compliance, Public Relations

6450 North Ocean Boulevard  
Ocean Ridge, Florida 33435  
Tel: (561)732-8331

#### Assignments:

- |              |   |
|--------------|---|
| 2015-Present | Administrative Appointment as Acting Chief of Police and Interim Chief of Police/ Responsible for Transition of Leadership/ Continuity of Operations/ Day to Day Operations and Administration of the Police Department/ Maintain all Prior Assignments as Listed for 2010-2015 due to Unexpected Departure of Police of Chief in January 2015  |
| 2010-2015    | Police Lieutenant/ Investigator/ Accreditation Coordinator/ Training Coordinator/ Serve as Chief of Police in Chiefs Absence/ Responsibilities include Service as Second in Command of Agency/ Public Information and Media Relations Officer/ Budgeting Fiscal Management/ Personnel Management and Leadership/ Assigned Direct Daily Oversight of Overall Agency Operations/ Responsible for Positive Daily Interactions with Employees, the Community, and Interactions with the Town's Manager, Elected Officials, and External Customers/ Responsible for Supervision and Training of 19 Employees including 5 Subordinate Supervisors, 10 Officers, and 4 Dispatch 911 Telecommunications Personnel/ Responsible for Insuring Compliance with State Federal and Administrative Regulations Related to Operation of Police Agency Including a 911 Public Safety Answering Point and 24 Emergency Operations Center |

- 2009-2010 Investigator/ Patrol Officer/ Responsible for Positive Community Interaction in Both First Responder Role and that of Criminal Investigator/ Code Compliance/ Crime Scene Investigation/ Internal Affairs Investigation/ Crime Prevention and Community Association Presentations
- 2005-2009 Road Patrol and General Investigation/ Responsible for Community Relations through Positive Patrol Interaction/ Code Compliance/ Instruction of Basic Crime Scene Investigation through In-Service Training/ Internal Affairs Investigation

October 1981 thru January 2005

Town of Palm Beach Police Department

Sworn Law Enforcement Officer / Supervisor

345 South County Road  
 Palm Beach, Florida 33480  
 Tel: (561)838-5454

Assignments:

- 1995-2005 Road Patrol Supervisor/ Various shifts/hours Emergency Field Force Squad Leader/ Responsible for Patrol Shift Supervision and Leadership/ Hurricane Preparation and Disaster Management, Hurricanes Charley, Frances and Jeanne/ Community Relations through Positive Patrol Interaction
- 1995-1999 Patrol Watch Commander/ Captain/ Administrative Assignments, Management, Development, Implementation and Leadership of Burglary Strike Force/ Supervision of Patrol Shift Sergeants and Officers/ Public Information
- 1994-1995 Professional Standards/ Internal Affairs Sergeant/ Responsible for Internal Audits and Investigation of Criminal and Non-Criminal Citizen and Internal Complaints against Employees/ Responsible for Quality Assurance and Adherence to National Accreditation Standards/ Interim Department Training Coordinator

- 1993-1994 Criminal Investigations Sergeant/ Responsible for Supervision and Investigation of all Crimes in the Town, Overseeing Five Detectives. Responsible for Case Management and Leadership of the Detective Division
- 1989-1993 Road Patrol Supervision/ Responsible for Direction and Leadership of Various Patrol Shifts Overseeing Twelve to Twenty Officers per Shift
- 1984-1989 Special Investigations/ Tactical Unit/ Marine Law Enforcement Officer: Tactical Officer/ Assigned to Special Operations Unit (SWAT)/ Responsible for Development of Full Service Marine Enforcement Program/ Responsible for Waterway Enforcement and Rescues. Responsible for Traditional and Non Traditional Styles of Surveillance of Suspects in General Criminal and Narcotics Investigations/ Technical Surveillance Officer/ Member Blue Lightning Federal Strike Force
- 1981-1984 Road Patrol Officer/ Responsible for General Patrol Duties and Crime Reporting. Responsible for Investigation of Traffic Crashes and Response to all Medical Emergencies with Fire Rescue Personnel

**RELEVANT JOB SKILLS:** Leadership, Community Relations, Computer Operation, Traffic Crash Investigation and Reporting, Criminal Investigations, Crime Scene Investigation, Internal Investigations, Professional Standards Auditing, Critical Incident Management, Customer Service, Public Relations, Media Relations, Time Management and Supervision of Investigations and Employees, Management of Fiscal and Budgetary Responsibilities for a Medium Size Law Enforcement Agency, Management of Human Resources Associated with the Operation of the Law Enforcement Function Within a City Government.

During my employment as a Police Officer and Police Administrator I have had the opportunity to develop several operational programs to address crime issues; including, the development of task forces/ strike forces and operational plans to address specific criminal activities such as burglaries, thefts, and development of emergency and disaster response plans. I have had the opportunity to develop and implement several training programs, most recently the certification of the Communications Center in the Town of Ocean Ridge as a State Approved Training Facility for the 911 Public Safety Telecommunications program.

## EDUCATION/TRAINING

Barry University, Miami Shores, Fl.  
Bachelor of Professional Studies  
1994

University of Louisville, Louisville, Ky.  
College of Justice and Urban Affairs Southern Police Institute/  
Command Officer Development for Police Administration  
1992

Palm Beach Community College, Lake Worth, Fl.  
Florida Law Enforcement Certificate  
Florida Basic Recruit Academy  
1981

Lake Worth Community High School, Lake Worth, Fl.  
High School Diploma  
1981

Specialized Continuing Education in Law Enforcement/ Business  
Management/ Emergency Management/ Legal Studies/ Public  
Relations/ Supervision and Investigations 2000+hours

Documentation upon Request

## PROFESSIONAL LICENSES/ CERTIFICATIONS

Certified State of Florida Law Enforcement Officer

Certified Computerized Voice Stress Analysis Operator

Florida 911 Public Safety Telecommunicator/ Certified through  
testing Exemption

United States Coast Guard 100 G.T. Master Near-Coastal of Steam  
and Motor Vessels

## AWARDS AND HONORS

Available Upon Request

TOWN OF OCEAN RIDGE, FLORIDA

RESOLUTION NO. 2015-01

A RESOLUTION OF THE TOWN COMMISSION OF  
THE TOWN OF OCEAN RIDGE, FLORIDA, ELECTING  
A MAYOR FOR THE TOWN OF OCEAN RIDGE,  
FLORIDA.

WHEREAS, the Municipal election in the Town of Ocean Ridge, Florida, was held March 10, 2015, and

WHEREAS, the Town Charter requires that a Mayor be selected from among its members by the Town Commission, and

WHEREAS, the Town Charter further requires that the Mayor be selected at the first regular meeting following the Town Election,

NOW, THEREFORE, BE IT RESOLVED THAT \_\_\_\_\_  
is hereby elected Mayor of the Town of Ocean Ridge, Florida, to hold office until the first Regular Commission meeting following the Town Election of 2016.

Passed and adopted in regular session assembled this 6<sup>th</sup> day of April, 2015.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

TOWN OF OCEAN RIDGE, FLORIDA

RESOLUTION NO. 2015-02

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, ELECTING A VICE MAYOR FOR THE TOWN OF OCEAN RIDGE, FLORIDA.

WHEREAS, the Municipal election in the Town of Ocean Ridge, Florida, was held on March 10, 2015, and

WHEREAS, the Town Charter requires that a Vice Mayor be selected from among its members by the Town Commission, and

WHEREAS, the Town Charter further requires that the Vice Mayor be selected at the first regular meeting following the Town Election,

NOW, THEREFORE, BE IT RESOLVED THAT \_\_\_\_\_ is hereby elected Vice Mayor of the Town of Ocean Ridge, Florida, to hold office until the first regular Commission meeting following the Town Election of 2016.

Passed and adopted in regular session assembled this 6<sup>th</sup> day of April, 2015.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

TOWN OF OCEAN RIDGE, FLORIDA

RESOLUTION NO. 2015-03

A RESOLUTION OF THE TOWN OF OCEAN RIDGE, FLORIDA DESIGNATING DEPOSITORIES FOR TOWN FUNDS; AUTHORIZING THE TREASURER OR DEPUTY TREASURER TO SIGN TOWN CHECKS; AUTHORIZING ANY ONE OF THE FIVE TOWN COMMISSIONERS TO COUNTERSIGN TOWN CHECKS; AND PROVIDING THAT THIS RESOLUTION SHALL CONTINUE IN FULL FORCE AND EFFECT UNTIL MODIFIED BY WRITTEN NOTICE TO SAID DEPOSITORIES.

WHEREAS, the Town Commission of the Town of Ocean Ridge, Florida has designated as depositories of Town funds the following; Bank of America, Wells Fargo, SunTrust Bank, and BB & T Bank, and

WHEREAS, the Town Charter provides that all Town money shall be disbursed only on checks signed by the Treasurer or Deputy Treasurer and countersigned by one member of the Town Commission,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the aforesaid depositories are hereby authorized to honor and cash checks of said Town signed by KAREN E. HANCSAK, as Treasurer or JEAN A. HALLAHAN as Deputy Treasurer, and Countersigned by one of the following persons:

Gail Adams Aaskov  
Lynn L. Allison  
James A. Bonfiglio  
Richard J. Lucibella  
Geoffrey A. Pugh

said persons being the present members of the Town Commission of the Town of Ocean Ridge, Florida.

1. The foregoing authority to disburse Town monies by checks shall be and continue in full force and effect until revoked or modified by written notice actually received by said depositories, setting forth a resolution to that effect, stating it to have been adopted by the Town Commission and signed by the Town Clerk and bearing the Town seal; and said depositories are hereby authorized and directed to at all times rely upon the last notice received by it of any resolution as to the foregoing authority, and as to the persons who

from time to time are its officers, and to their signatures when such notice bears the Town seal and is signed by one purporting to be its Town Clerk.

PASSED AND RESOLVED this 6<sup>th</sup> day of April, 2015.

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Mayor

ATTEST:

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Town Clerk