TOWN OF OCEAN RIDGE
AGENDA

May 4, 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
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 he 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.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

CONSENT AGENDA

1. **Minutes of Regular Town Commission Meeting of April 6, 2015**
2. **Approve Minor Changes to the Employee Handbook**

MOTION	SECOND	DISCUSSION	VOTE

ANNOUNCEMENTS AND PROCLAMATIONS

3. **The Administrative Offices will be closed on Monday, May 25, 2015 for the Official Holiday**
4. **Proclamation Declaring May 25, 2014 A "National Missing Children's Day"**
5. **Proclamation Declaring the Week of May 10-16, 2015 as National Police Week and May 15, 2014 as Peace Officers Memorial Day and Encourage All Residents to Fly Their Flags at Half-Mast on That Day**
6. **Proclamation Declaring May 17-23, 2015 as "National Public Works Week"**
7. **Proclamation Declaring May as "Civility Month"**
8. **Proclamation Declaring May 17-23, 2015 as "Water Reuse Week"**

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

9. **Legislative Update Provided by Representative Bill Hager**

PUBLIC HEARINGS

10. **An Application submitted by Kenneth Kaleel, Esq., 54 NE 4th Ave., Delray Beach FL 33483, representing the owner, Immo Francois Marcil, Inc., 5001 Old Ocean Blvd., Ocean Ridge FL 33435, requesting a Land Development Permit from the provisions of the Land Development Code, Article 2; COASTAL CONSTRUCTION, Section 67-17; Coastal Construction and Excavation Setback Line; Sub-Paragraph (a); Setback Line Established; and Sub-Paragraph (h) Existing Structures to permit the construction of a new 3-story duplex with garages with a maximum finished floor elevation of 17.49' NGVD which would extend a maximum of 223'(+/-) east of the Coastal Construction Control Line (CCCL) located at 5001 Old Ocean Blvd. or legally described as Palm Beach Shores Acres Blk A, B, & Z Pt of Lots 19&20 Blk A Lying East of & Adjacent to Old Ocean Blvd. R/W in OR 18753P1269 A/K/A Southerly 120' of Lot 54 Blue Ocean Sub Unrecorded (exact description available for review in the Clerk's Office)**

REGULAR AGENDA

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

REPORTS

11. **Town Manager**
12. **Town Attorney**
    a. **Request for Commission Direction/Action Regarding Plaintiff's Request for the Town to Intervene in Municipal Recall Lawsuit**
13. **Police Chief**
14. **Town Engineer**

ACTION ITEMS

15. **Appoint Open Positions to the Board of Adjustment (Deferred from the April 6, 2015 Meeting)** By: Karen E. Hancsak, Town Clerk
16. **Approval of Police Chief Contract with Hal Hutchins** By: Kenneth Schenck, Town Manager
17. **Authorize an Amount Not to Exceed $10,000 from the Capital Projects Fund Surplus Monies to Anzco, Inc. for the Repairs to the Island Dr Bridge** By: Kenneth Schenck, Town Manager
18. **Discuss Meeting Dates for the July and September Meetings** By: Karen Hancsak, Town Clerk
19. **Approve an Amount Not to Exceed $18,000 to Repave Adams Road** By: Kenneth Schenck, Town Manager
20. **Discuss Succession Planning** By: Kenneth Schenck, Town Manager

RESOLUTIONS

None

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 JUNE 1, 2015 AT 6 PM

REGULAR TOWN COMMISSION MEETING HELD APRIL 6, 2015

Regular Town Commission Meeting of the Town of Ocean Ridge held on Monday, April 6, 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

Clerk Hancsak read the official election results for the March 10, 2015 Municipal Election. Registered voters total 1543, Town Hall Ballots totaled 443, Absentee Ballots totaled 46 and Under Votes totaled 132, and Total Ballots cast were 489. The results were Gail Aaskov – 285 (33.69%), Ed Brookes – 278 (32.86%) and Geoff Pugh – 283 (33.46%).

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA
Manager Schenck requested to Add Item #13A, Authorize Purchase of House Alarm Monitoring System for the Town of Ocean Ridge. At the last meeting there was a request for job descriptions from other municipalities for Town Manager and Town Clerk, this information will be presented at the May meeting.

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

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

Motion Carried – yea (5).

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
Cheryl Olanoff, 566 David Lane, felt that Ms. Joyce in a recent news article had misconstrued the facts regarding Comm. Lucibella. Mrs Olanoff stated that Comm. Lucibella had served Ocean Ridge for about 15 years, and that he cares for the Town of Ocean Ridge not himself. She questioned how many residents had researched the facts, and she felt that the prior chief had crossed the line, and needed to be removed. She asked the residents to move forward and avoid potential costs to the tax payers.

Bob Weisblut, 5001 Old Ocean Blvd, announced that the final lecture series would be held on Thursday, April 9 at 7pm, and invited the public to hear Steve Carr regarding the Seminole Indian Wars. Mr. Weisblut also mentioned his concern of public access to his e-mail through Town Hall. He asked the staff to send out a notice informing the residents that their email addresses were public records.

Gerry Magruder, 9 Ridge Blvd, was concerned that it appeared that neither the cameras nor the new alarm system were on the Agenda. Mayor Pugh commented that both items will be addressed later in the meeting.

Jay Magee, 6530 N Ocean Blvd #210, stated that a new developer was taking steps to fill in the lagoon behind Wellington Arms. He noted that the South Florida Water Management District was attempting to slow down the process, but if proper permits were received from FDEP, it could be developed within the 6-8 months. He was concerned with protecting the manatees. On April 7th, at 7pm, Wellington Arms would host a meeting regarding the possible development that would be open to the public. Beth Sloat, 6550 N Ocean Blvd, was also concerned and asked what part the Town could play to help protect the lagoon. Mayor Pugh noted that this has been brought up in the past, and the Town Manager would give them an update later in the agenda.

Terry Brown, 23 Harbour Drive South, congratulated both Mayor Pugh and Commissioner Aaskov for winning the election. He stated his concern that it seemed that some of the employees were trying to influence the residents with the election. He also stated that the Town did not have a permit to expand the detention area for the increased outflow for the Villas of Ocean Ridge. He noted that the Villas of Ocean Ridge were private lands, and Ocean Ridge should not be using public funds for private improvement.

Justice Brown, 39 Coconut Lane, thanked the Commission for the drainage repairs to their street, Lately however the noseeums had been very heavy, and it seemed that the company may have watered down the solution as it did not seem to be working.

Merilee Lundquist, stated her concern for the All Aboard Train and it seemed that many people are not aware of the impact it will have to our area. It would be traveling up to 120 mph through West Palm Beach on old train tracks along Federal Highway. Mayor Pugh announced that on April 20th, there is a public hearing at the Court House.

Daniel Spotts, questioned the impact that All Aboard would have to our Fire/Rescue as the Boynton Fire House is on the other side of the train tracks. He asked what efforts Ocean Ridge had done to oppose it. As Hurricane Season is a few months away, he asked that Ocean Ridge contact FPL first to clear the trees from the utility lines before contacting the residents. He also asked the Town to make an effort to reconcile the Code concerning trimming trees from the utility lines.

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) 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. 3) PBA Contract Negotiations – We met with the PBA and have agreed on a 3 year contract, which will be addressed later in the agenda for approval. 4) 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 (HB571) which will set some regulations on these cameras. 5) Beach Signs – The signs were received this week and are now installed. 6) FDOT Bridge Inspection – We received 2 bids which will be addressed later in the meeting. 7) Woolbright Detention Pond – We will clear out the area near the pumps to facilitate flows, and the flap valve has been repaired. Since the repairs the water behind Ridge Blvd has dried up and the water in the discharge pond has been

reduced. We need heavy rains to determine if further work will be required. 8) 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 their package plant. Other condominium 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. Staff is looking into the preliminary cost of the project. The condo 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 on A1A.) 9) All Aboard Florida – We met with the AAF representatives to discuss the resident's 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. 10) Spanish River, Swaim Project – The SFWMD and Mr. Swaim went to court to determine if he can complete 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 reach a decision. He will keep the Commission updated.

Gerry Magruder, 9 Ridge Blvd, requested that the installation of the cameras be pushed forward, and asked how long before FDOT might approve the camera locations. The Woolbright Detention Area gets full frequently and if more water is directed toward it, she was concerned for the 5 homeowners that back up to it,

Beth Sloat, 6550 N Ocean Blvd, was concerned that if the Judge did not rule favorably, what the Town could do to fight the development of Spanish River. Atty. Spillias stated that we have our Codes, and it is zoned single family, he would have to research it.

Terry Brown, 23 Harbour Drive South, reported that the beach sign at Diamond Beach is missing the letter "s" on the word Ordinances and that Beachway had 2 signs. Manager Schenck stated that a corrected sign has been ordered, and the 2nd sign on Beachway is being removed. He was also concerned that the new sewer line at the south end, would allow for 20 story buildings if the Zoning was changed. Mayor Pugh stated that the current waste treatment centers are in disrepair with strong odors.

Daniel Spotts, 1 Sailfish Ln, stated that "All Aboard" had started with an environment assessment survey 2 years ago. There is a bond hearing coming up that Ocean Ridge needs to be present to oppose it.

Orly Korat, 2 Ocean Harbour Circle, commented that lines have been painted along A1A showing the existing drainage piping, and was concerned for the condition of their property. Manager Schenck stated that the contractor would replace her sod when complete at his expense.

Dom Pallaria, 5530 N Ocean Blvd, stated their existing sanitary system for their condos services 290 units. He feels that at some time the Health Dept. would mandate that sewers be put in. Boynton Beach is interested in serving us and the revenue it would generate to them. Mr. Pallaria felt that changing to sewers makes the most environmental sense.

6. Town Attorney

a. Update on Municipal Recall Lawsuit

Atty Spillias summarized the recent lawsuit filed by Comm. Lucibella (Case #50215CA003061XXXXMB). He advised that after the termination of Chris Yannuzzi and the Municipal Election a 2nd Municipal Recall Petition was circulated and submitted to the Town Clerk on March 13, 2015. The first petition, which was filed in February, did not contain the requisite number of signatures. He commented that a recall petition must cite at least one of seven specific grounds outlined in FSS 100.361 for a recall and both petitions cited the exact verbiage alleging criminal liability. On March 17th the Supervisor of Elections certified that the 2nd petition contained 167 qualified signatures, thus meeting

the 10% (155) signature requirement. On March 17th Comm. Lucibella's counsel filed an action with the court requesting an injunction to stop the petition citing that it did not meet the requirements of FSS 100.361. The lawsuit names Haley Joyce, as Chair of the Recall Committee, and Karen Hancsak and Susan Bucher in their official capacities (because their actions would need to halt if the injunction is granted). He added that his research has determined that the Town Clerk's duties are strictly ministerial and she cannot review the petition for its sufficiency. Atty Spillias stated that because both the plaintiff and defendant are Town Officials a Waiver of Conflict was executed so that he could represent Town Clerk Hancsak.

On March 23rd Comm Lucibella submitted his recall defense statement on and the Town Clerk prepared and submitted the Recall and Defense Petition to Mrs. Joyce on March 30th. Mrs. Joyce has sixty days (60) days to submit the petition containing at least 15% (233) of the voter signatures back to the Town Clerk. If the requisite number of signatures is certified by the SOE then the Chief Judge from the Circuit Court would determine a special date for a municipal election. He advised the Commission that the Town would be responsible for all of the costs. He stated that a Status Conference is scheduled for April 22nd, however; Comm. Lucibella's counsel has also filed for an emergency hearing regarding an emergency motion for temporary injunction citing the petition is not legally sufficient on its face. He stated that the request for a quick hearing may be granted due to the time sensitive nature of the recall process.

Atty Spillias read an email from Comm. Lucibella's counsel requesting that the Town either forward a letter to the Judge or intervene in the suit with the hopes that it will expedite the hearing process. A quicker decision would assist the Town in determining if a special election and the associated costs will be necessary.

Mayor Pugh questioned if the Town will be responsible for Comm. Lucibella's attorney fees. Atty Spillias advised that both insurance carriers have been noticed. He stated that they are in the process of reviewing the documents since two Town Officials are involved. He stated that litigation reimbursements are almost always covered by the Town if the official/employee prevails either way. He cited then Comm. Schulte's ethics complaint in which he prevailed and the Town reimbursed him his costs, which actually prompted the funding of secondary insurance coverage. He added that if Comm. Lucibella prevailed he would argue with the insurance companies that he be reimbursed. He stated that since he was representing the Town Clerk there would be no legal exposure there.

Comm. Bonfiglio commented that he was not sure that any Commission action other than to intervene would assist with the tolling of the times for the hearing process. He also stated that after reading the statute he believes it only allows for a one time petition and if it was originally determined that it was insufficient it should not be permitted again other than if it was filed on a different basis. He questioned the cost of a special election. He was advised that shared municipal elections cost between $5,000-6,000 and a special election could run $10k(+). Comm. Bonfiglio stated that either way it will cost the Town either by reimbursing Comm. Lucibella or holding a special election. He suggested that the Town Attorney file a motion to intervene based on possibly moving the process quicker.

Comm. Allison stated that she did not feel the Town should become involved in the lawsuit, adding that either way the Town will have costs.

Comm. Bonfiglio moved to authorize the Town Attorney to enter into a stipulation as outlined in the email provided by Comm. Lucibella's counsel. There was no second to the motion.

Nan Yablong, 108 Bonito Drive, stated that Atty Spillias did a good job explaining the Recall Petition, however; if Comm. Lucibella were to resign within 5 days after the petition is returned there would be no costs to the Town.

Gail Breman, 5590A N Ocean Blvd., stated that she has been a resident for 26 years, and she was grateful for the work that the Commission does. She stated that she felt this entire situation was shameful and disgusting and gives the Town a negative attitude. She felt the litigious actions should end. She also stated that she was not against Comm. Lucibella but she was against the unprofessional attitude displayed. She felt that more litigation will result.

Mayor Pugh commented that the residents should keep in mind that signing the petition is against one person not the Town. He stated that while the last election was a little contentious he felt the days ahead will be better, citing that the police morale has changed already and there is a whole different view. He felt all of the new construction in Town would also assist with the tax base.

b. Update on Inspector General Lawsuit

There has been a final judgement and Palm Beach County prevailed against the 14 municipalities. West Palm Beach will be appealing and continuing the case with the District Court. The League of Cities is getting heavily involved as this may shift the power to the County which could negatively affect municipalities' budgets. Atty. Spillias recommended that we stay with West Palm Beach and appeal. Currently West Palm Beach is paying for the litigation.

Comm. Bonfiglio motioned to authorize the Town Attorney to keep Ocean Ridge in the Inspector General Ligitation, Case. Seconded by Comm. Allison.

Motion Carried – yea (5).

c. Update of 5011 Building.

Atty. Spillias stated that last month there was a consensus from the Commission that directed him to create a time frame and avenue to enforce the discontinance of the multi-use. Atty Spillias recommended that we go the County Court to expedite the procedure rather than the local magistrate because we may have quicker results.

Comm. Bonfiglio motioned to authorize the Town Attorney to file the appropriate motions to enforce the settlement agreement with the Palm Beach Court and to file for associated costs. Comm. Allison seconded.

Motion Carried – yea (5).

7. Police Chief

Interim Chief Hutchins advised the report had been distributed and he was available to answer any questions. He also presented the new bicycle that was donated to the Police Department by the Support Group and several residents. It is complete with lights and a siren. The bicycle was first introduced to the community 3 weeks ago, and has been very well received and is a great asset in our community policing efforts.

There were also 3 Commendations: Dispatcher Courtney Guiddy was commended for her professionalism and assistance with a 911 Call concerning a victim of a domestic abuse. Off. Kurz and Off. Jones were also commended for their assistance of a bicycle accident across from the Boynton Beach Park.

Comm. Allison asked for an update of any promotions for the open lieutenant, sergeants, and investigator positions. Chief Hutchins stated that no promotions had been made at this time, and he would keep them advised.

Gerry Magruder, 9 Ridge Blvd, reported that 2 young girls had been seen riding a golf cart on the sidewalk down A1A. Chief Hutchins advised the law requires an individual to be 16 years old to operate a golf cart, and that no golf carts are authorized for Ocean Ridge.

8. Town Engineer
Engineer Tropepe was absent with notice.

ACTION ITEMS

9. Appoint Open Position to the Board of Adjustment and Planning & Zoning Commission.
Clerk Hancsak summarized her memo by stating that there were 2 regular member seats open on the Board of Adjustment (Bernd Schulte and Jeff Lee) and 2 alternate seats (Hans Kahlert and Joseph Finley). The 2 regular members would like to serve again. She added that Mr. Kahlert volunteered to serve either but preferred the regular seat, while Mr. Finley had resigned several months ago. Which provides one open position.

The Planning & Zoning Commission had 2 alternate member seats open (Steve Coz and Kimberlee Marshall). Both have indicated that they would like to serve again. In years past the Commission has deferred the item one month in the event additional residents wanted to submit a resume. A motion would be necessary to appoint members for each board separately.

Comm. Aaskov motioned to approve Bernd Schulte and Jeff Lee as regular members and Hans Kahlert as an alternate member of the Board of Adjustment. Seconded by Comm. Lucibella.

Motion Carried – yea (5).

Comm. Aaskov motioned to approve Steve Coz and Kimberlee Marshall as alternate members on the Planning and Zoning Commission. Comm Allison seconded the motion.

Motion Carried – yea (5).

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 $2500 to Bridge Design Assoc. for Engineering/Inspection During Construction to be Funded from the Capital Projects Fund

Manager Schenck reported that we had received 2 bids on the Inlet Cay and Sabal Island Bridge. They were from Anzco Inc. at $61,400 and Coston Marine Services at $68,751.08. Based on the low bid and the engineer's recommendation, we request that the Commission award the bid to Anzco Inc. for $61,400 to be funded from monies set aside for paving. We also received a safety report from the FDOT on the Island Drive Bridge. It showed that minor repairs were needed, and he would like to add these repair costs to the contract and will bring the cost estimate back to the Commission.

Comm. Bonfiglio motioned to approve the 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 $2500 to Bridge Design Assoc. for Engineering/Inspection During Construction to be Funded from the Capital Projects Fund. Seconded by Comm. Allison.

Motion Carried – Yea (5).

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.

Manager Schenck reported that 200ft of valley gutters on Inlet Cay Drive were in disrepair and hazardous. We have requested/received a quote from Anzco in the amount of $9580. Funds would come from monies set aside for paving. Anzco is already in the area for the bridge repairs, so it would save with mobilization cost.

Comm. Lucibella motioned to authorize $9580 to Anzco, Inc. for Repairs to the Valley Gutters on Inlet Cay Drive to be funded from the Capital Projects Fund. Seconded by Comm. Aaskov.

Motion Carried – yea (5).

12. Approve and Authorize Execution of the PBA Contract.
After several negotiations between the PBA and the Town staff we have come to an agreement on a renewal contract for 3 years. Staff requests approval of the Contract as presented.

Comm. Allison motioned to approve and authorize execution of the PBA Contract. Seconded by Comm. Aaskov.

Motion Carried – Yea (5).

13. Authorize Negotiation of a Contract with Hal Hutchins for the position of Police Chief and Also Advertise to Fill the 3 Budgeted Police Officer Vacancies
Manager Schenck stated that he recommended Hal Hutchins for the permanent appointment of Police Chief. He felt that he had proven himself worthy of the position and has the background and experience.

The need for a contract to outline the description of work expected of a Police Chief and to prevent any future problems was discussed.

Comm. Allison motioned to approve the Appointment of Hal Hutchins as Police Chief effective immediately, and to prepare a contract for approval. Comm. Aaskov seconded.

Motion Carried – Yea (5).

Manager Schenck stated that there were presently 3 vacancies in the Police Department. Staff is proposing to promote 2 of the present officers to fill the Sergeant's positions and one officer to the Lieutenant position with a 5% increase. We are also proposing to split the investigative duties from the Lieutenant position with a 2.5% increase for the officer. We are also proposing to utilize one Officer as the Community Patrol Officer, Training Officer and Police Reserve Liaison. This would 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 the residents 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 3 vacancies for officers. We are therefore requesting Commission approval to advertise for 3 officers. These new hires will be phased in over the next 5 months to facilitate training. These positions are already in the budget and approved by the Commission.

Chief Hutchins thanked the Commission for their vote of confidence, and a chance to serve Ocean Ridge as Police Chief.

13a. Purchase of Alarm Monitoring System
Manager Schenck reported that the home alarm monitoring system we presently use in dispatch is obsolete and needs to be replaced. The proposal for the new system consists of the following: 1) Receiver at a costs of $2490. 2) Software – at a cost of $4565, and backup to the software for an additional cost of $1695. 3) Computer at a cost of $760 through our current IT provider. 4) Tech Support and set up – at a cost of $250. The total cost is about $10,000. There is $20,000 in the present budget for this system. Staff recommends approval of the purchase of this alarm system.

Comm. Bonfiglio motioned to authorize the purchase of the proposed Home Alarm System to be funded from the current budget. Comm. Allison seconded the motion.

Gerry Magruder, 9 Ridge Blvd, asked if the package included updates and training. She asked that the Town buy the state of the art equipment. Chief Hutchins stated that it did include a support package and that $750 would be budgeted for the next fiscal year.

Motion Carried – Yea (5).

RESOLUTIONS
14. Resolution No. 2015-01; Electing a Mayor
Comm. Allison nominated Geoff Pugh and there being no other nominations she moved to appoint Geoff Pugh as Mayor through the adoption of Resolution No. 2015-01, seconded by Comm Aaskov.

Motion carried – Yea (5).

15. Resolution No. 2015-02; Electing a Vice Mayor
Comm. Aaskov nominated Lynn Allison and there being no other nominations she moved to appoint Lynn Allison as Vice Mayor through the adoption of Resolution No. 2015-02. Mayor Pugh seconded the motion.

Motion carried – Yea (5).

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

Comm. Lucibella moved to adopt Resolution No. 2015-03, seconded by Comm. Bonfiglio.

Motion carried – Yea (5).

Meeting Adjourned at 8:09 PM.

_____
Mayor Pugh

_____
Commissioner Aaskov

_____
Commissioner Allison

_____
Commissioner Bonfiglio

_____
Commissioner Lucibella

Attest By:

_____
Town Clerk

Item #2

Town of Ocean Ridge

Memorandum

Date: **April 17, 2015**

To: **Mayor & Commissioners**

From: **Ken Schenck, Town Manager**

Re: **Changes to Employee Handbook**

There are three changes we would like to make to the Employee Handbook.

1. **Job Positions**: The Handbook presently says that "All vacant positions must be posted to the general public". We would like to change it to say "All vacant positions will be posted to the general public unless they are filled with existing Personnel".
2. **Overtime:** The Handbook presently states that "only hours actually worked in excess of 40 hours during any one week will be considered overtime". We would like to change it to include the sentence that "Vacation Time and Holiday Compensatory Time will be also considered as time worked when calculating overtime". This change will then agree with the PBA contract.
3. **Bereavement Leave:** Amend the leave time for the death of any other relative other than immediate family from one day to two days. Amend the list of immediate family individuals to include spouse's grandchildren and spouse's siblings This will coincide with the PBA contract.

   Staff requests Commission approval to make these changes. The change in "Overtime" provides parity for all employees. If there are any questions please let me know. Thank you for your consideration.

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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

National Center for Missing & Exploited Children's "National Missing Children's Day" Proclamation

WHEREAS, according to the most recent, comprehensive national study for the number of missing children, an estimated nearly 800,000 children younger than 18 were reported missing; and

APPROXIMATELY, 58,000 of these children were victims of non-family abductions and more than 200,000 were the victims of family abductions; and

WHEREAS, on average, nearly 2,000 children are reported missing to law-enforcement agencies daily; and

WHEREAS, the National Center for Missing & Exploited Children® (NCMEC) exists as a resource to help prevent child abduction and sexual exploitation; help find missing children; and assist victims of child abduction and sexual exploitation, their families, and the professionals who serve them, and;

WHEREAS, National Missing Children's Day is a special time to remember those children who are missing and to give hope to their families;

NOW THEREFORE, be it resolved that, in partnership with the National Center for Missing & Exploited Children® and its supporters, the Town of Ocean Ridge proclaims Monday, May 25th, 2015 as

"National Missing Children's Day"

THEREFORE, BE IT FURTHER RESOLVED, that the Town of Ocean Ridge urges local government, law enforcement, and communities to take time to talk to children about personal safety and abduction prevention.

THEREFORE, BE IT FURTHER RESOLVED that the Town of Ocean Ridge encourages all individuals to take 25 minutes out of their day to help children stay safer.

THEREFORE, BE IT FURTHER RESOLVED that May 25, 2015, is set aside as National Missing Children's Day as part of the Town of Ocean Ridge's continuing efforts to prevent the abduction and sexual exploitation of children.

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 4th day of May, 2015.

_____
Geoffrey A. Pugh, Mayor

TOWN OF OCEAN RIDGE
6450 NORTH OCEAN BOULEVARD
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 L. ALLISON
JAMES A. BONFIGLIO
RICHARD J. LUCIBELLA

Proclamation for National Police Week - May 10-16, 2015
and National Peace Officers' Memorial Day - May 15, 2014

WHEREAS, the Congress and President of the United States have designated May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as National Police Week; and

WHEREAS, the members of the Ocean Ridge Police Department play an essential role in safeguarding the rights and freedoms of the citizens in Ocean Ridge; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Ocean Ridge Police Department unceasingly provide a vital public service;

NOW, therefore, I, Geoffrey A. Pugh, Mayor of the Town Of Ocean Ridge, call upon all citizens and all patriotic, civic and educational organizations to observe the week of May 10 – 16, 2015 as National Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I call upon all citizens of Ocean Ridge to observe Wednesday, May 15th, 2015 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

Furthermore, in respect for those who died, I order the flag at Town Hall to be lowered to half-staff on May 15th, and I encourage all citizens to do the same.

In witness thereof, I have hereunto set my hand and caused the Seal of the Town of Ocean Ridge to be affixed.

_____
Geoffrey A. Pugh, Mayor

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RICHARD J. LUCIBELLA

PROCLAMATION

DECLARING MAY 17-26, 2015 AS NATIONAL PUBLIC WORKS WEEK

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, solid waste collection, parks and canal maintenance; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel, who staff public works departments, is materially influenced by the people's attitude and understanding of the importance of the work they perform.

WHEREAS, APWA has selected "Because of Public Works…" as its theme for 2015's National Public Works Week. The theme is about the quality of life brought to communities around the world. We are able to have clean water, safe streets and neighborhoods, efficient traffic and safe clean communities "Because of Public Works…"

NOW, THEREFORE, BE IT PROCLAIMED that the Town of Ocean Ridge, Florida hereby declares May 17-23, 2015 as

"NATIONAL PUBLIC WORKS WEEK"

in the Town of Ocean Ridge, and calls upon all citizens and civic and civic organizations to acquaint themselves with the issues involved in providing our public works; and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Attest:

Geoffrey A. Pugh, Mayor

Karen E. Hancsak, Town Clerk

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6450 NORTH OCEAN BOULEVARD
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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

DECLARING MAY AS CIVILITY MONTH

WHEREAS, the open exchange of public discourse is essential to the democratic system of government; and

WHEREAS, as a cornerstone of democracy Americans have observed certain rules of behavior generally known as civility; and

WHEREAS, civility, derived from the Latin words "civitas" meaning city and "civis" meaning citizen, is behavior worthy of citizens living in a community or in common with others; and

WHEREAS, displays of anger, rudeness, ridicule, impatience, and a lack of respect and personal attacks from the open exchange of ideas, prevent fair discussion of the issues, and can discourage individuals from participation in government; and

WHEREAS, civility can assist in reaching consensus on diverse issues and allow for mutually respectful ongoing relationships; and

WHEREAS, civility can uplift our daily life and make it more pleasant to live in an organized society; and

WHEREAS, the Town, County and Local Government Law Section of the Florida Bar urges the adoption of a pledge of civility by all citizens in the State of Florida.

NOW, THEREFORE, BE IT PROCLAIMED that the Town of Ocean Ridge, Florida hereby declares the month of May as

"CIVILITY MONTH"

and urge all citizens to exercise civility toward each other.

Passed and adopted this 4th day of May, 2015.

Attest:

Geoffrey A. Pugh, Mayor

Karen E. Hancsak, Town Clerk

Proclamation

TOWN OF OCEAN RIDGE, FLORIDA

WATER REUSE WEEK – May 17-23, 2015

WHEREAS, safe, clean, and sustainable water resources are essential to Florida's environment, economy, citizens and visitors; and

WHEREAS, Florida's water supplies are finite, while our population and our need for water resources continues to increase; and

WHEREAS, water reuse provides a means for conserving and augmenting Florida's precious water resources; and

WHEREAS, Florida has established the encouragement and promotion of water reuse as state objectives in Chapters 373 and 403, Florida Statutes, and

WHEREAS, Florida's permitted reuse capacity exceeds 1.7 billion gallons per day (over 67 percent of Florida's total permitted capacity for all domestic wastewater treatment facilities); and

WHEREAS, Florida leads the nation in reusing 725 million gallons of reclaimed water each day to conserve freshwater supplies and recharge our freshwater resources; and

WHEREAS, the State of Florida has declared the week of May 17 – 23, 2015 to be Water Reuse Week in Florida; and

WHEREAS, the Town of Ocean Ridge, Florida has joined with the State of Florida, the Florida Department of Environmental Protection, and the South Florida Water Management District in encouraging and promoting water reuse and conservation; and

WHEREAS, the Town of Ocean Ridge has implemented a water reuse program and encourages efficient and effective use of reclaimed water; and

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor of the Town of Ocean Ridge, Florida do hereby proclaim the week of May 17 – 23 2015 as

"Water Reuse Week"

the Town of Ocean Ridge is calling upon each citizen and business to help protect our precious resource by practicing water conservation and to use reclaimed water in an efficient and effective means.

IN WITNESS WHEREOF, I have hereunto set my hand this 4th day of May, 2015.

_____

Mayor

Attest:

_____

Town Clerk

Agenda: **May 4, 2015**
Memo: **Item # 10**

Town of Ocean Ridge, Florida

Commission Agenda Memorandum
Office of the Town Clerk

Subject: **5001 Old Ocean Blvd. – Request for a Land Development Permit for Construction of a 3 story, plus garage, Duplex to Replace an Existing 6 Unit Multi-family Complex East of the CCCL**

Request:
This request is to raise the existing 6 unit structure and construct a duplex with garages that that will extend a maximum of 223' (+/-) east of the Coastal Construction Control Line (CCCL) at 5001 Old Ocean Blvd. The structure is located totally east of the CCCL.

Background:
The Town Code of Ordinances at Section 67-17 requires a Land Development Permit for any construction east of the CCCL. The code also requires that a public hearing be held for any work that requires submittal to DEP for formal permitting. This is not a variance request.

Discussion of Proposal:
The applicant has provided draft site plans. The property is located within the RMM – Residential Medium Density District, which based on the size of the lot could be replaced with 2 units. However; Section 63-117(d)(2) permits replacement of up to 50% (3 units) for structures that were once residential/commercial. Upon preliminary review of the plans it appears that all of the zoning requirements have been met. The applicant plans on building on the existing foundation (obviously pending structural approval), which is grandfathered related to the setbacks. The applicant will build at the 17.5' NGVD minimum first floor DEP Finished Floor Elevation (FFE) (DEP permits non-habitable area at a lower elevation, such as garages) and therefore does not need to seek a zoning variance before the Board of Adjustment. Per the Town Code at Section 64-2(e)(3) the permitted height is 36' from the first floor finished elevation.

Potential Solutions:
The Commission may address this issue in a number of ways:

1. Approve the request contingent on DEP approval once it is verified that it meets all of the zoning regulations
2. Deny it if it does not meet all our land development regulations

Legal Issues:
There are no legal issues in approving the request.

Staff Recommendation:
Staff recommends approval of the applicant's request for 5001 Old Ocean Blvd. contingent on DEP approval and meeting all of the zoning and building requirements upon actual building permit submittal and review.

PLEASE REMEMBER TO BRING YOUR PACKETS WITH YOU.

PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town Commission of the Town of Ocean Ridge, Florida will hold a public hearing on Monday, the 4th day of May, 2015 at a Commission Meeting at 6:00 P.M. in the Commission Chambers of the Town Hall, Ocean Ridge, Florida to consider the following:

1. An application submitted by Kenneth Kaleel, Esq, 54 NE 4th Ave., Delray Beach FL 33483, representing the owner, Immo Francois Marcil, Inc., 5001 Old Ocean Blvd., Ocean Ridge FL 33435, requesting a Land Development Permit from the provisions of the Land Development Code, Article 2; COASTAL CONSTRUCTION, Section 67-17; Coastal Construction and Excavation Setback Line; Sub-Paragraph (a); Setback line Established; and Sub-Paragraph (h) Existing Structures to permit the construction of a new 3-story duplex with garages with a maximum finished floor elevation of 17.49' NGVD which would extend a maximum of 223'(+/-) east of the Coastal Construction Control Line (CCCL) located at 5001 Old Ocean Blvd. or legally described as Palm Beach Shore Acres Blk A,B, & Z Pt of Lots 19 & 20 Blk A Lying East of & Adjacent to Old Ocean Blvd. R/W in OR18753P1269 A/K/A Southerly 120' of Lot 54 Blue Ocean Sub Unrecorded (exact description available for review in the Clerk's Office)

ALL PERSONS INTERESTED in these matters may appear before the Town Commission at the time and place aforesaid and be heard. Prior to the hearing the application may be reviewed at the Clerk's Office.

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING, HE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, HE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. PERSONS WHO NEED AN ACCOMMODATION IN ORDER TO ATTEND OR PARTICIPATE IN THIS MEETING SHOULD CONTACT TOWN HALL AT 732-2635 AT LEAST 2 DAYS PRIOR TO THE MEETING IN ORDER TO REQUEST SUCH ASSISTANCE.

Dated: April 16, 2015

TOWN OF OCEAN RIDGE, FLORIDA

Karen E. Hancsak
Karen E. Hancsak, Town Clerk

Publish: Palm Beach Post-Times
1st Publication: April 20, 2015
2nd Publication: April 29, 2015

THIS NOTICE IS PUBLISHED PURSUANT TO THE TOWN OF OCEAN RIDGE CODE OF LAWS AND ORDINANCES AND THE FLORIDA STATUTES AND IS POSTED IN FOUR CONSPICUOUS PLACES WITHIN THE TOWN OF OCEAN RIDGE, FLORIDA.

Town of Ocean Ridge

6450 N. Ocean Blvd. Ocean Ridge, FL 33435
(561) 732-2635

Development Action Form

All information must be printed or typed. The completed application must be filed at least thirty (30) days prior to the date of the Town Commission meeting at which the application is to be considered.

Application No.: Submittal Date:

Property Owner(s)	Applicant Same as Owner
Name: IMMO FRANCOIS MARCIL, INC.	Name: c/o Kenneth M. Kaleel, Esq.
Address: 5001 Old Ocean Blvd. Ocean Ridge, FL 33435	Address: 54 NE 4th Ave. Delray Beach, FL 33483
Phone: 514-347-1004	Phone: 561-279-4201

Proof of ownership, along with agent's authorization letter if Application is being submitted by anyone other than the Owner(s), must be submitted with Application along with a property owner list and labels of all residents within three hundred (300) feet and corresponding circumference map from the Tax Collectors Office is to be provided. Must be submitted a minimum of 28 days in advance of hearing.

___9____ copies of all plans, plats, surveys, including application forms etc. must be submitted with Application. (Further plans, etc. may be required.)

Check Applicable Approvals Being Requested

(Fees per current Town Code (see attached) must be submitted with application.)

Application Appeal		Rezoning	
Annexation		Site Plan Review	
Architectural Review		Special Exception	
Comprehensive Plan Amendment		Plat or Replat	
Planned Residential Development (PRD)		PRD Amendment Construction East of CCCL	X

Departmental Use Only Do Not Write Below This Line

Accepted For Review

Town Official: _____ Date: _____ Fee Paid: _____

Traffic concurrency letter included? ☐ Yes ☐ No

Approval

Town Commission/Architectural Commission/Building Board of Adjustment and Appeals:

_____ Date: _____

Conditions of Approval: _____

General Data

Project Name: Marcil Duplex PCN:46-43-45-34-05-001-0740

Project Location (Address and property control no.): 5001 Old Ocean Blvd. Ocean Ridge, FL 33435

Existing Zoning: RMM - Medium Density Multiple Family Residential

Proposed Zoning: _____

Existing Comprehensive Plan Designation: _____

Proposed Comprehensive Plan Designation: _____

Existing Land Use: Residential

Proposed Land Use: Residential

Total Site Area: _____ Sq. Ft.: 20,755 Acres: 0.48

Flood Zone Category: _____

Is site currently served by public water? ☑ Yes ☐ No

Is site currently served by public sewer? ☐ Yes ☑ No

Residential

Total Number of Dwelling Units: 2 Density (Units per acre): 4

Commercial

Total Square Footage: _____ Number of Buildings: _____

Describe briefly the nature of any improvements presently located on the subject property:

Six (6) apartments, 4,640 Square Feet on one level

Describe type of operation or business proposed; or the proposed construction:

Duplex, each unit to be 5,749 square feet, each with a two car garage, three levels

State the reasons or basis for the Approval request, and explain why this request is consistent with good planning and zoning practice, will not be contrary to the Town's Comprehensive Plan and will not be detrimental to the promotion of public appearance, comfort, convenience, general welfare, good order, health, morals, prosperity, and safety of the Town. Additionally, all standards set forth in the Town Code of Ordinances for Special Exceptions, Variances, Administrative Appeals, etc. must be addressed.
(Attach a separate Justification Statement if insufficient space.)

The ground floor is to be built on the existing footprint, the second and third floor meet the Town's set back regulations, building height is below the 36 foot maximum.

Has any previous Application been filed within the last year in connection with the subject property?
☐ Yes ☑ No If Yes, briefly describe the nature of the Application.

Has a site plan been previously approved by the Town Commission for this property? ☐ Yes ☑ No
If Yes, please note date of previous approval.

Exact Legal Description of Property

(Attach if insufficient space)

Give the name, address, and telephone number for the following persons or firms involved in this development:

Agent (if different from Owner):	Developer:
Name: Ernie Varvarikos	Name:
Company Name: Architect/Realtor	Company Name:
Address: Ocean Ridge, FL	Address:
Phone: 561-704-8136	Phone:

Planner:	Architect:
Name:	Name: Marc-Andre Levesque & Stephane L'Ecuyer
Company Name:	Company Name: IDEA International Design
Address:	Address: 20900 NE 30th Ave., Suite 914 Aventura, FL 33180
Phone:	Phone: 305-792-0015
	Florida Registration No.: AR 93637

Engineer:	Landscape Architect
Name: James Barton	Name: Charles A. Love
Company Name: Florida Technical Consultants , LLC	Company Name: LACC, Inc.
Address: 10327 Tivero Terrace Boynton Beach, FL 33437	Address: 2518 Cat Cay Lane Ft. Lauderdale, FL 33312
Phone: 954-914-8488	Phone: 954-292-3802
Florida Registration No.: 59257	Florida Registration No.:

Witness

Printed Name of Applicant
Francois Marcil - IMMO Francois Marcil, Inc., A Canadian Corporatio

Applicant is:
- [x] Owner
- [ ] Optionee
- [ ] Lessee
- [ ] Agent

Address:
5001 Old Ocean Blvd.
Ocean Ridge, FL 33435

Phone: 514-347-1004

One Aventura Executive Center
20900 NE 30 TH Ave., suite 914
Aventura, FL 33180
Phone: 305-792-0015
Fax: 350-931-0279
www.absolute-idea.com
ARCH LICENSE NBR: AA26001856
ENG. CA No. 28787

RECEIVED
APR 15 REC'D
TOWN OF OCEAN RIDGE

April 14th 2015

Object: 14-835US – Proposed project for 5001 Old Ocean Boulevard, Ocean Ridge

Existing Conditions

The project site is located on the East Side of the Old Ocean Boulevard, just South of Douglas Road and North of Cordova Avenue, within the Town of Ocean Ridge, Palm Beach County Florida. Section 34 Township 45S, Range 43E. Currently, the approximately 4,640 SF beachfront property has an existing single story, 6-unit multi-family apartment building with associated parking and infrastructure.

The project

The client proposes the complete demolition of existing 1 story – 6 units apartment building and keeps only the foundation slab and seawall. From that point, he would build a three stories duplex building with associated site and infrastructure improvements on the same existing footprint. The 2nd and 3rd floor we respect the setbacks of the current code. Each of these units would include 4 bedrooms, 4.5 bathrooms, a two cars garage, a living room, a kitchen and a dining room.

The total height of the building will be maximum 36', and the structure will be built on new concrete piling system. Driveways and pathways are designed to include maximize the landscaping and green area in the front of the property.

NAVD-All elevations are shown as NAVD, Road is 9', top of the driveway is 12', ground floor is 16'. The regulations from the DEP state that the lowest horizontal structural member supporting the lowest living level must be no lower than 13.9' NAVD (15.4' NGVD). This is how we established the ground floor elevation of 16' NAVD. There is 2 feet for the structure.

This building is located 173'(+/-) east of the Coastal Construction Control Line (CCCL) and would extend a maximum of 223' (+/-)east of the Coastal Construction Control Line (CCCL).

We are pleased to present you with this project for your approval and welcome any questions or clarifications.

Sincerely,

Marc-Andre Lévesque
Project Manager, M. Arch.
IDEA (International Design Engineering & Architecture, LLC)

CFN 20140362057
OR BK 27068 PG 1584
RECORDED 09/30/2014 15:23:50
Palm Beach County, Florida
AMT 2,700,000.00
Doc Stamp 18,900.00
Sharon R. Bock, CLERK & COMPTROLLER
Pgs 1584 - 1585; (2pgs)

Prepared by and return to:

Kenneth M. Kaleel, PA
54 NE 4th Ave
Delray Beach, FL 33483
561-279-4201
File Number: **Weisblut.14K**
Will Call No.: **529**

[Space Above This Line For Recording Data]

Warranty Deed

This Warranty Deed made this **30th** day of **September, 2014** between **Robert E. Weisblut, Individually and as Trustee of the Weisblut Living Trust Agreement dated May 26, 2005, as amended and restated on December 15, 2010** whose post office address is **5001 Old Ocean Blvd., Ocean Ridge, FL 33435**, grantor, and **IMMO FRANCOIS MARCIL INC, a Canadian Corporation,** whose post office address is **301 CH BENOIT, SAINT SAUVEUR, PQ J0R 1R7**, grantee:

(Whenever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS ($10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **Palm Beach County, Florida** to-wit:

> **A Parcel of land in Fractional Section 34, Township 45 South, Range 43 East, Palm Beach County, Florida, more particularly described as follows: Commencing at the intersection of the South line of Lot 20, in Block A of Palm Beach Shore Acres, (Ocean Boulevard Estates) according to Plat of Blocks, A, B and Z of said Palm Beach Shore Acres, recorded in Plat Book 7, Page 15, of the Public Records of Palm Beach County, Florida, and the East right-of-way line of Ocean Boulevard, as now located; thence run, Northerly along the East right-of-way line of Ocean Boulevard, as now located, a distance of 120 feet to a point; thence run Easterly parallel to the South boundary line of Lot 19 in Block A of said Palm Beach Shore Acres to the Atlantic Ocean; thence run Southerly along the Atlantic Ocean to the point of intersection of the Atlantic Ocean and South boundary line of said Lot 20; thence Westerly along the South line of said Lot 20 to the Point of Beginning.**
>
> **Parcel Identification Number: 46-43-45-34-05-001-0740**

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to **December 31, 2013**.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Witness Name: K Kalel

Witness Name: Kathleen R. Price

Robert E. Weisblut, Individually and as Trustee

State of Florida
County of Palm Beach

The foregoing instrument was acknowledged before me this 25th day of September, 2014 by Robert E. Weisblut, Individually and as Trustee, who [ ] is personally known or [X] has produced a driver's license as identification.

[Notary Seal]

Notary Public

Printed Name:

My Commission Expires:

KATHLEEN R. PRICE
MY COMMISSION EXPIRES
June 9, 2018
NOTARY PUBLIC STATE OF FLORIDA
Bonded thru Troy Fain Insurance
#FF 114002

Parcel Identification Number: 46-43-45-34-05-001-0740

DoubleTime®

FILE NUM 20140362056 OR BOOK/PAGE 27068/1588 DATE: 08/30/2014 15:23:50 Pg 1588; (1pg)
Sharon R. Bock, CLERK & COMPTROLLER

SURVEYOR'S AFFIDAVIT

BEFORE ME, the undersigned authority, duly authorized to take acknowledgements and administer oaths, personally appeared PAUL D. ENGLE, ("Affiant"), who deposes(s) and says under penalties of perjury that:

1. This Affidavit is made with regard to the following described property:

   A Parcel of land in Fractional Section 34, Township 45 South, Range 43 East, Palm Beach County, Florida, more particularly described as follows:

   Commencing at the intersection of the South line of Lot 20, in Block A of Palm Beach Shore Acres, (Ocean Boulevard Estates) according to Plat of Blocks, A, B and Z of said Palm Beach Shore Acres, recorded in Plat Book 7, Page 15, of the Public Records of Palm Beach County, Florida, and the East right-of-way line of Ocean Boulevard, as now located; thence run, Northerly along the East right-of-way line of Ocean Boulevard, as now located, a distance of 120 feet to a point; thence run Easterly parallel to the South boundary line of Lot 19 in Block A of said Palm Beach Shore Acres to the Atlantic Ocean; thence run Southerly along the Atlantic Ocean to the point of intersection of the Atlantic Ocean and South boundary line of said Lot 20; thence Westerly along the South line of said Lot 20 to the Point of Beginning.

2. Affiant is a licensed professional and land surveyor in the State of Florida license number 5708.

3. The subject property as described herein is the same property as described in those Deeds recorded in O.R. Book 758, Page 451; O.R. Book 1735, Page 498; O.R. Book 7347, Page 256; O.R. Book 18753, Page 1269 and O.R. Book 24570, Page 344, Public Records of Palm Beach County, Florida.

Paul D. Engle

STATE OF FLORIDA
COUNTY OF PALM BEACH

SWORN TO, affirmed and subscribed before me this 23rd day of September, ~~2014~~ 2014, by PAUL D. ENGLE, who is ☒ personally known to me or who ☐ has produced _____ as identification.

Notary Public, State of Florida
My commission Expires:

(Notarial Seal)

CAROL FORD BAXTER
Commission # FF 136355
Expires September 11, 2018
Bonded Thru Troy Fain Insurance 800-385-7019

Item #11

Town of Ocean Ridge

Memorandum

Date: **April 27, 2015**

To: **Mayor & Commissioners**

From: **Ken Schenck, Town Manager**

Re: **Town Update, May, 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're analyzing the best way to eliminate these problems. Most of the problems remaining are in driveways and not a major priority but do need to be corrected.

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

The PBA contract has been approved by the Officers and signed by the PBA. It's a three year contract with a wage opener the third year.

LPR Cameras

A major concern is FDOT's present ban on adding new cameras in their right of way. Three of our four entrances are affected by this decision. The Police Chief's Assoc. is looking to address this in the legislature next year.

Beach Signs

The signs have been installed on the eight beach entrances.

FDOT Bridge Inspection

The approved bridge repairs will start in May.

Home Alarm Monitoring System

The new receiver has been installed and the software is presently being installed.

Woolbright Detention Area

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.

We are presently evaluating the estimated cost to see if the residents want to continue with the project. At present it appears favorable.

All Aboard Florida

A hearing was held in Tallahassee to consider the issuance of bonds for the project. The Board that is to make the decision was not present but they sent their staff. That's not an encouraging sign. No new word to date.

Spanish River –Swaim Project

The SFWMD and Mr. Swaim went to court to determine if he can complete his project, which includes Mangrove removal and filling in an existing waterway, without the normal permits. 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

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: May 4, 2015
Memo: Item # 13

Town of Ocean Ridge, Florida

Agenda Memorandum

Office of Police Chief

Subject:
1. **Monthly Activity Report (March 2015)**
2. **Monthly Boynton Beach Fire/EMS Activity Report**
3. **Presentation of Newly Promoted Police Lieutenant**
4. **Announcement of Sergeants Promotions**
5. **Presentation of Police Investigator and Police Training Officer**

Mayor and Town Commissioners:

Attached you will find the March 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.

I am pleased to present to the Town Steven Wohlfiel who has been promoted to the rank of Lieutenant and Officer Richard Jones who has been assigned the position of Police Investigator, effective April 27, 2015.

In addition, I am pleased to present Officer Gary Roy and Officer Frederick Stang who will be promoted to fill the currently vacant Sergeants positions effective May 11, 2015 and June 8, 2015 respectively.

It is also my pleasure to introduce Officer David Kurz. Officer Kurz will be assuming the responsibilities of Community Policing Officer, Evidence Custodian and Field Training Officer. Officer Kurz will be an integral part of the future of the Department and has requested to revamp the Police Reserve Program to make it a more valuable asset to the community.

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

Agenda: **May 4, 2015**
Memo: **Item # 15**

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 were filled at the last Commission meeting; however, there was still a Board of Adjustment alternate member vacancy that was advertised in the Tidings. Unfortunately, with the passing of Bernd Schulte, a Board of Adjustment regular member position is now also vacant, thus creating 2 vacancies.

The Commission appointed Hans Kahlert as an alternate member again; however, he has advised that he would rather serve as a regular member.

Since the last meeting we have received two requests. Steve Coz, currently an alternate member on the P & Z Commission has offered to serve on the Board of Adjustment. Susan Hurlburt, 5111 B North Ocean Blvd. has also submitted a resume to serve on the Board of Adjustment.

If the Commission decides to appoint Steve Coz to the Board of Adjustment it will create an opening for a P & Z Commission alternate.

We could re-announce the available 2 appointments on the website and newsletter.

Susan H. Hurlburt
5111 B North Ocean Blvd., Ocean Ridge, FL 33435
561 278 0265

Education:

Trinity Lutheran School, Delray Beach
Atlantic High School, Delray Beach
University of Florida/Florida Atlantic University — B.A. – Art History/ Art Education

Work Experience:

Bad Blonde Design Shoppe, Delray Beach
Owner and Interior Decorator

Vintage and Design store in downtown Delray Beach which specialized in antiques, vintage clothing, art and accessories. Custom designs and objects imported from Europe and the Orient.

Residential Interior Design business from same location

Schmidt Center Gallery/ Florida Atlantic University, Boca Raton
Gallery Director

Responsibilities included creation and implementation of exhibition schedule; day to day gallery operations; development of future art exhibitions and related programs; overseeing staff and supervision of gallery budget; designing and installation of exhibits; organizing receptions; development of lectures, workshops, book signings, etc.; creating invites, catalogues and brochures as well as overseeing mailings, development of press releases; publicizing events; arranging and supervising media interviews

Boca Raton Museum of Art, Boca Raton
Curator of Education

Oversaw Education Department with employees and 40 + volunteers; supervised departmental budget, sought additional sponsorship and funding for various programs. Responsibilities included docent programs and training; student program liaison with Palm Beach School Board; organization and facilitation of school and adult group tours; development and organization of yearly lecture series; special events for youth, families and adults; created educational programs in conjunction with concurrent exhibitions; education publications and publicity.

Initiated and developed special projects including the development and organization of the "Day for Clay", which brought more than 1,000 people into the museum; "Four Classic

French Film" festival and "Le Festival Francais", a three-day cultural extravaganza at Mizner Park which attracted more than 25,000 people.

Museum of Art, Fort Lauderdale Public Relations and Publications Department

Responsibilities included research and developing press releases; designing and writing the newsletter; organizing exhibition and special events calendar; brochure and catalogue development as well as working directly with the artists, press, V.I.P.s , Museum Director as well as all departments and the Museum Board.

Public Service/Leadership Activities

Member: Delray Beach Historical Society, Morikami Museum, Old School Square Center for the Arts.

Volunteer: Committee for the Achievement Center fundraiser and Delray Beach Library fundraising events. Also regular volunteer in the classroom at Plumosa public school.

Boards: Appointed by the Delray Beach Commission to the City of Delray Beach Historic Preservation Board – served four terms with two terms as Chair-person/ Board member of the Beach Property Owners Association in Delray – served on nominating committee and initial Beach Master Plan committee as well as developed and chaired the fundraising events for the new Beach Pavilion. Appointed twice to represent the BPOA at the City's Vision 2000 and the 2010 Conferences.

Karen E. Hancsak

From: steve Coz <steve@cozmediagroup.com>
Sent: Tuesday, April 28, 2015 10:32 AM
To: Karen E. Hancsak
Subject: Steve Coz B of A

Hello Karen. Hope all is well in City Hall....at least we are not Baltimore!
I would like to alert you and the commissioners that I offer to serve on the Board of Adjustment. Bernd Schulte talked to me about this during his illness. I am reasonable familiar with the mission of this board, having lived in Ocean Ridge since 1985, and seeing various neighbors, residents, and contractors engage the Board in variance requests, etc.
Thank you.

Steve Coz
Coz Media Group
84 NE 5th St.
Delray Beach, FL. 33435
561-329-3533
Steve@CozMediaGroup.com

Item # 16

Town of Ocean Ridge

Memorandum

Date: **April 28, 2015**

To: **Mayor & Commissioners**

From: **Ken Schenck, Town Manager**

Re: **Contract for Chief Hutchins**

Attached is a proposed contract for Chief Hutchins. Mr. Spillias and I have reviewed it and feel it meets the purpose intended. We recommend approval of the contract. The Police Dept. is moving forward and the changes have been positive. If you have any recommendations please let me know. Thank you.

EMPLOYMENT AGREEMENT

CHIEF OF POLICE

THIS AGREEMENT (the "Agreement") is made and entered into this day of ,2015, between the Town of Ocean Ridge, a Florida municipal corporation (the "Town") and Hal C. Hutchins ("Employee"), pursuant to the following terms and conditions:

BACKGROUND

The Town wishes to employ the services of Employee as Chief of Police and Employee wishes to accept employment as Chief of Police under the terms and conditions set forth herein.

The Town and Employee desire to provide certain procedures and requirements regarding the employment of Employee by the Town.

NOW, THEREFORE, in consideration of mutual promises and covenants contained herein, the Town and Employee agree to the following:

SECTION 1. DUTIES

1.1 The Town agrees to employ Employee as its Chief of Police to perform the duties and exercise powers as prescribed by state law, the Town Charter and the Town Code, and to perform such other legally permissible and proper duties and functions as assigned by the Town Manager from time to time. Employee shall have sole discretion in management of the Police Department and should not be interfered with in the performance of his duties. This position shall be deemed a management position and thereby considered exempt from the provisions of the Fair Labor Standards Act. The Chief of Police may hold outside employment so long as it does not impact the ability of the Chief of Police to effectively perform his duties.

1.2 Employee and the Town agree that Employee's goals as Chief of Police are as follows:

a. Effective supervision of the Police Department in accordance with Town Charter and Chapter 2, Article III, Division 2, of the Town Code of Ordinances;

b. Maintenance of effective and efficient operations of the Police Department;

c. Rebuilding a community oriented policing agency with emphasis on open communication between employees and the public.

initials

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Employee recognizes that these goals may be revised from time to time as the Town, through the Town Manager and/or the Town Commission, may determine as being in the best interests of the Town and its residents. Nothing contained in this agreement shall be deemed as limiting the Town's discretion in this regard.

SECTION 2. TERM

2.1 This agreement shall commence on April 6, 2015 and shall remain in effect until April 6, 2018. However, this contract may be extended as provided. Unless either party gives the other party written notice of its intention not to renew this agreement at least 60 days prior to its expiration date, the agreement shall be extended automatically, annually, for one additional year. Nothing contained within this agreement shall alter Employee's status as an "at will" employee subject only to the agreements and obligations set forth herein.

SECTION 3. TERMINATION BY TOWN AND SEVERANCE PAY

3.1 In the event Employee is terminated by the Town during such time Employee remains willing and able to perform his duties under this agreement (and not for just cause), the Town shall give Employee at least thirty (30) days written notice prior to the effective date of such termination. Within fifteen (15) days of the effective date of such termination, the Town shall provide Employee with a lump sum cash payment equal to sixteen (16) weeks of Employee's base salary and payment of all accrued and unused vacation and sick leave as calculated and set forth in the Town's Employee Handbook ("Severance Pay"). Employee, if requested by the Town, may accept payment of salary and benefits equal to the thirty (30) day notice period and sixteen (16) weeks "Severance Pay" period.

3.2 In the event Employee is terminated for just cause, the Town may terminate Employee's employment without prior written notice and shall have no obligation to pay Severance Pay designated in subsection 3.1 above. If Employee's employment is terminated pursuant to this subsection, then the Town shall pay only accrued and unused vacation and sick leave due to Employee as of the date of termination as calculated and set forth in the Town's Employee Handbook.

3.3 Employee shall be authorized to receive health and dental benefits under COBRA for a period of eighteen (18) months after termination or as otherwise provided by law.

SECTION 4. TERMINATION BY EMPLOYEE

4.1 In the event that Employee voluntarily resigns his position, Employee shall give the Town at least thirty (30) days written notice prior to the effective date of such resignation. Employee shall not be entitled to receive Severance Pay but will be entitled to a payout for his accrued and unused vacation and sick leave as of the date of his resignation as calculated and set forth in the Town's Employee Handbook.

initials

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SECTION 5. COMPENSATION

5.1 Employee's starting salary shall be ninety thousand four hundred eighty dollars ($90,480.00) per year, which shall be payable in installments at the same time as other employees of the Town are paid.

5.2 Employee shall be entitled to receive an annual cost of living increase on October 1st of each year equal to the same amount as provided by the Town to any other Department Heads of the Town. It is understood and agreed that this section 5.2 applies only to cost of living increases and not to salary adjustments or increases that the Town may otherwise provide to any other Department Head(s) based on merit, market adjustments, or otherwise.

5.3 In addition to cost of living salary increases granted pursuant to section 5.2, the Town Manager may recommend to the Town Commission salary increases or adjustments for Employee based on successful performance evaluations (as provided in section 6.1 below), market surveys regarding salaries for comparable positions in comparable Palm Beach County communities, or for other reasons deemed by the Town Manager as justifying a salary increase. It is understood and agreed by Employee that the Town Commission retains final authority regarding the amount of the Employee's annual salary in all respects subject only to the provisions of section 5.2 above.

SECTION 6. PERFORMANCE EVALUATION

6.1 The Town Manager shall review and evaluate the performance of Employee annually. Said review and evaluation shall be in accordance with specific criteria developed by the Town Manager.

6.2 Prior to the beginning of each fiscal year, the Town Manager and Employee reasonably may define such goals and objectives which they determine necessary for the proper operation of the Town and in attainment of the Town's policy objectives and shall further establish a relative priority among those various goals and objectives. Said goals and objectives shall be reduced to writing. They shall be generally and reasonably attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided, but the deliverable service levels may change. The Town Manager retains final authority and responsibility for the establishment of said goals and objectives.

SECTION 7. HOURS OF WORK

7.1 Employee agrees that while in the employ of the Town and for the duration of the Agreement he shall not accept any other employment which would impact his ability to effectively perform his duties. Employee agrees to devote that amount of time and energy that is reasonably necessary to faithfully perform the duties of Chief of Police under the Agreement.

7.2 It is recognized that Employee, as the Chief of Police, must devote a considerable amount of time to the business of the Town outside of normal office hours of the Town. As such, Employee shall be permitted, upon notification to and approval of the Town Manager, to take compensatory time off, as deemed appropriate, during normal office hours at such times which he and the Town Manager reasonably determine will not adversely impact department operations.

initials

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SECTION 8. AUTOMOBILE

8.1 The Town agrees to provide Employee a police emergency motor vehicle (the Vehicle") to be utilized by Employee in performing services for the Town as Chief of Police. Employee may utilize the Vehicle for the purpose of:

a. providing services to the Town pursuant to the Agreement, including official travel for the Town; and

b. incidental personal use within the State of Florida when reasonably attendant to or intertwined with official use.

8.2 The Town shall maintain automobile casualty and liability insurance coverage on the Vehicle and shall provide maintenance and fuel for the Vehicle on the same basis that it provides maintenance and fuel for other Town vehicles within the municipal fleet.

SECTION 9. RETIREMENT AND DEFERRED COMPENSATION

9.1 The Town shall enroll Employee in the Florida Retirement System ("FRS") Special Risk Membership Class and shall make contributions to FRS on Employee's behalf at the statutory rate for such class during the term of employment and during any severance period.

9.2 The Town shall offer and facilitate participation in the International City Managers Association Retirement Corporation 457 Deferred Compensation Plan for Employee. All contributions to this plan shall be as determined by Employee and shall be at no cost to the Town unless otherwise agreed.

SECTION 10. PROFESSIONAL DEVELOPMENT

10.1 Subject to Town policy and state law, the Town agrees to pay the reasonable dues and subscriptions of Employee necessary for his continuation and participation as a member in national, regional, state and local professional associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the Town.

10.2 Subject to Town policy and state law, the Town agrees to pay for the travel and subsistence expenses of Employee for travel to one national and two state association conferences per year. The Town manager may consider additional educational opportunities and conferences Employee submits as being reasonable and necessary to the proper and effective discharge of his duties and responsibilities as Chief of Police.

SECTION 11. INSURANCE

11.1 The Town shall provide Employee with worker's compensation, disability and life insurance, at the Town's expense, in the same or better manner as provided to other police officers and department heads of the Town.

initials

_____/_____

11.2 The Town shall offer medical, dental and eye care insurance to Employee in the same manner as all other employees of the Town.

11.3 The Town shall furnish, at its expense, professional liability and errors and omissions insurance for Employee in his official capacity as Chief of Police, with liability limits of not less than 1 million ($1,000,000.00) dollars.

SECTION 12. VACATION AND PERSONAL ABSENCE (sick) LEAVE

12.1 The Town agrees to provide vacation, personal absence (sick) leave, holidays and any other forms of paid and unpaid leave in accordance with the Town's personnel policies in effect at the time this Agreement is entered into, as well as any amendments or additions which may be added from time to time.

SECTION 13. NOTICE

Notices pursuant to this Agreement shall be given by certified mail through United States Postal Service delivery, addressed as follows:

Town	Town Manager Town of Ocean Ridge 6450 North Ocean Blvd. Ocean Ridge, Florida 33435
Employee	Hal C. Hutchins 1427 Tahoe Court Lake Worth, Florida 33435
Town Attorney	Town Attorney Town of Ocean Ridge 6450 North Ocean Blvd. Ocean Ridge, Florida 33435

SECTION 14. OTHER TERMS AND CONDITIONS

14.1 If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, illegal, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.

initials

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14.2 The waiver by either party of a breach of any provision of this Agreement by the other shall not operate or be construed as a waiver of any subsequent breach by the party.

14.3 The rights and obligations herein granted are personal in nature and cannot be transferred by Employee.

14.4 This Agreement contains the entire agreement of the parties. It may not be changed orally, but only by an amendment in writing signed by the parties hereto.

14.5 This Agreement shall be governed by Florida law and any litigation which may arise from this Agreement shall be filed and litigated in Palm Beach County, Florida.

In WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed, in duplicate, on the day and year written above.

Town of Ocean Ridge:

By: _____

Kenneth Schenck, Town Manager

Employee:

_____

Hal C. Hutchins, Chief of Police

Attest:

_____

Karen Hancsak, Town Clerk

initials

_____/_____

Item #17

Town of Ocean Ridge

Memorandum

Date: **April 16, 2015**

To: **Mayor & Commissioners**

From: **Ken Schenck, Town Manager**

Re: **Island Drive Bridge repairs**

The engineer, Bridge Design Inc., reviewed the FDOT structural report on the Island Drive Bridge and developed a program for the repairs shown in the report. Anzco Inc. reviewed the scope and presented a proposed repair cost. After review and discussion with the engineer we agreed on a cost of $6,900. Additional engineering costs for the third bridge are $ 2,000.

Staff requests approval of the additional funds for the bridge repairs. This will be an addendum to Anzco's contract for the other two bridges with funding coming from the Capital Projects Account.

Please call me if there are any questions. Thank you.

BRIDGE DESIGN ASSOCIATES, INC.

CONSULTING ENGINEERS

BRIAN C. RHEAULT, P.E.
President

April 16, 2015

Town of Ocean Ridge
6450 N. Ocean Blvd.
Ocean Ridge, Florida 33435

Attention: Ken Schenck

Regarding: Island Drive Bridge Repair

Project No.; 11-557

Dear Ken:

Pursuant to your request, Bridge Design Associates, Inc. can provide a plan and repair instructions for the bridge to address the FDOT Bridge Inspection Report recommendations for repair and maintenance.

Our fee to prepare the plans and instructions and provide construction observations is as follows:

Design	$1,250.00
Construction Inspections	$ 750.00

Please sign below and return one copy to our office. Upon receipt of a signed agreement we will begin work.

If you have any questions, please give me a call.

Respectfully,

BRIDGE DESIGN ASSOCIATES, INC.

Brian C. Rheault, P.E., 38797
President

BCR:kedS:\2011-Jobs\11-557 Inlet Cay & Sabal Island Bridge Repairs\01 Admin\Proposals\proposal 04-16-15.wpd

Accepted by_____ Date_____

1402 Royal Palm Beach Boulevard • Building 200 • Royal Palm Beach, Florida 33411
(561) 686-3660 • Fax: (561) 791-1995

PROPOSAL

Anzco Inc.

9671 Carousel Circle South
Boca Raton, Fl. 33434
Office: 561-488-0822
Fax 561-807-7224
Mobil: 561-699-3602
Email: jzak@anzcoinc.com
CGC 1518065

4/13/15

Town of Ocean Ridge
6450 N. Ocean Blvd.
Ocean Ridge, Fl. 33435

Attention: Ken Schenck Town Manager

Reference: Island Drive bridge repairs

Dear Ken.

We propose to furnish all supervision, labor, materials, equipment and MOT's to repair the bridge as indicated on drawing B-11 dated 7/25/11

MOT and mobiliztion	$1000.00
Item #14 Delamination repairs	$1500.00
Item #16 Remove existing repair deck using 900 and 902 spec	$2900.00
Item #17H-Pile repair	$1500.00
Total Cost	$6900.00

Sincerely yours,

John B. Zak
President

Agenda: May 4, 2015
Memo: Item # 18

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

Subject: Discuss Scheduling the July Proposed Budget/Proposed Millage, September Regular Meeting/Tentative Budget Adoption, and September Final Budget Adoption

Mayor and Town Commissioners:

Because some of the Commissioners may wish to schedule vacations during the summer months and September, staff would like to possibly schedule the July Proposed Budget/Proposed Millage Meeting and the meetings in September. I have been advised that we cannot hold the budget meeting on July 29, 2015. The Property Appraiser's Office is requesting that we hold the meeting no later than the week of July 20th. I am hoping to distribute the budgets by July 10th. Staff is proposing to hold this meeting on July 20th or July 21st at 8:30 AM.

The September meeting must also be changed because the offices are closed on Monday, Sept. 7th. We always hold the Tentative Budget Adoption/Regular Meeting together and the Final Adoption a minimum of one week later. The dates we cannot hold the meetings are Sept. 8 (Tuesday), 9 (Wednesday) or the 21st (Monday), 2015. The 14th (Monday) is the first day of Rosh Hashanah.

Please try to look at your calendar prior to the meeting. If we do not set the meeting dates at this meeting I will follow up.

Recommendation

The Commission needs to look at their calendars for July 20 or 21st for the Special Budget Meeting.

Also, please advise staff whether you would prefer scheduling the Sept. Tentative Budget Adoption/Regular Meeting possibly the first week of Sept., either Sept. 2nd or 3rd with the Final Budget Adoption on Sept. 10th,

Or scheduling the first meeting the week of Sept. 14th with the 2nd meeting the week of Sept. 21st.

Please check your calendars.

Item #19

Town of Ocean Ridge

Memorandum

Date: **April 29, 2015**

To: **Mayor & Commissioners**

From: **Ken Schenck, Town Manager**

Re: **Paving of Adams Road**

The new condos on Adams Rd. are almost complete. As a part of the project they were supposed to repave a part of the road about 3 feet wide. This would not have looked good or been appropriate so they agreed to pave it to the center line of the road. This is just in front of their property which is about a third of the whole road. The contractor got some prices to pave the whole road in front of their property with the Town paying for the other half. The cost was $21,500. The Town's portion would have been about $10,000. This would be more aesthetically pleasure and more serviceable than just paving half the road.

They have since received a bid from Community Asphalt to pave the entire road for $22,000. We are working with the owner as to how much we each would contribute to the paving. The funds would come from the Capital Projects Account.

Item #20

Town of Ocean Ridge

Memorandum

Date: **April 28, 2015**

To: **Mayor & Commissioners**

From: **Ken Schenck, Town Manager**

Re: **Succession Planning and Administrative Job Descriptions**

Enclosed are the job descriptions for the administrative staff. It includes the Town Manager, the Town Clerk, the Deputy Town Clerk and the Clerk Typist/ Receptionist. As you can see all positions wear several hats.

We've had a few discussions on succession but have not developed a consensus with which to recommend to the Commission. We will be having meetings on this to develop a plan. If you have any comments or suggestions we would welcome them.

Ocean Ridge

The Town Manager of Ocean Ridge Job Description

Attached is the job description for the Town Manager as described in the Town of Ocean Ridge's Charter. Section 4.01 is a brief description. Section 4.04 outlines the powers and duties of the Town Manager in more detail.

Additional duties include but are not limited to the following:

1. Oversee all contracts entered into by the Town. This includes annual contracts such as the Engineering Consultant, Planning Consultant, if needed, Landscape Maintenance, Noseeum Spraying, Legal Contracts, Building Inspection, Code Enforcement, Trash Collection and Financial Auditing Contracts.
2. Oversee all construction projects contracted for by the Town. Keep the Commission informed of the progress of the construction and inform the Commission of additional construction and improvements needed in the Town.
3. Assist the Engineering and Planning Consultants in developing scopes for needed construction and planning projects.
4. Maintain a good working relationship with the residents to be able to assist them whenever possible so that they understand the benefits of what the Town is trying to accomplish. Work with them to solve their problems and concerns within the rules and codes set forth by the Town.
5. Maintain a close relationship with the staff and assist them, as needed, to enable them to undertake and complete their duties in a timely and efficient manner.
6. In general oversee all operations of the Town so that the Town operates efficiently, within budget and carries out the goals and directions of the Town Commission.
7. Be involved with other communities so that we are able to work together for the betterment of the Town. Keep abreast of all County, State and Federal regulations that may affect the Town so that the Town remains in compliance with these regulations.

(b) *Forfeiture of office.* A Commissioner shall forfeit his office if he (1) lacks at any time during his term of office any qualification for the office prescribed by this Charter or by law, or (2) violates any standard of conduct or code of ethics established by law for public officials, such violation to be determined by remaining members of the Commission.

(c) *Filling of vacancies.* A vacancy on the Commission shall be filled by a majority vote of the remaining members of the Commission for the period of time until the next election, when a Commissioner shall be elected for the remainder of the term vacated.

(d) *Extraordinary vacancies.* In the event that all members of the Commission are removed by death, disability or forfeiture of office, the Governor shall appoint an interim Commission that shall call a special election.

State law reference—Adoption of procedure for filling vacancies required, F.S. § 166.031(b).

Section 3.07. Procedure.

(a) *Meetings.* The Commission shall meet regularly at least once in every month, at such times and places as the Commission may prescribe by rule. Special meetings may be held on the call of the Mayor or of a majority of the members and, whenever practicable, upon no less than twelve (12) hours' notice to each member and the public. All meetings shall be public.

(b) *Rules and journal.* The Commission shall determine its own rules and order of business.

(c) *Voting.* Voting, on ordinances and resolutions, shall be by majority vote, or if requested by a Commissioner, by a roll call, and shall be recorded in the journal. A majority of the Commission shall constitute a quorum; but a smaller number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules of the Commission. No action of the Commission except as otherwise provided in the preceding sentence and in Section 3.07 shall be valid or binding unless adopted by the affirmative vote of the majority of a quorum present.

(d) *Annual audit.* At the end of each fiscal year the Commission shall select and employ competent independent auditors to analyze the Town's financial activities and transactions for the year ended and to certify their opinion of the fiscal conditions they report.

State law reference—Annual audit mandated, F.S. § 166.241.

ARTICLE IV. ADMINISTRATIVE

Section 4.01. Town Manager.

There shall be a Town Manager who shall be the chief administrative officer of the Town. He shall be responsible to the Commission for the administration of all town affairs placed in his charge by or under this Charter.

Section 4.02. Appointment; removal; compensation.

(a) *Appointment.* The Commission shall appoint a Town Manager for an indefinite term by a majority vote of all the Commission members.

(b) *Removal.* The Commission may remove the Manager by a majority vote of all the Commission members.

(c) *Compensation.* The compensation of the Manager shall be fixed by the Commission.

Section 4.03. Acting Town Manager.

By letter filed with the Commission, the Manager shall designate, subject to approval of the Commission, a qualified town administrative officer to exercise the powers and perform the duties of manager during his temporary absence or disability. During such absence or disability, the Commission may revoke such designation at any time and appoint another officer of the Town to serve until the Manager shall return or his disability shall cease.

Section 4.04. Powers and duties of the Town Manager.

The Town Manager shall:

(a) Appoint, subject to confirmation by the Commission, and when he deems it necessary for the good of the Town, suspend or remove, subject to review by the Commission, any or all Town employees and appointive administrative officers provided for by or under this Charter, except as otherwise provided by law, this Charter or personnel rules adopted pursuant to this Charter. The Town Manager shall authorize and delegate any administrative department head to exercise these powers with respect to subordinates in that department head's department. The department heads shall be responsible to the Town Manager for the discipline and efficiency of their departments.

(b) Direct and supervise the administration of all departments, offices and agencies of the Town, except as otherwise provided by this Charter of [or] by law.

The Chief of Police shall be responsible to the Town Manager for the recommendation to hire, or discharge all employees within the Police Department.

The Chief of Police may peremptorily suspend, with pay, any subordinate for misconduct or failure to perform the duties of office, and shall report same, in writing, to the Town Manager within twenty-four (24) hours, together with a recommendation concerning any further proposed disciplinary action.

Within seventy-two (72) hours of a suspension, the Town Manager shall conduct a hearing concerning the suspension, and any recommendation made by the Chief of Police concerning other disciplinary action. The Chief of Police and the affected employee may present and confront witnesses, and other evidence. For this purpose, the Town Manager may compel the attendance and sworn testimony of employees. The conduct of this hearing shall be informal and shall not require conformance to the Rules of Evidence or Rules of Civil or Criminal Procedure, as approved by the Florida Supreme Court. However, fundamental due process shall be observed. Within twenty-four (24) hours of the hearing, the Town Manager shall render a written decision upholding, reversing or modifying the recommendation of the Chief of Police, and citing the reasons therefor. The Town Manager shall have the authority and shall be

responsible to discharge or otherwise discipline employees affected herein. Said written decision shall be filed with the Town Clerk and shall be sent by Certified Mail to the affected employee. This decision shall be appealable to the Town Commission, by the filing of a written request therefor within ten (10) days of the filing of a decision with the Town Clerk.

The Town Commission shall hear the appeal of the affected employee at its next regular Commission meeting or at a special meeting called for that purpose, prior to the next regular Commission meeting. The decision of the Town Commission shall be final.

(c) Attend all Commission meetings and shall have the right to take part in discussion but may not vote.

(d) See that all laws, provisions of this Charter and acts of the Commission, subject to enforcement by him or by officers subject to his direction and supervision, are faithfully executed.

(e) Prepare and submit the annual budget, together with the budget message, and capital program to the Commission in a form provided by ordinance.

(f) Submit to the Commission and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.

(g) Make such other reports as the Commission may require concerning the operations of Town departments, officers and agencies subject to his direction and supervision.

(h) Keep the Commission fully advised as to the financial condition and future needs of the Town and make such recommendations to the Commission concerning the affairs of the Town as he deems desirable.

(i) Sign contracts on behalf of the Town pursuant to the provisions of appropriations ordinances, as may be specifically directed by the Town Commission.

(j) Perform such other duties as are specified in this Charter or may be required by the Commission.

(Ord. No. 464, § 1, 1-4-1993, referendum, 2-9-1993; Ord. No. 557, § 2A., 8-8-2005)

ARTICLE V. NOMINATIONS AND ELECTIONS*

Section 5.01. Electors.

Any person who is a resident of the Town who has qualified as an elector of this state, and who registers in the manner prescribed by general law, shall be an elector of the Town.
(Ord. No. 465, § 1, 1-4-1993, referendum, 2-9-1993)

***State law reference**—The Florida Election Code, F.S. chs. 97—106.

OCEAN RIDGE SUMMARY OF DUTIES

QUICK GLANCE DUTIES THAT MAY OR MAY NOT BE ITEMIZED IN THE JOB DESCRIPTIONS

TOWN CLERK

Secretarial duties for the Town Commission, Planning & Zoning, Board of Adjustment, Code Enforcement which include: agenda preparation, backup materials preparation and code review, advertising, mailings, process and review of applications, distribution of packets, minutes (Deputy Clerk usually completes the Town Commission minutes w/review by Town Clerk), summary preparation for each board

Preparation of Proclamations, Resolutions and Simple Ordinances, and follow up forwarding as necessary

Human Resource duties to include: new employee orientation (including Town Commission and Board Members)

Preparation of advertisements which include: ordinances, public hearings, budget advertisements, employment, required election ads, meetings, zoning changes, etc

Oversee all insurance coverage for the Town, equipment, coverage for employees, flood, D & O, etc. to include: reporting additions or deletions, renewal meetings, new coverage meetings, renewals, annual workers compensation reconciliation report and liability report (includes calculating expenditures to each department)

Primary contact for zoning or code questions pertaining to variances, applications, building permit

Handles Municipal Elections to include all preparation, election supervisor, and all post election work

Completes Annual Reports/Surveys such as: Financial Disclosure Lists, Minority Report, Abandoned Funds Report, Street Light Maintenance Fund Report, Social Security Report, Solid Waste Disclosure, FDOT Road/Bridge Report, Annual Town Summary

Inventory – adding, deleting, depreciation, balancing the Capital Asset Program

Completes monthly journal entries to balance and close each month, reviews accounts for any accounting errors, reviews and approves weekly expenditures, payroll

Maintains finances

Prepares majority of budget: all revenues and all individual departments (except TM, Law, Other Physical Env, PW but assists with each of those)

Responds to various surveys, emails, telephone requests, public records requests, records searches for home sales/foreclosures/refinancing

Mails out final delinquent notices with intent to lien and prepares any liens and/or satisfaction of liens

Sorts and distributes daily incoming mail and completes follow up related thereto

Responds to various surveys

All work related to audit and entries pertaining to year end close

Building Permit submittals and Occupational Registrations as necessary (primary contact for new residences)

Records Destruction

DEPUTY TOWN CLERK

Performs routine weekly financial duties to include: payroll, purchase order, accounts payable, accounts receivable, and cash receipting

Enters payments, new entries, deletions for garbage/trash and alarm monitoring accounts, sends out annual billings and reminder notices, letters as necessary

Primary person for intake of building permit applications and separation upon issuance

Attends All Regular Town Commission Meetings (prepares minutes for the Regular Town Commission Meetings) and attends and prepares special meeting or other boards if necessary

Responds to various surveys, emails, telephone requests, public records requests, records searches for home sales/foreclosures/refinancing

Completes Quarterly Reports such as: Fuel Rebate Report, Payroll Related Reports, Building Certification/Radon Reports

Initial Budget Sheet Preparation

Updates any Personnel Information with employees and/or agencies

RECEPTIONIST CLERK

Primary first contact with residents, public or contractors as receptionist via answering the telephone, walk-in traffic, general email address inquiries, twitter account

Responds to various surveys, emails, telephone requests, public records requests, records searches for home sales/foreclosures/refinancing

Maintains the website to include: updating, deletions, additions

Orders Office Supplies

Prepares the monthly email newsletter and internal calendar

Primary contact as the NFIP Coordinator concerning information regarding flood insurance rates for the Town. (her research and compilation of materials after Michael Tait's departure resulted in reduced flood insurance rates)

Handles the Business Tax Registrations to include: annual renewal mailings (July/Aug), all registration updates throughout the year, purging outdated and filing new company insurance certificates, and all computer updates related thereto

Updates all building permit issuance, inspections, final completions in the computer program, sends out pending expiration notices

Monthly Bank Reconciliations

Assists with separating and mailing out accounts payable checks

Gathers or assists with survey information

Updates various forms utilized by the Clerk's Office

Requests and prepares, if necessary, new signature cards from the banks to coincide with New Commissioners

Familiar with the procedures to perform a reverse 911 type call or the designated information telephone line when necessary

TOWN OF OCEAN RIDGE JOB DESCRIPTION

JOB TITLE: TOWN CLERK/TREASURER
ADMINISTRATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and clerical-administrative work serving as a program assistant for the Town Commission and Town Manager. Work involves maintaining files of records, reports, documents, and correspondence pertaining to official actions of the Town; serving as secretary to the Commission, Board of Adjustment and Planning and Zoning Commission, including coordinating meetings; serving as elections supervisor, including hiring and training poll workers, coordinating preparation of ballots and equipment, and receiving candidates filing for office; and greeting and assisting the public at Town Hall. Employee is also responsible for assigning and supervising the activities of the Deputy Town Clerk and Clerk/Typist, and supervising or participating in the preparation of routine accounting ledgers, business tax receipts, legal notices, correspondence, supply purchases, etc. Reports to the Town Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES FOR TOWN CLERK

ESSENTIAL JOB FUNCTIONS

Gathers information and prepares agenda packets for Town Commission, Board of Adjustment and Planning and Zoning Commission meetings; notifies Commissioners, board members, appropriate Town staff and other interested parties of date and time of meetings; attends meetings to take notes and verify recording of the minutes; files minutes into minutes books; notifies departments and/or individuals of actions required by Commission.

Serves as custodian of official records and documents pertaining to actions of the Town Commission, Board of Adjustment and Planning and Zoning Commission; prepares documents, including ordinances, resolutions and meeting minutes, as adopted by Commission; prepares and maintains minute books.

Serves as custodian of resolutions, contracts, agreements and leases in accordance with state laws and statutes.

Establishes and maintains a variety of files pertaining to activities of the Town Manager, Commission, Board of Adjustment, and Planning and Zoning Commission, filing and retrieving material as necessary.

Supervises activities of Deputy Town Clerk and Clerk/Typist Employee, ensuring adherence to established policies, procedures and standards; assists and advises subordinate, as necessary, resolving problems as non-routine situations arise.

Directs preparation of garbage/trash, alarm monitoring, and lot mowing bills; prepares and mails notices to advise customers of delinquent accounts, and pursues the legal remedies to delinquent accounts, as appropriate.

Oversees preparation and issuance of business tax receipts, business permits, and

sign permits ensuring proper registration, receiving fees and issuing licenses and receipts.

Prepares and issues routine building permits, receiving and reviewing applications to determine proper permit and credentials of applicant, and receiving fees and issuing receipts, as appropriate. Works with Zoning Official for review of appropriate zoning codes.

TOWN CLERK

Types correspondence, reports, statements, meeting minutes when necessary, forms and other material into form from typed or handwritten copy, assuming responsibility for spelling, punctuation, grammar and format; prepares a variety of records and reports as required for submission to various local, state and federal government agencies; prepares and submits legal notices for publication; proofreads various forms and documents, ensuring proper content, spelling, punctuation, grammar and format.

Performs research and complies data for special projects or reports, as assigned, ensuring completion by specified deadlines and in accordance with established policies, procedures, standards, and objectives.

Purchases supplies and equipment for Town Hall and/or Public Safety; monitors budgeted funds.

Serves as Town elections supervisor, preparing and supervising printing of ballots, ensuring availability of polling equipment; hires, and supervises poll workers, ensuring adherence to applicable laws, regulations, policies and procedures; receives candidates; registration for Town offices and informs candidates of the laws concerning their candidacy; interprets and explains policies, laws, rules, regulations and procedures pertaining to various aspects of elections to candidates, political party representatives, elected officials, and the general public, as requested; oversees and participates in vote canvass.

Performs research and compiles data for special projects or reports, as assigned by Town Manager, ensuring completion by specified deadlines and in accordance with established policies, procedures, standards, and objectives, etc.

Processes invoices, totaling figures and submitting for approval, and prepares checks; posts expenditures to register.

Sorts and distributes incoming mail; mails appropriate billing.

Utilizes facsimile machine or computer to transmit materials as requested; prepares photocopies or scanning of various documents.

Maintains a variety of tangible files, filing and retrieving material as requested or as otherwise necessary.

Assists in preparation of Newsletters and distribution of same.

Maintains Fixed Asset Inventory and records pertaining thereto.

Maintains Records Management regarding destruction and retention.

Maintains insurance for town, including timely payment of invoices, filing of claims and audits.

Prepares miscellaneous surveys.

Assumes duties of Town Manager in his or her absence, ensuring adherence to established policies, procedures and standards.

ADDITIONAL JOB FUNCTIONS

Answers and routes telephone calls for Town officials, recording and relaying messages for absent officials; greet visitors, receiving inquiries and providing information or referring visitors to appropriate officials; initiates telephone calls as requested by staff members to make inquires and gather information, and/or to confirm appointments.

Prepares and mails various correspondence to Town residents.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by college-level course work in secretarial sciences, and 3 to 5 years of progressively responsible experience in secretarial and administrative work, including office management responsibilities, preferably in a governmental setting; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including typewriters, calculators, copiers, audio records, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those of Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the workers sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, report, forms, manuals, ordinances, invoices, accounting ledgers, manuals, etc. Requires the ability to prepare correspondence, reports, meeting minutes, meeting agendas, purchase orders, forms, permits, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; calculate discount, interest, profit and loss ratio and proportion, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

TOWN CLERK

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Olfactory Discrimination: Does not require the ability to identify and distinguish odors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instruction. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken works. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Town and departmental rules, regulations, policies and procedures, and has the ability to interpret them.

Considerable knowledge of the organization and operation of Town departments.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

Considerable knowledge of the organization and functions of the Town.

Considerable knowledge of State open meetings, public records and financial disclosure laws.

Considerable knowledge of State and Town election laws and regulations.

Considerable knowledge of electoral procedures and policies as set forth by the State Board of Elections and General Statutes.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Skill in the operation of common office machines, including typewriters.

Ability to research program documents and narrative materials, and to compile reports from information gathered.

Ability to make routine administrative decisions independently in accordance with laws, regulations, policies and procedures, and to solve problems and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to assign, direct and supervise activities of a subordinate clerical worker.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

TOWN CLERK

SPECIFIC DUTIES AND RESPONSIBILITIES AS TREASURER

Plans, organizes, and directs all operations of the Finance Department; directs and participates in the formulation and implementation of applicable finance policies.

Supervises the maintenance, control, and analysis of the fiscal operations of the Town government; maintains adequate accounting records to document compliance with local, state and federal laws and ordinances; safeguards assets of the Town through implementation or acquisition of adequate internal control mechanisms and investments.

Posts and balances Town ledgers and accounts receivable and payable records, overseeing and/or preparing payroll and related records, and maintaining Town purchase records, financial statements, and other related reports either by data processing or manual methods; prepares bank reconciliations.

Oversees and participates in collection of garbage/trash, alarm monitoring, or alarm service revenues, entering billing data into proper computer accounts and preparing bills; receives payments and credits proper accounts; prepares and mails notices to advise customers of delinquent accounts, as necessary.

Prepares periodic reports pertaining to the Town's financial program, administrative activities, financial condition and future needs, and makes presentation of such information to Commission as requested or otherwise deemed necessary; provides formal and informal advice, assistance and recommendations to the Commission, and keeps its members properly informed about financial matters.

Assists Town Manager in preparation of annual Town budget proposal for presentation to Commission, and administers approved budget; aids department heads in preparing budget estimates and in determining costs for new, expanded or reorganized programs; prepares budges amendments as necessary, making appropriate ledger adjustments and estimating available fund balance.

Assists auditors with the annual audit of financial operations.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of federal, state and Town laws and policies concerning municipal fiscal operations.

Considerable knowledge of the practices and procedures for planning and formulating departmental budgets and monitoring related expenditures.

Considerable knowledge of state laws pertaining to the fiscal administration of municipal government, including taxation and other sources of revenue.

TOWN OF OCEAN RIDGE JOB DESCRIPTION

JOB TITLE: DEPUTY TOWN CLERK/DEPUTY TREASURER
ADMINISTRATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs clerical-administrative work serving as an assistant to the Town Clerk. Work involves maintaining files of records, reports, documents, and correspondence pertaining to official actions of the Town; preparing minutes to the meetings; and greeting and assisting the public at Town Hall. Employee also participates in the preparation of routine accounting ledgers, business licenses, payroll and accounts payable checks, correspondence, maintenance of web site, etc. Reports to the Town Clerk.

SPECIFIC DUTIES AND RESPONSIBILITIES FOR DEPUTY TOWN CLERK

ESSENTIAL JOB FUNCTIONS

Assists as custodian of official records and documents pertaining to actions of the Town Commission, Board of Adjustment and Planning and Zoning Commission; prepares documents, including ordinances, resolutions and meeting minutes, as adopted by Commission; prepares and maintains minute books.

Attends Town Commission, Board of Adjustment and Planning & Zoning Commission meetings to take notes to transcribe minutes.

Establishes and maintains a variety of files pertaining to activities of the Town Manager, Commission, Board of Adjustment, and Planning and Zoning Commission, filing and retrieving material as necessary.

Types correspondence, reports, statements, forms and other material into form from typed or handwritten copy, assuming responsibility for spelling, punctuation, grammar and format; prepares a variety of records and reports as required for submission to various local, state and federal government agencies; prepares and submits legal notices for publication; proofreads various forms and documents, ensuring proper content, spelling, punctuation, grammar and format.

Performs research and compiles data for special projects or reports, as assigned by Town Manager, ensuring completion by specified deadlines and in accordance with established policies, procedures, standards, and objectives, etc.

Prepares garbage/trash and alarm monitoring invoices for distribution.

Prepares all correspondence relating to alarm monitoring services provided by the town.

Assists in preparation and issuance of business taxes, business permits, and sign permits ensuring proper registration and receipt of fees.

Prepares and issues routine building permits, receiving and reviewing applications to determine proper permit and credentials of applicant, and receiving fees and issuing receipts, as appropriate.

Prepares monthly Building Permit statistics for various county and state agencies.

Posts garbage/trash, alarm monitoring or other receipts to accounting ledgers, and prepares bank deposits.

Processes invoices, totaling figures and submitting for approval, and prepares checks; posts expenditures to register.

DEPUTY TOWN CLERK/TREASURER

Maintains a variety of tangible files, filing and retrieving material as requested or as otherwise necessary.

Processes business permit and business tax receipts, registering applicants, receiving fees and issuing licenses and receipts.

Provides Notary services for town related correspondence and residents.

Utilizes facsimile machine and computer to transmit materials as requested; prepares photocopies and scanning of various documents.

ADDITIONAL JOB FUNCTIONS

Answers and routes telephone calls for Town officials, recording and relaying messages for absent officials; greet visitors, receiving inquiries and providing information or referring visitors to appropriate officials; initiates telephone calls as requested by staff members to make inquires and gather information, and/or to confirm appointments.

Prepares and mails various correspondence to Town residents.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by college-level course work in secretarial sciences, and 1 to 3 years of progressively responsible experience in secretarial and administrative work, preferably in a governmental setting; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, audio records, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull

or otherwise move objects. Physical demand requirements are in excess of those of Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the workers sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, report, forms, manuals, ordinances, invoices, accounting ledgers, manuals, etc. Requires the ability to prepare correspondence, reports, meeting minutes, meeting agendas, purchase orders, forms, permits, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

DEPUTY TOWN CLERK/TREASURER

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; calculate discount, interest, profit and loss ratio and proportion, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Olfactory Discrimination: Does not require the ability to identify and distinguish odors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instruction. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken works. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Town and departmental rules, regulations, policies and procedures, and has the ability to interpret them.

Considerable knowledge of the organization and operation of Town departments.

General knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

Considerable knowledge of the organization and functions of the Town.

Considerable knowledge of State open meetings, public records and financial disclosure laws.

General knowledge of State and Town election laws and regulations.

General knowledge of electoral procedures and policies as set forth by the State Board of Elections and General Statutes.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

DEPUTY TOWN CLERK/TREASURER

Skill in the operation of common office machines, including computers and its associated software programs.

Ability to research program documents and narrative materials, and to compile reports from information gathered.

Ability to make routine administrative decisions independently in accordance with laws, regulations, policies and procedures, and to solve problems and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to assign, direct and supervise activities of a subordinate clerical worker.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

SPECIFIC DUTIES AND RESPONSIBILITIES AS DEPUTY TREASURER

Posts and prepares accounts receivable and payable records, prepares payroll and related records by either data processing or manual methods. Prepares monthly and quarterly reports related thereto.

Enters billing data into proper computer accounts and preparing bills; receives payments and credits proper accounts; prepares and mails notices to advise customers of delinquent accounts, as necessary.

Assists in the preparation of annual Town budget proposal for presentation to Commission, and administers approved budget; aids department heads in preparing budget estimates.

Prepares minutes for various meetings.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of federal, state and Town laws and policies concerning municipal fiscal operations.

General knowledge of the practices and procedures for planning and formulating departmental budgets and monitoring related expenditures.

TOWN OF OCEAN RIDGE JOB DESCRIPTION

JOB TITLE: CLERK/TYPIST
ADMINISTRATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs receptionist and clerical work in Town Hall. Work involves answering incoming telephone calls, directing visitors and callers to appropriate officials, recording messages, and handling routine requests for information. Employee is also responsible for posting various Town revenues, bank reconciliations, processing invoices, sorting mail, various filing, business registrations, and miscellaneous typing. Reports to the Town Clerk, however, the Town Manager and Police Chief may direct miscellaneous typing or projects.

SPECIFIC DUTIES AND RESPONSIBILITIES FOR CLERK/TYPIST EMPLOYEE

ESSENTIAL JOB FUNCTIONS

Answers and routes telephone calls for Town officials, recording and relaying messages for absent officials; greet visitors, receiving inquiries and providing information or referring visitors to appropriate officials; initiates telephone calls as requested by staff members to make inquires and gather information, and/or to confirm appointments.

Assists in preparation and issuance of business taxes and business permits ensuring proper registration, receiving fees and issuing licenses and receipts.

Types correspondence, reports, statements, meeting minutes when necessary, forms and other material into form from typed or handwritten copy, assuming responsibility for spelling, punctuation, grammar and format; prepares a variety of records and reports as required for submission to various local, state and federal government agencies; prepares and submits legal notices for publication; proofreads various forms and documents, ensuring proper content, spelling, punctuation, grammar and format.

Performs research and complies data for special projects or reports, as assigned, ensuring completion by specified deadlines and in accordance with established policies, procedures, standards, and objectives.

Purges outdated Certificates of Insurance and County Business Taxes.

Prepares and issues routine building permits, receiving and reviewing applications to determine proper permit and credentials of applicant, and receiving fees and issuing receipts, as appropriate.

Scanning of various Town documents.

Updates Building Permit Inspections and mails Building Permit related notices.

Maintains Town's website, monthly newsletter and email blasts.

Utilizes facsimile machine or computers to transmit materials as requested; prepares photocopies of various documents.

ADDITIONAL JOB FUNCTIONS

Prepares and mails various correspondence to Town residents and contractors/vendors.

Completes bank reconciliations and mails out vendor checks.

Performs other related work as required.

CLERK/TYPIST EMPLOYEE

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, and some experience in receptionist-clerical work; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including multi-line telephones, typewriters, calculators, copiers, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communications: Requires the ability to speak and/pr signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, forms, invoices, checks, permits, manuals, etc. Requires the ability to prepare correspondence, reports, permits, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.
Intelligence: Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Olfactory Aptitude: Does not require the ability to identify and distinguish odors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with person acting under stress.

CLERK/TYPIST EMPLOYEE

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the policies, procedures, organization and functions of the Town.

General knowledge of the organization and functions of the Town and its departments.

General knowledge of modern office practices and procedures.

General knowledge of arithmetic, grammar, spelling, punctuation and vocabulary.

Working knowledge of the standard accepted principles and practices of bookkeeping.

Ability to use common office machines, including typewriters and computers.

Ability to exercise independent judgement and discretion as necessary in providing assistance and information to the general public.

Ability to maintain a variety of moderately complex files.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively in oral and written form.

Ability to exercise tact and courtesy in contact with a variety of professionals and public officials at various levels of authority and influence, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to research program documents and narrative materials, and to compile reports from information gathered.