



TOWN COMMISSION MEETING

TUESDAY MARCH 28TH, 2023

10:00 A.M.



**PUBLIC NOTICE/AGENDA
TOWN COMMISSION MEETING
Tuesday March 28TH, 2023 at 10:00 a.m.**

Town Commission	Town Staff
Stewart Satter, Mayor _____	Linda Stumpf, Town Manager _____
Richard Granara, Mayor pro Tem _____	Carmen Mattox, Chief of Police _____
Chauncey Johnstone, Commissioner _____	Erika Petersen, Town Clerk _____
John Deese, Commissioner _____	Keith W. Davis, Town Attorney _____
Aileen Carlucci, Commissioner _____	Trey Nazzaro, Ass't. Town Attorney _____
Simone Bonutti, Commissioner _____	Brent Watson, Waterplant Superintendant _____
Kristin Rosen, Commissioner _____	

CALL TO ORDER & PLEDGE OF ALLEGIANCE

REORGANIZATION:

1. Swearing in of new Commissioners – Town Clerk Petersen
2. Appointments to Commissions – Mayor Satter
3. Appointments to Boards – Mayor Satter
4. Orientation by Town Attorney Davis

**AGENDA ADDITIONS, DELETIONS OR SUBSTITUTIONS
MAYOR'S COMMENTS**

CONSENT AGENDA:

1. Minutes February 28, 2023, Town Commission Meeting
2. Police Department Report and Fire/Rescue Response Time Report for February
3. Update Bank Signature Cards

REGULAR AGENDA:

1. Town Manager Stumpf's Report

PUBLIC COMMENTS

OTHER BUSINESS

ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Town Commission, Special Magistrate or any other Boards or Commissions of the Town with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting. IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. Please contact the Town Clerk at (561) 585-9477 - 600 South Ocean Blvd., Manalapan, FL 33462 - townhall@manalapan.org

RESOLUTION 01-2023

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA ELECTING CERTAIN TOWN COMMISSIONERS TO SERVE AS VICE MAYOR AND MAYOR PRO TEM; PROVIDING AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

WHEREAS, the Town Commission of the Town of Manalapan has convened for the purpose of reorganization and, in compliance with the Town Charter, has elected from among its members a Vice Mayor and a Mayor Pro Tem.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA AS FOLLOWS, that:

Section 1: The Town Commission of the Town of Manalapan does hereby elect and appoint the following members of the Town Commission to serve as the Vice Mayor and Mayor Pro Tem each for the respective term, as set forth herein below, in accordance with the Town Charter.

Section 2: Accordingly, the following named persons are elected to the positions of Vice Mayor and Mayor Pro Tempore:

_____ is hereby appointed **Vice Mayor** to serve for a term ending with the March election in 2024.

_____ is hereby appointed **Mayor Pro Tem** to serve for a term ending with the March election in 2024.

Section 3: This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 28th day of March, 2023

TOWN OF MANALAPAN

STEWART SATTER, MAYOR

ATTEST:

(Seal)

ERIKA PETERSEN, TOWN CLERK



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: March 28, 2023

Agenda Item No.: CA.1

Agenda Item Name: February 28th, 2023 Town Commission Meeting Minutes

ACTION REQUESTED: Discussion ☐ Approval ☒

ATTACHMENT:

- February 28th, 2023 Town Commission Meeting Minutes



Town Commission Meeting
Tuesday February 28, 2023, at 10:00 a.m.

IN ATTENDANCE

TOWN COMMISSION		TOWN STAFF	
Keith Waters, Mayor	✓	Linda Stumpf, Town Manager	✓
Stewart Satter, Vice Mayor	✓	Carmen Mattox, Chief of Police	✓
Richard Granara, Mayor Pro Tem	✓	Erika Petersen, Town Clerk	✓
Hank Siemon, Commissioner	✓	Keith Davis, Town Attorney	✓
Chauncey Johnstone, Commissioner	✓	Brent Watson, Water Plant Superintendent	Zoom
John Deese, Commissioner	X		
Aileen Carlucci, Commissioner	Zoom		

PUBLIC: Tom Biggs (Mock Roos), Scarlet Amo, and Larry Barszweski (Coastal Star)

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Town Commission meeting called to order at 10:00 a.m.

SPECIAL PRESENTATION

Appreciation award given to Mayor Waters for his years of service

Appreciation award given to Commissioner Siemon for his years of service

CONSENT AGENDA:

1. Minutes January 24, 2023 Town Commission Meeting

2. Police Department Report and Fire/Rescue Response Time Report for January & FDOT correspondence

3. Chen Moore/NZ Consultants revised agreement

Commissioner Siemon made a motion to **approve** the Consent Agenda. Vice Mayor Satter seconded the motion which prevailed by the following vote:

YES: Vice Mayor Satter, Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Johnstone, and Commissioner Carlucci

REGULAR AGENDA:

RA. 1 Draft Construction Drawings from Mock Roos for the 30% Septic to Sewer design options

The Town Commission authorized Mock Roos to perform a 30% Wastewater Collection and Transmission System design on 10/05/2022. This preliminary design was deemed necessary to explore available funding options and the feasibility of the project. Tom Biggs from Mock Roos was present to provide additional information on phasing the project along with pictures of what the equipment will look like. He explained they separated the work out in three potential phases. Phase 1 was the Point, where they would connect to an existing gravity pump system needing upgrading at the furthest north edge of the area. The rest of Phase 1 included a proposed low-pressure force main and a new pump station on the southern side of Lands End Road. Phase 2 consisted of upgrading the A1A pump station and new gravity main, replace the existing force main just north of the Lantana beach parking lot, and connect to an existing force main further north in South Palm Beach. Phase 3 was the remainder of residences along South Ocean Boulevard. This phase included connecting to the existing gravity main just south of Town Hall and installing two new low-pressure force mains along A1A. Town Manager Stumpf explained Phase 2 is a necessity as the existing pipes are already degrading and causing issues. She stated there is already money in the budget to perform this portion now.

The Commission had questions for Mock Roos and the Town Manager.

There was a consensus to direct staff to investigate funding sources available for Phases 1 & 3.

Vice Mayor Satter made a motion to **direct** the Town staff to move forward with Phase 2 of the lift station repairs and pipe replacement as presented by Mock Roos not to exceed \$600,000. Commissioner Siemon seconded the motion which prevailed by the following vote:

YES: Vice Mayor Satter, Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Johnstone, and Commissioner Carlucci

RA. 2 Lands End Road Cul de Sac Improvements

Town Manager Stumpf addressed the condition of the Lands End Cul de Sac at the January meeting. She indicated that she had discussed the improvements with the neighbors adjacent to the Cul de Sac for input. Mock Roos was directed to develop the construction drawings and bid documents, the construction drawings were provided to the Commissioners for review.

The Commissioners discussed the design and asked questions of Tom Biggs from Mock Roos.

Town Manager Stumpf explained she has \$30,000 budgeted and \$20,000 available in infrastructure for the project, but that Mock Roos has not yet provided an estimate for the work. The Commissioners indicated they wanted to see this come back next month with pricing.

RA. 3 Water Plant high service pump equipment purchase

The Town replaced three of the four high service pumps in 2018, however the fourth pump was in good working order so it was determined to delay the replacement. Three quotes were provided to the

Commissioners. Staff recommended purchasing the pump from Hudson Pump and also recommended piggybacking on the continuing contract with the Village of Wellington for the installation of the pump by Murray Logan. That was the contractor that installed the original three pumps.

Commissioner Siemon made a motion to **approve** the Town staff to move forward with the purchase of the fourth pump. Vice Mayor Satter seconded the motion which prevailed by the following vote:

YES: Vice Mayor Satter, Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Johnstone, and Commissioner Carlucci

Vice Mayor Satter made a motion to **approve** the Town staff to move forward with installation of the fourth pump by Murray Logan. Commissioner Siemon seconded the motion which prevailed by the following vote:

YES: Vice Mayor Satter, Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Johnstone, and Commissioner Carlucci

RA. 4 Town Manager Stumpf's Report

Code Enforcement: Town Manager Stumpf explained code enforcement continues to be active

Intracoastal Crossing Update: Town Manager Stumpf informed the Commission that we were only waiting on the Health Department and asphalt delivery expected in the next week. Therefore, she anticipated the service to officially begin at the end of the following week.

COVID update: She explained the numbers were down with new case positivity at only 13.2%, however the virus had caused a lot of disruptions here in Town Hall with four employees out sick.

Civil Service Board: Town Manager Stumpf explained the Civil Service Board is something in our policy available to an employee that has been terminated and wishes to appeal. It is a three-person board composed of a resident, the Town Manager and someone not involved with the Town, an impartial person. She provided the Commission a bio for a lawyer named Gary A. Isaac who she recommended the Commissioners appoint as the impartial third board member. Town Manager Stumpf also recommended Commissioner Siemon for the resident position as he was termed out of Town Commission at the end of March.

Vice Mayor Satter made a motion to **approve** the appointments of Commissioner Siemon and Mr. Isaac to the Civil Service Board. Mayor Pro Tem Granara seconded the motion which prevailed by the following vote:

YES: Vice Mayor Satter, Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Johnstone, and Commissioner Carlucci

PUBLIC COMMENTS

Scarlet Amo made comments.

OTHER BUSINESS

There was none.

Meeting adjourned at 11:25 a.m.

**These minutes were presented to the Town Commission
on Tuesday March 28, 2023 for approval.**

Stewart Satter, Mayor

Date Signed

Erika Petersen, Town Clerk

Date Signed



TOWN OF MANALAPAN

AGENDA ITEM SUMMARY

Meeting Date: March 28, 2023

Agenda Item No.: CA.2

Agenda Item Name: Police Department Chief's Report and Palm Beach County Fire Rescue Response Times for February

ACTION REQUESTED: Discussion ☐ Action ☒

ATTACHMENT:

- The Police Department Chief's Report for February including Monthly Stats
- Palm Beach County Fire/Rescue response times for February

TO: Mayor and Town Commissioners
Linda Stumpf, Town Manager

FROM: Chief Mattox

SUBJECT: Monthly Report for January

DATE: March 21, 2023

Staffing

There is light at the end of the tunnel, I have hired two full time officers. I am also processing retired part-time officers to augment the staffing levels. On March 8th Sgt Hernandez resigned.

Zone Coverage

We are staffing as manpower allows. Due to staffing shortages vacations requests are not always approved.

Fleet

The two new vehicles arrived and are in the process of having the emergency equipment installed. The oldest ATV has finally succumbed to rust and is no longer safe to operate. The new ATV is now in service.

Training

All officers completed February in service computer-based training. The officers also completed Sound meter training on February 1st and 2nd.

Miscellaneous

In February, FDOT subcontractors cleaned out the drainage system and completed a video inspection. During the video inspection process a portion of the FDOT drainage system was discovered to be collapsed. FDOT is assuming that a heavy vehicle drove off the road and parked over the section of pipe causing it to be damaged sometime last summer which is when they believe the flooding began. FDOT is currently discussing options for replacing the broken section of pipe and restoring the system. Hopefully this will help reduce the flooding.

We continue to prepare for the police department remodel. The remodel is scheduled to begin May 1st, 2023.

We are still waiting for the new handguns to arrive. The holsters and other accessories are here the Glocks like all other firearms are on back order. They are expected to arrive in a month.

I would like to take a moment to recognize Sgt Merritt, Officer Hussameldin and Officer Temperato. They recently worked a delayed missing person complaint. They completed an immediate search of the area to no avail. They gathered information and rapidly shared it all over the state through local and statewide BOLO's. They initiated a state of Florida Alert. They continued to work with the family and coordinated assistance from other agencies. Due to the above-described investigation the subject was located several hours later safe and in good health in North Florida.



Manalapan Police Department
Monthly Stats
February 2023



CALLS FOR SERVICE

Call Type	Total	Zone 1 Point	Zone 2 A1A	Zone 4 Out of Town	Zone 5 N. Inlet	Zone 6 Beach	Zone 7 Bird Island	Zone 8 Plaza & The EAU	Zone ORP
9-1-1 Abandoned	4								
9-1-1 Received	50								
9-1-1 Transfer	10								
Alarms	11	6	4					1	
Animal Complaints	3	1	1					1	
ATV Completed	145					145			
ATV Cancelled	31					31			
Assault	0								
Battery	0								
Boat/Marine Patrol	0								
Burglary A / B / R / V	0								
Child Abuse	0								
Construction Site Checks	141	88	53						
Dark House Checks	275	152	35					88	
Distressed Swimmer	0								
Disturbance	1							1	
Domestic	0								
Drones	0								
Driving Under Influence	0								
Drug Law Violation	0								
Grand Theft Auto	0								
Lewd Acts	0								
Fire	0								
Fire Alarm	0								
Fraud	1		1						
Information	5	3						2	
Obscene Harrassing Calls	0								
Mental	0								
Medical	10	2	5					3	
Mutual Aid	0								
Open Door	5	1						4	
Ordinance Violations	2	2							
Plaza Walk and Talk	111							111	
Parking Enforcement	97	38	15		3			41	
Possession of Alcohol	0								
Property Damage	3	3							
Property Found	1	1							
Property Lost	2	1						1	
Service Calls	18	10	6					2	
Suspicious Incident	3		2					1	
Suspicious Person	0								
Suspicious Vehicle	0								
Stolen Vehicle Alerts-LPR	0								
Theft	1							1	
Traffic Crash	5	2	1					2	
Traffic Stops	74	6	58	1				9	
Traffic Citations	18	1	17						
Trespass	3	1						2	
Vessel Stop	0								

Manalapan Police Department

Warrant Arrest	0						
Welfare Check	2			Monthly Stats			2
Work Hour	2	2		February 2023			



Manalapan Police Department
Monthly Stats
February 2023



INCIDENT REPORTS

Case #	Incident Type	Zone	Note	Case #	Incident Type	Zone	Note
23-0010	Damaged Property	1		23-0020	Damaged Property	1	
23-0011	Suspicious Theft	2		23-0021	Theft	8	
23-0012	Fraud	2					
23-0013	Crash	8					
23-0014	Crash	2					
23-0015	First Report of injury	1					
23-0016	Hit and Run	8					
23-0017	Traffic Stop	2	Sieze Tag				
23-0018	Lost Property	8					
23-0019	Traffic Stop	2	No Tag				

MONTHLY TRAINING		MONTHLY DISPATCH CALLS			
In Service PLI - Racial profiling, Implicit Bias, and			911	50	
Cultural Competency			Non-Emergency	556	
			Total	606	

Manalapan Police Department

Extended Tour Of Duty Report

From 02/01/2023 00:01 through 02/28/2023 23:59 for Unit ALL Agency ALL Signal WORK

Date	Recd	Disp	Arrd	CIRD	Unit	Signal	Event Number	Case Number
02/11/2023	18:09:02	18:32:25	18:32:30	18:46:01	309	WORK: WORK HOUR VIOLATION	230002508	
Location: Zone: 1 Dispo: NR Ofc. Notes								
Address: 1520 PASLAY PL City: MANALAPAN								
		02/11/2023 18:09	453	ANON CITIZEN WANTED TO REPORT SOMEONE PRESSURE WASHING IN THE 1500-BLK				
		02/11/2023 18:17	453	309 - WORK CAN CONTINUE UNTIL 1830 ON SAT				
		02/11/2023 18:34	453	CONTACT MADE AT 1520 AND WORK IS BEING CONCLUDED FOR THE DAY				
02/11/2023	19:04:25	19:04:25	19:04:25	19:04:36	309	WORK: WORK HOUR VIOLATION	230002515	
Location: 1 LITTLE POND RD Zone: 1 Dispo: NR Ofc. Notes								
Address: 1 LITTLE POND RD City: MANALAPAN								
		02/11/2023 19:04	453	NO VIOLATION / SECURE				

Number Of Events Listed: 2

MANALAPAN POLICE DEPARTMENT FLEET MAINTENANCE REPORT

[illegible]



3/1/2023

Palm Beach County Fire Rescue

Manalapan - # of Calls by Type

20230201 to 20230228

<u>Type - Situation Dispatched</u>	<u># of Incidents</u>
Medical Calls:	12
Alarms:	1
Total number of Events:	13

Calls by Situation Dispatched





3/1/2023

Palm Beach County Fire Rescue

Manalapan Response Time Report

20230201 to 20230228

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Onscene	Close	Disp Hand	Turnout	Travel	Resp Time*
Emergency Calls:														
F23024337	38	Medical	LOGGERHEAD LN MN	02/04/2023		12:44:20	12:44:27	12:45:36	12:50:27	13:03:49	0:00:32	0:01:09	0:04:51	0:06:32
F23024415	38	Medical	S OCEAN BLVD MN	02/04/2023	15:26:35	15:26:48	15:27:00	15:27:15	15:29:37	17:02:40	0:00:25	0:00:15	0:02:22	0:03:02
F23027506	38	Medical	S OCEAN BLVD MN	02/09/2023		04:37:50	04:38:02	04:39:26	04:42:26	04:48:46	0:00:37	0:01:24	0:03:00	0:05:01
F23028969	38	Medical	LANDS END RD MN	02/11/2023		08:15:06	08:15:22	08:15:36	08:22:33	09:06:23	0:00:41	0:00:14	0:06:57	0:07:52
F23029296	38	Medical	S OCEAN BLVD MN	02/11/2023	16:47:05	16:47:50	16:47:58	16:48:43	16:51:58	17:31:26	0:00:53	0:00:45	0:03:15	0:04:53
F23032374	38	Medical	S OCEAN BLVD MN	02/16/2023	09:16:21	09:16:41	09:16:49	09:16:54	09:19:40	09:30:19	0:00:28	0:00:05	0:02:46	0:03:19
F23032916	38	Medical	S OCEAN BLVD MN	02/16/2023		23:03:20	23:03:27	23:04:55	23:09:40	23:49:56	0:00:32	0:01:28	0:04:45	0:06:45
F23033337	38	Medical	S OCEAN BLVD MN	02/17/2023		14:31:46	14:31:54	14:32:42	14:35:02	15:23:55	0:00:33	0:00:48	0:02:20	0:03:41
F23034471	38	Medical	S OCEAN BLVD MN	02/19/2023	07:59:01	07:59:55	08:00:00	08:00:52	08:02:22	08:22:01	0:00:59	0:00:52	0:01:30	0:03:21
F23034569	38	Medical	S OCEAN BLVD MN	02/19/2023	11:02:57	11:03:41	11:03:52	11:04:21	11:05:50	11:52:42	0:00:55	0:00:29	0:01:29	0:02:53
F23037189	38	Medical	S OCEAN BLVD MN	02/23/2023	08:27:08	08:27:44	08:27:54	08:28:43	08:31:05	09:36:56	0:00:46	0:00:49	0:02:22	0:03:57
F23037330	38	Medical	S OCEAN BLVD MN	02/23/2023	11:40:36	11:41:00	11:41:05	11:41:45	11:46:31	12:22:41	0:00:29	0:00:40	0:04:46	0:05:55
Average Response Times:											0:00:39	0:00:45	0:03:22	0:04:46

Non Emergency Calls:

F23025483	38	Fire Alarm	LANDS END RD MN	02/06/2023		08:07:52	08:08:03	08:08:29	08:09:36	08:10:29	0:00:36	0:00:26	0:01:07	0:02:09
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Total number of Events: 13

*Represents call received to arrival. If there is no received time, the County annual average call received to call entered time is used.



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: March 28, 2023

Agenda Item No.: CA.3

Agenda Item Name: Update Bank Signature Cards

ACTION REQUESTED: Discussion ☐ Approval ☒

BACKGROUND:

Staff has provided paperwork to all current and in-coming Commissioners to complete to update the bank signature cards. By completing the paperwork, each representative of the Commission along with the Town Manager will be authorized to sign checks as needed.

ATTACHMENT:

- Resolution 02-2023

RESOLUTION 02-2023

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, AUTHORIZING MEMBERS OF THE TOWN COMMISSION AND THE TOWN MANAGER TO SIGN TOWN CHECKS DRAWN UPON ANY DEPOSITORY OF TOWN FUNDS IN ACCORDANCE WITH ESTABLISHED TOWN RULES, REGULATIONS, AND POLICY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Town Commission of the Town of Manalapan desires to authorize by resolution members of the Town Commission and the Town Manager to sign checks on behalf of the Town in accordance with established Town Rules, Regulations and Policy.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA AS FOLLOWS, that:

Section 1: The Town Commission of the Town of Manalapan does hereby grant the authority for signing checks drawn upon any depository of Town funds to members of the Town Commission and the Town Manager in accordance with established Town Rules, Regulations and Policy. Therefore, the following named persons are duly authorized to sign such checks from March 28, 2023 until the Reorganizational Meeting of the Town Commission to be held in March of 2024 in accordance with Sec. 3.03 of the Town's Charter:

Stewart Satter, Mayor
Richard Granara, Commissioner
Chauncey Johnstone, Commissioner
John Deese, Commissioner
Aileen Carlucci, Commissioner
Simone Bonutti, Commissioner
Kristin Rosen, Commissioner
Linda A. Stumpf, Town Manager

Section 2: This Resolution shall take effect upon adoption and shall repeal all previous resolutions authorizing the Town Manager and members of the Town Commission to sign Town checks.

PASSED AND ADOPTED this 28th day of March, 2023

TOWN OF MANALAPAN

STEWART SATTER, MAYOR

ATTEST:

(Seal)

ERIKA PETERSEN, TOWN CLERK



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: March 28, 2023

Agenda Item No.: RA 1

Agenda Item Name: Town Manager Stumpf's Report

ACTION REQUESTED: Discussion ☐ Action ☐

BACKGROUND:

- Code Enforcement Log and training
- COVID update
- Intracoastal Crossing update
- PBA negotiations
- Capital projects update
- Eau Hotel
- Library update