



TOWN COMMISSION MEETING

TUESDAY, NOVEMBER 14, 2023

10:00 A.M.



**PUBLIC NOTICE/AGENDA
TOWN COMMISSION MEETING
Tuesday November 14th, 2023 at 10:00 a.m.**

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

CALL TO ORDER & PLEDGE OF ALLEGIANCE

AGENDA ADDITIONS, DELETIONS OR SUBSTITUTIONS

MAYOR’S COMMENTS

CONSENT AGENDA:

1. Minutes October 24, 2023 Town Commission Meeting
2. Police Department Report and Fire/Rescue Response Time Report for October
3. **RES 9-23** Setting a special second qualifying period for the March 19, 2024 Municipal Election

REGULAR AGENDA:

1. Discussion and Consideration of the Assistant Town Manager Employment Agreement – Eric Marmer
2. Discussion and Consideration of Agreement with Chief Mattox
3. Amendment to Contract with Town Manager Stumpf
4. Town Manager Stumpf’s Report
5. Appointment of new Commissioners

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



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 14, 2023
Agenda Item No.: CA.1
Agenda Item Name: October 24th, 2023 Town Commission Meeting

ACTION REQUESTED: Discussion Approval

ATTACHMENT:

- October 24th, 2023 Town Commission Meeting



Town Commission Meeting

Tuesday October 24, 2023, at 10:00 a.m.

IN ATTENDANCE

TOWN COMMISSION		TOWN STAFF	
Stewart Satter, Mayor	✓	Linda Stumpf, Town Manager	✓
John Deese, Vice Mayor	✓	Carmen Mattox, Chief of Police	✓
Simone Bonutti, Mayor Pro Tem	✓	Erika Petersen, Town Clerk	✓
Richard Granara, Commissioner	✓	Keith Davis, Town Attorney	✓
Chauncey Johnstone, Commissioner	Zoom	Trey Nazzaro, Ass't. Town Attorney	X
Aileen Carlucci, Commissioner	✓	Brent Watson, Water Plant Superintendent	Zoom
Kristin Rosen, Commissioner	✓		

PUBLIC: Eric Marmer, Ken Kaleel (Ocean Ridge), Carolyn Cassidy (Ocean Ridge), William Thrasher (Briny Breezes), Larry Barszewski (Coastal Star), and Mary Kate Leming (Coastal Star)

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Town Commission meeting called to order at 10:04 a.m.

CONSENT AGENDA

- 1. Minutes September 18, 2023 Town Commission Meeting & First Budget Hearing and Minutes September 25, 2023 Town Commission Meeting & Final Budget Hearing**
- 2. Police Department Report and Fire/Rescue Response Time Report for September**
- 3. RES 8-23 Supporting the proposed One-Cent Sales Surtax to fund local infrastructure projects through 12/31/2036**

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

YES: Vice Mayor Deese, Mayor Pro Tem Bonutti, Commissioner Granara, Commissioner Carlucci, and Commissioner Rosen

REGULAR AGENDA

RA. 1 Town Manager Stumpf's Report

COVID: Town Manager Stumpf began with an update on the latest Covid report. In Palm Beach County last week there were 392 new cases, and the positivity rate was down to 8.4%

Code Enforcement: Town Manager Stumpf announced the Town was having a lot of issues with construction sites. She noted that our code enforcement officer was busy staying on top of about five or six properties that continue to be problematic.

Lands End Road Cul de Sac Update: She announced staff had chosen the pavers and that the contractor was meeting that coming Thursday to set up the schedule. She expected work to begin within two weeks and she explained the existing tree was being treated and would be relocated when construction started on the circle.

Town Manager candidate update: Town Manager Stumpf explained she had received five resumes from candidates and she provided the Commissioners with her top three candidate resumes to review. She announced that the Commissioner’s number one candidat was Eric Marmer from the Town of Highland Beach. She explained to the Commission that if they want to move forward with Mr. Marmer as the Assistant Town Manager during the transition that they would need to direct her and the Town Attorney to provide a contract and get is signed by December while there is still a quorum.

PUBLIC COMMENTS

Eric Marmer thanked the Town Commission for the opportunity and their consideration.

OTHER BUSINESS

There was none.

The Town Commission meeting adjourned at 10:14 a.m.

Form 6 Workshop

Mayor Satter called the Form 6 Workshop to order at 10:15 a.m.

Town Attorney Davis and Assistant Town Attorney Nazzaro presented a powerpoint presentation regarding the new state law requiring all elected municipal officials file the Form 6 disclosure form and the differences with the previously required Form 1. The Mayor and Commissioners asked questions and discussed options.

Ken Kaleel spoke to the Commission about this new State of Florida requirement.

The Workshop was adjourned at 11:54 a.m.

**These minutes were presented to the Town Commission
on Tuesday November 14, 2023 for approval.**

Stewart Satter, Mayor

Date Signed

Erika Petersen, Town Clerk

Date Signed



TOWN OF MANALAPAN

AGENDA ITEM SUMMARY

Meeting Date: November 14, 2023

Agenda Item No.: CA.2

Agenda Item Name: Police Department Chief's Report and Work Order Violations

ACTION REQUESTED: Discussion Approval

ATTACHMENT:

- The Police Department Chief's Report for October including Monthly Stats
- The Police Department Work Order Violations for October

Manalapan Police Department

Warrant Arrest	3		3						
Welfare Check	1		1	Monthly Stats					
Work Hour	1	1		October 2023					





Manalapan Police Department

Monthly Stats

October 2023



INCIDENT REPORTS

Case #	Incident Type	Zone	Note	Case #	Incident Type	Zone	Note
23-0126	Warrant Arrest	2	ARR	23-0136	Ord Vio / Grass	1	
23-0127	Traffic Stop/Poss of 57	2	ARR	23-0137	Crash	8	
23-0128	Traffic Stop/Seize Tag	2		23-0138	Trespassing	8	ARR
23-0129	Traffic Stop/Susp DL	2		23-0139	Traffic Stop/No DL	2	
23-0130	Theft	8	ARR	23-0140	Warrant Arrest	2	ARR
23-0131	AOA/Landing	6		23-0141	Found Property	2	
23-0132	Found property	2		23-0142	Found Property	2	
23-0133	Traffic Stop/Seize Tag	2		23-0143	Warrant Arrest	2	ARR
23-0134	Traffic Stop/no DL/Tow	2		23-0144	Narcotics Pick up/DEA	2	
23-0135	Lewd Acts	6					

MONTHLY TRAINING	MONTHLY DISPATCH CALLS			
In Service PLI -		911	35	
Annual Taser Re certification		Non-Emergency	609	
		Total	644	

Manalapan Police Department

Extended Tour Of Duty Report

From 10/01/2023 00:01 through 10/31/2023 23:59 for Unit ALL Agency ALL Signal WORK

Date	Recd	Disp	Arrd	CIRD	Unit	Signal	Event Number	Case Number
10/29/2023	18:21:27	18:21:30	18:34:22	18:40:44	313	WORK: WORK HOUR VIOLATION	230022819	
Location:								
Address: 45 CURLEW RD								
Zone: 1								
City: MANALAPAN								
HOMEOWNER AT 1565 LER CALLED TO ADVS SOMEONE IS USING A CHAINSAW ON CURLEW ROAD								
CALLER COULD NOT GIVE THE EXACT ADDRESS BUT SAID IT IS COMING FROM THE WEST SIDE OF CURLEW RD								
97 AT 45 CURLEW								
306 BWC IS 10-7								
USING 313 BWC								
CONTACT WAS MADE WITH THE HOMEOWNER AND ADVSD OF WORK HOURS								

Number Of Events Listed: 1



TOWN OF MANALAPAN

AGENDA ITEM SUMMARY

Meeting Date: November 14, 2023

Agenda Item No.: CA.3

Agenda Item Name: RES 9-2023 – Setting a special second qualifying period for the March 19, 2024 Municipal Election

ACTION REQUESTED: Discussion Action

BACKGROUND:

Due to recent changes to state law that will directly impact financial reporting for elected officials as of January 1, 2024, it is possible that some elected officials may resign their seats after regular qualifying has closed in November 2023 but prior to January 1, 2024. The Palm Beach County Supervisor of Elections has offered to accommodate a second special qualifying period in January 2024 in order to allow any vacant seats to be filled by election during the March 2024 municipal election. The Town Commission desires to provide a second special qualifying period from noon on January 2, 2024 through noon on January 12, 2024 for the sole purpose of allowing candidates to qualify for any Town Commission (including Mayor) vacancies that occur after the close of general qualifying and before January 1, 2024.

ATTACHMENT:

- RES 9-2023

RESOLUTION NO. 9-2023

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, SETTING A SPECIAL QUALIFYING PERIOD TO ALLOW ADDITIONAL QUALIFYING TIME FOR THE MARCH 19, 2024 MUNICIPAL ELECTION IN ACCORDANCE WITH THE REQUIREMENTS OF SEC. 34.05(B) OF THE TOWN OF MANALAPAN CODE OF ORDINANCES; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, Sec. 34.05(B) of the Town of Manalapan Code of Ordinances sets the regular qualifying period for municipal elections as noon on the first Tuesday in November until noon on the third Tuesday in November of the calendar year preceding the calendar year in which the election is to be held; and

WHEREAS, Due to recent changes to state law that will directly impact financial reporting for elected officials as of January 1, 2024, it is possible that some elected officials may resign their seats after regular qualifying has closed in November 2023 but prior to January 1, 2024; and

WHEREAS, the Palm Beach County Supervisor of Elections has offered to accommodate a second special qualifying period in January 2024 in order to allow the vacant seat to be filled by election during the March 2024 municipal election; and

WHEREAS, the Town Commission desires to provide a second special qualifying period from noon on January 2, 2024 through noon on January 12, 2024 for the sole purpose of allowing candidates to qualify for any Town Commission (including Mayor) vacancies that occur after the close of general qualifying and before January 1, 2024 due to the new financial reporting legislation that is effective January 1, 2024; and

WHEREAS, Sec. 34.06(B) of the Town of Manalapan Code of Ordinances allows the Town Commission to set a special qualifying period by resolution at least 21 days prior to the date of the election; and

WHEREAS, the Town Commission has determined that adoption of this resolution and participation in the Palm Beach County Supervisor of Elections special qualifying period for the March 19, 2024 municipal election are in the best interests of the citizens of the Town of Manalapan.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, THAT:

Section 1. The above recitals are true and correct and are hereby incorporated into this section of this resolution as if fully set forth herein.

Section 2. The Town Commission of the Town of Manalapan hereby sets a special qualifying period from noon on January 2, 2024 through noon on January 12, 2024 in order to allow interested electors to qualify for seats rendered vacant by currently sitting Commissioners due to resignations that occur after the close of regular qualifying in November 2023 but before January 1, 2024, for the March 19, 2024 municipal election.

Section 3. The Town Clerk is directed to forward this Resolution the Palm Beach County Supervisor of Elections.

Section 4. This resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 14th day of November 2023.

TOWN OF MANALAPAN

STEWART SATTER, MAYOR

ATTEST:

(Seal)

ERIKA PETERSEN, TOWN CLERK



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 14, 2023

Agenda Item No.: RA 1

Agenda Item Name: Discussion and Consideration of the Assistant Town Manager Employment Agreement – Eric Marmer

ACTION REQUESTED: Discussion Action

BACKGROUND:

At the Town Commission meeting on October 24, 2023, the Commission directed Town Manager Stumpf and Town Attorney Davis to negotiate an employment agreement with Eric Marmer as Assistant Town Manager. A contract is presented for your consideration.

ATTACHMENTS:

- Proposed contract with Eric Marmer



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 14, 2023

Agenda Item No.: RA 2

Agenda Item Name: Discussion and Consideration of Agreement with Chief Mattox

ACTION REQUESTED: Discussion Action

BACKGROUND:

Mayor Satter directed staff to work on a contract for the Police Chief.

ATTACHMENTS:

- Proposed contract with Chief Mattox will be provided at the meeting



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 14, 2023
Agenda Item No.: RA 3
Agenda Item Name: Town Manager Stumpf Amended Contract Agreement

ACTION REQUESTED: Discussion Action

BACKGROUND:

Amendment to Contract with Town Manager Stumpf.

ATTACHMENTS:

- Proposed amended contract with Town Manager Stumpf



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 14, 2023

Agenda Item No.: RA 4

Agenda Item Name: Town Manager Stumpf's Report

ACTION REQUESTED: Discussion Action

BACKGROUND:

- Code enforcement log
- Iguana control update
- Lands End Road Cul de Sac update
- Rate Study
- Commissioner appointments



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 14, 2023

Agenda Item No.: RA 5

Agenda Item Name: Appointment of new Commissioners

ACTION REQUESTED: Discussion Action

BACKGROUND:

According to Sec. 32.01 the Mayor shall provide to the Town Commission an initial list of nominations of members to fill the vacant Town Commission Seats. The following is a list of nominees provided by Mayor Satter:

- Seat #2 – Orla Imbesi
- Seat #4 – Dwight Kulwin
- Seat #5 – David Knobel
- Seat #6 – Elliot Bonner