



TOWN COMMISSION MEETING

THURSDAY NOVEMBER 17, 2022

10:00 A.M.



PUBLIC NOTICE/AGENDA
RESCHEDULED TOWN COMMISSION MEETING FROM 11/10/2022
Thursday November 17th, 2022 at 10:00 a.m.

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 W. Davis, Town Attorney _____
Chauncey Johnstone, Commissioner _____	Brent Watson, Waterplant Superintendent _____
John Deese, Commissioner _____	
Aileen Carlucci, Commissioner _____	

CALL TO ORDER & PLEDGE OF ALLEGIANCE

AGENDA ADDITIONS, DELETIONS OR SUBSTITUTIONS
MAYOR'S COMMENTS

CONSENT AGENDA:

1. Minutes from September 27, 2022 Town Commission Mtg., September 27, 2022 Budget Hearing, and October 5th Septic to Sewer Workshop
2. Police Department Report and Fire/Rescue Response Time Reports for September & October
3. **RES 07-2022** Budget Amendment

REGULAR AGENDA:

1. **POSTPONED**
2. Mock Roos CSA for 30% Construction Drawings for Septic to Sewer Project
3. December TCOM meeting date
4. Town Manager'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



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 10, 2022

Agenda Item No.: CA.1

Agenda Item Name: September 27, 2022 Town Commission Meeting Minutes, September 27, 2022 Budget Hearing Minutes, and October 5th Septic to Sewer Workshop

ACTION REQUESTED: Discussion ☐ Approval ☒

ATTACHMENT:

- September 27, 2022 Town Commission Meeting Minutes & September 27, 2022 Budget Hearing Minutes
- October 5th Septic to Sewer Workshop Minutes



Town Commission Meeting and Final Budget Hearing
Tuesday September 27, 2022, at 4:30 p.m.

IN ATTENDANCE

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

PUBLIC: Larry Barszweski (Coastal Star), Dawn Aishoe

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Town Commission called to order at 4:30 p.m.

PUBLIC HEARING:

1. Ordinance #387 - AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, AMENDING THE MANALAPAN CODE OF ORDINANCES AT CHAPTER 152. BUILDING REGULATIONS. SECTION 152.21. APPROVAL AND DURATION OF APPROVAL, ARCHITECTURAL REVIEW PREREQUISITE TO PERMITS, STOP WORK ORDERS. TO ELIMINATE THE REQUIREMENT OF ARCOM REVIEW AND APPROVAL FOR PEDESTRIAN PASSAGEWAYS AND DEMOLITION WORK. **(Second Reading)**

Town Attorney read by title.

Commissioner Siemon made a motion to **approve** Ordinance #387 on second reading. Mayor Pro Tem Granara seconded the motion which passed by the following vote:

YES: Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Deese and Commissioner Carlucci.

The Mayor asked if there were any additions, deletions or changes to the agenda. Town Manager Stumpf announced the Commission's desire to hold a virtual septic to sewer workshop the following week needed to be scheduled as well as a member of Town Staff, Allyson Lynch, welcomed a new baby boy.

CONSENT AGENDA:

- 1. Minutes September 16, 2022 Town Commission Meeting & September 16, 2022 Budget Hearing**
- 2. Police Department Report and Fire/Rescue Response Time Report for July & August**

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

YES: Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Deese and Commissioner Carlucci.

REGULAR AGENDA: *Quasi-Judicial Hearing

RA.1 *VAR 22-5 – 1295 Lands End Road:

Armaghan Mostafavi & Steven Dutcher seek the Town Commission's approval for a variance to re-deck and re-string their existing non-conforming dock. Dawn Aishoe from Docks & More presented the request.

The commissioners asked questions regarding what was being replaced and what was new.

Commissioner Deese made a motion to **approve** the variance request. Commissioner Siemon seconded the motion which prevailed by the following vote:

YES: Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Deese and Commissioner Carlucci.

PUBLIC COMMENTS

There was none.

OTHER BUSINESS

There was none.

PUBLIC HEARING:

1. Ordinance #387 (LPA) - AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, AMENDING THE MANALAPAN CODE OF ORDINANCES AT CHAPTER 152. BUILDING REGULATIONS. SECTION 152.21. APPROVAL AND DURATION OF APPROVAL, ARCHITECTURAL REVIEW PREREQUISITE TO PERMITS, STOP WORK ORDERS. TO ELIMINATE THE REQUIREMENT OF ARCOM REVIEW AND APPROVAL FOR PEDESTRIAN PASSAGEWAYS AND DEMOLITION WORK; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 152. (Second Reading)

Town Attorney read by title.

Commissioner Deese made a motion to **recommend approval** of Ordinance #387 to the Town Commission on second reading. Mayor Pro Tem Granara seconded the motion which passed by the following vote:

YES: Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Deese and Commissioner Carlucci.

The Town Commission Meeting was adjourned at 4:47 p.m.

FINAL BUDGET HEARING

Mayor Waters called the Town Commission meeting to order at 5:01 P.M.

The Commission thanked Town Manager Stumpf and staff for all of the hard work that went into the budget process this year. Town Manager Stumpf stated that the proposed millage rate is 3.000 mills.

Town Manager Stumpf announced that the millage rate is 20.802 % higher than the rolled-back rate of 2.4834 mills necessary to fund the budget.

The proposed millage rate is 3.000 mills. The total budget is \$14,499,339 for fiscal year 2022-2023. The General fund budget is \$7,307,951, Library fund budget is \$61,500 and the Utility fund budget is \$7,129,888.

Town Manager Stumpf announced that the specific purpose for the ad valorem revenues are to fund salaries, benefits, fire/rescue, capital equipment and insurances.

Mayor Waters opened the meeting to public comment. There was no comment. The public portion of the meeting was closed.

Town Attorney Davis read Resolution 05-2022 by title.

Commissioner Siemon made a motion to **adopt** the proposed millage rate for fiscal year 2022-2023 to be set at the rate of 3.000 mills. Commissioner Deese seconded the motion which passed by the following vote:

YES: Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Deese, Commissioner Carlucci as well as Vice Mayor Satter via ZOOM and Commissioner Johnstone via ZOOM.

Town Attorney Davis read Resolution 06-2022 by title.

Mayor Pro Tem Granara made a motion to **adopt** the tentative budget for the fiscal year 2022-2023 with the General Fund Budget of \$7,307,951, Library Fund Budget of \$61,500 and the Utility Fund Budget of \$7,129,888 for a total budget of \$14,499,339. Commissioner Deese seconded the motion which passed by the following vote:

YES: Mayor Pro Tem Granara, Commissioner Siemon, Commissioner Deese, Commissioner Carlucci as well as Vice Mayor Satter via ZOOM and Commissioner Johnstone via ZOOM.

Final Budget Hearing was adjourned at 5:07 p.m.

**These minutes were presented to the Town Commission
on Thursday November 10, 2022 for approval.**

Keith Waters, Mayor

Date Signed

Erika Petersen, Town Clerk

Date Signed



**Town Commission Septic to Sewer Workshop
Wednesday October 5, 2022, at 2:00 p.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	X
Hank Siemon, Commissioner	X	Keith Davis, Town Attorney	X
Chauncey Johnstone, Commissioner	√	Brent Watson, Water Plant Supervisor	√
John Deese, Commissioner	√	Ashley Watson, Accounting Clerk	√
Aileen Carlucci, Commissioner	√		

Public: Thomas Biggs (Mock Roos), Lynne Ladner, Susan Hurlburt

This meeting was held by ZOOM

SEPTIC TO SEWER WORKSHOP

CALL TO ORDER

Mayor Waters called the Septic to Sewer Workshop to order at 2:00 p.m.

The Town Commission decided to hold this workshop to discuss the possibility of transitioning the Town from septic systems to a municipal sewer system.

There was discussion on the feasibility of the design options, the disruption a project of this size and scope would have on the residents, and when the County or State may require the Town to implement this type of project.

The consensus of the commission was to ask the engineering firm, Mock Roos, to design 30% of the project to then look into funding options.

The meeting was adjourned at 3:04 p.m.

**These minutes were presented to the Town Commission
on Thursday November 10, 2022 for approval.**

Keith Waters, Mayor

Date Signed

Erika Petersen, Town Clerk

Date Signed



TOWN OF MANALAPAN

AGENDA ITEM SUMMARY

Meeting Date: November 10, 2022

Agenda Item No.: CA.2

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

ACTION REQUESTED: Discussion ☐ Action ☒

ATTACHMENT:

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

TO: Mayor and Town Commissioners
Linda Stumpf, Town Manager

FROM: Chief Mattox

SUBJECT: Monthly Report for September and October

DATE: November 3, 2022

Staffing

Officer Shepherd's last day was October the fourth. He officially retired and accepted a position with the school police to start his third career in law enforcement. Per the bargaining agreement, he received his duty weapon and retirement ID card. A retirement badge is on order for him.

Officer Palacio accepted a position with the Juno Beach Police Department, his last day was 11/03/22.

Officer Turner who resides in Broward County has requested to go to part-time starting 12/15/2022. His memo indicates the reason for this change is due to the drive from Broward County.

Retired NYPD Officer Hussameldin started on October the fifth. Officer Pugh started on October the eighteenth. Two additional retired officers are completing the process and will be starting soon. As of November 3, 2022 we have 9 officers.

Zone Coverage

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

Fleet

All services and repairs are up to date. I recently purchased a new ATV, to have a spare if a unit fails. The spare will receive the line x coating to extend the life against corrosion.

Training

All officers completed the monthly computer-based training. Officers are attending joint training with Ocean Ridge this month

Miscellaneous

The gate house bollards have arrived and are installed.

The gate house is now manned by a new company, Cambridge. They have worked with our IT company to install a camera to help monitor their employees.

I received information from Richard Avery, Project Manager Palm Beach County FD&O Capital Improvements Division regarding the boat lift. The project is experiencing some delay due to unforeseen conditions, which will most likely push the completion date into January. The situation is still fluid. They hope to have a better idea within the next few weeks as to when the date will be.

Sgt Merritt and Officer Basante manned a recruitment table at the PBSC career fair on October the seventh. There were agencies from all over the state. There were several people that appeared interested and requested an application. I recruited at the PBSC Equivalency of Training Class in October and November. This is a transition and state exam prep class for out of state certified officers.

We were very fortunate that Hurricane IAN had very little impact on us. We did staff extra personnel during the brunt of the storm to ensure we were prepared to respond. Other than some flooding on A1A and the removal of small debris from the roadway there were no major issues. All of the construction sites cooperated and prepared for the worst, fortunately it was not needed.

The new generator for town hall has been ordered. There will be a delay in delivery. I have attached an email from the vendor explaining the situation.

We are preparing for the renovation at the police department. We are scheduling this to begin after the season ends. All the budgeting quotes I received earlier this year are no longer valid as all costs have increased.

The suction pump on the Town's fuel pump is failing. The pump will not work if the fuel level in the tank is below 1000 gallons. Great Dane Petroleum responded and determined the pump needed to be replaced before it fails completely. They are in the process of locating a new or rebuilt pump. Due to supply chain issues, there is no available ETA. In the meantime, I am working on obtaining fuel service credit cards through state contract pricing. This will allow the Town to purchase fuel at the gas stations in close proximity to the Town. This is a great back up in case of an emergency or if an employee has to go out of town this card is available for gas purchase.

Erika Petersen

Subject: FW: Generator Order

From: Luis Lopez <louman@intracoastalgenerators.com>
Sent: Wednesday, October 26, 2022 12:59 PM
To: Carmen Mattox <cmattox@manalapan.org>
Cc: Malinda Lopez <malinda@intracoastalgenerators.com>
Subject: Generator Order

Good afternoon Chief,
The generator order for the Town hall Cummins replacement has been confirmed on 10/25/2022. Estimated lead time from Fridely Mn. To Cummins power south for pick up is approximately 52 weeks. Please note that lead times are estimated and actual ship date might vary. We will stay on top of this order till delivery and will update you with any further information as received. Please let us know should any questions arise.
Thank you
Lou



Luis Lopez
President
IntraCoastal Generators Inc.
Hobe Sound, Florida
772-333-8691



Manalapan Police Department
Monthly Stats
October 2022



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	2								
9-1-1 Received	29								
9-1-1 Transfer	0								
Alarms	5	2	3						
Animal Complaints	2	1						1	
ATV Completed	148					148			
ATV Cancelled	36					36			
Assault	0								
Battery	0								
Boat/Marine Patrol	0								
Burglary A / B / R / V	0								
Child Abuse	0								
Construction Site Checks	159	82	77						
Dark House Checks	651	421	152					78	
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	2		1					1	
Fire Alarm	1	1							
Fraud	1		1						
Information	4		2				2		
Obscene Harrassing Calls	2							2	
Mental	1		1						
Medical	5	1	2					2	
Mutual Aid	2		1	1					
Open Door	0								
Ordinance Violations	2	2							
Plaza Walk and Talk	137							137	
Parking Enforcement	118	69	3		2			44	
Possession of Alcohol	0								
Property Damage	3	2	1						
Property Found	2		2						
Property Lost	0								
Service Calls	28	14	7	1	4			2	
Suspicious Incident	5	2	2					1	
Suspicious Person	2		1					1	
Suspicious Vehicle	1	1							
Stolen Vehicle Alerts-LPR	0								
Theft	0								
Traffic Crash	3				1			2	
Traffic Stops	92	6	83					2	1
Traffic Citations	26		26						
Trespass	5	1	3					1	
Vessel Stop	0								



Manalapan Police Department



Warrant Arrest	0						
Welfare Check	0			Monthly Stats			
Work Hour	0			October 2022			



Manalapan Police Department
Monthly Stats
October 2022



INCIDENT REPORTS

Case #	Incident Type	Zone	Note	Case #	Incident Type	Zone	Note
22-0250	Harassing Calls	8					
22-0251	Baker Act	2					
22-0252	Death Investigation	2					
22-0253	Found Property	2					
22-0254	Crash	8					
22-0255	Civil	1					
22-0256	Crash	8					
22-0257	Fraud	2					

MONTHLY TRAINING		MONTHLY DISPATCH CALLS			
In Service PLI - New Florida Laws			911	29	
			Non-Emergency	715	
			Total	744	

MANALAPAN POLICE DEPARTMENT

FLEET MAINTENANCE REPORT

[illegible]



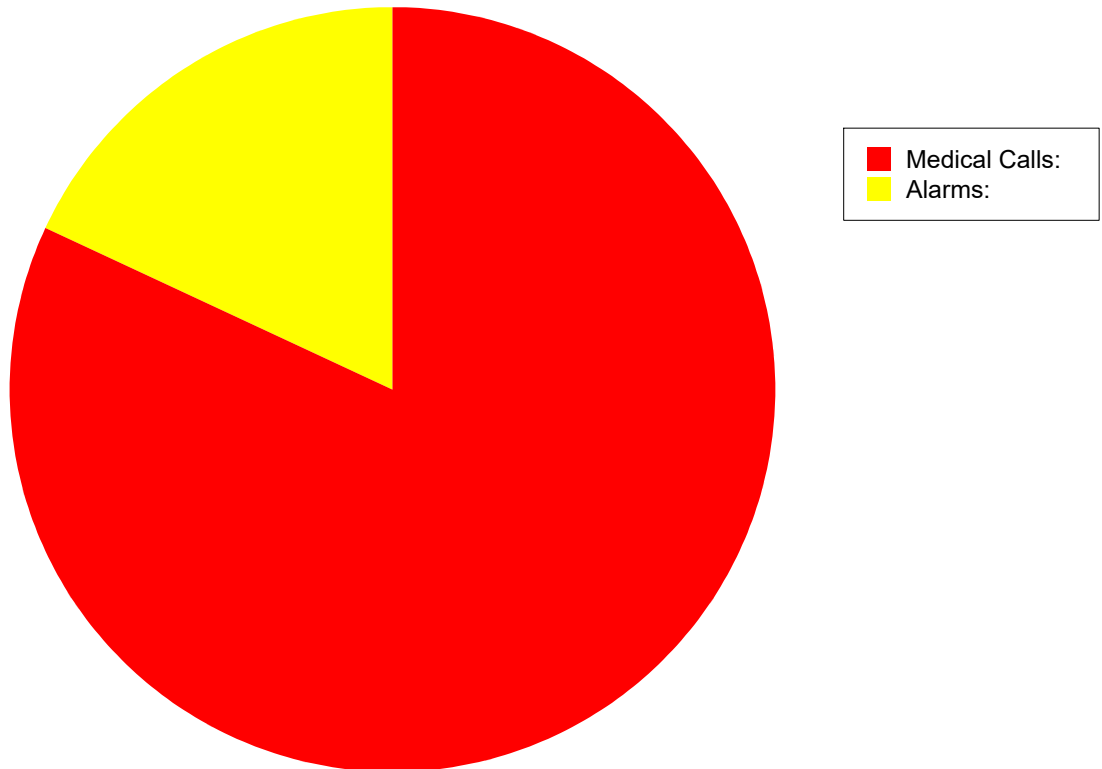
Palm Beach County Fire Rescue

Manalapan - # of Calls by Type

20220901 to 20220930

<u>Type - Situation Dispatched</u>	<u># of Incidents</u>
Medical Calls:	9
Alarms:	2
Total number of Events:	11

Calls by Situation Dispatched





10/7/2022

Palm Beach County Fire Rescue

Manalapan Response Time Report

20220901 to 20220930

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Onscene	Close	Disp Hand	Turnout	Travel	Resp Time*
Emergency Calls:														
F22164785	38	Medical	S OCEAN BLVD MN	09/01/2022	11:29:31	11:30:00	11:30:10	11:30:47	11:33:57	12:27:27	0:00:39	0:00:37	0:03:10	0:04:26
F22165219	38	Medical	LOGGERHEAD LN MN	09/02/2022	04:01:08	04:02:07	04:02:15	04:03:53	04:10:23	04:42:48	0:01:07	0:01:38	0:06:30	0:09:15
F22168278	38	Medical	S OCEAN BLVD MN	09/06/2022	18:27:48	18:28:07	18:28:13	18:29:20	18:31:27	19:36:54	0:00:25	0:01:07	0:02:07	0:03:39
F22171637	38	Medical	S OCEAN BLVD MN	09/11/2022		20:35:35	20:35:43	20:36:58	20:39:26	21:08:41	0:00:33	0:01:15	0:02:28	0:04:16
F22173918	38	Medical	S OCEAN BLVD MN	09/15/2022		08:16:18	08:16:36	08:17:10	08:17:16	09:38:04	0:00:43	0:00:34	0:00:06	0:01:23
F22179465	38	Medical	S OCEAN BLVD MN	09/23/2022		16:40:10	16:40:15	16:40:38	16:42:50	16:47:02	0:00:30	0:00:23	0:02:12	0:03:05
F22180113	38	Medical	S OCEAN BLVD MN	09/24/2022		16:52:56	16:53:04	16:54:10	16:58:33	17:49:27	0:00:33	0:01:06	0:04:23	0:06:02
F22181774	38	Medical	S OCEAN BLVD MN	09/27/2022	09:20:08	09:20:46	09:20:56	09:22:02	09:23:46	09:57:12	0:00:48	0:01:06	0:01:44	0:03:38
F22183769	38	Medical	S OCEAN BLVD MN	09/29/2022		20:56:45	20:56:53	20:57:04	20:57:13	20:57:16	0:00:33	0:00:11	0:00:09	0:00:53
Average Response Times:											0:00:39	0:00:53	0:02:32	0:04:04

Non Emergency Calls:

F22174055	38	Fire Alarm	S OCEAN BLVD MN	09/15/2022		11:43:47	11:44:00	11:44:57	11:47:02	11:49:35	0:00:38	0:00:57	0:02:05	0:03:40
-----------	----	------------	-----------------	------------	--	----------	----------	----------	----------	----------	---------	---------	---------	---------

Corrupt Data:

F22164704	38	Fire Alarm	PASLAY PL MN	09/01/2022		10:00:48	10:01:20	10:02:42		10:11:57	Empty Time Fields			
-----------	----	------------	--------------	------------	--	----------	----------	----------	--	----------	-------------------	--	--	--

Total number of Events: 11

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



11/3/2022

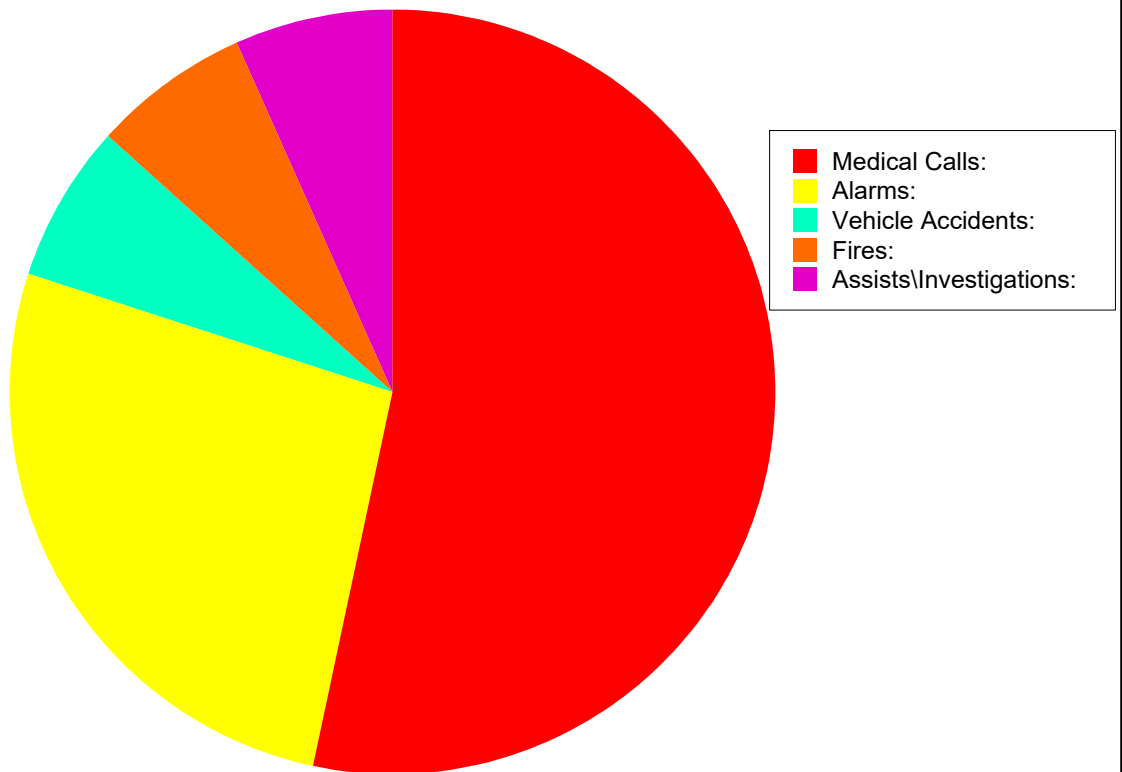
Palm Beach County Fire Rescue

Manalapan - # of Calls by Type

20221001 to 20221031

<u>Type - Situation Dispatched</u>	<u># of Incidents</u>
Medical Calls:	8
Alarms:	4
Vehicle Accidents:	1
Fires:	1
Assists\Investigations:	1
Total number of Events:	15

Calls by Situation Dispatched





11/3/2022

Palm Beach County Fire Rescue

Manalapan Response Time Report

20221001 to 20221031

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Onscene	Close	Disp Hand	Turnout	Travel	Resp Time*
Emergency Calls:														
F22191130	38	Medical	S OCEAN BLVD MN	10/11/2022	07:32:35	07:32:52	07:33:12	07:34:21	07:39:58	07:55:59	0:00:37	0:01:09	0:05:37	0:07:23
F22192413	38	Medical	S OCEAN BLVD MN	10/13/2022		07:23:08	07:23:14	07:24:22	07:27:33	08:10:59	0:00:31	0:01:08	0:03:11	0:04:50
F22192572	38	Medical	S OCEAN BLVD MN	10/13/2022	11:11:44	11:12:02	11:12:12	11:13:23	11:15:49	12:25:43	0:00:28	0:01:11	0:02:26	0:04:05
F22193394	38	Medical	S OCEAN BLVD MN	10/14/2022	16:02:58	16:03:13	16:03:20	16:04:33	16:06:28	16:52:39	0:00:22	0:01:13	0:01:55	0:03:30
F22195145	38	Medical	S OCEAN BLVD MN	10/17/2022	10:18:59	10:19:20	10:19:54	10:20:46	10:22:56	11:16:54	0:00:55	0:00:52	0:02:10	0:03:57
F22197532	38	Structure Fire	S OCEAN BLVD MN	10/21/2022	05:20:11	05:22:12	05:22:16	05:24:08	05:27:25	05:44:59	0:02:05	0:01:52	0:03:17	0:07:14
F22201164	38	Medical	S OCEAN BLVD MN	10/26/2022	18:30:11	18:31:04	18:31:12	18:31:57	18:34:10	19:06:46	0:01:01	0:00:45	0:02:13	0:03:59
F22204653	38	Medical	LANDS END RD MN	10/31/2022	23:12:18	23:12:42	23:12:47	23:14:13	23:19:52	00:00:31	0:00:29	0:01:26	0:05:39	0:07:34
Average Response Times:											0:00:48	0:01:12	0:03:19	0:05:19
Non Emergency Calls:														
F22197578	38	Assist	S OCEAN BLVD MN	10/21/2022	07:38:08	07:39:14	07:39:21	07:40:42	07:42:14	08:35:51	0:01:13	0:01:21	0:01:32	0:04:06
F22198942	38	CO2 Alarm	S OCEAN BLVD MN	10/23/2022		08:07:53	08:08:00	08:09:18	08:13:58	08:54:57	0:00:32	0:01:18	0:04:40	0:06:30
F22200783	38	CO2 Alarm	S OCEAN BLVD MN	10/26/2022		08:02:12	08:02:27	08:03:15	08:08:04	08:32:49	0:00:40	0:00:48	0:04:49	0:06:17
Corrupt Data:														
F22186825	38	Medical	S OCEAN BLVD MN	10/04/2022		14:51:15	14:51:17		14:51:17	15:06:17	Empty Time Fields			
F22192409	38	Medical	S OCEAN BLVD MN	10/13/2022	07:07:25	07:07:48	07:07:58	07:08:42		07:10:38	Empty Time Fields			
F22195192	38	Fire Alarm	LANDS END RD MN	10/17/2022		11:30:40	11:30:59	11:31:14		11:35:57	Empty Time Fields			
F22200780	38	CO2 Alarm	S OCEAN BLVD MN	10/26/2022		07:56:31	07:56:39	07:58:11		07:58:38	Empty Time Fields			

Total number of Events: 15

*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: November 10, 2022

Agenda Item No.: CA.3

Agenda Item Name: Res. 07-2022 An amendment to the General Fund Budget for fiscal year 2021-2022

ACTION REQUESTED: Discussion ☐ Approval ☒

BACKGROUND:

The attached Resolution and Budget Amendment will amend the 2021-22 adopted budget. This amendment reflects the item that exceeded the adopted budget. Florida Statutes prohibit expenditures in excess of the budget appropriations. The proposed budget amendment does not alter the total adopted budget. The following outlines the item that has caused this budget amendment:

1. Emergency/Disaster expenditures were not budgeted. The impact of COVID-19 caused unexpected expenditures. This amendment represents the costs incurred.

Exhibit A provides the amendment by department as proposed.

ATTACHMENT:

- Resolution 07-2022

RESOLUTION 07-2022

**A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF MANALAPAN, FLORIDA, PROVIDING FOR
AN AMENDMENT OF THE GENERAL REVENUE
BUDGET FOR THE FISCAL YEAR 2021-2022.**

WHEREAS, the Town Commission of the Town of Manalapan, Florida, adopted a Budget for the 2021-2022 Fiscal Year; and

WHEREAS, the Town Commission has determined that an amendment needs to be made to the Fiscal Year 2021-2022 Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, PALM BEACH COUNTY, FLORIDA:

SECTION 1. Items and amounts listed in the Attached Exhibit “A” are hereby amended as to the General Revenue Budget of the Town of Manalapan for the fiscal year 2021-2022.

SECTION 2. This resolution shall be effective upon adoption.

THIS RESOLUTION PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF MANALAPAN THIS 10^H DAY OF NOVEMBER 2022.

Keith Waters, Mayor
Town of Manalapan

ATTEST:

Erika Petersen
Town Clerk

SEAL

Exhibit "A"
Budget Amendment
General Fund
FY 2021-2022

Account Number	Description	Action	Adopted Budget	Adjustment	Revised Budget
EXPENDITURES					
Legislative - 511					-
534999	Contingencies	Decrease	10,000	(4,000)	6,000
				(4,000)	
Disaster-525					
534900	Miscellaneous	Increase	-	4,000	4,000
				4,000	4,000
Expenditure Summary					
Legislative			22,500	(4,000)	18,500
Finance & Administration			651,052		651,052
Information Technology			134,500		134,500
Police Department			2,558,760	-	2,558,760
Fire Rescue			1,580,280	-	1,580,280
Building Services			301,627	-	301,627
Disaster/Emergency Svc			-	4,000	4,000
Sanitation			138,214	-	138,214
Facilities/Grounds			94,404	-	94,404
Transportation/Streets			9,100	-	9,100
Interfund Transfer			54,000	-	54,000
Capital			292,615	-	292,615
					-
Total Amended Change to Expenditures				-	
Total Budget			5,837,052	-	5,837,052



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 10, 2022

Agenda Item No.: RA 1

Agenda Item Name: **** POSTPONED ** Variance VAR 22-6** 14 Little Pond LLC, 14 Little Pond Road

ACTION REQUESTED: Discussion ☐ Approval ☐

BACKGROUND:

POSTPONED

ATTACHMENTS:

- n/a



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 10, 2022

Agenda Item No.: RA 2

Agenda Item Name: Mock Roos CSA for 30% Construction Drawings for the Septic to Sewer Project

ACTION REQUESTED: Discussion ☐ Approval ☐

BACKGROUND:

The Town Commission has held several workshops to discuss the potential conversion from a septic system to a municipal sewer system. At the October 5, 2022 workshop it was the consensus of the Commission that in order to explore funding options, they would need to have at a minimum 30% of the system designed. The engineering firm Mock Roos was asked to submit a proposal for this portion of the design.

ATTACHMENTS:

- CSA Proposal from Mock Roos for 30% Construction Drawings for the Septic to Sewer Project



MOCK•ROOS

CONSULTING ENGINEERS

October 27, 2022

Ms. Linda Stumpf, Town Manager
Town of Manalapan
600 S. Ocean Blvd.
Manalapan, FL 33462-3398

Ref. No.: A5060.88
Subject: Wastewater 30% Design – Town of Manalapan – CSA #103

Dear Linda:

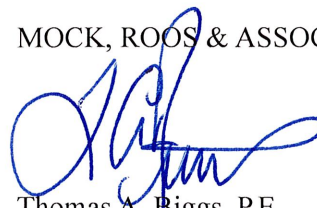
We are submitting the attached ***Consultant Services Agreement No. 103*** to the Town that will enable Mock•Roos to prepare 30% construction drawings to be used to gauge public support for the project and solicit grant and low-interest loan applications for financing assistance. Please review the attached form and return one (1) signed copy to our office as our authorization to proceed with the Scope of Services outlined in the proposal.

We will provide the Services on an hourly rate basis, plus reimbursable expenses. We are suggesting a total fee allowance to provide the assumed Scope of Services in the amount of \$84,520.

If you have any questions, please contact me at 683-3113, extension 216. Thank you for continuing to use Mock•Roos on this project. We look forward to continuing our working relationship with the Town.

Sincerely,

MOCK, ROOS & ASSOCIATES, INC.



Thomas A. Biggs, P.E.
Executive Vice President

TAB:tsm
Enclosure
Copies: Bookkeeping



**Proposal to Provide Professional Engineering Services for
Manalapan Consultant Services Agreement No. 103
Wastewater Collection /Transmission System - 30% Design**

The Town of Manalapan ("Town") entered into an engineering services agreement entitled Agreement for Professional Engineering Services with Boyle Engineering Corporation ("Boyle") on the 11th day of August 2003 ("Agreement"). The Agreement was assigned to Mock, Roos & Associates, Inc. ("Mock•Roos") on November 3, 2005, with the Town giving its consent to such assignment on November 29, 2005. This Consultant Services Authorization ("CSA") shall be performed under the terms and conditions described in that Agreement.

A. Project Description:

Mock•Roos will provide engineering services as requested by the Town to produce 30% low pressure wastewater construction documents to be used by the Town for public discussion and grant/loan application purposes. See **Scope of Services** below.

B. Scope of Services:

1. Utilizing available aerial photometrics and landlines including roadway right of way lines developed by the Palm Beach County Property Appraiser's office, develop a base drawing file for a low-pressure wastewater collection system. No land surveying services are anticipated for this phase of the project.
2. Utilizing the base drawing file and existing available information in our files, show preliminary locations of known existing utilities.
3. Prepare 811 design ticket request to solicit additional utility information from utility owners such as AT&T, Comcast, and others. Depict provided information on the base drawing file.
4. Develop a conceptual preliminary design for low pressure pipeline alignments and specifications to convey wastewater to all existing points of connection near town hall and a point of connection to the Lantana Wastewater System.
5. Split the design file into 1 inch = 40-foot preliminary construction drawings for use in reviewing the preliminary design in the field with Manalapan utility personnel to identify any apparent conflicts for future investigation and update design.
6. Develop preliminary construction quantities for refinement of the Engineer's Preliminary Opinion of Construction Costs (EOPCC) previously developed.
7. Research current construction unit prices for use in updating the cost opinions and develop an updated preliminary EOPCC.
8. Utilizing site information provided by the Town develop two (2) "Typical" site plans for a grinder pump station and forcemain installation on private property. The purpose of these "typical" site plans is to illustrate potential site impacts to private property to connect to the public infrastructure in the road right of ways. It is anticipated one (1) site will be on a larger home site along A1A and the second site will be on a smaller home site along Land Ends Road or similar location.

Mock, Roos & Associates, Inc.

5720 Corporate Way, West Palm Beach, Florida 33407-2066, 561-683-3113, www.MockRoos.com

9. Develop an EOPCC for anticipated costs for construction on private property.
10. Meet with Town leadership to review prepared documents and incorporate any comments.
11. Prepare for and present documents to Town commission at a public meeting. Respond to any questions.
12. Provide project management for the above tasks.

C. Fees and Rates:

1. The **Scope of Services** will be completed at Mock•Roos hourly rates plus reimbursable expenses (Rates and expenses determined by those in effect at time the Services are provided). The total fee allowance is \$84,520. Please see Exhibit A.

D. Acceptance and Authorization to Proceed:

This CSA No. 103 is acceptable and Mock•Roos has authorization to proceed with the Scope of Services. This authorization becomes valid upon Mock•Roos receiving one complete copy of this form with an original signature below.

MOCK•ROOS

Signed: _____

Name: Thomas A. Biggs, P.E.

Title: Executive Vice President

Date: October 27, 2022

The proposal is acceptable and Mock•Roos is authorized to proceed with the Scope of Services described above.

TOWN OF MANALAPAN

Signed: _____

Name: Linda A. Stumpf

Title: Town Manager

Date: _____

Exhibit A
Town of Manalapan
CSA 103: Wastewater Collection/Transmission System - 30% Design

Task Description		Labor Classification						Subtotal
		Corporate Officer	Senior Project Manager	Senior Engineer	Project Engineer	Engineer Intern	Administrative Assistant	
Labor Hourly Billing Rate		\$200.00	\$190.00	\$185.00	\$145.00	\$115.00	\$65.00	
Task	Total Hours	64	132	16	0	200	92	
1	Develop Base Drawings File	4	16	0	60	0	4	\$ 12,800
2	Develop Preliminary Locations of Known Existing Utilities	8	8	0	40	0	8	\$ 9,440
3	Prepare 811 Design Ticket Request	0	0	8	0	0	8	\$ 2,000
4	Develop Conceptual Preliminary Design for Alignments and Specifications	8	16	0	0	80	8	\$ 14,360
5	Field Review Preliminary Design with Town and Update Drawings	8	16	0	0	24	8	\$ 7,920
6	Develop Preliminary Construction Quantities	8	8	0	0	24	8	\$ 6,400
7	Research Current Construction Costs	0	4	8	0	8	8	\$ 3,680
8	Develop "Typical" Site Plans for Grinder Pump Station Forcemain	8	16	0	0	40	8	\$ 9,760
9	Develop EOPCC	0	8	0	0	8	8	\$ 2,960
10	Meet with Town To Review Documents	4	8	0	0	8	8	\$ 3,760
11	Prepare and Present Documents to Town Commission During Public Meeting	8	16	0	0	0	8	\$ 5,160
12	Provide Project Management	8	16	0	0	8	8	\$ 6,080
Subtotal		\$ 12,800	\$ 25,080	\$ 2,960	\$ 14,500	\$ 23,000	\$ 5,980	\$ 84,320
Total Mock•Roos Direct Labor								\$ 84,320
Reimbursable								\$ 200
Project Total								\$ 84,520



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 10, 2022

Agenda Item No.: RA 3

Agenda Item Name: December TCOM Meeting Date

ACTION REQUESTED: Discussion ☒ Approval ☒

BACKGROUND:

The Town Commission has traditionally rescheduled the December meeting date to avoid scheduling conflicts with the holiday season. Staff is proposing moving the meeting to Tuesday, December 13th at 10:00 am.



TOWN OF MANALAPAN AGENDA ITEM SUMMARY

Meeting Date: November 10, 2022

Agenda Item No.: RA 4

Agenda Item Name: Town Manager Stumpf's Report

ACTION REQUESTED: Discussion ☐ Action ☐

BACKGROUND:

- Code Enforcement
- COVID-19 update
- Reading for the Record
- Intracoastal Crossing update
- Staffing