

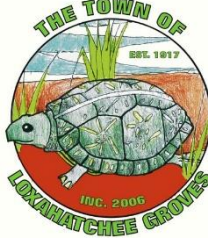
# TOWN OF LOXAHATCHEE GROVES

TOWN HALL COUNCIL CHAMBERS

## TOWN COUNCIL REGULAR MEETING

### AGENDA

MARCH 18, 2025 – 6:00 PM



**Community Open Discussion Meeting Precedes Meeting from 6:00-6:30 PM  
(on Non-Agenda Items)**

**Anita Kane, Mayor (Seat 3)**

**Phillis Maniglia, Councilmember (Seat 1)**

**Laura Danowski, Councilmember (Seat 2)**

**Robert Shorr, Councilmember (Seat 4)**

**Marge Herzog, Vice Mayor (Seat 5)**

### Administration

Town Manager, Francine L. Ramaglia, CPA, AICP, ICMA-CM

Town Attorney, Glen Torcivia, Esq.

Town Clerk, Valerie Oakes, CMC

Public Works Director, Richard Gallant

**Civility:** Being "civil" is not a restraint on the First Amendment right to speak out, but it is more than just being polite. Civility is stating your opinions and beliefs, without degrading someone else in the process. Civility requires a person to respect other people's opinions and beliefs even if he or she strongly disagrees. It is finding a common ground for dialogue with others. It is being patient, graceful, and having a strong character. That is why we say "Character Counts" in Town of Loxahatchee. Civility is practiced at all Town meetings.

**Special Needs:** In accordance with the provisions of the American with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall within three business days prior to any proceeding, contact the Town Clerk's Office, 155 F Road, Loxahatchee Groves, Florida, (561) 793-2418.

**Quasi-Judicial Hearings:** Some of the matters on the agenda may be "quasi-judicial" in nature. Town Council Members are required to disclose all ex-parte communications regarding these items and are subject to voir dire (a preliminary examination of a witness or a juror by a judge or council) by any affected party regarding those communications. All witnesses testifying will be "sworn" prior to their testimony. However, the public is permitted to comment, without being sworn. Unsworn comment will be given its appropriate weight by the Town Council.

**Appeal of Decision:** If a person decides to appeal any decision made by the Town Council with respect to any matter considered at this meeting, he or she will need a record of the proceeding, and for that purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes any testimony and evidence upon which the appeal will be based.

**Consent Calendar:** Those matters included under the Consent Calendar are typically self-explanatory, non controversial, and are not expected to require review or discussion. All items will be enacted by a single motion. If discussion on an item is desired, any Town Council Member, without a motion, may "pull" or remove the item to be considered separately. If any item is quasi-judicial, it may be removed from the Consent Calendar to be heard separately, by a Town Council Member, or by any member of the public desiring it to be heard, without a motion.

**TOWN COUNCIL AGENDA ITEMS**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

**ROLL CALL**

**ADDITIONS, DELETIONS AND MODIFICATIONS**

**COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

*Public Comments for all meetings may be received by email, or in writing to the Town Clerk's Office until 12:00 PM day of the meeting. Comments will be "received and filed" to be acknowledged as part of the official public record of the meeting. Town Council meetings are livestreamed and close-captioned for the general public via our website, instructions are posted there.*

**2025 STATE OF THE TOWN**

1. 2025 State of the Town Address by Mayor Anita Kane

**CONSENT AGENDA**

- [2.](#) Approval of the Minutes

**REGULAR AGENDA**

3. Acceptance of the March 11, 2025, Election Results for the Town of Loxahatchee Groves
4. Recognition of the Outgoing Town Councilmembers
5. Administer the Oath of Office - Lisa El-Ramey, Seat #2
6. Administer the Oath of Office - Paul Coleman II, Seat #4
- [7.](#) Consideration of Approval on **Resolution No. 2025-14**: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, PALM BEACH COUNTY, FLORIDA, ELECTING A MAYOR FOR THE ENSUING YEAR 2025-2026 AND PROVIDING AN EFFECTIVE DATE.
- [8.](#) Consideration of Approval on **Resolution No. 2025-15**: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, PALM BEACH COUNTY, FLORIDA, ELECTING A VICE MAYOR FOR THE ENSUING YEAR 2025-2026 AND PROVIDING AN EFFECTIVE DATE.

**PRESENTATIONS**

9. Presentation on Code of Ethics by Gina Levesque, Intake & Compliance Manager, Palm Beach County Commission on Ethics
- [10.](#) Presentation on the Sunshine Law, Public Records Law and a Review of the Town Council's Rules of Procedure by Glen Torcivia, Town Attorney

**CONSENT AGENDA**

- [11.](#) Consideration of Approval on **Resolution No. 2025-16**: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPROVING A SCHEDULE FOR THE REGULAR AND WORKSHOP TOWN COUNCIL MEETINGS DATES FOR MARCH TO DECEMBER 2025; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

***RECESS TOWN COUNCIL MEETING & CALL TO ORDER DEPENDENT WATER CONTROL DISTRICT***

**DISTRICT'S REGULAR AGENDA**

- [12.](#) Consideration of Approval of **Resolution No. 2025-DD04**: A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LOXAHATCHEE GROVES WATER CONTROL DISTRICT, A DEPENDENT DISTRICT OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ELECTING THE DISTRICT PRESIDENT AND PROVIDING THAT THE PRESIDENT SHALL SERVE AS CHAIR AT MEETINGS OF THE BOARD OF SUPERVISORS; ELECTING THE DISTRICT SECRETARY AND PROVIDING BOND AMOUNT; PROVIDING FOR CONFLICT, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.
- [13.](#) Consideration of Approval on **Resolution No. 2025-DD05**: A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LOXAHATCHEE GROVES WATER CONTROL DISTRICT, A DEPENDENT DISTRICT OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPOINTING THE DISTRICT TREASURER AND PROVIDING BOND AMOUNT AND COMPENSATION; DESIGNATING THE TOWN MANAGER AS FISCAL AGENT FOR THE DISTRICT AND PROVIDING FOR COMPENSATION; PROVIDING FOR AN EFFECTIVE DATE.
- [14.](#) Consideration of Approval on **Resolution No. 2025-DD06**: A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LOXAHATCHEE GROVES WATER CONTROL DISTRICT, A DEPENDENT DISTRICT OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA ESTABLISHING A SCHEDULE OF ITS REGULAR MEETINGS FOR FISCAL YEAR 2025-2026 AND PROVIDING AN EFFECTIVE DATE.

***RECONVENE TOWN COUNCIL MEETING***

**INFORMATIONAL ITEMS**

[15.](#) March 2025 Calendar

[16.](#) March Approved Proclamations for Recognition:

- Flood Awareness Week Proclamation (March 3-7, 2025)
- Employee Appreciation Day (March 28, 2025)

[17.](#) Future Agenda Items

**TOWN STAFF COMMENTS**

**Town Manager**

**Town Attorney**

**Public Works Director**

**Town Clerk**

**TOWN COUNCILMEMBER COMMENTS**

**Councilmember - Seat 5**

**Councilmember - Seat 4**

**Councilmember - Seat 3**

**Councilmember - Seat 2**

**Councilmember - Seat 1**

**ADJOURNMENT**

**Comment Cards:**

Anyone from the public wishing to address the Town Council, it is requested that you complete a Comment Card before speaking. Please fill out completely with your full name and address so that your comments can be entered correctly in the minutes and give to the Town Clerk. During the agenda item portion of the meeting, you may only address the item on the agenda being discussed at the time of your comment. During public comments, you may address any item you desire. Please remember that there is a three (3) minute time limit on all public comment. Any person who decides to appeal any decision of the Council with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which included testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate should contact the Town Clerk's Office (561-793-2418), at least 48 hours in advance to request such accommodation.

## TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



### AGENDA MEMO

**TO:** Town Council, Town of Loxahatchee Groves

**FROM:** Francine Ramaglia, CPA, AICP, ICMA-CM, Town Manager

**DATE:** March 18, 2025

**SUBJECT:** Approval of the Minutes

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#### Background:

For your review and approval are the following minutes:

- September 18, 2024
- October 1, 2024
- November 12, 2024

As we are working to finalize the minutes for the year, we will request to add additional minutes for your consideration to approve.



**TOWN OF LOXAHATCHEE GROVES  
TOWN COUNCIL COMMUNITY OPEN DISCUSSION WORKSHOP  
TOWN HALL COUNCIL CHAMBERS – 155 F. Road, Loxahatchee Groves, FL 33470  
Tuesday, October 1, 2024**

**CALLED TO ORDER**

Mayor Anita Kane called the meeting to order at 6:00 p.m.

**ROLL CALL**

Mayor Anita Kane, Vice Mayor Margaret Herzog, Councilmember Phillis Maniglia (arrived at 6:16 p.m.), Councilmember Laura Danowski, Councilmember Robert Shorr, Town Manager Francine Ramaglia, Town Attorney Glen Torcivia, Public Works Directors Richard Gallant, Project Coordinator Jeff Kurtz, and Town Clerk Valerie Oakes present.

**COMMENTS FROM THE PUBLIC**

Mayor Kane opened the floor for community discussion on non-agenda items.

Mary McNicholas began by expressing her gratitude to Public Works Director Gallant, the public works staff, and the Town Administration for their efforts in mowing, cleaning, and maintaining the banks of the Folsom Road canal. She remarked that it was the best it had ever looked, and as a result, residents can now enjoy the surrounding wildlife. She also requested that the cleanup efforts continue to address trash in the area. Regarding Costal and the vegetation cleanup, she expressed her appreciation for the timely and thorough removal of vegetative debris and other materials.

Cassie Suchy began by bringing several code enforcement cases to the Town Council's attention, referring to an email she had previously sent to town staff seeking clarification on specific cases. She expressed concern about the approach to code enforcement, noting that while there seems to be proactive enforcement for smaller issues, larger and more obvious violations often go unaddressed or await complaints before any action is taken. She questioned why Town Staff can submit some complaints proactively but not all and suggested that the town review

what code enforcement officers are allowed to report. Ms. Suchy also mentioned an email she sent to the Town Council and staff regarding a resident's code enforcement violation involving a fence. After reading the ordinance and noticing trees overhanging the fence, she took pictures and sent them to the town. However, she did not believe the situation constituted a violation based on the relevant code sections she reviewed. She requested that the Council and staff consider discussing the role and responsibilities of code enforcement officers in a future agenda item. While she commended the quality of the cases handled during special magistrate hearings, she maintained concerns about proactive enforcement efforts and reiterated her belief that the fence issue was a civil matter between two neighbors. Town Manager Ramaglia stated that it's important to note that the council is not supposed to intervene in code cases. While we can listen to comments and take them into consideration, issues like the civil dispute between two property owners remain between those owners. In this particular case, a complaint was made, and we clarified that it was a civil matter between the two parties. One of the property owners ultimately removed their trees. We try to avoid getting involved in such disputes, but as you know, many property owners bring these issues to us, and we do our best to remind them that they are civil matters. There are also some longstanding complaints in the system, many of which date back to when we had a code officer from an outside company. At that time, citations were issued for issues like overgrown grass. However, the approach to code enforcement has since evolved, focusing on more significant concerns. The Council has directed staff to be proactive about life, health, and safety issues, and we strive to prioritize those areas. Additionally, we are methodically reviewing site plan amendments and development order requirements to ensure compliance. For example, we're checking that newly planted trees remain intact for at least a year and verifying adherence to other conditions approved by the council. As for recreational vehicles (RVs), we are proactive by sending out a mailer to residents explaining RV regulations. We've also created a detailed FAQ for our website and redesigned the necessary forms. Later tonight, we'll discuss upcoming open houses where we hope to increase community engagement and provide clarity on these rules. One morning will be dedicated entirely to building and code-related questions to address residents' concerns directly. We recognize there's always room for improvement and are committed to continuous progress. For instance, tonight's agenda includes solutions that could reduce the number of code violations, particularly those related to FDAs and unpermitted activities. By refining how we process FDAs, we hope to resolve many issues more efficiently. Another item on tonight's agenda involves nuisance abatement assessments and voluntary assessments for urgent repairs. These initiatives are particularly relevant to smaller subdivision neighborhoods with properties under five acres. Many of these properties have drainage systems reliant on ditches, SWEs, and road slopes, which require significant attention. These measures will help us better support property owners while addressing these long-standing challenges.

Mayor Kane asked if there were any additional public comment cards received for the Community Discussion Workshop. Town Clerk Oakes advised that at that time, no further

public comments had been received, subsequently concluding the Commission Discussion Workshop meeting.

**ADJOURNMENT**

Mayor Kane adjourned the community meeting at 6:12 p.m.

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Mayor Anita Kane, Seat 3

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

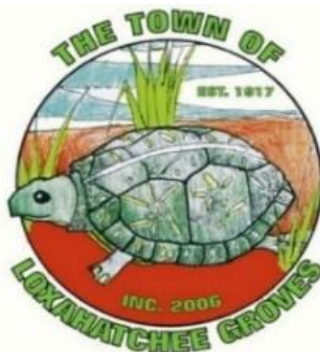
\_\_\_\_\_  
Vice Mayor Margaret Herzog, Seat 5

\_\_\_\_\_  
Councilmember Phillis Maniglia, Seat 1

\_\_\_\_\_  
Councilmember Laura Danowski, Seat 2

\_\_\_\_\_  
Councilmember Robert Shorr, Seat 4





**TOWN OF LOXAHATCHEE GROVES  
TOWN COUNCIL REGULAR MEETING MINUTES  
TOWN HALL COUNCIL CHAMBERS – 155 F. Road, Loxahatchee Groves, FL 33470  
Tuesday, October 1, 2024**

**TOWN COUNCIL AGENDA ITEMS**

**CALL TO ORDER**

Mayor Kane called the meeting to order at 6:13 p.m.

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENCE:**

Mayor Kane led the Pledge of Allegiance followed by a moment of silence for Mayor Fred Pinto of the Village of Royal Palm Beach.

**ROLL CALL**

Mayor Anita Kane, Vice Mayor Margaret Herzog, Councilmember Laura Danowski, Councilmember Phillis Maniglia (arrived at 6:16 p.m.), Councilmember Robert Shorr, Town Manager Francine Ramaglia, Town Attorney Glen Torcivia, Public Works Director Richard Gallant, Project Coordinator Jeff Kurtz, Town's Planning Consultant Jim Fleischman (of Land Research Management, Inc.) and Town Clerk Valerie Oakes were present.

**ADDITIONS, DELETIONS AND MODIFICATIONS**

Mayor Kane called for any additions, deletions, modifications or approval of the agenda.

Town Manager Ramaglia asked the Town Council to move item no. 11 up to item no. 6.

**MOTION: COUNCILMEMBER SHORR/COUNCILMEMBER HERZOG MOVED TO APPROVE THE AGENDA AS MODIFIED. MOTION PASSED UNANIMOUSLY (4-0).**

**COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

No public comments on non-agenda items.

**CONSENT AGENDA**

Councilmember Danowski requested to pull item no. 2 off the consent agenda. Mayor Kane placed the item as no. 11 on the agenda.

**MOTION: COUNCILMEMBER SHORR/COUNCILMEMBER HERZOG MOVED TO APPROVE THE CONSENT AGENDA AS MODIFIED. MOTION PASSED UNANIMOUSLY (5-0).**

1. Approval of **Resolution No. 2024-76**: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, RATIFYING EXPENDITURES IN EXCESS OF \$25,000, AS SHOWN ON THE ATTACHED COMPOSITE EXHIBIT "A" AND AUTHORIZING THE PAYMENT FOR SUCH; AND PROVIDING FOR AN EFFECTIVE DATE.

**Agenda item no. 1 approved on consent.**

2. Receive & File: Vendor Payments in FY 2024 between \$10,000 and \$25,000

**Agenda item no. 2 was pulled off the consent agenda.**

**PRESENTATIONS**

3. Presentation on Resilient Florida Project Work Plan Status and Update

Randy Werterpny, P.E., Vice President of Engineering for Keshavarz & Associates provided a presentation on Resilient Florida Project Work Plan Status and Update.

**REGULAR AGENDA**

4. Consideration of Approval on **Resolution No. 2024-74**: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA AUTHORIZING THE FIFTH AMENDMENT TO SOLID WASTE AND RECYCLING COLLECTION SERVICES AGREEMENT WITH COASTAL WASTE & RECYCLING OF PALM BEACH COUNTY, LLC; PROVIDING FOR AN EFFECTIVE DATE.

**MOTION: COUNCILMEMBER MANIGLIA/COUNCILMEMBER HERZOG MOVED TO APPROVE RESOLUTION NO. 2024-74. MOTION PASSED UNANIMOUSLY (5-0).**

**DISCUSSION**

## 5. Discussion of Proposed Culvert Ordinance (Revised)

Jeff Kurtz, Project Coordinator, provided and explained the proposed culvert ordinance.

**By consensus, the Town Council directed staff to modify the proposed ordinance.**

## 6. Discussion on Town Council Priorities:

Town Clerk Oakes provided an overview on the Town Council priorities.

- Review of the Legislative Calendar
- Review of Agenda Item Schedules (forthcoming)
- Review of Annual Special Events & Approval of Resolution No. 2024-67:  
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, RECOGNIZING CERTAIN DATES SUPPORTING LOCAL GOVERNMENT AND APPROVING ANNUAL SPONSORSHIPS AND EVENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

**MOTION: COUNCILMEMBER SHORR/COUNCILMEMBER MANIGLIA  
MOVED TO APPROVE RESOLUTION NO. 2024-67 AS MODIFIED.  
MOTION PASSED UNANIMOUSLY (5-0).**

- Review Annual Proclamations & Approval of Resolution No. 2024-68:  
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPROVING THE DESIGNATION OF CERTAIN DAYS, WEEKS, AND MONTHS FOR ANNUAL PROCLAMATIONS TO BE ISSUED BY THE TOWN COUNCIL; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

**MOTION: COUNCILMEMBER \_\_\_\_\_ MANIGLIA/COUNCILMEMBER  
DANOWSKI MOVED TO APPROVE RESOLUTION NO. 2024-68.  
MOTION PASSED UNANIMOUSLY (5-0).**

- Review of the Florida City Government Week Schedule & Approval of Resolution No. 2024-75:

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, PALM BEACH COUNTY, FLORIDA, RECOGNIZING FLORIDA CITY GOVERNMENT WEEK, OCTOBER 21 THROUGH 27, AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

**MOTION: COUNCILMEMBER SHORR/COUNCILMEMBER MANIGLIA MOVED TO APPROVE RESOLUTION NO. 2024-75. MOTION PASSED UNANIMOUSLY (5-0).**

7. Discussion on Roadway, Drainage and Emergency Management

Public Works Director Gallant provided a report on Roadway, Drainage and Emergency Management.

**PUBLIC HEARING**

8. Approval of Ordinance No. 2024-11 on Second Reading: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ADOPTING THE ANNUAL UPDATE TO THE CAPITAL IMPROVEMENTS ELEMENT OF THE COMPREHENSIVE PLAN CONSISTENT WITH CHAPTER 163, FLORIDA STATUTES; PROVIDING FOR CONFLICT, SEVERABILITY, AND AN EFFECTIVE DATE.

Town Clerk Oakes read the title of Ordinance No. 2024-11 into the record.

There were no public comments. Town Council discussion ensued.

**MOTION: COUNCILMEMBER MANIGLIA/COUNCILMEMBER HERZOG MOVED TO APPROVE ORDINANCE NO. 2024-11 ON SECOND READING. MOTION PASSED UNANIMOUSLY (5-0).**

9. Approval of Ordinance No. 2024-12 on Second Reading: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AMENDING CHAPTER 2 "ADMINISTRATION", ARTICLE II "TOWN COUNCIL" BY ADDING A NEW SECTION 2-20 "ELECTION QUALIFYING" OF THE LOXAHATCHEE GROVES CODE PROVIDING FOR THE CANDIDATE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY, THE REPEAL OF LAWS IN CONFLICT, CODIFICATION AND AN EFFECTIVE DATE.

Town Clerk Oakes read the title of Ordinance No. 2024-12 into the record.

There were no public comments. Town Council discussion ensued.

**MOTION: COUNCILMEMBER MANIGLIA/COUNCILMEMBER HERZOG  
MOVED TO APPROVE ORDINANCE NO. 2024-12 AS MODIFIED  
ON SECOND READING. MOTION PASSED UNANIMOUSLY (5-0).**

10. Approval of Ordinance No. 2024-13 on Second Reading: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, CALLING FOR A REFERENDUM OF THE QUALIFIED ELECTORS OF THE TOWN OF LOXAHATCHEE GROVES TO BE HELD ON MARCH 11, 2025 AS TO WHETHER THE TOWN OF LOXAHATCHEE GROVES CHARTER SHALL BE AMENDED IN THE FOLLOWING RESPECT: AMEND PARAGRAPH (5) OF SECTION 7 "ELECTIONS" OF THE CHARTER FOR THE PALM BEACH COUNTY CANVASSING BOARD TO BE THE TOWN CANVASSING BOARD FOR ALL UNIFORM MUNICIPAL ELECTIONS FOR THE TOWN; PROVIDING FOR NOTICE AND ADVERTISING OF THE REFERENDUM; PROVIDING FOR REFERENDUM CANVASSING; AND PROVIDING FOR SEVERABILITY, THE REPEAL OF LAWS IN CONFLICT, CODIFICATION, AND AN EFFECTIVE DATE.

Town Clerk Oakes read the title of Ordinance No. 2024-13 into the record.

There were no public comments. Town Council discussion ensued.

**MOTION: COUNCILMEMBER MANIGLIA/COUNCILMEMBER HERZOG  
MOVED TO APPROVE ORDINANCE NO. 2024-13 ON SECOND  
READING. MOTION PASSED UNANIMOUSLY (5-0).**

11. Approval of Ordinance No. 2024-14 on First Reading: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AMENDING SECTION 130-035 "ADEQUACY OF DRAINAGE FACILITIES," OF ARTICLE 130 "CONCURRENCY REVIEWS" of Part V "Development Review Procedures and Requirements," OF THE UNIFIED LAND DEVELOPMENT CODE TO UPDATE STANDARDS FOR DRAINAGE SYSTEMS; PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

Agenda item no. 11 was moved to after agenda item no. 6.

Town Clerk Oakes read the title of Ordinance No. 2024-14 into the record.

Public comments were received from Nina Corning and Cassie Suchy. Town Council discussion ensued.

**MOTION: COUNCILMEMBER \_\_\_\_\_ MANIGLIA/COUNCILMEMBER  
DANOWSKI MOVED TO APPROVE ORDINANCE NO. 2024-14 ON  
FIRST READING. MOTION PASSED UNANIMOUSLY (5-0).**

**QUASI-JUDICIAL PUBLIC HEARING**

None.

**TOWN STAFF COMMENTS**

**Town Manager** had no report.

**Town Attorney** had no report.

**Public Works Director** had no report.

**Town Clerk** had no report.

**TOWN COUNCILMEMBER COMMENTS**

**Councilmember Maniglia (Seat 1)** had the following questions from a resident: 1) Whether the Town's PUD ordinance allows for residential development. The response was that, generally, a PUD (Planned Unit Development) allows for residential uses, but the Town of Loxahatchee Groves does not currently have a residential PUD. Instead, it has a commercial mixed land use designation. It was clarified that while mixed land use could include residential, any such development would still have to follow the five-acre zoning requirement per residence unless Council approved different terms within a PUD. The process for approval would not be short and would require Council approval at multiple stages. 2) What controls would apply to residential development in a PUD if it were permitted. The response indicated that such considerations would be application-specific and ultimately at the discretion of the Council. Applicants can request whatever they want, but it is the Council's decision whether to approve or deny those requests. 3) Whether residential could be removed from the PUD ordinance altogether. Staff responded that while it is possible to amend the ordinance to prohibit residential use in a PUD, it would not prevent applicants from still requesting it through a Comprehensive Plan text amendment. Even if the ordinance were changed, an applicant could still apply for residential development, and the Council would have to go through the review and approval process. Councilmember Maniglia pushed further, asking whether the Town could remove residential from PUDs altogether to address residents' concerns about potential HOA developments. Staff explained that removing residential from PUDs would require an ordinance amendment, multiple public hearings, and significant costs. Additionally, removing residential would not entirely prevent applications from coming in, as anyone can request a Comprehensive Plan amendment. Ultimately, the final decision on any such request rests with the sitting Council.

**Councilmember Maniglia** expressed concerns from residents about road conditions, particularly regarding G Square, where there was an issue with a large hole in the middle of the road. She asked when it would be completed. **Staff** responded that the issue had not been widely reported, as only one resident had complained. The discussion then shifted to why the Town had not paved its existing maintained footprint without requiring additional easements. Staff clarified that some roads, referred to as "Gap roads," were scheduled for paving as part of the Town's 25-Year Paving Plan and were anticipated to be completed by next summer. **Councilmember Maniglia** continued to press the issue, asking why the Town could not simply pave what it had historically maintained.

Staff responded that they were working toward obtaining the necessary easements to complete the project properly.

Next, Councilmember Maniglia inquired about the status of the FPL undergrounding project, noting that residents continued to experience power outages. Staff informed her that discussions had been reopened with FPL, but progress was slow, especially since FPL was currently in hurricane recovery mode.

She then expressed satisfaction that Southern Lawn and Garden was finally moving forward with its project, urging that the Town continue pushing to ensure its timely completion.

**Councilmember Danowski (Seat 2)** noted that she occasionally receives calls from residents asking for updates on their permits. She inquired about the status of property liens, asking if the Town had placed any recently. It was confirmed that liens are filed shortly after a magistrate orders them. However, a lien is not placed at the beginning of a violation process. Instead, a property owner must first be found in violation and given time to come into compliance. If compliance is not achieved within the given timeframe, fines begin accruing, and only after all opportunities to resolve the issue have been exhausted does the lien get placed.

The Flapjacks fundraiser, a benefit event for The Outsiders Drill Team, which will be held at Red Barn on October 19th from 9:00 a.m. to 12:00 p.m. and will feature a tack swap and pancake breakfast to raise funds for the team.

Requested clarification on when she is allowed to ask questions about what she hears in developer meetings. Town Attorney Torcivia explained that during a quasi-judicial hearing, she can follow up with questions as part of the formal process. She gave an example, stating that she attended a developer meeting last week and heard something that confused her. Town Attorney Torcivia confirmed that while she cannot ask those questions during the current Council meeting, she is allowed to ask staff and then disclose that she had the conversation when the matter is formally discussed.

**Councilmember Shorr (Seat 4)** expressed his excitement about the implementation of the Town's new work order and permitting programs, emphasizing the need for improvement given the shortcomings of the current systems. He questioned why staff members are not proactively reporting problems they encounter, such as canal bank issues, potholes, and general maintenance concerns. He emphasized that equipment operators and maintenance personnel have a unique vantage point when working in the field and should be actively reporting these issues to ensure they get resolved. Regarding the permitting program, there is a failure in providing proper communication and feedback to permit applicants. When a contractor, engineer, or property owner submits a permit request, they should receive automatic updates at every stage of the process, rather than having to repeatedly call Town Hall for status updates. This lack of communication places an unnecessary burden on both the applicants and staff. He strongly advocated for the new program to incorporate automatic notifications, ensuring that applicants receive timely updates when their permit status changes. The upcoming transition to the new permitting system, stating that it is expected to be fully operational by the end of the year, with a target completion date around Thanksgiving. Since the Building and Code Enforcement Open House will not take place during Florida Government Week, a separate session will be held to educate the public on how to

use the new software. He inquired about whether existing permit data would be migrated into the new system or if only new submissions would be processed through it, to which it was confirmed that all permit data would be transferred. While there are still challenges, improvements are being made. He noted that he has seen weed eaters out working, recognizing the effort required to keep up with maintenance and expressing his appreciation for everyone's hard work in making the Town better each day.

**Vice Mayor Marge Herzog (Seat 3)** expressed her enthusiasm for the Town's progress and optimism for future accomplishments. Additionally, she announced her membership on the Florida League of Cities Legislative Action Committee, where she will engage in key discussions on legislative matters. The issue regarding Southern Lawn has been successfully resolved.

**Mayor Anita Kane (Seat 3)** shared key details regarding Read for the Record contest, hosted by the Literacy Coalition of Palm Beach County, and expressed her desire for the Town of Loxahatchee Groves to participate in the contest and encouraged Council's support and participation.

**MOTION: COUNCILMEMBER MANIGLIA/MAYOR KANE MOVED TO EXTEND THE MEETING AT 9:55 P.M. MOTION PASSED UNANIMOUSLY (5-0).**

### **ADJOURNMENT**

There being no further business before the Council, Councilmember Maniglia moved to adjourn the meeting at 10:07 PM, which was seconded by Vice Mayor Herzog and passed unanimously (5-0).





**TOWN OF LOXAHATCHEE GROVES  
TOWN COUNCIL COMMUNITY OPEN DISCUSSION WORKSHOP  
TOWN HALL COUNCIL CHAMBERS – 155 F. Road, Loxahatchee Groves, FL 33470  
Tuesday, September 18, 2024**

**CALLED TO ORDER**

Mayor Anita Kane called the meeting to order at 6:00 p.m.

**ROLL CALL**

Mayor Anita Kane, Vice Mayor Margaret Herzog, Councilmember Laura Danowski, Councilmember Phillis Maniglia (arrived at 6:05 p.m.), Councilmember Robert Shorr, Town Manager Francine Ramaglia, Town Attorney Glen Torcivia, Public Works Director Richard Gallant, Project Coordinator Jeff Kurtz, Town's Planning Consultant Kaitlyn Forbes (of Complete Cities) and Town Clerk Valerie Oakes were present.

**OPEN DISCUSSION**

Ms. Dianna Babington expressed ongoing concerns regarding drainage issues in her area with regards to the severity of the flooding, noting that recent heavy rains have exacerbated the problem. Staff explained that the Town is currently in the process of repairing the culverts but is facing challenges with residents' driveways. Over the past 30 to 40 years, residents have installed culverts at varying elevations, with some being too high or improperly placed, which has contributed to the drainage issues. Furthermore, the Town's code enforcement department is actively working with residents to address drainage issues. However, the Town cannot enter private property and make changes without permission. This is a common issue throughout the Town, as many subdivisions rely on residents to maintain their drainage swales and culverts. Town Manager Ramaglia provided an update on a draft ordinance that would allow the Town to declare flooding a nuisance issue, which would give the Town authority to intervene, fix drainage problems, and assess the costs to the affected property owners. The first draft of this ordinance was previously rejected, but a revised version has been prepared and is scheduled to go before the Council in the next 30 days.

Councilmember Maniglia referenced a past incident on Brian Road and questioned why the Town does not have the necessary equipment to clear clogged culverts and suggested that purchasing such a tool should be a priority. Staff confirmed that the Town has explored contracting with a company that provides culvert cleaning services. In the past week alone, the Town has received approximately 40 calls from residents about flooding on nearly every road in the community. They acknowledged the urgency of the situation but noted that the Town does not have the staff, budget, or equipment to fix every drainage issue simultaneously. They reiterated that property owners have a responsibility to maintain their drainage systems and that the Town can only step in under specific circumstances. Town Manager Ramaglia stepped in to acknowledge the concerns and noted that the Council will be reviewing proposals to allow the Town to intervene in cases where flooding is a persistent issue. She reminded residents that filling in historic drainage ditches worsens water flow and emphasized the importance of consulting Town Hall before making any changes to existing drainage systems.

Mr. Eric Green, a member of the CERT group, addressed the Council regarding a budget concern. He stated that it had come to the group's attention that a budget item for CERT was either eliminated or left out of the most recent budget. However, he had been informed that the unused funds from the 2024 budget would carry over into the new fiscal year and sought confirmation on whether this information was accurate. Staff confirmed that the carryover was correct, explaining that approximately \$4,400 in unused funds from previous years remained available. It was also noted that if additional funds were needed, the Council would be open to discussing and potentially approving additional allocations, as they value the CERT team's contributions to the Town. A Council member added that when the budget was reviewed, it was observed that CERT had more carryover funds than what is typically budgeted for them annually, which is why no new allocation was made in this cycle. Mr. Green clarified that while CERT does not require a large amount of funding, they do have occasional supply needs, particularly for resupplying their trailers with necessary equipment. Staff reassured him that the Town insures the CERT trailers and would be willing to assist with any additional needs, such as paint or other supplies, should the group require them.

The conversation then shifted to Emergency Management planning, where it was noted that the Town is working closely with CERT on a new Emergency Management Plan. As part of this effort, the Town plans to hold a tabletop exercise, a pre-storm preparedness event designed to simulate emergency response scenarios. Mr. Green inquired whether this exercise had been scheduled. Staff responded that while the event had not yet been scheduled, they would ensure he was informed once a date was set.

Mr. Robert Austin, emphasized his concern with the Recreational Vehicle issue in the community. The Town is a single-family rural residential neighborhood and not intended to function as a KOA-style campground, a trailer park, or a seasonal stop for northern RVers. While he agreed with the Council's decision to reject a high-end RV park due to its large number of sites, high nightly rates, and lack of community amenities, he pointed out that many residents seemed primarily concerned about the additional traffic it would bring to Southern Boulevard. He supports allowing equestrian properties to host a few seasonal RV sites, but he expressed frustration over year-round RV rentals.

He then shifted his attention to the Town's employee salaries, expressing concern that Loxahatchee Groves is one of the lowest-paying municipalities in Palm Beach County. He noted that only two Town employees have been there for five years, which contributes to the staff turnover. Furthermore, cautioned that if the Town does not take a more strategic approach to expanding its tax base, future tax hikes could become unavoidable.

Ms. Ruth Menor, addressed the condition of Casey Road and the ongoing drainage issues affecting her property and those of her neighbors and requested a comprehensive drainage Public Works Director Gallant explained that all roads scheduled for paving this year have plans for culvert installations. Ms. Menor offered to host a Casey Road neighborhood meeting at her house to bring residents together and start working toward a comprehensive drainage solution with the Town.

Marianne Miles expressed concerns about drainage, road conditions, and the Town's policies regarding legal expenses for council members. She reasoned that council members should be reimbursed for legal fees if they are found not guilty or if the case is dismissed, as they are acting in their official capacity to represent the Town.

#### **ADJOURNMENT**

The workshop recessed at 6:53 PM for a three-minute break before transitioning into the regular Town Council meeting.

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Mayor Anita Kane, Seat 3

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

\_\_\_\_\_  
Vice Mayor Margaret Herzog, Seat 5

\_\_\_\_\_  
Councilmember Phillis Maniglia, Seat 1

\_\_\_\_\_  
Councilmember Laura Danowski, Seat 2

\_\_\_\_\_  
Councilmember Robert Shorr, Seat 4



**TOWN OF LOXAHATCHEE GROVES  
TOWN COUNCIL REGULAR MEETING MINUTES  
TOWN HALL COUNCIL CHAMBERS – 155 F. Road, Loxahatchee Groves, FL 33470  
Tuesday, November 12, 2024**

**TOWN COUNCIL AGENDA ITEMS**

**CALL TO ORDER:**

Mayor Kane called the meeting to order at 6:36 p.m.

**ROLL CALL:**

Mayor Anita Kane, Vice Mayor Margaret Herzog, Councilmember Laura Danowski, Councilmember Phillis Maniglia, Councilmember Robert Shorr, Town Manager Francine Ramaglia, Town Attorney Glen Torcivia, Public Works Director Richard Gallant, Project Coordinator Jeff Kurtz, Town's Planning Consultant Jim Fleischman (of Land Research Management, Inc.) and Town Clerk Valerie Oakes were present.

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENCE:**

Mayor Kane led the Pledge of Allegiance followed by a moment of silence for the Veterans.

**ADDITIONS, DELETIONS AND MODIFICATIONS:**

Mayor Kane called for any additions, deletions, modifications or approval of the agenda.

Town Clerk Oakes requested to pull items no. 4, 5 and 14 off the agenda.

**MOTION: COUNCILMEMBER SHORR/COUNCILMEMBER DANOWSKI MOVED TO APPROVE THE AGENDA AS MODIFIED. MOTION PASSED UNANIMOUSLY (5-0).**

**COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

None.

**PRESENTATIONS**

**1. Presentation of Health Insurance Renewal**

The Gehring Group provided a presentation on the renewal of health insurance.

**By consensus, the Town Council directed staff to move forward with the health insurance renewal.**

**2. Presentation of Hurricane Milton Post Storm Update**

Public Works Director Gallant provided an update on the post-storm efforts due to Hurricane Milton. Police Captain Turner and Fire Chief Vomero provided additional information regarding the storm. Town Manager Ramaglia thanked the staff.

**3. Presentation of Quarterly Reports (*Receive & File*)**

The quarterly reports were presented to the Town Council.

**MOTION: VICE MAYOR HERZOG/COUNCILMEMBER MANIGLIA  
MOVED TO RECEIVE AND FILE THE QUARTERLY REPORTS.  
MOTION PASSED UNANIMOUSLY (5-0).**

**4. Presentation of Proclamation on Hunger and Homelessness Awareness Week**

Agenda item no. 4 was pulled off the agenda.

**5. Presentation of Proclamation for Neighbors Helping Neighbors Initiative**

Agenda item no. 5 was pulled off the agenda.

**CONSENT AGENDA**

Councilmember Danowski requested to pull items 6, 8, 9, 10, and 12; additionally, Vice Mayor Herzog requested to pull item no. 13 off the consent agenda for further discussion.

**MOTION: COUNCILMEMBER SHORR/COUNCILMEMBER DANOWSKI**

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**MOVED TO APPROVE ITEM NO. 7 & 11 ON THE CONSENT AGENDA. MOTION PASSED UNANIMOUSLY (5-0).**

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6. **Approval of Resolution No. 2024-77:** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AUTHORIZING AN AGREEMENT WITH KIEL TREE SERVICE, INC. TO PROVIDE TREE REMOVAL SERVICES TO THE TOWN AND PROVIDING FOR AN EFFECTIVE DATE.

Agenda item no. 6 was pulled off the Consent Agenda for further discussion.

By consensus, the Town Council directed staff to bring this item back at a later date.

7. **Approval of Resolution No. 2024-79:** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, SUPPORTING THE PROCUREMENT AND OVERSIGHT OF CONSULTANTS FOR THE DEVELOPMENT OF A COUNTYWIDE TRANSPORTATION PLAN; SUPPORTING THE FORMATION OF A TECHNICAL ADVISORY COMMITTEE FOR THE SAME; AND PROVIDING FOR AN EFFECTIVE DATE.

Agenda item no. 7 was approved on the Consent Agenda.

8. **Approval of Resolution No. 2024-80:** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA APPROVING REMOVAL OF SPECIMEN TREES; PROVIDING AN EFFECTIVE DATE.

Agenda item no. 8 was pulled off the Consent Agenda for further discussion.

Public Comments were received from Nina Corning and Cassie Suchy.

By consensus, the Town Council directed staff to bring this item back at a later date with additional information about the landscape plan.

9. **Approval of Resolution No. 2024-81:** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ADOPTING A POLICY AND PROCEDURE FOR THE FORECLOSURE OF CODE ENFORCEMENT LIENS; AND PROVIDING FOR AN EFFECTIVE DATE.

Agenda item no. 9 was pulled off the Consent Agenda for further discussion.

Public Comment received from Nina Corning.

**MOTION:        COUNCILMEMBER                      DANOWSKI/COUNCILMEMBER  
MANIGLIA MOVED TO APPROVE RESOLUTION NO. 2024-81.  
**MOTION PASSED UNANIMOUSLY.****

10. **Approval of Resolution No. 2024-82:** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA AUTHORIZING THE TOWN MANAGER TO DECLARE A LOCAL STATE OF EMERGENCY UNDER CERTAIN CIRCUMSTANCES; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY AND LAWFUL MEASURES TO CONDUCT TOWN BUSINESS AND SAFEGUARD THE TOWN; AND PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

Agenda item no. 10 was pulled off the Consent Agenda for further discussion.

Public Comments were received from Nina Corning and Cassie Suchy.

**MOTION:        COUNCILMEMBER        MANIGLIA        /COUNCILMEMBER  
DANOWSKI MOVED TO APPROVE RESOLUTION NO. 2024-82.  
 MOTION PASSED UNANIMOUSLY.**

11. **Approval of Resolution No. 2024-83:** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA ACCEPTING A DEED FROM PALM BEACH COUNTY; PROVIDING AN EFFECTIVE DATE.

Agenda item no. 11 was approved on the Consent Agenda.

12. **Approval of Resolution No. 2024-84:** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA APPROVING CHANGE ORDER NO. 1 TO THE SCOPE AND PRICING FOR INSTALLATION OF A BRIDGE CULVERT AT 11th TERRACE AND D ROAD; AUTHORIZING THE TOWN MANAGER TO EXECUTE NECESSARY DOCUMENTS IN FORMS ACCEPTABLE TO THE TOWN MANAGER AND TOWN ATTORNEY TO IMPLEMENT THE INTENT OF THIS RESOLUTION; AUTHORIZING THE TOWN MANAGER AND THE TOWN ATTORNEY TO TAKE SUCH ACTIONS AS ARE NECESSARY TO IMPLEMENT THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

Agenda item no. 12 was pulled off the Consent Agenda for further discussion.

**MOTION:        COUNCILMEMBER        DANOWSKI/VICE        MAYOR        HERZOG  
MOVED TO APPROVE RESOLUTION NO. 2024-84.        MOTION  
PASSED UNANIMOUSLY.**

13. **Approval of Resolution No. 2024-85:** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPOINTING THE MEMBERS OF THE UNIFIED LAND DEVELOPMENT CODE REVIEW COMMITTEE; PROVIDING FOR SEVERABILITY, CONFLICT, AND AN EFFECTIVE DATE.

Agenda item no. 13 was pulled off the Consent Agenda for further discussion.

**MOTION: COUNCILMEMBER DANOWSKI/COUNCILMEMBER SHORR  
MOVED TO APPROVE RESOLUTION NO. 2024-85. MOTION  
PASSED (4-1 WITH VICE MAYOR HERZOG DISSENTING).**

After agenda item no. 13, there was a short recess.

14. **Approval of Resolution No. 2024-86:** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA APPROVING REMOVAL OF SPECIMEN TREES; PROVIDING AN EFFECTIVE DATE.

Agenda item no. 14 was pulled off the agenda.

### **RECESS TOWN COUNCIL MEETING & CALL TO ORDER DEPENDENT WATER CONTROL DISTRICT**

Mayor Kane adjourned the Town Council meeting and called to order the Dependent Water Control District at 7:32 p.m.

### **DISTRICT'S CONSENT AGENDA**

15. **Approval to Recommend to the Town Council the Adoption of *Ordinance No. 2024-16***

Public Comments were received from Nina Corning and Cassie Suchy.

By consensus, the Town Council directed staff to bring this item back at a later date.

16. **Approval of Resolution No. 2024-DD06:** A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LOXAHATCHEE GROVES WATER CONTROL DISTRICT, A DEPENDENT DISTRICT OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPROVING AN INTERLOCAL AGREEMENT WITH THE TOWN OF LOXAHATCHEE GROVES TO PROVIDE FOR USE OF TOWN STAFF, RESOURCES, AND PROCEDURES FOR THE ENFORCEMENT, ASSESSMENT, AND COLLECTION OF DRAINAGE WORKS NUISANCE ABATEMENT SERVICES WITHIN THE BOUNDARIES OF THE DISTRICT, FOR THE IMPLEMENTATION OF A VOLUNTARY



CULVERT ASSESSMENT PROGRAM AND FOR OTHER PURPOSES; PROVIDING FOR CONFLICTS, SEVERABILITY, AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

By consensus, the Town Council directed staff to bring this item back at a later date.

### **RECONVENE TOWN COUNCIL MEETING**

Mayor Kane adjourned the Dependent Water Control District and reconvened the Town Council meeting at 8:08 p.m.

### **REGULAR AGENDA**

17. **Consideration of Approval on Ordinance No. 2024-15 on First Reading:** AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AMENDING ITS CODE OF ORDINANCES BY AMENDING CHAPTER 26 “MISCELLANEOUS PROVISIONS AND OFFENSES” BY ADOPTING ARTICLE II “SCHOOL ZONE SPEED ENFORCEMENT PROGRAM”; PROVIDING FOR THE INSTALLATION AND USE OF A SCHOOL ZONE SPEED DETECTION SYSTEM IN ACCORDANCE WITH STATE LAW; PROVIDING FOR PROGRAM ADMINISTRATION AND IMPLEMENTATION REQUIREMENTS, DESIGNATION OF SCHOOL ZONES, AND ENFORCEMENT PROCEDURES AND FOR OTHER PURPOSES; AND PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

Town Clerk Oakes read the title of Ordinance No. 2024-15 into the record.

There were no public comments. Town Council discussion ensued.

**MOTION:        COUNCILMEMBER                      MANIGLIA/COUNCILMEMBER  
DANOWSKI MOVED TO APPROVE ORDINANCE NO. 2024-15 ON  
 FIRST READING. MOTION PASSED UNANIMOUSLY (5-0).**

18. **Consideration of Approval of Ordinance No. 2024-16 on First Reading:** AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AMENDING ITS CODE OF ORDINANCES BY AMENDING CHAPTER 46 “SPECIAL DISTRICTS” TO REORGANIZE AND UPDATE ITS PROVISIONS, TO PROVIDE ADDITIONAL DUE PROCESS PROTECTIONS FOR PROPERTY OWNERS CITED FOR DRAINAGE WORKS VIOLATIONS, TO PROVIDE LEGAL PROCEDURES FOR THE ASSESSMENT OF ABATEMENT COSTS, TO PROVIDE A VOLUNTARY CULVERT SPECIAL ASSESSMENT ASSISTANCE PROGRAM FOR THE REPAIR, REPLACEMENT, CONSTRUCTION AND/OR MAINTENANCE OF PRIVATELY OWNED CULVERTS, CULVERT CROSSINGS, AND/OR CULVERT BRIDGES, TO REMOVE HAULING PERMITTING PROVISIONS,

By consensus, the Town Council directed staff to bring this item back at a later date.

- 19. Consideration of Approval on Ordinance No. 2024-17 on First Reading:** AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AMENDING CHAPTER 14 “CODE ENFORCEMENT” OF ITS CODE OF ORDINANCES BY ADOPTING ARTICLE I “IN GENERAL” TO INCLUDE EXISTING SECTIONS 14-1 THROUGH 14-4, AND BY ADOPTING ARTICLE II “CIVIL CITATION PROCEDURES” TO PROVIDE CITATION PROCEDURES; PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

Town Clerk Oakes read the title of Ordinance No. 2024-17 into the record.

Public Comment received from Cassie Suchy.

Town Council discussion ensued.

**MOTION: COUNCILMEMBER MANIGLIA/COUNCILMEMBER DANOWSKI MOVED TO APPROVE ORDINANCE NO. 2024-17 ON FIRST READING. MOTION PASSED (4-1 WITH COUNCILMEMBER SHORR DISSENTING).**

- ## 20. Discussion on Approving a Schedule of Violations and Associated Penalties for Civil Citations

Public Comments were received from Cassie Suchy and Nina Corning.

By consensus, the Town Council decided that they would review the schedule further and provide their comments to the Town Clerk, so that staff may bring this item back at a later date.

**PUBLIC HEARING**

21. **Approval of Ordinance No. 2024-14 on Second Reading:** AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AMENDING SECTION 130-035 “ADEQUACY OF DRAINAGE FACILITIES,” OF ARTICLE 130 “CONCURRENCY REVIEWS” OF PART V “DEVELOPMENT REVIEW PROCEDURES AND REQUIREMENTS,” OF THE UNIFIED LAND DEVELOPMENT

CODE TO UPDATE STANDARDS FOR DRAINAGE SYSTEMS; PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

Town Clerk Oakes read the title of Ordinance No. 2024-14 into the record.

Public Comment received from Cassie Suchy.

Town Council discussion ensued.

**MOTION:      COUNCILMEMBER MANIGLIA/VICE MAYOR HERZOG  
MOVED TO APPROVE ORDINANCE NO. 2024-14 ON SECOND  
READING. MOTION PASSED UNANIMOUSLY.**

### **DISCUSSION**

**MOTION:      COUNCILMEMBER DANOWSKI/COUNCILMEMBER  
MANIGLIA MOVED TO EXTEND THE MEETING AT 10:16 P.M.  
MOTION PASSED UNANIMOUSLY.**

#### **22. Discussion on Water Control Plan Update / Assessment Methodology**

Project Coordinator Kurtz provided an update on the water control plan and assessment methodology.

#### **23. Discussion on Road & Drainage Update**

Public Works Director Gallant provided an update on the roads and drainage.

#### **24. Discussion on Future Agenda Items**

Town Manager Ramaglia reviewed the future agenda items.

### **TOWN STAFF COMMENTS**

**Town Manager** reported on the request for an over-the-weekend event at a residence. Treasure Coast Regional Planning Council was contacted for any available grants regarding traffic on Southern Blvd.

**Town Attorney** had no report.

**Public Works Director Gallant** reported on the post-storm efforts.

**Town Clerk** reported that the qualifying period had begun for seats no. 2 and 4. Gratitude baskets will be distributed on December 13<sup>th</sup>. Additionally, the Veteran's Day parade was a success where the Town's Founders were introduced. Furthermore, announced the details for the Farm City luncheon. Lastly, the Town is registered for Wellington's 40<sup>th</sup> annual holiday parade

**TOWN COUNCIL COMMENTS**

**Councilmember Phillis Maniglia** expressed concerns over the Town's website.

**Councilmember Laura Danowski** thanked the staff for their efforts during the storm, for a successful Veteran's/Founder's Day event, and wished everyone a happy holiday.

**Councilmember Robert Shorr** stated that the parade was a success and was able to distribute 46 medals, and that FDA and RV permits are user-friendly.

**Vice Mayor Margaret Herzog** expressed concerns with the mailing and stated that the event was a success.

**Mayor Anita Kane** thanked the staff for their efforts during the storm and for a successful Veteran's/Founder's Day event.

**ADJOURNMENT**

There being no further business before the Council, Vice Mayor Herzog moved to adjourn the meeting at 10:47 PM, which was seconded by Councilmember Maniglia and passed unanimously (5-0).

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Mayor Anita Kane, Seat 3

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

\_\_\_\_\_  
Vice Mayor Margaret Herzog, Seat 5

\_\_\_\_\_  
Councilmember Phillis Maniglia, Seat 1

\_\_\_\_\_  
Councilmember Laura Danowski, Seat 2

\_\_\_\_\_  
Councilmember Robert Shorr, Seat 4





**TOWN OF LOXAHATCHEE GROVES  
TOWN COUNCIL COMMUNITY OPEN DISCUSSION WORKSHOP  
TOWN HALL COUNCIL CHAMBERS – 155 F. Road, Loxahatchee Groves, FL 33470  
Tuesday, November 12, 2024**

**CALL TO ORDER:**

Mayor Kane called the meeting to order at 6:00 p.m.

**ROLL CALL:**

Mayor Anita Kane, Vice Mayor Margaret Herzog, Councilmember Laura Danowski, Councilmember Phillis Maniglia, Councilmember Robert Shorr, Town Manager Francine Ramaglia, Town Attorney Glen Torcivia, Public Works Director Gallant Richard Gallant, Project Coordinator Jeff Kurtz, Town's Planning Consultant Kaitlyn Forbes (of Complete Cities), Town's Planning Consultant Jim Fleischman (of Land Research Management, Inc.) and Town Clerk Valerie Oakes were present.

**OPEN DISCUSSION:**

Cassie Suchy introduced a proposal for the creation of an Ad Hoc Volunteer Committee aimed at improving government efficiency and financial transparency that would operate without decision-making authority and outside of the sunshine law. Town Attorney Glen Torcivia opined that any committee providing advice to the Town Council is subject to the Sunshine Law requirements. Mayor Kane suggested an alternative approach by advertising open committee positions to create a pool of volunteers and allowing the Council to select participants for specific projects.

Virginia Standish submitted written comments addressing concerns about Marcella Boulevard regarding the repaving schedule and whether flood mitigation measures for south-side properties were planned. Public Works Director Richard Gallant explained that Marcella Boulevard is not scheduled for repaving unless specific damage is reported. Councilmember Maniglia clarified that previous paving projects on Marcella Boulevard were funded by grants and Town resurfacing efforts, not by residents.

Public Works Director Gallant detailed the existing design, which directs water from the south side of the road to the north side via culverts. However, unmaintained swales obstruct water

flow, exacerbating flooding issues. Public Works cleared several swales after recent storms but encountered challenges in areas where tree obstructions required vendor assistance. Councilmember Danowski advocated for providing support to elderly or financially constrained residents unable to maintain their swales and urged Public Works to evaluate specific cases and explore potential assistance programs.

Virginia Standish praised the Town's tornado response, commending staff and Public Works for their efficient handling of debris cleanup and emergency management. Additionally, concerns were raised about utility coordination during emergencies, noting that FP&L linemen unfamiliar with the area had difficulty locating addresses. Additionally, suggested assigning staff or volunteers to assist linemen during such events and moving PBSO and Fire Department reports to the beginning of Town meetings. Also, requested more transparency in Code Enforcement case resolutions, particularly regarding asphalt paving violations. Town Manager Ramaglia responded by explaining the varied nature of such code cases and provided examples that included underground storage installation and project delays, illustrating the Town's enforcement of regulations.

Brian McNiel echoed praise for the Town's tornado response, emphasizing the impressive speed and effectiveness of debris cleanup. However, he raised concerns about the uniform six-cubic-yard limit for debris collection, suggesting a prorated system based on property size to account for larger properties generating more debris. Town Manager Ramaglia clarified that during tornado recovery, there is no limit on debris collection. Residents are encouraged to place all debris curbside by December 1, 2024, to ensure grinding and disposal can be completed before the January 2025 compliance deadline. Additionally, community pile arrangements could be scheduled for larger collections.

#### **ADJOURNMENT:**

Mayor Kane adjourned the community meeting at 6:29 p.m.

[THIS PORTION INTENTIONALLY LEFT BLANK.]

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_  
Mayor Anita Kane, Seat 3

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

\_\_\_\_\_  
Vice Mayor Margaret Herzog, Seat 5

\_\_\_\_\_  
Councilmember Phillis Maniglia, Seat 1

\_\_\_\_\_  
Councilmember Laura Danowski, Seat 2

\_\_\_\_\_  
Councilmember Robert Shorr, Seat 4



## TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



### AGENDA MEMO

**TO:** Town Council of Town of Loxahatchee Groves

**FROM:** Francine Ramaglia, CPA, AICP, ICMA-CM, Town Manager

**DATE:** March 18, 2025

**SUBJECT:** Approval of *Resolution No. 2025-14* – Appointment of the Mayor

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#### Background:

In accordance with the Charter of the Town of Loxahatchee Groves, the Town Council elects a Mayor from among its members to serve a one-year term. No council member may serve more than two consecutive annual appointments as Mayor. Mayor Kane has served as Mayor for the last year. All councilmembers are eligible to be selected as Mayor for the upcoming year.

#### Recommendation:

*Resolution No. 2025-14* is presented for consideration and adoption by the Town Council to elect a new Mayor for the next year. The resolution will:

- Elect a Mayor from among the Councilmembers to serve a one-year term, effective immediately.

**TOWN OF LOXAHATCHEE GROVES**  
**RESOLUTION NO. 2025-14**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, PALM BEACH COUNTY, FLORIDA, ELECTING A MAYOR FOR THE ENSUING YEAR 2025-2026 AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Charter of the Town of Loxahatchee Groves requires the Council to elect from among its members a Mayor, who shall serve for a period of one year; and

**WHEREAS**, all candidates have been certified as elected effective \_\_\_\_\_; and

**WHEREAS**, newly elected officials have taken the Oath of Office.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA:**

**Section 1.** \_\_\_\_\_ is hereby elected Mayor of the Town of Loxahatchee Groves, Florida; and shall forthwith enter upon and assume the duties of said office for the ensuing year.

**Section 2.** This Resolution shall become effective immediately upon adoption.

Councilmember \_\_\_\_\_ offered the foregoing resolution. Councilmember \_\_\_\_\_ seconded the motion, and upon being put to a vote, the Resolution is hereby:

[THIS PORTION INTENTIONALLY LEFT BLANK.]

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE  
GROVES, FLORIDA, THIS 18<sup>TH</sup> DAY OF MARCH 2025.**

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

**ATTEST:**

*Voted:*  
\_\_\_\_\_  
Councilmember Phillis Maniglia, Seat 1

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

*Voted:*  
\_\_\_\_\_  
Councilmember Lisa El-Ramey, Seat 2

APPROVED AS TO LEGAL FORM:

*Voted:*  
\_\_\_\_\_  
Councilmember Anita Kane, Seat 3

\_\_\_\_\_  
Office of the Town Attorney

*Voted:*  
\_\_\_\_\_  
Councilmember Paul Coleman II, Seat 4

*Voted:*  
\_\_\_\_\_  
Councilmember Margaret Herzog, Seat 5

## TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



### AGENDA MEMO

**TO:** Town Council of Town of Loxahatchee Groves

**FROM:** Francine Ramaglia, CPA, AICP, ICMA-CM, Town Manager

**DATE:** March 18, 2025

**SUBJECT:** Approval of *Resolution No. 2025-15* – Appointment of the Vice Mayor

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#### Background:

In accordance with the Charter of the Town of Loxahatchee Groves, the Town Council elects a Mayor from among its members to serve a one-year term. Vice Mayor Herzog has served as Vice Mayor for the last year. All councilmembers are eligible to be selected as Vice Mayor for the upcoming year.

#### Recommendation:

*Resolution No. 2025-15* is presented for consideration and adoption by the Town Council to elect a new Vice Mayor for the next year. The resolution will:

- Elect a Vice Mayor from among the Councilmembers to serve a one-year term, effective immediately.

# TOWN OF LOXAHATCHEE GROVES

## RESOLUTION NO. 2025-15

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, PALM BEACH COUNTY, FLORIDA, ELECTING A VICE MAYOR FOR THE ENSUING YEAR 2025-2026 AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Charter of the Town of Loxahatchee Groves requires the Council to elect from among its members a Vice Mayor, who shall serve for a period of one year; and

**WHEREAS**, all candidates have been certified as elected effective \_\_\_\_\_; and

**WHEREAS**, newly elected officials have taken the Oath of Office.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA:**

**Section 1:** \_\_\_\_\_ is hereby elected Vice Mayor of the Town of Loxahatchee Groves, Florida; and shall forthwith enter upon and assume the duties of said office for the ensuing year.

**Section 2:** This Resolution shall become effective immediately upon adoption.

Councilmember \_\_\_\_\_ offered the foregoing resolution. Councilmember \_\_\_\_\_ seconded the motion, and upon being put to a vote, the Resolution is hereby:

[THIS PORTION INTENTIONALLY LEFT BLANK.]

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS 18<sup>TH</sup> DAY OF MARCH 2025.**

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

**ATTEST:**

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

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Office of the Town Attorney

\_\_\_\_\_  
*Voted:*  
Councilmember Phillis Maniglia, Seat 1


\_\_\_\_\_  
*Voted:*  
Councilmember Lisa El-Ramey, Seat 2

\_\_\_\_\_  
*Voted:*  
Councilmember Anita Kane, Seat 3

\_\_\_\_\_  
*Voted:*  
Councilmember Paul Coleman II, Seat 4

\_\_\_\_\_  
*Voted:*  
Councilmember Margaret Herzog, Seat 5

# Loxahatchee Groves Town Council Training



Glen J. Torcivia, Esq.  
Torcivia, Donlon, Goddeau & Rubin, P.A.  
Town Attorney

## 2

# Florida Statutes

## Public Records

- Chapter 119 – all records made and received regarding Town business
- Includes texts and social media posts and messages related to Town business regardless of device or account
- Don't email, text, or post anything you wouldn't say in a public meeting or want printed in the newspaper
- Retention requirements

## Sunshine

- Chapter 286 – prohibits discussion between Council Members regarding Town business outside a noticed public meeting
- Includes prohibition of discussion via phone, text, and social media

## Ethics

- Chapter 112 – regulates voting conflicts, gifts, reporting, business relationships
- Supplemented by Palm Beach County Code of Ethics, Chapter 2, Article XIII of the Palm Beach County Code of Ordinances



# Palm Beach County Code of Ethics Conflicts

- ▶ Public Officials shall NOT:
  - ▶ Use the public office or position to take or fail to take any action, or influence others to take or fail to take any action, or attempt to do these things in a manner which he or she knows or should know with the exercise of reasonable care will result in a special financial benefit, not shared with similarly situated members of the general public or the listed persons or entities
  - ▶ Use or attempt to use the public office or position, or any property or resource which may be within his or her trust, to corruptly secure or attempt to secure a special privilege, benefit, or exemption for the public official or others
  - ▶ Enter into any contract or other transaction for goods or services with the Town
    - ▶ Includes the public official's outside employer or business and any person, agency or entity acting for the Town
  - ▶ Accept, directly or indirectly, travel expenses from a contractor, vendor, service provider, bidder or proposer
  - ▶ Agree to pay or give a contingency fee to another person
- ▶ Public Officials shall declare voting conflicts of interest, abstain from voting or participating in discussion on such matters, and file Form 8B

# Palm Beach County Code of Ethics Conflicting Relationships

- ▶ Self
- ▶ Spouse, domestic partner, household member, dependents
- ▶ Sibling, step-sibling, child, step-child, parent, step-parent, niece or nephew, uncle or aunt, grandparent, or grandchild
  - ▶ of self, spouse or domestic partner
  - ▶ or the employer or business of any of these people
- ▶ Outside employer or business of self, spouse or domestic partner or someone known to public official to work for such employer or business
- ▶ Customer or client of the public official or outside employer or business
- ▶ Substantial debtor or creditor of public official, spouse or domestic partner
- ▶ Civic group, union, social, charitable, or religious organization, or other organization of which the public official, spouse or domestic partner is an officer or director

# Palm Beach County Code of Ethics

## Gifts

- ▶ Public Officials shall NOT:
  - ▶ Knowingly solicit or accept, directly or indirectly, any gift of value greater than \$100 in the aggregate for the calendar year from any person or business entity that the public official knows or should know with the exercise of reasonable care, is a vendor, lobbyist or principal or employer of a lobbyist who lobbies, sells or leases to the Town
  - ▶ Knowingly solicit a gift of any value from any person or business entity that the public official knows, or should know with the exercise of reasonable care, is a vendor, lobbyist or principal or employer of a lobbyist who lobbies, sells, or leases to the Town where the gift is for the personal benefit of the public official or any relative or household member
  - ▶ Accept or agree to accept a gift from a person or entity, because of:
    - ▶ An official public action taken or to be taken or which could be taken
    - ▶ A legal duty performed or to be performed or which could be performed
    - ▶ A legal duty violated or to be violated or which could be violated
- ▶ Public Officials shall report gifts in excess of \$100

# Palm Beach County Code of Ethics

## Anti-nepotism

- ▶ Public Officials shall NOT:
  - ▶ Appoint, employ, promote, advance, or advocate appointment, employment, promotion or advancement in or to a position in the Town any individual who is a relative or domestic partner of the public official
    - ▶ Exception in municipalities with less than 35,000 population for appointments to boards other than those with land-planning or zoning responsibilities
    - ▶ Excludes volunteers providing emergency medical, firefighting, or police services

# Training

- ▶ Required by State of Florida  
<http://www.ethics.state.fl.us/Training/Training.aspx>
  - ▶ The training must include:
    - ▶ Article II, Section 8 of the Florida Constitution
    - ▶ Part III, Chapter 112, Florida Statutes (Code of Ethics)
    - ▶ Public Records
    - ▶ Public Meetings (Sunshine Law)
- ▶ Required by Palm Beach County  
[http://www.pbcgov.com/\\_code/videos/VideoPlayer.htm?id=COE/Training/2017-FINAL\\_COE-Training](http://www.pbcgov.com/_code/videos/VideoPlayer.htm?id=COE/Training/2017-FINAL_COE-Training)



# Town Code of Ethics – Sec. 2-87 of the Town Code

- ▶ Public Officers of the Town will display leadership by:
  - ▶ Subscribing to the Town's Code of Ethics
  - ▶ Promoting a sense of community, community values, and community spirit and embracing diversity within the community while focusing on the importance and values of family
  - ▶ Practicing a “can do” attitude rather than an attitude of negativity
  - ▶ Developing vision or focus on the future, and supporting the achievement of vision
  - ▶ Being responsive
  - ▶ Having fun and enjoying one's role as a public officer of the Town
  - ▶ Recognizing and fostering leadership throughout the Town government and the residential and business communities of the Town
  - ▶ Balancing statesmanship and political and professional goals
  - ▶ Maintaining a positive image while working towards the best interests of the Town and its citizens

# Town Code of Ethics

- ▶ Public Officers of the Town will display an empowerment attitude by:
  - ▶ Encouraging citizens to be active, responsible partners in Town government that function with public officers of the Town to achieve a shared vision
  - ▶ Empowering Town administration to continuously improve the quality of and the services provided by Town government
  - ▶ Encouraging entrepreneurship by governing the Town as a successful, ethical business model
  - ▶ Maximizing revenue while minimizing tax burdens on citizens
- ▶ Public Officers of the Town will encourage and promote customer focus and involvement by:
  - ▶ Encouraging citizens and residents to be involved in government and bridging the gap between town government and community
  - ▶ Promoting specific avenues by which citizen input is gathered and information is disseminated by the Town
  - ▶ Encouraging citizen involvement in decision-making
  - ▶ Supporting data-based decision-making

# Town Code of Ethics

- ▶ Public Officers will work towards continuous improvement through:
  - ▶ Self-improvement through education, personal growth, and personal learning
  - ▶ Supporting process improvement in Town systems and key process improvements through knowledge-based decision-making
  - ▶ Supporting and encouraging personal wellness and professional development throughout Town government
  - ▶ Supporting innovation through technology
  - ▶ Promoting effective use of customer feedback to improve quality of government and the providing of government services
- ▶ Public Officers shall be dedicated to the concepts of:
  - ▶ Effective and democratic local government
  - ▶ Respecting the principals and spirit of representative democracy
  - ▶ Setting a positive example of good citizenship by scrupulously observing the letter and spirit of applicable laws, rules and regulations



# Town Code of Ethics

- ▶ Public Officers shall:
  - ▶ Be dedicated to the highest ideals of honor and dignity in all public and personal relationships
  - ▶ Conduct themselves in a manner which maintains and promotes public confidence in Town government
  - ▶ Recognize that the main function of local government, at all times, is to serve and promote the best interests of the public
  - ▶ Disclose all personal relationships in any instance where there could be a conflict of interest or an appearance of conflict
- ▶ Public Officers pledge to:
  - ▶ Keep the community informed on the affairs of Town government
  - ▶ Practice friendly and courteous service to the public
  - ▶ Seek to improve the quality and image of public service
  - ▶ Uphold and adhere to the Charter of the Town
  - ▶ Inform the recipient of any oral or written communication or when appearing before another governmental body, whether the subject of the communication has been addressed officially by Town Council and what the official position of Town Council is, if there is one, and whether the appearance or communication has been authorized by Town Council and update Town Council regarding such appearance or communication at the next Town Council meeting

# Town Code of Ethics

- ▶ Public Officers pledge NOT to:
  - ▶ Misuse the office or position
  - ▶ Participate in debate on any matter which may come before Town Council for decision and which may benefit a family member, client, or business associate
  - ▶ Seek or accept any personal profit or gain or unwarranted favor or privilege for himself or any relative or other person
  - ▶ Improperly influence or attempt to influence other public officers
- ▶ Public Officers shall NOT:
  - ▶ Engage in, solicit, or negotiate for, or promise to accept private employment or render services for private interests or conduct a private business when such employment, service, or business creates a conflict with the proper discharge with official duties
  - ▶ Have any contact with, in any form, nor engage in communication or discussion with applicants, petitioners, or their agents or representatives seeking action or other relief from Town Council on matters relating to a pending application or other petition
  - ▶ Invest or hold any investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict with official duties

# Town Code of Ethics

- ▶ Public Officers shall NOT:
  - ▶ Directly or indirectly solicit, accept, or receive any gift, in any form, if:
    - ▶ It could be reasonably inferred or expected the gift was intended to influence the officer's performance of official duties
    - ▶ The gift was intended to serve as an inducement for an improper action or as a reward not otherwise permitted under state law
  - ▶ Use provisions of this Code of Ethics to further frivolous claims against one another
  - ▶ Knowingly violate any federal, state, or local law, rule or regulation
  - ▶ Disclose confidential information acquired in one's capacity as a public officer or use such confidential information to further one's personal interests
  - ▶ Undermine the duties, responsibilities, and role of the Town Manager
  - ▶ Use the official position to "influence peddle" or gain favors or benefits inconsistent with Town policy or applicable law on behalf of any citizen or other person

# Duties of Town Council

- ▶ Set annual millage rate
- ▶ Adopt assessment methodology (currently only for solid waste)
- ▶ Adopt annual assessment rate (currently only for solid waste)
- ▶ Establish annual budget
- ▶ Adopt a capital improvements plan
- ▶ Set Policy
  - ▶ Purchasing Manual
  - ▶ Personnel Manual
- ▶ Adopt Ordinances
  - ▶ Regulation, planning, development and enforcement of activities within the Town
  - ▶ Require public hearing
- ▶ Adopt Resolutions
  - ▶ Contracts, policy, development

# Limitations on Town Council

- ▶ Quasi-judicial proceedings
  - ▶ Applicable to development applications – Article 120, ULDC
  - ▶ Must follow set procedures to ensure due process
- ▶ Ex-parte communications – Sec. 286.0115, Fla. Stat.
  - ▶ Applicable to quasi-judicial proceedings
  - ▶ Discussion with, written communications to, and investigation and site visits by a local public official on the merits of any matter on which action may be taken by a board or commission on which the official is a member
  - ▶ Applies to Town Council and Planning & Zoning
  - ▶ Presumed to be prejudicial
  - ▶ Town Council may adopt an ordinance or resolution removing the presumption of prejudice from ex parte communications and establishing procedures for disclosure
    - ▶ Ordinance 2024-08 adopted September 3, 2024 amended Sec. 120-020, ULDC to establish procedures to eliminate the presumption of prejudice



# Limitations on Town Council

- ▶ Code Enforcement proceedings
  - ▶ Handled by Special Magistrate and contract staff
  - ▶ Council Members should direct residents to Code Enforcement directly
  - ▶ Council Members may report issues to Code Enforcement directly, but may not direct action
- ▶ Public Records Requests
  - ▶ Requests by Council Members for public records from the Town are handled in the same manner as requests from other individuals
  - ▶ Council Members must discuss with the Town Manager before photographing or copying public records to which they have access through the course of Town business – Town must retain a copy of records taken or provided
- ▶ Operational Decisions are handled by the Town Manager

# Duties of Council Members

- ▶ Sec. 5(14) of the Town Charter - Noninterference
  - ▶ Council Members expressly prohibited from interfering with performance of any employee of the Town
  - ▶ Council Members must direct comments for action, recommendations for improvement, and complaints to Town Manager
  - ▶ Council is free to direct the Town Manager to implement specific recommendations for improvement in Town government operations
- ▶ Sec. 2-24 of the Town Code
  - ▶ Council Members shall direct all requests for action or assistance, or reports, including complaints regarding, by, or about employees of the Town, and all related follow-ups to the Town Manager
  - ▶ Council Members have no authority to suggest, direct, or instruct Town staff to perform duties or functions or to resolve citizen complaints in a specific manner
  - ▶ Council Members have unrestricted access to the Town Manager and Town Attorney

# Duties of Mayor, Town Manager and Town Attorney – Town Charter

- ▶ Mayor
  - ▶ Preside at Town Council meetings
  - ▶ Ceremonial head of Town
  - ▶ Signatory on documents approved by Town Council
- ▶ Town Manager
  - ▶ Responsible for all departments, offices, agencies, and employees of the Town
  - ▶ Ensures all laws, Charter provisions, and acts of Town Council are faithfully executed consistent with direction from Town Council
  - ▶ Prepares and submits annual budget and capital program to Town Council
  - ▶ Manages and keeps Town Council up to date on financial matters of the Town
- ▶ Town Attorney
  - ▶ Not under authority of Town Manager
  - ▶ Approve all contracts, bonds and other instruments regarding Town business
  - ▶ Prosecute and defend on behalf of the Town all complaints, suits, and controversies



# Town Council Meetings - Charter

- ▶ Run by the Mayor, or Vice Mayor in absence of Mayor
- ▶ Regular meetings
  - ▶ schedule set by Resolution
  - ▶ Supplemented by Sec. 2-23 of Town Code
- ▶ Special meetings
  - ▶ at call of Mayor, or, in absence of Mayor, by Vice Mayor; or at request by majority of Council Members
  - ▶ Supplemented by Sec. 2-22 of Town Code
- ▶ Rules of Procedure
  - ▶ adopted by Town Council in 2019

# Town Council Meetings – Sec. 2-23 of the Town Code

- ▶ Establishes Rules for Behavior of Town Council Members
  - ▶ Council Members shall:
    - ▶ Forgive each other
    - ▶ Each conduct themselves with dignity
    - ▶ Agree to disagree with each other
    - ▶ Show respect for the points of view of other Members of the Town Council
  - ▶ Council Members shall NOT:
    - ▶ Falsely accuse another Member of the Town Council of wrongdoing
    - ▶ Criticize each other in a rancorous or unprofessional manner
    - ▶ Make personal attacks on another Member of the Town Council
    - ▶ Individually act without the support of the Town Council

# Town Council Meetings – Participation Rules of Procedure

- ▶ Quorum
  - ▶ Majority of full Town Council
  - ▶ If no quorum within 15 minutes of meeting time or is lost, Mayor will adjourn meeting
- ▶ Absent with excuse
  - ▶ May participate and vote by telephone or video conference
    - ▶ if physical quorum present and
    - ▶ Town Council determines extraordinary circumstances exist to justify remote participation
    - ▶ Not during quasi-judicial hearings

# Town Council Meetings – Public Comment

- ▶ Sec. 2-23
  - ▶ Public comment limited to 3 minutes and must complete speaker form
  - ▶ Town Council may, by majority vote, invite public discussion on any agenda item
  - ▶ Comments and questions from Town Council and from public shall be directed to the Mayor
  - ▶ Must first be recognized by Mayor
  - ▶ Must be confined to the issues under debate
  - ▶ Must avoid all personalities and indecorous language
  - ▶ Shall not, by conversation or otherwise, delay or interrupt the proceedings nor the peace of the meeting
- ▶ Rules of Procedure
  - ▶ Limited to one time per subject matter for total of 3 minutes
  - ▶ Must be addressed to Council as a body and not to individuals
  - ▶ Personal verbal attacks will not be tolerated
  - ▶ Person making impertinent, obscene, personally insulting, defamatory or slanderous remarks or who becomes boisterous or disruptive shall be barred by Mayor from speaking further unless granted permission by majority vote of Council

# Town Council Meetings – Debate

## Rules of Procedure

- ▶ Council Member must first be recognized by Mayor
- ▶ Comments must be confined to the issues under debate
- ▶ Must avoid all personalities and indecorous language
- ▶ Council Members shall not, by conversation or otherwise, delay or interrupt the proceedings nor the peace of the meeting
- ▶ Council Members shall not engage in cross conversations or direct questions to other Council Members or the public
  - ▶ Questions of other Council Members or the public are directed to the Mayor, who then will recognize the Council Member or public to respond
  - ▶ Questions to staff are directed to the Mayor, who then will recognize the Town Manager to respond or recognize another staff member to respond
- ▶ Council Member comment should not be limited unless a motion to limit debate is made and adopted by supermajority vote
- ▶ Each Council Member is afforded opportunity to offer rebuttal to each item discussed
- ▶ Council Members shall not interrupt anyone who has the floor, unless to call the meeting to order
  - ▶ If called to order, the Council Member shall cease speaking until the question of order is determined, and if in order, shall be permitted to proceed



# Town Council Meetings - Decorum

## ■ Sec. 2-23

### ■ Decorum Procedures for disturbance or disruption of meeting by Council Member or public

- Warning by Mayor or majority vote of Town Council with opportunity to cease
- If continues, Mayor may direct to have law enforcement remove individual
- Once removed, individual is barred for rest of meeting
- If Mayor fails to act, any Council Member may move to require Mayor to act; majority vote of Council Members requires Mayor to act
- Mayor may, in the alternative, recess or adjourn the meeting

## ■ Rules of Procedure

### ■ Council Members must preserve order and decorum

### ■ Council Members shall not:

- By conversation or otherwise, delay or interrupt the proceeding or peace of the Council
- Disturb another Council Member while speaking
- Refuse to obey the rules of Council or the Mayor

## Town Council Meetings – Decorum Rules of Procedure

Town Council is committed to maintaining civility in public and political discourse and expects the public to do the same. All comments...shall respect the right of all citizens in our community to hold different opinions; avoid rhetoric intended to humiliate or question the wisdom of those whose opinions are different from ours; strive to understand differing perspectives; be truthful, not accusatory and avoid distortion; and avoid violence, prejudice and incivility towards citizens, employees, and officials of the Town

# Town Council Meetings – Motions

## ➤ Sec. 2-23

- Motion to change the order of business requires a majority vote
- Items that fail due to lack of a second may not be reintroduced for at least 6 months after the failed motion, unless:
  - Emergency exists and the public business requires reconsideration
  - A Member of Town Council on the prevailing side of the prior vote introduces the item for reconsideration
- Council Members may request that the Mayor recess the meeting

## ➤ Rules of Procedure

- Any motion may be withdrawn at any time prior to a vote being taken, by the motion maker upon agreement by the seconder to withdraw the second
- Any motion may be amended at any time during discussion. If the amendment gets a second, Town Council votes first on the amending motion and then on the original motion as amended
- A motion to reconsider any action taken by Council may be made only during the meeting at which the action was taken, by a Council Member on the prevailing side.



# Town Council Meetings – Sec. 2-23;

## Duties of Mayor

- ▶ Preside at Town Council meetings
  - ▶ Introduce agenda items
  - ▶ Recognize Town Council Members to speak in rotation – not call on any Member a second and subsequent time until all Members have had an opportunity to speak
  - ▶ Provide comment after speaking Member of Town Council has relinquished the floor
  - ▶ Shall not dominate debate or discussion; or unreasonably cut short or prolong debate, discussion, or taking of a vote
  - ▶ In consultation with Town Attorney, make rulings on parliamentary procedure
    - ▶ May be overturned by majority vote of Town Council
  - ▶ May request Town Council move on to next agenda item by vote or otherwise
- ▶ Maintain Decorum
  - ▶ Order from the room any citizen who refuses to comply with Sec. 2-23 following defined procedures

# Town Council Meetings – Rules of Procedure; Duties of Mayor

- ▶ Controlling and expediting debate
- ▶ Keep the subject clearly before the Council Members
- ▶ Rule out irrelevant discussion
- ▶ Restate question whenever necessary
- ▶ Preserve decorum and order and decide all questions of order subject to Town Council's appeal
- ▶ May recess the meeting in order to restore decorum
- ▶ May make a motion or second on any item
- ▶ May grant exceptions to time limit for public comment

# Town Council Meetings – Rules of Procedure; Council Member Comments

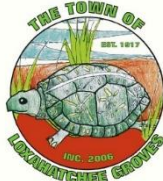
- ▶ To promote public discussion of matters relating to Town business
- ▶ To encourage dissemination of information
- ▶ Council Members may submit reports and information
  - ▶ Should be provided to other Council Members, Town Manager and Town Attorney in advance
- ▶ Council Members may request preparation of proclamations, resolutions, ordinances, reports, and other actions, subject to majority consensus
- ▶ Official actions may be taken under comments in case of emergency or other situations necessitating immediate action, as determined by majority of Town Council

# Town Council as Loxahatchee Groves Water Control District

- ▶ Must adopt quarterly, semiannually, or annually a schedule of its regular meeting dates, including date, time and location
- ▶ Meetings follow same rules and regulations as Town Council meetings
- ▶ Must meet as separate body for District v Town Council meetings
- ▶ Must adopt a budget by resolution each fiscal year meeting Sec.189.016(3)
  - ▶ May adopt budget amendments and establish procedures by which the designated budget officer may authorize certain amendments if the total appropriations of the fund do not increase
- ▶ Adopt assessment methodology (currently roads and drainage)
- ▶ Adopt annual assessment rate (currently roads and drainage)

# TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



## AGENDA MEMO

**TO:** Town Council, Town of Loxahatchee Groves

**FROM:** Francine Ramaglia, CPA, AICP, ICMA-CM, Town Manager

**DATE:** March 18, 2025

**SUBJECT:** Approval on *Resolution No. 2025-16 - Approving a Schedule for the Town Council Meeting Dates.*

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### Background:

At the beginning of each year, the Town Council is presented with a calendar of scheduled Town Council Regular Meeting dates from April 2025 – May 2026. These meeting dates are subject to change at the approval of the Town Council.

### Town of Loxahatchee Groves

The Town Council Regular Meetings are held on the 1<sup>st</sup> Tuesday of the Month:

- 6:00/6:30 P.M. Tuesday, April 1, 2025 – Community Discussion & Town Council Meeting
- 6:00/6:30 P.M. Tuesday, May 6, 2025 - Community Discussion & Town Council Meeting
- 6:00/6:30 P.M. Tuesday, June 3, 2025 – Community Discussion & Town Council Meeting
- 6:00/6:30 P.M. Tuesday, July 1, 2025 – Budget Meeting
- 6:00/6:30 P.M. Tuesday, August 5, 2025 – Community Discussion & Town Council Meeting
- 6.00 P.M. Tuesday, September 2, 2025 – Budget Meeting
- 6:00 P.M. Tuesday, September 17, 2025 – Budget Meeting
- 6:00/6:30 P.M. Tuesday, October 7, 2025 – Community Discussion & Town Council Meeting
- 6:00/6:30 P.M. Tuesday, November 4, 2025 – Community Discussion & Town Council Meeting
- 6:00/6:30 P.M. Tuesday, December 2, 2025 – Community Discussion & Town Council Meeting

- 6:00/6:30 P.M. Tuesday, January 6, 2026 – Community Discussion & Town Council Meeting
- 6:00/6:30 P.M. Tuesday, February 3, 2026 – Community Discussion & Town Council Meeting
- 6:00/6:30 P.M. Tuesday, March 3, 2026 – Community Discussion & Town Council Meeting
- 6:00/6:30 P.M. Tuesday, April 7, 2026 – Community Discussion & Town Council Meeting
- 6:00/6:30 P.M. Tuesday, May 5, 2026 – Community Discussion & Town Council Meeting

**Below are the Budget Hearing dates for the County and the School District.**

**Palm Beach County Board of County Commissioners**

- Tuesday, September 9, 2025 – 1<sup>st</sup> Public Hearing – 5:05 p.m.
- Tuesday, September 16, 2025 – 2<sup>nd</sup> Public Hearing – 5:05 p.m.

**School District of Palm Beach County**

- Thursday, July 30, 2025 – Tentative Budget Adoption Meeting – 5:05 P.M.
- Wednesday, September 10, 2025 – 2<sup>nd</sup> Final Budget Adoption Meeting – 5:05 P.M.

## RESOLUTION NO. 2025-16

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPROVING A SCHEDULE FOR THE REGULAR AND WORKSHOP TOWN COUNCIL MEETINGS DATES FOR MARCH TO DECEMBER 2025; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, Resolution No. 2018-73 set forth a schedule for the regular Town Council Meeting Dates for Fiscal Year 2018-2019; and

**WHEREAS**, the Town Council of the Town of Loxahatchee Groves, Florida, desires to adopt an adjusted schedule for Town Council Meetings; and

**WHEREAS**, finds it in the best interest of the Town to confirm a uniform meeting calendar for conduct of business and public participation at Town meetings; and

**WHEREAS**, the identified Calendar Schedule for all regular and workshop Town Council Meetings for the period beginning April 1, 2025, through May 1, 2026, is hereby presented.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA AS FOLLOWS:**

**Section 1.** The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

**Section 2.** The Town Council of the Town of Loxahatchee Groves hereby adopts Resolution No. 2025-18 the Town Council Meeting Schedule for calendar year of 2025, beginning April 1, 2025, and ending May 1, 2026, as set forth in **Exhibit "A"** attached hereto.

**Section 3.** The Town Council may, from time to time, by motion, add, modify, change, and delete meetings from the attached Meeting Schedule as necessary to conduct the business of the Town of Loxahatchee Groves.

**Section 4.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 5.** If any clause, section, other part, or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or in application, it shall not affect the validity of the remaining portions or applications of this Resolution.

**Section 6.** This Resolution shall become effective upon adoption.

Councilmember \_\_\_\_\_ offered the foregoing resolution. Councilmember \_\_\_\_\_ seconded the motion, and upon being put to a vote, the Resolution is hereby:

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS 18<sup>TH</sup> DAY OF MARCH 2025.**

**TOWN OF LOXAHATCHEE GROVES,  
FLORIDA**

ATTEST:

\_\_\_\_\_  
*Voted:*  
Councilmember Phillis Maniglia, Seat 1

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

\_\_\_\_\_  
*Voted:*  
Councilmember Lisa El-Ramey, Seat 2

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
*Voted:*  
Councilmember Anita Kane, Seat 3

\_\_\_\_\_  
Office of the Town Attorney

\_\_\_\_\_  
*Voted:*  
Councilmember Paul Coleman II, Seat 4

\_\_\_\_\_  
*Voted:*  
Councilmember Margaret Herzog, Seat 5



## TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



### AGENDA MEMO

**TO:** Town Council of Town of Loxahatchee Groves

**FROM:** Francine Ramaglia, CPA, AICP, ICMA-CM, Town Manager

**DATE:** March 18, 2025

**SUBJECT:** Approval of *Resolution No. 2025-DD04 – Appointment of the District President*

---

#### **Background:**

The District appoints a President from among its members to serve a one-year term. All councilmembers are eligible to be selected as President for the upcoming year.

#### **Recommendation:**

*Resolution No. 2025-DD04* is presented for consideration and adoption by the District to appoint a District Chair for the next year.

**LOXAHATCHEE GROVES WATER CONTROL DISTRICT**

**RESOLUTION NO. 2025-DD04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LOXAHATCHEE GROVES WATER CONTROL DISTRICT, A DEPENDENT DISTRICT OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ELECTING THE DISTRICT PRESIDENT AND PROVIDING THAT THE PRESIDENT SHALL SERVE AS CHAIR AT MEETINGS OF THE BOARD OF SUPERVISORS: ELECTING THE DISTRICT SECRETARY AND PROVIDING BOND AMOUNT; PROVIDING FOR CONFLICT, PROVIDING DOR SEVERAILITY, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, The Loxahatchee Groves Water Control District (“District”), a former independent Special District, has become a Dependent District of the Town of Loxahatchee Groves; and

**WHEREAS**, the Board of Supervisors of the District is comprised of the members of the Town Council; and

**WHEREAS**, dependency of the District will permit efficiency in managerial and operational services required for the District to fulfill its requirements and obligations; and

**WHEREAS**, the District, as a Dependent District of the Town, and the Town of Loxahatchee Groves have entered into an interlocal Agreement for the Town to provide the District with goods and services necessary for the District to fulfill its obligations and responsibilities, which will promote efficiencies and avoid duplication in functions; and

**WHEREAS**, pursuant to Section 298.14, Florida Statutes, the Board of Supervisors is required to elect the President for the District and the Secretary for the District.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LOXAHATCHEE GROVES WATER CONTROL DISTRICT, AS FOLLOWS:**

**Section 1.** The forgoing “**WHEREAS**” clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution

**Section 2.** The Board of Supervisors for the Loxahatchee Water Control District, a Dependent District of the Town of Loxahatchee Groves, hereby appoints \_\_\_\_\_ to serve as President for the District. The President shall also serve as Chair at meetings of the Board of Supervisors of the District.

**Section 3.** The Board of Supervisors for the Loxahatchee Groves Water Control District, a Dependent District of the Town of Loxahatchee Groves, hereby appoints \_\_\_\_\_ to serve as Secretary for the District. Section 298.14, Florida Statutes, provides that the Board of Supervisors may require a bond for the faithful performance of the Secretary's duties. The Board of Supervisors may require a bond in the amount of \$0.00. The District shall be responsible for the costs of the bond. The Secretary shall serve without compensation.

**Section 4.** This Resolution shall take effect immediately upon adoption.

Supervisor \_\_\_\_\_ offered the foregoing resolution. Supervisor \_\_\_\_\_ seconded the motion, and upon being put to a vote, the Resolution is hereby:

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]**

**ADOPTED BY THE BOARD OF SUPERVISORS OF THE LOXAHATCHEE  
GROVES WATER CONTROL DISTRICT, THIS 18<sup>TH</sup> DAY OF MARCH 2025.**

**LOXAHATCHEE GROVES WATER  
CONTROL DISTRICT**

ATTEST:

\_\_\_\_\_  
District Clerk

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Office of the District Attorney

\_\_\_\_\_  
*Voted:*  
Supervisor Phillis Maniglia

\_\_\_\_\_  
*Voted:*  
Supervisor Lisa El-Ramey

\_\_\_\_\_  
*Voted:*  
Supervisor Anita Kane

\_\_\_\_\_  
*Voted:*  
Supervisor

\_\_\_\_\_  
*Voted:*  
Supervisor Margaret Herzog

## TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



### AGENDA MEMO

**TO:** Town Council of Town of Loxahatchee Groves

**FROM:** Francine Ramaglia, CPA, AICP, ICMA-CM, Town Manager

**DATE:** March 18, 2025

**SUBJECT:** Approval of *Resolution No. 2025-DD05 – Appointment of the District Treasurer*

---

#### **Background:**

The District appoints a Treasurer from among its members to serve a one-year term. All councilmembers are eligible to be selected as Treasurer for the upcoming year.

#### **Recommendation:**

*Resolution No. 2025-DD05* is presented for consideration and adoption by the District to appoint a District Treasurer for the next year.

**LOXAHATCHEE GROVES WATER CONTROL DISTRICT**

**RESOLUTION NO. 2025-DD05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LOXAHATCHEE GROVES WATER CONTROL DISTRICT, A DEPENDENT DISTRICT OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPOINTING THE DISTRICT TREASURER AND PROVIDING BOND AMOUNT AND COMPENSATION; DESIGNATION THE TOWN MANAGER AS FISCAL AGENT FOR THE DISTRICT AND PROVIDING FOR COMPENSATION; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** The Loxahatchee Groves Water Control District (“District”), a former independent Special District, has become a Dependent District of the Town of Loxahatchee Groves; and

**WHEREAS,** the Board of Supervisors of the District is comprised of the members of the Town Council; and

**WHEREAS,** dependency of the District will permit efficiency in managerial and operational services required for the District to fulfill its requirements and obligations; and

**WHEREAS,** the District, as a Dependent District of the Town, and the Town of Loxahatchee Groves have entered into an interlocal Agreement for the Town to provide the District with goods and services necessary for the District to fulfill its obligations and responsibilities, which will promote efficiencies and avoid duplication in functions; and

**WHEREAS,** pursuant to Section 298.17, Florida Statutes, the Board of Supervisors is required to appoint the Treasurer for the District and may employ a Fiscal Agent for the District

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LOXAHATCHEE GROVES WATER CONTROL DISTRICT, AS FOLLOWS:**

**Section 1.** The forgoing “WHEREAS” clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution

**Section 2.** The Board of Supervisors for the Loxahatchee Water Control District, a Dependent District of the Town of Loxahatchee Groves, hereby appoints \_\_\_\_\_ to serve as Treasurer for the District. The bond required by Section 298.17, Florida Statutes, shall be in the amount of \$0.00. The District shall be responsible for the costs of the Bond. The Treasurer shall serve without compensation.

**Section 3.** The Board of Supervisors for the Loxahatchee Groves Water Control District, a Dependent District of the Town of Loxahatchee Groves, hereby designates the Town Manager of the Town of Loxahatchee Groves or her designee as the Fiscal Agent for the District as authorized by Section 298.17, Florida Statutes, pursuant to and consistent with the Interlocal Agreement between the District, a Dependent District of the Town, and the Town of Loxahatchee Groves. The Fiscal Agent shall be compensated pursuant to and through the terms of her agreement with the Town.

**Section 4.** All resolutions or parts of resolution in conflict herewith are hereby repealed to the extent of such conflict.

**Section 5.** If any clause, section, other part, or application of this resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portion or applications of this Resolution.

**Section 6.** This Resolution shall take effect immediately upon adoption.

Supervisor \_\_\_\_\_ offered the foregoing resolution. Supervisor \_\_\_\_\_ seconded the motion, and upon being put to a vote, the Resolution is hereby:

**ADOPTED BY THE BOARD OF SUPERVISORS OF THE LOXAHATCHEE  
GROVES WATER CONTROL DISTRICT, THIS 18<sup>TH</sup> DAY OF MARCH 2025.**

**LOXAHATCHEE GROVES WATER  
CONTROL DISTRICT**

ATTEST:

\_\_\_\_\_  
District Clerk

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Office of the District Attorney

\_\_\_\_\_  
*Voted:*  
Supervisor Phillis Maniglia

\_\_\_\_\_  
*Voted:*  
Supervisor Lisa El-Ramey

\_\_\_\_\_  
*Voted:*  
Supervisor Anita Kane

\_\_\_\_\_  
*Voted:*  
Supervisor Paul Coleman II

\_\_\_\_\_  
*Voted:*  
Supervisor Margaret Herzog



## TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



### AGENDA MEMO

**TO:** Town Council, Town of Loxahatchee Groves

**FROM:** Francine Ramaglia, CPA, AICP, ICMA-CM, Town Manager

**DATE:** March 18, 2025

**SUBJECT:** Approval on *Resolution No. 2025-DD06 - Approving a Schedule for the District Meeting Dates.*

---

#### **Background:**

At the beginning of each year, the District is presented with a calendar of scheduled meeting dates from April 2025 – May 2026. These meeting dates are subject to change at the approval of the District.

#### **Meeting Schedule**

- June 3, 2025
- July 1, 2025
- September 2, 2025

**LOXAHATCHEE GROVES WATER CONTROL DISTRICT**

**RESOLUTION NO. 2025-DD06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LOXAHATCHEE GROVES WATER CONTROL DISTRICT, A DEPENDENT DISTRICT OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA ESTABLISHING A SCHEDULE OF ITS REGULAR MEETINGS FOR FISCAL YEAR 2025-2026 AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 189.015, Florida Statutes, requires that the governing body of each special district publish a schedule of its regular meetings quarterly, semiannually, or annually and provide the schedule to the local governing authority in a similar manner; and

**WHEREAS**, the Board of Supervisors has established the schedule annually for the fiscal year, in compliance with the statutory requirements.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LOXAHATCHEE GROVES WATER CONTROL DISTRICT, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted as if fully set forth herein.

**Section 2.** The Board of Supervisors of the Loxahatchee Groves Water Control District hereby adopts the schedule of its regular meetings for the Fiscal Year April 2025 – May 2026 as attached to this Resolution and directs staff to file the schedule with the Town of Loxahatchee Groves and to publish the schedule on the District website.

**Section 3.** This Resolution shall take effect immediately upon adoption.

Supervisor \_\_\_\_\_ offered the foregoing resolution. Supervisor \_\_\_\_\_ seconded the motion, and upon being put to a vote, the Resolution is hereby:

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]**

**ADOPTED BY THE BOARD OF SUPERVISORS OF THE LOXAHATCHEE GROVES WATER CONTROL DISTRICT, THIS 18<sup>TH</sup> DAY OF MARCH 2025.**

**LOXAHATCHEE GROVES WATER  
CONTROL DISTRICT**

ATTEST:

\_\_\_\_\_  
District Clerk

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Office of the District Attorney

\_\_\_\_\_  
Supervisor Phillis Maniglia

\_\_\_\_\_  
Supervisor Lisa El-Ramey

\_\_\_\_\_  
Supervisor Anita Kane

\_\_\_\_\_  
Supervisor Paul Coleman II

\_\_\_\_\_  
Supervisor Margaret Herzog

**LOXAHATCHEE GROVES WATER CONTROL DISTRICT  
SCHEDULE OF REGULAR MEETINGS  
FISCAL YEAR 2025-2026**

**All meetings shall be held at 6:30 p.m., or as soon thereafter as possible, at the following location:**

Town Hall for the Town of Loxahatchee Groves  
155 F Road, Loxahatchee Goves, FL 33740

June 3, 2025

July 1, 2025

September 2, 2025

# MARCH

Item 15.

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

2

3

4

5

6

7

8

-----FLOOD AWARENESS WEEK MARCH 3-7-----

9

10

11

12

13

14

15

ELECTION DAY

16

17

18

19

20

21

22

ST. PATRICKS DAY

6:00 P.M. TOWN COUNCIL

5 P.M. RETGAC MEETING

23

24

25

26

27

28

29

10 A.M. DRM MEETING

EMPLOYEE  
APPRECIATION DAY

30

31



**LOXAHATCHEE  
GROVES**  
FLORIDA

Updated on: 3/10/25  
Office of the Town Clerk

## TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



### AGENDA MEMO

**TO:** Town Council, Town of Loxahatchee Groves

**FROM:** Francine L. Ramaglia, CPA, AICP, ICMA-CM, Town Manager

**DATE:** Tuesday, March 18, 2025

**SUBJECT:** Flood Awareness Week Proclamation

---

#### **Background:**

The Town of Loxahatchee Groves has experienced severe weather events, including major rainfall and tropical systems, leading to localized flooding and property damage. As a participant in the National Flood Insurance Program (NFIP), the Town supports flood preparation through higher regulatory standards and reduced insurance premiums for residents.

To promote awareness and encourage proactive flood protection, the **Florida Floodplain Managers Association (FFMA)** and **FEMA** have designated **March 3-9, 2025, as Flood Awareness Week**. This proclamation aligns with the Town's commitment to educating residents on flood risks, insurance options, and mitigation efforts.

#### **Recommendation:**

Staff recommends that the Town Council adopt the **Proclamation for Flood Awareness Week (March 3-9, 2025)**, reaffirming the Town's dedication to public safety and flood preparedness.



# PROCLAMATION

TOWN COUNCIL — TOWN OF LOXAHATCHEE GROVES

***WHEREAS***, the Town of Loxahatchee Groves has experienced severe weather in the past in the form of extreme rainfall or tropical system events resulting in localized flooding. This flooding has caused damage and flood losses to homes and property in areas whether they are high-risk special flood hazard areas or low to moderate risk flood zones; and

***WHEREAS***, the Town of Loxahatchee Groves is a voluntary participant in the National Flood Insurance Program that provides residents with the opportunity to protect themselves against flood loss through the purchase of flood insurance at reduced premium rates as well as setting higher regulatory standards to reduce the flood risk and potential flood damage to their property; and

***WHEREAS***, the reduction of loss of life and property damage can be achieved when appropriate flood preparedness, control, and mitigation measures are taken before a flood; and

***WHEREAS***, public education and awareness of potential weather hazards and methods of protection are critical to the health, safety and welfare of residents, the Florida Floodplain Managers Associations (FEMA). Have declared the week of March 3<sup>rd</sup>-9<sup>th</sup>, 2025 as Flood Awareness Week to promote awareness and increase knowledge of flood risk, the availability of flood insurance, flood protection methods, and how to prepare for emergencies.

***NOW, THEREFORE***, the Mayor and Town Council of the Town of Loxahatchee Groves, Florida, do hereby proclaim **March 3<sup>rd</sup>-9<sup>th</sup>, 2025, as Flood Awareness Week** in the Town of Loxahatchee Groves and further encourage the citizens of the Town of Loxahatchee Groves to increase their knowledge of how to protect themselves and their property from flooding.

## ***FLOOD AWARENESS WEEK***

*In the Town of Loxahatchee Grove,  
Palm Beach County, Florida*

***IN WITNESS WHEREOF***, I, Anita Kane, Mayor of the Town of Loxahatchee Groves, Palm Beach County, Florida, do hereby affix my official signature and the Official Seal of the Town of Loxahatchee Groves, FL, on this 18<sup>th</sup> day of March 2025.

---

Anita Kane, Mayor

---

Valerie Oakes, CMC, Town Clerk

## TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



### AGENDA MEMO

**TO:** Town Council, Town of Loxahatchee Groves

**FROM:** Francine L. Ramaglia, CPA, AICP, ICMA-CM, Town Manager

**DATE:** Tuesday, March 18, 2025

**SUBJECT:** Employee Appreciation Day Proclamation

---

#### **Background:**

Employee Appreciation Day is an opportunity to recognize and celebrate the dedication and contributions of the Town of Loxahatchee Groves' employees. Town employees work diligently to provide essential services that enhance the quality of life for residents, maintain public infrastructure, and ensure the smooth operation of local government functions. Their commitment and professionalism are invaluable to the success and well-being of our community. By issuing this proclamation, the Town Council acknowledges their hard work and expresses gratitude for their continued service.

#### **Recommendation:**

Staff recommends that the Town Council recognize March 28, 2025, as Employee Appreciation Day in the Town of Loxahatchee Groves to honor and show appreciation for the Town employees' dedication and service.





# PROCLAMATION

TOWN COUNCIL — TOWN OF LOXAHATCHEE GROVES

***WHEREAS***, the employees of the Town of Loxahatchee Groves are the backbone of our community, dedicated to serving our residents with professionalism, integrity, and commitment; and

***WHEREAS***, the hard work and dedication of our employees contribute significantly to the success, safety, and prosperity of our Town, ensuring that vital services are delivered efficiently and effectively; and

***WHEREAS***, employees of the Town of Loxahatchee Groves work diligently in various capacities, including public works, administration, public safety, planning, zoning, and community development, among other essential services; and

***WHEREAS***, their efforts enhance the quality of life for all residents by maintaining our roads, preserving our green spaces, managing essential records, ensuring public safety, and fostering a welcoming and supportive environment for all who live and work in our community; and

***WHEREAS***, the Town of Loxahatchee Groves recognizes the dedication and contributions of its employees and expresses profound gratitude for their unwavering service and commitment to excellence; and

***WHEREAS***, Employee Appreciation Day is an opportunity to acknowledge and celebrate the extraordinary efforts of our Town employees, highlighting their role in shaping a vibrant and thriving community; and

***NOW, THEREFORE***, the Town Council of the Town of Loxahatchee Groves does hereby proclaim **March 28, 2025**, as **EMPLOYEE APPRECIATION DAY** in the Town of Loxahatchee Groves, and encourages all residents and community members to express their gratitude and appreciation for the exceptional service provided by our Town employees.

## ***EMPLOYEE APPRECIATION DAY***

*In the Town of Loxahatchee Grove,  
Palm Beach County, Florida*

***IN WITNESS WHEREOF***, I, Anita Kane, Mayor of the Town of Loxahatchee Groves, Palm Beach County, Florida, do hereby affix my official signature and the Official Seal of the Town of Loxahatchee Groves, FL, on this 18<sup>th</sup> day of March 2025.

---

Anita Kane, Mayor

---

Valerie Oakes, CMC, Town Clerk



155 F Road Loxahatchee Groves, FL 33470

**TO: Town Council of Town of Loxahatchee Groves**

**FROM: Francine L. Ramaglia, Town Manager**

**DATE: March 18, 2025**

**SUBJECT: Discussion on Future Agenda Items**

---

Please see the tentative schedule for future agenda items that have been scheduled through December 2025.

\*The schedule is subject to change.

**Recommendation:**

Review, discuss and direct staff.

**April 1, 2025**

- ☐ **Jeff Kurtz:** Accounting Contract due Jan 29, 2025
- ☐ **Amber Schneider:** Bank United Emergency Line of Credit due Jan 29, 2025  
Attorney's Office: A. Jadoo
- ☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** Child Abuse Prevention Month Proclamation due Feb 26, 2025  
Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Re-Occuring Schedule: April
- ☐ **Amber Schneider:** Contracts Over \$10 and \$25k Review due Dec 31, 2024  
Topic: Budget & Finance  
Agenda Location: Consent  
Support Staff: HR / Grants / Contracts Coordinator  
Consultant Review Required: L. Collegio  
Re-Occuring Schedule: February, May, July, August, September
- ☐ **Lexi Collegio:** Dell Contract
- ☐ **Amelia Jadoo:** Discussion on Charter Amendment
- ☐ **Francine Ramaglia:** Discussion on Ordinance on Livestock Waste Franchise due Jan 31, 2025  
Topic: Ordinance  
Agenda Location: Discussion  
Support Staff: Project Coordinator
- ☐ **Richard Gallant:** Discussion on Roadway & Drainage due Jan 29, 2025  
Topic: Administrative  
Agenda Location: Discussion
- ☐ **Jeff Kurtz:** Discussion on Rural Vista Guidelines Ordinance due Jan 29, 2025  
Topic: Ordinance  
Agenda Location: Public Hearing
- ☐ **Amelia Jadoo:** Discussion on Sign Code  
Topic: Ordinance  
Agenda Location: Discussion
- ☐ **Jeff Kurtz:** Drainage Bid Award due Apr 1, 2025  
Topic: Administrative  
Agenda Location: Regular
- ☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** Earth Day Proclamation 4/22 due Feb 26, 2025  
Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Re-Occuring Schedule: April  
Proclamation for April 22
- ☐ **Amelia Jadoo:** First Reading on Ordinance on ULDC Updates (Part I-Historical Legacy/Vested Rights)  
Topic: Ordinance  
Agenda Location: Public Hearing  
Support Staff: Project Coordinator  
Consultant Review Required: Public Works Director / Planners  
Re-Occuring Schedule: February & March

☐ **Richard Gallant:** Flock Safety Contract

☐ **Valerie Oakes:** Informational Items

Topic: Administrative  
Agenda Location: Discussion

due Feb 26, 2025

☐ **Richard Gallant:** ITID Mutual Aid Agreement - Add to Consent

Agenda Location: Consent

☒ **Craig Lower:** ~~Kiel's Best Interest Contract~~

☐ Livestock Franchise Agreement for Haulers and Hauler/Receiver Operations

☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** National Arbor Day Proclamation - Last Friday in April

due Feb 26, 2025

Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Attorney's Office: E. Lenihan  
Re-Occuring Schedule: April

Proclamation for Last Friday in April

☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** National Volunteer Appreciation Week Proclamation  
4/20-26

due Feb 26, 2025

Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Attorney's Office: E. Lenihan  
Re-Occuring Schedule: April

Proclamation for April 20-26

☐ **Richard Gallant:** Piggyback Contract: Hinterland (Culvert Clearing)

due May 6, 2025

Topic: Resolution  
Agenda Location: Consent

Add this item to Consent Agenda

☐ **Valerie Oakes:** Resolution on Town Clerk's Office confidentiality

## May 6, 2025

☐ \*Discussion on Code Decisions

☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** Agricultural Appreciation Day Proclamation - 5/18

due Apr 2, 2025

Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Re-Occuring Schedule: May

Proclamation for May 18

☐ **Jeff Kurtz:** Approval on SOD Farm Agreement

Topic: Administrative  
Agenda Location: Discussion  
Support Staff: Project Coordinator

☐ **Jeff Kurtz:** Audit Presentation

Topic: Budget & Finance  
Agenda Location: Presentation

☐ **Sammie T. Brown, IBA, FRA-RP, MEDP: Building Safety Month Proclamation**

due Apr 2, 2025 Item 17.

Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Re-Occurring Schedule: May

☐ **Sammie T. Brown, IBA, FRA-RP, MEDP: Construction Safety Week Proclamation - 5/2-6**

due Apr 2, 2025

Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Re-Occurring Schedule: May  
  
Proclamation for May 2-6

☐ **Jeff Kurtz: Discussion and Update of FY Capital Improvement Program (CIP) and Roadway Improvement Program**

due Apr 2, 2025

Topic: Budget & Finance  
Agenda Location: Regular  
Support Staff: Project Coordinator  
Re-Occurring Schedule: May

☐ **Amber Schneider: Discussion of Local Mitigation Strategy (LMS) Grant Submission**

due Apr 2, 2025

Topic: Grant  
Agenda Location: Regular  
Support Staff: HR / Grants / Contracts Coordinator  
Re-Occurring Schedule: May

☐ **Jeff Kurtz: Discussion on Ordinance on Non-Conforming Lots**

Topic: Ordinance  
Agenda Location: Discussion

☐ **Jeff Kurtz: Discussion on Ordinance on Tree Removal (Section 87) and Disbursement of Funds**

Topic: Ordinance  
Agenda Location: Discussion

☐ **Richard Gallant: Discussion on Roadway & Drainage**

due Apr 2, 2025

Topic: Administrative  
Agenda Location: Discussion

☐ **Discussion on Section 46 (Culverts) and Design Standards Ordinance**

☐ **Jeff Kurtz: Discussion on Tree Mitigations Progress Report; Tree Mitigation Fund Report; Potential Land Purchase**

Topic: Administrative  
Agenda Location: Discussion  
Support Staff: Project Coordinator & Public Works Director

Discussion of current Tree Mitigations in progress/Tree Mitigation Fund Report / Potential Land Purchase

Provide the accounting and current cases.

☐ **Jeff Kurtz: Discussion on Water Control Plan Updates**

due Feb 26, 2025

Topic: Administrative  
Agenda Location: Discussion

☐ **Jeff Kurtz: Discussion on Water Control Plan Updates**

due Apr 2, 2025

Agenda Location: Discussion  
Topic: Administrative

- Item 17.
- ☐ **Richard Gallant:** District: Interlocal Agreement with Indian Trails Improvement District for Emergency Response due Apr 2, 2025
- Topic: District Item  
Agenda Location: District Item
- ☐ **Jeff Kurtz:** First Reading on Ordinance on Livestock Waste Franchise due Jan 29, 2025
- Topic: Ordinance  
Agenda Location: Public Hearing  
Support Staff: Town Manager
- ☐ **Jeff Kurtz:** First Reading on Rural Vista Guidelines Ordinance due Feb 26, 2025
- Topic: Ordinance  
Agenda Location: Public Hearing  
Support Staff: Project Coordinator  
Consultant Review Required: Planners  
Re-Occurring Schedule: April & May
- ☐ **Valerie Oakes:** Informational Items due Apr 2, 2025
- Topic: Administrative  
Agenda Location: Discussion
- ☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** Mental Health Awareness Month Proclamation due Apr 2, 2025
- Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Attorney's Office: E. Lenihan  
Re-Occurring Schedule: May
- ☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** National Hurricane Preparedness Week Proclamation 5/1-7 due Apr 2, 2025
- Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Attorney's Office: E. Lenihan  
Re-Occurring Schedule: May  
  
Proclamation for May 1-7
- ☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** National Municipal Clerks Week Proclamation 5/4-10 due Apr 2, 2025
- Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Attorney's Office: E. Lenihan  
Re-Occurring Schedule: May  
  
Proclamation for May 4-10
- ☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** National Public Works Week Proclamation (3rd Week of May) due Apr 2, 2025
- Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Attorney's Office: E. Lenihan  
Re-Occurring Schedule: May  
  
Proclamation for Third Week of May
- ☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** Older Americans Month Proclamation due Apr 2, 2025
- Topic: Proclamation  
Agenda Location: Consent

- ☐ **Jacek Tomasik:** Ordinance on Abandoned Property Code due Apr 2, 2025
  - Topic: Ordinance
  - Agenda Location: Public Hearing
- ☐ **Jeff Kurtz:** Ordinance on Capital Improvement Plan / Timeline for ITBs due Apr 2, 2025
  - Topic: Ordinance
  - Agenda Location: Public Hearing
  - Support Staff: Project Coordinator
  - Re-Occuring Schedule: May
  - Timeline for ITBs included
- ☐ **Jeff Kurtz:** Ordinance on Livestock Waste BMPs due Apr 2, 2025
  - Topic: Ordinance
  - Agenda Location: Public Hearing
- ☐ **Jeff Kurtz:** Ordinance on Travel Policy due Apr 2, 2025
  - Topic: Ordinance
  - Agenda Location: Public Hearing
- ☐ **Jeff Kurtz:** Powerpoint Presentation Initial Budget due Apr 2, 2025
  - Topic: Budget & Finance
  - Agenda Location: Presentation
- ☐ **Valerie Oakes:** Presentation on Behavioral Services Program due Apr 2, 2025
  - Topic: Presentation
  - Agenda Location: Presentation
- ☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** Public Service Recognition Week Proclamation (1st full week of May) due Apr 2, 2025
  - Topic: Proclamation
  - Agenda Location: Consent
  - Support Staff: Town Clerk
  - Attorney's Office: E. Lenihan
  - Re-Occuring Schedule: May
  - Proclamation for First Full Week of May
- ☐ **Valerie Oakes:** Receive and File Quarterly Reports (Q2) due Apr 2, 2025
  - Agenda Location: Consent
  - Topic: Administrative
  - ☐ Submit Quarterly Report - Building Department
  - ☐ Submit Quarterly Report - Code Enforcement Department
  - ☐ Submit Quarterly Report - Town Clerk
  - ☐ Submit Quarterly Report - Town Attorney
  - ☐ Submit Quarterly Report - Planner - Jim F.
  - ☐ Submit Quarterly Report - Planner - Kaitlyn F.
  - ☐ Submit Quarterly Report - Fire Department
  - ☐ Submit Quarterly Report - Police Department

- ☐ Submit Quarterly Report - Finance
- ☐ Submit Quarterly Report - IT
- ☐ Submit Quarterly Report - Public Works

☐ **Amelia Jadoo:** Resolution on Civil Citations

Topic: Resolution  
Agenda Location: Regular

☐ **Valerie Oakes:** Resolution: Appointment of Committee Members

due Apr 2, 2025

Topic: Legislative  
Agenda Location: Consent  
Support Staff: Town Clerk  
Attorney's Office: E. Lenihan  
Re-Occuring Schedule: May

☐ **Second Reading on Ordinance on ULDC Updates (Part I-Historical Legacy/Vested Rights)**

Topic: Ordinance  
Agenda Location: Public Hearing  
Support Staff: Project Coordinator  
Consultant Review Required: Public Works Director / Planners  
Re-Occuring Schedule: February & March

☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** State Legislative Update from Lobbyist, State Senators and Representatives

due Apr 2, 2025

Topic: Legislative  
Agenda Location: Presentation  
Support Staff: Town Clerk Assistant  
Re-Occuring Schedule: May

Update from Lobbyist, State Senators and Representatives

☐ **Francine Ramaglia:** Town Council's Goals, Objectives, and Policies

due Apr 2, 2025

Topic: Legislative  
Agenda Location: Regular  
Support Staff: Town Manager  
Re-Occuring Schedule: May

## June 3, 2025

☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** Code Enforcement Officer Appreciation Week Proclamation - 6/5-9

due Apr 30, 2025

Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Attorney's Office: E. Lenihan  
Re-Occuring Schedule: June

Proclamation for June 5-9

☐ **Discussion on Assessment**

☐ **Discussion on Ordinance on Permitted Uses in Commercial Zoning Districts**

Topic: Ordinance  
Agenda Location: Discussion  
Consultant Review Required: KF

☐ **Richard Gallant:** Discussion on Roadway & Drainage

due Apr 30,



- ☐ **Jeff Kurtz:** Discussion on Water Control Plan Updates  
Topic: Administrative  
Agenda Location: Discussion
- ☐ **Jeff Kurtz:** First Reading on Ordinance on Non-Conforming Lots due Jan 29, 2025  
Topic: Ordinance  
Agenda Location: Public Hearing
- ☐ **Jeff Kurtz:** First Reading on Ordinance on Tree Removal (Section 87) and Disbursement of Funds due Jan 29, 2025  
Topic: Ordinance  
Agenda Location: Public Hearing
- ☐ **Valerie Oakes:** Informational Items due Apr 30, 2025  
Agenda Location: Discussion  
Topic: Administrative
- ☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** National Homeownership Month Proclamation due Apr 30, 2025  
Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Attorney's Office: E. Lenihan  
Re-Occuring Schedule: June
- ☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** Palm Beach County Veteran Services Officer Appreciation Month Proclamation due Apr 30, 2025  
Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Attorney's Office: E. Lenihan  
Re-Occuring Schedule: June
- ☐ **Jeff Kurtz:** Second Reading on Ordinance on Livestock Waste Franchise due Feb 26, 2025  
Topic: Ordinance  
Agenda Location: Public Hearing  
Support Staff: Town Manager
- ☐ **Jeff Kurtz:** Second Reading on Rural Vista Guidelines Ordinance  
Topic: Ordinance  
Agenda Location: Public Hearing
- ☐ **Jeff Kurtz:** Town's Preliminary Ad Valorem Millage Rate for TRIM Purposes due Apr 30, 2025  
Topic: Budget & Finance  
Agenda Location: Regular  
Support Staff: Project Coordinator  
Re-Occuring Schedule: June
- ☐ **Richard Gallant:** Vulcan Contract - Add to Consent

## July 1, 2025

- ☐ **Francine Ramaglia:** Consideration of Amendments to the Land Use Map due May 28, 2025  
Agenda Location: Public Hearing  
Topic: Administrative

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|---|---|
| <input type="checkbox"/> <b>Jeff Kurtz:</b> Consideration of Truth in Millage (TRIM)<br>Topic: Budget & Finance<br>Agenda Location: Regular<br>Support Staff: Project Coordinator<br>Re-Occurring Schedule: July                | due May <div style="border: 1px solid black; padding: 2px; display: inline-block;">Item 17.</div> |
| <input type="checkbox"/> <b>Richard Gallant:</b> Discussion on Roadway & Drainage<br>Topic: Administrative<br>Agenda Location: Discussion   | due May 28, 2025  |
| <input type="checkbox"/> <b>Jeff Kurtz:</b> Discussion on Selection Committee – Audit Request for Proposals / Contract Renewal<br>Topic: Budget & Finance<br>Agenda Location: Regular   | due May 28, 2025  |
| <input type="checkbox"/> <b>Jeff Kurtz:</b> Discussion on Water Control Plan Updates<br>Topic: Administrative<br>Agenda Location: Discussion  | due May 28, 2025  |
| <input type="checkbox"/> <b>Jeff Kurtz:</b> District: Establishment of Estimated Special Assessment Rate for the Fiscal Year<br>Topic: Budget & Finance<br>Agenda Location: Regular   | due May 28, 2025  |
| <input type="checkbox"/> <b>Jeff Kurtz:</b> District: Preliminary Ad Valorem Assessment Rate for Solid Waste Collection Services and Fiscal Year<br>Topic: District Item<br>Agenda Location: District Item                      | due May 28, 2025  |
| <input type="checkbox"/> <b>Richard Gallant:</b> District: Provisions of District Services, including Water Control, Maintenance, and Repair of Drainage and Roadways<br>Topic: District Item<br>Agenda Location: District Item | due May 28, 2025  |
| <input type="checkbox"/> <b>Jeff Kurtz:</b> First Reading on Ordinance on Permitted Uses in Commercial Zoning Districts<br>Topic: Ordinance<br>Agenda Location: Public Hearing<br>Consultant Review Required: KF                | due Dec 31, 2024  |
| <input type="checkbox"/> <b>Valerie Oakes:</b> Informational Items<br>Topic: Administrative<br>Agenda Location: Discussion  | due May 28, 2025  |
| <input type="checkbox"/> <b>Jeff Kurtz:</b> Items Over \$10k and \$25k / Contracts Over \$25<br>Topic: Budget & Finance<br>Agenda Location: Consent   | due May 28, 2025  |
| <input type="checkbox"/> <b>Sammie T. Brown, IBA, FRA-RP, MEDP:</b> Legislative Goals and Objectives for the Fiscal Year<br>Topic: Legislative<br>Agenda Location: Presentation   | due May 28, 2025  |
| <input type="checkbox"/> <b>Sammie T. Brown, IBA, FRA-RP, MEDP:</b> Legislative Update from County Commissioner (Sara Baxter)<br>Topic: Legislative<br>Agenda Location: Presentation  | due May 28, 2025  |
| <input type="checkbox"/> <b>Jeff Kurtz:</b> Second Reading on Ordinance on Non-Conforming Lots<br>Topic: Ordinance  | due Feb 26, 2025  |

- ☐ **Jeff Kurtz:** Second Reading on Ordinance on Tree Removal (Section 87) and Disbursement of Funds due Feb 26, 2025  
 Topic: Ordinance  
 Agenda Location: Public Hearing

- ☐ **Sammie T. Brown, IBA, FRA-RP, MEDP:** Update from the Town Lobbyist due May 28, 2025  
 Topic: Legislative  
 Agenda Location: Presentation

## August 5, 2025

- ☐ **Jeff Kurtz:** \*Annual Landowner's Meeting due Feb 26, 2025  
 Topic: District Item  
 Agenda Location: District Item

- ☐ **Valerie Oakes:** Publish Legal Advertisement - Per section, XXXX due Mar 7, 2025

- ☐ **Jeff Kurtz:** Adoption of the Solid Waste Assessment due Jul 2, 2025  
 Topic: Budget & Finance  
 Agenda Location: Regular

- ☐ **Jeff Kurtz:** Budget Presentation and Approval of Budget Workshop Dates – Budget Workshop Calendar due Jul 2, 2025  
 Topic: Budget & Finance  
 Agenda Location: Presentation

- ☐ **Jeff Kurtz:** Discussion on Ordinance on Procurement due Jul 2, 2025  
 Topic: Ordinance  
 Agenda Location: Public Hearing

- ☐ **Richard Gallant:** Discussion on Roadway & Drainage due Jul 2, 2025  
 Topic: Administrative  
 Agenda Location: Discussion

- ☐ **Jeff Kurtz:** Discussion on Water Control Plan Updates due Jul 2, 2025  
 Topic: Administrative  
 Agenda Location: Discussion

- ☐ **Valerie Oakes:** Informational Items due Jul 2, 2025  
 Topic: Administrative  
 Agenda Location: Discussion

- ☐ **Jeff Kurtz:** Items Over \$10k and \$25k / Contracts Over \$25 due Jul 2, 2025  
 Topic: Budget & Finance  
 Agenda Location: Consent

- ☐ **Jeff Kurtz:** List of Pre-approved Easements for FY 2026 Paving Plan due Jul 2, 2025  
 Agenda Location: Regular  
 Topic: Administrative

- ☐ **Valerie Oakes:** Proclamation on Back to School Month – August due Jul 2, 2025  
 Topic: Proclamation  
 Agenda Location: Consent

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|---|--|
| <input type="checkbox"/> <b>Valerie Oakes:</b> Proclamation on National Civility Month – August<br>Topic: Proclamation<br>Agenda Location: Consent  | due Jul 2, 2025 <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">Item 17.</div> |
| <input type="checkbox"/> <b>Valerie Oakes:</b> Receive and File Quarterly Reports (Q3)<br>Topic: Administrative<br>Agenda Location: Consent   | due Jul 2, 2025  |
| <input type="checkbox"/> <b>Jacek Tomasik:</b> Submit Quarterly Report - Building Department  | due Jul 16, 2025   |
| <input type="checkbox"/> <b>Jacek Tomasik:</b> Submit Quarterly Report - Code Enforcement Department  | due Jul 16, 2025   |
| <input type="checkbox"/> <b>Valerie Oakes:</b> Submit Quarterly Report - Town Clerk   | due Jul 16, 2025   |
| <input type="checkbox"/> <b>Elizabeth Lenihan:</b> Submit Quarterly Report - Town Attorney  | due Jul 16, 2025   |
| <input type="checkbox"/> <b>Jim Fleischmann:</b> Submit Quarterly Report - Planner - Jim F.   | due Jul 16, 2025   |
| <input type="checkbox"/> <b>Kaitlyn Forbes:</b> Submit Quarterly Report - Planner - Kaitlyn F.  | due Jul 16, 2025   |
| <input type="checkbox"/> <b>Amanda Vomero:</b> Submit Quarterly Report - Fire Department  | due Jul 16, 2025   |
| <input type="checkbox"/> <b>Craig Turner:</b> Submit Quarterly Report - Police Department   | due Jul 16, 2025   |
| <input type="checkbox"/> <b>Jeff Kurtz:</b> Submit Quarterly Report - Finance   | due Jul 16, 2025   |
| <input type="checkbox"/> <b>Amber Schneider:</b> Submit Quarterly Report - IT   | due Jul 16, 2025   |
| <input checked="" type="checkbox"/> <b>Richard Gallant:</b> <del>Submit Quarterly Report - Public Works</del>   | due Jul 16, 2025   |
| <input type="checkbox"/> <b>Sammie T. Brown, IBA, FRA-RP, MEDP:</b> Resolution on Lobbyist Services Contract<br>Topic: Resolution<br>Agenda Location: Consent   | due Jul 2, 2025  |
| <input type="checkbox"/> <b>Jeff Kurtz:</b> Second Reading on Ordinance on Permitted Uses in Commercial Zoning Districts<br>Topic: Ordinance<br>Agenda Location: Public Hearing<br>Consultant Review Required: KF | due Jan 29, 2025   |

## September 2, 2025

- |  |                  |
|--|------------------|
| <input type="checkbox"/> Discussion of Council Participation and Communication with Surrounding Communities and Other Agencies<br>Agenda Location: Discussion                          | due Jul 30, 2025 |
| <input type="checkbox"/> <b>Richard Gallant:</b> Discussion on Roadway & Drainage<br>Topic: Administrative<br>Agenda Location: Discussion  | due Jul 30, 2025 |
| <input type="checkbox"/> <b>Jeff Kurtz:</b> Discussion on Water Control Plan Updates<br>Topic: Administrative<br>Agenda Location: Discussion   | due Jul 30, 2025 |
| <input type="checkbox"/> <b>Jeff Kurtz:</b> Establishing and Adopting the Final Millage Rate & Final Budget for the Fiscal Year<br>Topic: Budget & Finance<br>Agenda Location: Regular | due Jul 30, 2025 |
| <input type="checkbox"/> <b>Jeff Kurtz:</b> First Budget Public Hearing: Summary of the Proposed Tentative Millage Rate and Proposed FY Budget<br>Topic: Budget & Finance              | due Jul 30, 2025 |

- ☐ **Jeff Kurtz:** First Reading on Ordinance on Procurement due Jul 30, 2025  
 Topic: Ordinance  
 Agenda Location: Public Hearing
  
- ☐ **Valerie Oakes:** Informational Items due Jul 30, 2025  
 Topic: Administrative  
 Agenda Location: Discussion
  
- ☐ **Jeff Kurtz:** Items Over \$10k and \$25k / Contracts over \$25k due Jul 30, 2025  
 Topic: Budget & Finance  
 Agenda Location: Consent
  
- ☐ **Valerie Oakes:** Proclamation on Building and Code Staff Appreciation Day - 9/1 due Jul 30, 2025  
 Topic: Proclamation  
 Agenda Location: Consent
  
- ☐ **Valerie Oakes:** Proclamation on Emergency Preparedness Month due Jul 30, 2025  
 Topic: Proclamation  
 Agenda Location: Consent
  
- ☐ **Valerie Oakes:** Proclamation on National Farm Safety and Health Week – September 15-21 due Jul 30, 2025  
 Topic: Proclamation  
 Agenda Location: Consent
  
- ☐ **Jeff Kurtz:** Resolution on Adopting the Road & Drainage Acreage Assessment due Jul 30, 2025  
 Topic: District Item  
 Agenda Location: District Item
  
- ☐ **Valerie Oakes:** Resolution on Annual Dates Supporting Local Government and Approval of Annual Sponsorships and Events due Jul 30, 2025  
 Topic: Administrative  
 Agenda Location: Regular
  
- ☐ **Jeff Kurtz:** Resolution on Pay Plan due Jul 30, 2025  
 Topic: Budget & Finance  
 Agenda Location: Regular

## October 7, 2025

- ☐ **Richard Gallant:** Discussion on Roadway & Drainage due Sep 3, 2025  
 Topic: Administrative  
 Agenda Location: Discussion
  
- ☐ **Jeff Kurtz:** Discussion on Water Control Plan Updates due Sep 3, 2025  
 Topic: Administrative  
 Agenda Location: Discussion
  
- ☐ **Valerie Oakes:** Informational Items due Sep 3, 2025  
 Topic: Administrative  
 Agenda Location: Discussion
  
- ☐ **Jeff Kurtz:** Ordinance on Adopting the Annual Update of the CIP Element of the Comprehensive Plan due Sep 3, 2025

- ☐ **Valerie Oakes:** Proclamation on Customer Service 10/7-11 due Sep 3, 2025  
Topic: Proclamation  
Agenda Location: Consent
- ☐ **Valerie Oakes:** Proclamation on Fire Prevention Week 10/7-11 due Sep 3, 2025  
Topic: Proclamation  
Agenda Location: Consent
- ☐ **Valerie Oakes:** Proclamation on Florida Government Week 10/21-27 due Sep 3, 2025  
Topic: Proclamation  
Agenda Location: Consent
- ☐ **Valerie Oakes:** Proclamation on Rural Education Day 10/31 due Sep 3, 2025  
Topic: Proclamation  
Agenda Location: Consent
- ☐ **Jeff Kurtz:** Second Reading on Ordinance on Procurement due Sep 3, 2024  
Topic: Ordinance  
Agenda Location: Public Hearing

## November 4, 2025

- ☐ **Jeff Kurtz:** Discussion and Approval of Assessment Methodology / 197 Requirements  
Topic: Administrative  
Agenda Location: Regular  
Support Staff: Project Coordinator
- ☐ **Richard Gallant:** Discussion on Roadway & Drainage due Oct 1, 2025  
Topic: Administrative  
Agenda Location: Discussion
- ☐ **Jeff Kurtz:** Discussion on Water Control Plan Updates due Oct 1, 2025  
Agenda Location: Discussion  
Topic: Administrative
- ☐ **Valerie Oakes:** Informational Items due Oct 1, 2025  
Topic: Administrative  
Agenda Location: Discussion
- ☐ **Valerie Oakes:** Proclamation on Hunger and Homelessness Awareness Week - November 12-20 due Oct 1, 2025  
Topic: Proclamation  
Agenda Location: Consent
- ☐ **Valerie Oakes:** Receive and File Quarterly Reports (Q4) due Oct 1, 2025  
Agenda Location: Consent  
Topic: Administrative
  - ☐ **Jacek Tomasik:** Submit Quarterly Report - Building Department due Oct 15, 2025
  - ☐ **Jacek Tomasik:** Submit Quarterly Report - Code Enforcement Department due Oct 15, 2025
  - ☐ **Valerie Oakes:** Submit Quarterly Report - Town Clerk due Oct 15, 2025
  - ☐ **Elizabeth Lenihan:** Submit Quarterly Report - Town Attorney due Oct 15, 2025

<input type="checkbox"/> <b>Jim Fleischmann:</b> Submit Quarterly Report - Planner - Jim F.	due Oct <div>Item 17.</div>
<input type="checkbox"/> <b>Kaitlyn Forbes:</b> Submit Quarterly Report - Planner - Kaitlyn F.	due Oct 15, 2025
<input type="checkbox"/> <b>Amanda Vomero:</b> Submit Quarterly Report - Fire Department	due Oct 15, 2025
<input type="checkbox"/> <b>Craig Turner:</b> Submit Quarterly Report - Police Department	due Oct 15, 2025
<input type="checkbox"/> <b>Jeff Kurtz:</b> Submit Quarterly Report - Finance	due Oct 15, 2025
<input type="checkbox"/> <b>Amber Schneider:</b> Submit Quarterly Report - IT	due Oct 15, 2025
<input checked="" type="checkbox"/> <b>Richard Gallant:</b> Submit Quarterly Report - Public Works	due Oct 15, 2025

## December 2, 2025

<input type="checkbox"/> <b>Jeff Kurtz:</b> Annual District Landowners meeting Agenda Location: District Item Topic: District Item	due Oct 29, 2025
<input type="checkbox"/> <b>Richard Gallant:</b> Discussion on Roadway & Drainage Agenda Location: Discussion Topic: Administrative	due Oct 29, 2025
<input type="checkbox"/> <b>Jeff Kurtz:</b> Discussion on Water Control Plan Updates Topic: Administrative Agenda Location: Discussion	due Oct 29, 2025
<input type="checkbox"/> <b>Valerie Oakes:</b> Informational Items Agenda Location: Discussion Topic: Administrative	due Oct 29, 2025
<input type="checkbox"/> <b>Valerie Oakes:</b> Proclamation on National Farmers Day - December 23 Topic: Proclamation Agenda Location: Consent	due Oct 29, 2025
<input type="checkbox"/> <b>Valerie Oakes:</b> Proclamation on National Safe Toys and Gifts Month Topic: Proclamation Agenda Location: Consent	due Oct 29, 2025
<input type="checkbox"/> <b>Valerie Oakes:</b> Resolution on the PBC SOE Agreement Agenda Location: Consent Topic: Resolution	due Oct 29, 2025

## TBD

<input type="checkbox"/> <b>Jeff Kurtz:</b> 1032 Foreclosure	due Jan 29, 2025
<input type="checkbox"/> <b>Richard Gallant:</b> Award of ITB-culverts & catch basins Topic: Purchasing Agenda Location: Consent Support Staff: Public Works Director	due Apr 1, 2025
<input type="checkbox"/> <b>Jeff Kurtz:</b> Culverts / District Procedures (Section 86) Topic: Administrative Agenda Location: Regular Support Staff: Project Coordinator	due Dec 31, 2024

- ☐ **Jeff Kurtz:** Discussion of Scope for Assessment Methodology, mobility Fees, impact Fees RFP due Feb 26, 2025  
 Topic: Administrative  
 Agenda Location: Discussion
- ☐ Discussion on Grant Applications
- ☐ **Richard Gallant:** Discussion on Resolution on Adopting Engineering Standards / District Standards due Feb 4, 2025  
 Topic: Resolution  
 Agenda Location: Consent  
 Support Staff: Project Coordinator
- ☐ **Richard Gallant:** Gate Repairs
- ☐ **Craig Lower:** Kerner Contract - Add to Consent
- ☐ **Richard Gallant:** Moore's Grove Subdivision revisions & recordation  
 Topic: Administrative  
 Agenda Location: Regular  
 Support Staff: Public Works Director
- ☐ **Jacek Tomasik:** Ordinance on Abandoned Property Code due Feb 26, 2025  
 Topic: Ordinance  
 Agenda Location: Public Hearing  
 Support Staff: Building Official  
 Re-Occuring Schedule: April & March
- ☐ **Jeff Kurtz:** Ordinance on Agritourism Committee recommendations due Jan 29, 2025  
 Topic: Ordinance  
 Agenda Location: Public Hearing
- ☐ **Jeff Kurtz:** Ordinance on Conditional Use / Special Exception Procedures due Jan 29, 2025  
 Topic: Ordinance  
 Agenda Location: Public Hearing
- ☐ **Jeff Kurtz:** Ordinance on Livestock Waste BMPs due Feb 26, 2025  
 Topic: Ordinance  
 Agenda Location: Public Hearing  
 Support Staff: Project Coordinator
- ☐ **Richard Gallant:** Ordinance on Townwide Traffic & Road Standards due Apr 1, 2025  
 Topic: Ordinance  
 Agenda Location: Public Hearing
- ☐ **Jeff Kurtz:** Ordinance on Travel Policy due Feb 26, 2025  
 Topic: Ordinance  
 Agenda Location: Public Hearing
- ☐ **Jeff Kurtz:** Ordinance on ULDC Updates (Part II-Roadway/Traffic Standards) due Jan 29, 2025  
 Topic: Ordinance  
 Agenda Location: Public Hearing
- ☐ **Jeff Kurtz:** Resolution on 50/50 Cost Share Policy due Dec 31, 2024  
 Topic: Resolution  
 Agenda Location: Regular
- ☐ **Jacek Tomasik:** Resolution on Building Fee Waivers due Dec 31,



Topic: Resolution  
Agenda Location: Regular  
Support Staff: Building Official

Item 17.

☐ **Jacek Tomasik:** Resolution on Reduction of Permit Fees for Private Providers

due Dec 31, 2024

Topic: Resolution  
Agenda Location: Regular  
Support Staff: Building Official

☐ Resolution on Solid Waste Contract

Topic: Administrative  
Agenda Location: Regular  
Support Staff: Town Manager & Public Works Superintendent  
Re-Occuring Schedule: September 2026

☐ **Jacek Tomasik:** Resolution on Update to the Fee Schedule for Building Permit Fees

due Dec 31, 2024

Topic: Resolution  
Agenda Location: Regular  
Support Staff: Building Official

☐ **Richard Gallant:** Resolution on Update to the Fee Schedule for Engineering & Public Works Permit Fees due Jan 29, 2025

Topic: Resolution  
Agenda Location: Consent

☐ Specimen Trees (Williams & GTC)

☐ Sunshine Week Proclamation

Topic: Proclamation  
Agenda Location: Consent  
Support Staff: Town Clerk  
Attorney's Office: E. Lenihan  
Re-Occuring Schedule: March  
Proclamation for March 16-22