

**TOWN OF PALM BEACH SHORES, FLORIDA  
REGULAR COMMISSION MEETING MINUTES**

**November 19, 2018**

*This meeting was recorded, and the full meeting dialogue is available  
in audio format through the Town Clerk's office.*

**1. CALL TO ORDER**

**Mayor Koutzen** called the meeting to order at 5:59 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

**Town Clerk Browning** called the roll and those present were Mayor Myra Koutzen, Vice Mayor Roby DeReuil, Commissioner Gil Gilgallon, Commissioner Robert Stanton, and Commissioner Brian Tyler.

**2. APPROVAL OF MEETING AGENDA (Additions, substitutions, deletions)**

**MOTION:** Vice Mayor DeReuil moved to approve the meeting agenda as presented

**SECOND:** Commissioner Gilgallon seconded the motion.

**VOTE: Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

**3. CONSENT AGENDA (Items that do not need discussion, but require a vote)**

a. October 15, 2018 Regular Commission Meeting Minutes

b. October 29, 2018 Special called Commission Meeting Minutes

c. Special Event Permit SP18-26: December 1, 2018, John Workman, 2<sup>nd</sup> floor Community Center event from 2:00 pm to 11:00 pm. (All paperwork received).

**MOTION:** Commissioner Stanton moved to approve the consent agenda as presented

**SECOND:** Commissioner Gilgallon seconded the motion.

**VOTE: Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

**4. PRESENTATIONS/UPDATES**

a. Swearing in of Robert Villagomez, Full-time Fire Fighter/EMT (**Delayed until the next Commission Meeting in December**)

b. Swearing in of Mary Boeckler, Full-time Dispatch Operator

**5. DEPARTMENT AND BOARD REPORTS**

a. Financials

1. Approval of Financial Report for Period ending October 31, 2018

**MOTION:** Commissioner Gilgallon moved to approve the Financial Report as printed

**SECOND:** Commissioner Tyler seconded the motion.

**(VOTE ON NEXT PAGE)**

Item 5a: 1. Financials (vote)

**VOTE:** Gilgallon: YES  
DeReuil: YES  
Tyler: YES  
Stanton: YES  
Koutzen: YES

**The Motion Passed Unanimously**

2. Approve Assigned Fund Balances at 9/30/18

**MOTION:** Commissioner Gilgallon moved to approve the Assigned Fund Balances

**SECOND:** Commissioner Tyler seconded the motion.

**VOTE:** Gilgallon: YES  
DeReuil: YES  
Tyler: YES  
Stanton: YES  
Koutzen: YES

**The Motion Passed Unanimously**

3. Approve Capital deletions for Fiscal Year ended 9/30/18

**MOTION:** Commissioner Tyler moved to approve the Capital deletions as presented

**SECOND:** Commissioner Stanton seconded the motion.

**VOTE:** Gilgallon: YES  
DeReuil: YES  
Tyler: YES  
Stanton: YES  
Koutzen: YES

**The Motion Passed Unanimously**

4. Update on Undergrounding Utilities Costs: *this meeting* **An overview of the process and the costs today were given by Mayor Koutzen.**

- b. Staff Reports were given by Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, and Town Clerk Browning.
- c. There was no Planning and Zoning Report.

## 6. COMMISSION REPORTS

Mayor Koutzen gave an update on the status of repairing the sea wall at the Inlet. She also thanked everyone who came to the beach clean-up event. She gave a special "thank you" to Grace Sterrett for reviewing the Town's Fertilizer Ordinance and giving input into make it easy to understand and providing a hand-out sheet to help everyone understand the content and process.

## 7. PUBLIC COMMENTS

**PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD (Resolution R-7-13)**

Grace Sterrett representing the Environmental Committee thanked the Commission for tabling the Tree Ordinance as requested by the committee.

8. PROJECT UPDATES/DISCUSSIONS None at this meeting

9. **OTHER BUSINESS** (Any regular business requiring a vote)

- a. Approval of 2 Police vehicles and LPR/CCTV systems

**MOTION:** Commissioner Gilgallon moved to approve the 2 Police Vehicles as stated.

**SECOND:** Commissioner Tyler seconded the motion.

**VOTE: Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

- b. Approval of 1 Public Works Truck

**MOTION:** Commissioner Stanton moved to approve the purchase of a new Public Works truck.

**SECOND:** Commissioner Gilgallon seconded the motion.

**VOTE: Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

- c. Approval of five (5) Police Department in-car cameras

**MOTION:** Commissioner Tyler moved to approve the purchase of the 5 police department in-car cameras with the funds donated by the Fleming Foundation.

**SECOND:** Commissioner Gilgallon seconded the motion.

**VOTE: Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

10. **ORDINANCES AND RESOLUTIONS**

- a. Resolution R-15-18: Fiscal Year 2017/18 Budget Amendment No. 4.

**MOTION:** Commissioner Gilgallon moved to approve Resolution R-15-18 as printed.

**SECOND:** Commissioner Stanton seconded the motion.

**VOTE: Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

- b. Resolution R-16-18: Fiscal Year 2018/19 Budget Amendment No. 1.

**MOTION:** Vice Mayor DeReuil moved to approve Resolution R-16-18 as presented

**SECOND:** Commissioner Gilgallon seconded the motion.

**VOTE: Gilgallon: YES**

**DeReuil: YES**

**Tyler: YES**

**Stanton: YES**

**Koutzen: YES**

**The Motion Passed Unanimously**

