

**SPECIAL TOWN COMMISSION MEETING MINUTES
JULY 25, 2024**

CALL TO ORDER

The meeting was called to order by Mayor Pugh at 11:00 a.m.

ROLL CALL

Town Clerk Avery led the roll call, which was answered by the following:

Mayor Pugh	Present
Vice Mayor Coz	Present
Commissioner Aijala Jr.	Present
Commissioner Cassidy	Present
Commissioner Hutchins	Present

Commissioner Cassidy participated remotely via phone.

PLEDGE OF ALLEGIANCE

Mayor Pugh led the pledge of allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Commissioner Hutchins moved to approve the agenda; seconded by Commissioner Aijala. Motion carried 5-0. (:54)

PUBLIC COMMENT - (3-minute individual limit)

Mayor Pugh opened the floor for public comment.

Terry Brown – asked a question regarding the discussion on Code Enforcement and suggested that a discussion was needed regarding paying off the Town debt.

Mayor Pugh closed the floor for public comment.

REGULAR AGENDA ITEMS

1. Acceptance of the FY23 Audit Report

Town Manager Ladner presented the FY23 Audit Report. She informed the Commission that the only deficiency noted was the audit was submitted after the deadline. Commissioner Aijala asked if the Town would be assessed a late penalty fee, and she explained that the Town would receive a letter informing that the Town was late. She also mentioned that there are no financial penalties.

Mayor Pugh called for public comment, and there was none.

Vice Mayor Coz moved to accept the FY23 Audit Report; seconded by Commissioner Aijala. Motion carried 5-0. (5:47)

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2. **Resolution 2024-06: A Resolution of the Town Commission of the Town of Ocean Ridge, Florida, Awarding the Request for Proposals for Banking Services to TD Bank, NA, and Authorizing the Mayor to Execute the Agreement with TD Bank, NA, and Designating TD Bank, NA, as a Depository for Town funds; Designating the Treasurer or Deputy Treasurer to Sign Town Checks and Authorizing Any One of the Five Town Commissioners to Countersign Town Check, Providing for the Movement of Funds and Accounts to TD Bank, NA; and Providing for Conflicts and an Effective Date.**

Mayor Pugh read the resolution into the record by title only.

Town Manager Ladner explained the item and stated that the Town has experienced fraud for the third time in two years.

Mayor Pugh called for public comment, and there was none.

Commissioner Aijala moved to adopt Resolution 2024-06: Awarding TD Bank for Banking Services; seconded by Vice Mayor Coz. Motion carried 5-0. (8:32)

Town Manager Ladner mentioned that most of our frauds occurred with checks mailed through the Post Office.

WORKSHOP DISCUSSION ITEMS

4. **Discussion of Code Enforcement Services (*Moved before Item #3*)**

Town Manager Ladner explained that this item is a continuation of the previous meeting. She explained that the Hy-Byrd contract would include twelve (12) to twenty (20) hours a week of Code Enforcement Services. A discussion ensued regarding the hours needed for Code Enforcement Services.

There was a consensus that the Hy-Byrd contract would include Code Enforcement Services not to exceed \$40,000 per year.

Mayor Pugh opened the floor for public comment.

Terry Brown – asked for clarification on a Code Enforcement violation.

Mayor Pugh closed the floor for public comment.

3. **Continued Discussion on Proposed FY25 Budget**

Vice Mayor Coz went over several numbers, including expenditures and capital projects and he stated the Town is in great shape. Commissioner Cassidy asked questions about the total amount of the grant funding received and the estimated mil rate amount set. There was further discussion

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regarding the Town Commission's direction to correct errors in amounts of line items from the previous budget.

Kristine De Haseth – asked questions regarding the line items of land acquisition and car allowance.

There was a discussion about setting aside funding for capital projects. Further discussion followed regarding purchasing or financing Motorola radios for the Police Department.

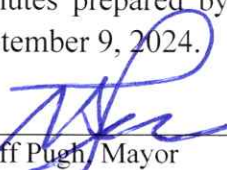
Town Manager Ladner suggested returning the Building's Official leased vehicle due to no usage. There was a consensus to return and end the lease for the Building Official vehicle. Town Manager Ladner continued with her discussion regarding infrastructure repair and replacement costs.

There was a consensus to change the scheduled Budget Workshop meeting on August 5, 2024, time to 3:00 p.m.

ADJOURNMENT

Meeting Adjourned at 12:40 p.m.

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Town Commission on September 9, 2024.



Geoff Pugh, Mayor

ATTEST:



Kelly Avery, Town Clerk

