

**REGULAR TOWN COMMISSION MEETING MINUTES
SEPTEMBER 8, 2025**

CALL TO ORDER

The meeting was called to order by Mayor Pugh at 6:00 p.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 Aijala participated remotely.

PLEDGE OF ALLEGIANCE

Mayor Pugh led the pledge of allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Mayor Pugh proposed adding a resolution discussion on the abandonment of Thompson Street right-of-way at the end of the agenda as item 18. Commissioner Cassidy requested to add a quick announcement regarding something she had discussed with the Chief. Mayor Pugh suggested this be added as item 3a under Announcements.

Commissioner Cassidy moved to approve the agenda as amended; seconded by Vice Mayor Coz. Motion carried 5-0. (13:02)

PRESENTATIONS & PROCLAMATIONS

1. State of Education Report – PBC School Board Member Erica Whitfield

Palm Beach County School Board Member Erica Whitfield provided an update on the Palm Beach County school system.

Commissioner Cassidy asked about the 5,000-student decrease and inquired about the average elementary class size. Commissioner Hutchins inquired about truancy and the development of alternatives to a college-oriented track. Ms. Whitfield provided answers to the questions posed by Commissioners Cassidy and Hutchins.

2. Gold Certificate of Excellence for Commissioner Cassidy from the Florida League of Cities

Mayor Pugh presented Commissioner Cassidy with a Gold Certificate of Excellence from the Florida League of Cities, commending her contributions to the Town of Ocean Ridge and noting the recognition by her peers in other cities. He also praised the commission's teamwork, stating that it was one of the best he had served on, with members working for the town's benefit.

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Commissioner Cassidy expressed appreciation, noting that she became involved with the League shortly after her election, which allowed her to learn about grant opportunities, advocate for small towns at the state level, and connect with many colleagues she values.

ANNOUNCEMENTS

3a. Commissioner Cassidy (*Added to the agenda*)

Commissioner Cassidy reported a recent phone scam in which a caller, posing as the Palm Beach County Sheriff's Office, falsely claimed she had missed grand jury duty and demanded \$7,500 under threat of arrest. She noted that she subsequently met with Chief McClure, who confirmed that the Sheriff's Office would never solicit payment over the phone. Commissioner Cassidy noted that the information had been posted on Civic Ready to alert residents.

3. The meeting schedule for next month is as follows: The meeting schedule for the next month is as follows: Final Budget Hearing on Monday, September 15, 2025 at 5:15 P.M; Regular Town Commission Meeting Monday, October 6th 6:00 PM; Code Enforcement Hearing Tuesday, October 1st at 10:00 AM; Planning & Zoning Board Meeting Tuesday, September 16th at 9 AM. All meetings are held in the Commission Chambers at Town Hall.
4. There will be voting for the Special Primary Election on Tuesday, September 30th, held in the Community Room.
5. The Annual Municipal Election will be held on March 10, 2026. There will be two Town Commission seats open for a three-year term. Candidate filing dates run from November 3, 2025, at Noon through November 14, 2025, at Noon in the Town Clerk's Office. / La Elección Municipal Anual se llevará a cabo el 10 de marzo de 2026. Habrá dos asientos para el Concejo Municipal disponibles por un período de tres años. Las fechas para presentar candidaturas van desde el 3 de noviembre de 2025 a las 12:00 p.m. hasta el 14 de noviembre de 2025 a las 12:00 p.m. en la Oficina del Secretario Municipal.
6. Residents who wish to sign up to receive important Town notifications and news through Civic Ready should sign up on the Town's website or call Town Hall for assistance.

Town Clerk Avery read the announcements into the record.

Chief McClure thanked residents, the council, and Officer Boyle for organizing the back-to-school drive for the Guardian ad Litem program, noting it was the most successful year to date.

PUBLIC COMMENT

Mayor Pugh opened the floor for public comment.

The following spoke: Terry Brown, Betty Bingham, and Lucy Brown

Mayor Pugh closed the floor for public comment.

APPROVAL OF CONSENT AGENDA

7. Adopt Minutes of the August 4, 2025, Town Commission Regular Meeting.

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8. Fleet Vehicle Management
9. Memorandum of Understanding Related to Storm Debris Sites
10. Formalizing the Government Insurance FY 2026 – Coverage Provided by: Preferred Governmental Insurance Trust
11. Workmans' Compensation Insurance FY 2026 – Coverage Provided by: Preferred Governmental Insurance Trust
12. Fiscal Year 2025 Annual Audit Engagement Agreement with Nowlen, Holt & Miner, P.A.
13. Executive Summary – Fiscal Year 2026 Medical Benefits Breakdown
14. Monthly Financial Report for July 2025

Vice Mayor Coz moved to approve the Consent Agenda; seconded by Commissioner Cassidy. Motion carried 5-0. (41:05)

REGULAR AGENDA ITEMS

15. **Approval of Ordinance 2025-04 on Second Reading: An Ordinance Of The Town Of Ocean Ridge, Florida, Amending The Code Of Ordinance At Chapter 2, "Administration", Article VI "Finance", Division I "Purchasing Code" By Increasing The Town Manager's Purchasing Authority From \$10,000 To \$25,000; By Updating, Clarifying, And Deleting Certain Purchasing Provisions; By Adding Provisions For Protests, The Acquisition Of Real Property, And Settlement Authority Of Claims; And Providing For Conflicts, Severability, Codification, And An Effective Date**

Town Attorney Goddeau presented Ordinance 2025-04. She noted that a small revision had been made between first and second reading to add language to the emergency purchase exemption, making it more consistent with how the town has historically used it and aligning with other municipalities' practices.

Mayor Pugh opened the floor for public comment. Hearing none, he closed the floor for public comment.

Commissioner Cassidy moved to adopt Ordinance 2025-04 on second reading; seconded by Commissioner Hutchins. Motion carried 5-0. (42:41)

Town Clerk Avery read the ordinance into the record by title only.

16. **Consideration of Reduction/Waiver of Lien & Daily Fine – 113 Island Dr. S**

Town Attorney Goddeau explained the request for a lien waiver for the property.

Charlie Dahlem, the current owner, introduced himself and his wife, Lisa, along with Richard Brummer (their architect) and Steve Petrucci (the previous owner and their current general contractor). Mr. Dahlem explained that they purchased the property on March 13, 2024, and were surprised to receive a notice from the magistrate around April 11 indicating the property violated abandonment.

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Steve Petrucci of Bella Homes provided background on the property.

Commissioners expressed concern that the Dahlems may not have been properly informed about the pending code enforcement case when they purchased the property. Vice Mayor Coz questioned why the Dahlems would continue to use Mr. Petrucci as their builder after discovering these issues. The Dahlems explained that using Petrucci's company was part of their purchase agreement.

Mayor Pugh and other commissioners expressed frustration with the builder for leaving the property in poor condition for years, with dirt covering the streets and neighboring properties despite multiple requests from the town to clean it up. They emphasized that their issue was not with the Dahlems but with the builder's actions.

Town Attorney Goddeau suggested that the Commission could deny the request without prejudice, allowing the property owners to return after discussing the matter with their builder, particularly since they may have legal recourse under Florida statute if they weren't properly notified of the pending code enforcement case when they purchased the property.

Vice Mayor Coz moved to deny without prejudice the request for waiver of fines to allow the property owner to come back and ask for relief, with the lien remaining for now; seconded by Commissioner Hutchins. Motion carried 5-0. (1:16)

17. Tropical Pump Station Generator Replacement

Town Manager Heiser explained that the Tropical Pump Station generator has noise issues affecting the Turtle Beach Club residents and reliability concerns. She reported that staff visited the location with the Vice Mayor to hear residents' concerns and visited Woolbright station, which has a quieter generator.

Vice Mayor Coz added that the Turtle Beach board was very cooperative and not confrontational and emphasized that the existing generator is extremely loud. The Town Manager confirmed that the replacement generator would take approximately five months to arrive, but contingency plans are in place, including a large portable pump purchased two years ago.

Town Attorney Goddeau advised that if the Commission approved the purchase, it should be classified as a "best interest acquisition" under the town's purchasing code.

Mayor Pugh opened the floor for public comment. Hearing none, he closed the floor for public comment.

Vice Mayor Coz to approve the purchase of the generator to be placed at Turtle Beach as a best interest acquisition; seconded by Mayor Pugh. Motion carried 5-0. (1:23)

18a. Discussion regarding the resolution on the abandonment of Thompson Street right-of-way *(Added to the agenda)*

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Town Attorney Goddeau explained that the item relates to a drainage project on Harbor Drive North and a requested 5-foot easement adjustment by the property owners. She noted the undeveloped Thompson Street right-of-way behind the northern parcels and presented options, including abandonment or a revocable easement. Resolution 2025-16 was presented to set a public hearing at the October meeting to consider abandoning approximately 1,035 feet of the 20-foot right-of-way.

Mayor Pugh opened the floor for public comment.

The following spoke: Terry Brown and Betty Bingham

Mayor Pugh closed the floor for public comment.

Town Attorney Goddeau assured that if approved, the town-engineer would conduct a thorough review to ensure nothing was being overlooked.

Vice Mayor Coz moved to approve Resolution 2025-16, setting hearing for October; seconded by Commissioner Cassidy. Motion carried 5-0.(1:34)

STAFF & COMMITTEE REPORTS

18. Town Manager

Town Manager Heiser had no report.

19. Town Attorney

Town Attorney Goddeau had no report.

20. Police Chief

Chief McClure had no report.

21. Fire Chief

The Fire Chief was not present at the meeting.

TOWN COMMISSIONER COMMENTS

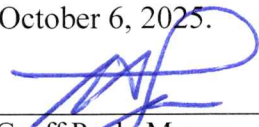
There were no comments.

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ADJOURNMENT

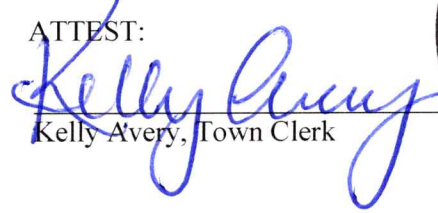
Meeting Adjourned at 7:35 p.m.

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Town Commission on October 6, 2025.



Geoff Pugh, Mayor

ATTEST:



Kelly Avery, Town Clerk

