



# Town of Glen Ridge

1501 Glen Road • Glen Ridge, FL 33406

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## TOWN COUNCIL MEETING AGENDA 6 SEPTEMBER 2023, 7:00 P.M.

CALL TO ORDER: Town Council of the Town of Glen Ridge

ROLL CALL:

PBSO/PBC F/R MONTHLY REPORT:

PUBLIC COMMENT:

APPROVAL OF MINUTES: 2 August 2023

FINANCE REPORT: July 2023

MAYOR'S REPORT:

COUNCIL'S REPORT:

ATTORNEY'S REPORT:

CORRESPONDENCE:

CLERK'S REPORT: See attached printed report

OLD BUSINESS:

- Taylor Speed Bump
- NOV – 4030 Gem Lake; 1255 Taylor
- Self-Storage Southern Blvd

NEW BUSINESS:

- Replacement for empty Council seat
- Election Caucus

ADJOURNMENT:

SHOULD ANY PERSON SEEK TO APPEAL ANY DECISION MADE BY THE TOWN COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT THE MEETING, SUCH PERSON WILL NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THAT APPEAL IS TO BE MADE.



TOWN OF GLEN RIDGE  
COUNCIL MEETING MINUTES  
2 August 2023 --7:00 P.M.

Jim Ussery called the meeting to order at 7:00 p.m. John Deal called the roll. Council Member Eckerson was excused. A quorum was attained.

Town Officials:	Matt Hadden	Council Member
	Allen Minars	Council Member
	Gary Sullivan	Council Member
	Jim Ussery	Council President
	Alice McLane	Mayor

Also present: Town Attorney Doug MacGibbon, Town Manager John Deal.

PBSO/PBCFR MONTHLY REPORT

PBSO – No Report; PBC F/R - No report

PUBLIC COMMENT: Several residents of Taylor Rd expressed concerns about security and traffic speed; item was added to New Business.

APPROVAL OF MINUTES: 7 June 2023 (Hadden /Minars, M/S/C unanimously).

FINANCE REPORT – Filed report for May/June 2023

MAYOR'S REPORT- None

COUNCIL'S REPORT – Council Member Sullivan reported on boat parked at 4030 Gem Lake; it had already been reported to Code Enforcement. Also an illegal wrecker in back yard. Code Enforcement will be alerted.

ATTORNEY'S REPORT – None

CORRESPONDENCE – None

CLERK'S REPORT – See attached printed report

#### OLD BUSINESS

- Council heard revised storage unit proposal for Southern Blvd from Sam Bonamo and his associate; Council took no formal action, but encouraged the presenters to begin the formal plan approval process.
- Manager reported that resident at 4050 Windham has met the demand of Council that the new construction be painted, yard be leveled off, and grass planted prior to 31 July.
- Manager reported that the new speed hump on Churchill was installed on 24 July in the location specified by Stormwater J engineers.

#### NEW BUSINESS

- Council held a budget workshop at 6:30 prior to the Council meeting. At the meeting the FY 2023-24 budget was formally adopted (Hadden/Sullivan, M/S/C unanimously).
- Manager discussed changes in election policies requiring elected officials to file Form 6 instead of Form 1. Anyone in office on 1 January 2024 is required to do this by 1 July 2024.
- Manager reported on the necessity of conducting a Vulnerability Assessment for Flooding; Several small municipalities will likely work together to submit a single grant to fund the assessment. Further details forthcoming.
- Considerable discussion ensued on the issues of security and speed on Taylor Rd. Council instructed Manager to order and install a speed hump on Taylor Rd. Residents expressed concern about the activity at 1255 Taylor, including possible drug activity. Residents were told once again by Council to call PBSO anytime they saw something out of the ordinary. Council Member Sullivan is serving on a PBSO advisory board and will contact the local Captain in regard to this situation. Manager will contact D/S Schnell, our liaison to PBSO, to seek her advice on how to handle this issue.
- Council President Ussery ended the meeting by announcing his resignation from the Council effective 8/2/23 largely due to the onerous requirements of training required by the Commission on Ethics.

ADJOURNMENT: 7:49 PM (Sullivan/Hadden, M/S/C unanimously).

# Glen Ridge Municipal Account

## Balance Sheet

As of July 31, 2023

		TOTAL
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
101.1 BBT Checking		163,717.07
101.2 BBT Money Market		23,388.40
200.1 Synovus		566,005.02
<b>Total Bank Accounts</b>		<b>\$753,110.49</b>
<b>Total Current Assets</b>		<b>\$753,110.49</b>
Fixed Assets		
15000 Furniture and Fixtures		3,094.00
15500 Building		298,321.00
15550 New Roof		13,500.00
16000 Land		70,000.00
<b>Total Fixed Assets</b>		<b>\$384,915.00</b>
<b>TOTAL ASSETS</b>		<b>\$1,138,025.49</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
<b>Total Liabilities</b>		
Equity		
30000 Opening Balance Equity		595,661.92
32000 Retained Earnings		148,751.43
33000 Investment in Fixed Assets		371,415.00
Net Income		22,197.14
<b>Total Equity</b>		<b>\$1,138,025.49</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>\$1,138,025.49</b>



# Glen Ridge Municipal Account

## Budget vs. Actuals: Budget FY 22-23 - FY23 P&L

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
312.410 First Local Option Fuel Tax	9,066.71	9,898.00	-831.29	91.60 %
312.430 Second Local Opt Fuel Tax (New)	4,113.08	4,529.00	-415.92	90.82 %
312.630 Loc Govt Infrastructure Surtax	18,496.28	17,094.00	1,402.28	108.20 %
314.100 Util Service Tax - Electricity	30,197.35	27,000.00	3,197.35	111.84 %
315.100 Communication Services Taxes	7,258.68	7,500.00	-241.32	96.78 %
316.000 Local Business Tax (GR)	830.00	2,500.00	-1,670.00	33.20 %
316.100 Local Business Tax (PBC)	2,035.32	2,000.00	35.32	101.77 %
322.000 Building Permits (Permit Fees)	16,596.66	32,000.00	-15,403.34	51.86 %
323.100 Franchise Fee - Electricity	20,204.40	20,100.00	104.40	100.52 %
329.500 Other Permits, Fees, Spec Asses		300.00	-300.00	
335.180 State Rev Share- Local 1/2 Cent	20,772.25	18,827.00	1,945.25	110.33 %
335.900 State Revenue Share - Proceeds	9,373.56	8,564.00	809.56	109.45 %
343.400 Svc Chg - Garbage/Solid Waste		80.00	-80.00	
361.000 Interest	5,361.13	600.00	4,761.13	893.52 %
369.900 Other Misc Revenue	10,114.05	400.00	9,714.05	2,528.51 %
<b>Total Income</b>	<b>\$154,419.47</b>	<b>\$151,392.00</b>	<b>\$3,027.47</b>	<b>102.00 %</b>
<b>GROSS PROFIT</b>	<b>\$154,419.47</b>	<b>\$151,392.00</b>	<b>\$3,027.47</b>	<b>102.00 %</b>
<b>Expenses</b>				
512.000 Executive (Town Manager)	22,106.50	30,000.00	-7,893.50	73.69 %
513.150 FinanceAdmin (Payroll Taxes)	8,804.00	8,000.00	804.00	110.05 %
513.300 FinanceAdmin (Unemployment Tax)	30.00	50.00	-20.00	60.00 %
513.350 FinanceAdmi (Accounting/Audit)	900.00	950.00	-50.00	94.74 %
513.400 FinanceAdmin (Travel/Per Diem)		500.00	-500.00	
513.450 FinanceAdmin (Tel/SecCam-Comc)	4,759.00	4,600.00	159.00	103.46 %
513.550 FinanceAdmin (Elec Town Hall)	1,983.46	1,600.00	383.46	123.97 %
513.650 FinanceAdmin (Printing)		500.00	-500.00	
513.700 FinanceAdmin (Bank Fees)		75.00	-75.00	
513.750 FinanceAdmin (Office Expense)	6,048.11	19,000.00	-12,951.89	31.83 %
513.850 FinanceAdmin (Dues)	1,559.00	1,600.00	-41.00	97.44 %
514.000 Legal Counsel	9,205.00	12,000.00	-2,795.00	76.71 %
515.000 Comprehensive Planning		100.00	-100.00	
519.100 OtherGovtSvcs (Mayor Discr)		500.00	-500.00	
519.150 OtherGovtSvcs (Advertising)	898.15	1,600.00	-701.85	56.13 %
519.200 OtherGovtSvcs (Insurance)	6,575.25	7,800.00	-1,224.75	84.30 %
519.250 OtherGovtSvcs (Maintenance)	3,592.82	4,500.00	-907.18	79.84 %
524.000 Protective Inspections	435.50		435.50	
524.100 Protect Inspec (Bldg Official)	13,036.20	17,000.00	-3,963.80	76.68 %
524.150 Protect Inspec (Code Enforce)	1,820.00	3,000.00	-1,180.00	60.67 %
524.200 Protect Inspec (BDR Surcharge)	375.15	600.00	-224.85	62.53 %
525.000 Emerg Disaster Relief Services		1,000.00	-1,000.00	
534.000 Garbage/Solid Waste Control Svc	49.70	50.00	-0.30	99.40 %
536.000 Water/Sewer Combination Svcs	370.28	400.00	-29.72	92.57 %

# Glen Ridge Municipal Account

## Budget vs. Actuals: Budget FY 22-23 - FY23 P&L

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
537.000 ConservResMgt (Aquatic Control)	936.40	1,000.00	-63.60	93.64 %
538.000 Flood/StormwaterMgt (NPDES)	19,670.10	22,000.00	-2,329.90	89.41 %
541.100 RoadStFacil (Street Lighting)	3,776.84	3,700.00	76.84	102.08 %
541.150 RoadStFacil (DrainRepair Maint)		6,400.00	-6,400.00	
541.200 RoadStFacil (Road Street Maint)	3,019.51	2,000.00	1,019.51	150.98 %
572.000 Parks and Recreation	17,110.60	433.00	16,677.60	3,951.64 %
574.000 Special Events		434.00	-434.00	
<b>Total Expenses</b>	<b>\$127,061.57</b>	<b>\$151,392.00</b>	<b>\$ -24,330.43</b>	<b>83.93 %</b>
<b>NET OPERATING INCOME</b>	<b>\$27,357.90</b>	<b>\$0.00</b>	<b>\$27,357.90</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$27,357.90</b>	<b>\$0.00</b>	<b>\$27,357.90</b>	<b>0.00%</b>

July 2023

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
07/10/2023	Deposit		Yes	Florida Power and Light		101.1 BBT Checking	314.100 Util Service Tax - Electricity	3,227.19
07/11/2023	Deposit		Yes	Palm Beach County Tax Collector		101.1 BBT Checking	316.100 Local Business Tax (PBC)	11.19
07/13/2023	Check	1889	Yes	John J. Deal		101.1 BBT Checking	512.000 Executive (Town Manager)	-768.50
07/13/2023	Deposit		Yes			101.1 BBT Checking	-Split-	622.97
07/13/2023	Expense	dbpr0265	Yes	Dept of Business and Prof Reg.		101.1 BBT Checking	524.200 Protect Inspec (BDR Surcharge)	-122.63
07/13/2023	Expense	utc4634	Yes	Florida Department of Revenue		101.1 BBT Checking	513.300 FinanceAdmin (Unemployment Tax)	-7.00
07/13/2023	Expense	irs7081	Yes	Internal Revenue Service		101.1 BBT Checking	513.150 FinanceAdmin (Payroll Taxes)	-616.00
07/13/2023	Expense		Yes	Intuit		101.1 BBT Checking	513.750 FinanceAdmin (Office Expense)	-85.00
07/17/2023	Expense	976447	Yes	Jack Horniman		101.1 BBT Checking	538.000 Flood/StormwaterMgt (NPDES)	-2,062.50
07/17/2023	Expense	ref1997	Yes	Comcast		101.1 BBT Checking	513.450 FinanceAdmin (Tel/SecCam-Comc)	-123.30
07/17/2023	Expense	ref1998	Yes	Palm Beach County Water Utilities		101.1 BBT Checking	536.000 Water/Sewer Combination Svcs	-33.49
07/17/2023	Expense	ref1999	Yes	Florida Power and Light		101.1 BBT Checking	541.100 RoadStFacil (Street Lighting)	-322.94
07/17/2023	Expense	cc3408	Yes	BB & T Credit Card		101.1 BBT Checking	513.750 FinanceAdmin (Office Expense)	-40.05
07/20/2023	Deposit		Yes	Knight Elec		101.1 BBT Checking	322.000 Building Permits (Permit Fees)	118.60
07/20/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	315.100 Communication Services Taxes	604.02
07/25/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	335.900 State Revenue Share - Proceeds	755.81
07/25/2023	Expense	ref2000	Yes	Florida Power and Light		101.1 BBT Checking	513.550 FinanceAdmin (Elec Town Hall)	-191.82
07/25/2023	Expense	ref2001	Yes	Florida Power and Light		101.1 BBT Checking	513.550 FinanceAdmin (Elec Town Hall)	-30.02
07/25/2023	Expense	ref2002	Yes	Florida Power and Light		101.1 BBT Checking	541.100 RoadStFacil (Street Lighting)	-33.73
07/25/2023	Expense	ref2003	Yes	Comcast		101.1 BBT Checking	513.450 FinanceAdmin (Tel/SecCam-Comc)	-310.70
07/27/2023	Check	1890	Yes	John J. Deal		101.1 BBT Checking	512.000 Executive (Town Manager)	-768.50
07/27/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	312.430 Second Local Opt Fuel Tax (New)	383.42
07/27/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	335.180 State Rev Share- Local 1/2 Cent	1,819.37
07/27/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	312.410 First Local Option Fuel Tax	839.78
07/27/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	312.630 Loc Govt Infrastructure Surtax	1,431.34
07/27/2023	Expense	976454	Yes	William Denison		101.1 BBT Checking	524.100 Protect Inspec (Bldg Official)	-571.43
07/27/2023	Expense	976452	Yes	B. Douglas MacGibbon, P.A.		101.1 BBT Checking	514.000 Legal Counsel	-800.00
07/27/2023	Expense	976453	Yes	Jack Lucas		101.1 BBT Checking	537.000 ConservResMgt (Aquatic Control)	-50.00
07/31/2023	Deposit	INTEREST	Yes		Interest Earned	200.1 Synovus	361.000 Interest	600.57
07/31/2023	Deposit	INTEREST	Yes		Interest Earned	101.2 BBT Money Market	361.000 Interest	0.20

Glen Ridge Municipal Account

101.2 BBT Money Market, Period Ending 07/31/2023

RECONCILIATION REPORT

Reconciled on: 08/09/2023

Reconciled by: glenridgetownof@bellsouth.net

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	23,388.20
Interest earned	0.20
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	23,388.40
Register balance as of 07/31/2023	23,388.40



Glen Ridge Municipal Account

200.1 Synovus, Period Ending 07/31/2023

RECONCILIATION REPORT

Reconciled on: 08/09/2023

Reconciled by: glenridgetownof@bellsouth.net

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	565,404.45
Interest earned	600.57
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	566,005.02
Register balance as of 07/31/2023	566,005.02

Glen Ridge Municipal Account

101.1 BBT Checking, Period Ending 07/31/2023

RECONCILIATION REPORT

Reconciled on: 08/09/2023

Reconciled by: glenridgetownof@bellsouth.net

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	166,240.03
Checks and payments cleared (24)	-10,915.22
Deposits and other credits cleared (10)	9,813.69
Statement ending balance	165,138.50
Uncleared transactions as of 07/31/2023	-1,421.43
Register balance as of 07/31/2023	163,717.07
Cleared transactions after 07/31/2023	0.00
Uncleared transactions after 07/31/2023	1,894.48
Register balance as of 08/09/2023	165,611.55

Details

Checks and payments cleared (24)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/30/2023	Expense	ref1979	Comcast	-310.70
05/30/2023	Expense	976428	William Denison	-3,714.77
06/29/2023	Expense	976440	B. Douglas MacGibbon, P.A.	-800.00
06/29/2023	Expense	976436	Ertle Exterminating	-25.00
06/29/2023	Expense	976442	Jack Lucas	-50.00
06/29/2023	Expense	976439	Greenworks	-250.00
06/29/2023	Expense	ref1990	Florida Power and Light	-34.43
06/29/2023	Expense	ref1988	Florida Power and Light	-183.67
06/29/2023	Expense	ref1989	Florida Power and Light	-30.47
07/13/2023	Expense		Intuit	-85.00
07/13/2023	Expense	irs7081	Internal Revenue Service	-616.00
07/13/2023	Expense	utc4634	FLorida Department of Revenue	-7.00
07/13/2023	Check	1889	John J. Deal	-768.50
07/13/2023	Expense	dbpr0265	Dept of Business and Prof Reg.	-122.63
07/17/2023	Expense	cc3408	BB & T Credit Card	-40.05
07/17/2023	Expense	ref1999	Florida Power and Light	-322.94
07/17/2023	Expense	ref1998	Palm Beach County Water Uti...	-33.49
07/17/2023	Expense	ref1997	Comcast	-123.30
07/17/2023	Expense	976447	Jack Horniman	-2,062.50
07/25/2023	Expense	ref2002	Florida Power and Light	-33.73
07/25/2023	Expense	ref2003	Comcast	-310.70
07/25/2023	Expense	ref2000	Florida Power and Light	-191.82
07/25/2023	Expense	ref2001	Florida Power and Light	-30.02
07/27/2023	Check	1890	John J. Deal	-768.50

Total -10,915.22

Deposits and other credits cleared (10)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/10/2023	Deposit		Florida Power and Light	3,227.19
07/11/2023	Deposit		Palm Beach County Tax Colle...	11.19
07/13/2023	Deposit			622.97
07/20/2023	Deposit		Knight Elec	118.60
07/20/2023	Deposit		State of Florida	604.02
07/25/2023	Deposit		State of Florida	755.81
07/27/2023	Deposit		State of Florida	383.42

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/27/2023	Deposit		State of Florida	1,431.34
07/27/2023	Deposit		State of Florida	839.78
07/27/2023	Deposit		State of Florida	1,819.37
Total				9,813.69

# Clerk Report

## 6 September 2023

- Approved/certified for F-ROC disaster recovery system.
- Attended CCAN meeting.
- Assisted Mayor McLane in preparing application for membership on CCAN.
- NOV sent to owners of properties at 4030 Gem Lake and 1255 Taylor Rd.
- Purchased speed hump for Taylor Rd.; to be installed soon.
- Sent Business Tax letters to 40 companies doing business in GR.
- Reported street light out of service on Taylor Rd. to FPL.
- Attended PBC League of Cities luncheon meeting in Wellington.
- Completed risk and compliance review with PBC Office of Inspector General.



John J. Deal

6 September 2023



**Glen Ridge Self Storage  
Application for Zoning Ordinance Text Amendment  
Original Submittal: 08.31.23**

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### **Introduction**

The Town has a limited availability of C-1 commercially zoned property within the jurisdictional boundaries to support community serving commercial uses. The geographic configuration of the Town and their commercial lots are situated along Southern Boulevard and are shallow in depth. Another concern is security for the Town being that the Town has a significant amount of frontage on Southern Blvd. and lends itself to ease of access to the residential parcels which are only one parcel removed from an 8-lane thoroughfare. Southern Blvd. is also a very heavily trafficked roadway controlled by Florida Department of Transportation (FDOT) and this agency looks more favorably upon low impact traffic uses for driveway permit issuance. The introduction of a Self-Storage Facility to the limited number of remaining commercial parcels provides a sound barrier to the neighbors to the south of the commercial parcels, security in the form of a physical barrier as well as security cameras and fencing. Additionally, self-service storage facilities are a very low traffic generator which more closely complements the traffic availability along Southern Blvd. vs. other commercial uses which require a more intense trip generation rate.

Currently the Town's Zoning Ordinance does not have a specific use classification for a Self-Service Storage Facility. Likewise, being that the self-service storage use is not present within the Zoning Code, the parking regulations will need to be codified. Lastly, the Zoning text amendment is proposed to the Miscellaneous Regulations to add limitations to regulate operational elements of the use (i.e. hours of operation, prohibit outdoor storage of goods).

### **Formal Request**

This request covers a privately initiated text amendment to the Code of Ordinances sections:

- Appendix A, Article V, Section 5.5.3 Special Exceptions
- Section 6.1 Miscellaneous Regulations
- Section 7.1.5 Parking Space Requirements to support the proposed Self-Service Storage use.

The below requests include the specific code language to amended within the Zoning Ordinances:

### Request 1) Self-Service Storage Use as a Special Exception:

#### 5.5.3 *Special exceptions.*

- (1) Billboards.
- (2) Telecommunications antennas.
- (3) Self-Service Storage Facility.

### Request 2) Miscellaneous Regulations:

#### Section 6.1.10. Self-Service Storage

- a. Self-Service Storage uses shall maintain hours of operation between 7:00 a.m. and 9:00 p.m. 7-days per week.
- b. There shall be no outdoor storage of goods permitted on-site.
- c. There shall be no business conducted or operated from a storage unit.
- d. Units shall be accessed internally within the building from a specified loading zone.

### Request 3) Off-Street Parking Regulations:

7.1.5. *Parking space requirements.* The number of required off-street parking spaces in all districts for every residential, recreational, institutional, cultural, business or public use shall be provided in accordance with the following minimum requirements:

Uses		Required Parking Spaces
(1)	Dwelling units	Two per unit.
(2)	Reserved.	
(3)	Medical offices and clinics	One for every 200 square feet of gross floor area.
(4)	<del>Reserved.</del> <u>Self-Service Storage Facility</u>	<u>One space per 200 storage bays; minimum of 5 spaces</u>

(5)	Reserved.	
(6)	Reserved.	
(7)	Professional offices, business services, personal services and other permitted commercial uses	One for every 300 square feet of gross floor area.
(8)	Barbershops and beauty parlors	One for every 200 square feet of gross floor area.
(9)	Reserved.	
(10)	Reserved.	