



MINUTES SPECIAL COMMISSION MEETING

1:00 PM - Wednesday, April 01, 2026
Commission Chambers

The SPECIAL COMMISSION MEETING of the Town of Pembroke Park was called to order on Wednesday, April 01, 2026, at 1:00 PM, in the Commission Chambers, with the following members present:

PRESENT: Vice Mayor Musfika Kashem; Acting Clerk Commissioner Erik Morrissette, and Clerk Commissioner Bill Hodgkins

EXCUSED: Mayor Geoffrey Jacobs and Commissioner Ashira Mohammed

1 CALL TO ORDER

The Special Commission Meeting of the Town of Pembroke Park was called to order by Vice Mayor Kashem.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 ROLL CALL

The meeting was called to order at 1:00 pm by Vice Mayor Kashem. Present at the meeting were Erik Morrissette, Acting Clerk Commissioner, Bill Hodgkins, Clerk Commissioner, and Musfika Kashem, Vice Mayor.

Additional staff were Jacobs Horowitz, Town Attorney; Cynthia Garcia-Lima, Town Clerk.

4 DELETIONS OR WITHDRAWALS TO THE AGENDA

No deletions or withdrawals were made to the agenda. The Commission noted that items 6.4, 7.1, 7.2, 8.1, 8.2, 8.3, and 8.4 had been previously removed from the revised agenda.

5. PUBLIC COMMENTS RELATED TO AGENDA ITEMS / GOOD & WELFARE

No public comments were offered.

6 DISCUSSION

- 6.1 Announcement to the public and advice to the Commission that the Town Attorney and the Town's Special Counsel desires advice concerning the matter below, and accordingly, a closed Shade Session is scheduled for Wednesday, April 1, 2026, at 1:00 p.m. for the purpose of discussing pending litigation in the following case:

Case of: Geoffrey R. Jacobs vs. The Town of Pembroke Park
Commission Case No.: CACE26002284

The Town Attorney addressed the Commission, noting that pursuant to Section 286.011 of the Florida Statutes, a public announcement of the requested shade session had been made at a prior special meeting approximately two weeks earlier. The purpose of the closed-door session was to allow the Town Attorney, Special Counsel Mr. Garcia, and law partner Mr. Cirullo to receive privileged advice and consultation from the Commission regarding the pending litigation styled *Geoffrey R. Jacobs vs. The Town of Pembroke Park*, Case No. CACE26002284.

The Town Attorney requested that the meeting be recessed to a closed-door session, with attendance limited to Commission members, legal counsel, and court reporter Ms. Tessa Kamenada. The recording was suspended and the public session was cancelled accordingly.

The public session reconvened at 2:08 PM. Roll call was repeated to confirm the quorum upon reconvening. The Town Attorney confirmed the shade session had concluded and that legal counsel would consider the direction and advice provided by the Commission in that session.

6.2 Motion to authorize the Town Attorney's Office to engage Special Counsel to file an action for declaratory relief seeking to determine whether Mayor Geoffrey Jacobs has forfeited his office due to lack of residency in the town — Sponsored by Clerk Commissioner Hodgkins

The Town Attorney advised the Commission that no separate action was required on this item. He explained that when Special Counsel Mr. Garcia was originally engaged several weeks prior to respond to the petition filed by the mayor, the scope of that engagement already included authorization to file a declaratory action. Accordingly, Mr. Garcia would proceed consistently with the directions received during the shade session.

No vote was taken on this item.

6.3 Discussion on renovations for the second and third floors of Town Hall — Sponsored by IT Director Pakula

IT Director Mark Pakula presented a proposal to renovate the second floor of Town Hall, specifically to install an upgraded kitchen with greater capacity and storage, and to convert the adjacent meeting room into a multipurpose training room suitable for various departmental uses and events. He noted that the agenda item's reference to "second and third floors" was a typographical error, and that the scope of this discussion pertained only to the second floor. IT Director Pakula sought Commission authorization to proceed with the procurement process in accordance with the Town's procurement procedures.

IT Director Pakula also reported that a proposal to construct a gym on the third floor had been set aside. Instead, staff recommended purchasing gym memberships for interested town employees, including police personnel, at an estimated cost of \$20–\$30 per month per person, as a more cost-effective alternative that would also preserve third-floor space for potential future use.

Finance Director James Davermann confirmed that \$258,401 in American Rescue Plan Act (ARPA) funds had been officially allocated for the second-floor project, EOC, and related improvements. He noted that a budget amendment was being prepared for the April 8th regular meeting to formally draw those funds from fund balance into the budget. Of the total allocation, approximately \$110,000 remained available for the second-floor renovation after accounting for the EOC project, which had already been bid out and awarded with construction expected to begin within approximately two weeks.

Acting Clerk Commissioner Morrisette noted the importance of ensuring the

renovated space could serve as an emergency shelter for staff or residents in the event of a disaster, a consideration that IT Director Pakula confirmed had been incorporated into the design.

Vice Mayor Kashem raised the parallel need to pursue park improvements and stressed the importance of Commission-wide agreement on design and expenditure decisions. Public Services Director Jeff Odums clarified the distinction between the two projects: the Town Hall renovation was fully funded through ARPA, while the park project—encompassing an amphitheater, splash pad, and playground—was separately budgeted with approximately \$500,000 in seed capital from the Town's operating budget to initiate that effort. Public Services Director Odums indicated that a formal update on the park project should be presented at the next regular meeting.

Finance Director Davermann further confirmed that the Town's strong credit rating and financial standing would support financing options should the park project ultimately require funding beyond initial appropriation. He reiterated that the ARPA funds and the park funds were entirely separate.

The Commission authorized IT Director Pakula to proceed with the second-floor renovation project and initiate the bid process, subject to a not-to-exceed limit based on the available budgeted ARPA allocation.

ACTION: Acting Clerk Commissioner Morrisette made a motion to approve 6.3 on third floor renovations not to exceed limit based on the available budgeted ARPA allocation. Commissioner Hodgkins seconded the motion, and it passed on unanimous vote.

6.4 ~~Feasibility Study — Bringing Grant Writing In-House — Sponsored by Acting Clerk Commissioner Morrisette (REMOVED)~~

7 ORDINANCE – FIRST READING

7.1 ~~Consideration and Approval of Ordinance to Amend Sec. 2-45, Supplemental Commission Procedures (Agenda Preparation) — Sponsored by Commissioner Mohammed (REMOVED)~~

~~ORDINANCE NO: 2026-009~~

~~AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION;" AMENDING ARTICLE II, ENTITLED "TOWN COMMISSION" BY AMENDING DIVISION 3, ENTITLED "MEETINGS;" AMENDING SECTION 2-45, ENTITLED, "SUPPLEMENTAL COMMISSION PROCEDURES;" AMENDING THE PROCEDURES RELATED TO THE PREPARATION OF THE COMMISSION AGENDA;~~

~~PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS;
PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE
DATE.~~

- 7.2 ~~Consideration of Alcohol License Ordinance Amendment—
Sponsored by Town Planner Von der Meulen (REMOVED)
ORDINANCE NO: 2026-008~~

~~AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA,
AMENDING CHAPTER 3, ENTITLED “ALCOHOLIC BEVERAGES;”
AMENDING ARTICLE I ENTITLED “IN GENERAL;” AMENDING
SECTION 3-1 DEFINITIONS; AMENDING SECTION 3-2.5 EXTENDED
HOURS LICENSE; AMENDING SECTION 3-4 PROXIMITY TO
LICENSED BUSINESS; REPEALING AND REPLACING SECTION 3-5
PROXIMITY TO LICENSED BUSINESSES TO CHURCHES, SCHOOLS;
AMENDING SECTION 3-6 NOISE RESTRICTION IN
ESTABLISHMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR
SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.~~

8 RESOLUTION

- 8.1 ~~Consideration and Approval to Award RFQ 25-02 for Drainage and
Stormwater— Sponsored by Procurement Administrator Woodbury
(REMOVED)-
RESOLUTION NO: 2026-031~~

~~A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA,
APPROVING THE RANKING AND AUTHORIZING THE NEGOTIATION
AND EXECUTION OF CONTINUING SERVICES CONTRACTS FOR RFQ
25-02 FOR DRAINAGE AND STORMWATER ENGINEERING SERVICES
ATTACHED HERETO AS EXHIBIT A THROUGH E; PROVIDING FOR
CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR
AN EFFECTIVE DATE.~~

- 8.2 ~~Consideration and Approval to Award RFQ 25-02 for Environmental
Engineering Services— Sponsored by Procurement Administrator
Woodbury (REMOVED)
RESOLUTION NO: 2026-032~~

~~A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA,
APPROVING THE RANKING AND AUTHORIZING THE NEGOTIATION
AND EXECUTION OF CONTINUING SERVICES CONTRACTS FOR RFQ
25-02 ENVIRONMENTAL ENGINEERING SERVICES ATTACHED HERETO
AS EXHIBIT A THROUGH E; PROVIDING FOR CONFLICTS; PROVIDING
FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.~~

- 8.3 ~~Consideration and Approval to Award RFQ 25-02 for Surveying and
Mapping— Sponsored by Procurement Administrator Woodbury~~

(REMOVED)

~~RESOLUTION NO: 2026-033~~

~~A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE RANKING AND AUTHORIZING THE NEGOTIATION AND EXECUTION OF CONTINUING SERVICES CONTRACTS FOR RFQ 25-02 FOR SURVEYING AND MAPPING ENGINEERING SERVICES ATTACHED HERETO AS EXHIBIT A THROUGH E; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.~~

- 8.4 ~~Consideration and Approval to Award RFQ 25-02 for Transportation, Traffic and Roadway Engineering — Sponsored by Procurement Administrator Woodbury~~ **(REMOVED)**

~~RESOLUTION NO: 2026-034~~

~~A RESOLUTION OF THE TOWN OF PEMBROKE PARK, FLORIDA, APPROVING THE RANKING AND AUTHORIZING THE NEGOTIATION AND EXECUTION OF CONTINUING SERVICES CONTRACTS FOR RFQ 25-02 FOR TRANSPORTATION, TRAFFIC AND ROADWAY ENGINEERING SERVICES ATTACHED HERETO AS EXHIBIT A THROUGH E; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.~~

9 NEW BUSINESS

- 9.1 **Renewal of Baracuda Software — Sponsored by IT Director Pakula**
(UPDATED ATTACHMENTS)

IT Director Pakula presented the one-year renewal of Barracuda software utilized by the Police Department. Because the cost exceeded the Town's procurement threshold, Commission approval was required. There was no substantive discussion.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve Renewal of Baracuda Software not to exceed \$11,000. Clerk Commissioner Hodgkins seconded the motion, and it passed on unanimous vote.

- 9.2 **Security Software for Town with Lumu - Sponsored by IT Director Pakula**
(UPDATED ATTACHMENTS)

IT Director Pakula reported that the Town had been awarded the Florida Digital Services Cybersecurity Grant, which he had not anticipated receiving given initial indications from the state. The grant, totaling approximately \$100,000, was expected to cover the cost of the Lumu security software. However, IT Director Pakula requested Commission approval of the budgeted expenditure of up to \$25,000 regardless, to avoid returning to the Commission in the event

the grant did not fully cover the software cost.

ACTION: Acting Clerk Commissioner Morrissette made a motion to approve security software for the town with Lumu, not to exceed \$25,000. Clerk Commissioner Hodgkins seconded the motion, and it passed on unanimous vote.

10 TOWN MANAGER COMMENTS

Interim Town Manager David Sigerson expressed gratitude to the Commission for their confidence in selecting him to serve during the transition period. He acknowledged that challenges lay ahead but committed to working diligently alongside senior staff, legal counsel, and the Commission's lobbying team to navigate them.

11 TOWN ATTORNEY COMMENTS

The Town Attorney commended the Commission's selection of Mr. Sigerson as interim Town Manager, describing him as a consummate professional. He advised that the Town Attorney's office was working on an independent contractor agreement with Mr. Sigerson, with the objective of placing it on the April 8th agenda. Additionally, the Town Attorney noted that the office was coordinating with the HR Director to provide the contractually required notice to the outgoing Town Manager, Mr. Lynch, with an objective of completing that process by the end of the week.

12 COMMISSIONER COMMENTS

Commissioner Mohammed was not present.

Acting Clerk Commissioner Morrissette welcomed Mr. Segerson and expressed appreciation for his willingness to step into the interim role.

Vice Mayor Kashem welcomed Mr. Sigerson and expressed appreciation for his willingness to step into the interim role.

Clerk Commissioner Hodgkins had no comments.

Mayor Jacobs was not present.

13 ANNOUNCEMENTS

- 13.1 Regular Commission Meeting, Wednesday, April 8, 2026, at 7:00 pm
Special Magistrate Hearing, Wednesday, April 15, 2026, at 9:00 am
Workshop Commission Meeting, Wednesday, April 29, 2026, at 6:00 pm

SPECIAL EVENTS

Food Giveaway, Saturday, April 25, 2026, at 9:00 am

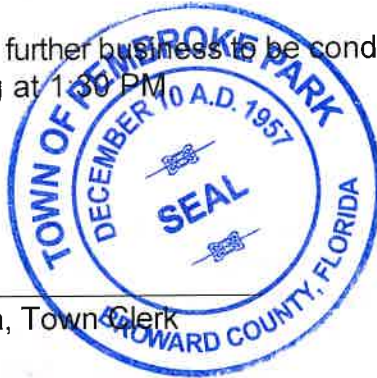
14 ADJOURNMENT

With no further business to be conducted, Vice Mayor Kashem adjourned the meeting at 1:00 PM

ATTEST:



Cynthia Garcia-Lima, Town Clerk



Commission approved on: June 10, 2026

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Any person requiring auxiliary aids and services at this meeting may call the Town Clerks Office at 954-966-4600 at least two calendar days prior to the meeting. If you are hearing or speech impaired please contact the Florida Relay Services by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (tdd).

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.