



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

LIBRARY COMMUNITY ROOM
3618 S. OCEAN BLVD.
HIGHLAND BEACH, FL

Date: August 15, 2023
Time: 1:30 PM

1. CALL TO ORDER

Mayor Moore called the meeting to order at 1:30 P.M.

2. ROLL CALL

Commissioner Judith Goldberg
Commissioner Donald Peters
Commissioner Evalyn David
Vice Mayor David Stern
Mayor Natasha Moore
Town Manager Marshall Labadie
Town Attorney Leonard Rubin
Town Clerk Lanelda Gaskins

3. PLEDGE OF ALLEGIANCE

The Town Commission led the Pledge of Allegiance to the United States of America.

4. APPROVAL OF THE AGENDA

Commissioner David moved Item 9.B., from Consent Agenda to Item 11.C. under New Business.

Mayor Moore mentioned that Palm Beach County Supervisor of Elections, Wendy Sartory Link, will join the meeting by Zoom within 30 minutes.

MOTION: David/Goldberg - Moved to approve the agenda as amended, which passed unanimously 5 to 0.

5. PRESENTATIONS / PROCLAMATIONS

A. Palm Beach County Supervisor of Elections Wendy Sartory Link Presentation

Palm Beach County Supervisor of Elections, Wendy Sartory Link, joined at 2:00 P.M. and provided comments as it relates to the Canvassing Boards.

Town Manager Labadie asked Supervisor Link about the St. Lucy Catholic Church polling location. Ms. Links explained that her staff may use Spanish River Park as a polling location or a location close to Highland Beach. She mentioned there is a countywide concern with polling locations.

B. Resolution No. 2023-018

A Resolution of the Town Commission of the Town of Highland Beach, Florida, recognizing the Late Honorable Mayor Bernard Featherman for having served with distinction as a Commissioner of the Town of Highland Beach from March 11, 2011 through March 23, 2017.

Mayor Moore presented Resolution No. 2023-018 and extended condolences to the Featherman family. The entire Town Commission expressed condolences to the Featherman family.

MOTION: David/Goldberg - Moved to accept Resolution No. 2023-018 as presented, which passed unanimously 5 to 0.

6. PUBLIC COMMENTS

There were no public comments.

7. ANNOUNCEMENTS

Mayor Moore read the announcements as follows:

Board Vacancies

Board of Adjustment and Appeals

Two (2) vacancies, all for three-year terms and

One (1) vacancy for an unexpired term ending September 21, 2024

Meetings and Events

August 15, 2023 1:30 PM

Town Commission Meeting

August 24, 2023 1:30 P.M.

Town Commission Special Meeting

August 30, 2023	11:00 A.M.	Natural Resources Preservation Advisory Board Regular Meeting
September 05, 2023	1:30 P.M.	Town Commission Meeting
September 05, 2023	5:01 P.M.	Town Commission First Public Hearing Budget Meeting

Board Action Report

None.

8. ORDINANCES

A. None.

9. CONSENT AGENDA (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group.)

A. August 1, 2023 Town Commission Meeting Minutes

MOTION: Stern/David - Moved to approve the Consent Agenda, which passed unanimously 5 to 0.

10. UNFINISHED BUSINESS

A. Fire Rescue Implementation Update

Mayor Moore read the title of Item 10.A.

Town Manager Labadie provided an update on Fire Rescue Implementation as follows:

Recruiting process: 11 candidates are interviewing for Captain this week, 38 applicants have applied for firefighter paramedic, and 11 have applied for firefighter drivers.

The Federal Department Identification Number (FDID) has been applied for which will allow for the seeking of grants for the Fire Department.

The draft Operation Emergency/Non-Emergency Response Management Plan is being worked on and will be presented to the Town Commission at a future meeting.

Phase two of the concrete pour has been completed and everything is running on schedule.

Town staff plans to schedule meetings with the Condominium Managers/Presidents regarding fire safety.

B. Florida Department of Transportation (FDOT) RRR Project Update

Mayor Moore read the title of Item 10.B.

Town Manager Labadie mentioned that the Town is in the process of disbursing a check to FDOT for the approved utility adjustments contract and that driveway replacements will be with in-kind materials.

11. NEW BUSINESS

A. Approve and authorize the Town Manager to execute an Intergovernmental Agreement with the South Central Planning and Development Commission (SCPDC) for a government management software module collectively called MyGovernmentOnline (MGO) software.

Mayor Moore read the title of Item 11. A.

Building Official Jeffrey Remas presented this item and spoke about the MyGovernmentOnline (MGO) software (a regional authority/government agency in Louisiana). This company offers an 800 number to customers when they encounter an issue and is user-friendly software. It will take six months to build the software.

Town Manager Labadie provided comments about the inspection software.

There were conversations about integration of the software and running both software parallel during the integration. MyGovernmentOnline Software has been in use for 17 years and many other municipalities in Florida use it.

MOTION: David/ Stern - Moved to approve and authorize the Town Manager to execute an Intergovernmental Agreement with SCPDC for a government management software module collectively called MyGovernmentOnline (MGO) software. The motion passed unanimously 5 to 0.

B. Responsibilities and activities of the Canvassing Board

Mayor Moore read the title of Item 11.B.

Town Clerk Lanelda Gaskins presented this item. She explained a few years ago the Town Commission decided to maintain its own Municipal Canvassing Board which consists of the Town Clerk, Palm Beach County Supervisor of Elections, or designee, and one Commissioner who is not running in an election. She gave an overview of the responsibilities of the Municipal Canvassing Board.

- C. Approve and authorize the Mayor to execute a Professional Services Agreement with GFA International, Inc. dba Universal Engineering Services for the building inspections, plan review, code enforcement inspections and building official services for the Building Department according to the City of Lake Worth Beach Request for Proposal (RFP) #22-204. (Formally Item 9.B.)**

Mayor Moore read the title of Item 11.C

Building Official Remas presented this item and explained that this was to extend their capabilities and give the Building Department more resources for inspections. Currently they only have one company to do building inspections, and this will allow them to have more qualified inspectors available. He mentioned that most municipalities contract with more than one company for inspections.

There was discussion about how this would improve service turnaround time, qualifications of the company, and certifications of inspectors.

Town Manager Labadie mentioned that the Town has been trying to hire their own building inspector to have in-house but thus far have not found someone.

Motion: David/Stern – Moved to approve and authorize the Mayor to execute a Professional Services Agreement with GFA International, Inc. dba Universal Engineering Services for the building inspections, plan review, code enforcement inspections and building official services. The motion passed unanimously 5 to 0.

12. TOWN COMMISSION COMMENTS

Commissioner Judith M. Goldberg attended the Florida League of Cities Annual conference last week along with entire Town Commission and it was a great conference.

Commissioner Donald Peters thanked Jeff Remus for his presentation.

Commissioner Evalyn David echoed Commissioners Goldberg and Peters. She mentioned that they were the only municipality that had every Commissioner in attendance at the convention.

Vice Mayor David Stern commented that it was a good conference.

Mayor Natasha Moore mentioned she received an email about a cellphone tower on top of the Monetary House condominium. Town Attorney Rubin explained that the Town does not have much ability to regulate cellphone towers.

There were conversations about 5G, instantaneous data and the effects on people.

The Town received a letter from Palm Beach County regarding Milani Park and their intent to move forward with a park.

Town Manager Labadie explained that Palm Beach County has decided to move forward with Milani Park. He will be reaching out to the County Commission. There still is a willingness to keep the park small.

13. TOWN ATTORNEY'S REPORT

A. Senate Bill 774 (Form 6) New Financial Disclosure Requirements for Local Officials Presentation

Town Attorney Rubin provided a PowerPoint Presentation highlighting Senate Bill 774 (Form 6) New Financial Disclosure Requirements for Local Officials.

14. TOWN MANAGER'S REPORT

Town Manager Labadie explained 18 months ago the Town commenced the building recertification process.

Building Official Jeffrey Remas gave an update on the building recertification program as follows:

Phase 1 reports are due by December 31, 2024.

The total number of buildings in the milestone inspection report is 53.

Dalton Place has completed the milestone inspection recertification.

Notifications were started in December of 2021.

Five (5) condominiums have submitted reports but are pending more information such as electrical or structural information.

Three (3) condominiums are in the review process and have submitted structural and electrical reports.

Nineteen (19) condominiums have not submitted reports within the due date.

Notifications (and reminders) have been sent via regular mail, certified mail, and dropped off in person. Despite that some have claimed that they did not receive the notices.

Vice Mayor Stern suggested that Building Official Remas make telephone calls to the condominiums.

Town Manager Labadie explained that the below items will be presented at the August 24, 2023 Town Commission Special Meeting:

Ratification of the Fraternal Order of Police (FOP) Union Agreement

Employee Health Care Plan

Adjustments to the Salary Tables

Second Reading of the Fire Code Ordinance

15. ADJOURNMENT

The meeting was adjourned at 3:18 P.M.

APPROVED: October 03, 2023, Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Jaclyn DeHart and Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

10/03/2023
Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are transcribed as a brief summary reflecting the events of this meeting. Verbatim audio/video recordings are permanent records and are available on the Town's Media Archives & Minutes webpage: <https://highlandbeach-fl.municodemeetings.com/>.