



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

Town Hall / Commission Chambers
3614 South Ocean Boulevard
Highland Beach, Florida 33487

Date: November 01, 2022
Time: 1:30 P.M.

1. CALL TO ORDER

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

2. ROLL CALL

Commissioner Shoemaker
Commissioner David
Commissioner Gossett-Seidman
Vice Mayor Moore
Mayor Hillman
Town Attorney Torcivia
Town Manager Labadie
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

Mayor Hillman moved Item 10.A., Consideration of a Right of Way Permit for AT&T to work along State Road A1A, to Item 5.A.A. under Presentations/Proclamations.

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

5. PRESENTATIONS / PROCLAMATIONS

5.A.A. Consideration of a Right of Way Permit for AT&T to work along State Road A1A. (formally Item 10.A.)

Jacquie Sowash, Project Manager for AT&T, presented this item. Tania Contreras was also present. Conversations ensued between Town Commission and Ms. Sowash regarding upgrading the wiring in the area and the timeline for the project. Commissioner Gossett-Seidman was selected at the point of contact for this matter;

the project will start early next year; and the work hours usually are 8:00 am to 4:00 pm.

Mayor Hillman requested a few crews for this project. Additionally, there are concerns about the subcontractors and parking. Mayor Hillman suggested that the subcontractor speak with Town Manager Labadie before starting the project. Town Manager Labadie indicated a preconstruction meeting should be had with himself, Public Works Director Pat Roman, and Building Official Jeff Remas.

MOTION: David/Gossett-Seidman - Moved to accept the Right of Way Permit for AT&T to work along State Road A1A subject to having a preconstruction meeting with Town Manager Labadie, Public Works Director Pat Roman, and Building Official Jeff Remas, which passed unanimously 5 to 0.

A. Veterans Day Proclamation

Commissioner Shoemaker read this proclamation.

B. National Hunger & Homelessness Awareness Week Proclamation

Vice Mayor Moore read this proclamation.

6. PUBLIC COMMENTS

Mr. Rick Greenwald thanked Commissioner Peggy Gossett-Seidman for her unwavering service to the Highland Beach community.

Mr. Barry Seidman thanked the Town Commission.

Mr. Timothy Routole spoke on the Town Commission's temporary vacancy.

7. ANNOUNCEMENTS

Mayor Hillman read the announcements as follows:

Board Vacancies

Board of Adjustment and Appeals - Two (2) vacancies for a three-year term

Meetings and Events

November 02, 2022 - 9:30 A.M. Natural Resources Preservation Advisory Board
Regular Meeting

November 09, 2022 - 1:00 P.M. Code Enforcement Board Regular Meeting

November 10, 2022 - 9:30 A.M. Planning Board Regular Meeting

November 15, 2022 - 1:30 P.M. Town Commission Meeting

Board Action Report

A. Natural Resources Preservation Advisory Board Chairperson Update

Nicole Stansfield, Chairperson of the Natural Resources Preservation Advisory Board, provided a PowerPoint presentation on the Dune Management Outreach Program.

There were discussions about having a firm do a dune evaluation study and share those results with homeowners and property managers free of cost. Town Manager Labadie suggested tying it to the update of the beach feasibility erosion study that was done about ten years ago.

The next step is to have the Natural Resources Preservation Advisory Board work with Town staff to draft a scope of work.

8. ORDINANCES

A. None.

9. CONSENT AGENDA

A. None.

10. UNFINISHED BUSINESS

A. Consideration of a Right of Way Permit for AT&T to work along State Road A1A. (This item was moved to 5 A.A.)

B. Fire Rescue Implementation Update

Town Manager Labadie provided an update on the site conditions for the fire station. A Town Commission Special meeting will be held on Friday, November 04, 2022, at 10:00 A.M., and he will present additional information on the fire station building. Fire Chief Glenn Joseph found a used 2017 Fire Rescue unit with low mileage in Alabama.

C. Water and Sewer October 01, 2023, Billing Rate Review. - Vice Mayor Moore

Vice Mayor Moore presented her analysis of the budget forecasts for the Water Fund and Sewer Fund for the fiscal year 2023 - 2024. She explained the Water Fund's five-year budget forecast with an eight percent (8%) rate change. Additionally, Finance Director DiLena spoke about the eight percent (8%) rate change chart and elaborated on the days of cash amounts.

Town Manager Labadie questioned if the days of cash would affect other projects being planned. There was a discussion on transferring funds from other Town

accounts. Town Manager Labadie stated he would get a formal answer on transferring funds from Town Attorney Torcivia.

Next steps, Vice Mayor Moore will present this report to the Financial Advisory Board in January, 2023 and get their input on the rate change. The item would be brought back to the Town Commission for further discussion.

11. NEW BUSINESS

A. Resolution No. 2022-026

A Resolution of the Town Commission of the Town of Highland Beach, Florida, becoming a "Hidden Heroes Town" in support of Highland Beach's military and veteran caregivers; providing for conflicts; and providing for an effective date.

Mayor Hillman read the title of Resolution No. 2022-026.

Commissioner Shoemaker spoke about the Caring For Our Hidden Heroes Elizabeth Dole Foundation. Commissioner Shoemaker was selected at the point of contact for this program.

MOTION: David/ Moore - Moved to approve Resolution No. 2022-026, which passed unanimously 5-0.

MOTION: David/Moore - Moved to appoint Commissioner Shoemaker as the point of contact for the Hidden Heroes program, which passed unanimously 5-0.

B. Resolution No. 2022-027

A resolution of the Town Commission of the Town of Highland Beach, Florida, amending resolution No 2022-020, which appropriated funds for the 2022-2023 fiscal year budget, and providing an effective date.

Mayor Hillman read the title of Resolution No. 2022-027.

Finance Director David DiLena presented this item.

MOTION: David/Moore - Moved to approve Resolution No. 2022-027, which passed unanimously 5-0.

- C. Consideration to approve and authorize the Mayor to execute an agreement with Odyssey Manufacturing Company in the amount of \$69,900.00 to furnish and replace a sodium hypochlorite tank in accordance with Invitation to Bid No. 22-003.**

Mayor Hillman read the title of Item 11.C.

Assistant Town Manager Eric Marmer presented this item.

MOTION: David/Moore - Moved to approve the contract with Odyssey Manufacturing company to furnish and replace a sodium hypochlorite tank, which passed unanimously 5-0.

- D. Consideration to approve and authorize Town staff to enter into an agreement with the top-ranked firm for the Request for Proposal (RFP) No. 22-004 for Annual Audit Services and the Mayor to execute an agreement with Nowlen, Holt & Miner for Annual Audit Services.**

Mayor Hillman read the title of Item 11.D.

Commissioner David presented this item and spoke about the selection committee.

MOTION: David/Moore - Moved to authorize the Town to enter into an agreement with Nowlen, Holt & Miner for RFP No. 22-004 for Annual Audit Service, which passed unanimously 5-0

- E. Consideration to approve and authorize the Mayor to execute the Vote Processing Equipment Use and Elections Services Agreement with the Palm Beach County Supervisor of Elections (SOE) Office in an estimated amount of \$15,667.52 for the Town's 2023 Municipal General Election on Tuesday, March 14, 2023.**

Mayor Hillman read the title of Item 11.E.

MOTION: David/Moore - Moved to authorize the payment for voting processing equipment and election services, which passed unanimously 5-0. (Approved the agreement).

- F. Approval of Meeting Minutes**

October 18, 2022 - Commission Meeting Minutes

Mayor Hillman read the title of Item 11.F.

MOTION: David/Moore - Moved to approve the minutes of October 18, 2022, as corrected, which passed unanimously 5 to 0.

G. Consideration to approve and authorize the Mayor to execute an agreement with CAP Government Services for supplemental building inspection and plan review services.

Mayor Hillman read the title of Item 11.G.

Building Official Jeff Remas provided comments about the agreement.

MOTION: David/Moore - Moved to approve and authorize the Mayor to execute an agreement with CAP Government Services for supplemental building inspection and plan review services by piggybacking on the contract with the City of Boynton Beach, which passed unanimously 5 to 0.

12. TOWN COMMISSION COMMENTS

Commissioner John Shoemaker asked for an update on the permitting services for the Town of Gulf Stream, and Building Official Remas replied that it was going well. He spoke about the Food Truck event and the upcoming Veterans day events. He acknowledged and congratulated Ganelle Thompson for obtaining her graduate degree in public administration.

Commissioner Evalyn David wished Commissioner Gossett-Seidman well on her campaign for District 91. She also commented about permitting for renovation.

Commissioner Peggy Gossett-Seidman spoke about the Palm Beach League of Cities meeting she attended last week in Jupiter.

Vice Mayor Natasha Moore thanked Commissioner Gossett-Seidman for her service to the Town of Highland Beach. She commented on the success of the Food Truck event and the entry sign contest.

Mayor Hillman suggested the Town Commission consider modifying the February 2023 due date for the Town's sign contest and possibly communicate 90 days prior to the event. There were discussions about this matter. Assistant Town Manager Terisha Cuebas mentioned that the Town has received four (4) sign entries to date.

Mayor Douglas Hillman commented on the success of the Food Truck event.

The Town Commission supports another Food Truck event with more trucks. Commissioner Peggy Gossett-Seidman suggested having an area for children to do crafts at the Food Truck event. It was recommended to have a sign contest booth with visuals at the next Food Truck event.

Mayor Douglas Hillman thanked Commissioner Gossett-Seidman for her service and support to the Highland Beach community.

13. TOWN ATTORNEY'S REPORT

Town Attorney Torcivia wished Commissioner Gossett-Seidman well.

14. TOWN MANAGER'S REPORT

Town Manager Labadie thanked Town staff for assisting with the Food Truck event.

15. ADJOURNMENT

The meeting was adjourned at 4:19 p.m.

APPROVED November 15, 2022, Town Commission Meeting.

ATTEST:

Douglas Hillman, Mayor

Transcribed by
Lanelda Gaskins and Jaclyn DeHart

Lanelda Gaskins, MMC
Town Clerk

Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are transcribed as a brief summary reflecting the event 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/>.