

# DRAFT



## TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

TOWN HALL COMMISSION CHAMBERS, 3614 S.  
OCEAN BLVD., HIGHLAND BEACH, FL

Date: November 19, 2024  
Time: 1:30 PM

---

### **1. CALL TO ORDER**

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

### **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

### **2. PLEDGE OF ALLEGIANCE**

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

### **3. INVOCATION**

Reverend D. Brian Horgan, of Saint Lucy Catholic Church delivered the invocation.

### **4. APPROVAL OF THE AGENDA**

**MOTION:** David/Stern – A motion was made to approve the agenda as presented, which passed unanimously, 5 to 0.

### **5. PRESENTATIONS / PROCLAMATIONS**

#### **A. Police Officer Commendation Award**

Chief of Police Craig Hartmann presented Police Officer Commendation Awards to Officers James Thornton and Stephen Salach of the Marine Patrol Unit, recognizing their exceptional efforts in assisting the communities on west coast of Florida following Hurricane Helene. Their dedication and service during this challenging time exemplify commitment to public safety and community support.

**6. PUBLIC COMMENTS**

A. Barbara Nestle's Letter ref. Leaf blowers

There were no public comments.

**7. ORDINANCES** (Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.)

None.

**8. CONSENT AGENDA** (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group.) Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.

**A. Approve and authorize Protec Arisawa (sole source) to replace the membrane vessel side ports for the Reverse Osmosis Water System at a cost of \$61,362.92. Note: This is a planned and approved project for the fiscal year 2025.**

**B. Approve and authorize Graybar to replace the switch gear for the programable logic controller (PLC) for the Water Treatment Plant Facility at a cost of \$79,954.54. Note: This is a planned and approved project for the fiscal year 2025.**

**MOTION:** David/Stern – A motion was made and seconded to approve the Consent Agenda, which passed unanimously, 5 to 0.

**9. UNFINISHED BUSINESS** (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

**A. Building Department Recertification Program Update**

Mayor Moore read the title of this item. Building Official Jeff Remas distributed a handout to the Town Commission summarizing the milestone inspections. Additionally, Katerina Jaddaoui, Administrative Assistant/Permit Technician from the Building Department presented an update on the Recertification Program, emphasizing progress of the milestone inspections report.

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

Town Manager Labadie provided an update on FDOT RRR project, highlighting the team's ongoing efforts with FDOT to improve signage and the MOT to enhance the traffic flow. Chief of Police Hartmann mentioned he met with FDOT to discuss concerns about the traffic flow, including nighttime options. They are exploring ways to improve signage and overall traffic flow along State Road A1A.

**C. Sanitary Sewer Lining Rehabilitation Project Update**

Town Manager Labadie provided an update on the Sanitary Sewer Lining Rehabilitation Project noting that the public works team had attempted to find a vendor to piggyback on their agreement but was not successful. The team also met with the Florida Department of Environmental Protection regarding the State Revolving Fund (SRF) or the Cleaning Water State Revolving Fund (CWSRF) for municipal project. The design plans are ready, though additional paperwork needs to be completed by the finance director, with hopes of submitting the paperwork by August. We plan to transition to a more form program through the state process.

**10. NEW BUSINESS** (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

**A. Approve and authorize the Mayor to execute a professional services agreement with Inspire Placemaking Collective, Inc. for general planning and development review services.**

Town Manager Labadie introduced the item, followed by Town Planner Ingrid Allen explaining the agreement with the consultant was structured to provide general planning, development review and related services on an as-needed basis.

**MOTION:** David/Goldberg – A motion was made and seconded to approve the professional services agreement with Inspire Placemaking Collective, Inc. for general planning and development review services. The motion passed unanimously, 5 to 0.

**B. Approve and authorize the Mayor to execute a professional services agreement between Projected Point, Inc. and the Town of Highland Beach for outsourced finance director services.**

Town Manager Labadie introduced this item followed by Finance Director David DiLena commenting on the changes in the finance industry, his goal to replicate the Highland Beach model across other municipalities and his firm. The agreement is effective December 2, 2024.

Town Manager Labadie will communicate the outsourcing of finance director services to the Financial Advisory Board.

**MOTION:** David/Goldberg - Moved to approve the professional services agreement between Projected Point, Inc. and the Town of Highland Beach. Upon Roll Call: Commissioner David (Yes); Commissioner Goldberg (Yes); Commissioner Peters (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion passed 5 to 0.

**C. Consideration of an Assigned Vehicle Program for the Police Department and authorize the Town Manager to execute all agreements related to Direct Cash Purchase with Maintenance Management Program from Enterprise Fleet Management, Inc. option and authorize the necessary budget amendments.**

Mayor Moore read the title followed by Chief of Police Hartmann presenting the item. He explained the assigned vehicle program for the Police Department, highlighting its benefits and the industry standard in law enforcement concerning recruitment and retention. There was a focus on the Maintenance Management Program from Enterprise Fleet Management, Inc. including the management and maintenance of the 11 police vehicles, their associated costs, and the use of the American Rescue Plan Act (ARPA) funds for the vehicle program. Finance Director David DiLena also provided comments on this matter. There was discussion about the assigned vehicle for the Police Department and the Town Commission was supportive of the program. Additionally, the Highland Beach Police and Fire Foundation was supportive and endorsed the implementation of the Assigned Police Vehicle Program.

**MOTION:** David/Peters – A motion was made and seconded to authorize the Town Manager to execute all the necessary agreements to purchase these vehicles and include the budget amendment. Upon roll call: Commissioner David (Yes); Commissioner Peters (Yes), Commissioner Goldberg (Yes), Vice Mayor Stern (Yes) and Mayor Moore (Yes). The motion passed 5 to 0.

**D. Fiscal Year 2024-2025 Strategic Priorities Plan Update and Review**

Town Manager Labadie provided an update of Fiscal Year 2024-2025 Strategic Priorities Plan including the ranked and un-ranked projects list. He noted that the Capital Improvement Plan supplements the strategic priorities plan. There was a comprehensive discussion about re-ranking projects including a few new projects. Mayor Moore suggested adding an item regarding Milani Park on the December 3<sup>rd</sup> Town Commission agenda.

Town Manager Labadie will re-rank the projects list and present the projects list at a future Commission meeting.

**11. TOWN COMMISSION COMMENTS**

Commissioner Judith M. Goldberg congratulated the Police Department for their efforts in assisting on the west coast of Florida following Hurricane Helene. She also addressed an issue, noting that the Fire Rescue Department and Fire Chief responded promptly, and expressed her gratitude to the Fire Rescue Department for their support. Additionally, she mentioned attending the FLC Policy Committee on November 8<sup>th</sup> and expressed her enthusiasm for advocating on behalf of the Town, highlighting how rewarding it is to be involved.

Commissioner Donald Peters provided comments on the Assigned Vehicle Program for the Police Department and reminded the residents about the upcoming 75<sup>th</sup> Anniversary and Mingle & Jingle community event on December 5.

Commissioner Evalyn David extended warm wishes for a happy and healthy Thanksgiving holiday to everyone.

Vice Mayor David Stern reported receiving positive feedback regarding the electric vehicle rules implemented by his condominium association. They have contracted to install a dule charging station outside their garage area.

Mayor Natasha Moore had nothing to report.

## **12. TOWN ATTORNEY'S REPORT**

Town Attorney Rubin noted that the floating vessel platform legal opinion is forth coming and extended warm wishes for a happy Thanksgiving holiday.

## **13. TOWN MANAGER'S REPORT**

Town Manager Labadie expressed appreciation for the fire rescue personnel, recognizing Captain Alex Fernandez, Firefighter Paramedics Erik Lenzen, Kristian Williams, Rodrigo Landeo, Alisha Vidal, Cameron Abraham, and Driver Engineer Kevin Maxwell efforts in helping someone in need, coordinating with the Red Cross, and demonstrating exceptional compassion and care.

Also expressed appreciation for Officer/Accreditation Manager Eric Aronowitz for obtaining a bulletproof vest grant.

Additionally, Town Manager Labadie acknowledged Officer Kenneth Durate for efforts made to assist an individual with mental health challenges and extended gratitude Officer Jim Thornton, Mayor Michael Oh, Officer Stephen Salach, Town Planner Ingrid Allen, and Senior Management Analyst Skender Coma for their contributions in securing the Florida Inland Navigation grant for the Marine Patrol Unit.

Town Manager's Office project: Town Manager team is working on a mobile app for the Town of Highland Beach which will assist with Community Engagement. The Manager's monthly newsletter will eventually fade away and there will be a welcome newsletter that goes out once a year.

He reminded the community about the Town's 75th Anniversary and Mingle & Jingle community event on December 5<sup>th</sup>.

## **14. ANNOUNCEMENTS**

Mayor Moore read the following announcements.

### **Board Vacancies**

Code Enforcement Board

One (1) vacancy for an unexpired term ending December 7, 2024, and One (1) vacancy for an unexpired term ending May 30, 2025

**Meetings and Events**

December 03, 2024 1:30 P.M. Town Commission Meeting

December 05, 2024 5:00 P.M. Mingle & Jingle

**Board Action Report**

None.

Mayor Moore inquired about the December 17 Town Commission meeting. There was discussion to cancel this meeting followed by a motion.

**MOTION:** David/Goldberg – A motion was made and seconded to cancel the December 17, 2025 Town Commission meeting. The motion passed unanimously 5 to 0.

**15. ADJOURNMENT**

The meeting was adjourned at 3:49 P.M.

**APPROVED:** December 17, 2024 Town Commission Meeting.

ATTEST:

---

Natasha Moore, Mayor

Transcribed by  
Lanelda Gaskins

12/17/2024

---

---

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 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/>.