

# DRAFT



## TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

Date: August 06, 2024  
Time: 1:30 PM

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### **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 G. 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**

**MOTION:** David/Stern - Moved to approve the agenda as presented, which passed unanimously 5 to 0.

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

None

### **6. PUBLIC COMMENTS** (Public Comments will be limited to five (5) minutes per speaker.)

There were no public comments.

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

**A. Ordinance No. 2024-002 (Second Reading/Public Hearing)**

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending Article VI, "Floodplain Management," of Chapter 20, "Planning and Development," of the Town code of ordinances to update the date of the Flood Insurance Study and Flood Insurance Maps, adopt a requirement for the accumulation of the cost of improvements over a five-year period, and provide for general updates for the Town's continued participation in the National Flood Insurance Program; providing for a fiscal impact statement; providing for applicability; providing for severability; providing for conflict; providing for codification; and providing for an effective date (First Reading was July 23, 2024).

Mayor Moore read the title of Ordinance No. 2024-002 (Second Reading/Public Hearing). There were no changes to the ordinance.

Mayor Moore opened the public hearing. Hearing no public comments, Mayor Moore closed the public hearing.

**MOTION:** David/Goldberg - Moved to accept Ordinance No. 2024-002 on second reading. Upon Roll Call: Commissioner David (Yes); Commissioner Goldberg (Yes); Commissioner Peters (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion carried on a 5 to 0 vote.

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. Approval of Meeting Minutes**

**July 23, 2024 Town Commission Meeting Minutes**

**MOTION:** David/Goldberg - Moved to accept 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. Sanitary Sewer Lining Rehabilitation Project Update**

Town Manager Labadie explained that Public Works directors will contact a contractor to provide options through the Omni Group, (a national/federal procurement agency), offering prices from multiple contractors preselected by the federal government and state. Additionally, town staff will reach out to a vendor

with prior experience working with the City Plantation to see if they can offer the same pricing to the town. Staff will then meet with engineers to finalize the next steps and present a strategy to the Town Commission for completing the project. Town Manager Labadie also detailed the procurement process, including piggybacking and cooperative purchasing services according to the Town's procurement policy. There were discussions about lining the existing laterals along State Road A1A.

There were no public comments.

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

Town Manager Labadie reported that there was no new update on the RRR Project other than its slow progress. He highlighted an issue with broken gas lines and mentioned that the Department had acquired specialized equipment to address these gas line problems.

Discussions were held regarding the along State Road A1A. Town Manager Labadie will reach out to the Florida Department of Transportation to inquire about their work methodology. Additionally, Public Works Director Pat Roman explained the FDOT contractors are strategically working several hundred feet on the east side and will then shift back to the west side.

There were no public comments.

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

**A. Resolution No. 2024-018**

**A Resolution of the Town Commission of the Town of Highland Beach, Florida, adopting a Merit Increase Policy for non-union employees and amending the Town of Highland Beach salary table; and providing for an effective date.**

Mayor Moore read the title of Resolution No. 2024-018.

Town Manager Labadie presented the merit increase policy for non-union employees. Discussions ensued between the Town Commission and staff about various aspects, including salaries, the salary table, cortile salary trends, and position grading. The Town Commission requested that the Town Manager provide additional documentation on cortile salary trends, the salary table, and a summary of salaries from other municipalities.

**MOTION:** David/Goldberg - Moved to accept Resolution No. 2024-018. Upon Roll Call: Commissioner David (Yes); Commissioner Goldberg (Yes); Commissioner Peters (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion carried on a 5 to 0 vote.

**B. Resolution No. 2024-019**

**A Resolution of the Town Commission of the Town of Highland Beach, Florida, designating procedures for code enforcement actions initiated by the Town; providing for assignment of the code enforcement cases between the Code Enforcement Board and the Special Magistrate; designating the role of the Town Attorney; providing for the appointment and training of the Code Enforcement Board; and providing for an effective date.**

Mayor Moore read the title of Resolution No. 2024-019.

Town Attorney Rubin presented the procedures designating and assigning the code enforcement cases between the Code Enforcement Board and the Special Magistrate, as well as the annual training requirements for the code enforcement board members.

There were no public comments.

**MOTION:** David/Peters - Moved to accept Resolution No. 2024-019. Upon Roll Call: Commissioner David (Yes); Commissioner Goldberg (Yes); Commissioner Peters (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion carried on a 5 to 0 vote.

**11. TOWN COMMISSION COMMENTS**

Commissioner Judith M. Goldberg expressed satisfaction with the merit increase policy for the non-union employees and the procedures related to code enforcement actions, which outline the assignment of cases between the Code Enforcement Board and the Special Magistrate.

Commissioner Donald Peters concurred with Commissioner Goldberg and expressed excitement for the upcoming 75<sup>th</sup> town anniversary celebration.

Commissioner Evalyn David echoed her colleagues' sentiments.

Vice Mayor David Stern also echoed his colleagues and discussed the current focus on electric vehicles and lithium battery devices. He noted that his condominium association has developed preliminary rules and is collaborating with the Fire Department on this matter.

Mayor Natasha Moore inquired about annual training for the Board of Adjustment and Appeals and recommended formalizing it with a resolution. Town Attorney Rubin will draft a resolution to establish annual training for all board members and present it at a future Town Commission meeting.

**12. TOWN ATTORNEY'S REPORT**

Town Attorney Rubin had no comments.

**13. TOWN MANAGER'S REPORT**

The Town Manager reported that staff has reached out to the 75<sup>th</sup> Anniversary Committee members and is organizing a kickoff meeting to discuss the festivities for the event. Following the 75<sup>th</sup> Anniversary Committee meeting, Commissioner Peters will update the Town Commission at a future commission meeting.

**14. ANNOUNCEMENTS**

**Board Vacancies**

Board of Adjustment and Appeals Board	One (1) vacancy for a three-year term
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Natural Resources Preservation Advisory Board	One (1) vacancy for a three-year term
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**Meetings and Events**

August 13, 2024	1:00 P.M.	Code Enforcement Board Regular Meeting
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August 20, 2024		Town Hall Closed due to Primary Election Day
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August 22, 2024		Town Commission Special Meeting <b>CANCELLED</b>
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September 03, 2024	1:30 P.M.	Town Commission Meeting
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September 03, 2024	5:01 P.M.	Town Commission First Public Hearing Budget Meeting
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**Board Action Report**

None.

**15. ADJOURNMENT**

The meeting adjourned was adjourned at 2:27 P.M.

**APPROVED:** September 03, 2024 Town Commission Meeting.

Signed Minutes on file in the Town  
Clerk's Office

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ATTEST:

Natasha Moore, Mayor

Transcribed by  
Lanelda Gaskins

09/03/2024

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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/>.