



## TOWN OF HIGHLAND BEACH TOWN FINANCIAL ADVISORY BOARD WORKSHOP MEETING MINUTES

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

Date: December 07, 2023  
Time: 9:30 AM

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### 1. CALL TO ORDER

Member Greenwald called the meeting to order at 9:34 A.M.

### 2. ROLL CALL

Board Member Edward Kornfeld  
Board Member Mark Zarrilli  
Board Member Richard Greenwald  
Board Member John Verdile (joined virtually at 9:38 A.M.)  
Finance Director David DiLena  
Town Clerk Lanelda Gaskins

#### **ABSENT**

Board Member Peter Weiner  
Board Member Mitchell Pakler  
Vice Chairperson Ronald Reame

#### **Additional Staff Present**

Town Manager Marshall Labadie

Quorum Requirements: According to Sec. 2-158(b) of the Town Code of Ordinances, four (4) members in attendance at a meeting constitutes a quorum. Furthermore, pursuant to Florida Law, in order to conduct official business in a public meeting, the members of the public board must be physically present during the meeting. Physically present at the meeting today are three (3) board members, which does not constitute a quorum.

Due to the lack of a physical quorum, Board Member Greenwald mentioned that the meeting would be a workshop and the Board could not make official motions or recommendations. Therefore, Board Member Greenwald announced that the following agenda items were postponed to the next meeting agenda: Item 6.A., Approval of Minutes, Item 8.B., Consideration, and approval of the 2024 proposed Financial Advisory Board Meeting Schedule, and Item 8.C., Nomination Chairperson and Vice Chairperson, term ending April 26.

**3. PLEDGE OF ALLEGIANCE**

The Board Members led the Pledge of Allegiance to the United States of America.

**4. APPROVAL OF THE AGENDA**

Board Member Greenwald added a “Presentation regarding Financials as it related to the Fire Department” under New Business after Item 8.A.

**5. PUBLIC COMMENT** *(limited to three (3) minutes per speaker)*

None.

**6. APPROVAL OF MINUTES**

A. October 27, 2022

January 26, 2023

July 27, 2023

**7. UNFINISHED BUSINESS**

A. None.

**8. NEW BUSINESS**

**A. Revenue and Expenditure Report Year End FY2023 - David DiLena, Finance Director**

Finance Director DiLena presented the Budget versus Revenue and Expenditure Report and the Funds Summary Report ending the fiscal year 2023 highlighting budget to actuals related to the sources of revenues and expenditures, the actuals by funds (revenues minus the expenditure by funds), and the Fire Rescue Department budget. There were discussions about the various revenues such as fines and forfeitures, the building fund, expenditures related to solid waste, shared support, the water and sewer fund, and the Fire Rescue Department budget including debt service and operating expenses.

**A.1. Fire Rescue Budget Presentation by Finance Director David DiLena (This Item was added to the agenda).**

Finance Director DiLena and Town Manager Labadie presented this item. There were discussions about the following: the estimated costs related to Palm Beach County Fire Rescue versus the City of Delray Beach Fire Department versus the Town of Highland Beach Fire Rescue; the expenditure report; the operating expenses; how much was pulled down from the loan; the net present value project cost estimate; the budget forecast including debts services and anticipated staffing numbers, and the benefits exceeding the cost over six and a



December 12, 2023 1:00 P.M. Code Enforcement Board Meeting  
December 14, 2023 9:30 A.M. Planning Board Meeting

**11. ADJOURNMENT**

The meeting was adjourned at 10:57 A.M.

**APPROVED** at the March 21, 2024, Financial Advisory Board Regular Meeting.

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Ronald Reame, Vice-Chairperson

**ATTEST:**

Transcribed by: Lanelda Gaskins

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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 the meeting. Verbatim audio/video of this meeting can be found on the town's Media Archives & Minutes webpage: <https://highlandbeach-fl.municodemeetings.com/>.