



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

Library Community Room  
3614 South Ocean Boulevard  
Highland Beach, Florida 33487

Date: July 27, 2023  
Time: 11:30 AM

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### 1. CALL TO ORDER

Board Member Greenwald called the meeting to at t 11:30 A.M.

Due to a lack of a physical quorum, the Board could not make official motions or recommendations. Item 6.A., Approval of Minutes, and Item 8.B., Nomination Chairperson and Vice Chairperson will be placed on the next meeting agenda for approval.

### 2. ROLL CALL

#### PRESENT

Board Member Mark Zarrilli  
Board Member Edward Kornfeld  
Board Member Mitchell Pakler (Joined via Zoom)  
Board Member Richard Greenwald  
Town Clerk Lanelda Gaskins

#### ABSENT

Board Member John Verdile  
Board Member Peter Weiner  
Chairperson Ron Reame

#### Additional Staff Present

Finance Director David DiLena  
Human Resources Director/Risk Manager Eric Marmer  
Town Manager Labadie

### 3. PLEDGE OF ALLEGIANCE

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

Board Member Pakler inquired about the nomination of Chairperson or Vice Chairperson as it relates to interested individuals. There were conversations about the process pertaining to the sitting board members nominating board members as Chairperson and Vice Chairperson.

**4. APPROVAL OF THE AGENDA**

No Motions were made to approve the agenda.

**5. PUBLIC COMMENT**

There were no public comments.

**6. APPROVAL OF MINUTES**

**A. October 27, 2022**

**January 26, 2023**

The October 27, 2022 and January 26, 2023 minutes have been tabled and will be added to the next meeting agenda.

**7. UNFINISHED BUSINESS**

None.

**8. NEW BUSINESS**

**A. Welcome to New Board Members**

**Mark Zarrilli**

**John Verdile**

**B. Nomination Chairperson and Vice Chairperson, term ending April 26, 2024.**

Due to the lack of a physical quorum, this item was tabled and will be added to the next meeting agenda.

**C. Consider recommendation to approve the New Purchase Policy and Proposed Ordinance.**

Eric Marmer, Human Resources/Risk Management Director presented the proposed changes to the New Purchase Policy. The proposed revisions will help enhance efficiency and accountability in the purchasing process as well as promote fair competition among suppliers. Additionally, the purchasing limits will be revised as follows: Purchases under \$10,000 will require one written quote; Purchases from \$10,001 to \$50,000 will require three written quotes, and Purchases over \$50,001 and over will require competitive solicitation such as sealed bids or proposals.

There were discussions concerning quotes and purchasing limits.

**D. Proposed Operating Budget Presentation for Fiscal Year 2024 - Finance Director DiLena**

Town Manager Labadie commented that the Town's budget is in good condition. Next year there will be a significant increase in the budget because of the Fire Rescue Department.

Chairperson Reame joined the meeting at 12:12 P.M. via Zoom. Mr. Reame left the meeting at 12:47 P.M.

David DiLena, Finance Director presented an overview of the Preliminary Fiscal Year 2024 Operating Budget.

Board Member Zarilli left the dais at 12:35 P.M.

Member Greenwald commended Town staff for a great budget presentation.

**E. Presentation of Comprehensive Annual Financial Report for Fiscal Year Ending September 30, 2022**

Finance Director DiLena provided a PowerPoint presentation of the Comprehensive Annual Financial Report for the Fiscal Year Ending September 30, 2023.

**F. Year-to-date Financial Report**

Mr. DiLena presented and spoke standard budget to actual report pertaining to budget versus revenue and expenditure report through June 20, 2023.

Board Member Greenwald inquired about the health insurance data. Town Manager Labadie mentioned staff anticipate receiving the health insurance data tomorrow. There were conversations about quality health insurance.

**9. BOARD MEMBERS REPORT**

Board Members Greenwald and Kornfeld had nothing to report.

**10. ANNOUNCEMENTS**

There were no announcements made.

**11. ADJOURNMENT**

The meeting adjourned at 1:15 P.M.

**APPROVED** at the December 07, 2023, Financial Advisory Board Regular Meeting

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Ronald Reame, Vice-Chairperson

**ATTEST:**

Transcribed by: Jaclyn DeHart and Lanelda Gaskins

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