



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

Date: January 04, 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 John Shoemaker
Commissioner Evalyn David
Commissioner Peggy Gossett-Seidman
Vice Mayor Natasha Moore
Mayor Douglas Hillman
Town Manager Marshall Labadie (virtually)
Town Attorney Glen Torcivia
Town Clerk Lanelda Gaskins

3. PLEDGE OF ALLEGIANCE

The Town Commission led the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Mayor Hillman added a "Discussion of Permit Pricing" as Item 11.E., and Commissioner Gossett-Seidman added a "Discussion of the Pace Advertising Education Campaign and Commission Letters as Item 11.F. under New Business.

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

The motion passed unanimously on a 5 to 0 vote.

5. PRESENTATIONS / PROCLAMATIONS

A. None.

6. PUBLIC COMMENTS

Mayor Hillman called for public comments. Town Clerk Gaskins read an email from Mr. Todd Lleras dated January 04, 2022, regarding the use of taxpayers' dollars related to the implementation cost for the Fire Rescue Department project.

The Town Commission advised Town Clerk Gaskins to contact Mr. Lleras and provide him with the following: 1) how to access the consultant's report on the Town's website, 2) the meeting dates that the Town Commission discussed the Fire Rescue Department project, 3) and the November 2, 2021, Special Election results.

Ms. Gaskins also mentioned that Mr. Barry Donaldson joined the meeting virtually. However, he was not available.

7. ANNOUNCEMENTS

Mayor Hillman read the announcements as follows:

Board Vacancies

Code Enforcement Board - One vacancy for an unexpired term ending September 2024

Financial Advisory Board - One vacancy for an unexpired term ending April 30, 2022

Meetings and Events

January 11, 2022 - Code Enforcement Board Meeting 2:00 P.M.

January 13, 2022 - Planning Board Regular Meeting 9:30 A.M.

January 17, 2022 Town Hall closed in observance of Martin Luther King Jr. Holiday

January 18, 2022 - Town Commission Meeting 1:30 P.M.

Board Action Report

A. None.

8. ORDINANCES

A. Proposed Ordinance About Rezoning Three (3) Parcels of Real Property to Correct Scrivener's Error

An Ordinance of the Town of Highland Beach, Florida, rezoning three (3) parcels of real property totaling approximately 1.03 acres located in the Boca Cove Development Along South Ocean Boulevard approximately 300 feet south of Russell Drive, as more particularly described herein, from No Zoning

Designation to the Residential Multiple-Family Low Density (RML) Zoning District to correct a scrivener's error; providing for severability; providing for conflicts; and providing an effective date.

Mayor Hillman read the title of the Proposed Ordinance.

Building Official Jeffery Remas presented this item. He explained there was a scrivener's error brought to the Town's attention by the Palm Beach County Property Appraisers Office about three (3) parcels located within the Boca Cove development without a zoning district designation. At the December 9, 2021, Planning Board meeting, the Board discussed this matter and recommended approval of the proposed rezoning of the three (3) parcels to correct a scrivener's error (motion carried 6-0).

MOTION: David/Moore - Moved to accept Item 8.A., which passed unanimously on a 5 to 0 vote.

9. CONSENT AGENDA

A. None.

10. UNFINISHED BUSINESS

A. Continuation of the Update on Highland Beach Fire Rescue Department (This item was discussed after Item 10.E.)

1. Fire Station Renovation/Architect

Mayor Hillman read the title of Item 10.A.

Town Manager Labadie recommended the Town Commission table the item to January 18, 2022, Town Commission meeting.

MOTION: Hillman/David- Moved to table Item 10.A to January 18, 2022, Town Commission Meeting, which passed unanimously 5 to 0.

11. NEW BUSINESS

A. Resolution No. 2022-001

A Resolution of the Town of Highland Beach, Florida is authorizing the Mayor to execute Amendment Number four (4) to the State of Florida Department of Transportation (FDOT) District Four (4) Landscape Inclusive Memorandum of Agreement on behalf of the Town of Highland Beach, Florida, and providing for an effective date. (Related to the property located at 2500 South Ocean Boulevard).

Building Official Remas presented this item. Discussion followed regarding swales, the rights-of-way, and drainage.

Mr. Howard Jablon, Civil Engineer with Affiniti Architects, spoke about swales, the rights-of-way, the sidewalk, and the Florida Department of Transportation (FDOT) permit requirements.

RJ Mele, Architect with Affiniti Architects, also provided brief comments about this matter.

MOTION: David/Gossett-Seidman - Moved to approve Resolution No. 2022-001, which passed unanimously on a 5 to 0 vote.

B. Consider a request for a Town of Highland Beach right-of-way permit for the property located at 2500 South Ocean Boulevard.

Building Official Remas presented this item. He explained that the Applicant has received a driveway connection permit from the Florida Department of Transportation (FDOT). The paving, grading and drainage plans that accompany the FDOT permit (date stamped 10/06/2021 as a revision) match the paving, grading and drainage plans included as part of the Applicant's site plan approval (Development Order No.21-0005) which was granted by the Planning Board on December 9, 2021. The paving, grading and drainage plans were reviewed and accepted by CAP Government, Inc. In addition, the Town's Public Work Director, Pat Roman, has indicated that such plans do not conflict with the existing Town utilities. In addition, the Town right-of-way permit will include several conditions at issuance. Concurrent with this request for a Town right-of-way permit, is an amendment to the FDOT's Landscape Inclusive Memorandum of Agreement for the same property. This amendment to the agreement is for the purpose of maintaining new landscape improvements installed in FDOT's right-of-way along State Road A1A adjacent to 2500 South Ocean Boulevard. Staff recommends approval of the right-of-way permit.

MOTION: David/Hillman - Moved to approve Item 11.B., which passed unanimously on a 5 to 0 vote.

C. Consider a request for land filling approval for a portion of the property located at 2500 South Ocean Boulevard.

Building Official Remas presented this item.

MOTION: David/Moore - Moved to approve Item 11.C., which passed unanimously on a 5 to 0 vote.

D. Approval of Commission Meeting Minutes

December 07, 2021 Commission Meeting Minutes

MOTION: David/Moore - Moved to approve December 07, 2021, Commission Meeting Minutes as amended, which passed unanimously on a 5 to 0 vote.

E. Approve and authorize the Mayor to Execute a Professional Services Agreement between the Town of Highland Beach and Government Services Group, Inc. for Finance and Accounting Consultant Services in an amount exceeding \$45,000.00. (This item was discussed after item F)

Town Manager Labadie introduced this item. He spoke about the changes taking place in the Finance Department and the managerial support from Government Services Group, Inc (GSG). In addition, he discussed contracting services from GSG to support a new structure that would allow for GSG to be on board continuously.

MOTION: David/Moore - Moved to approve Item 11.E., which passed unanimously on a 5 to 0 vote.

Town Commission clarified that Item E will remain as it appears on the revised agenda and that the additional Items F (Discussion of Permit Pricing) and G (PACE Advertising and Educational Campaign) will follow.

F. Discussion of Permit Pricing. Mayor Hillman (This item was added to the agenda and discussed before Item E)

Mayor Hillman spoke about an email he received about the increase cost of construction. Then he discussed the increased cost of construction and building permit cost. He proposed a temporary discount on all permits issued by the Town for the next six months. He also suggested reevaluating the discount at the end of the six months to determine if it should continue at the ten percent decreased rate, be discontinued altogether, offered at a more significant discount, or be offered at a lower discount.

There were comprehensive discussions about a temporary discount on all permit fees. Commissioners Shoemaker and David were supportive of a temporary discount on all permits.

Commissioner Gossett-Seidman and Vice Mayor Moore indicated that they needed more information such as statistics on the revenues and what other municipalities are doing. Vice Mayor Moore also voiced concerns with providing a temporary discount and then reversing it later.

From a legal perspective, Town Attorney Torcivia explained that routinely the Town Commission adopts a fee schedule which can be amended. He further explained that the Town Commission could adopt a mid-year resolution amending the previously adopted resolution.

Mayor Hillman suggested that Town Manager Labadie compile statistics and data and present the information at the Town Commission Meeting on January 18, 2022.

At this point, there was a brief discussion on changing the order of the items to accommodate the additions made to the agenda.

MOTION: Gossett-Seidman/Hillman - Moved to revise the lettering of Items E, F, and G to provide an order that comprehensively includes both series of agendas, which passed unanimously on a 5 to 0 vote.

G. Pace Advertising and Educational Campaign. Commissioner Gossett-Seidman (This item was added to the agenda).

Mayor Hillman read the title of Item 11.G.

Commissioner Gossett-Seidman expressed concerns with the language written in the Town Commission letters prepared by staff for the educational campaign (official referendum language). She referred to Florida State Statutes 106.113(2). Additionally, she mentioned that she would like to review the draft letter, revise the letter in her language and intent. She also referred to the wording "We Believe..." which was written in the letter titled "A Letter from Commissioner Gossett-Seidman." She stated that she would like to the letters revised in terms that offer facts and only facts.

Town Attorney Torcivia explained advocacy versus education.

Mayor Hillman asked Town Manager Labadie to forward the letter to the Town Commission.

Commissioner Gossett-Seidman explained that she will let Town Manager Labadie know her opinion about her letter.

Town Attorney Torcivia suggested the letter could read, "The Commission decided that..." instead of "We believe..." because "The Commission decided" is more factual.

12. TOWN COMMISSION COMMENTS

Commissioner John Shoemaker had no comments.

Commissioner Evalyn David had no comments.

Commissioner Peggy Gossett-Seidman had no comments.

Vice Mayor Natasha Moore commented that the links to access the Fire Rescue Study and the Coastal Resiliency information on the Town's website was not working. She also mentioned that the organizational chart on the webpage was outdated.

Mayor Douglas Hillman had no comments.

13. TOWN ATTORNEY'S REPORT

Town Attorney Torcivia had nothing to report.

14. TOWN MANAGER'S REPORT

Town Manager Labadie reported the following: 1) He will update the website; 2) He will look at the Town Commission letters; 3) He has been working with Sam Ferreri of PGAL on the Fire Rescue department design and will send the updates to Town Commission. Lastly, he reported that he is working on the measures to secure financing for the Fire Rescue Department project once the Town Commission pick the number.

Vice Mayor Moore asked when will the Town Commission receive the report on the water rates from Raftelis Financial Consultants, Inc. Town Manager Labadie stated that the report is in progress.

15. ADJOURNMENT

The meeting adjourned at 3:59 P.M.

APPROVED on February 01, 2022, Town Commission Special Meeting.

ATTEST:

Douglas Hillman, Mayor

Transcribed by Ganelle Thompson
Administrative Support Specialist
and
Lanelda Gaskins, Town Clerk

02/01/2022

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.municodem meetings.com/>.