



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE 02/16/2021

SUBMITTED BY: Deputy Town Clerk Beverly Wright, Town Clerk's Office

SUBJECT: Direction on two Natural Resource Preservation Advisory Board Applications

SUMMARY:

This item is before the Town Commission for direction on how to move forward with processing Natural Resource Preservation Advisory Board (NRPAB) Members Katharina Braun and Jack Halpern's reappointments, after requesting removal from the board at the end of their current terms.

According to Resolution No. 19-029 R (10.03.2019), Selection Process, twice annually, during the first week of January and July, a notice inviting applications for the Town of Highland Beach shall be placed in the official newspaper of record, online (website), and emailed to Town email subscribers. Potential members will have approximately three weeks to apply, said applications to be due no later than 4:30 P.M. on the last Friday in January and July. The Town Commission may call for applications at additional times based on need 4(a). Excerpts from the resolution also reads, existing members seeking reappointment shall complete a new application to ensure that the Town has the most current information related to the advisory board member 4(b) and that applications shall be received by the Town Clerk on or before the advertised deadline 4(d).

Therefore, on January 8, 2021 an email titled Board Member Expiration/Reappointment Eligibility was emailed to all board members that were eligible for reappointment during the period outline in the Resolution. It should be noted that because of Ms. Braun's below statement, she was not emailed information pertaining to the above, does not have a new application on file, and the deadline for submittal has passed for doing so.

The following is summary of contact with Ms. Braun and Mr. Halpern:

On Wednesday, December 9, 2020 at 2:47 P.M., Ms. Braun emailed the Town Manager's Assistant advising that her term on the board would be ending in June or July and that she did not want to continue on the board beyond these months. On Thursday, February 4, 2021 at 2:51 P.M., a second email was received from Ms. Braun by the Town Clerk advising that after hearing there would likely not be enough members on the board to make a quorum, during the

February 3, 2021 NRPAB meeting, she “would stay on the board until new members are found and that she did not want to continue for a very long time or for another term.”

On January 8, 2021, an email title Board Member Expiration/Reappointment Eligibility was emailed to Mr. Halpren, that included a fillable Board and Committees Application, which he completed and emailed back to the Town Clerk’s Office on the same date, at 4:39 P.M. On Wednesday, February 3, 2021 at 11:04 A.M., Mr. Halpern emailed the Town Clerk Office Administrative Support Specialist requesting the application he had submitted for reappointment to the board be removed. Pursuant to his request, it was. However, during the NRPAB meeting on the same date and after hearing of other resignations from the board, he expressed if there were not enough members to build a quorum, he would stay on the board. He did not want to see the board go away.

To keep in compliance with Resolution No. 19-029 R, the Town Clerk’s Office is seeking direction on how to move forward with the request/recall of Ms. Braun and Mr. Halpren.

FISCAL IMPACT:

None

ATTACHMENTS:

Emails from Katarina Braun and Jack Halpern

RECOMMENDATION:

Direction on how to move forward with processing two Natural Resource Preservation Advisory Board (NRPAB) Members Katharina Braun and Jack Halpern’s reappointments