



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE 06/18/2024

SUBMITTED BY: Lanelda Gaskins, Town Clerk's Office

SUBJECT: Certification of Inadequate Attendance and Automatic Removal of Member Michael Cherbini from the Code Enforcement Board effective May 14, 2024

SUMMARY:

On February 04, 2020, Mr. Michael Cherbini was appointed by the Town Commission to fill an unexpired term on the Code Enforcement Board. At the May 17, 2022, meeting, Town Commission approved Resolution No. 2022-010 reappointing Mr. Cheribini to the Code Enforcement Board (CEB) for a three- year term ending May 30, 2025. He has served on the CEB for approximately four years. Recently, he has had three (3) consecutive absences.

Our attendance records show that you have been absent during the three (3) consecutive regular Code Enforcement Board meetings of March 12, April 9, and May 14, 2024. According to Ordinance No. 18-004 O, Sec. 2-96, and Sec. 2-99, Inadequate Attendance, of the Town's code of ordinance, members absence at three (3) or more consecutive regular meetings of a board, a member who has inadequate attendance shall be deemed automatically removed as a member of the board on the date that the Town Clerk provides certification to the Town Commission.

Additionally, it is the responsibility of the Town Clerk's Office to notify a board member of inadequate attendance. Therefore, in May 2024, the Town Clerk spoke with Mr. Cherbini about attendance and the Town's code pertaining to automatic removal from the board. On June 14, 2024, a letter was emailed to Mr. Michael Cheribini advising him of the three consecutive documented absences from the Code Enforcement Board meetings and his automatic removal from the board, as outlined in the ordinance. This creates a vacancy on the Financial Advisory board for an unexpired term ending May 30, 2025. At the June 04, 2024, meeting, the Town Commission appointed a new member to fill the unexpired term.

FISCAL IMPACT:

None.

ATTACHMENTS:

Letter to Mr. Michael Cheribini and Code Enforcement Board 2024 Attendance Records
Report

RECOMMENDATION:

None.