



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

Date: February 21, 2023
Time: 1:30 PM

1. CALL TO ORDER

Mayor Hillman called the meeting to order at 1:30 P.M.

2. ROLL CALL

Commissioner David Stern
Commissioner John Shoemaker
Commissioner Evalyn David
Vice Mayor Natasha Moore
Mayor Douglas Hillman
Town Manager Marshall Labadie
Town Attorney Lenard Rubin
Town Clerk Lanelda Gaskins

3. PLEDGE OF ALLEGIANCE

The Town Commission lead the Pledge of Allegiance to the United States of America.

4. APPROVAL OF THE AGENDA

MOTION: David/Stern - Moved to approved the agenda as presented, which passed unanimously 5 -0.

5. PRESENTATIONS / PROCLAMATIONS

A. Resolution No. 2023-001

A Resolution of the Town Commission of the Town of Highland Beach, Florida, ratifying the selection, appointments, and term of office of members of the Financial Advisory Board; and providing for an effective date.

Mayor Hillman read the title of Resolution No. 2023-001.

Applicant Mark Zarrilli provided a brief introduction of himself.

The Town Commission interviewed Mr. Zarrilli about his interest to serve on the Board, and his extensive professional experience in the finance/banking industry.

MOTION: David/Moore - Moved to approve Resolution No. 2023-001, which passed unanimously 5 - 0.

B. Police Officer of the Year Award

Mayor Hillman read the title.

Police Chief Craig Hartmann elaborated on Officer George Reid's 2022 performance, his areas of expertise, his law enforcement contributions to the Highland Beach community, and his involvement in all aspect of the department. Chief Hartmann thanked Officer Reid for his exceptional work, his efforts, contributions, and professional and personal service given to the Highland Beach community. He presented Officer Reid with the 2022 Officer of the Year Award.

6. PUBLIC COMMENTS

Mayor Hillman opened public comments and announced each speaker will be given five (5) minutes.

A. Barbara Nestle Letter

Ms. Barbara Nestle spoke about the use of leaf blowers and the negative impact to the community. She provided handouts for distribution to the Town Commission.

Mr. Todd Lleras of 1108 Russell Drive commented about spending money and concerns with the fire rescue infrastructure. He inquired about how much money has been spent on this fire rescue project and would like to see a three-year and five-year cost projection. Mayor Hillman suggested Mr. Lleras speak with Town Manager Labadie or Fire Chief Glen Joseph.

Ms. Maggie Chappelle, member of the Natural Resources Preservation Advisory Board (NRPAB), mentioned the NRPAB Educational Outreach Night event on March 1, 2023 at 6:00 P.M. at the Highland Beach library.

Mr. Jack Halpern of 4511 So. Ocean Blvd. mentioned the Florida Department of Transportation public meeting regarding the RRR project on March 13 at 6:00 P.M. in the Highland Beach library.

7. ANNOUNCEMENTS

Mayor Hillman read the announcements after Unfinished Business, Item 10.A., Fire Rescue Implementation Update.

Board Vacancies

Board of Adjustment and Appeals:	Two (2) vacancies, all for three-year terms
	One (1) vacancy for an unexpired term ending September 21, 2024
Financial Advisory Board:	One (1) vacancy for an unexpired term ending April 30, 2024
Natural Resources Preservation Advisory Board:	Three (3) vacancies for unexpired terms ending April 30, 2024

Meetings and Events

March 01, 2023 -	6:00 P.M.	Educational Outreach Night hosted by the Natural Resources Preservation Advisory Board
March 07, 2023 -	1:30 P.M.	Town Commission Meeting
March 09, 2023 -	9:30 A.M.	Planning Board Regular Meeting
March 15, 2023 -	11:00 A.M.	Code Enforcement Board Regular Meeting

Board Action Report

None.

8. ORDINANCES

A. None.

9. CONSENT AGENDA (These are items that the Commission typically does not need to discuss individually and which are voted on as a group).

A. None.

10. UNFINISHED BUSINESS

A. Fire Rescue Implementation Update

Mayor Hillman read the title.

Town Manager Labadie provided an update on the Fire Rescue Implementation as follows:

- Consultant Kaufman Lynn is working on a guarantee maximum price (GMP). The project has gone out for bid in pieces, and the consultant is starting to assemble the GMP in order to present as an item to the Town Commission in March to award a contract.
- Town staff is working on a groundbreaking ceremony to be held at the end of March 2023. Staff is also working on signage for the construction site such as rendering and logo and creating a GIS (Graphic Information Systems) site access and parking plan.
- Fire Chief Glenn Joseph is working on pricing for the vehicle wrap of the new rescue truck. The Town has procured a ladder truck and is receiving various supplies/equipment such as mannequins. The Town is still on budget and the project is moving along. The plans look good.

Fire Chief Joseph also commented on the Fire Rescue Implementation as follows:

- The construction plan is moving along on schedule. He is waiting for quotes on the apparatus painting.
- Toscano is requesting CPR training. He is putting together a CPR, AED and first aid training for them. The training is slated for March 07, 2023 at 7:00 PM.
- The EMS license has been submitted to the State and he is awaiting further comments from the State.
- The radios and intercom are being installed in the rescue truck. The stretcher has been delivered and will be installed.
- They are moving forward with the final color schemes and fonts. However, he is trying to obtain a better quote on the graphics, painting, or wrap.
- In April, advertising will begin for Firefighters, in late-August through mid-September or October interviews will begin, and the background investigations will run through the holidays. Hiring will begin in 2024.
- Tom McCarthy, Assistant Fire Chief, was hired for EMS.
- They are looking to onboard a fire marshal.

There were discussions about the groundbreaking ceremony, and the Building Department's work with the contractor. Town Manager explained that once the GMP is signed progress will pick up at the end of March, April, or the beginning of May.

Also, there were conversations about mutual aid, call volume, and personnel. Fire Chief Joseph explained that the Town is working through the mutual aid processes, and he indicated that his concern is concurrent calls but he will monitor the statistical data.

Lastly, there were conversations about alternative parking options during the construction period, and temporary changes to include flexible work schedule for staff.

B. Florida Department of Transportation (FDOT) RRR Project Update

Town Manager Labadie provided an update on the RRR project. He has an upcoming meeting with FDOT. He received a link to access the plans for the project which he will download and share with the Town Commission.

He attended the Beach Condo Association meeting this morning. In 2025, State Road A1A will be done in Boca Raton. The City of Delray Beach will also have a project along State Road A1A from Linton Boulevard north to Casuarina on State Road A1A. Town Manager Labadie mentioned FDOT needs to clarify the sequence of the three projects. Traffic control and traffic planning is paramount to the flow of traffic in Highland Beach. Additionally, he spoke about drainage, a possible five-foot marked shoulder along State Road A1A, traffic control, and participation at an upcoming March 13, 2023 FDOT public meeting.

C. Selection of Town Entry Signage Design Contest Finalists

Vice Mayor Moore presented this item. She thanked everyone who submitted a sign. She suggested the Town Commission review all entry signage designs and each Commissioner select their top designs.

Assistant Town Manager Terisha Cuebas displayed a PowerPoint presentation of various signage designs submitted by town residents.

The Town Commission thoroughly reviewed and discussed all of the designs. Each Commissioner selected the designs that they liked, and then Vice Mayor Moore took a vote to determine the top five (5) designs. It was the recommendation of the Town Commission to include the signage designs submitted by the residents: Mitchel Hersh (page 28), Maraj Family (page 46), Steven & Ching Satter, version 1 (page 64), Joseph McGranahan (page 81) with black or navy block styled letters and modified font, and Barry Donaldson.

There were conversations about the next steps regarding the voting process. Assistant Town Manager Terisha Cuebas explained staff is prepared to start surveying the town residents tomorrow through March 31, 2023. Staff will bring the item back to Town Commission at the April 4, 2023 meeting. The residents will be allowed to cast one vote electronically through the MailChimp email software or through the town's website. In addition, the votes could be cast on a paper copy at the March 01, 2023, Educational Outreach Night event, at Town Hall or the library.

D. 2022-2023 Strategic Priorities Plan Update and Review

The Town Commission commended Town Manager Labadie for the updated strategic priorities list.

Town Manager Labadie presented this item followed by conversations about the use of leaf blowers, a timeline to implement a procedure, and what other municipalities

are doing about the use of leaf blowers. It was suggested to move this item up on the 2022-2023 Strategic Priorities Plan.

Additionally, there were discussions about the crosswalk lighting and the FDOT's RRR project which will include the embedded lighting. Lastly, there were discussions about the crosswalk lighting near the Boca Highlands community at the south entrance of Town.

11. NEW BUSINESS

A. Approval of Meeting Minutes

February 07, 2023 - Commission Meeting Minutes

MOTION: Stern/Moore - Moved to approve the February 07, 2023 Meeting Minutes, which passed unanimously 5 - 0.

B. Consideration to approve and authorize the Mayor to execute a five-year agreement with Flock Group, Inc. for the license Plate Recognition Cameras.

Chief of Police Hartmann presented this item.

Ms. Lyndi Gurevitch, a representative with Flock Group, Inc. spoke about the company, its business model, and service warranty.

MOTION: David/Moore - Moved to agree with the service commitment with Flock Data System (Flock Group, Inc.), which passed unanimously 5 - 0.

C. Resolution No. 2023-004

A Resolution of the Town Commission of the Town of Highland Beach, Florida, amending Resolution No. 2022-020, which appropriated funds for the 2022-2023 fiscal year budget, and providing an effective date.

Mayor Hillman read the title of Resolution No. 2023-004.

Finance Director David DiLena presented this item.

MOTION: David/Stern - Moved to accept Resolution No. 2023-004, which passed unanimously 5 - 0.

12. TOWN COMMISSION COMMENTS

Commissioner David Stern mentioned he sent an email to the Town Commission and the Town Manager today as it relates to two videos of fires caused by electric bikes and vehicles in indoor garages. He suggested that the Town look into this topic

regarding guidelines or procedures on what condominiums can and cannot do relevant to electrical vehicles.

Fire Chief Joseph spoke about the evolving issues concerning electric charging devices, and there are no current national regulations. The National Fire Professional Association (NFPA) are generating guidelines which will be published later in the year. When the Town updates its fire prevention code some of the NFPA recommended guidelines will be incorporated. As a general rule, he suggested not leaving electric devices charging overnight unattended. He also suggested to place electric toys or drones in metal containers. He talked about electric car fires.

Commissioner Evalyn David had no comments.

Commissioner John Shoemaker spoke about overcharging lithium batteries and electric vehicles.

Vice Mayor Natasha Moore had no comments.

Mayor Douglas Hillman suggested to skip this item.

1. Beach Condo Association Presentation

13. TOWN ATTORNEY'S REPORT

Town Attorney Rubin had nothing to report.

14. TOWN MANAGER'S REPORT

Town Manager Labadie reported the following:

1. Planning Project Updates

The Sea Turtle Lightning proposed ordinance per statute has to go back to the Planning Board.

Town staff is seeking more guidance from the Town Commission on the Zoning Density Issue that was assigned to the Planning Board. Mayor Hillman suggested adding this item to the next meeting agenda for discussion by Town Commission. Town Planner Ingrid Allen also provided comments concerning this matter.

2. Sanitary Sewer Project Update

The Town received no bids. The Town has to reframe the question and take it to the voters.

3. City of Delray Beach Update

Town Manager Labadie mentioned that Finance Director DiLena has done some really good research of the documents provided as it relates to the true-up. Mr. DiLena sent the information to the forensic auditors. Town Manager Labadie will work with Town Commission to lay out a strategy.

Boca Raton, Delray Beach, and Hillsboro Beach are doing a beach restoration project that runs from the Boca Inlet to the Hillsboro Inlet starting in March.

He will be attending Palm Beach Days to communicate concerns regarding the reserve requirement and Senate Bill 4D. He will be remote for the March 07, 2023 Town Commission meeting.

15. ADJOURNMENT

The meeting adjourned at 3:54 p.m.

APPROVED March 07, 2023, Town Commission Meeting.

ATTEST:

Douglas Hillman, Mayor

Transcribed by
Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

03/07/2023
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

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