



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

Date: January 17, 2023
Time: 1:30 PM

1. CALL TO ORDER

Vice Mayor Moore 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
Town Manager Marshall Labadie (joined virtually)
Town Clerk Lanelda Gaskins

ABSENT

Mayor Douglas Hillman

3. PLEDGE OF ALLEGIANCE

The Town Commission led the Pledge of Allegiance to the United State of America. Followed by a moment of silence for Beverly Hillman, the beloved wife of Mayor Douglas Hillman.

4. APPROVAL OF THE AGENDA

Vice Mayor Moore removed Item 11.A, Amendment No. 5 to the Tower Siting Lease Agreement with Sprint, and Item 12.1., Beach Condo Association Presentation by Mayor Hillman from the agenda.

MOTION: David/Stern - Moved to approve the agenda as amended, which passed unanimously 4 to 0.

5. PRESENTATIONS / PROCLAMATIONS

None.

6. PUBLIC COMMENTS

There were no public comments.

7. ANNOUNCEMENTS

Vice Mayor Moore read the announcements as follows.

Board Vacancies

Board of Adjustment and Appeals:	Two (2) vacancies for three-year terms
Financial Advisory Board:	One (1) vacancy for an unexpired term ending April 30, 2023
	One (1) vacancy for an unexpired term ending April 30, 2024
Natural Resources Preservation Advisory Board:	Two (2) vacancies for unexpired terms ending April 30, 2024

Meetings and Events

January 24, 2023 -	9:00 A.M.	Coffee with the Mayor
January 26, 2023 -	11:30 A.M.	Financial Advisory Board Regular Meeting
January 31, 2023 -	1:30 P.M.	Town Commission Special Meeting
February 07, 2023 -	1:30 P.M.	Town Commission Meeting

Board Action Report

A. 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

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

Fire Chief Joseph applied for the state emergency medical services, the Town has taken receipt of the two pieces of equipment, and the Town took position of the EMS rescue vehicle. The ladder truck will be stored in Pennsylvania for a reasonable price until January 2024. A quote will be obtained for painting the vehicle. The building design is moving progressing. Everything is on track with budget and final budget numbers should be back in the next 4-6 weeks for Board review.

Next steps are to begin writing the internal policies and procedures manual for the Fire Rescue Department. Fire Chief Joseph will be looking at other vendors as it relates to new equipment. The project is on schedule. Advertising for hiring staff for the Fire Department will begin mid-April.

There was discussion about possibly breaking ground on time, operations beginning May of 2024, status of a Fire Marshall, and design/color of the fire rescue vehicles.

B. Consideration to approve the proposed graphic design for the Fire Rescue Department EMS Vehicle and Fire Truck.

Fire Chief Joseph presented this item including a PowerPoint presentation depicting the design for the Fire Rescue Department EMS Vehicle and Fire Truck. There was discussion about changing the font style on vehicles and bring the design back at the next meeting.

C. Recommendation of Website Design Template.

Management Analyst Skender Coma presented this item and indicated that the Town staff selected option 1 for the design template.

There was discussion about ease of navigation of the future Town website.

Commissioner Stern agreed with option 1.

Vice Mayor Moore suggested option 1 with the social media display similar to option 2.

This will be brought back at a future meeting.

11. NEW BUSINESS

A. Consideration to approve and authorize the Mayor to execute Amendment No. 5 to the Tower Siting Lease Agreement between the Town of Highland Beach and Sprint. (Item removed from the Agenda)

B. Approval of Meeting Minutes

January 03, 2023 - Commission Meeting Minutes

Motion: Stern/David - Moved to approve the January 03, 2023 Commission Meeting Minutes, as amended, which passed unanimously 4 to 0.

12. TOWN COMMISSION COMMENTS

Commissioner John Shoemaker spoke about an interview he had with Ron and Peggy Brown.

Commissioner Evalyn David had no comments.

Commissioner David Stern extended condolences to Mayor Hillman on the loss of his wife.

Vice Mayor Natasha Moore reminded the public to submit their idea regarding the Town Entry Sign contest.

Mayor Douglas Hillman

1. Beach Condo Association Presentation (Item removed from the Agenda)

13. TOWN ATTORNEY'S REPORT

Town Attorney Glen Torcivia extended condolences to Mayor Hillman.

14. TOWN MANAGER'S REPORT

A. Notice of Breach of Contract by City of Delray Beach

Town Manager Labadie reported the following:

Assistant Town Manager Terisha Cuebas will contact each Town Commissioner to schedule a one-on-one meeting with the Town Manager regarding this matter.

He spoke about a notice he received from the City of Delray Beach regarding non-payment of Fiscal Year 2021 True-up costs. He indicated the Town requested records from the City of Delray Beach regarding the True-up costs. They have not provided these readily available documents to show how the numbers reconcile. He

is recommending not making payment until that proof has been provided to the Town. It is not fiscally responsible for the Town to pay without documentation.

He spoke about a rumor that The Town of Highland beach was going back to the City of Delray Beach for Fire Rescue service. He mentioned that he could draft a letter to the City of Delray Beach City Commissioners about the Town starting its own department. He emphasized that The Town of Highland Beach will succeed and have its own Fire Rescue department.

There were discussions about the documentation/information regarding the True-up, payment, and sending a letter to the City of Delray Beach.

Collective bargaining is starting. Finance Director DiLena is working on a five-year forecasting and hopes to get it to the Town Commission at a future meeting.

Making progress with all projects, tracking on budget, meeting deadlines and timelines. The Town is making great strides.

15. ADJOURNMENT

The meeting adjourned at 2:20 PM.

APPROVED February 07, 2023, Town Commission Meeting.

ATTEST:

Douglas Hillman, Mayor

Transcribed by
Lanelda Gaskins and Jaclyn DeHart

Lanelda Gaskins, MMC
Town Clerk

02/07/2023

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 audio/video recordings are permanent records and are available on the Town's Media Archives & Minutes webpage: <https://highlandbeach-fl.municodemeetings.com/>.