



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE 12/19/2023

SUBMITTED BY: Lanelda Gaskins, Town Clerk's Office

SUBJECT: Certification of Inadequate Attendance and Automatic Removal of Member Peter Weiner from the Financial Advisory Board effective December 19, 2023

SUMMARY:

At the June 15, 2021 meeting, Town Commission approved Resolution No. 2021-014 appointing Peter Weiner to the Financial Advisory Board (FAB) for a three- year term ending April 30, 2024. He has served on the FAB for two and a half years and has been absent from numerous meetings.

Our attendance records shows that you have been absent during the three (3) consecutive regular Financial Advisory Board meetings of January 26, July 27, and December 7, 2023. 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, on December 15, 2023, a letter was emailed and mailed via United States Postal Services (USPS) to Mr. Peter Weiner advising him of the three consecutive documented absences from the Financial Advisory 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 April 30, 2024. The Clerk's Office will advertise the vacancy in the Coastal Star Newspaper, on the Town's website and in the Manager's Monthly.

FISCAL IMPACT:

None.

ATTACHMENTS:

RECOMMENDATION:

None.