



Town of Highland Beach

Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public while also working to ensure the safety and health of the town's staff, the community, and visitors alike.

The following information is guidance for preregistration for Zoom or telephone participation, and for viewing and providing public comments at the meeting:

ZOOM PARTICIPATION:

Online or Telephone Access – Access to the meeting will begin on the date and time of the meeting.

- To Join Meeting: All interested persons **must preregister** to participate by contacting Town Clerk Lanelda Gaskins at publiccomments@highlandbeach.us or by calling (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday if the meeting is scheduled for that Tuesday; and by 4:30 P.M.**).
- Meeting access information and instructions will be provided to those persons two hours prior to the meeting.
- The video camera display feature will only be enabled for Public Hearing Quasi-Judicial matters and during public comments only. The video camera display feature will be disabled for public use.

For additional information on using Zoom, please visit Zoom Support by click on the following link: <https://support.zoom.us/hc/en-us>.

Viewing Only - To view the meeting, preregistration is not required. The public can view the meeting on the following:

- Highland Beach TV Channel 99 online streaming on the Town's website and via Highland Beach YouTube at <https://www.youtube.com/channel/UCTAGr8WCa44Y3Q2Bb6UN2mw>.

PROVIDING PUBLIC COMMENT:

Persons desiring to provide public comments must do so by one of the methods listed below. Public comments will be limited to five minutes (three minutes for special Commission meeting items only) per person during the designated section of the agenda. If an interested person desires to provide written public comment, all comments must be directed to Lanelda Gaskins, Town Clerk as follows:

TO SEND COMMENTS IN ADVANCE VIA EMAIL:

- To submit public comments, click on the link <https://mmportal6.teamunicode.com//> to go to the Agendas and Meeting webpage. At the top of the page click on "Public Comments" to submit your comments, or
- Submit your comments to publiccomments@highlandbeach.us.
- The Town will receive such public comments no later than two (2) hours prior to the meeting. If timely received, Town staff will read the public comment at the meeting.

- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comment.
- Live Zoom Telephone Participation - If attending via Zoom by telephone, please follow the instructions above. Once the meeting gets to the appropriate public comment period, the host of the meeting will allow public participants into the meeting from the waiting room, to provide live public comment.

Should you have any questions, please feel free to contact the Town Clerk's Office at (561) 278-4548.



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING AGENDA

Tuesday, November 01, 2022 AT 1:30 PM

TOWN HALL COMMISSION CHAMBERS

3614 S. OCEAN BOULEVARD
HIGHLAND BEACH, FL 33487

Town Commission

Douglas Hillman	Mayor
Natasha Moore	Vice Mayor
Peggy Gossett-Seidman	Commissioner
Evalyn David	Commissioner
John Shoemaker	Commissioner
Marshall Labadie	Town Manager
Lanelda Gaskins	Town Clerk
Glen J. Torcivia	Town Attorney

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF THE AGENDA

5. PRESENTATIONS / PROCLAMATIONS

A. Veterans Day Proclamation

B. National Hunger & Homelessness Awareness Week Proclamation

6. PUBLIC COMMENTS

Public Comments will be limited to five (5) minutes per speaker.

7. ANNOUNCEMENTS

Board Vacancies

Board of Adjustment and Appeals - Two (2) vacancies for a three-year term

Meetings and Events

November 02, 2022 - 9:30 A.M.	Natural Resources Preservation Advisory Board Regular Meeting
November 09, 2022 - 1:00 P.M.	Code Enforcement Board Regular Meeting
November 09, 2022 – 6:00 P.M.	Public Meeting Accessory Marine Facility Regulations
November 10, 2022 - 9:30 A.M.	Planning Board Regular Meeting
November 10, 2022 – 6:00 P.M.	Public Meeting Accessory Marine Facility Regulations
November 11, 2022	Town Hall closed in observance of Veterans Day
November 15, 2022 - 1:30 P.M.	Town Commission Meeting
December 07, 2022 – 6:00 P.M.	Public Meeting Accessory Marine Facility Regulations

Board Action Report

A. Natural Resources Preservation Advisory Board Chairperson Update

8. ORDINANCES

A. None.

9. CONSENT AGENDA

A. None

10. UNFINISHED BUSINESS

- A. Consideration of a Right of Way Permit for AT&T to work along State Road A1A.
- B. Fire Rescue Implementation Update
- C. Water and Sewer October 01, 2023 Billing Rate Review. - Vice Mayor Moore

11. NEW BUSINESS**A. Resolution No. 2022-026**

A Resolution of the Town Commission of the Town of Highland Beach, Florida, becoming a "Hidden Heroes Town" in support of Highland Beach's military and veteran caregivers; providing for conflicts; and providing for an effective date.

B. RESOLUTION No 2022-027

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.

C. Consideration to approve and authorize the Mayor to execute an agreement with Odyssey Manufacturing Company in the amount of \$69,900.00 to furnish and replace a sodium hypochlorite tank in accordance with Invitation to Bid No. 22-003.**D. Consideration to approve and authorize Town staff to enter into an agreement with the top-ranked firm for the Request for Proposal (RFP) No. 22-004 for Annual Audit Services and the Mayor to execute an agreement with Nowlen, Holt & Miner for Annual Audit Services.****E. Consideration to approve and authorize the Mayor to execute the Vote Processing Equipment Use and Elections Services Agreement with the Palm Beach County Supervisor of Elections (SOE) Office in an estimated amount of \$15,667.52 for the Town's 2023 Municipal General Election on Tuesday, March 14, 2023.****F. Approval of Meeting Minutes**

October 18, 2022 - Commission Meeting Minutes

G. Consideration to approve and authorize the Mayor to execute an agreement with CAP Government Services for supplemental building inspection and plan review services.**12. TOWN COMMISSION COMMENTS**

Commissioner John Shoemaker

Commissioner Evalyn David

Commissioner Peggy Gossett-Seidman

Vice Mayor Natasha Moore

Mayor Douglas Hillman

13. TOWN ATTORNEY'S REPORT

14. TOWN MANAGER'S REPORT

15. ADJOURNMENT

NOTE: Any person, firm or corporation decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record including testimony and evidence upon which the appeal is to be based. (State Law requires the above Notice. Any person desiring a verbatim transcript shall have the responsibility, at his/her own cost, to arrange for the transcript.) The Town neither provides nor prepares such record.

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact Town Hall 561-278-4548 within a reasonable time prior to this meeting in order to request such assistance