



## TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

**LIBRARY COMMUNITY ROOM  
3618 S. OCEAN BLVD.  
HIGHLAND BEACH, FL**

**Date: July 18, 2023  
Time: 1:30 PM**

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### **1. CALL TO ORDER**

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

### **2. ROLL CALL**

Commissioner Judith Goldberg  
Commissioner Donald Peters  
Commissioner Evalyn David  
Vice Mayor David Stern  
Mayor Natasha Moore  
Town Manager Marshall Labadie  
Town Attorney Leonard Rubin  
Town Clerk Lanelda Gaskins

### **3. PLEDGE OF ALLEGIANCE**

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

### **4. APPROVAL OF THE AGENDA**

**MOTION:** David/Stern - Moved to approve the agenda as presented,  
unanimously 5 - 0.

### **5. PUBLIC COMMENTS**

There were no public comments.

### **6. PRESENTATIONS / PROCLAMATIONS**

#### **A. Presentation of the Comprehensive Annual Financial Report for Fiscal Year ending September 20, 2022**

Finance Director David DiLena provided a PowerPoint presentation highlighting the Annual Comprehensive Financial Report for Fiscal Year ending September 20, 2022.

There were conversations about the State Revolving Loan Fund (SRLF), the location of the fund within the CAFR (Comprehensive Annual Financial Report), and the debt service account.

Mayor Moore thanked Finance Director DiLena for the presentation.

**B. Fiscal Year 2023-2024 Proposed Budget Recap Presentation**

Mayor Moore read the title for this item.

Town Manager Labadie explained that this matter is a precursor to the tentative maximum millage rate resolution.

Finance Director DiLena provided a PowerPoint presentation highlighting the preliminary millage rate, tax rate (decrease to the proposed operating millage from 3.2294 to 3.2190), general fund expenditures, discretionary sales surtax fund, Building Department (expenditures), water fund (revenues), and sewer fund (expenditures and revenues). The total preliminary fiscal year 2024 budget for all funds is \$30,496,710.

There were conversations about the data pertaining to health insurance. Additionally, there were conversations about Palm Beach County's millage rate and their fund balance.

**C. Resolution No. 2023-014**

**A Resolution of the Town Commission of the Town of Highland Beach, Florida, setting the proposed not to exceed millage rate pursuant to Section 200.065(2)(B), Florida Statutes, and setting the date, time, and place at which a public hearing will be held to consider the proposed millage rate and tentative budget.**

Finance Director DiLena presented this item.

**MOTION:** David/Goldberg – Moved to accept Resolution No. 2023-014 as presented. Upon roll call: Commissioner David (Yes); Commissioner Goldberg (Yes); Commissioner Peters (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion passed unanimously 5 to 0.

**7. ANNOUNCEMENTS**

Mayor Moore read the announcements as follows:

**Board Vacancies**

Board of Adjustment and Appeals      Two (2) vacancies, all for three-year terms  
and

September 21, 2024	One (1) vacancy for an unexpired term ending
Natural Resources Preservation April 30, 2024 Advisory Board	Two (2) vacancies for unexpired terms ending

**Meetings and Events**

July 27, 2023	11:30 A.M.	Financial Advisory Board Regular Meeting
August 01, 2023	1:30 P.M.	Town Commission Meeting
August 03, 2023	1:30 P.M.	Town Commission Meeting (Tentative)
August 15, 2023	1:30 P.M. (Date)	Town Commission Meeting (Proposed)
August 17, 2023	1:30 P.M. (Tentative)	Town Commission Special Meeting

**Board Action Report**

None.

**8. ORDINANCES**

**A. Ordinance No. 2023-001 (Second Reading/Public Hearing)**

**An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending Article II, "Technical Codes," of Chapter 6, "Buildings and Structures, " by amending Section 6-20, "Property Maintenance Code, " to adopt the most recent edition of the International Property Maintenance Code; providing for the repeal of all ordinances in conflict; providing for severability and codification; and providing for an effective date. (First Reading was June 20, 2023).**

Mayor Moore read the title of Ordinance No. 2023-001.

Building Official Jeffrey Remas presented this item noting this was the second reading/public hearing for final approval of the ordinance.

Mayor Moore opened the item for public comments.

Mr. Richard Greenwald spoke about the ordinance as it relates to some of the language and enforceability. Building Official Remas explained that the ordinance defines verbiage relating to plant growth.

Town Attorney Rubin explained there is a separate book for the international property maintenance guide.

**MOTION:** David/Goldberg – Moved to approve Ordinance No. 2023-001 as presented. Upon roll call: Commissioner David (Yes); Commissioner Goldberg (Yes); Commissioner Peters (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion passed 5 to 0.

**B. Introduction of Fire Prevention Code Proposed Ordinance**

**An Ordinance of the Town Commission of the Town of Highland Beach, Florida, adopting the current edition of the Florida Fire Prevention Code and providing for local amendments; providing for the repeal of all ordinances in conflict; providing for severability and providing for an effective date.**

Mayor Moore read the title of Item 8.B.

Town Manager Labadie explained that this was an introduction to the Fire Prevention Code Proposed Ordinance and not a first reading.

Assistant Fire Chief Matt Welhaf presented this item.

There was a conversation about building testing/inspections, reporting systems, firework safety, and fire assessment fees.

It is the consensus of the Town Commission for Town staff to move forward with a first reading of the proposed ordinance at a future Commission meeting.

The first reading of the proposed ordinance will be on August 01, 2023, and second Reading on August 15, 2023.

**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. June 20, 2023 Town Commission Meeting Minutes

B. Approve and authorize Town Staff to purchase two (2) Lucas Chest Compression Devices from Stryker in the amount of \$43,407.74 for the Fire Station #116 (Piggyback SAVVIK contract #2021-06).

C. Approve and authorize Town Staff to purchase the Locution System Prime Alert IP System from Locution Systems Inc. (sole source) in amount of \$104,196.00 for Fire Station #116 in accordance with the Town's purchasing policy.

D. Approve and authorize the Mayor to execute contract between the Town and Capital City Consulting, LLC. in an amount of \$25,000.00 for lobbying services ending March 8, 2024.

**MOTION:** David/Stern – Moved to approve the Consent Agenda as presented, which passed unanimously 5 to 0.

**10. UNFINISHED BUSINESS**

**A. Continued discussion on the Request to Amend Settlement Agreement with Highland Beach Real Estate Holdings, Inc. (Milani – Eastern Parcel 10E Non-Park Property)**

Mayor Moore read the title of Item 10.A.

Town Manager Labadie presented this item briefly reviewed the requests and the process for amending the settlement agreement.

There was conversation about impact fees, lack of public benefit to the Town, impact on residents, and the process for approval in regard to public hearings.

Town Manager Labadie will inform Ms. Milani about the Town Commission concerns and that they are not moving forward at this time. He mentioned that Ms. Milani will have to petition and provide the benefit to the community.

**B. Continued discussion of the Troiano Family request regarding lot split at 4611 South Ocean Blvd.**

Mayor Moore read the title of Item 10.B.

Town Manager Labadie provided an overview of the request. He mentioned that the Town Commission has the ability to grant a commission issued variance based on a recommendation from the Board of Adjustments and Appeals and a site plan.

Town Attorney Rubin spoke about the property in regard to the unique circumstances of the lot. The application for the variance along with a site plan would go before the Board of Adjustments and Appeals.

Laura Troiano, the owner, was in attendance and thanked the Town Commission.

The Town Commission agreed that this matter should go before the Board of Adjustments and Appeals.

The next step would be for Laura Troiano to submit an application for a variance.

**C. Fire Rescue Implementation Update**

Mayor Moore read the title of Item 10.C.

Fire Chief Glenn Joseph provided an update on the following:

Recruiting process: 43 candidates for the captain position, 28 candidates for the firefighter positions and 9 candidates for firefighter driver. They may extend the deadline for hiring.

The structural construction slab should be installed on Friday, July 21, 2023. Construction is on track.

The next major purchase is the breathing apparatus, but they were able to get a cooperative buying group to get a 15% discount.

Hydrant Testing will happen in October, and prior notice will go out to the community.

Fire Department Identification Application with the State - two reviews for policy and procedures are being worked on.

Working on comprehensive management plan and disaster plan related to public safety.

**D. Florida Department of Transportation (FDOT) RRR Project Update**

Mayor Moore read the title of Item 10.D.

Town Manager Labadie mentioned that he is waiting to hear from FDOT, and the plans have not changed since the last meeting. The Town Commission will be receiving the utilities' structure adjustments. A plan will be presented to the Town Commission in August for approval.

**11. NEW BUSINESS**

**A. Designation of a Voting Delegate for the Florida League of Cities 97<sup>th</sup> Annual Conference – Required Business Meetings**

Mayor Moore read the title of Item 11.A.

**MOTION:** David/Peters – Moved to nominate Commissioner Goldberg as the Voting Delegate for the Florida League of Cities 97<sup>th</sup> Annual Conference, which passed unanimously 5 to 0.

**12. TOWN COMMISSION COMMENTS**

Commissioner Judith M. Goldberg commented that it was a good informative meeting.

Commissioner Donald Peters asked Fire Chief Joseph about CPR training. Fire Chief Joseph talked about providing CPR training to Town staff and the community.

Commissioner Evalyn David thanked the Town staff for the reports and advice.

Vice Mayor David Stern had no comments.

Mayor Natasha Moore had no comments.

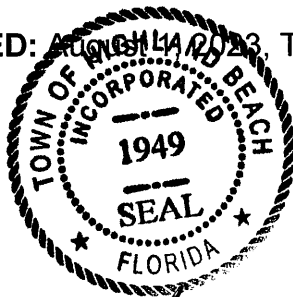
Town Manager Labadie announced former Mayor Bernard Featherman passed away Friday, July 14<sup>th</sup>. He mentioned upcoming meeting dates for budget hearings, and communications will be sent out clarifying future meeting dates.

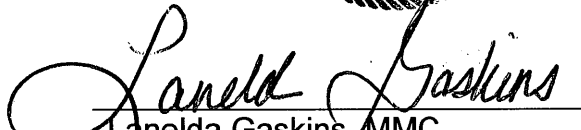
**13. ADJOURNMENT**

The meeting was adjourned at 3:22 P.M.

APPROVED: August 14, 2023, Town Commission Meeting.

ATTEST:



  
Lanelda Gaskins, MMC  
Town Clerk

  
Natasha Moore, Mayor

Transcribed by  
Jaclyn DeHart and Lanelda Gaskins

08/01/2023

Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are transcribed as a brief summary reflecting the events 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/>.