



## TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

Date: June 20, 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 M. Goldberg  
Commissioner Donald Peters  
Commissioner Evalyn David  
Vice Mayor David Stern  
Mayor Natasha Moore  
Town Manager Marshall Labadie  
Town Attorney Glen Torcivia  
Deputy Town Clerk Jaclyn DeHart

### **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, which passed unanimously 5 to 0.

### **5. PRESENTATIONS / PROCLAMATIONS**

#### **A. Proposed Operating Budget Presentation for Fiscal Year 2023-2024**

Town Manager Labadie and Finance Director DiLena presented an overview of the Proposed Operating Budget for the Fiscal Year 2024. Discussion ensued and there were no suggested changes to the operating Budget. Mayor Moore requested that the Building Department Fund Balance be included in the next presentation.



**6. PUBLIC COMMENTS**

Mayor Moore opened public comments.

Timothy Routole, 3400 S. Ocean Blvd., spoke about the shared path in Highland Beach.

**7. ANNOUNCEMENTS**

Mayor Moore read the announcements as follows:

**Board Vacancies**

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

**Meetings and Events**

|               |  |  |
|---------------|--|--|
| July 04, 2023 | Town Hall closed in observance of Independence Day |  |
| July 11, 2023 | 1:00 P.M.  | Code Enforcement Board Regular Meeting |
| July 13, 2023 | 9:30 A.M.  | Planning Board Regular Meeting         |
| July 18, 2023 | 1:30 P.M.  | Town Commission Special Meeting        |

**Board Action Report**

None.

**8. ORDINANCES** (Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.)

**A. Proposed Ordinance**

**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.**

Mayor Moore read the Proposed Ordinance title.



Building Official Jeffery Remus presented this item and explained the need to adopt the most recent edition of the International Property Maintenance Code.

**MOTION:** David/Stern - Moved to accept the 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. Based upon a roll call; Commissioner Goldberg (Yes); Commissioner Peters (Yes); Commissioner David (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion passed unanimously 5 to 0.

**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. Approval of Meeting Minutes**

**May 23, 2023 Town Commission Special Meeting Minutes**

**June 06, 2023 Town Commission Meeting Minutes**

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

**10. UNFINISHED BUSINESS**

**A. Fire Rescue Implementation Update**

Fire Chief Glenn Joseph introduced this item and gave an update on staff recruitment, construction contracts, foundation pouring, and the fire prevention code process.

Mayor Moore inquired about the service data tracking system that will be in place once Highland Beach is responsible. Chief Joseph explained that there will be one platform to take in all data and that it will be analyzed and tracked thoroughly to provide accurate data. He spoke about the unreliability of the historical data that we have received in years past. He commented on the importance of having accurate data to improve public safety. He will be attending safety meetings with FDOT to ensure the project does not impact emergency vehicles.

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

Town Manager Labadie explained that FDOT has been communicating with Fire Chief Joseph on a safety plan, and a new round of plans have been submitted and will be printed for viewing. The Town will be paying FDOT to raise manholes/water valves, the cost will be worked into the water sewer budget, and



the information will be brought back before the Commission at a later date. The project is moving forward and there will be a construction meeting in the Fall.

**11. NEW BUSINESS** (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

A. None

**12. TOWN COMMISSION COMMENTS**

Commissioner Judith M. Goldberg commented that it was an informative meeting.

Commissioner Donald Peters thanked Finance Director DiLena for his presentation.

Commissioner Evalyn David thanked everyone for the updates.

Vice Mayor David Stern inquired if there were legislative updates in regard to building recertification. Town Manager Labadie said he will have Building Official Remus come and speak at a future meeting with an update.

Mayor Moore requested an update on the building certification program and an update on the Gulf Stream Contract. She requested a proclamation to express the Town's gratitude for the appropriation money, and the Town Commission agreed.

She spoke about a national fitness campaign that she received an email from, that designs outdoor fitness courses. The Town Commission agreed that it was not a good fit for the Town due to the lack of space.

Mayor Moore also requested an item be placed on a future agenda to discuss the pros and cons of having a special magistrate for Code Enforcement. The Town Commission agreed that it would be good to discuss it.

She mentioned that a resident asked the Town Commission to review the ordinance workflow. She requested this item to be placed on a future agenda and the Town Commission agreed.

**13. TOWN ATTORNEY'S REPORT**

Town Attorney Torcivia spoke about the millage rate, other towns that have moved to a special magistrate, and updating the purchasing code.

**14. TOWN MANAGER'S REPORT**

Town Manager Labadie reported the following:

The Town received their GFOA (Government Finance Officers Association) award for excellence in financial reporting and the audit is being wrapped up.



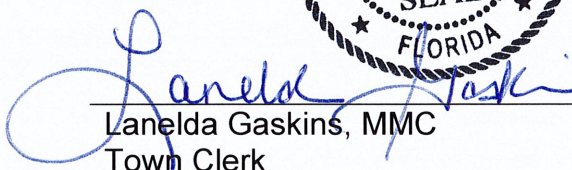
**15. ADJOURNMENT**

The meeting was adjourned at 3:47 P.M.

**APPROVED:** July 18, 2023, Town Commission Meeting.

ATTEST:



  
Lanelda Gaskins, MMC  
Town Clerk



Natasha Moore, Mayor

Transcribed by  
Jaclyn DeHart and Lanelda Gaskins

07/18/2023

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/>.