



## TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

Date: July 19, 2022  
Time: 1:30 P.M.

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

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

### **2. ROLL CALL**

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

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

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

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

**MOTION:** David/Gossett-Seidman - Moved to accept the agenda as presented, which passed unanimously 5 to 0.

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

A. None.

### **6. PUBLIC COMMENTS**

There were no public comments.

### **7. ANNOUNCEMENTS**

Mayor Hillman read the announcements as follows:



## **Board Vacancies**

Board of Adjustment and Appeals - One vacancy for a three-year term

Natural Resources Preservation Advisory Board - One vacancy for an unexpired term ending April 30, 2024

## **Meetings and Events**

August 02, 2022 - 1:30 P.M. Town Commission Meeting

August 04, 2022 - 12:00 P.M. Town Commission Special Meeting

## **Board Action Report**

A. Financial Advisory Board (Informational Only)

1. July 2022 Board Action Reports (For Information Only)

## **8. ORDINANCES**

A. None.

## **9. CONSENT AGENDA**

A. None.

## **10. UNFINISHED BUSINESS**

### **A. Fire Rescue Implementation Update**

Town Manager Labadie provided an update on Fire Rescue Implementation.

### **B. Discussion of potential revision to the Building Recertification Program based on Senate Bill 4D - Building Safety.**

Mayor Hillman introduced this item.

Building Official Jeff Remas presented a PowerPoint highlighting Senate Bill 4D - Safety Building and the proposed revisions to the Town's Building Recertification ordinance. Town staff will prepare an ordinance with the new modifications and present it at the August 2, 2022, Town Commission meeting.

Commissioner Shoemaker asked Building Official Remas for a hard copy of the PowerPoint slides.

Mayor Hillman asked Building Official Remas to present the Building Recertification Program - Senate Bill 4D – Building Safety at an upcoming Condo Presidents meeting on July 26<sup>th</sup>.



## **11. NEW BUSINESS**

- A. Approve and authorize the Town Manager to execute Task Order No. 23 with Baxter Woodman, Inc. in an amount not to exceed \$53,513.00 for Engineering Services for Lift Station No. 3 Rehabilitation.**

Mayor Hillman read the title of Item 11.A.

Public Works Director Pat Roman presented this item.

Mayor Hillman asked Public Work Director Roman to provide a five-year summary of the lift station rehabilitation projects, including costs.

**MOTION:** David/Gossett-Seidman - Moved to approve Task Order No. 23 for the rehabilitation of Lift Station No. 3 in an amount not to exceed \$53,513.00, which passed unanimously 5 to 0.

- B. Resolution No. 2022-014**

**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.**

Mayor Hillman read the title of Resolution No. 2022-014.

Finance Director David DiLena and Town Manager Labadie presented this item and PowerPoint slides of the Proposed Operating Budget.

The Town Commission discussed the proposed operating budget, including the reserves, and set the proposed millage rate not to exceed 3.6000 mills.

**MOTION:** David/Shoemaker - Moved to approve Resolution No. 2022-014 to set the not to exceed proposed millage rate at 3.6000. Upon roll call: Commissioner David (Yes); Commissioner Shoemaker (Yes); Commissioner Gossett-Seidman (Yes); Vice Mayor Moore (Yes); and Mayor Hillman (Yes), which passed on a 5 to 0 vote.

- C. Consideration to nominate a Chairperson for the External Auditor Selection Committee, who shall assist the Town Commission in selecting an external auditor to conduct the Town of Highland Beach's annual financial audit as required by Florida Statute 218.39.**

Assistant Town Manager Eric Marmer presented this item.

**MOTION:** Hillman/Gossett-Seidman - Moved to nominate Commissioner Evalyn David as the Chairperson, which passed unanimously 5 to 0.



There were discussions about establishing the committee and considering several members of the Financial Advisory Board.

**D. Designation of a Voting Delegate for the Florida League of Cities 96<sup>th</sup> Annual Conference – Required Business Meetings**

Mayor Hillman presented this item and proposed designating Commissioner Gossett-Seidman as the voting delegate and Vice Mayor Moore as the alternate.

**MOTION:** Hillman/David - Moved to designate Commissioner Peggy Gossett-Seidman as the Voting Delegate for the Florida League of Cities 96<sup>th</sup> Annual Conference, which passed unanimously 5 to 0.

**E. Approval of the Commission Meeting Minutes**

June 21, 2022, Commission Meeting Special Minutes

June 21, 2022, Commission Meeting Minutes

**MOTION:** David/Gossett-Seidman - Moved to accept the minutes from June 21, 2022, Special Meeting and June 21, 2022, Commission Regular Meeting, which passed unanimously 5 to 0.

**12. TOWN COMMISSION COMMENTS**

Commissioner John Shoemaker spoke about the Manager's Minutes, the schedule conflict with the Florida League of Cities Annual Conference, and the Florida Department of Transportation (FDOT) Public Meeting slated for August 11, 2022. Because of the schedule conflict, Mayor Hillman suggested that Town Clerk Gaskins contact FDOT and ask them to consider another meeting date. Commissioner Shoemaker asked if the Town of Gulfstream partnership would require new hires, and Town Manager answered "no" and explained the process.

Commissioner Evalyn David had no comments.

Commissioner Peggy Gossett-Seidman spoke about a League of Cities meeting that she attended and heard about the Town of Gulfstream's building permit issues. After that, she informed Town Manager Labadie about the situation, and he followed up on the matter. Lastly, she commented on how well the Town has been operating efficiently.

Vice Mayor Natasha Moore provided a PowerPoint presentation update on the water/sewer rates by type.

Commissioner Gossett-Seidman suggested adding Vice Mayor Moore's presentation as an agenda item and uploading the PowerPoint slides with the agenda.



Mayor Douglas Hillman inquired about the progress of finding someone to update the Town's website, and Town Manager Labadie explained that staff was working to find someone or a firm to assist with this matter.

**13. TOWN ATTORNEY'S REPORT**

Town Attorney Torcivia mentioned that he attended the Palm Beach County Municipal Clerk's Association Election Workshop last Friday.

**14. TOWN MANAGER'S REPORT**

Town Manager Labadie reported the following:

The interlocal agreement with the Town of Gulfstream will be on the August 2, 2022, Town Commission agenda.

He spoke about the Building Recertification Program related to Senate Bill 4D – Safety Building.

The Palm Beach County Inspector General's staff was on site today, and the Town received a great review.

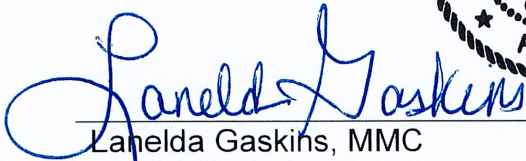


**15. ADJOURNMENT**

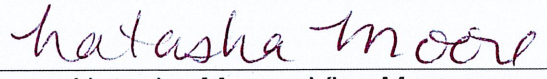
The meeting adjourned at 4:45 P.M.

**APPROVED** August 02, 2022, Town Commission Meeting.

ATTEST:

  
Lanelda Gaskins, MMC  
Town Clerk



  
Natasha Moore, Vice Mayor

Transcribed by  
Lanelda Gaskins

August 02, 2022  
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/>.