



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, August 16, 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

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1. **CALL TO ORDER**
 2. **ROLL CALL**
 3. **PLEDGE OF ALLEGIANCE**
 4. **APPROVAL OF THE AGENDA**
 5. **PRESENTATIONS / PROCLAMATIONS**

A. Sea Turtle Presentation by Joanne Ryan, Highland Beach Sea Turtle Permit Holder

6. **PUBLIC COMMENTS**

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

7. **ANNOUNCEMENTS**

Board Vacancies

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

Meetings and Events

August 23, 2022 - 11:30 A.M. Financial Advisory Board Regular Meeting

August 25, 2022 - 1:30 P.M. Town Commission Special Meeting

September 05, 2022 – Town Hall Closed in Observance of Labor Day

September 06, 2022 - 1:30 P.M. Town Commission Meeting

September 06, 2022 - 5:01 P.M. Town Commission Special First Public Hearing
Budget Meeting

Board Action Report

None.

8. **ORDINANCES**

A. None.

9. **CONSENT AGENDA**

A. None.

10. **UNFINISHED BUSINESS**

A. Fire Rescue Implementation Update

[B.](#) Discussion of review timeline for proposed amendments to the Accessory Marine Facility regulations of the Town Code.

11. **NEW BUSINESS**

[A.](#) Consideration to nominate the External Auditor Selection Committee Members, which shall assist the governing body in selecting an external auditor to conduct the Town of Highland Beach's annual financial audit as required by Florida Statute 218.39.

[B.](#) Approval of the Commission Minutes

August 02, 2022 - Commission Meeting Minutes

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

File Attachments for Item:

B. Discussion of review timeline for proposed amendments to the Accessory Marine Facility regulations of the Town Code.



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE August 16, 2022

SUBMITTED BY: Ingrid Allen, Town Planner, Building Department

SUBJECT: Discussion of review timeline for proposed amendments to the Accessory Marine Facility regulations of the Town Code

SUMMARY:

At the June 21, 2022 Town Commission meeting, the Commission considered a discussion item regarding a “review timeline” for proposed amendment concepts pertaining to the Town’s Accessory Marine Facilities regulations. Consensus from the Commission was that a more detailed outreach effort (by neighborhood) be made in order to engage Town residents on this matter. That said, the Commission directed that neighborhood meetings be held at the Town Library (to include evening hours) in an effort to get input from residents on the proposed amendment concepts, and that such meetings commenced in October or November upon the return of seasonal residents.

Upon discussion with the Town Manager, staff proposes that three (3) meetings of equal content be held at the Town Library. All waterfront property owners (west of State Road A1A) will be noticed of such meetings. It may be helpful for residents in one neighborhood to hear the input of residents in another neighborhood and therefore having open meetings for all neighborhoods to attend may be a more inclusive approach for engaging residents. In addition, the three (3) open meeting concept will prevent scheduling conflicts that may arise if a particular neighborhood resident cannot attend their designated meeting date. The following library meeting dates are proposed:

October 26th – 10:00am and 6:00pm

October 27th – 10:00am

For reference purposes, a brief history on hearings held (and other related matters) relating to proposed accessory marine facility amendments to the Town Code are provided below:

November 17, 2020 - Town Commission authorized Vice-Mayor Greg Babij to sponsor the review and propose any amendment(s) to the accessory marine structure ordinance provisions (motion carried 5-0).

March 15, 2022 – Town Commission considers introduction to proposed amendment concepts regarding the accessory marine facility provisions of the Town Code. Commission

consensus was to establish a process for review of such amendment concepts to include public participation and review by the Planning Board.

April 19, 2022 – Town Commission provides direction in establishing a process for review of amendment concepts as follows:

1. Requests that the Planning Board watch the April 19, 2022 Town Commission discussion on such item (Number 10D).
2. Requests that the Planning Board physically observe the various canal/lot widths and existing accessory marine facilities including boat lifts located within the Town.
3. Create maps of the various waterway widths (including canal and lakes).
4. Once Board site observations are complete, staff is to send out notices to all waterfront property owners (west of State Road A1A) prior to the Planning Board meeting where the Board will discuss proposed amendment concepts as provided to the Town Commission on March 15, 2022.

May 12, 2022 – Planning Board considers the April 19, 2022 direction provided by the Town Commission regarding Board review process for proposed amendments to the Accessory Marine Facility regulations of the Town Code.

May 23-27, 2022 – Individual Board site observations, as noted above, are conducted via the Police Department's Marine Patrol Unit (for those Board members who do not have access to a boat). Note five (5) of the seven (7) Board members conducted their observations on the Marine Patrol Unit vessel.

ATTACHMENTS:

Draft meeting notice.

RECOMMENDATION:

At the discretion of the Commission.



PUBLIC INPUT MEETINGS

TOPIC: PROPOSED AMENDMENT CONCEPTS PERTAINING TO THE ACCESSORY MARINE FACILITY REGULATIONS OF THE TOWN CODE

Three (3) meetings of equal content will be held in an effort to engage and receive input from waterfront property owners (west of State Road A1A) on the above-referenced topic. Amendment concepts include a maximum height for accessory marine facilities, maximum width for seawalls and docks, maximum encroachment into the water, modification to side setback requirements for such facilities, a ladder requirement, etc.

**WHEN: OCTOBER 26, 2022 - 10:00AM and 6:00PM
OCTOBER 27, 2022 - 10:00AM**

WHERE: Town Library, Community Room
Refreshments will be provided.

For additional information, contact Ingrid Allen (Town Planner) at 561-278-4540 (ext. 3).
Town Commission and Planning Board members may be in attendance.



File Attachments for Item:

A. Consideration to nominate the External Auditor Selection Committee Members, which shall assist the governing body in selecting an external auditor to conduct the Town of Highland Beach's annual financial audit as required by Florida Statute 218.39.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE 08/16/2022

SUBMITTED BY: Marshall Labadie, Town Manager

SUBJECT: Establish the External Auditor Selection Committee, which shall assist the governing body in selecting an external auditor to conduct the Town of Highland Beach's annual financial audit as required by Florida Statute 218.39.

SUMMARY:

The Town Manager's Office intends to issue a formal Request for Proposals for external independent financial auditing services. As a result of this RFP, the Town anticipates awarding a Contract for a period of three (3) years, with two (2) one (1) year renewal options, beginning with an audit of the basic financial statements for the fiscal year ending September 30, 2022. In accordance with Florida Statute 218.391 as amended, the governing body of a county, municipality, special district, district school board, charter school, or charter technical career center shall establish an Auditor Selection Committee (Committee). The statute requires that the Committee must consist of at least three (3) members, one (1) of whom must be a member of the governing body of the Town, who shall serve as the Chair of the Committee. Further, an employee of the Town may not serve as a member of the Committee; however, they may serve in an advisory capacity. At the Town Commission meeting of July 19, 2022, the Town Commission appointed Evalyn David as the Chair of the Committee.

The following individuals are recommended to serve as additional members of the external audit selection committee:

David Stern – Voting Member
Financial Advisory Board Chairperson
Town of Highland Beach, FL

Mara Frederiksen – Voting Member
Finance Director
City of Boynton Beach, FL

Douglas Hillman - Backup Chairperson
Mayor
Town of Highland Beach, FL

Jason Chudnofsky – Backup Voting Member
Planning Board Member
Town of Highland Beach, FL

Brian DeMoss – Backup Voting Member
Planning Board Member
Town of Highland Beach, FL

David DiLena - Non-voting Member; Advisory Capacity
Finance Director
Town of Highland Beach, FL

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDATION:

Appoint the remaining External Auditor Selection Committee members for RFP No. 22-004.

File Attachments for Item:

B. Approval of the Commission Meeting Minutes

August 02, 2022 - Commission Meeting Minutes



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

Date: August 02, 2022
Time: 1:30 PM

1. CALL TO ORDER

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

2. ROLL CALL

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

ABSENT
Mayor Douglas Hillman

3. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF THE AGENDA

The agenda was modified as follows:

Item 11.B., Resolution No. 2022-015 under New Business, was moved to Item 5.A. under Presentations/Proclamations.

The "Fire Rescue Implementation Update" was added to the agenda as Item 10.A. under Unfinished Business.

Item 11.A., the Interlocal Agreement with the Town of Gulf Stream, was moved to August 04, 2022, Town Commission Special Meeting agenda.

MOTION: David/Gossett-Seidman - Moved to approve the agenda as amended, which passed unanimously 4 to 0.

5. PRESENTATIONS / PROCLAMATIONS

A. Resolution No. 2022-015

A Resolution of the Town Commission of the Town of Highland Beach, Florida, ratifying the selection, appointments, and term of office of members of the Natural Resources Preservation Advisory Board; and providing for an effective date. Town Commission interviewed Barbara Nestle.

Vice Mayor Moore read the title of Resolution No. 2022-015.

The Town Commission interviewed the applicant, Ms. Barbara Nestle (joined virtually.)

MOTION: David/Gossett-Seidman moved to approve Resolution No. 2022-015 (appointing Barbara Nestle), which passed unanimously 4 to 0

6. PUBLIC COMMENTS

Mr. Jack Halpern voiced concerns about the interlocal agreement with the Town of Gulf Stream for building services.

Ms. Jane Perlow also voiced concerns about the interlocal agreement with the Town of Gulf Stream for building services.

Mr. David Lemon commented about the environmental conditions of the beach.

7. ANNOUNCEMENTS

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

August 09, 2022 - 1:00 P.M. Code Enforcement Board Regular Meeting

August 10, 2022 - 12:30 P.M. Natural Resources Preservation Advisory Board
Regular Meeting

August 11, 2022 - 9:30 A.M. Planning Board Regular Meeting

August 16, 2022 - 1:30 P.M. Town Commission Meeting

Board Action Report

A. None

8. ORDINANCES

A. Proposed Ordinance

An Ordinance of the Town of Highland Beach, Florida, amending the administrative amendments to the 7th (2020) Edition of the Florida Building Code to update the requirements for reinspection and recertification of existing threshold buildings and other buildings owned by a condominium or cooperative association to conform with state law; providing for the repeal of all ordinances in conflict; providing for severability and codification; and providing for an effective date.

Vice Mayor Moore read the title of the Proposed Ordinance, and Building Official Remas presented this item.

Vice Mayor Moore opened public comments for this item. Hearing none, she closed public comments.

MOTION: David/Gossett-Seidman – Moved to accept the Proposed Ordinance incorporating the State’s recertification program into ours, which passed unanimously 4 to 0.

9. CONSENT AGENDA

A. Approve and Authorize the Public Works Director to rehabilitate Lift Station No. 2, utilizing the existing agreement with Hinterland Group Inc in an amount not to exceed \$66,700.00.

Vice Mayor Moore read the title of Item 9.A.

There were no public comments.

MOTION: David/Gossett-Seidman. Moved to accept the Consent Agenda as presented, which passed unanimously 4 to 0.

10. UNFINISHED BUSINESS

A. Fire Rescue Department Implementation Plan Update *(This item was added to the agenda)*

Town Manager Labadie provided an update on the Fire Rescue Implementation Plan.

11. NEW BUSINESS

A. Approve and authorize the Mayor to execute an Interlocal Agreement between the Town of Highland Beach and the Town of Gulf Stream for Building Department Services. *(This item was removed for the agenda)*

B. Resolution No. 2022-015

A Resolution of the Town Commission of the Town of Highland Beach, Florida, ratifying the selection, appointments, and term of office of members of the Natural Resources Preservation Advisory Board; and providing for an effective date. *(This item was moved to Item 5.A. under Presentations/Proclamations)*

C. July 19, 2022 - Commission Meeting Minutes

MOTION: David/Shoemaker - Moved to approve the minutes, which passed unanimously 4 to 0.

12. TOWN COMMISSION COMMENTS

Commissioner John Shoemaker spoke about the seaweed on the beach, the importance of the Environmental Board (Natural Resources Preservation Advisory Board), and the public comments concerning the interlocal agreement with the Town of Gulf Stream. He inquired about the Condo Presidents Meeting, and Town Manager Labadie mentioned that the meeting was well received.

Commissioner Evalyn David had no comments.

Commissioner Peggy Gossett-Seidman provided a PowerPoint presentation on the following. She also attended a League of Cities meeting last week and will provide a brief report to the Town Commission at the next meeting.

1. Florida Fish and Wildlife Conservation Commission Boat Tour and Analysis.
2. Florida League of Cities Update.

Vice Mayor Natasha Moore had no comments.

13. TOWN ATTORNEY'S REPORT

Town Attorney Torcivia had no comments.

14. TOWN MANAGER'S REPORT

Town Manager Labadie provided a report as follows:

He will work to address the concerns regarding the Interlocal Agreement with Gulf Stream. Going forward, he will also include a sub-item under the Town Manager's Report for those big-ticketed items (similar to the ILA).

The Water Treatment Plant passed its annual health inspections.

The Police Department passed the accreditation.

The Palm Beach County Inspector General conducted an audit on the Town's Information Technology (IT) infrastructure, and the town did well. He will circulate the IT policy to the Town Commission.

The Florida Statutes puts limitations on the Economic Relief Payment. Therefore, the item will be removed from the August 4 Town Commission Special meeting agenda. He will work with the Town Attorney regarding this matter and bring an item back to Town Commission at a future meeting.

The budget looks good.

Ms. Dorothy Jacks, Palm Beach County Property Appraiser, will provide a presentation on August 4, 2022, Town Commission Special Meeting.

15. ADJOURNMENT

The meeting adjourned at 3:15 P.M.

APPROVED August 16, 2022, Town Commission Meeting.

ATTEST:

Douglas Hillman, Mayor

Transcribed by
Latonda Gillion and
Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

August 16, 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/>.