

AGENDA

NATURAL RESOURCES PRESERVATION ADVISORY BOARD REGULAR MEETING



Wednesday, May 07, 2025 AT 11:00 AM

TOWN OF HIGHLAND BEACH, FLORIDA
3614 S. OCEAN BOULEVARD
HIGHLAND BEACH, FL 33487
Telephone: (561) 278-4548

Website: www.highlandbeach.us

Town Hall Commission Chambers

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF THE AGENDA**
5. **PUBLIC COMMENT** *(limited to three (3) minutes per speaker)*
6. **PRESENTATIONS**
 - A. Town Planner Update
7. **APPROVAL OF MINUTES**
 - A. January 29, 2025
February 05, 2025
8. **UNFINISHED BUSINESS**
 - A. Future Dune Restoration/Management-related events
 1. Discussion on Delray Sands Dune Event
 2. Discussion on Library Wine Tasting Event
 3. Discussion on Beach Front Condo Associations
 4. Discussion on Other Future Events

Agenda – Natural Resources Preservation Advisory Board Regular Meeting

Wednesday, May 07, 2025, 11:00 AM

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[B.](#) Beach Clean Up

C. Board Member Updates

9. NEW BUSINESS

[A.](#) Nomination of Chairperson and Vice-Chairperson

10. ANNOUNCEMENTS

May 08, 2025	9:30 AM	Planning Board Regular Meeting
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May 13, 2025	1:00 PM	Special Magistrate Hearing
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11. ADJOURNMENT

NOTICE: *If a person decides to appeal any decision made by the Natural Resource Preservation Advisory Board with respect to any matter considered at this meeting, you will need a record of the proceedings, and you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (The above notice is required by State Law. Anyone desiring a verbatim transcript shall have the responsibility, at his own cost, to arrange for the transcript) There may be one or more Town Commissioners attending the meeting.*

Pursuant to the provision of the Americans with Disabilities Act, any person requesting special accommodations to participate in these meetings, because of a disability or physical impairment, should contact the Town at 561-278-4548 at least five calendar days prior to the Hearing.

File Attachments for Item:

A. January 29, 2025February 05, 2025



TOWN OF HIGHLAND BEACH NATURAL RESOURCES PRESERVATION ADVISORY BOARD SPECIAL MEETING MINUTES

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

Date: January 29, 2025
Time: 11:00 AM

1. CALL TO ORDER

Chairperson Nestle called the meeting to order at 11:00 AM.

2. ROLL CALL

Board Member Christine Viegas
Board Member Alan Blumberg
Board Member Kenneth Shriberg
Board Member David Newman
Board Member Karen Jones (arrived at 11:09 AM)
Chairperson Barbara Nestle
Deputy Town Clerk Jaclyn DeHart

ABSENT

Board Member Joshua Davison

ADDITIONAL STAFF PRESENT

Town Planner Ingrid Allen

3. PLEDGE OF ALLEGIANCE

The Board led the Pledge of Allegiance to the United States of America.

4. APPROVAL OF THE AGENDA

MOTION: Blumberg/Shriberg - Moved to approve the agenda as presented which passed 5 to 0.

5. PUBLIC COMMENT *(limited to three (3) minutes per speaker)*

Member Newman made a public comment about bucket tree.

6. UNFINISHED BUSINESS

A. Discussion on Past Dune Restoration/Management Events and Outreach

The Board discussed the November 12, 2024, event that was held at the Town Library. The Board members who were present at the event discussed their takeaway and information learned. They discussed beach rakers companies and Member Jones volunteered to reach out to the beach rakers company she uses

Town Planner Allen reminded the Board to stay on agenda topic and beach rakers would be on the next agenda. She also reminded them to reach out to the Florida Department of Environmental Protection about violations.

The Board discussed having another event within the season and Town Planner Allen said she will check with the Town Manager.

The Board discussed past condo events and Chairperson Nestle informed the Board that Penthouse Towers is under renovation so they can't have events. She will contact Delray Sands in regard to an event.

The Board discussed the Mingle Jingle event in 2024 and mentioned they had great interactions with residents, gave out reports, had laminated photos for residents to see good plants and examples of good dunes.

They discussed having a wine tasting event in the future and Town Planner Allen will ask the Town Manager.

7. ANNOUNCEMENTS

February 05, 2025

11:00 AM

Natural Resources Preservation
Advisor Board Regular Meeting

8. ADJOURNMENT

The meeting adjourned at 12:10 AM.

APPROVED at the May 07, 2025, Natural Resources Preservation Advisory Board Regular Meeting.

ATTEST:

Chairperson Barbara Nestle

Transcribed by
Jaclyn DeHart

Date: May 07, 2025

Jaclyn DeHart
Deputy Town Clerk

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:



TOWN OF HIGHLAND BEACH NATURAL RESOURCES PRESERVATION ADVISORY BOARD REGULAR MEETING MINUTES

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

Date: February 05, 2025
Time: 11:00 AM

1. CALL TO ORDER

Chairperson Nestle called the meeting to order at 11:00 AM.

2. ROLL CALL

Board Member Christine Viegas
Board Member Alan Blumberg
Board Member David Newman
Board Member Karen Jones
Vice Chairperson Joshus Davison (arrived at 11:02 AM)
Chairperson Barbara Nestle
Deputy Town Clerk Jaclyn DeHart

ABSENT

Board Member Kenneth Shriberg

ADDITIONAL STAFF PRESENT

Town Planner Ingrid Allen

3. PLEDGE OF ALLEGIANCE

The Board led the Pledge of Allegiance to the United States of America.

4. APPROVAL OF THE AGENDA

MOTION: Viegas/Newman - Moved to approve the agenda as presented which passed 5 to 0.

5. PUBLIC COMMENT *(limited to three (3) minutes per speaker)*

Chairperson Nestle gave an update for the Turtle Team update. They will be having a thank you party for their volunteers and wanted to thank the Town for letting them have a booth at Mingle Jingle.

6. PRESENTATIONS

A. Town Planner Update

1. Beach Rakers

Town Planner Allen introduced Town Manager Marshall Labadie.

Town Manager Labadie provided a history on beach rakers in regard to the extensive steps the Town has taken and mentioned that The Town communicates with the Florida Department of Environment Protection (FDEP) on a regular basis.

The Board discussed their concerns, one of them being large pieces of trash not being picked up.

Town Manager Labadie will send a letter to the raker companies and the FDEP expressing concerns and reminder of rules on behalf of the Natural Resources Board and concerned residents. A copy will be provided to the Board.

At the previous meeting, the Board requested approval to hold a joint event at the library featuring Mr. Mann and a wine tasting company. Town Planner Allen confirmed that the Town Manager is fine with this. The Board will need to contact wine companies and develop a plan. Member Jones volunteered to handle outreach to the wine companies and will report back with information at the next meeting.

7. APPROVAL OF MINUTES

A. November 06, 2024

MOTION: Blumberg/Jones – Moved to approve the minutes of November 06, 2024, which passed 6 to 0.

8. UNFINISHED BUSINESS

A. Discussion on Bucket Trees

Member Newman shared that the Town Houses of Highland Beach are interested in obtaining buckets for their existing garbage can enclosure. Town Planner Allen will email Member Newman the details on how to acquire the buckets.

Member Jones mentioned that they (Bel Lido) only have one bucket left on their tree. Town Planner Allen advised Member Jones to email her or the public works director, Pat Roman, and they will send someone out with more.

Town planner Allen gave history of how the bucket trees came about.

There was discussion about getting t-shirts for people who pick up trash.

B. Future Dune Restoration/Management-related events

There Board discussed having a beach clean up event. Chairperson Nestle noted that some local schools are interested in organizing a beach clean-up event. However, their efforts are currently restricted to Parker Highland property, as the surrounding areas are privately owned. She is waiting to hear back from the schools regarding a date. Town Planner Allen added that the Town is unable to sponsor such clean-up activities due to private property and liability issues.

Town Planner Allen recommended that when Board Members contact the condo associations regarding dune management, they could also encourage the associations to organize a community clean-up day for their residents.

Chairperson Nestle compiled a spreadsheet of beachfront condo associations. Board Members divided the list among themselves and assigned who would reach out to each association. Their outreach will include questions about dune-related events, trash can availability, beach raking, and if associations would organize/encourage a beach clean-up day on their own property with their residents.

Chairperson Nestle has been in contact with the event coordinator at Delray Sands about having an event there. She is waiting for them to contact her with more information and will report back at the next meeting. Town Planner Allen will check with the Town Manager about the event. Chairperson Nestle would like Delray Sands to sponsor and pay for the event but will get pricing for the event.

Chairperson Nestle will contact Delray Sands Resort, Penthouse Towers, Ambassador East, 45 Ocean, Boca Highland, and Parker Highland. Member Newman will contact Town Houses of Highland Beach, Wiltshire House Condo, City of Delray Beach, and Highland Place Condo. Member Jones will contact Trafalgar, and Toscana. Member Viegas will contact Villa Magna, Ocean Pines, Ocean Dunes, Villa Mara, and Clarendon. The Board members will contact the condo associations and report back at the next meeting.

Member Jones gave an update on Ocean Place estates and Jamica Manor. They have agreed to host a dune event but there is a lack of parking. Chairperson Nestle questioned if the Town would pay for Ubers. Town Planner Allen advised them to place the information in their packet to be presented to the Town Manager.

9. NEW BUSINESS

A. Board Member Updates on Assigned Projects

There was discussion about the Boards website in regard to creating a QR code for them. Member Viegas picked three things from the website that would be good for QR codes. Town Planner Allen will put out FDEP handouts in the building department they are already in Town Hall.

Member Newman gave an update that he is going to recycling center in two weeks in west palm beach for field trip.

Member Jones mentioned that she knows someone from American Sea Wall who was willing to go out on the Town's Police Boat to survey the sea walls in the intercostal. Town Planner Allen reminded them again that the Town Commission would have to approve them going out on the Marine Patrol Vessel owned by the Town.

10. ANNOUNCEMENTS

February 11, 2025	1:00 PM	Special Magistrate Hearing
March 04, 2025	1:30 PM	Town Commission Meeting

11. ADJOURNMENT

The meeting adjourned at 12:50 PM

APPROVED at the May 07, 2025, Natural Resources Preservation Advisory Board Regular Meeting.

ATTEST:

Chairperson Barbara Nestle

Transcribed by
Jaclyn DeHart

Date: May 07, 2025

Jaclyn DeHart
Deputy Town Clerk

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:

File Attachments for Item:

A. Future Dune Restoration/Management-related events

1. Discussion on Delray Sands Dune Event
2. Discussion on Library Wine Tasting Event
3. Discussion on Beach Front Condo Associations
4. Discussion on Other Future Events

EXAMPLE OF AN EMAIL TO EMAIL TO THE MANAGERS WITH WHOM NATURAL RESOURCES BOARD MEMBERS SPEAK WITH:

“ Hi (Manager Name),

It was nice to meet you last week. Attached is the information we discussed to help your Association place **sea oats** (this was used by Penthouse Towers in its Dune Replenishment project) and may be useful for you to place a line of sea oats in front of your Condos sea grapes. *A letter went out to your Condo Association on this Dune Project in 2022.*

Below attached is a flyer, a guide used by Penthouse Towers two years ago and is on the Highland Beach **Natural Resources** Board page.

Also below is a link to the presentation by the Aptim expert hired by Highland Beach.

1. Penthouse Towers, Highland Beach

<https://highlandbeach.us/DocumentCenter/View/493/Dune-Restoration-Presentation---Penthouse-Towers>

2. Presentation on You Tube From November 12, 2024 by **Douglass Mann of Aptim Environmental** you have been provided with sheet from the presentation by **Aptim** on beachfront improvements needed in Highland Beach in front of your Condo.

<https://www.youtube.com/watch?v=1IWDJLPfw2I>

or the written report

<https://highlandbeach.us/DocumentCenter/View/637/2023-Town-Beach-Restoration-Feasibility-Study>

3. A link to the Natural Resources ‘Dune Preservation’ page Scroll down to get the information on the hand out for you’re your Condo Association.

<https://highlandbeach.us/263/Dune-Restoration-Preservation>

FYI - At FDEP (Florida Environmental Protection) more information can be obtained:

FDEP -- David Kieckbusch 561-313-9007

David.kieckbusch@floridadep.gov.

The attached FL DEP permit will be for one-time restoration work only and is valid for one year. Approximate Cost \$ -- a few hundred.

The Town Planner Ingrid Allen also has good information if you need it.

File Attachments for Item:

B. Beach Clean Up

Gregory Boan

FSO-MS Marine Safety / Environmental Protection

gregboan@gmail.com

The LOG: April 2025

Beach Clean-Ups

In 2024 our Flotilla conducted 38 Beach Clean-ups, logging 67 hours, and removed an estimated 800 pounds of trash and hazardous materials. We imagine our beautiful beaches as pristine, but the reality is, they are not. Every day each tide cycle deposits harmful materials on our pristine sandy beaches. Cities, counties, and some condominiums hire “beach cleaners” to sweep the beach clean of debris. However, beach cleaner tractors with rakes turn the trash under, much as a farmer turns the soil under after a crop is harvested. Consequently, that buried trash resurfaces and is dragged back into the sea by the next high wave or storm event. It also re-emerges on the beach through wind erosion. Hazardous materials include a variety of ordinary items that are harmful to marine creatures and humans.

Common Items Encountered

- Fishing line & tackle
- Broken glass
- Rope
- Polystyrene line
- Tar
- Nails in boards
- Hard plastics
- Shards of fiberglass
- Plastic bags

Less Common Items Encountered

- Debris from wrecked boats
- Menace to navigation objects, wood boards
- Hypodermic needles
- Dangerous chemicals
- Knives
- Drugs *Cocaine
- Discarded or lost water/fuel tanks
- Lost diving gear
- Shards of metal

Quiz:



Answer: Plastic Bags

Collected by one person in 30 minutes, which category is of the most immediate concern for the health of human beings and marine life?

- Broken glass
- Rope
- Polystyrene line
- Hard plastics
- Plastic bags
- Fishing lure/hooks
- Garbage

Plastic bags break up and decompose to a molecular level (nano plastics) very quickly compared to other plastics. Research by biology professor Dr. Philip Landrigan, director of the Program for Global Public Health, shows that “Some microplastics are airborne. “If you live near the coast, microplastic particles in the ocean get kicked into the air through wave action. “So human ingestion is probably the dominant route, but inhalation is also an important route.” Ultimately, microplastics and nanoplastics find their way into both human and marine animal organs and tissues.



Microplastics

Source: iStockphoto / Getty Images & CNN

<https://www.cnn.com/2024/08/23/health/plastics-in-brain-wellness>

A very important article - 7-minute read.

Examples of dangerous materials we've recovered on Highland Beach.

Kilo of Cocaine



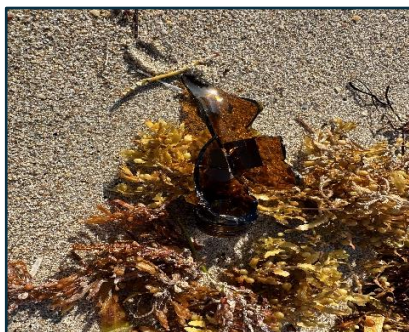
Drum of Ammonium Hydroxide



Knife



Broken Glass



Sharp Metal/Nails



Fish Hooks



Hypodermic needle



Nails in boards



File Attachments for Item:

A. Nomination of Chairperson and Vice-Chairperson



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Natural Resources Preservation Advisory Board Regular Meeting

MEETING DATE May 07, 2025

SUBMITTED BY: Jaclyn DeHart, Deputy Town Clerk

SUBJECT: **Nomination of Chairperson and Vice-Chairperson**

SUMMARY:

In May of 2024 Ms. Nestle was nominated as the Chairperson, and Joshua Davison was nominated as Vice Chairperson, to the Natural Resources Preservation Advisory Board and have served in the positions for the allotted one-year term. Therefore, the matter is being brought before the Board for discussion and nomination to fill the positions of Chairperson and Vice Chairperson for a one-year term, ending May 07, 2026.

According to Resolution No. 19-029 R, - Advisory Board and Committees Appointment Process Policy, Section 9, it should be common practice that no member shall serve as chair and vice chair until he or she have served for one full year on the advisory board unless no existing member is willing to serve as chairperson or vice chairperson.

FISCAL IMPACT:

None.

ATTACHMENTS:

Board Members List

Resolution No. 19-029 R

RECOMMENDATION:

Staff recommend nomination of Chairperson and Vice-Chairperson to serve for one year, ending May 07, 2026.



**TOWN OF HIGHLAND BEACH
RESOLUTION NO. 19-029 R**

**A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF HIGHLAND BEACH, FLORIDA, ADOPTING AN
ADVISORY BOARDS AND COMMITTEES APPOINTMENT
PROCESS POLICY; AND PROVIDING AN EFFECTIVE
DATE.**

WHEREAS, the Town of Highland Beach, Florida, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town has several boards and committees who fulfill a vital role in assisting the Town Commission with executing Town business; and

WHEREAS, although the Town's code of ordinances generally discusses the appointment of board and committee members, the Town Commission finds that it is beneficial to set forth the Town's process regarding the appointment of members in more detail; and

WHEREAS, the Policy shall supplement the appointment processes in the Town's code of ordinances.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE
TOWN OF HIGHLAND BEACH, FLORIDA, THAT:**

SECTION 1. The above recitations are true and incorporated herein.

SECTION 2. The Advisory Boards and Committees Appointment Process Policy is approved, said Policy is attached hereto as **Exhibit A**.

SECTION 3. This resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF
HIGHLAND BEACH, FLORIDA, ON THIS 3RD DAY OF OCTOBER, 2019.**

AYE NAY

Mayor Zelniker

☒ ☐


Rhoda Zelniker, Mayor


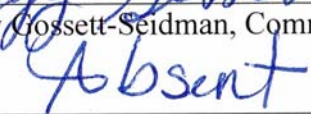
Vice Mayor Babij

☒ ☐


Greg Babij, Vice Mayor

Commissioner Gossett-Seidman

☒ ☐


Peggy Gossett-Seidman, Commissioner


Commissioner Donaldson

☐ ☐


Barry Donaldson, Commissioner

Commissioner David


☒ ☐


Evalyn David, Commissioner

ATTEST:


Lanelda Gaskins, MMC
Town Clerk

REVIEWED FOR LEGAL SUFFICIENCY


Glen J. Torcivia,
Town Attorney



TOWN OF HIGHLAND BEACH ADVISORY BOARD & COMMITTEES APPOINTMENT PROCESS POLICY

Approved by Resolution No. 19-029 R on October 3, 2019

- 1) Purpose: This policy establishes consistent procedures and standards for the appointment of individuals to all town advisory boards and committees, and applies to individuals serving on advisory boards appointed by the Highland Beach Town Commission. This policy does not apply to temporary or ad hoc committees or to appointments made by the commission to external boards, commissions or committees. This policy shall serve as a complement to the City's code of ordinances regulating boards and committees.
- 2) Duties of Advisory Boards and Committees: Unless otherwise provided for in the City's code of ordinances, all advisory boards and committees (sometimes referred to collectively as "advisory board" or "advisory boards") shall act in an advisory capacity to the Town Commission with the exception of the Code Enforcement Board, the Planning Board and the Board of Appeals and Adjustments, which may have the final decision making authority on quasi-judicial matters. When not acting in a quasi-judicial role, all other matters of the Code Enforcement Board, the Planning Board and the Board of Adjustment and Appeals, are to be advisory.
- 3) Qualifications and Restrictions:
 - a) Applicants shall be a resident of the Town of Highland Beach and shall maintain residency while serving on an advisory board or committee. Residency for appointment to an advisory board or committee means the individual must be domiciled within the corporate limits and a registered voter of Highland Beach for at least one year prior to appointment.
 - b) No person shall serve as a regular voting member on more than one advisory board unless specific action is taken by the Town Commission and so long as said appointment does not violate Sec. 2-99 of the code. In no case shall an individual serve on two advisory boards that function as a quasi-judicial board, i.e., (1) Code Enforcement Board, (2) Planning Board or (3) Boards of Adjustment and Appeals.
 - c) Any conflict of interest between an applicant and their proposed role as a member of an advisory board shall be divulged in the application process. A failure to do so may result in removal.
 - d) Persons currently holding any elective municipal, county, state or federal office shall not be eligible to serve in a regular voting position on any advisory board. If a sitting advisory board member is elected to a Commission office, that sitting member shall resign their board position pursuant to Sec. 7-4 of the Town 's code of ordinances.
 - e) Town employees (part-time or full-time) are not eligible to serve on an advisory board, unless serving in an ex officio (non-voting) capacity.

- f) Applicants shall indicate which advisory board they are interested in on their application. If interested in more than one board, applicants shall indicate an order of preference numerically on the Town approved application with 1 being the highest preference and 5 being the lowest preference if all advisory boards are indicated.

4) Selection Process:

- a) Twice annually, during the first week of January and July, a notice inviting applications for the Town of Highland Beach shall be placed in the official newspaper of record, online (website), and emailed to Town email subscribers. Potential members will have approximately three weeks to apply, said applications to be due no later than 4:30 pm on the last Friday in January and July. The Town Commission may call for applications at additional times based on need.
- b) Persons interested in appointment or reappointment to an advisory board shall complete a Town approved application as provided by the Town on its website or at the Town Clerk's Office. Existing members seeking reappointment shall complete a new application to ensure that the Town has the most current information related to the advisory board member.
- c) Persons interested in appointment shall also submit a completed and signed background investigation waiver form. The simple background investigation would verify employment history, affiliations and memberships, financial/credit report and any criminal convictions.
- d) Applications shall be received by the Town Clerk on or before the advertised deadline. Late or incomplete applications will not be considered unless an extension is granted by action of the Town Commission. All applications will be held on file by the Town Clerk for a period of two years.
- e) Town staff will screen all applications for residency and other qualification requirements. The Police Department will conduct the simple background investigation.
- f) In February and August, Town staff will direct advisory board applications to the appropriate Advisory Board Chairs for screening and recommendation pursuant to Sec. 2-99 of the Town's code of ordinances. Advisory Board Chairs may ask applicants to attend an Advisory Board meeting for an interview conducted by the full board. Advisory Board Chairs may choose to not formally interview board members seeking reappointment and instead base their review upon the board member's performance and attendance. An Advisory Board Chair's written screening of a candidate may remain in effect for up one year.
- g) The qualifications for service on an advisory board shall be those that in the judgment of the advisory board chair are representative of the community and are qualified by training, experience, and interest for the fulfillment of the advisory board's responsibility. If the Chair feels that a particular candidate(s) not recommended for selection would be viable alternates to serve in case of vacancy, they may note those applicants to the Town Clerk as part of their report.
- h) All candidates for advisory boards along with the recommendations of the Advisory Board Chair shall be placed in a candidate pool and when a vacancy becomes available all applications shall be forwarded to Town Commission for selection and approval. The recommending Advisory Board Chair may rank candidates if more than one person applies for appointment. Any Town

Commissioner may then nominate an individual, or a slate of candidates for a public interview at the upcoming commission meeting. Votes via a signed ballot process will be taken by Town Commission until all vacancies are filled.

- i) The Town Commission has the ability to nominate and appoint any of the candidates within the applicant pool. The Town Commission will make every effort to ensure an advisory board does not have a majority of members from a single neighborhood, condominium association or group of condominium associations collectively referred to as a single condominium association and that advisory board members' background, proficiencies and experiences align as closely as possible to the mission of the assigned advisory board.
 - j) Appointment of a qualified candidate shall be made by an affirmative vote of not less than three members of the Town Commission.
 - k) On the day following Commission action, the Town Clerk shall notify each applicant of the Commission's appointment decision. Letters will subsequently be mailed to each individual appointed to an advisory board stating the name of the board to which they have been appointed, the name of the staff liaison for their advisory board, and any other pertinent information relevant to the position and information on ethics, conflicts of interest and open meetings requirements. All first-term appointees need to plan on completing the Palm Beach Commission on Ethics Training and Orientation session within 30 days of appointment.
 - l) The Town Clerk shall also prepare and mail letters to those not selected for service to express the Commission's appreciation for their willingness to serve the Town of Highland Beach and that application will remain on file for future appointment opportunities for a period of two years, or the remaining period of time since the date of initiation application.
 - m) Should an applicant no longer wish to be considered for appointment, notice of withdrawal of the application shall be made in writing to the Town Clerk with a copy of said written withdrawal forwarded to the Town Commission.
- 5) Terms of Office:

- a) Residents are appointed at the pleasure of the Town of Highland Beach, and can be removed or replaced at any given time by the same.
- b) As set forth in Sec. 2-99, in the Town's code, Terms for all boards shall be three (3) years and no board member may serve more than two (2) consecutive terms on the same board without first taking a one-year hiatus from the board. Appointments for partial terms shall not count toward the two-term limit.
- c) Expectations: Advisory board members are expected to be prepared for meetings to ensure recommendations, approvals and advisory opinions are well formed to assist the Town Commission in making optimal decisions. Additionally, advisory board members shall act with respectful and professional demeanor at all times.

Being prepared includes, but is not limited to:

- i) Reviewing background materials (staff reports);
- ii) Conducting independent research on topics as needed;
- iii) Understanding ordinances;
- iv) Staying informed on Town affairs and Town Commission actions;
- v) Appreciating due process and public comments;
- vi) Engaging all stakeholders with respect;
- vii) Being familiar with basic provisions of Robert Rules of Order; and
- viii) For quasi-judicial boards, strict adherence to criteria established for reviewing petitions and applications.

6) Attendance:

- a) Advisory board members are required to maintain regular attendance pursuant to *Article V – Boards and Committees* of the Town of Highland Beach Code of Ordinances. Members who cannot attend a meeting should inform the Town Clerk 24 hours in advance of the scheduled meeting.
- b) Pursuant to Article V – Board and Committees inadequate attendance is grounds for removal. Inadequate attendance shall mean a member’s absence at three (3) or more consecutive regular meetings of a board.

7) Compensation: Members of advisory board and committees are paid \$25 per meeting with the compensation amount adjusted periodically by action of the Town Commission.

8) Orientation: Newly appointed members will make every effort to become familiar with all aspects of their particular advisory board. The Town will provide basic information to all advisory board members about the Town, the purpose and responsibility of the advisory board, and additional information to assist members in the performance of their duties.

9) Organizational: It should be common practice that no member shall serve as chair until he or she shall have served for one full year on the advisory board unless no existing member is willing to serve as chair. Roberts Rules of Order (Newly Revised) shall govern all meetings as to procedural matters not set forth in the state statutes or town code. A record via summary minutes shall be kept of all meetings. A verbatim transcript is not required.

10) Advisory Boards and Committees Enabling Sections: Authorization of advisory boards and committees are duly constituted pursuant of the Town of Highland Beach Code of Ordinances.

- a) Chapter 2: Administration, Article V
 - i) Division 2 – Code Enforcement Board (Sec. 2-110 – 2-134)
 - ii) Division 3 – Natural Resources Preservation Advisory Board (Sec. 2-135 – 2-154)
 - iii) Division 4 – Financial Advisory Board (Sec. 2-155 – 2-160)
- b) Chapter 20: Planning and Development, Article II – Planning Board (Sec. 20-26 – 20-45) & Chapter 30: Zoning (Sec. 30-22)
- c) Chapter 20: Planning and Development, Article III – Board of Appeals and Adjustments (Sec. 20-46 – 20-100) & Chapter 30: Zoning (Sec. 30-23)

TOWN OF HIGHLAND BEACH
Town Commissioners Advisory Board Members
Contact Information

NATURAL RESOURCES PRESERVATION ADVISORY BOARD						
Names	Addresses	Home Numbers	Cellular Numbers	Email Addresses	Date of Appointment	Date Term End
Barbara Nestle					4/16/2024	4/30/2027
Christine Viegas					4/16/2024	4/30/2027
Alan Blumberg					4/16/2024	4/30/2027
Kenneth Shriberg					4/16/2024	4/30/2027
Karen Jones					6/18/2024	4/30/2027
David Newman					9/3/2024	4/30/2027
Vacant						