



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING AGENDA

Tuesday, May 02, 2023 AT 1:30 PM

LIBRARY COMMUNITY ROOM

3618 S. OCEAN BLVD.
HIGHLAND BEACH, FL

Town Commission

**Natasha Moore
David Stern
Evalyn David
Donald Peters
Judith M. Goldberg**

**Mayor
Vice Mayor
Commissioner
Commissioner
Commissioner**

**Marshall Labadie
Lanelda Gaskins
Glen J. Torcivia**

**Town Manager
Town Clerk
Town Attorney**

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

A. Resolution No. 2023-005 / Reappointment to the Financial Advisory Board

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 Financial Advisory Board; and providing for an effective date.

B. Building Safety Month Proclamation

C. Professional Municipal Clerk Week Proclamation

D. Drinking Water Week Proclamation

E. PRESENTATION**1. FLORIDA DEPARTMENT OF TRANSPORTATION, DISTRICT 4 - STATE ROAD A1A RRR PROJECT****2. QUESTIONS AND ANSWERS** (Public Comments will be limited to three (3) minutes per speaker.)**6. PUBLIC COMMENTS (NON-AGENDA ITEMS ONLY)**

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

7. ANNOUNCEMENTS**Board Vacancies**

Board of Adjustment and Appeals:	Two (2) vacancies for three-year terms
Natural Resources Preservation Advisory Board:	Three (3) vacancies for unexpired terms ending April 30, 2024

Meetings and Events

May 04, 2023	11:00 A.M.	Natural Resources Preservation Advisory Board Organizational Meeting
May 09, 2024	1:00 P.M.	Code Enforcement Board Regular Meeting
May 11, 2023	9:30 A.M.	Planning Board Regular Meeting
May 16, 2023	1:30 P.M.	Town Commission Meeting
May 23, 2023	1:30 P.M.	Town Commission Special Meeting

Board Action Report

A. None.

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

A. None.

9. CONSENT AGENDA (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group.) Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.

A. Approval of Meeting Minutes

April 04, 2023 Commission Meeting Minutes

B. Approval of Canvassing Board Meeting Minutes

February 22, 2023 Pre-Election Canvassing Board Meeting Minutes

March 03, 2023 Logic and Accuracy Test Meeting Minutes

March 10, 2023 Canvassing Board Meeting Minutes

March 13, 2023 Canvassing Board Meeting Minutes

March 14, 2023 Canvassing Board Meeting Minutes

March 16, 2023 Canvassing Board Meeting Minutes

March 23, 2023 Canvassing Board Meeting Minutes for Post-Election Audit

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

A. None.

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

Commissioner Donald Peters

Commissioner Evalyn David

Vice Mayor David Stern

Mayor Natasha Moore

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:

A. Resolution No. 2023-005 / Reappointment to the Financial Advisory Board

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 Financial Advisory Board; and providing for an effective date.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Commission Meeting

MEETING DATE May 02, 2023

SUBMITTED BY: Jaclyn DeHart, Administrative Support Specialist

SUBJECT: Resolution No. 2023-005

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 Financial Advisory Board; and providing for an effective date.

SUMMARY:

Consideration of Resolution No. 2023-005 ratifying the selection, appointments, and term of office of members of the Financial Advisory Board; and providing for an effective date.

In May 2020, the Town Commission appointed Mr. Reame to the Financial Advisory Board to serve a three-year term which ends on April 30, 2023, and is seeking to serve a full three-year term, ending April 30, 2026.

To conclude, Mr. Reame has met the qualifications for reappointment that a person shall be a resident of the Town domiciled within the corporate limits and has been a registered voter of Highland Beach for a year at least one year prior to reappointment. These results were corroborated by records from the Palm Beach County Property Appraiser and the Palm Beach County Supervisor of Elections Offices websites.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Resolution No. 2023-005

Board Application of Ronald Reame

RECOMMENDATION:

With the Commission consideration, Staff recommends the adoption of Resolution No. 2023-005 reappointing Ron Reame to serve the term as outlined in the resolution.



RESOLUTION NO. 2023-005

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 FINANCIAL ADVISORY BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 2, Article V, Division 4, Sec. 2-155 of the Town's Code of Ordinances establishes the Financial Advisory Board and governs the membership, qualification, function, and rules of the Financial Advisory Board; and

WHEREAS, these provisions of the Code establish the selection, appointment, and terms of office of members of the Financial Advisory Board; and

WHEREAS, on May 19, 2020 board member Ronald Reame was appointed by Town Commission to fill a three-year term ending April 30, 2023, and is eligible for reappointment for a three-year term; and

WHEREAS, pursuant to Sec. 2-99 (1)(a) of the Town's Code of Ordinances, the chairperson of each board shall interview applicants for the board and provide a recommendation to the town commission; and

WHEREAS, the Town Code requires the Chairperson to vet the applicant and make a recommendation to the Town Commission. Currently, there is no Chairperson on the Financial Advisory Board to interview the applicant or recommend that the Town Commission appoints one (1) applicant to the Board, and

WHEREAS, Town residents interested in serving on or continuing to serve on the Financial Advisory Board have submitted a board application for the Town Commission's consideration.

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

Section 1. The foregoing "WHEREAS" clauses are true and correct and hereby ratified and confirmed by the Town Commission.

Section 2. Consistent with the Town's Code of Ordinances, a member has been selected by the Town Commission to serve on the Financial Advisory Board for a three-year term as follows:

Board Member Ronald Reame - term expires April 30, 2026

Section 3. This Resolution shall become effective upon adoption.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this
2nd day of **May** 2023.

ATTEST:

Natasha Moore, Mayor

**REVIEWED FOR LEGAL
SUFFICIENCY**

Lanelda Gaskins, MMC
Town Clerk

Leonard Rubin, Town Attorney
Town of Highland Beach

VOTES:

YES NO

Mayor Natasha Moore
Vice Mayor David Stern
Commissioner Evalyn David
Commissioner Donald Peters
Commissioner Judith Goldberg



Town of Highland Beach
Town Clerk's Office
3614 S. Ocean Boulevard
Highland Beach, Florida 33487
Phone: (561)278-4548 Fax: (561)265-3582

RECEIVED

JAN 06 2020

Town of Highland Beach, FL

BOARDS AND COMMITTEES APPLICATION

This information is for consideration of appointment to a Town Board. Please complete and return this form to the Town Clerk, along with your *resume and proof of residency such as a government issued identification or voter registration card.*

PLEASE NOTE: Florida Public Records Law is very broad. Documents relevant to town business is public records and is subject to public disclosure upon request. Your information provided within this application may therefore be subject to public disclosure.

NAME: **Ronald Reame** PHONE: **2487056970**

HOME ADDRESS: 4748 South Ocean Blvd. APT. NO. 9B

SUBDIVISION: Boca Highlands EMAIL ADDRESS: rream@outlook.com

PLEASE SELECT THE BOARD(S) / COMMITTEE(S) ON WHICH YOU ARE INTERESTED IN SERVING IN NUMERICAL ORDER FROM 1 THROUGH 5, WITH 1 BEING YOUR FIRST CHOICE AND 5 THE LEAST CHOICE. (A description of the responsibilities of each Board is on the back of this application.)

Board of Adjustment & Appeals

Code Enforcement Board

X Financial Advisory Board

_____ Natural Resources Preservation
Board

Planning Board

Other Board /Committee _____

PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:

Are you a resident of Highland Beach? Yes X No

Are you a registered voter in Highland Beach/Palm Beach County, FL? Yes X No

Are you currently serving on a Town Board? Yes _____ No X

Have you ever served on a Town Board/Committee? Yes _____ No X

If so, please indicate the Board(s)/Committee(s)? _____ Date of Service: _____

Are you willing to attend monthly board meetings? In Person / Telecom Yes X No

Per Town Code of Ordinance, I understand any member absence from three (3) consecutive meetings will be considered as resignation from the board/committee.

Yes	X	No
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Please list any special talent, qualification, education or professional experience that would contribute to your service on the Board/Committee you have selected?

BS in Management from Michigan State University. I have started, owned, and operated several businesses in the information systems and the financial loan areas. I was also the Director of Administration for The American Natural Gas System and a Marketing Manager for IBM.

Please summarize your volunteer experience(s):

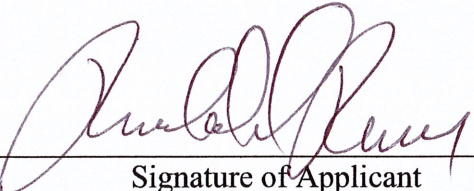
Volunteer/Board Member for The Hear Foundation, a Chicago based charity that provides college scholarships to students in need of financial assistance and also supports a girls orphanage in Guatemala.

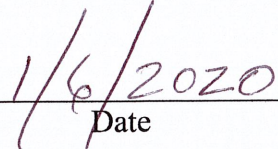
Florida Law requires appointed members on the Planning and Board of Adjustment and Appeals Boards to file a Form 1 - Statement of Financial Interests Disclosure form on an annual basis.

Vetting by the Board Chairperson. The Chairperson of each Board shall interview the applicant and submit a memorandum of recommendation to the Town Clerk's Office 14 days prior to the Town Commission Workshop Meeting for final appointment.

Palm Beach County Commission on Ethics requires appointed members to take the Code of Ethics Training every two (2) years.

I hereby certify that the statements and answers provided are true and accurate to the best of my knowledge.


Signature of Applicant


Date

☒ Resume Attached.

Ronald D. Reame
Bio

Ron is the retired President/Chairman of New Horizons Computer Learning Centers of the Northeast.

New Horizons Computer Learning Centers of the Northeast is a private company founded in 1994 and is part of New Horizons Worldwide. Since 1982, New Horizons Computer Learning Centers (New Horizons Worldwide) has grown to become the largest independent IT training company worldwide. In addition New Horizons offers solutions for business and individuals in areas such as information security, ITIL, Microsoft, Cisco, Oracle and Citrix.

Ron's more than 45 years of business background includes Director of Administration at American Natural Gas Company, a utility; President of LeaseFirst and Maryland National Bank Leasing, an equipment lessor; President of OE Systems, a leasing and software integrator; Chairman of Resource Data Systems, a software and hardware integrator; and a Commercial Loan Officer for Comerica Bank.

Ron has a BS degree in Management from Michigan State University. He and his wife of forty eight years, Nancy, a retired Professor at Columbia University, live in highland Beach, Florida.

File Attachments for Item:

B. Building Safety Month Proclamation

The Town of Highland Beach, Florida

Proclamation

BUILDING SAFETY MONTH – MAY 2022

- WHEREAS,** the Town of Highland Beach is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings, and infrastructure play, both in everyday life and when disasters strike, and
- WHEREAS,** our confidence in the resilience of our buildings that make up our community is achieved through the devotion of vigilant guardians – building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers, and others in the construction industry—who work year-round to ensure the safe construction of buildings; and
- WHEREAS,** these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal, and federal officials who are experts in the build environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work and play; and
- WHEREAS,** these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods, and earthquakes; and
- WHEREAS,** Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities’ largely unknown protectors of public safety – our local code officials – who assure us of safe, sustainable, and affordable buildings that are essential to our prosperity; and
- WHEREAS,** “It Starts with You,” the theme for Building Safety Month 2023, encourages us all to raise awareness about building safety on a personal, local, and global scale, and
- WHEREAS,** each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, NATASHA MOORE, MAYOR of the Town of Highland Beach, Florida, on behalf of Town Commission, do hereby proclaim the month of May 2023 as

Building Safety Month

IN WITNESS WHEREFORE, I have hereunto set my hand and caused the official seal of the Town of Highland Beach, Florida to be affixed this 2nd day of May 2023.

NATASHA MOORE
MAYOR



File Attachments for Item:

C. Professional Municipal Clerk Week Proclamation

The Town of Highland Beach, Florida

Proclamation

54th ANNUAL PROFESSIONAL MUNICIPAL CLERK WEEK APRIL 30 through MAY 6, 2023

- WHEREAS,** The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and
- WHEREAS,** The Office of the Professional Municipal Clerk is the oldest among public servants; and.
- WHEREAS,** The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and
- WHEREAS,** Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.
- WHEREAS,** The Professional Municipal Clerk serves as the information center on functions of local government and community.
- WHEREAS,** Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county, and international professional organizations.
- WHEREAS,** It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

NOW, THEREFORE, I, NATASHA MOORE, MAYOR of the Town of Highland Beach, Florida, on behalf of Town Commission, do hereby recognize the week of April 30 through May 6, 2023 as

Professional Municipal Clerk Week

and further extend appreciation to our Town Clerk, Lanelda Gaskins, and staff, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

IN WITNESS WHEREFORE, I have hereunto set my hand and caused the official seal of the Town of Highland Beach, Florida to be affixed this 2nd day of May 2023.

**NATASHA MOORE
MAYOR**



File Attachments for Item:

D. Drinking Water Week Proclamation

The Town of Highland Beach, Florida

Proclamation

**DRINKING WATER WEEK
MAY 7 through MAY 13, 2023**

- WHEREAS,** water is our most valuable natural resource; and
- WHEREAS,** drinking water serves a vital role in daily life, serving an essential purpose to health, hydration and hygiene needs for the quality of life our citizens enjoy; and
- WHEREAS,** tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and
- WHEREAS,** the hard work performed by the entire water sector, designating capital projects, operators ensuring the safety and quality of drinking water or a member of a pipe crew maintaining the infrastructure communities rely on to transport high quality drinking water from its source to consumers' taps; and
- WHEREAS,** the coronavirus pandemic has shone a light on the importance of drinking water for health, hydration, and hygiene needs; and
- WHEREAS,** we are all stewards of the water infrastructure upon which future generations depend; and
- WHEREAS,** the citizen of our town is called upon to help protect our source waters from pollution, to practice water conservation, and to get involved in local water issues by getting to know their water.

NOW, THEREFORE, I, NATASHA MOORE, MAYOR of the Town of Highland Beach, Florida, on behalf of Town Commission, do hereby proclaim the May 7 through 13, 2023 as

Drinking Water Week

IN WITNESS WHEREFORE, I have hereunto set my hand and caused the official seal of the Town of Highland Beach, Florida to be affixed this 2nd day of May 2023.

**NATASHA MOORE
MAYOR**



File Attachments for Item:

A. April 04, 2023 Town Commission Meeting Minutes



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

Date: April 04, 2023
Time: 1:30 PM

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 (Virtually)
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

Item 11.C., Guaranteed Maximum Price Amendment to the Construction Manager at Risk Agreement after Item 10.A, Fire Rescue Implementation Update.

MOTION: Stern/David – Moved to approve the agenda as amended, which passed unanimously 5 to 0.

5. PRESENTATIONS / PROCLAMATIONS

A. Water Conservation Month Proclamation

Mayor Moore read the Water Conservation Proclamation and presented it to Public Works Director Pat Roman.

B. Presentation by Staff of Town Sign Entry Signage Finalist

Mayor Moore read the title.

Management Analyst Skender Coma presented a PowerPoint of the Town entry signage design contest results. Design #1 by artist Barry Donaldson was the winner.

The next steps are to authorize Town Manager Labadie to get a landscape architect onboard to start the renderings, colored take offs, landscape designs, plans, and cost estimates for the entry signage project. Town Manager Labadie will present the renderings and cost estimates to the Town Commission at a future meeting.

MOTION: David/Stern - Moved to authorize Town Manager Labadie to move forward with getting proposals to install the new sign. The motion passed unanimously 5 - 0.

6. PUBLIC COMMENTS

Mayor Moore opened public comments.

Todd Lleras of 1108 Russell Drive commented about the costs associated with staffing personnel for the Fire Rescue Department and mutual aid assistances. He provided a handout to the Town Commission.

7. ANNOUNCEMENTS

Mayor Moore read the announcements as follows:

Board Vacancies

Board of Adjustment and Appeals	Two (2) vacancies, all for three-year terms
	One (1) vacancy for an unexpired term ending September 21, 2024
Natural Resources Preservation Advisory Board	Three (3) vacancies for unexpired terms ending April 30, 2024

Meetings and Events

April 11, 2023	1:00 P.M.	Code Enforcement Board Regular Meeting
April 13, 2023	9:30 A.M.	Planning Board Regular Meeting
April 18, 2023	1:30 PM	Town Commission Special Meeting

8. ORDINANCES

A. Proposed Ordinance

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending Section 4-8 "Lighting Restrictions for Protection of Sea Turtles" and Section 30-85 "Coastal Lighting" of the Town Code of Ordinances to incorporate lighting regulations for new and existing coastal structures in order to minimize the affect of artificial light on sea turtle populations; providing for the repeal of all ordinances in conflict; providing for severability and codification; and providing an effective date.

Mayor Moore announced Item 8.A. She opened Public Comments.

Rick Greenwald of Bel Lido spoke about the proposed ordinance as it relates to Section (j) Existing Exterior and Interior Lighting of the ordinance.

Town Planner Allen presented the item and provided extensive background information regarding this matter. She explained that the proposed ordinance is based on the State of Florida Model Lighting Ordinance for Sea Turtle Protection. She provided a PowerPoint presentation depicting images of shielded and unshielded lightings, and light transmittance. She explained, at the February 1, 2023, Natural Resources Preservation Advisory Board meeting, the Board made a motion to approve the proposed ordinance with the following changes: remove the word 'televisions' from Section 4-8(j)(2)b, and add the "Use of opaque shades or room darkening window treatments (e.g., blinds, curtains, screens) to shield interior lights, light emitting screens including televisions and computers from the beach to Section 4-8(j)(2)c. At the March 9, 2023 Planning Board Regular meeting, the Board made a motion to approve the proposed ordinance.

Joann Ryan, Turtle Permit Holder, spoke about the bright white lights that she sees on the beach and how they distract the hatchlings. She also spoke about the nest and crawls data from last year.

Commissioner David explained that the proposed ordinance was convoluted and confusing. She spoke about striking a balance between people being able to see where they are going and protecting the turtles. In addition, she spoke about enforcement of the ordinance and the cost to owners. She questioned if this would only affect new construction or existing construction.

There was discussion about the percentage of transmittance, street lights, parking lot lighting, and public safety.

Vice Mayor Stern spoke about the need to protect the turtles, and about common condo area lighting.

Mayor Moore agreed with the comments and suggested changing the 'shall' to suggested remedial measures. She questioned if the regulations would be onerous for new construction.

Town Planner Allen spoke about encouraging people who come into the Building Department to install sea turtle friendly lighting such as amber lighting, and about downward facing lighting.

Commissioner David suggested more information is necessary about the west side lighting, and that some parts of the ordinance should have a phase in option.

Commissioner Goldberg agreed with the comments said so far and questioned what the economic impact would be. She questioned if new construction applied to renovations. She was interested in what Code Enforcement thinks of the proposed ordinance and the enforcement process.

Town Manager Labadie spoke about the streetlights, what is objectionable, and replacement of lighting. He explained that under the current ordinance white lights on the beach must be turned off.

Commissioner David inquired about the 100 feet back wording. Town Planner Allen explained that the 100 feet back from the beach was Gumbo Limbo's suggestion.

Commissioner Peters questioned if condo height makes a difference in regard to lighting.

Mayor Moore indicated she was in favor of making the changes suggested by fellow Commissioners.

It was the consensus of the Town Commission for Town Planner Allen to make the suggested changes to the proposed ordinance. Town Planner Allen will bring the proposed changes back to the Town Commissioners at the next meeting.

9. CONSENT AGENDA (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group).

Mayor Moore read the title.

A. Approval of Meeting Minutes

March 07, 2023 - Commission Meeting Minutes

March 21, 2023 – Commission Special Meeting Minutes

March 24, 2023 – Commission Special Meeting Minutes

March 28, 2023 - Commission Special Meeting Minutes

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

10. UNFINISHED BUSINESS

A. Fire Rescue Implementation Update

Mayor Moore read the title.

Town Manager Labadie presented this item updating the Town Commission on the recruitment/hiring process, and the status of the fire rescue vehicles. He spoke about the change in parking and moving the mailbox to the roundabout at the library. The parking plan has been posted and sent out to residents.

Fire Chief Joseph gave updates on the computer software vendors, installation of radios, truck painting status, and EMS licenses. They are beginning the processes of recruiting and accepting applications for certain positions. He addressed the earlier comments about overtime and explained that the overage for the overtime does not exist.

Finance Director David DiLena spoke about current lease costs, the percentage charged by Delray Beach, and being charged for profit.

Finance Director DiLena will present the Fire Rescue Budget at the next Town Commission meeting.

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

1. Discussion on public forum. Vice Mayor Stern

Mayor Moore read the title.

Vice Mayor Stern suggested holding a public forum meeting with Zoom options.

Town Manager Labadie explained that he spoke with the Florida Department of Transportation (FDOT) about hosting a public meeting. FDOT is willing to have a public meeting to accommodate a large volume of people. It would take FDOT four to six months to organize a public meeting. They could also come in and speak at a Commission meeting. FDOT evaluated 676 trees, and 34 trees are scheduled to be removed but not all are in Highland Beach. The drainage work proposed does not result in the removal of any trees. He spoke about the widening of the road in regard to turning lanes. Bushes on the edge of the payment will be removed.

Town Clerk Gaskins handed out a letter from Representative Peggy Gossett-Seidman, District 91 and Representative Caruso, District 87. Town Manager Labadie spoke about the letter and that they would like to see the FDOT project completed as designed.

Mayor Moore was in favor of having FDOT join a Commission Meeting as an Agenda item.

Commissioner David was in favor of a Special Commission meeting with FDOT.

There was discussion about setting up an overflow room in the Town's Library for the meeting.

Commissioner Peters supports a meeting with FDOT to answer people's questions.

Commissioner David indicated that most people are concerned with what is happening in front of their home and that they should bring a map for residents to view.

2. Additional Information. Mayor Moore

Mayor Moore spoke about historical correspondence that was included in the agenda packet in regard to this project. The Committee to Save Highland Beach's emails were included from 2019 and 2020 which highlighted the residents' concerns with drainage. There was also correspondence from Representative Gossett-Seidman and Senator Polsky. She spoke about the grand efforts that have been made on behalf of the residents to make this project happen. She expressed concern that the project should not be scaled back. The percent increase is only 2.76% in surface area.

Commissioner Goldberg spoke about the studies that have been done on the roadway in regard to public safety.

Next steps will be to have FDOT representatives come to a future Commission meeting.

11. NEW BUSINESS

A. Designation of the Town's Voting Delegates to Palm Beach County League of Cities for 2023/2024

Mayor Moore read the title.

Town Manager Labadie introduced this item.

MOTION: Moore/David - Moved to designate Commissioner Goldberg as the voting delegate for the Town of Highland Beach.

MOTION: Moore/Stern - Moved to designate Commissioner David as the alternate voting delegate for the Town of Highland Beach.

- B. Authorize staff to initiate negotiations with the top ranked firm, Waste Management Inc. of Florida, in accordance with the Request for Proposals (RFP) No. 23-001 for Solid Waste and Recycling Collection Services.**

Mayor Moore read the title.

Management Analyst Skender Coma presented this item and spoke about the selection committee meeting and the rankings of the two firms. They were unanimous in ranking Waste Management first. He spoke about the three different service models that were proposed.

Vice Mayor Stern proposed that the Town Commission accept the staff's recommendations to enter into negotiations with Waste Management. The Town Commission was in favor of moving forward with negotiations and keeping the service plan the Town has now.

There was discussion about rate increases, different service models, length of contract, recycling, and the level of satisfaction with the current service plan.

Ms. Barbara Herrera with Waste Management Inc. of Florida introduced the operations team and provided comments in regard to the increase in costs, staffing issues, and recycling.

MOTION: David/Stern - Moved to authorize to initiate negotiations with the top ranked firm, Request for Proposals (RFP) No. 23-001, for Solid Waste and Recycling Collection Services, which passed unanimously 5 - 0.

- C. Approve and authorize the Mayor to execute a Guaranteed Maximum Price Amendment to the Construction Manager at Risk agreement between the Town of Highland Beach and Kaufman Lynn Construction. (*This item was moved to after 10.A.*)**

Mayor Moore read the title of the item.

Town Manager Labadie introduced this item.

Jeff Zalkin, Vice President of Development for Kaufman Lynn Construction, provided comments about Town Staff working hard to save the town money, and how money not spent goes back to the Town.

Attorney Leonard Rubin also provided comments regarding the agreement and that he had fully reviewed the entire document.

There was discussion about the substantial finish date.

MOTION: David/Stern - Moved to approve and authorize the Mayor to execute a Guaranteed Maximum Price Amendment to the Construction

Manager at Risk Agreement between the Town and Kaufmann Lyn Construction.

12. PUBLIC COMMENTS

Mayor Moore opened public comments.

Mr. Rick Greenwald, Bel Lido. appreciate the discussion regarding the sea turtles. He stated that he is tired of hearing about FDOT, and he does not want a project being derailed by a few scattered public voices.

13. TOWN COMMISSION COMMENTS

Commissioner Judith M. Goldberg commented about the agenda and that it was a productive Commission meeting.

Commissioner Donald Peters commented it was a busy agenda and the meeting with FDOT will be good.

Commissioner Evalyn David had no comments.

Vice Mayor David Stern suggested getting a current sign in the Commission Chambers with the new Town Logo.

Mayor Natasha Moore congratulated the Town Sign winner.

14. TOWN ATTORNEY'S REPORT

Town Attorney Leonard Rubi had no comments.

15. TOWN MANAGER'S REPORT

Town Manager Labadie recognized Sergeant Shersty and Officer Cataldo for their performance on a recent call.

16. ADJOURNMENT

The meeting was adjourned at 3:55 P.M.

APPROVED: May 02, 2023, Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

05/02/2023
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/>.

File Attachments for Item:

B. February 22, 2023 Pre-Election Canvassing Board Meeting Minutes
March 03, 2023 Logic and Accuracy Test Meeting Minutes
March 10, 2023 Canvassing Board Meeting Minutes
March 13, 2023 Canvassing Board Meeting Minutes
March 14, 2023 Canvassing Board Meeting Minutes
March 16, 2023 Canvassing Board Meeting Minutes
March 23, 2023 Canvassing Board Meeting Minutes for Post-Election Audit



TOWN OF HIGHLAND BEACH 2023 MUNICIPAL GENERAL ELECTION MARCH 14, 2023

PRE-ELECTION CANVASSING BOARD MEETING MINUTES

Palm Beach County Supervisor of Elections
Service Center
7835 Central Industrial Dr.
Riviera Beach, Florida

Date: February 22, 2023
Time: 2:00 PM

1. CALL TO ORDER

Town Clerk Gaskins called the meeting to order at 2:09 p.m., followed by roll call. The public notice of the meeting was confirmed and attached to the agenda.

2. PRESENT UPON ROLL CALL

Town Clerk Lanelda Gaskins, Chairperson
Vice Mayor Natasha Moore, Canvassing Board Member
Commissioner Evalyn David, Canvassing Board Member
Administrative Support Specialist Jaclyn DeHart, Canvassing Board Member

The Canvassing Board conducted its Pre-election Canvassing Board meeting in conjunction with the Palm Beach County Canvassing Board and the City of Delray Beach Canvassing Board meetings. Please refer to the respective agencies for their meeting minutes. Members of the public were in attendance for the meeting(s).

3. REVIEW LEGAL ADVERTISEMENT FOR NOTICE OF PUBLIC MEETING

The Canvassing Board members reviewed the legal advertisement for the Notice of Public Meeting.

MOTION: Commissioner David/Vice Mayor Moore – Moved to approve the Public Notice into the records, which passed unanimously.

4. CANVASSING BOARD SCHEDULE FOR THE MARCH 14, 2023 MUNICIPAL ELECTION

The Canvassing Board members discussed the above-referenced along with the Canvassing schedule for the 2023 Uniform Municipal Election to include the potential for recounts and run-off elections.

MOTION: Town Clerk Gaskins/Commissioner David – Moved to accept the Palm Beach County 2023 Municipal Elections – Canvassing Schedule as presented. The motion passed unanimously.

5. RULES OF THE CANVASSING ROOM

The minutes of the Pre-Election Canvassing Board meeting for the Palm Beach County Canvassing Board was provided to each Canvassing Board for review of the Rules of Canvassing Room and the Canvassing Guidelines. Judge Bristow, Chairperson of the Palm Beach County Canvassing Board provided an overview of the Rules of the Canvassing Board as outlined in the Palm Beach County Canvassing Board agenda while referencing their minutes from the 2022 General Election (Attachment No. 1). Deviations from the Rules of the County Canvassing Board as outlined in their 2022 General Election minutes are provided below in bold italics.

- Candidates and eligible parties have first preference to canvassing room access due to limited spacing, all others will be located in the public areas with monitored viewing. ***Due to the small size of the election, there will be audio streamed in the public area. The public may utilize the windows of the canvassing room for viewing if SOE is unable to secure the equipment needed to stream via monitors.***
- Public Inspection

Signature cure affidavits will be made available for public inspection every Friday. ***Due to the small size of the election, public inspection of cure affidavits will be made available on Tuesday (Election Day) and the following Thursday.***

Palm Beach County Supervisor of Elections Link explained the public inspection process.

MOTION: Vice Mayor Natasha Moore/Commissioner Evalyn David – Moved to accept the standard of conduct for the Canvassing Room, as presented by the County Canvassing Board. The motion was passed unanimously.

Supervisor Link provided a summary of the canvassing guidelines as outlined in the Palm Beach County Canvassing minutes. The Canvassing Board agreed to continue with the guidelines utilized for the 2022 General Election to include the 2022 General Election Canvassing Board Voter Intent Addendum (Attachment No. 2). Deviations from the Canvassing Guidelines as outlined in the County Canvassing Board 2022 General Election minutes are provided below in bold italics.

- Ballot Envelope Signatures – The SOE staff is authorized to verify a voter signature located anywhere on the voter certificate side of the ballot envelope. ***Signatures located anywhere on the voter certificate side of the ballot envelope will be reviewed by the SOE staff and/or Canvassing Board for signature verification.***

- ***The Canvassing Board authorizes the SOE staff to conduct signature verification and once the signature is accepted, directs the SOE Staff to open and process the ballots.***
- Canvassing Board Schedule
 - o ***Canvassing Board schedule for 2023 Municipal Election is attached.***

MOTION: Vice Mayor Moore/Commissioner David – Moved to accept the Removal Policies for Violations as presented by the Palm Beach County Supervisor of Elections Wendy Sartory Link. The motion passed unanimously.

6. CANVASSING BOARD GUIDELINES

MOTION: Town Clerk Gaskins/Commissioner David – Moved to authorize the Palm Beach County Supervisor of Elections staff to make the signature cure affidavits available for public inspections on Tuesday, March 14, 2023 (Election Day) and the following Thursday, March 16, 2023. The motion passed unanimously.

MOTION: Town Clerk Gaskins/Commissioner David – Moved to accept the Canvassing Guidelines as presented by the Palm Beach County Canvassing Board. The motion passed unanimously.

MOTION: Town Clerk Gaskins/Commissioner David – Moved to accept the Palm Beach County Supervisor of Elections 2022 General Election Canvassing Board Voter Intent Addendum, as presented. The motion passed unanimously.

The meeting was adjourned at 2:48 P.M.

APPROVED: May 2, 2023 Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

05/02/2023

Date



TOWN OF HIGHLAND BEACH 2023 MUNICIPAL GENERAL ELECTION MARCH 14, 2023 LOGIC AND ACCURACY TEST MINUTES

**Palm Beach County Supervisor of Elections
Service Center
7835 Central Industrial Dr.
Riviera Beach, Florida**

**Date: March 03, 2023
Time: 10:00 AM**

This meeting was held in conjunction with the Palm Beach County Canvassing Board and the City of Delray Beach Canvassing Board meetings.

1. CALL TO ORDER

Town Clerk Gaskins called Logic and Accuracy Test to order at 10:00 AM followed by roll call.

2. ROLL CALL

Lanelda Gaskins, Chairperson
Jaclyn DeHart, Canvassing Board Member

Also present was the Palm Beach County Canvassing Board Members and Palm Beach County Supervisor of Elections (SOE) Wendy Sartory Link.

3. REVIEW LEGAL ADVERTISEMENT FOR NOTICE OF PUBLIC MEETING

Town Clerk Gaskins confirmed the publication of the Notice of Public Meeting.

4. COMMENCE LOGIC AND ACCURACY TEST FOR THE 2023 MUNICIPAL ELECTION

Town Clerk Gaskins directed the SOE staff to commence with the Logic and Accuracy (L&A) Test. Supervisor Link introduced the SOE staff assigned to participate in the L&A testing. Mr. Hector Lugo, Voting Equipment Manager and Mr. William Montoya, Tabulation Manager provided an overview of the L&A Test procedures.

The L&A Testing commenced at 10:13 A.M.

During testing, the Canvassing Board observed the L&A process. Upon completion of the test, the Canvassing Board regrouped in the canvassing room to review the results at 11:20 A.M.

The SOE staff publicly tested one hundred and three (103) DS200s, four (4) DS850s and ten (10) ExpressVotes. The Canvassing Board was presented with the zero reports and the pre and post testing reports for comparison; it was confirmed that the results matched.

MOTION: Administrative Support Specialist Jaclyn DeHart/Town Clerk Gaskins – Moved to accept the results into the record. The motion passed unanimously, and the results were accepted into the record.

Palm Beach County Supervisor of Elections Wendy Sartory Link introduced the SOE staff. Each staff member provided an overview of their role as it relates to the Logic and Accuracy Test. The SOE staff conducted the Logic and Accuracy Test. Testing began at 10:06 A.M. and concluded at 11:20 A.M.

5. DIRECT THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS TO HAVE STAFF TO COMMENCE WITH THE CANVASSING (OPENING, DUPLICATION, TABULATION) OF VOTE-BY-MAIL BALLOTS

The SOE Staff to commence with the canvassing of vote-by-mail ballots. Supervisor Link confirmed the staff will began canvassing vote-by-mail ballots on March 10, 2023 as noted in the Canvassing Board Schedule that has been publicly noticed by the SOE.

6. REVIEW MINUTES OF THE PRE-ELECTION CANVASSING BOARD MEETING OF FEBRUARY 22, 2023

Town Clerk Gaskins removed the Minutes of the Pre-election Canvassing Board Meeting of February 22, 2023 from the agenda and will place them on the March 10, 2023 meeting agenda for review.

7. REVIEW THE RULES OF CONDUCT FOR THE CANVASSING ROOM

- Phones
- Photography/recordings of any kind
- Standards of Conduct
- Public Inspection Objection Procedures
- Removal Policies for Violations

8. OTHER BUSINESS

- Ballots with over/under votes

The Palm Beach County Canvassing Board discussed the handling of true undervote ballots and recommended that all undervote ballots be presented to the Canvassing Board for review. After that, we concurred with the Palm Beach County Canvassing Board recommendation.

9. ADJOURN

The meeting was adjourned at 11:29 A.M.

APPROVED: May 2, 2023 Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

05/02/2023

Date

DRAFT



TOWN OF HIGHLAND BEACH 2023 MUNICIPAL GENERAL ELECTION MARCH 14, 2023 CANVASSING BOARD MEETING MINUTES

Palm Beach County Supervisor of Elections
Service Center
7835 Central Industrial Dr.
Riviera Beach, Florida

Date: March 10, 2023
Time: 11:30 AM

1. CALL TO ORDER

Town Clerk Gaskins called Canvassing Board Meeting to order at 11:33 AM followed by roll call.

2. ROLL CALL

Town Clerk Lanelda Gaskins, Chairperson
Commissioner Evalyn David, Canvassing Board Member
Administrative Support Specialist Jaclyn DeHart, Canvassing Board Member

Also present was the Palm Beach County Supervisor of Elections (SOE) staff members. Members of the public attended the meeting.

3. REVIEW PUBLICATION FOR NOTICE OF PUBLIC MEETING

Town Clerk Gaskins confirmed the publication for the Notice of Public Meeting was posted at Town Hall.

4. REVIEW MINUTES OF:

Pre-Election Canvassing Board Meeting - February 22, 2023
Logic and Accuracy Test - March 03, 2023

Town Clerk Gaskins confirmed that the February 22, 2023, and March 03, 2023, Minutes were reviewed by the Board.

5. RULES OF CONDUCT FOR THE CANVASSING ROOM

The Canvassing Board members were familiar with the rules of conduct for the canvassing room.

- Phones
- Photography/recordings of any kind
- Standards of Conduct

- Public Inspection Objection Procedures
- Removal Policies for Violations

6. REVIEW OF DUTIES OF CANVASSING BOARD

The Canvassing Board members have reviewed the duties of the board.

7. COMMENCE WITH THE CANVASSING (OPENING, DUPLICATION, TABULATION) OF VOTE-BY-MAIL (VBM) BALLOTS

The SOE staff members presented two vote-by-mail voter's certificates with signature deficiencies. The Canvassing Board carefully reviewed and compared the signatures on the voter's certification. It was the consensus of the Canvassing Board to provisionally reject the two VBM voter's certifications because of the signature deficiencies. The SOE will send the vote-by-mail signature cure affidavits to the two voters.

8. OTHER BUSINESS

Town Clerk Gaskins mentioned the next meeting is Monday, March 13, 2023, at 11:30 A.M.

9. ADJOURN

The meeting was adjourned at 11:38 A.M.

APPROVED: May 2, 2023 Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

05/02/2023
Date

DRAFT



TOWN OF HIGHLAND BEACH 2023 MUNICIPAL GENERAL ELECTION MARCH 14, 2023 CANVASSING BOARD MEETING MINUTES

Palm Beach County Supervisor of Elections
Service Center
7835 Central Industrial Dr.
Riviera Beach, Florida

Date: March 13, 2023
Time: 11:30 AM

1. CALL TO ORDER

Town Clerk Gaskins called Canvassing Board Meeting to order at 11:30 AM followed by roll call.

2. ROLL CALL

Town Clerk Lanelda Gaskins, Chairperson
Commissioner Evalyn David, Canvassing Board Member
Administrative Support Specialist Jaclyn DeHart, Canvassing Board Member

Also present was the Palm Beach County Supervisor of Elections (SOE) staff members. Members of the public attended the meeting.

3. REVIEW PUBLICATION FOR NOTICE OF PUBLIC MEETING

Town Clerk Gaskins confirmed the publication for the Notice of Public Meeting was posted at Town Hall and on the Town's website.

4. REVIEW MINUTES OF:

Canvassing Board Meeting March 10, 2023

Town Clerk Gaskins confirmed that the March 10, 2023, Minutes were reviewed by the Board.

5. RULES OF CONDUCT FOR THE CANVASSING ROOM

Town Clerk Gaskins advised that the Board Members were familiar with the rules of conduct for the canvassing room as previously presented at the Pre-Election Canvassing Board Meeting.

- Phones
- Photography/recordings of any kind
- Standards of Conduct

- Public Inspection Objection Procedures
- Removal Policies for Violations

6. REVIEW OF DUTIES OF CANVASSING BOARD

Town Clerk Gaskins advised that the Board Members were familiar with the duties of the canvassing board as previously presented at the Pre-Election Canvassing Board Meeting.

7. COMMENCE WITH THE CANVASSING (OPENING, DUPLICATION, TABULATION) OF VOTE-BY-MAIL (VBM) BALLOTS

The SOE staff members presented two vote-by-mail voter's certificates with signature deficiencies. The Canvassing Board carefully reviewed and compared the signatures on the voter's certification.

It was the consensus of the Canvassing Board to provisionally reject one of the VBM voter's certification because of a signature deficiency, and to accept the other voter's certification. The SOE will send the vote-by-mail signature cure affidavit to the one voter with the signature deficiency.

8. OTHER BUSINESS

None.

9. ADJOURN

The meeting adjourned at 11:37 A.M.

APPROVED: May 2, 2023 Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

05/02/2023
Date

DRAFT



TOWN OF HIGHLAND BEACH 2023 MUNICIPAL GENERAL ELECTION MARCH 14, 2023 CANVASSING BOARD MEETING MINUTES

Palm Beach County Supervisor of Elections
Service Center
7835 Central Industrial Dr.
Riviera Beach, Florida

Date: March 14, 2023
Time: 6:00 PM

1. CALL TO ORDER

The Canvassing Board meeting was called to order at 6:45 P.M. followed by roll call.

2. ROLL CALL

Vice Mayor Natasha Moore, Canvassing Board Member
Administrative Support Specialist Jaclyn DeHart, Canvassing Board Member
Commissioner Evalyn David, Canvassing Board Member
Town Clerk Lanelda Gaskins, Chairperson

Also present was Palm Beach County Supervisor of Elections Office staff members.

Throughout the Election Day, Town Clerk Gaskins recessed and commenced the meeting as follows:

6:45 p.m. – 6:45 p.m.	7:17 p.m. – 7:43 p.m.
8:32 p.m. – 8:33 p.m.	9:26 p.m. - 9:26 p.m.
10:09 p.m. – 10:11 p.m.	

3. REVIEW PUBLICATION FOR THE NOTICE OF PUBLIC MEETING

Town Clerk Gaskins confirmed the publication for the notice of public meeting was posted on the Town's website and at Town Hall.

4. RULES OF CONDUCT FOR THE CANVASSING ROOM

- Phones
- Photography/recordings of any kind
- Standards of Conduct
- Public Inspection Objection Procedures
- Removal Policies for Violations

Town Clerk Gaskins advised that the Board Members were familiar with the rules of conduct for the canvassing board room as previously presented at a Canvassing Board meeting.

5. REVIEW OF DUTIES OF CANVASSING BOARD

Town Clerk Gaskins advised that the Board Members were familiar with the duties of the canvassing board as previously presented at a Canvassing Board meeting.

6. COMMENCE WITH THE CANVASSING (OPENING, DUPLICATION, TABULATION) OF VOTE-BY-MAIL BALLOTS

Sean Williams, Vote-by-Mail Director with the Palm Beach County Supervisor of Elections (SOE) Office provided a summary of the items to be presented to the Canvassing Board. The Canvassing Board reviewed protested ballots and ballots referred for signature issues during which several objections by the public were noted. In addition, another ballot presented was a sample ballot completed by an ADA Voter. The SOE staff announced that all VBM ballots that can be processed have been tabulated. The only ballots remaining include the VBM ballots that need signature cures for which voters have a deadline of 5:00 p.m. two days after the election.

It was the consensus of the Canvassing Board to accept the ballots. Provisionally reject three VBM ballots (voter's certification) that need signature cure affidavits for which the voters will have a deadline of 5:00 p.m., two days after the election.

Supervisor Link presented the Canvassing Board with the "Unofficial Results" of the 2023 Uniform Municipal Elections.

MOTION: Administrative Support Specialist DeHart/Vice Mayor Moore – Moved to accept the unofficial results as presented. The motion passed unanimously.

7. OTHER BUSINESS

None.

8. ADJOURN

The meeting was adjourned at 10:11 p.m.

APPROVED: May 2, 2023 Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

05/02/2023

Date

Lanelda Gaskins, MMC
Town Clerk

DRAFT



TOWN OF HIGHLAND BEACH 2023 MUNICIPAL GENERAL ELECTION MARCH 14, 2023

CANVASSING BOARD MEETING MINUTES FOR ELECTION CERTIFICATION AND VOTE-BY MAIL CANVASSING

Palm Beach County Supervisor of Elections
Service Center
7835 Central Industrial Dr.
Riviera Beach, Florida

Date: March 16, 2023
Time: 4:30 PM

1. CALL TO ORDER

Town Clerk Gaskins called the meeting to order at 4:34 p.m. followed by roll call.

2. ROLL CALL

Commissioner Evalyn David, Canvassing Board Member
Vice Mayor Natasha Moore, Canvassing Board Member
Town Clerk Lanelda Gaskins, Chairperson

Also present was the Palm Beach County Supervisor of Elections Wendy Sartory Link and her staff.

3. REVIEW PUBLICATION FOR THE NOTICE OF PUBLIC MEETING

4. APPROVAL OF MINUTES OF:

Pre-Election Canvassing Board Meeting of February 22, 2023
Logic and Accuracy Meeting of March 03, 2023
Canvassing Board Meeting of March 10, 2023
Canvassing Board Meeting of March 13, 2023
Canvassing Board Meeting of March 14, 2023

MOTION: David/Moore – Moved to approve the meeting minutes as presented. The motion passed unanimously.

5. RULES OF CONDUCT FOR THE CANVASSING ROOM

- Phones
- Photography/recordings of any kind
- Standards of Conduct
- Public Inspection Objection Procedures
- Removal Policies for Violations

The Board Members were familiar with the rules of conduct for the canvassing room as previously presented by the County Canvassing Board during prior Canvassing Board Meetings.

6. REVIEW OF DUTIES OF CANVASSING BOARD

The Board Members were familiar with the duties of the canvassing board as previously presented by the County Canvassing Board during a prior Canvassing Board Meeting.

7. COMMENCE WITH THE CANVASSING (OPENING, DUPLICATION, TABULATION) OF VOTE-BY-MAIL BALLOTS

The Canvassing Board was presented with two ballots for signature review.

Throughout this meeting, Town Clerk Gaskins recessed and commenced the meeting as follows:

4:48 p.m. – 5:43 p.m.

5:43 p.m. – 5:43 p.m.

5:59 p.m. – 6:05 p.m.

Upon the completion of tabulation, the Canvassing Board was presented with the results for review and approval.

MOTION: Moore/David – Moved to accept the results and certify the 2023 Uniform Municipal Election. The motion passed and the results were accepted and the election certified.

The Canvassing Board reviewed the election results and confirmed that no race on the ballot were within recount parameters, therefore the recount Logic and Accuracy Test scheduled for Friday, March 17, 2023 was cancelled. Town Clerk Gaskins confirmed that the Town's Charter and/or code had no run-off provisions.

A random audit pull was conducted with the following results:

Race Commissioner – Three-Year Term

The Post Audit is scheduled for Thursday, March 23, 2023 at 4:30 P.M.

8. OTHER BUSINESS

None.

9. ADJOURN

The meeting was adjourned at 6:10 p.m.

APPROVED: May 2, 2023 Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

05/02/2023

Date

DRAFT



TOWN OF HIGHLAND BEACH 2023 MUNICIPAL GENERAL ELECTION MARCH 14, 2023

CANVASSING BOARD MEETING MINUTES FOR POST-ELECTION AUDIT

Palm Beach County Supervisor of Elections
Service Center
7835 Central Industrial Dr.
Riviera Beach, Florida

Date: March 23, 2023
Time: 4:30 PM

This meeting was held in conjunction with the Palm Beach County Canvassing Board and the City of Delray Beach Canvassing Board meetings.

1. CALL TO ORDER

Town Clerk Gaskins called the meeting to order at 4:34 p.m. followed by roll call.

2. ROLL CALL

Commissioner Evalyn David, Canvassing Board Member
Vice Mayor Natasha Moore, Canvassing Board Member
Town Clerk Lanelda Gaskins, Chairperson

Also present was the Palm Beach County Canvassing Board Members and Palm Beach County Supervisor of Elections (SOE) Wendy Sartory Link and her staff.

3. REVIEW PUBLICATION FOR THE NOTICE OF PUBLIC MEETING

The public notice of the meeting was confirmed.

4. REVIEW THE PROCEDURES AND RULES FOR THE 2023 MUNICIPAL AUDIT AND REVIEW DUTIES OF THE CANVASSING BOARD:

Supervisor Link provided an overview of the audit procedures and the duties of the Canvassing Board during the audit process as defined in Florida Statutes 101.591 and Rule 1S-5.026.

Town Clerk Gaskins directed the Supervisor of Elections team to commence with the 2023 Municipal Election audit, the audit began at 4:42 p.m.

5. COMMENCE POST-ELECTION AUDIT FOR THE 2023 MUNICIPAL ELECTION

The manual audit was completed at 5:37 p.m. The Canvassing Board was presented with the results of the 2023 Municipal Election Audit to be reviewed and accepted into the record. Supervisor Link summarized the audit results of 100% accuracy to the public.

6. OTHER BUSINESS

None.

7. ADJOURN

The meeting was adjourned at 5:43 p.m.

APPROVED: May 2, 2023 Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

05/02/2023
Date