



TOWN OF HIGHLAND BEACH

(INCORPORATED 1922)

3243 WALNUT DRIVE

Highland Beach, Maryland 21403

Telephone (410) 268-2956

MAYOR

William H. Sanders III

TREASURER

Sheila Jeanne Murchison

COMMISSIONER

Eric Brewington

Michele Fuller

Sheila Jeanne Murchison

Benjamin Secundy

Board of Commissioners' Meeting

Date: April 22, 2023

Attendees: Mayor Sanders and Commissioners Brewington, Fuller, Murchison, and Secundy. The meeting was called to order at 11:10 a.m.

Citizens' Input

Comments were received from citizens.

Journal Review and Approval

A motion was made by Commissioner Murchison to approve the journal from March 2023. The motion was seconded and was carried.

Treasurer's Report

Currently there is a balance of \$161,746.98. Expenses are starting to ramp up as the season changes. The town remains in good standing. Mayor Sanders added that there is a line item for \$10,000 on the Profit and Loss statement titled "Grant". This is a grant from the County Executive to put solar panels on either the pavilion or the shed.

Comm. Fuller suggested that "Common Area Maintenance" is not the appropriate line item for the plaques (honoring Highland Beach residents).

Comm. Fuller requested confirmation that the final cost of the gazebo will be \$125,000. Mayor Sanders responded that the final cost is not yet known, but that the construction cost, which has already been paid, was \$122,000. Yet to be completed are the reforestation required by the permit, which will consist of a rain garden on the site, and the electrical work. The Board will be informed when those additional costs have been obtained. The rain garden will be installed by the current landscaping contractor, whose contract also includes grounds

maintenance. Installation of the new rain garden will not be covered by the pavilion grant. Comm. Fuller suggested that the Board be advised of that cost as soon as possible.

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A motion was made by Comm. Secundy to approve the FY24 budget ordinance. Comm. Murchison seconded. The motion was carried.

Mayor's Report

Bobcat – A great amount of utility has been provided by having the bobcat onsite. It was used by the contractors for the installation of the footers for the pavilion, as well as to do additional grading during the assembly of the pavilion. It will also be used to do the trenching for the electrical work, negating the trenching cost quoted by the electrician. The landscaper will use it to install the rain garden, eliminating the cost to rent one and have it delivered.

Comm. Fuller commented that a bobcat could be rented for \$400 and that renting one a couple of times would be cheaper than the cost to purchase. Comm. Brewington commented that although anything can be rented, the question is whether you can get it when you need it, and having the bobcat will save money and work in the long run.

Easement – The owners of 3205 Walnut Ave. are constructing a new home and have requested a virtual easement onto property owned by Highland Beach in order to build steps at the lower level. This would allow approx. 5 feet more of setback needed to meet zoning requirements. The zoning application has been approved contingent on the Board of Commissioners' approval of the easement.

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A motion was made by Comm. Secundy to approve the easement. Comm. Brewington seconded. The motion was carried.

Charter Amendment Ordinance – Voting for the first reading will be put on the table. Although many residents are not in agreement, Mayor Sanders stated that he has heard those concerns, but believes there are larger issues and hopes that through further dialogue those issues can be addressed. The issue should not be delayed or pushed forward to the next administration. There will be a public hearing to receive input and make any tweaks that need to be made.

Meeting of the CCCC (former Four Rivers Coordinating Council) – Mayor Sanders attended a meeting this week and wants to make sure the next administration appoints someone for that coordinating committee. This group addresses budgets and grants for museums.

Pavilion – the basic structure is up. Open wi-fi has already been installed. Electrical needs to go in, including a fan. Comm. Fuller asked whether there was glass or plexiglass in the pavilion. Mayor Sanders stated that there is plastic.

Chair Lift Inspections - One inspection passed. The inspection at the museum did not pass. Unbeknownst to the company that installed it, when a new chair lift is put in the state has to

come out and inspect it. This was not known because the state is no longer performing the annual chair lift inspections. A private inspection firm and an observer must be hired. The installing company is working with the state to understand the requirements, many of which are new. Once the necessary corrections are made the state will inspect it. In the interim it is operational and can be used if needed.

Dumpster – Scheduled for July 28-29, 2023. This year the dumpster will only be onsite for 24 hours instead of two days. Residents should be sure to get there on the first day.

Museum Repairs – Museum repairs have started. The repair to the back porch has been done. The major things that need to be addressed are leaking at one of the skylights and work on the roof. The other items are not major.

Comm. Fuller stated that the repairs needed were more serious than being communicated and the museum staff had indicated that they're considering not reopening the museum due to safety concerns. Mayor Sanders responded that he has also spoken with the museum folks and addressed what seemed to be a misunderstanding of the structural integrity of the first floor. Per the report, the first floor is sound. The report recommended not allowing people to go up to the second floor, which is where the issues are.

Charter Amendment Report – The report has been completed and sent to the state indicating that there was no charter amendment this fiscal year.

Highway User Revenue Certification Report – This is an annual requirement which has been submitted.

Jurisdiction Annual Report – This is a new report that goes to the Maryland Dept. of Planning. The report has not been completed yet because the links provided did not work.

BGE Energy Refund – A credit was received from BGE for the production of energy at the town hall. More energy was produced than was used, meaning there is no money that the town had to pay for electricity at the town hall.

Question – Comm. Brewington asked if it would be feasible to use the wi-fi at the pavilion to operate a data capturing device, such as a camera, at the beach to capture people parked or using the beach illegally. Mayor Sanders responded that it is feasible. It would just be a matter of how far from the pavilion the device would be.

Commissioners' Reports

Commissioner Brewington – No nails or loose planks were observed on the large pier. Estimates are being obtained for paving parts of Douglass and holes on Wayman. Almost to the point of taking bids for the reconstruction of the pier. A two-year extension on the security contract was proposed. Comm. Fuller recommended adding language to the contract reflecting the service time frame, the fact that they will use the town's golf carts, and the insurance coverage for the firm's use of the carts.

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A motion was made by Comm. Murchison to approve the agreement. Comm. Brewington seconded. The motion was carried.

Commissioner Secundy – No report

Commissioner Fuller – No report

Old Business

There was no old business.

New Business

There was no new business.

Citizens' Input

The meeting was again opened for citizens' input.

Set next meeting date and adjourn

The next meeting was set for 11 a.m. on May 27, 2023

The meeting was adjourned at 12:54 p.m.

Respectfully submitted by Lisa Miller Scott, Town Manager