



# TOWN OF HIGHLAND BEACH

(INCORPORATED 1922)

3243 WALNUT DRIVE

Highland Beach, Maryland 21403

Telephone (410) 268-2956

## MAYOR

William H. Sanders III

## COMMISSIONER

Eric Brewington

Michele Fuller

Sheila Jeanne Murchison

Benjamin Secundy

## TREASURER

Sheila Jeanne Murchison

## Board of Commissioners' Meeting

**Date:** June 17, 2023

**Attendees:** Mayor Sanders and Commissioners Brewington, Fuller, Murchison, and Secundy. The meeting was called to order at 11:00 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 May 2023. The motion was seconded and was carried.

### Treasurer's Report

There are currently total assets of \$91,231.18. The season is gearing up and we are starting to spend more money, but the town is in great standing.

### Mayor's Report

Pavilion – The pavilion is now substantially complete. The final inspection for the electrical is expected to be done this week. The solar panels have been installed on the sheds and the final inspection on that should be completed this week as well. The solar panels will not be fully operational until the net meter is installed by BGE.

Interim Pavilion Reservation Procedures – Suggestions for interim reservation procedures were sent to the Board. Experience by residents is needed before procedures are finalized by the next administration.

Recommended procedures include:

- Reservations open to Highland Beach residents only by way of the Sponsored Event Form.
- Refundable \$50 deposit for cleaning.
- Resident to reimburse the town for any damage.
- A key will be provided to each commissioner. Determine who would be responsible for locking the facility on a weekly basis.
- A policy would need be developed for formal rentals, such as weddings.
- Pavilion would be open during the day for anyone to stop in. It would be as open as possible for the residents unless it's being abused.

Additional suggestions/concerns from commissioners:

- Graduated rental fee scale based on the number of attendees.
- Need a way to know when and by whom it is reserved, such as a posting in the shed.
- Need to determine a way to lock it up at night.
- Pavilion has been added to the town's insurance.
- Have to figure out who will inspect the facility and perform the cleanup.
- Event host should be asked to clean up and remove their own trash, i.e. "leave it as you found it". This should be included in the rental agreement.
- Before an event, someone should do a walkthrough with the event host to inspect the facility for prior damage/trash. This would likely require a weekly rotation among the mayor and commissioners.
- Responsibility for opening and locking the pavilion each day could be assigned to the town's handyman.
- The security staff could be assigned to check the pavilion on the weekend before they leave, as they are putting the golf carts away.
- Remote access technology, such as that installed on the Town Hall and museum, was considered, but was not feasible due to the type of door on the pavilion.
- Though residents cannot be prevented from reserving the facility for use by non-residents (friends, etc.), the resident would be responsible for any damage.

The mayor will update the Sponsored Event Form to include these procedures. Because these are interim procedures no vote will be taken by the Board.

Pavilion Open House & Solar Demonstration - On Sat., June 24<sup>th</sup> at 11:00 AM residents and guests are invited to a dedication ceremony to thank those who sponsored the building of the pavilion. An invitation will go out after the meeting. After the dedication program there will be a solar demonstration at the shed. Arrangements for other demonstrations can be made with Mayor Sanders.

There are several grants available for homeowners to install solar. Some of these incl.:

- The State of Maryland has a \$5000 grant for solar.
- BGE has money for installing electric vehicle chargers.
- The federal government has a 30% tax credit for the installation of EV chargers.

2023 Anticipated Debt Report – Submitted every year. Highland Beach has no debt and so reports \$0.00.

Museum Chair Lift – The new chair lift equipment installed last year passed final inspection about a week ago. The state required that a door be put on the front.

### **Commissioners' Reports**

Commissioner Brewington – Paving work is completed. The speed bump is in.

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 July 22, 2023

The meeting was adjourned at 11:48 a.m.

Respectfully submitted by Lisa Miller Scott, Town Manager