



# 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:** July 22, 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 Secundy to approve the journal from June 2023. The motion was seconded and was carried.

### Treasurer's Report

The current balance is of \$33,432.77. A lot has been spent, but will be replenished. The town is in good standing.

Comm. Fuller noted that total assets are down by roughly \$300K from this time last year, and down \$66,042 from last month, primarily from solar panels at the museum and town hall. She asked if this was a reimbursable expense. Mayor Sanders responded that the expense was not for solar panels, but for solar batteries at the museum and town hall, which were paid for out of the American Recovery Act funds which have been sitting there for almost 2 years. The expenditure was approved by the Board months ago, but there was a delay with the installation.

Comm. Fuller asked if there is a sense of the timing for the reimbursement of the \$125K expense for the pavilion now that the receipts have been submitted. Mayor Sanders stated that he does not have a sense of the timing, and that the agency responsible is notoriously

slow. Comm. Fuller noted that once those funds are reimbursed the town's assets will be down about \$174K from the prior year.

## **Mayor's Report**

Pavilion – The pavilion installation is done and the necessary permits for the solar panels and solar battery backup installation have been issued. The system is up and running. Application has been made for reimbursement of all expenses via the \$125K grant.

Community Dumpster – the dumpster will be coming in on Friday, July 28<sup>th</sup> at 10 AM.

## **Recommendations for the Incoming Administration**

Interim Pavilion Procedures – Interim procedures were established at the last board meeting. The Sponsored Event Form has been updated to include those procedures and has been posted online. The next administration will need to finalize the interim procedures and establish procedures for renting the pavilion.

Bruce Ave. Pier - The pier replacement needs to be completed. There is a good company handling the permitting process, which is more complicated than originally anticipated. The process is moving along, but due to the involvement of multiple agencies, each with their own review timeline, completion will take some time. A public hearing is scheduled for August 8<sup>th</sup>. Once the permits have been approved there has to be a bidding process. The cost will not be known until the bids are in. The new facility will be larger than the one being replaced, and it will be raised about a foot to mitigate the damage caused by the rise in sea level.

Traffic Control Booth – The next administration will need to assess the traffic control booth for any needed renovations. The shattered window has been replaced.

Museum Repairs – Repairs have started. Another contractor is being sought to address some openings in the attic area. Other important structural work and cleaning has been completed. The next administration will be provided a copy of the assessment report and briefed on what has been completed and what needs to be done.

Town Hall Monitor – A replacement for the non-working monitor in the multipurpose room has been ordered and needs to be installed. The previous monitor could be repaired and used someplace else.

Street Paving – The street paver has recommended additional work on the corner of Langston and Douglass Ave. The next administration may opt to complete the work this year or wait until next year's paving.

Chesapeake Crossroads Coordinating Council – A new representative will need to be nominated to attend the quarterly meetings of the CCCC, which deals with historical museums. The meetings are beneficial, and CCCC has provided Highland Beach with funding in the past.

Traffic Control – Traffic control ends at the end of the season. Once all invoices have been received Venice Beach should be invoiced for one third of the total.

Uniform Financial Report – Report is due October 30<sup>th</sup>. A reminder has been received from the state. The Treasurer and the town's accountant can provide the necessary documents.

Children Operating Golf Carts – The town attorney raised concern about the potential liability of children driving golf carts. Due to the risk of accidents it is recommended that procedures be established regarding the age at which golf carts should be operated.

Ethics Form – The new mayor and all of the commissioners need to complete the ethics form. This is done on an annual basis.

Property & Zoning – the annual P & Z report is due to the state agency. The notice has been passed along to the chair of the Planning and Zoning Board.

Bruce Ave. Litigation – To date the town has spent approx. \$65K-\$70K on litigation. The case is now in the appeals process, requiring additional spending. The new administration will be provided with a full docket and a briefing with the town attorney is recommended.

Mayor Sanders thanked the commissioners for their work over the last four years.

### **Commissioners' Reports**

Commissioner Brewington – At the end of next season Coleshire's contract will expire. The new Commissioner of Public Works will need to decide whether to renew it. It is suggested that next year an update be made to the directory and passes. Regarding beach passes, Mayor Sanders challenged the next administration to determine what is practically workable since neither residents or guests carry them as required.

Commissioner Secundy – No report

Commissioner Fuller – No report. Will address codifying the ordinances with the next administration.

### **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 August 26, 2023

The meeting was adjourned at 11:45 a.m.

Respectfully submitted by Lisa Miller Scott, Town Manager