



TOWN OF HIGHLAND BEACH

(INCORPORATED 1922)

3243 WALNUT DRIVE

Highland Beach, Maryland 21403

Telephone (443) 837-5184

MAYOR

Crystal Chissell

TREASURER

Ronald L. Stokes, Sr.

COMMISSIONER

Michele Fuller

G. William Hunter

Sheila Jeanne Murchison

Linda Holmes Newton

Board of Commissioners Meeting Journal

Date: October 21, 2023

Attendees: Mayor Chissell and Commissioners Fuller, Hunter, Murchison, and Newton

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 to approve the journal from the September 2023 Board of Commissioners meeting. The motion was seconded and was unanimously approved.

Treasurer's Report

Treasurer Ron Stokes reported total cash balances in checking and money market accounts of \$160,489.71. Attachments to the report included the Balance Sheet, P&L Report, and a Transaction Report.

The Treasurer presented an amended budget for Fiscal Year 2023 – 2024 which had been reviewed by the Mayor and Commissioners. The proposed amendment was reviewed line by line for those in attendance at the meeting and was also posted on the town website for download. Total proposed amendments for FY24 were: Total Expenses - \$184,950 and Total Income - \$235,008, resulting in Net Income of \$50,058.

Mayor Chissell stated that beginning with this budget amendment, the town budget will include a capital budget. The capital budget shown in this budget amendment accounts for capital expenditures made during FY24 but before Mayor Chissell's administration. No further capital expenses are included in this budget amendment. FY24 Amended Capital Expenses total \$62,500. Total Income for capital expenses is \$73,746 (pavilion grant and American Rescue Plan grant funds).

Mayor's Report

The Mayor officially introduced Ordinance #2023-2, the FY2023 – 2024 Budget Amendment. In accordance with the town Charter, the budget amendment will be voted on by the Commissioners at the next meeting.

Commissioners' Reports

Commissioner Newton, Public Works – Commissioner Newton thanked Nat Harrington for stepping in to help with an issue involving the pavilion windows in Comm. Newton's absence. A minor leak around the trap door at the town hall is scheduled for repair next week along with some repairs to the roof. An issue with drainage at the end of Wayman Avenue will be investigated and addressed. The beach chairs have been stored for the winter.

Ron Stokes, Chair of the Beach Erosion and Maintenance Committee, reported that the committee is continuing to assemble data and has started to analyze the proposals that have been received. The *Beach Beat* newsletter will move from monthly to quarterly publication during the winter and return to monthly when the HBCA's regular season resumes. The committee looks forward to collaborating with the Chesapeake Bay Foundation regarding the beach erosion project.

Quite a few citizens have volunteered for the Traffic Control and Safety Advisory Committee. Volunteers are still needed for the Building and Maintenance Committee. Once formed, those committees will start meeting and putting together a list of recommendations for the town to address.

Commissioner Murchison, Financial Planning – No report.

Commissioner Fuller, Government Operations – Comm. Fuller has started meeting with a group of citizens to develop recommendations for policies to govern use of town buildings and facilities, including parking. Comm. Fuller also had a first meeting with representatives from the FDMCC board with the intent to formalize a partnership with the town. The hope is to have an Memorandum of Understanding finalized by the end of the year. A comprehensive partnership agreement is expected to be implemented next year.

Commissioner Hunter, Planning and Zoning – The Bruce Ave. litigation is in the process of appeal. The town's brief was filed by the town attorney on Sept. 16th. The appellants have 20 days to file a rebuttal.

Old Business

The Bruce Ave. litigation involves a challenge to the town's planning and zoning authority. It has already been litigated and is now on appeal. Anyone who wants to read the brief can email Mayor Chissell to request a copy.

The permit to rebuild the Bruce Avenue pier is pending. There are still some additional steps at the state level before the permit is issued. As replacement of the pier is a major budget item, the Board has not yet decided whether to replace it in the current fiscal year.

New Business

Citizens have requested that the town trim trees that are on town property. While the town wants to be sensitive to safety and protection of property, responsibilities cannot be undertaken that don't actually belong to the town. The issue will be researched further.

Citizens are asked to comply with parking regulations when having large events at their homes.

Citizens' Input

The meeting was again opened for citizens' input.

Next meeting date and adjourn

The next meeting is scheduled for November 18, 2023 at 10:00 am.

The meeting was adjourned at 12:37 p.m.

Respectfully submitted by Lisa Miller Scott, Secretary/Town Manager