



TOWN OF HIGHLAND BEACH

(INCORPORATED 1922)

3243 WALNUT DRIVE

Highland Beach, Maryland 21403

Telephone (443) 837-5184

MAYOR

Crystal Chissell

COMMISSIONER

Michele Fuller

G. William Hunter

Sheila Jeanne Murchison

Linda Holmes Newton

TREASURER

Ronald L. Stokes, Sr.

Board of Commissioners' Meeting

Date: Saturday, April 24, 2024 via Zoom

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

The meeting was called to order at 10:05 a.m.

Agenda Review: The agenda was reviewed and there were no changes.

Citizen's Input: The Mayor invited citizen comments, questions and announcements. There were none.

Journal Review and Approval:

Commissioner Fuller moved for approval of the Journal from the March 2024 meeting. Commissioner Hunter seconded the motion and it was unanimously approved.

Treasurer's Report: Treasurer Ron Stokes presented a report for the period from March 1 - 31, 2024.

Commissioner Murchison moved for acceptance of the Treasurer's report as presented. The motion was seconded by Commissioner Hunter and the motion was unanimously approved.

New Business

Traffic Control

Thank you to the members of the Traffic Control Advisory committee: Co-chair: Commissioner Michele Fuller and community members: Grayson Dixon, Karla Lewis, Kim Leftwich and Carnot Evans, Jr., and Nancy Bowman Williams from Venice Beach.

Commissioner Newton recommends a contract with Coleshire Security Services, LLC for traffic control services. The primary focus for traffic control services will be to maintain a presence at the guard station to inform visitors of the speed limit; no on-street parking or standing; and no public restrooms. Coleshire traffic control officers will periodically patrol the community to ensure the playground, piers and beach are being maintained and used in a safe manner.

Traffic control staff will maintain a logbook of incident reports and provide weekly reports of incidents to Commissioners. Traffic control officers will report improper use of golf carts by children. Parents will be notified and held responsible for any damages incurred.

Motion: Commissioner Murchison made a motion to approve a contract with Coleshire Security Services, LLC in the amount of \$18,983.63 for traffic control services from May 24, 2024 through September 2, 2024. The motion was seconded by Commissioner Fuller and was unanimously approved.

Signs

Commissioner Newton has been working to identify signage needs along the beachfront, on the streets within the town, and at the traffic control station at the entrance to town. She is developing a proposal that will include replacing old and faded signs, addition of new signs, proper placement of signs, and updating the information on signs. This will likely be presented at the next meeting for approval by the Commissioners, along with a contract for purchase of the signs.

Change to Board of Commissioners Meeting Dates

Beginning in March, Board of Commissioners meetings will be held on the second and fourth Monday of each month at 5:00 pm. Meetings will be held virtually on Zoom. This change is necessary because the business of the town cannot be completed with only one monthly meeting. Additional meetings will allow citizens to have greater insight into the Board of Commissioners' work. There will be additional call meetings as needed. All meetings will be announced on the town website with at least 24 hours notice.

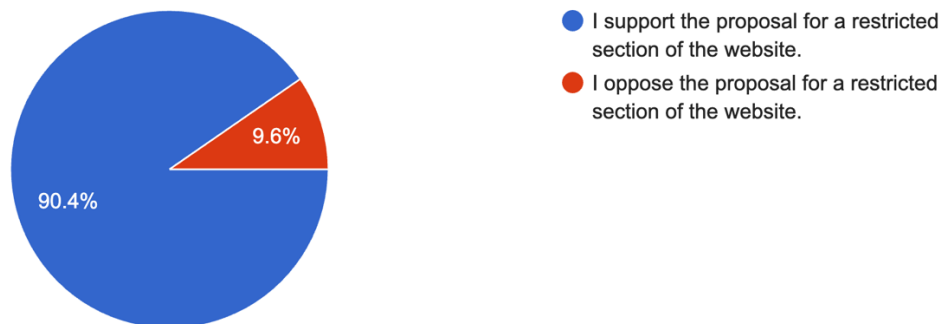
Old Business

The Board of Commissioners has been investigation the option of installing cameras at the entrance to the town. This is in the discovery phase only. Issues being considered by the Commissioners are legal, cost, privacy, effectiveness, cost of current traffic control officers at the entrance.

Response to a survey sent to citizens:

Proposal: Highland Beach is currently updating the Town website. We are considering a section of the website that would be restricted to residents and property owners.

52 responses



Use of Town Facilities Policy

In past years, the town has allowed use of public facilities by private citizens as private event venues. Currently, managing town facilities for private events is beyond the capacity of the Board of Commissioners. A committee of citizens, led by Commissioner Fuller, met on a number of occasions and developed thoughtful and thorough recommendations for use of public facilities. However, currently

there is no elected official who is able take on the responsibility of managing the private use and the town does not have any employees to manage use of the facilities for private events. As a result, no permits for private events will be considered until further notice. The Board of Commissioners is open to proposals from citizens for how to manage use of public facilities for private events.

Parking Policy

The streets of Highland Beach cannot accommodate on-street parking and on-street parking is prohibited within the town. This is primarily a safety issue to ensure that emergency vehicles have access. This is especially relevant in the event of fire, since fire trucks must source water from Black Walnut creek and run hoses through the streets to the location of a fire. The prohibition against on-street parking is also necessary for traffic control. In order to manage parking within Highland Beach and ensure safety while accommodating citizens' guests, the Board of Commissioners proposes a new policy.

Motion:

Commissioner Hunter made a motion to adopt the following policy:

Parking Policy

Street parking is prohibited within Highland Beach. Residents and property owners must park on their own property. Parking on private property within Highland Beach is by permission of the property owner or resident only.

Use of Rain Garden Parking Area

Parking at the Rain Garden Parking Area is by permit only. Citizens who are granted a permit are required to provide direction to guests for parking at the rain garden.

Excess Parking

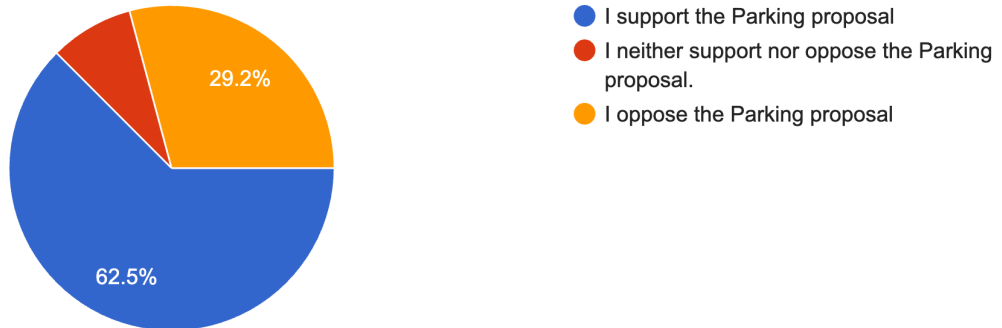
Citizens who anticipate a large number of guests for an event at their private property that will exceed the capacity of the Rain Garden parking area may apply for a one-day special parking permit for parking on the street as directed by the town. In order to receive a special parking permit, the applicant must pay a non-refundable, fee of \$40 per hour to cover the cost of a traffic control officer who will direct street parking. The fee must be paid to the Town of Highland Beach at least **7** days before the event.

The permit application will be posted on the Town website.

The motion was seconded by Commissioner Newton and was unanimously approved.

Response to a survey sent to citizens regarding this parking policy:

Proposal: Parking Street parking is prohibited within Highland Beach. Residents and property owners must park on their own property. Parking on ... Highland Beach at least 7 days before the event.
48 responses



Flooding at Bay and Wayman Avenues

Heidler, Inc. will be working to repair the drainage pipe under the road dates on April 29, 30, and May 1. Dates are subject to change dependent on weather.

FDMCC - Electrical work at the museum has been completed and approved by Anne Arundel County inspectors.

The meeting was adjourned at 11:40 am.
Next meeting: Monday, May 13, 2024