



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: Dec. 16, 2023

Location: Virtual via Zoom

Attendees: Mayor Chissell and Commissioners Fuller, Hunter, Murchison, and Newton
The meeting was called to order at 10:02 a.m.

Agenda Review:

The Commissioners reviewed the meeting agenda was reviewed and made additions.

Citizens' Input

The floor was opened for comments from citizens.

Journal Review and Approval

Commissioner Newton moved for approval of the journal from the November 2023 Board of Commissioners meeting. The motion was seconded by Commissioner Murchison and was unanimously approved.

Treasurer's Report

Mayor Chissell gave the Treasurer's report in Ron Stokes' absence.

Mayor Chissell announced a new format for monthly Treasurer's Report. Beginning with this meeting, the Treasurer's reports will be by calendar month. This report reflects November 1 – 30, 2023.

As of Nov. 30th balances are as follows: Checking: \$127,664 and Money Market: \$67,668. Total cash on hand was \$195,332. The Mayor shared a link to the report.

Commissioner Hunter moved to accept the Treasurer's Report. The motion was seconded by Commissioner Murchison and was unanimously approved.

Mayor's Report

Mayor Chissell sent an email to citizens with a link to a form where citizens could indicate their interest in serving on a board, commission or advisory committee, or simply serving as a resource for knowledge and opinions. Any level of participation is welcome.

The Board has been working on identifying major projects needed so that they can be prioritized and funds can be budgeted. Examples of projects include addressing the flooding at Bay & Wayman and at the Town Hall, repairs at the museum and Town Hall, and replacement of the Bruce Avenue pier.

The Town Charter requires the appointment of a Vice Mayor. Commissioner Hunter nominated Commissioner Fuller. The nomination was seconded by Commissioner Newton and was unanimously approved.

The Town Charter requires that commissioners be assigned specific administrative responsibilities listed in the Charter. The Mayor formally made the following assignments:

- Commissioner Newton – Public Works
- Commissioner Hunter – Planning & Zoning
- Commissioner Fuller - Government Affairs
- Commissioner Murchison – Financial Planning

Commissioners' Reports

Commissioner Newton – Public Works

Commissioner Newton asked Bay Land Consultants & Designers, Inc, who prepared a 2022 Drainage Assessment Report, to assess current flooding at the corner of Bay Avenue & Wayman Avenue. That company recommended repairing the underground pipe that drains to Black Walnut creek. Commissioner Newton has received one estimate for that work. She has also requested that Anne Arundel County assess the situation and determine whether the County has responsibility for the repairs.

Playground equipment has been secured for the winter.

A number of repairs are needed at the Town Hall. Commissioner Newton is seeking estimates for the work. Repairs for the hatch on the Town Hall roof, and securing of the green roof pallets are scheduled for next week.

Commissioner Murchison – Financial Planning

No report.

Commissioner Fuller – Government Operations

Commissioner Fuller has worked with the FDMCC Board to prepare a Memorandum of Understanding to govern the relationship between the FDMCC and the Town. The MOU will guide the relationship between the FDMCC and the Town temporarily until a more permanent agreement is developed.

Commissioner Fuller is leading a Facilities Usage Committee that has been working to develop recommendations for the Board to review.

Commissioner Fuller has contacted a number of companies to discuss options for codification of Town ordinances. She has heard back from three companies, one of which will scan the ordinances free of charge.

Commissioner Hunter – Planning and Zoning

There are no new planning/zoning applications.

Old Business

Effect v. Town of Highland Beach - Oral argument before the Appellate Court of Maryland in this matter is scheduled for February 6, 2024 at 9:00 AM.

Permits have been approved for the replacement of the Bruce Avenue pier. The Board will collect input from citizens on the design of the new pier prior to moving forward with replacing the pier.

New Business

The FDMCC Board of Directors, Commissioner Fuller, and Mayor Chissell have worked to develop an MOU between the FDMCC and the Town. The MOU is meant to be an interim agreement to outline the responsibilities of the parties for maintenance and operation of the Museum. Commissioners have had a chance to review the MOU. A vote on approval of the MOU was tabled until the FDMCC Board has reviewed and signed the final version.

Citizens' Input

The meeting was again opened for citizens' input.

Next meeting date and adjourn

The next meeting is scheduled for January 20, 2024 at 10:00 AM (Zoom only)

The meeting was adjourned at 10:37 a.m.

Respectfully submitted by Lisa Miller Scott, Secretary/Town Manager