



# 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, March 16, 2024 via Zoom

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

The meeting was called to order at 10:06 a.m.

**Agenda Review:** The agenda was reviewed and the Mayor added the topic of security cameras to the agenda and changed the agenda to move the Mayor's and Commissioners Reports to the end of the meeting.

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

### Journal Review and Approval:

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

Commissioner Fuller moved for approval of the Journal from the February 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 February 1 – 29, 2024. Commissioner Hunter moved for acceptance of the Treasurer's report as presented. The motion was seconded by Commissioner Newton and the motion was unanimously approved.

## Old Business

Approval of Contracts to address items discussed at previous meetings:

Commissioner Hunter moved for approval of a contract with a cost of \$2,500 with Mullen Electrical for repairing faulty electrical work and restoring an electrical panel at the Frederick Douglass Museum. Commissioner Fuller seconded the motion and it was unanimously approved.

Commissioner Hunter moved for approval of a contract with a cost of \$15,000 with Heidler, Inc. for storm drainage repair at Bay and Wayman Avenues. Commissioner Fuller seconded the motion and it was unanimously approved.

## **New Business**

### **Planning and Zoning Commission Appointments**

Mayor Chissell appointed William Hunter to the Planning and Zoning Commission to serve ex officio during his term of office as Commissioner (3/24 to 7/27). Commissioner Fuller moved for approval of the appointment. Commissioner Newton seconded the motion and it was unanimously approved, with Commissioner Hunter abstaining.

Mayor Chissell appointed Greg Nixon to the Planning and Zoning Commission to serve a five year term. Commissioner Hunter moved for approval of the appointment. Commissioner Newton seconded the motion and it was unanimously approved.

Mayor Chissell noted that the following people continue to serve on the Planning and Zoning Commission:

Bettina Nechay (term 10/20 to 10/25)

John McGuire (term 11/20 to 11/25)

Shaina Solomon (term 11/20 to 11/25)

Mayor Chissell thanked Craig Herndon and Ben Secundy for their dedicated service to the town on the Planning and Zoning Commission.

The Mayor and Commissioners discussed several proposals that are under consideration and entertained questions and comments from citizens in attendance.

### **Revisions to Use of Town Facilities Policy**

The Mayor and Commissioners are considering changes to the policy for use of town facilities based on recommendations of the Facilities Use Committee, a group of citizens, led by Commissioner Fuller, and consideration by the Board of Commissioners over the course of several months.

Changes are **proposed** based on the town's limited capacity to manage private events. It is necessary to reduce administrative burdens on the town, in alignment with capacity; put less burden on residents and town infrastructure; prioritize use of town facilities for open community events over private events that benefit only one or two citizens.

It is **proposed** by the Board of Commissioners that the policy and requirements for use of common areas is amended to provide as follows:

Events requiring permits and sponsored by a Highland Beach resident or property owner at Town Hall, the Beach Park, the Wayman Avenue Park or the Pavilion shall be limited to **30 or fewer non-resident participants**.

### **Revisions to Parking Policy**

It is **proposed** by the Board of Commissioners that the policy and requirements for use of common areas is amended to provide as follows:

Street parking is prohibited within Highland Beach. Residents must seek permission from other residents before parking or having guests park on private property within Highland Beach.

Reservations for use of the Rain Garden Parking Area may be made by Highland Beach residents only, using the Event Request Form. Residents are required to provide direction to guests for parking at the rain garden when it has been reserved.

Residents who anticipate a large number of guests for an event at their private property may apply for a one-day special parking permit for parking on the street as directed by the town. A non-refundable fee of \$40 per hour for the duration of the event will be required to cover the cost of a traffic control officer who will direct guest parking. The fee must be paid to the Town of Highland Beach at least 7 days before the event.

The event reservation form will be updated and posted on the town website.

Citizen section for new town website – Town's new website is under construction and is expected to be completed during late April or early May. Mayor Chissell requested suggestions for a citizen's only section of the website. She wants to know if this something citizens would want to have and if so, what would citizens like to see included in this citizen's only section.

Cameras at entrance – The Mayor and Commissioners are considering installing a motion sensitive camera and license plate reader at the entrance to the town. The camera and license plate reader would be installed at or near the guard house. This solution has been proposed by the Traffic Control Advisory Committee. No decision has been made about this. Commissioners want citizen input about what you think about this as a solution for security and traffic control.

Mayor Chissell will be sending a survey to citizens to solicit feedback on the proposals for use of town facilities, parking, and cameras and license plate readers.

### **Commissioners' Reports**

Commissioner Newton reported that she is in discussions with Coleshire Security regarding traffic control services for the upcoming summer season.

Commissioner Newton reported that she is working on replacing or updating parking and other signs needed.

Mayor Chissell asked for any citizen comments, questions and announcements.

The meeting was adjourned at 11:02 am.

Next meeting: **Saturday, April 20** at 10:00 am - via Zoom