



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
Monday, October 28, 2024

Meeting called to order at 5:03 pm

In attendance: Mayor Chissell, Commissioners Hunter, Murchison, and Newton.

Mayor Chissell introduced Jeri Pope as the newly appointed Town Clerk.

Review Agenda - Mayor Chissell added two items:

- Old Business – Contract for tree removal
- New Business: Maintenance manager

Public Comment -

Owners of 3210 Bruce Avenue inquired about the appeals process for the Planning and Zoning Commission decision for the application submitted for 3210 Bruce Avenue. Mayor Chissell directed him to the town website and offered to send him the information via email. Mayor Chissell explained that Planning and Zoning appeals do not come before the Board of Commissioners, but rather to the Planning and Zoning Board of Appeals, chaired by Edward Smith.

Motion to approve the October 14, 2024 Journal made by Commissioner Newton, seconded by Commissioner Hunter. Approved unanimously.

Old Business

- Status Updates
 - Town Hall Roof - Commissioner Newton spoke with contractors about repairing the green roof at Town Hall. She asked them to assess the status of the roof and to develop a long and a short term plan for it. She recommends that one contractor complete all aspects of the project.
 - Lower Pier – The damaged lower level of the community pier has been removed and disposed of. The Board will need to decide whether to replace it. Commissioner Newton has received one estimate for replacing the lower level and is waiting for a second estimate.

Mayor Chissell said that replacing the lower level of the pier must be considered in light of other outstanding projects.

- Bruce Avenue Pier - Commissioner Newton has contacted several contractors to solicit bids to repair this pier. She has received only one estimate to date.
- Tree Hazards - Commissioner Newton walked with a licensed arborist through the entire community to evaluate trees for hazards. The arborist determined that four trees on Upper Lake pose a hazard. Commissioner Newton is in communication with the Anne Arundel County Department of Forestry to determine what permits are required.

Commissioner Newton received proposals for this work from two certified arborists. She recommends engaging Veteran Tree Service at a cost of \$3,750.

Commissioner Murchison moved and Commissioner Hunter seconded the motion that the Board engage Veterans Tree Service at a cost of \$3,750. The motion passed unanimously.

- Commissioner Newton gave an update on new signs. Placement of signs has been marked so that Miss Utility can clear placement of signs.
- The Anne Arundel County Office of Emergency Management has begun the process of preparing the 2025 Anne Arundel County Hazard Mitigation Plan Update. The Federal Emergency Management Agency (FEMA) requires hazard mitigation plans to be updated every five years to remain eligible for certain mitigation funding. The Plan includes risk assessment and hazard mitigation strategy. Among the hazards of concern in the County are flooding, erosion, severe winter weather, extreme temperatures, tornados, emerging infectious disease, civil disturbance and active assailant. Highland Beach participation will help the County include Highland Beach risks and vulnerabilities in the 2025 Plan.
The County held a public meeting for Highland Beach and neighboring communities to explain the Hazard Mitigation Plan and answer questions on Monday, October 21 at 5pm at Hillsmere Elementary School and virtually on Zoom. Mayor Chissell and several citizens attended the meeting where the County representatives asked participants to share known hazards.

New Business

Maintenance Manager – Due to the volume of public works projects that need attention, Commissioner Newton recommended hiring a maintenance manager to help with managing grounds and buildings, ideally someone who has expertise with building and ground maintenance.

Mayor Chissell moved that the Board engage Donald Brown under contract for maintenance manager services at \$40 per hour. The motion was seconded by Commissioner Hunter. The motion passed unanimously.

Public Comment

The Hernandez family expressed their gratitude at joining the meeting. Mayor Chissell welcomed them to the community.

Next Board Meeting – November 11, 2024

The Beach Erosion and Maintenance Committee will meet this Wednesday, October 30th at 7 pm.

Adjournment - Commissioner Newton moved and Commissioner Hunter seconded a motion to adjourn. The motion passed unanimously.
The meeting adjourned at 5:28 pm.

Prepared by Jeri Pope, Town Clerk