

TOWN OF MELBOURNE VILLAGE
MINUTES
Regular Commission Meeting
Tuesday November 16, 2021
6:30 pm, Town Hall

- I. Call to Order at 6:35 pm by Mayor Niemann
- II. Pledge of Allegiance led by Mayor Niemann
- III. Roll Call: Present were Comm Anderson, Ingram, Jones, Murphy, Vice Mayor Calenda, Mayor Niemann. Also present were Incoming Comm Ditty and Jimmy Collen, Town Clerk/Treasurer. Excused was Outgoing Comm McCharles.
- IV. Mayor's Report: Mayor Niemann thanked all the residents who volunteered to run for a seat on the Commission and to those who won a seat this year, Valerie Calenda, Sue Ditty, Gary Ingram (two-year terms) and Gerda Murphy (one-year term).

Saturday, October 30, the Town and AHF co-hosted a Fall event. The AHF with a bounce house, games and candy and the Town offered trunk-or-treat. The hope is the Town and the AHF will continue to co-sponsor family friendly events in the future.

The Town continues to establish clear guidance on the rules for using the funds for the Rescue Act. If permitted, funds could be used to fix damaged culverts and asphalt paving based on surveys requested by Public Works.

Town continues to clean up the records room and streamlining processes. With increased responsibilities of the Town Clerk some may be shifted to the Deputy Clerk and other department heads.

Upcoming projects include Public Works will creating more defined intersections at Sheridan and West Pine as well as South Drive and Dayton. The Commission will begin updating our Employee Handbook and we will solicit formal quotes for a new website.

- V. Post-Election Items:
 - Resolution No 2021-04, Canvassing the Returns of the General Election November 2, 2021, was read by Mayor Niemann. **Motion** made by Vice Mayor Calenda to accept the resolution as read, 2nd by Comm. Anderson **Motion Approved** unanimously.
 - V(1) New Election Oath of Candidates (Oath Attached)
Town Clerk led the New Election Oath of Candidates for those elected on November 2, 2021.
 - V(2) Selection of Vice Mayor
Motion by Comm. Jones to appoint Valerie Calenda as Vice Mayor Valerie Calenda accepted the nomination. Commr. Anderson 2nd. The **Motion Approved** Unanimously.

- VI. Additions/Deletions and Re-ordering

VII. Appearances/Presentations – None

VIII. Public Forum:

Suzan Bryant concerned with the new houses being bigger than what is allowed by code/ordinance. There was discussion about the combined TRB/P&Z overseeing the building codes.

Mary Jane Moon asked about the status of the resolution regarding no smoking on Town property. The Mayor will ask Attorney Richardson. She also asked if the Public Works staff tour each morning looking for anything out of the ordinary. Superintendent Ward advised yes, they do and they speak with the resident with any questions.

Richard Bryant asked about on the street parking by residents. Mayor will ask Attorney Richardson for guidance.

Carol Dobson spoke about parking near the canal. She also stated she does not want the roads improved. The Chief said the police can't enforce violating ordinances regarding parking on the roads. The topic of impact fees was discussed. Comm Ingram questioned parking on Canal Rd. The Chief said we can't tell people they can't park on County property. Comm Ditty suggested educating the residents about parking on the side of the road.

IX. Correspondence – Jonathan Cronkhite volunteered to sit on TRB/P&Z and Code Enforcement. Mayor Niemann will ask Town Attorney Richardson if residents can sit on two committees. Commr. Ditty would like Code Enforcement resurrected. Mr Cronkhite stated the Hoffken's are no longer going to sit on the TRB/P&Z.

-Terri Maxner thanked the Town for its handling of her ditch expeditiously

X. Commission & Verbal Committee Reports – None

XI. Review of Previously Assigned Action Items:

Mayor Niemann updated the Town of the utility easement tree trimming taking place as scheduled once every three years.

Comm Ditty wants to know if the Chief knows of the contact information for Waze? The Chief said he has tried numerous times to contact Waze and Google Maps with no response.

Comm Ditty asked why the Town does not use Nextdoor. Town Clerk Collen said it is an unofficial site, the Town's website is where we post official documents per legal advice. Commr. Ditty was advised she was able to utilize social media as a private citizen.

Suzan Bryant asked why the Mayor's Report doesn't come in an email. The Mayor will look into it.

Commr. Jones will spearhead the Town website updating. The website will undergo a redesign, when completed, important notices will be on the first page.

XII Department Reports

- A) **Police Department** - Chief Loos: Two 2022 Ford Explorers have been ordered to come in May. We will pay on delivery and then be reimbursed through the grant. Equipment from the old vehicles will be moved to the new ones when they arrive. Another grant will cover gun racks for police vehicles.

Bicycle Safety – Today we had two bicycles run through a stop sign. Male went to jail and wife went home with education. The police will continue ongoing safety education and stop people if necessary.

The moving of the stop signs is helping to see those running the stop signs.

Comm Murphy and Teri Eno are heading up a fundraiser for the Police Department, Cakes for Cops. Will include baked goods, plants and turkey and cash drawings Saturday, November 20, 2021 from 3-5 pm.

Saturday, November 6, a motorcycle crashed into a truck on New Haven in front of Haverty's. Officer Lanza with WMPD located the driver who had fled and arrested him for the theft of the motorcycle and drug trafficking of crystal meth.

- B) **Public Works** – Town Superintendent Bradley Ward: The Beautification Committee will be planting at the south end of Acacia Ave. Town maintenance continues with mowing, removing plants at Dayton entrance, and digging the ditch behind TMV shop. Sharpening blades before each mowing cuts down on the time of mowing. Moved the stop signs and repainted the stop bars at South Dr and Dayton Blvd.

HWCH had eight weekend bookings for the month and PW finished repairing the roof. Received quotes for HWCH termite tenting that will begin on Monday, December 6. Comm Ditty wants to know the exact number of bookings for weekend vs weekday use. Comm Calenda would like the description of the HWCH to include the fact it is a historical building. Shopping carts to be moved away from the HWCH. Comm Jones suggested we increase the deposit amount. Superintendent said it's not necessary. Comm Jones also asked for the number of bookings and income received be put in the Public Works monthly report.

Met with engineer regarding culverts. The following five culverts are listed in order of need of replacement with the culvert ID# noted: Hall Rd (#7), Savannah Rd (#4), Dayton Blvd (#5), Dayton Blvd (#2), and Cajeput Cir (#33). Comm Ditty would like to see the reports and quotes in the agenda packet including tree reports.

- C) **Administration** – Town Clerk/Treasurer Collen: Charter Review Committee continues to meet monthly. Identified police records to be filed. Business Tax Receipts and Late Notices mailed. Looking into computer upgrades and using the Cloud. Town Clerk stressed the need for the Town to create a reserve fund in the near future for information technology.
- D) **Treasurers' Report** – Town Clerk/Treasurer Collen: **Ordinance No. 2021-05 to amend 2020 budget**, first reading by Town Clerk/Treasurer. Second reading will be Tuesday, December 14.

Motion by Vice Mayor Calenda to accept the Ordinance as read. 2nd by Commr. Jones. The **Motion was Approved** unanimously.

*Discussed Rescue Act 2021 Update, it will only cover road repair if it is tied to water quality. Transferred \$173,000.00 into SBA.

*This year's audit begun, plan to have trial balance to auditor by mid-December. Finance Committee received 2020-2021 Budget for Amendment. Comm Ditty asked that a summary of the items questioned of the budget be provided. Comm Jones wants to know how much the health care insurance will cost.

*Waste Pro going up 2.09% in February 2022.

*Email from Heather Roberts Reference Amending Contract Name. Accounting bills to go directly to Heather Roberts amending only the contract name. **Motion** by Vice Mayor Calenda to enter into contract with Roberts Consulting just as with the previous accounting contract. 2nd by Comm Murphy. **Motion Approved** by unanimous vote.

*Preliminary Pay Increase Sheet reviewed.

E) **Building Department** – Town Clerk/Treasurer Jimmy Collen:

(1) Building Official Report provided. Comm Ditty does not want to hire Daryl Munroe as an employee. Comm Jones said we are not ready to hire a new building official. Comm Ditty will take on the building official issues and report on them

XIII. Consent Agenda

F) Opportunity for Audience input regarding Consent Agenda

G) Opportunity for Commission to Remove Items from Consent Agenda

H) Recommended Actions:

Approval of Minutes: For Filing

1) Approval of Reports:

(a) Department Reports: Public Works, Police Department, Building Department.

(b) Previous Meeting Minutes October 25, 2021.

(c) Charter Review – October 20, 2021-Attached with Recommendations in Minutes.

(d) Beautification Committee – November 15, 2021 (At Table).

(e) Finance Committee – November 15, 2021 – (At Table).

2) Appointments & Resignations

Motion by Vice Mayor Calenda to approve the Consent Agenda, 2nd by Comm Anderson.

Motion Approved unanimously.

3) Proclamations/Resolutions/Ordinances

XIV. Unfinished Business

XV. New Business

XVI. Review of Newly Assigned Action Items

Change December Commission meeting date to December 14.

Updating of Employee Handbook.

Charter Review Committee tasks ongoing.

Traffic Committee meeting: We will hold two public forums/workshops regarding lowering the speed limit to 20 mph with the first on January 15, 2022 at 10am.

Street poles to be decorated by the Commissioners on Saturday, December 4.

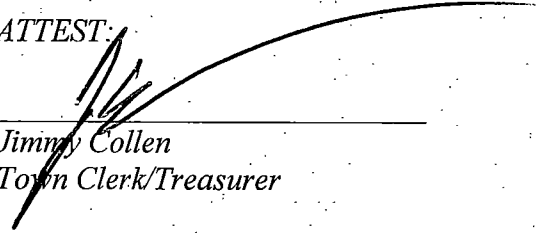
Ethics training needed for calendar year 2022.

Mayor to bring miscellaneous questions to Town Attorney Richardson.


XVII. Approval for Payment-None

XVIII. Adjournment at 11:15 pm.

ATTEST:



Jimmy Collen
Town Clerk/Treasurer



Tabitha Niemann
Mayor