

TOWN OF MELBOURNE VILLAGE

MINUTES

Special Commission Meeting

Thursday, July 7, 2022

6:30 PM – Town Office

I. Call to Order at 6:32 pm by Mayor Niemann

II. Pledge of Allegiance led by Mayor Niemann

III. Roll Call - Present were Commissioners Anderson, Ingram, Vice-Mayor Calenda, Mayor Niemann.
Excused: D. Jones, Murphy

IV. Mayor's Report- Mayor Niemann

- Town Superintendent Bradley Ward submitted resignation.
- Deputy Clerk Chanda Kelley started this week.
- Office Assistant Position – three candidates will be interviewed tomorrow.
- Town Clerk position is posted.

V. New Business

A) FY 2020-2021 Audit Approval

MOTION by Commissioner Calenda and seconded by Commissioner Anderson to
“Accept the FY 2020-2021 audit that was presented to the town on June 28, 2022”

Motion passed unanimously.

B) Review Public Works Job Descriptions: The commission redrafted both public works job descriptions. Final will be presented at an upcoming Commission meeting for approval.

- Superintendent position will be retitled as “Public Works Supervisor”
- Laborer position will be retitled as “Public Works Technician”

VI. Town Attorney Information

- Our Town Attorney will likely be taking up a new position with the county, so we must find a replacement.

VII. Personnel Manual Update – Postponed to a later date

VIII. Action Item Review

- **Commissioner Calenda** will contact Dani and Mike Noell who may be able to help with office renovation.
- **Commissioner Calenda** will contact Norton Muzzone and ask if he would be willing to meet with Bradley Ward to:
 - Walkthrough Public works areas (office, town garage and shop)
 - Gather inventory information for equipment and materials
 - Inventory all keys held by Public works

- Gather equipment manuals,
- Help Bradley create an Annual Planning Calendar
- **Commissioner Jones** will get estimate for phone line to be installed at the Town Garage/Shop.
- **Need a volunteer** to get quotes for a lawn care company to do mowing during the staff changeover.
- **Commissioner Ditty** will work on getting a Tree Removal company contracted on retainer. She will compile 3 quotes.

IX Approval for Payment-Linda Crawford-Crawford CPA, Inc.

A) Invoice from Crawford CPA Inc. for Audit

MOTION by Commissioner Calenda and seconded by Commissioner Ditty to
 “Approve payment to Crawford CPA, Inc. for \$10,587.00”

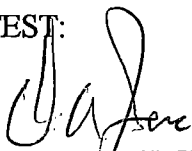
Roll Call Vote - Motion passed unanimously.

X Adjournment at 8:36

Next meeting: Tuesday July 12, 6:30 PM – Finance Committee and Commission -
 Joint Workshop for Budget FY 2022-2023

If an individual decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, a record and transcript of the proceedings will be required and the individual will need to ensure that a verbatim record and transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based and will be acceptable in a court of law (FS286.0105). Such person must provide a method for recording and transcribing the proceedings verbatim as the Town does not provide such a record or transcript. In accordance with the Americans Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, within a reasonable time prior to the meeting contact the Office of the Town Clerk (321) 723-8300.

ATTEST:



 David Jones, Commissioner



 Tabitha Niemann, Mayor