

TOWN OF MELBOURNE VILLAGE
MINUTES
Special Commission Meeting &
Joint Commission/Finance Committee Budget Workshop FY2022-2023
Tuesday, July 12, 2022
6:30 PM – Town Office

I. Call to Order at 6:36 pm by Mayor Niemann

II. Pledge of Allegiance led by Mayor Niemann

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

IV. Mayor's Report

- The Mayor introduced new Deputy Clerk, Chanda Kelly and noted that new Office Assistant, Marissa Levine will begin work this week.
- The Public Works Maintenance Technician position will be posted on multiple platforms.
- Town Clerk/Treasurer position is posted on multiple platforms.

Commissioners and Finance Committee members then discussed qualifications for new Clerk/Treasurer and stressed the need to take time to find the right fit – someone with both finance and government experience as well as management/supervisory skills.

- Need to prepare RFP for Engineer – looking for volunteer.
- Working on procedures/clarification on business tax receipts, election and TRIM.

V. Approval for Payment

A) Health Insurance

MOTION by Commissioner Calenda and seconded by Commissioner Ditty “for approval and payment of health insurance totaling \$10,799.84.”

Motion passed unanimously.

B) Invoice from Heather Roberts, Accounting Consultant

MOTION by Commissioner Calenda and seconded by Commissioner Ditty to “pay Heather Roberts \$2,625.

Motion passed unanimously.

VI. Approval to hire Office Assistant

MOTION by Commissioner Murphy and seconded by Commissioner Jones to “hire Marissa Levine at the rate of \$14/hr. effective July 13, pending background check.”

Motion passed unanimously.

VII. Adjourn 7:00 pm and commencement of joint Commission/Finance Committee Budget Workshop which adjourned 9:32 pm

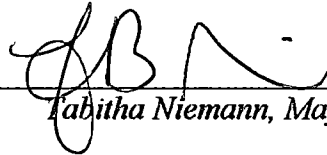
Next Special meeting will be held on Wednesday, July 20.

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