

**TOWN OF MELBOURNE VILLAGE  
MINUTES  
REGULAR COMMISSION MEETING  
Tuesday October 25, 2022**

**I. Call to Order** 6:32 p.m.

**II. Pledge of Allegiance** led by Mayor Niemann

**III. Roll Call:** Present were Commissioners Anderson, Foster, Jones Muzzzone, Vice Mayor Calenda and & Mayor Niemann, Commissioner Ingram was excused

**IV. Mayor's Report**

Mayor Niemann read her report in full.

**V. Additions/Deletions and Re-ordering:** None

**VI. Correspondence, Appearances, Presentations:** Vern Goding Email was read to the Commissioners and then Vern spoke regarding his donation of funds to pay for Police Equipment. Mayor reminded all of the guidance that former attorney Morris Richardson had stated that a donation is not refundable. The Town is very appreciative of Mr. Goding donation, but as previously stated gifts are not refundable.

**VII. Public Forum:**

**Teri Maxner**, Flamingo – Will Vern's E mail go anywhere, Town Clerk Heather Roberts: no everything has been reviewed by Auditor and done correctly so nothing will be returned.

**Gigi Atwell**, 786 Acacia – He didn't get the 2 quotes and broke our charter and even the Police Dept broke out charter by just getting the donation. We are a real municipality.

**David Jones** – We did not disband they resigned and left with a situation, and we resolved quickly.

**Ondine Constable** – Blue Jay Ln – Can we have someone talk to him; he won't be alleviated unless he gets his money back.

**Gary Howell**, Norman Lane, Vern was very helpful in getting the new Police Cars

**VIII. Consent Agenda:**

Sandra Smith spoke on behalf of the Finance Committee's recommendations

1. Investigating participation with Brevard County Property Appraiser's Map/GIS Infrastructure Upgrade, paid through the American Rescue Plan Act.
2. Elects/appoints/seeks a point person for the Village's American Rescue Plan Act, to become fully knowledgeable on allowable expenditures and be consulted prior to any funds requested for projects.

3. Heather to attend the Hilltop Securities Public Funds Investment Training Webinar – October 26, 2022.
4. RE: Hydro Jetting equipment – to rent the necessary equipment and track the need for future use towards possible purchase.

**Bill Losee**: To rent would be about \$5000 a month.

**Commission**: Really appreciate the finance committee and the work they have put into everything.

**Sue Ditty**: asked about trying to close the AT&T account for the police phones getting the phones back from 2 officers who have not returned them.

**Heather Roberts**: We own the phones, and they are not worth more than \$30. We have the resignation letters, a letter from the mayor and they will not close without talking to Ex Chief Loos. We are still working on getting it closes and we may reach out to Ex Chief Loos to get AT&T to give the town authority on this account.

**Vice Mayor Calenda**: made motion to approve the consent items from the amended agenda as stated, **Comm Jones**: seconded, motion carried.

#### **IX. Department Reports:**

**Lt. Knapp Brevard County Sheriff's Dept**, - Read his report, calls for service in area are to document Patrol, stamp, date, time, and any suspicions. Sheriffs are here 6 am to 6 pm on Town property. From 6 pm to 6 am only come if called. Request from Commission for a breakdown of shift activities.

**Dee Smith**: Acacia – get a report more in layman's terms for the report.

**Bill Losee** – Read his report his full. Culverts under Homeowners drive is their responsibility not the Towns it would be a liability for the town to clean Homeowners culverts. Mowing the swales is the Town's responsibility.

Beautification Committee – Bill read the minutes from their 10/17 meeting about the new plantings on Daytona. Questions on Acacia what can be done a little fence, rocks.

Dump – Make certain times or by appointment or keep permanently closed. Use volunteers by appointment. Right now, it will be closed until further notice

**Sue Ditty**: Need volunteers for code enforcement committee.

AHF/Town office – question of who's property is who's, (ex: Nutting Wood Green, area around HWCH.)

**Heather Roberts** – Read her report in full. We have no responses from auditors, Linda will extend for a year to give us more time to find permanent auditor. Will be finishing up final budget for FY 2021/2022. May need 2 meeting to Public/Final. Motion made to let Heather do

Property Appraiser GIS fund, motion by **Vice Mayor, Comm, Comm Anderson** seconded, commission approved, motion carried. FMIT insurance for vacant land by town garage.

**Chanda Kelley** – Building report read by the Mayor.

**X. Commission & Verbal Committee Reports:** None

**XI. Action Item Review:** Add to Action review, make house numbers visible, cleaning of culverts (tasks Nutting Wood Green and the Intersection by Norman), Golf Cart Ordinance, Memory Garden (AHF/Town), Building Codes and quarterly Cardinal (reminders). Work without permits what can be done?

Telephones in the police department the regular phones from Artemis Heather with make the call to cancel those lines.

Hoping to have new attorney John Carey he is very interested in job here if he gets job w/West Melbourne he was offered job just going over contract, he was highly recommended by Morris. Averaged hours that Morris worked for us, and it was about 5-7 hours a month. If he takes the position, he will come to next meeting for a meet and greet.

**XII. Unfinished Business:** none

**XIV. New Business:**

- A. Budget – July/August financial were approved under VIII Consent Agenda and the Final Budget for FY 2021/2022 was moved to the Special Meeting/First Public Hearing scheduled for November 16, 2022. **(A was removed from Original Agenda and the Amended had A as the resignation of Kim Zarillo)**
- B. Resignation of Kim Zarillo from Beautification Committee. Approval of 2 new committee members Celia Byrnes and Kim Lauer. **Vice Mayor Calenda** made a motion for approval of new members, **Comm Jones** seconded, Commissioners approved, motion carried.
- C. **Universal Letter** – Having a meeting with Dan and to what needs to be done to keep thing moving forward. Getting quotes for Town Engineer, we need permits for everything and training for Chanda, rewrite our permits. How do we enforce if work is done without permits, special magistrate but that is expensive. We can send letter then do a lien on the property, but it gets expensive. More discussion is needed.
- D. **Purchase Policy** – **Heather Roberts** led discussion that we need to update the purchase policy in regard to getting 2 quotes for \$250.01 to 2500. We have been dinged by the auditor for not getting the quotes and following our charter. Sheriff's contract does not need a monthly approval since we signed a contract with them. All if already approved by Commission like the Mule we do not get approval. Heather will check with Ross, and they will update the policy.
- E. **Police Vehicles** – The police vehicles are not being used as per the grant and as such we either need to transfer to a different agency or return cars and grant money. We need an answer by 11/15/22. Permission to discuss with Sheriff's to transfer to them. If we transfer to Brevard we can't get back if we reinstate the Melbourne Village Police.

Motion to let Mayor and Town Clerk get Police cars transfer to Brevard, **Vice Mayor Calenda** made motion, **Comm Anderson** second, the commission approved motion granted.

**XV. Approval for Payment:** FMIT & Sheriff's Bill. **Vice Mayor Calenda** made motion to approve the 4 Bills, 1 for FMIT \$19,112.00 and 3 for the Sheriff's \$8,736.52 and two for \$20,833.33, **Comm Foster** second, commission approved, motion carried.

**Heather** is getting quotes for Malpractice insurance for new attorney.

Next meeting will be held November 29, 2022, 6:30.

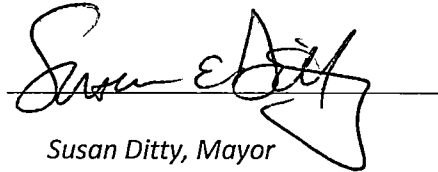
**XVI. Adjournment** - 9:12 pm

*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:



Heather Roberts, Town Clerk



Susan Ditty, Mayor