

**TOWN OF MELBOURNE VILLAGE**  
**MINUTES**  
**REGULAR COMMISSION MEETING**  
**Tuesday December 20, 2022**

**I. Call to Order** 6:30 p.m.

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

**III. Roll Call:** Present were Commissioners Anderson, Foster, Jones, Muzzone, Ingram, & Mayor Ditty. Vice Mayor Calenda was excused.

**IV. Mayor's Report**

Mayor Ditty read her report in full.

**V. Additions/Deletions and Re-ordering:** Mayor Ditty moved New Business B) Code Enforcement up to approve the volunteers Paula Bailey, Mary Bean, Ray Bowin and Jeremiah Frame. We cannot start until the new year after our attorney comes on board. Comm Anderson very happy we have a new code enforcement board and any help you would need feel free to ask me. Comm Jones what are the processes? Mayor Ditty, Paula Bailey and I have been to the West Melbourne code enforcement meetings to get an idea as to what we need to do. Comm Jones, I will be glad to help in any way and Steve Peffer who was the chair of the enforcement board prior would also be a good resource. Code enforcement will do ex: derelict cars, property not being maintained, etc.

John Cary, Esq.: you need to have at least 5 members and they will need to read chapter 162 FL Statues. Will require an ordinance if we choose to reduce members from 7 to 5.

**VI. Correspondence, Appearances, Presentations:** None

**VII. Public Forum:** None

**VIII. Department Reports:**

**Brevard County Sheriff's Dept.**, - Lt. Gish read his report of the incidents that occurred in the month of November. Comm Jones asked, if possible, to do a side-by-side report for a month-to-month comparison. Lt Gish stated that we try to give warnings but will give a ticket for repeat offenders. Comm Jones asked what percent of time are they in the village vs getting called out? Lt Gish: they rarely get called out of the village. We have 4 commissioners who will be moving the MV police cars around to control speeding in specific areas. MVPD reported miles patrolled, Mayor Ditty asked if the Sheriff's office can do that? Lt Gish said they do not have that capability.

Ray Bowin asked do they patrol more than once a night between 6 pm and 6 am? Lt Gish, yes, we do come through more than once a night. We get less calls, so we try to go through the Village a few times each evening.

**Bill Losee - Public Works**– Read his report his full. Comm Jones, can we see a tracking of what ditches/roads have been done? Bill Losee PW will highlight areas already worked. Stop sign for Dayton & South has been picked up and will be replaced tomorrow, we got a new placard for the truck. Ray Bowin, the Gopher Turtle sign was removed when new speed sign was put up and needs to be replaced.

**Heather Roberts - Town Clerk** – Read her report in full. GoDaddy website will expire on March 7. We will need to investigate for a new domain carrier. Comm Jones said Mark from Computer Experts can help us with that, and we can ask when we have our IT Security class.

Heather Roberts TC, we will need to do a double Finance meeting in January do the cancellation of the December meeting and will change the monthly meeting to the 3<sup>rd</sup> Monday of the month.

Need to complete W2's and 1099's before 20<sup>th</sup> of January. The 1099 would be just Heather Roberts and Morris Richardson but will verify. Heather Roberts took the investments class but may take a state class which would be better.

**Chanda Kelley – Deputy Clerk** – Building report read by the mayor.

**.IX. Consent Agenda:** We do not have the November Finance packet to review due to the cancellation of the December Finance meeting.

Comm Anderson made the **MOTION** to accept the consent agenda minus the November Financials, Comm Foster seconded, all were in favor, motion was carried.

**X. Commission & Verbal Committee Reports:**

- A) SCLOC Dinner from December – Holiday meeting/party on December 12<sup>th</sup> was a lot of fun. The next meeting is January 9<sup>th</sup> notify Marissa by January 2<sup>nd</sup>. We would like a rotation of Commissioners. Next meeting is in Palm Bay.
- B) SCLOC Calendar of meetings for 2023 – we have the calendar of meetings for the entire year. We will be hosting with West Melbourne in June.

**XI. Action Item Review:** we have a new format for the action items, now 2. See excel spread sheet. Mayor Ditty went through the whole action report line by line.

We do not have a time frame for the Hall Road quote and the quote is for 30 days. Bill Losee PW he will get in touch with company to extend the quote after the new year.

Heather Roberts TC we are working with our auditor to ensure we are charging the residents correctly for inspection fees and whether Dan Ferry the contractor for Universal is charging if he comes in more than one day a week as we have originally contracted.

We will create a complaint form for residents to call in for anyone doing work without a permit.

Live Oak Canal/L5 on the south side still need to be cleaned. Bill Losee PW the problem is the canal is maintained by Melbourne on North side of Live Oak and Palm Bay on the South. He is working on Palm Bay to come clean up their side and he will keep on both,

so it stays clean and does not cause an issue again. We also have trees that are aging out and need to be removed. Need to increase budget for tree removal.

Heather Roberts TC , we need to set up a system regarding cost if someone comes in to look at the lot file and they need assistance and it is going to be more than 30 minutes. They can look at the lot file in the office but cannot take anything out of the building. We need to add to tasking to create a sign out sheet for who is looking at the file.

When FPL put in the new poles they damaged some of the roads and swales. Add to tasking draft letter to FPL to have them fixed by contractor. Will be handled by Bill Losee PW & Comm Jones.

**XII. Unfinished Business:**

A) Hall road – Waiting on Finance Committee’s January meeting. We also need to check for easement on Hall Road.

**XIII. New Business:**

- A) SCTPO – Vision Zero Resolution. Comm Foster made **MOTION** to accept Resolution 2022-02 with the changes to section 2, Comm Anderson second, all approved, motion was carried.
- B) Code Enforcement Committee – this was moved up to section V. Additions/Deletions.

**XIV. Approval for Payment:** None

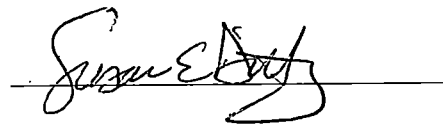
**XV. Adjournment** – 8:27 pm

*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