



TOWN OF MELBOURNE VILLAGE

555 Hammock Road • Melbourne Village • Brevard County, Florida 32904-2513

Telephone: (321) 723-8300 • Fax: (321) 984-7219

Email: town@melbournevillage.org

REGULAR COMMISSION MEETING MINUTES

Tuesday January 24, 2023

6:30 PM

- 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, and Vice Mayor Calenda.
- IV. **Mayor's Report:** Mayor Ditty read her report in full. Her report was also published in the January Cardinal.
- V. **Additions/Deletions and Re-ordering:** added Tony Calenda's email to correspondence as "c".
- VI. **Correspondence Appearances, Presentations:**

A) **Waste Pro letter** for increase in garbage pickup cost.

Mary Jane Moon stated the Sarno Dump is closing and everything will be going to the Cocoa landfill. Comm Muzzone said the Sarno dump will still be taking household waste. Other waste will need to go to Cocoa.

Comm Jones asked what the residents' cost increase for Waste Pro would be. Heather Roberts (Town Clerk) said the notice we received was just for the town's contract with Waste Pro and she thinks the residents should be getting their own notice of the increase.

B) **Email from Gerda Murphy** regarding the Mel Manthey rooster painting in the office that she would like to have. The Commissioners all agreed that Gerda can have the painting.

C) **Email from Tony Calenda** resigning from the Town Review Board.

VII. **Public Forum** (3-minute limit each)

Mary Jane Moon (5621 Cajeput Cir) talked about the Code Enforcement Board (CEB) and how 4 of the 5 new members of the Board have been in the town less than 5 years and she finds this very encouraging to see how new residents want to keep the town looking good. She also encouraged the residents to set an example and use their turn signals and follow the speed limit.

William Betts (6524 Sheridan Rd) wanted to know if the Code Enforcement Officer is going to be a new town job.

Mayor Ditty said this would be talked about later in the meeting.

Kim Lauer (550 Acacia Ave) asked if after Public Works cleans culverts and swales, they could clean up the piles of dirt on the side of the road.

Ray Bowin (665 W. Pine Rd) asked if the city had a mound of dirt to fill low areas next to the road.



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Bill Losee (PW Supervisor) stated PW uses all the leftover dirt from swale and ditch maintenance to fill the low spots along the roads but there is no mound of dirt available for residents.

Comm Foster asked if PW can tamp down dirt.

Bill Losee said they do have a plan to go back and tamp down the dirt but they are concentrating on the ditch and swale maintenance before wet season begins. Once the wet season begins, they will be shifting to mowing.

Mayor Ditty said tamping down the dirt as PW goes along would be a good idea, so people have a place to walk and get off the side of the road safely.

Lynn Miraglia (346 Ibis Ct) asked whether the town insurance covers using the police cars as decoys and having them in people's driveways

Heather Roberts said yes there is coverage if the Police cars are in a resident's driveway and there was no reduction in the Town's insurance when we transferred the new police cars to the Sheriff's department; however, when we sell the older cars and they are taken off our policy, our insurance costs should decrease.

VIII. Department Reports

A) Police Department – Sheriff's Department: No one from the Sheriff's office came to the meeting.

Mayor Ditty read some of the report comparing events that happened in November and December. She also stated that she asked BCSO to start giving tickets for speeding and rolling through the stop signs. This will start in January. They also do house checks if asked.

Ondine Constable (6757 Blue Jay Ln) asked why we needed to ask the BCSO to give tickets.

Mayor Ditty said they were giving residents a grace period.

B) Public Works - Bill Losee read his report.

Mayor Ditty said we need to increase the tree budget in April because we have a lot of dying trees. We will also be re-installing the street signs at Canal and Blue Heron and replacing the pole at Live Oak.

Bill Losee will get the estimates for buying new street signs vs having the old signs redone with reflective paint. He also has four roof replacement estimates and recommends DR Roofing. Their estimate was \$15,000 for replacing the shingle roofs on the town buildings. He has only been able to get



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one estimate for replacing the town septic systems. He will be following up to get more estimates.

Mayor Ditty asked about the cost of metal roofs for the town buildings.

Bill Losee was unaware that the commission was interested in metal roofs. He will call the companies and get new estimates for replacement metal roofs. He wanted the commission to be aware that the culvert on Dayton by Target is in very bad shape and needs to be fixed. He will get some quotes on fixing it.

Comm Jones said there is a tree on South Dr that is laying on power lines. Bill Losee said he has spoken with FPL about this and put in a work order.

- C) **Administration/Treasurer's Report – Heather Roberts, Town Clerk** read her report. She attended the finance committee meeting on Monday January 23rd. They are revising the purchasing policy. It will be typed up as a resolution. They are also looking at making change to the investments and changing the forms so they are friendlier and easier to read. She completed two action items: the quarterly filings, and the W-2's and W-3's.

Vice Mayor Calenda stated we have \$375K in grant money and we have about \$100K allocated for replacement of the town building roofs and septic systems. What can we use the rest of the grant money for?

Mayor Ditty suggested the commissioners/Town make a wish list for the rest of the money, maybe poll residents, and see what everyone thinks needs to be done. Also, some residents are investigating other grants that we may be able to use.

Heather Roberts stated we can use the grant money for anything, as long it is our property and our employees, and we need to track what we are going to use the grant for.

Comm Foster asked about the Hall Rd letter mentioned on Heather's report. Heather Roberts said the AHF needs to approve the work on Hall Rd before it can be done.

Mary Jane Moon said the AHF has not been able to get a second quote for Hall Road repair from anyone.

Comm Jones asked about Universal's costs for building permits per month.

Ray Bowin said the TMV office should have a projector for the Code Enforcement Board so they can put pictures up on the wall for complaints they will be reviewing.



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D) Building Department – Chanda Kelley, Deputy Clerk: Building report read by the mayor.

Mayor Ditty said Universal stated TMV needs to buy Building Code Books which cost about \$800. Palm Shores, another small town, has the code books in their office.

Heather Roberts said the code books were talked about during the finance meeting and the mayor can authorize the purchase because it is under the amount for approval through the commission. She will also bulk up the building report for a better comparison from month to month. She will work with Chanda to get this done.

Mayor Ditty said she and Heather are looking into the building permit cost and calculations.

Heather Roberts talked to Dan from Universal and if there is an emergency outside of his normal Thursday inspections, he will not charge us to complete it.

Vice Mayor Calenda asked if we are tracking the hours that Chanda is working on the permits.

Heather Roberts said we are going to start tracking the time Chanda spends working on the Building Permits.

IX. Consent Agenda

- A) Opportunity for Audience input regarding Consent Agenda
- B) Opportunity for Commission to Remove Items from Consent Agenda
- C) Recommended Actions:
 - 1) Approval of Minutes: For Filing
 - (a) Special Commission Meeting –December 14, 2022
 - (b) Regular Commission Meeting – December 20, 2022
 - (c) Charter Committee Meeting – January 11, 2023
 - (d) Beautification Committee Meeting – January 16, 2023 (at table)
 - 2) Acceptance of Financial Statements – November & December
 - 3) Approval of Reports: *FOR FILING ONLY*
 - (a) Department Reports: Public Works, Police Department, Administration/Treasurer's Report, Building Department.

Vice Mayor Calenda made the **MOTION** to accept the consent agenda as listed, Comm Foster seconded, all were in favor, motion was carried.

X. Commission & Verbal Committee Reports –

- A) **SCLOC January Dinner** – January 9, 2023. January dinner was good and the town is making new contacts.
- B) **SCLOC February Dinner** –The next meeting is February 13th; RSVP to Marissa by February 6th. Meeting will be in Rockledge.



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XI. Action Item Review: Action Items through 01/24/2023

Mayor Ditty went through the action item list, item by item. She would like to add a target date column to the action item spreadsheet.

ACTION ITEMS

Amended Tasks:

Line Item #4 added target date of March.

Line Item #5 Bill will do a list of upcoming items the PW will be tackling and getting his budget in by end of May.

Line Item #10 added target date of March.

Line Item #13 will be moved to reminder.

Line Items #19 & 20 changed to PW Supervisor instead of Comm Muzzone.

Line Item #25 added target date of April.

Line Item #30 changed to Vice Mayor instead of Public Works.

Deleted Tasks

Lines #14, 15, 18, 26 and 29 in the Task section.

Added Tasks

Line for Code Enforcement Officer Job Description write up.

Line item for sign out sheet for lot files.

Nothing was changed in Ongoing Projects.

REMINDERS

Amended Reminders

Line Item #46 added target date of March.

Deleted Reminders

Lines #42, 43 and 44 in the reminders section.

Added Reminders

Line Item added for April Cardinal.

Line Item for March Audit reading.

XII. Unfinished Business: None

XIII. New Business

A) **Code Enforcement**

1) Members elected CEB Officers:

Chair: Paula Bailey

Secretary, Mary Bean

Members agreed to accept the following terms of office:

Three Year Terms: Paula Bailey



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Mary Bean

Two Year Terms: Jeremiah Frame

Mary Jane Moon

One Year Term: Ray Bowin

2) Code Enforcement Officer discussion:

The Code Enforcement Board (CEB) is a quasi-judicial board. The Code Enforcement Officer (CEO) will interact with the community and should be a non-resident possibly with police training and background.

Mayor Ditty has spoken with a former Melbourne Village Police Officer who might be interested in this position. She feels we need to consider either a PT employee or a contractor at \$15-17 per hour.

Vice Mayor Calenda said she is worried that a CEO would be looking for extra violations to be fined.

Mayor Ditty said that the CEO will enforce the town codes for TMV. Their primary job would be 1.) observation and 2.) complaints. The CEB will set the guidelines for the CEO to follow (ex. there would be warnings first, then letters, then liens). Mayor Ditty said this is the first discussion on this matter and no decisions have been made.

William Betts stated that he feels threatened, he feels that he is being spied on. He has antique cars that he is working on that are unlicensed on his property. This is not how the founding mothers wanted this town to be. He spoke with four neighbors and they agree with him, we need to careful how we go forward with this.

Mayor Ditty stated there is a difference between a car that is being worked on and a car that is just sitting in the yard rusting and growing a tree out of it. The latter would be the target of the Code Enforcement Board. The CEO is not out to "get" residents and cannot just walk on to a resident's property.

Mayor Ditty asked what the Commission thought of the idea of a CEO?

John Cary (Town Attorney) suggested sharing a CEO with another small municipality, but for the CEB to work, we will need a CEO to enforce the rules.

Mayor Ditty stated we need a job description to advertise the position and maybe we can use some of the grant money for the salary.

Vice Mayor Calenda said she would write up the job description. Found one online that she will write up.

John Cary said there are two ways that the CEO can do complaints 1) go looking through the village and find violations or 2) which would be better for the town, follow up complaints that come into the town office.



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Gigi Atwell asked if the workshops are public and if the CEO came to the door with an infraction could it be handed to her son, who lives with her.

Mayor Ditty stated that the next workshop is on the Jan. 31st and is open to all residents. The CEO cannot just come on a resident's property; there would be steps prior to that for ex: a letter first, and it would always be sent to the owner of the property.

Comm Foster asked if the CEO can just come on the property without a complaint?

John Cary stated that the CEO cannot just come on the property. They could only look at property from public property (e.g. street). They can observe and take pictures. They can only come on the property with a warrant for ex: an abandoned property. The CEO would go to a judge with pictures to get a warrant, then go on the property for further investigation.

Dee Anderson asked why we need a CEB and CEO.

Mayor Ditty said the reasons for the CEB are that there are people doing construction without permits, there is sewage leaking from one neighbor's property onto another, we have several properties that have been abandoned, which are health and safety issues. There are abandoned cars and boats just sitting there causing property value to decrease.

Fred Anderson said it's not fair to the other residents of the town when some people are following the rules and others are not.

B) **Building Codes/Permit Books** for Office were talked about during the Building Department report.

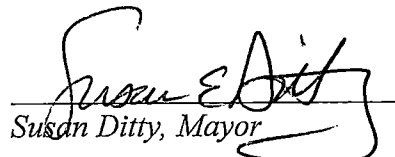
XIV. **Approval for Payment:** None

XV. **Adjournment:** 9:11 p.m.

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