



TOWN OF MELBOURNE VILLAGE

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REGULAR COMMISSION MEETING MINUTES

Tuesday February 28, 2023

- I. Call to Order: 6:31pm
- II. Pledge of Allegiance: led by Mayor Ditty
- III. Roll Call: In attendance were Commissioners Anderson, Foster, Ingram, Jones, Muzzone, and Mayor Ditty. Vice Mayor Calenda was excused.
- IV. Mayor's Report: read in full by Mayor Ditty
- V. Additions/Deletions and Re-ordering: None
- VI. Correspondence Appearances, Presentations – None
- VII. Public Forum (3-minute limit each)

Susan Bryant of 683 Acacia Ave wanted to remind people that Spring is here and the bees are swarming. If anyone needs a swarm removed, she would be happy to help remove them to a better place or get someone who could.

VIII. Department Reports

A) Police Department – Sheriff's Department – Lt Gish

Lt Gish presented a recognition Award to former Mayor Tabitha Niemann on behalf of the Sheriff's Department and Lt Haman for making the transition from the Melbourne Police Dept. to the Sheriff's Depart.

Lt Gish then read the report for police activity for January 2023. He also stated they will be increasing writing speeding tickets instead of giving out citations.

B) Public Works - Bill Losee, Supervisor

Bill Losee had a family emergency and his report was read in full by Mayor Ditty.

Dave Jones asked if the culvert that needs repair was the same as the one listed on Bill's report.

Mayor Ditty said it is not the same culvert that is on the wish list for the grant.

Heather Roberts, Town Clerk, went over the roof estimates included in Bill's report. Bill recommends DR Roofing and that they would match the middle bid.

Mayor Ditty asked John Cary, Town Attorney, whether the town could use one bid to get a better bid from another contractor.

John Cary said we can't tell one bidder the price that another bidder put in.

Mayor Ditty said we need current pricing. We will need to create an RFP for the roofing quotes so we can compare exactly what we need from company to company. We also just need the quotes on metal roofs.

Comm Muzzone and Comm Jones will get the RFP together and reach out to some of the companies suggested and ask for new quotes. Some of the companies suggested are Advance Roof Tech, Florida Native Roofing, and the companies we have already gotten quotes from.

Comm Foster said we should use the roofer who would give us the best insurance discount.

C) Administration/Treasurer's Report – Heather Roberts, Town Clerk

Heather Roberts read her report in full.

In an annual IT meeting with Computer Experts, our contracted IT provider, recommended the Public Works computer be upgraded to a laptop. The purchase was approved by the mayor in the amount of \$1,067. It has been ordered but not received yet.

In addition to setting up individual emails for the Commissioner at a cost of \$960, business cards were also purchased for the commissioners at a cost of \$130.

Comm Jones stated the emails for the commissioners are almost all active and as soon as they are all up and running, they will be posted on the town website.

Commissioner Ingram and Heather met with two banks to determine if there was a better financial option than the Town's current bank Truist. Truist is charging monthly fees averaging \$80 a month and the interest earned on the cash balance is only a few dollars per month. The findings were presented to the finance committee. The Finance committee recommended changing the town checking account to PNC bank. The change will save the Town approximately \$900 annually. PNC is a smaller bank and therefore the Town should receive better individual service as well as possible options to tier the account in regular checking, savings, and certificates of deposit with minimal to no fees as long as a minimum balance of \$30,000 is maintained.

Comm Jones ask if they have Money Market account?

Comm Ingram looked it up on his phone and did see the option for CDs and a Money Market account.

Comm Anderson asked if we can still do Direct Deposit for employees?

Heather Roberts said that that was possible because we do our timecards through our accounting system.

Tabitha Niemann asked if we would be paying our employees mileage for bank deposits?

Heather Roberts said that won't be necessary since there is a branch just down the road by the fire department.

Commissioner Anderson made a **MOTION** to change our bank from Truist to PNC Bank, Commissioner Foster seconded. There was a roll call vote, and all were in favor. The **MOTION** was approved.

New Purchasing Policy: Some changes have been made and the purchasing policy has been updated with the following:

In Section A: The purchase orders have been eliminated because we do not need them with the staff we have. Now purchases over \$500 dollars require quotes and the Mayor's approval. Previously the threshold was \$250.

Section D: Extra approval is not required for reoccurring transactions (e.g., Universal Engineering).

Section G: Removed COVID emergency wording. If necessary later, it can be re-added.

Heather Roberts asked John Cary if a Resolution is necessary to change in purchasing policy?

John Cary said a resolution is not required but it should be added to next month's agenda for approval.

Heather Roberts discussed the ongoing 2021/2022 audit related to the reserve balance. Currently the unaudited, unassigned funds are approximately \$107,000. The commission needs to decide if they would like to reinstate prior reserves from the FYE 2019 audit which include \$50k for stormwater, \$109k for roads and streets, \$6k for forestry ("trees"), and \$79 for curtains. Linda our auditor said we can leave it unassigned for this year but would need to decide on this soon.

Mayor Ditty said we really need to bump the tree reserves/budget because we have a few trees that are aging out and need to be taken care of. We need to think about how we want to allocate these funds.

Comm Jones said he saw a short fall of \$30,000 for insurance in finance minutes.

Heather Roberts said we will be going over the FYE 2023 insurance shortfall in the April budget to actual meeting and it currently does not affect the FYE 2022 reserves.

Comm Muzzone said he thought 20% should go into streest and 10% into forestry.

Mayor Ditty agreed that \$10,000 should be for trees and \$20,000 should be for streets and leave the rest unassigned. We still have the grant money to work with.

Heather Roberts said determining the unassigned reserve balance is positive news. The past two audit years, there were no excess funds to restore to the past assigned reserves.

Commissioner Foster made a **MOTION** to move \$20,000 from unassigned to Roads & Signs and \$10,000 from unassigned to Forestry, Commissioner Jones seconded. There was a roll call vote, and all were in favor. **MOTION** was approved.

Heather Roberts said the Town may still be eligible for the \$250,000 grant that was previously earmarked for the Dayton Bridge project that was completed in 2020/2022. The grant contact said we should draft a letter to request a transfer of the funds to a different project. In addition, we will pursue the \$25,000 that was recorded for the Dayton Bridge project that is still pending payment. Heather will follow up with the grant contact and keep everyone posted.

- D) Building Department – Chanda Kelley, Deputy Clerk. This report was ready in full by Heather Roberts. The report is being revised to make the information more clear. Chanda will be performing an audit when permits are finalized to ensure fees collected match inspections performed.

IX. Consent Agenda – was approved as presented.

- E) Opportunity for Audience input regarding Consent Agenda – no input.
- F) Opportunity for Commission to Remove Items from Consent Agenda – no input.
- G) Recommended Actions:
 - 1) Approval of Minutes: For Filing
 - (a) Regular Commission Meeting – January 24, 2023
 - (b) Commission Workshop – January 28, 2023
 - (c) Finance Committee Meeting – January 23, 2023
 - (d) Code Enforcement Board – January 17, 2023
 - (e) Commission Workshop – February 7, 2023
 - (f) Beautification Committee – February 20, 2023
 - 2) Acceptance of Financial Statements – January
 - 3) Approval of Reports: *FOR FILING ONLY*
 - (a) Department Reports: Public Works, Police Department, Administration/Treasurer’s Report, Building Department.

Commissioner Foster made a **MOTION** to accept the Consent Agenda as listed on the February 28, 2023, Agenda, Commissioner Anderson seconded. All Commissioners voted in favor. **MOTION** was approved.

X. Commission & Verbal Committee Reports –

- A) SCLOC Dinner February 13, 2023 – Rockledge , Vice Mayor Calenda, Commissioners Foster and Ingram were in attendance.
- B) SCLOC upcoming Dinner – March 13, 2023, attendance, at Malabar/Grant-Valkaria

XI. Action Item Review: The Mayor went over action items line by line, changes below:

Line 14 – Building Official does stop work order after complaint or if he sees problem.

John Cary stated this needs to go through the CEB/CEO, and they will need evidence as to the violation, ex: Pictures, Property Appraiser’s website.

Line 15 – John Cary said the Town can prohibit smoking outside the HWCH because the law changed as of 7/1/22. This should be added to next month’s agenda to discuss and vote. This should also be added to the HWCH contract.

Line 16 – Tabitha Niemann asked if the CEO would be like a home owner’s association (HOA) and would there be a limited number of working hours for the CEO?

Mayor Ditty answered that the CEO would work minimal hours and we would receive complaints two ways: 1) by complaints and 2) by observation by the CEO.

Ray Bowin said that he has called around to other small municipalities. Grant Valkaria uses a part-time CEO that works full time for the City of Melbourne. Malabar does not have a code enforcement officer; they use the town manager.

Tabitha Niemann suggested that Ray also call Palm Shore because they are a little bigger than us.

Mayor Ditty said this is an ongoing process. We don’t have all the information yet, the CEB is still working out things. We do not want to go the way of a HOA. We are just trying to protect the safety of the Village. We have codes that have been enacted and need to be enforced.

Comm Ingram asked when the CEB will be ready?

Mary Bean and Mary Jane Moon both said they were getting a proposal together. Paula Bailey, the CEB Chairperson, was hoping to have the proposal ready for the March Commission meeting.

Mayor Ditty said they were taking this very seriously and very slowly so it will be handled appropriately.

Heather Roberts said she was glad they were putting together a proposal so the Finance Committee can look it over budget-wise and would also like to review the candidates for the CEO position so we can see the salary to fit into the budget.

Line 38 – Comm Foster is working on Founder’s Day and has suggested that we buy a handicapped ramp for the AHF hall for a cost of \$235. If all the commissioner agreed to pay \$35 each, it could be a gift to the Town Office.

XII. Unfinished Business: None

XIII. New Business – Approval for Ondine Constable to join the Town Review Board.

Ondine Constable was welcomed onto the TRB.

Comm Jones brought up the dent on the passenger side of the Police car. He got estimates for the damage for \$3932 with new door and decal or \$2329 with decal if it did not need a new door. The commission needs to decide whether the town should go through the insurance

which would cost a \$50 deductible or have the town pay it without going through the insurance company?

Heather Roberts, Town Clerk said we have had other claims within the last year and half.

Commission Anderson made a **MOTION** to file the claim for the police car through the insurance company, Commission Muzzone second. All commissioners were in favor. **MOTION** was approved.

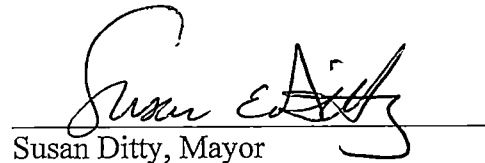
XIV. Approval for Payment - None

XV. Adjournment: 9:18pm

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