



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

From Amended Agenda

Tuesday March 28, 2023

I. Call to Order: 6:31 pm

II. Pledge of Allegiance: led by the Mayor.

Just a reminder April 10th is Gopher Tortoise Day. Several tortoises have been killed on our roads recently so please be on the lookout for wildlife while driving.

III. Roll Call: In attendance were Commissioners Anderson, Foster, Ingram, and Muzzone, Vice Mayor Calenda and Mayor Ditty. Commissioner Jones was excused.

IV. Mayor's Report -Revised report (at table)

V. Additions/Deletions and Re-ordering - None

VI. Correspondence Appearances, Presentations –

A) Email from Gretchen Tuten regarding recognition of longtime residents Mae and Jack Piszczek.

Mayor Ditty stated that the town does not own much Parkland. That maybe a proclamation would be great or the triangle in front of their property would also be good.

Mike Smith said we could compromise with the AHF in the Memory Oak Circle and put up a board with names of original residents who have passed.

Vice Mayor Calenda said she liked Mabel's Welcome on Dayton and it would be nice for the triangle in front of the Piszczek's house to have the same sort of sign.

Commissioner Anderson made a **MOTION** to dedicate the triangle in front of the Piszczek's house, Commissioner Muzzone seconded. All were in favor and the **MOTION** carried.

B) Code Enforcement Presentation by Paula Bailey, Chair

Paula Bailey, Chair of the Code Enforcement Board read a summary of the presentation provided to the Commission in agenda packet.

Mayor Ditty said she was looking at the recommendation from Code Enforcement Board for the CEO to work 4 – 10 hrs. but the commission would like to look at maybe 3 – 6 hrs. a week instead.

Vice Mayor Calenda said that the money is a major concern because it could be up to \$13,000 a year. Did the CEB investigate other options like a part time employee from another town.



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Ray Bowen said West Melbourne's CEO does PT work for Malabar. He is paid \$25 hr. We can start lower if the applicant is not certified.

Mayor Ditty said the CEO should not be a resident, nor a staff member but the first place to start is how many hours we would need a CEO.

Paula Bailey, chair of CEB said she is taking Florida Association of Code Enforcement (FACE) training next week so she will be able to help the CEO office within limits to comply with the Town codes.

Ray Bowen said that we will have a hard time finding someone who would be willing to work less than 4 hrs/week.

Mayor Ditty said we should table this for discussion for now and at the next commission meeting, come with ideas so we can move forward with the code enforcement officer function.

Vice Mayor Calenda said she doesn't like the idea of hiring someone. She said we need more time and data to make a decision. Our codes are a problem because they are a mess and outdated. Also \$13,000 is a lot of money in the context of our budget.

Paula Bailey, Chair CEB stated that the CEO should be a city employee. If we are to have a CEB, they will need a CEO to work with them.

The commissioners agreed that there should be a special meeting to discuss the CEB and CEO.

Comm. Ingram asked how long it takes to resolve each code violation?

Paula Bailey said it's hard to determine because it depends on the resident and the complaint.

Vice Mayor Calenda said we should discuss this more before we commit to anything.

Comm. Anderson said that most complaints get resolved before they get to the board.

Mayor Ditty said if there is an unsafe dwelling it will go to our building inspector Dan Ferry who will then bring the issue to the commission's attention.

Attorney John Cary said we will need an Ordinance to change the number of CEB board members required.

He will create an Ordinance to change the CEB membership from 7 to 5 members and another Ordinance to change the membership of the Town Review Board from 9 to 5 members. The first reading will be in April and the final reading will be in May.

Carol Dobson said she has a problem with people having to give their name on a complaint.



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Attorney Cary said state law requires the name of a person filing a complaint.

William Betts (6524 Sheridan) said the TMV code lists the Chief of Police as the CEO. This will need to be updated if we change that.

Atty Cary said the code will need to be updated with an Ordinance to change who performs the CEO functions. It will need to be read two times and brought to a vote after the second reading.

VII. Public Forum (3-minute limit each)

Teri Eno (647 Flamingo) talked about the proposed Campbell Road development. Maranda Development bought the land and is seeking to rezone the property from the current 18 lots to be able to divide and develop 24 lots. She encouraged the town commission and residents to go the West Melbourne Board of Adjustment meetings, write letters, and emails to protest against the rezoning.

Mayor Ditty said we will table this discussion to the end of the meeting since we have this on our agenda as new business.

Susan Bryant (683 Acacia) noticed that the HWCH has rotting boards on the exterior that need to be fixed with new primed boards. This should be taken care of promptly since we are 2 months away from Hurricane Season. Also, the swales need to be worked on before the season starts.

Bill Losee, PW, said the whole HWCH building wooden exterior siding needs to be fixed properly.

VIII. Department Reports

A) Public Safety – Sheriff's Department –Lt Gish

Lt Gish stated that the Sheriff's deputies are very happy to be in the village. There are very minimal problems in the village and they are proactively policing. Lt Gish went through the statistics for the month of February.

Susan Bryant said she has been getting calls from the Police for funds. Lt. Gish said that was not the Sheriff's dept calling. It could have been the Police Benevolent Society but the BCSO does not see those funds or have anything to do with them.

William Betts asked how he could report speeding in the area? Lt Gish said to call the non-emergency number of the BCSO South Precinct and they will take care of it.

Comm. Anderson asked when the shift change is for BCSO patrolling in TMV? Lt. Gish said there is a designated patrolman here from 6 am to 6 pm every day because that is the coverage in the agreement we have with them.

Sandra Smith asked if there was anything illegal about her standing by the decoy car with a clipboard acting like she was taking down license plate numbers? Lt. Gish said it is not illegal.



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B) Public Works - Bill Losee, Supervisor

Bill Losee read his monthly report in full. He also stated that they were working on the Storm Water Drainage as well as the swales before the Hurricane Season begins. In addition to the swale and storm water drainage work, growing season has started and mowing grass is taking more of their time.

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

Heather Roberts read her report in full. The Audit presentation was moved to next month's commission meeting as our Auditor needed more time. There will be no additional audit fees incurred because of this delay. She also stated the transfer of the town's business from Truist bank to PNC bank was starting on Thursday. Both accounts will remain open for 1 to 2 months to ensure all the Truist bank account activity has been posted.

Susan Bryant asked who the check signers were and how many are required? Heather Roberts replied that the Mayor, Vice Mayor and office Assistant are allowed to sign the checks. Our town policy requires two signers for each check.

D) Building Department – Chanda Kelley, Deputy Clerk

Heather Roberts went over the February Building Department report.

IX. Consent Agenda

E) Opportunity for Audience input regarding Consent Agenda - None

F) Opportunity for Commission to Remove Items from Consent Agenda - None

G) Recommended Actions:

1) Approval of Minutes: For Filing

(a) Regular Commission Meeting –February 28, 2023

(b) Personnel Manual Workshop – February 23, 2023

(c) Personnel Manual Workshop – March 8, 2023

(d) Personnel Manual Workshop – March 23, 2023 (at table)

(e) Finance Committee – February 21, 2023

(f) Code Enforcement Board – January 31, 2023

(g) Code Enforcement Board – February 16, 2023

(h) Code Enforcement Board – March 17, 2023 (at table)

(i) Beautification Committee – March 20, 2023

2) Acceptance of Financial Statements – February 2023

3) Approval of Reports: *FOR FILING ONLY*

(a) Department Reports: Public Works, Police Department, Administration/Treasurer's Report, Building Department.

Vice Mayor Calenda made a **MOTION** to accept the Consent Agenda as listed on the Amended Agenda with the amended minutes for the February 28, 2023, Commission meeting changed from gift for the AHF to gift for the Town. Commissioner Foster seconded the **MOTION**. All were in favor and the **MOTION** was carried.



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X. Commission & Verbal Committee Reports –

- A) SCLOC Dinner March 13, 2023 – Malabar/Grant-Valkaria – Comm. Foster read a summary of the events from the SCLOC dinner which are attached to the minutes.
- B) SCLOC upcoming Dinner – April 10, 2023, at Cape Canaveral

XI. Action Item Review

The commission went through the action items line by line.

Mayor Ditty said we need a Certificated Arborist for the town.

Atty Cary said that a town vendor list is public records.

Line 17 HWCH: The Mayor said she will have Bill get quotes for a complete restoration of the outside of HWCH.

Heather Roberts said the HWCH was talked about in the Finance meeting, and there are enough in the reserve funds to do the work.

Bill Losee said he will get quotes so we can get an expert opinion on exactly what must be done to restore the exterior of the building.

Sandra Smith said we should write a Request for Proposal (RFP) to get consistent quotes on the restoration work for comparison and selection.

Line 23 – AT&T: The town's account has now gone to debt collection despite months of trying to clear up the billing and assurances that they wouldn't send it. The mayor is continuing to work the issue.

Line 30 & 31 – Hall Road Repair: The Mayor said she will write a letter to the AHF for a temporary repair to Hall Road. We want to wait to repair the road more permanently until after we replace the culvert so that any heavy equipment required to replace the culvert won't damage a new road.

XII. Unfinished Business: None

XIII. New Business –

- A) Updated Purchasing Policy

Vice Mayor Calenda made a **MOTION** to accept the new Purchasing Policy. Commissioner Foster seconded the **MOTION**. All were in favor and the **MOTION** was carried.

- B) William Betts approved to join the Town Review Board (TRB) – The Commission welcomed Mr. Betts to the TRB.
- C) Beautification Committee – Resignation of Laura Parkel and welcoming of Paula Schrader.



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D) Letter of support Re: Campbell Drive zoning

The Mayor stated how rezoning of Campbell Drive could affect us with the drainage from the Target pond to LI Canal. The area was zoned for 18 homes and the builder would like to have it rezoned for 24 homes. The mayor will write a letter protesting the rezoning of Campbell Drive due to the impact it would/could have on our community. The Commissioners all supported the letter and will sign it.

E) Investment Fund Recommendation

Gary Howell recommended a new investment fund and the Finance Committee recommended a tier approach to the investments where over a period of four years the Town would move to an allocation of one-half ladder of Treasuries with 10% each for 1-to-5-year Treasuries, one quarter High Quality Intermediate, and one quarter High-Quality Broad-based bond funds. The ladder of average maturity 5 years would be purchased in the first year and the remaining funds would be transferred gradually.

Gary Howell also said the investments would make more money in the long term and we would still have access to the funds.

Vice Mayor Calenda made a **MOTION** to use the Investment Strategy with an annual review after audit is finalized and approved. Commissioner Muzzone seconded the **MOTION**. A roll call was made with all voting yes. **MOTION** was carried.

F) BCSO – Police Department Equipment Surplus

The Sheriff's Department is requesting we donate the surplus MVPD equipment they are holding for us.

Vice Mayor Calenda said we are still discussing whether we will reinstate the MVPD.

Mayor Ditty said the town does not have the money to reinstate a Town Police Force.

Comm. Anderson asked if we need to bring this up in a vote at the next town meeting.

Atty Cary said this request came from the Sheriff's Department General Counsel.

Comm. Anderson said if we donate the equipment, we should also sell the Police cars.

Town Clerk Roberts said the cost of the auto insurance for the 2 cars is very low.

Atty Cary asked when the Sheriff's Department needs an answer? Suggested putting something in the Cardinal as a public notice.



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Lt Gish said he does not know when the town would need to answer by but the guns are aging out and will get rusty and the batteries are wearing out on the Taser's. The Sheriff's Department would repurpose this equipment to be used in the field.

Mayor Ditty said this can be discussed at the next Law Enforcement Workshop on April 29th and then be voted on in the May Commission meeting.

G) Smoking policy at HWCH -Moved to April Agenda

H) Town Debris Dump – Moved to April Agenda

I) Playground Lease – Moved to April Agenda

XIV. Approval for Payment - none

XV. Adjournment: 9:10 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

On Monday, March 13, Mayor Ditty and Commissioners Foster and Muzzone attended the Grant-Valkaria Space Coast League of Cities meeting and dinner. The guest speaker was Kirk Hall, Florida's Space Coast Economic Development Commission Board of Directors Chairman. The focus of his presentation was primarily their "Mission Space Coast Branding" update. Partnering with the Space Coast Office of Tourism, together they are launching a community branding initiative to capture the essence of this region and seek a unified community brand that will distinguish the Space Coast as a premier place to live, work, and play, the benefit of which being that it would keep this area at the top of the minds and attract some of the best talent across the nation and the world.

On a more local note, Mayor Ditty spoke with Andrea Young, Councilwoman for the City of West Melbourne, about the proposed development of Campbell Road off 192. Ms. Young was able to provide sound advice and guidelines for the proper way to calmly voice objections, while being clear that sheer tenacity may be the only way to affect the change we seek.

Closer still to home, we welcomed Heather Stapleton, Community Engagement Coordinator for the Indian River Lagoon National Estuary Program, to join us at our table for the duration of the event. We took this opportunity to discuss with her the many ways we may be able to work together for the health of the Indian River Lagoon (IRL), which benefits us all. Ms. Stapleton spoke of the possibility of using their on-call grant writers who will help write grants for stormwater as it relates to the IRL. She also said that her organization would write letters of support in connection with our efforts. She has requested a field trip with Mayor Ditty in order to see our town in person to determine what other help she may be able to offer. Focusing mainly on small grants, she seemed to feel we would qualify for their cooperation.

And finally, Mayor Ditty found opportunity to approach Platt Loftis, Government Affairs and Dean Phillips, District Manager for WastePro about their annual donation to our Founders Day event.