



TOWN OF MELBOURNE VILLAGE

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

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Special Commission Meeting

MINUTES

Tuesday May 9, 2023

6:30 PM, Town Hall

- I. Call to Order: 6:30 pm
- II. Pledge of Allegiance: Led by the Mayor
- III. Roll Call: In attendance were Commissioners Foster, Ingram, Jones and Muzzone, Vice Mayor Calenda and Mayor Ditty. Commissioner Anderson was excused.
- IV. Old Business

- 1) Finalize CEO Job Description

Mayor Ditty provided the Code Enforcement Officer job description in the at-table documents for review by the commissioners. They made various suggestions and comments on what could be updated. The changes agreed upon by the group were sent to Commissioner Foster to compile and update the job description. The updated version will be submitted to the commission for the Regular Commission meeting on May 23, 2023.

Comm Jones asked if the town attorney John Cary should look over the proposed job description and John Cary and he would be happy to look over the description before it went to the commission for a vote.

Heather Roberts asked who would interview the CEO interviews? The Mayor answered that she, Heather Roberts, and Paula Bailey (CEB Chair) would perform the interviews.

Mayor Ditty said she hopes to have a CEO in place by July 1st.

Heather said she would bring the CEO job description to the Finance Committee on Monday, May 15th for their regularly scheduled meeting.

- V. New Business

- 1) Review quotes and select option for interim Hall Road Repair

Mayor Ditty said there were three quotes attached to the packet. The commission discussed the quotes and all agreed that DCI seemed like the best option and put it to a vote.

Commissioner Foster made a **MOTION** to hire DCI to perform the temporary fix on Hall Rd. Commissioner Muzzone seconded the **MOTION**. A roll call vote was taken; all were in favor. **MOTION** carried.

Vice Mayor Calenda asked how this would be paid for. Heather said that we have the ARPA funds and there are also reserve funds that can be used.

Mayor Ditty said the project should not exceed \$2400. She will inform Bill Losee, the Public Works Supervisor, that we have approved the Hall Rd project and to get the project started.

Mayor Ditty also said we will need to write letters to the residents that live on Hall Rd to make them aware of the project and the dates it will be going on.

2) Approve Doug Ward to Board of Adjustments.

Commissioner Foster made a **MOTION** to approve Doug Ward to join the Board of Adjustments. Vice Mayor Calenda seconded the **MOTION**. All were in favor. **MOTION** carried.

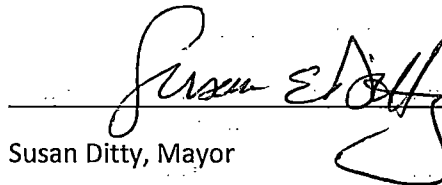
VI. Adjourn: 7:34 pm

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