



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 June 27, 2023

6:30 PM

TMV Town Hall

- I. Call to Order: 6:31 pm
- II. Pledge of Allegiance: led by Vice Mayor Calenda
- III. Roll Call: present were Vice Mayor Calenda, Commissioners Foster, Anderson, Jones, Muzzone and Ingram. Mayor Ditty was excused.
- IV. Mayor's Report was in packet and will be published in the July Cardinal.
- V. Additions/Deletions and Re-ordering:

Minutes from June 9, 2023 Special Commission and May 31, 2023 Charter Review Committee meetings were deleted from consent agenda.

Additions: Universal Engineering added to New Business as item b.

Commr Foster made a **MOTION** to accept the deletions and additions to the June 27, 2023, Regular Commission agenda. Commr Jones seconded **MOTION**. All were in favor, **MOTION** carried.

VI. Correspondence Appearances, Presentations

- a) Letter from Richard Jones, Town response and Richard Jones response.

Richard Jones, 566 Hammock Road, spoke regarding the mayor's response to his letter requesting the town to maintain residential driveway culverts and his follow up correspondence. Mr. Jones stated that it was always the town who did the work, but the residents paid for the materials as per town code 9.5-8. He also said that ditch rejuvenation was halted because of COVID and should be restarted. He hoped the commission would consider discussing this item further.

Vice Mayor Calenda said this is a big discussion and would like to set aside a new date for a special commission meeting so this could be discussed at length and so residents can attend.

Commr Anderson agreed with the Vice Mayor and said it would help to have other residents present to voice their concerns.

Commr Foster said we need to get a formal fix on the culvert/swales issue.

Commr Anderson made a **MOTION** to have a special commission meeting on July 13, 2023, to have a discussion regarding the issue of Culverts and swales, allowing for public comment. Commr Foster seconded the **MOTION**. All were in favor, **MOTION** carried.

- b). 3 Letters from AHF: . The town received three letters from the AHF allowing us the use of the parking lot for Trunk or Treat, access through AHF property near Target for drainage ditch maintenance, and to notify us that they will be removing the tree leaning over HWCH.

VII. Public Forum (3-minute limit each)

Sandra Smith, 766 Cajeput Circle, asked if the commission would move New Business to earlier in our meetings so the residents can comment on it (during Public Forum) because sometimes it gets too late for some people to stay to the end of the meeting.

Commr Jones said we should wait for the mayor before we move anything in case she would like to provide input. He also asked Mr. Cary, Town Attorney, if there was a legal reason to keep it the way it is.

Commr Foster said there was a recent example of the commission adding a topic to New Business halfway through a meeting.

John Cary, Town Attorney said our format is the typical format, but there is no legal mandate for the order of the Agenda.

Commr Jones made a **MOTION** to move New Business to after the Consent Agenda at Position X and shift everything else down for the July agenda. Commr Ingram seconded **MOTION**. All were in favor, **MOTION** carried.

Richard Jones 566 Hammock Road said he spent some time with Heather Roberts, Town Clerk about the Town Investment funds located on page 31 of the packet, and it has lost money again and that some of the money he learned was moved to a ladder short term fund. Also, on page 36 of the packet the checking balance is above the amount the town had decided should be kept in that kind of account since it is non-interest bearing. He stated that he had spoken to the commissioners a year ago about these items and how they should be handled. He stated that we should get an outside financial investment advisor.

Vice Mayor Calenda said we are working on this. Heather Roberts, Town Clerk has been working on getting the money transferred to the new PNC bank account so we can close out Truist and then move forward with the investment we would like to do.

VIII. Department Reports

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

Lt Gish went over the report for May. He stated that Traffic Stops have picked up and the deputies on duty are finding better places to hide to catch the speeders. He also wanted to make sure that the town was aware of the fraud with callers saying they are with the Sheriff's office asking people to go take out money or buy gift cards for the department. This is a scam. The Sherriff's office will never call and ask for money. He also said car thefts are on the rise, in general, so don't leave your keys in your car.

Commr Jones asked about solicitors in the neighborhood: what can be done?

Lt Gish said you can call the non-emergency numbers. One of the Deputies will come and move them along. If they get aggressive call 911.

Sandra Smith asked if we know someone who speeds through the town can we call and get the sheriff's office to talk to them?

Lt. Gish said they cannot do that we would need to catch them in the act.

Vice Mayor Calenda reminded everyone that we have a Law Enforcement Workshop on Saturday July 22 from 10-12 at the AHF Hall.

B) Public Works - Bill Losee, Supervisor

Bill Losee, Public Works Supervisor, read his report in full.

Bill Losee stated that the septic by the public works maintenance building is too close to the ditch and needs to be moved. We have one company who is now working with Brevard County to figure out what needs to be done for the updated system.

Regarding roof proposals, Mr. Losee stated that while he was out sick, the Mayor accessed the Town's Public Works email and rearranged "things" so she has the bulk of the quotes and he only has a couple, so he has nothing to report on that.

Commr Anderson asked if the septic can be combined with Hester Wagner Community House.

Mr. Losee stated they already are combined.

Commr Muzzone asked if it could be relocated away from the canal and ditch, perhaps behind HWCH?

Mr. Losee was unsure and waiting to hear from the county.

Commr Jones asked who is working with the county, Mr. Losee or someone else?

Mr. Losee said the septic companies are since they are the ones who have to pull the permit.

Vice Mayor Calenda asked isn't it only one septic company that responded?

Mr. Losee agreed that only one septic company has responded. He stated that septic companies "are flush" and don't need the work, they're very busy.

Commr Jones stated we have not selected that particular company that is working with the county, so how diligently are they working for us at this point?

Mr. Losee said they want the job, so they're going to work hard.

Commr Jones said he knows they're all very busy and that this process can take a while.

Mr. Losee said they're very busy and making money hand over fist, but he felt it was important that they be the ones doing the legwork.

Gerda Murphy asked which company responded and is informed it was A.S.A.P.

Vice Mayor Calenda asked Mr. Losee about the contractors he says he's spoken to about HWCH's exterior.

Mr. Losee stated he's had some cursory conversations.

Vice Mayor Calenda asked Mr. Losee about his Stormwater Inspector Certification.

Mr. Losee stated he's spent two days taking the class, keeping us compliant with all state and federal requirements.

Vice Mayor Calenda said there are tree quotes in the at table packet.

Commr Jones stated he like that we have comparable quotes from each company, and he has had good experience with Tree Service Express. He noted the \$2320 difference in price between the two as significant.

Mr. Losee said they're not "apples to apples," since Neon Tree Service has debris haul away built into their quote and Tree Service Express does not, making Neon's quote higher. He stated that Tree Service Express will leave the debris for WastePro to pick up.

Commrs Foster and Anderson stated the tree debris cannot be left along the road.

Commr Jones stated they were both asked to quote with haul away, so did Tree Service Express just not include it in their quote?

Mr. Losee stated that Neon Tree Service will haul everything away and Tree Service Express will only haul away the debris from the 192/Dayton entrance, otherwise the quotes are the same.

Commr Foster stated that if we went with Tree Service Express, we would have to have Public Works take the debris to the dump because we can't leave it for WastePro.

Commr Jones asked if Tree Service Express was even willing to take the debris?

Mr. Losee said they will, for a higher cost more in line with the \$11070 quote from Neon Tree Service, and probably higher which would be more than our \$10000 budget.

Commr Muzzone asked Mr. Losee if he will call and find out the cost. Mr. Losee agreed.

Sandi Dix said that these tree companies should already know our rules and shouldn't have sent a quote that didn't include hauling away the debris.

Mr. Losee stated that he was told to offer them to leave the debris here in order to get a cheaper price.

Commr Foster said that if Public Works removed a tree, then yes they could leave it at our dump, but not a tree company removing trees.

Mr. Losee stated that Tree Service Express asked if they could leave the debris and he said yes, get us a cheaper price and we'll have more trees removed. He also stated he gave Neon Tree Service the same option but that they don't do that.

Commr Foster said our contract with WastePro is the same for residents as for the Town.

Commr Jones agreed and said it sounds like they were asked to quote without haul away, but we need them to include it.

Vice Mayor Calenda said we don't want to wait until the next regular commission meeting. Commr Foster suggested we add it to the upcoming Special Commission meeting.

Sandra Smith asked about the Tree Services liability Insurance and level of insurance.

Mr. Losee said they have done work in the Village before, and we have all their paperwork on file.

Vice Mayor Calenda asked the commission to make motion on the tree quotes with a \$10,000 max limit.

Mr. Losee suggests having both companies do half the list of trees needing removal.

Commr Foster made a **MOTION** to give Mr. Losee the authority to go back to both tree companies requesting their best and final quote and to select whichever comes back with the lowest bid, including haul away of debris, not to exceed \$10,000. We understand that if both quotes are over our \$10,000 budget, he may have to remove a tree(s) from the list to stay within budget. In addition, the Commission agreed to bypass obtaining Finance Committee approval since this money was already budgeted. Commr Anderson seconded the **MOTION**. All were in favor. **MOTION** passed.

Bill Losee, Public Works Supervisor also asked the Commission on behalf of the Beautification Committee about the Triangle on the corner of Flamingo & Indiana. The Beautification Committee would like to purchase railroad ties, soil, and a large rock and rocks to improve the appearance of the triangle. They already have volunteers to take care of the area.

Vice Mayor Calenda expressed concern about WastePro and other larger vehicles being able to navigate that corner. Commr Muzzone shared her concern.

Mr. Losee stated they have plenty of room.

Commr Foster stated that if it becomes a problem for large trucks, it can always be removed later.

Ray Bowen asked; regarding the upcoming July 13th special committee driveway culvert discussion, what equipment the town already owns for such use?

Vice Mayor Calenda asked Mr. Losee if he will be here for the meeting on July 13th because we need him to attend. Mr. Losee replied that he was available. Vice Mayor Calenda told him to put it on his calendar.

The Commission agreed to the Beautification Committee's plan.

Bill Losee, Public Works Supervisor, said if we are going to the culverts, we will need some new equipment. Vice Mayor Calenda said Mr. Losee would provide the equipment cost for the upcoming meeting on July 13th.

Commr Jones spoke again about the roofing quotes, stating that he does not believe the Mayor has any of the quotes. He asked Mr. Losee to discuss the two quotes he says he does have. Mr. Losee went to his office to get them.

Commr Anderson stated he recalled seeing quotes at previous meetings. Commr Foster stated that the quotes needed to be refreshed, which we had been asking for since January. Commr Muzzone stated we had asked for "apples to apples," and sent out an RFP to 20 roofing companies.

Vice Mayor Calenda asked Heather Roberts, Town Clerk, if she was aware of any roofing quotes received by the Mayor. The Town Clerk stated that she was unaware of any, but that if the Mayor had received quotes they would be in the packet or at table.

Commr Muzzone stated it's likely roofing companies are very busy as well.

Heather Roberts pointed out that we had asked in our RFP for the work to be completed by September 15th of this year. Commr Foster agreed that could be the reason for companies choosing not to respond: inability to meet the completion date.

Commr Anderson stated that some roofing companies don't do metal roofs.

Mr. Losee said we've gotten roofing quotes for a while and they feel like they're wasting their time. He produced one quote, stating the other might be at the maintenance shop. One quote is from Florida Native Roofing and the other from Advanced Roof Technologies.

Commr Jones stated we can't discuss it with only one quote.

Mr. Losee stated he was unprepared, and that the Mayor had told him she had some roof quotes so he was waiting on her.

Commr Jones requested to add roofing quotes to the special meeting agenda on July 13, 2023.

Vice Mayor Calenda told Mr. Losee to add the status of his Action Items to his report from now on.

Mr. Losee said his action item was about the utility vehicle needing lights, which it now has since Commr Muzzone did it.

Vice Mayor Calenda asked for an update on the utility trailer.

Mr. Losee stated parts are hard to get.

Commr Muzzone asked if we could sell it and put the money toward a new trailer, or putting a new trailer in the budget.

Mr. Losee stated the problem is the suspension and that he'd rather have a dump truck or dump trailer.

Vice Mayor Calenda tasked Mr. Losee with finding out how much he could sell the utility trailer for and the cost of replacement. She also asked Mr. Losee if he had ever created his work task calendar.

Mr. Losee stated he'd already done that and went over it in the April 2023 meeting.

Commr Foster stated we had asked for the number of work orders received, opened, and closed to be added to the Public Works Department's monthly report.

Mr. Losee said he didn't include it since it was sometimes only one in a month.

Commr Foster stated we had asked for monthly tasks to be listed as well, and that we had not received a department report from Mr. Losee in two months.

Mr. Losee stated the monthly tasks are listed on the work calendar.

Sandra Smith said that the bottom of the work orders state that the resident will be notified when the work is complete, and that she's put in 4 or 5 and heard nothing back.

Mr. Losee replied that hers haven't been completed yet, but he will notify her when they have.

Vice Mayor Calenda told Mr. Losee to put the status of his Action Items on his report and the number of work orders received and completed, even if it's zero.

Commr Foster asked if the work orders have been revised, numbered, and carbon copied.

Heather Roberts stated she is waiting for input from the Mayor.

Commr Foster asked Mr. Losee if he had submitted his department budget by May 26 as listed in the Action Items list.

Heather Roberts said they'd gone over it together and that there were no major changes.

Mr. Losee said that they have done more with less regarding the Public Works budget.

Commr Jones stated it can't be the same budget if we are talking about needed equipment.

Heather Roberts agreed that now they would need to add things to the department budget.

Gretchen Tuten asked whether it wouldn't be more cost effective to have Ferguson's replace the suspension on the utility trailer rather than purchase new.

Mr. Losee stated he'd checked with Ferguson's and the person he spoke to said they can't give a cost for that and that they don't want to work on it due to their liability and that his own policy is that if the repair costs more than 50% of new, he'd rather purchase new.

Vice Mayor Calenda stated Mr. Losee would be providing replacement cost information to us. Heather Roberts agreed, stating it would be brought to the budget workshop. She will be adding a new utility trailer to the "wish list."

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

Heather Roberts, the Town Clerk read the main parts of her report. She recently attended an insurance seminar and has some FEMA threshold information that if the damage is less than \$20k, it's not worth pursuing. Also, FMIT (our insurance carrier) will be refunding \$350 of the cost of that seminar.

She also recently went through the TRIM seminar, noting date requirements in order to ensure accurate dates for her task calendar. Upcoming: The Brevard County Property Appraiser will provide us with an estimate of assessed value to the town by July 1st.

He also asked that the Commission set a date for a joint Budget Workshop with the Finance Committee. The Commissioners are available July 18th, 20th, 21st & 24th. Marissa Levine, Office Assistant will email the Finance Committee tomorrow to finalize a date.

Heather Roberts requested approval to transfer \$522,285 from Truist checking account to PNC, leaving \$10,000 minimum. She will then move all but \$250,000 (which will be \$470,669) from PNC to SBA. She further explained our later plans for those monies.

Commr Jones made a **MOTION** to move majority of the funds from the Truist account to the new PNC account so the Truist account can be closed in the near future. Commr Foster seconded the **MOTION**. A roll call vote was held, and all were in favor. **MOTION** was passed.

D) Building Department – Chanda Kelley, Deputy Clerk – April & May

Heather Roberts, the Town Clerk went over the building reports.

IX. Consent Agenda

(All items appearing on the CONSENT AGENDA are listed as recommended actions and are considered to be routine and will be acted upon in one motion. SPECIFIC ITEMS may be removed for separate consideration, any item so removed will be considered under new business).

E) Opportunity for Audience input regarding Consent Agenda

F) Opportunity for Commission to Remove Items from Consent Agenda

G) Recommended Actions:

1) Approval of Minutes: For Filing

(a) Special Commission Meeting – May 16, 2023

(b) Regular Commission Meeting – May 23, 2023

(c) Charter Review Committee – May 31, 2023 (at table) - Removed.

(d) Special Commission Meeting – June 9, 2023 (at table) -Removed.

(e) Finance Committee – May 15, 2023

2) Acceptance of Financial Statements – May 2023

3) Approval of Reports: *FOR FILING ONLY*

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

Commr Foster made a **MOTION** to accept the Consent Agenda as listed above with the omission of the minutes from the Special Commission meeting of June 9, 2023 and the

Charter Review Committee of May 31, 2023. Commission Anderson seconded the **MOTION**. All were in favor. **MOTION** passed.

X. Commission & Verbal Committee Reports –

A) SCLOC Dinner June 12, 2023 – West Melbourne/Melbourne Village – Summary by Commissioner Foster. Deadline to submit referendum wording to Supervisor of Elections is Aug 21, 2023.

B) SCLOC upcoming Dinner – July 10, 2023, Hosted by Indian Harbor Beach.

XI. Action Item Review

The Commission went through the action items line by line.

- Permit Calculation Sheet and New Fee Schedule: Per Heather Roberts, should not be decided until we have a new building official. Tabled.
- RFP's and Repair of Town Hall and Workshop Roofs: In process.
- HWCH Exterior Restoration: Per Vice Mayor Calenda, Mr. Losee didn't realize we wanted it done and didn't know it was a priority. She has clarified this with him.
- Election Packets and Referendum for Supervisor of Elections: Per Heather Roberts, she will incorporate the checklist onto her calendar. She is seeking clarification on some new procedures and will attend any upcoming meetings via Zoom. Heidi Salmon will be a good resource, so we will ensure Heather has her contact info.
- Smoking at HWCH: Per Heather Roberts, we have the form but it needs review.
- Repair PW Trailer: Direction given to Mr. Losee.
- Hire CEO: One application has been received.
- John Cary, Town Attorney said the playground lease is almost done he is working with AHF lawyer, and they have one last item to work out. It should be ready to be presented by the July commission meeting.

XII. Unfinished Business: none

XIII. New Business

A) Public Works Job Description – Supervisor & Maintenance Technician

Commr Foster made a **MOTION** to accept the Job Descriptions for both Public Works Jobs, Supervisor and Maintenance Technician. Commr Anderson seconded the **MOTION**. All were in favor. **MOTION** passed.

B) Universal Engineering

Universal Engineering will no longer be doing our building inspections as of July 7th.

Heather Roberts, the Town Clerk said she will call SAFEbuilt and get a new estimate, but she believes they won't work for less than 6 hours per week. She will also email some of the other small municipalities to see who they use and then reach out to them to get an estimate.

Commr Muzzone said he had asked Dan Ferry (Building Official) from Universal if he would also provide Code Enforcement services, but he declined.

Ray Bowin said he had asked Dan Ferry about Code Enforcement and he said that there are companies that do to both Code Enforcement and Building/Permit Inspections.

XIV. Approval for Payment - none

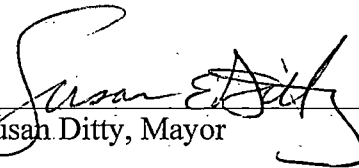
XV. Adjournment

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