



# TOWN OF MELBOURNE VILLAGE

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## Special Commission Meeting

### Minutes

Thursday August 3, 2023

6:30 PM, Town Hall

- I. Call to Order: 6:30 pm
- II. Pledge of Allegiance led by Mayor.
- III. Roll Call: Commissioners Foster, Ingram, Jones, Muzzone, Vice Mayor Calenda and Mayor Ditty were all present. Commissioner Anderson was excused.
- IV. Town Personnel Issues:
  - A. Termination of PW Supervisor

Mayor Ditty terminated PW Supervisor Bill Losee first thing on Monday morning (7/31/2023). Mayor Ditty read the letter of termination she gave to Mr. Losee, then asked for a motion to accept or reject the termination.

Vice Mayor Calenda made a **MOTION** to accept the termination of Bill Losee by the Mayor. Commissioner Foster seconded the **MOTION**.

Follow up discussion had:

Mayor Ditty read the reasons for termination of Mr. Losee. (Copy of comments attached to minutes)

Vice Mayor Calenda stated that in the last special commission meeting, she was made aware by Commissioner Foster's summary of the roof contacts that Mr. Losee cost the town \$13,000, since due to his negligence, we signed a roof contract that was \$13,000 more than it should have been if a call had been made.

Comm Ingram stated that we have lost 60% of our employees this year and 100% last year asks if it is the work environment, not the right employee, or are we not paying them enough.

Mayor Ditty said Mr. Losee was terminated, our other Maintenance Tech left for family medical reasons, and our Deputy Clerk got a better paying job more suited to her talents. Last year our mayor and town were under duress, and we had no staff. She stated that she and Heather Roberts, Town Clerk, agree we have good crew, and we are

no longer under duress. Comm Muzzone has agreed to organize and support the PW side. We can rebuild with better applicants; we will take our time and make sure they are qualified.

Comm Jones asked for Ms. Roberts' opinion.

Ms. Roberts said there was a lot of negativity in the office, and I that if we get the right people in the office that will change. She stated she did try to curb the negativity, but some it already existed when she was hired in January and has continued to grow. She and the Mayor agree to take our time and make sure we hire the correct employees.

Vice Mayor Calenda said some of the employees overlapped the police department and she believes that has affected the negativity aspect. She stated we need to work on the personnel manual so that everyone understands their roles, expectations, and rules.

Comm Muzzone agreed and added that with our new budget, we may be able to afford better qualified candidates.

Comm Ingram asked Town Attorney John Cary if there were any potential legal issues.

Mr. Cary said no, and that Mayor Ditty had been in contact with him every step of the way in order to minimize exposure to liability.

Comm Ingram asked if exposure had been successfully mitigated.

Mr. Cary said yes, but we cannot stop someone from filing a lawsuit. He added for the record that Mr. Losee did text him and ask if he was aware of what happened, and that he'd replied that he was indeed aware, but could not discuss this with him because he is the Town's attorney. He stated that Mr. Losee's response was to the effect of "I will see you at deposition."

Mayor Ditty added (re: liability), that she has emails and documentation for everything.

All were in favor of the **MOTION** to accept Mr. Losee's termination. **Motion** Passed.

Mayor Ditty then discussed job openings, saying we have an approved job description for PW Supervisor that the Town Clerk posted with a range of \$45-47k and that we can discuss in our budget meeting whether we would like to increase the salary range. She asked if we should hire a temporary PW person since we don't want to hire a Maintenance Tech until we hire a PW Supervisor so the supervisor can have a say in who they will be working with.

Comm Jones said we should hire a temporary person who may end up wanting to stay on as PW Tech.

Vice Mayor Calenda said it could be a seasonal person.

Mayor Ditty said this would require a motion to be made because it would be staffing and a financial decision.

Comm Jones asked the pay rate and what we were paying our previous PW Tech.

Heather Roberts, Town Clerk, said he was earning \$16/hr. She stated that a temporary person would work less hours and would not qualify for benefits.

Mayor Ditty said they would do mostly mowing, landscaping, etc.

Vice Mayor Calenda asked if they would be working with Comm Muzzone.

Comm Muzzone said yes, he will make sure the person we hire is qualified to work on and maintain the equipment.

Mayor Ditty said many of the duties like mowing and weeding can be done alone. When starting on the swales, and we get the trailer back, it must be a 2-person operation as per OSHA guidelines.

Comm Foster asked if we were thinking of paying the same as our previous PW Tech.

Mayor Ditty said I'm not sure I was thinking at least 20 to 30 hours a week to keep them under the benefit requirement and for the rate of pay I was thinking \$15 an hour.

Comm Jones asked Ms. Roberts' opinion about the rate of pay for the temporary employee.

Ms. Roberts said she is comfortable with \$15 -17/hr for a temporary person.

Commissioner Jones made a **MOTION** to hire a temporary employee for Public Works for at a rate of \$15-16/hr for 20 -25 hours per week at the mayor's discretion. Vice Mayor Calenda seconded the **MOTION**. The roll call was done, and all present voted yes. **MOTION** was passed.

B. Hire Code Enforcement Official

Mayor Ditty said she and Heather Roberts met with Camile Moore. The commission has her CV/resume. She is highly qualified and has the certification for Code Enforcement. She has agreed to \$25 per hr. She understands it will be 2-4 hrs. a week. She understands the hours may taper off. She recommends hiring Camile Moore for the part-time Code Enforcement Official position.

Comm Jones said her resume was very impressive.

Mayor Ditty said she is very strong on PowerPoint which is very important for this job with the cases she must present.

Commissioner Foster made a **MOTION** to hire Camile Moore for the Code Enforcement Official position for 2 -4 hours a week at \$25 an hour. Commissioner Muzzone seconded the **MOTION**. The roll call was done, and all present voted yes. **MOTION** was passed.

Mayor Ditty said Heather will get in contact with her next week and will get the paperwork going so she can get started.

Comm Jones asked when she would start.

Mayor Ditty said she would probably start within the next 2 weeks. She wants her to meet the commission first at the August 22<sup>nd</sup> meeting and then she can do the next CEB meeting.

#### C. Resignation of Deputy Clerk

Mayor Ditty said as we stated earlier the Deputy Clerk has resigned. This is a job description we need to revise. She stated she sent our current job description, one from Cocoa Beach, and one from Melbourne Beach to the commissioners. She would like them to compare them and simplify our job description for our Deputy Clerk. She stated that our Deputy City Clerk's starting salary was around \$45k, but the Front Office Clerk for Melbourne Beach is paid \$16/hr, so there is a range. The Mayor would like to get a Deputy Clerk with municipal experience, so we may need to raise our pay. We should be able to pay our staff a competitive rate.

Comm Jones asked what we were paying our previous Deputy Clerk.

Heather Roberts, the Town Clerk, said she left at \$17/hr.

Vice Mayor Calenda said the reason we call the role Deputy Clerk instead of Front Office Clerk is because we want them to have some experience in clerking so when the Town Clerk goes on vacation, we have someone who is able to take over responsibilities.

Mayor Ditty said the Deputy Clerk in Cocoa Beach's job description says notary and certified municipal designation preferred, or the ability to obtain, because they do act as Town Clerk when the Town Clerk is absent. She asked the commission to look it over and we then can refine the job description. Will talk about meeting dates after this meeting is over so we can move forward quickly.

Heather Roberts said that Marissa is very good at what she does and has crossed trained with our previous Deputy Clerk. She is not worried about the upcoming weeks with Marissa's support. She points out that this cross training will be helpful when we hire a new Deputy Clerk.

Vice Mayor Calenda asked if there is anything we need to change.

Mayor Ditty said she wants to discuss the empty TMVPD office space with the Brevard County Sheriff's Office. If they don't want use of that space, the town can use it.

Comm Jones asked how many hours Marissa Levine is working per week.

Ms. Roberts said Marissa is averaging about 25 hours a week.

Vice Mayor Calenda asked if Marissa was doing more hours now than she signed on for.

Mayor Ditty said she is because she has been doing some of the Deputy Clerk job duties. If we can hire a Deputy Clerk, we can take some of the pressure off her.

Comm Jones asked if the Office Admin (Marissa) should be taking the minutes for the meetings.

Mayor Ditty said no, that is in the job description for the Deputy Clerk.

Comm Jones said he prefers the Town Clerk participate in commission meetings rather than having to take notes.

Mayor Ditty said it has always been in the Deputy Clerk's job description.

Ms. Roberts said Marissa has been doing a great job, but it is something the Deputy clerk has done historically, and it is something we want to move back to.

Comm Foster said she noticed in the Deputy Clerk's Job Description it says "occasionally attends meeting and takes minutes." She suggests we change that to "attends meetings and takes minutes."

Ms. Roberts said this gives us the opportunity to fine tune this description, as she feels workloads can be shifted in a different manner that would make everyone happy.

Mayor Ditty said that job descriptions from other municipalities have larger staff, we have a smaller staff but also a smaller municipality, so we have the same variety, just not the same volume.

Comm Jones asked if the job posting for PW was on Indeed and the Town website.

Mayor Ditty said yes it is on Indeed, and tomorrow it will go on the town website.

Comm Ingram asked Heather if she thought we needed a temporary person.

Ms. Roberts said she thinks it's too much of a learning curve and Marissa is more than capable and willing to help until we find a replacement Deputy Clerk. If that changes, she will let us know.

Vice Mayor Calenda said so the Mayor and Heather are going to go over the Deputy Clerk Job Description and then call a meeting to approve it.

Mayor Ditty agreed.

V. Election Proclamation

Mayor Ditty read the Election Proclamation in full.

Comm Jones asked what happens if we do not have enough candidates for the vacancies.

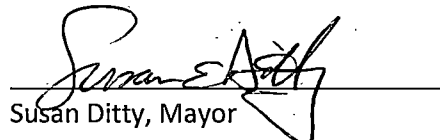
John Cary, Town Attorney, said vacancy in office is mandated by Town Charter and that typically if you have vacancy the Commission can ask someone to fill the position.

VI. Adjourn: 7:15 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 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