



TOWN OF MELBOURNE VILLAGE

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REGULAR COMMISSION MEETING

Minutes for Amended Agenda

Tuesday August 22, 2023

6:30 PM

TMV Town Hall

- I. Call to Order: 6:31 pm
- II. Pledge of Allegiance: led by Mayor
- III. Roll Call: present were Commissioners Anderson, Foster, Ingram, Jones and Muzzone, Vice Mayor Calenda and Mayor Ditty.
- IV. Mayor's Report: (at table) read her report in full.
- V. Additions/Deletions and Re-ordering: none

Mayor Ditty introduced Camille Moore, our new Code Enforcement Official and Kyle Foster, our temporary Public Works employee.

VI. Correspondence Appearances, Presentations:

- A) Urban and Community Forestry grants – Ondine Constable read her presentation (which is attached to the minutes) and answered questions from the commission.

Mayor Ditty asked if this is the 1st phase of 3.

Ondine Constable said this is the 1st category. If we want to expand, we can go on to the next category, but we thought we would start with the educational category. Once we get some feedback from the community we can decide if we want to move forward with the next grant category.

Vice Mayor Calenda said she likes the idea of bringing in the AHF along with the Town.

Ondine Constable said we want to start with the residential lots and inform residents of the general health of ecological zones.

Mayor Ditty said that the Town owns very little green space, but we did add \$2000 to our budget for trees. All the residents will benefit from this knowledge of how to maintain our green space. We have not done this in recent years, and it needs to be done.

Ondine Constable said we need to look at the town tree codes and ordinances so we can educate everyone.

Vice Mayor Calenda said we need to update our tree ordinance it has been on to do list for a while and would appreciate any input.

Ondine Constable said this is what we want to achieve. We would also like to have educational material and maybe information on our website.

Comm Jones asked if these education seminars would be good for the young people in our community.

Joan Taddie said yes, they would be and that we need to include the young people from our community in these classes.

Heather Roberts, Town Clerk, said we have this item in our budget.

John Cary, Town Attorney, said we should make a motion to give approval for the committee to move forward with the grant process.

Commissioner Jones made a **MOTION** to approve Ondine Constable and committee to move forward with the Florida Urban and Community Forestry Grants. Commissioner Foster seconded **MOTION**. All the commission were in favor. **MOTION** was passed.

VII. Public Forum (3-minute limit each): none

VIII. Department Reports

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

Lt. Gish went over the July stats and mentioned that the foot patrol has decreased for the time because of the heat wave going on currently. Lt Gish also mentioned that the individuals causing a disturbance behind the Target have been moved along. There have been some neighborly disturbances, but they have not escalated. There has been some reckless driving. They are also ramping up traffic stops since school has started again. He also stated that in Brevard County the homeless have been getting displaced because of the construction in the area so if you see anyone suspicious, please call 911.

Comm Anderson wanted to thank Lt. Gish for listening to our request to have the deputies move visible.

Ondine Constable asked if the deputies had seen any transients in our area.

Lt. Gish said that they have not seen anyone suspicious in the Town or on the Town trails.

Vice Mayor Calenda said that the Sheriff's department is as close as we can get to having our own Police Department.

B) Public Works – Commissioner Muzzone

Comm Muzzone went over his report in full.

Vice Mayor Calenda asked why we need to change the septic system to an aerobic system.

Comm Muzzone said we need to upgrade the system as per the new County rules.

Mayor Ditty went over the list of volunteers who have been helping keep the Town beautiful. She also mentioned that Comm Muzzone has organized the PW building and fixed equipment that needed repairs. All the Town's easements have been mowed.

Mayor Ditty read the work order part of the Public Works report. he also updated the commission on the L5 Canal. She said she has spoken with the County several times and they came and cleared the north side of the canal, but the south side is still filled with trees and brush. The County has new equipment and policy, and they are starting on the south end of the county and working north. The Village will be cleared at the end of this path. They are hoping to move quickly since they have new equipment. The County also said if the canal clears by itself within 72 hrs., there is no clog.

Mayor Ditty also said that she and Heather Roberts, Town Clerk, spoke with Erin Trauger regarding the Hall Rd culvert replacement. (See attached email from Ms. Roberts)

Comm Jones asked if we got an estimate.

Ms. Roberts said Erin Trauger charges \$150 hr.

Comm Muzzone said he thinks we should have a professional like Erin Trauger look at it since we do not have anyone qualified in the Village.

Comm Anderson said he agrees with Comm Muzzone and asked if ARAPA money will pay.

Ms. Roberts said that ARAPA money would pay for Erin Trauger's portion.

Comm Muzzone said that he thinks the culvert has already collapsed.

Vice Mayor Calenda said we looked at this with the Dayton Bridge. We are not qualified to make this decision.

Ms. Roberts will call Erin Trauger and ask how many hours she thinks will be needed to assess the Hall Rd culvert and then get back to the commission so they can make an informed decision.

Comm Anderson asked if we'd received a quote for replacing the culvert.

Mayor Ditty said yes, for \$30,000.

Vice Mayor Calenda said it seems like everyone is saying go with Erin Trauger.

Comm Jones said from what I am hearing we want to get something started. Mayor Ditty said first to get quotes from surveyors and getting quotes from maintenance companies.

Vice Mayor Calenda said we need Erin's Trauger's estimate first.

Comm Muzzone said this is not the only culvert that needs to be fixed.

Mayor Ditty said we have a meeting on Sept 8th so we will add her quote to the agenda.

Comm Jones said then we will have a report from her and then we can tell her how we want to proceed.

Ms. Roberts said that Erin did give us a rough report on the steps we would have to take. It's a question of whether we were going to do them or have her do them for us.

Mayor Ditty said so the first step would be to get quotes which would come back to us and then the second step would be review either refurbishment or lining which would come back to us and then the proposal.

Ms. Roberts will reach out to Erin Trauger tomorrow to get her opinion on how many hours she thinks it will take and bring her estimate to the Sept 8th meeting.

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

Heather Robert, the Town Clerk, read her report in full.

Vice Mayor Calenda made a **MOTION** to approve payment of the FMIT annual bill of \$76,721 to be paid quarterly without having to come to the commission each quarter for approval. Commissioner Foster seconded the **MOTION**. A roll call vote was done, and the commissioners all voted yes. **MOTION** was passed.

Ms. Roberts said that she would like to schedule a presentation for 2 of the 3 audit companies. They can come for the Sept 8th meeting and do a 10-minute presentation and then have a Q&A. She will send the 2 audit proposals out tomorrow to the commission for review before the presentation.

Comm Jones asked Heather if she was familiar with either of the companies.

Ms. Roberts said she is familiar with one of the companies and spoke at length with a gentleman from the other company that Kim Zarillo recommended. She asked John Cary if we need to do 2 separate meetings and agendas?

Mr. Cary said yes you should do the budget meeting, adjourn that one, and the start the next meeting.

Comm Jones said that the FPL bills have been going up. How has the HWCH bill been for FPL.

Ms. Roberts said this is a separate bill and it is segregated in our financial under HWCH utilities, so it is separate from the other FPL for the Town Office and Public Works building.

Mayor Ditty said that the commission agrees to the 2nd Budget hearing to be held on Sept 21st at 6:30 pm.

Ms. Roberts said the Town Charter does not say where to post the budget hearing meetings. We may be able to post notice on the Brevard County website.

D) Building Department – Heather Roberts, Town Clerk

Ms. Roberts read the Building Department numbers for the month of July.

Mayor Ditty asked if we are tracking where we have refunded for inspections.

Ms. Roberts said yes, we are auditing at the end and filling out a sheet after the permit is closed to make sure we are correct in how many inspections were needed.

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 – June 9, 2023 (at table)

(b) Regular Commission Meeting – June 27, 2023

(c) Regular Commission Meeting – July 25, 2023

(d) Finance Committee Meeting – July 17, 2023

(e) Beautification Committee – August 15, 2023

(f) Law Enforcement Workshop – July 22, 2023

(g) Board of Adjustments – June 12, 2023

(h) Finance Budget Workshop – July 10, 2023 (at table)

(i) Joint Budget Workshop – July 24, 23 (at table)

(j) Budget Workshop – August 17, 2023 (at table)

2) Acceptance of Financial Statements – July 2023

3) Approval of Reports: *FOR FILING ONLY*

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

4) Appointments & Resignations

(a) Kyle Foster – Temporary Public Works Employee

(b) Camille Moore – Code Enforcement Official

(c) Discussion for Deputy Clerk position

5) Proclamations/Resolutions

Comm Foster made a **MOTION** to accept the consent agenda as listed above with the correction to the August 17, 2023 Workshop minutes typo for the date 7/24/23 to 8/17/23 in the second to last column. Comm Anderson seconded the **MOTION**. All were in favor. **MOTION** passed.

A discussion followed on #4 (c) Discussion for Deputy Clerk position.

Mayor Ditty said a second candidate's resume was passed out to the commission tonight and we will be interviewing this candidate, and, on the Sept 8th meeting, we will vote on who has been chosen.

Ms. Roberts will make an appointment with the 2nd candidate for Friday and she and the Mayor will interview her. Then Comm Jones will do a second interview. The commission will let the Mayor pick the best of the 2 candidates at a rate of \$18 /hr with an increase after the probationary period.

Comm Anderson asked if we have had any luck with the Public Works Supervisor position.

Mayor Ditty said we have one good candidate.

Comm Muzzone said we need to pick the correct one because what has been going on in the past was not working.

Vice Mayor Calenda said Comm Muzzone should be part of the hiring process.

Mayor Ditty said this is a priority. We are continuing to advertise for the Public Works position.

Ms. Roberts said we may need to use a more specific website for public works jobs.

Vice Mayor Calenda asked if our job description was incorrect.

Comm Muzzone said the job description is fine, but the administrative and physical part of it is demanding with just two people. They must have knowledge and organizational skills, or it will hurt the town.

Comm Jones said we need to make sure we oversee what is going on with whomever we hire. He said it was a mess when Mr. Losee got here, but it seems he left it just as bad as when he got here.

Mayor Ditty said oversight is her job.

Comm Muzzone said that nothing has been done correctly for a long time. We have the tools we need; the work just has not been done.

Ms. Roberts said we need to put the PW job on a specialized PW forum. She will investigate that with the Mayor.

Comm Muzzone said we have gotten the town in a good position so whomever we hire will have a baseline for how we want the town to look.

Mayor Ditty said we need to look for new places to advertise and then we need to find the right candidate who is qualified and willing to work because we have always had only two people and if necessary, we can also hire a temporary/seasonal public works employee, which we have done in the past.

Comm Jones said the first candidate for Deputy Clerk she asked when she would know about the position. He feels we should let her know that we are still interested, and we will be deciding by Friday afternoon.

Ms. Roberts will reach out to the second candidate and set up an interview. Once the decision is made, she will see if they can start on Monday.

X. New Business:

A) Veterans Day Recognition Ceremony

Mayor Ditty said we have set money aside in the budget for the Trunk or Treat and the Veterans Day recognition ceremony.

B) HWCH Cancellation Agreement

The commission went over the cancellation agreement and made some changes which will be updated and brought back to the commission for approval.

XI. Commission & Verbal Committee Reports –

A) SCLOC upcoming Dinner – September 11, 2023, hosted by Satellite Beach and Town of Palm Shores.

Notify Marissa if you would like to attend.

B) Administrative Raise (added to the agenda but was discussed at the August 17, 2023, Special Commission meeting)

At the Special Commission meeting on August 17, 2023, the commission discussed and agreed to give our Office Admin Marissa Levine a raise of \$1.15/hr.

Comm Foster made a **MOTION** to approve the raise of \$1.15 hr. for Marissa Levine, Office Admin. Vice Mayor Calenda seconded the **MOTION**. The roll call was done, and all were in favor. **MOTION** passed.

XII. Action Item Review:

Mayor Ditty went over the Action Items (see action item report).

Mayor Ditty stated that the playground equipment has been closed off because it is dangerous, but she has 2 residents that are interested in the equipment and would like to know what the commission's opinion is on letting either of the 2 residents take the equipment.

Vice Mayor Calenda asked if the included the swings.

Mayor Ditty said no, just the equipment itself.

Mr. Cary said we need to call the Insurance company and have a liability form/contract drawn up for the resident to sign. He said to email him the information and he will draw up the contract.

Mayor Ditty said she would reach out to both residents and find out if they're still interested.

Comm Jones asked about a time frame.

Mayor Ditty said the Gretchen Tüten is working on the new playground equipment grant, which is due in September. We need drawings and she is working on the letters from residents. If we receive the grant, we will not get the money until April.

XIII. Unfinished Business: none

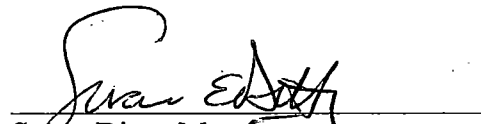
XIV. Approval for Payment - none

XV. Adjournment: 8:32 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