



TOWN OF MELBOURNE VILLAGE

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Special Commission Meeting

MINUTES

Friday September 8, 2023

6:45 PM, Town Hall

- I. Call to Order: 6:45 PM
- II. Pledge of Allegiance: Lead by Mayor
- III. Roll Call: In attendance were: Commissioners Anderson, Foster, Ingram, Jones, Muzzone, and Mayor Ditty. Vice Mayor Calenda was excused.

IV. New Business

A) Audit Proposals

- 1) MKA CPAs and Advisors gave their presentation. (Attached) The advisors in attendance were W. Ed Moss, CPA, Joe Krusick, CPA and Justin Cabral, CPA.

Mayor Ditty asked MKA if they have worked with governmental clients; would we be your first municipality? MKA replied yes, the governmental rules are all the same. Town clerk Heather Roberts stated the charter school financial statements are very comparable, and they have the same financial statement and compliance.

Commissioner Jones voiced the fact that MKA CPAs do not currently work with cities, he also asked if the town was being charged a fixed fee or time and materials. MKA stated it will be a fixed fee. Commissioner Jones asked if travel was built into the cost, MKA replied that it is.

Commissioner Ingram asked Town Clerk Heather Roberts if she felt comfortable with MKA's systems, and she stated yes. Mayor Ditty stated we should be able to make our decision on September 26th, at the commission meeting. Commissioner Jones asked if the new auditor would work with the prior auditor.

Heather Roberts, Town Clerk, stated that she and Linda Crawford (prior auditor) spoke, and that Linda Crawford is willing to give the new auditor all her paperwork and will work with them in the beginning to help make the transition smoother.

Heather also stated that she is going to put together a side-by-side comparison of key points for each audit form after Moran & Smith LLP gives their presentation and will provide this at the September 26th Commission meeting.

- 2) Moran & Smith LLP has been rescheduled to 9/21/23, which is the next Special Commission meeting.

B) Hiring of Deputy Clerk:

Commissioner Jones made a **MOTION** to approve the hiring of Suzanne Headon on 8/28/2023, at the pay rate of \$18.00 hourly, Full-time position. Estimated annual health benefits are \$9,600, to take effect after 30 working days. Commissioner Muzzone seconded **MOTION**. Roll call was taken to approve **MOTION**. All commissioners were in favor. **MOTION** was passed.

C) Erin Trauger estimates for Hall Road Culvert:

Mayor Ditty said during a phone call with Heather Roberts and Erin Trauger they discussed tasks such as getting quotes from surveyors for the existing conditions, quotes from maintenance companies to review or refurbish, and reviewing the proposals. Erin can complete these efforts within 3 days for a fee of \$150 per hour. Amount not to exceed \$3600. If the town hires Erin, she said the first step is to see if it can be lined or needs replacement. The funds can come from the reserves, public works, and/or the ARPA funds. Heather will consult with the finance committee to determine their thoughts on what source will cover the cost.

Commissioner Anderson asked if this could be started in next 2 – 3 weeks, Mayor Ditty and Town clerk, Heather Roberts stated that is what we are hoping for.

Mayor suggested the Town hire Erin Trauger to facilitate the Hall Road culvert project; not to exceed \$3600, forgoing approval from the Finance Committee due to the timing of the project.

Commissioner Foster made a **MOTION** as noted above. Commissioner Jones seconded **MOTION**. Roll call was taken to approve **MOTION**. All commissioners were in favor. **MOTION** was passed.

D) Playground update:

Gretchen Tuten, a resident, had a handout showing the cost for the replacement of playground parts. These new parts will have a 10 year warranty period. There is a grant opportunity from AT&T, however we'd still have to pay a portion of this project at an estimated \$10,000, and we wouldn't know if we got the grant for quite some time. The original manufacturer is willing to replace the parts (Gretchen sent them 72 pictures). The largest expense is the freight, as the parts are heavy. They will provide a custom installation document for us with total cost to us of \$3,800. The structural parts are still okay and intact, so we will not need to replace them. A few of the upright posts will be replaced and cemented in place.

Commissioner Anderson voiced concern over how merging the new parts and the old parts will not be an easy fix, however it can be done.

Commissioner Foster stated the fireman's pole was listed at a replacement cost of \$995.00, she stated there is another company that sells a fireman pole for \$135.

Commissioner Jones stated although it is cheaper, it may hinder the warranty if we ordered parts from another supplier versus the original company. Concern over merging a different pole to the provided parts and voiding the warranty.

Gretchen Tuten stated the parts coming from the original supplier will all match and be powder-coated, and they are including the custom installation document, as previously mentioned. Gretchen also contacted companies to quote the cost of getting a brand-new playground, and the parts from the original supplier were significantly cheaper than the alternative.

All commissioners agreed to use the original playground supplier. Commissioner Jones asked if we were going to be able to use some of the original playground equipment to which Mayor Ditty responded, yes.


Heather Roberts, Town Clerk, stated that she will take this to the finance committee for approval. The Commissioners will make a motion at the next Commission meeting.

V. Adjourn: 7:53 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