



# TOWN OF MELBOURNE VILLAGE

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## Special Commission Meeting

### Minutes

Thursday September 21, 2023

6:45 PM, Town Hall

- I. Call to Order: 6:45 pm
- II. Pledge of Allegiance – Led by Mayor
- III. Roll Call: In attendance were Commissioners, Anderson, Foster, Ingram, Jones and Muzzone, Vice Mayor Calenda, and Mayor Ditty.
- IV. New Business

#### A) Audit Proposal

Mayor introduced Moran & Smith LLP – Christopher Moran and Ally Revell represented the firm and presented their proposal with a short question and answer session that followed.

Heather Roberts, Town Clerk will put together an attribute matrix for each firm that responded to the RFP and will present it at the next commission meeting so the Commissioners can make a final decision on what firm they wish to hire.

#### B) Public Works Disposal of Old Equipment

Commissioner Muzzone noted we have old equipment that needs to be scrapped, old Scag and Snapper mower.

Heather Roberts, Town Clerk noted that the equipment is not on the Town's capital list / fixed asset list that is for audit purposes and tracks usable equipment.

Mayor Ditty noted Commissioner Muzzone is cleaning out the public works garage and these items are not usable.

Commissioner Foster asked if there is a process for disposing of old equipment.

Heather Roberts, Town Clerk noted if it is not on the capital list / fixed asset list, these can be disposed of without a formal process.

Discussion of possible value for these items - it was determined the value was none.

It was agreed Commissioner Muzzone can continue Public Works housekeeping at his discretion.

C) PNC Credit Card Cancellation

Heather Roberts, Town Clerk noted this was a formality to include cancellation of the cards in the minutes as a request from PNC bank. However, once Heather was able to connect with our PNC bank representative it did not appear that the minutes were necessary. The cards being cancelled were for past employees and Mayor Ditty (does not want a card).

D) Playground Equipment

The \$3800 quote for the warranty parts was presented to the Finance committee by Heather Roberts and Gretchen Tuten. The committee agreed to the \$3800 quote and added incidental expense of \$2000 for a total of \$5800. The committee recommends to use the ARPA funds for the expenditures and noted they would like all future non-reoccurring expenses to be marked to the ARPA funds.

Mayor Ditty noted the allotted funds could also come from excess budgeted amounts in the current year or ARPA funds.

Discussion of what ARPA was already earmarked for - septic, culvert, roofs, but can be used for any expenses that the commission determines is appropriate.

Vice Mayor Calenda noted she would like to use the ARPA funds so the Town starts spending these funds.

**Motion made by Vice Mayor Calenda to use ARPA funds up to \$5800 for the replacement of playground parts, second by Commissioner Foster; roll call completed, all in favor, motion passes.**

V. Adjourn: 7:44

VI. *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