



TOWN OF MELBOURNE VILLAGE

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REGULAR COMMISSION MEETING

MINUTES

Tuesday September 26, 2023

6:30 PM

AHF Hall

- I. Call to Order: 6:37 PM
- II. Pledge of Allegiance: Led by Mayor.
- III. Roll Call: Present were Commissioners Anderson, Foster, Ingram, Jones, Vice Mayor Calenda, and Mayor Ditty. Commissioner Muzzone was excused.
- IV. Mayor's Report: Read report in full.
- V. Additions/Deletions and Re-ordering: None.
- VI. Correspondence Appearances, Presentations:
 - A) Beautification FY24 Budget request & FY Annual Report: Celia Byrnes stated that they painted all the posts white, and they are going to replace the caps with copper caps. She stated the cost for the 40 copper caps and 8 solar lights would be \$207.50 (Not to exceed \$210.00). Will use either the budget money or can use cardinal money. Commissioner Foster made a **MOTION** to approve the beautification plan, Commissioner Ingram seconded the **MOTION**. Roll call was taken to approve **MOTION**. All the commission were in favor. **MOTION** was passed.
- VII. Public Forum (3-minute limit each): Christine Kretz, resident, stood and thanked Commissioner Anderson, Commissioner Muzzone, Celia Byrnes, Mike Smith, and Gretchen Tüten for all their hard work in the town during the absence of a Public Works staff.
- VIII. Department Reports
 - A) Public Safety – Sheriff's Department. Lt. Knepp read in full. Commissioner Anderson asked Lt. Knepp about the abandoned house on Savannah. Mayor Ditty stated that she and Lt. Gish have discussed the home and noted there are currently no utilities hooked up and that she has been trying to get information from Adult Protective Services. She has called six numbers for A.P.S. and either receives disconnected, not in service, or mailbox full as responses. Commissioner Anderson stated that one of the neighbors of the abandoned house on Savannah had their electricity stolen from someone who was staying in the abandoned house.
Mayor Ditty also expressed her concerns over cars being parked on the road and within 10-foot of the stop sign for extended periods of time. She is going to furnish Lt. Gish and/or Lt. Knepp with the addresses of the offending houses.

- B) Public Works – Commissioner Muzzone. Mayor Ditty read the Public Works report in full.
- C) Administration/Treasurer’s Report – Heather Roberts, Town Clerk read her report in full.
- D) Building Department – Heather Roberts, Town Clerk read in full. Vice Mayor Calenda asked if CAP was getting familiar with how we do things and if that was why they spent so many hours here for their first month. Heather Roberts, Town Clerk explained there was a backlog and now they will only be coming once a week. She also explained that they charge hourly services, and that when we were utilizing Universal, that they would be here for an hour, yet we got charged for four hours. She stated that CAP will be tracking the time they spend here, and only charge us for their actual time spent.

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 – No comments from the public.
- F) Opportunity for Commission to Remove Items from Consent Agenda
- G) Recommended Actions:
 - 1) Approval of Minutes: For Filing
 - (a) Special Commission Meeting –July 13, 2023
 - (b) Special Commission Meeting – August 3, 2023
 - (c) Regular Commission Meeting – August 22, 2023
 - (d) First Budget Reading – September 8, 2023
 - (e) Special Commission Meeting – September 8, 2023
 - (f) Finance Committee Meeting – August 14, 2023
 - (g) Code Enforcement Board – August 7, 2023
 - (h) Beautification Committee – September 19, 2023
 - (i) Charter Review Committee – June 21, 2023
 - 2) Acceptance of Financial Statements – August 2023
 - 3) Approval of Reports: *FOR FILING ONLY*
 - (a) Department Reports: Public Safety, Public Works, Administration/Treasurer’s Report, Building Department.
 - 4) Appointments & Resignations – Approve Pay Rate Town Clerk (per budget workshop). Vice Mayor Calenda made a **MOTION** to approve Town Clerk Heather Roberts’ pay raise to \$69,555.00. Commissioner Anderson seconded the **MOTION**. Roll call taken to approve **MOTION**. All the commission were in favor. **MOTION** was passed.

5) Proclamations/Resolutions: none.

Vice Mayor Calenda made a **MOTION** for the above consent agenda as listed, with the following exceptions:

Beautification Meeting, under Dayton and Sheridan Entrances, changing “Welcome to Melbourne Beach” to “Melbourne Village” and omitting the paragraph that mentions Dayton South beds.

Special Committee Meeting, Commissioner Jones asked that Item IV. a. paragraph 1 & paragraph 3 be changed to reflect “Richard Jones” instead of “Mr. Jones” to avoid confusion .

Commissioner Foster seconded the **MOTION**, all were in favor. **MOTION** was passed.

Mayor Ditty asked that the beautification committee all wear the same color vests, either orange or green.

X. New Business:

A) Safe Deposit Box Closing: Mayor went to bank and closed, as we were paying \$40.00 per year.

B) Audit Firm Selection (at table): Commissioner Ingram asked Attorney John Cary if not the price, what should we focus on while choosing between the audit firms A, B, or C. Attorney Cary responded that the statute states that the price should not be predominant factor. Commissioner Foster stated that Audit company “A” made a great impression. Commissioner Jones asked if we have options after the auditor is chosen. Attorney Cary stated that legally the audit companies cannot bind the town into multiple fiscal years, so if whomever the town picks is not best for the town, we can always switch to another auditor the next year. Vice Mayor Calenda made a **MOTION** to hire Firm A, and directed Town Clerk Heather Roberts to prepare acceptance letter for Mayor Ditty to sign. Commissioner Foster seconded the **MOTION**. Roll call was taken to approve **MOTION**. All the commission were in favor. **MOTION** was passed.

C) Fee Schedule & Additional Fines: Commissioner Ingram is making an Excel spreadsheet to give to Mayor Ditty concerning the following matters: Hester Wagner Community House rental fees, deposits, and cancellation fees. Mayor Ditty stated that the yard debris holding area is for residents only. Commissioner Anderson asked if the town can fine people who don’t live in the town. Attorney Cary stated that town can have a dump (holding area), but that it would be difficult to limit usage only to town residents. Mayor Ditty commented that the holding area is located where it is primarily used by Public Works and during/after storms residents can utilize the area as well. She also stated if residents use the holding area for other things besides yard waste, the

resident will be asked to take the stuff out, and that the guidelines will state that the holding area is strictly for personal use, not commercial.

XI. Commission & Verbal Committee Reports –

A) SCLOC Dinner – September 11, 2023, Hosted Satellite Beach, and Town of Palm Shores – Summary from Commissioner Foster.

B) SCLOC upcoming Dinner – October 9, 2023, Hosted by the City of Melbourne.

XII. Action Item Review:

Commissioner Foster stated that BCSO suggested the town replace the signs with reflective signs. She stated that a company gave us a quote to refinish our current signs making them reflective for \$6,600.00 plus shipping. Mayor Ditty said we would need to find out from BCSO how long we could be without street signs in a certain area while they were being refinished. Vice Mayor Calenda said she would like to get one sign done first to see the final result before we make a commitment. Commissioner Foster is going to contact the company to see if they can give us a sample, and the turnaround time.

Mayor Ditty and the Commissioners discussed preliminary future advanced systems for the replacement septic systems for the town office and public works. It was agreed that we need to get a lot more estimates before and decisions can be made.

Commissioner Foster read her attached summary of the Hester Wagner restoration project.

Town Clerk, Heather Roberts mentioned the retirement flier which regards the retirement of City of West Melbourne's Mayor Hal Rose.

XIII. Unfinished Business: None

XIV. Approval for Payment: None

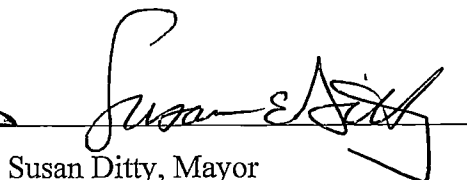
XV. Adjournment: 8:30 PM

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