



TOWN OF MELBOURNE VILLAGE

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REGULAR COMMISSION MEETING

Minutes

Tuesday October 24, 2023

6:30 PM

AHF Hall

- I. Call to Order: 6:30 PM
- II. Pledge of Allegiance: Led by Mayor Ditty.
- III. Roll Call: Present were Commissioners Foster, Ingram, Jones, Muzzone, and Mayor Ditty. Commissioner Anderson and Vice-Mayor Calenda were excused.
- IV. Mayor's Report: (at table) Mayor read in full.
- V. Additions/Deletions and Re-ordering: None.
- VI. Correspondence Appearances, Presentations: None.
- VII. Public Forum (3-minute limit each)
- VIII. Department Reports
 - A) Public Safety – Sheriff's Department – Lt Gish Read his report in full. There was a question from the public, asking about animals at large, and who they should contact. Lt. Gish explained that it depends as some incidents would be with BCSO, while others would be for animal control. He stated residents can always call BCSO.
 - B) Public Works – Commissioner Muzzone Read his report in full. Commissioner Jones asked how often Waste-Pro picks up yard waste from the holding area; Commissioner Muzzone stated that it is picked up weekly.
 - C) Administration/Treasurer's Report – Heather Roberts, Town Clerk, was absent. Suzy Headon, Deputy Clerk, read her report in full.
 - D) Building Department – Heather Roberts, Town Clerk, was absent. Suzy Headon, Deputy Clerk, read her report in full.
- 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 – September 21, 2023
 - (b) Final Budget Reading – September 26, 2023
 - (c) Regular Commission Meeting – September 26, 2023
 - (d) Finance Committee Meeting – September 18, 2023
 - (e) Beautification Committee – October 17, 2023
 - (f) Charter Review Committee – August 23, 2023
 - (g) Town Review Board – July 6, 2023
 - (h) Town Review Board - - September 7, 2023
 - (i) Personnel Manual Workshop – October 4, 2023
 - 2) Acceptance of Financial Statements – September 2023

3) Approval of Reports: *FOR FILING ONLY*

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

4) Appointments & Resignations: None

5) Proclamations/Resolutions

Commissioner Foster made a **MOTION** for the above consent agenda as listed, with the following corrections:

Special Commission Meeting Minutes on Thursday September 21, 2023, "Commissioner Norton" will be changed to "Commissioner Muzzone."

"Heather" to be changed to "Heather Roberts, Town Clerk."

All committees to please list who attended and who was absent.

Finance Committee Meeting Minutes on September 18, 2023, Old Business: "Council meeting" to "Commission meeting."

VIII, Review of Investments: "Heather to be changed to "Heather Roberts, Town Clerk."

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

X. New Business:

A) Approval of Dental and Vision benefits based on budget workshop 8/17/23:

During the budget workshop it was discussed and agreed that the Town would pay employee monthly vision and dental policies. The monthly calculated amount was included in the budgeted salary totals for the new year. The consideration of the motion would be to reactivate the approval as of October.

A roll call was taken; however, a motion was not in place therefore the motion and roll call will be readdressed in the next commission meeting.

B) BCSO Transfer of Property:

Commissioner Foster stated that BCSO had said at a previous Law Enforcement Workshop that they had no use for, and would be destroying, most of the weapons. She stated she had researched the used value of the listed inventory on the five submitted BCSO Property Receipts which came to \$22,500. She suggested selling them on consignment through a reputable dealer or donating them to another municipality who may be able to make use of them. Mayor Ditty tabled this topic until the regular November Commission meeting in order to look into options. Attorney Cary stated that we will need to discuss the legality of being able to sell the property and that BCSO doesn't want to hold indefinitely on our behalf. Attorney Cary is going to get someone from BCSO on the agenda for November to be able to answer our questions.

Commissioner Jones asked if we were utilizing BCSO for re-sale, Mayor Ditty explained that they

already have the property in their possession for safe keeping. Commissioner Muzzone agreed that the subject needs to be discussed further before making any decisions.

XI. Commission & Verbal Committee Reports –

- A) SCLOC Dinner – October 9, 2023, Hosted City of Melbourne – Summary from Comm Foster.
- B) SCLOC upcoming Dinner – November 13, 2023, Hosted by the City of Titusville
- C) Veteran’s Day Discussion/Announcement, to be held November 11, 2023

XII. Action Item Review

Street Signs Update as of 10-24-23 by Commissioner Foster:

I emailed Lake Shore Industries to ask the questions submitted by the Commission at the September regular meeting and received the following responses:

1. Are you willing for us to send just one sign for refinishing so we can see how it will look? Yes.
2. Can we send in batches rather than all at once? Yes, and they prefer we do it in batches.
3. What is the expected turnaround time for refinishing? Turnaround for refinishing is around 3 weeks. If ordering new signs made, that takes 6-8 weeks.
4. What is the shipping cost for 77 new cast aluminum signs in the WT21x4 style? Approximately \$200. (Which it then would logically follow that it would cost us double that for shipping to and from if we send signs for refurbishing, plus extra allowing for separate shipping orders. Meaning (2) 10-lb boxes cost more to ship than one 20-lb box, for example.

Mayor Ditty is going to speak with BCSO in regard to the time limit we can be without street signs.

HWCH Update as of 10-24-23 by Commissioner Foster:

Doug from Austin Historical called to say his initial quote was \$270k for accoya siding, which included \$30k for windows and screens to be refurbished. When told that was well beyond our budget, he asked if we had at least \$100k to work with and was told that would be the upper end of our budget. He called again to say that for \$100k, they can just replace the damaged siding areas, or they could do the \$270k job in phases.

On 9/29/23, an unsolicited proposal was dropped off at the town office. The company is Off-Shore Woodworks, which is a small company owned by a Melbourne Village resident. Their total proposed cost is \$48,240.

Commissioner Jones suggested and the Commission agreed that we should modify the RFP and send it back out to general contractors as a simple siding R&R rather than an historical restoration project.

Website update:

Mayor Ditty stated that we are going to be updating our website company to be able to make our website more interactive and ADA compliant.

XIII. Unfinished Business: None

XIV. Approval for Payment: Florida Native Roofing Invoices/payments

Florida Native completed Town Hall and Public Works Garage roofs. Acceptance of the contracts originally were approved on Thursday, July 13, 2023; However, extra materials were needed for each project. Town Hall was originally \$25,600, extra material costs were \$890, for a total of \$26,490. Public Works garage was originally \$21,700, extra material costs were \$1,160, for a total of \$22,860. Total payment to Florida Native Roofing, was \$49,350.

Roll call was taken to approve payment. All the commission were in favor. Payment was approved.

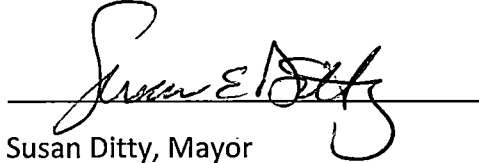
XV. Adjournment: 7:32 PM

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 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