



# TOWN OF MELBOURNE VILLAGE

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## REGULAR COMMISSION MEETING

### Minutes

Tuesday November 28, 2023

6:30 PM

AHF 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) – December Commission meeting move to Dec 19<sup>th</sup>, all were in-favor. Mayor read her report in full and she thanked Vice Mayor Calenda for her many dedicated years of service.
- V. Additions/Deletions and Re-ordering: None
- VI. Correspondence Appearances, Presentations:
  - A) Oath of Office – Commissioner Norton Muzzone & Commissioner Betty Jo Yorio; Commissioner Ingram will serve as Interim
  - B) Election of Vice Mayor Foster
  - C) Charter Review Committee report – Stephen Pepper, read report in full
- VII. Public Forum (3-minute limit each).

Richard Bryant asked if we could consign the guns and equipment that BCSO has been holding for us. Mayor Ditty explained that during the October meeting it was decided that the town is donating the items to BCSO, as to not jeopardize future grants.

Ondine Constable stated that there is a Grant for road repair and that we should see if we qualify. The closing date for the Grant is February 2024.

Joanne Stanley from Republic Services (municipal sanitation service) provided a hand-out with their information, she stated they currently have 30,000 employees, and they have a contract with The City of Palm Bay. (Hand-out attached)
- VIII. Department Reports
  - A) Public Safety – Sheriff's Department – Lt Castiello read report in full. Commissioner Anderson stated that the deputies need to sit in plain sight to help deter speeders with the visibility of the BCSO vehicles. Commissioner Jones stated as well that the deputies need to be visible.
  - B) Public Works – Commissioner Muzzone read his report in full. Mayor Ditty read the Code Enforcement report.

- C) Administration/Treasurer's Report – Heather Roberts, Town Clerk (at table) read her report in full.
- D) Building Department – Heather Roberts, Town Clerk read the 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) Regular Commission Meeting – October 24, 2023
  - (b) Town Review Board – October 5, 2023
  - (c) Special Commission Meeting – November 8, 2023
- 2) Acceptance of Financial Statements – October 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: None

Vice Mayor Foster made a **MOTION** to hire Jeff Conklin at the rate of \$17.20 for the position of PW maintenance technician, with a start date of December 4, 2023. Commissioner Jones seconded the **MOTION**. Roll call was done, all were in favor. **MOTION** passed.

Vice Mayor Foster made a **MOTION** to accept the consent agenda as listed above. Commissioner Anderson seconded the **MOTION**. Roll call was done, all were in favor. **MOTION** passed.

X. New Business:

- A) FY 2022/2023 Final Budget consideration: recommendations from the Finance Committee presented by Heather Roberts, Town Clerk; see attached. Because the overall expenditure did not increase from prior budgeted amounts a resolution is not needed to approve the changes.

Vice Mayor Foster made a **MOTION** to accept the FY 2022/2023 Final Budget. Commissioner Muzzone seconded the **MOTION**. All were in favor. **MOTION** passed.

- B) Employee Recognition Pay: was budgeted in the current year at \$250.

Commissioner Anderson made a **MOTION** to accept the \$250 for each employee at the net amount, town to cover both employer and employee FICA for employee recognition pay. Vice Mayor Foster seconded the **MOTION**. Roll call was done, all were in favor. **MOTION** passed.

- C) 2024 Appointment of Space Coast League of Cities Voting Delegate

Mayor Ditty is the Primary Delegate; Vice Mayor Foster is the Alternate Delegate. All commissioners agreed.

D) Staff Insurance: Heather Roberts, Town Clerk, noted there were no comparisons available from our broker due to the small number of employees on the plan. Therefore, the rates included in the packet were only from United Health Care, which is our current provider. Rates increased as anticipated and were in-line with budgeted amounts.

Commissioner Jones made a **MOTION** to accept the Staff Insurance to remain with UHC. Vice Mayor Foster seconded the **MOTION**. Roll call was done, all were in favor. **MOTION** passed.

E) Hall Rd Culvert Contracts: Heather Roberts, Town Clerk noted the Town received one response to date and is waiting on a second.

F) New Business Tax License Application: Amanda Ferrell submitted an application for residential business license for Essential Wellements selling online essential oil and crystals from her home.

Vice Mayor Foster made a **MOTION** to approve the application for Essential Wellements. Commissioner Anderson seconded the **MOTION**. All were in favor. **MOTION** passed.

XI. Commission & Verbal Committee Reports –

- A) SCLOC Dinner – November 13, 2023, Hosted City of Titusville – Summary of dinner from Vice Mayor Foster, read in full.
- B) SCLOC upcoming Dinner – December 11, 2023, Hosted by the Cocoa, Mayor Susan Ditty encouraged staff to attend.

XII. Action Item Review

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

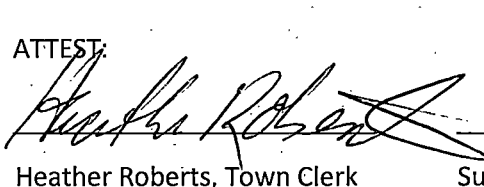
XIII. Unfinished Business: None

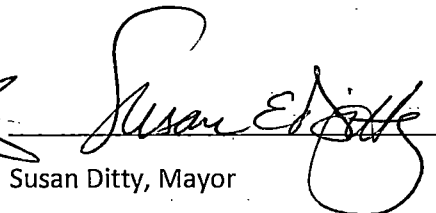
XIV. Approval for Payment: None

XV. Adjournment: 8:56 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