



# TOWN OF MELBOURNE VILLAGE

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## REGULAR COMMISSION MEETING

### MINUTES

Tuesday March 26, 2024

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 Anderson, Calenda, Muzzone, Perrine, Yorio, Vice Mayor, Foster and Mayor Ditty.
- IV. Mayor's Report: (at table) Mayor read in full.
- V. Additions/Deletions and Re-ordering: Added New Business: Town Hall HVAC, HWCH Floors
- VI. Correspondence Appearances, Presentations:  
Beautification request for funds: Celia Byrnes requested funding for: Plaque, mulch & plants  
Vice Mayor Foster made a **MOTION** to approve Beautification funds, not to exceed \$250.  
Commissioner Anderson seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.
- VII. Public Forum (3-minute limit each)  
Ray Bowen asked about the potholes on Dayton near Target. Public Works was aware and made plans to fill them.  
Suzan Bryant asked about the Australian pines that are in a cluster down in the canal in the Brevard County property, Mayor Ditty said she spoke to the County official, and they will be removing the trees from the canal.  
Richard Bryant mentioned that an unknown male was wandering around the village at 6:00 am one morning, Mayor Ditty said the Deputies always ask unknown persons to move along.  
Vice Mayor Foster asked about a letter from a concerned resident regarding a vacant, unkempt property. Mayor Ditty stated that Code Enforcement Officer, Camille Moore will look into the letter and address the situation.
- VIII. Department Reports
  - A) Public Safety – Sheriff's Department – (at table) Mayor Ditty read in full
  - B) Public Works/Code Enforcement – Jeff Conklin, Public Works read in full; Code Enforcement, Mayor Ditty read in full - Noted it is the February report and the data header should be listed as such and not noted as January.
  - C) Administration/Treasurer's Report – Heather Roberts, Town Clerk read in full
  - D) Building Department – (in Finance Packet) Heather Roberts, Town Clerk read 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).

- A) Opportunity for Commission to Remove Items from Consent Agenda
- B) Opportunity for Audience input regarding Consent Agenda
- C) Recommended Actions:
  - 1) Approval of Minutes: For Filing
    - (a) Regular Commission Meeting – February 27, 2024
    - (b) Finance Committee Meeting – February 20, 2024
    - (c) Finance Committee Meeting – December 18, 2023
    - (c) Town Review Board Meeting – February 1, 2024
    - (d) Town Review Board Meeting – February 8, 2024
    - (e) Beautification Committee Report – March 19, 2024
    - (f) Workshop for Proposed New Charter – February 21, 2024
  - 2) Acceptance of Financial Statements – February 2024
  - 3) Approval of Reports: *FOR FILING ONLY*
    - (a) Department Reports: Public Safety, Public Works, Code Enforcement, Administration/Treasurer’s Report, Building Department.
  - 4) Appointments & Resignations
  - 5) Proclamations/Resolutions

Vice Mayor Foster made a **MOTION** to accept the consent agenda as listed above with the following changes: add to the 8-17-23 minutes attendance section - Scott Perrine in audience; Page 7 of the Beautification Committee Report - Letter G and Letter E, verbiage needs to be changed to read ‘crosses the M1’; the Code Enforcement Action heading should be listed as February and not January. Commissioner Perrine seconded the **MOTION**. All the commission were in favor. **MOTION** passed.

X. New Business:

- A) Hire Summer Intern – The Mayor recommended a to hire a temporary summer intern position at \$14.00 per hour and work 40 hours per week for approximately 10 weeks, with no health benefits. The Intern will start in May and work through August. The intern’s tasking will include reviewing all town ordinances and resolutions to ensure they are accurate and up to date and ready for posting to the future website. Attorney John Cary stated The Town applied for an employment grant with the Florida Bar Association and potentially will receive a portion of the intern’s wages.

Commissioner Calenda made a **MOTION** to approve hiring the intern to start May 13, 2024, at the rate of \$14.00 per hour/ 40-hour week for ten weeks. Vice Mayor Foster seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.

B) Deputy Clerk salary review – The Town Clerk, Heather Roberts recommended and \$1 per hour increase.

Commissioner Calenda made a **MOTION** to approve a dollar per hour increase to \$19.00 for the Deputy Town Clerk. Vice Mayor Foster seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.

C) Sale of Police Car – 2016 Ford Taurus Interceptor:

Commissioner Calenda made a **MOTION** to sell the 2016 Ford Taurus Interceptor As-Is for the highest value. Vice Mayor Foster seconded the **MOTION**. All the commission were in favor. **MOTION** passed.

D) Medical Marijuana Dispensary – Attorney John Cary stated that dispensaries must be treated as a drug store. It was agreed that they can proceed with opening a dispensary.

E) Purchasing Policy review was completed with the Finance Committee, they recommend increasing the multiple quote requirement threshold to be increased from \$500 to \$1500.

Vice Mayor Foster made a **MOTION** to increase the multiple quote requirement in the purchasing policy to \$1,500. Commissioner Calenda seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** passed.

F) Town Hall HVAC – 2 units for town hall, units are old and failing, costs to keep the units running are no longer feasible to sustain, they need replacement, quotes were presented, compared, and discussed.

Vice Mayor Foster made a **MOTION** to approve the Mayor using her discretion to choose from Company A or Company B, once they compare the parts availability, company reviews and ratings, unit ratings, and annual maintenance programs, bypassing the need to bring this to Finance Committee. Commissioner Perrine seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.

G) HWCH Floors – quotes for refinishing the hardwood floors were presented, compared, and discussed.

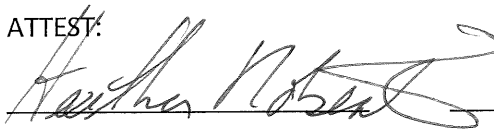
Vice Mayor Foster made a **MOTION** to approve Company B to sand and refinish the floors in the Hester Wagner Community House, bypassing the need to bring this to Finance Committee. Commissioner Anderson seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.

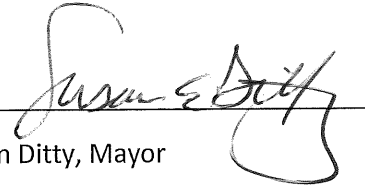
- XI. Unfinished Business:
  - A) Hudson's Furniture - (TABLED UNTIL 4/24)
- XII. Commission & Verbal Committee Reports –
  - A) SCLOC Dinner – March 11, 2024, Hosted by Cities of Malabar & Grant-Valkaria
  - B) SCLOC upcoming Dinner – April 8, 2024, Hosted by the City of Cape Canaveral
- XIII. Action Item Review:

Mayor Ditty went over the Action Items (see action item report).
- XIV. Approval for Payment: None
- XV. Adjournment: 9:10 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