

**TOWN OF MELBOURNE VILLAGE**  
**MINUTES**  
**Regular Commission Meeting**  
**Tuesday, February 23, 2021**  
**7:00 PM - Town Office**

- I. Call to Order at 7:02 by Mayor Martin
- II. Pledge of Allegiance led by Mayor Martin
- III. Roll Call: Present were Commr Anderson, Calenda, Jones, McCharles, Vice Mayor Niemann, Mayor Martin. Excused was Commr Murphy. Town Clerk/Treasurer Collen and Town Attorney, Richardson also in attendance.
- IV. Mayor's Report (at Table)
  1. Mayor discussed the repair and maintenance on the Town Office.
  2. Locks have been changed to the Town Office. Keys and documents missing.
  3. COVID-19 vaccine may come to Melbourne Village through the Health Department. Seeking up to 100 qualified residents to fill out the consent form.
- V. Additions/Deletions and Re-ordering – None
- VI. Business Tax Receipt Applications/Appearances/Presentations – Heather Roberts, Florida Charter School Accounting, spoke on her role of updating policies and procedures. Has a good relationship with the Auditor. Goal is to maintain files.
- VII. Public Forum – Mary Jane Moon questioned the use of an ashtray outside of the police department. Attorney Richardson stated that ‘no smoking’ pertains to schools only, not just any public building.
- VIII. Correspondence – None
- IX. Commission & Verbal Committee Reports – Vice Mayor Niemann read motion from the Finance Meeting. Mitigate through procedure.
- X. Review of Previously Assigned Action Items
  1. Job descriptions have been updated and signed.
  2. Assist street captains to find residents who qualify for the COVID-19 vaccine.
  3. Ordinance for Town Committees pushed to next month.
  4. Pedestrian bridge: Town Superintendent Ward brought concerns to Gary Karel who then brought them to the County. Waiting for County's response.
  5. Ward will contact the County regarding vehicles driving up and down the Acacia ditch line.

## XI. Department Reports

### A) Police Department – Chief Loos

Melbourne Village police and Melbourne police worked on moving the transients living behind Cajeput Circle on the Acopian property. They should be gone in a few days. They are trespassing.

Working on the COVID-19 grant, still 12K available.

Traffic enforcement is back to pre-COVID. 30 tickets were given out this weekend.

Suzan Bryant brought up the fact that her back-door neighbors have fires in their back yards. One tree was burned.

### B) Public Works – Town Superintendent, Bradley Ward

Pedestrian bridge needs guardrails.

County access ditch off Acacia Ave, Ward will call the County about the erosion of the ditch.

### C) Administration – Town Clerk/Treasurer, Jimmy Collen

### D) Treasurers' Report – Town Clerk/Treasurer, Jimmy Collen

Roofing permits are up from last year.

Richard Jones questioned who is monitoring our investments. He would like to get involved.

### E) Building Department –Town Clerk/Treasurer, Jimmy Collen

## XII. 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 Audience input regarding Consent Agenda

B) Opportunity for Commission to Remove Items from Consent Agenda

C) Recommended Actions:

1) Approval of Minutes: For Filing

(a) Regular Commission Meetings, December 15, 2020, January 26, 2021, and Special Commission Meetings February 4, 2021, February 12, 2021

2) Acceptance of Financial Statements –JANUARY - SUBJECT TO AUDIT

3) Approval of Reports: FOR FILING ONLY

(a) Department Reports: Police Department, Public Works, Building Department

(b) Beautification Committee – January 27, 2021

(c) Town Review Board – February 3, 2021

(d) Finance Committee – February 8, 2021, February 22, 2021 (at Table)

*No Meetings this month* – Board of Adjustments, Hester Wagner Community House Workshop, Permit & Inspection, Code Enforcement, Traffic Committee

4) Appointments & Resignations

5) Proclamations/Resolutions – None

Commr Calenda made a **Motion** to accept the Consent Agenda, Vice Mayor Niemann 2<sup>nd</sup> the motion. Unanimous vote. **Motion Approved.** Voting Yes were 6. Voting No was 0.

XIII. Unfinished Business

XIV. New Business – None

XV. Review of Newly Assigned Action Items

1. Attorney Richardson will send “Sunshine Law” documents to be included in the next Commission and Committee packets.
2. Signs announcing Commission Meetings to be placed on Sheridan.
3. Richard Jones will help make suggestions as to how we should invest our money.
4. Commr Jones will reach out to those who live on Jeannie Drive regarding those interested in the COVID-19 vaccine to be dispensed in Melbourne Village.
5. Ward will check on the County gate at NASA.
6. Building official and permit calculations

XVI. Approval for Payment – None

XVII. Adjournment 8:33 pm

ATTEST:

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*Jimmy Collen*  
Town Clerk/Treasurer

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*Willow W. Martin*  
Mayor