

**TOWN OF MELBOURNE VILLAGE  
MINUTES**

**Regular Commission Meeting  
Tuesday October 27, 2020  
7:00 PM - Town Office**

I. **Called to Order** at 7:17 pm by Mayor Salmon

II. **Pledge of Allegiance** led by Mayor Salmon

III. **Roll Call**: Present were Commissioners: Anderson, Calenda, Jones, Murphy, Sinton, Vice Mayor Carroll, and Mayor Salmon

Present at the meeting: Atty. Richardson, a number of residents came in/out of the Town Office during the meeting (Gail Griswold, Steve Gaul, Gary Howell, Sandra Smith, Suzan Bryant, Chris Salmon, Willow Martin, Tabitha Niemann, Peter Mc Charles, and others) and 27 residents attended via Zoom. Martin McAlwee and Kim Zarillo assisted with Zoom and minutes functions for the meeting. This meeting took place during the more stringent of the gathering restrictions of the Covid-19 Pandemic.

IV. Mayor's Report (Given Verbally at Table)

Mayor Salmon Report on Department head evaluations will be added to the agenda. The Mayor read the Department Heads' Evaluations for the record. After reading the Town Clerk/Treasurer's evaluation, the Mayor informed the Commission that the services of the Town Clerk/Treasurer had been temporarily removed from employment on October 27, 2020 according to the Town Charter pending the Commission approval. (as clarified by Atty. Richardson) The commission has two choices to ratify the termination or re-hire the former Town Clerk/Treasurer. Commission discussion ensued with comments from Town residents in attendance in person or on zoom. The terminated employee, Gail Griswold (in person) raised the option of accepting her resignation or retirement. After further discussion with input from the Town Attorney, Mr. Richardson, the Commission elected to accept the immediate resignation of the employee with the employee to receive a "severance" package of remaining on payroll and keeping health benefits until 31 December, 2020.

It is anticipated that the terminated employee after her resignation will author memorandums detailing Town procedures and practices to facilitate the transition to a new Town Clerk/Treasurer. This will be voluntary on part of terminated employee. The formal motions that put the above action in place was as follows:

**Motion:** Comm. Calenda, 2nd, Comm. Murphy to accept resignation of Gail Griswold as Town Clerk/Treasurer in two months with the employee to stay away from Town Office and during the two months she (Ms. Griswold) is to document Town processes in the office and help with the transition. After discussion on the motion and advice from Atty. Richardson, the motion was withdrawn. Ms. Griswold stated she accepts resignation ending in 2 months and agrees to document procedures for the new person.

**Motion Withdrawn:** by Comm. Calenda and by 2<sup>nd</sup> Comm. Murphy.

**Motion Approved:** Unanimously by a voice vote.

**Motion:** by Comm. Calenda, 2nd by Comm. Murphy, to accept resignation of Town Clerk/Treasurer, Gail Griswold, effective immediately, with Gail Griswold to remain on the payroll and receive employee benefits until December 31, 2020. **Roll Call Vote:** Voting Yes were Commissioners: Anderson, Calenda, Jones, Murphy, Vice Mayor Carroll, and Mayor Salmon. Voting No: Comm. Sinton.

**Motion Approved:** 6 -Yes and 1-No

V. Additions/Deletions and Re-ordering- Employee reviews for Department Heads were read into the record during the Mayor's Report. Termination of Town Clerk/Treasurer was acted upon as apart of Mayor's report

VI. Business Tax Receipt Applications/Appearances /Presentations-Application from Alexandria Ferris, dba, Venomous Design, was considered.

**Motion:** by Comm. Calenda, 2nd, Comm. Anderson, to approve Business Tax Receipt Application. **Roll Call Vote:** Voting Yes were Commissioners: Anderson, Calenda, Jones, Murphy, Vice Mayor Carroll, Comm. Sinton, and Mayor Salmon. Voting No: None.

**Motion Approved:** 7 -Yes and 0-No

VII. Public Forum –

VIII. Correspondence-none

IX. Commission and Verbal Committee Reports- none

X. Review of Previously Assigned Action Items- (At Table)

Town Superintendent George

XI. Department Reports

A) Police Department- Chief Gary Loos

October Report provided. 1). Chief noted that Public safety was at full staff. 2). Discussion on Golf Cart recommendations regarded the nature of Golf Cart ordinances and cited examples of ordinances from neighboring cities and towns. Based on discussions it was agreed that Chief Loos would give the Town Attorney recommendations for the Golf Cart ordinance and the Town attorney would prepare a draft ordinance. Input from residents would be gathered and brought to the Town Commission to consider during the reading of ordinance. 3). Chief reported that Heroes and Helpers program with Target was going virtual and required a cash match of \$1,000. After pros and cons were discussed the Chief and the Commission agreed the town would not participate in the program this year.

B) Public Works - Town Supt. George Tompkins

October Superintendent Report provided.1). Truck repairs reviewed and bill for repairs was discussed.

**Motion:** by Comm. Jones, 2nd, by Comm. Murphy to pay Gatto's invoice in the amount of \$3,702.46.

**Roll Call Vote:** Voting Yes were Commissioners: Anderson, Calenda, Jones, Murphy, Vice Mayor Carroll, Comm. Sinton, and Mayor Salmon. Voting No: None.

**Motion Approved:** 7 -Yes and 0-No

C) Administration - Town Clerk/Treasurer, Gail Griswold. No report.

Mayor Salmon reported on status of comprehensive plan amendments. Letter was received from Florida Dept. of Economic Opportunity (FDEO) giving interim status on plan submissions. FDEO will contact the Town when any additional information will be needed.

D) Treasurers' Report-Town Clerk /Treasurer, Gail Griswold. No report.

Mayor Salmon noted the Truth in Millage Certification was accepted by the Florida Dept. of Revenue.

XII. Consent Agenda

Opportunity for Audience input regarding Consent Agenda - None

Opportunity for Commission to Remove Items from Consent Agenda- None

Recommended Action

1) Approval of minutes for filing

a) Regular Commission Meeting, 2<sup>nd</sup> Public Hearing/Budget-Sept. 24, 2020.

2) Acceptance of Financial Statements for September 2020-subject to audit.

3) Approval of Reports

a) Department Reports: Police; Public Works; Building

b) Planning and Zoning/TRB -Oct. 5, 2020

c) Board of adjustment-Oct. 20, 2020

d) Finance Committee-Oct. 26, 2020

No meetings this month-Code Enforcement; Hester Wagner; Permit and Inspection; Traffic: Town Beautification;

**Motion** by Comm. Calenda to approve Consent Agenda, 2<sup>nd</sup>, by Comm. Jones.

**Motion Approved**

4) Appointments & Resignations-None

5) Proclamations - None

XII. Unfinished Business

XIV. New Business

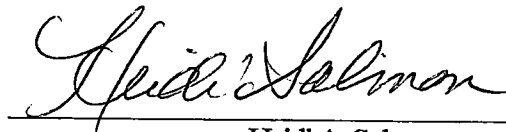
XV. Review of Newly Assigned Action Items

XVI. Approval for Payment- See above payment of Gatto's Invoice

XVII. Adjournment at 10:40 p.m.



ATTEST: Martin McAlwee,  
Meeting Recorder



Heidi A. Salmon

Mayor