

# TOWN OF MELBOURNE VILLAGE

## Minutes

### Regular Commission Meeting

Tuesday October 24, 2017

7:00 PM - Town Office

- I. Called to Order at 7:09 pm by Mayor Carroll
- II. Pledge of Allegiance led by Mayor Carroll
- III. Roll Call: Present were Commr Calenda, Gaul, Murphy, Sinton, Vice Mayor McCoy, Mayor Carroll
- IV. Mayor's Report – (Given Verbally at Table)
  - A) Annual Raise for Chief Jack King  
Motion by Commr Calenda to approve raise of 2%, 2<sup>nd</sup> by Vice Mayor McCoy  
Roll Call Vote: Voting Yes were Commr Calenda, Gaul, Murphy, Sinton, Vice Mayor McCoy, Mayor Carroll; voting No were None  
Approved
  - B) Annual Raise for Town Supt George Tompkins  
Motion by Commr Murphy to approve raise of 2%, 2<sup>nd</sup> by Commr Calenda  
Roll Call Vote: Voting Yes were Commr Calenda, Gaul, Murphy, Sinton, Vice Mayor McCoy, Mayor Carroll; voting No were None  
Approved
  - C) Annual Raise for Town Clerk Gail Griswold  
Postponed
- V. Additions/Deletions and Re-ordering

Add: Kim Zarillo to VI  
Finance Minutes to consent agenda  
Ordinance 2018-01 Budget Revision to New Business  
Remove: Dana Farrell from VI. B) per his request  
During discussion of removing this item it was suggested by members of the commission that the tree ordinance be amended to provide for a designated Town Appointed Arborist or Arborists for residents to employ to support appeals of permit denials.
- VI. Business Tax Receipt Applications/Appearances/Presentations –
  - A) Chris Haley – 6660 Sheridan Road – Dream Kitchens of Brevard  
Motion By Commr Gaul, 2<sup>nd</sup> by Commr Calenda to Approve  
Motion Approved
  - B) Dana Ferrell – Tree Permit Appeal – Removed from agenda at his request
  - C) Kim Zarillo – Fletcherae Consulting  
Motion by Commr Calenda, 2<sup>nd</sup> by Vice Mayor McCoy  
Motion Approved
  - D) Business Tax Receipt - United Parcel Services – Annual Request for POD for delivering Holiday package delivery  
Motion by Commr Gaul, 2<sup>nd</sup> by Commr Calenda to approve  
Motion Approved

VII. Public Forum

Dr Iver Duedall – Acacia Ave – raised issue of access/egress from part of Town east of the L-5 canal in the event of the blockage of the canal crossing at Live Oak. Discussion of issue – two possible exits are from Cajaput Ct. and Crane Rd. In event of emergency, rescue services would make an exit.

Drainage – Town Superintendent Tompkins addressed the issue.

The collapsed culvert behind the mall caused a backup through the system.

The Town needs to identify where easements are needed and needs to assert Town authority over the rights-of-way

Town needs to identify the scope of work to obtain engineering services to draft a drainage improvement program. Need to schedule a workshop with Town Engineer and Town Superintendent. Dates during the first week in December were discussed.

Motion by Commr Sinton, 2<sup>nd</sup> by Commr Murphy to make an emergency withdrawal from the Special Investment Fund of \$50,000 to defray the cost of addressing the drainage issues raised by and caused Hurricane Irma, any funds not so expended to be returned to the investment fund.  
Roll Call Vote: Roll Call Vote: Voting Yes were Commr Calenda, Gaul, Murphy, Sinton, Vice Mayor McCoy, Mayor Carroll; voting No were None  
Motion Approved

Town Superintendent Tompkins proceeded with his report:

A) Public Works – Report reviewed by Town Supt. George Tompkins

1) Annual Raise for Bradley Ward

Motion by Commr Gaul, 2<sup>nd</sup> by Vice Mayor McCoy to approve 2% raise

Roll Call Vote: Voting Yes were Commr Calenda, Gaul, Murphy, Sinton, Vice Mayor McCoy, Mayor Carroll; voting No were None

Approved

VIII. Correspondence – None

IX. Commission & Verbal Committee Reports - None

X. Review of Previously Assigned Action Items – None

XI. Department Reports

A) Police Department – Chief Jack King reviewed his report

1) Richard Delucia termination - Noted

2) Heroes and Helpers Program Grant from Target – Noted

3) Annual Raise for Sgt Jason Wheeler

4) Annual Raise for Officer Gary Loos

Motion by Commr Calenda, 2<sup>nd</sup> by Vice Mayor McCoy to approve 2% raise for Sgt Wheeler and Officer Loos.

Roll Call Vote: Voting Yes were Commr Calenda, Gaul, Murphy, Sinton, Vice Mayor McCoy, Mayor Carroll; voting No were None

B) Public Works – Town Supt. George Tompkins – Presented earlier in meeting

- C) Administration – Town Clerk, Gail Griswold
- 1) Annual Raise for Amber Boerner
  - 2) Annual Raise for Leslie Fay  
 Motion by Commr Calenda, 2<sup>nd</sup> by Vice Mayor McCoy to approve 2% raise for Ms Boerner and Ms Fay.  
 Roll Call Vote: Voting Yes were Commr Calenda, Gaul, Murphy, Sinton, Vice Mayor McCoy, Mayor Carroll; voting No were None
  - 3) Approval of Holiday Bonus for Town of Melbourne Village employees for Payroll 23 Nov (Ending 17 Nov)  
 Motion by Commr Calenda, 2<sup>nd</sup> by Vice Mayor McCoy to approve \$250 per employee pd in November.  
 Roll Call Vote: Voting Yes were Commr Calenda, Gaul, Murphy, Sinton, Vice Mayor McCoy, Mayor Carroll; voting No were None
  - 4) Date of the December Commission Meeting  
 Motion by Commr Sinton, 2<sup>nd</sup> by Commr Calenda to approve moving Regular Commission Meeting to December 19<sup>th</sup>.  
 Motion Approved
  - 5) Approval of Floating Holiday (Dec 26)  
 Motion by Vice Mayor McCoy, 2<sup>nd</sup> by Commr Calenda to approve Dec 26<sup>th</sup> as floating holiday.  
 Roll Call Vote: Voting Yes were Commr Calenda, Gaul, Murphy, Sinton, Vice Mayor McCoy, Mayor Carroll; voting No were None
- D) Treasurers' Report – Treasurer, Gail Griswold
- 1) Request for Proposal for Audit selection  
 Motion by Commr Sinton, 2<sup>nd</sup> by Commr Calenda to approve engaging Crawford CPA for 3 years with 2 one year extensions at \$10,800 per year.
- E) Building Department – Deputy Town Clerk Amber Boerner – noted

## XII. Consent Agenda

- A) Opportunity for Audience input regarding Consent Agenda - none
- B) Opportunity for Commission to Remove Items from Consent Agenda – none  
 Motion by Commr Gaul, 2<sup>nd</sup> by Vice Mayor McCoy to approve
- C) Recommended Actions:
  - 1) Approval of Minutes: For Filing  
 Regular Commission Meeting – September 27, 2017 (At Table)
  - 2) Acceptance of Financial Statements – SEPTEMBER - SUBJECT TO AUDIT
  - 3) Approval of Reports: FOR FILING ONLY
    - (a) Department Reports: Public Works, Police Department, Building Department
    - (b) Finance Committee – October 23, 2017
    - (c) Town Beautification Committee – October 16, 2017
    - (d) No Meetings this month – Planning and Zoning, Town Review Board, Neighboring Relations Committee, Permit & Inspection Committee, Hester Wagner Comm. House Workshop

- 4) Appointments & Resignations – None
- 5) Proclamations/Resolutions – None

Motion Approved

XIII. Unfinished Business – None

XIV. New Business

- A) Ordinance 2018-01 Budget revision for FY 2016-17

Motion by Commr Gaul, 2<sup>nd</sup> by Vice Mayor McCoy to read Ord. 2018-01

Motion Approved

Commr Calenda read Ord. 2018-01

Motion by Commr Gaul, 2<sup>nd</sup> by Commr Sinton to adopt Ord. 2018-01 on 1<sup>st</sup> reading.

Roll Call Vote: Voting Yes were Commr Calenda, Gaul, Murphy, Sinton, Vice Mayor McCoy, Mayor Carroll; voting No were None

Motion Approved

Ordinance 2018-01 approved on 1<sup>st</sup> reading

XV. Review of Newly Assigned Action Items

- 1) Question of Town appointed arborist referred to Tree Code Meeting
- 2) Schedule meeting about lessons learned from Hurricane – Thursday Nov. 2, AHF Hall
- 3) \$50,000 from Investment Fund for Stormwater study
- 4) Special meeting/workshop – schedule 1<sup>st</sup> week in December with Town Engineer and prepare map showing flooded areas
- 5) Notify Crawford CPA of contract choice
- 6) Advertise 2<sup>nd</sup> reading of Ordinance

XVI. Approval for Payment -None

XVII. Adjournment meeting adjourned at 9:51 pm

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Rand Carroll – Mayor

Attest:

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Gail E Griswold – Town Clerk/Treasurer