

**TOWN OF MELBOURNE VILLAGE**  
**MINUTES**  
**Regular Commission Meeting**  
**Tuesday December 19, 2017**  
**7:00 PM - Town Office**

I. Call to Order at 7:02 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; Excused was Commr Lourcey

IV. Mayor's Report –

1) Annual Raise for Town Clerk Gail Griswold

Motion by Commr Gaul for 2% raise effective current pay period. 2<sup>nd</sup> by Vice Mayor McCoy

Motion to amend by Commr Calenda to make raise 1% effective Nov. 1, 2017.

Motion to amend failed for lack of second

Roll Call Vote: Voting Yes were Commr Calenda, Murphy, Sinton, Vice Mayor McCoy, Mayor Carroll; Voting No was Commr Gaul

Vote was 5 Yes 1 No

Motion Approved

2) Set date & Budget (\$2000) for Founders.' Day 2018 – 61<sup>st</sup> Ann. (Suggested April 21 & 22)

Motion by Vice Mayor McCoy to set date for April 22<sup>nd</sup> and approve expenditure of budget of \$2000 plus donations for usual expenses. 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

Vote was 6 Yes 0 No

Motion Approved

V. Oath of Office for Commissioners

Comms Calenda and Murphy were sworn in for their new terms

VI. Additions/Deletions and Re-ordering

None

VII. Business Tax Receipt Applications/Apearances/Presentations –

None

VIII. Public Forum

Richard Jones – has worked with PW in some problem areas of the ditch and swale system.

Recommends purchase of a small excavator to maintain ditches. Suggests that ditches need to be addressed before town can solve problems with swales.

Sandi Dix – Suggested that Gail Griswold needs to be in office more

Mary Jane Moon – raised question regarding workers’ comp insurance – answer: volunteers are covered by town liability insurance.

IX. Correspondence – None

X. Commission & Verbal Committee Reports – None

XI. Review of Previously Assigned Action Items – Reviewed

XII. Department Reports

A) Police Department –

Chief Jack King reviewed his report

Motion by Commr Sinton to add income and expense line items for the “Shop with a Cop” program. 2<sup>nd</sup> by Commr Calenda

Motion Approved

B) Public Works –

Town Supt. George Tompkins reviewed his report

Motion by Commr Sinton to approve the All Brevard Electric bid of \$2124 for electrical work in the garage. 2<sup>nd</sup> by Commr Gaul

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

Vote was 6 Yes 0 No

Motion Approved

C) Administration – Town Clerk, Gail Griswold

1) Reminder Office Open House 29 Dec 2017 - 12-2:30 pm

Noted

D) Treasurers’ Report – Treasurer, Gail Griswold

E) Building Department – Deputy Town Clerk Amber Boerner

Noted

XIII. 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 to Approve. 2<sup>nd</sup> by Vice Mayor McCoy

C) Recommended Actions:

1) Approval of Minutes: For Filing

(a) Regular Commission Meeting – November 28, 2017

(b) Special Commission Works Shop (Drainage) – December 5, 2017

- 2) Acceptance of Financial Statements –NOVEMBER - SUBJECT TO AUDIT
- 3) Approval of Reports: FOR FILING ONLY
  - (a) Department Reports: Public Works, Police Department, Building Department
  - (b) Finance Committee – December 18, 2017  
*No Meetings this month* – Town Beautification Committee, 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

XIV. Unfinished Business – None

XV. New Business – None

XVI. Review of Newly Assigned Action Items

XVII. Approval for Payment –

- 1) Florida Municipal Insurance Trust (FMIT) – 2d Installment 17/17 Fund Year – 13,870.50  
 Motion to Approve by Commr Gaul. 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  
 Vote was 6 Yes 0 No  
 Motion Approved

- 2) Municipal Code Corporation (MCCi) – Laserfiche Support Renewal - \$2,264.25  
 Motion to Approve by Commr Gaul. 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  
 Vote was 6 Yes 0 No  
 Motion Approved

XVIII. Adjourned at 9:37 pm

ATTEST:

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*Rand Carroll*  
 Mayor

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*Gail E. Griswold*  
 Town Clerk/Treasurer