

TOWN OF MELBOURNE VILLAGE
MINUTES
Regular Commission Meeting
Tuesday March 27, 2018
7:00 PM - Town Office

- I. Called to Order by Mayor Carroll at 7:05 pm
- II. Pledge of Allegiance led by Mayor Carroll
- III. Roll Call: Present were Commr Murphy, Commr Sinton, Vice Mayor McCoy, Mayor Carroll;
Excused were Commr Calenda, Commr Gaul, Commr Jones.
- IV. Mayor's Report – (Given Verbally at Table)
 - A) Founders' Day Update – Mayor Carroll reviewed plans for Founders' Day
 - B) Mayor Carroll introduced Michele Rutledge and asked the Commission to consent to his decision to hire her as Deputy Town Clerk at \$15/hr with a potential raise at 6 mos.
Motion by Commr Sinton to approve, 2nd by Vice Mayor McCoy
Roll Call Vote: Voting Yes were Commr Murphy, Commr Sinton, Vice Mayor McCoy, Mayor Carroll; Voting No were None
Motion Approved
- V. Additions/Deletions and Re-ordering
Item XI. B) 1. Tree Removal – removed from agenda
- VI. Business Tax Receipt Applications/Appearances/Presentations
 - A) Business Tax Receipt – A/. Van Catterton – 223 Jeannie Drive – Attorney
Motion by Vice Mayor McCoy to approve, 2nd by Commr Murphy
Motion Approved
- VII. Public Forum
Mary Jane Moon – asked about homes that have been under construction for several years – what are the requirements about getting them completed and signed off on and added to the tax roll. Referred to Daryl Munroe – Building Official
- VIII. Correspondence –
 - A) Letter from Chuck Parkel – Requested detail of Flooding / Live Oak Ave
Letter will be included in information given to engineers once they are selected
- IX. Commission & Verbal Committee Reports
 - A) Commr. Jones – Drainage Update and Renewed Requests Letter
 - B) Commr Sinton – Stormwater RFP update
Schedule of dates for the request for proposals and other stormwater issues were discussed
Motion by Commr Sinton to increase the Mayor's spending approval limit for equipment rental to \$2500/month to rent equipment as needed to address stormwater issues. 2nd by Vice Mayor McCoy
Motion Approved

X. Review of Previously Assigned Action Items

XI. Department Reports

A) Police Department

Chief Jack King reviewed his report

B) Public Works

Town Supt. George Tompkins reviewed his report

Requested that the Commission consider a raise for employee Bradley Ward

Motion by Commr Sinton to raise B. Ward's rate to \$15/hr and promote him to Crew Chief
2nd by Vice Mayor McCoy

Roll Call Vote: Voting Yes were Commr Murphy, Commr Sinton, Vice Mayor McCoy,

Mayor Carroll; Voting No were None

Motion Approved

C) Administration – Town Clerk, Gail Griswold

1) Appointment of new Deputy Town Clerk – addressed earlier

D) Treasurers' Report – Treasurer, Gail Griswold

1) Audit Update – Status updated

E) Building Department – Deputy Town Clerk Amber Boerner

Report 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 Murphy to approve, 2nd by Vice Mayor McCoy

C) Recommended Actions:

1) Acceptance of Financial Statements –FEBRUARY - SUBJECT TO AUDIT

2) Approval of Reports: FOR FILING ONLY

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

(b) Finance Committee – March 26, 2018 (At Table)

(c) Town Beautification Committee – March 7, 2018 (At Table)

(d) Town Review Board – February 22, March 8, and March 22, 2018 (At Table)

No Meetings this month – Hester Wagner Comm. House Workshop, Planning and Zoning,
Drainage Ad-Hoc Committee, Neighboring Relations Committee, Permit & Inspection
Committee

3) Appointments & Resignations –

(a) Resignation: Susan Brown – Town Beautification Committee

(b) Appointment: Heather Clock – Town Beautification Committee

4) Proclamations/Resolutions –

(a) Gopher Tortoise Day – April 10, 2018

(b) Florida Water Professionals Month – April 2018

Motion Approved

XIII. Unfinished Business – None

XIV. New Business – None

XV. Review of Newly Assigned Action Items

- 1) Question about certificates of completion on remodeling jobs – Daryl Munroe, BO
- 2) Prod FPL to finish replacement of wooden poles on Sheridan – Town Superintendent
- 3) Add people to Committee to review proposals – Mayor Carroll

XVI. Approval for Payment –

A) Invoice from Brevard County for Hurricane Irma Debris Removal - \$4,136.72

Motion by Commr Murphy to approve, 2nd by Vice Mayor McCoy

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

Motion Approved

B) Florida Municipal Insurance Trust (FMIT) – 3rd Installment Billing 17/18 - \$13,870.50

Motion by Commr Murphy to approve, 2nd by Commr Sinton

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

Motion Approved

C) Sage Annual Premium Subscription Renewal - \$1658.81

Motion by Commr Murphy to approve, 2nd by Vice Mayor McCoy

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

Motion Approved

XVII. Adjournment: 8:43 pm

ATTEST:

Gail E. Griswold
Town Clerk/Treasurer

Rand Carroll
Mayor