

TOWN OF MELBOURNE VILLAGE

MINUTES

Regular Commission Meeting

Tuesday, April 23, 2019

7:00 PM - Town Office

- I. Called to Order at 7:05 pm by Mayor Salmon
- II. Pledge of Allegiance led by Mayor Salmon
- III. Roll Call: Present were Commr Dix, Jones, Murphy, Sinton, Vice Mayor Carroll, Mayor Salmon.
Excused was Commr Calenda.

- IV. Mayor's Report –
Mayor Salmon reviewed her activities for the past month.
 - A) Founders' Day Update
Mayor Salmon and the commission reviewed plans for Founders' Day

- V. Additions/Deletions and Re-ordering
Add letter from Gretchen Tuten about tree services to Correspondence
Add Beautification Committee report and Chief King's Retirement resignation to Consent Agenda

- VI. Business Tax Receipt Applications/Appearances/Presentations – None

- VII. Public Forum
Sandi Dix thanked Public Works for putting a culvert in in front of Erna Nixon Hammock Park.

- VIII. Correspondence
 - A) Letter from Mary Jane Moon
Atty Richardson noted that Next Door and the AHF newsletter are not official publications of the Town and the posting or publication of a message from the Mayor by either does not make that publication or website public record. He said it was similar to the Mayor sending out a press release that is published in a newspaper. The newspaper does not become public record, the press release is and should be retained by the Mayor as such.

 - B) Letter from Gretchen Tuten
The Town does not allow door-to-door solicitation for the purpose of selling goods or services, except by businesses having Business Tax Receipts from and located in Melbourne Village. The Police Department is trying to be pro-active in stopping these tree services from soliciting, but is handicapped by not knowing when they are at a house on contracted business. Residents should call the Police when bothered by these businesses and they will speak with them.

 - C) Arcadier house on South Drive – Atty. Richardson reported on the reply to his letter requesting that the homeowner remove the bricks from the Town right-of-way. The homeowner would like to leave the bricks on the east side of the drive, and will remove the rest. There was discussion about the precedent this might set. The Mayor and Public Works will look at the situation and determine whether the bricks would block drainage.

- IX. Commission & Verbal Committee Reports
 - A) Commr Dix question re: golf cart liability
Atty Richardson advised that the Town has no particular liability in the situation.

- X. Review of Previously Assigned Action Items
Reviewed

XI. Department Reports

- A) Police Department – Chief King reviewed his report
Chief King briefly discussed his retirement plans – he will be retiring at the end of May.
Motion by Commr Dix, 2nd by Commr Sinton to accept his resignation due to retirement with appreciation for his service and best wishes.
Motion Approved
- B) Public Works – Bradley Ward reviewed the report.
- 1) Drainage & Swales
The next area to be worked on will be the Sheridan-West Pine Area.
A dead tree at West Pine and South Dr. is on County Right-of-way. They will be contacted.
 - 2) Request from James Hammond re: swale
Mr. Hammond objected to the work that was done on the swale in front of his house and indicated that the survey markers show that the ditch is on his property.
The Public Works department will fill in ditch to same level it was before work was done.
- C) Administration – Town Clerk/Treasurer Griswold
- 1) Employment of Susan Downey as Deputy Clerk at \$15.50/hr with raise on successful completion of probation
Motion by Commr Sinton to approve, 2nd by Commr Dix
Roll Call Vote: Voting Yes were Commr Dix, Jones, Murphy, Sinton, Vice Mayor Carroll, Mayor Salmon; Voting No were None.
Vote was 6 Yes 0 No
Motion Approved
- D) Treasurers' Report – Town Clerk/Treasurer Griswold
- 1) Investment Report
Noted
 - 2) Audit Update
Underway
 - 3) Finance Committee recommendation that the trigger balance for a transfer from the checking account to the Florida Prime investment account be raised from the \$75,000 approved by the Commission to \$100,000.
Motion by Commr Sinton to approve, 2nd by Commr Dix
After some discussion a consensus was reached to table this motion to the next meeting.
- E) Building Department 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 Jones, 2nd by Commr Dix to approve the consent agenda.

C) Recommended Actions:

- 1) Approval of Minutes: For Filing
 - (a) Regular Commission Meeting – March 26, 2019
- 2) Acceptance of Financial Statements – MARCH- SUBJECT TO AUDIT
- 3) Approval of Reports: FOR FILING ONLY
 - (a) Department Reports: Public Works, Police Department, Building Department
 - (b) Board of Adjustment – April 4, 2019 (at table)
 - (c) Town Review Board – April 8, 2019
 - (d) Planning & Zoning/LPA – April 18, 2019 (at table)
 - (e) Finance Committee – April 22, 2019 (at table)
- 4) Appointments & Resignations - new Deputy Town Clerk Susan Downey
- 5) Proclamations/Resolutions – None

Motion Approved

XIII. Unfinished Business – None

XIV. New Business

- (A) New Target Sign – recommended for approval by P&Z/LPA

Motion by Commr Jones to approve, 2nd by Commr Dix

Motion Approved

- (B) Dayton Blvd. Bridge – results of Mayor Salmon’s discussion with the County

Mayor Salmon gave a power point presentation summarizing the issue with the bridge and the results of her April 10th meeting with representatives of Brevard County.

They gave two estimates of cost of work: to replace the culvert and road, leaving the pedestrian bridge as it is, would be \$310,000. To remove the pedestrian bridge and extend the culvert/bridge to provide a walkway would add \$100,000 giving a project cost of \$410,000.

Motion by Commr Dix to go ahead with the County offer to negotiate a contract and bring back the specific offer. 2nd by Vice Mayor Carroll

Commr Jones noted that the St. Johns River Water Management District has some responsibility and should be asked for funding assistance.

Motion Approved

XV. Review of Newly Assigned Action Items

Dayton Blvd Bridge – Mayor Salmon and Atty Richardson to negotiate contract

XVI. Approval for Payment – None

XVII. Adjournment – Meeting adjourned at 9:32 pm

ATTEST:

Heidi A. Salmon
Mayor

Gail E. Griswold
Town Clerk/Treasurer