

TOWN OF MELBOURNE VILLAGE
MINUTES
Regular Commission Meeting
Tuesday December 14, 2021
6:30 pm, Town Hall +Zoom

I. Call to Order - 6:30 pm by Mayor

II. Pledge of Allegiance - Led by Mayor

III. Roll Call – Commr’s Anderson, Ditty, Ingram, Jones, Vice Mayor Calenda, Mayor Niemann. Commr. Murphy was excused. Also present was Town Clerk Collen and Accountant Heather Roberts.

IV. Mayor’s Report

-Mayor noted the help from the Towns multiple volunteers including the commission and additionally recognized Finance Chairperson Ross Whitley for his dedication to Town accounting.

-The Towns Audit has commenced and is working on a Trial Balance for end of year. Mayor noted this has started much earlier than last year and times past.

-Public Works has worked tirelessly in repairing the Hester Wagner House which has led to increase of reservations.

-Police Department has continued to work on supplementing its operating expenses with various grant awards.

V. Additions/Deletions and Re-ordering

-Due to the importance of the “Consent Agenda” **Vice Mayor Calenda motioned to move the consent agenda early and to recognize Ms. Teri Maxner and Ms. Mary Murphy as appointed to the Finance Committee. Commr. Anderson 2nd. The **motion carried** by all commissioners voting yes.**

-Final Reading of **Ordinance #2021-05** to Amend the 2020-2021 Budget. **Motion by Vice Mayor Calenda to approve the Ordinance as read. Commr. Jones 2nd. The **Motion carried** by all commissioners voting yes.**

VI. Appearances/Presentations-none

VII. Public Forum

-Town Police Officer Roger Mason stated he was leaving the Town to pursue other employment and enjoyed his time with the Town. Ofc. Mason also invited anyone who is interested to see what he does to ride along with him before he leaves in January.

-Carol Dobson Stated concern of overspending in the police department and suggested a "commissioner to act as liaison."

VIII. Correspondence-none

IX. Commission & Verbal Committee Reports

-Town Finance Committee recommended the Commission to approve a 2% raise for employees and to adhere to the budget as approved.

-Mayor stressed need for decorum and time limits during meetings and provided a report of other municipalities who have specific end times for commission meetings. The Town will entertain a 10:00 pm end time in the future but can be extended by motion.

-Town Review Board to meet December 22, 2021.

X. Review of Previously Assigned Action Items

-Commr. Ditty provided extensive research on Building Official pay and duties. It was determined the Town of Melbourne Beach is most comparable with the Town of Melbourne Village. A works shop will be held after the first of the year in order to better understand the Towns options and requirements. Mayor Niemann advised the Town Finance Committee had recommended to increase permit fees to cover a standard pay for the current Building Official.

XII. Department Reports

A) Police Department – Sgt Veina

-Town residents were "thanked" for donating money to the police department operations (361.50).

-Ofc. Roger Mason resigned effective January 7, 2022.

-Provided current report of "calls for service."

B) Public Works – Ryan Pylman

-Public works has been updating signs with reflective tape.

-Installed a new notification board outside Town Hall.

-Continues to care for the maintenance of Town property and roadways.

-Mr. Pylman was thanked for his industriousness and attention to the Town while the superintendent was on vacation. It was determined to remove him from extended employment probation due to his pattern of dedication to the Town.

C) Administration – Town Clerk/Treasurer Collen

- Town Clerk completed Notary Education as requested from Town and has been assigned a stamp.
- Town Clerk will have completed Finance Education as required on December 14, 2021.
- Treasury Department has not released its updated usages for Rescue Act Fund and advice is still to reply on Town Attorney for guidance.
- Eligible Town employees will be receiving United Healthcare.
- Town will be soon updating its computer infrastructure by use of “Cloud” computing.

XIII. *Consent Agenda-approved under section V.*

- D) Opportunity for Audience input regarding Consent Agenda
- E) Opportunity for Commission to Remove Items from Consent Agenda
- F) Recommended Actions:

Approval of Minutes: For Filing

1) Approval of Reports:

- (a) Department Reports: Public Works, Police Department, Building Department.
- (b) Previous Commission Meeting Minutes November 2021.
- (c) Charter Review November 2021-Attached with Recommendations in Minutes.
- (d) Finance Committee – December 14, 2021 – (At Table).

2) Proclamations/Resolutions/Ordinances

- (a) Second reading Ordinance 2021-05(Footnotes Attached)-moved to front of meeting.

XIV. Unfinished Business

(a) Employees raise and benefits.

-The Town commission expressed concern of the rising cost of living and challenges of retaining and hiring employees. The Commission will hold a workshop in the month of February to better mitigate the issue.

Vice Mayor Calenda motioned to approve a 2% employee wage raise to include United Healthcare coverage for eligible employees. **Commr. Anderson 2nd**. The **Motion carried** by all Commissioners voting yes.

Vice Mayor Calenda motioned to reallocate \$15,000. of the police car budget in reserve and \$2,000 from the contingency budget fund and spread the amounts across for employee health benefits. **Commr. Ditty 2nd**. The **Motion carried** by all Comr.'s voting yes.

Vice Mayor Calenda motioned to authorize a \$250.00 payment as outlined in the budget to each employee as holiday pay for 2021. **Commr. Anderson 2nd**. The **Motion carried** by all Commissioners voting yes.

XV. New Business-none

-Angie Corley asked to speak since she was not present during Public Forum. Ms. Corley asked the commission if the Town could offset the electrical bill for a resident on Dayton for his holiday displays. The Town expressed appreciation for the multiple displays but advised it was not in a position to consider independent bills.

recommended having a back-up for a hybrid set up. Suspects increased costs of inspections will be assumed by the residents, not the Town.

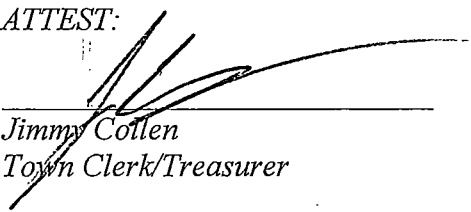
6. Dee Smith questioned whether Mr. Munroe is willing to work. Several people stated he will work if the Commission hires him as a part-time employee.
7. Cameron Anders has had a great working relationship with Mr. Munroe while remodeling his home and new garage. Stated Mr. Munroe has not had a raise since he began working for the Town 21 years ago. Suggested the Commission find out exactly what he needs to continue working for Melbourne Village.
8. Gigi Atwell has observed both sides—good and bad inspections by Mr. Munroe. Suggested someone have a heart-to-heart with him to include what he is expecting for an hourly rate.
9. Rob Downey has experienced working with five inspectors since 1989 including Mr. Munroe. Back in 2014 when Mr. Downey was mayor of Melbourne Village Mr. Munroe asked the Town to consider hiring him as a part-time employee. Unfortunately, no action was taken. Recommended part-time status. Also recommended having a back-up, possibly through a co-op with West Melbourne. As far as current permits needing inspections, suggests the Town pay him retroactively to January 1, 2022, with new terms.
10. Tom Merz currently has a permit that requires inspections. Has had no issues with Mr. Munroe and suggested a hybrid set up.
11. Commr. Ditty read an email from Gretchen Tuten stating her displeasure with some of Mr. Munroe's inspections. Suggested Mr. Munroe needs continuing education, and the Commission should evaluate his current credentials.

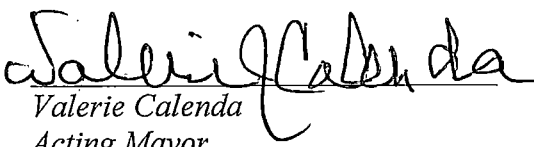
E) Commission Input

1. Commr. Anderson asked if the Town must pay for SAFEbuilt even if we don't use them? Questioned if there may be a set-up fee for contracting with SAFEbuilt? Suggested we find out what Mr. Munroe wants and hire him as a part-time employee.
2. Commr. Jones stated SAFEbuilt is about three times the current cost for inspections. Suggested offering Mr. Munroe a 10% increase.
3. Commr. Murphy suggested reaching out to the Space Coast League of Cities because we are in crisis mode. Volunteered to write a job description for our Building Official.
4. Commr. Ditty said we should create the part-time position once we know the terms. Also stated we need backup in terms of a hybrid using SAFEbuilt.
5. Commr. Ingram said we need to protect our residents, rectify the backlog of inspections, and find out what Mr. Munroe needs: Possibly offer \$35.00 per hour or less than \$40.00 per hour. Suggested a Special Commission meeting next week to vote.
6. Acting Mayor Calenda stated she will contact Mr. Munroe to find out what he wants. It will not include mileage. She asked if the Commission would stay for the phone call.

V. Adjournment – 12:45 pm the audience was dismissed so the Commission could call Mr. Munroe privately to discuss his status but was not able to reach him.

ATTEST:


Jimmy Collen
Town Clerk/Treasurer


Valerie Calenda
Acting Mayor