

TOWN OF MELBOURNE VILLAGE
MINUTES
Regular Commission Meeting
Tuesday August 23, 2022
6:30 PM – Town Hall

I. Call to Order at 6:31 by Mayor Niemann

II. Pledge of Allegiance led by Mayor Niemann

III. Roll Call Present: Commissioner Anderson, Ingram, Jones, Vice Mayor Calenda and Mayor Niemann. Resigned: Commissioner Murphy

IV. Mayor's Report

- Monday September 12, First Public Hearing on the FY 23 Budget is scheduled. Current projected Millage rate is 9.6014, the lowest rate since 2015. Final hearing, Monday September 19. Both meetings at 6:30 pm.
- Mayor Niemann commended everyone on facilitating a smooth transition of the Police Department to the BCSO. Many details still need to be worked out.
- Project Lifesaver, a service of BCSO aids in tracking wandering residents with dementia and other related disorders, is being researched as a possible service for residents.
- Scheduling of a public Question and Answer session with representatives from the BCSO is forthcoming. A postcard is being prepared with contact and pertinent information.
- Sue Ditty, unopposed, will become Mayor in November. Five residents running for 4 Commission seats on November ballot – Fred Anderson, Bridget Foster, Gary Howell, Dave Jones and Norton Muzzone.
- Thank you to Morris Richardson, our Town Attorney for helping guide us through many recent changes and challenges as he moves onto his new position.
- Applications forthcoming for two temporary Commission seats – Sue Ditty had to resign to run for mayor and Gerda Murphy, who resigned yesterday.

V. Additions/Deletions and Re-ordering

- Omit August 16 Commission Minutes, from Consent Agenda (not submitted).
- Omit August 22 Finance minutes (not submitted).
- Add discussion to new business regarding Police Department

VI. Correspondence Appearances, Presentations

- A. Julie Tranker provided notes on status of L-8 Canal maintenance (located behind Blue Jay Lane) and the new development in that area being planned by West Melbourne.

VII. Public Forum (3 minute limit each)

- Mary Jane Moon met three of the deputies from the Sheriffs' Department on Friday. She also ~~and~~ wished Attorney Richardson well in his new position. He will be missed.
- Suzan Bryant wondered if Sam's Club memberships had been discontinued for former employees. Mayor confirmed it has been completed.

- Denise Boehm asked Commission to consider having a contract administrator to manage and ensure that we are getting what we are paying for, and act as a liaison between the BSCO, Commission and residents. Suggested Angelo Caravano as a possibility.
- Paula Bailey suggested that the Finance Committee determine how the Police Departments fine and ticket income has trended over time and compare with the same as we move forward with BSCO. These figures may help set expectations should the department be reconstituted.

VIII. Consent Agenda

- A) Opportunity for Audience input regarding Consent Agenda.
 - 1) Sandra Smith of the Finance Committee reported that minutes from August 22 have not been submitted for approval.
- B) Opportunity for Commission to Remove Items from Consent Agenda.
 - 1) August 16 Special Commission minutes have not yet been submitted for approval.
- C) Recommended Actions:

MOTION by Commissioner Calenda and 2nd by Fred Anderson to “Approve the Consent Agenda except for minutes from the August 16 Special Commission meeting and the August 22 Finance Committee meeting.” **MOTION passed.**

- D) Approval of Minutes: For Filing
 - (a) Regular Commission Meeting – July 26, 2022
 - (b) Special Commission Meeting – August 3, 2022
 - (c) Special Commission Meeting – August 11, 2022
 - ~~(d) Special Commission Meeting – August 16, 2022 (at table)~~
 - (e) Special Commission Meeting – August 18, 2022 (at table)
 - ~~(f) Finance Committee Meeting – August 22, 2022 (at table)~~
 - (g) Town Review Board – July 26, 2022
- E) Acceptance of Financial Statements – JUNE – SUBJECT TO AUDIT (at table)
- F) Approval of Reports: *FOR FILING ONLY*
 - (a) Department Reports: Public Works (N/A Police Department, Administration, Treasurer’s Report, Building Department)

IX. Department Reports

- A) Police Department
 - Mayor Niemann requested BSCO to submit a monthly report and possibly have a representative present at the regular monthly Commission meetings.
 - BCSO contracted coverage is from 6 am – 6 pm will consist of a dedicated officer daily, but to keep them from becoming complacent, different deputies will be rotated through on their schedules.
- B) Public Works - Bill Losee
 - Two old walk-behind mowers, no longer functioning will be sold, along with the shipping container and an old backhoe if it can’t be repaired.

- Someone has dumped furniture in town dump. Recommends a gate be installed. Estimated cost is \$400. A key would be provided for Waste-Pro so they can enter.
- Porta-mole and other equipment have been brought back to good working condition.
- Public works has mowed and cleaned up several residential properties to improve the view when entering/driving through the Village.
- Current priority is to provide maintenance on the main drainage areas. After that, a schedule will be created to clean driveway culverts and ditches/swales.
- A work order system has been implemented for residents to submit work requests. The form can be found in the office and will be added to the website.
- The county has scheduled the L-8 canal to be dredged in the next couple weeks. A request was made to ensure that the clogged grate in this area is cleaned.
- Beautification Committee is planning to landscape at the Dayton Road entrance sign.
- FDOT is scheduled to repair the storm drain on Dayton at 192.

C) Administration N/A

D) Treasurers' Report

- Heather Roberts has accepted part time position as Treasurer and also taking on some of the Town Clerk duties. If she becomes more of a full time clerk, she has been asked to consider taking required clerk training.

E) Building Department

- Chanda Kelley will take on this task and provide monthly building permit reports.
- The Building Official is working hard to get our town staff up to date on proper procedures for permitting. He will not review a permit if it not submitted with all required steps completed.
- Charley's Cheesesteak moving forward.
- The new Antique Mall, in the Target plaza, is scheduled to open in September.

X. Commission & Verbal Committee Reports

A) Commissioner Jones – Vehicle Sale update

- The two decommissioned police vehicles have been sold and \$10,200 received.

XI. Action Item Review

- Permit calculation sheet still in progress.
- Determine No Smoking Regulation for outside of the Community House – perhaps designate an area?
- Personnel manual revision is ongoing.
- Job Descriptions for admin. staff will be emailed to Commission for final approval.
- Master Calendar of Financial and Town deadlines is still in process.
- Supervisor Losee is creating a Public Works Annual Calendar of key duties.
- Supervisor Losee will present contract from 1 Tree Experts at the next Commission meeting. The Town will be listed as an additional insured.

- An RFP is being prepared to solicit retention of a Town Engineer.
- A postcard with information about BSCO services is being prepared for mailing.
- Looking for volunteers in the next couple weeks to help with the Cardinal mailing.
- Town Volunteer Appreciation Breakfast scheduled for October 1 at the Community House.
- Town Clerk position remains challenging to fill. The salary the Town is able to pay is not competitive in current economic environment.
- Rescue Act deadline is approaching.
- The Charter Committee met with Attorney Richardson who reported they have a good working product and aim to finalize around December of this year. The goal is to get it on the Ballot for election in either 2023 or 2024. Attorney Richardson will continue volunteering to work with the committee.

XII. Unfinished Business- None.

XIII. New Business

A) Police Department office, Vehicle Maintenance and Decoy Vehicles

- We don't yet have vehicle keys from BSCO but will get them and keep the vehicles in working order.
- Door locks to office will be changed. Not sure if/when we will be given access to the area.
- Looking into having the BSCO continue using a decoy car that is rotated throughout the town.

B) Cardinal Newsletter

- Scheduled to be published/mailed in the next few weeks.
- Biographies are being collected from each commission candidate.
- Looking for pertinent articles/information to be included.

C) Police Department Discussion

- The BSCO nighttime coverage is reactive, not dedicated, but the South Precinct on Sarno Rd is relatively close to Melbourne Village. Being located between Wickham Rd and Route 192 is an advantage, as this area is highly patrolled and can improve response time. We can also count on Mutual Aid support from Melbourne and West Melbourne Police Departments. Additionally, the Fire Department responds to calls quickly due to proximity.
- The South Precinct boundary extends from Micco/Barefoot Bay to Post Road
- BCSO will receive the weekly schedule of Community House bookings. They will be requested to patrol Hall Road during scheduled events, especially on Friday and Saturday nights.
- A suggestion to install a "Knox Box" for keys to our offices and provided to first responders to eliminate the need for breaking of doors in case of an emergency.
- Town owned equipment has been inventories and locked up in one of the offices.
- If we decide not to re-form our police department, we could segue into a Municipal Service Taxing Unit (MSTU), which is more cost effective than a contract and will

result in a lower millage rate. Palm Shores and Malabar already operate with an MSTU.

- Time will tell whether or not we decide to reinstitute a Police Department. It could prove more costly than county services, which can provide more and better administrative services. Commission will continue having meetings/workshops/discussions with residents during the next 6-12 months.
- The BSCO will verify safety in the town following a storm/hurricane.
- Mayor Niemann will continue to gather questions from the commission, staff and residents for the BSCO.

D) Budget discussion continuation of FY 2023

- Heather Roberts addressed Finance Committee recommendations due to departure of Police Department by adding BCSO contracted amount and subtracting PD costs such as payroll, education and training. Budget can be amended going forward if necessary.
- Adjustments/recalculation made to payroll, taxes, deferred compensation based on current actual employees.
- Improvement to bottom line is +\$155,000 for police department change.
- Expenses
 - Add \$750 monthly for retention of legal services.
 - IT budget changes-Commissioner Jones identifying and adding line items for various services – Computer IT Support, Phone Service, Internet Provider, Scanner Service/Support, and Copier Support, ~\$26,000. Need to plan for equipment upgrades/purchasing. Accounts will be identified on budget line items and adjusted. A separate worksheet for IT will be created for quick referencing of total expenses.
 - Add Email accounts for Commissioners – It is towns responsibility for maintaining those as public records.
 - Add group list for communicating to residents, i.e. Constant Contact.
 - Add line item for Engineer.
 - Earmark sale of police vehicle money for purchase of Public Works ATV/Rhino vehicle.
 - Increase Legal Ads to \$3,000; Election to \$5,000; Admin Education and Training to \$5,000, Public Works Education and Training to \$1500
 - Misc. Admin - Heather to create a worksheet to explain what “Misc.” includes
 - Keep PW uniform budget/operating supplies at \$4,000.
- Capital Expenditures - hoping to use some Rescue Act Funds.
- PD Grants and Accounts - Heather Roberts will prioritize getting clarification on account authorizations.
- Garage the two new PD vehicles purchased with Grants and keep them running and maintained until final determination is made.

E) Other

- Two temporary Commission seats need to be filled from now until the November 22 Regular Commission Meeting when the new Commission is sworn in. Applications will be made available for interested residents. Commission to vote.

Next Meetings:

- Prior to Sept 7 – Finance Committee meeting - review changes/make recommendations.
- Sept 7 – Special Commission Meeting on Budget.
- Sept 12 – Preliminary Public Hearing - Budget FY 2023.
- Sept 19 – Final Public Hearing - Budget FY 2023.

XIV. Approval for Payment. None.

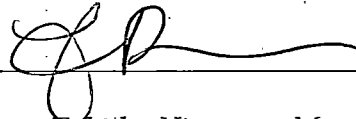
XV. Adjournment 8:52 pm

If an individual decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, a record and transcript of the proceedings will be required and the individual will need to ensure that a verbatim record and transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based and will be acceptable in a court of law (FS286.0105). Such person must provide a method for recording and transcribing the proceedings verbatim as the Town does not provide such a record or transcript. In accordance with the Americans Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, within a reasonable time prior to the meeting contact the Office of the Town Clerk (321) 723-8300.

ATTEST:



David Jones, Commissioner



Tabitha Niemann, Mayor