

TOWN OF MELBOURNE VILLAGE
MINUTES
First Public Hearing
Wednesday November 16, 2022

I. Call to Order – 6:33 pm

II. Pledge of Allegiance led by Mayor Niemann

III. Roll Call: Commissioners Anderson, Foster, Ingram, Jones and Muzzone were present. Vice Mayor Calenda and Mayor Niemann were also present.

IV. Final Budget - First Hearing for FY 2021/2022 Final Budget and then Final reading on November 29, 2022.

Heather Roberts spoke regarding the Final Budget for FY 2021/2022, and changes that had to be made we had to up our revenue for the 2 police vehicles and up our expenses in relation for that as well. Increased our revenue by \$102,000 and increased our expenditures by \$125,000. The state revenue was estimated at \$ 22,600 but came in at \$27,000 bumped that up by \$5,000. The grants for the 2 Police cars were \$82,000 and the additional money that we just paid will not be in this year's budget. We had to increase our assets for the 2 vehicles we sold \$12, 200 and we did not have a budget for donations and gifts and that was \$3,000. That brings the total to \$102,200. Our expenses we had a line for contingencies that was in our general government for \$10,000 and that had to be eliminated. We can't have a final budget with a contingency line. That was allocated to the Police and Public works salaries because they both had a significant payout for vacation. The other main consideration was for Public Safety for the Sheriff's Contract for 2 bills within the FY 2021/2022 which were approximately \$30,000. Capital outlay for equipment and police vehicles were increased by \$95,000. Overall expenses increased by \$125,000. We did not adjust the special revenue fund or the stormwater fund. There is still room for audit adjustments.

David Jones – just a quick summary our total revenue was adjusted for FY 2021/2022. A year from now we will it line for line to know exactly how it all worked. **Heather** – The total revised general fund revenue is approximately \$895,000 with the unaudited year-to-date revenue currently at approximately \$930,000. The total revised general fund expenditures are approximately \$929,000 with the unaudited year-to-date expenditures currently at approximately \$871,000.

Vice Mayor Calenda made motion to read Ordinance 2022-03 in full, **Comm. Jones** seconded, motion carried. Vice Mayor read the Ordinance 2202-03 in full.

Vice Mayor Calenda made motion to accept as read Ordinance 2022-03 in full, **Comm. Anderson** seconded, motion carried.

V. Approval of Office Furniture – 2 Desk for office staff

Mayor Niemann – To be professional we need to look professional. We need to 2 desks for the office staff. The finance committee recommend using the Police desks, but there are not 2 matching. The also recommended a secondhand store but we would not be able to find matching desk. The mayor found almost the same desk for \$200 less than what was presented to the Finance committee which would work. We did find another desk for \$500 but they are smaller, and we would need to buy other furniture for storage. We also need to fix the floor under one area because there is no tile there. **Vice Mayor Calenda** suggested to use funds from HWCH to finance the updates to the office staff area. **Norton Muzzone** – it's a safety issue it's not just the floor. **Heather Roberts** – the desk the finance committee looked at were about \$900 each. The Finance Committee is planning to schedule meetings thru the year to adjust the budget through the year. We have \$27,000 in the HWCH reserve. **Vice Mayor Calenda** we need new carpet, new floors in the office area, paint the walls but the office area is the priority right now. Val is going to head the renovation plan for the office starting with the Staff area first.

Talking about redoing Kitchen area in the HWCH and the bathrooms. That is not on the agenda for this year. The trees around the HWCH are owned by the AHF and we need to send a formal letter to get them cut down because their trees could be a potential danger.

VI. Town Engineer – We have received one quote for \$150hr from Trager and sent off for another one recommended by Dan Ferry. Dan Ferry cannot look at Culvert for driveways or new builds. Dan has also asked for training for Permit Tech for Chanda. The Course is \$500 and \$500 for books and have contract that Chanda will stay for a year or will have to repay for training. **Norton Muzzone** for new builds they will be looking at swales, etc. that will line up with the codes in the village. Dan also recommended changes to our building permit applications. We are getting a list together for any open permits that should have been closed or a problem. **David Jones** What is the source of funding for a Town Engineer? We need a budget line for the Town Engineer. The books will be Town property. We do have a line for training for Administrative.

Can we have administrative do code enforcement, we need a special attorney for that because the county uses a special magistrate. **Fred Anderson** can Sheriff's office do code enforcement. **Sue Ditty** is working on getting a new code enforcement committee together.

VII. Building Department – See above

VIII. Trees – We had another tree that needed to cut down and we are not at the top of our budget for this FY \$3000 we have already spent \$2100. **Heather Roberts** received another tree that could be potentially ours. Bill will check it out tomorrow. The first tree was not due to a storm. The second tree was from Nicole but Nicole has not been declared a disaster. Tree on South Drive spoke with FPL and they will take care of that tree. FEMA was here and the documents are online and just accessing for Ian. The Sheriff's made a recommendation for new street signs and we have attached a picture of some options. We will have Bill get a quote for signs and posts.

IX. **New Attorney** – The potential new attorney John Carey came to meeting and introduced himself. He gave us a little background information as to his job experience. He is the attorney that was recommended by Morris. We will write a letter requesting he come work for the Town which would entail about 5hrs a month and the rate we would pay \$750 a month. Spoke with City Manager and it should not be an issue to work for the Town after hours of his normal job. Morris was still going to finish the Charter. Mr. Carey will probably start after the new year.

Vice Mayor Calenda made a motion to task the mayor to write a letter of intent for a job offer, Commissioner Foster seconded, and motion carried.

X. **Police Cars** – Transfer of new Police cars to the Sheriff's office. Heather Roberts drafted a letter to get approval for the transfer of cars. Once letter is approved, we can transfer the car. We have done the inventory of what is in the cars. Do we need a letter for the Sheriffs or receipt once the transfer takes place. We have submitted all the money for the cars to the state for the grant. We should also discuss getting rid of the old cars because they are just sitting and not being used.

XI. **Town Clerk** – Heather Roberts would like to come on full time working 32hrs starting January 1st with benefits and sick leave. Her new salary would be \$36-38hr. **Vice Mayor Calenda** Heather has been doing a great job for us. The benefits are changing next year. She will need to get training for clerk and get a bump up after the training for \$2hr. She would work Tues – Fri, 8hrs a day. She will get a salary which now we have budgeted at \$66,000 and she would be \$59,900 – 62,000. John Carey suggested doing comp/flex time within the week for the extra hours that she would work at night for the meetings. Also, a contract if she leaves before a year, we will withhold funds to pay for the Town Clerk training. The clerk in Malabar has offered for Heather to come in and sit with him to go over grants and other Town businesses.

Vice Mayor Calenda made motion to approve Heather coming on full time at \$63,232 and after training will bump up \$2 once the town clerk requirements are meet at \$66,500, **Commissioner Anderson** seconded. Motion carried.

We will do the same with Chanda if she goes for the permit tech training, she will sign a contract if she leaves before a year, we will withhold funds to pay for the permit tech training and which she completes the training she will be bumped up a \$1hr.

Next meeting is November 29th at the Town Office. The next SCLC dinner is December 14th and would like to invite the employees and make it a Christmas Party. **Vice Mayor Calenda** would like to budget for at least 2 people to go to the SCLC dinner once a month it is good networking. It should be one Commissioner and either the Mayor or Vice Mayor.

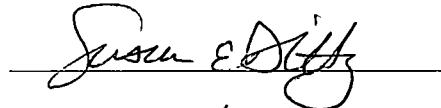
XI. Adjournment – 8:24pm

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:



Heather Roberts, Town Clerk



Tabitha Niemann, Mayor

