

**TOWN OF MELBOURNE VILLAGE
MINUTES
SPECIAL COMMISSION MEETING
Tuesday December 14, 2022**

I. Call to Order.- 6:30 pm

II. Pledge of Allegiance led by Mayor Ditty

III. Roll Call: Present were Commissioners Anderson, Foster, Jones, Muzzone, Ingram, Vice Mayor Calenda and & Mayor Ditty

IV. Unfinished Business:

A) Village Sign Discussion – Mayor Ditty said about 10 residents have spoken to her about a concern about changing the signs. This was just a recommendation from the Sheriff's office because current signs are not reflective. Cost per character and logos the commission can narrow it down. Vice Mayor Calenda said the Fire department has also brought it up that they cannot see the signs at night. Bill Losee Public Works Supervisor has looked into sending the signs to the original sign place and getting them updated with reflective paint. Do about 6 a week but this will need to be discussed at future commission meetings. Vice Mayor Calenda recommended we get some samples and put them up in one area and ask residents to drive by and vote on the samples. Comm Muzzone observed that all of the signs are at different heights and should be fixed with new posts, maybe put reflectors on them. Comm Jones why do people not want to fix signs? It's the nostalgia of the village that they feel will be harmed. Mayor Ditty understands the cost and time it will take. Vice Mayor Calenda said we may need to put off until next year because of cost. First thing is to investigate cost. Mayor and PW Bill Losee will handle this.

B) Town Engineer – 2 quotes – One from BSE and one from Erin Trauger. Comm. Muzzone has some samples or Erin Trauger's work.

Vice Mayor Calendar made a **MOTION** to retain Erin Trauger as the Town Engineer with a written one-year contract for \$150 per hr. (90-day exit clause), Comm. Foster seconded the motion. All voted in favor and the motion was carried.

C) Employee Holiday Consideration – Mayor Ditty proposed we will do an end of year employee recognition award to be run through payroll. Mayor showed slides from ethics class regarding employee gift giving or receiving. Heather Roberts Town Clerk said in past years we have given \$250. If run through payroll it will be less than \$250 so maybe, we can bump it up so they will get the \$250.

Comm. Jones made a **MOTION** to give the employee a recognition gift of \$300 in December, Vice Mayor Calendar seconded, A roll call was done, and all voted yes, motion was carried.

- D) Business cards for Commissioners – There was a request for business cards for Commissioners at a cost of \$18 per box of 500 cards. Heather Roberts: Computer Experts was asking about email addresses for each person. Can we wait until the IT class and ask Mark for his expert opinion? The GoDaddy account is up in 3 months - do research for a new website. The email for commissioners needs to go through the town. We will be doing the IT class mid-January. We will wait on the business cards until we know about the new web vendor.

XV. Action Items: Mayor and Commissioner will modify the format but for now let's expand and will reformat later.

Tree removal: need to increase budget amount. PW Supervisor Bill Losee prefers to use 2 to 3 tree removal companies and rotate to cut down tree. Some of the trees are getting old and need to be removed.

Code Enforcement Board and will need attorney present at meetings. We have 4 residents who have already volunteered but we need 7. Ordinance 11.4 to condemn the property on W. Pine, needs to be addressed. There is a training class for them, and they need to review the Town Codes. Vice Mayor Calenda suggests giving them a priority list of items to be worked through.

Went through action items that are listed.

Action items to be added

Monthly reports for Finance/Administrative. Add upcoming January meeting new line item. Bill to show upcoming calendar what is happening each month.

Add additional action item how to proceed with work done without a permit.

Payment for HWCH road grading. Hall Rd is private property utilized as a road. Can work be paid from rescue act? Have Finance Committee review. We should budget this for every 3 years.

Add to action items, malpractice and engagement letter for attorney.

Roofs and septic work need RFP's Comm Muzzone will head up.

AT&T account add to tasks – Mayor to take action item from Heather.

TRB Training by Vice Mayor Calenda.

Reconciliation for permits. Add to policy & make sure we are charging the right amounts Comm. Muzzone will head up.

Mayor Ditty, The January Cardinal will be news, information, and articles.

Ongoing projects: read through list and add below:

Cardinal: publish quarterly. Include calendar. We need to increase budget. Heather will review upcoming costs for baseline going forward.

Another action item is Constant Contact. Email service for Town news.

Reminders: read through list and add below

New fee schedule for HWCH Check with Morris – Comm. Jones will head.

Bi-annual finance budget to actual. Review at commission meetings.

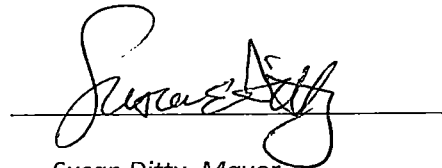
XVI. Adjournment – 8:12 pm

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:



Heather Roberts, Town Clerk



Susan Ditty, Mayor