



TOWN OF MELBOURNE VILLAGE

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REGULAR COMMISSION MEETING MINUTES

Tuesday November 26, 2024

6:30 PM

AHF Hall

- I. Call to Order: 6:30 PM
- II. Pledge of Allegiance: Led by Mayor Ditty
- III. Roll Call: present were Commissioners Anderson, Calenda, Muzzone, Yorio, Vice Mayor Foster and Mayor Ditty. Commissioner Perrine was excused.
- IV. Mayor's Report: (at table) Mayor Ditty read in full
- V. Additions/Deletions and Re-ordering: A) New Charter and B) Resolution 2024-02 to be combined, renamed and reordered to A) Acceptance of Election Results, New Charter Resolution 2024-02, to Correspondences, Appearances, Presentations with the subsequent letters updated in accordance with the reordering; add under Consent Agenda C)5) Proclamation/ Resolution: Election Results, New Charter Resolution 2024-02; delete under Consent Agenda C)3)a) Building Department Report.
- VI. Correspondence, Appearances, Presentations:
A) Acceptance of Election Results, New Charter Resolution 2024-02

Commissioner Calenda made a **MOTION** to adopt Resolution 2024-02. Vice Mayor Foster seconded the **MOTION**. Roll call was taken, all were in favor. **MOTION** passed.

B) Oath of Office – Mayor Ditty, Commissioners Foster, Anderson and Calenda were sworn in by Town Clerk, Heather Roberts.

C) Determine Commissioner for One Year Term – Commissioner Perrine volunteered to take the one-year term.

Vice Mayor Foster made a **MOTION** to accept Commissioner Perrine as commissioner with a one-year term. Commissioner Anderson seconded the **MOTION**. Roll call was taken, all were in favor. **MOTION** passed.

D) Election of Vice Mayor

Commissioner Anderson made a **MOTION** to re-elect Bridget Foster as Vice Mayor. Commissioner Calenda seconded the **MOTION**. Roll call was taken, all were in favor. **MOTION** passed.

E) Text from Debbie Jorgenson read in full by Mayor Ditty.

VII. Public Forum (3-minute limit each): NONE

VIII. Department Reports

- A) Public Safety – Sheriff’s Department – Lt Castiello read in full
- B) Public Works– Jeff Conklin, Public Works Supervisor: NONE
- C) Code Enforcement – Camille Moore, Code Enforcement Official read Bocko Letter and her report
- D) Administration/Treasurer’s Report – Heather Roberts, Town Clerk (at table) read in full

Vice Mayor Foster made a **MOTION** to continue the town employee health benefits to continue coverage with the current United Health Care and Dearborn National, policies. Commissioner Calenda seconded the **MOTION**. Roll call was taken, all were in favor. **MOTION** passed.

Commissioner Calenda made a **MOTION** to approve the Beautification committee’s request for \$100 to purchase mulch. Vice Mayor Foster seconded the **MOTION**. Roll call was taken. All the commission were in favor. Roll call was taken, all were in favor. **MOTION** passed.

Commissioner Calenda made a **MOTION** to approve the signors for the checks to be from the Commission only. They agreed to remove the current signor Marissa Levine, and to add Norton Muzzone as check signor. Commissioner Anderson seconded the **MOTION**. Roll call was taken, all were in favor. **MOTION** was passed.

Recommendations from the Finance Committee:

- A) Final Budget Adjustments – FYE 2024; see attached

Commissioner Calenda made a **MOTION** to accept the budget revisions for the Final FYE 2024 budget revision. Commissioner Muzzone seconded the **MOTION**. Roll call was taken, all were in favor. **MOTION** passed.

- B) To remove the cash flow statement from future Finance Packets, commission agreed.

- E) Building Department – Heather Roberts, Town Clerk (in Finance Packet) read in full by Heather Roberts, town clerk.

- F) ARPA Report – Heather Roberts, Town Clerk (in Finance Packet) read in full by Mayor Ditty.

IX. Consent Agenda

(All items appearing on the CONSENT AGENDA are listed as recommended actions and are considered to be routine and will be acted upon in one motion. SPECIFIC ITEMS may be removed for separate consideration, any Item so removed will be considered under new business).

- A) Opportunity for Audience input regarding Consent Agenda
- B) Opportunity for Commission to Remove Items from Consent Agenda
- C) Recommended Actions:
 - 1) Approval of Minutes: For Filing
 - (a) Regular Commission Meeting – October 22, 2024 (at table)

- (b) Finance Committee Meeting – August 20, 2024
- (c) Finance Committee Meeting – September 17, 2024
- (d) Town Review Board Meeting – September 20, 2024
- (e) Beautification Committee Meeting – November 19, 2024
- 2) Acceptance of Financial Statements – September and October
- 3) Approval of Reports: *FOR FILING ONLY*
 - (a) Department Reports: Public Safety, Public Works, Code Enforcement, Administration/Treasurer's Report, Building Department
- 4) Appointments & Resignations: Resignation of Ondine Constable from Town Review Board and appointment of Gary Ingram as an Alternate on Finance.
- 5) Proclamations/Resolution: New Charter Resolution 2024-02

Vice Mayor Foster made a **MOTION** to accept the consent agenda as stated. Commissioner Anderson seconded the **MOTION**. Roll call was taken, all were in favor. **MOTION** passed.

X. New Business:

- A) Atlantic Foundation Quotes – Culverts (at table)

Vice Mayor Foster made a **MOTION** to approve Atlantic Foundation & Concrete Repairs bid in the amount of \$16,500 to repair / replace the three noted culverts. Commissioner Calenda seconded the **MOTION**. Roll call was taken, all were in favor. **MOTION** was passed.

- B) Ordinance updates - Mayor Ditty discussed drafting new ordinances related to the new charter. The first step is to identify the ordinances that are needed prior to drafting and accepting.
- C) Employee Incentive Pay

Vice Mayor Foster made a **MOTION** to approve \$250 net employee incentive pay to include all town employees. Commissioner Anderson seconded the **MOTION**. Roll call was taken, all were in favor, except Commissioner Calenda was opposed. **MOTION** passed.

- D) John Cary, Town Attorney, Retro Pay Increase

Vice Mayor Calenda made a **MOTION** to approve the town Attorney John Carey's pay from \$750 monthly to \$800 monthly. The new pay amount is to be retroactive back to October 1, 2024. Commissioner Anderson seconded the **MOTION**. Roll call was taken, all were in favor. **MOTION** passed.

- E) Greg Tunstall 90 Day Review

Vice Mayor Foster made a **MOTION** to approve Gregory Tunstall, public works maintenance pay from \$16.50 hourly to \$17.50 hourly. Commissioner Calenda seconded the **MOTION**. Roll call was taken, all were in favor. **MOTION** was passed.

- F) Reschedule December Commission meeting from the 24th to the 17th – Commissioner Muzzone will be excused.

XI. Unfinished Business - renamed and reordered, see V.

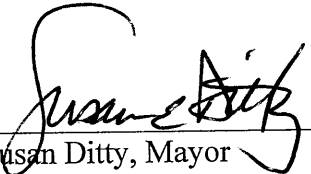
XII. Commission & Verbal Committee Reports:

- A) SCLOC Dinner- November 11, 2024, Hosted by the City of Titusville
- B) SCLOC Holiday Dinner – December 9, 2024, Hosted by the City of Cocoa
- C) Summary of SCLOC Dinner from October 14, 2024 was read in full by Mayor Ditty

XIII. Action Item Review:

XIV. Adjournment: 9:17 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.



Susan Ditty, Mayor

ATTEST:



Heather Roberts, Town Clerk

	Special Meeting 4.10.24	Commission Meeting 11.26.24	11.26.24
	Revised Budget	Adjustments	FINAL BUDGET ACTUAL
EXPENSES			
General Government			
Lobbyist	-	11,000	11,000
			11,000
Contingencies	102,776	(102,776)	-
Total General Government	190,966	(91,776)	99,190
Public Safety			
521-45-20 PS Auto Insurance	2,211	(1,000)	1,211
Total Public Safety	263,461	(1,000)	262,461
Public Works			
530-45-20 PW Auto Insurance	602	1,090	1,692
530-46-02 Culverts & Swales	2,500	5600	8,100
Total Public Works	210,742	6,690	217,432
Capital Expenditures			
581-64-10 Capital equipment, Admin	-	46,100	46,100
583-64-30 Capital equipment, P/W	-	2,260	2,260
584-64-40 Capital Exp. - Infrastructure	243,000	(164,575)	78,425
584-64-50 Capital Expense - Buildings	80,000	35,432	115,432
Total Capital Expenditures	323,000	(80,783)	242,217
TRANSFERS FROM OTHER FUNDS			
Payment on loan			
82-381-25 Stormwater Utility Fund	25,000	25,000	50,000
TOTAL TRANSFERS	13,800	25,000	50,000
Reserve Funds Activity			
95-521-90 Reserves, General	30,000	(30,000)	-

SPECIAL REVENUE INVESTMENT FUND

	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024
	Actual	Actual	Actual	Actual	Budget
Revenue					
Interest Income	\$36,207	\$2,277	(\$33,779)	\$51,201	\$50,000
Expenses					
General Government	-	-	-	-	
Total Expenditures	\$0	\$0	\$0	\$0	\$0
Excess Revenue Over Expenses	\$36,207	\$2,277	(\$33,779)	\$51,201	\$50,000
Transfers and Reserves					
Payment of Loan	\$0	\$0	\$0	\$0	\$11,200
Transfers to General Fund	-	-	-	-	-
Net Change Fund Balance	\$36,207	\$2,277	(\$33,779)	\$51,201	\$61,200

STORMWATER UTILITY FUND

	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024
	Actual	Actual	Actual	Actual	Budget
Revenue					
Total Revenue	\$65,126	\$72,330	\$72,564	\$72,595	\$70,000
Expenses					
Update Stormwater Study					
Physical Environment	3,246	3,323	3,530	3,839	25,000
Total Expenditures	\$3,246	\$3,323	\$3,530	\$3,839	3,840
					28,840
Excess Revenue Over Expenses	\$61,880	\$69,007	\$69,034	\$68,756	\$41,160
Transfers and Reserves					
Transfers to General Fund	\$45,000	\$70,000	\$50,000	\$70,000	\$25,000
Net Change in Fund Balance	\$16,880	(\$993)	\$19,034	(\$1,244)	\$16,160