



TOWN OF MELBOURNE VILLAGE

555 Hammock Road • Melbourne Village • Brevard County • Florida 32904-2513

Telephone: (321) 723-8300 • Fax (321) 984-7219

Email: townclerk@melbournevillage.org

REGULAR COMMISSION MEETING MINUTES

Tuesday December 17, 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, Perrine, Yorio, Vice Mayor Foster and Mayor Ditty. Commissioner Muzzone was excused.
- IV. Mayor's Report: (at table): Mayor Ditty read in full
- V. Additions/Deletions and Re-ordering:
 - A) Correspondence, Appearances, Presentations: Added Letter A; Oath of Office – Commissioner Perrine oath of office
 - B) New Business: Added Letter G; Business application review for Joseph Garrow
 - C) New Business: Added letter H: FPL letter
- VI. Correspondence, Appearances, Presentations:
 - A) Heather Roberts, Town Clerk swore in Commissioner Perrine
- VII. Public Forum (3-minute limit each): NONE
- VIII. Department Reports
 - A) Public Safety – Sheriff's Department Lt. Gish read in full
 - B) Public Works– Jeff Conklin, Public Works Supervisor read in full
 - C) Code Enforcement – Camille Moore, Code Enforcement Official read in full

Commissioner Calenda made a **MOTION** to accept the living barrier between Hudson's Furniture and the Bocco residence, along with a gate that closes in front of Hudson's. Commissioner Anderson seconded the **MOTION**. All were in favor. **MOTION** passed.

D) Administration/Treasurer's Report – Heather Roberts, Town Clerk (at table) read in full

Commissioner Calenda made a **MOTION** to approve a transfer from the PNC money market account that is in excess of the FDIC limit to another active Town investment account, now and in the future at the discretion of both Mayor Ditty and Heather Roberts, Town Clerk. Commissioner Perrine seconded the **MOTION**. Roll call was taken. All were in favor. **MOTION** passed.

E) Building Department – Heather Roberts, Town Clerk (in Finance Packet) read in full

F) ARPA Report – Heather Roberts, Town Clerk (in Finance Packet) read in full

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 – November 26, 2024 (at table)

(b) Finance Committee Meeting – November 19, 2024

(c) Code Enforcement Board Meeting with Special Magistrate – November 11, 2024

2) Acceptance of Financial Statements – November 2024

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: NONE

5) Proclamations/Resolution: NONE

Vice Mayor Foster made a **MOTION** to accept the consent agenda as stated. Commissioner Anderson seconded the **MOTION**. All were in favor. **MOTION** passed.

X. New Business:

A) Annual Raises: Heather Roberts, Town Clerk presented FYE24/25 approved budgeted salaries at 3% increase for all employees except the Maintenance Tech and Code Enforcement Official.

Commissioner Calenda made a **MOTION** to approve the staffs' annual raises as follows: Heather Roberts, Town Clerk - 4%, Suzy Headon, Deputy Clerk - 3.8%, Marissa Levine, Admin - 3%, Jeff Conklin, PW Supervisor - 3.3% with a start date of December 29, 2024. Commissioner Anderson seconded the **MOTION**. Roll call was taken. All were in favor. **MOTION** passed.

B) HVAC Maintenance Contract – moving forward with Mayor's discretion

C) Roof Maintenance Contract – on hold

D) New Generator & Maintenance Contract (if we replace) – On hold, waiting for quotes

E) Consider biennial Property Inspection – Will revisit once we receive more quotes

F) HWCH Heat Study - moving forward with Mayor's discretion

G) Joseph Garrow, Tree Service Business Application for review and approval

H) FPL letter – Will notify residents in The Cardinal

Commissioner Foster made a **MOTION** to approve Joseph Garrow, Tree Service Business Application Commissioner Perrine seconded the **MOTION**. All were in favor. **MOTION** passed.

XI. Unfinished Business

- A) Tree Quotes – presented two company quotes for Town tree removal and discussed the necessary tree removal to proceed with the septic installation at Hester Wagner and the public works garage.

Vice Mayor Foster made a **MOTION** to approve hiring Company A for \$10,000 for the tree removal throughout the town. Commissioner Anderson seconded the **MOTION**. Roll call was taken. All were in favor, except Commissioner Yorio. **MOTION** passed.

Vice Mayor Foster made a **MOTION** to proceed with Company A without comparable quotes for the necessary tree removal to begin with the septic installation at Hester Wagner and the public works garage, not to exceed \$13,000. Commissioner Calenda seconded the **MOTION**. Roll call was taken. All were in favor. **MOTION** passed.

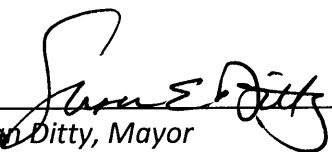
XII. Commission & Verbal Committee Reports:

- A) SCLOC Holiday Dinner- December 9, 2024, Hosted by the City of Cocoa
B) SCLOC Dinner – January 13, 2025, Hosted by the City of Palm Bay
C) Summary of SCLOC Dinner from November 11, 2024

XIII. Action Item Review: Reviewed by Mayor Ditty

XIV. Adjournment: 8:38 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