



# TOWN OF MELBOURNE VILLAGE

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## REGULAR COMMISSION MEETING

### MINUTES

Tuesday August 27, 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, Perrine, Yorio, Vice Mayor Foster, and Mayor Ditty.
  - IV. Mayor's Report: (at table): Mayor read in full.
  - V. Additions/Deletions and Re-ordering: None
  - VI. Correspondence, Appearances, Presentations:
    - A) Senator Mayfield's Transition of Grant Funds letter to the DEP to approve the culvert project list and equipment purchase – Mayor Ditty read the letter in full.
    - B) Ondine Constable, Chair of TRB, sent an email to the TRB requesting that the responsibility for an as-built inspection, per TMV Ordinance 2012, be officially served by the building inspector.
  - VII. Public Forum (3-minute limit each)

Richard Jones spoke about his meeting with Heather Roberts, Town Clerk, regarding the income noted at the last budget workshop on the tentative budget for the special revenue fund. Mr. Jones also noted the great news from Senator Mayfield is a direct result from hiring the Lobbyist. Lastly, Mr. Jones mentioned that due to public works having an excavator, he feels they should be the ones to clear the ditches.

Brian Gotcher stated that from Mr. Jones' comment regarding public works clearing the ditches that it may not be possible unless they have a grinder. He said in which case, there is a company who will do it for approximately \$1500. Mr. Gotcher also stated we should have a flow chart or record a video on how to determine lot size, square footage, & available square footage for permitting purposes to help navigate the required steps for the TRB application and approval process.

Mary Jane Moon asked if the ditch by her residence was included in the clearing, to which Jeff Conklin, Public works supervisor stated that about 8 ditches are included in the ditch clearing contract.
  - 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.
- Vice Mayor Foster made a **MOTION** to approve Company A to do the road re-stripping for their quote amount of \$1,280. Commissioner Anderson seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.
- C) Code Enforcement – Camille Moore, Code Enforcement Official – Mayor Ditty read in full.
  - D) Administration/Treasurer's Report – Heather Roberts, Town Clerk read in full.
  - 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) Removed Reg Comm July 23 meeting minutes from consent agenda pending 2 attachments and an edit. Add to Sept meeting

(b) Finance Committee Meeting – July 16, 2024

(c) Town Review Board Meeting – July 19, 2024

(d) Workshop – Budget FY 24/25 – August 5, 2024

(e) Workshop – Budget FY 24/25 – August 14, 2024

(f) Special Commission Meeting – August 14, 2024

(g) Town Review Board Workshop – August 2, 2024

(h) Beautification Committee Meeting – August 20, 2024

Vice Mayor Foster made a **MOTION** to approve the Beautification committee's request not to exceed \$100. Commissioner Muzzone seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.

2) Acceptance of Financial Statements – July 2024

3) Approval of Reports: *FOR FILING ONLY*

4) Appointments & Resignations: Karen Hoffken and Paul Crumley to the Town Review Board

5) Proclamations/Resolution: None

Vice Mayor Foster made a **MOTION** to accept the Consent agenda, with the following changes: removal of Commission meeting minutes for July 23, 2024. The July 23, 2024 commission minutes Section V, b "as built" noted a 22 foot height needs to reflect an 18 foot height. In addition, the minutes excluded attachments; to be approved at next commission meeting. To correct the August 14, 2024 workshop minutes, section III to remove Commissioner Anderson listed as present, he was excused. Commissioner Calenda seconded the **MOTION**. All the commission were in favor. **MOTION** was passed.

Commissioner Calenda made a **MOTION** to appoint Karen Hoffken and Paul Crumley as members of the Town Review Board. Commissioner Anderson seconded the **MOTION**. All the commission were in favor. **MOTION** passed.

## X. New Business:

A) Approve Qualifying Candidates for November 5, 2024 Election.

Commissioner Perrine volunteered for the one-year term to expire in November 2025, to be added to the November agenda.

B) Computer Experts Contract Renewal – SSSA

Commissioner Calenda made a **MOTION** to approve the new contract for Fiscal year 2024-25 with Computer Experts with the contract price of \$599. Vice Mayor Foster seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.

C) Ditch Clearing Quotes

Vice Mayor Foster made a **MOTION** to approve Company A to do the ditch clearing not to exceed \$8,100. Commissioner Anderson seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.

XI. Unfinished Business

A) Budget Discussion

Vice Mayor Foster made a **MOTION** to approve drafting the related budget ordinance as presented for the fiscal year of 2024-25. Commissioner Muzzzone seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.

Vice Mayor Foster made a **MOTION** to approve drafting the related milage ordinance at the rate of 6.8500 for fiscal year of 2024-25. Commissioner Anderson seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.

B) Second and Final reading: Ordinance 2024-02 Special Magistrate, read by Vice Mayor Foster.

Commissioner Calenda made a **MOTION** to accept Ordinance 2024-02. Vice Mayor Foster seconded the **MOTION**. All the commission were in favor. **MOTION** passed.

C) Agreement for Code Enforcement Special Magistrate Services

Vice Mayor Foster made a **MOTION** to approve the hiring of Garrett Olson, Vose Law Firm as Special Magistrate at the rate of \$250 per hour. Commissioner Anderson seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.

D) Second and Final reading: Ordinance 2024-03 FL League Investment Account, read by Mayor Ditty.

Vice Mayor Foster made a **MOTION** to accept Ordinance 2024-03. Commissioner Calenda seconded the **MOTION**. All the commission were in favor. **MOTION** passed.

XII. Commission & Verbal Committee Reports:

A) SCLOC Dinner- August 12, 2024, Hosted by the City of Cocoa Beach: Report by Vice Mayor Foster

B) SCLOC Upcoming Dinner – September 9, 2024, Hosted by the Cities of Satellite Beach & Palm Shores

XIII. Action Item Review: Reviewed by Mayor Ditty

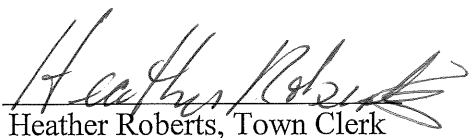
XIV. Approval for Payment: None

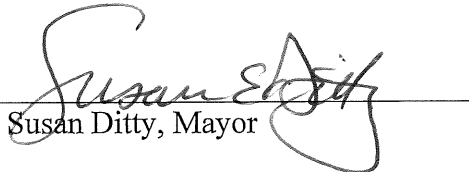
Commission discussed possible changes to purchasing policy, such as approval for payments over \$5000, final payments on capital projects, and excluding payroll, contracts, and recurring payments. Heather Roberts, Town Clerk, will discuss with Finance Committee.

XV. Adjournment: 8:45 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