



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 April 22, 2025

6:30 PM

AHF Hall

- I. Call to Order: 6:36 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 Ditty read in full.
- V. Additions/Deletions and Re-ordering:
 - A) Correspondence, Appearances, Presentations: Added item A
- VI. Correspondence, Appearances, Presentations:
 - A) Correspondence from Theresa Backes
- VII. Public Forum (3-minute limit each)
 - A) Greg Purden stated he was happy the town hired an engineer to inspect the Savannah/Dayton culvert. He also inquired if the town received other bids for the next culverts, or if the town is only going with the current contractor. Mayor Ditty explained that the town did seek bids from the RFP's that were sent out at the beginning of the culvert project process, but responses were minimal. She further stated the commission voted to approve the current company for all culvert work needed, conditional upon their performance with the Hall/Dayton culvert, after which an addendum was added to the current contract for the remaining work on the project.
- VIII. Department Reports
 - A) Public Safety – Sheriff's Department. Lt Castiello read in full.
 - B) Public Works– Jeff Conklin, Public Works Supervisor, read in full.
 - C) Code Enforcement – Camille Moore, Code Enforcement Official. Mayor Ditty read in full.
 - D) Administration/Treasurer's Report (at table)– Heather Roberts, Town Clerk, read in full.
 - E) Building Department (in Financial Statement) – Heather Roberts, Town Clerk, read in full.
 - F) ARPA Report (in Financial Statement) – Heather Roberts, Town Clerk, 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 – March 25, 2025
 - (b) Finance Committee Meeting – March 18, 2025
 - (c) Town Review Board Meeting – March 21, 2024
 - (e) Beautification Committee Meeting – April 15, 2025

Vice Mayor Foster made a **MOTION** for the Beautification Committee to purchase groundcover plants for HWCH septic drain field not to exceed \$100. Commissioner Calenda seconded the **MOTION**. Roll call was taken. All were in favor. **MOTION** passed.

- 2) Acceptance of Financial Statements – March
- 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:
- 5) Proclamations/Resolution:

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

X. New Business:
A) Pavement Quotes

The Commission discussed the 2 proposals received for asphalt repairs throughout the town.

Vice Mayor Foster made a **MOTION** to hire All Brevard Asphalt for \$9,096 to complete the repairs as listed in the RFP provided by Public Works. Commissioner Anderson seconded the **MOTION**. Roll call was taken. All were in favor. **MOTION** passed.

B) Six Month Budget to Actual Review (at table)

Heather Roberts, Town Clerk, went over the budget and highlighted areas the Finance Committee identified to focus on for the budget six-month review.

The Commission discussed the recommended changes and provided adjusted figures for the identified budget line items as listed in the attached.

Commissioner Calenda made a **MOTION** to accept the proposed attached six-month budget adjustments as stated for FY 2025. Vice Mayor Foster seconded the **MOTION**. Roll call was taken. All were in favor. **MOTION** passed.

XI. Unfinished Business
A) 654 West Pine

Mayor Ditty stated the owner has turned in a Comprehensive Plan for the property, has been issued 3 permits, and started work to bring the property up to code. Jeff Parsons, Building Official, stated that he is happy with the work that has been completed to date, and stated he will continue to guide and work with the property owner. Jeff Parsons and Suzy Headon, Deputy Clerk, are communicating regularly with the property owner to ensure all work is completed in a timely manner.

B) Ordinance 2025-01 – Solicitors, 2nd and final Reading read by Commissioner Calenda.

Commissioner Calenda made a **MOTION** to accept the second and final reading of Ordinance 2025-01- Solicitors. Commissioner Muzzone seconded the **MOTION**. All were in favor. **MOTION** passed.

C) Generator Quotes

The Commission discussed the generator quotes the town received.

Vice Mayor Foster made a **MOTION** to purchase the town hall generator from Generx Generator for \$13,979.65. Commissioner Calenda seconded the **MOTION**. Roll call was taken. All were in favor. **MOTION** passed.

XII. Commission & Verbal Committee Reports:

A) SCLOC Dinner- April 14, 2025, Hosted by the City of Cape Canaveral

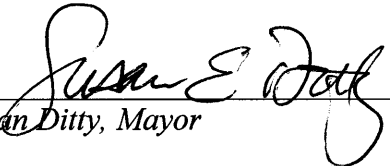
B) SCLOC Dinner – May 12, 2025, Hosted by the Cities of Indialantic & Melbourne Beach

C) SCLOC – Co Hosting in June, discuss responsibilities

XIII. Action Item Review: Reviewed by Mayor Ditty

XIV. Adjournment: 8:46 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

TMV Six Month Budget Review
FY 2025
Millage rate
6.8500

	Oct to March	Budget	Balance of Budget	%	Motion of Changes	Revised Budget 4/22/25	Notes
Admin Contracts	10,551	14,000	3,449	75.36	1,000	15,000	AED - \$800
Copying/Printing	2,180	2,250	70	96.88	500	2,750	Printer - \$420
Repair & Maint - Public Works	2,508	3,000	492	83.60	1,500	4,500	Increase for other repairs
Tree Maintenance	13,430	3,000	(10,430)	447.67	20,000	23,000	Increase, then reduce reserves
Road Maint & Repair	2,520	6,000	3,480	42.00	10,000	16,000	Increase due to approved repair contract voted 4/22/25
Capital equipment, Admin	16,246	-	(16,246)	0.00	16,300	16,300	Agree to actual
Capital equipment, P/W	-	-	-	0.00	14,000	14,000	Increase due to approved generator contract voted 4/22/24
Capital Exp. - Infrastructure	49,412	290,150	240,738	17.03	(16,300)	273,850	Reclassified to capital equipment, admin
Budgeted reserves	-	(103,554)	(103,554)	0.00	47,000	(56,554)	Net change from above items

ADDITIONAL

Restricted Funds Impact Fees Public Safety and Transpiration
 Restricted Funds Law Enforcement Safety and Education

9,306

796

10,102

Close in current fiscal year using street signs and road repair expenses