



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

Revised Agenda Minutes

Tuesday March 25, 2025

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 Ditty read in full.
- V. Additions/Deletions and Re-ordering:
 - A) New Business(X): Added Letter F; Summer Intern
- VI. Correspondence, Appearances, Presentations:
 - A) Audit Presentation FY 23/24 – Moran & Smith, Chris Moran and Ally Revel – Please see attachment of hand-out
- VII. Public Forum (3-minute limit each)
 - Suzan Bryant is thankful for all the wildflowers and bee signs as the bees are plentiful.
 - Greg Purden inquired about an engineer for the culvert at Dayton and Savannah.
 - Gerda Murphy stated that the town has a resident who is an engineer and that she didn't have time to call him for estimates. She further stated that Joe Garrow is always in compliance with the town's noise ordinance.
 - GiGi Atwell discussed her concerns about the re-routing of her neighbor's run-off due to elevation changes.
 - Ray Bowin inquired about the timeline for the demolition of the property located on West Pine Rd.
 - Joe Garrow stated that he and his employees are always mindful of the noise compliance in the town whenever he is working.
- VIII. Department Reports
 - A) Public Safety – Sheriff's Department Lt. Bertini 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 – Heather Roberts, Town Clerk read in full.

Commissioner Calenda made a **MOTION** to accept the audit draft as written. Vice Mayor Foster seconded the **MOTION**. Roll call was taken. All were in favor. **MOTION** passed.

E) Building Department – Heather Roberts, Town Clerk read in full.

F) ARPA Report – Heather Roberts, Town Clerk read in full; Heather also thanked Commissioner Muzzone and his wife Lorrie for their hard work moving and organizing the files.

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 – February 25, 2025
 - (b) Finance Committee Meeting – February 18, 2025
 - (c) Town Review Board Workshop – January 10, 2025
 - (d) Town Review Board Meeting – February 21, 2024
 - (e) Special Commission Meeting – March 11, 2025 (at table)
 - (f) Workshop: Personnel Manual – March 11, 2025
 - 2) Acceptance of Financial Statements – February
 - 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: Mary Bean is resigning from the Code Enforcement Board.
 - 5) Proclamations/Resolution: None

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

X. New Business:

- A) FPL Letter dated February 28, 2025 – Mayor Ditty summarized the letter, stating that rates will increase.
- B) Civic Plus/Town Website will be in ADA compliance and more user friendly for all. Mayor Ditty stated that the first-year start-up will cost around \$4,500 to \$4,600 and approximately \$2,900 annually thereafter.

Vice Mayor Foster made a **MOTION** to move forward with Civic Plus for our future webpage.
Commissioner Calenda seconded the **MOTION**. Roll call was taken. All were in favor. **MOTION** passed.

- C) Contract Renewal for CAP Government using piggyback off Dania Beach's contract.

Commissioner Calenda made a **MOTION** to move forward and accept the new contract with CAP Government for 2025 – 2028. Vice Mayor Foster seconded the **MOTION**. Roll call was taken. All were in favor. **MOTION** passed.

- D) Sandhill Crane Crossing sign discussion – Commission agreed no signs will be posted.
- E) First reading of Ordinance 2025-01 Solicitors.

Commissioner Calenda made a **MOTION** to accept the first reading of Ordinance 2025-01.
Commissioner Anderson seconded the **MOTION**. Roll call was taken. All were in favor. **MOTION** passed.

F) Summer Intern: Commission agreed that hiring a summer intern would benefit the town by getting much needed scanning and organization completed.

XI. Unfinished Business

A) Quotes for Additional Culvert Repairs

Vice Mayor Foster made a **MOTION** to approve the culvert repairs for three culverts located near 6695 Flamingo Road, 779 Acacia Avenue, and 5621 Cajeput Circle (addresses are just for reference of area where culverts are located). Commissioner Calenda seconded the **MOTION**. Roll call was taken. All were in favor. **MOTION** passed.

XII. Commission & Verbal Committee Reports:

A) SCLOC Dinner- March 10, 2025, Hosted by the City of Malabar & Grant-Valkaria

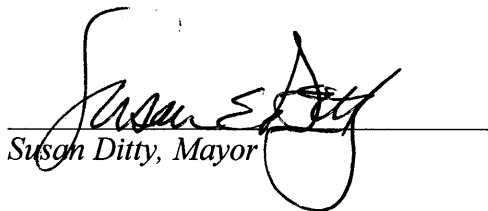
B) SCLOC Dinner – April 14, 2025, Hosted by the City of Cape Canaveral

C) SCLOC – Co Hosting in June, discuss responsibilities

XIII. Action Item Review: Reviewed by Mayor Ditty

XIV. Adjournment: 8:31 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