

**TOWN OF MELBOURNE VILLAGE**  
**MINUTES**  
**Regular Commission Meeting**  
**Tuesday, June 23, 2020**  
**7:00 PM – AHF Hall**

- I. Call to Order at 7:03 pm by Mayor Salmon
- II. Pledge of Allegiance led by Mayor Salmon
- III. Roll Call: Present were Commr Calenda, Murphy, Sinton, Vice Mayor Carroll, Mayor Salmon.
- IV. Mayor's Report – (Given Verbally At Table) Explained meeting and shared COVID-19 map.
  - A) Ribbon cutting for Opening of Dayton Culvert, Sat., July 4<sup>th</sup>. AHF canceled parade. Several residents will be recognized for their volunteer efforts to the Town.
  - B) Hester Wagner Community House (HWCH) re-opening dates for events. Closed for July.
  - C) Brevard County Emergency Changes: CARES funding, the county now has control, not the towns.
  - D) Looking for volunteers: Currently the Commission, the Finance Committee and the Planning & Zoning Committee each have two open seats. In November, there will be four Commission seats open for election.
  - E) The pedestrian bridge permitting is being tweaked.
- V. Additions, Deletions and Re-ordering – Add Grayson Dix to Consent Agenda, Appointments & Resignations
- VI. Business Tax Receipt Applications/Appearances/Presentations
  - A) Candidates for Filling of Commission Seat Vacancies
    - 1) Fred Anderson
    - 2) David Jones
    - 3) Willow Martin
    - 4) Jessicah Nichols

**Motion** by Commr Calenda to appoint Fred Anderson to fill vacant seat on Commission. 2<sup>nd</sup> by Commr Murphy. Roll call vote: Voting Yes were Commr Calenda, Murphy, Vice Mayor Carroll, and Mayor Salmon. Voting No was Commr Sinton.

Vote was 4 Yes, 1 No.

**Motion Approved.**

**Motion** by Vice Mayor Carroll to appoint David Jones to fill the remaining Commission seat. 2<sup>nd</sup> by Commr Sinton. Roll call vote: Voting Yes were Commr Calenda, Murphy, Sinton, Vice Mayor Carroll, and Mayor Salmon. Voting No were None.

Vote was 5 Yes, 0 No.

**Motion Approved.**

Fred Anderson and David Jones were then sworn in as Commissioners by Town attorney Morris Richardson.

- B) Traffic Committee Presentation – Allen Robbins, Traffic Committee Chair, said, “We are here tonight to implement a permanent solution to the cut-through traffic.” He proceeded with the presentation and many questions and comments followed.

**Motion** by Commr Sinton to table action to a later time and get the attorney’s advice. 2<sup>nd</sup> by Commr Murphy. Roll call vote: Voting Yes were Commr Murphy, and Sinton. Voting No were Commr Anderson, Calenda, Jones, Vice Mayor Carroll, and Mayor Salmon.

Vote was 2 Yes, 5 No.

**Motion Failed.**

**Motion** by Commr Calenda to proceed with the Traffic Committee’s solution of creating green space at West Pine and Sheridan establishing a temporary dead end, and traffic to be analyzed after nine months. 2<sup>nd</sup> by Commr Anderson. Roll call vote: Voting Yes were Commr Anderson, Calenda, Jones, Sinton, Vice Mayor Carroll, and Mayor Salmon. Voting No was Commr Murphy.

Vote was 6 Yes, 1 No.

**Motion Approved.**

Set criteria for success: does it reduce cut-through traffic? Traffic Committee will collect and analyze official counts in March 2021.

VII. Public Forum – None

VIII. Correspondence – Hester Wagner Community House observations by Commr. Jones.

Superintendent Tompkins reported Daryl Munroe, Town of Melbourne Village Building Official, inspected the work and approved the final inspection. Closed for July. Floors to be resurfaced by Public Works. At the July Commission meeting new rental/cleaning procedures and price restructuring will be determined.

IX. Commission & Verbal Committee Reports

X. Review of Previously Assigned Action Items – Superintendent Tompkins, M-1 Canal. Budget meeting on Tuesday, July 14, 2020.

XI. Department Reports

A) Police Department – Chief Loos

Two ballistic vests, at the cost of \$1,800.00, will be paid for by Grants.

**Motion** by Commr Calenda to approve the purchase of vests not to exceed \$2,000.00. 2<sup>nd</sup> by Commr Sinton. Roll call vote: Voting Yes were Commr Anderson, Calenda, Jones, Murphy, Sinton, Vice Mayor Carroll, and Mayor Salmon. Voting No were None.

Vote was 7 Yes, 0 No.

**Motion Approved.**

B) Public Works – Superintendent Tompkins

- 1) HWCH Updates and Next Steps
- 2) Playground Discussion – Superintendent Tompkins reported the playground material is cracking and is unsafe. It has been taped off as it is unsafe to use. Town/Clerk Treasurer will look at the original grant and Superintendent Tompkins will look at replacing or repairing the playground. Numbers will be discussed at the July 14 budget workshop.
- 3) The pedestrian bridge has been sealed and painted.

C) Administration – Town Clerk/Treasurer Griswold (At Table)  
New Commissioners must fill out financial disclosure forms and understand the Sunshine Law.  
Qualifying for November election opens August 5. Must resign by July 24 to run for office.

D) Treasurers' Report – Town Clerk/Treasurer Griswold (At Table)

**Motion** by Commr Sinton to extend the current one-year extension. 2<sup>nd</sup> by Commr Calenda. Roll call vote: Voting Yes were Commr Anderson, Calenda, Jones, Murphy, Sinton, Vice Mayor Carroll, and Mayor Salmon. Voting No were None.

Vote was 7 Yes, 0 No.

**Motion Approved.**

E) Building Department – Town Clerk/Treasurer Griswold (At Table)  
Kudos to Deputy Clerk Susan Downey for keeping the Permitting Process going during COVID-19 Town office closure.

## XII. Consent Agenda

- 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
    - (a) Regular Commission Meeting – May 19, 2020
  - 2) Acceptance of Financial Statements – May
  - 3) Approval of Reports
    - (a) Department Reports – Public Works, Police Department, Building Department
    - (b) Finance Committee – May 18, 2020 and June 22, 2020 (At Table)
    - (c) Traffic Committee – March 10, 2020, June 1, 2020
    - (d) No Meetings this month – Beautification Committee, Board of Adjustment, Code Enforcement, Planning and Zoning, Permit & Inspection Committee, Town Review Board
  - 4) Appointments & Resignations
    - (a) Commr Jones and Commr Dix's resignations from the Commission
    - (b) Steve Gaul's resignation from the Finance Committee
  - 5) Proclamations/Resolutions – None

**Motion** by Commr Sinton to approve the Consent Agenda as amended. 2<sup>nd</sup> by Commr Anderson.

**Motion Approved.**

XIII. Unfinished Business – Allen Robbins asked for confirmation of spending \$13,000 for temporary green space.

## XIV. New Business

- A) Interlocal Agreement, Cares Act Funding Approval

**Motion** by Commr Calenda to approve the Interlocal Agreement. 2<sup>nd</sup> by Commr Sinton.

**Motion Approved.**

- B) Budget Request Discussion – Town Lobbyist, \_\_\_\_\_, plans on joining us for the July 14 Budget Workshop.

XV. Review of Newly Assigned Action Items

Traffic Committee – Plan road changed, put report on Town’s website.

Playground – Tompkins and Griswold

July 4<sup>th</sup> Ribbon Cutting – Mayor Salmon and Leslie Fay

HWCH – Closed for July – Proposals re costs and rules to be determined at July 14 Budget Workshop, invite Finance Committee as well

XVI. Approval for Payment

A) Florida Municipal Insurance Trust (FMIT) – 4th Installment Billing 19/20 - \$14,361.50

**Motion** by Commr Sinton to approve the FMIT 4<sup>th</sup> payment of \$14,361.50. 2<sup>nd</sup> by Commr Calenda. Roll call vote: Voting Yes were Commr Anderson, Calenda, Jones, Murphy, Sinton, Vice Mayor Carroll, and Mayor Salmon. Voting No were None.

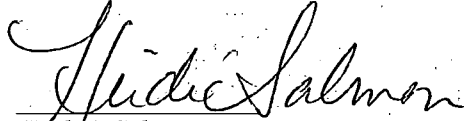
Vote was 7 Yes, 0 No.

**Motion Approved.**

XVII. Adjournment at 10:54 pm.

ATTEST:

  
Gail E. Griswold  
Town Clerk/Treasurer

  
Heidi A. Salmon  
Mayor