



# TOWN OF MELBOURNE VILLAGE

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## REGULAR COMMISSION MEETING

### MINUTES

Tuesday May 28, 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, Vice Mayor Foster, and Mayor Ditty. Commissioners Perrine and Yorio were excused.
- IV. Mayor's Report: (at table) Mayor Ditty read in full
- V. Additions/Deletions and Re-ordering:
- VI. Correspondence Appearances, Presentations: TMV Video for June 10<sup>th</sup> SCLOC was shared
- VII. Public Forum (3-minute limit each): Christine Kretz (Sheridan Rd) referenced her letter to the commission.
- VIII. Department Reports
  - A) Public Safety – Sheriff's Department – Mayor Ditty read in full
  - B) Public Works/Code Enforcement – Jeff Conklin, Public Works read in full; Mayor Ditty read Code Enforcement report in full; noted residents were mailed letters for various identified code violations
  - C) Administration/Treasurer's Report – Heather Roberts, Town Clerk read in full
  - D) Building Department – Heather Roberts, Town Clerk (in Finance Packet) read in full
  - E) 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

Vice Mayor Foster asked the Commission to clarify HWCH cancellation policy in May 17, 2024 Special Commission Meeting minutes. Cancellations made 7 days or more in advance will be 100% refundable. Cancellations made within 2-6 days will be 50% refundable. Cancellations made within 48 hours will not be refunded.

#### C) Recommended Actions:

- 1) Approval of Minutes: For Filing
  - (a) Regular Commission Meeting – April 23, 2024
  - (b) Special Commission Meeting – May 17, 2024
  - (c) Finance Committee Meeting – April 16, 2024
  - (d) Workshop Personnel Manual – April 30, 2024
  - (e) Workshop New Town Charter – April 20, 2024
  - (f) Workshop New Town Charter – May 7, 2024
  - (g) Workshop Law Enforcement – May 11, 2024
- 2) Acceptance of Financial Statements – April 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
  - (a) Decommissioning of Charter Review Committee

- (b) Resignation of Paul Merry from Town Review Board  
Resignation of Chris Howard from Town Review Board

Vice Mayor Foster made a **MOTION** to accept the decommissioning of the Charter Review Committee, as well as the resignations from Paul Merry and Chris Howard from the Town Review Board. Commissioner Calenda seconded the **MOTION**. All the commission were in favor. **MOTION** passed.

(c) Proclamations/Resolution

Vice Mayor Foster made a **MOTION** to accept the consent agenda with the clarification of the HWCH cancellation policy. Commissioner Anderson seconded the **MOTION**. All the commission were in favor. **MOTION** passed.

X. New Business:

- A) Maintenance & Training for AED – in progress
- B) Town Office Lights – Public works working on as RFPs came back higher than anticipated. Commission determined Public Works should take on this project.
- C) July 4<sup>th</sup> Parade – Commission to plan this event annually for the town. Commissioner Perrine is the head of the committee this year, Vice Mayor Foster and Commissioner Yorio to assist.

Vice Mayor Foster made a **MOTION** to approve the town taking on the 4<sup>th</sup> of July parade and budget annually, at a cost not to exceed \$200. Commissioner Calenda seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.

D) Lobbyist Proposal (at table)

Vice Mayor Foster made a **MOTION** to approve hiring Jon Costello of Capital Strategy Group at the rate of \$33,000 annually, to be billed monthly at \$2,750, beginning on 6/1/24, to be reviewed annually in February to give time to cancel within 60 days. Attorney Cary will draw up a contract with addendum to clarify contract terms. Commissioner Anderson seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.

E) Grandfathering of residential prior non-permitted work – Our Building Official provided information for residents to cure their lot files by hiring an engineer at their own expense to inspect and sign off on unpermitted work.

XI. Unfinished Business

- A) Commission agreed to move forward with PlayMart for the playground unit and 360 Rec for playground installation. Updated quotes requested. Tabled to June regular commission meeting.
- B) HWCH Painting Quotes (at table)

Vice Mayor Foster made a **MOTION** to approve Company C for the Hester Wagner Community House exterior painting at a cost of \$6500. Commissioner Muzzone seconded the **MOTION**. Roll call was taken. All the commission were in favor. **MOTION** was passed.

XII. Commission & Verbal Committee Reports:

- A) SCLOC Dinner- May 13, 2024, Hosted by Cities of Indialantic & Melbourne Beach
- B) SCLOC Upcoming Dinner – June 10, 2024, Hosted by the Cities of West Melbourne, and Melbourne Village

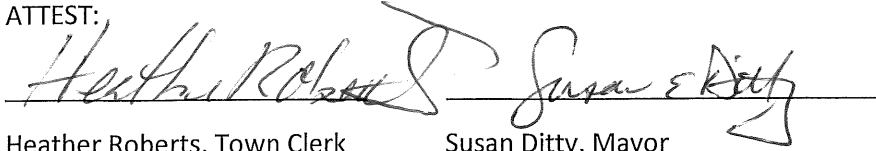
XIII. Action Item Review:

XIV. Approval for Payment: None

XV. Adjournment: 8:47 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:

The image shows two handwritten signatures in cursive script, one for Heather Roberts and one for Susan Ditty, positioned above a solid horizontal line. The signatures are written in dark ink and are clearly legible.

Heather Roberts, Town Clerk

Susan Ditty, Mayor