

# **Town of Melbourne Beach**

## **REGULAR TOWN COMMISSION MEETING DECEMBER 21, 2022 at 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE**

### **MINUTES**

#### **Commission Members:**

Mayor Wyatt Hoover  
Vice Mayor Joyce Barton  
Commissioner Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Marivi Walker

#### **Staff Members:**

Town Manager Elizabeth Mascaro  
Town Attorney Cliff Repperger  
Finance Manager Jennifer Kerr  
Building Official Robert Bitgood  
Fire Chief Gavin Brown  
Police Chief Melanie Griswold  
Public Works Director Tom Davis  
Town Clerk Amber Brown

## **1. Call to Order**

Vice Mayor Joyce Barton called the meeting to order at 6 p.m.

## **2. Roll Call**

Town Clerk Amber Brown conducted a roll call

### **Commission Members Present**

Vice Mayor Joyce Barton  
Commissioner Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Marivi Walker

### **Commission Members Absent**

Mayor Wyatt Hoover

### **Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Clifford Repperger  
Finance Manager Jennifer Kerr  
Building Official Robert Bitgood  
Fire Chief Gavin Brown  
Public Works Director Tom Davis  
Police Chief Melanie Griswold  
Town Clerk Amber Brown

## **3. Pledge of Allegiance and Moment of Silence**

Vice Mayor Joyce Barton led the Pledge of Allegiance

## **4. Presentations**

### **A. Administration of the Oath of Office**

Town Clerk Amber Brown administered the Oath of Office for Commissioners Joyce Barton, Corey Runte, and Marivi Walker.

Commissioner Marivi Walker was absent for the remainder of the meeting.

## **5. Public Comments**

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

***Frank Hunt***  
***1205 Atlantic St***

*Frank Hunt sent in a zoning request letter.*

**Frank Thomas**  
**606 Atlantic St**

*Frank Thomas spoke about being a resident of Melbourne Beach for sixty years and being very happy here. He likes being involved in Melbourne Beach and is a historian and has had several books published. He invited everyone to his historical walk on January 1<sup>st</sup> at 10 am starting at the pier*

**Lauren Hardman**  
**320 Sixth Ave**

*Lauren Hardman thanked everyone for all of their hard work and spoke about the importance of the dunes and staying off of them.*

**Linda Lindenberg**  
**180 Sandy Shoes Dr**

*Linda Lindenberg spoke about being part of the Rotary Club which has only twelve members and meets every Tuesday at 7:30 am at Oceanside Pizza. The Rotary Club does a lot for local and national charities. They are partnering with Ron Jon's Surf Shop who would like to buy Drown Zero stations for all of Brevard County. They are trying to promote and get new members and asked if the Commission would approve posting a couple of Rotary Club signs to help get new members.*

## **6. Approval of the Agenda**

**Commissioner Corey Runte made a motion to amend tonight's Agenda to only have the Consent Agenda Items A-F and New Business Items A and C; Commissioner Sherri Quarrie seconded; Motion carried 3-0.**

Commissioner Corey Runte spoke about the remaining items on the agenda will be tabled till the January 18<sup>th</sup> Regular Town Commission Meeting when more Commissioners are available.

## **7. Consent Agenda**

- A. Approval of the Regular Town Commission Meeting Minutes November 16, 2022
- B. Approval of the Town Commission Workshop Meeting Minutes December 7, 2022
- C. Approval of the Special Town Commission Meeting Minutes December 7, 2022
- D. Approval of the site plan for 2204 Redwood – new home
- E. Approval of the site plan for 513 Magnolia – new home
- F. Reappointment of Board Members
  - Reappointment of members of the History Center Board
    1. Crystal Cain
    2. Mary Gene Gold (Genie)
    3. Bruce Morgan
  - Reappointment of members of the Environmental Advisory Board
    4. Jamie Guth
    5. Leslie Maloney

**Commissioner Corey Runte moved to approve the Consent Agenda as presented; Commissioner Sherri Quarrie seconded; Motion carried 3-0.**

## **8. Old Business**

Old Business items A and B were tabled until the January 18<sup>th</sup> Meeting.

- A. Consideration of service fee adjustments for James Moore for FY2023
- B. Consideration of cost to repair the collapsing stormwater pipe on Cherry and Rosewood

## **9. New Business**

New Business items B, D, E, F, G, and H were tabled until the January 18<sup>th</sup> Meeting

- A. Appointment of Vice Mayor and appointment of the Voting Delegate for the Space Coast League of Cities

**Commissioner Sherri Quarrie made a motion to continue the appointment of Vice Mayor until the January 18<sup>th</sup> meeting; Commissioner Corey Runte seconded; Motion carried 3-0**

**Commissioner Corey Runte made a motion to continue the appointment of the Voting Delegate for the Space Coast League of Cities until the January 18<sup>th</sup> meeting; Commissioner Sherri Quarrie seconded; Motion carried 3-0**

- B. Discussion on creating a monthly newsletter for residents – Commissioner Runte
- C. Consideration of Resolution 2022-14 amending the budget for the fiscal year 2021-2022; amending resolution 2022-13; amending the use of all carry forwards for all funds including the general fund, amending the expenditure budget for all funds including the general fund; transfer funds between funds

Finance Manager Jennifer Kerr spoke about this Resolution being a final budget amendment because there were still transactions trickling in.

Commissioner Sherri Quarrie spoke about this not being from our operating fund which was under budget by about \$6,000.00. This is to meet the criteria that was set forth by our CPA firm.

**Commissioner Corey Runte moved to approve item C under new business consideration of Resolution 2022-14 as presented; Commissioner Sherri Quarrie seconded; Motion carried 3-0.**

- D. Consideration of changes to Chapter 1 Procurement Procedure to reflect the bank's services agreement regarding multiple signatures required for a withdrawal

- E. Consideration of changes to Chapter 16 Expense Reimbursement to reflect the current U.S. General Services Administration pricing guide for Brevard County regarding meal allowances
- F. Consideration to engage Bowman Consulting to prepare site plans for Ocean Avenue
- G. Consideration of a public records solution company
- H. Consider Town representation of Jim Simmons for any further legal action regarding the Election Challenge

## 10. Staff Reports

Staff Reports items A-D were tabled until the January 18<sup>th</sup> Meeting.

- A. Town Attorney Report
- B. Town Manager Report
- C. Town Clerk Report
- D. Departmental Reports
  - 1. Building Department
  - 2. Public Works Department
  - 3. Code Enforcement
  - 4. Police Department
  - 5. Fire Department
  - 6. Finance Department

## 11. Town Commission Comments

Town Commission Comments items A and B were tabled until the January 18<sup>th</sup> Meeting.


- A. Review of Commission Action Item List
- B. General Comments

## 12. Adjournment

**Commissioner Corey Runte moved to adjourn; Commissioner Sherri Quarrie seconded; Motion carried 3-0.**

Meeting adjourned at 6:30 p.m.

ATTEST:

  
Wyatt Hoover, Mayor

  
Amber Brown, Town Clerk

