

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING

**MONDAY, NOVEMBER 18, 2020, 6:30 p.m.
COMMUNITY CENTER, 509 OCEAN AVENUE**

MINUTES

Commission Members:

Mayor Jim Simmons
Vice Mayor Wyatt Hoover
Commissioner Steve Walters
Commissioner Sherrie Quarrie
Commissioner Corey Runte

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Jennifer Torres
Finance Manager Jennifer Kerr

1. Call to Order

Mayor Simmons called the meeting to order at 6:30 p.m.

2. Roll Call

Commissioners Present:

Mayor Jim Simmons
Vice Mayor Wyatt Hoover
Commissioner Sherrie Quarrie
Commissioner Corey Runte

Commissioners not present:

Commissioner Steve Walters

Staff Present:

Town Manager Elizabeth Mascaro
Town Clerk Jennifer Torres
Finance Manager Jennifer Kerr
Town Attorney Cliff Repperger
Police Chief Melanie Griswold
Police Officer Chris Smith
Fire Chief Gavin Brown
Public Works Supervisor Tom Davis

3. Pledge of Allegiance and Moment of Silence

Led by Mayor Simmons

4. Presentations

Vice Mayor Hoover read a Proclamation of the Town of Melbourne Beach distinguishing and acknowledging and recognizing the contributions of James D. Simmons the longest serving Mayor of the Town of Melbourne Beach.

After the reading, Vice Mayor Hoover said on a personal note – he wanted to thank Mayor Simmons for serving as a mentor and serving his office with honor, dedication and commitment.

Town Manager Mascaro presented Mayor Simmons with a statuette recognizing his service.

Mayor Simmons said the Commission and Town Staff have come a long way in seven years and they have both been a joy to work with. He said it has been a rewarding job and he will miss it, adding that the community's support has meant everything to him.

Commissioner Runte said he can't thank Mayor Simmons enough for everything he has done for the Town, how he has personally inspired him, and how much he has effected positive change in the community during his time as Mayor.

- A. Administration of Oath of Office to newly elected members of the Town Commission - Town Clerk Torres

Town Clerk Jennifer Torres administered the Oath of Office for Mayor Wyatt Hoover and Commissioner Joyce D. Barton.

Former Mayor Simmons presented Mayor Hoover with the gavel.

A recess was called to welcome the new Mayor and the new Commission member.

The meeting reconvened at 6:52 p.m.

Town Clerk Torres conducted Roll Call:

Commissioners Present:

Mayor Wyatt Hoover
Commissioner Sherrie Quarrie
Commissioner Corey Runte
Commissioner Joyce D. Barton

Staff Present:

Town Manager Elizabeth Mascaro
Town Clerk Jennifer Torres
Finance Manager Jennifer Kerr
Town Attorney Cliff Repperger
Fire Chief Gavin Brown
Public Works Supervisor Tom Davis

Commissioners not present:

Commissioner Steve Walters

Mayor Hoover directed the Commission to the business of appointing a new Vice-Mayor.

Commissioner Joyce D. Barton nominated herself to serve as Vice Mayor; Commissioner Quarrie seconded; Motion carried 4-0.

5. Boards and Committees

A. Review of (1) volunteer application to fill Board vacancy – Town Clerk Torres

Applicant for the Board of Adjustment, Pete Peterson, made a brief statement.

Commissioner Quarrie moved to approve the board application of Pete Peterson and appoint him as a member of the Board of Adjustment; Commissioner Runte seconded; Motion carried 4-0.

6. Public Comments

*Frank Thomas
606 Atlantic Street*

Mr. Thomas wanted to note that this evening marks the 37th swearing-in of a Mayor in the Town of Melbourne Beach and gave a little history on the background of the term “investiture.”

7. Approval of the Agenda

Commissioner Quarrie moved to approve the agenda; Commissioner Runte seconded; Motion carried 4-0.

8. Consent Agenda

- A. Site Plan Review for 447 River View Lane, Melbourne Beach
- B. Site Plan Review for 505 Avenue B, Melbourne Beach
- C. Approval of August 5, 2020 STCM Minutes – Town Clerk Torres
- D. Approval of August 5, 2020 TCW Minutes – Town Clerk Torres
- E. Approval of August 19, 2020 RTCM Minutes – Town Clerk Torres
- F. Approval of September 2, 2020 TCW Minutes – Town Clerk Torres
- G. Approval of September 9, 2020 STCM Minutes – Town Clerk Torres
- H. Approval of September 21, 2020 STCM Minutes – Town Clerk Torres

Commissioner Quarrie made a comment about the Site Plan Review for 447 River View Lane. She noted a piece of information was left out when they received their packets. However, it has since been received and the plan is now complete.

Commissioner Quarrie moved to approve the Consent Agenda; Commissioner Runte seconded; Motion carried 4-0.

9. Public Hearings

10. Old Business

- A. Consideration and possible action related to quotes obtained for electric vehicle charging station – Town Manager Mascaro

The Town Commission had asked the Town Manager to look into the cost of installing electric charging stations. The cost of a charging station for Tesla is \$1,600. The cost of purchasing a charging station for all other electric vehicles is \$1,058. Plus \$500 for additional hardware (Leviton system). Three proposals were received: Eau Gallie, \$4,050; Stingray, \$6,800; Complete, \$2,300.

Discussion ensued about the difference in cost and the ability for Leviton to charge a Tesla.

Commissioner Quarrie moved to approve the costs for two Leviton L2 Electrical Charging Stations, installed, with costs not to exceed \$5,500 from Complete Electric on the condition that Leviton can provide charging for Tesla vehicles; Commissioner Runte seconded; Motion carried 4-0.

11. New Business

- A. Review contract to extend the relationship with Town Attorney Repperger for an additional 3 years – Town Manager Mascaro

Commissioner Runte abstained from the vote on this issue due to a conflict.

Town Attorney Repperger went over the new contract. Mayor Hoover recommended renewing the contract. Commissioner Quarrie said continuity is extremely important and so is having an attorney who remembers what happened in past. Commissioner Barton said she appreciates the fact that Town Attorney Repperger was waiving any fee increase.

Commissioner Quarrie moved to renew the Town Attorney contract for three years; Vice Mayor Barton seconded; Motion carried 3-0.

B. Appoint new Vice-Mayor Beach – Town Manager Mascaro – already addressed

C. Consideration of Budget Resolution 2020-14 – Finance Manager Kerr

Commissioner Quarrie moved to approve Resolution 2020-14; Commissioner Runte seconded; Motion carried 4-0.

D. Consideration of budgeting from the General Fund to address shortfall in Building Fund Budget - Finance Manager Kerr

Finance Manager Kerr explained the transfer of funding and Town Manager Mascaro explained the details of the shortfall.

The Building Fund is a separate fund that is not a profit center. At one time it did cover the cost to operate but it no longer generates enough funds to cover the expenditures. The shortfall needs to be budgeted from the General Fund.

Building Inspections have steadily increased over the past six years. Going from 710 inspections in FY14 to 1,948 inspections in FY20. Although new builds have decreased, renovations and pool installs have increased in the past year by 70%.

Recommendation: Stop the transfer of \$18,000 from Building Fund to General Fund. Use money from reserves in FY21 budget to cover any shortfall in the Building's budget. From here on - budget for this shortfall each year.

Commissioner Runte moved to approve the transfer of funding as requested; Commissioner Quarrie seconded; Motion carried 4-0.

E. Consideration and approval of the 2021 Town Commission Meeting Schedule

Commissioner Runte moved to approve as the schedule as presented pending confirmation and approval from the other Boards; Commissioner Quarrie seconded; Motion carried 4-0.

F. Consideration and possible action related to New Dune Crossover designs – Commissioner Quarrie

Commissioner Quarrie presented evidence that the crossover areas were becoming inundated with invasive plants. She would like to see them cleaned up and made nice for all residents. In particular, the 6th Avenue crossover appeared to be in severe disrepair.

Vice Mayor Barton agreed it was a good idea.

Commissioner Runte said it was a good idea and suggested they create an action item to conduct a feasibility study because the dunes are a highly protected area.

Public Comments

*Neil Tompkins
2004 Neptune*

Mr. Tompkins suggested they start with 6th Avenue and plan what needs to be done, taking one step at a time, because there are so many unknowns.

The Commission agreed to add a new Action Item and instructed the Town Manager and Public Works Supervisor to contact DEP and conduct an assessment of all crossovers for invasive plants and overall condition and select one area to focus on first. The issue will be discussed again at the December RTCM.

G. Consideration and possible action related to MOU for Fire Department Gear Washer & Dryer – Fire Chief Brown

Chief Brown explained that the Fire Department has partnered with three other local municipal fire departments (Indian Ocean, Indian Harbour Beach, & Satellite Beach) to purchase an extractor style washer and rack dryer. This equipment is necessary to wash a firefighter's structural gear after a fire to prevent the spread of cancer causing carcinogens. To assist with the cost of the project, the Department submitted and was awarded a regional FEMA Assistance to Firefighters Grant in the amount of \$22,272. While this is not the full amount requested, it will certainly help offset the cost to the Town and to the other fire departments partnering in this project. A MOU between the municipalities is needed to make sure all involved parties understand the program and agree to participate in sharing the costs associated.

Commissioner Quarrie moved to approve signing the MOU for the Fire Department; Commissioner Runte seconded; Motion carried 4-0.

Public Works Supervisor Davis said he had a walk-on item he needed to address with the Commission related to the need for electrical power in Ryckman Park.

He explained that currently, there are no ac power plugs in Ryckman Park except on the pavilion and restroom building. This lends to a difficult situation when work is being done in park wherein power tools may be needed. Additionally when attempting to decorate and/or permanently display lights in the oak trees there is no power nearby. Utilization of extension cords create trip hazards. In addition, he added, during events in the park these outlets can be used to add lighting and power things such as projectors

for movies in the park. He said the response from numerous residences to the lighted trees has been overwhelmingly positive.

Public Works Supervisor Davis said he met with representatives of Eau Gallie Electric and estimated the costs for this are around \$8,000 that includes underground boring to avoid tearing up the turf and damaging any of the oak tree roots.

He did not have any other quotes because of the time constraints.

Commissioner Runte said the costs seem high and in the future he would suggest he get two more quotes. He agreed to approve the request with the condition he get a second quote.

Mayor Hoover said his concern was where the mighty posts go because they can't be located near sidewalks. The Public Works Supervisor assured him they would not be.

Commissioner Runte moved to tentatively approve the costs of a power outlet in Ryckman Park with the condition of obtaining a second bid from Leviton for installation, with a cost not to exceed \$8,937 and with the additional condition that the bids must come before the Commission for a vote before final approval; Vice Mayor Barton seconded; Motion carried 4-0.

Town Clerk Torres asked the Commission to review the extension of two Emergency Orders related to mask use and mask policy postings within the Town in the form of Emergency Order 2020-14 and Emergency Order 2020-15.

Commissioner Runte moved to approve Emergency Order extension 2020-14 as presented to avoid expiration; Commissioner Quarrie seconded; Motion carried 4-0.

Commissioner Runte moved to approve Emergency Order extension 2020-15 as presented to avoid expiration; Commissioner Quarrie seconded; Motion carried 4-0.

12. Staff Reports

- A. Town Attorney Report – No report
- B. Town Manager Report

The Town Manager informed the Commission that the Planning & Zoning Board was not in favor of approving any change in the code related to sheds on corner lots.

Commissioner Quarrie asked to see the minutes from the Planning & Zoning meeting so she could see why they made their decision.

Commissioner Runte said the Halloween event was wonderful and the community was very happy with how it turned out.

Town Manager Mascaro said the next event would be the park lighting, a movie in the park and a Christmas parade. Town staff will be dressing up and volunteering their time to take part. This year, there will be no pancake breakfast and no tree lighting ceremony because of the pandemic. The Fire Department will still be doing the Santa Run on Christmas Eve.

The Town will also post banners in the community wishing happy holidays from the Town.

Commissioner Quarrie said at some point in time the Commission will need to address ways to beautify Ocean Avenue – and wanted her to address an item in her report where the Town Manager brought up the idea of using an area that she believed the Town owned. After checking on that, it appears the Town owns it – and can use the space if the Commission decides to. Further discussion needs to occur with the Town Attorney to confirm this.

C. Town Clerk Report

The Town Clerk advised the Commission she attended the FAAC Fall Academy and thanked them for allowing her attendance. She also noted a new issue of the Beachcomber was released.

D. Departmental Reports:

1. Building Department - None
2. Public Works Department

Public Works Supervisor said they are focusing on the park this month and creating a beautiful, safe and lighted holiday display.

Mayor Hoover asked Public Works to think about digging some of the swales around Town a little deeper in order to make them work more effectively.

3. Code Enforcement – None
4. Police Department

Commissioner Runte wanted to know if someone actually reported an obese raccoon. He was advised that yes - it appears to be a true account.

5. Fire Department - None
6. Finance Department

Commissioner Quarrie asked if the Finance Director could put the expenditure column as a blind header for each department. She agreed to do so.

Commissioner Runte moved to approve the October Finance Report;
Commissioner Quarrie seconded; Motion carried 4-0.

12. Town Commission Comments

A. General Comments

Members of the Commission welcomed Vice Mayor Barton to the Commission.

Mayor Hoover said at the next workshop he would like to discuss Roberts Rules as a refresher.

B. Review of Commission Action List

Items closed

- Research availability & compensation for Bld. Official
- ADA Compliance

Updates

- Sheds on Corner Lots: The Commission requested the minutes from the 11/10/2020 PNZ to discuss at the Dec. RTCM
- Crossover assessment: Contact DEP - Assess all crossovers for invasive plants/condition and select one area to focus on first
- Create Contract between Town & The Avenue MB HOA: Cliff draft and discuss at Dec. RTCM

Added

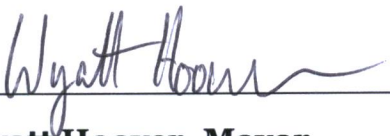
- Survey overall building department costs – and discuss at Feb RTCM

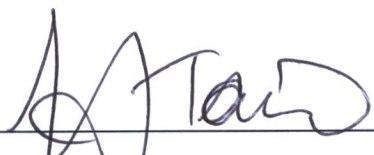
14. Adjournment

Commissioner Runte moved to adjourn; Commissioner Quarrie seconded; Motion carried 4-0.

Meeting adjourned at 9:02 p.m.

ATTEST:



Wyatt Hoover, Mayor

Jennifer Torres, Town Clerk