

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING SEPTEMBER 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

Mayor Wyatt Hoover called the meeting to order at 6 p.m.

## 2. Roll Call

Town Clerk Amber Brown conducted a roll call

### Commission Members Present

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

### Commission Members Absent

Commissioner Marivi Walker

### Staff Members Present

Town Manager Elizabeth Mascaro  
Town Attorney Clifford 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

## 3. Pledge of Allegiance and Moment of Silence

Mayor Wyatt Hoover led the Pledge of Allegiance

## 4. 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.

***Adam Meyer***  
***214 Surf Rd***

*Adam Meyer spoke about going through the process to add onto his house when he found out he would have an issue because of code 7A-55. His home is old and none of his home is above eighteen inches from the crown of the road. He asked the Town to look into that part of the code, and consider additional options.*

Further discussion ensued

## New Action Item – Research options regarding code 7A-55

***Michael Maguire***  
***18 Marina Isles***

*Michael Maguire spoke about other projects he has done in Melbourne Beach and ran into the same issues because of code 7A-55.*

## 5. Approval of the Agenda

**Commissioner Sherri Quarrie made a motion to approve the Agenda; Commissioner Corey Runte seconded; Motion carried 4-0.**

## 6. Consent Agenda

- A. Approval of the Regular Town Commission Meeting minutes for August 17, 2022
- B. Approval of the Town Commission Workshop minutes for July 6, 2022
- C. Appointment of Heidi Brewer as an Alternate to the Parks Board
- D. Approval of the site plan for 202 Second Ave
- E. Approval of the site plan for 400 Banyan Way

***Ali Dennington***  
***413 Surf Rd***

*Ali Dennington spoke about parts of the minutes not being summarized neutrally, certain things being put in the minutes and other things that are being left out. She asked when Clifford Repperger knew about Corey Runte moving out of Town.*

**Vice Mayor Joyce Barton moved to approve the Consent Agenda; Commissioner Sherri Quarrie seconded; Motion carried 4-0.**

## 7. Presentations

- A. Discussion and approval for a children's business fair – Parks Board

Parks Board Member Julie Samuel spoke about wanting to do a children's business fair in Ryckman Park.

***Casie Garrett***  
***209 Birch Ave***

*Casie Garrett spoke about going to all of the children's business fairs in Viera and purchasing items from all of the children entrepreneurs.*

**Commissioner Corey Runte made a motion to approve moving forward with planning the children's business fair for the first time in March of 2023; Vice Mayor Joyce Barton seconded; Motion carried 4-0.**

## 8. Old Business

- A. Consideration of the Town Manager's Employment Agreement Terms

Mayor Wyatt Hoover spoke about the three-year employment agreement which is up for renewal. The overview is another three-year renewal with an annual pay increase of 6%, severance pay from three months to four months, and sick pay paid out at 50% which is the same as the other employees.  
Further discussion ensued

**Adam Meyer**  
**214 Surf Rd**

*Adam Meyer spoke about the multiple accusations that have been brought up so there should be training requirements put in the contract. An annual review should be done, and a six percent raise every year no matter what is a big increase. Have some type of incentive such as three percent plus an additional three percent for something.*

Mayor Wyatt Hoover spoke about an annual review does currently happen and having an incentive tied to the budget has caused issues in the past like not increasing salaries, or holding off repaving roads.

**Steve Walters**  
**416 Sixth Ave**

*Steve Walters spoke about being concerned regarding the six percent increase yearly whether she does a good job or not. Mr. Walters spoke about the chaos that is going on including legal fees for a single grievance from a department head, and legal fees for a grievance, and the payout for Jennifer Torres. Regarding sick time what is the policy and what is the Town Manager asking for. Steve Walters spoke about the Town Manager only having a high school education and listed several previous employees that left because of her temper as to why she should not get a contract.*

**Ali Dennington**  
**413 Surf Rd**

*Ali Dennington questioned if the Town Manager had job evaluations, what were the results, and who participated in them. A six percent increase for three years is a lot. When Jennifer Torres left the Commission never investigated anything. Ali Dennington also spoke about Robert Bitgood and his position as the Building Official.*

**Jim Simmons**  
**409 Avenue B**

*Jim Simmons spoke about there being a lot of misinformation. This is the first time that he can remember extending a Town Manager's contract. Training needs to be defined, but the proper place to put that is in the review, if performance is tied to the budget then that will be the only focus and things will be deferred. Town Manager Mascaro was brought in at a lower salary and now is the time to play catch up.*

**Ken Labrato**  
**213 Cherry Drive**

*Ken Labrato spoke about at the end of the three-year contract the salary would almost be what the Lieutenant Governor is making. The six percent would be*

*compounded each year. No one has an unlimited buyout of sick leave that could be \$50,000-\$80,000. If you compare the salaries then you should compare the requirements for those jobs.*

Further discussion ensued

Finance Manager Jennifer Kerr spoke about the sick leave policy. If an employee has been with the Town for two years they get fifty percent of their sick leave. An employee gets 3.69 hours per pay period.

Town Attorney Clifford Repperger read the Town's sick leave policy.

Mayor Wyatt Hoover spoke about the sick leave part of the contract would match what the other employees get. For this year keep the six percent raise to match the other employees. For the remaining two years have the raise be four percent with an up to two percent bonus based on a performance review.

Further discussion ensued

**Vice Mayor Joyce Barton made a motion to approve the Town Manager's Employment Agreement terms with the detailed changes of a salary increase of 6% starting the new fiscal year followed by a 4% increase for the following 2 years with an up to 2% performance-based incentive by the Commission, with the severance pay term modified from 3 months to 4 months, and the sick leave payment accrual at 50% which is provided to all other employees; Commissioner Sherri Quarrie seconded; Motion carried 4-0.**

B. Discussion and plan the next steps on the S.E.A Project

Town Manager Elizabeth Mascaro spoke about Neal Tompkins who is the resident that ran the S.E.A project workshop.

Neal Tompkins spoke about there being a lot of interesting ideas that came out at the workshop. A couple of very important things to keep in mind are less is more, and whatever you do maintain it well. Discussed ideas to implement around Ryckman Park.

Mayor Wyatt Hoover spoke about starting with pavers, parking, and sidewalks.

Further discussion ensued

Town Manager Elizabeth Mascaro spoke about getting a proposal from BSE.

**9. New Business**

- A. Discussion and approval of the 2023 meeting calendar for Planning & Zoning, Commission, and Board of Adjustment

**Commissioner Sherri Quarrie made a motion to accept the Town of Melbourne**

**Beach Planning & Zoning, Commission, and Board of Adjustments schedule as proposed; Commissioner Corey Runte seconded; Motion carried 4-0.**

B. Discussion and approval of an Eagle Scout project proposal

Jack Byrd spoke about his proposal of installing placards on mental health issues for his Eagle Scout project.

Further discussion ensued

Commissioner Corey Runte spoke about approving the installation of the placards and allowing the Town Staff to assist with the amount and locations.

***Ali Dennington  
413 Surf Rd***

*Ali Dennington spoke about this being wonderful. Adding space for meditation walks as part of the S.E.A project.*

**Commissioner Corey Runte made a motion to approve the Eagle Scout Project by Jack Byrd with the coordination and implementation by Town Staff and Jack Byrd; Commissioner Sherri Quarrie seconded; Motion carried 4-0.**

C. Discussion and approval of a landscape/mowing plan

Public Works Director Tom Davis spoke about the plan to bring landscaping/mowing back in-house and the different pieces of equipment.

Further discussion ensued

***Julia Samuel  
2320 S River Rd***

*Julie asked about the warranty and spoke about this being a lot of money and sounding like it would be better left to a landscape company.*

Public Works Director Tom Davis spoke about the warranty is two years.

***Ali Dennington  
413 Surf Rd***

*Ali Dennington spoke about not being opposed to it, but make sure you really understand and track the costs to see overtime how costly it is. What are the maintenance costs and times, and what happens when the mower is down. Find out what the warranty terms are, check our insurance, and what is the backup plan if it is down for a month.*

***Casie Garrett  
209 Birch***

*Casie Garrett spoke about loving the idea because, in the end, it will save the Town money. The employee should also be trained about the lagoon.*

**Commissioner Corey Runte made a motion to waive the requirement to get three bids in total due to the proprietary nature of the equipment; Commissioner Sherri Quarrie seconded; Motion carried 4-0.**

**Commissioner Corey Runte made a motion to approve the landscape/mowing plan as presented with the cost as presented based on a successful return on investment and performance; Vice Mayor Joyce Barton seconded; Motion carried 4-0.**

D. Discussion on improvements to the 6<sup>th</sup> Avenue boat ramp

Commissioner Corey Runte spoke about this being brought up at the last meeting to explore the reality of improvements to beautify and clean it up while being respectful to the neighbors.

Public Works Director Tom Davis spoke about the seawall will need to be addressed no matter what.

***Alison and William Stephens  
1508 Pine St***

*Alison and William Stephens spoke about concerns about the security and privacy of their backyard if a dock is put in. Dredging and adding a dock would open it up to people from any community to come and use it.*

Mayor Wyatt Hoover spoke about the idea behind this item was to start the discussion of how to clean up the area not to put a dock in.

***Carolyn Atkinson  
1602 Pine St***

*Carolyn Atkinson spoke about it would be great to be notified ahead of time of changes.*

Further discussion ensued

***Ali Dennington  
413 Surf Rd***

*Ali Dennington spoke about Sixth Ave boat ramp improvements being on the agenda twice items D and F, and item F is about a boat ramp that would be preferred to be at Sixth Ave. Cleaning up the boat ramp is good, but there shouldn't be a dock or making it a destination. Would like to make a public records request.*

Commissioner Corey Runte spoke about item F is about putting a dock in at Sixth Ave.

- E. Discussion and approval on donating ARP funds to the Property Appraiser's Office

Town Manager Elizabeth Mascaro spoke about receiving a letter from the Property Appraiser's Office asking for a portion of ARP funds.

**Fails for lack of a motion**

- F. Discussion and approval of a new dock and boat lift for the Fire Department's Rescue boat

Fire Chief Gavin Brown spoke about the Fire Department requesting consideration to construct a new dock and boat life in the southwest corner of Ryckman Park. The funds would come from the Volunteer Firefighters Association. Adding to the pier would be cheaper, but they weren't sure that would be an option.

Further discussion ensued

Fire Captain Jeff Boos spoke about not having a proposal for attaching it to the pier because they do not want to take away from the pier.

Commissioner Corey Runte spoke about this being moved to a workshop to get resident input, and doing a joint venture like adding oyster beds.

- G. Discussion and approval to add an additional Thai Chi class

Town Manager Elizabeth Mascaro spoke about getting feedback from attendees of the Thai Chi class wanting an additional class geared towards entry-level or for people with mobility issues.

***Ali Dennington  
413 Surf Rd***

*Ali Dennington spoke about being wrong about item F and thanked Fire Chief Gavin Brown for the clarification.*

**Commissioner Sherri Quarrie made a motion to approve the request for an additional Thai Chi class; Commissioner Corey Runte seconded; Motion carried 4-0.**

- H. Discussion on live streaming Commission meetings

Vice Mayor Joyce Barton spoke about the Commission considering live streaming as a form of transparency and a way to reach more residents.

**New Action Item – Research options and costs for live streaming**

**10. Staff Reports**

- A. Town Attorney Report



No additions

B. Town Manager Report

Town Manager Elizabeth Mascaro spoke about Brewer Paving starting next week. Parks Board had a very successful garden party.

C. Town Clerk Report

Town Clerk Amber Brown spoke about the new BS&A software tracking business tax receipts. This year everything needs to be manually entered, but moving forward it will automatically send out the letters and take payments.

D. Departmental Reports

1. Building Department

Building Official Robert Bitgood spoke about the current construction going on. Beth Crowell is retiring, but staying on to train the new permit tech.

Add stop work orders to the building department report.

2. Public Works Department

Public Works Director Tom Davis spoke about two of his employees getting trade jobs so he has two new employees.

3. Code Enforcement

No additions

4. Police Department

Police Chief Melanie Griswold spoke about the next movie in the park is on October 21<sup>st</sup> in conjunction with the Fire Departments Haunted House.

5. Fire Department

No additions

6. Finance Department

Finance Manager Jennifer Kerr spoke about August being the 11<sup>th</sup> month of the fiscal year, and we are right in line with where we need to be even with the increase in expenses.

**Commissioner Sherri Quarrie moved to approve the Finance Report; Vice Mayor Joyce Barton seconded; Motion carried 4-0.**

## 11. Town Commission Comments

### A. Review of Commission Action Item List

#### New Action Items

- **Research options and costs for live streaming**
- **Research options regarding code 7A-55**

#### Updated

- **Coordination of utility projects:** Contact Jenny Lamb with the City of Melbourne - October
- **Permanent Tree Lighting:** Waiting to meet with Commissioner Walker, can get rid of signs at Pine and Ocean for the school zone – October
- **Sixth Ave Boat Ramp:** Discussed under new business agenda item D – November
- **S.E.A Project:** Waiting to hear back from BSE – November

#### Closed

- **List and Evaluate Sections of the Road:** Public Works Director Tom Davis spoke about the patch on Ave A will be getting fixed. Provided a list of the patches around town - CLOSED

### B. General Comments

None

## 12. Adjournment

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

Meeting adjourned at 10:21 p.m.



ATTEST:

A handwritten signature in blue ink that reads "Wyatt Hoover".

Wyatt Hoover, Mayor

A handwritten signature in blue ink that reads "Amber Brown".

Amber Brown, Town Clerk