

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING March 20, 2024 at 6:00 p.m. COMMUNITY CENTER - 509 OCEAN AVENUE

### MINUTES

#### Commission Members:

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Marivi Walker  
Commissioner Adam Meyer

#### Staff Members:

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

#### 1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:01 p.m.

#### 2. Roll Call

Town Clerk Amber Brown conducted a roll call

#### Commission Members Present

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Adam Meyer

#### Commission Members Absent

Commissioner Marivi Walker

#### Staff Members Present

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Finance Manager Jennifer Kerr  
Building Official Robert Bitgood  
Fire Chief Gavin Brown  
Town Clerk Amber Brown

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

Mayor Alison Dennington led the Pledge of Allegiance.

**4. Meeting Agenda – Additions/Deletions/Changes**

Vice Mayor Sherri Quarrie brought up changes to the meeting agenda, wants to put language for the second kitchen into a workshop for residents. Change the new business E and F to workshops so the public can have input, also have the town attorney look at it.

Mayor Alison Dennington says they should be discussed here, see if they want to approve the citizens advisory board. Says the second kitchen language has already been voted on.

Commissioner Corey Runte says there is too much information needed to be able to make decisions tonight and believes there should be a workshop. Says workshops are limited to two topics so they can be spoken about in depth.

**Commissioner Adam Meyer made a motion to approve the agenda as is; Commissioner Corey Runte seconded; Motion carried 4-0.**

**5. Consent Agenda – 15:47**

- A. Reappointment of Parks Board Member Lisa Kishegyi
- ~~B. Approval of the site plan for 526 Sunset Blvd – New home~~

Mayor Alison Dennington pulled Consent Agenda Item B and put it on New Business as Item G.

**Commissioner Adam Meyer made a motion to approve the Consent Agenda Item A; Commissioner Corey Runte seconded; Motion carried 4-0.**

**6. Proclamations/Presentations/Awards**

- A. Fire Department presentation including a proclamation commemorating 33 years of dedicated volunteer service to the Town of Melbourne Beach provided by Retired Fire Lieutenant Stephen Stewart, the swearing in of two new State Certified Volunteer Firefighters Michael Bellucco and George Walters, and acceptance of a donation from the MBVFA – followed by a brief reception – 25:27

Lieutenant Stewart said he was grateful to be part of the fire department for so long.

Mayor Alison Dennington called for a short break for reception - 36:14

Town Clerk Amber Brown conducted a roll call

**Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Adam Meyer

**Commission Members Absent**

Commissioner Marivi Walker

**Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Finance Manager Jennifer Kerr  
Building Official Robert Bitgood  
Fire Chief Gavin Brown  
Town Clerk Amber Brown

- B. Presentation by Town Attorney Ryan Knight about different types of local government and the duties of various roles – 37:11
- C. Fiscal Year 2023 Financial Audit presented by James Moore – 50:56

Mayor Alison Dennington wanted clarification on various things such as why certain categories were at \$0 and why there was such an increase in salaries.

**7. Finance/Budget Report – 1:19:56**

Vice Mayor Sherri Quarrie said parking revenue has decreased, wanted people to be aware.

**Commissioner Corey Runte made a motion to approve the finance report as presented; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

**8. Department and Board/Committee Reports – 1:25:35**

**A. Public Works Department**

No additions.

**B. Building Department**

No additions.

**C. Code Enforcement**

Mayor Alison Dennington asked about non certified vacation rentals. She also mentioned adding dates to complaints/notices to help with the records.

Building Official Robert Bitgood said the complaint was filed and they are waiting on follow up.

**D. Fire Department**

Fire Chief Gavin Brown acknowledged his appreciation for the donation of vehicles for his department.

**E. Police Department**

No additions.

**F. Town Clerk**

Town Clerk Amber Brown gave an update on the document scanning, said a sample needs to be redone before all of the documents can start being scanned but she feels confident about the process.

**9. Public Comment (Non-Agenda Items) – 1:33:25**

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.

***Tina Coppock – 505 Avenue B** – Tina Coppock spoke about the importance of shortening meetings and that it is the mayor's responsibility to do so. Mentioned the importance of getting meeting minutes out quickly.*

***Chuck Cain – 309 Surf Rd** – Chuck Cain says this is a great town, the staff makes the town. Says he used to enjoy getting updates at meetings, now they are too long and the Commission is losing the Town's attention.*

***Steve Walters – 416 Sixth Ave** – Steve Walters says there is no trust with the government, and gave examples of things being sold under value, such as cars. Would love shorter meetings but appreciates public discussion.*

***Frank LaGrassa – 412 First Ave** – Frank LaGrassa also mentioned the mistrust of the government. He praised the mayor's firmness and says the other members of the Commission are not allowing the mayor to exercise her rights and believes they are the ones wasting time.*

***Mark McBride – 310 Second Ave** – Mark McBride talked about the AirBNB situation, believes there has been progress, but wants to know more specifics like the timeline on things being enforced.*

Mayor Alison Dennington said this subject was her agenda item and will be discussed later, and reminded the town members that this public comment is for things not on the agenda.

***Ken Lebrato - 213 Cherry Dr** – Ken Lebrato asked when do the public get to ask questions about previously discussed items? Asked why it takes so long to address unregulated AirBNBs, specifically one near him.*

Mayor Alison Dennington said public comment is specifically for things being voted on.

Town Attorney Ryan Knight said when items come up for discussion, the commission discusses first then you put it out for public comment.

Town Manager Elizabeth Mascaro said recently the property is no longer listed on AirBNB.

**10. Public Hearings/Special Orders**

**11. Unfinished Business - 1:54:25**

- A. Consideration of pricing contract renewal with Waste Pro – Town Manager Elizabeth Mascaro

Daniel Robson, division manager from Waste Pro spoke about the contract and services. \$35 per home per month. Raised commercial rate, lowered residential rate. Gives town of Melbourne Beach 15% franchise fee. Does not charge for Founder's Day.

Commissioner Adam Meyer mentioned wanting to get other bids.

Commissioner Corey Runte expressed how he feels Waste Pro has done everything in their power to provide good service and good rates and would be happy to renew a contract.

**Vice Mayor Sherri Quarrie made a motion to extend the waste pro contract, Commissioner Corey Runte seconded;**

***Steve Walters - 416 Sixth Ave** – Steve Walters asked why is this back on the agenda? It was decided years ago to go to bid and it continues to just be renewed as is. Not everyone can afford these price increases.*

***Tina Coppock – 505 Avenue B** – Tina Coppock says you get what you pay for, and if it's not broke, don't fix it.*

Mayor Alison Dennington says she feels conflicted, wants to go to bid but has a hard time trusting a different company to do a good job.

Town Manager Elizabeth Mascaro says the companies do not have to honor their original pricing if it goes out to bid.

Commissioner Adam Meyer says companies can take advantage if you do not go to bid.

***Scott Jones - 309 Fifth Ave** – Scott Jones says he has never seen trash pickup like it is in Melbourne Beach and it would have to be a big savings to risk losing the quality of the service Waste Pro provides.*

***Frank LaGrassa – 412 First Ave** – Frank LaGrassa asked for clarification on how going to bid worked, if you could still go with the original company. Also asked, if it were your home, would you go this long without checking that it is a good deal?*

Mayor Alison Dennington explained that you do not have to pick the lowest bid, you can choose amongst the companies, but there would only be three bids at most.

**Motion carried 3-1 with Commissioner Adam Meyer dissenting**

- B. Consideration of a volunteer Beach Ambassador program – Town Manager Elizabeth Mascaro – 2:29:20

Fire Chief Gavin Brown said it will be under the Fire Department. Said there will be donations for the program.

Town Manager Elizabeth Mascaro said the cost will be paid for by parking.

**Commissioner Corey Runte moved to approve the beach ambassador program with two conditions: not to exceed \$1,000 of Ocean Park parking funds and subject to annual review by the Commission, Commissioner Adam Meyer seconded; Motion carried 3-1 with Mayor Alison Dennington dissenting**

- C. Consideration on ordinance language changes related to sheds – Building Official Robert Bitgood – 2:45:01

Commission approved as written 160 sq ft and 5 foot setbacks, went to PNZ and they suggested 140 and a 2 foot setback.

Mayor Alison Dennington recuses herself.

Planning and Zoning Member Dan Harper said the issue with sheds was not the size, but wanting to relocate them. Did not see the purpose in changing the 25 feet from property line to 5 feet. Recommends allowing the size increase but not the change in location.

Vice Mayor Sherri Quarrie asked for clarification specifically about corner lots.

**Commissioner Corey Runte moved to table to the next RTCM with the condition of the Building Official and PNZ representative meeting to provide options and visual diagrams, Vice Mayor Sherri Quarrie seconded;**

*Frank LaGrassa – 412 First Ave – Frank LaGrassa said he is hearing the impact for neighbors to the corner lot, but is not hearing the impact to passers by.*

**Motion carried 3-0 with Mayor Alison Dennington abstaining**

Town Attorney Ryan Knight advised Mayor Alison Dennington about Form 8B.

- D. Consideration of language for the second kitchen repeal ordinance – Town Attorney Ryan Knight – 3:19:00

**Commissioner Adam Meyer made a motion to send it to PNZ as written, Vice Mayor Sherri Quarrie seconded; Motion carried 4-0**

- E. Consideration to obtain a traffic engineer study for traffic calming device options – Town Manager Elizabeth Mascaro – 3:20:00

Mayor Alison Dennington wants the police chief to write tickets before obtaining a study.

Commissioner Adam Meyer said there is no harm in letting the Town Manager start getting information, and that we can engage with the new police chief at the next meeting.

**Commissioner Corey Runte made a motion to authorize and approve the Town Manager to obtain quotes for a traffic study on Riverside; Commissioner Adam Meyer seconded;**

*Paula Panton – 809 Riverside Dr – Paula Panton said she thought at the last meeting we were going to study the whole town because there’s speeding everywhere, so why is this just Riverside? Appreciates seeing more police presence.*

Commissioner Corey Runte said he would amend his motion.

Mayor Alison Dennington said the amended motion, which is to authorize the Town Manager to get cost estimates to do traffic study for all areas, not to pay for it or authorize it but to get quotes.

**Commissioner Corey Runte amended his motion to obtain quotes for the scope of work as presented; Commissioner Adam Meyer seconded the amendment; Motion carried 4-0**

- F. Consideration of upcoming Regular Town Commission Meeting dates – Commissioner Corey Runte – 3:24:25

Commissioner Corey Runte said most of the Commission has jobs and that it is important to have representation, so the meeting dates and times need to work for everyone. Review the dates for April, May, June to not only have a quorum, but the best attendance possible.

Mayor Alison Dennington asked if he is requesting to move the set date for every month. Believes if you have a quorum, you should not move the meeting for one person.

Commissioner Adam Meyer said that he already told his work that he cannot travel because of these meetings on these days, so he would not necessarily be flexible to move dates.

**Failed for a lack of a motion**

**12. New Business**

- A. Consideration of salary for Police Chief Tim Zander – Town Manager Elizabeth Mascaro – 3:30:15

Town Manager Elizabeth Mascaro said she has offered Tim Zander the position of police chief to be sworn in on April 1st. Proposed that he is leaving a higher paying job and deserves \$105,000.00 as a salary.

Mayor Alison Dennington says she is uncomfortable offering him that high of a salary in comparison to the old police chief’s salary of \$91,000.00 and would rather start lower and see how he does in the position.

Commissioner Corey Runte believes he is worth the salary of 105,000.00 and it is better to make people happy and satisfied in their job so they will not leave.

Commissioner Adam Meyer pointed out that that salary fits within the salary range that was posted and that Tim is well qualified for the position so the salary is justifiable.

**Commissioner Corey Runte moved to approve the salary for Police Chief Tim Zander at \$105,000.00 as presented; Commissioner Adam Meyer seconded;**

*Steve Walters - 416 Sixth Ave – Steve Walters said they were being locked out of the building for public interviews and asked if Officer Smith was going to apply.*

Town Manager Elizabeth Mascaro said Officer Smith was not qualified to apply.

Mayor Alison Dennington said that it was up to the Town Manager to hire for the position, not the Commission.

*Tina Coppock – 505 Avenue B – Tina Coppock said the police chief puts their life on the line everyday and 105,000.00 is a bargain.*

**Motion carried 4-0**

Tim Zander thanked the Commission for the opportunity.

- B. Consideration of Resolution 2024-02 – Budget Amendment – Finance Manager Jennifer Kerr – 3:48:57

**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024; AMENDING RESOLUTION NO 2023-09; AMENDING EXPENDITURES FOR ALL FUNDS INCLUDING THE TOWN’S GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION**

Town Manager Elizabeth Mascaro said the resolution is to reallocate capital funds in the original budget for 2024, \$50,000 was for the skate park, they did pay for two studies to be done, there is an ADA compliance issue and would like to earmark the funds to fix that.

Building Official Robert Bitgood said that according to Florida building code, the relationship between handicap parking and accessibility to the structure it serves has to be the most direct route. Suggested being proactive and using the remaining funds to fix this.

Mayor Alison Dennington said the remaining amount is \$47,000, and asked if the \$3,000 had been used on the surveys and core samples.

**Commissioner Adam Meyer made a motion to approve reallocating the money from the skate park to ADA compliance; Vice Mayor Sherri Quarrie seconded;**

*Frank LaGrassa – 412 First Ave – Frank LaGrassa said that the people should have been informed the new Police Chief was here.*

Mayor Alison Dennington called for a brief recess



Town Clerk Amber Brown conducted a roll call

**Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Adam Meyer

**Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Building Official Robert Bitgood  
Town Clerk Amber Brown

**Commission Members Absent**

Commissioner Marivi Walker

**Commissioner Adam Meyer made a motion to approve budget Resolution 2024-02 as written; Commissioner Corey Runte seconded; Motion carried 4-0**

- C. Discussion of prohibiting sleeping/camping in all zoned public places, vehicles, or any properties within Town limits – Vice Mayor Sherri Quarrie – 3:58:30

Vice Mayor Sherri Quarrie said there are no regulations right now and it is important to be proactive and give direction to the attorney to model an ordinance like Satellite Beaches about this issue so that it would be in place.

Mayor Alison Dennington said she believed there was something in the code about not being able to sleep in tents.

Town Attorney Ryan Knight confirmed he did not find anything in the current code.

**Commissioner Corey Runte made a motion to approve authorizing the Town Attorney to review the Satellite Beach draft ordinance 1244 and present a draft ordinance for the Commission to review, Commissioner Adam Meyer seconded;**

*Roger Newell – 506 Colony – Roger Newell said if you would not want to give police full authority to enter a property, how can you enforce it? You have to be more proactive in your enforcement.*

Town Attorney Ryan Knight said in the draft he could include a memo on enforcement.

**Motion carried 4-0**

- D. Discussion on installing a children's gaga ball pit – Commissioner Corey Runte – 4:08:55

Commissioner Corey Runte we could use more amenities for kids to use. It's cheap, got an estimate for \$1,200 max and would make a lot of kids happy. Says it is moveable so location should not be an issue.

Mayor Alison Dennington wants to discuss with the Parks Board and make sure the public can have a say in where it is located.

**Commissioner Adam Meyer made a motion to send the Gaga Ball pit to the Parks Board to come up with a plan on the structure type and location and give it back to the Commission for approval, Vice Mayor Sherri Quarrie seconded; Motion carried 4-0**

- E. Discussion on Code review, revision, and training related to short-term rentals and Town rules as to occupant, noise, parking, and similar short-term rental issues – Mayor Alison Dennington – 4:14:30

Mayor Alison Dennington said residents have spoke about things that violated the code, and the Police Chief said it's not enforceable. She would like the Town Attorney to conduct code review related to STRs, and would like to be able to have training in regards to existing codes and if they are not enforceable, we need to update them so they are.

Commissioner Corey Runte is in favor of tightening the code.

**Commissioner Corey Runte made a motion to approve and authorize the Town Attorney to review the existing code regarding short-term rentals and provide proposed code changes to tighten up the Town rules relative to occupancy, noise, parking, and other related issues; Commissioner Adam Meyer seconded;**

*Mark McBride – 310 Second – Mark McBride said he is not the expert on the subject but that the Town Attorney is.*

*Roger Newell – 506 Colony – Roger Newell said he doesn't think it's out of the realm of reason to ask an owner to register with the town if they intend to rent the property. Feels that STRs are ruining neighborhoods and it's all about enforcement.*

Mayor Alison Dennington said the newly passed bill wipes out the registration ordinance.

Town Attorney Ryan Knight said municipalities are limited with what they can do because of the state legislature.

**Motion carried 4-0**

- F. Discussion on creating a Citizen Advisory Board – Mayor Alison Dennington – 4:24:00

Mayor Alison Dennington would like to have an advisory board of citizens for hot topics. If a lot of people care about an issue, it could be redirected to the Citizen Advisory Board. She would propose it be by district, include 9-11 people, and meet at least 4 times a year.

Commissioner Adam Meyer asked for clarification about what would go to them. Suggests talking about it at a workshop. Thinks there is merit but does not know how it will work.

Vice Mayor Sherri Quarrie believes this board would be redundant and is not in favor of it.

Commissioner Corey Runte said there are pros and cons, this is a heavy item that needs to go to a workshop.

**Commissioner Adam Meyer made a motion to put it on a workshop;**

Commissioner Corey Runte requested an amendment to the motion to include a one-hour structured time limit per item.

**Commissioner Adam Meyer approved the amendment; Commissioner Corey Runte seconded the amended motion;**

***Roger Newell – 506 Colony – Roger Newell said he’s interested in how the Citizen Advisory Board would interact with the Commission. Does being incorporated affect how we interact with the state?***

Mayor Alison Dennington said there would be minutes of their meeting’s discussion and they would write a report, they would not necessarily have to come to meetings and present.

Town Attorney Ryan Knight said it does not matter if you are incorporated.

***Brian Casazza – 2009 Oak St – Brian Casazza discussed his concerns with the advisory board, and expressed disappointment that the Commission does not seem to want this advisory board.***

***Mark McBride – 310 Second Ave – Mark McBride said residents have tons of ideas.***

***Annmarie McBride – 310 Second Ave – Annmarie McBride says people of the Town want to come to meetings and be heard but fear it is an uncomfortable environment and that people don’t listen to each other.***

Mayor Alison Dennington says she appreciates people staying through the long meetings.

***Frank LaGrassa – 412 First Ave – Frank LaGrassa asked about the details of the vacation rentals bill.***

Town Attorney Ryan Knight said he does not know all of the details but that they can inspect the AirBNBs, can charge a reasonable fee, etc.

**Motion carried 4-0**

**G. Approval of the site plan for 526 Sunset Blvd – New home – 4:54:25**

Mayor Alison Dennington asked why there are sections of the application that are completely empty? Also asks about pool cabana. Raises concerns about accessory building.

Building Official Robert Bitgood said on a single family home, a lot of it is not applicable to fill out. Says the accessory dwelling unit is not intended to be rented.

Commissioner Corey Runte says they are in their legal rights to build this structure.

**Commissioner Corey Runte made a motion to approve the 526 Sunset Blvd site plan package as presented; Vice Mayor Sherri Quarrie Seconded;**

*Ken Labrato – 213 Cherry Dr – Ken Labrato expressed his concern about public comment and losing that right depending on where items are placed on the agenda.*

Town Attorney Ryan Knight said it happens through the ordinance that was passed last year for the format for the Commission meetings.

Mayor Alison Dennington said one person on the Commission has the right to remove an agenda item.

**Motion carried 3-1 with Mayor Alison Dennington dissenting**

**13. Administrative Reports**

- A. Town Attorney
- B. Town Manager

**14. Commission Reports**

**15. Task List**

Updated:

**Sixth Ave Boat Ramp Improvements:** Commissioner Corey Runte requested the item be pushed for three more months.

**16. Public Comment**

**17. Adjournment**

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

Meeting adjourned at 11:31 p.m.

  
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**Alison Dennington**  
**Mayor**

ATTEST:

  
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**Rachel Pembrook**  
**Transcriptionist**

