

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING July 16, 2025 at 6:00 p.m. COMMUNITY CENTER - 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

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 6:00 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members Present

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Fire Chief Gavin Brown
Public Works Director Tom Davis
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 – 3:20

Mayor Alison Dennington spoke about the supporting documents that were provided.

- 1 page letter from the Town Manager dated July 16, 2025 providing her notice.
- 2 pages of supporting documents for the Environmental Advisory Board presentation.
- 1 page walk on agenda item for Unfinished Business.
- 3 new applications for the Technology Advisory Board.
- 2 responses from the RFP for executive search services.

Commissioner Tim Reed made a motion to approve the agenda; Commissioner Anna Butler seconded; Motion carried 5-0.

5. Proclamations/Presentations/Awards

6. Presentations by Special Guests (Maximum of 5 Minutes) – 5:12

- A. Presentation by the Environmental Advisory Board on the proposed changes to the landscaping and trees ordinance.

Karen Fenaughty from the Environmental Advisory Board presented the Board's proposed changes to the landscaping and trees ordinance. They would like to protect native canopy, enhance replacements when preservation is not possible, and remove invasive species. Suggested using a Landscape Officer to ensure landscape rules are followed, and require 1 canopy per 2,000 square feet. Would like to see the removal of large oaks to be replaced with 2 oak trees, and suggested a fee structure for unpermitted removal of protected trees. They are not prohibiting palm trees, but palm trees would not qualify as replacement trees because they are not a part of the solution. They are also not limiting lawn space.

Mayor Alison Dennington asked if any proposed changes have been challenged in court.

Town Attorney Ryan Knight spoke about how he is not aware off hand, but Town Planner Corey O'Gorman should probably have input.

Vice Mayor Dawn Barlow spoke about sending it to Corey O'Gorman, then having it at a future meeting.

Town Manager Elizabeth Mascaro said if Corey O'Gorman looked at this, it would be around 2 or 3 hours of cost.

Mayor Alison Dennington spoke about wanting the Town Planner to do a survey to compare this with other municipalities.

Vice Mayor Dawn Barlow made a motion that we authorize up to \$1000.00 to allow the Town Planner to review and, if any interaction with the Town Attorney is needed, and do a comparative analysis; Commissioner Anna Butler seconded; Motion carried 5-0.

7. Public Comment (Non-Agenda Items) - 22:10

Frank LaGrassa – 413 First Ave – Spoke about the Town Manager and the audit that was done was a soft audit and did not cover fraudulent and frivolous spending. After 3 years of the Mayor asking for the BSE contract, she was told there wasn't one.

Steve Walters – 416 Sixth Ave – Spoke about the street signs that were not auctioned. Read an email from the previous Town Clerk about the Town giving away street signs.

Jan Pence – 200 Riverside Dr – Spoke about the Mayor hiding behind an LLC to sue the Town. Spoke about an email from the Mayor that said she was going to sue the Town over not pulling a permit for a shed.

Bruce Larson – 1507 Pine St – Spoke about appreciating the EAB's work and the speedy passing.

Joyce Barton – 322 Third Ave – Invited everyone to an event on Saturday featuring guest speaker Fire Chief Gavin Brown to do a Q&A with the residents about the Fire Department proposals. Spoke about the Political Action Committee, Truth and Accuracy Matter.

Marc McBride – 310 Second Ave – Spoke about how there is more data on the Code Enforcement STR report, but there is missing information. Having two STR reports is confusing.

8. Consent Agenda – 38:35

- A. Approval of the Town Commission Workshop minutes May 14, 2025
- B. Approval of the Town Commission Budget Workshop minutes May 27, 2025
- C. Approval of the second Special Town Commission Meeting minutes June 2, 2025
- D. Approval of the third Special Town Commission Meeting minutes June 2, 2025
- E. Approval of the Town Commission Workshop minutes June 17, 2025
- F. Appointment of Jennifer Lervold as a board member on the Technology Advisory Board
- G. Appointment of Gail Gowdy as a board member on the Technology Advisory Board
- H. Notice to residents – The second reading of Ordinance 2025-02-Proposed Amendments to the Charter will be on July 22, 2025 at 6:00 pm – Town Clerk Amber Brown
- I. Approval of Steven Rodrigo as a board member on the Technology Advisory Board
- J. Approval of Corinne Rodrigo as a board member on the Technology Advisory Board
- K. Approval of Marc Lower as a board member on the Technology Advisory Board

No objections to the minutes.

Jennifer Lervold – 214 Elm Ave – Spoke about having 18 years in the Federal Government and is currently doing data engineering.

Commissioner Robert Baldwin pulled Consent Agenda items F and G.

Commissioner Robert Baldwin made a motion to move items F and G from the Consent Agenda to the beginning of Unfinished Business with the 3 walk-on applications; Commissioner Anna Butler seconded; Motion carried 5-0.

9. Public Hearings/Special Orders

10. Unfinished Business – 44:15

- A. The 5 Volunteer Board Applications for the Technology Advisory Board: Jennifer Lervold, Gail Gowdy, Steven Rodrigo, Corinne Rodrigo, Marc Lower.

Town Attorney Ryan Knight said there is nothing preventing the Rodrigos from both being able to serve on the board, but they would still be subject to Sunshine laws. Also, if not all board members are present, the alternates can vote.

Corinne Rodrigo – 501 Oak St – Spoke about how there is an issue with the application where it would not allow them to correct the answer to the qualified elector question. Spoke about having over 25 years of experience. Said she is a Certified Solutions Architect and a CISSP.

Mayor Alison Dennington said to let the record reflect that the application said no, but it is a technical defect and that she would circle yes and initial it.

Steven Rodrigo – 501 Oak St – Spoke about having over 25 years of Cybersecurity. Has experience with risk and new technologies being implemented within the federal government.

Marc Lower – 206 Elm – Spoke about how his background is in deploying technology and project management, and processes.

Gail Gowdy – 215 Ash Ave – Spoke about how 25 years ago she worked on cloud implementation and is willing to be the alternate.

Commissioner Tim Reed made a motion to approve Jennifer Lervold as a member of the Technology Advisory Board; Commissioner Robert Baldwin seconded; Motion carried 5-0.

Vice Mayor Dawn Barlow made a motion that we accept Steve Rodrigo on the Technology Advisory Board; Commissioner Robert Baldwin seconded; Motion carried 5-0.

Commissioner Anna Butler made a motion that Corinne Rodrigo be on the Technology Advisory Board; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Vice Mayor Dawn Barlow made a motion that we accept Marc Lower on the Technology Advisory Board; Commissioner Anna Butler seconded; Motion carried 5-0.

Vice Mayor Dawn Barlow made a motion that we accept Gail Gowdy as the first alternate on the Technology Advisory Board; Commissioner Anna Butler seconded; Motion carried 5-0.

Mayor Alison Dennington said there is one other alternate position, but now that there is enough for a quorum, they could start trying to organize their first meeting, and the Town Clerk will be emailing them to facilitate that.

Town Attorney Ryan Knight said the only time he would go to an advisory board meeting is if he were requested to.

B. Discussion on the proposed ordinance language for owner-occupied short-term rentals and life safety issues or revisions. – Town Attorney Ryan Knight - 1:02:06

Town Attorney Ryan Knight spoke about meeting with Dave Micka and working with him on proposed changes. The first item discussed was the definition of owner-occupied. There would be two options: have an onsite inspection, or have a meeting and sign an affidavit to the requirements. The second item is related to minor versus major violations. The third item he spoke with Code Enforcement about is regarding occupancy and potentially having an age limit for who counts towards the limit. For example, kids under 3 do not count towards the limit. The fee would be lowered for the owner occupied inspections. The owner occupied percentage would be 50% of the living space. It would be very difficult to verify if the owner leaves while it is being rented, but they do sign an affidavit saying they will be living there.

Town Manager Elizabeth Mascaro said if a child is 0-2 they are usually with a parent, so it is up to the Commission if they want to count them as an occupant.

Mayor Alison Dennington spoke about making an exception for families with kids over the occupancy because they are one living unit.

Town Attorney Ryan Knight spoke about how the current code does not allow for a family if it is over the occupancy.

Mayor Alison Dennington suggested pushing this until after the budget meetings are done.

Commissioner Robert Baldwin said let's just get it done.

Vice Mayor Dawn Barlow spoke about getting the fire inspection done and back in.

Commissioner Anna Butler spoke about not making an exception because you would be making it more desirable.

Commissioner Robert Baldwin said the initial motivation was from public comment at a prior meeting where some elderly people wanted to be able to rent out a room to be able to afford to keep living in their homes.

Commissioner Tim Reed spoke about how we are very close on this, so we should get the first draft in front of us. If it conflicts with the budget we can postpone this.

Town Attorney Ryan Knight said he could send the Commission the first draft, and the Commission decided this could be part of the August Regular Town Commission Meeting.

C. Discussion on the proposed amendments to the sign ordinance – Town Attorney Ryan Knight

Town Attorney Ryan Knight pushed this to the August Regular Town Commission Meeting.

D. Consideration of the proposals from the RFP for Town Manager Executive Search Services. – Town Attorney Ryan Knight

Break from 7:15 pm - 7:19 pm

Town Clerk Amber Brown conducted roll call - 1:20:30

Commission Members Present

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members Present

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Fire Chief Gavin Brown
Public Works Director Tom Davis
Town Clerk Amber Brown

Supporting documents provided: letter from the Town Manager giving her notice of intent to leave the Town's employment, RFP response from Raftelis, and RFP response from MGT.

Town Attorney Ryan Knight spoke about how the RFP closed today at 2:00 pm. The Town has the right to ask the firms for more information or approve the RFP.

Town Manager Elizabeth Mascaro spoke about the notice to leave the Town's employment opens up another option since the position is now open. The Commission could use the senior advisor program through FCCMA.

Town Attorney Ryan Knight reiterated the options are to select a firm, move it to a different time next week, get oral presentations from the firms, and the third option is to not retain a firm and use the senior advisor program.

Mayor Alison Dennington spoke about just getting the information and not being able to read it, so she feels she cannot make a decision.

Commissioner Tim Reed spoke about not making a decision tonight. Spoke about scheduling a meeting to address this to give the Commissioners time to review everything and talk about their options.

Commissioner Anna Butler asked about the senior advisor program. Is there a cost, and is that what was used previously?

Town Attorney Ryan Knight spoke about how the only costs would be associated with advertising and background checks.

Town Manager Elizabeth Mascaro spoke about how they used a similar organization that came out of the same group.

Town Attorney Ryan Knight said the senior advisor program would just be advising; the firms would be handling everything.

The Commission discussed this issue further and decided to have a Special Town Commission Meeting on Monday, August 4th, to interview the Companies (at 5:00 pm).

Vice Mayor Dawn Barlow and Commissioner Anna Butler thanked Town Manager Elizabeth Mascaro for her years of service to the Town of Melbourne Beach.

E. Discussion on civil engineer contract updates and Stormwater Basin 1 RFP distribution next steps

Vice Mayor Dawn Barlow spoke about wanting an update on the contracts and to discuss the next steps for this project. - 1:36:45

Town Attorney Ryan Knight spoke about how he is still working on the CCNA with EDC, which is now called Haley Ward, so the name has changed, and that is still in the works. Has not received the pricing back from ECG. Have signed CCNAs from Bowman and BSE. BSE did the bid book, so they can send that out for RFP or have another engineering firm redo the work.

Vice Mayor Dawn Barlow spoke about not redoing the bid book and continuing with the next step of getting the RFP issued.

Town Manager Elizabeth Mascaro said the Commission would need to vote on it again because they had set deadlines that were not met.

Break 7:41 pm -7:45 pm

Town Clerk Amber Brown conducted roll call.

Commission Members Present

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members Present

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Fire Chief Gavin Brown
Public Works Director Tom Davis
Town Clerk Amber Brown

Town Clerk Amber Brown read the motion from the May 21, 2025 RTCM where Vice Mayor Dawn Barlow said to send this out for RFP by June 1st with the condition that the CCNA agreement is executed by BSE, then amended the motion to put the project out for RFP on June 2nd or thereafter, Commissioner Anna Butler seconded and the Motion carried 4-1 with Mayor Alison Dennington dissenting.

Vice Mayor Dawn Barlow made a motion that we ask BSE to move forward with the RFP; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Mayor Alison Dennington spoke about dissenting because she hasn't seen the BSE contract.

Vice Mayor Dawn Barlow asked about an existing motion that approved \$4,000 in expenses, but is not sure if there were dates attached. Asked the Town Clerk to check the minutes about the motion for the building inspection so they can know if they need to take action as a Commission or move forward with the original motion.

Commissioner Tim Reed confirmed that they dropped from 4 to 3 contracts, which are BSE, Bowman, and Haley Ward.

Mayor Alison Dennington requested that the Town Attorney send over the contracts and requested an index of contracts from Town staff.

Town Clerk Amber Brown read the motion Vice Mayor Dawn Barlow requested which confirmed there were no expiration dates attached.

Town Attorney Ryan Knight said in that case, once we have the executed CCNA we could issue a task order for that.

11. New Business – 1:54:40

- A. Consideration to amend Town Policies and Procedures regarding grant applications. – Commissioner Tim Reed

Commissioner Tim Reed spoke about how the Town has no policy regarding if and or what approvals are required for applying for a grant. Recommends the Town Attorney draft a policy for applying for grants. All grants requiring matching funds shall require approval of the Town Commission.

Commissioner Robert Baldwin spoke about liking the idea, unless the matching funds are already budgeted. Does not love the idea of having the final grant application go through the Town Commission.

Vice Mayor Dawn Barlow spoke about whether there are no matching funds, the Town Manager should be able to have approval if there is a deadline issue. Asked the Town Attorney if other municipalities have similar policies.

Town Attorney Ryan Knight spoke about how other municipalities do have policies on grants, but the Commission still has to vote no matter what in order to accept the funds.

Mayor Alison Dennington spoke about how it is good to have policies, grant writing requires staff time, agrees about needing prior approval for matching funds.

Town Manager Elizabeth Mascaro spoke about if the cost is within the Town Manager's threshold, which is \$5,000, they should be able to just apply for it. Additionally, if there are matching funds, those are typically high-dollar, and the Commission would already be aware of it. Some of the deadlines are very tight.

Vice Mayor Dawn Barlow spoke about how there is consensus to have a policy, and requested the Town Attorney to put a draft together.

Town Attorney Ryan Knight confirmed that he would draft something and include samples.

Commissioner Tim Reed spoke about how he does not think it will cause a delay in anything and would prefer simple language. If the Town has an obligation to any money, then the Commission should have to approve it.

Commissioner Tim Reed made a motion that we have the Town Attorney draft some proposed language for the policy and provide some examples also; Vice Mayor Dawn Barlow seconded;

Frank LaGrassa – 413 First Ave - Spoke about how it is disingenuous to say we have an expert. Right now, our expert has a passionate cause that is a matter of great debate that will affect this town fiscally.

Motion carried 5-0.

- B. Consideration of an ordinance amendment for Sixth Ave parking enforcement – Vice Mayor Dawn Barlow - 2:10:50

Vice Mayor Dawn Barlow spoke about asking if the enforcement of the Sixth Ave boat ramp is being done, and found out there is no Code to allow for the enforcement. Asked the Town Attorney for his guidance on if it would be an amendment or a new ordinance.

Town Attorney Ryan Knight said it would be a new ordinance amending that specific section of the code.

Town Manager Elizabeth Mascaro spoke about other areas of unenforceable parking, including a street sign that says no parking on this side of the street.

Town Attorney Ryan Knight spoke about how he would use language that could include other areas. Said he would run it by the Chief first.

Commissioner Tim Reed spoke about how the intent was to have no unattended vehicles without a parking sticker.

Vice Mayor Dawn Barlow said another thing to include is no overnight parking.

Mayor Alison Dennington said the task is cleaning up the enforceability of a couple of specific known parking issues and potential others. This would give the Police the ability to write a ticket.

Town Manager Elizabeth Mascaro said they might want to check overnight parking in Ocean Park and Ryckman Park.

Vice Mayor Dawn Barlow made a motion that the Town Attorney drafts ordinance language as it relates to parking enforcement with resident or guest sticker parking, no parking on this side of the street, as well as overnight parking and any other parking as he deems identified with the Chief; Commissioner Anna Butler seconded; Motion carried 5-0.

C. Consideration to solicit quotes to repair the Sixth Ave seawall – Commissioner Robert Baldwin
- 2:18:42

Commissioner Robert Baldwin spoke about the discussion of a possible dock at the Sixth Ave boat ramp, which was deferred to Planning and Zoning. It brought to light the idea of fixing the seawall and spoke about getting quotes. Spoke with Mike Kalajian, who spoke about materials and said the block wall increases the demise of the seawall.

Mayor Alison Dennington spoke about being opposed to it. Said she wants to get through the budget first and do an inventory.

Vice Mayor Dawn Barlow spoke about potential safety issues with the ramp itself. There are multiple parts to this to shift to PNZ and the workshop.

Mayor Alison Dennington requested a typed-up history of the work that has been done on the boat ramp over the years.

Commissioner Tim Reed said he does not think that history would be helpful. Said he believes this needs to go to a workshop. The scope of the magnitude is growing. There are other priorities. Not opposed to having PNZ involved in the workshop.

Commissioner Robert Baldwin said they have currently tasked PNZ to give a recommendation, and that would initiate scheduling a workshop.

Mayor Alison Dennington confirmed no action was needed on this.

Public Works Director Tom Davis spoke about getting clarification. Suggested having the entire project looked at as a whole.

The Commission agreed to have PNZ look into the entire project as a whole.

12. Finance/Budget Report – 2:28:55

Town Manager Elizabeth Mascaro spoke about the new format for the Finance Report. The targeted expenditure rate for June is 75% and the General Fund is at 78.57%. Spoke about getting the grant for \$6,000 from the Florida League of Cities, which is a reimbursement for safety expenses.

Commissioner Tim Reed spoke about the expenditure rate being above the target.

Town Manager Elizabeth Mascaro spoke about how they will meet it without question. If there is any opportunity to go over, they will slow down spending or even cut spending in August. Some

departments have yearly expenditures that get paid out early, and so the spending in that department goes down.

Commissioner Tim Reed asked questions about the FEMA funds and the last time we inquired about that.

Town Manager Elizabeth Mascaro said she spoke with a new representative last week, and they are scheduling a meeting to come to the Town. Said she would let the Commission know when the meeting is scheduled.

Commissioner Tim Reed said in relation to fire control, will the stipend be used?

Fire Chief Gavin Brown spoke about how they are one quarter behind, but are on track to spend all of it this year. Said he would have the updated number soon. It is a priority for him to cut those checks, so he will do that as soon as possible.

Mayor Alison Dennington spoke about being 2,500 in the red, but she donates her salary of 3,800, so it is better than it looks.

Vice Mayor Dawn Barlow confirmed the parking increase went into effect July 1st.

Mayor Alison Dennington said for Public Works, there is an entry for street signs and asked how they went over on that.

Town Manager Elizabeth Mascaro and the Public Works Director said they would get her that information.

Mayor Alison Dennington asked how the Christmas decorations went over by \$1,200.

Town Manager Elizabeth Mascaro said when they went to put the tree up, there was a problem with the lights, so they had to buy new lights for the tree. The old lights were out of warranty.

Mayor Alison Dennington also spoke about the Town Attorney adding the identifying number going forward.

Vice Mayor Dawn Barlow made a motion that we approve the finance report as provided; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

13. Town Staff/Board Reports – 2:44:48

A. Building Department

Town Manager Elizabeth Mascaro said the Building Official is going to come next month and is excited to meet everyone.

Commissioner Tim Reed spoke about how the numbers this month are significantly higher than last month.

Town Manager Elizabeth Mascaro spoke about how there wasn't a Building Official for part of May, so everything had to wait until the new Building Official started. The new Building Official is now caught up.

Commissioner Tim Reed pointed out that the dates on the report are getting cut off, and the Town Manager said she could fix that.

Mayor Alison Dennington spoke about instant permitting and possibly trying to implement that. Would love to task the Technology Advisory Board with looking into this.

Commissioner Robert Baldwin spoke about not being opposed to the Technology Advisory Board reviewing it, but is concerned when new businesses say something is free.

Mayor Alison Dennington said she would send the emails about the instant permitting company to the Town Clerk to forward to the Commission.

Town Manager Elizabeth Mascaro said the EAB presentation talked about how the cost for an inspection comes from permits, but that should not be done. That cost should be on the owner.

B. Public Works Department - 2:54:54

Mayor Alison Dennington said she has questions, but she will email them. Asked about the handwritten document on page 136.

Public Works Director Tom Davis spoke about how this will become a form, but the day before the report was due, they created this list. Said he believes the records retention timeframe is one year.

C. Code Enforcement - 2:59:00

Town Manager Elizabeth Mascaro spoke about rental certificates, saying the form is cut off and there is a lot more information that should be shown there. Spoke about how the rental number is not showing on Airbnb listings correctly, so they have told people to put the number in the description. Said she will include the complete form in the packet so they can see all the information. The Code Enforcement Officer is making fast progress on these issues.

Mayor Alison Dennington asked questions about some active cases.

Commissioner Tim Reed said he finds this reporting very frustrating; it is not moving in a positive direction.

D. Fire Department - 3:09:45

Commissioner Tim Reed asked about the new recruit class.

Fire Chief Gavin Brown spoke about how an instructor has to do the class, and they have been busy teaching Fire 1 and the Emergency Vehicle Operations Course. Said the start date is the first full week in August. 12 applicants, most of the new recruits are from Palm Bay or further.

Commissioner Robert Baldwin confirmed with the Fire Chief that we still train Indian people and that we do charge them. Asked about alarm, dispatch, and arrival.

Fire Chief Gavin Brown said alarm time is the time the person called 911 for the incident. Dispatch time is how long it takes them to send the alert to our members. En route is wheels starting to roll out the door, and the arrival time is when they get to the scene.

Mayor Alison Dennington spoke about dispatch reports, and when they started comparing dispatch sheets to the Fire Chief's own reporting, they did not match. Explained why she and the Fire Chief have a difference of opinion on the matter, but believes he should change the numbers back. Said she is going to make a packet with this information for the Commissioners and emphasized that this is a dispatch issue. Also said we need to tell people that they need to update their addresses with their cellphones.

Fire Chief Gavin Brown said if that is what the rest of the Commission would like, he can do that. Explained the reason he did it that way was because there would be confusion with residents. Said they have to contract the dispatch out so they are not in control of that part of the issue.

Mayor Alison Dennington spoke about false alarms and how they have tripled in the last couple of years, and no one has been penalized.

Fire Chief Gavin Brown said they do have an ordinance in place that allows for billing those places. They try not to impose fees on residential structures, but if there is a commercial aspect, they will.

Commissioner Robert Baldwin spoke about how both numbers can be helpful, the time the 911 call was placed, and the time our dispatch received the call.

The Commission discussed and advised the Fire Chief to add another column to include both numbers.

Commissioner Tim Reed asked about how the date to receive the new fire truck is now September. Can we advertise the sale of the old fire truck, contingent on the new truck? - 3:33:38

Fire Chief Gavin Brown spoke about how the delivery date of the new fire truck was pushed back due to the build time. Has reached out to a couple of vendors who sell fire trucks. Said his plan was to get documents from each vendor and bring them back to the Commission to see how they wanted him to move forward, but he has not had time yet.

Mayor Alison Dennington asked about a donation of \$3,000 to assist with equipment. How is that allocated in the budget?

Fire Chief Gavin Brown said that it is a donation from the Rotary Club to the Fire Department; they donate for specific things. It is allocated in this year's budget in a rolling fund. Said for 2 years the fire alarm system worked, but it was local only, so when the alarm goes off, it does not automatically call 911. The company was ATP, but they found a new company to get quotes to get it fixed.

Vice Mayor Dawn Barlow thanked Fire Chief Gavin Brown and Dave Micka for their time and effort towards the grant.

Commissioner Anna Butler thanked Fire Chief Gavin Brown for the Q&A session for the residents. Unfortunately, there was not a ton of turnout from the residents.

Fire Chief Gavin Brown said there is another Q&A in August, and there is a group that is hosting an event that he will speak at.

Mayor Alison Dennington spoke about being concerned with the Fire Chief speaking at a private event.

Vice Mayor Dawn Barlow asked if the Town Attorney had an opinion.

Town Attorney Ryan Knight spoke about how there is nothing that would legally prohibit it. There would only be an issue if he endorsed a candidate.

E. Police Department - 3:47:22

Mayor Alison Dennington said she liked the employee spotlight on the police Instagram page.

F. Town Clerk - 3:48:15

Commissioner Tim Reed asked about the status of the scanning project.

Town Clerk Amber Brown said the Town Attorney had a meeting with the company, and they are picking up all of the boxes and will be going through them themselves. Said we do have access to what has been scanned.

Town Attorney Ryan Knight said it would be at no additional charge. The week of the 28th, they will come pick up all of the boxes and go through them to make sure they're in the right order. The people doing this have over 20 years of experience, and they will get them scanned and back in. They did not give a timeframe, so once they pick up the boxes, we should follow up every couple of weeks to see where they are in the process.

Mayor Alison Dennington asked for a monthly update on this.

G. Town Attorney - 3:52:30

Town Attorney Ryan Knight said he would send the Commission an email about procurement, the thresholds, Town code and what is required for that.

H. Town Manager - 3:53:08

Vice Mayor Dawn Barlow asked if there was anything preventing an RFP on the roof.

Town Manager Elizabeth Mascaro said the Commission wanted the MOU before that.

Vice Mayor Dawn Barlow said there was nothing preventing getting bids.

Town Attorney Ryan Knight said it is probably not costly enough to need to go out for RFP; they can probably just ask around and get 3 bids.

Vice Mayor Dawn Barlow made a motion that we seek a minimum of 3 bids for the roof replacement at Old Town Hall; Commissioner Anna Butler seconded; Motion carried 5-0.

Commissioner Tim Reed asked about obtaining pricing for new windows in Town Hall and ADA-compliant doors for the Community Center. Thought they were going to wait until Town Hall was evaluated before buying windows, etc.

Town Manager Elizabeth Mascaro said it was to get an idea of cost because the windows leak.

Town Clerk Amber Brown emphasized the magnitude of the window leaks.

Commissioner Tim Reed asked about Ocean Park parking money, saw the copy of the lease agreement, but did not feel that it supplied sufficient information. Asked for further documents/agreements and said he would like to understand what our obligations are.

Town Manager Elizabeth Mascaro said she could not find the presentation that was done, so she wanted to get with the Town Clerk to find out why the parking is set up that way.

14. Commission Reports

A. Mayor Alison Dennington - 4:02:32

Mayor Alison Dennington spoke about how there is still time to register for the Florida League of Cities conference. The head official from DOGE will do a Q&A at that conference. If you want to be on a committee, the deadline is August 1st. The School Board is going to host a 4-hour ethics training for free, and anyone can attend. Invited the Vice Mayor to go be her plus one for the League of Mayors dinner.

B. Vice Mayor Dawn Barlow - 4:01:45

Vice Mayor Dawn Barlow spoke about Haley Conrad stepping down from the Parks Board and thanked her for her service on the Parks Board; she was a pivotal member.

15. Task List - 4:05:05

STR Policy – The Town Attorney will provide an update next month. – Next Month.

StormReady Designation – Public Works Director Tom Davis spoke about how the application was submitted, and they reached out and will contact him in August to schedule the first inspection. They advised that there will be multiple inspections and things to be done through the end of the year. Commissioner Tim Reed requested that the Commission be forwarded the email response that the Public Works Director received. Provide information on what the remaining inspection schedule looks like. – Next Month.

Parking at 6th Ave Boat Ramp – Single sign was installed. Need the new ordinance. – Next Month.

Public Works Director Tom Davis said the no-smoking signs went up about a month ago.

Toxic Workplace Survey – Town Manager - There is one company that is clearly the right company for the price. This is all that the company does, and does not feel it is appropriate for the Commission to pick the questions. The Town Attorney agreed that the Commission should not pick the questions; the company should handle that. The Commission requested any information on the company. Town Manager Elizabeth Mascaro said the estimated cost is \$4,000; the other company was closer to \$10,000. – Next Month

Sign Ordinance – Town Attorney to provide next month. – Next Month.

Building Maintenance – Public Works Director's monthly report included the checklists. Will provide a summary of the frequency for each of the checklists. – Next Month. – 4:22:30

Deckard Software – Spoke about the new Code Enforcement Officer will start sending the Commission weekly updates. – Next Month.

Large Pump – Waiting until the CCNA contracts are done. Public Works Director Tom Davis spoke about a company that will do a free demo. Commissioner Tim Reed said he will reach out to the St. John Water Management District for what we are allowed to do. Mayor Alison Dennington spoke about storm debris companies. – Next Month.

Cybersecurity – Assign to the Technology Advisory Board. – Next Month.

16. Adjournment


Commissioner Robert Baldwin made a motion to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.

Meeting adjourned at 10:33 PM.



Alison Dennington
Mayor

ATTEST:



Rachel Pembrook
Transcriptionist

