

MINUTES
REGULAR MONTHLY COUNCIL MEETING
Town of Penney Farms, Florida
Tuesday – November 19, 2019

Anyone wishing to address the Council regarding topics on the Agenda are asked to fill out a request form. Present it to the Town Clerk prior to the meeting. The Town Clerk will allow a three minute time limit to speak, unless other arrangements have been made. Request forms are available at the sign in podium or at the Town Clerks' desk.

Abbreviations:

***CM- Council Member *TA- Town Attorney *TC- Town Clerk *TM- Town Manager *VM- Vice-Mayor**

OPEN REGULAR COUNCIL MEETING: 7:00PM

FLAG SALUTE: *Mayor DeVille*

MOMENT OF SILENCE: *Mayor DeVille*

APPROVE THE AGENDA:

Motion to accept the Agenda with the correction of the next Town Council Meeting date by CM Taylor; second by VM Sabin. Motion approved without dissent.

ROLL CALL: Mayor DeVille; Vice-Mayor Sabin; Council Member Ryder; Council Member Taylor; Council Member Andrews; Town Manager Cooper; Town Attorney Quinonez
All present for the record.

ABSENT: *NONE*

RECOGNITION(S): *NONE*

PROCLAMATION(S): *NONE*

APPROVAL OF MINUTES:

- Regular Town Council Meeting Minutes – October 15, 2019

A motion to approve the regular Town Council Meeting Minutes dated October 15, 2019 by CM Taylor; second by CM Ryder. Motion approved without dissent.

RESOLUTION(S): *NONE*

ORDINANCE(S): *NONE*

TOWN MANAGER REPORT: Town Manager

- A Review of the October 2019 Town Manager Report

This month began with the National Night Out event held in Kohler Park, on the 1st. This was a great event and there was a record crowd in attendance this year.

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The inside floats were repaired on the Town's water tower. This will help indicate to the pumps located there, when to turn off and on automatically.

Both of the chlorinators at the water tower had to be repaired, because they stopped working.

There was a water line break at Penney Place that was due to a U-Haul truck that ran over the water meter. The water meter had to be replaced.

During the third week of the month, the Penney Retirement Community replaced their water tank and switched to the Town water during that time.

The Town has a new State Road 16 contractor who inspects our highway responsibility and takes care of the Town's portion of the highway. The contractor has begun cleaning out the clogged storm drains along the highway this month and this will continue into next month, until all the drains within the town limits have been cleaned out.

Florida Power & Light began putting in the new LED street lights during this month. All of the new LED street lights should be installed and/or moved by the end of next month.

The Clay County Elections office representative came to inspect the Town Council Chamber room for the upcoming election. They commented on how nice the Chamber room renovation turned out.

A meeting was held with Kimberly Morgan to discuss the progress of the Historic Museum grant.

Cathie Parrott represented the Town and attended the October 10th Clay County Legislative Meeting to request support from the delegation for the infrastructure needed for the water and sewer systems.

The Town Clerk and I attended a required meeting at the Clay County Emergency Operations Center to review the information learned from Hurricane Dorian and the impact on Clay County.

I have attend all of the required meetings scheduled for this month.

A motion to approve the Town Manager Report for October 2019 by CM Ryder; second by VM Sabin. Motion approved without dissent.

TREASURERS REPORT: Town Manager

Review the October 2019 Treasurer's Report:

- General Fund – 10/01/19 – 10/31/19
- Utility Enterprises Fund – 10/01/19 – 10/31/19
- Wastewater/Sewer Fund – 10/01/19 – 10/31/19
- Balances of other accounts reviewed – 10/01/19 – 10/31/19

Mayor DeVille- asked about the line item of purchasing a new truck, he asked what year the current pick-up was?

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TM Cooper- stated the current pick-up truck was a 2006.

Mayor DeVille- asked the Council to turn to page 3 of the Financial report and referred to item #9. He asked what the generator was purchased for?

TM Cooper- stated the small generator was purchased to be able to put into the back of a truck during a hurricane, that could be used to run drills or saws.

Mayor DeVille- asked if the Town had any large generators?

TM Cooper- stated yes, the Town does.

Mayor DeVille- asked about the new chlorine testers. He asked if they had a memory card or history chip to see what the quality is over a period of time?

TM Cooper- stated no, the chlorinators do not have a chip in them, but the water is tested regularly and the water quality is great.

TM Cooper- stated the chlorinators were not maintained as they should have been. That has all been corrected.

Mayor DeVille- asked about the documentation of the employee that left, regarding the locks having to be changed, if that was documented in his file?

TM Cooper- stated when the employee's wife came to pick up his belongings, she left the keys, but the Town had already changed the locks for safety reasons. He stated, yes everything is being documented. He further stated that he had a meeting with the Town's attorney because the employee has hired an attorney to file workman's comp.

Mayor DeVille- asked if the Town Manager is creating a job description for that employees position?

TM Cooper- stated yes, every employee has a job description.

A motion to approve the Treasurer's Report for October 2019 by VM Sabin; second by CM Ryder. Motion approved without dissent.

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CONSENT AGENDA:

All matters under the Consent Agenda are routine and will be enacted by one motion and vote. Backup documents and staff recommendations have previously been submitted to the Town Council and will not be discussed unless an item is removed from the Consent Agenda and considered separately under “New Business”.

REPORTS OF COMMITTEES/DEPARTMENTS: (All Pulled Reports will be considered under New Business)

- | | | | | |
|-------------|------------------------|-------------|-------------------|--------------|
| 1. Finance | 2. Public Works | 3. CDR | 4. Human Resource | 5. Utilities |
| 6. Building | | | | |
| 7. Grants | 8. Planning and Zoning | 9. Security | 10. Legal | |

A motion to accept the Consent Agenda withholding report #2, report #3, report #5 and report #7, by CM Ryder; second by VM Sabin. Motion approved without dissent.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1. Pulled Reports

#2- Public Works

CM Andrews- stated the lights look good and he has heard a lot of positive feedback. He asked if there was any movement on getting lights put in additional park areas that are dark?

TM Cooper- stated not yet, and asked if the new light at the playground park was helpful?

CM Andrews- commented the light was helpful.

CM Andrews- stated that people are very grateful for the new speed bumps.

#3- CDR

CM Taylor- stated the CDR committee is working very hard on the Christmas Parade. She stated she is looking for volunteers to walk the parade and help. She further stated the Parade will end at the playground park with refreshments and lunch. She asked everyone to bring a side dish. The parade line up starts at 10:00 AM and the parade will start at 10:45 AM on Saturday, December 14, 2019.

TC Cooper- asked for a flyer to post for the Christmas Parade.

#5- Utilities

Mayor DeVille- discussed water line repair issues on Saunders Road regarding the two homes outside of the Town limits that are on Town water.

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There was discussion about the need to replace that water pipe and whether it should be done by the Town. TM Cooper reported the cost would be about \$27,000.00-\$30,000.00. The Mayor asked the Town Attorney what the Town is obligated to do. The Town Attorney asked for more details. After researching the legalities of the issue, an emergency Council meeting will be called to approve or disapprove repairing the water line.

#7- Grants

Mayor DeVille- asked Cathie Parrott to give the Council a briefing on the Clay County Delegation meeting she attended.

Resident, Cathie Parrott- stated she first thanked them for the money they gave in order to replace the sewer pipe on Morton Street. They were delighted things had worked out and the Town was saving money. She stated they asked if the Town needed anything else and she told them about the water system. Bobby Payne approached her and gave her his card and said he would send her the paperwork. She stated she has submitted applications to both the House and the Senate for appropriations for \$800,000.00 to replace the entire water system in the Town. She stated that other than Mr. Cummings raving on about the Town's Ad Valorem taxes, she felt it was an okay meeting.

CM Andrews- commented, if we are going to grow as a Town we need every account we can get. At the same time, if we are supplying water outside of the Town, are those residents paying Ad Valorem taxes, or is it straight out of the pocket of the Town when it comes time to fix their pipe? He stated \$27,000.00 is a lot of money to put outside of the Town just hoping more homes will come. He stated if the Town receives grant money the Town would have to be cautious using that money towards the two homes not in the Town limits.

Mayor DeVille- stated those homes are not on the Town's Ad Valorem tax structure.

CM Andrews- reiterated the Town needs to be careful taking the tax payers dollars outside of the Town limits.

CM Ryder- commented if the Town needs to expand its water system, it could do it.

CM Andrews- asked if the Town had to have permission to expand outside of Town?

TM Cooper- stated this is something that has been here for years. He stated no, we cannot go outside of the Town of Penney Farms. Clay County Utility Authority has a contract with Clay County to supply all of the water. CCUA doesn't have a water line down or near Saunders Road either.

There was further discussion on whether the Town should pay for the repairs on Saunders Road and questions on the legalities.

TM Cooper- stated he would research the source repairs further and report those findings to the Town Council.

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2. Items not on the Agenda: *NONE*
3. Public Participation:
Resident, Rosemary Gilson- stated there has been a tradition of Christmas banners being hung around Town. She showed the new flags and stated they should be going up within the next two weeks.
4. Other: *NONE*

TOWN CLERK:

TC Cooper- asked the CDR committee if they had a meeting day they would like added to the new calendars.

CM Taylor- told the TC she would get with her to confirm.

TC Cooper- asked the Public Works committee if they wanted to keep meetings as needed or move to set monthly meetings?

CM Andrews- stated he would keep them as needed.

Mayor DeVille- stated the Town Clerk attended a week long academy in relation to her job.

TC Cooper- stated she was so grateful for the opportunity to attend the Florida Academy of City Clerks Fall Academy (FACC). She stated as the Town Clerk it is critical for her to stay up to date on the most recent statutes and rules and regulations in order to inform the Council. She stated it was a fantastic academy. She commented that tonight is exactly 6 years since she started this job.

CM Andrews- asked if there was a way the Town Hall staff could send him a reminder email for Town Council Workshops. He apologized for missing the Town Council Workshop.

CORRESPONDENCE: (Location of items – Listed)

OCTOBER 2019:

1. Copy of Finance Committee meeting minutes dated October 14, 2019 – Finance Section
2. Copy of Notice and Public Works Committee meeting minutes dated October 10, 2019 – Public Works Section
3. Copy of the signed pension distribution form for T. Jones – Human Resource Section
4. Copy of the Appeal Decision for T. Jones unemployment hearing – Human Resource Section
5. Copy of Response to petition for Worker's Compensation benefits for T. Jones – Human Resource Section
6. Copy of letter from Town's Florida League of Cities (FLC) attorney regarding T. Jones – Human Resources Section
7. Copy of Notice of Appearance for Worker's Compensation for T. Jones – Human Resource Section
8. Copy of order assigning State Mediation for Worker's Compensation for T. Jones – Human

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Resource Section

9. Copy of Notice of Denial of Worker's Compensation claim for T. Jones – Human Resource Section
10. Copy of Final meeting documentation for T. Jones – Human Resource Section
11. Copy of Water Utility Committee meeting dated October 10, 2019 – Utilities Section
12. Copy of email and Florida Department of Transportation (FDOT) Invoice for the quarter ending 9/30/10 – Correspondence Section
13. Copy of Clay County Legislative Meeting Agenda and Minutes dated October 10, 2019 – Correspondence Section
14. Copy of Northeast Florida League of Cities (NEFLC) Dinner Meeting Notice for October 17, 2019 – Correspondence Section
15. Copy of Invitation to Celebrate P.E.T. for 25 years on October 17, 2019 – Correspondence Section
16. Copy of the Flyer for National Night Out on October 1, 2019 – Miscellaneous Section
17. Copy of Original and then Cancelled Public Hearing Notices regarding grants for October 3, 2019 – Miscellaneous Section

There being no further questions or comments the meeting was adjourned by VM Sabin; second by CM Ryder. Motion approved without dissent.

The meeting adjourned at 7:58 PM .

Next Council Meeting, December 17, 2019

SEAL

Mayor, Thomas E. DeVille, Presiding

ATTEST:

Anita E. Cooper, Town Clerk

ALL INDICATIONS OF ATTACHMENTS TO THE MINUTES ARE ON RECORD IN THE OFFICIAL MINUTES BOOK, OR ON FILE AT THE TOWN HALL. TOWN COUNCIL MEMBERS RECEIVED COPIES OF THE ATTACHMENTS PRIOR TO OR AT THE TIME OF THE TOWN COUNCIL MEETING. A RECORDING WAS MADE OF THESE PROCEEDINGS AND IS ON FILE AT THE TOWN HALL.