

MINUTES
REGULAR MONTHLY COUNCIL MEETING
Town of Penney Farms, Florida
Tuesday – October 15, 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 by VM Sabin; second by CM Ryder. Motion approved without dissent.

ROLL CALL: Mayor DeVille; Vice-Mayor Sabin; Council Member Ryder; Council Member Taylor; Town Manager Cooper; Town Attorney Quinonez

ABSENT: *Council Member Andrews*

RECOGNITION(S): *Mayor DeVille recognized Wendy and David Reynolds in attendance.*

PROCLAMATION(S): *NONE*

APPROVAL OF MINUTES:

- 1st Budget Hearing Minutes - September 17, 2019
Motion to accept and approve the 1st Budget Hearing minutes by CM Ryder; second by VM Sabin. Motion approved without dissent.

- Regular Town Council Meeting Minutes – September 17, 2019
Motion to accept and approve the regular Town Council Meeting minutes by CM Ryder; second by VM Sabin. Motion approved without dissent.

- 2nd & Final Budget Hearing Minutes - September 30, 2019
Motion to accept and approve the 2nd and Final Public Budget Hearing Meeting minutes by CM Ryder; second by VM Sabin. Motion approved without dissent.

CM Ryder- thanked the Administrative staff for typing the minutes in verbatim.

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RESOLUTION(S): RESOLUTION 2019-10 (READ BY TITLE ONLY)

A RESOLUTION OF THE TOWN COUNCIL OF PENNEY FARMS, FLORIDA AUTHORIZING THE RATE INCREASE FOR TREATING THE TOWN OF PENNEY FARMS' WASTEWATER. DUE TO THE INCREASE FROM THE CLAY COUNTY UTILITY AUTHORITY (CCUA) THAT WAS PASSED EARLIER THIS MONTH.

Mayor DeVille- stated the Water Utility Committee met last Thursday and came to the conclusion that the Town has managed to curtail the amount of water infiltration coming into the Town's system. The Water Utility Committee is recommending to the Town Council to not pass the 4% increase, and allow the scales to balance out this year.

CM Ryder- stated she felt it was a good idea.

VM Sabin- asked if the Resolution is approved would the Town absorb the costs?

TC Cooper- stated this Resolution is saying that the increase will be passed on. If the Town Council does not want to approve it, there would need to be a motion to not approve this Resolution. She stated the motion needs to be clear that it is for this year only.

CM Taylor- stated she agreed.

A motion to table and defer Resolution 2019-10 for the fiscal year 2019-2020 only by VM Sabin; second by CM Ryder. Motion approved without dissent.

ORDINANCE(S): NONE

TOWN MANAGER REPORT: Town Manager

- A Review of the September 2019 Town Manager Report

TM Cooper reviewed the Town Manager Report for September 2019.

During the first week of the month, the Town Hall was still in daily contact with the Clay County Emergency Operations Center (CCEOC) regarding Hurricane Dorian.

This month has been extremely busy with continued preparations for the two public hearings taking place later this month, regarding the new fiscal year budget and implementing Ad Valorem taxes.

A meeting took place with the engineer for the Community Development Block Grant (CDBG) to discuss and review rough drawings for the storm water project. The engineering team went out and visually reviewed the area in relationship to the drawings.

Champion Septic came out to the Town and cleaned out all of the sewer lifts stations due to years of buildup and debris. This was a much needed service to help maintain the lift stations, as well as prevent debris from getting into the pumps and causing more needed repairs.

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The contractor who maintains the Town's water tower came out, at my request, to repair the floats located inside of the water tower. This has been an ongoing problem and this repair should be fixed early next month, after the parts have been ordered and the repair is scheduled.

There was a major water line break on Haymon Avenue and it has been repaired.

A meeting was held with Andrew from Florida Rural Water Association (FRWA) to discuss a revenue plan for the Town regarding the Town's Utility Enterprise. This will be similar to a rate study, but also provide replacement costs for infrastructure equipment needs.

A representative from Senator Marco Rubio's office held mobile office hours at the Town Hall during the last week of the month and there was a substantial turn out from residents wanting to address issues with the Senator.

A meeting was held on the Penney Retirement Community's (PRC) campus at Barrows Hall on Wednesday, September 25th. The Town Hall was one group invited to speak and discuss its role to PRC residents and others who attended. As the Town Manager, I gave a speech, but did not get to finish due to time limits, but I believe I was able to get most of the important information out. It was my pleasure to be included and the majority of the Town Council members, including the Mayor, were also there in attendance. I have received a lot of positive feedback from that meeting.

I have attended all of the required Town meetings for this month.

Motion to approve the Town Manager Report for September 2019 by CM Taylor; second by CM Ryder. Motion approved without dissent.

Mayor DeVille- congratulated CM Taylor on a job well done with National Night Out.

TREASURERS REPORT: Town Manager

Review the September 2019 Treasurer's Report:

- General Fund – 09/01/19 - 09/30/19
TM Cooper- stated the primary reason for the negative impact in the General Fund was due to the FMIT insurance payment for FY 2019-2020. The auditor will adjust it correctly. It had to be paid in this month to avoid being late.
- Utility Enterprises Fund – 09/01/19 - 09/30/19
- Wastewater/Sewer Fund – 09/01/19 - 0/30/19
- Balances of other accounts reviewed – 09/01/19 - 09/30/19

Mayor DeVille- asked why the budget numbers were not showing 100%?

TM Cooper- stated the Town did not meet revenue in some places.

Motion to approve the Treasurer's Report for September 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 |

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

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1. Pulled Reports -

#2- Public Works:

TM Cooper- stated in CM Andrews absence, he asked TM Cooper to present the 5 year Capital Plan on his behalf. He stated CM Andrews met with the Public Works Committee regarding the 5 Year Capital Projects list and would like for that to be approved. (A copy of the 5 Year Capital Plan was distributed to the Town Council members and attached)

CM Ryder- asked if CM Andrews had met with his committee and this was their recommendation?

TM Cooper- stated yes, he met with the Public Works Committee and this is their recommendation. There was one item added to the list and that was the speed bumps needed near the playground. The Town has bought signs and put them up, but Mr. Andrews is concerned for the children because the signs are still not slowing cars down.

TM Cooper- stated the money will have to come from somewhere since it was not budgeted, but the need for the speed bumps is understandable.

A motion to accept the 5 Year (2019-2024) Capital Plan as recommended by the Public Works Committee by VM Sabin; second by CM Ryder. Motion approved without dissent.

#5- Utilities:

Mayor DeVille- stated in reference to the 4% increase from CCUA that was deferred, as to what amount of money that is; he stated in his water bill in his house is about \$25.00,

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plus or minus a dollar every month, and his sewer bill is about \$25.00 also. So 4% of \$25.00 that is a \$1.00 increase. And would have been similar to other sewer customers in the Town.

Mayor DeVille- asked if anyone had a health report on Judge McWhorter?

Resident, Tom Ryder- stated Judge McWhorter got out of the hospital yesterday and came to Rotary. He stated he seemed to be doing pretty well.

Mayor DeVille- informed TM Cooper there was a pot hole near the flagpole on Poling Blvd that needed to be repaired.

TM Cooper- stated he was aware of the pot hole and it would be taken care of.

2. Items not on the Agenda - NONE

3. Public Participation:

Audience Member, Teresa Scott- stated she understood there was a Finance Committee meeting yesterday and there was a discussion about the Ordinance that was passed, that was for water. The Ordinance was passed for October 1st, but it was assessed for September 1-30th. She asked if the Finance Committee addressed that, and if people have paid that, are they going to get credit back on their October bill for it?

TM Cooper- stated yes residents will receive a credit.

Audience Member, Teresa Scott- asked why it was not on the agenda tonight to announce to the public that it was looked at and addressed?

VM Sabin- stated the issue was resolved and there was no need to bring it before Council.

Mayor DeVille- confirmed with TM Cooper that the credit was given for the October bill.

TM Cooper- stated yes.

Resident, Cathie Parrott- stated the 5K run for the J.C. Penney Scenic Highway is on Saturday, October 26, 2019 at 8:30 AM, and asked for volunteers to help on the corners of the streets to guide traffic and keep the runners safe.

Mayor DeVille- asked if there was also a walk/casual run that goes along with that?

Resident, Cathie Parrott- stated there is a 1 mile walk/run.

CM Taylor- stated if you walk fast enough you get back before the 5 mile runners do.

Audience Member, Teresa Scott- stated she hoped all of the Council members got an invitation to Penney Retirement Community's open house for the New Nursing Home.

Mayor DeVille- asked when the open house was?

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Audience Member, Teresa Scott- stated the open house would be at 10:30 AM and the Chapel will be dedicated at 11:00 AM.

Mayor DeVille- asked what day the open house was?

Audience Member, Teresa Scott- stated it would be held, Friday, October 25th.

4. Other - **NONE**

TOWN CLERK:

1. Ethics Training- Reminder

TC Cooper- stated the Ethics training is October 28th at the Orange Park Town Hall from 1-5 PM. She stated CM Taylor, CM Andrews, Ms. Betty Thomas, Steven Bradfield, TM Cooper and TC Cooper will all be attending.

2. Email List - Sign-In Sheet Reminder

TC Cooper- asked all attendees to list their emails on the sign in sheet.

3. 4th Quarter TC Workshop Reminder

TC Cooper- reminded the Council of the 4th Quarter Town Council Workshop on November 15th at 9AM. She stated this will be the last one of the annual year.

4. Hurricane Relief Fundraiser

TC Cooper- stated she had a PRC resident that came to her and they are putting together a Hurricane Dorian relief fund. The donations or funds should be sent by the end of this month. There are forms and envelopes on the table by the entrance. Proceeds are going to the Bahamas.

TC Cooper- wished CM Ryder and her husband Tom Ryder safe travels on their upcoming trip.

CM Taylor- stated she has had several positive comments and some questionable comments on the new lights. She stated some people are having trouble sleeping at night.

TM Cooper- stated he has had all positive feedback.

Mayor DeVille- stated State Road 16 is very well lit now.

Mayor DeVille- stated there was a new couple in attendance tonight. He asked them to introduce themselves.

Resident, Aires Medeiros- stated his name and introduced his wife Julie. He stated they just bought a house and are fixing it up. They just moved in and have a couple things to do.

Mayor DeVille- asked which part of Town they moved to?

Resident, Aires Medeiros- stated they moved over off of Booker Avenue, into the blue house. He stated he didn't have anything against blue, but that color would be updated as soon as possible. He stated

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they are enjoying the council meeting and the Town, and they would like to be an asset to the Town.

CM Taylor- invited everyone to the PRC Arts and Crafts show on November 1st and 2nd. She stated it was a wonderful opportunity for Christmas gifts for all ages. It is from 9AM-4PM on Friday and 9AM-2PM on Saturday.

CORRESPONDENCE: (Location of items – Listed)

September 2019:

1. Copy of 1st FY 2019/2020 Budget Hearing Minutes dated September 17, 2019 – Minutes Section
2. Copy of 2nd & Final FY 2019/2020 Budget Hearing Minutes dated September 30, 2019 – Minutes Section
3. Copy of Finance Committee meeting minutes dated September 16, 2019 – Finance Section
4. Copy of Community, Development & Recreation (CDR) Meeting Minutes dated September 13, 2019 – CDR Section
5. Copy of the Initial Unemployment Claim for T. Jones with response dated September 3, 2019 – Human Resource Section
6. Copy of the Notice for Unemployment Hearing for T. Jones dated September 27, 2019 – Human Resource Section
7. Copy of Past Due Water Utility Accounts for September 2019 – Utilities Section
8. Copy of the Boil Water Notice dated September 24, 2019 – Utilities Section
9. Copies of Clay County Emergency Management Situation Reports #7 - #13 regarding Hurricane Dorian – Correspondence Section
10. Copy of the Penney Retirement Community (PRC) Hurricane Relief Fundraiser – Correspondence Section
11. Copy of the Florida Department of Transportation (FDOT) Production Report for Clay County – September 2019 – Correspondence Section
12. Copy of the FDOT - 5 Year Transportation Plan (2020 – 2024) for Clay County – Correspondence Section
13. Copy of the Public Notice for the FY 2019/2020 Budget Hearings – Correspondence Section
14. Copy of the Northeast Florida League of Cities (NEFLC) Dinner Meeting Notice dated September 19, 2019 – Correspondence Section
15. Copy of The Florida League of Cities (FLC) passed Resolutions dated September 18, 2019 – Correspondence Section
16. Copy of the FLC News & Events for City Officials dated September 24, 2019 – Correspondence Section
17. Copy of the Notice of the Mobile Office hours for Senator Marco Rubio dated September 26, 2019 – Correspondence Section
18. Copy of 5 pictures of this evenings Mayor’s Assistant, Lauren Brooks and other kids – Miscellaneous Section

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There being no further questions or comments the meeting was adjourned by CM Ryder; second by CM Taylor.

Motion approved without dissent.

The meeting adjourned at 8:30 PM .

Next Council Meeting, November 19, 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.