

**Town of Penney Farms**  
**Public Works Committee Meeting**  
**Minutes**  
**Meeting Thursday, October 10, 2019**

***Present:** Chairman, Adrian Andrews; Wayne Boone from the Penney Retirement Community (PRC); Terry Arnold; TM Cooper*

***Absent:** Tom Ryder, Cooper Murphy*

*Additional Audience: None*

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*Chairman Andrews- opened the meeting at 8:00 am and thanked everyone for attending. He stated the Public Works monthly meetings may be held on a Thursday, at least once a month.*

*Chairman Andrews- stated he compared this year's proposed 5 Year Capital Plan to the 2017 5 Year Capital Plan. He asked the Town Manager, regarding the line item of replacing the storm water pipes, last year it was \$369,000.00 and this year it is \$625,000.00, is that because of the grant?*

*TM Cooper- stated yes, that is correct.*

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*Chairman Andrews- asked if the Passive Park, Florida Recreation Development Assistance Program (FRDAP) grant fell through this year?*

*TM Cooper- stated yes, but he would recommend leaving it on the Capital Projects list. He stated he is not certain the Town will get that grant next year, but we have contacted them and told them what we want to do*

*TM Cooper- reported a large tree fell in there and tore up the end of the bridge. He further stated that Passive Park is a mess and a lot of work needs to be done there.*

*T. Arnold- asked where Passive Park was located?*

*TM Cooper- stated it is the park behind the tennis courts and Town Hall, connected to Kohler Park.*

*Chairman Andrews- commented it seems as if Passive Park has been a nightmare ever since the Town has gotten it situated.*

*TM Cooper- expressed his opinion, that Passive Park never should have been built the way it was built. The trees are pushing up the sidewalks. It would take about \$10,000.00 just to clear out the*

*underbrush and has quotes to verify that. Then there is the sidewalk repairs and now the bridge is damaged. He stated he definitely recommends to leave the Passive Park on the 5 Year Capital Plan.*

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*Chairman Andrews- asked about the sidewalk issue. He asked if the Town was still working on that?*

*TM Cooper- stated the sidewalks are on the Town's Capital Projects list. They are not on the 5 Year Capital Plan list, because the cost is about \$500,000.00 for repairing sidewalks. It is a matter of finding the money for it.*

*Chairman Andrews- asked if they had to be done in such a big chunk?*

*TM Cooper- stated no, you could budget \$5,000.00 a year for it.*

*Chairman Andrews- stated the concern used to be that people were tripping on them.*

*TM Cooper- stated that is still a concern.*

*Chairman Andrews- asked if the Town still had a list of priority areas of sidewalks that are very dangerous for someone to fall?*

*TM Cooper- stated no, but it doesn't take much walking to figure out which ones are easy to trip on.*

*W. Boone- stated there used to be a list that takes care of the worst of the list. I don't know where the list is at. He stated it probably wouldn't hurt to come up with another similar list.*

*Chairman Andrews- stated he brings it up because of liability.*

*TM Cooper- agreed.*

*W. Boone- stated PRC has been using a grinder to try to level out the sidewalks, but there are still some areas that will have to be replaced.*

*TM Cooper- stated there is a reason that we put sidewalks on the Capital Projects list, there is a Community Development Block Grant (CDBG) for sidewalks. When the storm water project is complete, the Town can go after a CDBG grant for sidewalks.*

*Chairman Andrews- stated the reason he wanted to start meeting again with Public Works, is because you hear people saying 'you can't depend on grants' and you have to be self sufficient. So what can we do as far as public works in small sections, that doesn't make the Town liable? You stated there are grants for things, but if we have sidewalks that are a hazard and someone falls and sues the Town, he believes the small investments we can make in repairing some sidewalks may prevent the Town from getting sued.*

*TM Cooper- suggested Mr. Andrews tell him how to spend the money.*

*W. Boone- stated the sidewalk repair will continue to be ongoing and we need to determine where to start.*

*T. Arnold- asked Mr. Andrews if there were sidewalks in New Hope?*

*Chairman Andrews- stated there are no sidewalks in New Hope. We are talking basically the Town.*

*W. Boone- stated the sidewalks in the front are used the most and should be done first.*

*TM Cooper- stated the Florida Department Of Transportation (FDOT) pays for and repairs the sidewalks on State Road 16. They were just out here looking at everything and are going to repair the sidewalks where they need it. He stated if it's just a crack they won't do anything with it. If it is a lift they will replace it.*

*Chairman Andrews- asked why they won't fix a crack?*

*TM Cooper- stated FDOT doesn't consider a crack a trip hazard. There has to be at least a 1" lift for them to repair it.*

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*Chairman Andrews- asked what was needed to propose for Tuesday?*

*TM Cooper- stated it was the 5 Year Capital Plan.*

*Chairman Andrews- asked about item 6, he wanted to know if the Town could lease a fuel tank instead of buying one?*

*TM Cooper- stated the Town could do that but he recommends against it so the Town is not tied into using one company for fuel.*

*T. Arnold- asked how long the current tank has lasted?*

*TM Cooper- stated it had been there since before he was Town Manager. It is a single wall tank so it was never put in correctly to begin with. It should be a double wall tank.*

*Chairman Andrews- asked how big the tank was?*

*TM Cooper- stated the tank is 500 gallons.*

*Chairman Andrews- asked if the Town was to lease the tank from Gate, would the Town only be able to use Gate Gas?*

*TM Cooper- stated yes.*

*Chairman Andrews- asked if the Town is tax exempt?*

*TM Cooper- stated yes.*

*W. Boone- asked if the tanks get cleaned? He stated the tanks can get a sludge buildup.*

*TM Cooper- stated the tank has never been cleaned out since he has been here. Then asked if he was speaking of diesel or gas?*

*W. Boone- stated diesel.*

*TM Cooper- stated the Town's tank is for gas.*

*Chairman Andrews- stated the Town has a Gate tank now and asked if the Town uses Gate gas?*

*TM Cooper- stated yes.*

*T. Arnold- asked if the price of gas varied much, or can you get the gas cheaper somewhere else?*

*TM Cooper- stated that pricing was not his worry, but he would recommend the Town own their own tank.*

*TM Cooper- stated he would check into a lease with no problem.*

*W. Boone- stated it wouldn't hurt to ask what kind of maintaining they do, as far as the tank and the pump.*

*T. Arnold- stated he doesn't know how much it would be annually, but even if it is \$500.00 annually for 16 years. But a double wall tank would last indefinitely. If it is only \$200.00 a year to lease it, that's a lot of years. He stated he understood the Town Managers point too. He believes it's worth checking into.*

*Chairman Andrews- stated Wayne Boone had an excellent point when he brought up maintenance. If a pump goes bad and we own it, we have to buy it correct?*

*TM Cooper- stated yes.*

*Chairman Andrews- suggested sometimes there is a lease to own option after the first year.*

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*T. Arnold- asked if the restroom out in front of Town Hall near the tennis courts is kept locked?*

*TM Cooper- stated yes, this one and the one at the playground park are kept locked unless there is a Town event going on. The reason is because the restrooms have been vandalized in the past when left unlocked.*

*TM Cooper- stated the required American Disabilities Act (ADA) compliance for the restrooms are for the restrooms located inside the Town Hall. He stated he is waiting on some quotes, but the amount listed on the line item will change. He stated he has one quote now for \$30,000.00.*

*TM Cooper- stated in order to make the bathrooms in Town Hall ADA compliant, the wall will have to be moved to give the 5 foot clearance needed. He stated the ladies restroom doesn't have hot water currently, they have to go to the kitchen to wash their hands.*

*Chairman Andrews- asked if the Town Manager had considered putting in an on-demand water heater?*

*TM Cooper- stated yes, that is what is planned.*

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*Chairman Andrews- asked the Town Manager about the status of the grant for the renovation of the historical museum that was submitted to Clay County.*

*TM Cooper- stated the last meeting was positive. He reported the Town asked for \$40,000.00 and it looks like, if the Town does get the grant, it would be awarded around \$30,000.00*

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*Chairman Andrews- clarified that the \$7,500 amount for the ADA restrooms is nowhere close to what is needed to renovate the restrooms.*

*TM Cooper- stated when the list was made he thought for sure that would cover the renovation, but he received a quote for \$30,000.00, and had no idea it would be so expensive.*

*Chairman Andrews- asked if the Town has been hit by the State or anyone about our restrooms not being ADA compliant?*

*TM Cooper- stated, no. The issue is, when you have the Community Development Block Grant, CDBG, your restrooms have to be ADA compliant. If there is any money left over from the storm water project that we are doing, the Town can use it to bring the restrooms up to ADA compliance.*

*Chairman Andrews- asked if there would be enough to cover the cost?*

*TM Cooper- stated it is possible. The Town won't know until the bid processes are complete for the project.*

*T. Arnold- asked if the Town could make just one ADA compliant restroom?*

*TM Cooper- stated, yes that is a possibility, but he would rather have two separate restrooms. There have been meetings or occasions where there are both men and women needing the restroom at the same time.*

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*TM Cooper- stated he asked the Town Council for approval for \$10,000.00 over and above the budget, for Passive Park and they approved it at the budget workshop, but he is still waiting on a formal motion.*

*Chairman Andrews- asked if there was any other discussion?*

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*T. Arnold- asked if he heard someone mention the engineers were out measuring on Poling Blvd. for the storm water project?*

*TM Cooper- stated yes. It is for the storm water project. The engineers are doing the survey, and St. Johns River Water Management District (SJRWMD) is involved in it wanting to know if we have an easement for the water that is going into the ditch now. The Reinhold Corporation owns that ditch, it is not owned by PRC, nor by the Town.*

*TM Cooper- clarified the water will come down Poling Blvd., then come down to Morton Street to Wilbank Avenue, and dump it into Wilbank Avenue, and then pump it into the ditch. SJRWMD is asking where the easement is for the ditch. Clay County only records easements from 1952.*

*TM Cooper- stated he was hoping Wayne had something from when PRC built the homes behind the post office. He further stated, he may have to go to the Reinhold Corporation and ask for an easement for additional water to dump into this ditch. He also has a plan if he has to get around that if needed, it would just cost more money. The new storm water pipe could run from Wilbank Avenue, go past the ditch, then come down Morton Street, where the Town owns the easement.*

*T. Arnold- clarified if they were talking about the one that runs along Wilbank Avenue and under SR 16?*

*TM Cooper- stated no. That's a different ditch.*

*T. Arnold- asked if that could carry storm water?*

*TM Cooper- stated yes, it does now.*

*T. Arnold- asked if it could carry water from Poling Blvd.?*

*TM Cooper- stated no.*

*T. Arnold- asked if that was what washed out Kohler Park?*

*TM Cooper- explained what washed out Kohler Park was Hurricane Irma, the water that came out of the swamp on the corner of Caroline Blvd. and came down Clark Avenue. That is the area that needs to be fixed before anything else. The hope is that there is enough money to do Poling Blvd. also, but the Federal Emergency Management Agency (FEMA) helped the Town get the grant and the problem with the water out of the swamp has to be fixed first.*

*Chairman Andrews- stated looking at the master plan for 2019, will that be used for 2020 as well?*

*TM Cooper- stated yes, that is a plan through 2024.*

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*Chairman Andrews- stated as far as the lighted street signs..*

*TM Cooper- stated this is a capital list that is a wish list of items needed and wanted in the Town of Penney Farms. The street signs are similar to the ones someone had seen in Fleming Island that they had liked. He stated he spoke to Florida Power and Light (FPL) about it, and they are expensive, because you have to get power to them. They are solar, and solar is getting better every day compared to what it used to be, but the lighted signs are low on the list.*

*Chairman Andrews- commented that he liked how there were a few signs on campus with reflective tape.*

*TM Cooper- stated any new stop sign that is replaced gets the reflective tape. He commented the signs and the reflective tape are expensive.*

*Chairman Andrews- asked if they needed to prioritize the list?*

*TM Cooper- stated no. The list can be left just the way it is, it is just the ongoing 20 year plan.*

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*Chairman Andrews- asked how the estimate for the truck was going?*

*TM Cooper- stated he has not started that yet. If the Town does purchase a new truck, there still needs to be a formal motion for what was approved over and above the budget*

*Chairman Andrews- stated he thought the Council approved that.*

*TM Cooper- stated it was approved in the budget workshop.*

*Chairman Andrews- stated he believed it was approved in the council meeting also.*

*TM Cooper- stated there is usually a motion in a council meeting and that has not been done yet.*

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*Chairman Andrews- asked the Town Manager if there was a schedule for street cleaning, care and maintenance?*

*TM Cooper- stated no, that is changed all the time based on need.*

*Chairman Andrews- commented he does notice that certain areas get cleaned up once a month. He stated sometimes the residents complain that their streets are not being done.*

*TM Cooper- stated complaints happen all the time, and the small staff of two employees try to get to them as quickly as they can. We have more residents in Town that compliment on the work being done, than have negative comments.*

*W. Boone- asked if the Town's staff was maxed out or if there was a plan to bring more on board?*

*TM Cooper- stated in time, yes the plan is to bring another on board. Right now we have one guy that runs the mower for the entire Town and one guy that runs the weed eater for the entire Town.*

*T. Arnold- asked how many the Town had on staff?*

*TM Cooper- stated two people.*

*Chairman Andrews- asked if TM Cooper was going to replace Tracy Jones?*

*TM Cooper- stated yes.*

*Chairman Andrews- stated with no other questions or comments, the recommendation of the Public Works committee is to support the 2019-2024 list with the question on line item number six, a Town fuel tank, purchase vs. lease.*

***A Motion to adjourn the meeting at by A. Andrews; second by T. Arnold. Motion approved without dissent.***

*Meeting adjourned at 8:36 am.*