

Meeting Minutes
Town of Penney Farms, Florida
Tuesday, April 20, 2021
Town Council Meeting

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 ANDREWS*

MOMENT OF SILENCE: *MAYOR ANDREWS*

APPROVE THE AGENDA:

Motion to accept the Agenda with an addition to add a motion to approve documents for Site Clearing by the Town Clerk by CM Sabin; second by CM DeVille. Motion was approved without dissent.

ROLL CALL: Mayor Andrews; VM Taylor; CM Sabin; CM DeVille; TM Cooper; Town Attorney Quinonez
ABSENT: CM Ryder

RECOGNITION(S):

1) Dr. Jennifer Mitchell w/St. John River Water Management District (SJRWMD)

Dr. Mitchell attended to witness and observe the Water Proclamation and will comment after the Proclamation is read.

2) Lt. Boone from the Clay County Sheriff's Office (CCSO) announced he is the watch commander for this area and looks forward to working with the Town.

-TA Quinonez asked if there will continue to be a representative coming to these meetings, as in years before.

-Mayor Andrews thanked the CCSO representatives for coming.

-TM Cooper stated the Sheriff is doing a phenomenal job, so far.

-CM DeVille asked is anything can be done about glass packs on vehicles passing his home on State Road 16?

-Lt. Boone stated that he can have someone target that area.

3) Rhonda Jett (CCSO), liason to the municipalities stated there should be a representative from the CCSO's office attending the upcoming meetings and to please send any feedback or concerns to her.

PROCLAMATION(S): There are two proclamations this month:

1) Water Conservation Month – Proclamation was read in its entirety

-Dr. Jennifer Mitchell thanked the Town of Penney Farms for proclaiming April 2021 water conservation month and expressed how important water usage is and how to decrease water usage to protect the aquifer. She stated the average person uses 85 gallons of water per day. She stated she will be happy to make available educational materials on water conservation and help the Town in anyway regarding water usage.

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- Mayor Andrews asked for some water conservation materials be provided to the Town Hall for the local children.*
- CM DeVille asked when the toilet to tap program being put together by the Governor will come to pass?*
- Dr. Mitchell stated she does not know when that will happen.*
- TM Cooper stated the SJRWMD is currently working with the Town on the storm water project and are a great partner for the Town.*

2) Arbor Day – Proclamation was read in its entirety

APPROVAL OF MINUTES:

- Regular Town Council Meeting minutes dated March 16, 2021
Motion to approve the regular Town Council Meeting Minutes dated March 16, 2021 by CM DeVille; second by CM Sabin. Motion was approved without dissent.

ORDINANCE(S): NONE

RESOLUTION(S): NONE

Site Clearing / Site Work Application documents

- TC Cooper explained at the last Town Council meeting a Resolution was approved for the moratorium of Borrow Pits in the town limits and these documents were included and listed as “Exhibit A”, but should not have been included with that Resolution.*
- TC Cooper stated this is a formality to approve these documents separately. She further stated these documents will be required for any vacant lot clearing.*
- Mayor Andrews commented that it is good to verify the owner of the properties.*

Motion to approve the Site Clearing / Site Work Application documents for future use by CM Sabin; second by VM Taylor. Motion approved without dissent.

TOWN MANAGER REPORT: Town Manager

- A Review of the March 2021 Town Manager Report
- TM Cooper reported that Saunders Road had three more leaks and he has begun replacing the water line because the repairs can not be put off any longer. He stated he will spread out the cost, but it will be repaired correctly soon. He reported that there is a possibility of a new house being built on that road.*
 - TM Cooper stated the Town’s GIS mapping has been right on the money and the storm water locators were amazed at the accuracy of our maps.*
 - VM Taylor asked for a better explanation of the storm water project and the closing of the roads.*

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-TM Cooper stated the contractor will provide a person on site to help direct the public and guide the residents around those areas. He is also communicating with Wayne at the Penney Retirement Community (PRC) throughout this whole project.

Motion to approve the Town Manager Report for March 2021 by VM Taylor; second CM Sabin. Motion approved without dissent.

TREASURERS REPORT: Town Manager

Review the **March 2021** Treasurer's Report:

- General Fund – 03/01/21 – 03/31/21
- Utility Enterprises Fund – 03/01/21 – 03/31/21
- Wastewater/Sewer Fund – 03/01/21 – 03/31/21

-TM Cooper stated the ongoing car wash lift station pump problems have been documented and after several pump repairs that the Town has paid for, he stated (PRC) has been put on notice that the next bills will be sent to them. TM Cooper reported that PRC has been very cooperative and they understand.

-TM Cooper explained that large wipes were being flushed down into the system and clogging up the pumps.

- Bank Balances of the Town bank accounts – 03/01/21 – 03/31/21

Motion to approve the Treasurer's Report for March 2021 by CM Sabin; second by VM Taylor. Motion approved without dissent.

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. Legal | | | |

Motion to accept Consent Agenda withholding #3, the CDR Report by CM DeVille; second by CM Sabin. The Motion was approved without dissent.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1. Pulled Reports

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#3 CDR – VM Taylor

-VM Taylor announced that the CDR is sponsoring a free movie night, this Saturday night at 7:30pm, at the Playground Park. She stated there has been a strong interest in Cedric Bozman, the talented actor who died unexpectedly from cancer, but had a great reputation and was highly respected. She stated the movie “42”, about Jackie Robinson will be shown. She stated some refreshments will be made available and to please bring your own chairs.

-TC Cooper stated this announcement is also on the Town’s website.

2. Items not on the Agenda

-TC Cooper explained that a resident has brought to her attention that the Town’s website, the “Our Town” section does not accurately reflect the entire town and all of its residents. She stated the current information has a lot of information about the retirement community, but not the other areas throughout the Town. She further stated that she has extended an invitation to the resident who brought these concerns to my attention to come and discuss a proper revision.

-TC Cooper has re-read the website information and takes responsibility for what is on it. She explained that this writing was transferred from the old website and admitted that she has not taken a hard look at the information provided. She stated the resident who addressed these concerns is correct and stated that this is not an accurate reflection of the entire Town of Penney Farms. She further stated that she has taken down the “Our Town” section for now, until a revision can be provided.

-TC Cooper stated she is waiting to speak with the town resident, but wanted the Town Council to be aware of this issue. She stated she will keep this issue on the Town Council Agenda, as old business, until this issue is resolved.

-TC Cooper asked the Town Council for their help and support with this issue. She stated that this section is not required for the website, but most town websites have a section with a nice description of the area. She explained that most PRC residents are very forthcoming with information and that is why there was an abundance of information about the retirement community. She stated the Town’s website has a link to access the Penney Retirement Community and all of its activities.

-TC Cooper asked the Town Council for help and assistance with this issue, maybe in conjunction with the CDR committee. She stated she takes this concern seriously and stated it was not a pleasant conversation with the resident who brought this to her attention.

-Mayor Andrews stated he will provide assistance and help to the Town Clerk.

-TM Cooper added that the Town’s CDR committee should be instrumental in helping correct this issue and let the entire Town Council decide what is to be stated on the website. He stated this way no one person can be accused of any bias or favoritism on the website.

-TC Cooper thanked the Mayor for his help and will provide assistance in any way to the Town Council to resolve this issue. She stated she is very dedicated to the Town and its residents and would like to assist in this process to help provide a positive result.

-Mayor Andrews stated the Town needs to come together and promised the will arrange to get the Town Clerk some help.

-CM Sabin stated this Town is unique in many ways. He stated he is willing to help as well.

-TC Cooper stated she was grateful for the support and apologized again, for not paying better attention.

-Mayor Andrews stated that this should not all be dumped on the Town Clerk’s shoulders and again promised to give her assistance.

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3. Public Participation

-Rosemary Gilson announced the Crop Walk will take place on Saturday, May 15, 2021, at 8:00am. She stated this outdoor event will meet at Barrow's Hall and to bring food donations and pledges.

-Susan Kimsey stated she was glad to see the basketball court and Pickle Ball courts being used.

4. Other:

-TM Cooper informed the Town Council that the Town Attorney has been with the town for many years and announced that she will be retiring from her duties at the end of this fiscal year. He praised her loyalty and support throughout the years. He stated that this will be a large loss for the Town and the search is on for new representation.

-CM Sabin stated that as the Finance Chair, his committee has discussed this issue and understands the need for competent representation.

-Mayor Andrews stated that we should keep a good thing and try and make accommodations.

-TA Quinonez stated that she will continue until a replacement can be found.

TOWN CLERK:

1. 2021 Code of Ethics / Florida Sunshine Law distributed

-TC Cooper stated that the 2021 Code of Ethics has been put in each of the Town Council books, there were a couple of changes.

2. Arbor Day – Pancake Breakfast

-TC Cooper stated that corresponding with the Arbor Day Proclamation, the Town's Arbor Day annual event is an all-u-can eat pancake breakfast in Kohler Park on Saturday, May 1, 2021 from 9:00am – 11:00am, for a donation of \$10.00, children under 12 years old are free.

CORRESPONDENCE: (Location of items – Listed)

March 2020:

1. Copy of Finance Committee Meeting Minutes dated March 15, 2021 – Finance Section
2. Copy of Community, Development, and Recreation (CDR) Minutes dated March 9, 2021 – CDR Section
3. Copy of Boil Water Notices for 3/12; 3/22; and 3/30/21 – Utilities Section
4. Copy of update from the Center for Disease Control (CDC) on COVID-19 Info – Correspondence Section
5. Copy of Florida Power & Light letter dated March 12, 2021 – Correspondence Section
6. Copy of Notice of the Northeast Florida League of Cities (NEFLC) Dinner Meeting dated March 18, 2021 – Correspondence Section

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7. Copy of Town letter to the Northeast Florida League of Cities dated March 22, 2021 – Correspondence Section
8. Copy of the Florida League of Cities Legislative actions dated March 26, 2021 – Correspondence Section
9. Copy of Notice of Town Hall closed for Good Friday – Miscellaneous Section

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There being no further questions or concerns, a motion for the meeting to adjourn by CM Sabin; second by VM Taylor. Motion approved without dissent.

SEAL

Mayor, Adrian M. Andrews, 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.