

MEETING MINUTES
Town of Penney Farms, Florida
Tuesday, January 19, 2021
Town Council Meeting
HYBRID MEETING

Anyone wishing to address the Council regarding topics on the Agenda is requested to complete a request form. Present it to the Town Clerk prior to the meeting. The Town Clerk will allot a three minute limit unless other arrangements have been made. Request forms are available at the sign in podium or the Town Clerks desk.

Abbreviations:

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

OPEN REGULAR COUNCIL MEETING: 7:05PM

FLAG SALUTE: *MAYOR SABIN*

MOMENT OF SILENCE: *MAYOR SABIN*

APPROVE THE AGENDA:

Motion to accept the Agenda as presented by CM DeVille; second VM Ryder. Motion approved without dissent.

ROLL CALL: Mayor Sabin; VM Ryder; CM Andrews; CM Taylor; CM DeVille; Town Manager Cooper; Town Attorney Quinonez; All present for the record.

ADDITIONAL AUDIENCE VIA ZOOM: Steve VanderKamp; Ken Anderson; Susan Kimsey; Lynn Wightman; and Teresa Scott

RECOGNITION(S): NONE

APPOINTMENT OF MAYOR FOR CALENDAR YEAR 2021

Mayor Sabin read the Town Charter, Article 2, Section 2; "The Town Council shall elect from among its members a Mayor who shall serve as the ceremonial head of the Town of the Penney Farms, preside over the meetings of the Town Council, and perform such duties consistent with his/her office as may be imposed by the Town Council". He further stated the Town Clerk will now request nominations for Mayor for the calendar year 2021. If more than one name is submitted, a written ballot will be necessary. The newly appointed Mayor will begin their duties at the close of this meeting.

TC Cooper asked for nominations for Mayor of the Town of Penney Farms for calendar year 2021 from the Town Council members only:

-CM DeVille nominated Council Member Andrews for Mayor.

-TC Cooper asked if there were any other nominations for Mayor for the upcoming year. Hearing none, TC Cooper asked CM Andrews if he would accept the position. CM Andrews stated yes and was thankful for the nomination. She stated that the new Mayor will begin his duties at the next Town Council meeting.

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APPOINTMENT OF VICE-MAYOR FOR CALENDAR YEAR 2021

-TC Cooper requested nominations for Vice-Mayor for the calendar year of 2021, if more than one name is submitted, a written ballot will be necessary. She stated the newly appointed Vice-Mayor will begin their duties at the close of this meeting.

-Mayor Sabin nominated current VM Ryder for Vice-Mayor for calendar year 2021.

-TC Cooper asked if there were any other nominations for Vice-Mayor.

-CM DeVille nominated CM Mickey Taylor to get her in the rotation of the Mayor position.

-TC Cooper asked CM Taylor if she would accept the position.

-CM Taylor stated yes, she would accept the nomination.

-VM Ryder withdrew her nomination.

-TC Cooper stated that the new Vice-Mayor will begin her duties at the next Town Council meeting.

-TC Cooper requested that the newly appointed Mayor to confirm the chairpersons for the Town's Committees and discuss any changes. Hearing no changes, TC Cooper asked for updated committee member lists by February 5, 2021 to update Town committee information.

-TC Cooper referred to the Town Attorney who will swear in the newly elected Town Council members first, then the corresponding Planning & Zoning Commission members for the new four year term.

-TA Quinonez stated the oath of office for Town Council members Tom Deville (Seat #1); Adrian Andrews (Seat # 4) and Paul Sabin (Seat #5) All Council members agreed to the oath.

-TA Quinonez stated the oath of office for Mayor Adrian Andrews (Seat # 4) for calendar year 2021.

-TA Quinonez stated the oath of office for Vice-Mayor Mickey Taylor (Seat # 2) for calendar year 2021.

- TA Quinonez stated the oath of office for Planning & Zoning Commission Members Don Cimino (Seat #1); Ken Anderson (Seat #4); and Steve VanderKamp (Seat # 5) for the new four year term.

APPROVAL OF MINUTES:

- Regular Town Council Meeting minutes dated December 15, 2020

Motion to approve the regular Town Council Meeting Minutes dated December 15, 2020 as presented by CM DeVille; second by CM Andrews. Motion approved without dissent.

ORDINANCE(S): NONE

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RESOLUTION(S): Resolution 2021-01 (Read by title only)

RESOLUTION 2021-01

A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, IMPLEMENTING A NEW POLICY, PROCEDURE AND APPLICATION FOR OBTAINING A REPLAT IN THE TOWN OF PENNEY FARMS, AND PROVIDE FOR AN EFFECTIVE DATE.

Motion to approve RESOLUTION 2021-01 by (The motions 1st and 2nd were not asked for, however the motion was approved without dissent).

TOWN MANAGER REPORT: Town Manager

- A Review of the December 2020 Town Manager Report
- 2020 Year in Review

Since the Executive Order has been lifted the Town Council has chosen to continue with hybrid meetings, due to fact, the Town Council chamber room has limited seating for the public to follow CDC guidelines and social distance themselves. The Town Council and essential staff are required to attend all meetings in person and having a hybrid meeting will allow all residents to participate, if they choose to, and this type of meeting would not limit public attendance.

In the first week of December the construction bids for the Storm water project were opened and a contractor was chosen. The documentation of the process has been sent to the state for approval to move forward. We should have an answer in January to proceed.

The Town Election took place at the Town Hall as scheduled on Tuesday, December 8, 2020. The Town was pleased with the turnout of voters and Incumbent Paul Sabin was sworn in for another four year term.

The Town officially became a Tree City this month and a plaque was sent to the Town Hall. It will be placed in the front office as soon as the renovations are completed. In addition, there will be two signs posted at each end of the Town on State Road 16 stating Penney Farms is a Tree City.

Construction on the new Pickle Ball Court began this month and is progressing nicely. Trees were removed and the slab has been poured. The Town has been keeping the area cleaned up while the project is being worked on. The court should be completed in February.

The renovation of the Town's historic museum at Town Hall has begun. You will notice a different front entrance. The old roll up doors have been removed and new windows and entrance door has been installed. The front side has even been painted to match the rest of the Town Hall.

In December, all of the sidewalk repairs that were identified throughout town have been completed. This was an item on the capital projects list chosen to complete this year. Now residents can see where some of their tax money is being used.

I have attended all of the scheduled monthly meetings for this month.

**This is the last Town Manager report for 2020.*

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2020 YEAR IN REVIEW – *What an interesting year it has been.*

2020 began with the Town, under the direction and assistance of Dyana Stewart with the Florida Rural Water Association (FRWA) implemented a water utility revenue plan. This will take the place of the rate study the Town does every two years. This process will ensure the Town's Water Utility is operating financially sound and is prepared to maintain its future infrastructure efficiently.

Also, in January 2020 the Town's water tower was cleaned out and the floats were repaired inside of the water tank. The Florida Department of Transportation (FDOT) cleaned out all of the ditches and storm water drains along State Road 16 throughout the Town limits.

In February, the Town's well meters and sewer meter were calibrated, which is done annually. Also, the tennis courts were professionally cleaned in this month.

-TM Cooper added that Teresa Scott hired a tree company to trim the big oak tree on the side of the court that turned green and kept lots of debris on it. The tree cut back has helped keep the court cleaner.

All Town meetings were cancelled for the month of March, due to the new restrictions of COVID-19.

In April, all Town meetings became virtual meetings and all Town business was conducted at Town Hall by appointment only, during the normal operating hours. Also, in this month, all of the Town's backflow preventers were inspected and no repairs were needed.

In May, after many months being shorthanded, Josh Young, a new public works technician was hired, Alex Burney retired and Tyler Parks was hired. The clean out of Passive Park began this month and all of the jagged sidewalks were grinded down to avoid any trip hazards. The ADA Restrooms and Climate Controlled Storage room renovations were started, at the Town Hall. In addition to their normal duties and all the renovations, the front office staff was facilitating the Annual Audit, which was being conducted electronically this year and all documentation had to be scanned to the auditor. Also, all of the Town easements were cleaned out and mowed throughout the town limits.

In June, the Town had passed its Annual Audit with flying colors and no findings. The office staff began budget preparation in addition to all the normal duties.

In July, the approved double gate at the water tower was installed. Josh Young updated the Town's Diamond Maps Program with the entire electric grid, including all light poles, all sidewalks and curbs. He also installed new red reflectors on every stop sign located within the Town. The front office staff was primarily focused on the next fiscal year's budget to be discussed at the end of this month.

August consisted of the front office doing research on the ownership of the streets located within the town limits and a definite understanding of which roads are open and closed. This verified information will help with future infrastructure grants and improvements. The primary election was held at the Town Hall and the town had another great turnout.

In September, the Town received the Florida Rural Water Association (FRWA) Award for Small Public Water System of the Year, for the entire State of Florida. The Clay today newspaper had an article on the Town receiving this award too. The Climate Controlled Storage Room was completed this month and turned out great. Wendy Reynolds, the Town's long time water administrator left her position. This was a big loss.

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Town of Penney Farms, Florida
Tuesday, January 19, 2021
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In October, the Town Hall ADA restrooms were finally completed. In addition to their normal duties, the public works and front office employees spent days sorting and moving things out of the fire station to prepare for the museum renovation. The Town had another public works technician leave unexpectedly, so the town staff was down by two more people.

In November, after the proper advertising and noticing, the Town hired two new employees to fill the vacancies. The Governor's Executive order for virtual meetings was lifted at the end of October, and the Town Council choose to conduct hybrid meetings to limit in-person contact, but accommodate anyone who would like to attend. The National Election took place this month and the front office staff had to prepare for the Town Council election to take place in December, for three Town Council seats coming to the end of their term. The new Pickle Ball Court was being discussed and designed this month.

I have already discussed December 2020 earlier in this report. I can say that 2020 was a different kind of year, primarily due to meeting the challenges of a global pandemic and deal with many renovation projects at one time. All of the items completed this year were due to a dedicated staff and I believe the Town now has a great team working for the residents of the Town of Penney Farms.

In the 2021 New Year, the Town Hall will be focusing finishing all renovation projects. The Town will also continue the processes and finish the storm water project repairs that are being funded by the CDBG grant. This project will solve the flooding problems on Poling Blvd. and other areas of the Town. With such a small staff and after so many employee changes, I will work with the entire Town staff and focus on training and cross training all of the employees to perform their duties.

The Town will continue to search for grants and fine tune its policies and procedures already in place. I look forward to COVID-19 getting under control and hopefully everyday activities can return to normal. I am looking forward to another productive year in service to the Town of Penney Farms.

*-CM Andrews clarified that installing the new double gate at the water tower helped secure the Town's water system.
-TM Cooper stated yes that was the final degree of security needed, he assured the Council Members the Town is in compliance with security cameras and locked gates and buildings. He stated that eventually the Town need to install a pole barn to protect town vehicles and other equipment.*

Motion to approve the Town Manager Report for December 2020 by CM Taylor; second by CM DeVille. Motion approved without dissent.

TREASURERS REPORT: Town Manager

Review the **December** Treasurer's Report:

- General Fund – 12/01/20 – 12/31/20
- Utility Enterprises Fund – 12/01/20 – 12/31/20
- Wastewater/Sewer Fund – 12/01/20 – 12/31/20
- Bank Balances of the Town bank accounts – 12/01/20 – 12/31/20

Motion to approve the Treasurer's Report for December 2020 by CM DeVille; VM Ryder. Motion approved without dissent.

-CM DeVille asked if there is a problem at the car wash lift station, due to the repair listed in the sewer fund.

MEETING MINUTES
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Town Council Meeting
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-TM Cooper stated yes, there has been several times that items have been getting caught in the pumps, which has required service, and he has made Wayne Boone at the retirement community aware of these issues. He explained the pumps are older and are showing signs of wear and tear. He stated a repair or new pump may be needed soon.

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 as presented by CM Taylor; second by CM DeVille. Motion approved without dissent.

UNFINISHED BUSINESS: NONE

NEW BUSINESS: NONE

1. Pulled Reports
2. Items not on the Agenda

-VM Ryder presented a check from the J. C. Penney Scenic Highway, in the amount of \$2,300.00 to be donated towards the historical museum renovation.

-TM Cooper thanked the J. C Penney Scenic Highway for the donation and he will attend their next meeting to personally thank them.

-Mayor Sabin stated that as the outgoing Mayor, he thanked the Town Council and Town staff for doing their best to accommodate all residents during a pandemic year. He stated that he appreciated their support during his year as Mayor.

-CM Andrews thanked Mayor Sabin for his leadership during the past difficult year.

3. Public Participation

-Teresa Scott thanked the Town Council members for serving during the past year, considering all of the pandemic concerns. She thanked the town staff for helping the residents with both of the elections that were held in 2020. She announced the dedication for the Pickle Ball court will be held on March 26, 2021 at 4:00pm. She stated this will be in conjunction with the Annual Circle of Family & Friends event.

-Teresa Scott also announced that out of 520 residents, 513 have been vaccinated for COVID-19 and the second round of vaccines will be given around February 1st and 2nd 2021.

4. Other:

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TOWN CLERK:

1. Committee member updates

-TC Cooper reminded all Council Members to have their committee updates to her by February 5, 2021.

-TC Asked that the Planning Zoning & Commission members who are not here in person, to please come by the office and sign their oath of office, at their earliest convenience.

2. New Council Books

-TC Cooper commented that the Town Council members received new council books, so they all match, with the same indexes. She stated they will be updated with all changed information from this meeting, by the next meeting.

CORRESPONDENCE: (Location of items – Listed)

December 2020:

1. Copy of Finance Committee Meeting Minutes dated December 14, 2020 – Finance Section
2. Copy of letter and appreciation certificate from the Clay County Supervisor of Elections office dated December 1, 2020
– Correspondence Section
3. Copy of letter from the Florida League of Cities (FLC) dated December 1, 2020 – Correspondence Section
4. Copy of Notice from Clay County Department of Health regarding COVID-19 Quarantine dated December 10, 2020 – Correspondence Section
5. Copy of Notice from Clay County Department of Health regarding COVID-19 Vaccine dated December 18, 2020 – Correspondence Section
6. Copy of Notice from Clay County Department of Health regarding COVID-19 Phase One dated December 29, 2020 – Correspondence Section
7. Copy of Notice posted stating Town Elections Results - Miscellaneous Section
8. Copy of Notice Town Hall closed on December 24th and 25th to observe the Christmas Holiday – Miscellaneous Section

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

SEAL

Mayor, Paul E. Sabin, 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.