

MINUTES

REGULAR MONTHLY COUNCIL MEETING Town of Penney Farms, Florida Tuesday – August 19, 2020 **VIRTUAL MEETING**

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.

Abbreviations:

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

Mayor Sabin welcomed everyone to the Town of Penney Farms video conference Town Council meeting. He stated this will be the way all of the Town's essential public meetings will be held, until further notice.

OPEN REGULAR COUNCIL MEETING: 7:05PM

FLAG SALUTE: *MAYOR SABIN*

MOMENT OF SILENCE: *MAYOR SABIN*

APPROVE THE AGENDA:

Motion to accept the Agenda with the addition of swearing in a new Planning & Zoning Commission as presented by VM Ryder; second by CM Taylor. 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: Teresa Scott; Paul White; Steve Vander Kamp and Cathie Parrott

RECOGNITION(S):

- (1) The Town of Penney Farms' Planning & Zoning Commission has a new member to replace William Smith who resigned from the Commission last month. Mr. Steve Vander Kamp has agreed to serve on the Commission for the duration of this term, corresponding with Council Seat #5. This position is an appointed position and the Town Attorney will now swear this new member in formally.*

Swearing in of new P & Z Commission member, Steve Vander Kamp by Town Attorney

TC Cooper stated a signed oath would be prepared for signatures and put in the record.

- (2) Teresa Scott submitted a request to address the Town Council and she asked the Town Council to consider a 4.0000 millage rate when deciding on a millage rate for the new fiscal year. She stated she appreciated all of the hard work the Town Council and Finance Committee has put into the budget.*

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PROCLAMATION(S): NONE

APPROVAL OF MINUTES:

- Regular Town Council Meeting Minutes – July 21, 2020

Motion to approve the regular Town Council Meeting Minutes with noted corrections dated July 21, 2020 by VM Ryder; second by CM Taylor. Motion approved without dissent.

- Town Council FY 2020/2021 Budget Workshop Meeting Minutes – July 31, 2020

Motion to approve the Town Council FY 2020/2021 Budget Workshop Meeting Minutes dated July 31, 2020 by CM Andrews; second by CM Taylor. Motion approved without dissent.

ORDINANCE(S): NONE

RESOLUTION(S): 2020-07

RESOLUTION 2020-07 (READ BY TITLE ONLY):

A RESOLUTION PROVIDING FOR THE ESTABLISHMENT OF THE PROCEDURES AND CONDUCT OF AN ELECTION IN THE TOWN OF PENNEY FARMS, FLORIDA ON THE SECOND TUESDAY IN THE MONTH OF DECEMBER 2020, FOR THE PURPOSE OF ELECTING THREE (3) MEMBERS TO THE TOWN COUNCIL AS PROVIDED IN ARTICLE III, CHAPTER 74-545, FLORIDA STATUTES, TOWN CHARTER, TOWN OF PENNEY FARMS, FLORIDA.

Motion to accept and approve Resolution 2020-07 by VM Ryder; second by CM Andrews. Motion approved without dissent.

TOWN MANAGER REPORT: Town Manager

- A Review of the July 2020 Town Manager Report

The month of July continues with the COVID-19 virus restrictions. All Town Hall business is still being conducted by appointment only, during the normal operating hours. The Town's essential meetings in July were held virtually, as in previous months. I anticipate that all Town meetings will be held virtually until the COVID social distancing restrictions are lifted.

I want to remind all Town residents, the Town has a new website and I encourage everyone to refer to it regularly. This will be the primary way to communicate to all interested Town residents any updates, upcoming meetings and Town information.

The new gate at the water tower building has been installed to complete that capital project for fiscal year 2019/2020. The Town Hall and climate controlled storage room renovations are on going and are anticipated to be completed by the end of August.

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The new public works employee, Josh Young, has been busy adding things to the Diamond Map Program showing the Town's assets. So far this month, he has GIS'd all the power poles showing the entire electric grid; all sidewalks; streets; and curbs. In addition, he has installed red reflectors on every stop sign in Town.

This month was primarily focused on preparing the 2020/2021 proposed budget for the Town Council to review and discuss at the FY 20/21 Town Council Budget Workshop held at the end of the month.

Motion to approve the Town Manager Report for July 2020 by CM Taylor; second by VM Ryder. Motion approved without dissent.

*-Mayor Sabin asked the Town Manager to provide an update on the storm water project on Poling Blvd.
-TM Cooper stated there were some permitting questions that needed to be addressed for the St. Johns River Water Management District (SJRWMD) that have been resolved. He also stated the contract had to be revised to include Poling Blvd. He stated the engineer is moving on their permitting and the construction bid on the project will happen in October and he anticipates the project should begin towards the end of the year. TM Cooper also explained there were some recent flooding issues on Poling again and a manhole was repaired on Rigel Way.*

TREASURERS REPORT: Town Manager

Review the **July 2020** Treasurer's Report:

- General Fund – 07/01/20 – 07/31/20
 - Utility Enterprises Fund – 07/01/20 – 07/31/20
 - Wastewater/Sewer Fund – 07/01/20 – 07/31/20
- Bank Balances of the Town bank accounts 07/01/20 – 07/31/20

Motion to approve the Treasurer's Report for July 2020 by VM Ryder; second by CM Andrews. 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

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7. Grants 8. Planning and Zoning 9. Security 10. Legal

Motion to accept Consent Agenda withholding Report #1; and #3 by VM Ryder; second by CM Andrews. Motion approved without dissent.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1. Pulled Reports

Report # 1 – Finance – *Mayor/Chairman Sabin reminded the Town Council that at the Budget Workshop, The Town Manager has requested the purchase of a new service truck for the Town in this fiscal year. The truck is listed as a priority on the Capital Projects list for \$65,000.00 and the general consensus from the last Town Council Workshop was to approve this item as a direct purchase out of the General Fund. We now need a formal motion to authorize the purchase of the service truck for this fiscal year. Mayor Sabin stated the Finance Committee agreed unanimously to this necessary purchase.*

A motion to authorize the purchase of a new service truck for the FY 2019/2020, not exceed \$65,000.00, to be charged to the General Fund and to make the appropriate budget amendment by CM DeVille; second by VM Ryder.

-VM Ryder asked if this was enough money to purchase the type of service truck needed.

-TM Cooper stated he was purchasing the truck through a government vendor and if ordered today it would not be available until January 2021.

-CM Andrews wanted clarification of which fiscal year this truck would be purchased in.

-TC Cooper clarified this truck purchase will be for this fiscal year 2019/2020. She further stated this will be a direct purchase out of the General Fund and the auditor will address the budget amendment at the end of this fiscal year.

Motion approved without dissent.

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-Mayor Sabin expressed his efforts in trying to be very thorough with the (Truth in Millage) TRIM process and the new budget. He stated he learned from the auditor who has been hired to help facilitate the TRIM process that the millage rate recommendation should be announced at the first budget hearing on September 15, 2020. The auditor explained to the Town Clerk, that no further public discussion regarding this issue should be made by the Town Council until then. He stated the Finance Committee has decided on a recommendation and it will be made public at the first budget hearing.

-TC Cooper clarified this issue can be discussed at committee meetings and workshops, but not at a legislative meeting, such as this Town Council meeting. She explained the TRIM process is very restrictive on how the

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Town can communicate this decision. She did encourage any resident or guest attending this meeting, if they would like more information on this subject, to get the minutes of recent meetings that show the justification for the decision(s) made by the current Town Council. She stated minutes are available at the Town Hall upon request.

Report # 3 - -Community Development & Recreation (CDR) – Council Member/Chairwoman Taylor wanted to express her appreciation in the clearing of Passive Park. She noted how nice the park looks now and encouraged the residents to walk through it.

2. Items not on the Agenda - *NONE*

3. Public Participation –

-Teresa Scott noted the time crunch in which the Town has to set up its public hearings and provide public notice in regards to the Ad Valorem taxes. She stated she has no intentions of challenging this process, but asked if there was a way to put a message on the water bills instead of relying online for information, in order to keep the residents more informed.

-TC Cooper clarified the two public hearings have to be held in September and not conflict with the Clay County Board of Commissioners (CCBOC) meetings and the Clay County School Board meetings scheduled. She further explained that September is the month all four of the Clay County municipalities to schedule their corresponding public hearings. She stated there are notices on the Town's bulletin boards and the Town's website is already on the water bills. TC Cooper stated the Town's website is the best way for any resident or the public to stay informed of the Town's meetings and information.

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-Teresa Scott asked if she could get a summary of the storm water project, particularly on Poling Blvd. to put in her Management News, because she is fielding many questions about the project.

-Mayor Sabin stated he has also been asked about the specifics of this project.

-TM Cooper explained this project would have alternative bids, which means it depends on how much money the project will require. He stated he would like to see two feet taken off each side of the Poling Blvd. median to widen the road and allow emergency vehicles and traffic to pass through without difficulty and to keep the same general look of the street. He stated the plan is to send the water heading north to Morton Street to Wilbank over to Kohler Park. He will provide a timeline after the bidding is completed.

-Mayor Sabin asked that any updates be provided to the Penney Retirement Community's newsletter.

-Teresa Scott suggested that small meetings could be held in Barrows Hall to provide updates to the residents.

-CM Andrews commented that any Town projects be updated to all residents of the Town.

-TC Cooper asked Teresa Scott when is the deadline to have the information in for her newsletter?

-Teresa Scott stated the newsletter usually comes out on Fridays.

-Teresa Scott thanked the Town for helping the residents with the voting during the primary election.

-CM Taylor thanked the Town Hall for providing a safe and comfortable election precinct.

4. Other - *NONE*

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TOWN CLERK:

1. New Town Website

-TC Cooper reminded all attending that the Town's new website is www.penneyfarmsfl.org and it will be the best place for any updated Town information. She stated she is trying to make it simple for public participation in all Town meetings.

-TM Cooper asked Teresa Scott if she could promote the Town's website in her management newsletter.

-Teresa Scott asked the Town to submit regular updates for the newsletter.

-Mayor Sabin asked CM Andrews if he had any further suggestions on how to communicate Town news to the Town residents?

-CM Andrews stated he has been promoting the Town's website. He stated everything is being posted and noticed. He further stated it is the responsibility of the residents to get involved and find out the information.

-VM Ryder agreed with CM Andrews.

-CM Andrews asked if the political candidates are responsible for picking up their signs from the election.

-TM Cooper stated yes and he has picked up most of the signs on Clark Avenue and has instructed the public works employees to pick up all remaining signs located within the Town.

CORRESPONDENCE: (Location of items – Listed)

July 2020:

1. Copy of Finance Committee meeting minutes dated 07/20/20 – Finance Section
2. Copy of Florida Department of Transportation (FDOT) Invoice – Correspondence Section
3. Copy of all documentation regarding the COVID-19 from the Clay County Emergency Operations Center (CCEOC) for the month of July – 8 Items (All copies for July 2020 are located in the minutes book only)
4. Copy of CCEOC Situation Report regarding Hurricane Isaias dated July 31, 2020 – Correspondence Section
5. Copy of the Notice of the Town Hall closed on Friday, July 3, 2020 to observe Independence Day – Miscellaneous Section

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There being no further questions or concerns, a motion for the meeting to adjourn by CM Taylor; second by VM Ryder. 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.