

MINUTES

REGULAR MONTHLY COUNCIL MEETING Town of Penney Farms, Florida Tuesday – July 21, 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. He reported it seems like everyone has been able to connect to the meeting in one form or another and the Town Clerk will notify him when anyone from the public would like to speak at the appropriate time.

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 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: Latika Gordon; Kimberly Brooks; and Cathie Parrott

RECOGNITION(S): ****Bill Englebrecht – Republican Candidate – Florida District #3****

-TC Cooper introduced Mr. Bill Englebrecht who is running for Congress as a republican candidate for Florida District #3.

-Mr. Englebrecht thanked the Town Council for being able to attend this Town Council meeting and he reviewed his policies that he would like to pursue if elected into Congress.

PROCLAMATION(S): ** Regarding the Town Council's stand against police brutality and racism**

-Mayor Sabin read the Proclamation in its entirety and requested it gets posted on the Town's website and the Town bulletin boards.

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A motion to pass the Proclamation as presented by CM Taylor; second by VM Ryder. Motion approved without dissent.

APPROVAL OF MINUTES:

- 2nd Quarter Town Council Workshop Minutes – May 15, 2020
Motion to approve the 2nd Quarter Town Council Workshop Meeting minutes dated May 15, 2020 by CM Taylor; second by VM Ryder.
- Regular Town Council Meeting Minutes – May 19, 2020
(Not ready to present at this meeting)

ORDINANCE(S): NONE

RESOLUTION(S): 2020-11

RESOLUTION 2020-11 (READ BY TITLE ONLY)

A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, REQUESTING THE ST. JOHN'S RIVER WATER MANAGEMENT DISTRICT TO REDUCE PERMIT APPLICATION FEES.
Motion to accept and approve Resolution 2020-11 by CM DeVille; second by CM Andrews. Motion approved without dissent.

TOWN MANAGER REPORT: Town Manager

- A Review of the May 2020 Town Manager Report

The month of May continues with the COVID-19 virus restrictions. All Town Hall business is being conducted by appointment only during the normal operating hours. The Town successfully held three virtual public meetings this month, the 2nd Quarterly Town Council Workshop; the Finance Committee Meeting and the regular Monthly Town Council Meeting with a Public Hearing. At the time of this report, it looks like June's Town Meetings will be held in the same manner.

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.

This month continued with three day a week meetings with the Clay County Emergency Operations Center (CCEOC) by phone, as well as phone conferences with the County Manager, on the same days. The Town Hall has been notified daily with Clay County Updates on COVID-19, seven days a week. So far, all of the Town Hall employees are all doing well with no positive cases.

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This month, I finally hired a new public works employee. The first day he reported to work was on Tuesday, May 26, 2020. His name is Joshua Young and so far, during the short time he has been here, he has proved to be a great asset to the Town already. I am so grateful for the help.

The renovation of the ADA restrooms at the Town Hall began in the middle of this month and things are moved all around right now. The climate controlled storage room, in the maintenance shop has been started as well, this month. In addition, the Passive Park clean out has begun too.

The Town's Annual Audit is still ongoing and should be completed by June. The auditor will make a presentation at an upcoming Town Council meeting.

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

TREASURERS REPORT: Town Manager

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

- General Fund – 05/01/20 – 05/31/20
- Utility Enterprises Fund – 05/01/20 – 05/31/20
- Wastewater/Sewer Fund – 05/01/20 – 05/31/20
- Bank Balances of the Town bank accounts 05/01/20 – 05/31/20

Motion to approve the Treasurer's Report for May 2020 by CM Taylor; 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
7. Grants
8. Planning and Zoning
9. Security
10. Legal

Motion to accept Consent Agenda withholding Report #1; #2; and #3 by CM Andrews; second by VM Ryder. Motion approved without dissent.

UNFINISHED BUSINESS: NONE

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NEW BUSINESS:

1. Pulled Reports

Report # 1 – Finance – Mayor/Chairman Sabin reminded the Town Council the importance of attending the Town Council Budget Workshop on July 31, 2020. He stated by that time, the Town Hall should have received the numbers for the 2020 estimated Ad Valorem tax revenues. He further stated when the Finance committee meets in July to discuss their recommendations for keeping the millage rate where it is or change it. He further stated the committee will take into consideration the loss in state revenues and franchise fees, due to the pandemic.

Report # 2 – Public Works – Council Member/Chairman Andrews asked if there was any progress on getting the trees trimmed around the street lights which was mentioned at the last Council meeting.

-TM Cooper stated FPL has come to the Town and assessed they will only do about 12 or 13 trees, then the Town will have to do the rest of the tree trimming.

-CM Andrews asked if there was a list of priority areas.

-TM Cooper stated he has a priority list made and this will be an ongoing project in between other public works jobs.

Report # 3 - -Community Development & Recreation (CDR) – Council Member/Chairwoman Taylor announced this upcoming Saturday, from 8:00am – 10:00am there will be a volunteer clean up in Passive Park.

4. Other:

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.

2. Ethics Training – Thursday, June 18, 2020 10:00am – 3:30pm (Register for both sessions)

-TC Cooper reminded the Town Council about the required training coming up and to let her know if anyone needs help registering for it.

3. Town Council Budget Workshop – Friday, July 31, 2020 at 9:00am (Virtual meeting)

-TC Cooper thanked the Mayor for his earlier reminder of the upcoming Town Council Budget Workshop on July 31, 2020 at 9:00am. She stated that due to the COVID-19 social distancing requirements, this meeting will most likely be a virtual meeting.

-TM Cooper confirmed this to be true.

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-TC Cooper further stated all future Town meetings will most likely be held virtually. She explained that due to the Town Council Chamber room being so small, the Town can neither accommodate the Town Council with staff, and allow public participation, while the six foot social distancing guidelines are in place.

-TM Cooper confirmed this to be true, also.

-CM Andrews asked the Town Clerk to confirm his registration for both parts of the Ethics Training.

-TC Cooper stated she would make sure he is registered.

-TM Coper informed CM Andrews the stop sign reflectors that he requested have been ordered and will be installed as soon as possible.

-CM Taylor asked the Town Clerk to check her registration as well.

-TC Cooper stated she would make sure she is registered.

-TC Cooper stated she would check to make sure all of the Town Council members are registered for the Ethics Training.

CORRESPONDENCE: (Location of items – Listed)

May 2020:

1. Copy of Finance Committee meeting minutes dated May 18, 2020 – Finance Section
2. Copy of the Water Utility Consumer Confidence Report (CCR) – Utilities Section
3. Copy of all documentation regarding the COVID-19 virus from the Clay County Emergency Operations Center (CCEOC) for the month of May – 23 Items (All copies for May 2020 are located in the Minutes Book only)
4. Copy of the email notice cancelling the June Northeast Florida League of Cities dinner meeting for June 17, 2020 – Correspondence Section
5. Copy of letter to Mr. Ed Lehman, Clay County Director of Planning & Zoning regarding CDBG Entitlement Program dated May 14, 2020 – Correspondence Section
6. Copy of letter to Debra Dye, Senoir Community Planning & Development Representative regarding CDBG Entitlement Program dated May 14, 2020 – Correspondence Section
7. Copy of the Email announcing the required virtual Ethics Training dated May 21, 2020 – Correspondence Section
8. Copy of the receipt from the Department of environmental Protection (DEP) showing the State revolving loan payment has been made dated May 26, 2020 – Correspondence Section
9. Copy of letter to AmeriGas with supporting documentation requesting an audit dated May 29, 2020 – Correspondence Section
10. Copy of the Notice announcing Town Hall will be closed for the Memorial Day holiday – Miscellaneous Section
11. Copy of the Notice announcing the Town's new website and the Town Hall is open by appointment only dated May 22, 2020 – 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 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.