

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

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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.
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**Abbreviations:**

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

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*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.*

*Mayor Sabin opened the public hearing on the Tree City Ordinance:*

**OPEN PUBLIC HEARING: 7:20PM**

**A PUBLIC HEARING FOR THE SECOND AND FINAL READING OF PROPOSED ORDINANCE 2020-01; (READ BY TITLE ONLY)**

**AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA, MAKING LEGISLATIVE FINDINGS; PROVIDING DEFINITIONS; ESTABLISHING THE STRUCTURE OF A TOWN TREE BOARD AND TERMS OF OFFICE; PROVIDING DUTIES AND RESPONSIBILITIES; PROVIDING FOR A PREFERRED TREE LIST; SPECIFYING STREET TREE SPACING; PROVIDING FOR TREE MAINTENANCE TRIMMING AND REMOVAL FOR UTILITY LINES; PROVIDING FOR PUBLIC TREE CARE; PROVIDING STANDARDS FOR TREE TOPPING, PRUNING AND CORNER CLEARANCE; PROVIDING FOR REMOVAL OF DEAD OR DISEASED TREES AND STUMPS; PROVIDING FOR INTERFERENCE WITH THE TOWN TREE BOARD; PROVIDING REGULATIONS FOR ARBORISTS, LICENSE AND BOND; PROVIDING REVIEW BY TOWN COUNCIL; PROVIDING PENALTY FOR VIOLATION; PROVIDING AN EFFECTIVE DATE.**

**OPEN PUBLIC DISCUSSION**

*(Discussion or comments by those attending online or by telephone)*

- TA Quinonez stated the Ordinance title needs to be corrected and state “prohibiting” interference; instead of “providing” interference.*
- TA Quinonez stated the Ordinance needs to take the “private grounds” out of the Ordinance in Section 18.*
- TC Cooper stated those changes will be made immediately, for approval. She also clarified that this Ordinance only pertains to Town property trees. The Town will not instruct private citizens on what they choose to do on their own property.*

*There were no further questions or comments. Mayor Sabin closed the public hearing.*

**CLOSE PUBLIC HEARING: 7:27PM**

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**OPEN REGULAR COUNCIL MEETING: 7:28PM**

**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 Andrews. 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.*

**RECOGNITION(S):** NONE

**PROCLAMATION(S):** NONE

**APPROVAL OF MINUTES:**

- Regular Town Council Meeting Minutes – April 21, 2020

*Motion to approve the regular Town Council Meeting Minutes dated April 21, 2020 by CM DeVille; second by VM Ryder.*

**ORDINANCE(S):** ORDINANCE 2020-01

**THE SECOND AND FINAL READING OF PROPOSED ORDINANCE 2020-01; (READ BY TITLE ONLY)**

**AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA, MAKING LEGISLATIVE FINDINGS; PROVIDING DEFINITIONS; ESTABLISHING THE STRUCTURE OF A TOWN TREE BOARD AND TERMS OF OFFICE; PROVIDING DUTIES AND RESPONSIBILITIES; PROVIDING FOR A PREFERRED TREE LIST; SPECIFYING STREET TREE SPACING; PROVIDING FOR TREE MAINTENANCE TRIMMING AND REMOVAL FOR UTILITY LINES; PROVIDING FOR PUBLIC TREE CARE; PROVIDING STANDARDS FOR TREE TOPPING, PRUNING AND CORNER CLEARANCE; PROVIDING FOR REMOVAL OF DEAD OR DISEASED TREES AND STUMPS; PROHIBITING INTERFERENCE WITH THE TOWN TREE BOARD; PROVIDING REGULATIONS FOR ARBORISTS, LICENSE AND BOND; PROVIDING REVIEW BY TOWN COUNCIL; PROVIDING PENALTY FOR VIOLATION; PROVIDING AN EFFECTIVE DATE.**

*Motion to accept the SECOND AND FINAL READING of proposed Ordinance 2020-01 with corrections discussed in the earlier hearing by CM Andrews; second by VM Ryder. Motion approved without dissent.*

*Roll Call Vote: Mayor Sabin-Aye; VM Ryder-Aye; CM DeVille-Aye; CM Andrews-Aye; and CM Taylor-Aye*

**RESOLUTION(S):** 2020-09; AND 2020-10

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**RESOLUTION 2020-09 (READ BY TITLE ONLY)**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, PROVIDING FOR RENEWAL OF AN AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE MAINTENANCE AND OPERATION OF A TRAFFIC SIGNAL AT THE INTERESECTION OF STATE ROAD 16 AND COUNTY ROAD 218 IN PENNEY FARMS, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.**

*Motion to accept and approve Resolution 2020-09 by CM Taylor; second by CM Andrews. Motion approved without dissent.*

**RESOLUTION 2020-10 (READ BY TITLE ONLY)**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, AUTHORIZING THE TOWN MANAGER TO EXECUTE AND DELIVER TO THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) THE STATE HIGHWAY SYSTEM LIGHTING, MAINTENANCE AND COMPENSATION AGREEMENT FOR THE FISCAL YEAR JULY 1, 2020 THROUGH JUNE 30, 2021; PROVIDING FOR AN EFFECTIVE DATE.**

*Motion to accept and approve Resolution 2020-10 by CM DeVille; second by CM Andrews. Motion approved without dissent.*

**TOWN MANAGER REPORT: Town Manager**

- A Review of the April 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 2<sup>nd</sup> 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 May'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.*

*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.*

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*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 next month. The auditor will make a presentation at an upcoming Town Council meeting.*

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

**TREASURERS REPORT:** Town Manager

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

- General Fund – 04/01/20 – 04/30/20
- Utility Enterprises Fund – 04/01/20 – 04/30/20
- Wastewater/Sewer Fund – 04/01/20 – 04/30/20
- Bank Balances of the Town bank accounts 04/01/20 – 04/30/20

***Motion to approve the Treasurer's Report for April 2020 by CM DeVille; second by CM Andrews. Motion approved without dissent.***

*-TC Cooper informed the Town Council and public attendees that all of the normal documentation that is handed out at a regular Town Council meeting is available online at the Town's website, for the public to be able to follow along with what is being discussed.*

*-Resident, Annette Brooks commented that she appreciated the Town's website and felt it was informative.*

**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 #4 by CM Andrews; second by VM Ryder. Motion approved without dissent.***

**UNFINISHED BUSINESS: NONE**

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**NEW BUSINESS:**

1. Pulled Reports

*-VM Ryder asked the Town Manager how the search is going to hire another public works employee?  
-TM Cooper reported that he has been interviewing all day and has two promising candidates.*

2. Items not on the Agenda

3. Public Participation

*-Resident, Annette Brooks stated she has been monitoring the COVID-19 updates and wanted to know if the Town is following the Governor's procedures regarding each phase opening guidelines? Ms. Brooks also asked if the Town will provide information to its residents on any cases here in Town.*

*-TM Cooper stated the Town follows Clay County Emergency Operations Center (CCEOC) guidelines that come straight from the Governor's office.*

*-TC Cooper stated the town's website will be updated with a State of Florida - Department of Health Dashboard link for residents to be able to search by zip code for COVID-19 cases. She also stated, at this time, there have been no reported positive cases in Penney Farms.*

*-Resident, Annette Brooks mentioned there were some recent difficulties within the community when approaching the post office and general areas, by Penney Retirement residents. She reported there were no problems this week.*

*-TM Cooper stated he has been made aware of these incidents and reported there were other town residents approached as well.*

*-Mayor Sabin commented that the stricter guidelines for the Penney Retirement Community residents do not apply to the town residents.*

*-Resident, Annette Brooks stated that the community will get through this crisis together, if we are on the same page.*

*-CM Andrews asked the Town Manager if there was any new communications with the Clay County Sheriff's Office (CCSO) regarding the problems that have been reported in this community.*

*-TM Cooper stated he has just spoken with CCSO and there is a lot happening, which he could not discuss publically, but assured the Councilman that attention is being given to the situation.*

4. Other:

**TOWN CLERK:**

1. New Town Website

*-TC Cooper reminded all attending that the Town's new website is [www.penneyfarmsfl.org](http://www.penneyfarmsfl.org) and it will be the best place for any updated Town information.*

2. Town Hall Opening

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*-TC Cooper explained the Town Hall is currently operating by appointment only. She asked the Town Manager when he was intending to open the office for regular business.*

*-TM Cooper reported that most of the local municipalities have re-opened their offices. He suggested that because the Town of Penney Farms has so many vulnerable residents, this office should remain as it is operating now, by appointment only. He stated this will be effective, at least through June and then we can reassess, at that point.*

*-Mayor Sabin asked everyone to take the most precautions they can and be respectful towards each other and we will get through this unusual time.*

**CORRESPONDENCE: (Location of items – Listed)**

**April 2020:**

1. Copy of Finance Committee meeting minutes dated 04/20/20 – Finance Section
  2. Copy of Boil Water Notice dated April 9, 2020 – Utility Section
  3. Copy of all documentation regarding the COVID-19 from the Clay County Emergency Operations Center for the month of April – 42 Items (Copies given to Town Council members – All copies for April 2020 are located in the minutes book only)
  4. Copy of Invoice sent to the Florida Department of Transportation (FDOT) for Contract Maintenance – dated April 1, 2020
  5. Copy of the AETNA Health Insurance employee verification sent out on April 1, 2020 – Correspondence Section
  6. Copy of the email update for the USA Cycling event dated April 4, 2020 – Correspondence Section
  7. Copy of the FY 2020/2021 Districtwide Cost-Share Program email from the St. Johns River Water Management District (SJRWMD) approving a grant – Correspondence Section
  8. Copy of the Notice announcing Town Hall will be closed for the Good Friday Holiday – Miscellaneous Section
  9. Copy of the Notice announcing the Town's new website and Town Hall is open by appointment only dated April 17, 2020 – Correspondence Section
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*There being no further questions or concerns, a motion for the meeting to adjourn by CM DeVille; second by VM Ryder. Motion approved without dissent.*

**SEAL**

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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.