

TOWN COUNCIL MEETING MINUTES
Town of Penney Farms, Florida
Tuesday – January 21, 2020

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.
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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 DeVille*

MOMENT OF SILENCE: *Mayor DeVille*

APPROVE THE AGENDA:

Motion to accept the Agenda by VM Sabin; second by CM Andrews. Motion approved without dissent.

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

All present for the record.

RECOGNITION(S):

****Special Recognition for Mr. Keith Reed followed by a short Video presentation of the 2019 Christmas Parade Celebration****

-Mayor DeVille asked Mr. Keith Reed and his family to come forward and presented Mr. Reed with an appreciation award Plaque, from the Town of Penney Farms that read, "In appreciation for your outstanding contribution and craftsmanship for the 2019 Town Christmas Parade". The Mayor thanked Mr. Reed again for his hard work and several pictures were taken for the record.

Town Clerk Cooper stated that the Town's Administrative Assistant has put together a short video presentation of several pictures of the 2019 Christmas Parade participants and various items. All attendees enjoyed the presentation.

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APPOINTMENT OF MAYOR FOR CALENDAR YEAR 2020

The Town Clerk read from 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".

The Town Clerk requested nominations for Mayor for the calendar year 2020, whose duties will begin at the close of this meeting.

-CM Ryder nominated VM Sabin to be Mayor for the year 2020.

-VM Sabin accepted the nomination.

-The Town Clerk asked for any other nominations for Mayor, there were none. She then congratulated VM Sabin on his new position as Mayor for the calendar year of 2020.

A motion to select Paul Sabin to serve as Mayor for the calendar year 2020 by CM Andrews; second by Mayor DeVille. Motion approved without dissent.

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APPOINTMENT OF VICE-MAYOR FOR CALENDAR YEAR 2020

The Town Clerk requested nominations for Vice-Mayor for the calendar year of 2020 whose duties would begin at the close of this meeting.

-Mayor DeVille nominated CM Ryder, who was willing to accept the position.

-CM Andrews nominated CM Taylor, who politely declined.

A motion to select Elizabeth Ryder to serve as Vice-Mayor for the calendar year of 2020 by CM Taylor; second by Mayor DeVille. Motion approved without dissent.

The newly appointed Mayor and Vice-Mayor were congratulated and sworn in by the Town Attorney.

The Town Clerk reminded the newly selected Mayor that he will begin his duties at the next Town Council meeting and at that time he will be requested to confirm the chairpersons for each of the Town Committees.

The Town Clerk will request the Committee Chairpersons to report any changes to their corresponding committee member lists and have the updated information reported to her by the end of February, in order to provide an updated list publically.

The Town Clerk also mentioned there are two Planning & Zoning Commission members who will need to be replaced. She explained that these members are appointed by the corresponding Town Council member's Seat. She stated that she will be in touch with the affected Town Council members before the next meeting to possibly appoint a couple of new members. She further stated that she has a short list of residents with engineering or construction backgrounds that may be contacted to see if they are interested in serving in that capacity for the Town.

PROCLAMATION(S): NONE

APPROVAL OF MINUTES:

- Regular Town Council Meeting Minutes – December 17, 2019

Motion to approve and accept the regular Town Council Meeting Minutes with corrections made on Page 2; 5th paragraph to clarify the Worker's Compensation Attorney, dated December 17, 2019. Motion passed without dissent.

ORDINANCE(S): NONE

RESOLUTION(S): NONE

TOWN MANAGER REPORT: Town Manager

- **A Review of the December 2019 Town Manager Report**

On December 10th, Cathie Parrott and I attended the Clay County Board of Commissioners meeting and received the final decision on whether the Town will receive money for the renovation of the Town of Penney Farms Historical Museum. I am happy to report that the Town of Penney Farms will receive \$30,000.00 from the County's Tourist Development Council. In addition to this local grant, Cathie is working with Clay Electric for another \$15,000.00 and with Lowe's for materials and labor as an in-kind donation for this project.

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The Town's Christmas Parade was held this month and it was another success! There were lots of parade participants and prizes were given out. The Town had a wonderful parade float, a Santa's Sleigh, made by Mr. Keith Reed, the father of our Administrative Assistant, Rachael Mack. The entire Town Council has expressed their appreciation for the use of the float this year.

There was a water line break next to the Town Hall that was repaired just before the Town's Christmas Parade was to start.

Work is continuing on South Studio Road. The Penney Retirement Community (PRC) wishes to pave that end of Studio Road, but a 2" water line had to be moved and installed in that area, before paving could begin. The road should be completely paved by the end of January 2020.

The Town's chlorinator system is not working properly. The water tower wells are not rotating correctly and I have been manually making sure the tower is full. An electrician is being scheduled to come out as soon as possible to fix the alternator in the electrical box. All of the parts and components have been ordered this month and the unit will be rebuilt in January 2020.

I have been trying to get a few more quotes for the ADA restroom upgrades and lining up quotes for the Historical museum renovation.

I am preparing an ad for a new public works employee and I plan to hire someone in January 2020.

In addition to the Manager's luncheon, I have attended all of the required meetings scheduled for the month of December.

**This is the last Town Manager report for 2019.*

- **2019 Year in review**

In January, the Town's sewer meter was calibrated by Tim Plymel of the Florida Rural Water Association (FRWA). The Town's public works crew began cleaning up and locating utility assets for the final stage of the Morton Street sewer repair project. Three manholes were repaired in town and those repairs have helped tremendously in lowering infiltration problems and have significantly lowered the Town's Clay County Utility Authority (CCUA) bills. A water valve break was repaired at the Penney Retirement Community's (PRC) maintenance building on Lewis Avenue. Cathie Parrott and I attended a couple of meetings with St. Johns River Water Management District (SJRWMD) and Southeast Rural Communities to discuss more funding for storm water issues.

In February, the Town Council unanimously approved the Asset Management Plans for both the Water and Wastewater/Sewer, which were implemented by Resolutions for both. The Town had FRWA do an energy assessment to help find ways for the Town to save money on future energy bills. The Town Clerk and I traveled to Tallahassee for comprehensive training as a requirement for the \$600,000.00 Community Development Block Grant (CDBG) the Town received.

In March, Florida Power & Light (FPL) conducted a streetlight audit as part of the process of changing out all streetlights to LED lights and add lighting to the Town's parks for better security. Demolition began on the Town Hall Chamber room that was being renovated. The Florida Department of Transportation (FDOT) came to the Town and did an audit of all the streetlights along State Road 16, which are handled separately from the rest of the Town's streetlights. The State Road 16 lights were also going to be changed to LED lights.

In April, renovations on the new Town Council Chamber room were completed. All of the Town's backflow preventers were inspected and working well. A water line break was repaired at the corner of Lewis Avenue and State Road 16. The Town passed its Department of Environmental Protection (DEP) inspection of its water tower.

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In May, the Town dedicated the Paul A. Bue Chamber Room with the entire Bue family present. It was a smashing standing room only successful event. The Bue family was very moved and appreciative of the honor bestowed on former Town Council member Paul Bue. A new Administrative Assistant, Rachael Mack was hired for the front office. The Town's Consumer Confidence Report (CCR) for the Town's water utility was completed and distributed to all residents. The Town's general email got hacked and this resulted in the Town having to get all new bank accounts for security purposes. The Town enacted a two point verification for all Town email accounts to help best prevent this from happening again.

In June, the Town's public works crew spent at least a week finding and repairing a leak on Saunders Road resulting in large losses of unaccounted water. The Town's audit was completed this month with no findings for the fifth year in a row.

In July, all of the Town's required permitting and inspections have been completed for the new skilled nursing facility (The New Pavilion). The Town Hall's propane generator was installed and inspected. This generator will run all of the Town Hall facilities in the event of an emergency. The Town's Annual Town Council Budget Workshop was held this month that approved more Town Hall upgrades and a new Town vehicle.

In August, a large water line break was repaired on Etheleen Court. After a strong weekend of thunderstorms, there were problems with the Town's water tower level system, which was repaired. A long standing public works employee left his position and US Water services was called in to make sure the Town remains in compliance with its' water samples and chlorine residuals. The Town prepared for the arrival of Hurricane Dorian, which did no damage in the Town.

In September, the Town prepared for the two public hearings for the new fiscal year budget and implementing Ad Valorem taxes. The Town had a contractor clean out all of the sewer lift stations due to years of buildup and debris. This will help prevent debris from getting into the pumps causing needed repairs. A major water line break was repaired on Haymon Avenue.

In October, the Town held its National Night Out event in partnership with the Clay County Sheriff's office, which had a record crowd in attendance. The Town's two chlorinators had to be repaired, as well as the floats inside the water tower. A water meter was replaced at Penney Place, due to a U-Haul truck that accidentally ran over the water meter. I was introduced to the new State Road 16 contractor that the State hired to oversee the highway and upon my request, they began clearing out all of the storm drains on the highway, within the Town limits. FPL began putting in the new LED street lights.

In November, the Town's Worker's compensation audit was completed. New speedbumps were installed on Hoffman Street near the Town's Playground Park. The Passive Park footbridge was repaired. Another water leak was repaired on Saunders Road. The lift station on Palmetto Avenue was repaired due to rags getting caught in the pump and making it run hot. The water lines on the South part of Studio Road are being moved in order to pave that portion of the road.

I have attended all of the Town's committee meetings and Town Council meetings, Town Council Workshops, Special meetings, construction meetings, several Florida League of Cities dinner meetings, City Managers meetings and completed the required Ethics training for 2019.

All of the above listed projects have taken many phone calls and face to face meetings to complete. There were so many other items that were accomplished throughout the year, but too many to mention in this report, just highlights were stated. The Town's small staff has been extremely helpful in completing these tasks in addition to their normal duties. I would like to thank the Town committees for their recommendations and perspective. In addition, I would like to thank the Town Council for their support throughout the year.

In the 2020 New Year, the Town Hall will be focusing on better communications with Town residents and the Penney Retirement Community administration. The Town will continue the storm water project repairs being funded by the

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CDBG grant and begin approved renovation projects at the Town Hall, such as the ADA restrooms and the Historic museum.

The Town will continue to search for grants and fine tune its policies and procedures already in place. I am looking forward to another productive year in service to the Town of Penney Farms.

-Mayor DeVille thanked the Town Manager for his good work for the Town.

Motion to approve the Town Manager Report for December 2019 including the Year in Review by CM Taylor; second by VM Sabin. Motion approved without dissent.

TREASURERS REPORT: Town Manager

Review the December 2019 Treasurer’s Report:

- General Fund – 12/01/19 – 12/31/19
- Utility Enterprises Fund – 12/01/19 – 12/31/19
- Wastewater/Sewer Fund – 12/01/19 – 12/31/19
- Bank Balances of the Town bank accounts – 12/01/19 – 12/31/19

Motion to approve the Treasurer’s Report for December 2019 by CM Ryder; second by VM Sabin. 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 – Finance by CM Andrews; Second by CM Ryder. Motion approved without dissent.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1. Pulled Reports

- VM Sabin stated that at the last Town Council meeting he reported on his commitment as Chairman of the Finance committee that the committee would move forward in recommending decisions on how to spend the Town’s revenues on capital projects. He stated he had requested that the Town Manager prepare his recommendations, from his perspective on which capital projects should take priority, in order to move forward as quickly as possible. He further stated those priorities were brought to the Finance committee this morning.

-VM Sabin also stated that it is his understanding that the Town Manager has also had a meeting with the Water Utility Committee with the same recommendations and got their perspective in the areas of their concerns.

-Mayor DeVille confirmed that was true.

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-VM Sabin asked that the Public Works committee, at its earliest convenience should have a meeting to discuss its recommendations as well. He asked all of the Town Council members to please look the Capital Project list over and be prepared to provide their input at the next Town Council Workshop on Friday, February 21, 2020, to provide a solid general consensus with a plan of action to move forward and be implemented formally at the March 2020 Town Council meeting.

-Town Clerk Cooper commented that Mr. Andrews has already asked for the information to be available for his committee in order to schedule a Public Works meeting. She stated that all of the Town Council members shall be given the same information and that information should be available by the end of the week or as soon as possible, to give them ample time to review the information.

-Town Clerk Cooper also reminded the Town Council that the Town Council Workshop is an open public meeting, however, public input is limited and is usually not allowed. She also mentioned that she hopes the Town Council sees the efforts being made to get the information out and communicate with the residents to gain their input as well. She stated the Town Hall had a flyer hand delivered to all residents, in the first week of January and so far she has received three (3) responses.

-CM Andrews stated that as soon as he gets the information he will schedule a meeting with his Public Works committee.

-CM Ryder thanked the Town Staff for getting those flyers out to all of the residents.

2. Items not on the Agenda

-Mayor DeVille stated that in July 2020, the Florida League of Cities (FLC) will be having its Annual State meeting and he will be attending, representing the Town, and as the President of the Northeast Florida League of Cities (NEFLC).

-CM Andrews addressed the Town Council and Town staff and stated we have been putting their heads in the sand regarding the increased criminal activity in the Town and further stated nothing is being done to rectify this problem.

-TM Cooper stated that he has spoken with the Clay County Sheriff's department (CCSO) several times and there was an investigation going on, but the CCSO specifically stated that the residents have to call them when they see something happening, right then.

-CM Andrews stated he has also talked to the deputy that comes through the neighborhood and he has told him the same thing. CM Andrews expressed his disappointment and stated for the record there needs to be a bigger police presence.

- Audience member, Teresa Scott stated "Friday, the Penney Retirement Community is going to celebrate the Gold Seal and every Commissioner from Clay County will be there, The Council for Green Cove Springs will be there, the Council for Keystone will be there, and the Council for Penney Farms, I hope you show up, because there's all the guys you need right there. She stated the police force will be there Friday, pull them to the side and make your plea."

-CM Andrews stated that as tax payers, we should not have to go to a special event for the police to come and address the Council or hear our concerns. He expressed his frustration with the CCSO cooperation. He understands that there is the Clay Safety Net program and asked the Town Manager if they tell him the same thing they tell him, get tag numbers and call 911.

-TM Cooper stated he was told the same thing.

-Audience member, Teresa Scott, "Ok, You have coffee with a cop, right? The only people who show up are the people that live in the Penney Retirement Community, no one from the Town shows up. She stated they host it because they have the building."

-TC Cooper stated that she and the Town Manager have been to several of the Clay Safety Net meetings and expressed the same concerns that CM Andrews has brought up.

-CM Andrews asked how those meetings are advertised.

-Audience member, Teresa Scott stated, "I don't know how the Town advertises for this". She stated, 'Not we ...we don't host it, but give you a place to meet, we have a building. She stated the Town has access to Barrows Hall and can host a meeting anytime you want, but if you don't get the entertainment of the Sheriff, then you have to go and get the entertainment of the Sheriff, who will hopefully be there this Friday. Just because it's a Penney Retirement Community

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thing, doesn't mean you can't say, " Hey, Sheriff Daniel's what's going on with Penney Farms?" The Governor should be there, make your voice heard."

-CM Andrews stated he has personally tried to called Sheriff Daniels and he always gets passed down to someone else. He stated the Community Officer and funding ...

-Audience member, Teresa Scott asked if the Town still had a Community Officer.

-Town Clerk Cooper stated yes.

-VM Sabin commented that Sheriff Daniels attended a Rotary Club meeting about two years ago and he invited the Sheriff to come to the Town Council meeting, the Sheriff made a commitment to come. When a meeting was organized he never came himself, but sent someone else. After that, the Town fussed about it, we had an overwhelming presence of deputies at the next meeting and they provided a presentation. He suggested that the Town Council should look at making it a priority to have at least one meeting a year with the Sheriff.

3. Public Participation

-Audience member, Teresa Scott stated, "The Gold Seal presentation is not something that we need to say, hey that's about Penney. It's the only nursing home in the State of Florida that has received the Gold Seal for ten years and it ranges over 21 years. That means excellence in long-term care and nursing home care for the most vulnerable people in our State. She stated she reached out to the Governor and as you all know, we are in session this week and it was tough getting someone here. We pushed and pushed and the Director for Elderly Affairs will be here, also the Deputy Governor will be here on Friday, as well as every County Commissioner will be here. So if we have concerns about the Town of Penney Farms, I'm telling you that now is the time to go there. You should be proud that you have a nursing home that is getting the Gold Seal Award, it's not about us or them, it's about the Town of Penney Farms."

- Audience member, Teresa Scott asked, " Where is the Franchise Fees and what did they increase this last year and what is the anticipation of increase for next year, because Penney Retirement Community continues to get franchise fees increases and as you know with various things that have happened over this last year, we can't continue to get increases from the Town of Penney Farms that affect us alone. So I am asking you to look into the franchise fees and when you go into your financial budget that you consider that."

- Audience member, Teresa Scott also stated "She hates to be the person who brings this to your attention, but tonight you have just elected a Mayor and Vice-Mayor who has a contract with the Penney Farms Community, which is a retirement community that holds a contract with its residents. I think you need to be concerned about the ethical dilemma that you have just done. And I hate to bring that up, but we are in the Town of Penney Farms, I see Penney Farms residents here and we dominate the Council and now we are the Mayor and Vice-Mayor, as far as Penney Retirement Community is concerned. I just am sensitive to that and it breaks my heart to have to bring this to your attention. I have no plans on doing anything about it, but I think you all need to recognize that. I appreciate all of your service and I don't know what else to say. But, the Town of Penney Farms should be somewhat equal at representation on the Town Council. I am saying that to the residents that I serve and so that's all I have to say."

-Mayor DeVille noted that receiving the Gold Seal Award is an outstanding achievement for ten years in a row and congratulated her on the accomplishment.

-Audience member, Charlie McCormick commented on the announcement of the workshop notice and wished that people would not use the term that everybody got one. He stated he received one, but it wasn't on his door. He stated he estimated that approximately 10% of the residents did not receive a notice. He stated the Town did a good job of getting that information out, but there are other avenues to get the information out in PRC, such as Eblurbs. He preferred that the Town state that the majority of the residents received a notice, instead of all residents received one.

-Audience member, Teresa Scott responded to Mr. McCormick by saying he wouldn't receive a notice on his door. She stated his address is designated as a cottage, the only way he would get information is because PRC pays the cottage bills and it went out on bills. She spoke on behalf of the Town and stated they asked if they could use the HUB boxes and the Resident Life Committee said no, because that is solicitation and we can not have people just coming into the HUB and

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putting everything in a box. She stated that the people who live in the cottages do not pay for water and sewage, so with respect to the Town, it would only go into the boxes for those residents who pay for water and sewage, am I correct?

-TC Cooper stated that she formally asked for permission in writing from PRC and the Residents Association to put up a bulletin board at the HUB and put Town information in the HUB boxes to improve communications with the residents. She further stated this is the first response that I am hearing the request was denied. She informed the audience that the Town Hall does have a box at the HUB to exchange information, but it is not checked regularly. She stated that there are other ways to get the information out to PRC residents such as Eblurbs or even the monthly newsletter "Penney for your Thoughts".

-Audience member, Teresa Scott stated we do not think that is not a public form of communication, I'm sorry, but we are a private continuous care retirement community. She stated if she opened up the HUB to not even just me, the Resident Life, which was last week, so the timing is kinda bad, we do not believe in solicitation at PRC. She further stated, "Let's make ourselves clear, its PRC against the Town of Penney Farms. Its' so hard, you have a public board, read it. They post it here, ride your bicycle, take your golf cart, just like me, I made a mistake, I didn't watch the public hearings, so now every week I come and look at the public hearings. We have to take responsibility, it's a private place at PRC, it's not the Town of Penney Farms. and just like Anita stated, she asked us, but if we allow the Town to come in and then everything be put in all the boxes, then she has to let Subway, Pizza Hut and everybody into our HUB. It's a private place where our residents can communicate with each other, by leaving brownies, to say hey don't forget about the residents association meeting, it's an internal communication, it is not the public post office. She stated to post it at the public post office if it's the Town of Penney Farms. I think that's what we all have to keep in mind, as sensitive as it is, that's the truth."

-Audience member, Charlie McCormick reiterated his stance on the wording that everyone was notified. He stated that he will provide his input about a week before the meeting. In addition, he mentioned that in regards to the sheriff, he was told at the Clay Safety Net meeting, that if a resident calls the non-emergency number and ask for the watch commander and explains the problem, they will send someone out.

-Audience member, Barbara Andrews thanked the Town Manager for the speed bumps that were put near the playground park. She reported that the drivers are now speeding through the area and the speed bumps don't slow them down.

-TM Cooper appreciated her concern and reported the problems that he incurred while installing the speed bumps. He stated he has reported this problem to our community officer and the issues need to be called in when it happens. He asked the residents to help and report the problems.

-CM Ryder suggested that everyone has a phone, take a picture.

-Mayor DeVille asked the Town Manager to report on how many homes are anticipated to be constructed in Lake Asbury.

-TM Cooper stated that at a recent meeting and he was told that they are expecting 30,000 new roof tops in the Lake Asbury area.

-Audience member, Barbara Andrews stated she appreciates the Town Managers efforts, but is still concerned about the speeding in the area and on Morton Street where there are residents walking daily.

-Audience member, Barbara Andrews also thanked Teresa Scott for bringing up the earlier Town Council nominations. She stated she does not know what alternatives could be made to that procedure, but it did feel awkward that her husband was not nominated and noted that he can not nominate himself. She further stated it doesn't look good and is a poor representation. She stated that unless the people taking the positions are really interested in bringing the Town together, then you are looking at only PRC. She stated that she noticed earlier when someone mentioned her husband, that he was adamant about doing something for the whole town, why should it just be him?

-TC Cooper stated she was reminding the entire Town Council of the concern and she also was acknowledging Mr. Andrews' concern that the entire community become involved.

-Audience member, Barbara Andrews stated she is always listening and noting that unless Mr. Andrews says something, it's never about the whole town. She directed her attention to the newly selected Mayor and Vice-Mayor and stated that they both live in PRC and it is logical to believe they will always be pulled in that direction. She stated they will have to make a big effort and you swore to do that, it should include everyone, not just where you live and what is comfortable for you, it's the whole town. She stated that hopefully one day we will get to that place.

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-CM Taylor commented and thanked Mrs. Andrews for her comments and encouraged her to be part of the Community Development & Recreation (CDR) committee which has worked hard to reach that goal and pleaded with her to get involved.

-Audience member, Barbara Andrews declined and explained that she has helped with that committee while her husband had that committee and she is tired.

-CM Taylor stated her committee strives to include the whole town involved and welcomed her suggestions to make it better.

-Audience member, Barbara Andrews stated that this is such a small town and so divided.

-TC Cooper stated that she does her best to encourage and involve the new town residents who have built new homes outside of PRC, in Town business and activities. As well as informing regular residents of Town news when she gets the chance to talk to them.

4. Other:

-Audience member, Cathie Parrott announced the Town's "Old Fashioned Farm Day" will be on April 18th. She asked if anyone wanted to become involved to please provide their contact information, submit suggestions or even be a sponsor for the event.

-Audience member, Teresa Scott thanked the current Mayor for his service.

-Mayor DeVille acknowledged and thanked the Town's Administrative Assistant, Rachael for implementing the children's Mayor Assistant program and then asked Mackenna Mack to ring the bell to close out the meeting and present the gavel to the new Mayor.

-VM Sabin recognized Mayor DeVilles' excellence as Mayor and stated that he pledged to do his very best during the year.

TOWN CLERK:

1. Town Calendar updates in Council books

-TC Cooper stated that all of the Town Council members have received their new 2020 meeting schedules. She stated the Mayor and Vice-Mayor information will be updated by the next meeting.

2. Town Council Workshop Reminder – Friday, February 21, 2020 9:00am (Refreshments will be served)

-TC Cooper reminded the Town Council members again about the importance of attending the Town Council Workshop scheduled for Friday, February 21, 2020 at 9:00am

3. Historical Society Meeting – This Thursday, January 23, 2019 7:00pm

-TC Cooper was informed this meeting was scheduled for the previous week and missed it.

4. "Yarnbombing Trees Presentation" – Resident Norma Brown

-TC Cooper stated that resident Norma Brown and some of the neighborhood children put together a poster-board presentation of the "Art of Yarnbombing Trees", which included several pictures. She stated the trees at the Playground Park were decorated with this art form at the Town's Christmas Parade and luncheon. She stated the poster board presentation will remain here at the Town Hall for viewing and then kept with the Town archives.

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CORRESPONDENCE: (Location of items – Listed)
December 2019:

1. Copy of Finance Committee meeting minutes dated 12/16/19 – Finance Section
2. Copy of Past Due Water Accounts (December 2019) – Utilities Section
3. Copy of Boil Water Notice dated December 20, 2019 – Utilities Section
4. Copy of Planning & Zoning (P&Z) Meeting Notice and Minutes dated December 03, 2019 – P&Z Section
5. Copy of Planning & Zoning (P&Z) Meeting Notice and Minutes dated December 09, 2019 – P&Z Section
6. Copy of Clay County Board of Commissioners Agenda dated December 3, 2019 (Penney Farms Historic Museum Grant –Item 7) – Correspondence Section
7. Copy of the Northeast Florida League of Cities (NEFLC) Dinner meeting dated December 5, 2019 – Correspondence Section
8. Copy of the Clay County Emergency Management Holiday 2019 Situation Report #1 – Correspondence Section
9. Copy of the Clay County Emergency Management Holiday 2019 Situation Report #2 – Correspondence Section
10. Copy of the Clay County Emergency Management Holiday 2019 Situation Report #3 – Correspondence Section
11. Copy of email from Town Attorney regarding water service outside of the Town limits / Florida statutes dated December 10, 2019 – Correspondence Section
12. Copy of email from the State Grant official regarding the Pickle Ball striping of the tennis courts dated December 20, 2019 – Correspondence Section
13. Copy of pictures of Mayor’s Assistants, Ka’Maria Graham and Mackenna Mack at December 2019 Town Council meeting – Miscellaneous Section
14. Copy of Notice that Town Hall closed for Christmas, December 24-25, 2019 – Miscellaneous Section

There being no further questions or comments the meeting was adjourned by VM Sabin; second by CM Ryder. Motion approved without dissent.

The meeting adjourned at 8:15pm.

Next Council Meeting, February 18, 2020