

Town of Penney Farms, Florida
Wednesday – September 15, 2020
Town Council Meeting Minutes
VIRTUAL 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: 7:00PM

FLAG SALUTE: Mayor Sabin

MOMENT OF SILENCE: Mayor Sabin

APPROVE THE AGENDA:

Motion to accept the Agenda by CM DeVille; second by 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: Bill Brower; Cathie Parrott; Susan Kimsey; Tom Ryder; Annette Brooks; Carol Wallin; Carolyn Brown; Cooper Murphy; Dick Yeager; and Teresa Scott

RECOGNITION(S): NONE

PROCLAMATION(S): NONE

APPROVAL OF MINUTES:

- 3rd Quarterly Town Council Workshop Meeting Minutes dated August 14, 2020

Motion to approve the 3rd Quarterly Town Council Workshop Meeting Minutes dated August 14, 2020 by CM DeVille; second by CM Taylor. Motion approved without dissent.

- Regular Town Council Meeting Minutes – August 19, 2020

Motion to approve the regular Town Council Meeting Minutes dated August 19, 2020 by VM Ryder; second by CM Andrews. Motion approved without dissent.

RESOLUTION(S): RESOLUTION 2020 – 12 AND RESOLUTION 2020 - 13 (READ BY TITLES ONLY)

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RESOLUTION 2020 – 12

A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA ADOPTING THE MILLAGE RATE OF 4.7500 MILLS; TO BE LEVIED FOR THE FISCAL YEAR OF 2020-2021.

(1st Reading and voting was carried out in the earlier Public Hearing – No action needed)

RESOLUTION 2020 – 13

A RESOLUTION OF THE TOWN OF PENNEY FARMS AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA LAND AND RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) FOR FEDERAL FISCAL YEAR 2020-2021 TO RENOVATE AND UPGRADE SECTIONS OF THE PENNEY FARMS RECREATIONAL PLAYGROUND PARK.

Motion to approve RESOLUTION 2020-13 by CM Andrews; second by VM Ryder. Motion approved without dissent.

-TM Cooper stated the Town's Grant Writer, Cathie Parrott, needs this Resolution to be included with the application for this grant by October 1, 2020. He explained this grant will be used to replaced certain playground equipment, screen-in the pavilion and a few other items.

ORDINANCE(S): ORDINANCE 2020-02 (READ BY TITLE ONLY);

AN ORDINANCE PROVIDING FOR THE ADOPTION AND ENACTMENT OF A BUDGET OF THE ESTIMATED REVENUES AND EXPENDITURES, MAKING APPROPRIATIONS FOR THE FISCAL YEAR OF THE TOWN OF PENNEY FARMS BEGINNING OCTOBER 01, 2020 THROUGH SEPTEMBER 30, 2021.

(1st Reading and voting was carried out in the earlier Public Hearing – No action needed)

TOWN MANAGER REPORT: Town Manager

- A Review of the August 2020 Town Manager Report

The month of August 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. All Town meetings will be held virtually until the COVID-19 social distancing restrictions are lifted.

This month, there were a few water line repairs done on Saunders Road; Kentucky Avenue; and Hoffman Street. While doing manhole inspections a problem was identified with the manhole located at Rigel Way, which was repaired.

The administrative assistant, Rachael Mack, in addition to her regular duties, has spent months doing research for the Town to collect all of the Town's property deeds, get a definite understanding of the ownership of the streets including closed streets located within the Town limits, and document the Town's easements. The purpose for this research is for the Town to finally have all of this information verified and documented correctly. This will help with all future infrastructure grants and improvements.

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The primary election was held at the Town Hall with another great turnout from our Town residents. The Clay County Election officials were extremely helpful to residents and accommodated all CDC Guidelines nicely.

There were several virtual Town meetings held this month and I have attended them all.

-TM Cooper announced he has been approached by Teresa Scott and a couple of Penney Retirement Community residents to install a Pickle Ball court for the Town, by private donors. He stated PRC had looked at different locations on the PRC campus, but would prefer this court be opened to the public and all Penney Farms residents.

-Teresa Scott stated she had just received a check for \$75,000.00 today for this project. She stated the check was made out to PRC and as soon as a vendor is chosen and all assessments are made, then the check will be signed over to the Town. She stated this project is not a priority, but will be done as soon as possible.

-TM Cooper welcomed the idea and is excited to get this done for all residents.

Motion to approve the Town Manager Report for August 2020 by VM Ryder; second by CM DeVille. Motion was approved without dissent.

TREASURERS REPORT: Town Manager

Review the August 2020 Treasurer's Report:

- General Fund – 08/01/20 – 08/31/20
- Utility Enterprises Fund – 08/01/20 – 08/31/20
- Wastewater/Sewer Fund – 08/01/20 – 08/31/20
- Bank balances of the Town bank accounts – 08/01/20 – 08/31/20

-TM Cooper stated that the primary reason the General Fund balance was high for the month was because the Town received the Historical Museum – Local Grant.

Motion to approve the Treasurer's Report for August 2020 by CM Taylor; second by VM Ryder. Motion was 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)

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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 reports #2 – Public Works and #3 – CDR by VM Ryder; second by CM Andrews. Motion approved without dissent.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1. Pulled Reports

-#2 Public Works – CM Andrews

-CM Andrews stated there was a productive Public Works meeting held this morning to discuss the 5-Year Capital Improvement Plan which was very well laid out and all the members agreed to the plan. He stated in support of the Town Manager and Grant Writer applying for the FRDAP grant, the Public Works committee recommends the Town Council approve the 5-Year capital plan as presented.

A motion to accept the FY 2020 5-Year Capital Improvement Plan as presented by CM Taylor; second by VM Ryder. Motion approved without dissent.

-#3 CDR – CM Taylor stated the Community Development & Recreation Committee met specifically to discuss the FRDAP Grant for the Playground Park renovation.

2. Items not on the Agenda – NONE
3. Public Participation – NONE
4. Other - NONE

TOWN CLERK:

1. Town Website: www.penneyfarmsfl.org

-TC Cooper emphasized to all attending to please refer to the Town's website for most information and spread the word. She stated a listing of virtual meetings, minutes and agendas are online and available for anyone wanting information.

2. Town Council Stipend

-TC Cooper reminded the Town Council, at the Budget Workshop in July, there was a general consensus from the Town Council to combine their stipends into a Council Reserve Fund to use at their discretion. She stated a formal motion is needed to approve this action for auditing purposes.

A Motion for the Town Council to designate their stipend amounts totaling \$6,975.00, to be used as a Council Reserve Fund at their discretion by CM DeVille; second by CM Andrews. Motion approved without dissent.

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3. Corrective Deed – Water Tower parcel

-TC Cooper stated the Reinhold Corporation has requested that the deed for the piece of property located at the water tower be amended with the correct legal description. She stated the Town Attorney has reviewed and approved the document. She stated the information for this action was provided to the Council Members in their books, under the Town Manager section.

A Motion to authorize the submission of a corrective deed for the property parcel #17-06-25-021742-000-00 to include a rectified legal description for the record by DeVille; second by VM Ryder. Motion approved without dissent.

4. Town Clerk Announcements

*A Special Town Council meeting will be held on **September 29, 2020 at 5:45pm** to accept and approve the Clay County Local Mitigation Strategy Plan.*

-TC Cooper stated it seems like everyone has the same deadline of October 1st to get things done and this is another item for the Town Council to consider for the scheduled Special Town Council Meeting. She stated she could not include this Resolution in the Public Hearing on the same date, because that meeting is restricted to discuss the budget only.

-TC Cooper stated the Clay County Emergency Operations Center (CCEOC) Director, John Ward has requested the Clay County Local Mitigation Strategy (LMS) 2020 Plan, renewed every five years, to be approved by Resolution by October 1st. She reminded the Town Council members that she attends most of the County's meeting as a representative for the Town. She stated there are a few infrastructure projects on the capital projects list that are included in this LMS plan. She stated she has received a 350 page copy of this plan and will send this to the Council Members electronically for review. She stated all of Clay County's municipalities have to approve this plan and all of the other municipalities have their corresponding budget meetings scheduled for the same nights as the Town of Penney Farms. She stated Mr. Ward will be on hand to answer any questions and this meeting should only take 5 – 10 minutes to complete.

*The Second and Final budget hearing will be held on **Tuesday, September 29, 2020 at 6:00 p.m.** as a virtual meeting, followed by the next Town Council Meeting.*

-TC Cooper stated she will be sending two (2) separate Zoom meeting invitations for these last two meetings in September and they will be available on the Town's website as well.

-Mayor Sabin thanked Teresa Scott for notifying the PRC residents about the meeting tonight.

-Teresa Scott thanked the Town staff for accommodating and allowing all the attending residents to voice their opinions regarding this difficult subject tonight.

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-CM Andrews asked the Town Manager for an update on the tree trimming around streetlights, especially on Caroline Blvd.

-TM Cooper stated the Town now has to schedule tree trimming between other jobs, but he will look at that particular area tomorrow.

-CM Andrews asked if the money for the Pickle Ball court is available, what is it going to take to get started? Has a location been chosen?

-TM Cooper stated a meeting will be called to discuss this plan further. He stated the new Pickle Ball court will be located by the current tennis courts, where the sheds are, on the same parcel of land. He further thanked Teresa Scott for considering this for all the Town residents, because she could have easily put this court on the PRC campus and restricted access.

-CM Andrews clarified that the Town will get the deed clear and choose vendors?

-TM Cooper stated Teresa is putting together a committee that will do all the work including doing all the bidding that the Town will oversee.

-He thanked the Town Council for getting behind this project as well.

-Teresa Scott stated this money is coming from a private resident, not PRC. She stated a site visit will be required.

-CM Andrews asked the Town Manager to provide updates to the Town Council.

-TM Cooper stated he will keep the Council Members informed of the progress.

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-Teresa Scott had a question.

**TC Cooper informed the Council, the Mayor has lost connection to the meeting and the Vice-Mayor had to take over the meeting.*

-Teresa Scott inquired when someone asked for a corrective deed, like earlier in the meeting, it is usually an indication the owner wants to develop it. She stated PRC is actually looking at what to do with the old Pavilion building and are looking to partner with a non-profit who can get bond money, at a low rate, to help moderate income older adults. She stated these residents would not have to pay an entrance fee to access our community.

-TM Cooper reiterated the need for the corrective permit, its survey was correct, but the legal description was wrong. He stated the Town would make every effort to help facilitate PRC and its renovation of the old Pavilion.

-TC Cooper stated that whenever a building is going to change its use, she recommended PRC go through the Town's Planning & Zoning Commission to make sure all proper procedures for that change are followed.

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CORRESPONDENCE: (Location of items – Listed)

August 2020:

1. Copy of Special Finance Committee meeting minutes dated 08/10/20 – Finance Section
2. Copy of Finance Committee meeting minutes dated 08/17/20 – Finance Section
3. Copy of all documentation regarding COVID-19 from the Clay County Emergency Operations Center

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(CCEOC) for the month of August – 3 Items (All copies for August 2020 are located in the minutes book only)

4. Copy of the CCEOC Situation report for Hurricane Isaias dated August 1, 2020 – Correspondence Section
5. Copy of letter from resident dated August 5, 2020 – Correspondence Section
6. Copy of letter from the University of Florida (UF) regarding the Town’s population – Correspondence Section
7. Copy of email from the Northeast Florida League of Cities (NEFLC) regarding dinner meetings – Correspondence Section
8. Copy of Boil Water Notice dated August 4, 2020 – Utilities Section
9. Copy of Notice rescheduling the Town Council meeting in August, due to the Primary Election – Correspondence Section
10. Copy of Public Notice for Public Hearing/ Town Council Meeting dates for approving the FY 20/21 Budget Ordinance – Miscellaneous Section
11. Copy of the Corrective Deed information needed – Town Manager Section

**Vice-Mayor Ryder asked for a motion to close the meeting in Mayor Sabin’s absence. Mr. Sabin called by telephone to help conclude the meeting.*

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.