

MINUTES
Town of Penney Farms, Florida
Tuesday, August 15, 2023
Town Council 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 DEVILLE*

MOMENT OF SILENCE: *MAYOR DEVILLE*

APPROVE THE AGENDA:

Motion to accept the Agenda with an addition in the New Business Section by CM Ryder; seconded by CM Andrews. Motion approved without dissent.

**ROLL CALL: Mayor DeVille; VM Sabin; CM Brooks; CM Ryder; CM Andrews; and Town Manager Cooper
*All present for the record.***

RECOGNITION(S):

1) Powell & Jones, CPA / Partner Caleb Perla Presenter

-Mr. Perla presented the Town Council with an explanation of the Annual Audit for FY 2021/2022 ending on September 30, 2022. He reviewed important pages of the 57 Page Audit, which included information on all three of the Town's fund accounts. He reported there were no negative findings and the staff has done an excellent job with all required record keeping.

-Mayor DeVille thanked Mr. Perla for coming and giving this presentation and also thanked the town staff for the outstanding work done.

2) Clay County Sheriff Officer(s) CCSO: Lt. Durham; Sgt. Garrison; Assistant Chief of Patrol South, Clark (Another deputy attended, but the name could not be heard on the audio tape)

-Sgt. Garrison stated there is little to no crime to report for the town residents, but still remain vigilant for the Town. He asked if there were any questions or concerns from the Town Council.

-CM Brooks stated she had a concern about speeders and drivers not stopping at stop signs in the community. She stated her grandchildren and other children are at risk of getting hurt. She asked if the CCSO could help with this.

-Sgt. Garrison stated he will report her concerns to the traffic division.

-CM Brooks also reported that some nearby residents are shooting guns and have shot up the stop signs in the area. She asked how to address this issue.

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- Sgt. Garrison instructed all residents to call the CCSO with any shooting concerns.*
- CM Andrews stated there has been a CCSO presence in the past, but has ceased. He asked if more patrols could happen.*
- Sgt. Garrison stated they will add patrols.*
- Audience Member, Julie Collison asked what the policy is for open carry weapons, because she has seen a young man walking down the street with a rifle strapped to his body, several times..*
- Assistant Chief Clark stated a person can open carry a gun on the way to hunt or fish. He again stated residents should call in their concerns.*
- Mayor DeVille and TM Cooper thanked the deputies for coming to this meeting and addressing the mentioned concerns.*

APPROVAL OF MINUTES:

- **Town Council Meeting Minutes dated July 18, 2023**
Motion to approve the Town Council Meeting Minutes for July 18, 2023 by VM Sabin, second by CM Ryder. Motion was approved without dissent.

PROCLAMATION: NONE

ORDINANCE(S): NONE

RESOLUTION(S): RESOLUTION 2023-06 (Read by title Only)

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE USDA (UNITED STATES DEPARTMENT OF AGRICULTURE), COMMUNITY FACILITIES GRANT TO PURCHASE ONE WORK VEHICLE FOR FISCAL YEAR 2023-2024.

- TC Cooper stated this Resolution is for an application for a USDA grant to purchase a new truck for the public works department. She reported that if this grant is approved, it would pay 75% of the purchase price for the vehicle.*
- TC Cooper stated the proper newspaper advertising has been done for this grant and as such, this is the public meeting to address any public comments regarding this grant.*
- Mayor DeVille asked the Town Council if they had any questions or concerns. No questions or concerns were heard.*
- Mayor DeVille asked the public for any comments or discussion. There being no comments or discussion the motion was made to approve the Resolution.*
- A motion to approve RESOLUTION 2023-06 by CM Andrews; second by VM Sabin. Motion was approved without dissent.*

TOWN MANAGER REPORT: Town Manager

- **A Review of the July 2023 Town Manager Report**

The Playground Park had its grand Re-Opening on July 1st and I would like to thank everyone who attended. There were several new improvements and the park looks great!

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The public works department was very busy this month and mowed all of the sewer easements in town, as well as all other areas of town. It was a constant battle picking up tree debris from the afternoon thunderstorms this month, as well as making sure all drains were clear of debris.

The guard rail on the east end of State Road 16 was repaired, after being damaged from a motor vehicle accident.

All of the fire extinguishers at the Town Hall and Maintenance shop have been inspected and/or replaced for this year.

At the water tower, one of the chlorinator's injection points were re-plumbed and a new chlorinator has been ordered, to replace the other chlorinator unit, which is no longer working. Also, a water line break was repaired on State Road 16, due to a backflow pipe break.

The front office has been busy updating the Town's website with important information and posting the new Garbage Ordinance listing the new policies and procedures. In addition, the staff has been working on the required quarterly reports, closing and opening grants for the town and preparing all information for the new fiscal year budget.

I have attended all of the Town's required meetings for this month, as well as a meetings with Clay County; and the Reinhold Corporation, and Wiggins Construction.

-Mayor Deville asked if the backflow pipe break was the preventer itself.

-TM Cooper stated no, it was just an old piece of brittle pvc pipe that broke and was replaced.

-CM Andrews asked how the drainage is doing after the repairs that were made.

-TM Cooper stated the storm water project that was completed last year has made all the difference. There has been no flooding in that area and the drainage for the rest of the town has no issues.

Motion to approve the Town Manager Report for July 2023 by CM Ryder; second by VM Sabin. Motion approved without dissent.

TREASURERS REPORT: Town Manager

Review the July 2023 Treasurer's Report:

- General Fund – 07/01/23 – 07/31/23
- Utility Enterprises Fund – 07/01/23 – 07/31/23
- Wastewater/Sewer Fund – 07/01/23 – 07/31/23
- Bank Balances of the Town bank accounts – 07/01/23 – 07/31/23

Motion to approve the Treasurer's Report for July 2023 by VM Sabin; 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".

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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. Legal

Motion to accept Consent Agenda as presented by CM Andrews; second by CM Ryder. Motion approved without dissent.

UNFINISHED BUSINESS: NONE

NEW BUSINESS: NEW ADDITIONAL ITEM ON AGENDA

-TC Cooper reminded the Town Council that the Town has received the Community Development Block Grant (CDBG) for the water line replacements. She further explained in the early process of approving a Grant Administrator, an error was made, and this process has to be re-submitted.

➤ **Approve Grant Administrator for CDBG Grant**

- *The required Advertising Notices for this grant were put in the Florida Times-Union and the Clay Today newspapers - This was done in March, however, the State says we missed the due date by one day and had to redo the ad. The ad was reprinted in the same newspapers on July 7th.*
- *The 2ND deadline for the Request for Proposals (RFP) was 2:00pm on Friday, July 21, 2023*
- *There was only one submission which met all the requirements of the RFP, so no rating was necessary.*
- *A new motion needs to be acknowledged and approved.*

Motion to approve Andy Easton & Associates as the Grant Administrator for the FFY 2021-2022, Florida Small Cities Community Development Block Grant (CDBG) in the neighborhood revitalization category by VM Sabin; second by CM Andrews. Motion approved without dissent.

-TC Cooper thanked the Council Members for their cooperation in repeating this part of the grant.

1. Pulled Reports - **NONE**
2. Items not on the Agenda

-Mayor DeVille asked the Council Members to look at their Council Books, in the Planning & Zoning (P&Z) Section and asked the Town Manager about the notes from June 21, 2023. He asked if these are the changes being made.

-TM Cooper stated the P & Z Commission has been reviewing the Town's Comprehensive Plan and Land Development Regulations for the past two years. He stated they have just finished with all the documents and have provided their notes for each meeting.

-TM Cooper further explained how all those notes and needed clarifications will be compiled and sent to the Town's Planner, Janis Fleet for review and answers. He stated then eventually there will be a combined Town Council and P&Z Commission meeting with the Town Planner to discuss the possible changes and updates.

3. Public Participation

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-Audience Member, Barbara Andrews thanked the Town Manager and the staff for all the efforts in blocking off Hoffman Street for the family reunion that happened at the Playground Park the past weekend. She added that the restrooms were clean and the grounds were very nice, family members were impressed.

-TM Cooper thanked her and her family for how they left the park after the event, he stated it was spotless.

4. Other: - **NONE**

TOWN CLERK:

- **New signs for the Neighborhood Engagement Team (NET) Zone 5**

-TC Cooper reminded the Council Members that at the last meeting, the staff was instructed to get signs up to advertise the NET meetings for the residents. She reported the Town bought and paid for the signs and hopes the residents saw them. She explained the signs will be posted on the meeting days only. She further stated the last meeting was held at 4:00pm, which makes it hard for working town residents to attend. She stated there are ongoing discussions to try and change the meeting times in order to accommodate working residents, but there has been no changes at this time.

-CM Andrews requested copies of the notices be sent to him.

- **Hunter's Ridge Estates Subdivision – Project Extension #2 – Update**

-TC Cooper reminded the Council Members that at the last meeting they approved the second extension for this project contingent upon Colin Groff, the developer paying all outstanding invoices by July 31, 2023.

Corresponding Notes:

- ❖ *Developer, Colin Groff needed another six month extension. This developer has decided to do the infrastructure work for the utilities for this project, instead of providing a bond.*
- ❖ *The Town Council approved the extension, but it was contingent on having all open and outstanding invoices paid in full by July 31, 2023.*

-TC Cooper reported that the developer has not responded to the request and the Town Hall has not heard from him, so at this time the extension is not approved.

-TC Cooper stated she was instructed by the Town Attorney to keep the project on the shelf and if the developer wants to come back to the town, the Town Council can decide then on how to proceed.

-CM Andrews asked how the developer was notified.

-TC Cooper stated, he was sent an email through his attorney, as was the normal requested procedure for the last several months.

IMPORTANT DATES:

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-TC Cooper stated the listed dates on this agenda need to be changed and informed the Town Council of the following changes:

- ~~***1st Budget Hearing for Fiscal Year 2023/2024(Followed by the Regular Town Council Meeting)– Tuesday, September 19, 2023 at 7:00pm*~~
- ~~***2nd and Final Budget Hearing for Fiscal Year 2023/2024 – Monday, September 25, 2023 at 7:00pm*~~

-Due to a couple of unforeseen circumstances, the Budget Workshop has been changed from August 11th to Friday, August 25, 2023 at 9:00am, at the Town Hall. (Refreshments will be served) This workshop will include the Finance Committee and should not last past noon.

REQUIRED MEETINGS FOR THE NEW FISCAL YEAR 2023/2024 BUDGET

-While submitting the Truth in Millage (TRIM) documentation to the State for Ad-Valorem taxes, it was indicated the 1st Budget Hearing had to be scheduled between September 2nd - Sept 18th and not conflict with the Clay County Commission and School Board meetings, so the new date for the 1st Budget Hearing is Monday, September 18, 2023 at 7:00pm. This meeting will not be long and should not last longer than 30 minutes.

Regular Town Council Meeting, Tuesday 19, 2023 at 7:00pm.

-The Second & Final Budget hearing will be scheduled for Wednesday, September, 27, 2023 at 7:00pm. Again, this meeting should not last longer than 30 minutes.

-TC Cooper stated she will send out reminder emails.

CORRESPONDENCE: (Location of items – Listed)

July 2023:

1. Copy of Finance Agenda/Meeting Minutes dated July 17, 2023 – Finance Section
2. Copy of Notice the Town Hall was closed on July 4, 2023 in Observance of the 4th of July – Miscellaneous Section
3. Copy of P&Z Commission Agenda and Notes dated July 26, 2023 – P&Z Section
4. Copy of Notice of the Playground Park Gran Re-Opening dated July 1, 2023 – Miscellaneous Section
5. Copy of the Notice of Meeting for the Neighborhood Engagement Team (NET) Zone 5 meeting dated June 27, 2023 – Miscellaneous Section.

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There being no further questions or concerns, a motion for the meeting to adjourn at 7:49pm by CM Andrews; second by CM Ryder. Motion approved without dissent.




Mayor, Thomas E. DeVille, 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.

