

MINUTES
Town of Penney Farms, Florida
Tuesday, September 19, 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 as presented by CM Ryder; second by CM Andrews. Motion approved without dissent.

ROLL CALL: Mayor DeVille; CM Brooks; CM Ryder; CM Andrews; and Town Manager Cooper
Absent: VM Sabin

RECOGNITION(S): NONE

APPROVAL OF MINUTES:

- Town Council Meeting Minutes dated August 15, 2023

Motion to approve the Town Council Meeting Minutes for August 15, 2023 by CM Andrews; second by CM Ryder. Motion approved without dissent.

- Town Council Budget Workshop Minutes dated August 25, 2023

Motion to approve Town Council Budget Workshop Minutes dated August 25, 2023 by CM Ryder; second by CM Andrews. Motion approved without dissent.

PROCLAMATION: NONE

ORDINANCE(S): NONE

RESOLUTION(S): RESOLUTION 2023-08 (Read by title Only)

A RESOLUTION OF THE TOWN COUNCIL OF PENNEY FARMS, AUTHORIZING AN 8.1% INCREASE FOR TREATING THE TOWN OF PENNEY FARMS' WASTEWATER DUE TO THE INCREASE IMPOSED FROM THE CLAY COUNTY UTILITY AUTHORITY (CCUA) THAT WAS ADOPTED; AND PROVIDING FOR AN EFFECTIVE DATE.

-CM Andrews asked if the Town anticipates more increases like this from CCUA?

-TC Cooper stated this happens every year in the fall.

-TM Cooper stated this increase will be about a \$2.49 increase for the average customer.

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A motion to approve RESOLUTION 2023-08 by CM Ryder; second by CM Andrews. Motion approved without dissent.

TOWN MANAGER REPORT: Town Manager

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

This month was very busy for all of the staff.

The front office staff was busy preparing the new Fiscal Year 2023-2024 Financial Budget for the Town, as well as, applying for a new USDA Grant for a new pick-up truck for the public works department, and closing out the FRDAP Grant for the Playground Park renovation. In addition. The required Ad Valorem forms have been submitted to the State for review.

The FY 2021-2022 Audit was presented at the last Town Council meeting and it once again passed without any findings and the Town came in under budget. This is the ninth (9) audit in a row without any findings, and the front office needs to be commended for its hard work and dedication in making this happen.

The Water Administrator helped exercise water valves on the West end of Town and new water valves were found and recorded in the Diamond Maps Program. The Town residents were properly notified that this exercise was taking place and there were no issues.

There was a water line break on Booker Avenue that was repaired and the manhole on Clark Avenue and Morton Street was resealed on the inside to prevent more infiltration.

The public works staff had to have 2 of the 3 commercial mowers in for repairs. There is a need for a new commercial mower and it will be added to the capital project list in the future. All of the public works employee's cell phones were upgraded at no charge to the town.

In addition to the normal workload, the entire staff prepared for Hurricane Idalia to cross over our area and fortunately the Town incurred little to no damage in this storm. There were some power outages, but they did not last long. This was another test of our protocols and procedures, which all went well.

I have attended all of the Town's required meetings for this month, including the FY 23/24 Budget Workshop.

Motion to approve the Town Manager Report for August 2023 by CM Andrews; second by CM Ryder. Motion approved without dissent.

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TREASURERS REPORT: Town Manager

Review the August 2023 Treasurer's Report:

- General Fund – 08/01/23 – 08/31/23
- Utility Enterprises Fund – 08/01/23 – 08/31/23
- Wastewater/Sewer Fund – 08/01/23 – 08/31/23
- Bank Balances of the Town bank accounts – 08/01/23 – 08/31/23

Motion to approve the Treasurer's Report for August 2023 by CM Ryder; 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. Legal

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

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1) Town Council Stipend –

-TC Cooper explained the following and asked for a formal motion which is needed every year:

- *Total for all five Town Council Members - \$6,975.00*
- *CM Brooks to receive her stipend totaling \$1,395.00*
- *Answer to Town Council question from Budget Workshop: What can the remaining unused balance be used for?*

-TC Cooper explained the auditor highly recommended the unused balance be redistributed in the next budget. -TC Cooper stated there was discussion of using the unused money for some kind of scholarship. She stated the auditor stated scholarships should be paid to an institution, not to an individual. In addition, the town clerk stated if a Council Member would choose to receive their stipend, then they can give that money away in any form they chose to, however, they would be responsible for the taxes. She reminded the Council Members this is taxpayer money and it can't be just given away.

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-Mayor DeVille stated that Bill Brower mentioned that any unused money could be put into a separate mutual fund to draw interest.

-TC Cooper stated the Town Council can instruct her on how they would like to proceed and go about a mutual fund.

-CM Andrews stated he is not looking to draw his stipend, but use it for some worthy cause for the Town. He stated every year the Town has about \$7,000.00 left over for these stipends and would like to use it for a good cause.

-TC Cooper stated that is not true, for example, this past year almost the full amount was used up for Florida League of Cities (FLC) Annual conferences and the Northeast Florida League of Cities (NEFLC)(dinner meetings.

-Further questions and discussion led to the tabling of this item until after the next Town Council Workshop in November.

- A Motion for the Town Council to designate the remaining stipend amounts totaling \$5,580.00, to be used as a Council Reserve Fund at their discretion – ***This motion did not pass at this meeting.***

2) Town Manager – Town Council permission to sell the Town’s bucket truck

-TM Cooper stated this truck costs more to operate and the Town does not use it enough to justify the high maintenance and insurance costs. He also stated it would be safer to rent a needed lift unit for a day or two, when needed.

- ***Motion to authorize the Town Manager to sell the Town’s bucket truck due to high maintenance costs by CM Ryder; second by CM Brooks. Motion approved without dissent.***

3) Florida Resilient Program Grant – \$100,000.00

-TC Cooper stated this grant program came up recently after the budget workshop, but needs to be considered for the new fiscal year. She explained the following:

- *This grant is for the comprehensive vulnerability assessment for the Town of Penney Farms for storm water and flooding issues.*
- *This grant is sponsored by the Florida Department of Environmental Protection (FDEP) and will be a requirement very soon. Since the grant will require an engineer’s services, the Town wanted to take advantage of the grant money available for this process.*
- *This will be a one-time requirement. After the assessment, the Town may apply for funds to mitigate any serious issues.*
- ***Motion to authorize the FDEP grant application and authorize the Town Manager to execute all required grant documents by CM Andrews; second by CM Ryder. Motion approved without dissent.***

1. Pulled Reports
2. Items not on the Agenda

-Mayor DeVille stated he will be representing the Town for the FLC Board meeting in Ft. Myers for two days that will not cost the Town anything.

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- Mayor DeVille reminded the Town Council there is a NEFLC Dinner meeting in Palatka later this week and usually has great food. He stated those monies come from the stipend money.
- TC Cooper stated she has received confirmations from CM Brooks, and Mr. and Mrs. Andrews; the check has been sent out, so there should not be a problem for receiving name tags or admission.

3. Public Participation

- Lynn Wightman, asked for permission to stripe the tennis court for Pickle ball. He understands there has been past concerns about doing anything to the tennis courts surface.
- TM Cooper gave permission to stripe the tennis court for Pickle Ball players. However, the Pickle Ball residents/players will be responsible for the costs of cleaning the court and the implementation of the striping.
- Teresa Scott, Audience member stated the Penney Retirement Community (PRC) has funds in the Circle of Family & Friends, which is for the whole community, and would be more than happy to help with this project.
- Teresa Scott also announced that on March 1, 2024, the gentleman who wrote the book about J.C. Penney, "The Man, the Store, and the Agriculture", will be the guest speaker at the Circle of Family & Friends event.
- CM Andrews asked that when the tennis courts need to be re-sealed, how will the new Pickle Ball lines Affect the surface and will PRC absorb that cost as well?
- Teresa Scott suggested we get an assessment of the costs. She stated she has helped with the trimming of the trees on the backside of the courts to help with the mildew on that portion of the court.
- TM Cooper stated that courts have been pressure washed periodically for that issue and will work with PRC to address the Pickle Ball concerns.

- Cathie Parrott reported there is a need to move the Town's event, "Old Fashioned Farm Day", to the spring, preferably in March, because at this time there is not enough participation to have a good event.
- CM Brooks stated there is a good committee but most of the people are new and there are a lot of things the committee did not know. She stated they simply did not have enough time and moved the event to the spring which will be the permanent date from now on. She stated that she wants to make this signature event a successful event that the Town can be proud of.

4. Other:

TOWN CLERK:

-TC Cooper reviewed the following items:

- Remaining Ethics Training Dates for 2023 – 10/18/23 and 12/13/23
- TC Cooper will check and send reminders to the Town Council members who still need it.

- Palatka Dinner Meeting – Reminder Thursday, September 21, 2023 (Palatka Golf Club)

- **2nd and Final Budget Hearing for Fiscal Year 2023/2024 – Wednesday, September 27, 2023 at 7:00pm

- National Night Out Reminder – Tuesday, October 3, 2023 from 6-8pm in Kohler Park

-TC Cooper also announced and wished CM Ryder a Happy Birthday today!

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-TM Cooper congratulated CM Andrews on the successful Gospel Event. TM Cooper stated the considered annual events will be discussed at the upcoming Town Council Workshop.

-Mayor DeVille reviewed the CABT Update information in the correspondence section with the rest of the Town Council.

CORRESPONDENCE: (Location of items – Listed)

August 2023:

1. Copy of Finance Agenda/Meeting Minutes dated August 14, 2023 – Finance Section
2. Copy of Notice of cancelled Town Council Budget Workshop dated August 11, 2023 – Miscellaneous Section
3. Copy of Boiled Water Notice dated August 1, 2023 – Utilities Section
4. Copy of Notice from Water Utility dated August 8, 2023 for exercising water valves – Utilities Section
5. Copy of the Grant Report – Grant Section
6. Copy of the Certification of Taxable Value dated August 1, 2023 – Correspondence Section
7. Copy of the email dated August 31, 2023 regarding a CABT Update – Correspondence Section

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There being no further questions or concerns, a motion for the meeting to adjourn at 7:42pm by CM Andrews; second by CM Brooks. Motion approved without dissent.



Thomas E. DeVille Mayor
Mayor, Thomas E. DeVille, Presiding

ATTEST:

Anita E. Cooper
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.