

MEETING MINUTES
Town of Penney Farms, Florida
Tuesday, May 16, 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 CM Ryder; second by VM Sabin. 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): NONE

-Mayor DeVille reported that John Bowles, who plays J. C. Penney at Town functions, is still trying to recover from a serious eye injury resulting from a car accident back in January of this year. He would like everyone to keep Mr. Bowles in their thoughts and prayers.

APPROVAL OF MINUTES:

- **Town Council Meeting Minutes dated April 18, 2023**

Motion to approve the Town Council Meeting Minutes for April 18, 2023 by VM Sabin; second by CM Ryder. Motion approved without dissent.

PROCLAMATION: NONE

ORDINANCE(S): NONE

RESOLUTION(S): 2023-02; AND 2023-03

RESOLUTION 2023-02

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 FISCAL YEAR, JULY 1, 2023 THROUGH JUNE 30, 2024.

Motion to approve RESOLUTION 2023-02 by CM Andrews; second by CM Ryder. Motion approved without dissent.

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RESOLUTION 2023-03

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

Motion to approve RESOLUTION 2023-03 by CM Andrews; second by CM Ryder. Motion approved without dissent.

TOWN MANAGER REPORT: Town Manager

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

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

TREASURERS REPORT: Town Manager

Review the **April 2023** Treasurer's Report:

- General Fund – 04/01/23 – 04/30/23
- Utility Enterprises Fund – 04/01/23 – 04/30/23
- Wastewater/Sewer Fund – 04/01/23 – 04/30/23
- Bank Balances of the Town bank accounts – 04/01/23 – 04/30/23

Motion to approve the Treasurer's Report for April 2023 by CM Andrews; 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. Legal

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

UNFINISHED BUSINESS: NONE

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NEW BUSINESS:

1. Pulled Reports
2. Items not on the Agenda

-TC Cooper stated the Town Council was informed of and provided the Surplus Equipment List at the last Friday's Town Council Workshop on May 12, 2023; and the Town Manager has requested those items to be sold in their "AS-IS" condition; and the monies from those sales will go towards the purchase of a new pick-up truck for the Town. She requested that the Town Council formally approve the sales of the items for the record. She read the six item list out loud for the record. (List included)

Motion to approve the sale of the Surplus Equipment as presented to the Town Council at the Town Council Workshop dated May 12, 2023 by CM Ryder; second by CM Andrews. Motion approved without dissent.

-Mayor DeVille stated that at the next North Florida League of Cities dinner he will be asking other municipality officials their thoughts on the Coalition Against Big Trucks (CABT) issue.

-Mayor DeVille stated the Golden Rule event went well. He again mentioned how well rehearsed John Bowles as J. C. Penney was.

3. Public Participation

-Audience Member, Teresa Scott stated the new dining room will open June 6th if everything goes well. She also thanked the Town for repairing the railings she had mentioned at the last meeting.

-Audience Member, Rosemary Gilson wanted clarification on the status on the new turning lanes on State Road 16. She stated at a recent Clay Safety Net meeting with the sheriff's office and the County, and she reported the county official had very little knowledge of this project and was very vague. She asked the Town Manager to please clarify if this is really going to happen.

-TM Cooper stated that he has in writing the new improved intersection at State Road 16 and County Road 218 with turning lanes are to be completed by the end of this year.

-VM Sabin stated he is very concerned about the traffic and asked the Town Manager to stay on top of this issue.

-TM Cooper stated when this project is completed, it will benefit everyone.

-CM Andrews asked when will the separate meetings about the community stop happening for the communications in this Town?

-TC Cooper stated the Clay County Sheriff's Office (CCSO) Safety Net Meetings are designated for different zones for the County and those meetings don't only include Penney Farms, it includes the Lake Asbury area and parts of Green Cove Springs too.

- Audience Member, Teresa Scott stated that the Penney Retirement Community (PRC) has the space to accommodate the meetings.

-CM Andrews asked how these meetings are advertised? He stated the town residents never know when these meetings occur.

-TC Cooper stated that a flyer is given to the Town Hall and is put at the front desk at the Town Hall. She stated she can put the flyer on the Town's website. She stated the Town Hall office is very concerned about getting information to the town residents, who don't go by the community boards or look at the website.. She stated that PRC has a network to get information out and she is intending on going door to door to update the residents information to be able to do the same, possibly using some of the capable volunteer VIPS.

-Audience Member, Teresa Scott was concerned about using her PRC residents to go door to door, due to areas that may not be safe and they should, at the very least, be trained for that.

- Audience Member, Teresa Scott suggested signs be put out listing the meeting, just like the Town uses for the Town

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Council meetings.

- CM Andrews stated that would work.
- Audience Member, Teresa Scott stated that PRC would be happy to pay for and supply the signs.
- CM Andrews asked that the Town and PRC work together.
- Audience Member, Teresa Scott stated PRC offers things to the Town and the Town does not accept it graciously.
- VM Sabin expressed his concern with all the new things coming down the road in the next few years, it would be helpful to all the Town's residents to be as informed as possible of all and any changes coming to the Town.
- Audience Member, Rosemary Gilson stated the Safety Net meetings have been cut back to quarterly meetings and it shouldn't be hard to acknowledge those.
- TM Cooper stated he will get the signs.
- Indie Brooks asked if that was the only meeting that is going on?
- TM Cooper stated yes.
- Mayor DeVille asked if the Town should give the sheriff's office a heads up on what to discuss.
- TM Cooper stated he will get with the Sheriff.
- Audience Member, Teresa Scott stated that a PRC resident is the coordinator of these meetings, she suggested the Town Manager get with her about what to discuss at these meetings.
- Audience Member, Indie Brooks asked where the meetings are held?
- Audience Member, Teresa Scott stated the meetings are usually held in the afternoon.
- Audience Member, Indie Brooks stated that is when everyone is at work.
- Audience Member, Teresa Scott stated the times can most likely be changed.

4. Other:

- CM Brooks informed the Town Manager the guard rail on Caroline Blvd. is damaged and needs to be repaired, due to an accident that occurred with injuries.
- CM Brooks expressed her concerns about the upcoming changes for the Town and people need to understand that this town is not just the retirement community. She stated the more communication the better and we need to be educated as much as possible about any subject of concern.

TOWN CLERK:

- The Town Clerk asked the Town Council members to please inform her if they are going to be out of town during the summer, because there are required meetings to be scheduled and she would like to accommodate everyone to be sure to have the best attendance possible.

April 2023:


1. Copy of Finance Agenda/Meeting Minutes dates April 17, 2023 – Finance Section
2. Copy of the Northeast Florida League of Cities (NEFLC) Dinner Meeting Notice for April 20, 2023 – Correspondence Section
3. Copy of Notice, Agenda, and Cancellation for Water Utility Meeting dated April 13, 2023 – Utilities Section
4. Copy of the Notice of CPI Increase given to all water utility customers dated April 19, 2023 – Utilities Section
5. Copy of the Florida Rural Water Association (FRWA) Rate Review dated March 30, 2023 – Utilities Section
6. Copy of Planning & Zoning Commission (P&Z) Workshop Agenda and cancellation dated April 19, 2023 – P&Z Section

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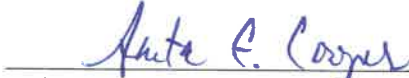
7. Copy of P&Z minutes dated March 15, 2023 – P&Z Section
8. Copy of Florida Police Chiefs Association letter dated March 6, 2023; Coalition Against Big Trucks (CABT) flyers – Correspondence Section
9. Copy of FDOT Invoice for Quarterly mowing dated April 4, 2023 – Correspondence Section
10. Copy of Congressman Aaron Bean flyer dated April 3, 2023 – Correspondence Section
11. Copy of Notice the Town Hall was closed to observe Easter – Miscellaneous Section

There being no further questions or concerns, a motion for the meeting to adjourn at 7:40pm by VM Sabin; second by CM Brooks. Motion approved without dissent.




Mayor, Thomas E. DeVile, 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.

