

MINUTES
Town of Penney Farms, Florida
Tuesday, January 17, 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 RYDER*

MOMENT OF SILENCE: *MAYOR RYDER*

APPROVE THE AGENDA:

Motion to accept the Agenda addition of Hunter's Ridge Estate Subdivision issue in "Items not on the Agenda", by VM DeVilleville, second by CM Sabin. Motion approved without dissent.

ROLL CALL: Mayor Ryder; VM DeVilleville; CM Sabin; CM Ryder; CM Andrews; CM Taylor; and Town Manager Cooper

Absent: CM Taylor

RECOGNITION(S): NONE

APPOINTMENT OF MAYOR AND VICE-MAYOR FOR CALENDAR YEAR 2023

*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 newly appointed Mayor will begin their duties at the close of this meeting.** The Vice-Mayor will conduct meetings in the Mayor's absence.*

TC Cooper explained that every year the Town Council rotates positions for the Mayor's and Vice-Mayor's title. At last year's 2022 January Town Council meeting, the Town Council voted to NOT submit nominations for both Mayor and Vice-Mayor, but continue with the rotation in progress.

Here is the current rotation schedule through 2026: (Subject to change if requested to)

2023 – Mayor Tom DeVilleville serving with Paul Sabin as Vice-Mayor

2024 – Mayor Paul Sabin serving with Adrian Andrews as Vice-Mayor

2025 – Mayor Adrian Andrews serving with Annette Brooks as Vice-Mayor

2026 – Mayor Annette Brooks serving with Elizabeth Ryder as Vice-Mayor

TC Cooper reported the Town had two (2) seats on the Town Council up for election in 2022. There were only two (2) qualified candidates: Elizabeth Ryder running for her Seat # 3 and Annette Brooks who ran for Seat #2. Both candidates ran uncontested and therefore, no town election was needed and they will take their respective seats tonight.

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TC Cooper reminded the Town Council they each have an appointed Planning & Zoning Commission (P&Z) Member corresponding to their Seat # and term of service. The P&Z members to be sworn in tonight are: Faith Jones – Seat # 3 and Stephen Bradfield – Seat # 2.

Swearing in, of the new Town Council Members and P&Z Commission Members, by the Town Clerk.

- The two (2) Town Council members: Annette Brooks (Seat #2) and Elizabeth Ryder (Seat #3) formally took their oaths of office.
- One Planning & Zoning Commission was present: Faith Jones (Seat #3) took her oath and was sworn in for her term on the P&Z Commission.
Absent: Stephen Bradfield

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- The Town Clerk requested the newly appointed Mayor to confirm the chairpersons for the Town's Committees. All Committee Chairperson(s) will remain the same as currently assigned:
 - Mayor, Tom DeVille – Utility Committee
 - Vice-Mayor Paul Sabin – Finance Committee
 - Council Member Adrian Andrews – Public Works Committee
 - Council Member Annette Brooks – Community, Development, & Recreation Committee (CDR)
 - Council Member Elizabeth Ryder – Human Resource Committee
- The Town Clerk requested the Committee Chairpersons to now report changes of their participating committee member lists, meeting dates and have the new selections and/or deletions updated and reported to her by Friday, February 13, 2023. In addition, she asked the Chairpersons to please keep in mind all Committee meeting notices and minutes will need to be submitted to the Town Clerk for proper recording, and if requesting a meeting not on the Committee schedule, please allow at least a 48 hour notice to properly advertise the meeting.

APPROVAL OF MINUTES:

- Town Council Meeting Minutes dated December 20, 2022
- Motion to approve the Town Council Meeting Minutes for December 20, 2022 by VM DeVille; second by CM Andrews. Motion approved without dissent.**

ORDINANCE(S): NONE

RESOLUTION(S): NONE

TOWN MANAGER REPORT: Town Manager

- **A Review of the December 2022 Town Manager Report**

This month proved to be interesting and was the beginning of the holiday season.

The Town had one water line break on Studio Road which was repaired. The Town also has to call in a service to clean out a sewer line due to grease build up on Lewis Avenue and Caroline Blvd. This happened on Christmas Eve and I was here for the duration of the clean out.

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Most of the month was spent repairing some vandalism happenings around town. The Town has invested in six (6) remote cameras that were placed in different areas of town and moved around to try and catch the people creating the problems. It has proved to be a successful deterrent, because most of the mischief has basically stopped. The Clay County sheriff's Office (CCSO) has cooperated with the town and increased their patrols throughout the town. All residents need to notify the Town Hall immediately when any incident happens and report all incidents to the CCSO, when they happen.

The Town received a notice from Governor's office which stated the Town will receive the \$600,000.00 Community Development Block Grant (CDBG) which it applied for. The Town should receive the official letter in the next couple of months and begin the process of replacing some of the old water lines.

There were meetings held with the developer's attorney regarding the Hunter's Ridge Estates subdivision project, on the east end of Town, to discuss what is left for the developer to do to get this project completed.

I have attended all of the scheduled and required town meetings for the month and I hope everyone had a great Christmas holiday!

- **2022 Year in Review**

This year began with me being in the hospital with COVID Pneumonia and I was out of the office for the entire month of January. I still handled urgent town business from home and thanks to the great staff everything was handled.

A collapsed storm water drain was repaired on Morton Street.

One of the car wash lift station pumps was repaired under warranty.

The Town implemented a new policy for all new construction items under 100 square feet located in floodplain areas of Town. The new policy was required by the State to be in compliance with State Floodplain guidelines and is now part of the building department requirements.

The Town's Museum had it Grand Opening earlier this year. It was an advertised event with County Commissioners speaking at this event. This was a project several years in the making.

The Town's water tower tank has been completely emptied and cleaned, disinfected, and resealed on the inside. This took about three and half weeks to complete and gets done every ten years. The Town has a contracted service that maintains the outside of the tank two times a year.

There was another water line break on Clark Avenue and State Road 16 which was repaired.

The palm trees on Poling Blvd were completely trimmed by the public works staff.

The meter on Well #2 was replaced and both well meters were raised up, out of the pit to ensure safe meter readings. A new culvert pipe was installed at the second gate at the water tower building area to be able to drive through it. All new LED lights were installed inside the water tower building.

All storm water items have been recorded into the Diamond Map program.

Pump #2 at the master lift station had to be pulled out and repaired under warranty.

The Town's Annual Audit was completed and again there were no findings. Thank you town staff for a job well done. 9 in a row! Way to go!

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The Town's 2021 Consumer Confidence Report (CCR) was hand delivered to all utility customers and the report showed no issues with the Town's water utility system.

There was a water line break at the New Hope Baptist Church which was repaired.

There were many meetings held with the developer of the re-plat process for the Hunters Ridge Estates Subdivision. The initial Concept Review was presented to the Planning & Zoning Commission (P&Z) in July and recommended to the Town Council with conditions. The Town Council approved the initial plans with conditions. The staff worked with the Town's Planner and Town Attorney on this project and is still working on it.

The Town's Planning & Zoning Commission (P&Z) finished their review of the Town's Comprehensive Plan (CP) and have sent questions and updates for the Town's planner to review. In addition, the P&Z started the process of reviewing the Town's Land Development Regulations (LDR's) to check for any needed updates and to make sure the LDR's are consistent with the Comprehensive Plan. There were two combined workshops held with the Town Council to discuss the progress and goals of the Town's documents, so far.

The Town's public works and I upgraded to new mobile phones by T-Mobile. This resulted in better service and cut the mobile phone bill in half.

The Town's Storage Room shelving was ordered and installed in the new climate controlled storage room. The Town staff will now be able to organize the Town Files/Maps and building permits. This will take some time, due to their heavy workload, but the goal is to have this room completely organized by the end of this year.

The Town applied for a new Community Development Block Grant (CDBG) and conducted the required public hearings to replace part of the last loop of old water lines. The Town recently received a letter from the Governor stating that Penney Farms did get approved for this grant. The work for this project is set to begin in the spring of 2023. The Town advertised for an engineer as required by the grant and the winning engineer firm was Infrastructure Consulting & Engineering. Mr. Jerry Dabkowski has been a great addition to the Town for engineering issues.

New caution signs were installed on Palmetto Avenue to warn pedestrians and drivers of the nearby ditch.

Portions of a dead oak tree hanging over the road, on Booker Avenue was removed for safety concerns.

Property was purchased on Caroline Blvd. by Joe Wiggins Construction and Mr. Wiggins is exploring putting duplexes there. There should be more information on what Mr. Wiggins intends to do with this area in the coming months.

The Jax/Palatka and Reinhold Corporation are looking into closing some platted streets.

The Town held the National Night Out event in Kohler Park and every year this event gets bigger and better. Despite the rainy weather, there was a nice turn out with hotdogs and refreshments. Residents got to meet and talk to our Community Officer, Deputy Bryan Maylon.

The Town's VIPS Program started back up this year and the volunteers are happy to return. The CCSO is working on getting the golf carts repaired and running safely.

The Town staff prepared the new fiscal year budget providing quotes, researching and assessing the Town's needs for the coming year. The Town Council met and with their suggestions, approved the budget. The required advertising and public hearings were held with no opposition.

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The Town Council renewed my contract to be Town Manager for another five years. I intend to serve the Town as long as my health stays good and they want me to.

The Town Hall hosted two national elections, one in August (Primaries) and one in November for the National Mid-terms. There was a great voter turn-out as usual and the Clay County Supervisor of Elections was grateful for the accommodations and cooperation with the Town staff to make things run smoothly.

The Playground Park upgrades have begun and should be completed by spring of 2023. Portions of the fence was replaced, new water fountains were installed, the pavilion was rescreened and the new playground equipment has been ordered. There will be a new swing set and a new large slide, as well as new wood fiber groundcover.

In September, Blue Stream Fiber came into town and began installing cable and internet services to the Penney Retirement Community campus. Blue Stream was incredibly professional and met every requirement the Town asked them for. The digging portion of this project is finished.

The Town Hall back hallway renovation was started and completed at the end of December. This will be the space for the staff's office supplies and the location of a large scanner/printer to be purchased in the future to electronically scan town documents, building permit plans and town maps.

The Town came through two hurricanes this year with little to no major damage and we are grateful for that. The public works staff worked quickly to clean the town up after each storm.

A new fire hydrant was installed at the East end of State Road 16 following a traffic accident earlier in the year.

The Little Dairy Road water line repair was completed which took several months of planning for the necessary water pipes and fittings. This repair is instrumental in helping with water loss and lowering the unaccounted water for reporting.

The above items mentioned were just the highlights of some of the work being done here in Penney Farms and are in addition to the normal weekly, monthly, and quarterly reporting and meetings held that have been done for the Town. I can not express my appreciation for such a hard working staff. In the last year, the Town Hall had some personnel changes and welcomed three new employees to the staff: Megan Trexler, Administrative Assistant; George Jacobs, Public Works Technician and Clayton Ceballos, another Public Works Technician.

The Town Manager thanked the Town Council for their ongoing continued support.

I am looking forward to this new year of steadily moving forward and continuing to serve the Town of Penney Farms.

Motion to approve the Town Manager Report for December 2022 by CM Sabin; second by CM Andrews. Motion approved without dissent.

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TREASURERS REPORT: Town Manager

Review the **December 2022** Treasurer's Report:

- General Fund – 12/01/22 – 12/31/22
- Utility Enterprises Fund – 12/01/22 – 12/31/22
- Wastewater/Sewer Fund – 12/01/22 – 12/31/22
- Bank Balances of the Town bank accounts – 12/01/22 – 12/31/22

Motion to approve the Treasurer's Report for December 2022 by VM DeVille; second by CM 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 Andrews; second by VM DeVille. Motion approved without dissent.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1. Pulled Reports
2. Items not on the Agenda

Additional Agenda Item: Hunter's Ridge Estates Subdivision

The Town Clerk reminded the Town Council of the following:

- *This project's initial Concept Review was approved on August 16, 2022 with conditions, in which the developer has six months to complete, according to the Town's Code in the Land Development Regulations (LDR). The six month deadline is February 16, 2023.*
- *Mr. Groff has a new attorney who is handling all of his concerns with the Town through our Town Planner, Janis Fleet and our Town Attorney, Rich Komando. His attorney has stated Mr. Groff needs a six month extension to complete the conditions.*
- *Mr. Groff still needs to provide a completed survey to be certified by the Town and provide a bond for the project. There will also be an additional invoice sent after the survey is certified with more professional fees included.*

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The Town Manager recommended the Town Council to allow the extension, with the following stipulations:

1) All the approved conditions are met and any subsequent invoices be paid in full before this project is to be put on any Town Council Agenda

Discussion:

-Mayor Ryder stated there should not be any more extensions.

-TM Cooper stated that this projects conditions are almost met and the Town does welcome the project, so there is no reason not to allow the extension.

-CM Andrews clarified that the developer agreed to the conditions in writing and it is in his best interest to complete all requirements within the six month extension.

-TM Cooper stated this is true and if he does not complete it in the allotted time, he will have to start the process over.

-CM Sabin see no reason not to allow the extension.

-VM DeVille asked what exactly does the contractor have left to do?

-TM Cooper stated the survey needs to be certified by the Town, and the bond needs to be submitted to the Town with an amount to cover all the expenses for this project and the Town engineer signs off on it, and the final invoice(s) be paid prior to being put on the Town Council agenda.

Motion to approve an additional six months for the Concept Review conditions to be met for the Hunter's Ridge Estates Subdivision and allow this developer to submit a Final Development Plan. In Addition, any subsequent invoices related to this project shall be paid by the developer, before the Final Development Plan/Final Plat approval is put on a Town Council Agenda by VM DeVille; second by CM Andrews. Motion approved without dissent.

3. Public Participation

- Audience member, Rosemary Gilson announced the Annual Crop Walk at the Penney Retirement Community (PRC) will be on March 11, 2023 at 8:00am and invited everyone to come. She stated the money raised will be going to the local food bank in Green Cove Springs.

4. Other:

TOWN CLERK:

-TC Cooper congratulated the new Town Council Members and P&Z Commissioner that were sworn in and acknowledged Town Council member Mickey Taylor and thanked her for her years of service to the Town.

1. New Town Council Books – Town Manager open door policy / Correspondence Section

-TC Cooper explained the Town Council member have received new Council books with updated contact information and the new schedule for Town Council Meetings. She reminded the Town Council that the Town Manager has an open door policy and to bring any concerns or questions to him.

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-TC Cooper stated the Correspondence Section of your books is important and should be reviewed. She stated the items noted in this area are to report the Town business being conducted, meeting minutes and to inform the Town Council of events and notices.

-TC Cooper stated there is an item for Clay County - Veteran's services that needs to be reviewed for all veterans before the end of the month, and she pointed out the Quarterly Building Permit Report that showed the scope of work being done by the town staff regarding permits, showing profit and losses.

2. Reminder - Committee Updates Due – February 13, 2023

-TC stated it is important to get the Town Committees updates done immediately, in order to provide a public listing of meeting dates and times for the public, which are required. She requested to have all changes submitted to her by Monday, February 13, 2023.

3. 2023 Ethics Training Schedule – All Webinars are from 10:00am – 3:30pm (Required)

February 22, 2023 July 12, 2023 October 18, 2023 December 13, 2023

-TC Cooper announced all of the above listed required Ethics Training Dates for 2023. She stated she will be happy to help anyone register for these sessions.

CORRESPONDENCE: (Location of items – Listed)

December 2022:

1. Copy of 2nd Special Town Council Workshop combined with the Planning & Zoning Commission (P&Z) Workshop Agenda, Outline and Notes from meeting date December 14, 2022 - P&Z Section
2. Copy of Finance Agenda/Meeting Minutes dates December 19, 2022 – Finance Section
3. Copy of the Building Permit & Utilization Report for the 1st Quarter FY 2022/2023 – Building Inspection Section
4. Copy of letter from DSK Law firm with the Town Attorney response letter dated December 2, 2022; December 9, 2022– Correspondence Section
5. Copy of Northeast Florida League of Cities Dinner Meeting Notice – December 15, 2022 – Correspondence Section
6. Copy of the Notice for the Town's Christmas Parade & Luncheon dated December 10, 2022 – Miscellaneous Section
7. Copy of the "Thank you" letter from former P&Z Commission member, Rosemary Gilson dated December 18, 2022 – P&Z Section
8. Copy of the Water Utility Report and Boil Water Notice dated December 12, 2022 – Utility Section
9. Copy of email notice that Governor Ron DeSantis awarded CDBG grants, noting Penney Farms is on the list – Correspondence Section
10. Copy of Notice that Town Hall will be closed to observe Christmas dated December 26, 2022 – Miscellaneous Section

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-TM Cooper informed the Town Council that he is working on Code Enforcement issues and more information will be coming soon.

-CM Andrews asked if the playground fence issue had been resolved.

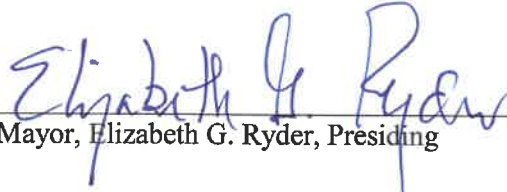
-TM Cooper stated the Town's Attorney has responded and there hasn't been an issue since. However, he stated it has not been officially closed.

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-New Town Council Member, Annette Brooks expressed it was an emotional night for her because she loves Penney Farms and her father previously served on this Council for many years. She thanked her parents and family for their support.

There being no further questions or concerns, a motion for the meeting to adjourn at 7:50pm by CM Sabin; second by VM DeVille. Motion approved without dissent.





Mayor, Elizabeth G. Ryder, 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.

