

MINUTES
Town of Penney Farms, Florida
Tuesday, February 21, 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 VM Sabin; second 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.

-New Mayor, Tom DeVille thanked Councilwoman Ryder for her service as Mayor for the past year.

RECOGNITION(S):

****Clay County Representative(s) - Approval of the New Inter-local Agreement with Clay County****

-Mayor DeVille introduced the Clay County Manager, Howard Wanamaker and Assistant County Manager, Troy Nagle to the audience and asked them for their presentation.

-Mr. Wanamaker explained an impact study has recently been done for Clay County through 2045 in and many new services will need to be addressed with impact fees. He stated the impact fees are based on residential and commercial buildings as well as square footage. He stated there are six areas that need to be addressed:

- 1. Public Safety*
- 2. Law Enforcement*
- 3. Governmental facilities*
- 4. Regional Parks / Community Parks*
- 5. Libraries*
- 6. Cultural*

- Mr. Wanamaker stated the Town of Penney Farms would collect those fees for work done in the town limits and send those fees to the County, hence the Inter-local Agreement.

- Mayor DeVille asked when this would begin?

- Mr. Wanamaker stated this would be effective on June 1, 2023.

- CM Ryder asked for a little more information on what is happening in the County and the growth projected?

- Mr. Wanamaker stated there is major growth in the Lake Asbury area and with the new expressway, there will be seven interchanges in the county. He stated a new housing development called Governor's Park will be

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located south and east of here and will include 10,000 new homes. He reported there are more projects in the works in the Oakleaf area too.

-Mr. Nagle stated there is a Fire Station planned near or in the Town of Penney Farms for around 2028/2029, which may include a multiuse function to incorporate the Sheriff's department.

-CM Andrews asked how traffic would be affected and if new roads are being considered to handle the new growth?

-Mr. Wanamaker stated there are no plans to widen State Road 16 through the Town of Penney Farms, just east of the expressway.

-Mr. Nagle added that a new road at the Shadowlawn Elementary school intersection will hopefully help alleviate some of the new traffic on State Road 16.

-There were no more questions or concerns and Mayor DeVille thanked the County representatives for coming and asked for a motion to approve the new Inter-Local agreement.

Motion to approve the Clay County Inter-local Agreement/Contract No. 2022/2023-_____ between Clay County and the Town of Penney Farms for the collection of Comprehensive Impact Fees by CM Andrews; second by VM Sabin. Motion approved without dissent.

APPROVAL OF MINUTES:

- Town Council Meeting Minutes dated January 17, 2023

Motion to approve the Town Council Meeting Minutes for January 17, 2023 by CM Ryder; second by CM Andrews. Motion approved without dissent.

ORDINANCE(S): NONE

RESOLUTION(S): NONE

TOWN MANAGER REPORT: Town Manager

- Review of the January 2023 Town Manager Report

During the first week of this month, I attended a meeting at Mercy Support Services in Middleburg to discuss the public transportation needs in Clay County. Clay Community Transportation (CCT) is joining forces with the Jacksonville Transportation Authority (JTA) to ensure that more residents who need transportation are serviced in Clay County. Currently, Penney Farms is serviced by the CCT by the Green Line which has routes available daily, for nominal fees. There have been no requests at the Town Hall by town residents for service and the Town Clerk contacted the Penney Retirement Administration and was told they had no further need for more service here in Penney Farms. Please let me know if there is a need in this community and I will contact the appropriate service.

There was a major power failure at the Master Lift Pump Station which required the pumps to be run manually for a day, until Florida Power & Light (FPL) restored all power issues. There is still a power.

Two (2) Backflow Preventers (East SR 16 & Master Lift Station) had to be repaired for leaking issues, due to cracks in the pipes during the freezes.

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Pump #2 at the Master Lift station had to be pulled out and sent out to see if it can be rebuilt or not. It is no longer under warranty. He stated the cost for a new pump for the lift stations has gone up to \$42,000.00. He reported all of the pumps are about fifteen years old and it is very hard to get parts for them.

-Mayor DeVille suggested parts be purchased now to have on hand for future needs.

Another lift station pump at Etheleen Court had to be pulled out and cleaned out because it had rags tangled in it. After cleaning it out, it is now working well.

The Clay County Sheriff's Office is now connected with the Town's Security Cameras. Their technician came out to the Town Hall and connected all of the town's cameras to their system.

One of the Town's cameras located in town had been taken down and destroyed. There have been some new issues again and I need the residents to help call the non-emergency Sheriff's number (904) 264-6512, if they see anything unusual or suspicious.

I have attended all of the Town's required meetings for this month.

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

TREASURERS REPORT: Town Manager

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

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

-TM Cooper announced the Town has received the letter from the State for the grant money needed to replace old water lines. He stated this will not be enough to do the entire project, so the Town has already applied for another State Appropriation Grant to be able to finish the project.

Motion to approve the Treasurer's Report for January 2023 by VM Sabin; second by CM Ryder. Motion approved without dissent.

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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. Pulled Reports
2. Items not on the Agenda
3. Public Participation

- Audience member, Indie Brooks commented that she has seen police officers patrolling the playground park and appreciated it.

-TM Cooper stated there have been a few more incidents reported at the playground park and the police have been notified every time. They even fingerprinted everything this time, but it was inconclusive. He further stated the town is keeping records of all occurring incidents.

4. Other:

TOWN CLERK:

Swearing in of Planning & Zoning Commission (P&Z) Member - Stephen Bradfield (Seat #2)

Mr. Stephen Bradfield (Seat #3) took his oath of office and was sworn in for his new four year term on the Town's P&Z Commission.

CORRESPONDENCE: (Location of items – Listed)

January 2023:

1. Copy of notes from the Planning & Zoning Commission (P&Z) Workshop Agenda, Outline and Notes from meeting dated January 25, 2023 - P&Z Section
2. Copy of Finance Agenda/Meeting Minutes dates January 17, 2023 – Finance Section
3. Copy of Notice that Town Hall will be closed to observe Martin Luther King Day dated January 16, 2023 – Miscellaneous Section
4. Copy of picture of Council Member Annette Brooks family after her being sworn in for Council Seat # 2 on

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January 17, 2023 – Miscellaneous Section

5. Copy of the State of the County Agenda dated January 18, 2023 – Correspondence Section
6. Copy of the Florida League of Cities (FLC) Legislative Updates, FLC University Offerings & More dated January 24, 2023 – Correspondence Section
7. Copy of Memorandum from the Clay County Board of Commissioners regarding the 2022 North Florida Transportation Planning Organization (TPO) Project Priority List dated January 25, 2023 – Correspondence Section
8. Copy of the two year lease agreement with the Clay County Supervisor of Elections Office dated January 24, 2023 – Correspondence Section
9. Copy of the Federal Exemption Certificate on Diesel, Kerosene, and/or gasoline with Gate Fuel Service, Inc. dated January 24, 2023 – Correspondence Section

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*-Mayor DeVille mentioned he recently spoke at the State of the County and met with Congressman Aaron Bean and the Congressman would like to come out to the Town of Penney Farms and have a meet and greet with the Town residents.
-TC Cooper stated she will reach out to the Congressman's staff and arrange that.*


There being no further questions or concerns, a motion for the meeting to adjourn at 7:35pm by CM Ryder; second by VM Sabin. 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.

