

**MEETING MINUTES**  
**Town of Penney Farms, Florida**  
**Tuesday, March 15, 2022**  
**Town Council Meeting**

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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**

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**OPEN REGULAR COUNCIL MEETING: 7:00PM**

**FLAG SALUTE: *MAYOR RYDER***

**MOMENT OF SILENCE: *MAYOR RYDER***

**APPROVE THE AGENDA:**

***Motion to accept the Agenda as presented by CM Sabin; second CM Taylor. Motion approved without dissent.***

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

**PROCLAMATION:**

**Arbor Day – Proclamation read in its entirety**

*-Mayor Ryder read the Proclamation for Arbor Day for the Town of Penney Farms to the audience.*

*-TC announced that The Town’s Arbor Day event is April 9, 2022 to include a pancake breakfast in Kohler Park. She stated more information will be forthcoming.*

**RECOGNITION(S): NONE**

**APPROVAL OF MINUTES: NONE**

**ORDINANCE(S): NONE**

**RESOLUTION(S): NONE**

**TOWN MANAGER REPORT: Town Manager**

- A Review of the February 2022 Town Manager Report

*This month I got back in the rhythm of working full time again, after being out in January.*

*Early in the month, the Town Clerk spent two full days of required training with the State of Florida Floodplain Management Department to ensure that all new building construction is followed correctly, according to the State Floodplain guidelines.*

*A meeting was held with Opticaltel to determine the phases of the project and make sure all required documentation is submitted. This project is estimated to begin in March sometime.*

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*All of the Town's fire hydrants were tested by the Fire Marshall. A few residents were inconvenienced by some discoloration in their water, from this testing. I hope to eliminate this inconvenience with the next State Grant for water line repairs.*

*The Town of Penney Farms Historical Museum had its grand opening this month. It was a beautiful day and there was a wonderful turnout, with all but one, of the Clay County Commissioners present and speaking at this event. The Clay Today newspaper also provided a nice write up, for this event.*

*There has been some personnel changes at the Town Hall. We have a new Administrative Assistant, Megan Trexler. Jenna Buza has left her position, so the Town Clerk is doing both her job and the water departments, for now. For those of you that don't know, Josh Young left his position for an incredible job offer and Trevor has been let go. Ryan Mack is now the Public Works Director and we have hired Clayton Cabellos to assist him in public works. I am continuing to interview for one more public works position to get a full public works staff.*

*I have attended all of the required meetings for this month.*

*Motion to approve the Town Manager Report for December 2020 by CM Taylor; second by CM DeVille. Motion approved without dissent.*

**TREASURERS REPORT: Town Manager**

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

- General Fund – 02/01/22 – 02/28/22
- Utility Enterprises Fund – 02/01/22 – 02/28/22
- Wastewater/Sewer Fund – 02/01/22 – 02/28/22
- Bank Balances of the Town bank accounts – 02/01/22 – 02/28/22

*Motion to approve the Treasurer's Report for February 2022 by CM Taylor; second VM DeVille. 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 withholding #3 and #4 by CM Andrews; second by CM Sabin. Motion approved without dissent.*

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**UNFINISHED BUSINESS: NONE**

**NEW BUSINESS: NONE**

1. Pulled Reports

*#3 Community, Development & Recreation (CDR) – CM Taylor announced the Old Fashioned Farm Festival is happening this weekend on Saturday and encouraged everyone will come and enjoy the food trucks, and many vendors. She stated the museum will be open to tour as well and asked everyone to spread the word.*

*#4 Human Resource – Mayor Ryder expressed her concern in the turnover of personnel at the Town Hall and she asked if it was related to salaries?*

*-TM Cooper explained all of the Town's employee's salaries have been adjusted to meet the minimum wage of \$15.00. He stated the labor market is difficult right now. He stated that one person left for a salary the Town can't compete with. A couple of others left with no notice. He also explained he tried to work with Trevor as long as he could, but he eventually had to let him go.*

*-VM Deville commented that the Town Clerk is spending a lot of time training new employees and then they walk. He suggested to bring somebody in to help her, such as a staffing company?*

*-TM Cooper stated that it is a balancing act, but to bring anyone in will require training. He stated he will continue to look for good employees and appreciated the Town Council's concern.*

*-VM DeVille pointed out that it has been a long time that any Minutes have been done, because the town clerk does not have time to get them done. He stated surely someone can come in and listen to a recording and type them for her. He stated that maybe the finance committee can suggest some money to help with this.*

*-TM Cooper stated that he understands, but would appreciate the Council's patience.*

*-CM Sabin asked if there should be a percentage increase needed across the board or should this be considered as a case by case basis?*

*-TM Cooper stated the Town only has so much money to work with and we will make it work.*

*-CM Andrews stated that people are jumping jobs. He stated the check the Wage Determination Report and compare with County wages. He further stated the Town Manager has the capability of hiring and can make the determination of who gets what kind of earned wages.*

*-TC Cooper commented that the last few employees that she has trained, she found out that working for a municipality is not for everybody. She stated they start out well, but there are real policies and procedures to follow, that are maintained by relentless deadlines. She further stated that the Town has great benefits for full-time employees and become effective after 90 days. She stated you can basically add another \$3 or \$4 dollars an hour to the pay to compare what you would get working somewhere else, for the benefits you receive here.*

*-TC Cooper stated the primary problem with the last two employees has been absenteeism. She stated we have such a small staff that when one person is out, the burden falls on the remaining staff to get things done.*

*-CM Andrews asked if the Town could help with employee's continued education?*

*-TM Cooper stated that is another cost to the Town, that we do not have available, when we are already struggling to compete in the job market.*

*-Audience Member, Teresa Scott commented that when it comes to salaries, you have to stay within your means. She stated that she has gone to 12 hour shifts a weeks, in order for employees to save gas for one day a week.*

*-Audience Member, Cooper Murphy stated you can still pay a person \$30.00 and still get a bad employee. He stated his company is struggling with finding good workers, as well.*

*-VM DeVille asked if the Meeting recordings could be saved and not do the minutes?*

*-TC Cooper stated the Minutes are required to be available and are a required public records.*

*-CM Andrews asked if there is a program available to interpret the meetings?*

*-TC Cooper state she checked into those programs and they can not distinguish between voices.*

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2. Items not on the Agenda

*-Teresa Scott stated the Town should be aware the land preparation for the new dining hall should begin soon.*

*-TC Cooper stated that she has the approved plans back from Clay County regarding the New Dining Hall and the Old Pavilion to be reallocated as a new building. She stated that the permit amounts are yet to be determined and paid for, then the permits can be issued.*

3. Public Participation

4. Other:

*-VM DeVille commented that the concerts at the Clay County Fair are sold out.*

*-Audience Member, Tom Ryder stated that PET will have a booth, this year at the Fair.*

*-VM Deville commented that due to high gas prices, it seems like moms and dads have taken away the glass pack trucks from the kids, because State Road 16 has been quiet*

**TOWN CLERK:**

1. Discount Clay County Fair Tickets – Available at Town Hall

*-TC Cooper reported that she still has discount Clay County Fair tickets available at the Town Hall. She reviewed the prices with the audience.*

2. Old Fashioned Farm Festival – Announced again for this weekend

**CORRESPONDENCE: (Location of items – Listed)**

**February 2022:**

1. Copy of Planning & Zoning Commission Workshop Agenda, Outline and Notes from meeting date February 23, 2022 – P&Z Section
2. Copy of Notice Town Hall closed on February 21, 2022, to observe President's Day Holiday – Miscellaneous Section
3. Copy of Community Development & Recreation Committee minutes dated February 1st & 15th, 2022 - CDR Section
4. Copy of Florida League of Cities On Tap at the Cap dated February 25, 2022 – Correspondence Section
5. Copy of Northeast Florida League of Cities Dinner Meeting Notice – February 17, 2022 – Correspondence Section
6. Copy of Notice the 1<sup>st</sup> Quarter Town Council Workshop (Cancelled) February 11, 2022 – Miscellaneous Section

**\*\* This area has been left blank intentionally\*\***

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



*Elizabeth G. Ryder*  
\_\_\_\_\_  
Mayor, Elizabeth G. Ryder, 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.

