

**Meeting Minutes**  
**Town of Penney Farms, Florida**  
**Tuesday, May 18, 2021**  
**Town Council Meeting**

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**Abbreviations:**

**\*CM - Council Member \*TA - Town Attorney \*TC - Town Clerk \*TM - Town Manager \*VM - Vice-Mayor**

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**OPEN PUBLIC HEARING: 7:05PM**

**A PUBLIC HEARING FOR THE FIRST READING OF PROPOSED ORDINANCE 2021-01; (READ BY TITLE ONLY)**

**AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA AMENDING ARTICLE III, ADDING SECTION 3.002.05: PROHIBITING THE CREATION OR ENLARGEMENT OF BORROW PITS IN THE TOWN LIMITS, PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.**

**OPEN PUBLIC DISCUSSION:**

*(DISCUSSION OR COMMENTS BY THOSE IN ATTENDANCE)*

*Mayor Andrews stated, hearing no comments, the public hearing would close.*

**CLOSE PUBLIC HEARING: 7:08PM**

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**OPEN REGULAR COUNCIL MEETING: 7:08PM**

**FLAG SALUTE:** *Mayor Andrews*

**MOMENT OF SILENCE:** *Mayor Andrews*

**APPROVE THE AGENDA:**

*Motion to accept the Agenda with an addition to add a roll call vote to the 1<sup>st</sup> reading of Ordinance 2021-01 by TC Cooper by CM Sabin; second by CM DeVille. Motion was approved without dissent.*

**ROLL CALL:** Mayor Andrews; VM Taylor; CM Sabin; CM Ryder; CM DeVille; TM Cooper; Town Attorney Quinonez(virtual)

**ABSENT:** none

**RECOGNITION(S):** NONE

**PROCLAMATION(S):** NONE

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**APPROVAL OF MINUTES:**

- Regular Town Council Meeting minutes dated April 20, 2021  
*Motion to approve the regular Town Council Meeting Minutes dated April 20, 2021, by CM DeVille; second by CM Taylor. Motion was approved without dissent.*

**ORDINANCE(S): ORDINANCE 2021-01 (READ BY TITLE ONLY)**

**AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA AMENDING ARTICLE III, ADDING SECTION 3.002.05: PROHIBITING THE CREATION OR ENLARGEMENT OF BORROW PITS IN THE TOWN LIMITS, PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.**

*Motion to approve ORDINANCE 2021-01 by VM Taylor; second by CM Sabin. Motion approved without dissent.*

*Recommendation by Planning and Zoning Commission by Steven Bradfield:*

*S. Bradfield stated during the recent Planning and Zoning Commission meeting on April 20, 2021, the Commission agreed on the recommendation unanimously.*

**ROLL CALL VOTE:**

Mayor Andrews	<u>  x  </u> yes	<u>      </u> no
VM Taylor	<u>  x  </u> yes	<u>      </u> no
CM DeVille	<u>  x  </u> yes	<u>      </u> no
CM Sabin	<u>  x  </u> yes	<u>      </u> no
CM Ryder	<u>  x  </u> yes	<u>      </u> no

**By unanimous decision, the 1<sup>st</sup> reading of ORDINANCE 2021-01 passed.**

**RESOLUTION(S): NONE**

**TOWN MANAGER REPORT: Town Manager**

- A Review of the April 2021 Town Manager Report

*The front office is still be re-organized and the front office staff is working hard to keep up with their normal duties, as well as move all files back in the office.*

*The needed repairs on the Saunders Road water line has finally been completed. This area has been a problem for years. This area has need constant maintenance and now the public works department will not have to spend so much labor keeping this water line together, by constant repairs. It will also significantly lower the Town's unaccounted water numbers.*

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*The new Town of Penney Farms Historic Museum sign was installed on the front of the building, next to Town Hall. More renovations for the museum are expected to continue inside next month.*

*Kohler Park was rented out a couple of times this month, allowing the Town to earn some revenue from those rentals.*

*There has been a few staff changes this month. The public works department, finally has a full staff again. I am pleased to announce that Ryan Mack has joined the team here at Penney Farms and has already proved to be an asset. The Town Clerk is currently interviewing for two front office positions, due to the fact that one assistant has unexpectedly left her position, with no notice and Rachael, her right hand, has accepted an incredible job offer, and she will be leaving in the first week of May.*

*Construction has begun for the storm water project and there may be some inconveniences for certain residents, but when this project is completed, all residents will be grateful. It is always hard to endure the construction period. The entire project is being documented in the Diamond Maps program. The goal is to try and have the Clark Avenue portion done, by the end of May. After that, the contractor will be moving to Poling Blvd.*

*A Planning & Zoning Commission meeting was held this month and the Commission will move forward with a recommendation to the Town Council to approve the Ordinance prohibiting Borrow pits in the Town of Penney Farms. Representatives from Shadowlawn/Reinhold Corporation and Jax-Palatka came to this meeting as an introduction to provide information on a re-plat in the Town.*

*I was present at all of the Town meetings scheduled for this month*

***Motion to approve the Town Manager Report for April 2021 by CM Sabin; second CM DeVille. Motion approved without dissent.***

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*Mayor Andrews paused to point out the Clay County Sherriff's Office was in attendance and asked if they had anything they would like to say.*

*Director of Patrol and Community Affairs David Barnes introduced himself and thanked the Council for inviting him. He stated anyone you see in uniform works for him. He thanked the Council again for inviting him and let everyone know that if they need anything to feel free to reach out to him, he would be leaving a business card at Town Hall.*

*Rhonda from the Sherriff's office announced that on June 5<sup>th</sup> CCSO would be having a free 8-hour class with simulation shooting and radar fun. She stated there are 4 spots open and the class shows some of what the Sherriff's deputies go through in a day.*

*Mayor Andrews thanked them for attending.*

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**TREASURERS REPORT:** Town Manager

Review the April 2021 Treasurer's Report:

- General Fund – 04/01/21 – 04/31/21
- Utility Enterprises Fund – 04/01/21 – 04/31/21
- Wastewater/Sewer Fund – 04/01/21 – 04/31/21
- Bank Balances of the Town bank accounts – 04/01/21 – 04/31/21

*Motion to approve the Treasurer's Report for April 2021 by CM Ryder; second by CM 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, the CDR and Human Resource Reports by CM DeVille; second by CM Sabin. The Motion was approved without dissent.*

**UNFINISHED BUSINESS:**

1. General Statement for Town Website – For "Our Town" section

*TC Cooper stated the Town needs to discuss the new addition to the website section. What was originally on the website was a very long description of the Town of Penney Farms that did not necessarily include all the parts of the Town. At the last meeting, Council agreed to come up with something that was more inclusive. This subject will stay in the "Unfinished Business" section until it is resolved.*

*VM Taylor stated it was her understanding that the task was given to the CDR to oversee. She had a brief conversation with members of the Historical Society to get what is being asked. She stated CDR is accepting the responsibility and have become working on it, the Committee is going to be meeting the following month.*

*TC Cooper explained the Town's website now has a link to the Historical Society website and the New Hope Church website.*

*Mayor Andrews asked TC Cooper and the Town Council, to bring the rough draft to the Council for approval and offered his knowledge to VM Taylor in writing it.*

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*TC Cooper suggested the goal for completion would be the next Town Council Workshop which is approximately 3 months away.*

*Teresa Scott commented that a Town Council Workshop was only for Council members with no public participation. She expressed that she believes that the Public should be present. She requested that Council not forget all the community.*

*Mayor Andrews clarified that Penney Memorial was not the first establishment in the Town. He requested that everyone get together to put the new addition to the website and get it ready for Council approval.*

*There was further discussion about what parts of Town could be represented by the Council members.*

*Mayor Andrews asked that input be received for the writing and at the Town Council Workshop it will be reviewed.*

*VM Taylor asked for clarification in what the CDRs task is?*

*TC Cooper stated it is a brief statement describing the Town which should include all areas of the Town.*

*VM Taylor reiterated that the goal is to have a short statement that includes all parts of the Town.*

**NEW BUSINESS:**

1. Pulled Reports

#3 CDR – VM Taylor

*-VM Taylor shared there was a happy report today. She stated there were two young children playing pickleball with two adults watching them. She stated the pickleball court was being attended to and enjoyed this morning.*

#4 Human Resources – CM Ryder

*-CM Ryder shared that there are three new employees, and the Town Hall is now at full staff.*

2. Items not on the Agenda - NONE

3. Public Participation

*-Rosemary Gilson commented on the movie in the park being a well-attended and enjoyable event. She also shared that the Crop walk was a greatly supported event and she believed that the total earned was over \$11,000.00. She stated it was great that Sherriff Cook was in attendance this year and the last year.*

*-Mayor Andrews thanked CM Taylor for the CDR helping to put on these events.*

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4. Other - NONE

**TOWN CLERK: NONE**

*-Cooper Murphy announced that his oldest son is now driving.*

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

**April 2021:**

1. Copy of Finance Committee Meeting Minutes dated April 19, 2021 – Finance Section
  2. Copy of Water Utility Meeting Minutes dated April 15, 2021 – Utilities Section
  3. Copy of Boil Water Notices for 4/28/21 – Utilities Section
  4. Copy of Florida Department of Transportation (FDOT) Mowing Invoice dated April 1, 2021 – Correspondence Section
  5. Copy of JC Penney Memorial Scenic Highway letter dated April 12, 2021 – Correspondence Section
  6. Copy of Notice of the Northeast Florida League of Cities (NEFLC) Dinner Meeting dated April 15, 2021 – Correspondence Section
  7. Copy of Congresswoman Kat Cammack's Newsletter dated April 16, 2021 – Correspondence Section
  8. Copy of US Water Services letter dated April 23, 2021 – Correspondence Section
  9. Copy of Florida League of Cities (FLC) Legislative Update – Correspondence Section
  10. Copy of Notice for movie feature at Playground Park dated April 24, 2021 – Correspondence Section
  11. Copy of Notice for COVID Vaccine dated April 6, 2021 – Miscellaneous Section
  12. Copy of Public Notice of Planning & Zoning Commission Public Hearing/Meeting dated April 27, 2021 – P&Z Section
  13. Copy of Planning & Zoning Public Hearing/Meeting Minutes dated April 27, 2021 – P&Z Section
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*There being no further questions or concerns, a motion for the meeting to adjourn by CM Sabin; second by VM Taylor. Motion approved without dissent.*



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Mayor, Adrian M. Andrews, Presiding

ATTEST:

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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.