

MINUTES

**Town of Penney Farms, Florida
Tuesday, December 19, 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 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

APPROVAL OF MINUTES:

- **Town Council Meeting Minutes dated November 21, 2023**

Motion to approve the Town Council Meeting Minutes dated November 21, 2023 by CM Andrews; second by VM Sabin. Motion approved without dissent.

PROCLAMATION: NONE

ORDINANCE(S): NONE

RESOLUTION(S): NONE

TOWN MANAGER REPORT: Town Manager

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

This month began the holiday season and the Town Hall office staff have decorated the Town Hall office for Christmas. The Christmas tree in the front office was from the Arts & Crafts show held at the Penney Retirement Community. The public works employees have been preparing the town trailer and Christmas sled for the Town Council float for the Town's Christmas Parade.

The water line replacement grant has finally been released to begin. I met with the engineer for the project and walked the whole designated area to get as much done as possible. I will be updating the residents regularly when the project's construction begins and during the process until completion.

Andrew Greene with the Florida Rural Water Association (FRWA) assisted the public works department with calibrating residential water meters and checking for galvanized lateral lines. This process will continue until

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all water meters have been checked. Andrew is also assisting with the USDA grant to get a new pick-up truck for the Town.

The Town's bucket truck was sold, due to high maintenance costs for \$6,000.00 and that payment should be received by the end of the month. The money received will also go towards purchasing the new pick-up truck.

The Clay County Fire Department held three days of training for all County fire personnel at our Town's water tower this month. This was pretty interesting to watch, the firefighters climbed to the top of the water tower and repelled down to the ground, as part of their training.

A few nearby residents had their water shut off for a short time to connect the new house being built on Dwight Street to water and sewer. This connection had to be bored under the road.

The Town had the SCADA System demo installed at the master lift station to see how it works. This system is showing the Town staff how to have full remote control and data available by using the telephone. I am considering this system as a future investment for the Town.

All of the water sampling for the water utility has been completed for the 2023 year. The annual nitrates and nitrites testing came back normal and is in good standing.

Passive Park was closed for a short time, due to some dangerous sidewalks. Three sections of the sidewalk have been replaced, which eliminated tripping hazards. The park is now open for use to all residents.

I have attended all of the Town's required meetings for this month. In addition, the Town Clerk and I were invited to a luncheon to meet with Steve Strom and his wife, who is Vice President of the JC Penney National HCSC Alumni Club. He also had a presentation about Mr. Penney and his principles behind the Golden Rule later that day. Thank you, Teresa Scott, for the invite.

-TM Cooper stated that the Town had been looking for some grants to help with the Town's stormwater project, he stated that the program we applied with is called the Resilient Florida Program and that they awarded us \$100,000.00 towards the Stormwater project.

Motion to approve the Town Manager Report as presented for November 2023 by CM Ryder; second by VM Sabin. Motion approved without dissent.

-TM Cooper asked the Town Council members if it was possible for the entire Town staff to receive one extra paid day off for the Christmas break. He stated because Christmas fell on a Monday, if the day after Christmas could be considered for this year, with employees returning to work on Wednesday.

-The entire Town Council approved the extra day with a motion.

-TM Cooper thanked the Town Council for their generosity and consideration.

A motion for the Town Council to approve an additional paid day off for the Town staff after Christmas, returning to work on Wednesday, December 27, 2023 by VM Sabin; second by CM Ryder. Motion was approved without dissent.

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TREASURERS REPORT: Town Manager

Review the November 2023 Treasurer's Report:

- Bank Balances of the Town bank accounts – 11/01/23 – 11/30/23
- General Fund – 11/01/23 – 11/30/23
- Utility Enterprises Fund – 11/01/23 – 11/30/23
- Wastewater/Sewer Fund – 11/01/23 – 11/30/23

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

UNFINISHED BUSINESS:

1) Town Council Stipend –

- Total for all five Town Council Members - \$6,975.00
- CM Brooks to receive her stipend totaling \$1,395.00
- Answer to Town Council question from Budget Workshop: What can the remaining unused balance be used for?
- Town Clerk to explain options for unused Council Reserve funds.
- Discussion by Town Council
- *A Motion for the Town Council to designate the remaining stipend amounts totaling \$5,580.00, to be used as a Council Reserve Fund at their discretion and/or choose another method of using the unused balance.*

-TC Cooper stated that she went to the bank and talked to the Town Auditor for some options on what to do with the leftover Town Stipend. She asked the Town Council if this could be tabled until the next Town Council Workshop.

-The Town Council agreed.

This topic will be discussed at the next Town Council Workshop on February 16th, 2024 at 9:00 A.M.

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NEW BUSINESS:

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

-There was discussion on the road that Wiggins Construction would have to put in between the Wiggins Property and the Penney Retirement Community's (PRC) property.

-There was discussion on the possibility of a new fire station being put on State Road 16 on Penney Retirement Community property.

4. Other:

- CM Ryder stated that she was in Orange Park and saw all of their Christmas lights up and asked if the Town Hall building could be decorated for Christmas on the outside. She asked if there was any extra money that could be used to buy some lights.

-TM Cooper stated that most cities don't own the lights that are put up and that they pay a company to put the lights up and that proper electrical has to be run to support all the lights.

-CM Ryder stated that she just meant for some of the bushes in front of Town Hall to be decorated, nothing elaborate.

- TM Cooper stated that yes, the Town can put some Christmas lights on the outside of the Town Hall for Christmas next year.

-CM Ryder thanked the Town Manager.

TOWN CLERK:

- 2024 Election Notice

-TC Cooper stated that the Town Council has the Town of Penney Farms Town Council Election Itinerary in their books.

-TC Cooper stated that there will be three Council seats up for election in 2024. She stated that it will be Seat one (1) (Mayor DeVille), Seat four (4) (CM Andrews), and Seat five (5) (VM Sabin).

-TC Cooper asked the Town Council to please take a look at the Election Itinerary, and dates relating to the election. She stated that the Election will take place in December 2024.

- January TC Meeting – Mayor Rotation

-TC Cooper stated the rotation list for Mayor for the next few years.

- January Town Council Books will include new calendars with Meeting & Workshop dates
- Scottish Games Tickets available at Town Hall
- Merry Christmas & Happy New Year to all!

-CM Brooks thanked everyone who helped with the Town Christmas Parade and Luncheon. She stated that the Town has another big event coming up in March, Old Fashioned Farm Day.

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-CM Brooks stated that the lead people for that event is Julie Colison and Cathie Parrott. She stated that they are both taking care of advertising. She stated that the date for Old Fashioned Farm Day is March 23 from 10 AM to 3 PM.

-CM Brooks stated that there has been a lot of people helping put this event together. She thanked everyone who has been helping.

-Mayor DeVille stated that the Northeast Florida League of Cities (NEFLC) has made a donation towards the Old-Fashioned Farm Day and presented a check for the record.

-TC Cooper stated that she has written and sent them a thank-you letter.

CORRESPONDENCE: (Location of items – Listed)

November 2023:

1. Copy of Finance Agenda/Meeting Minutes dated November 20, 2023 – Finance Section
2. Copy of the November 2023 Water Utility Report – Utilities Section
3. Copy of CDR Meeting Minutes & Town Clerk Report dated November 7, 2023 – CDR Section
4. Copy of the 2024 Election Itinerary – Correspondence Section
5. Copy of Temporary Water Outage Notices for 11/15/23 & 11/20/15 – Utilities Section
6. Copy of the Florida League of Cities (FLC) key legislation Action & Bill Summaries – Correspondence Section
7. Copy of the Florida Department of Environmental Protection (FDEP) State revolving loan payment receipt – Finance Section
8. Copy of Town Hall Closing Notices for Veteran's Day and Thanksgiving – Miscellaneous Section

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There being no further questions or concerns, a motion for the meeting to adjourn at 7:38pm by CM Andrews; 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.

