

**MINUTES**  
**Town of Penney Farms, Florida**  
**Tuesday, February 20, 2024**  
**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 ANDREWS***

**MOMENT OF SILENCE: *MAYOR ANDREWS***

**APPROVE THE AGENDA:**

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

**ROLL CALL: Mayor Andrews, CM Brooks; CM DeVille; CM Sabin and Town Manager Cooper  
*Absent: VM Ryder***

**RECOGNITION(S): NONE**

**APPROVAL OF MINUTES:**

- Town Council Meeting Minutes dated January 16, 2024

***Motion to approve the Town Council Meeting Minutes for January 16, 2024 as presented by CM DeVille; Second by CM Brooks. Motion approved without dissent.***

**ORDINANCE(S): NONE**

**RESOLUTION(S): 2024-01 and 2024-02**

**RESOLUTION 2024-01**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, IMPLEMENTING A NEW APPLICATION FOR OBTAINING A SMALL SCALE FUTURE LAND USE MAP AMENDMENT IN THE TOWN OF PENNEY FARMS, AND PROVIDE FOR AN EFFECTIVE DATE.**

***A motion to approve Resolution 2024-01 CM Sabin; Second by CM DeVille. Motion approved without dissent.***

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**RESOLUTION 2024-02**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, AUTHORIZING AND ADOPTING THE STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT STATEWIDE MUTUAL AID AGREEMENT FOR THE TOWN OF PENNEY FARMS IN THE EVENT OF A DISASTER OR EMERGENCY.**

*A motion to approve Resolution 2024-02 by CM DeVille; Second by CM Sabin. Motion approved without dissent.*

**TOWN MANAGER REPORT: Town Manager**

- A Review of the January 2024 Town Manager Report

*The Town's public works employees had their hands full this month. They helped remove all the Town's annual Christmas banners for the season and put them in storage. They also adjusted and repaired pump #1 at the lift station on State Road 16 because it was not pumping correctly. In addition, they actively prepared for winter storm "Finn". There were no issues to report from this storm.*

*Pump #2 at the master lift station was pulled out and sent off for repairs. We do not know yet, if it can be repaired or have to be replaced. We should know how to proceed with this pump after our vendor looks it over, by the end of this month.*

*The Town has had a significantly large Clay County Utility Authority (CCUA) bill and the public works employees for that the magmeter was no longer working. This meter was about 16 years old and will have to be replaced. CCUA is working with the Town and reduced the bill because of our excellent record keeping. CCUA will continue to accept our records for billing until the meter is replaced. This new meter should be received by the end of this month.*

*The Town Hall generator has been running hot and we are currently waiting on new parts which should be installed by the first week in February.*

*Public Works had to repack a valve at the corner of Lewis Avenue and Hoffman Street because the top of the valve was leaking and was noticed by a resident. The packing went bad on the original valve and had to be replaced.*

*Public Works also went through the old storage sheds located at the water tower to try and save some old maps and Town documentation. The maps that had been salvaged have now been electronically copied onto a memory stick and put into the Diamond Maps program.*

*Public Works repaired a water line break, reported by a resident on Gwinn Street, due to a fitting on a service line breaking. While fixing the initial repair a second leak was found across the street and another fitting had to be replaced.*

*Last month, I reported the Town had received a \$100,000.00 grant from Resilient Florida for the engineering of storm water issues within the Town limits, which will be required. This month, The Town Clerk, Water*

## MINUTES

### Town of Penney Farms, Florida Tuesday, February 20, 2024 Town Council Meeting

*Administrator and myself, along with Andrew Greene with Florida Rural Water Association (FRWA) attended the Resilient Grant Kick-off Teams meeting for this grant which spelled out the requirements and processes of this grant.*

*Andrew Greene with FRWA has been helping the public works department calibrate all of the Town's water meters and checking for any lead service line inventory. The Department of Environmental Protection (FDEP) and Environmental Protection Agency (EPA) is requiring these checks to be turned in by October 2024 and there are no exceptions. The Town's report will be finished in February and turned in way ahead of schedule.*

*The Town's Engineer along with a surveyor came to the Town to walk and physically see the area where the old water lines will be replaced for the Community Development Block Grant (CDBG). The Town should know about the surveyor information in about thirty days. Hopefully, this project will be started by June of this year.*

*The Town staff planted new flowers at the front of the Town Hall primarily for a Clay County Tourism film shoot which highlighted the J.C. Penney Scenic Highway; Town Hall and the Town's Museum this month. This was going to be done anyways for the spring and will be maintained.*

*The Town staff has completed all the Fiscal year 2023/2024 – 1<sup>st</sup> quarter reporting and Josh Young is now the Town's full-time water operator for the Town. He is a valuable employee and is greatly appreciated for all his hard work, studying and dedicated efforts in saving the Town money, with his new position.*

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

***Motion to approve the Town Manager Report for January 2024 by CM DeVille; Second by CM Sabin. Motion approved without dissent.***

#### **TREASURERS REPORT: Town Manager**

Review the **January 2024** Treasurer's Report:

- Bank Balances of the Town bank accounts – 01/01/24 – 01/31/24
- General Fund – 01/01/24 – 01/31/24
- Utility Enterprises Fund – 01/01/24 – 01/31/24
- Wastewater/Sewer Fund – 01/01/24 – 01/31/24

***Motion to approve the Treasurer's Report for January 2024 by CM Sabin; 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".

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**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 Report #3 (CDR) by CM Sabin; Second by CM DeVille. Motion approved without dissent.***

**UNFINISHED BUSINESS:**

**1) Town Council Stipend – (Tabled until after Town Council Workshop)**

- 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?

***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 for fiscal year 2023/2024 by CM DeVille; Second by CM Sabin. Motion approved without dissent.***

**NEW BUSINESS:**

**1) USDA Grant Requirement – Approval of Loan Resolution**

- Need a formal motion to approve the USDA Loan Resolution at this Town Council meeting.
- This grant is going to provide \$13,900.00 towards the purchase of a new needed pick-up truck for the public works department.
- Please note the amount the Town will be responsible for is \$0.00 dollars.

***Motion to approve the Loan Resolution for the Town to proceed with the USDA grant for the purchase of a new pick-up truck for the public works department by CM DeVille; Second by CM Sabin. Motion approved without dissent.***

**2) SCADA System Purchase (Supervisory, Control and Data Acquisition)**

- This system would be the first SCADA system bought and used for the water tower.
- This system would save the town money and pay for itself within two years.

***Motion to authorize the Town Manager to use \$10,000.00 of the American Rescue Plan Act (ARPA) funds to purchase a SCADA system for the water tower by CM Sabin; Second by CM Brooks. Motion approved without dissent.***

**3) Master Lift Station – Pump #2**

- This pump was pulled out last month and sent off to be examined for malfunctioning
- The vendor stated it will cost \$18,202.19 to rebuild the pump portion
- The cost for a new pump is \$41,276.00 installed.

***Motion to authorize the Town Manager to purchase a new pump for \$42,000.00 using utility reserve money by CM Sabin; Second by CM DeVille. Motion approved without dissent.***

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**4) Amend the Wastewater/Sewer Budget**

- With the purchase of the expensive pump for the master lift station, FY 23/24 the Wastewater/Sewer Fund Budget will have to be amended.

*Motion to amend the FY 2023/2024 Wastewater/Sewer budget to increase the Contingency Reserves for Repairs to \$48,500.00 and decrease the Utility Reserves Account by an additional \$18,500.00 by CM DeVille; Second by CM Sabin. Motion approved without dissent.*

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1. Pulled Reports

*-C Brook reminded all attendees to come to the Farm Day event and thanked the town staff for all their help. She appreciates the Town Council Members help in the future and is looking forward to the event to be successful and an event the town can be proud of.*

2. Items not on the Agenda
3. Public Participation

*-Audience Member, Rosemary Gilson announced the Crop Walk on Saturday, March 16, 2024 and it will benefit the whole community. She passed out flyers to all and invited everyone to come and participate.*

4. Other:

- Audience Member, Reggie Brooks asked when the turning lanes will be put in on State Road 16 at the light.*
- TM Cooper stated they are slated to be installed sometime in 2026, which will include the repaving of State Road 16.*
- CM Sabin commented this issue has been raised at previous meetings and are finally being addressed.*
- Mayor Andrews asked if it would be possible to delay the light to allow traffic coming out of the retirement community time to cross or turn before other traffic can proceed.*
- TM Cooper stated he will call and ask if that is possible.*

**TOWN CLERK:**

*-TC Cooper reminded all the Town Council Members and audience of the following announcements:*

1. *New Town Council Books – Town Manager open door policy / Correspondence Section*
2. *Next Town Council Meeting – Wednesday, March 20, 2024*
  - *Changed due to National Primary Election on Tuesday, March 19, 2024*
3. *Reminder Committee changes due by March 8, 2024 to the Town Clerk; and the required Ethics Training schedules are on the inside page of the Town Council Books.*



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4. *This is the last week to purchase tickets for the Scottish Games; Advanced Clay County Fair Tickets are now available at the front office; and also mentioned Military Appreciation Day coming at the Clay County Fairgrounds on March 16, 2024 from 9:00am – 3:00pm.*

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

**January 2024:**

1. Copy of Finance Agenda/Meeting Minutes dates January 22, 2024 – Finance Section
2. Copy of Northeast Florida League of Cities Dinner Meeting Notice – January 18, 2024 – Correspondence Section
4. Copy of the Notice for the Sheriff's Net Meeting dated January 25, 2024 – Correspondence Section
5. Copy of Email for Clay County's changes in Recycling dated December 27, 2024 – Correspondence Section
6. Copy of the Water Utility Report; Boil Water Notices for January 2024 – Utility Section
7. Copy of CDR Committee minutes dated January 17, 2024 – CDR Section
8. Copy of Notice that Town Hall will be closed to observe New Year's Day dated January 1, 2024 – Miscellaneous Section
9. Copy of Notice the Town Hall will be closed to observe Martin Luther King Jr. Day dated January 15, 2024 – Miscellaneous Section

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*There being no further questions or concerns, a motion for the meeting to adjourn at 7:35PM by CM Sabin; second by CM DeVille. Motion approved without dissent.*



  
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Mayor, Adrian 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.**

**Next Council Meeting, Wednesday, April 16, 2024**