

MINUTES
Town of Penney Farms, Florida
Tuesday, January 16, 2024
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 Andrews; second by CM Ryder. Motion approved without dissent.

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

Absent: CM Brooks

RECOGNITION(S): NONE

APPOINTMENT OF MAYOR AND VICE-MAYOR FOR CALENDAR YEAR 2024

*The Town Clerk read from the Town Charter, Article 2, Section 2; "The Town Council shall elect from among its members a Mayor who shall serve as the ceremonial head of the Town of the Penney Farms, preside over the meetings of the Town Council, and perform such duties consistent with his/her office as may be imposed by the Town Council". **The newly appointed Mayor will begin their duties at the close of this meeting.** The Vice-Mayor will conduct meetings in the Mayor's absence.*

TC Cooper explained that every year the Town Council rotates positions for the Mayor's and Vice-Mayor's title. At the 2022 January Town Council meeting, the Town Council voted to NOT submit nominations for both Mayor and Vice-Mayor, but continue with the rotation in progress.

Here is the current rotation schedule through 2026: (Subject to change if requested to and/or to add a New Council Member)

2023 – Mayor Tom DeVille serving with Paul Sabin as Vice-Mayor

2024 – Mayor Paul Sabin serving with Adrian Andrews as Vice-Mayor

2025 – Mayor Adrian Andrews serving with Annette Brooks as Vice-Mayor

2026 – Mayor Annette Brooks serving with Elizabeth Ryder as Vice-Mayor

-VM Sabin declined the Mayor title for the calendar year 2024 for personal reasons and will remain on the Town Council and Chairman of the Finance Committee for the remainder of his term, which ends December 31, 2024.

-CM Andrews accepted the Mayor title for the calendar year 2024 and to continue the rotation cycle by seniority CM Ryder accepted the VM position for the calendar year 2024.

MINUTES

Town of Penney Farms, Florida Tuesday, January 16, 2024 Town Council Meeting

-TC Cooper explained the Town has three (3) seats on the Town Council up for election in 2024. If a Town election is needed, it will be held on Tuesday, December 10, 2024, which is the 2nd Tuesday in December.

-TC Cooper reminded the Town Council they each have an appointed Planning & Zoning Commission (P&Z) Member corresponding to their Seat # and term of service. The P&Z members will need to be sworn in, just like the Town Council Members. In addition, the Town Clerk explained the following:

- In February, The Town Clerk will request that the newly appointed Mayor will confirm the chairpersons for the Town's Committees.*
- The Town Clerk will request the Committee Chairpersons to now report changes of their participating committee member lists, meeting dates and have the new selections and/or deletions updated and reported to her by Friday, March 8, 2024. Please keep in mind ALL Committee meeting notices; Agendas and minutes will need to be submitted to the Town Clerk for proper recording, and if requesting a meeting not on the Committee schedule, please allow at least a 48 hour notice to properly advertise the meeting.*

APPROVAL OF MINUTES:

- Town Council Meeting Minutes dated December 19, 2023*

*Motion to approve the Town Council Meeting Minutes for December 19, 2023 by CM Ryder; second by VM Sabin.
Motion approved without dissent.*

ORDINANCE(S): NONE

RESOLUTION(S): NONE

TOWN MANAGER REPORT: Town Manager

- A Review of the January 2024 Town Manager Report*

-TM Cooper reported the following:

The Town's public works employees had their hands full this month. They helped removed 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 had a significantly large Clay County Utility Authority (CCUA) bill and the public works employees found 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.

MINUTES
Town of Penney Farms, Florida
Tuesday, January 16, 2024
Town Council Meeting

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 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 - 1st 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 this 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 Ryder; second by VM Sabin. Motion approved without dissent.

TREASURERS REPORT: Town Manager

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

- General Fund – 12/01/23 – 12/31/23
- Utility Enterprises Fund – 12/01/23 – 12/31/23
- Wastewater/Sewer Fund – 12/01/23 – 12/31/23
- Bank Balances of the Town bank accounts – 12/01/23 – 12/31/23

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

MINUTES
Town of Penney Farms, Florida
Tuesday, January 16, 2024
Town Council Meeting

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 Report #5 (Utilities) by CM Andrews; second by VM Sabin. Motion approved without dissent.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1. Pulled Reports

-Mayor DeVille asked the Town Manager to explain the high CCUA bill.

-TM Cooper explained the high bill triggered an investigation of the Master Lift station pumps and equipment. It was determined that Pump #2 had to be pulled out and sent out for rebuilding which he estimated would be about \$10,000.00. In addition, the magmeter was bad and needs to be replaced at a cost of \$7,000.00.

-TM Cooper stated that CCUA is working with the town and revising the high bill because our Town's documentation is so reliable. He also stated that CCUA will help the Town in anyway, if the need arises.

-CM Andrews asked the Town Manager if he as the age of every pump and are they depreciated every year? He also asked if the town has money set aside for these type of repairs.

-TM Cooper stated yes he has all the information on every pump, the information is also in the Diamond Maps program. He also reminded CM Andrews the town now has a reserve fund since he came to the town and money is budgeted every year for the reserve fund.

-TM Cooper asked the Town Council permission to spend \$20,000.00 for these repairs to come out of the reserves.

Motion to authorize the Town Manager to spend \$20,000.00 for rebuilding Pump#2 and replacing the magmeter at the master lift station by CM Andrews; second by VM Sabin. Motion approved without dissent.

2. Items not on the Agenda

-VM Sabin mentioned there has been many complaints regarding the Town's post office service and receiving packages. He asked if there was anything the Town Council could do and wondered what has happened.

-TC Cooper stated the main reason there are issues is because Ms. Emma retired. She stated that Ms. Emma knew everything about this town and what the residents wanted and needed, and we all got spoiled.

-TC Cooper stated she does not know if the person working in the post office will be there permanently. She stated she has spoken with the postal supervisor because of the complaints she has received, and they said they will check into the problem, by personally supervising and providing more training for the person who is there now. She also reported that Teresa Scott, CEO of the retirement community has also made inquiries into this problem.

MINUTES
Town of Penney Farms, Florida
Tuesday, January 16, 2024
Town Council Meeting

- TC Cooper stated the Town really has no say in the post office, this is a federal program, which can be shut down at any time and then all of us will have to go to Green Cove Springs for mail and mailing services.
- CM Andrews suggested to invite the Postmaster to a Council Meeting or send a letter from the Town Council stating the service dissatisfaction.
- CM Andrews wanted to know why the retirement community and residents on this side of State Road 16 have to have a P.O. Boxes and no mail delivery.
- TC Cooper stated the zip code has always been a problem and that the mailing service was set up long before she started working here.. She explained the process in fixing those issues and explained she has begun the process of getting information to change that.
- TC Cooper suggested to discuss this matter further at the next upcoming Town Council Workshop before any further actions are made.

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- Mayor DeVille commented on the new Form 6 that is now required for all Town Council members to submit. He explained how invasive this new form is and also explained the Florida League of Cities (FLC) has tried to fight this, but it is now effective as of January 1, 2024 and due June 30, 2024, or suffer a \$1,500.00 fine.
- TC Cooper stated she has that on the upcoming Town Council Workshop Agenda.

3. Public Participation

- Audience Member, Julie Collison asked if the Town was aware that County Road 218 will be closed on February 2-4, 2024 for construction and will that hinder any emergency services getting to the Town during that time.
- TM Cooper stated yes, the Town Hall is aware of the closure. He stated the detour will be to Thunder Road and assured the resident that the Town can still be services by Camp Blanding and Green Cove Springs with this closure.

4. Other:

TOWN CLERK:

1. New Town Council Books – Town Manager open door policy / Correspondence Section
2. Reminder - Committee Updates Due – February 16, 2024
3. Reminder – 1st Qtr Town Council Workshop – Friday, February 16, 2024 at 9:00am
4. Reminder of changed Town Council / Committee Meeting dates in 2024

-TC Cooper stated the Council Member have received new and updated Town Council Books for 2024 with all of the Town's pertinent information listed, Meeting Dates, Committee Meetings Dates, Town Council Workshop dates, etc... She also reminded them the Town Manager has an open door policy and to come see him anytime with questions or concerns.

-TC Cooper pointed out for the Town Council to please look at the calendar for 2024, not only is this a leap year, there are two (2) Town Council Meetings that will be held on a Wednesday night (March & August), instead of a normal Tuesday night, because of National Elections taking place here in the Town Council Room. The elections office will have this room for those entire days and evenings, until the polls close.

-CM Andrews asked for reminders to be sent out.

-Mayor DeVille asked for the Sheriff's Net meetings to be advertised and sent out to the Council Members as well.

MINUTES

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Town Council Meeting**

CORRESPONDENCE: (Location of items – Listed)

December 2023:

1. Copy of Finance Agenda/Meeting Minutes dates December 18, 2023 – Finance Section
2. Copy of the Building Permit & Utilization Report for the 1st Quarter FY 2023/2024 – Building Inspection Section
3. Copy of Northeast Florida League of Cities Dinner Meeting Notice – December 15, 2023 – Correspondence Section
4. Copy of the Notice for the Town’s Christmas Parade & Luncheon dated December 10, 2022 – Miscellaneous 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 for December 2023 – Utility Section
7. Copy of CDR Committee minutes dated December 12, 2023
8. Copy of Email from CABT, regarding large trucks, dated December 5, 2023 – Correspondence Section
9. Copy of the 2024 Town of Penney Farms Election Itinerary – Correspondence Section
10. Copy of Notice that Town Hall will be closed to observe Christmas dated December 25-26, 2023 – Miscellaneous Section

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There being no further questions or concerns, a motion for the meeting to adjourn at 8:00pm by CM Ryder; second by CM Ryder. Motion approved without dissent.



Mayor Thomas E. DeVille

Mayor, Thomas E. DeVille, 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.