

MINUTES
Town of Penney Farms, Florida
Wednesday, March 20, 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 ANDREWS*

MOMENT OF SILENCE: *MAYOR ANDREWS*

APPROVE THE AGENDA:

Motion to accept the Agenda with the addition of (1) New Business item – Recommendation from the Planning & Zoning Commission by CM Sabin; Second by VM Ryder. Motion approved without dissent.

ROLL CALL: Mayor Andrews, VM Ryder; CM Brooks; CM DeVille; CM Sabin and Town Manager Cooper
Absent: None, all present for the record.

RECOGNITION(S): *NONE*

APPROVAL OF MINUTES:

- Town Council Meeting Minutes dated February 20, 2024

Motion to approve the Town Council Meeting Minutes for February 20, 2024 as presented by CM DeVille; Second by VM Ryder. Motion approved without dissent.

- Town Council Workshop Minutes dated February 16, 2024

Motion to approve the Town Council Workshop Minutes dated February 16, 2024 as presented by VM Ryder; second by CM DeVille. Motion approved without dissent.

ORDINANCE(S): *NONE*

RESOLUTION(S): 2024-03

RESOLUTION 2024-03

A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, PROVIDING FOR THE INCREASE IN WATER & WASTEWATER UTILITY RATES BASED ON THE 2024 CONSUMER PRICE INDEX (3.24%); BASED ON THE WATER AND WASTEWATER UTILITY ASSET MANAGEMETN PLANS ALREADY APPROVED BY THE TOWN COUNCIL; PROVIDING FOR PUBLIC NOTICE AND PROVIDING FOR AN EFFECTIVE DATE.

A motion to approve Resolution 2024-03 CM Sabin; Second by VM Ryder. Motion approved without dissent.

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TOWN MANAGER REPORT: Town Manager

- A Review of the February 2024 Town Manager Report

The Town's public works employees were busy again, this month. Last month, Pump #2 at the master lift station was pulled out and sent off for an estimate to be repaired. It has been determined that this pump will have to be totally replaced and the Town Council has approved this purchase. The new pump is estimated to arrive in 6 – 8 weeks.

The Town has also had to replace the malfunctioning Magmeter at the master lift station, which our employees completed earlier this month.

The Town Hall's emergency generator has been repaired and now working properly.

Public works also repaired a concrete curb and gutter for a resident on Gwinn Street.

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 has been finished and turned in way ahead of the October 2024 deadline.

The Town's Engineer has finished all of the surveying for the Community Development Block Grant (CDBG). All of this information has been loaded into the Diamond Maps program. In addition, pre-construction pictures have been taken of Phase 1 and Phase 2 of the water line replacement project and put in binders.

The Town's public works department is also currently performing a propane tank inventory. This information is also being put into the Diamond Maps program to show where all the individual residential and non-residential propane tanks are located. This information will be important if there is ever a wildfire in the area, the Town will be able to report where the flammables are.

The State of the County event was held on February 21, 2024 and Mayor Andrews represented the town for this event.

I have attended all of the Town's required meetings for this month, including the quarterly Town Council Workshop.

Motion to approve the Town Manager Report for February 2024 by VM Ryder; Second by CM DeVille. Motion approved without dissent.

-TM Cooper reported that he and the public works employees have documented all of the trees located on the J. C. Penney Scenic Highway, complete with the location and condition of all the trees.

-TM Cooper reported that he would like to offer a presentation of the Diamond Maps program to all residents and the Town Council in the future.

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TREASURERS REPORT: Town Manager

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

- Bank Balances of the Town bank accounts – 02/01/24 – 02/29/24
- General Fund – 02/01/24 – 02/29/24
- Utility Enterprises Fund – 02/01/24 – 02/29/24
- Wastewater/Sewer Fund – 02/01/24 – 02/29/24

Motion to approve the Treasurer's Report for February 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".

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 Sabin; Second by CM DeVille. Motion approved without dissent.

UNFINISHED BUSINESS:

1) The Planning & Zoning Commission (P&Z) Recommendation

-P&Z Chairman, Stephen Bradfield reported to the Town Council that the Penney Retirement Community (PRC) has a proposed new permanent home for the "Wolf Program Community Transition Program", a program currently using various areas on the PRC campus for teaching and training participants. He reported the Clay County School Board (CCSB) has donated a portable classroom with restrooms to this program, to be used as their permanent location. He explained this building would be located on Lewis Avenue, near the maintenance building, across from the new dining hall.

-Chairman Bradfield stated that all required items have been considered and are compatible with the Town's Comprehensive Plan (CP) and Land Development Regulations (LDR's). He stated the P & Z Commission unanimously agreed to recommend to the Town Council to move forward with the addition of this building into the desired location.

Motion to approve the new building addition site project for the "Wolf Program Community Transition Program" onto the Penney Retirement Community's campus by VM Ryder; second by CM Sabin. Motion approves without dissent.

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1. Pulled Reports
2. Items not on the Agenda

-Mayor Andrews stated the Town Council had missed its mark in getting committee changes to the town clerk and asked if there were any changes now. There were none.

-CM DeVille asked where the town is on the new fire station.

-TC Cooper explained the process for this process and stated it may take three months to complete. She explained that the application has been completed and paid for, now proper ad notifications; signage; and letters will be sent out to neighboring residents.

-CM DeVille stated that town does not need to hold up the process and needs to move forward.

-CM Sabin asked about the timeline for this project.

-TM Cooper stated he was told this new fire station would be built in 2027 and has a meeting with the County Manager to confirm the building date.

-Mayor Andrews asked if the town will have any say in the design of the new fire station.

-TM Cooper stated he will check and see if the County will send any drawings or designs.

-Mayor Andrews asked the P&Z Chairman to make sure the county keeps a small town theme.

-Chairman Bradfield stated the Town's documents are limited on how to tell anyone how to build any building, but will make it known that the Town Council would like to keep the small town look.

3. Public Participation

-Wayne Boone from PRC thanked the Town Council for approving the Wolf Program's new building project.

4. Other:

TOWN CLERK:

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

1. 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.

-TC Cooper asked that any Committee changes be reported as soon as possible, so the contact information can be updated.

-TC Cooper stated the Ethics Training schedules are located on the inside of the Town Council Books.

-TC Cooper reported 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.

-TC Cooper invited everyone to attend the Town's "Old Fashioned Farm Day" this weekend and stated there is a nice program planned and hopefully the weather will be good.

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CORRESPONDENCE: (Location of items – Listed)

February 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 7:30PM by Mayor Andrews; second by VM Ryder. Motion approved without dissent.





Mayor, Adrian Andrews, 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.

