

**MINUTES**  
**Town of Penney Farms, Florida**  
**Tuesday, November 21, 2023**  
**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 DEVILLE***

**MOMENT OF SILENCE: *MAYOR DEVILLE***

**APPROVE THE AGENDA:**

***Motion to accept the Agenda with the addition of the Tree City Proclamation as presented by VM Sabin; second by CM Andrews. Motion approved without dissent.***

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

**RECOGNITION(S): NONE**

**APPROVAL OF MINUTES:**

- Town Council Meeting Minutes date October 17, 2023

***Motion to approve the Town Council Meeting Minutes dated October 17, 2023 by CM Andrews; second by VM Sabin. Motion approved without dissent.***

**PROCLAMATION:**

- Arbor Day Proclamation – 2023

***Motion to approve the Arbor Day Proclamation for 2023 by CM Andrews; second by VM Sabin. Motion approved without dissent.***

**ORDINANCE(S): NONE**

**RESOLUTION(S): NONE**

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**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 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.*

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

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**TREASURERS REPORT: Town Manager**

Review the October 2023 Treasurer's Report:

- General Fund – 10/01/23 – 10/31/23
- Utility Enterprises Fund – 10/01/23 – 10/31/23
- Wastewater/Sewer Fund – 10/01/23 – 10/31/23
- Bank Balances of the Town bank accounts – 10/01/23 – 10/31/23

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

**UNFINISHED BUSINESS: NONE**

1. Mayor DeVille attended the last Safety Net Meeting on November 19, 2023.

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**NEW 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?
- 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.
- There was discussion to still utilize the unused portion and put it in some sort of money market account.
- **Tabled until next meeting December 19, 2023 – Town Clerk was instructed to look into legal accounts available to put unused balance in.**

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1. Pulled Reports
2. Items not on the Agenda

- VM Sabin asked if the Town Council members will be participating in the Town's Annual Christmas parade.
- Audience Member Cathie Parrott stated that the Town Council will be participating in the Town's parade and that they will all be riding in the float together.
- TC Cooper confirmed that the Town Council will all be riding in the sled together for the parade.
- TM Cooper stated that CM Brooks would like to say a few words about the parade.
- CM Andrews stated that there would not be a Santa this year. He stated that this would be the last meeting before Thanksgiving and wished everyone a happy Thanksgiving. He stated that everyone should truly look at the meaning of the holiday and be thankful for family and loved ones that you have. He thanked the Town manager and Town staff for all they do.
- TM Cooper said Thank you.
- TC Cooper said Thank you.
- CM Brooks stated that the Christmas parade is on December 9<sup>th</sup> and that it will be a nice parade and lunch. She asked everyone to save the date for Old Fashioned Farm Day in March.
- Mayor DeVille asked what the date for Old Fashioned Farm Day in March was.
- TC Cooper stated that it will be March 23<sup>rd</sup>, 2024.

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*-CM Brooks asked about the turn light off of 16 and stated that she remembers when she first started that it was supposed to be looked at in December.*

*-TM Cooper stated that the turn signal project on 16 is being pushed into 2026 but he said the bidding process will start at the end of 2025. He stated that he just received email updates on this project. He stated that just because there are flags on the side of the road where the State is surveying, it does not mean they are going to start the project anytime soon. He stated that it will be a two-year project.*

*-CM Andrews asked where they are going to be resurfacing.*

*-TC Cooper stated that it will be going from State Road 21 all the way into Green Cove Springs.*

*-CM Andrews asked if they will be giving us a turn-lane at the intersection in Penney Farms.*

*-TM Cooper stated that yes, there will be a turn lane going into Penney Retirement Community and one going to 218.*

*-CM Sabin asked if there should be a workshop scheduled for the whole Town about all the road changes coming in near the Town. He stated that Penney Retirement Community has had meetings about the road changes but thinks the whole Town should be informed on this matter. He stated that having a meeting closer to the project being started would be more helpful, especially for Residents that have to drive to Fleming Island, Orange Park, or Middleburg for Drs. Appointments etc.*

*-TM Cooper stated that the Town could coordinate with Florida Department of Transportation on this matter when it's closer to the beginning of the project. He stated that FDOT could most likely come in and clarify what the projects will entail. He stated that yes, the Town can have a meeting on this matter.*

*-Mayor DeVille stated that the next NET meeting discussion will probably touch on the outer beltway and various road projects.*

*-CM Andrews stated that the NET meetings are at 4 o'clock in the afternoon and that the people who get up and go to work cannot make it to that meeting at 4 o'clock.*

*-TC Cooper stated that she understood, and that the Sheriff's office is working on making arrangements for a later meeting time. She stated this issue has been brought to their attention.*

*-CM Andrews stated that they wonder why people don't participate and it's because they don't feel included. He stated that he thinks the Vice Mayor hit the nail on the head when he said that one side of the Town got a briefing, but we also have people who live in the Town that don't have an idea of what's going on in the Town. He stated they go to work every day guessing what's going on in their Town.*

*-TM Cooper stated that this is an issue that all Town's have, not just the Town of Penney Farms. He stated that the Town can't make people come to the council meetings. He stated that if they came to the council meetings, they would hear the information discussed.*

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- CM Andrews stated to TM Cooper that with no disrespect, that if we don't offer it, we don't who will come.*
- TC Cooper agreed.*
- CM Andrews stated that they need to offer an alternative to the 4 o'clock NET meeting and for briefings. He stated that he would be the first one to campaign for people to come but he stated that the Town has not made a collective effort to change the NET Meeting later than 4 o'clock.*
- TC Cooper stated that there has been an effort made to change the NET meeting time.*
- CM Andrews asked when*
- TC Cooper stated that she has personally went and spoke for the Town (Interrupted by CM Andrews)*
- CM Andrews stated that the one that they had he attended to, that was the last one.*
- TC Cooper stated that she has there have been many NET meetings and that she has been to a couple that weren't in the evening. She stated that they are considering changing the NET meeting time but that it is a serious scheduling conflict for the Sheriff's office too.*
- CM Andrews addressed TC Cooper and stated that when she states that there has been an effort...*
- TC Cooper stated that there is an effort being made, but the schedule change has not been made yet. She stated that the Sheriff's office is considering it.*
- CM Andrews stated okay, so they're just considering it.*
- TC Cooper stated that they are at least considering it because the Town has made the Sheriff's office aware of the time conflict for working residents.*
- Mayor Deville thanked TC Cooper.*
- Mayor DeVille stated that he had two other subjects he wanted to make comments on. He stated that number one is that the Town Clerk has produced a letter to the Northeast Florida League of Cities. He stated that he attended a meeting the previous night with 12 other Board of Directors in Palatka and went to bat over the letter and successfully acquired the amount of money that was asked for, to go towards Old Fashioned Farm Day.*
- TC Cooper thanked Mayor DeVille for his efforts.*
- Mayor DeVille stated that at the next Florida League of cities meeting the Town should also thank the other Board members for their positive vote for the cash donated. He stated that there is no expense out of the Town's budget for him to attend these meetings. He stated that it is the same with the state Board of Directors meetings he will be going to in Orlando. He stated that the expenses are paid by himself.*

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*-CM Andrews stated that the League of Cities used to have a catalog with training. He asked if that still existed.*

*-TC Cooper stated that everything is online. She stated that he could go to the Florida League of Cities website and that they have all of their training online. She stated that they do in-person training as well but that they are in different areas of the state.*

*-CM Andrews stated that he has attended a few and he stated they were very beneficial. He stated that someone can apply for a scholarship from the League of Cities to pay for all the costs like lodging and travel. He stated again that he found it very beneficial.*

*-Mayor DeVille stated that the Next Florida League of Cities dinner Meeting is December 7, in Lake City.*

*- TC Cooper stated that she sent the Council Members an email with information on that meeting. She stated that if there is an RSVP date to please let her know if anyone would like to attend and she will get them set up to attend.*

*-CM Andrews stated that it is the same day as ethics training.*

### 3. Public Participation

*-Audience Member, Doug Conkey with St. Johns River Water Management District stated that Rob Bradley has been recognized for his leadership at SJRWMD's last board meeting and has been reappointed Chairman for a third year at SJRWMD.*

*-Audience Member, Doug Conkey with SJRWMD thanked the Town of Penney Farms for their efforts and participation in Water Conservation.*

### 3. Other:

*-Mayor DeVille stated that he would like the Town Manager to follow up with a resident on the East Side of the Town. He stated that the Resident said that the Tree City sign blocks his view when he is trying to pull onto State Road 16 off of Paso Fino Road.*

*-TM Cooper stated that FDOT puts these signs up and that each sign has GIS so that FDOT can track where these signs are located. He told Mayor DeVille to let the resident know that he would discuss this issue with the resident.*

**TOWN CLERK:** The Town Clerk announced the following items:

- Town's Christmas Parade & Luncheon – Saturday, December 9, 2023 9 A.M. to NOON.
- Town Clerk – 10<sup>th</sup> Anniversary

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

**October 2023:**

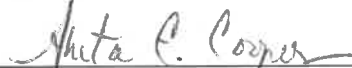
1. Copy of Finance Agenda/Meeting Minutes dated October 16, 2023 – Finance Section
2. Copy of Water Utility Report – Utilities Section
3. Copy of CDR Meeting Minutes dated October 11, 2023

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*There being no further questions or concerns, a motion for the meeting to adjourn at 7:45 pm by VM Sabin; second by CM Andrews. Motion approved without dissent.*



  
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Thomas E. DeVille, Mayor 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.