

TOWN OF PENNEY FARMS
TOWN COUNCIL WORKSHOP MINUTES
2nd Quarterly Town Council Workshop for 2020
Friday, May 15, 2020 9:00AM AT TOWN HALL
VIRTUAL MEETING MINUTES

CALL TO ORDER: MAYOR SABIN

Present: Mayor Paul Sabin; Vice-Mayor (VM) Elizabeth Ryder; Council Member (CM) Mickey Taylor; (CM) Adrian Andrews; (CM) Tom DeVille; TM David Cooper; and TC Anita Cooper

All Town Council members and Town staff present for the record.

Additional Audience: NONE

This meeting has been called to ensure that all Council members may attend for discussions and not violate the Sunshine Law. *NOTE: No voting can take place at this meeting.*

***** According to the Florida Municipal Officials Manual: Although citizens are allowed to attend all meetings of the public body, there is no requirement that citizens be allowed to participate in these meetings. Citizens are permitted to participate at public hearings and legislative meetings, such as the Town Council meetings.***

Mayor Sabin opened the meeting at 9:00am.

Mayor Sabin stated that the items on the agenda for today are going to be discussed and are up for formal approval at the May 19, 2020, Town Council meeting. He stated the following:

There are (2) Resolutions that are proposed to be approved at the May 19, 2020, Town Council Meeting:
(All back up documentation for each item was distributed to the Town Council members prior to the meeting for review)

- 1) **Resolution 2020 - 09:** A Resolution to renew the Agreement with the Florida Department of Transportation (FDOT) for the Traffic Signal Maintenance for the traffic signal located at the intersection of County Road 218 and State Road 16 in Penney Farms, FL.

-CM Taylor asked if this is a once a year fee?

-TM Cooper explained this is a once a year agreement for the Town to receive this amount for the traffic signal maintenance from FDOT. He explained last year the Town received \$3,393.00, and this year, the Town will receive \$3,482.00, an increase of \$89.00.

-TC Cooper clarified this is a revenue the Town receives from FDOT. She explained the Town has an inter-local agreement with Clay County to do all the maintenance to the traffic signal. She stated the Town will make approximately half of that amount in its revenues, after Clay County gets paid for their services.

-CM DeVille explained that originally there was a small sign on the traffic light post that said "Bue light". He stated the sign was removed and asked if the Bue sign at the traffic signal can be replaced?

-TM Cooper stated the FDOT removed the sign and told him that a sign can not be placed there.

***The general consensus from all Town Council members was to move forward with Resolution 2020-09.**

- 2) **Resolution 2020 - 10:** A Resolution to renew the Agreement authorizing the Town Manager to execute and deliver to the Florida Department of Transportation (FDOT) the State Highway Lighting maintenance and compensation.

-TM Cooper stated this is another standard annual renewal.

***The general consensus from all Town Council members was to move forward with Resolution 2020-10.**

- 3) **Reminder:** The 2nd and Final Reading of Ordinance 2020 – 01 (Tree City Ordinance) will be voted on, at the next Town Council Meeting on May 19, 2020. (Includes the public hearing prior to the meeting)

-CM Taylor mentioned a local news story regarding a drive-in being put in and a lot of trees were removed. She explained she is very concerned about news like that and emphasized she wants the Town to always do its best to preserve its trees.

-TM Cooper stated that the Town's Comprehensive Plan provides guidelines for new developments in regards to trees. He explained this Ordinance is pertaining to Town property trees only.

-TC Cooper further explained there are several areas in Town that are not developed yet, however, the developer would have to go before that Planning & Zoning Commission and follow the guidelines in the Town's Comprehensive Plan and Land Use Regulations.

1) Seat #1 – WATER UTILITY COMMITTEE – Tom DeVille reminded the Council Members of the following:

-He congratulated the Town staff for making the water utility to stand on its own and is now a viable system, with many procedures put in place to ensure the system is maintained and able to pay for itself.

- The water utility increase is in effect and will be reflected on the June 1st billing, according to Resolution 2020-06, approved at the last Town Council meeting. Proper notice was given to all water utility customers/PRC Administration and posted on April 22, 2020.
- Update on CDBG / Storm Water grant

-TM Cooper stated he has been working with the St. Johns River Water Management District (SJRWMD) to obtain some additional funding for this project, because the \$600,000.00 received from the Community Development Block Grant (CDBG) was not enough to complete the project on Poling Blvd. portion, as needed. He reported that he was very positive the Town would receive an additional \$273,000.00 from SJRWMD to help complete all of the storm water project, including the Poling Blvd. area. He further stated SJRWMD will not release the funds prior to October 1, 2020 and stated SJRWMD has been a great partner with this project.

2) Seat #2 – PUBLIC WORKS COMMITTEE – Adrian Andrews stated the following:

- Tree Trimming around street lights

-CM Andrews stated he spoke with the Town Manager regarding some trees that need to be trimmed near some street lights that are blocking the light to cover some areas, which are very dark.

-TM Cooper stated he has done a complete survey of the Town's street lights and reported those findings to Florida Power & Light (FPL), who will trim those trees as soon as possible.

- Reflective Tape on all stop signs

-CM Andrews stated some of the dark roads, where there are no street lights, are really dark. He asked that reflectors be put on the stop signs in those areas to prevent anyone from getting hurt. He stated safety is his number one concern.

-TM Cooper stated that he also did a survey of all the stop signs in the Town. He reported there are 77 stop signs in the Town, 69 of those signs needs reflectors on them. He stated that will be a cost of \$1,100.00 for parts. He stated he will add this on the capital project list and get this done as soon as possible.

- Target date for the Playground Park to open

-TM Cooper stated the Town is following the Clay County Emergency Operation Centers (CCEOC) guidelines for opening the County in Phase 2. He stated Phase 2 should be enacted by Memorial Day and that is the target weekend for the Playground Park to open.

-TM Cooper also stated in reference to the Town Hall opening, he acknowledged the local communities are opening their city halls now, he stated that the Town of Penney Farms will not be opened until June 1st, at the earliest.

-CM Andrews asked if there is allowance in the budget for the Town staff to purchase hand sanitizer and other items.

-TM Cooper stated yes, masks and sanitizing wipes are available now to the staff.

3) Seat #3 – HUMAN RESOURCES – Elizabeth Ryder reported the following:

-VM Ryder stated the only thing to report is the Town Manager is currently interviewing new applicants for the public works position.

-TM Cooper reported Career Source is currently at the Clay County Fairgrounds and accepting applications for many types of jobs. He stated the Town will be a part of that job fair as well. He stated he feels confident a good person will be hired soon.

-Mayor Sabin commented if the salary is a problem then the Town Council need to acknowledge that.

-TM Cooper stated the budget has a decent amount for a new employee and he does not foresee an issue with the salary.

4) Seat #4 – COMMUNITY DEVELOPMENT & RECREATION (CDR) – Mickey Taylor reported the following:

-CM Taylor stated this committee is on hold right now and has nothing new to report.

-TC Cooper requested when the CDR meetings begin again, that CM Taylor please provide an agenda for each meeting.

5) Seat #5 – FINANCE COMMITTEE – Chairman, Mayor Sabin referred to the Town Manager for comment on his recommendations to the Town Council.

- Report to all Council Members to report State Revenue losses / Franchise Fees / Interest losses

-TM Cooper stated all of the Council Members should be aware that the Town receives state revenues and franchise fee revenues. He explained the Town Clerk has been monitoring those revenues, since January, and the effect COVID-19

is having on those revenues. He stated the Town has been affected and is down \$6,302.13 in normal revenues. He referred to the Town Clerk to further report and comment.

-TC Cooper stated the Council Members should have received a copy of the three (3) reports in their meeting packets. She reviewed the reports with the Town Council and stated all of the local municipalities are tracking their losses of these revenues.

-TC Cooper explained the state revenues are based on population and the Town receives five (5) state revenues. She reported the significant changes began in February 2020, after places started shutting down. Overall, at this time, the Town of Penney Farms is in decent shape, compared to our other local municipalities.

-TC Cooper stated the franchise fees are being reported in the same manner, however, she reminded the Council Members, these fees are based on usage.

-TC Cooper also reported the interest rate revenues have been negatively impacted and because interest is calculated daily, those numbers have varied significantly, on all of the bank accounts. She stated the current budget still has five months left.

6) TOWN MANAGER

- Update on COVID-19 – County Opening Phases / Town Hall Opening

-TM Cooper stated he has already discussed most of this issue, earlier in the meeting.

- Update on Capital Projects being started

-TM Cooper reported on the following projects:

- Climate Controlled Storage Facility – Has begun now
- ADA Restrooms at Town Hall – Will begin on Monday, May 18, 2020
- Passive Park Clean Out - Will begin next week

-CM Taylor asked the Town Manager to watch out for the air potato vines in Passive Park.

-TM Cooper stated there will be a volunteer workforce to help clean out the park, being put together by the J. C. Penney Scenic Highway group.

-TM Cooper explained the Clay County contract for the Historical Museum is being corrected and waiting on finalization at the next Clay County Board of Commissioners (CCBCC) meeting, next Wednesday.

7) TOWN CLERK

- FOLLOW UPS FROM PREVIOUS PUBLIC MEETINGS

-TC Cooper reported on the following items:

- Town Website - www.Penneyfarmsfl.org

-TC Cooper encouraged the Council Members to please view and refer everyone to go to the website for Town information.

- Town Annual Audit

-TC Cooper stated the Town's Annual Audit is currently being started. She will keep the Council Members up to date as the audit progresses.

- Budget Workshop for FY 2020/2021 – August 14, 2020 (Same as TC Workshop)
Or different date

-TC Cooper stated she would like to schedule the date and time for the FY 2020/ 2021 Town Council Budget Workshop. She stated we can set it for August 14, 2020, the same day as the next regular Town Council Workshop or schedule a separate date for discussing the new fiscal year budget. She asked the Council Members for their suggestions.

-Mayor Sabin suggested a separate meeting.

-CM Andrews also suggested a separate meeting and on a Friday.

-VM Ryder stated she will be in South Africa during the last week in July, if COVID-19 will allow it. She stated if everything goes according to plan they will be gone from July 15 – August 15, 2020.

-TC Cooper stated she will schedule the Town Council Budget Workshop for Friday, July 31, 2020 at 9:00am.

8) Other Subjects - Open discussion for the Town Council members only

-Mayor Sabin announced and stated in full disclosure, he and the Town Manager have been asked by Teresa Scott to meet regarding the new fiscal year Ad-Valorem Tax. He stated he agreed to meet with Mrs. Scott, along with the Town Manager and they intend to listen to her comments and that is all.

-Mayor Sabin reported there has been some difficult issues with Penney Retirement Community (PRC) residents approaching other Town residents in a negative manner, especially with two minors, from the New Hope area. He stated the Town Manager has also reported that other Town residents have been harassed as well. He stated Teresa Scott has been made aware of these situations and sent out a strong statement to the PRC residents, which stated Town residents, do not have to follow the same rules as PRC residents. Mayor Sabin asked the other Town Council Members if they had any suggestions to help with this situation.

-VM Ryder stated she would like to put in a note in "Penney for your Thoughts" to explain the Town residents do not have to follow the same regulations as PRC residents and should not be harassed when seen around Town.

-TC Cooper stated when her assistant goes to the post office, she reported there is a sign that states no more than 10 people are allowed in the building at one time and face masks are recommended. She further stated this gives residents the option to cooperate, and in a perfect world, everyone would follow those recommendations. However, the streets of the Town are public and all residents should be allowed to walk, run or bike on them without any harassment. She felt most PRC residents, don't know who their neighbors, Town residents are.

-CM Andrews thanked the Mayor and Town Manager for acknowledging his concerns. He stated his primary concern was not the COVID-19 recommendations, but the attitude behind it. He expressed that he feels there is a lack of education that PRC residents don't know where other people and places are located, within the Town. He stated he wants to bridge the gap within the Town. He shared that everyone knows that PRC is the largest entity in Town, but it cannot place rules on the rest of the residents. He further stated children are important to him, and the nine year old that was approached, was afraid to get back on her bike and ride it, in Town.

-TC Cooper noted the signs along State Road 16 that currently say "No Visitors allowed", should read "No visitors allowed on the PRC campus".

-CM Taylor commented that most PRC residents do not understand their relationship with the Town. She stated when there is a Town event, this is why she likes the idea of name tags, for people to get to know each other better.

-VM Ryder commented that she appreciated Mr. Andrews' concerns and reiterated she will mention this issue in the upcoming "Penney for your Thoughts" newsletter that goes out to all of the PRC residents. She stated she will also inform the PRC residents they are not just PRC residents, but also a part of the Town.

-Mayor Sabin wanted this item on the record and appreciated the comments. He will address this issue with Mrs. Scott when he meets with her.

-VM Ryder suggested he mention to Mrs. Scott the signs be changed to reflect "No visitors on the PRC campus", instead of "No Visitors".

-Mayor Sabin stated he would mention it and give Mrs. Scott that option.

There being no further comments or questions, Mayor, Paul Sabin adjourned the meeting at 10:10am.

Presiding Mayor, Paul Sabin