

TOWN OF PENNEY FARMS
TOWN COUNCIL WORKSHOP MINUTES
2nd Quarter Town Council Workshop for FY 2023/2024
Friday, February 16, 2024 9:00AM AT TOWN HALL

CALL TO ORDER: Mayor Andrews - 9:00am

Present: Mayor Andrews; CM Brooks; CM Sabin; and CM DeVille

Absent: VM Ryder

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.*

Additional Audience:

**** 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.**

AGENDA OUTLINE:

1) Seat #1 – WATER UTILITY COMMITTEE – Tom DeVille

- CDBG Grant Upgrade
 - Surveyors will be here this week (30 days to complete)
 - Construction to begin in June

2) Seat #2 – PUBLIC WORKS COMMITTEE – Adrian Andrews

- No items submitted

-Mayor Andrews requested to get with the Town Manager to discuss this committee.

3) Seat #3 – HUMAN RESOURCES – Elizabeth Ryder

➤ No items submitted

4) Seat #4 – COMMUNITY DEVELOPMENT & RECREATION – Annette Brooks

➤ No items submitted

5) Seat #5 – FINANCE COMMITTEE – Paul Sabin

➤ No items submitted

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6) TOWN MANAGER

- SCADA System – New Technology for the Water Tower and Master Lift Station
 - Water Tower system will cost \$10,000.00; ARPA money to be used
 - Master Lift Station system will cost \$15,000.00; to be discussed next year's budget

-TM Cooper explained how this system will benefit the Town after he was provided with a demo for the last 30 days. He stated it would pay for itself within a couple of years and gave several examples of what this system will do.

-TM Cooper stated he will need a motion from the Town Council to authorize the purchase of this system with ARPA money in an upcoming Town Council meeting.

-Mayor Andrews asked if there was an additional program needed for this program to work.

-TM Cooper stated yes and that would be approximately \$2,000.00 annually.

-Mayor Andrews asked how this purchase will impact the customer.

-TM Cooper stated the only increases in water bills are related to the spring CPI Increase for water and sewer; and the fall for Clay County Utility Authority (CCUA) increase for sewer only. The purchase of this system would not impact the customers.

-Mayor Andrews asked if this system would be depreciated over time and what the warranty is.

-TM Cooper stated that all new equipment for the water system is depreciated over time and there is a two year warranty with technical support.

-TC Cooper asked if she needs to add a motion at the next Town Council meeting and asked for a general consensus to move forward.

-CM Brooks commented the upgrade in technology will be good and asked if there was a way to provide water bills a little more discreetly. She stated the account information is on the postcard for everyone to see and if there was a better way.

-TM Cooper stated there is no way around that.

-CM Brooks stated there may be questions about this issue at a Town Council meeting.

-CM DeVille stated that it would increase the expenses of that department immensely.

-TC Cooper stated this has never been an issue before and suggested that if there was an issue, individuals could request she send the bills in an envelope.

- Town Events – Need to be budgeted for
 - Stop adding events during the year; plan at budget time

-TM Cooper stated that all town events need to be budgeted for and not added during the year, for example the recent Gospel Sing with refreshments.

-CM Brooks asked for a commitment from all Town Council Members to attend and help with events and support the Community Development & Recreation (CDR) Committee.

-Mayor Andrews stated all Council Members should take a vested interest in town events.

- All attending members agreed to help.

-TC Cooper reminded the Council Members that the “Old Fashioned Farm Day” is the only public event that will reflect on the entire town.

- New Fire Station located in Penney Farms
 - Will require re-zoning; P&Z to meet & discuss this project on 2/21/24 and provide recommendation to the Town Council at the March Town Council Meeting
 - Resolution 2024-01 ; Implementing a new Application for obtaining a small scale future land use map amendment; Re-Zoning of parcels of 50 acres or fewer (*Next Town Council Meeting*)

-TM Cooper reported a letter of engagement has been signed with the Penney Retirement Community (PRC) for the purchase of the property for a new fire station in the town. He explained that the parcel will need to be rezoned to accommodate the proper zone classification for this addition.

-TC Cooper explained the town does not currently anything in place to “re-zone” a piece of property. She explained the process of the application and the applicant will have to go before the Planning & Zoning Commission (P&Z) with any plans. She stated the entire process will take at least three months to complete to accommodate for proper advertising and allow for public hearings.

-Mayor Andrews asked if the Town Council will have a say in how the fire station will look?

-TM Cooper stated he will ask when the appropriate time comes.

-CM Sabin suggested the Town and PRC present this idea together to all residents.

-TM Cooper stated it would be a good idea.

-TM Cooper stated the Town currently does not have a re-zoning application in place.

- State Road 16 Resurfacing Project and Intersection Upgrade
 - Both to be designed and completed in 2026

-TM Cooper reported this resurfacing project is still on schedule for 2026.

- New Wolf Community Transition Program Project (Packet Included)
 - P&Z will meet on 2/21/24 to discuss and provide recommendation for Town Council to approve at March Town Council Meeting

-TM Cooper explained the need for this group to have a permanent home in the town. He stated the Clay County School Board (CCSB) has donated a portable classroom to accommodate this project. He explained the area where they are going to put it is zoned correctly and it should not be denied. He further stated Wayne Boone will present this project to the P&Z later this month. Then the P&Z will provide a recommendation at the next town council meeting to move forward with this project.

- Master Lift Station – Pump #2
 - This pump was pulled last month and sent off to be examined for malfunctioning.
 - The vendor has stated it will cost \$18,202.19 to repair and rebuild the pump.
 - The cost for a new pump is estimated to cost \$40,000 – \$45,000.

-TM Cooper explained and recommended how it would be better to purchase a new pump. He stated the cost will be \$41,726.00 installed. He will be asking for a motion to authorize this purchase at the next Town Council meeting out of reserve money.

-TM Cooper reassured the Mayor of the warranty on this item and it will take 6 – 8 weeks to receive a new pump.

-The general consensus was to go ahead with the purchase.

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7) TOWN CLERK

- Town Council Stipend – Need Motion for Town Council Meeting
(Tabled until after the Town Council Workshop on November 17, 2023, which was canceled, due to no quorum)
 - 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 Town Council Member may spend their stipend on whatever they want
 - Bank recommendations – nothing available, for such small amount
 - Auditor still strongly recommends that each Council Member take their stipend and/or keep the Council Reserve line allowing for any leftover budgeted monies to be re-allocated in the General Fund for the following budget year.

- *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. (Next Town Council Meeting)*

-TC Cooper stated that after her research at the bank and another discussion with the auditor, she stated the decision made during the budget process should stand for this fiscal year. She further stated any unused funds should be put back in the budget for redistribution in the next budget, as directed by the auditor.

-CM DeVille stated he has been happy to represent the town at different conferences and out-of-town events and many times has taken money out of his own pocket for food and travel expenses. He also stated that he will sometimes take his wife to accompany him at these events.

-Mayor Andrews stated since he was the person who started this question, he just wanted to take his stipend and give back to the community. He gave an example of a swing at the park, with his father's name on it or leave something behind and how he can give back to the community.

-Mayor Andrews said there are scholarships available through the Florida League of Cities (FLC) to help accommodate expenses.

-TC Cooper stated that each Council Member would be responsible for their own scholarship and informed them of high registration and hotel costs.

-Mayor Andrews stated there should be a line item for Town Council traveling items and not be a burden on Council Members stipends.

-TC Cooper stated that should be discussed at budget time.

-TM Cooper stated it would be too much for all Council Members to go to the conferences and the town could not afford that.

-Mayor Andrews stated he thinks the stipend should be set aside for travel for Council Members and/or flowers per the council's discretion.

-TC Cooper confirmed to keep the stipend the same and a motion will be done at the next town council meeting. She further stated she will be prepared at the next Town Council budget meeting.

- *Form 6 – Information (Packet Included)*
 - *Required Annually*
 - *Effective January 1, 2024*

-TC Cooper explained this new form is very invasive and is now in effect. She explained this new form will be required to file electronically, by June 30th. She invited all of the Council Members to attend the next Northeast Florida League of Cities (NEFLC) dinner at Green Cove Springs where there will be a member from the State of Florida Commission on Ethics to expand on this form.

-Discussion with all members ensued and they have expressed their concerns and most will be attending the NEFLC dinner meeting in March to hear more about this form.

- Town Committee(s) Updated

- 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.

-TC Cooper requested all Council Member please update their committee meeting and member lists by Friday, March 8, 2024. She also stated that if someone misses three meetings in a row

- USDA Grant Requirement (Copy of Loan Resolution Included)

- Need a formal motion to approve the USDA Loan Resolution at the next Town Council Meeting
- This grant will provide \$13,900.00 towards the purchase of a new needed pick-up truck for the public works department
- Please note the Town will be responsible for zero dollars for this grant.
- *A Motion to approve the Loan Resolution for the Town to proceed with the USDA grant for a new pick-up truck for the public works department. (Next Town Council Meeting)*

-TC Cooper reviewed this document with the Town Council and stated it is more or less a formality only. She stated this will be on the Town Council agenda for approval.

- Resolution 2024-02 (Agreement Included)

- Statewide Mutual Aid Agreement Resolution from the State of Florida Division of Emergency Management *(Next Town Council Meeting)*

-TC Cooper informed the Town Council this is another Resolution that will be on the agenda for the next Town Council meeting. She stated this is a requirement and all the Clay County municipalities are participating. The Town Attorney has approved this agreement as presented.

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

There being no further questions or concerns, the meeting was adjourned at 10:42am by Mayor Andrews.



Mayor, Adrian Andrews, Presiding