

Regular Council Meeting Minutes

January 16, 2024

6:00 PM Central Standard Time

Present: Donna Bullock, Steve Cozart, Jane Hayes, Nina Hendricks, Michael Hutto, Shon Owens, Eric Seib, David Tillar, April Watson, Crystal Weatherington

Meeting Call to Order: Eric Seib

Prayer: Michael Hutto

Pledge: Nina Hendricks

Approve Minutes: Councilwoman Hayes made a motion to accept the regular meeting minutes as written from December 18, 2023. Seconded by Councilman Hutto. 4 yeas, 0 nays. Motion carried.

1. Town of Jay Report

Engineering Report: Mr. Tillar presented the engineering report. Discussion followed. Bids for the community center are due Friday, January 19, 2024, by 4:00 pm. Dewberry will review the bids and make a recommendation to the Town. The award date will be February 5, 2024.

Operations Report: Mr. Seib presented the operations report (attached). Discussion followed. Bids for engineering for the Park renovation are due Wednesday, January 17, 2024. Councilwoman Hayes made a motion to set a committee of all council members to review the bids and to hold a meeting on Tuesday, January 23, 2024, to discuss and vote to ratify the committee findings. Seconded by Mayor Owens, 4 yeas, 0 nays. Motion carried. Mr. Cozart stated that the meeting must be advertised. Mr. Seib will take care of this. Jay Recreation has asked to continue to use the "trash" field at the park through April. Mr. Seib told them they could use it until construction began and then it would have to be shut down.

2. Old Business

Joy in Jay Recap: Joy in Jay was discussed, and a future meeting will be held to set a budget for the event for 2024.

3. New Business

New Printer Contract: Mr. Seib presented the council with the new proposed printer contract for 60 months (attached). The contract would increase by about \$5.00 per month. Councilwoman Hayes made a motion to accept the proposed contract. Seconded by Councilwoman Hendricks. 4 yeas, 0 nays. Motion carried.

Ethics Training and Form 6 Update: Ms. Bullock gave the council instructions for filing the new Form 6 that is required each year (attached). She also discussed the required ethics training for council members. Discussion followed.

Northwest FL Economic Symposium: Mr. Seib told the council about the NW FL Economic Symposium to be held on March 5 – 6, 2024, in Sandestin. He stated that he would like to attend and if any other council members would like to attend to please let him know.

Farm Event: Councilwoman Hendricks stated that she had been approached about hosting some kind of farmer education / appreciation event. She stated possibly a parade or some other kind of event. Discussion followed. She stated that she would talk with JHS FFA, Farm Bureau, and others to discuss a possible event.

4. Visitor Comments: None

Motion by Councilwoman Hayes to adjourn. Seconded by Mayor Owens. 4 yeas, 0 nays. Motion carried.


Donna Bullock, Town Clerk


Shon Owens, Mayor



MEMORANDUM

Date: January 5, 2024

To: Eric Seib

From: David Tillar, PE

Subject: Town of Jay Engineering Report

Message:

These compiled project notes, respectfully submitted, constitute the Engineering Report for the Town of Jay prepared by Dewberry for the January 8th Council Meeting. We hope this report will be helpful to you and the Town of Jay.

PROJECTS IN DESIGN

Town of Jay Community Center

Dewberry Project Number 50150006

Town of Jay Contact: Eric Seib

Status:

- Pre-bid meeting was held on January 3rd at 10am
 - Bear General Contracting and Pars Co attended as did two subcontractors.
- Questions are due on January 9th by 10am with answers and any addendum sent out on January 12th.
- Bids are due to the Town January 19th at 4 pm where they will be read aloud at 4:05 pm

PROJECTS IN CONSTRUCTION

Bray Hendricks Park

Dewberry Project Number 50105301

Town of Jay Contact: Eric Seib

Status:

- Advertisement for additional engineering services for DFO is out and due on January 17th.
- STOA drawings for building package to be completed and ready for bid
- ERP has been applied for through NFWFMD.....Waiting to hear.
- Grant funding already secured is coming from about 5 different sources. Robin Phillips CBDG administrator in Pensacola.

PROJECTS ON HOLD

Jay Test Well



MEMORANDUM

Dewberry Project Number 50137563

Town of Jay Contact: Eric Seib

Status:

- Dewberry actively looking for Grants to accomplish the test well

Jay WWTP Sludge Drying Bed #3

Dewberry Project Number TBD

Town of Jay Contact: Eric Seib

Status:

- Draft preliminary set provided to the Town
- Legislative ask submitted and waiting to hear.
- Dirt need may be able to come from Bray Hendricks spoils.

GRANTS SECURED BUT NOT YET CONTRACTED

None at this time.

GRANTS PENDING

Jay Pipe Sewer Bursting

Town of Jay Contact: Eric Seib

RIF: \$300,000.00 to cover design and permitting.

DEP Wastewater Fund: \$2.1MM for construction

Town of Jay Project Tracker		
PROJECT	DESCRIPTION	OUTCOME
		FOLLOW UP
Park Master Plan	Create a Master Plan for the Bray-Hendricks Park for long term planning.	Architects working final building plans. Florida Commerce Contract returned, awaiting their final signature. Electrical layout under final review and then to EREC for electrical supply plan. Working wetlands notification.
COVID CDBG Grant	Senior Center Renovation.	Bids due January 19. PARSCO and Bear Construction has already requested copies of bids.
State Street	Create a more useable road for local agriculture suppliers and farmers.	Passable Road
Jay Clean Up	Clean up select residences within the Town Limits to assist in the overall look of Jay.	Improved Neighborhoods
Highway 89 and Highway 4 Intersection	Create a safer intersection.	Reduce Accidents
Wastewater Treatment Plant Drying Bed #3	Build a third drying bed.	WWTP Efficiency
Well #4	Create a new water well. Overall \$1.5 Mil cost.	Quality Water
Volunteer Fire Department	Partner with the Jay Fire Department to find a new building for them.	Fire Protection
Industrial Park	Work on Improving the Site to Promote New Businesses and Industry.	Economic Development
Lead and Copper Lines	Identify and Replace homes with lead and copper lines from distribution line to house.	Quality Water
Sewer Line Replacement	Replace Sewer Lines on Highway 4 and Highway 89.	Increased Capacity
		Received engineering plan from Dewberry. Legislative Appropriation project submitted.
		Fire Truck?
		Rural Infrastructure Grant application submitted.
		Grant awarded for \$6,000. Dewberry drafting a contract.

PROPOSED SOLUTION

Qty	Manufacturer	Model	Description
1	Sharp	BP-50C36	36 PPM BW / 36 PPM Full-Color Workgroup Document System
			Stand/1 x 550-sheet Paper Drawer
			Fax Expansion Kit
			Center Exit Tray (required if no finisher installed)
1	Lexmark	REFURB XM3150	Refurbished XM3150
			M4LTEX

CPC Platinum Level Full Service Agreement

The CPC Platinum Level Full Service Agreement includes 2,500 B/W images monthly with overages to be billed at \$0.0085 per image and 850 Color images monthly with overages to be billed at \$0.08 per image and CTS (see below).

current 2500 B/W
900 COLOR .0847

~~DIFF OF 50 COPIES \$4.25~~

CPC's Platinum Level "Connectivity Technical Service" (CTS) Coverage is included in the payment quoted. Includes delivery, installation and training. This plan also includes full service, parts, labor, drums, toner and developer and also includes full IT support for your MFP(s). Includes rapid on-site and remote support from our Factory Trained Technicians and our IT technical support professionals with an average response time of 4 hours or less for emergency calls.

CURRENT

		48 Month	60 Month
Monthly Lease Investment Including Service	\$ 286.50	\$335.99	\$291.89
Less Current Monthly Cost		-\$286.52	-\$286.52
Incremental Monthly Investment / Savings		\$49.47	\$5.37

Outright Purchase Price	\$9,283.86
CPC Platinum Level Full Service Agreement billed Monthly	\$99.25 + overages

	2023		
	BW	COLOR	
JAN - MAR	4,680	1,800	B/W 1,500
APR - JUN	* 8,098	2,000	
JUL - SEP	3,274	2,400	COLOR
OCT - DEC	4,500	* 2,700	2,700

2023 Form 6 Instructions Full and Public Disclosure of Financial Interests

Notice

Annual Full and Public Disclosure of Financial Interests is due July 1, 2024. If the annual form is not submitted via the electronic filing system created and maintained by the Commission by September 3, 2024 an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3144, F.S. - applicable to officials other than judges]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

Instructions for Completing and Filing Form 6 Full and Public Disclosure of Financial Interests

When to File:

Officeholders: No later than July 1, 2024

Candidates: During the qualifying period.

Who Must File Form 6:

All persons holding the following positions: Governor, Lieutenant Governor, Cabinet members, members of the Legislature, State Attorneys, Public Defenders, Clerks of Circuit Courts, Sheriffs, Tax Collectors, Property Appraisers, Supervisors of Elections, County Commissioners, elected Superintendents of Schools, members of District School Boards, Mayor and members of the Jacksonville City Council, Judges of Compensation Claims; the Duval County Superintendent of Schools, and members of the Florida Housing Finance Corporation Board, each expressway authority, transportation authority (except the Jacksonville Transportation Authority), bridge authority, toll authority, or expressway agency created pursuant to Chapter 348 or 343, F.S., or any other general law, mayors, elected members of the governing body of a municipality, each member of the Commission on Ethics and judges, as required by Canon 6, Code of Judicial Conduct.

Attachments:

A filer may include and submit attachments or other supporting documentation when filing a disclosure.

Public Record:

The disclosure form is a public record and is required by law to be posted to the Commission's website. **Your Social Security number, bank account, debit, charge, and credit card numbers, mortgage or brokerage account numbers, personal identification numbers, or taxpayer identification numbers are not required and should not be included.** If such information is included in the filing, it may be made available for public inspection and copying unless redaction is required by the filer, without any liability to the Commission. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written and notarized request.

Questions about this form or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864.

Net Worth

[Required by Art. II, s. 8(a)(i)(1), Fla. Const.]

equity of that partnership.

- Trusts: You are deemed to own an interest in a trust which corresponds to your percentage interest in the trust corpus.
- Real property may be valued at its market value for tax purposes, unless a more accurate fair market value is available.
- Marketable securities which are widely traded and whose prices are generally available should be valued based upon the closing price on the valuation date.
- Accounts, notes, and loans receivable: Value at fair market value, which generally is the amount you reasonably expect to collect.
- Closely-held businesses: Use any method of valuation which in your judgment most closely approximates fair market value, such as book value, reproduction value, liquidation value, capitalized earnings value, capitalized cash flow value, or value established by "buy-out" agreements. It is suggested that the method of valuation chosen be indicated on the form.
- Life Insurance: Use cash surrender value less loans against the policy, plus accumulated dividends.
- The asset value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

Liabilities

[Required by Art. II, s. 8, Fla. Const.; s. 112.312, F.S.]

Liabilities in Excess of \$1,000:

List the name and address of each creditor to whom you owed more than \$1,000 on the date you chose for your net worth, and list the amount you owed. Liabilities include: accounts, notes, and interest payable; debts or obligations (excluding taxes, unless the taxes have been reduced to a judgment) to governmental entities; judgments against you, and the unpaid portion of vehicle leases.

You are not required to disclose liabilities that are solely your spouse's responsibility.

You do not have to list on the form any of the following: credit card and retail installment accounts, taxes owed (unless the taxes have been reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a partner (without personal liability) for partnership debts, or where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" on a note and are jointly liable or jointly and severally liable, then it is not a contingent liability.

How to Determine the Amount of a Liability:

- Generally, the amount of the liability is the face amount of the debt.
- The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments.
- If you are the only person obligated to satisfy a liability, 100% of the liability should be listed.
- If you are jointly and severally liable with another person or entity, which often is the case where more than one person is liable on a promissory note, you should report here only the portion of the liability that corresponds to your percentage of liability. However, if you are jointly and severally liable for a debt relating to property you own with one or more others as tenants by the entirety or jointly, with right of survivorship, report 100% of the total amount owed.
- If you are only jointly (not jointly and severally) liable with another person or entity, your share of the liability should be determined in the same way as you determined your share of jointly held assets.

Examples:

- You owe \$10,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 with your spouse to a savings and loan for the mortgage on the home you own with your spouse. You must report the name and

2. You received more than \$1,000 in gross income from that business entity during the period.

If your ownership and gross income exceeded the two thresholds listed above, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, the source's principal business activity, and the name of the business entity in which you owned an interest. You do not have to list the amount of income the business derived from that major source of income.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$1,000 in gross income last year. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of your business, the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your gross partnership income exceeded \$1,000. You should list the name of the partnership, the name of each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

Interests in Specified Businesses

[Required by s. 112.3145, F.S.]

The types of businesses covered in this section include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies; utility companies; entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period, more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during 2023, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list: the name of the business, its address and principal business activity, and the position held with the business (if any). Also, if you own(ed) more than a 5% interest in the business, as described above, you must indicate that fact and describe the nature of your interest.

Training Certification

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer, or an elected local officers of independent special districts, including any person appointed to fill a vacancy on an elected special district board, whose service began on or before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

2023 Form 6 - Full and Public Disclosure of Financial Interests

General Information

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

PID SAMPLE

County: SAMPLE COUNTY

AGENCY INFORMATION

Organization

Suborganization

Title

SAMPLE

SAMPLE

SAMPLE

Net Worth

My Net Worth as of December 31, 2023 was \$ [AMOUNT].

Assets

Household goods and personal effects may be reported in a lump sum if their aggregate value exceeds \$1,000. This category includes any of the following, if not held for investment purposes: jewelry; collections of stamps, guns, and numismatic items; art objects; household equipment and furnishings; clothing; other household items; and vehicles for personal use, whether owned or leased.

The aggregate value of my household goods and personal effect is N/A.

ASSETS INDIVIDUALLY VALUED AT OVER \$1,000:

Description of Asset	Value of Asset

Interests in Specified Businesses

Business Entity # 1

Training

Based on the office or position you hold, the certification of training required under section 112.142, F.S., is not applicable to you for this form year.

Signature of Reporting Official or Candidate

Under the penalties of perjury, I declare that I have read the foregoing Form 6 and that the facts stated in it are true.

Digitally signed:

Filed with COE:

Announcements

- WELCOME to the new Electronic Financial Disclosure Management System (EFDMS)!
- Form 6, Form 6X, and the Form 6F, as well as the Form 1, Form1X, and 2024 Form 1F must be filed via EFDMS. The Form 2, Quarterly Client Disclosure, is also filed via EFDMS.
- The form requirement for Mayors and Elected members of governing bodies of municipalities will change from a Form 1 to a Form 6 in 2024. Those officials who are serving as of December 31, 2023 and those elected to those offices in 2024, will file the Form 6 in 2024 instead of the Form 1. Those filers can access the system beginning January 1, 2024.
- Form 1 filers, state and local, as well as new Form 6 filers will file electronically in 2024 via the Electronic Financial Disclosure Management System (EFDMS). Access for these filers will go live January 1, 2024.
- A Form 6 e-filing training video is available. A sample Form 6 is also available.
- Instructions, FAQs, and tutorials are available from the dashboard within EFDMS. Additional assistance can be obtained Monday-Friday from 8:00 a.m. until 5:00 p.m. by contacting the Commission.
- The recording of the June 7, 2023 webinar overview of EFDMS is now available.
- The recording of the webinar for Coordinators from January 6, 2023 is now available.
- **If you have an annual filing requirement AND are running for office**, you will complete your disclosure in EFDMS and submit your filing electronically to the Commission, then print a verification/receipt of e-filing your form or print a copy of your disclosure to file with your Qualifying Officer
- **If you are a Candidate who does not currently hold an office or other position requiring disclosure**, you will complete your disclosure in EFDMS via the "I am a Candidate" link and print it for filing with your Qualifying Officer. You will not submit your disclosure to the Commission electronically.
- All communication about filing requirements and due dates for filers will be provided via email only. Filers **MUST** maintain a current email address in EFDMS. **By law, failure to maintain a current email address will not qualify as an "unusual circumstance" during an appeal of an automatic fine for failure to timely file a Form 6.**

**Please join us for the annual FPL Northwest Florida Economic
Symposium on March 5-6, 2024, at the beautiful Sandestin Golf and
Beach Resort!**

Register today to save \$50!

Early bird pricing now through, Jan. 16, 2024!