

Regular Council Meeting
April 16th, 2018
6:00 P.M.

Present: Donna Bullock, Steve Cozart, Maxine Ivey, Wayne Godwin, Shon Owens, Jane Hayes, David Bush, Cheryl Pitts, Gretchen McPherson, David Bush, Eric Seib, Crystal Flannigan, Josh Holloway

Meeting called to order by Maxine Ivey

Welcome visitors- Maxine Ivey

Invocation by Josh Holloway

Pledge led by Jane Hayes

Motion made by Godwin to accept minutes. Seconded by Hayes. 5 yeas. 0 nays. Motion carried.

Eric gave maintenance report, motor at the sewer plant removed. We will replace after completing other projects. Also discussed 5165 Blackmon Drive, meter was removed due to non-pay, Eric explained we did not charge for meter installation. Owens suggested in future to charge for the replacement of meter due to non-payment on a property address. Maintenance guys changed out a gas meter on Hwy 89. Zack to finish installation upon return to work.

Wayne Godwin discussed Jay Church of Christ gas bill.

Automated water meter latitude and longitude locations should be updated this week.

Eric also talked about the meters being offered by Pace Water System for half price. Town of Jay system needs 163 water meters, 75 gas meters to be installed. Transmitters offered by Pace Water System are meters different than the ones already installed. Council approved the purchase of water meters only.

Council discussed the reimbursement money from grant LP57110. Once closed out, the Town of Jay can be reimbursed for the storm water work completed on Commerce Street and Well #1 repairs.

Eric informed council Pace Water System willing to offer a payment plan.

Owens discussed the line of credit balance is \$100,000.00. need to pay off when received grant money with the remaining \$30,000.00 being deposited to general fund account.

Donna gave budget report. Council looked over reports provided by Donna. Owens made the statement he understood the reports. Hayes suggested to use excel. Donna made

council aware of the Cintas bill being very expensive monthly. Donna explained to council \$18,000.00 was deposited to general fund to pay the monthly bills. The new maintenance department truck was delivered last week. No invoice with truck.

Crystal gave engineering report. Well #1. CSI to handle the controls and the Town of Jay to construct building Grant LP57012, change order to reallocate funds.

Radio Lease agreement. Eric explained to council the letter needed to be signed. Steven Cozart suggested to table to next meeting.

Eric gave 4th of July update. 55% of goal met. He went out to different businesses.

Eric and Steve Cozart to continue to work on Employee Handbook. Eric to have at the May 21st council meeting.

Tiffany Sullivan with Legal Shield gave a presentation to council. It is a voluntary benefit for employees and council. Discussion followed.

Donna read the Resolution #18-04-01, Resolution for Reduced Application Fee Northwest Florida Water Management. Cost reduced from \$500.00 to \$100.00. Ivey made motion to accept the Resolution #18-04-01. Seconded by Jane Hayes. 5 yeas 0 nays. Motion carried.

Owens discussed the Maintenance Supervisor/Operations Manager position. Cozart recommended to advertise internally. Hayes made motion to post 5 calendar days in office. Seconded by Owens. 5 yeas. 0 nays. Motion carried.

Godwin made council aware of house at Spring and Calfee street. Godwin has contacted the owner of the house. Tabled to next meeting.

Time keeping equipment, tabled to next meeting.

Bush discussed naming Community Center after Linda Carden, a 40-year employee.

Owens stated that council needs a contract from Attorney Steve Cozart. Office did advertise for engineer in newspaper.

Eric to talk to Theresa Dobson regarding banners.

Discussion regarding Raymond McDaniel part time hours being 25 a week.

Hayes made a motion to adjourn meeting. Seconded by Owens. 5 yeas. 0 nays. Motion carried.

Mayor Shon Owens

Donna Bullock, Town Clerk

