

Regular Council Meeting  
August 6, 2018  
6:00 P.M.

Present: Maxine Ivey, Wayne Godwin, David Bush, Jane Hayes, Donna Bullock, Stephen Cozart, Gretchen McPherson, Eric Seib, Crystal Weatherington, Josh Holloway

Meeting called to order: Maxine Ivey

Welcome visitors: Maxine Ivey

Invocation: Josh Holloway

Pledge: Jane Hayes

Motion made by Jane Hayes to accept the minutes from the July 16, 2018 Regular Council Meeting and July 31, 2018 Special Meeting. Seconded by David Bush. 4 yeas. 0 nays. Motion carried.

Maintenance Report. Eric Seib stated that the maintenance department completed 32 work orders over the last two weeks. Twelve calls responded to the flushing of dirty water, three calls were to re-check water or gas meters readings, four calls were to conduct a final read for closeout or new service, two calls each were for possible water leaks. The inmates were not available last week to work due to illness and extra duties at the prison. Discussion continued about signing a contract for the workforce to be full time. Eric stated that the hiring process was continuing with a final interview scheduled for Tuesday. Councilwoman Hayes mad a motion to allow Town Clerk, Operations Manager and Mayor to decide on hire to avoid waiting until the next council meeting. Councilman Godwin seconded the motion. Motion passed 4-0.

Water Distribution System Report. CDBG Grant process is continuing with a special council meeting scheduled for Thursday, August 9, at 6pm. FDOT project is still with the designers, we will provide input when they are ready. Also looking at NFWFMD opportunities as well as starting our campaign for Legislative Appropriations.

Financial Report. Eric presented the expenditures for the month of July to the council. He mentioned that the utilities had not been paid as of the end of the month, so the final amount will be approximately \$10,000 higher.

Engineering Report. Mrs. Crystal Weatherington stated that Dewberry completed their surveys for the CDBG grants zones and will be able to provide a cost estimate in time for the CDBG grant deadline of August 13th. She is meeting with an electrical engineer to provide the specifications for bid in support of Well#1. Reimbursement for Commerce Street payment request was submitted, and she will closely track the progress.

Old Business. The attorney mentioned that he sent a letter to Breitburn to request what justification for withholding royalties. He is awaiting a formal response. He is still searching for the original lease between Exxon and the Town of Jay to be able to review the agreement before deciding on the collection of maintenance fees by Breitburn.

Attorney will bring an update to the next meeting.

Employee Policies and Procedures. Attorney presented his final draft for review by the Mayor and Council for next council meeting. If no changes are presented, then a Resolution can be made approving the policies and procedures.

Municipal Public Service Tax. Attorney presented a draft Ordinance with updates to remove the cap, but not to include the changes as agreed upon at the Special Council Meeting held on July 31, 2018. Eric to update him with the details to create an Ordinance for review and first reading at the next Council Meeting. Resolution is required for approval of the rates, not an Ordinance. Eric provided an updated estimate of revenue generated from this tax based on the average electric bills from 2017. There is a 120-day requirement to post on the Florida Public Service Commission website before enacting the rate change. Councilwoman Hayes made a motion to accept the MPST rates as presented. Councilman Bush seconded the motion. Approved by a vote of 4-0. Attorney mentioned that the changes to the Ordinance will have to be made before the next meeting and then read at two meetings before sent to the Florida Public Service Commission.

Water and Wastewater Rates. The Attorney provided a draft Water Rate and Wastewater Rate Ordinance for review. He prepared the changes as per the Council's discussions. He will work with Eric on all rate changes and fees. This ordinance will allow for the council to change rates annually by resolution only. Language for past due accounts were also added in the draft. Eric presented a spreadsheet and graph showing the revenues from the proposed rate changes using June 2018's usage data for reference and forecasts for two additional years with inflation growth rates. Councilwoman Hayes made a motion that the Town move forward with the proposed rates by Resolution once the Ordinance is updated with that ability.

New Business. None

Councilwoman Hayes made motion to adjourn meeting. Seconded by Wayne Godwin. 4 yeas. 0 nays. Meeting adjourned.

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Mayor Shon Owens

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Town Clerk Donna Bullock