

Town Council Meeting
September 17, 2018
6:00 P.M.

Present: Maxine Ivey, Wayne Godwin, Jane Hayes, Eric Seib, David Bush, Shon Owens, Donna Bullock, Crystal Weatherington, Joshua Holloway, Ray Miller

Meeting called to order: Maxine Ivey

Welcome visitors: Maxine Ivey

Invocation: Joshua Holloway

Pledge: Shon Owens

Motion made by Wayne Godwin to accept the minutes from the September 4, 2018 Regular Council Meeting. Seconded by Shon Owens. 5 yeas. 0 nays. Motion carried.

MAINTENANCE REPORT. Eric Seib stated that the maintenance department completed five bigger work projects in addition to the 18 work orders over the last two weeks. Nine calls responded to the flushing of dirty water, mostly over Labor Day. Three calls were to conduct a final read for closeout or new service, two calls were to re-check water or gas meters readings, three calls for road cleanup, and two calls for possible water leaks. The maintenance crew moved two meters this week and bored under Polk Road for a resident to connect their water line to the meter. The inmates were available two days one week and mowed the park area. Jay High School requested that the Town of Jay mow some of the industrial park for their JD Mack Invitational meet on September 29th. An electrical contractor is working with us to fix the transformer at the park baseball fields. We will have to file an insurance claim for this lightning strike created electrical failure. Santa Rosa County did place an Abatement Notice at 5133 Mildred St. Eric toured the property and did not see the notice. He will follow up with Santa Rosa County Code Enforcement. Mr. Boyd will discuss a gas training program with us tomorrow.

FINANCIAL REPORT: Eric discussed the August revenues and expenses which showed a \$7,000 profit. Discussion ensued about various expenditures.

ENGINEER REPORT: Dewberry will use the \$16,000 TA Grant and present a work plan for the water distribution system mapping project. Mayor Owens asked if the water mapping survey crew would be similar to a road survey crew. Well #1 project is with the Structural Engineer and will then have to move to the Electrical Engineer before bids can go out. We plan for bids to go out on October 1, 2018.


OLD BUSINESS. Attorney not present for a Breitburn lease letter update or Well #1 update. Ordinance 18-08-04 was read for the second time that will amend Chapter 13 of

the Town of Jay Code of Ordinances as it relates to Public Service Tax. This ordinance was advertised this week. Ordinance 18-08-03 was read for a second time that will amend Chapter 15, Article II, of the Town of Jay Code of Ordinances as it relates to charges for use of the Town of Jay water and sewer system; providing for repeal of Ordinance 11-03-02; providing for an effective date. This ordinance was advertised this week as well. Eric presented a Water Rate and Fee Schedule for the Council's approval. Discussion on the rates for meter relocation fee of \$200 versus \$100. All other fees were accepted as presented. Water and Sewer Rates were agreed upon as presented. A question was asked if two residential structures are on one property, do we charge both structures or just one fee? Eric will check the ordinance for reference. Councilman Godwin wants to know how families can live in residences with water and electricity turned off. Santa Rosa County Code Enforcement will be notified. Eric previewed the procedures for the next meeting's TRIM and Budget Hearing to be held at October 1, 2018. Eric stated that he researched the Sensus software support contract and believes that the Town of Jay should pay the cost of \$2,437.00 for the contract. Councilwoman Hayes made a motion for the Town of Jay to accept the contract for Sensus software support for the amount of \$2,437.00. Councilman Godwin seconded the motion. The motion passed 5-0. The Town Clerk Read ordinance 18-09-01 an ordinance of the Town of Jay Florida amending Article II of Chapter 2 of the Town of Jay Code of Ordinances in regard to salary for the Mayor and Town Council. The ordinance has been advertised in the Santa Rosa Press Gazette and will be read a second time at the September 27 special meeting.


NEW BUSINESS. The Council revised the amounts of the 2017 budget of \$25,000 from the water fund to the special fund, \$50,000 from the water fund into the sewer fund, and \$50,000 from the water fund to the gas fund. Councilwoman Hayes made a motion to reallocate funds within the 2017 budget to balance the funds within the budget as recommended. Mayor Owens seconded the motion. The motion passed by a vote of 5-0. The Town of Jay needs to update their signatories on the United Bank checking account, CDBG account, Personal Storage Box, the Certificates of Deposit, and any additional Town of Jay account not listed above. Councilwoman Hayes made a motion to have Shon Owens, Donna Bullock, Eric Seib, Wayne Godwin, Maxine Ivey, Joshua Holloway, and Nina Hendricks have signatory access to all town of Jay Accounts at United Bank to include access to the Personal Storage Box and remove David Bush and Jane Hayes from any signatory list. The motion was seconded by Mayor Owens. The council voted 5-0 to approve the motion. Councilwoman Hayes made a motion to approve a Florida Gas Utility Letter of Credit for the 2018-2019 budget year with United Bank. Councilman Godwin seconded the motion. The council voted to approve the motion with a vote of 5-0. The Town of Jay approved the Jay Homecoming Parade to be held on October 26, 2018 at 2:00pm.

PUBLIC COMMENTS. Resident Mr. Ray Miller of 3978 Arthur Avenue asked for a No Through Truck sign to be placed on N. Cherry Rd to prevent big trucks from turning from Cherry to Arthur St and running through his yard. Mayor Owens promised to look into what the Council can legally do.

Councilwoman Hayes made motion to adjourn meeting. Seconded by Councilman Godwin. 5 yeas. 0 nays. Meeting adjourned.



Mayor Shon Owens



Town Clerk Donna Bullock