Town Council Meeting

June 3, 2019

6:00 P.M.

Present: Shon Owens, Maxine Ivey, Wayne Godwin, Eric Seib, Donna Bullock, Gretchen McPherson, Crystal Weatherington, Stephen Cozart

Meeting called to order: Maxine Ivey

Welcome visitors: Maxine Ivey

Invocation: Joshua Holloway

Pledge: Shon Owens

Approval of Meeting Minutes: Councilman Godwin made a motion to accept the minutes as written. Seconded by Mayor Owens. 3 yeas. 0 nays. Motion carried.

OPERATIONS Report: The USDA Rural Development office has given the Town of Jay until August 31, 2019 to complete the Livestock Market project. The Town will go out for roofing, electrical and mechanical bids this week. EREC can place a power pole next to the auction building and place power to that building once a Santa Rosa County inspector approves the electrical structure. An advertisement for electrical bids for the Well #1 building has been published for a June 17th due date. There has been some interest in the project at Dewberry. The Town is waiting for DEO to set a wage decision on the CDBG grant, then we will publish an advertisement for bids. The staff is working with Mrs. Mary Gavin to complete the engineering review and financials for the USDA Rural Development Rural Utility Services grant. We should hear about results in mid-July. The Town of Jay is working on various projects in support for the Competitive Florida Partnership Economic Development Project. The due date to complete all projects is June 15th. The maintenance staff worked on Mr. Weekes water line to his property. We will finish Mr. Fields water lines this week. Sand and mulch have been placed onto the park playground area. The extra mulch will be used in the Welcome Center areas. The Mayor stated that he does not see any way to adjust State Street and recommends that we just resurface the existing pavement. He then asked the attorney to look into who owns the properties adjacent to the Town of Jay. The Town would like to bring all property owners together to find a solution to improve the condition of the road. Discussions continued on the subject of ownership among the council members. No decision was made. The Mayor also requested that the Town create an engineering plan for Calfee Street. Councilman Godwin asked that the Town look into the code enforcement of the safety of the house at 5269 Spring Street. Discussion ensued about possible drainage issues at the intersection of Highway 4 and Calfee Street. The engineer mentioned that the upcoming CDBG project will require construction work on Calfee Street and that any repaving project should be planned for next Fiscal Year. The Mayor mentioned that he looked around the Bray Hendricks Park at all the aged equipment and facilities. There is grass growing in the cracks of the tennis courts. Councilman Godwin mentioned that the Town needs to dedicate one worker to just the park maintenance and upkeep. The Council agrees that the staff needs to take a dedicated effort in taking care of the assets we have. The Mayor stated that we may be losing revenue due to the poor condition of the park. The Mayor asked to have a meeting with Commissioner Salter to see if we can find funding to create an engineering plan.

FINANCIAL REPORT: The Billing Clerk presented a past due account report. The Town of Jay is down to $700 in Past Due bills. There are some customers who are on a six-month payment plan that amount to almost $4,000 that are also past due. The Billing Clerk explained the billing plan process to the Council.

ENGINEER REPORT: Crystal presented the waterline drawings provided for the USDA RD Grant request. We will use this drawing to visually present the different grant programs that we are using to replace all the cast iron pipes.

Old Business: The Town of Jay employees were not able to research any additional Facebook data to provide and update. The topic was tabled. An advertisement for electrical bids for the Well #1 building has been published for a June 17th due date. The council tabled their continued discussion of the placement of speed humps at 5320 Mary St. The Mayor discussed that he would like to create a geographical area that would provide the greatest amount of income for the area added before the next meeting. Then, other Town Council members can stop by the office and provide their individual feedback. Sand and mulch have been placed onto the park playground area. The extra mulch will be used in the Welcome Center areas. The Operation Manager provided the Santa Rosa County case on the abatement of 5133 Mildred St. The Board of County Commissioners approved the demolition of the building at the February 14, 2019 meeting. They now have to complete the administrative paperwork and finance the demolition. It is unknown if the County will charge the Town for the demolition. The Mayor asked the attorney to write a letter on behalf of the Town supporting the County’s demolition of the building at 5133 Mildred Street.

NEW BUSINESS: The Public Service Commission conducted their annual Natural Gas Pipeline Safety Evaluation in which the Town passed with no discrepancies. The Operations Manager thanked Kevin Herrman for his role in the Town’s natural gas program. In six months, he gained a lot of training and represented the Town during the inspection. He recommended a $1 raise for Kevin based upon his increased responsibility at the Town of Jay. Councilman Godwin made a motion to give Kevin Hermann a $1 raise. The motion was seconded by Mayor Owens and passed with a vote of 3-0. Additionally, the OM requested that April Watson be placed in a full-time position due to her hard work updating the billing database and addressing past due accounts. Councilman Godwin made a motion to make April Watson a full-time employee for the Town of Jay. The motion was seconded by Mayor Owens and passed with a vote of 3-0. The Mayor mentioned that he would like to look at the competitive wages of Town Managers in the surrounding communities to find a fair salary to give to Eric Seib. The Council agreed to have the Mayor look into the different salaries.

PUBLIC COMMENTS: None.

Mayor Owens made a motion to adjourn meeting. Seconded by Councilman Godwin. 3 yeas. 0 nays. Meeting adjourned.

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Mayor Shon Owens Town Clerk Donna Bullock