Town Council Meeting

November 5, 2018

6:00 P.M.

Present: Shon Owens, Maxine Ivey, Wayne Godwin, Nina Hendricks, Eric Seib, Josh Holloway, Crystal Weatherington, Stephen Cozart, Gretchen MacPherson, Hannah Laney

Meeting called to order: Maxine Ivey

Welcome visitors: Maxine Ivey

Invocation: Joshua Holloway

Pledge: Shon Owens

Motion made by Shon Owens to accept the minutes from the October 15, 2018 Regular Council Meeting and October 22, 2018 Special Meeting. Seconded by Josh Holloway. 5 yeas. 0 nays. Motion carried.

OPERATIONS Report: Eric Seib reviewed the changes in the project tracker. The maintenance team checked all seven critical fire hydrants and found that they all provide water with four leaking, one difficult to open and two with no problems. The Operations Manager will follow up with a fire hydrant contractor on required immediate repairs. The staff asked that the council review the Business License ordinance to update the process. The Town should be in receipt of our portable bleachers in November. Councilman Godwin mentioned that there is a car repair business happening within the Jay Rosa neighborhood and would like to know if they have a business license. The Operations Manager will research. The town has requested our annual park and recreation amount of $25,000 from Commissioner Salter. The approved water and sewer rates have been updated and placed into this month’s billings along with an automated late fee as per the ordinance and resolution. The Council was interested in pursuing an online billing option for customers as presented. The Operations Manager will discuss in detail at the next workshop all the options and associated costs so that the council can make an informed decision. A discussion continued about the value of reducing the employee monthly workload versus the additional cost passed to the consumer. The inmates have not been available all last week. The Ops Manager stated that Warden Kolodziej visited with the Mayor last Friday and discussed the possibility of not renewing the inmate support contract between the Department of Corrections and the Town of Jay. The Mayor discussed all other possibilities with the Warden to include the purchase of a Correction Officer’s salary or an external landscape contract in lieu of inmate support. The reality is that the town has not had consistent inmate support since June of 2018. The Town of Jay did not hire a third maintenance worker as recommended in the Special Meeting because the candidate was given a better offer at his prior employer.

FINANCIAL REPORT: Eric provided a financial overview of October. The town collected $55,494.39 in revenues in October and paid bills of $103,411.78. The increase in bills paid was due to the receipt of grant funding due from the last two years. The estimated revenue from November’s billing is $81,236.41. The Operations Manager requested that the Town Council allow for a savings account created to hold excess funding for a wastewater loan that was paid off early in October to be released back into the General Fund. That account was funded with small monthly payments to ensure wastewater plant funding. A motion was made by Shon Owens to adjust the budget moving the sinking fund back into the general fund. The motion was seconded by Wayne Godwin and approved with a 5-0 vote.

ENGINEER REPORT: The engineer presented an overhead master park plan with the latest updates from the new council and Mayor. The Engineer asked for any changes from the council. With none being heard, a motion was made to accept the Park Plans as presented by Shon Owens and seconded by Joshua Holloway. The motion passed with a 5-0 vote. The USDA returned comments to the engineer as part of their review of the Town of Jay RD Loan request. We will continue to respond to questions. The Electrical engineer’s estimate for completing the engineering plan for the Well #1 building was $10,000. The engineer did not accept that and is looking for a more reasonable bid to complete the engineering plans. A survey crew will start their survey of the Town’s water system the week of November 12th as part of the DEO Technical Agreement grant.

Old Business: The Attorney received a signed deed from the Santa Rosa School District Attorney that they approved the land use and our attorney is filing the signed documents. The Ops Manager presented an Asset Management Plan Resolution, Resolution 2018-11-01, that accepted the Florida Rural Water Asset Management created Plan. A motion was made by the Mayor to accept the resolution, seconded by Nina Hendricks. The motion passed with a vote of 5-0. The Ops Manager updated the council on the Wreaths Across America program. A flier has been created and he will go out to the Town of Jay leaders to promote financial and volunteer support of this program. The council discussed different levels of support for this program. A motion was made to donate $400 to the program by Shon Owens, seconded by Nina Hendricks. The motion passed with a vote of 5-0. Additional discussion on the future level of support was made by council members to eventually support all veterans within the Jay Cemetery. The council discussed what month that the current cap on the Municipal Public Tax for electrical services should be removed. After a discussion on different dates, Shon Owens made a motion to initiate the new MPST caps during EREC’s January billing cycle. The motion was seconded by Wayne Godwin and the passed with a vote of 5-0.

NEW BUSINESS: The council agreed to continue with a Christmas Celebration on Commerce Street as part of the Christmas Parade to be held on December 8th. They also agreed to keep the prize amounts the same. Linda Carden will be the judge this year to allow Commissioner Salter to ride in the parade. There was additional discussion on where to start and route the parade to maximize the participation downtown. It was agreed to continue the discussion at a Workshop. The Mayor mentioned that he visited a town that had light poles in the downtown area sponsored by different classrooms in the town’s elementary school.

PUBLIC COMMENTS: None.

Shon Owens made motion to adjourn meeting. Seconded by Wayne Godwin. 5 yeas. 0 nays. Meeting adjourned.

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Mayor Shon Owens Town Clerk Donna Bullock