

Town Council Meeting
October 15, 2018
6:00 P.M.

Present: Maxine Ivey, Wayne Godwin, Nina Hendricks, Eric Seib, Josh Holloway, Donna Bullock, Crystal Weatherington, Stephen Cozart, Gretchen MacPherson, Chris Bailey (FRWA), and Mitzi Bray-Dixon (Wreaths Across America)

Meeting called to order: Maxine Ivey

Welcome visitors: Maxine Ivey

Invocation: Joshua Holloway

Pledge: Wayne Godwin

Motion made by Wayne Godwin to accept the minutes from the October 1, 2018 Regular Council Meeting. Seconded by Nina Hendricks. 4 yeas. 0 nays. Motion carried.

OPERATIONS REPORT: Eric Seib created a project tracker to help highlight all the projects in work at the Town of Jay. He discussed the first five items. The council agreed to use this document as a tool to follow the progress of these projects. The maintenance team has been working to add a new a gas line and meter at a residence late last week and on Monday. They also fixed two small water leaks last week. This week they will read meters and fix two additional water leaks before starting any additional projects. The inmates have not been available all last week and we expect them on Wednesday this week.

FINANCIAL REPORT: Eric mentioned that the final fiscal year 2018 closeout has not been completed. Additionally, the month of October has produced over \$22,000 in utility revenues.

ENGINEER REPORT: There are no updates on the Water Distribution Plan. The Well #1 pumphouse plan is at the Electrical Engineer. The paper structural engineering plans needed for permitting still need to be delivered to the town, hopefully this week. The engineer continues to work the FRDAP application for playground equipment for the Bray-Hendricks Park. She passed out a park usage survey for all meeting attendees to fill out. Councilman Holloway asked if a charitable organization also offered to donate equipment, could we accept that in addition to the FRDAP grant funding.

OLD BUSINESS: The Attorney heard from the Santa Rosa School District Attorney that he has approved the land use and now they were looking for the signed documents. Eric updated the council that the Well #3 pump that was replaced did not cost the Town of Jay any money. The old pump was still under warranty and shorted out due to erosion of the wiring insulation.

NEW BUSINESS: Mitzi Bray-Dixon addressed the Town Council asking for donations to support Wreaths Across America again this year. Last year, the organization placed 120 of 380 gravesites of Veterans in the local area. The council tabled the vote to donate to Wreaths Across America to the next regularly scheduled council meeting. Mr. Chris Bailey from the Florida Rural Water Association addressed the council and presented an Asset Management Plan for our water system. He highlighted some problem areas with nine fire hydrants in need of repair. FRWA asks that the Town of Jay create a Resolution accepting the Asset Management Plan. Once the plan is approved, they will provide us the electronic positioning of the valves and hydrants in an electronic mapping system. The electronic mapping program will cost the town \$400 a year. Eric requested that the council members allow him to create a resolution formatted to our water system that he will present at a later meeting. The council reviewed the Five-Year Capital Improvement Plan as presented. The plan will continue to be flexible as the town's need change. Nina Hendricks made a motion to accept the Five-Year Capital Improvement Plan, seconded by Joshua Holloway. Vote was 4-0 to approve the plan. Eric brought to the council an update to the prior hiring process at the end of July. The #1 qualified candidate at that time backed out of consideration when his current employer increased his pay. Since then, the same employer reduced his hours. The Town of Jay would like to hire this candidate as a second hire from the job search. The Council wanted more background information on this candidate before voting to hire him. They did agree to hold a special meeting on Monday, October 22, at 6:30pm to vote on the request.

PUBLIC COMMENTS:

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



Mayor Shon Owens



Town Clerk Donna Bullock