**Regular Council Meeting**

**February 16, 2021**

**Present:** Wayne Godwin, Jane Hayes, Nina Hendricks, Gretchen McPherson, Shon Owens (zoom), Eric Seib, April Watson, Crystal Weatherington (zoom), Josh Lewis

**Meeting Call to Order:** Eric Seib

**Prayer:** Josh Holloway

**Pledge of Allegiance:** Jane Hayes

**Approve Minutes:** Councilman Godwin made a motion to accept the February 1, 2021 meeting minutes as written. Seconded by Councilwoman Hendricks. 5 yeas, 0 nays. Motion carried.

**I. Town of Jay Report**

**Operations Report**: Mr. Seib presented the operations report (attached). A tentative start date and schedule for the USDA RUS Grants will be presented soon. Councilwoman Hayes stated that she had been approached by a citizen requesting a speed bump be placed in a subdivision. Discussion followed and this will be taken into consideration as the road improvements are done. The council asked Mr. Seib to prepare a budget on how to proceed with the Park Master Plan. The current cost for surveys, plans, geo-technical surveys, engineering, etc. is $105,000. It will take approximately 20 weeks to complete per Ms. Weatherington. Councilwoman Hayes suggested that this discussion be tabled until the next minute to give Mr. Seib time to prepare the funding for this project.

**2. Old Business**

**Nuisance Letters** – Many properties have been cleaned up or are progressing in the cleanup. Santa Rosa county put notices on several properties giving them 15 days to clean up as well. Councilman Holloway stated that he had been approached by several residents asking if businesses were also sent letters regarding cleanup efforts. Mr. Seib stated that letters were sent to businesses as well as residents.

**Recycling Dumpster** (attached) – Discussion regarding whether the Town could provide a recycling dumpster for residents occurred. Adams Sanitation offered a couple of options and the council will consider these options. The council requested to take a survey via the Facebook page to see if residents would be interested before pursuing.

**3. New Business:**

**DEP Warning Letter** (attached) **–** An oversight occurred with testing for Nitrate and Nitrite at Well #3 due to the well being turned off and due to employee changes. Once the oversight was found, testing was completed, and all levels of Nitrate and Nitrite were well under DEP Limits. A letter is being sent to each citizen of Jay as a requirement. No precautions are necessary, and no fines were administered.

**Gas Public Awareness Bulletin** (attached) **–** The Town of Jay has completed all requirements of the Natural Gas Awareness Program. Letters were sent to each resident regarding Natural Gas Awareness.

**Town of Century Interlocal Agreement** (attached) **–** The Town of Century has requested an Interlocal Agreement with the Town of Jay regarding Water Operators being used for both Towns as needed for vacation time and/or other relief dates. A draft was presented and will be finalized once reaching an agreement with the Town of Century.

**Broadband Survey** (attached) – The Florida Office of Broadband with the Department of Economic Opportunity has requested that residents complete a survey online regarding broadband internet service.

**Employee Update** – Tony Howard, Town of Jay Employee, has completed his gas qualification requirements. Mayor Owens made a motion to increase Mr. Howard’s pay from $14.50 per hour to $15.00 per hour. Councilwoman Hendricks seconded. 5 yeas, 0 nays. Motion carried.

**Construction Request 4508 Highway 4** – A request was made to complete some internal work at 4508 Highway 4. Mr. Seib stated this for information purposes only. No action is required on the part of the council.

**Fire Engine Repairs** – The Town of Jay Fire Engine that is used in parade and other Town activities needs extensive repairs. The Town either needs to spend the money to repair said truck or the Town needs to consider retiring the vehicle. Councilwoman Hayes made a motion to move forward with estimates on repairing the truck before a final decision is made. Councilman Godwin seconded. 5 yeas, 0 nays. Motion carried.

**Landlord / Tenant Billing Charges** (attached) – Several instances have occurred where a tenant has moved out of a property and the utilities were turned over to the Landlord. With garbage service being mandatory, landlords are being required to pay for this service even if the property is vacant. The Town has allowed several landlords to request no garbage at properties due to being vacant for an extended period. The Town suggested charging the tenant the full month of garbage regardless of the move out date during the month. This would alleviate the charge to the landlord and would allow the charge from Adams to the Town to be taken care of. Should a landlord request for service to continue at a property, the landlord will be responsible for utilities. Should a property stay vacant for more than a month, the garbage can will be pulled from property until a new tenant moves in. The Town bills for utilities in arrears which often causes the Town to be stuck with a bill once a tenant moves out if the deposit does not cover the charges.

**4. Visitor Comments:** Josh Lewis, who is a landlord for several properties in Jay was present to discuss the above landlord / tenant billing charges.

**5. Reminders:**

The Next Regular Town Council Meeting will be Monday, March 1, 2021.

Councilman Godwin made a motion to adjourn. Seconded by Councilwoman Hendricks. 5 yeas, 0 nays. Motion Carried.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donna Bullock, Town Clerk Shon Owens, Mayor