Town Council Meeting

April 15, 2019

6:00 P.M.

Present: Joshua Holloway, Nina Hendricks, Shon Owens, Maxine Ivey, Eric Seib, Donna Bullock, Gretchen MacPherson, Stephen Cozart, Crystal Weatherington, George Jordan

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 April 1, 2019 Regular Council Meeting. Seconded by Josh Holloway. 3 yeas. 0 nays. Motion carried.

OPERATIONS Report: Eric Seib reviewed the Five-Year Capital Improvement Plan. The next step for the Livestock Market is to sub-contact out the roof repair on the Hog Barn. An electrical bid will be next. The environmental review has been advertised and reported to DEO. The Request for Funds will be executed on April 30th. Two weeks after that, we can go out for construction bids. Eric is writing an overall Economic Development Strategy for the Town of Jay. A Project Action Plan also has to be created. Both projects are due on May 3rd. The maintenance team has continued to clean and update the sewer plant process. Griner Drilling started the replacement of Well #3 on Saturday and will finish up this week. April is doing a great job updating the database, reviewing billing ahead of mailing out bills and reducing past due amounts. The park has remained on the forefront of our daily duties. Eric turned in the deliverables for the Competitive Florida Partnership. Kevin did a great job completing preventative maintenance on the town’s generators, saving us thousands of dollars.

 FINANCIAL REPORT: Eric provided the March reconciliation report. April provided the past due outstanding amounts. The mayor asked about the why the past due amounts were 10% of the revenues. Eric explained that customers that state they can not pay the full amount of past due charges are placed on a six month payment plan. The Mayor asked it that was the policy that the town placed in the Ordinance when passed? Eric stated that the Town worked with the customers who responded to the past due notices placed on their houses. If customers did not reply, then the Town turned off their water service. The Mayor asked about the Santa Rosa County School Board account and the current situation. Eric relayed that the School Board had all the rate and usage data from the last four years and they have not reached out to the council. The Mayor and Attorney discussed what our position should be and the attorney wants the town staff to figure an amount charged, and an amount that should have been charged so that we have a figure for negotiation. Eric will create that number.

ENGINEER REPORT: Crystal discussed the cost to repave State Street. The cost would be $80,000 to repave a 20’ width road for 900’. The Mayor and Council asked if there was a way to expand the width of the road. Crystal stated that the town did, there would have to be some legal reviews. Steve Cozart mentioned that he has not been asked to research the project and would if asked. The Council decided to table the decision to move forward with Dewberry’s proposal. The Mayor asked about creating a prioritized list of roads to pave based upon need, cost and public use. This topic will be discussed at the next Workshop and Council Meeting. Crystal asked if the Town has checked on any DEP Permit requirements with the new automated water conditioning equipment building. She was not sure if one was required. Eric stated he would check with the Water and Sewer Operator. Crystal told the council she would work with Mary Gavin to provide the overall Engineering Review for the USDA RD Grant Proposal.

Old Business: Eric mentioned that he reached out to two towns that have Facebook pages. Atmore’s clerk mentioned that she was in charge of the page and they stated on their page that it was informational only and that all questions will not be answered on Facebook. They did refer all questions to their town internet account. Eric asked for the Mayor’s assistance with the next steps of the Well #1 building. They agreed to meet on Tuesday at 8:30am to discuss.

NEW BUSINESS: Eric mentioned that he will use a Revitalize Jay Grant as the vehicle to manage the Competitive Florida Partnership Grant money. The council agreed that the grant was an acceptable way for the money to be used for the Economic Development grant. Eric presented a letter from the Florida Gas Utility for the town to sign and be part of an FGU gas purchase with Black Belt Energy. The Council previously agreed with two other purchases that will provide a gas discount to the customer staring next month. The Mayor asked the Town Attorney to review the letter prior to voting and the subject was tabled to the end of the meeting. Eric presented three letters for the Mayor’s signature that approved the construction on the four awnings that will be repaired on Commerce Street. The Mayor wanted to review photos or drawings of the product before signing. Vote was tabled. Eric mentioned that a citizen at 5320 Mary Street requested that a speed bump be placed on Mary Street to slow down speeding traffic. The Council requested additional information from the staff before voting. The request was tabled. The Mayor asked that the council conduct some research on the most financially sensible expansion of the City Limits. He would like to start a public discussion and understands there will be challengers to the changes. The Council agreed to continue to track this topic in Old Business. Eric requested that the town purchase three computers for the front office. The current computers run on Windows 7 and would not hold the upgrade to Windows 10. Windows 7 becomes unsupportable in November 2019. Shon Owens made a motion to allow the Operations Manager to buy three computers over the next five months. The motion was seconded by Josh Holloway. The vote passed 4-0.

PUBLIC COMMENTS: None.

Mayor Owens made a motion to adjourn meeting. Seconded by Joshua Holloway. 4 yeas. 0 nays. Meeting adjourned.

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Mayor Shon Owens Town Clerk Donna Bullock