

TOWN OF POMONA PARK

TOWN COUNCIL & PUBLIC MEETING AGENDA February 14, 2023-6:00 PM

PLEDGE TO FLAG- MOMENT OF SILENCE FOR- John Delong, Barrie Hamilton

CALL MEETING TO ORDER AND WELCOME VISITORS

CORRESPONDENCE

Town Clerk

ADOPT MINUTES OF PREVIOUS MEETING

January 4 and 10, 2023

UNFINISHED BUSINESS, INCLUDING COMMITTEE REPORTS

- Kelly Krupski Treasurer- Check Register, Financial Review, ARPA Drop for Beautification
- Beautification- Councilwoman Linkswiler/Martha Mann Community Garden, Founder's Day
- Public Works Pole Barn- Bruce Wolfred
- Dais Council Chambers Furniture- Councilwoman Evans
- Sign Resolution 2023-02
- Beautification Ordinance 2023-01

GUEST SPEAKERS

None

PUBLIC HEARING ITEMS

None

NEW BUSINESS

- Beach Clean Up- Councilman Eckels
- Electrician Bill
- **Upcoming Events**

Public Comment

Q& A/ Comments/ Announcements

ADJOURN

NOTICE: If a person decides to appeal any decision made by the Town Council of Pomona Park with respect to ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, they will need a record of the proceedings, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. FL 286.0105 Public Participation shall be in accordance with Section 286.0114 Florida Statutes.

Public comment on issues on the agenda or public participation shall be limited to 5 minutes

Other matters of concern may be discussed as determined by Council during the meeting.

If you wish to obtain more information regarding the agenda, please contact the Town Clerk's Office at 386-649-4902.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a reasonable accommodation to participate in any of these proceedings or meeting should contact the Town Clerk at 386-649-4902, at least 48 hours prior to the meeting.

It is proper meeting etiquette to silence all electronic devices, including cell phones while meeting is in session

The Town of Pomona Park is not responsible for any mechanical failure of recording equipment.

Town of Pomona Park Correspondence List for February 14, 2023

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<u>Town of Pomona Park – Town Council Special Meeting Minutes</u> January 4, 2023 (6:00 pm) This Meeting was held at Town Hall for Council & Public

Mayor Joseph Svingala presided. Present Councilwoman CarrieAnn Evans, Absent Councilwoman Lynda Linkswiler, Councilwoman Pat Mead, Councilman Victor Szatkowski, Councilman Bud Eckels, Councilman Dr. Warren, Town Clerk Andrea Almeida, Deputy Clerk Town Attorney Bobby Pickens

Beautification Members present Ana Charles, Denise Flaman, Yvonne Munn, Martha Mann, June

Pledge to Flag

Meeting Called to order at 6:00 pm

New Business:

Ball Field Contract for Babe Ruth for 1 season

Will be moved to Tuesday night's agenda

Councilwoman Linkswiler asked about utilities for the Town.

All questions will need to be addressed to the Babe Ruth Commissioner.

Volunteers will run the Concession stand.

F.P.L. will be changing out the lights to L.E.D.

Beautification UP Coming Events

Martha Mann 406 West Main St.

Martha read the mission of the Beautification Committee.

Martha feels as if she is filling the mission statement of the Beautification Committee.

Mayor Joe asked what the committee expects from the Council. Martha stated involvement. Mayor Joe stated that the Council gives support. She is asking for a set standard. Mayor Joe explained that the Council's job is to explain what you can and can't do. Mayor Joe asked what had been stopped from doing. Martha stated the criticism. Larry Flaman- 204 Perry St. accused the Council of not doing their job. Anna Charles 136 Robin Rd. a clear, concise view of the committees' expectations. Mayor Joe explained the expectations.



Ana wants to see a list of what maintenance is responsible for and what they can and can't do. Ana is asking why some have a fee and others don't. Mayor Joe explained that the non-profits are not charged. Mayor Joe explained that the money was earned for breakfast.

Judy 181 Lake St. the rental agreement was not given to the committee. The rental agreement should have been given to the beautification committee. Yvonne Munn, 218 Pleasant St. says the criticism.

Councilwoman Mead asked Ms. Yvonne who is criticism the committee. Mayor Joe spoke to the accolades he gave in front of the entire senior program. Councilwoman Linskwiler states that she feels the same as the other members of beautification.

Committee Reports will change next Tuesday. Councilwoman Mead asked if the members may take the Ethics course. Martha Mann would like to be under the umbrella of the Town. Beautification has 12 breakfasts a year.

The rentals of the community center

Councilwoman Evans motioned not to charge the Beautification Committee on the schedule of paid events. Councilman Warren 2nd the motion.

The vote was unanimous.

The ordinance will need to be updated in the current charter.

The invoice for the flyers- Martha is asking for an amended amount.

Councilwoman Evans motioned to charge beautification the cost that the Town Pays for copies.

Councilman Eckels 2nd the motion.

Unanimous.

Martha stated that they were not prepared to present the community garden.

Martha is asking for up to \$500 to purchase the boxes.

Martha is asking to amend the amount to \$800.

Councilwoman Evans motioned to approve the amount of up to \$800 today.

Councilman Eckels 2nd the motion. The vote was unanimous.

A 5 min recess. 7:05 pm

Recess back at 7:15 pm

Councilmember Eckels asked if we could have the dirt dumped at the old building.

Check with Bruce.

Would like to plant color instead of shrubs out front of the Town Hall.

Annuals will be added to the front in months to come.

Ana asked if there were any other buildings in Town to maintain. Clarification on the parameters.

Mats are to be removed after the events. The under-the-stage needs to be inventory

Councilwoman Evans asked about the book den and who is using it. The library needs to be cleaned.

Martha asked about the freezer at the ballfield. Can it be put at Community Center? The Community Center does not have enough storage for all the ingredients.

Larry Flaman- Community Garden spoke to Bruce about the fencing at the shop. Councilwoman Evans stated that Larry should address the mayor, not the supervisor, for requests.

Larry asked if he could have a meeting at his home.

Motion to adjourn 7:55 pm by Councilwoman Evans.

<u>Town of Pomona Park – Town Council Meeting Minutes</u> January 10, 2023 (6:20 pm) This Meeting was held at Town Hall for Council & Public

Mayor Joseph Svingala presided. Present Councilwoman CarrieAnn Evans, Councilwoman Lynda Linkswiler, Councilwoman Pat Mead, Councilman Victor Szatkowski, Councilman Bud Eckels, Councilman Dr. Warren, Town Clerk Andrea Almeida, Deputy Clerk Kelly Krupski.

Guest Speaker Charles Overturff

Swearing in of Council Mayor Joe Svingala, Seat 1, Seat 2, Seat 3, Seat 6.

Mayor Joseph Svingala led in the pledge to the flag. The Meeting started at 6:20 pm.

Town Clerk Andrea read the Correspondence list.

Minutes of Council Meeting

Councilwoman Evans motioned to approve meeting minutes December 13th and Dr. Warren 2nd the motion.

The Vote was unanimous.

Unfinished Business:

Kelly reviewed the check register, Trial Balance-No Further Review. Kelly updated the Council that we should be out to bid for the CDBG grant by the end of the month.

Beautification- Breakfast was great profit of \$334. Christmas Eve Dinner was fully funded by donations. Cash and Food. Raffle Basket helped purchase new lights and pay for the lights winner. Next Raffle will be for Mother's Day. A quilt has been donated from the Klines. The next project will be the flower boxes at Town Hall once the frost has passed. The Committee is looking to implement a clean-up every other month. Anna would like to organize the book den. The next event will be Easter. The Committee would like to reserve the community center on Christmas Eve. Councilwoman Evans motioned to allow the Beautification Committee for Sat Dec 23, 2023, Councilman Eckels 2nd the motion. The Vote was unanimous.

Martha Mann spoke on Community Feedback- Signs, cleaned. Sidewalks maintained, flower garden at Mayor's Park. Trees limbed up to 7ft and shrubs. Seek out people who are unable to clean yards and use high school volunteers and others. Lines at the Community Center. A School bus shelter. The Community Garden will be on the next agenda. Joe Svingala 118 Sunny Lane- Volunteers the permission slip forms need to be filled out for that day.

Tree Report- Councilwoman Mead- Arbor Day is Friday at 4pm. A tree will be planted by the small children's area. The Tree purchased was \$180. Mayor Joe donated \$100 towards the purchase. Councilwoman Evans donated \$25, Councilman Eckels ,\$ 25, Martha Mann \$20, Matt Morton \$10.



Mayor Joe read a letter from the Arbor Day Tree City Foundation.

Ball Field Contract- Councilwoman Evans motioned to allow the Babe Ruth to have use of the Ball field. Councilwoman Mead and Councilman Eckels 2nd the motion. The motion was approved unanimously. Mayor Joe reviewed the Committee Seats for the new period. Councilman Eckels will no longer be the alternate liaison for the Beautification Committee. All other seats will stay the same.

Town Clerk Andrea read Resolution 2023-1 by title.

Councilwoman Evans motioned to approve 2023-1 Councilman Dr. Warren 2nd the motion. The vote was unanimous.

A review of proposed furniture for the Dias was had.

A sign variance will be needed to allow the sign for Mayors Park.

Councilwoman Evans motioned to allow a variance to put the sign on the fence at Mayors Park and Councilman Eckels 2nd the motion. Motioned approved unanimous.

Turbidity Curtain- Speaker Absent

Mayor Joe- would like to add that Andrea and Bruce need to be added to the ADT contract.

Upcoming Events- Reviewed upcoming Events

Meeting Adjourned-Councilwoman Evans motioned at 7:18pm

Register: 001.101 · General Fund Checking From 01/01/2023 through 01/31/2023

01/12/2023 10899

01/13/2023 DEP

01/13/2023 DEP

01/13/2023 10911

01/17/2023 DEP

Forest P Eckels

Crescent City

Income

Income

Income

-split-



Date	Number	Payee	Account	Memo	Payment	С	Deposit	Balance
0.1 (0.0 (0.000)	DD.	District District	15.	D 1 1	2.882.65			(21 002 01
01/03/2023	EFT	Florida Blue	-split-	Employee Heal	2,883.65			621,903.01
01/04/2023		QuickBooks Payroll	-split-	Created by Pay	3,308.86	37		618,594.15
01/05/2023	DD	Alphonso (Al) Willi	-split-	Direct Deposit		X		618,594.15
01/05/2023	DD	Andrea J Almeida	-split-	Direct Deposit		X		618,594.15
01/05/2023	DD	Bruce wolfred	-split-	Direct Deposit		X		618,594.15
01/05/2023	DD	Jeffrey Bernard	-split-	Direct Deposit		X		618,594.15
01/05/2023	DD	Kelly Krupski	-split-	Direct Deposit		X		618,594.15
01/05/2023	10897	Carl L Robinson	-split-		518.32		40.70	618,075.83
01/09/2023	DEP	Income	335.14 · Mobile Home	invoice # mh01			43.50	618,119.33
01/09/2023	EFT	Health Equity	-split-	HSA	666.64			617,452.69
01/10/2023	10900	Holmes & Young P.A.	514.311 · Legal Couns	legal council	1,150.00			616,302.69
01/10/2023	10901	Peninsular Auto Parts	-split-	invoice number	33.55			616,269.14
01/10/2023	10902	Kelly Lake	513.311 · F&A Profes	invoice # IT-07	440.00			615,829.14
01/10/2023	10903	Board of County Co	529.491 · Code Enforc	Case # 22-0054	70.00			615,759.14
01/10/2023	10904	Aqua Pure Water &	572.311 · Parks Profes	invoice # 86012	70.00			615,689.14
01/10/2023	10905	Waste Pro	-split-	invoice # 0000	33.31			615,655.83
01/10/2023	10906	AT&T	-split-	invoice 287283	129.69			615,526.14
01/10/2023	10907	Palatka Daily News	-split-	transaction # 3	352.08			615,174.06
01/10/2023	10908	Florida Municipal In	-split-	invoice id# 370	11,484.75			603,689.31
01/10/2023	10909	CSX Transportation	541.341 · R&S other c	signal maintena	1,967.00			601,722.31
01/10/2023	10910	James moore	513.321 · F&A Accou	invoive # 766219	1,500.00			600,222.31
01/11/2023		QuickBooks Payroll	-split-	Created by Pay	3,308.85			596,913.46
01/11/2023		QuickBooks Payroll	-split-	Created by Pay	1,015.20			595,898.26
01/12/2023	DD	Alphonso (Al) Willi	-split-	Direct Deposit		X		595,898.26
01/12/2023	DD	Andrea J Almeida	-split-	Direct Deposit		X		595,898.26
01/12/2023	DD	Bruce wolfred	-split-	Direct Deposit		X		595,898.26
01/12/2023	DD	Jeffrey Bernard	-split-	Direct Deposit		X		595,898.26
01/12/2023	DD	Kelly Krupski	-split-	Direct Deposit		X		595,898.26
01/12/2023	DD	CarrieAnn M Evans	-split-	Direct Deposit		X		595,898.26
01/12/2023	DD	Joseph C Svingala	-split-	Direct Deposit		X		595,898.20
01/12/2023	DD	Lynda Linkswiler { c	-split-	Direct Deposit		X		595,898.26
01/12/2023	DD	Patricia L Mead	-split-					595,898.20
01/12/2023	DD	Robert Warren	-split-					595,898.20
01/12/2023		Victor J Szatkowski	-split-	Direct Deposit		X		595,898.26
				-				

335.14 · Mobile Home ... invoice # mh01...

572.311 · Parks Profes... water samples ...

314.10 · Utility Service... Deposit

184.70

30.00

595,195.24

595,256.98 598,088.83

598,058.83

600,665.89

61.74

2,831.85

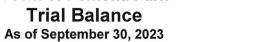
2,607.06

Town of Pomona Park

Register: 001.101 · General Fund Checking From 01/01/2023 through 01/31/2023 Sorted by: Date, Type, Number/Ref

Sorted by: D	ate, Type, Nu	imber/Ref						
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/17/2023	10912	Cit	513.642 · F&A Machin	invoice#41580	197.96			600,467.93
01/18/2023	EFT	T Mobile	-split-		189.16			600,278.77
01/18/2023	10913	PUTNAM COUNTY	-split-	back taxes	2,578.93			597,699.84
01/18/2023	10914	FGUA	-split-	service from 12	100.65			597,599.19
01/18/2023	10915	State of Fla Dept of	-split-	invoice # 2s-48	99.94			597,499.25
01/18/2023	10916	KC'S Air conditionin	575.461 · Comm Ctr R	service date 1/1	420.00			597,079.25
01/18/2023		QuickBooks Payroll	-split-	Created by Pay	3,828.94			593,250.31
01/19/2023	EFT	Cardmember Services	-split-	CC	1,910.50			591,339.81
01/19/2023	10917	K&D Cleaning	575.341 · Comm Ctr, o	com center clea	250.00			591,089.81
01/19/2023	10918	Principal Life Insura	-split-	for period 02/0	207.15			590,882.66
01/19/2023	10919	Richard Cooney	-split-	invoice # 1824	120.00			590,762.66
01/19/2023	DD	Alphonso (Al) Willi	-split-	Direct Deposit		X		590,762.66
01/19/2023	DD	Andrea J Almeida	-split-	Direct Deposit		X		590,762.66
01/19/2023	DD	Bruce wolfred	-split-	Direct Deposit		X		590,762.66
01/19/2023	DD	Carl L Robinson	-split-	Direct Deposit		X		590,762.66
01/19/2023	DD	Jeffrey Bernard	-split-	Direct Deposit		X		590,762.66
01/19/2023	DD	Kelly Krupski	-split-	Direct Deposit		X		590,762.66
01/20/2023	DEP	Income	315.00 · Communicati	invoice # cst 01			2,406.66	593,169.32
01/24/2023	EFT	PUTNAM COUNTY	-split-	back taxes	493.20			592,676.12
01/25/2023		QuickBooks Payroll	-split-	Created by Pay	3,719.35			588,956.77
01/26/2023	DD	Alphonso (Al) Willi	-split-	Direct Deposit		X		588,956.77
01/26/2023	DD	Andrea J Almeida	-split-	Direct Deposit		X		588,956.77
01/26/2023	DD	Bruce wolfred	-split-	Direct Deposit		X		588,956.77
01/26/2023	DD	Carl L Robinson	-split-	Direct Deposit		X		588,956.77
01/26/2023	DD	Jeffrey Bernard	-split-	Direct Deposit		X		588,956.77
01/26/2023	DD	Kelly Krupski	-split-	Direct Deposit		X		588,956.77
01/27/2023	DEP	Income	312.60 · Better Place	invoice # 1222			5,344.29	594,301.06
01/27/2023	DEP	Income	335.18 · State Revenue	invoice # 1222			3,447.93	597,748.99
01/27/2023	DEP	Income	323.10 · Franchise Tax	Deposit			3,063.15	600,812.14
01/30/2023	DEP	Income	312.42 · 1 to 5 cents L	invoice # newl			1,533.00	602,345.14
01/30/2023	DEP	Income	312.41 · First Local Op	invoice # locop			2,255.27	604,600.41
01/31/2023	DEP	Income	311.00 · Ad Valorem T	12/26-01/20			12,195.15	616,795.56
01/31/2023	10921	K&D Cleaning	575.341 · Comm Ctr, o	community cen	125.00			616,670.56
01/31/2023	10922	AG-Pro Companies	572.461 · Parks Repair	invoice # P30233	1,310.17			615,360.39
01/31/2023	10923	Lightfoot	-split-	invoice # 15829	99.00		*	615,261.39
01/31/2023	10924	Palatka Daily News	-split-	ad# 00093980	177.20			615,084.19
01/31/2023	10925	Putnam County Cha	511.541 · Legis books	inovice # 22257	275.00			614,809.19
01/31/2023	10926	Clayton's Electric ser	522.461 · Fire Control	Phase monitor	351.00			614,458.19

Town of Pomona Park Trial Balance





	Sep 30	, 23
	Debit	Credit
001.101 · General Fund Checking	599,719.46	
001.102 · General Fund MM	158,869.38	
100.101 · Better Place Checking	278,993.33	
102.101 · 1 to 5 Cent MM 103.101 · Community Development Grant	72,469.22 0.00	
104.101 · Beautification Committee	7,492.13	
106.101 · Town of Pomona Park FRDAP	0.00	
107.101 · Historical Grant S1636	0.00	
Opening Balance		171,867.86
101.103 · Senior Program Bingo Petty Cash	0.00	
101.104 · Senior Program Petty Cash	0.00	
102.102 · Register, petty cash 2120 · Payroll Asset	50.00 8.75	
166.900 · Equipment & Furniture	0.00	
211.00 · Direct Deposit Liabilities	2,879.88	
240.00 · Payroll Liabilities		13,328.35
001.247 · Opening Balance Equity		392,960.34
320.00 · Unrestricted Net Assets		540,482.54
311.00 · Ad Valorem Tax Income		151,955.35
312.41 · First Local Option Fuel Tax Inc		9,607.57
312.42 · 1 to 5 cents Local Option Fuel 312.60 · Better Place - 1 cent Sales tax		6,246.07 26,179.68
314.10 · Utility Service Tax - Electrici		10,061.11
315.00 · Communications Services Tax		10,256.64
323.10 · Franchise Tax - Electric		19,723.15
335.12 · State Revenue Sharing Income		10,428.24
335.14 · Mobile Home Licenses		250.74
335.15 · State Revenue Sharing - Alcohol		594.32
335.18 · State Revenue Sharing - 1/2 cen		12,572.10
361.10 · Interest Income 366.00 · Donations	283.00	0.90
369.90 · Other Misc Revenue	203.00	6,236.63
TAX	0.00	-1
511.111 · Legislative Salaries	7,200.00	
511.231 · Legislative Life and Health Ins	1,604.25	
511.241 · Legis workers comp	604.46	
511.251 · Legislative Unemployment Comp 511.311 · Legislative Professional Svc GF	76.13	
511.341 · Legislative Professional SVC GF	565.60 0.00	
511.411 · Legislative Comm Svcs GF	617.22	
511.431 · Legis Utilities, elect & w GF	80.74	
511.451 · Legis Insurance GF	604.46	
511.461 · Legis Repair & Maint. GF	24.75	
511.481 · Legis Promotional & Adver GF	600.00	
511.49 · Legislative other	3,340.44 323.97	
511.521 · Legis Operating Expenses GF 511.541 · Legis books subs mbrshp GF	1,297.00	
513.121 · F&A Wages	34,796.00	
513.161 · F&A vacation pay	1,420.00	
513.171 · F&A sick leave	852.00	
513.231 · F&A Life & Health Insurance	2,700.24	
513.241 · F&A workers comp	604.46	
513.251 · F&A Unemployment Compensation	76.13	
513.311 · F&A Professional Services GF 513.321 · F&A Accounting & Auditing GF	440.00 1,500.00	
513.401 · F&A Travel Expense GF	428.72	
513.411 · F&A Communications GF	617.22	
513.431 · F&A Utilities Elect & Water GF	189.99	
513.451 · F&A Insurance GF	604.46	
513.461 · F&A Repair & Maint. GF	24.75	
513.471 · F&A Printing	132.76	
513.511 · F&A Office Supplies GF	1,910.50	
513.521 · F&A Operating Supplies GF	0.00 2,988.00	
513.541 · F&A Books subscr memberships GF	∠,900.00	

Town of Pomona Park Trial Balance



As of September 30, 2023

	Sep 30, 23
	Debit Credit
513.551 · F&A Training GF	0.00
513.621 · F&A Buildings GF	7,340.00
513.642 · F&A Machinery & Equip Better Pl	593.88
514.311 Legal Counsel Pro Svcs GF	3,150.00
515.451 · Planning & Zoning, Insurance 521.341 · Law Enforcement Contr Svcs GF	604.46 2,905.00
521.451 · Law & Security Insurance GF	604.46
522.231 · Fire Control Life & Health Ins	1,604.25
522.241 · Fire Control w/c	604.46
522.251 · Fire Control Unemployment	76.13
522.431 · Fire Control Electric GF	31.77
522.451 · Fire Control Insurance GF	604.46
522.461 · Fire Control Repair & Maint GF	351.00
522.521 · Fire Control Operating Suppl GF 529.231 · Code Enforcement, Life & Health	0.00
529.241 · Code Emorcement WC	1,604.25 604.46
529.251 · Code Enforcement Unemployment	76.13
529.341 · Other Public Safety Code GF	100.00
529.431 · Code Enforcement Utilities	19.33
529.451 · Code Enforcement Insurance GF	604.46
529.491 · Code Enforcement Other GF	3,142.13
541.121 · R&S Wages	31,841.50
541.141 · R&S overtime	153.00
541.161 · R&S vacation pay	2,272.00
541.171 · R&S sick leave 541.231 · R&S Life & Health Insurance	1,708.50
541.241 · R&S Workers comp	2,700.24 604.46
541.251 · R&S Unemployment Compensation	76.13
541.311 · R&S Professional Serv GF	0.00
541.341 · R&S other contractual svcs GF	1,967.00
541.411 · R&S Communication Telephone GF	235.87
541.431 · R&S Utilities GF	6,337.18
541.451 · R&S Insurance GF	1,208.92
541.461 · R&S Repair & Maint Serv GF	37.92
541.521 · R&S Operating Supplies GF	1,842.12
541.531 · R&S Road Material & Supplies GF 541.642 · R&S Machinery & Equip Better PI	1,150.00 12,594.00
571.411 · Library Internet	129.83
572.121 · Parks & Recreation Wages	15,801.00
572.141 · Parks Overtime	103.50
572.161 · Parks vacation pay	920.00
572.171 · Parks sick leave	207.00
572.231 · Parks, Life & Health Insurance	2,700.28
572.241 · Parks Workers Comp	604.46
572.251 · Parks Unemployment Compensation 572.311 · Parks Professional Svcs GF	76.13 410.00
572.341 · Parks other contractual Svcs GF	30.00
572.411 · Parks Communications GF	129.87
572.431 · Parks Utili Svcs Elec & W GF	290.74
572.451 · Parks Insurance GF	604.46
572.461 · Parks Repair & Maint GF	2,286.71
572.521 · Park Operating Supplies GF	528.58
572.524 · Parks Operating Supp Beau	34.71
572.621 · Parks Buildings GF	24,588.00
572.642 · Parks Machin & Equip Better Pl	36,859.99 1,604.25
574.231 · Spec Events, Life & Health Ins 574.241 · Special Events Workers Comp	1,604.25 604.46
574.251 · Special Events Unemployment	76.13
574.344 · Spec Event Contract Svcs Beau	500.00
574.431 · Spec Evetns Util Elect GF	19.33
574.451 · Spec Events Insurance GF	604.46
574.484 · Spec Event Prom Activ Beau	1,872.46
574.521 · Spec Event Operating Suppli GF	152.74
574.524 · Spec Event Operati Supplie Beau	1,635.46

12:43 PM 02/08/23 Accrual Basis

Town of Pomona Park Trial Balance



As of September 30, 2023

	Sep 3	0, 23
	Debit	Credit
575.231 · Community Ctr,Life & Health Ins	1,604.50	
575.241 · Community Center workers comp	604.46	
575.251 · Community Center Unemployment	76.14	
575.341 · Comm Ctr, other contractual GF	875.00	
575.431 · Comm Ctr utility svcs GF	309.51	
575.451 · Comm Ctr Insurance GF	604.47	
575.461 · Comm Ctr Repairs Maint GF	626.36	
575.521 · Comm Ctr Operating Supplies GF	0.00	
575.524 · Comm Ctr Opera Supp Beau	819.28	
660.00 · Employer portion SS & Medicare	7,518.45	
TOTAL	1,382,751.59	1,382,751.59

Beautification Committee Meeting Minutes

January 9, 2023 Town Hall 5:00pm

In Attendance: Martha, Anna, Yvonne, June, Larry, Bud

Meeting called to order 5:00pm

Pledge of Allegiance to the Flag

Attendees reviewed previous month's minutes. Anna motions to accept minutes, June seconds. No further discussion. Vote unanimous.

Martha reviewed the income and expenses related to First Saturday Breakfast, additional expenses for Christmas Eve Dinner, Christmas decorations and Christmas Lights Contest. There was some confusion the way income from First Saturday Breakfast was on the income/expense report. Vote to accept income/expense report for December 2022 was waived until February 2023 meeting so correction could be made.

UPDATES

FIRST SATURDAY BREAKFAST

- o Total moneys collected \$447 which included tips
- 75 entrees served, 51 drinks, 13 sides, 20 Specials ((2 eggs, grits, 1 sausage patty, and 1 pancake or 1 toast)
- Discussion on increased costs. Yvonne motions to increase price of breakfast entrees by \$1 each (\$3 meals to \$4, \$5 meals to \$6), sides and drinks to remain at current price, new prices on entrees effective February 2023. June seconds. No further discussion.
 Vote unanimous.
- Discussion on January Special. Great response. June motions to add "Pomona Platter" consisting of 2 eggs, grits, 2 sausage patties and 2 pancakes or 2 toast at a price of \$7 to menu. Anna seconds. No further discussion. Vote unanimous.
- Discussion on monthly specials. Anna motions February Special to be 1 waffle with strawberries and whip cream at a price of \$5. Yvonne seconds. No further discussion. Vote unanimous.

CHRISTMAS EVE DINNER

- A total of <u>325</u> plates of food were served, which includes the 122 individuals that had dinner at the Community Center.
- Total expenses \$928.45 of which \$691.97 had been approved in December 2022. Anna motions to pay additional \$236.48 expenses for perishable foods. Yvonne seconds. No further discussion. Vote unanimous.
- Total cash income from donations \$1215; \$1010 received before December
 Beautification meeting; \$105 received at Dinner and \$100 donated back from First Place
 Christmas Light Contest winner.
- Income was greater than expenses by \$286.55

- o Discussion on feedback from community about event which was 100% positive.
- Anna motioned to reserve the Community Center immediately for 2nd Annual Christmas Eve Dinner to be held December 23, 2023. Yvonne seconds. No further discussion. Vote unanimous.

NEW CHRISTMAS DECORATIONS PURCHASED

- \$225.99 spent on new decorations which include, but are not limited to, lighted swags, floral sprays, table décor, and a new tree skirt
- o Received donation of a 6 1/2-foot pre-lit slim Christmas tree.
- o Inventory audit needs to be completed. Date TBD (on a Monday or Wednesday)

GIFT BASKET RAFFLE SALES

- o Total raffle sales \$340 from current and previous reports.
- o Total expenses \$86.90
- Income was greater than expenses by \$253.10

COMMUNITY GARDEN

- Line by line discussion on proposed Community Gardener Agreement. Input from committee and attendees. Changes to be made and ratified at next Beautification Committee meeting (February 6, 2023)
- Motion by June to purchase 5 (five) each hand trowels, hand rakes and clippers to be given as an introductory gift to Gardeners participating in Community Garden at a cost not to exceed \$50. Second by Anna. No further discussion. Vote unanimous.
- Anna to post on Facebook for interested parties to attend February Beautification
 Committee meeting.
- Discussion on near future expenses
 - Garden Sign/Notice board Martha to pursue quote
 - Composting Bins June to provide prices for chicken wire, screws, washers
 - Watering June to provide prices for 2 each watering cans, rain barrels with spigots, 1 each 25-foot hose, garden cart, garden fork
 - Benches June to provide pricing and options for 2 benches
- Discussion on publicly accessible free produce stand
 - Committee in agreement this is a Fall project

POST OFFICE PROJECT

- \$260 expenses that were not budgeted separately; these expenses to be paid from the
 \$2000 allotted for Town Hall plantings
- No other plantings planned at this location at this time

CHRISTMAS LIGHT COMPETITION

- o Three prizes were awarded; \$100, \$75 and \$50
- First place winner donated prize back to Beautification Committee for Christmas Eve
 Dinner

BOARD MEMBER APPLICATION REVIEW

Discussion and review of Application. Committee's recommendations to be sent to Town Clerk.

BEAUTIFICATION AWARD

Nominations for 202 E Main St and 405 W Main St.

 Yvonne motions for 405 W Main St to be recipient of award this cycle. Anna seconds. No further discussion. Vote unanimous.

COMMUNITY CLEAN-UP

- Proposal for a Community Clean-up bi-monthly starting in concurrence with annual Putnam County event met with great enthusiasm.
- Suggestion made for Adopt-A-Street; further discussion needed
- Contact High School about student volunteer opportunities
- Anna motions to purchase 3 (three) 6-packs of trash pickers to add to our stock and supply at a cost not to exceed \$150. June seconds. No further discussion. Vote unanimous.
- Anna motions to purchase 2 (two) double sided "BEAUTIFICATION PROJECT" signs not to exceed \$60. Yvonne seconds. No further discussion. Vote unanimous.

BOOK DEN AT COMMUNITY CENTER

- Martha to ask this project be put on Council meeting agenda to get clarification and permission to clean up and organize the Book Den
- Anna expressed great enthusiasm to tackle this area

NEW PLANTING PROJECTS

- Flagpole at Community Center
- Overflow parking for Community Center general clean-up, rake leaves, trim bushes, pressure wash bench. Date TBD
 - Can we get town maintenance to repaint parking spaces in this lot and lot around/behind Community Center?
 - o Can town use ARPA funds for a bus shelter be built at this location?

TOWN HALL PLANTING PROJECT

- Larry and Bud to move current planters from in front of building to S. Broward Ave future home of the Pomona Park Community Garden
- Plants from above planters will be utilized in future projects
- Weed cloth and mulch to be used around the sign in front of Town Hall
- June will present 3 options for plants to be used in the new planters at February committee meeting.

NEXT EVENT

- Easter Egg Hunt at Mayor's Park
 - o Budget \$300
 - o Event date: April 8, 2023 10am-11am
 - Participants will be broken into 2 groups: 2–5-year-olds and 6–10-year-olds.
 - Anna motions to purchase 500 plastic, pre-filled Easter eggs not to exceed \$150. June seconds. No further discussion. Vote unanimous.
 - 200 eggs for 2-5 age group
 - 300 eggs for 6-10 age group

- o 4 Golden Eggs (2 per age group) to win Easter Basket
- Contact High School about student volunteer opportunities
- o Easter Bunny Costume
- Quilt Raffle Committee has been offered a quilt, made by a former Beautification Committee member, to be used to raise funds for future projects. Details TBD at February Committee meeting.

COMMUNITY FEEDBACK

- Residents would like to see fruit trees in park areas
- Trimming bushes and trees to improve sight lines to be forwarded to City Council

GENERAL DISCUSSION

Can we start a group project to help widows, elderly, single moms, handicap with yard clean-up? Nothing fancy, just mow grass, pick-up downed tree limbs and trash. Another good opportunity for High School student volunteers. This suggestion was met with general approval, further discussion needed.

Yvonne motions to adjourn. Anna seconds. No further discussion. Vote unanimous.

Meeting adjourned 9:05pm





Town of Pomona Park Beautification Committee

Town Hall 1775 Hwy 17

Pomona Park, FL, 32181 www.pomonapark.com

Chair Martha Mann

Vice-Chair Yvonne Munn

Secretary June Ulrich

COMMUNITY GARDENER AGREEMENT
Pomona Park Community Garden
Rules, Terms, and Conditions for Participation 2023
Introduction

The garden coordinator is the highest governing authority at the Pomona Park Community Garden. Breaking any rules, terms, and conditions is cause for exclusion from the garden and loss of your plot.

- 1. You will receive one verbal warning from the Pomona Park Beautification Committee.
- 2. If no response or correction has been made, you will receive written notice one weeks later.
- 3. If no response or correction has been made within 7 days, you will receive written final notification via certified mail that you have forfeited your gardening privileges and plot.
- 4. You will be allowed to reapply for another garden plot only after one year, and only at the discretion of the garden coordinator/ Pomona Park Beautification Committee.

Rules, Terms, and Conditions for Participation

If accepted as a gardener, I will abide by the following rules, terms, and conditions:

- I use this garden at the sole discretion of Pomona Park Community Garden. I agree to abide by its policies and practices.
- The fee for the use of the garden is \$20 per plot, per season (Spring: February 1-July 31 or Fall: August 1-January 31), due on or before the first day of the season. I will participate in the End of Season Clean-up of the garden. I understand that \$10 will be refunded only to those who participate in season clean-up to full completion. There are no refunds if I forfeit my plot. End of Season Clean-up will occur 1 week prior to season end date.
- Once I have been assigned a plot, I will cultivate and plant it within two weeks of season start date (weather permitting in February). My plot cannot be untended for longer than 1 week unless prior arrangement with the Pomona Park Beautification Committee has been made.
- I will keep my plot, paths, and surrounding areas clean and neat. I will separate my trash into 4 groups: 1) dead plants, leaves, and other green waste plant parts; 2) diseased plant material and weeds; 3) rocks, stones, and asphalt; and 4) paper, plastic, cardboard, wood, metal, etc. I will put each type of trash only in the areas designated specifically for each. Anything I bring from my home I will take back home. I will not bring household trash and leave it at the Pomona Park Community Garden.
- I will have no more than two plots in the Pomona Park Community Garden. If I adopt an abandoned plot during the season, I will relinquish it the following season.
- I will not plant any illegal or invasive plant. I will not smoke, drink alcoholic beverages, use illegal drugs, or gamble in the garden. I will not come to the garden while under the influence of alcohol or illegal drugs. I will not bring weapons or pets or other animals to the garden.

- Guests and visitors, including children, may enter the garden only if I accompany them. They must follow all rules, terms, and conditions stated here. I will always supervise my children when they are in the garden. I am solely responsible for the behavior of my guests. I will not share lock combination(s) with any other person.
- The Pomona Park Beautification Committee will assign me general garden maintenance tasks each month, and I must complete them within 5 days of when I have been assigned them. Tasks will relate directly to the garden and could include, but are not limited to, turning compost, weeding community beds, dead-heading flowers, filling water barrels, and building new beds.
- I will attend the regular monthly Pomona Park Beautification Committee meetings which are held the first Monday after the first Saturday (unless otherwise specified). If workshops are offered, I will attend at least one on each of the following topics: soil preparation and maintenance, and pest and disease control.
- I will not apply any non-organic pesticides in the garden without the approval of the garden coordinator/committee.
- I will not take food or plants from other gardeners' plots. I will not take anything from the garden that is not rightfully mine. I will pick only my own crops unless given permission by the plot user.
- I will respect other gardeners, and I will not use abusive or profane language or discriminate against others.
- I will work to keep the garden a happy, secure, and enjoyable place where all participants can garden and socialize peacefully in a neighborly manner.
- **RELEASE OF ALL CLAIMS:** I understand and unequivocally agree that by signing this Agreement, I, for myself, my heirs, beneficiaries, estate, executors, administrators, next of kin, and anyone else who might attempt to sue on my behalf, hereby waive, release, hold harmless, indemnify, covenant not to sue, agree to defend, and forever discharge the Town of Pomona Park, its officers, elected or appointed, directors, employees, coaches, trainers, counselors, volunteers, agents, attorneys, contractors and all other persons, entities, organizations and corporations affiliated therewith (all of whom constitute the "Released Parties") from any and all kinds of claims, suits, causes of action, damages, losses, liabilities, costs or expenses, including court costs and attorney's fees at all level of proceedings (including appellate level), and any judgments, orders or decrees entered thereon or resulting therefrom, for any personal injury, loss of life, damage to property, or any other liability, loss, cost or expense of any kind (collectively "Claims"), arising out of, resulting from, or relating to my participation or my engagement in the Activity (as described above) and any other activity, function, whether or not such claim, suit, cause of action, injury, damage, loss, liability, cost, expense, judgment, order, or decree was caused by, arose or resulted from, in whole or in part, the NEGLIGENT ACTS OR OMISSIONS of the Released Parties including any Claims caused by, arising or resulting from, in whole or in part, any condition on the property where Pomona Park Community Garden is located (regardless of whether such condition was known or unknown, open, obvious, foreseeable or unforeseeable, hidden or not). The NEGLIGENT ACTS OR OMISSIONS OF THE RELEASED PARTIES shall specifically include the failure by any of the Released Parties to take reasonable precautions or exercise reasonable care, and/or the failure by any of the Released Parties to discharge a duty owed to me as result of my participation in the Pomona Park Community Garden, including but not limited to, the failure to observe a duty to warn, inspect, maintain, repair, make safe, or supervise, such that such failure would support a finding of negligence and give rise to liability on the part of the Released Parties by a judge or jury in a court of competent jurisdiction.

Signed:	Date:	
Gardener Approved:	Date:	
Garden Coordinator/Pomona Park Beautif	ication Committee Member	

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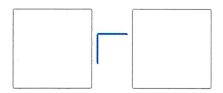
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Task chair is a smart addition to any office space

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Back dimensions: 16.42"W x 23.43"D

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Product Instructions

RESOLUTION 2023-02

Page 1 of 2

A RESOLUTION OF THE TOWN OF POMONA PARK, FLORIDA, AUTHORIZING THE TOWN TO INSTALL IDENTIFICATION SIGNS ON THE FENCES OF TOWN-OWNED PROPERTIES

WHEREAS, The Town of Pomona Park has approved signs for the Parks in Town,

WHEREAS, the Town needs to identify the parks and,

WHEREAS, Signs permitted in public buildings and grounds, commercial and industrial districts.

(1)Signs serving, or incidental to, a special exception are subject to approval by the town council.

and, (12) Signs on fences at organized sports fields are not permitted unless they are removed after each event.

(5) Fence signs. Fence signs in residential zones

NOW THEREFORE, BE IT RESOLVED; by the Town of Pomona Park, Putnam County, Florida, that:

Section 1. Purpose

Sec. 78-4. - Permitting.

Any signs put in place within the town limits shall require a permit issued by the town building official, except for special event signs (two feet by three feet or less) including political or campaign signs. Requests for permit on non-conforming signs will be resolved by resolution of the town council

Section 2. Severability

Each phrase, sentence, paragraph, section or other provision of this Resolution is severable from all other such phrases, sentences, paragraphs, sections and provisions. Should any phrase, sentence, paragraph, section or provision of this Resolution be declared by the courts to be unconstitutional or invalid, such declaration shall not affect any other portion or provision of this Resolution.

Section 3. Conflicts

All Resolutions, or parts of Resolutions, in conflict herewith, including, are hereby repealed.

Section 4. Effective Date

This Resolution shall take effect February 14, 2023, upon final passage as provided by law or as

RESOLUTION 2023-02

Page 2 of 2

soon thereafter as all signatures are executed.

AN ORDINANCE OF THE TOWN OF POMONA PARK, FLORIDA, AMENDING CHAPTER 2 OF THE CODE OF ORDINANCES; AMENDING PART III BOARDS, COMMITTEES, COMMISSIONS; PROVIDING FOR ADMINISTRATIVE ACTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE; PROVING FOR CODIFICATION AND DIRECTIONS TO THE CODE CODIFIER AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2, Constitution of the State of Florida, authorizes the Town of Pomona Park to exercise any power for municipal purposes except as otherwise provided by law; and

WHEREAS, the Town Council held a special meeting to set policies in place for the Beautification Committee; and

WHEREAS, the Town Council Has elected not to charge the Beautification Committee for the use of the Community Center for approved events; and

WHEREAS, the Town Council of Pomona Park will charge the Beautification Committee the cost for copies; and

WHEREAS, the Town Council of Pomona Park has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF POMONA PARK, FLORIDA:

Section 1. The above "Whereas" clauses are incorporated by reference herein.

Section 2. The Town Council of The Town of Pomona Park hereby amends *The Code of Ordinances*, of the Town of Pomona Park, by removing and adding the following:

CHAPTER 2 Division 3

Sec. 2-111. - Beautification committee.

(a)

The mission of the town park beautification committee is to facilitate the beautification and enhancement of our community with the involvement of the town council, residents and businesses. The committee will further endeavor to educate and engage residents in beautification projects, civic and social events and clean-up activities to benefit the community.

The town beautification committee shall consist of 13 voting members with up to five members from outside town limits. The mayor may appoint up to two town council members to serve as liaisons to the committee. Town council liaisons shall have no voting rights.

(c)

The initial chairperson, vice-chair, secretary shall be appointed by the mayor. At the regularly scheduled meeting in December 2018, the chairperson, vice-chair and secretary shall be elected by the committee members. Their term of office shall be for two years. The vice-chair shall conduct the meeting in the absence of the chairperson. If any vacancy occurs on the committee, the remaining members shall select a new member by majority vote. Three voting members of the beautification committee shall constitute a quorum for the transaction of business. A tie vote is considered a no vote.

(d)

Beautification committee shall have one regularly scheduled monthly meeting on the first Monday following the first Saturday of each month. If that day shall fall on a holiday, the chairman of the committee may select a different day. The next regularly scheduled meeting may be changed at the prior regularly scheduled meeting. Additional meetings may be called by the chairman as deemed necessary. The time and date of all meetings shall be posted at town hall at least two days prior to the meeting. If a meeting is called with less than seven days notice, it shall be the chairman's responsibility to contact the committee members by phone.

(e)

All the expenses of the beautification committee shall be voted on by the committee members and noted in the minutes. The town beautification committee shall have a separate bank account and their its own budget, subject to the town's accounting procedures and administered by the town clerk. Prior to payment of any bill for the beautification committee, the town clerk shall review the minutes of the meeting or voice recording for authorization.

(f)

The town beautification committee shall have the authority to collect donations and or hold fundraisers.

(g)

Meetings will be conducted following Robert's Rule of Order.

(h)

The money raised by the committee shall be used for fundraising, improvement to town controlled property and awards to residents and businesses for beautification projects.

(i)

The committee shall spend at least 50 percent of all money raised in a five-year period on authorized projects.

(j)

The committee-members officers shall be residents or business owners inside-of the town.

- (k) <u>The committee shall not pay a rental fee for the use of the Community Center upon approval</u> from the Town Council.
- (l) The committee shall pay the town's cost for all copies, either black and white or color, requested.
- **Section 3.** The Mayor, or designee, is hereby authorized to implement the provisions of this Ordinance as deemed appropriate and warranted.
- **Section 4.** If any section, sentence, phrase, word, or portion of this Ordinance proves to be invalid, unlawful or unconstitutional, it shall not be held to impair the validity of the Ordinance or effect of any other action or part of this Ordinance.
- **Section 5.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.
- Section 6. This Ordinance shall take effect immediately upon enactment.

Section 7. Codification/Instructions to Code Codifier.

It is the intention of the Town Council of Pomona Park, Florida, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the codified version of the Town of Pomona Park *Code of Ordinances*.

First Reading: approved on this	of February 2023.
Second Reading: adopted on this	lay2023.
TOWN COUNCIL, Pomona Park, Flo	rida.
By:	Attest:Andrea Almeida, Town Clerk
osopii s vingui, muj or	Andrea America, Town Clerk
	Approved for form and content by:
	Robert W. Pickens, City Attorney
	Attest:
Seal:	

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Thank You

Upcoming Pomona Park Events and Meeti	nts and Meeting Announcements:
Beautification Breakfast @ Community Center	Saturday, March 4, 2023 8-10am
Beautification Meeting @ Town Hall	Monday, March 6, 2023 5pm
Town Council Meeting @ Town Hall	Tuesday, March 14, 2023 6pm