



Town of Pomona Park Agenda
Town Council Meeting
Mayor Anthony Cuevas
Mayor Pro-Tem Councilwoman Evans
Councilman Swanson
Councilman Rohrbaugh
Councilwoman Mead
Councilwoman Kuleski
Councilwoman Cooney

Town Hall
1775 HWY 17S
Pomona Park, FL
32181
www.pomonapark.com

December 09, 2025

6:00 PM

Chambers

Town Staff

Andrea Almeida, Town Clerk

Jennifer Paul, Finance Officer

Don Holmes, Town Attorney

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
Other matters of concern may be discussed as determined by Town Council.
If you wish to obtain more information regarding the Town Council's agenda, please contact the Town Clerk's
- Office at 386-649-4902.
- In accordance with the Americans with Disabilities Act and Section 266.26, 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 Council is in session.
- Any person who decides to appeal any decision of the Town Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to hire a court reporter 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.
Comment Cards are available before any meeting in the Clerk's Office or prior to any meeting at the Clerk's Table. Please return completed cards to the Clerk.

PUBLIC PARTICIPATION

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. And pursuant to the Council's Meeting Policies and Procedures:

(1) Each speaker shall at the podium, provide their name and may speak for up to 5 minutes.

(2) The Public may provide comments to the Council relative to matters not on the agenda at the times indicated in this Agenda. Following any comments from the public, there may be discussion by the Council.

**(3) When addressing the Council on specific, enumerated Agenda items, speakers shall: direct all comments to the Mayor;
make their comments concise and to the point;
not speak more than once on the same subject;
not, by speech or otherwise, delay or interrupt the proceedings or the peace of the Council;
obey the orders of the Mayor or the Council; and
not make any irrelevant, impertinent or slanderous comments while addressing the Council; which pursuant to Council rules, shall be considered disorderly.**

4) Any person who becomes disorderly or who fails to confine his or her comments to the identified subject or business, shall be cautioned by the Mayor and thereafter must conclude his or her remarks on the subject within the remaining designated time limit.

Any speaker failing to comply, as cautioned, shall be barred from making any additional comments during the meeting and may be removed, as necessary, for the remainder of the meeting.

Members of the public may make comments during the public comment portion of the meeting. Please be advised that public comment will only be permitted during the public comment portions of the agenda at the times indicated by the Chair during the meeting.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE TO THE FLAG**
- 3. MOMENT OF SILENCE -Cat Merritt**
- 4. ROLL CALL**
- 5. WELCOME VISITORS-County Commissioner
JR Newbold Seat 1**
- 6. CORRESPONDENCE**
- 7. ADOPTION OF MINUTES Regular Council Meeting 11/12/2025**
- 8. PROCLAMATIONS- None**
- 9. PRESENTATIONS-None**
- 10. PUBLIC HEARING ITEMS**
 - Ordinance 2025-04**
**AN ORDINANCE OF THE TOWN OF POMONA PARK, FLORIDA, ESTABLISHING A
PROCESS FOR THE REVIEW AND APPROVAL OF REASONABLE ACCOMODATION
REQUESTS FOR CERTIFIED RECOVERY RESIDENCES, PURSUANT TO SECTION
397.487, FLORIDA STATUTES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND
CODIFICATION; AND PROVIDING FOR AN Efective DATE.**
 - Resolution 2025-14**
**A RESOLUTION OF THE TOWN OF POMONA PARK, FLORIDA, AUTHORIZING THE
ADOPTION OF THE PUTNAM COUNTY LOCAL MITIGATION PLAN.**
- 11. UNFINISHED BUSINESS and Committee Reports**
 - Tree Board-Councilwoman Mead**
 - Jennifer Paul, Treasurer: Check Register & Trial Balance**
- 12. Spray Foam Quotes**
- 13. NEW BUSINESS**
 - a. Rural County Days**
- 14. DISCUSSION BY TOWN COUNCIL OF MATTERS**
- 15. DISCUSSION BY TOWN ATTORNEY OF MATTERS**
- 16. DISCUSSION BY TOWN CLERK OF MATTERS**
- 17. PUBLIC PARTICIPATION**
 - Remainder of Public Comments is limited to 5
MINUTES**
- 18. UPCOMING EVENTS**
- 19. ADJOURNMENT**

**Town of Pomona Park
Correspondence List for December 09, 2025**

1. Meeting Minutes 11/12/2025-----	1-4
2. Ordinance 2025-04 -----	Handout
3. Resolution 2025-14 -----	Handout
4. Financial Statements-----	5-7
5. Spray Foam Quotes-----	8-10
6. Upcoming Events-----	11

Town of Pomona Park
Regular Town Council Meeting – Minutes

Wednesday, November 12, 2025 – 6:00 PM

Town Hall Council Chambers, 1775 US Hwy 17 S, Pomona Park, FL 32181

Mayor: Anthony Cuevas • Mayor Pro-Tem: Councilwoman Evans
Council: Councilman Rohrbaugh; Councilwoman Mead; Councilwoman Kuleski; Councilwoman Cooney;
Councilman Swanson
Staff: Andrea Almeida, Town Clerk; Jennifer Paul, Finance Officer; Don Holmes, Town Attorney, Leo Villegas

1. CALL TO ORDER

Mayor Anthony Cuevas called the meeting to order at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

Led by all present.

3. MOMENT OF SILENCE

A moment of silence was observed in memory of the victims of the recent tragic plane crashes.

4. ROLL CALL

Present: Mayor Anthony Cuevas; Mayor Pro-Tem Councilwoman Evans; Councilman Michael Rohrbaugh; Councilwoman Mead; Councilwoman Kuleski; Councilwoman Cooney; Councilman Swanson.

Staff Present: Andrea Almeida, Town Clerk; Jennifer Paul, Finance Officer; Don Holmes, Leo Villegas Town Attorney.

A quorum was present.

5. WELCOME VISITORS

Mayor Cuevas welcomed all visitors and thanked them for attending.

6. CORRESPONDENCE

Town Clerk Almeida presented the correspondence list dated November 12, 2025 (Meeting Minutes 10/14/2025; Veterans Day Proclamation; Ordinance 2025-03; Financial Statements; Upcoming Events) for the record.

7. ADOPTION OF MINUTES – Regular Council Meeting 10/14/2025

Motion: to approve the Regular Council Meeting Minutes of October 14, 2025 as presented.

Made by: Councilwoman Evans Seconded by: Councilman Swanson

Vote: Yes 7 No 0 Motion: PASSED

8. PROCLAMATIONS – Veterans Day

Mayor Cuevas read the Veterans Day Proclamation

9. PRESENTATIONS

None.

10. PUBLIC HEARING ITEMS

Second Reading – Ordinance 2025-03: Pomona Park Sexual Offender and Sexual Predator Act.

Motion: to adopt Ordinance 2025-03 on second reading.

Made by: Councilwoman Evans Seconded by: Councilwoman Kuleski

7-0 Unanimous

Result: Motion PASSED Ordinance 2025-03 adopted on second reading (effective as stated therein).

11. UNFINISHED BUSINESS & COMMITTEE REPORTS

Finance – Check Register & Trial Balance (Jennifer Paul): Report presented for October 2025.

Councilman Swanson asked about the taxes. Councilwoman Kuleski asked about payroll taxes.

Recreation Report Mayor Cuevas: Mayor Cuevas thanked the Councilmembers who assisted with the Candy Drop. Mayor Cuevas recognized the volunteers from the different student groups. Mayor Cuevas thanked the staff for all their efforts. Mayor Cuevas thanked the Council members who assisted with the Town Yard Sale event. Mayor Cuevas recognized the youth groups that participated at the Yard Sale.

Councilwoman Kuleski gave recommendations for the event- Gator's for the events, radios for the event, mark off no parking at entry areas, asking school clubs to sell for the event for food, change the rules for one hour cleanup, no sale of any animals, secure a light trailer for early morning set up. Councilman Swanson asked about trash.

Spray Foam Update: Public Works will present the bids in the next council meeting.

12. NEW BUSINESS

a. RCMA Lease – Discussion regarding lease terms. Direction: Attorney to finalize per Council direction / bring back draft.

TOWN OF POMONA PARK • REGULAR TOWN COUNCIL MEETING MINUTES
Town Hall Council Chambers • 1775 US Hwy 17 S • Pomona Park, FL 32181 • www.pomonapark.com

Motion: Councilwoman Evans motioned to allow the Town Attorneys to draft a letter to not renew the lease for the RCMA building. Second: Councilwoman Kuleski

Discussion about the communication with RCMA and let them know, before the Attorney reaches out. Vote- 6-0 abstain Councilman Swanson

b. Tree Lighting Ceremony Discussion with Council

c. Crosswalks (Councilman Swanson) – Spoke with Jr. Newbold and is asking if the Town of Pomona Park want Crosswalks and where? A discussion was had with Council. Town Attorney Holmes spoke on his concerns. Advising the town to not be responsible. Councilwoman Cooney supports moving forward to have the addition.

Councilman Swanson motioned to request a crosswalk on HWY 17 to be determined by the County and FDOT. Councilwoman Evans 2nd. 5-2 Mead, and Cuevas Nay

To request the creation of crosswalk on HWY 17.

Direction: Clerk/Attorney to contact County Engineer/FDOT; bring back options and costs.

13. DISCUSSION BY TOWN COUNCIL OF MATTERS

Topics discussed: None

14. DISCUSSION BY TOWN ATTORNEY OF MATTERS

Updates provided regarding: None.

15. DISCUSSION BY TOWN CLERK OF MATTERS

Town Clerk reported on: None.

16. PUBLIC PARTICIPATION (Remainder – up to 5 minutes)

Public comments: None.

17. UPCOMING EVENTS

Upcoming municipal events noted for the record.

18. ADJOURNMENT

There being no further business, the meeting adjourned at 7:21PM.

Motioned to adjourn by Councilman Swanson 7:21pm

4

TOWN OF POMONA PARK • REGULAR TOWN COUNCIL MEETING MINUTES
Town Hall Council Chambers • 1775 US Hwy 17 S • Pomona Park, FL 32181 • www.pomonapark.com

Minutes respectfully submitted by:

Andrea Almeida, CMC, Town Clerk

Approved by the Town Council on: _____

Anthony Cuevas, Mayor

Andrea Almeida, Town Clerk

Town of Pomona Park

12/2/2025 11:41 AM

Register: 101.000 · Cash In Bank:General Checking

From 11/01/2025 through 11/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/03/2025			310.000 · Taxes:311.1...	Deposit			9,682.82	338,020.44
11/03/2025	EFT	Capital City Bank	-split-	LOC Interest P...	1,787.93			336,232.51
11/03/2025	EFT	Florida Municipal Pe...	-split-		320.72			335,911.79
11/03/2025	EFT	Florida Blue	-split-		4,677.61			331,234.18
11/03/2025	EFT	Roll Kall - Putnam C...	520.00 · Public Safety:...	Deputy Patrol	741.60			330,492.58
11/04/2025	EFT	Principal Life Insura...	-split-		221.93			330,270.65
11/04/2025	EFT	Health Equity	-split-		666.64			329,604.01
11/04/2025	E-pay	United States Treasury	-split-	59-1502925 Q...	1,391.00			328,213.01
11/04/2025	11438	Putnam County Tax ...	520.00 · Public Safety:...		730.20			327,482.81
11/04/2025	11439	Hill's Hardware	-split-		325.61			327,157.20
11/04/2025	11440	Crescent Termite & ...	570.00 · Culture & Rec...		50.00			327,107.20
11/04/2025	11441	Palatka Daily News	510.00 · General Gove...		142.16			326,965.04
11/04/2025	11442	Midland Credit Mana...	229.000 · Other Curren...		84.70			326,880.34
11/05/2025			310.000 · Taxes:312.0...	Deposit			8,386.46	335,266.80
11/05/2025			-split-	Deposit			1,230.75	336,497.55
11/05/2025	EFT	Waste Pro	540.00 · Public Works:...		144.41			336,353.14
11/05/2025	Transfer		-split-		8,386.46			327,966.68
11/05/2025		QuickBooks Payroll ...	-split-	Created by Pay...	4,119.04			323,847.64
11/06/2025	EFT	Rentals to Go	510.00 · General Gove...		340.00			323,507.64
11/06/2025	EFT	Holmes & Young P.A.	510.00 · General Gove...		1,000.00			322,507.64
11/06/2025	DD1749	Almeida, Andrea J	-split-	Direct Deposit		X		322,507.64
11/06/2025	DD1750	Bernard, Jeffrey G	-split-	Direct Deposit		X		322,507.64
11/06/2025	DD1751	Paul, Jennifer S	-split-	Direct Deposit		X		322,507.64
11/06/2025	DD1752	Robinson, Carl L	-split-	Direct Deposit		X		322,507.64
11/06/2025	DD1753	Williams, Alphonso (...)	-split-	Direct Deposit		X		322,507.64
11/06/2025	DD1754	Wolfred, Bruce	-split-	Direct Deposit		X		322,507.64
11/10/2025	EFT	Florida Municipal Pe...	-split-		320.72			322,186.92
11/10/2025	E-pay	United States Treasury	-split-	59-1502925 Q...	1,354.46			320,832.46
11/12/2025			310.000 · Taxes:314.0...	Deposit			60.98	320,893.44
11/12/2025	11443	Producers Ace Hard...	540.00 · Public Works:...		168.83			320,724.61
11/12/2025		QuickBooks Payroll ...	-split-	Created by Pay...	4,227.03			316,497.58
11/12/2025		QuickBooks Payroll ...	-split-	Created by Pay...	1,297.90			315,199.68
11/13/2025			310.000 · Taxes:314.0...	Deposit			25.66	315,225.34
11/13/2025	DD	Mead, Patricia L	-split-					315,225.34
11/13/2025	EFT	Colonial Life	229.000 · Other Curren...		330.30			314,895.04
11/13/2025	DD1755	Almeida, Andrea J	-split-	Direct Deposit		X		314,895.04
11/13/2025	DD1756	Bernard, Jeffrey G	-split-	Direct Deposit		X		314,895.04
11/13/2025	DD1757	Paul, Jennifer S	-split-	Direct Deposit		X		314,895.04
11/13/2025	DD1758	Robinson, Carl L	-split-	Direct Deposit		X		314,895.04
11/13/2025	DD1759	Williams, Alphonso (...)	-split-	Direct Deposit		X		314,895.04

Town of Pomona Park

12/2/2025 11:41 AM

Register: 101.000 · Cash In Bank:General Checking

From 11/01/2025 through 11/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/13/2025	DD1760	Wolfred, Bruce	-split-	Direct Deposit		X		314,895.04
11/13/2025	DD1761	Cooney, Donna S	-split-	Direct Deposit		X		314,895.04
11/13/2025	DD1762	Cuevas III, Anthony R	-split-	Direct Deposit		X		314,895.04
11/13/2025	DD1763	Evans, CarrieAnn M	-split-	Direct Deposit		X		314,895.04
11/13/2025	DD1764	Kuleski, Alisha R	-split-	Direct Deposit		X		314,895.04
11/13/2025	DD1765	Rohrbaugh, Michael	-split-	Direct Deposit		X		314,895.04
11/13/2025	DD1766	Swanson, Mark D	-split-	Direct Deposit		X		314,895.04
11/14/2025			310.000 · Taxes:311.1...	Deposit			16,062.81	330,957.85
11/17/2025			310.000 · Taxes:314.0...	Deposit			4,264.70	335,222.55
11/17/2025	EFT	Florida Municipal Pe...	-split-		320.72			334,901.83
11/17/2025	E-pay	United States Treasury	-split-	59-1502925 Q...	1,971.10			332,930.73
11/18/2025			330.000 · Intergovern...	Deposit			2,802.02	335,732.75
11/19/2025	11444	Aqua Pure Water & ...	540.00 · Public Works:...		120.00			335,612.75
11/19/2025		QuickBooks Payroll ...	-split-	Created by Pay...	4,227.03			331,385.72
11/20/2025			320.000 · PermitsFees...	Deposit			100.00	331,485.72
11/20/2025			350.000 · Judgments, F...	Deposit			25.40	331,511.12
11/20/2025	DD1767	Almeida, Andrea J	-split-	Direct Deposit		X		331,511.12
11/20/2025	DD1768	Bernard, Jeffrey G	-split-	Direct Deposit		X		331,511.12
11/20/2025	DD1769	Paul, Jennifer S	-split-	Direct Deposit		X		331,511.12
11/20/2025	DD1770	Robinson, Carl L	-split-	Direct Deposit		X		331,511.12
11/20/2025	DD1771	Williams, Alphonso (...)	-split-	Direct Deposit		X		331,511.12
11/20/2025	DD1772	Wolfred, Bruce	-split-	Direct Deposit		X		331,511.12
11/21/2025			310.000 · Taxes:315.0...	Deposit			3,782.37	335,293.49
11/21/2025			330.000 · Intergovern...	Deposit			48.50	335,341.99
11/21/2025			330.000 · Intergovern...	Deposit			713.18	336,055.17
11/21/2025	11445	City of Crescent City	540.00 · Public Works:...		30.00			336,025.17
11/24/2025	EFT	Florida Municipal Pe...	-split-		320.72			335,704.45
11/24/2025	EFT	T Mobile	-split-		194.29			335,510.16
11/24/2025	E-pay	United States Treasury	-split-	59-1502925 Q...	1,391.00			334,119.16
11/25/2025		QuickBooks Payroll ...	-split-	Created by Pay...	4,227.03			329,892.13
11/26/2025	DD1773	Almeida, Andrea J	-split-	Direct Deposit		X		329,892.13
11/26/2025	DD1774	Bernard, Jeffrey G	-split-	Direct Deposit		X		329,892.13
11/26/2025	DD1775	Paul, Jennifer S	-split-	Direct Deposit		X		329,892.13
11/26/2025	DD1776	Robinson, Carl L	-split-	Direct Deposit		X		329,892.13
11/26/2025	DD1777	Williams, Alphonso (...)	-split-	Direct Deposit		X		329,892.13
11/26/2025	DD1778	Wolfred, Bruce	-split-	Direct Deposit		X		329,892.13
11/28/2025			320.000 · PermitsFees...	Deposit			4,981.82	334,873.95
11/28/2025			310.000 · Taxes:311.1...	Deposit			46,040.29	380,914.24
11/28/2025	EFT	Kyocera	510.00 · General Gove...		48.34			380,865.90
11/28/2025	EFT	Wells Fargo Vendor ...	510.00 · General Gove...		131.12			380,734.78

Town of Pomona Park

12/2/2025 11:41 AM

Register: 101.000 · Cash In Bank:General Checking

From 11/01/2025 through 11/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/28/2025	EFT	Cardmember Services	-split-	November 202...	4,857.22		375,877.56
11/28/2025	EFT	ADT (Everon)	540.00 · Public Works:...		177.93		375,699.63



QUOTE

Town of Pomona Park
370 Pleasant St
POMONA PARK FL 32181
USA

Date
22 Oct 2025

Expiry
17 Sep 2025

Quote Number
QU-0008

Silverback Insulation
55024 3rd St
ASTOR FL 32102
UNITED STATES

Public Works Shop - Walls and Roof Deck

Spray 2" closed cell foam over all walls and roof deck and cover with Ignition Barrier

Description	Quantity	Unit Price	Tax	Amount USD
Walls - Spray Foam Closed Cell - 2"	1.00	3,498.00	Tax Exempt	3,498.00
Ignition Barrier/ Flame Retardant - Walls	1.00	1,749.00	Tax Exempt	1,749.00
Canned Foam to seal corners	1.00	103.00	Tax Exempt	103.00
Roof Deck - Spray Foam Closed Cell - 2"	1.00	3,347.00	Tax Exempt	3,347.00
Ignition Barrier/ Flame Retardant - Roof Deck	1.00	1,619.00	Tax Exempt	1,619.00
Baffles and Vents to block soffits	1.00	134.00	Tax Exempt	134.00
Plastic to cover entire floor and all doors and windows	1.00	650.00	Tax Exempt	650.00
Subtotal				11,100.00
TOTAL TAX				0.00
TOTAL USD				11,100.00

Terms

Payment is due in full upon completion of the job. We accept Cash, Check, Visa, Mastercard, Discover, American Express, Apple Pay, Samsung Pay, and Google Pay.



Estimate

#0000587

From: 360 Energy Spray Foam LLC
2080 Sara Lynn Dr, St Augustine, FL, 32084

Amount:
\$11,850.00

Bill To: Jeff Benard Job: 370 pleasant st
370 Pleasant St, Pomona Park, FL,
USA

Date of Issue:
9/9/2025

Expiration Date:
10/9/2025

Item	Rate (excl. tax)	Quantity	Tax	Total
Metal building spray foam insulation Install closed cell spray foam insulation on the roof and walls off the metal building average 2 inches	\$8,900.00	1		\$8,900.00
Install fire retardant After installing the spray foam insulation we going paint it with NO BURN fire retardant, roof and walls	\$2,800.00	1		\$2,800.00
Preparing the job Before we start the spray foam insulation we need to cover all around in plastic ,floor,doors,	\$150.00	1		\$150.00
Subtotal				\$11,850.00
Total				\$11,850.00

Notes:

Please feel free to give me a call if you have any questions.

Thank you,
Ricardo Almanza
904 392 69 01

ESTIMATE

Sparrow Insulation and Concrete Coatings

6485 Wellington Rd
East Palatka, FL 32131

sparrowinsulation@gmail.com
+1 (386) 227-9682
www.sparrowinsulation.com



Bill to

Jeff Bernard
Pomona Park public works

Ship to

Jeff Bernard
Pomona Park public works

Estimate details

Estimate no.: 1011

Estimate date: 06/04/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Closed Cell Spray Insulation	Closed Cell Spray Insulation per Board Foot	7373	\$1.50	\$11,059.50
2.	Disposal Fee	Disposal of Drums and PPE	2	\$25.00	\$50.00
3.	Lift rental	Rental of Equipment needed to complete job	1	\$900.00	\$900.00
4.	Tape, Prep and Cleanup	Time and labor for preparing the site (masking, taping, covering surfaces) and post-installation cleanup.	1	\$500.00	\$500.00
5.	Equipment & Setup Fee	Covers wear-and-tear, fuel, rig setup time, etc.	1	\$150.00	\$150.00

Total

\$12,559.50

Ways to pay



Deposit due **\$6,279.75**

Thank you for your business!

We currently accept cash, checks credit/debit cards and venmo.

Checks can be made payable to Sparrow Insulation and More, LLC
6485 Wellington Road
East Palatka, FL 32131

Note to customer

This is for the ceiling and walls closed foam , 2 inches class 1 fire rated. Which equals 14.8 R value.

Upcoming Pomona Park Events and Meeting Announcements:

Arbor Day

Jan 9, 2026 4:30 Location TBD

Town Council Meeting

Jan 13, 2026 6:00 Chambers

Rural County Days Tallahassee

Jan 21,22 2026

