

MINUTES ,
Town of Penney Farms, Florida
Tuesday, June 20, 2023
Public Hearing and Town Council Meeting

Anyone wishing to address the Council regarding topics on the Agenda is requested to complete a request form. Present it to the Town Clerk prior to the meeting. The Town Clerk will allot a three minute limit unless other arrangements have been made. Request forms are available at the sign in podium or the Town Clerks desk.

Abbreviations:

***CM - Council Member *TA - Town Attorney *TC - Town Clerk *TM - Town Manager *VM - Vice-Mayor**

OPEN PUBLIC HEARING 7:00PM

A PUBLIC HEARING FOR THE FIRST READING OF PROPOSED ORDINANCE 2023-01; (READ BY TITLE ONLY)

AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA, ESTABLISHING NEW MONTHLY FEES FOR SOLID WASTE CURBSIDE PICK-UP SERVICE AND SPECIAL PICK-UP SERVICES PROVIDING POLICIES AND PROCEDURES FOR ALL TOWN OF PENNEY FARMS RESIDENTS; AND PROVIDING FOR AN EFFECTIVE DATE.
(DISCUSSION OR COMMENTS BY THOSE PRESENT)

- TM Cooper explained the changes being presented.
- There being no comments or concerns the hearing was closed.

Motion to close the public hearing by VM Sabin; second by CM Andrews. Motion approved without dissent.

CLOSE PUBLIC HEARING: 7:05PM

OPEN REGULAR COUNCIL MEETING: 7:15PM

FLAG SALUTE: MAYOR DEVILLE

MOMENT OF SILENCE: MAYOR DEVILLE

APPROVE THE AGENDA:

Motion to accept the Agenda as presented by CM Andrews; second by VM Sabin. Motion approved without dissent.

ROLL CALL: Mayor DeVille; VM Sabin; CM Andrews; and Town Manager Cooper

Absent: CM Ryder and CM Brooks

RECOGNITION(S):

*** Ms. Nancy Keating – CEO of Challenge Enterprises***

- Mrs. Keating distributed some shredding of document(s) flyers and then gave a fifteen (15) minute video presentation of what Challenge Enterprises has accomplished in the last fifty (50) years of service. Mrs. Keating gave the company's website: challengeenterprises.org for anyone who had any further questions.

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APPROVAL OF MINUTES:

- **Town Council Meeting Minutes dated May 16, 2023**
Motion to approve the Town Council Meeting Minutes for May 16, 2023 by VM Sabin; second by CM Andrews. Motion approved without dissent.
- **2nd Quarter Town Council Workshop Minutes dated May 12, 2023**
Motion to approve the 2nd Quarter Town Council Workshop Minutes for May 12, 2023 by CM Andrews; second by VM Sabin. Motion approved without dissent.

PROCLAMATION: NONE

ORDINANCE(S): ORDINANCE 2023-01 (1st Reading – READ BY TITLE ONLY)

AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA, ESTABLISHING MONTHLY FEES FOR SOLID WASTE SERVICES AND SPECIAL PICK-UP SERVICES; PROVIDING FOR POLICIES AND PROCEDURES FOR ALL TOWN OF PENNEY FARMS RESIDENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Motion to adopt the First Reading of Ordinance 2023-01 by VM Sabin; second by CM Andrews. Motion approved without dissent.

Roll Call Vote: Mayor Deville-Aye; VM Sabin-Aye; CM Ryder-Absent; CM Andrews-Aye; CM Brooks-Absent

-TC Cooper announced the Second and Final Public Hearing and Reading for this Ordinance will be on Tuesday, July 18, 2023 at the Town Hall.

RESOLUTION(S): 2023-04; AND 2023-05

RESOLUTION 2023-04

A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, PROVIDING FOR AND AUTHORIZING THE TOWN MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE TOWN OF PENNEY FARMS, FLORIDA AND THE PENNEY RETIREMENT COMMUNITY, INC. REGARDING THE DISASTER PREPAREDNESS AND RESPONSE TO THE NEEDS OF THE CITIZENS OF PENNEY FARMS DURING A STATE OF LOCAL EMERGENCY; PROVIDING FOR AN EFFECTIVE DATE.

Motion to approve RESOLUTION 2023-04 by CM Andrews; second by VM Sabin. Motion approved without dissent.

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RESOLUTION 2023-05

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PENNEY FARMS, FLORIDA, OPPOSING TRUCK SIZE OR WEIGHT INCREASES; PROVIDING AN EFFECTIVE DATE.

Motion to approve RESOLUTION 2023-05 by CM Andrews; second by VM Sabin. Motion approved without dissent.

TOWN MANAGER REPORT: Town Manager

- **A Review of the May 2023 Town Manager Report**

Motion to approve the Town Manager Report for May 2023 by VM Sabin; second by CM Andrews. Motion approved without dissent.

TREASURERS REPORT: Town Manager

Review the May 2023 Treasurer's Report:

- General Fund – 05/01/23 – 05/31/23
- Utility Enterprises Fund – 05/01/23 – 05/31/23
- Wastewater/Sewer Fund – 05/01/23 – 05/31/23
- Bank Balances of the Town bank accounts – 05/01/23 – 05/31/23

Motion to approve the Treasurer's Report for May 2023 by CM Andrews; second by VM Sabin. Motion approved without dissent.

CONSENT AGENDA:

All matters under the Consent Agenda are routine and will be enacted by one motion and vote. Backup documents and staff recommendations have previously been submitted to the Town Council and will not be discussed unless an item is removed from the Consent Agenda and considered separately under "New Business".

REPORTS OF COMMITTEES/DEPARTMENTS: (All Pulled Reports will be considered under New Business)

- | | | | | | |
|------------|------------------------|----------|-------------------|--------------|-------------|
| 1. Finance | 2. Public Works | 3. CDR | 4. Human Resource | 5. Utilities | 6. Building |
| 7. Grants | 8. Planning and Zoning | 9. Legal | | | |

Motion to accept Consent Agenda as presented by CM Andrews; second by VM Sabin. Motion approved without dissent.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

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1. Pulled Reports
2. Items not on the Agenda

-Mayor DeVille asked about the status of the sale of the approved surplus equipment.
-TM Cooper stated nothing has been sold yet.

3. Public Participation

- Audience Member, Doug Conkey thanked Nancy Keating for her presentation and all she does.

4. Other:

TOWN CLERK:

- 1. Development Plan Application Policy - (P&Z Section)**

- Different than a Re-Plat (Not changing parcels)
- Town Council approval as a new policy with fees listed

-TC Cooper explained the justification and need for this policy to be in place. She stated the Planning & Zoning Commission is on board with this policy and the Town's Planner and Town Attorney have approved this form.

-There were no questions or concerns with this policy.

Motion to approve the Development Plan Application as a new policy by CM Andrews; second by VM Sabin.
Motion approved without dissent.

- 2. Re-Opening of the Playground Park**

- New Flyer – Posted on Town Website and on the Community boards
- Saturday, July 1, 2023 at 9:00am – 3619 Hoffman Street
- Light Refreshments will be served

-TC Cooper announced the grand re-opening of the Playground Park this upcoming Saturday.

- 3. ** Important Date Reminders****

-TC Cooper reminded all of the Town Council members of the following important dates:

- Ethics Training – Wednesday, July 12, 2023 10:00am – 3:30pm
- Form 1 Deadline – July 1, 2023 (For 2022)
- Town Council Budget Workshop – Friday, August 11, 2023 at 9:00am (Lunch will be served)
- **1st Budget Hearing for Fiscal Year 2023/2024(Followed by the Regular Town Council Meeting) – Tuesday, September 19, 2023 at 7:00pm
- **2nd and Final Budget Hearing for Fiscal Year 2023/2024 – Monday, September 25, 2023 at 7:00pm

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CORRESPONDENCE: (Location of items – Listed)

May 2023:

1. Copy of Finance Agenda/Meeting Minutes dated May 15, 2023 – Finance Section
2. Copy of the Northeast Florida League of Cities (NEFLC) Dinner Meeting Notice for May 18, 2023 – Correspondence Section
3. Copy of CDR Committee Meeting Minutes dated April 11, 2023 – CDR Section
4. Copy of the Letter from Congressman Aaron Bean dated April 14, 2023 – Correspondence Section
5. Copy of the State Revolving Loan paid receipt dated May 31, 2023 – Finance Section
6. Copy of Planning & Zoning Commission (P&Z) Workshop Minutes dated May 24, 2023 – P&Z Section
7. Copy of Notice the Town Hall was closed on May 29, 2023 in Observance of Memorial day – Miscellaneous Section
8. Copy of the Letter from Clay County Property Appraiser (CCPAO) stating the 2023 Estimated Taxable Value for the
Town of Penney Farms dated May 26, 2023 – Correspondence Section
9. Copy of the Northeast Florida League of Cities (NEFLC) Dinner Meeting Notice for June 15, 2023 – Correspondence Section
10. Copy of the 2023 Florida League of Cities (FLC) Legislative Session Final Report – Correspondence Section


There being no further questions or concerns, a motion for the meeting to adjourn at 7:45pm by CM Andrews; second by VM Sabin. Motion approved without dissent.





Mayor, Thomas E. DeVille, Presiding

ATTEST:



Anita E. Cooper, Town Clerk

ALL INDICATIONS OF ATTACHMENTS TO THE MINUTES ARE ON RECORD IN THE OFFICIAL MINUTES BOOK, OR ON FILE AT THE TOWN HALL. TOWN COUNCIL MEMBERS RECEIVED COPIES OF THE ATTACHMENTS PRIOR TO OR AT THE TIME OF THE TOWN COUNCIL MEETING. A RECORDING WAS MADE OF THESE PROCEEDINGS AND IS ON FILE AT THE TOWN HALL.

