

**TOWN OF PENNEY FARMS
TOWN COUNCIL WORKSHOP AGENDA
1st Quarter Town Council Workshop for 2023
Friday, February 16, 2024 9:00AM AT TOWN HALL**

CALL TO ORDER: Mayor Andrews

Present:

Absent:

Additional Audience:

This meeting has been called to ensure that all Council members may attend for discussions and not violate the Sunshine Law. *NOTE: No voting can take place at this meeting.*

Additional Audience:

***** According to the Florida Municipal Officials Manual: Although citizens are allowed to attend all meetings of the public body, there is no requirement that citizens be allowed to participate in these meetings. Citizens are permitted to participate at public hearings and legislative meetings, such as the Town Council meetings.***

AGENDA OUTLINE:

1) Seat #1 – WATER UTILITY COMMITTEE – Tom DeVille

- CDBG Grant Upgrade
 - Surveyors will be here this week (30 days to complete)
 - Construction to begin in June

2) Seat #2 – PUBLIC WORKS COMMITTEE – Adrian Andrews

- No items submitted

3) Seat #3 – HUMAN RESOURCES – Elizabeth Ryder

- No items submitted

4) Seat #4 – COMMUNITY DEVELOPMENT & RECREATION – Annette Brooks

- No items submitted

5) Seat #5 – FINANCE COMMITTEE – Paul Sabin

- No items submitted

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6) TOWN MANAGER

- SCADA System – New Technology for the Water Tower and Master Lift Station
 - Water Tower system will cost \$10,000.00; ARPA money to be used
 - Master Lift Station system will cost \$15,000.00; to be discussed next year's budget
- Town Events – Need to be budgeted for
 - Stop adding during the year; plan at budget time
- New Fire Station located in Penney Farms
 - Will require re-zoning; P&Z to discuss and provide recommendation to the Town Council at a future Town Council Meeting
- State Road 16 Resurfacing Project and Intersection Upgrade
 - Both to be designed and completed in 2026
- New Wolf Community Transition Program Project (Packet Included)
 - P&Z will meet on 2/21/24 to discuss and provide recommendation for Town Council to approve at March Town Council Meeting

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7) TOWN CLERK

- Town Council Stipend – Need Motion for Town Council Meeting
(Tabled until after the Town Council Workshop on November 17, 2023, which was canceled, due to no quorum)
- Total for all five Town Council Members - \$6,975.00
- CM Brooks to receive her stipend totaling \$1,395.00
- Answer to Town Council question from Budget Workshop: What can the remaining unused balance be used for?
 - Town Auditor strongly recommends to put unused funds back in the general fund and redistribute the following year.
 - A Town Council Member may spend their stipend on whatever they want
 - Bank recommendations – nothing available
- *A Motion for the Town Council to designate the remaining stipend amounts totaling \$5,580.00, to be used as a Council Reserve Fund at their discretion for fiscal year 2023/2024. (Next Town Council Meeting)*

- Form 6 – Information (Packet Included)
 - Required Annually
 - Effective January 1, 2024

- Town Committee(s) Updated
 - Request that the newly appointed Mayor will confirm the chairpersons for the Town’s Committees.

 - The Town Clerk will request the Committee Chairpersons to now report changes of their participating committee member lists, meeting dates and have the new selections and/or deletions updated and reported to her by Friday, March 8, 2024. Please keep in mind ALL Committee meeting notices; Agendas and minutes will need to be submitted to the Town Clerk for proper recording, and if requesting a meeting not on the Committee schedule, please allow at least a 48 hour notice to properly advertise the meeting.

8) Other Subjects - Open discussion for the Town Council members only

ADJOURN MEETING: Mayor Andrews