

TOWN OF PENNEY FARMS
TOWN COUNCIL WORKSHOP AGENDA
2nd Quarter Town Council Workshop for FY 2023/2024
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 events during the year; plan at budget time
- New Fire Station located in Penney Farms
 - Will require re-zoning; P&Z to meet & discuss this project on 2/21/24 and provide recommendation to the Town Council at the March Town Council Meeting
 - Resolution 2024-01 ; Implementing a new Application for obtaining a small scale future land use map amendment; Re-Zoning of parcels of 50 acres or fewer (*Next 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
- Master Lift Station – Pump #2
 - This pump was pulled last month and sent off to be examined for malfunctioning.
 - The vendor has stated it will cost \$18,202.19 to repair and rebuild the pump.
 - The cost for a new pump is estimated to cost \$40,000 – \$45,000.

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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?

- A Town Council Member may spend their stipend on whatever they want
 - Bank recommendations – nothing available, for such small amount
 - Auditor still strongly recommends that each Council Member take their stipend and/or keep the Council Reserve line allowing for any leftover budgeted monies to be re-allocated in the General Fund for the following budget year.
- *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
 - 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.
- USDA Grant Requirement (Copy of Loan Resolution Included)
- Need a formal motion to approve the USDA Loan Resolution at the next Town Council Meeting
 - This grant will provide \$13,900.00 towards the purchase of a new needed pick-up truck for the public works department
 - Please note the Town will be responsible for zero dollars for this grant.
 - *A Motion to approve the Loan Resolution for the Town to proceed with the USDA grant for a new pick-up truck for the public works department. (Next Town Council Meeting)*
- Resolution 2024-02
- Statewide Mutual Aid Agreement Resolution from the State of Florida Division of Emergency Management *(Next Town Council Meeting)*

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

ADJOURN MEETING: Mayor Andrews