

MINUTES
Town of Penney Farms, Florida
Tuesday, October 15, 2024
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 REGULAR COUNCIL MEETING: 7:00PM

FLAG SALUTE: MAYOR ANDREWS

MOMENT OF SILENCE: MAYOR ANDREWS

APPROVE THE AGENDA:

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

***ROLL CALL: Mayor Andrews, VM Ryder; CM Brooks; CM DeVille; CM Sabin and Town Manager Cooper
All present for the record.***

RECOGNITION(S):

1) Town Manager to recognize and honor Bill Brower a retiring member of the Town's Finance Committee with an award.

-TM Cooper stated that Mr. Brower was instrumental in helping the Town on the Finance Committee with his years of service. He further stated that he considers Mr. Brower a dear friend and presented him with a crystal award. (Pictures attached)

-Mr. Brower thanked everyone for the recognition and stated it was a pleasure to work with the Town Manager and the Town Clerk and mentioned how dedicated they are to the Town.

2) Powell & Jones, CPA – (1) Present FY 2022/2023 Audit - Brad Huff (Copies provided)

-Mr. Huff thanked the Town for the opportunity to serve the Town as their auditor. He reviewed specific pages of the audit and stated that there are no significant findings and all items are in compliance, He stated it was a pleasure to work with the Town Clerk and her staff during this process.

-TC Cooper clarified that there were no findings.

-Mr. Huff stated yes.

-CM Sabin requested that the Audit firm do their best to get the audit completed on time.

MINUTES
Town of Penney Farms, Florida
Tuesday, October 15, 2024
Town Council Meeting

-TC Cooper stated that this audit was started in May and has obviously been turned in late, due to various reasons. She explained that the Town Manager had his stroke in May and that delayed the process. She assured the Town Council that the Auditor General has been made aware of the delay and she has been in regular communication with that office to insure the Town stays in compliance.

3) Auditor to Discuss Town Council Reserve Fund Recommendations

-TC Cooper explained at every Annual Budget Workshop, there is discussion on whether the Council members would like to receive their individual stipend or keep it as a Council Reserve Fund to be used at their discretion. The fund is used to attend the Florida League of Cities dinners, go to conferences and/or attend any kind of municipal training, etc.

-TC Cooper stated this motion was tabled at the last Town Council meeting to discuss further with the auditor. After discussion, if approved, the following motion is needed, for the new fiscal year budget and/or new instructions to be given to the town clerk on how to proceed with this issue in the future.

The needed motion would be:

A MOTION FOR THE TOWN COUNCIL MEMBERS TO DESIGNATE THEIR STIPEND AMOUNTS TOTALING \$5,580.00, TO BE USED AS A COUNCIL RESERVE FUND AT THEIR DISCRETION FOR THE FY 2024/2025 BUDGET.

-Mr. Huff was not advised and made aware about speaking on this issue. However, he stated he will go back to the office and get some answers on this issue for the Town Council to consider.

-Mayor Andrews asked the Town Council Members their concerns.

-CM DeVille stated this money is earmarked for the Town Council.

-CM Sabin stated if there was a need for the left over money, it could be used for that purpose.

-VM Ryder agreed with CM Sabin.

-CM Brooks stated that if it is appropriate, the money could be used for the Town's signature event like Old Fashioned Farm Day.

-Mayor Andrews stated these stated concerns are what they are thinking and we need to know the legalities of this issue.

-This Agenda Item will be tabled until November.

APPROVAL OF MINUTES:

• *1st FY 24/25 Budget Hearing Minutes dated September 9, 2024*

Motion to approve the 1st FY 24/25 Budget Hearing Minutes dated September 9, 2024 as presented by CM DeVille; second by VM Ryder. Motion approved without dissent.

• *Town Council Meeting Minutes dated September 17, 2024*

Motion to approve the Town Council Meeting Minutes for August 27, 2024 as presented by VM Ryder; Second by CM DeVille. Motion approved without dissent.

MINUTES
Town of Penney Farms, Florida
Tuesday, October 15, 2024
Town Council Meeting

- *2nd & Final FY 24/25 Budget Hearing dated September 23, 2024*
- Motion to approve the 2nd & Final FY 24/25 Budget Hearing dated September 23, 2024 as presented by CM Sabin; Second by VM Ryder. Motion approved without dissent.*

ORDINANCE(S): NONE

RESOLUTION(S): NONE

PROCLAMATIONS: NONE

TOWN MANAGER REPORT: Town Manager

- *A Review of the September 2024 Town Manager Report*

September was an extremely busy month.

The front office staff was preparing for the Town Council meeting as well as the two additional new fiscal year Budget Hearings, and provided the ads for the proper required advertisements. The Town Clerk was still helping the auditor to finish the annual audit. The staff also was preparing the end of the year files and reporting that needed to be done. All of the employee evaluations were completed and signed off by the Human Resource Chairwoman, Council Woman Liz Ryder.

Hurricane Helen presented itself and fortunately the Town suffered little to no damage. The Town public works staff did the normal clean up after the storm and the town did lose power for a few hours. This particular hurricane was primarily a wind event. The Town Clerk and I attended the necessary meetings at the Clay County Emergency Operations Center (CCEOC) as required to be updated on the preparations needed for Hurricane Helene.

In addition to all the above mentioned items, the public works employees were able to exercise water valves on State Road 16; Saunders Road; Little Dairy Road; and Kentucky Avenue.

All of the backflow preventers were inspected and only one needed a repair, which has been completed. These get inspected once a year.

I was able to attend all the required meetings for this month.

Motion to approve the Town Manager Report for September 2024 by VM Ryder; Second by CM DeVille. Motion approved without dissent.

-Mayor Andrews commended the Town Manager and his staff for the great job in cleaning up after the hurricane.

MINUTES
Town of Penney Farms, Florida
Tuesday, October 15, 2024
Town Council Meeting

TREASURERS REPORT: *Town Manager*

Review the September 2024 Treasurer's Report:

- *General Fund – 09/01/24 – 09/30/24*
- *Utility Enterprises Fund – 09/01/24 – 09/30/24*
- *Wastewater/Sewer Fund – 09/01/24 – 09/30/24*
- *Bank Balances of the Town bank accounts – 09/01/24 – 09/30/24*

Motion to approve the Treasurer's Report for September 2024 by CM Sabin; Second by CM DeVille. 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 withholding report #1, #3, and #4 by

UNFINISHED BUSINESS: *Council Member's Stipend Line Item – Discussed earlier in this meeting with the Auditor – Tabled until November 2024.*

NEW BUSINESS:

I. Pulled Reports

Report #1 – Finance – *CM Sabin commented on Bill Brower's resignation from the Finance Committee. He thanked Bill Brower again for his expertise and education on public finances.*

Report # 3 – Community Development & Recreation – *CM Brooks stated that on behalf of this committee she thanked for all the help on last year's Old Fashioned Farm Day event. She stated more funds are needed for this event. She stated that National Night Out was cancelled due to the storm. She also stated out Christmas Parade is coming up on Saturday, December 14, 2024. She also asked if you would like to join the committee they could always use the help.*

-Mayor Andrews asked what the committee would like the budget to be for this event?

MINUTES
Town of Penney Farms, Florida
Tuesday, October 15, 2024
Town Council Meeting

-CM Brooks stated \$5,000.00.

-TC Cooper stated this committee is budgeted and this line is listed as the special events. The town doesn't have many events and this is the amount to be used for all town events. She stated this line item was doubled this year. She further stated there is no way to list a separate line item for each event. It is up to the committee to send letters and request money or in-kind services for additional funds for the Old Fashioned Farm Day (OFFD) event.

-TC Cooper reported there is approximately \$1,400.00 left over from last year's event. She will attend the next CDR meeting and give a full report of the finances for special events and what the committee needs to do for the OFFD event.

Report # 4 – Human Resources – VM Ryder stated she had reviewed all of the employee evaluations and everyone received a raise, which was not enough, but they are completed.

2. Items not on the Agenda

-Mayor Andrews asked about the leash law in town. He stated there is a dog and/or dogs being dropped off in our town chasing residents. How does we as a town handle that?

-TM Cooper stated we do have a leash law and told a story about a man who walks his dog without a leash and that dog is aggressive. He explained that he and the town staff constantly call animal control for residents. He encouraged the residents to call animal control too! He stated that animal control has to pick up a dog four (4) times before they can permanently take the dog away. He encouraged everyone with this kind of issue to call animal control and make a report.

-Mayor Andrews asked a retired resident in the audience to share his experience with his wife.

-Unknown named Audience Member stated that the aggressive dog was in the Haymon Avenue area and scared he and his wife while walking, it was running loose. They stated they will not walk that way anymore.

-Mayor Andrews would like to invite Animal Control to a future Council Meeting.

3. Public Participation

-Feresa Scott stated the banners for the 100 year celebration have been ordered and look wonderful.

-Lynn Wightman announced the Day of Appreciation for our Town Mayor, Adrian Andrews is coming up this weekend.

-CM Brooks stated that the whole town is invited and they are going to have a good time. She also announced the following weekend the New Hope Church Fall Festival will be held with a trunk or treat for kids.

4. Other:

TOWN CLERK:

1. Reminder: Town Council Election Info – Election packets available now

-TC Cooper stated the Town has three (3) Town Council seats open for re-election this year. The qualifying time is now through November 15, 2024. She stated anyone who wants to run for Town Council, please come and see her to receive a required packet to qualify.

MINUTES
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Tuesday, October 15, 2024
Town Council Meeting

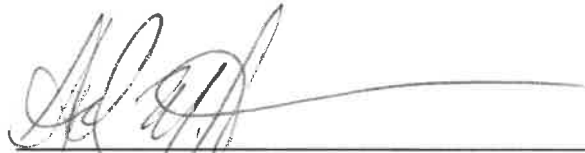
CORRESPONDENCE: (Location of items – Listed)

September 2024:

1. *Copy of Finance Agenda/Meeting Minutes dated September 16, 2024 – Finance Section*
2. *Copy of the Water Utility Report for September 2024 / Notice for exercising water valves – Utility Section*
3. *Copy of Minutes from CDR Meeting dated September 10, 2024 – CDR Section*
4. *Copy of the 4th Quarter (July 1-Sept 30, 2024) Building Permit Report – Building Permit Section*
5. *Copy of Notice Town Hall closed on Monday, September 2, 2024 for Labor Day – Miscellaneous Section*
6. *Copy of the Notice the Town Hall closed on Thursday & Friday, September 26th and 27th, 2024 due to Hurricane Helene – Miscellaneous Section*
7. *Copy of the Northeast Florida League of Cities (NEFLC) Dinner Meeting Notice for September 19, 2024 – Correspondence Section*


There being no further questions or concerns, a motion for the meeting to adjourn at 8:05 pm by VM Ryder; second by CM Brooks. Motion approved without dissent.





Mayor, Adrian Andrews, 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.

Next Town Council Meeting, Tuesday, November 19, 2024