

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday, July 18, 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 SECOND & FINAL 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)

CLOSE PUBLIC HEARING:

OPEN REGULAR COUNCIL MEETING: 7:15PM

FLAG SALUTE: MAYOR DEVILLE

MOMENT OF SILENCE: MAYOR DEVILLE

APPROVE THE AGENDA:
Motion to accept the Agenda.

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

RECOGNITION(S): NONE

APPROVAL OF MINUTES:

- **Town Council Meeting Minutes dated June 20, 2023**

Motion to approve the Town Council Meeting Minutes for June 20, 2023

PROCLAMATION: NONE

ORDINANCE(S): ORDINANCE 2023-01 (2ND & FINAL 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.

Roll Call Vote: Mayor Deville _____ VM Sabin _____ CM Ryder _____ CM Andrews _____ CM Brooks _____

Motion to adopt the SECOND & FINAL Reading of Ordinance 2023-01

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RESOLUTION(S): NONE

TOWN MANAGER REPORT: Town Manager

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

Motion to approve the Town Manager Report for June 2023

TREASURERS REPORT: Town Manager

Review the **June 2023** Treasurer's Report:

- General Fund – 06/01/23 – 06/30/23
- Utility Enterprises Fund – 06/01/23 – 06/30/23
- Wastewater/Sewer Fund – 06/01/23 – 06/30/23
- Bank Balances of the Town bank accounts – 06/01/23 – 06/30/23

Motion to approve the Treasurer's Report for June 2023

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

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1. Pulled Reports
2. Items not on the Agenda
3. Public Participation
4. Other:

TOWN CLERK:

- **Hunter's Ridge Estates Subdivision – Project Extension #2**

- ❖ Developer, Colin Groff needs another six month extension. This developer has decided to do the infrastructure work for the utilities for this project, instead of providing a bond.
- ❖ Recommendation: The Town Council should approve only if all open and outstanding invoices are paid prior to July 31, 2023.

Motion to approve a six month extension to the Hunter's Ridge Estates Subdivision to provide the utility infrastructure needed for this project, and contingent on the developer having all open invoices paid in full by July 31, 2023.

- 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)

June 2023:

1. Copy of Finance Agenda/Meeting Minutes dated June 20, 2023 – Finance Section
2. Copy of Notice the Town Hall was closed on June 19, 2023 in Observance of Juneteenth– Miscellaneous Section
3. Copy of the Letter from Clay County Property Appraiser (CCPAO) regarding the 2023 Certified Taxable Value Form for the Town of Penney Farms dated June 30, 2023 – Correspondence Section
4. Copy of email from a resident showing appreciation for our Public Works employees – Correspondence Section
5. Copy of email from Clay County Emergency Director, John Ward stating he has retired – Correspondence Section
6. Copy of Boil Water notice dated June 5, 2023 – Utilities Section

Motion to adjourn meeting

Next Council Meeting, Tuesday, August 15, 2023