

**MINUTES**  
**Town of Penney Farms, Florida**  
**Tuesday, July 18, 2023**  
**Public Hearing and Town Council Meeting**

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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**

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**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)**

- 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**

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**OPEN REGULAR COUNCIL MEETING: 7:06PM**

***-Mayor DeVille recognized two former Town Mayors in attendance: Richard Dodds and Robert Fisher.***

**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 Brooks; CM Andrews; and Town Manager Cooper  
*Absent: CM Ryder***

**RECOGNITION(S): NONE**

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**APPROVAL OF MINUTES:**

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

*Motion to approve the Town Council Meeting Minutes for June 20, 2023 by CM Andrews; second by VM Sabin. Motion approved without dissent.*

**PROCLAMATION: NONE**

**ORDINANCE(S): ORDINANCE 2023-01 (2<sup>ND</sup> & 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–Aye; VM Sabin–Aye; CM Ryder–Absent; CM Andrews–Aye; CM Brooks–Aye**

*Motion to adopt the SECOND & FINAL Reading of Ordinance 2023-01 by VM Sabin; second CM Andrews. Motion approved 4-1.*

**RESOLUTION(S): NONE**

**TOWN MANAGER REPORT: Town Manager**

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

*The required Annual Audit for the Town has been performed and I am happy to report that we have another year of no findings. Congratulations to the front office staff for a job well done. In addition, the office staff is working on closing out the playground grant and completing tasks for the upcoming CDBG water line replacement grant.*

*The Public Works department was very busy this month too, they repaired a water line on Studio Road after a tree was removed. They have also assisted in the playground renovations and managed to keep up with the normal mowing and operations. Our Town Water Administrator has accomplished another goal, Josh Young has now received his certification for Wastewater operations. We are very proud of Josh!*

*The Town's Playground renovations for this grant have been completed. There were several new renovations which included a new swing set area with new swings; a new double slide; the spring horses were repainted; two (2) New grills were installed, a new two-level water cooler was installed; two sides of the fence was replaced with new black chain link and; a new self-latching gate was installed; new LED lights were installed; and the entire pavilion was rescreened, including the doors. The Town Clerk will close out the grant and hopefully the Town will be reimbursed for all the expenses in July.*

*I have attended all of the Town's required meetings for this month, as well as a meetings with Clay County; and the Reinhold Corporation.*

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***Motion to approve the Town Manager Report for June 2023 by VM Sabin; Second by CM Andrews. Motion approved without dissent.***

**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

*-Mayor DeVille had a question on the last minutes of the Finance Committee, Page 4. He wanted clarification on the process of reading town easements.*

*-TM Cooper stated easements are very difficult to read and often can only be interpreted by a surveyor. He further stated that there are computer programs that can provide this service, but they are very costly.*

*-TM Cooper stated he was making sure the Town had all of its easements inputted in the Diamond Maps program.*

***Motion to approve the Treasurer's Report for June 2023 by VM Sabin; Second by CM Andrews. 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 VM Sabin; Second by CM Brooks. Motion approved without dissent.***

**UNFINISHED BUSINESS: NONE**

**NEW BUSINESS:**

1. Pulled Reports – NONE

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2. Items not on the Agenda

*-Mayor DeVille noted the Town Clerk has had ten years of producing the paperwork for the Audit(s) and recognized she has been with the Town that long.*

3. Public Participation

*-Cathie Parrott announced and invited everyone to the Annual J. C. Penney Scenic Memorial 5K Run which will be held on October 21, 2023.*

4. Other:

**TOWN CLERK:**

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

*-TC Cooper reminded the Town Council about this ongoing project and explained the following:*

- ❖ *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 from the Town Manager: The Town Council should approve only if all open and outstanding invoices are paid prior to July 31, 2023, or start the process over.*

*-TM Cooper stated that this developer has a few things to get straightened out with Clay County, but the Town itself has no problem with the project and welcomes it.*

*-CM Andrews asked how long has the Town been working on this project and how many extensions has the Town allowed?*

*-TC Cooper stated this project initially began in November 2021 and one extension has already been approved.*

*-CM Andrews asked what work would this developer be doing?*

*-TM Cooper stated this developer would have to construct water and sewer lines for the properties he intends to sell. He also stated the utilities will have to be run down Paso Fino Road somehow, with permission from the County.*

*-CM Andrews expressed his concern about this job being done correctly and how will this affect the Town.*

*-TM Cooper stated this is a unique situation with the property located in the town limits, but the access road is located in the County. He further stated the utility infrastructure will eventually be turned over to the town and we will have new water utility customers, which will provide revenue to the town.*

*-Mayor DeVille also stated that the sub-contractor should have to have a performance bond, and be licensed and insured to do the work.*

*-VM Sabin stated the Town has done a good job in covering all the obvious liabilities, this project has been long and drawn out, but it has been a good learning experience and understands that more things still need to happen for this developer to finish this project.*

*-TM Cooper stated the Town is working well with the County and hopes the developer gets the needed right-of-way. He stated it is in the Town's best interest to continue to monitor this project closely and it gets completed.*

***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 by VM Sabin; second by CM Andrews.***

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

- 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
- \*\*2<sup>nd</sup> and Final Budget Hearing for Fiscal Year 2023/2024 – Monday, September 25, 2023 at 7:00pm

**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

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***There being no further questions or concerns, a motion for the meeting to adjourn at 7:49pm 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.

