

**PROPOSED AGENDA**  
**Town of Penney Farms, Florida**  
**Tuesday, April 20, 2021**  
**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.  
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**Abbreviations:**

**\*CM - Council Member \*TA - Town Attorney \*TC - Town Clerk \*TM - Town Manager \*VM - Vice-Mayor**

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**OPEN REGULAR COUNCIL MEETING: 7:00PM**

**FLAG SALUTE:** *MAYOR ANDREWS*

**MOMENT OF SILENCE:** *MAYOR ANDREWS*

**APPROVE THE AGENDA:**

*Motion to accept the Agenda.*

**ROLL CALL:** Mayor Andrews; VM Taylor; CM Sabin; CM Ryder; CM DeVille; TM Cooper; Town Attorney Quinonez;

**RECOGNITION(S):** **\*\* Jennifer Mitchell w/St. John River Water Management District\*\***

**PROCLAMATION:** There are two proclamations this month:

- 1) **Water Conservation Month – Proclamation read in its entirety**
- 2) **Arbor Day – Proclamation read in its entirety**

**APPROVAL OF MINUTES:**

- Regular Town Council Meeting minutes dated March 16, 2021

*Motion to approve the regular Town Council Meeting Minutes dated March 16, 2021*

**ORDINANCE(S): NONE**

**RESOLUTION(S): NONE**

**Site Clearing / Site Work Application document**

*Motion to approve the Site Clearing / Site Work Application document for future use.*

**TOWN MANAGER REPORT: Town Manager**

- A Review of the March 2020 Town Manager Report

*Motion to approve the Town Manager Report for March 2020*

**TREASURERS REPORT: Town Manager**

Review the **March 2021** Treasurer's Report:

- General Fund – 03/01/21 – 03/31/21
- Utility Enterprises Fund – 03/01/21 – 03/31/21
- Wastewater/Sewer Fund – 03/01/21 – 03/31/21
- Bank Balances of the Town bank accounts – 03/01/21 – 03/31/21

*Motion to approve the Treasurer's Report for March 2021*

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**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:**

1. 2021 Code of Ethics / Florida Sunshine Law distributed
2. Arbor Day – Pancake Breakfast

**CORRESPONDENCE: (Location of items – Listed)**

**March 2020:**

1. Copy of Finance Committee Meeting Minutes dated March 15, 2021 – Finance Section
2. Copy of Community, Development, and Recreation (CDR) Minutes dated March 9, 2021 – CDR Section
3. Copy of Boil Water Notices for 3/12; 3/22; and 3/30/21 – Utilities Section
4. Copy of update from the Center for Disease Control (CDC) on COVID-19 Info – Correspondence Section
5. Copy of Florida Power & Light letter dated March 12, 2021 – Correspondence Section
6. Copy of Notice of the Northeast Florida League of Cities (NEFLC) Dinner Meeting dated March 18, 2021 – Correspondence Section
7. Copy of Town letter to the Northeast Florida League of Cities dated March 22, 2021 – Correspondence Section
8. Copy of the Florida League of Cities Legislative actions dated March 26, 2021 – Correspondence Section
9. Copy of Notice of Town Hall closed for Good Friday – Miscellaneous Section

*Motion to adjourn meeting*

**Next Council Meeting, Tuesday, May 18, 2021**