

**PROPOSED AGENDA**  
**Town of Penney Farms, Florida**  
**Tuesday, January 19, 2021**  
**Town Council Meeting**  
**HYBRID 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 REGULAR COUNCIL MEETING: 7:00PM**

**FLAG SALUTE: MAYOR SABIN**

**MOMENT OF SILENCE: MAYOR SABIN**

**APPROVE THE AGENDA:**  
*Motion to accept the Agenda.*

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

**RECOGNITION(S): NONE**

**APPOINTMENT OF MAYOR FOR CALENDAR YEAR 2021**

The Town Clerk will read from the Town Charter, Article 2, Section 2; *“The Town Council shall elect from among its members a Mayor who shall serve as the ceremonial head of the Town of the Penney Farms, preside over the meetings of the Town Council, and perform such duties consistent with his/her office as may be imposed by the Town Council”*. The Town Clerk will request nominations for Mayor for the calendar year 2021. (If more than one name is submitted, a written ballot will be necessary) The newly appointed Mayor will begin their duties at the close of this meeting.

**APPOINTMENT OF VICE-MAYOR FOR CALENDAR YEAR 2021**

The Town Clerk will request nominations for Vice-Mayor for the calendar year of 2021. (If more than one name is submitted, a written ballot will be necessary) The newly appointed Vice-Mayor will begin their duties at the close of this meeting.

- The Town Clerk will request that the newly appointed Mayor will confirm the chairpersons for the Town’s Committees.
- The Town Clerk will request the Committee Chairpersons to now report changes their participating committee member lists and have new selections and/or deletions updated and reported to her by Friday, February 05, 2021.
- The Town Attorney will swear in the new term Council Members and their corresponding Planning & Zoning Commission members for the new four year term.

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**APPROVAL OF MINUTES:**

- Regular Town Council Meeting minutes dated December 15, 2020
- Motion to approve the regular Town Council Meeting Minutes dated December 15, 2020*

**ORDINANCE(S): NONE**

**RESOLUTION(S): Resolution 2021-01 (Read by title only)**

**RESOLUTION 2021-01**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, IMPLEMENTING A NEW POLICY, PROCEDURE AND APPLICATION FOR OBTAINING A REPLAT IN THE TOWN OF PENNEY FARMS, AND PROVIDE FOR AN EFFECTIVE DATE.**

*Motion to approve RESOLUTION 2021-01*

**TOWN MANAGER REPORT: Town Manager**

- A Review of the December 2020 Town Manager Report
  - 2020 Year in Review
- Motion to approve the Town Manager Report for December 2020*

**TREASURERS REPORT: Town Manager**

Review the **December** Treasurer's Report:

- General Fund – 12/01/20 – 12/31/20
  - Utility Enterprises Fund – 12/01/20 – 12/31/20
  - Wastewater/Sewer Fund – 12/01/20 – 12/31/20
  - Bank Balances of the Town bank accounts – 12/01/20 – 12/31/20
- Motion to approve the Treasurer's Report for December 2020*

**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:

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**TOWN CLERK:**

1. Committee member updates
2. New Council Books

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

**December 2020:**

1. Copy of Finance Committee Meeting Minutes dated December 14, 2020 – Finance Section
2. Copy of letter and appreciation certificate from the Clay County Supervisor of Elections office dated December 1, 2020 – Correspondence Section
3. Copy of letter from the Florida League of Cities (FLC) dated December 1, 2020 – Correspondence Section
4. Copy of Notice from Clay County Department of Health regarding COVID-19 Quarantine dated December 10, 2020 – Correspondence Section
5. Copy of Notice from Clay County Department of Health regarding COVID-19 Vaccine dated December 18, 2020 – Correspondence Section
6. Copy of Notice from Clay County Department of Health regarding COVID-19 Phase One dated December 29, 2020 – Correspondence Section
7. Copy of Notice posted stating Town Elections Results - Miscellaneous Section
8. Copy of Notice Town Hall closed on December 24<sup>th</sup> and 25<sup>th</sup> to observe the Christmas Holiday – Miscellaneous Section

*Motion to adjourn meeting*

**Next Council Meeting, Tuesday, February 16, 2021**