

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday, June 16, 2020
Town Council Meeting – Virtual 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 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

PROCLAMATION(S): *Proclamation regarding the Town Council's stand against police brutality and racism*
Proclamation read in its entirety by the Mayor

APPROVAL OF MINUTES:

- 2nd Quarter Town Council Workshop Minutes – May 15, 2020
Motion to approve the 2nd Quarter Town Council Workshop Meeting Minutes dated May 15, 2020
- Regular Town Council Meeting Minutes – May 19, 2020 *(Not ready to present at this meeting)*

ORDINANCE(S): NONE

RESOLUTION(S): 2020-11

RESOLUTION 2020-11 (READ BY TITLE ONLY)

A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, REQUESTING THE ST. JOHN'S RIVER WATER MANAGEMENT DISTRICT TO REDUCE PERMIT APPLICATION FEES.
Motion to accept and approve Resolution 2020-11

TOWN MANAGER REPORT: Town Manager

- A Review of the May 2020 Town Manager Report
Motion to approve the Town Manager Report for May 2020

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TREASURERS REPORT: Town Manager

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

- General Fund – 05/01/20 – 05/31/20
- Utility Enterprises Fund – 05/01/20 – 05/31/20
- Wastewater/Sewer Fund – 05/01/20 – 05/31/20
- Bank Balances of the Town bank accounts 05/01/20 – 05/31/20

Motion to approve the Treasurer's Report for May 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. Security | 10. 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. New Town Website – www.penneyfarmsfl.org
2. Ethics Training – Thursday, June 18, 2020 10:00am – 3:30pm (Need to register for both sessions)
3. Town Council Budget Workshop – Friday, July 31, 2020 at 9:00am (Virtual meeting)

CORRESPONDENCE: (Location of items – Listed)

May 2020:

1. Copy of Finance Committee meeting minutes dated 05/18/2020 – Finance Section
2. Copy of the Water Utility Consumer Confidence Report (CCR) – Utility Section
3. Copy of all documentation regarding the COVID-19 from the Clay County Emergency Operations Center for the month of May – 23 Items (Copies given to Town Council members – All copies for May 2020 are located in the minutes book only)
4. Copy of the Email Notice cancelling the June Northeast Florida League of Cities meeting for June 17, 2020 – Correspondence Section
5. Copy of letter Ed Lehman, Clay County Director of Planning & Zoning regarding CDBG Entitlement Program dated May 14, 2020 - Correspondence Section
6. Copy of letter to Debra Dye, Senior Community Planning and Development Representative regarding CDBG Entitlement Program dated May 14, 2020 - Correspondence Section

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7. Copy of the Email announcing the required Virtual Ethics Training dated May 21, 2020 – Correspondence Section
8. Copy of the receipt from the Department of Environmental Protection (DEP) showing the State Revolving loan payment has been made dated May 26, 2020 – Correspondence Section
9. Copy of letter to AmeriGas with supporting documentation requesting an audit dated May 29, 2020 – Correspondence Section
10. Copy of the Notice announcing Town Hall will be closed for the Memorial Day Holiday – Miscellaneous Section
11. Copy of the Notice announcing the Town's new website and Town Hall is open by appointment only dated May 22, 2020 – Miscellaneous Section

Motion to adjourn meeting

Next Council Meeting, Tuesday, July 21, 2020