

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday, May 17, 2022
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 REGULAR COUNCIL MEETING: 7:00PM

FLAG SALUTE: VICE-MAYOR DEVILLE

MOMENT OF SILENCE: VICE-MAYOR DEVILLE

APPROVE THE AGENDA:
Motion to accept the Agenda.

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

RECOGNITION(S): **Special Guest - Clay County Director of Emergency Operations - John Ward**

RE: Emergency Siren

PROCLAMATION: NONE

APPROVAL OF MINUTES:

- **Regular Town Council Meeting minutes dated April 19, 2022**

Motion to approve the regular Town Council Meeting Minutes dated April 19, 2022

- **2nd Quarterly Town Council Workshop minutes dated May 14, 2021**

Motion to approve the 2nd Quarterly Town Council Workshop Minutes dated May 14, 2021

- **Regular Town Council Meeting minutes dated May 18, 2021**

Motion to approve the Regular Town Council Meeting minutes dated May 18, 2021

ORDINANCE(S): NONE

RESOLUTION(S): RESOLUTION(S) 2022-04; 2022-05; and 2022-06

RESOLUTION 2022-04 (Read by Title Only)

A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, PROVIDING FOR AN AGREEMENT BY AND BETWEEN THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) AND THE TOWN OF PENNEY FARMS TO MAINTAIN MOWING, ETC., A PORTION OF THE RIGHT-OF EAY ON STATE ROAD 16, WITHIN THE TOWN LIMITS; AND PROVIDING FOR AN EFFECTIVE DATE.

Motion to approve Resolution 2022-04

RESOLUTION 2022-05 (Read by Title Only)

A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLROIDA, AUTHORIZING THE TOWN MANAGER TO EXECUTE AND DELIVER TO THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) THE STATE HIGHWAYG SYSTEM IGHTING, MAINTENANCE AND COMPENSATION AGREEMENT FOR FISCAL YEAR, JULY 1, 2022 THROUGH JUNE 30, 2023.

Motion to approve Resolution 2022-05

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Town Council Meeting

RESOLUTION 2022-06 (Read by Title Only)

A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, PROVIDING FOR THE RENEWAL OF AN AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE MAINTENANCE AND OPERATION OF A TRAFFIC SIGNAL AT THE INTERSECTION OF STATE ROAD 16 AND COUNTY ROAD 218 IN PENNEY FARMS, FLORIDA, AND PROVIDING FOR AN EFFECTIVE DATE.

Motion to approve Resolution 2022-06

TOWN MANAGER REPORT: Town Manager

- A Review of the April 2022 Town Manager Report

Motion to approve the Town Manager Report for April 2022

TREASURERS REPORT: Town Manager

Review the **April 2022** Treasurer's Report:

- General Fund – 04/01/22 – 04/30/22
- Utility Enterprises Fund – 04/01/22 – 04/30/22
- Wastewater/Sewer Fund – 04/01/22 – 04/30/22
- Bank Balances of the Town bank accounts – 04/01/22 – 04/30/22

Motion to approve the Treasurer's Report for April 2022

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) The Town Council to Appoint a Citizen Advisory Task Force (CATF) as a requirement, to comply with the Community Development Block Grant (CDBG)

*This will consist of 5 Volunteer Town Residents (Names will be provided)

*The 1st CATF Meeting/Fair Housing/and Special Town Council Public Hearing for the new CDBG Grant will be held on Monday, June 20, 2022

*The 2nd Public Hearing for the CDBG Grant will be held on July 7, 2022, as a Special Town Council Meeting.

Motion to approve the appointment of the Citizen Advisory Task Force (CATF)

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2) The Town Council to approve a new Application for Development in a designated Special Flood Hazard Area; to be included as a new policy to align with the Building Permit Ordinance 2016-03, to include requirements for all structures under 100 square feet, to be located in any Flood Zone Area A, as a requirement of the State of Florida Division of Emergency Management, to comply with the National Floodplain Insurance Program for the Town of Penney Farms.

* A copy of the official form will be distributed for review and approval

Motion to approve the Official Application for Development in a designated Special Flood Hazard Area

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

TOWN CLERK:

1. **Ethics Training Dates – Listed in front of Town Council Books**

CORRESPONDENCE: (Location of items – Listed)

April 2022:

1. Copy of Water Utility Committee Minutes dated April 15, 2021 – Utility Section
2. Copy of Cancelled Notice for Planning & Zoning Commission dated April 26, 2022 – P&Z Section
3. Copy of Notice Town Hall Closed on Friday, April 15, 2022 to observe Good Friday - Miscellaneous Section
4. Copy of Agreement with Vystar for the ATM – Correspondence Section
5. Copy of the Northeast Florida League of Cities Dinner Meeting for April 24, 2022 – Correspondence Section
6. Copy of Florida League of Cities (FLC) Legislative Alert dated April 18, 2022 – Correspondence Section
7. Copy of letter dated April 12, 2022 to the Penney Retirement Community regarding a resolved billing error for the water utility – Correspondence Section
8. Copy of the Florida Department of Transportation (FDOT) Invoice for the 2nd Quarter of FY 2021/2022 – Correspondence Section
9. Copy of letter from the Florida Department of Health in Clay Advisory dated April 8, 2022 – Correspondence Section
10. Copy of Arbor Day Foundation letter received on April 5, 2022 – Correspondence Section
11. Copy of 2022 Florida League of Cities (FLC) Legislative Session Final Report – Correspondence Section

Motion to adjourn meeting

Next Council Meeting, Tuesday, June 21, 2022