

**PROPOSED AGENDA**  
**Town of Penney Farms, Florida**  
**Tuesday, May 19, 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 PUBLIC HEARING: 7:00PM**

**A PUBLIC HEARING FOR THE SECOND AND FINAL READING OF PROPOSED ORDINANCE 2020-01; (READ BY TITLE ONLY)**

**AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA, MAKING LEGISLATIVE FINDINGS; PROVIDING DEFINITIONS; ESTABLISHING THE STRUCTURE OF A TOWN TREE BOARD AND TERMS OF OFFICE; PROVIDING DUTIES AND RESPONSIBILITIES; PROVIDING FOR A PREFERRED TREE LIST; SPECIFYING STREET TREE SPACING; PROVIDING FOR TREE MAINTENANCE TRIMMING AND REMOVAL FOR UTILITY LINES; PROVIDING FOR PUBLIC TREE CARE; PROVIDING STANDARDS FOR TREE TOPPING, PRUNING AND CORNER CLEARANCE; PROVIDING FOR REMOVAL OF DEAD OR DISEASED TREES AND STUMPS; PROVIDING FOR INTERFERENCE WITH THE TOWN TREE BOARD; PROVIDING REGULATIONS FOR ARBORISTS, LICENSE AND BOND; PROVIDING REVIEW BY TOWN COUNCIL; PROVIDING PENALTY FOR VIOLATION; PROVIDING AN EFFECTIVE DATE.**

**OPEN PUBLIC DISCUSSION**

*(DISCUSSION OR COMMENTS BY THOSE ATTENDING ONLINE OR BY TELEPHONE)*

**CLOSE PUBLIC HEARING:**

---

---

**OPEN REGULAR COUNCIL MEETING: 7:15PM**

**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):** NONE

**APPROVAL OF MINUTES:**

- Regular Town Council Meeting Minutes – April 21, 2020
- Motion to approve the regular Town Council Meeting Minutes dated April 21, 2020*

**PROPOSED AGENDA**  
**Town of Penney Farms, Florida**  
**Tuesday, May 19, 2020**  
**Town Council Meeting – Virtual Meeting**

**ORDINANCE(S): THE SECOND AND FINAL READING OF PROPOSED ORDINANCE 2020-01; (READ BY TITLE ONLY)**

**AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA, MAKING LEGISLATIVE FINDINGS; PROVIDING DEFINITIONS; ESTABLISHING THE STRUCTURE OF A TOWN TREE BOARD AND TERMS OF OFFICE; PROVIDING DUTIES AND RESPONSIBILITIES; PROVIDING FOR A PREFERRED TREE LIST; SPECIFYING STREET TREE SPACING; PROVIDING FOR TREE MAINTENANCE TRIMMING AND REMOVAL FOR UTILITY LINES; PROVIDING FOR PUBLIC TREE CARE; PROVIDING STANDARDS FOR TREE TOPPING, PRUNING AND CORNER CLEARANCE; PROVIDING FOR REMOVAL OF DEAD OR DISEASED TREES AND STUMPS; PROVIDING FOR INTERFERENCE WITH THE TOWN TREE BOARD; PROVIDING REGULATIONS FOR ARBORISTS, LICENSE AND BOND; PROVIDING REVIEW BY TOWN COUNCIL; PROVIDING PENALTY FOR VIOLATION; PROVIDING AN EFFECTIVE DATE.**

*Motion to accept the SECOND AND FINAL READING of proposed Ordinance 2020-01*

**Roll Call Vote: Mayor Sabin \_\_\_\_\_; VM Ryder \_\_\_\_\_; CM DeVille \_\_\_\_\_; CM Andrews \_\_\_\_\_; and CM Taylor \_\_\_\_\_**

**RESOLUTION(S): 2020-09; AND 2020-10**

**RESOLUTION 2020-09 (READ BY TITLE ONLY)**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, PROVIDING FOR 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; PROVIDING FOR AN EFFECTIVE DATE.**

*Motion to accept and approve Resolution 2020-09*

**RESOLUTION 2020-10 (READ BY TITLE ONLY)**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, AUTHORIZING THE TOWN MANAGER TO EXECUTE AND DELIVER TO THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) THE STATE HIGHWAY SYSTEM LIGHTING, MAINTENANCE AND COMPENSATION AGREEMENT FOR THE FISCAL YEAR JULY 1, 2020 THROUGH JUNE 30, 2021; PROVIDING FOR AN EFFECTIVE DATE.**

*Motion to accept and approve Resolution 2020-10*

**TOWN MANAGER REPORT: Town Manager**

- A Review of the April 2020 Town Manager Report

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

**TREASURERS REPORT: Town Manager**

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

- General Fund – 04/01/20 – 04/30/20
- Utility Enterprises Fund – 04/01/20 – 04/30/20
- Wastewater/Sewer Fund – 04/01/20 – 04/30/20
- Bank Balances of the Town bank accounts 04/01/20 – 04/30/20

*Motion to approve the Treasurer's Report for April 2020*

**PROPOSED AGENDA**  
**Town of Penney Farms, Florida**  
**Tuesday, May 19, 2020**  
**Town Council Meeting – Virtual Meeting**

**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
2. Town Hall Opening

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

**April 2020:**

1. Copy of Finance Committee meeting minutes dated 04/20/20 – Finance Section
2. Copy of Boil Water Notice dated April 9, 2020 – Utility Section
3. Copy of all documentation regarding the COVID-19 from the Clay County Emergency Operations Center for the month of April – 42 Items (Copies given to Town Council members – All copies for April 2020 are located in the minutes book only)
4. Copy of Invoice sent to the Florida Department of Transportation (FDOT) for Contract Maintenance – dated April 1, 2020
5. Copy of the AETNA Health Insurance employee verification sent out on April 1, 2020 – Correspondence Section
6. Copy of the email update for the USA Cycling event dated April 4, 2020 – Correspondence Section
7. Copy of the FY 2020/2021 Districtwide Cost-Share Program email from the St. Johns River Water Management District (SJRWMD) approving a grant – Correspondence Section
8. Copy of the Notice announcing Town Hall will be closed for the Good Friday Holiday – Miscellaneous Section
9. Copy of the Notice announcing the Town's new website and Town Hall is open by appointment only dated April 17, 2020 – Correspondence Section

*Motion to adjourn meeting*

**Next Council Meeting, Tuesday, June 16, 2020**