

**PROPOSED AGENDA  
Town of Penney Farms, Florida  
Tuesday, May 18, 2021  
Town Council 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 PUBLIC HEARING: 7:00PM**

**A PUBLIC HEARING FOR THE FIRST READING OF PROPOSED ORDINANCE 2021-01; (READ BY TITLE ONLY)**

**AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA AMENDING ARTICLE III, ADDING SECTION 3.002.05 – PROHIBITED USES: PROHIBITING THE CREATION OR ENLARGEMENT OF BORROW PITS IN THE TOWN LIMITS, PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.**

**OPEN PUBLIC DISCUSSION**

*(DISCUSSION OR COMMENTS BY THOSE IN ATTENDANCE)*

**CLOSE PUBLIC HEARING:**

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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): NONE**

**PROCLAMATION: NONE**

**APPROVAL OF MINUTES:**

- Regular Town Council Meeting minutes dated April 20, 2021, 2021

*Motion to approve the regular Town Council Meeting Minutes dated April 20, 2021*

**ORDINANCE(S): ORDINANCE 2021 – 01 (READ BY TITLE ONLY)**

**AN ORDINANCE OF THE TOWN OF PENNEY FARMS, FLORIDA AMENDING ARTICLE III, ADDING SECTION 3.002.05 – PROHIBITED USES: PROHIBITING THE CREATION OR ENLARGEMENT OF BORROW PITS IN THE TOWN LIMITS, PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.**

*Motion to approve Ordinance 2021 -01*

**RESOLUTION(S): NONE**

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**TOWN MANAGER REPORT: Town Manager**

- A Review of the April 2021 Town Manager Report  
*Motion to approve the Town Manager Report for April 2021*

**TREASURERS REPORT: Town Manager**

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

- General Fund – 04/01/21 – 04/30/21
  - Utility Enterprises Fund – 04/01/21 – 04/30/21
  - Wastewater/Sewer Fund – 04/01/21 – 04/30/21
  - Bank Balances of the Town bank accounts – 04/01/21 – 04/30/21
- Motion to approve the Treasurer's Report for April 2021*

**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:**

1. General Statement for Town Website – For "Our Town" Section

**NEW BUSINESS:**

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

**TOWN CLERK: NONE**

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

**April 2020:**

1. Copy of Finance Committee Meeting Minutes dated April 19, 2021 – Finance Section
2. Copy of Water Utility Meeting Minutes dated April 15, 2021 – Utilities Section
3. Copy of Boil Water Notices for 4/28/21 – Utilities Section
4. Copy of Florida Department of Transportation (FDOT) Mowing Invoice dated April 1, 2021 – Correspondence Section
5. Copy of J. C. Penney Memorial Scenic Highway letter dated April 12, 2021 – Correspondence Section
6. Copy of Notice of the Northeast Florida League of Cities (NEFLC) Dinner Meeting dated April 15, 2021 – Correspondence Section
7. Copy of Congresswoman Kat Cammack's Newsletter dated April 16, 2021 – Correspondence Section

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8. Copy of US Water Services letter dated April 23, 2021 – Correspondence Section
9. Copy of Florida League of Cities (FLC) Legislative Update – Correspondence Section
10. Copy of Notice for movie feature at Playground Park dated April 24, 2021 - Miscellaneous Section
11. Copy of Notice for COVID Vaccine dated April 6, 2021 – Miscellaneous Section
12. Copy of Public Notice of Planning & Zoning Commission Public Hearing/Meeting dated April 27, 2021 – P&Z Section
13. Copy of Planning & Zoning Public Hearing/Meeting Minutes dated April 27, 2021 – P&Z Section

*Motion to adjourn meeting*

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