

**PROPOSED AGENDA  
Town of Penney Farms, Florida  
Tuesday – November 19, 2019**

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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:**

**MOMENT OF SILENCE:**

**APPROVE THE AGENDA:**

*Motion to accept the Agenda.*

**ROLL CALL:** Mayor DeVille; Vice-Mayor Sabin; Council Member Andrews; Council Member Taylor; Council Member Ryder; Town Manager Cooper; Town Attorney Quinonez;

**RECOGNITION(S): NONE**

**PROCLAMATION(S): NONE**

**APPROVAL OF MINUTES:**

- **Regular Town Council Meeting Minutes – October 15, 2019**

*Motion to approve the regular Town Council Meeting Minutes dated October 15, 2019*

**RESOLUTION(S): NONE**

**ORDINANCE(S): NONE**

**TOWN MANAGER REPORT: Town Manager**

- **A Review of the October 2019 Town Manager Report**

*Motion to approve the Town Manager Report for October 2019*

**TREASURERS REPORT: Town Manager**

**Review the October 2019 Treasurer's Report:**

- General Fund – 10/01/19 – 10/31/19
- Utility Enterprises Fund – 10/01/19 – 10/31/19
- Wastewater/Sewer Fund – 10/01/19 – 10/31/19

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- Balances of other accounts reviewed – 10/01/19 – 10/31/19

*Motion to approve the Treasurer's Report for October 2019*

**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: NONE**

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

**OCTOBER 2019:**

1. Copy of Finance Committee meeting minutes dated October 14, 2019 – Finance Section
2. Copy of Notice and Public Works Committee meeting minutes dated October 10, 2019 – Public Works Section
3. Copy of the signed pension distribution form for T. Jones – Human Resource Section
4. Copy of the Appeal Decision for T. Jones unemployment hearing – Human Resource Section
5. Copy of Response to petition for Worker's Compensation benefits for T. Jones – Human Resource Section
6. Copy of letter from Town's Florida League of Cities (FLC) attorney regarding T. Jones – Human Resources Section
7. Copy of Notice of Appearance for Worker's Compensation for T. Jones – Human Resource Section

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8. Copy of order assigning State Mediation for Worker's Compensation for T. Jones – Human Resource Section
9. Copy of Notice of Denial of Worker's Compensation claim for T. Jones – Human Resource Section
10. Copy of Final meeting documentation for T. Jones – Human Resource Section
11. Copy of Water Utility Committee meeting dated October 10, 2019 – Utilities Section
12. Copy of email and Florida Department of Transportation (FDOT) Invoice for the quarter ending 9/30/10 – Correspondence Section
13. Copy of Clay County Legislative Meeting Agenda and Minutes dated October 10, 2019 – Correspondence Section
14. Copy of Northeast Florida League of Cities (NEFLC) Dinner Meeting Notice for October 17, 2019 – Correspondence Section
15. Copy of Invitation to Celebrate P.E.T. for 25 years on October 17, 2019 – Correspondence Section
16. Copy of the Flyer for National Night Out on October 1, 2019 – Miscellaneous Section
17. Copy of Original and then Cancelled Public Hearing Notices regarding grants for October 3, 2019 – Miscellaneous Section

*Motion to adjourn meeting*

***Next regular Town Council Meeting will be held on November 19, 2019 at 7:00pm.***