

**PROPOSED AGENDA**  
**Town of Penney Farms, Florida**  
**Tuesday – November 15, 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**

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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 Ryder; VM DeVille; CM Sabin; CM Andrews; CM Taylor; and Town Manager Cooper

**RECOGNITION(S): NONE**

**PROCLAMATION(S): NONE**

**APPROVAL OF MINUTES:**

- Town Council Meeting dated October 18, 2022

*Motion to approve the Town Council Meeting minutes dated October 18, 2022*

**RESOLUTION(S): NONE**

**ORDINANCE(S): NONE**

**TOWN MANAGER REPORT: Town Manager**

- A Review of the October 2022 Town Manager Report

*Motion to approve the Town Manager Report for October 2022*

**TREASURERS REPORT: Town Manager**

Review the October 2022 Treasurer's Report:

- General Fund – 10/01/22 – 10/31/22
- Utility Enterprises Fund – 10/01/22 – 10/31/22
- Wastewater/Sewer Fund – 10/01/22 – 10/31/22
- Bank Balances of the Town bank accounts – 10/01/22 – 10/31/22

*Motion to approve the Treasurer's Report for October 2022*

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**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. Town Council Election Information
2. Ethics Training

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

**October 2022:**

1. Copy of Notice, Agenda, and Workshop for the Planning & Zoning Commission (P&Z) minutes dated October 19, 2022 – P&Z Section
2. Copy of Finance Committee Agenda and meeting minutes dated October 17, 2022 - Finance Section
3. Copy of Boil Water Notice dated 10/21/22 – Utilities Section
4. Copy of the Annual Florida Health/Clay County Report – Correspondence Section
5. Copy of the Florida Department of Transportation (FDOT) Maintenance Invoice – Correspondence Section
6. Copy of the Quarterly Department of Revenue (941- Payroll Tax) Form – Correspondence Section
7. Copy of the Annual FDOT Mileage Report - Correspondence Section
8. Copy of the Annual Minority Appointment Reporting Form – Correspondence Section

*Motion to adjourn meeting*

**\*\*Next Town Council Meeting is December 20, 2022\*\***