

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday, November 21, 2023
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: *MAYOR DEVILLE*

MOMENT OF SILENCE: *MAYOR DEVILLE*

APPROVE THE AGENDA:
Motion to accept the Agenda.

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

RECOGNITION(S): **NONE**

APPROVAL OF MINUTES:

- **Town Council Meeting Minutes dated October 17, 2023**

Motion to approve the Town Council Meeting Minutes for October 17, 2023

PROCLAMATION: **NONE**

ORDINANCE(S): **NONE**

RESOLUTION(S): **NONE**

TOWN MANAGER REPORT: **Town Manager**

- **A Review of the October 2023 Town Manager Report**

Motion to approve the Town Manager Report for October 2023

TREASURERS REPORT: **Town Manager**

Review the **October 2023** Treasurer's Report:

- General Fund – 10/01/23 – 10/31/23
- Utility Enterprises Fund – 10/01/23 – 10/31/23
- Wastewater/Sewer Fund – 10/01/23 – 10/31/23
- Bank Balances of the Town bank accounts – 10/01/23 – 10/31/23

Motion to approve the Treasurer's Report for October 2023

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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. Legal
Motion to accept Consent Agenda

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

1) Town Council Stipend –

- Total for all five Town Council Members - \$6,975.00
- CM Brooks to receive her stipend totaling \$1,395.00
- Answer to Town Council question from Budget Workshop: What can the remaining unused balance be used for?
- *A Motion for the Town Council to designate the remaining stipend amounts totaling \$5,580.00, to be used as a Council Reserve Fund at their discretion*

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

TOWN CLERK:

- Christmas Parade – Saturday, December 9, 2023 9:00-Noon
- Town Clerk – 10th Anniversary

CORRESPONDENCE: (Location of items – Listed)

October 2023:

1. Copy of Finance Agenda/Meeting Minutes dated October 16, 2023 – Finance Section
 2. Copy of Water Utility Report – Utilities Section
 3. Copy of CDR Meeting Minutes dated October 11, 2023
- Motion to adjourn meeting*

Next Council Meeting, Tuesday, December 19, 2023