

**PROPOSED AGENDA**  
**Town of Penney Farms, Florida**  
**Tuesday, October 20, 2020**  
**Town Council Meeting**  
***VIRTUAL 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 REGULAR COUNCIL MEETING: 7:00PM**

**FLAG SALUTE:**

**MOMENT OF SILENCE:**

**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:**

- 1<sup>st</sup> Fiscal Year 2020/2021 Budget Hearing Meeting Minutes dated September 15, 2020  
*Motion to approve 1<sup>st</sup> Fiscal Year 2020/2021 Budget Hearing Meeting Minutes dated September 15, 2020*
- Regular Town Council Meeting Minutes – September 15, 2020  
*Motion to approve the regular Town Council Meeting Minutes dated September 15, 2020*
- Special Town Council Meeting Minutes dated September 29, 2020  
*Motion to approve the Special Town Council Meeting Minutes dated September 29, 2020*
- 2<sup>nd</sup> & Final Fiscal Year 2020/2021 Budget Hearing Meeting Minutes dated September 29, 2020  
*Motion to approve 2<sup>nd</sup> & Final Fiscal Year 2020/2021 Budget Hearing Meeting Minutes dated September 29, 2020*

**RESOLUTION(S): RESOLUTION 2020 – 15 (READ BY TITLE ONLY)**

**RESOLUTION 2020 – 15**

**A RESOLUTION OF THE TOWN COUNCIL OF PENNEY FARMS, FLORIDA AUTHORIZING A 2% RATE INCREASE FOR TREATING THE TOWN OF PENNEY FARMS' WASTEWATER DUE TO THE INCREASE IMPOSED FROM THE CLAY COUNTY UTILITY AUTHORITY (CCUA) THAT WAS ADOPTED AND BECAME EFFECTIVE ON OCTOBER 1, 2020.**

*Motion to approve RESOLUTION 2020-15*

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**TOWN MANAGER REPORT: Town Manager**

- A Review of the September 2020 Town Manager Report  
*Motion to approve the Town Manager Report for September 2020*

**TREASURERS REPORT: Town Manager**

Review the September 2020 Treasurer's Report:

- General Fund – 09/01/20 – 09/30/20
  - Utility Enterprises Fund – 09/01/20 – 09/30/20
  - Wastewater/Sewer Fund – 09/01/20 – 09/30/20
  - Bank Balances of the Town bank accounts – 09/01/20 – 09/30/20
- Motion to approve the Treasurer's Report for September 2020*

**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 Website: [www.penneyfarmsfl.org](http://www.penneyfarmsfl.org)
2. Town Council Election – See Itinerary
3. Future Virtual Meetings

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**CORRESPONDENCE: (Location of items – Listed)**  
**September 2020:**

1. Copy of Finance Committee meeting minutes dated 09/14/2020 – Finance Section
2. Copy of all documentation regarding COVID-19 from the Clay County Emergency Operations Center (CCEOC) for the month of September – 3 Items (All copies for September 2020 are located in the minutes book only)
3. Copy of the CCEOC Situation report for Tropics Update dated 9/13/2020 – Correspondence Section
4. Copy of Public Works Committee Meeting minutes dated 9/15/2020 – Public Works Section
5. Copy of Community Development & Recreation (CDR) Committee Meeting minutes dated 9/04/2020 – CDR Section
6. Copy of Florida Rural Water Association (FRWA) Award letter w/two pictures – Correspondence Section
7. Copy of the Town's Election Itinerary – Correspondence Section
8. Copy of the Notice Town Hall closed observing the Labor Day Holiday on September 7, 2020 – Miscellaneous Section
9. Copy of the Corrected Warranty Deed dated September 15, 2020 – Legal Section

*Motion to adjourn meeting*

**NEXT TOWN COUNCIL MEETING IS NOVEMBER 17, 2020 at 7:00PM**