

**PROPOSED AGENDA**  
**Town of Penney Farms, Florida**  
**Wednesday – September 15, 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 with addition.*

**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:**

- 3<sup>rd</sup> Quarterly Town Council Workshop Meeting Minutes dated August 14, 2020

*Motion to approve the 3<sup>rd</sup> Quarterly Town Council Workshop Meeting Minutes dated August 14, 2020*

- Regular Town Council Meeting Minutes – August 19, 2020

*Motion to approve the regular Town Council Meeting Minutes dated August 19, 2020*

**RESOLUTION(S): RESOLUTION 2020 – 12 AND RESOLUTION 2020 - 13 (READ BY TITLES ONLY)**

**RESOLUTION 2020 – 12**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA ADOPTING THE MILLAGE RATE OF 4.9634 MILLS; TO BE LEVIED FOR THE FISCAL YEAR OF 2020-2021.**

*(1<sup>st</sup> Reading and voting was carried out in the earlier Public Hearing – No action needed)*

**RESOLUTION 2020 – 13**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA LAND AND RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) FOR FEDERAL FISCAL YEAR 2020-2021 TO RENOVATE AND UPGRADE SECTIONS OF THE PENNEY FARMS RECREATIONAL PLAYGROUND PARK.**

*Motion to approve RESOLUTION 2020-13*

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**ORDINANCE(S): ORDINANCE 2020-02 (READ BY TITLE ONLY);**

**AN ORDINANCE PROVIDING FOR THE ADOPTION AND ENACTMENT OF A BUDGET OF THE ESTIMATED REVENUES AND EXPENDITURES, MAKING APPROPRIATIONS FOR THE FISCAL YEAR OF THE TOWN OF PENNEY FARMS BEGINNING OCTOBER 01, 2020 THROUGH SEPTEMBER 30, 2021.**

*(1<sup>st</sup> Reading and voting was carried out in the earlier Public Hearing – No action needed)*

**TOWN MANAGER REPORT: Town Manager**

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

**TREASURERS REPORT: Town Manager**

Review the August 2020 Treasurer's Report:

- General Fund – 08/01/20 – 08/31/20
- Utility Enterprises Fund – 08/01/20 – 08/31/20
- Wastewater/Sewer Fund – 08/01/20 – 08/31/20
- Bank Balances of the Town bank accounts – 08/01/20 – 08/31/20

*Motion to approve the Treasurer's Report for August 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:

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**TOWN CLERK:**

1. Town Website: [www.penneyfarmsfl.org](http://www.penneyfarmsfl.org)
2. Town Council Stipend

*A Motion for the Town Council to designate their stipend amounts totaling \$6,975.00, to be used as a Council Reserve Fund at their discretion.*

3. Corrective Deed – Water Tower parcel

*A Motion to authorize the submission of a corrective deed for the property parcel #17-06-25-021742-000-00 to include a rectified legal description for the record.*

4. Announcements (below)

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

**August 2020:**

1. Copy of Special Finance Committee meeting minutes dated 08/10/20 – Finance Section
2. Copy of Finance Committee meeting minutes dated 08/17/20 – Finance Section
3. Copy of all documentation regarding the COVID-19 from the Clay County Emergency Operations Center (CCEOC) for the month of August – 3 Items (All copies for August 2020 are located in the minutes book only)
4. Copy of the CCEOC Situation report for Hurricane Isaias dated August 1, 2020 – Correspondence Section
5. Copy of letter from resident dated August 5, 2020 – Correspondence Section
6. Copy of letter from the University of Florida (UF) regarding the Town's population – Correspondence Section
7. Copy of email from the Northeast Florida League of Cities (NEFLC) regarding dinner meetings – Correspondence Section
8. Copy of Boil Water Notice dated August 4, 2020 – Utilities Section
9. Copy of Notice rescheduling the Town Council meeting in August, due to the Primary Election – Correspondence Section
10. Copy of Public Notice for Public Hearing/ Town Council Meeting dates for approving the FY 20/21 Budget Ordinance – Miscellaneous Section
11. Copy of the Corrective Deed information needed – Town Manager Section

*Motion to adjourn meeting*

**ANNOUNCEMENTS:**

*A Special Town Council meeting will be held on September 29, 2020 at 5:45pm to accept and approve the Clay County Local Mitigation Strategy Plan.*

*The Second and Final budget hearing will be held on Tuesday, September 29, 2020 at 6:00 p.m. as a virtual meeting, followed by the next Town Council Meeting.*