

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday, September 19, 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 August 15, 2023**

Motion to approve the Town Council Meeting Minutes for August 15, 2023

- **Town Council Budget Workshop Minutes dated August 25, 2023**

Motion to approve Town Council Budget Workshop Minutes dated August 25, 2023

PROCLAMATION: NONE

ORDINANCE(S): NONE

RESOLUTION(S): RESOLUTION 2023-08 Read by title Only)

A RESOLUTION OF THE TOWN COUNCIL OF PENNEY FARMS, AUTHORIZING AN 8.1% 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 PROVIDING FOR AN EFFECTIVE DATE.

A motion to approve RESOLUTION 2023-08

TOWN MANAGER REPORT: Town Manager

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

Motion to approve the Town Manager Report for August 2023

TREASURERS REPORT: Town Manager

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

- General Fund – 08/01/23 – 08/31/23
- Utility Enterprises Fund – 08/01/23 – 08/31/23
- Wastewater/Sewer Fund – 08/01/23 – 08/31/23
- Bank Balances of the Town bank accounts – 08/01/23 – 08/31/23

Motion to approve the Treasurer's Report for August 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*

2) Town Manager – Town Council permission to sell the Town's bucket truck

- *Motion to authorize the Town Manager to sell the Town's bucket truck due to high maintenance costs*

3) Florida Resilient Program Grant – \$100,000.00

- This grant is for the comprehensive vulnerability assessment for the Town of Penney Farms for storm water and flooding issues.
- This grant is sponsored by the Florida Department of Environmental Protection (FDEP) and will be a requirement very soon. Since the grant will require an engineer's services, the Town wanted to take advantage of the grant money available for this process.
- *Motion to authorize the grant application and authorize the Town Manager to execute all required grant documents*

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

TOWN CLERK:

- Remaining Ethics Training Dates for 2023
- Palatka Dinner Meeting – Reminder Thursday, September 21, 2023 (Palatka Golf Club)
- **2nd and Final Budget Hearing for Fiscal Year 2023/2024 – Wednesday, September 27, 2023 at 7:00pm
- National Night Out Reminder – Tuesday, October 3, 2023 from 6-8pm in Kohler Park

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CORRESPONDENCE: (Location of items – Listed)

August 2023:

1. Copy of Finance Agenda/Meeting Minutes dated August 14, 2023 – Finance Section
 2. Copy of Notice of cancelled Town Council Budget Workshop dated August 11, 2023 – Miscellaneous Section
 3. Copy of Boiled Water Notice dated August 1, 2023 – Utilities Section
 4. Copy of Notice from Water Utility dated August 8, 2023 for exercising water valves – Utilities Section
 5. Copy of the Grant Report – Grant Section
 6. Copy of the Certification of Taxable Value dated August 1, 2023 – Correspondence Section
 7. Copy of the email dated August 31, 2023 regarding a CABT Update – Correspondence Section
- Motion to adjourn meeting*

Next Council Meeting, Tuesday, October, 17, 2023