

**PROPOSED AGENDA**  
**Town of Penney Farms, Florida**  
**Tuesday, October 19, 2021**  
**Town Council 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.  
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**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: MAYOR ANDREWS**

**MOMENT OF SILENCE: MAYOR ANDREWS**

**APPROVE THE AGENDA:**

*Motion to accept the Agenda.*

**ROLL CALL:** Mayor Andrews; VM Taylor; CM Sabin; CM Ryder; CM DeVille; and TM Cooper

**RECOGNITION(S):**

**\*\*Mayor to announce a special recognition for Cathie Parrott\*\***

**PROCLAMATION(S): NONE**

**APPROVAL OF MINUTES: NONE**

**ORDINANCE(S): NONE**

**RESOLUTION(S): NONE**

**TOWN MANAGER REPORT: Town Manager**

- A Review of the September 2021 Town Manager Report  
*Motion to approve the Town Manager Report for September 2021*

**TREASURERS REPORT: Town Manager**

Review the **September 2021** Treasurer's Report:

General Fund – 09/01/21 – 09/30/21

Utility Enterprises Fund – 09/01/21 – 09/30/21

Wastewater/Sewer Fund – 09/01/21 – 09/30/21

Bank Balances of the Town bank accounts – 09/01/21 – 09/30/21

*Motion to approve the Treasurer's Report for September 2021*

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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:**

1. FY 2020/2021 Budget Amendment

*Motion to approve the 2020/2021 fiscal year budget amendment to include the purchase of the new service truck to be paid for from current unappropriated reserves.*

*\*See new budget amendment in Town Council Books\**

**NEW BUSINESS:**

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

**TOWN CLERK: NONE**

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

**September 2021:**

1. Copy of Finance Committee Meeting Minutes dated August 16, 2021 – Finance Section
2. Copy of Finance Committee Meeting Minutes dated September 20, 2021 – Finance Section
3. Copy of Congresswoman Kat Kammack's newsletter dated September 3, 2021 – Corresponding Section
4. Copy of Congresswoman Kat Kammack's newsletter dated September 7, 2021 – Corresponding Section
5. Copy of Congresswoman Kat Kammack's newsletter dated September 17, 2021 – Corresponding Section
6. Copy of the Consumer Notice of Tap Water Results – Correspondence Section
7. Copy of the Town's thank you letter to Kurt & Sharon Legait – Correspondence Section
8. Copy of the notice Town Hall closed to observe Labor Day – Miscellaneous Section
9. Copy of the Budget Amendment for FY 2020/2021 – Finance Section
10. Copy of the Planning & Zoning Commission Workshop meeting notice and correspondence dated September 15, 2021 – P&Z Section

***Motion to adjourn meeting***

**Next Council Meeting, Tuesday, November 16, 2021**