

**MEETING MINUTES**  
**Town of Penney Farms, Florida**  
**Tuesday, February 16, 2021**  
**Town Council Meeting**  
**HYBRID 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: 7:05PM**

**FLAG SALUTE: *MAYOR ANDREWS***

**MOMENT OF SILENCE: *MAYOR ANDREWS***

**APPROVE THE AGENDA:**

***Motion to accept the Agenda with an addition under New Business; #4 Other by CM DeVille; second CM Ryder. Motion approved without dissent.***

**ROLL CALL: Mayor Andrews; CM Ryder; CM Sabin; VM Taylor; CM DeVille; Town Manager Cooper; Town Attorney Quinonez; *All present for the record.***

**ADDITIONAL AUDIENCE VIA ZOOM: *Cathie Parrott; Lynn Wightman; and Teresa Scott***

**RECOGNITION(S): NONE**

**APPROVAL OF MINUTES:**

- Regular Town Council Meeting minutes dated January 16, 2021

***Motion to approve the regular Town Council Meeting Minutes dated January 16, 2021 as presented by CM Sabin; second by VM Taylor. Motion approved without dissent.***

**ORDINANCE(S): NONE**

**RESOLUTION(S): NONE**

**TOWN MANAGER REPORT: Town Manager**

- A Review of the January 2021 Town Manager Report

***The month of January was another busy month. The Town Hall is still undergoing renovations for the Front Office and the Historical Museum. The Town staff is operating out of the Town Council Chamber room and appreciates the residents' understanding and patience during this time.***

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*At the January J. C. Penney Scenic Highway meeting, it was announced that the Scenic Highway was donating \$2,400.00 towards the Historical Museum renovation. This was a very generous amount given from this group and deeply appreciated. The Historical Society has met and chose new officers for the group. He stated that he attended their meeting and personally thanked them for their donation towards the museum.*

*-TM Cooper reported that Ms. Betty, former town employee has been admitted into the hospital and her health outlook is not good. He further asked that everyone keep her in their prayers.*

*The public works employees helped take down the Christmas Banners this month. In addition, all of the ditches along State Road 16 have been completely cleaned out and mowed.*

*I attended all of the Town meetings this month, which included the Planning & Zoning Commission meeting, Finance Meeting, and Town Council Meeting.*

*Congratulations to all of the Town council members who were sworn in for another term, as well as the new Planning & Zoning Commission members. I thank you for your continued service.*

***Motion to approve the Town Manager Report for January 2021 by CM Ryder; second by CM Sabin. Motion approved without dissent.***

**TREASURERS REPORT: Town Manager**

Review the **January** Treasurer's Report:

- General Fund – 01/01/21 – 01/31/21
- Utility Enterprises Fund – 01/01/21 – 01/31/21
- Wastewater/Sewer Fund – 01/01/21 – 01/31/21
- Bank Balances of the Town bank accounts – 01/01/21 – 01/31/21

***Motion to approve the Treasurer's Report for January 2021 by VM Taylor; CM Ryder. Motion approved without dissent.***

*-CM Sabin explained the Finance Committee did not have a quorum to meet on the original scheduled date of February 16, 2021 and have not reviewed this treasurer's report as usual. He stated the committee will meet next Monday, February 22, 2021 at the normal time. He also announced that in the future, if the Town Hall is closed for a holiday, the Finance Committee will meet the next day at 1:00pm.*

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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 as presented by CM Ryder; second by VM Taylor. Motion approved without dissent.*

**UNFINISHED BUSINESS: NONE**

**NEW BUSINESS: NONE**

1. Pulled Reports
2. Items not on the Agenda

*-Zoom attendee, Teresa Scott extended an invitation to the Town Council Members to attend the Penney Retirement Community's Circle of Family & Friends Dinner and Pickle Ball Court dedication on March 26, 2021.*

3. Public Participation

*-Zoom attendee, Mr. Wightman stated he has no further comments, but wished the Town well with the new Pickle Ball Court.*

4. Other:

*-CM DeVilleville expressed his concern regarding the state of the public side of the "Penney Farms" cemetery. He reported the original caretakers can no longer care for it and the immediate family is currently looking for someone to take it over. He explained that there are pine trees that need to be removed and other repairs needed.*

*-Teresa Scott suggested that a meeting could take place and see if anything can be done to help with the situation.*

*-TM Cooper stated this cemetery is not located in the Town limits.*

*-VM Taylor asked who takes care of the checks written for plots.*

*-CM DeVilleville explained the lady who currently takes care of it, is the President of this cemetery association and handles the day to day expenses, thus far.*

*-Zoom attendee, Cathie Parrott commented there is an association that cemetery people have to report to.*

*-Mayor Andrews asked the status of the new service truck that was approved.*

*-TM Cooper stated the new service truck should be delivered next month, which is much needed.*

*-TM Cooper stated the contractor who will be doing the construction on the storm water project will be moving in shortly and a traffic pattern will be provided.*

*-Mayor Andrews expressed his appreciation for all the work being done and asked the Town Manager what the Town Council can do to help him.*

*-TM Cooper stated that he appreciates their continued support and that is all he needs.*

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**TOWN CLERK:**

1. Ethics Training

*-TC Cooper reminded the Council Members of the upcoming required Ethics training on February 24, 2021 from 10:00am -3:30pm and confirmed that Mayor Andrews; CM DeVille; and VM Taylor have been registered for this event. She stated there should be another session coming later in the year. She further explained they will receive a confirmation email.*

*-TC Cooper also pointed out that in their correspondence the Council Members will see another article that was written about the Town of Penney Farms in reference to winning the Small Water System Award, late last year.*

*-Mayor Andrews asked the Town Manager to look into blacktopping the front grass parking area in front of Town Hall. He stated it would look much nicer.*

*-TM Cooper stated he will add it to the capital list and will try and see if some funding for that item can be arranged, to possibly get it done sooner.*

*-CM DeVille commented that he tried to get this area paved when the sewer project was done in 2006/2007, but the Town Manager at that time, did not do it because of water lines that would hinder paving it.*

*-CM Ryder suggested that maybe gravel could be used.*

*TM Cooper stated he would look into the possibilities.*

*-TM Cooper reminded the Council Members that he has asked Janis Fleet, of Fleet & Associates to help amend the Town's Comprehensive Plan to close the loopholes for requiring a development plan for new developers. He stated at last week's Town Council Workshop the Town Council approved a moratorium to be put in place, to avoid the same situation the current Paso Fino developer has done, regarding borrow pits. He stated that it would be about \$1,000.00 to provide the wording and then another approximate \$1,000.00 to amend the Town's Comprehensive Plan.*

*-TC Cooper clarified that no voting took place at the workshop and asked the Council Members for a formal motion to approve the added expense of hiring Janis Fleet to help amend the Town's Comprehensive Plan.*

***A motion to approve expenditures of Janis Fleet, of Fleet & Associates to help provide expertise and amend the Town's Comprehensive Plan to include wording to protect the Town from borrow pits by CM Ryder; second by CM Sabin. Motion approved without dissent.***

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

**January 2021:**

1. Copy of Finance Committee Meeting Minutes dated December 14, 2020 – Finance Section
2. Copy of letter and appreciation certificate from the Clay County Supervisor of Elections office dated December 1, 2020  
– Correspondence Section
3. Copy of letter from the Florida League of Cities (FLC) dated December 1, 2020 – Correspondence Section
4. Copy of Notice from Clay County Department of Health regarding COVID-19 Quarantine dated December 10, 2020 – Correspondence Section
5. Copy of Notice from Clay County Department of Health regarding COVID-19 Vaccine dated December 18, 2020 – Correspondence Section
6. Copy of Notice from Clay County Department of Health regarding COVID-19 Phase One dated December 29, 2020 – Correspondence Section

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7. Copy of Notice posted stating Town Elections Results - Miscellaneous Section
8. Copy of Notice Town Hall closed on December 24<sup>th</sup> and 25<sup>th</sup> to observe the Christmas Holiday – Miscellaneous Section

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**\*\*THIS SECTION INTENTIONALLY LEFT BLANK\*\***

*There being no further questions or concerns, a motion for the meeting to adjourn by VM Taylor; second by CM. Motion approved without dissent.*

**SEAL**

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Mayor, Adrian M. Andrews, Presiding

ATTEST:

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Anita E. Cooper, Town Clerk

*ALL INDICATIONS OF ATTACHMENTS TO THE MINUTES ARE ON RECORD IN THE OFFICIAL MINUTES BOOK, OR ON FILE AT THE TOWN HALL. TOWN COUNCIL MEMBERS RECEIVED COPIES OF THE ATTACHMENTS PRIOR TO OR AT THE TIME OF THE TOWN COUNCIL MEETING. A RECORDING WAS MADE OF THESE PROCEEDINGS AND IS ON FILE AT THE TOWN HALL.*