

**MEETING MINUTES**  
**Town of Penney Farms, Florida**  
**Tuesday, March 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: 7:00PM**

**FLAG SALUTE: *MAYOR ANDREWS***

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

**APPROVE THE AGENDA:**

***Motion to accept the Agenda as presented by CM Ryder; second VM Taylor. Motion approved without dissent.***

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

**ADDITIONAL AUDIENCE VIA ZOOM: *Cathie Parrott; Naimah Andrews; Susan Kimsey; and Annette Brooks***

**RECOGNITION(S): NONE**

**APPROVAL OF MINUTES:**

- Regular Town Council Meeting minutes dated February 16, 2021

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

**ORDINANCE(S): NONE**

**RESOLUTION(S): Resolution 2021-02**

**RESOLUTION 2021-02**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, ESTABLISHING A TEMPORARY MORATORIUM ON THE CREATION OR EXPANSION OF BORROW PITS IN THE TOWN, PROVIDING FOR THE DURATION OF SUCH MORATORIUM.**

***Motion to approve RESOLUTION 2021-02 by CM DeVille; second by CM Ryder. Motion approved without dissent.***

**TOWN MANAGER REPORT: Town Manager**

- A Review of the February 2021 Town Manager Report

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*The month of February was another busy month. The Town Hall is still finalizing renovations for the Front Office and continuing with renovations on the Historical Museum. The Town staff is still operating out of the Town Council Chamber room and will be in their new offices sometime in March.*

*A construction meeting was held this month with the contractor who will be providing the services for the storm water project, which should begin in March. I am now waiting on the traffic pattern information to inform the Penney Retirement Community (PRC) residents and Town residents of which roads need to be temporarily closed and parking rearranged. He stated a certified letter has been sent to the contractor to provide a start date.*

*In addition to completing their normal duties, the town's public works employees helped locate all known water/sewer lines, including helping the PRC staff locate their infrastructure, prior to the storm water repair project begins. This has taken weeks to complete and verify, and will be continuing as the storm water project progresses.*

*The Town received its quarterly State Road 16 inspection and passed with flying colors. The Inspector stated that he appreciates all the efforts the Town makes to make this section of State Road 16 look so good. TM Cooper reported that this inspector will now sweep the gutters along State Road 16 at no charge to the Town. He stated this was the Town's reward for keeping everything looking so good.*

*The pump at the car wash lift station had to be serviced and then replaced this month. This was paid for out of the reserves and hopefully the old pump can be rebuilt and kept as a spare.*

*There was a small leak reported by a resident on Little Dairy Road and repaired the same day.*

*More than Ink, the Town's primary printing company came out and is working on the quote for making the frontage sign for the Historic Museum to match the Town Hall signage.*

*I attended all of the Town meetings scheduled for this month, which included the Town Council Workshop meeting, Finance Meeting, Town Council Meeting. I also attended the Clay Safety Net Meeting at PRC and Impact Clay Meeting in Orange Park.*

***Motion to approve the Town Manager Report for February 2021 by VM Taylor; second by CM Ryder. Motion approved without dissent.***

**TREASURERS REPORT:** Town Manager

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

- General Fund – 02/01/21 – 02/28/21
- Utility Enterprises Fund – 02/01/21 – 02/28/21
- Wastewater/Sewer Fund – 02/01/21 – 02/28/21
- Bank Balances of the Town bank accounts – 02/01/21 – 02/28/21

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*Motion to approve the Treasurer's Report for February 2021 by CM Sabin; CM Ryder. Motion approved without dissent.*

**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 withholding #3 CDR by CM Ryder; second by CM DeVille. Motion approved without dissent.*

**UNFINISHED BUSINESS: NONE**

**NEW BUSINESS: NONE**

1. Pulled Reports

*-VM Taylor announced that the "Old Fashioned Farm Day" event will be held on Saturday, October 9, 2021. She also reminded everyone the Pickleball Court will be dedicated on March 26, 2021.*

2. Items not on the Agenda

*-CM Ryder asked for an update on the Paso Fino Road development project.*

*-TM Cooper stated there is nothing new to report and will inform the Council if anything changes.*

3. Public Participation

*-TC Cooper asked any of the Zoom attendees if they had any questions or concerns they would like to add to the meeting?*

*-S. Kimsey commented, but her response was incomprehensible, due to technical difficulties with Zoom.*

*\*\*After several attempts to repeat, her Zoom connection was disconnected, along with a few of the Town Council Members.*

*\*\*The Town Attorney stated that due to these technical difficulties, she had to leave the meeting and will be looking forward to the next meeting in person.*

*-CM Sabin reminded the Council Members that it has been mentioned that it is difficult to hear the conversation at these meetings. He asked that all Council Members remember to speak louder when they are contributing to the meeting.*

*-Mayor Andrews asked the Town Council members to agree on pulling down masks when speaking and to talk louder*  
Town Council Agenda, March 16, 2021

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*when contributing to the meeting. The Council Members did agree.*

4. Other: *NONE*

**TOWN CLERK:**

1. Discounted Clay County Fair Tickets Available

*-TC Cooper stated she still had discounted fair tickets available.*

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

**February 2020:**

1. Copy of Finance Committee Meeting Minutes dated January 22, 2021 – Finance Section
2. Copy of Community, Development, and Recreation (CDR) Minutes dated February 9, 2021 – CDR Section
3. Copy of Clay County Fair Advanced Ticket Sales Notice – Correspondence Section
4. Copy of letter from the Arbor Day Foundation dated February 3, 2021 – Correspondence Section
5. Copy of Notice of the Northeast Florida League of Cities (NEFLC) Dinner Meeting dated February 18, 2021 – Correspondence Section (CANCELLED)
6. Copy of Florida League of Cities (FLC) Forecast Municipal Revenue Impacts from COVID-19 – Correspondence Section
7. Copy of Notice of Town Hall closed for Presidents Day – Miscellaneous Section

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*There being no further questions or concerns, a motion for the meeting to adjourn by CM Ryder; second by VM Taylor. 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.*