

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday, December 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 November 21, 2023**

Motion to approve the Town Council Meeting Minutes for November 21, 2023

PROCLAMATION: **NONE**

ORDINANCE(S): **NONE**

RESOLUTION(S): **NONE**

TOWN MANAGER REPORT: **Town Manager**

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

Motion to approve the Town Manager Report for November 2023

TREASURERS REPORT: **Town Manager**

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

- Bank Balances of the Town bank accounts – 11/01/23 – 11/30/23
- General Fund – 11/01/23 – 11/30/23
- Utility Enterprises Fund – 11/01/23 – 11/30/23
- Wastewater/Sewer Fund – 11/01/23 – 11/30/23

Motion to approve the Treasurer's Report for November 2023

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday, December 19, 2023
Town Council Meeting

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) 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?
- Town Clerk to explain options for unused Council Reserve funds.
- Discussion by Town Council
- *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 and/or choose another method of using the unused balance.*

NEW BUSINESS:

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

TOWN CLERK:

- 2024 Election Notice
- January TC Meeting – Mayor Rotation
- January Town Council Books will include new calendars with Meeting & Workshop dates
- Scottish Games Tickets available at Town Hall
- Merry Christmas & Happy New Year to all!

CORRESPONDENCE: (Location of items – Listed)

November 2023:

1. Copy of Finance Agenda/Meeting Minutes dated November 20, 2023 – Finance Section
2. Copy of the November 2023 Water Utility Report – Utilities Section
3. Copy of CDR Meeting Minutes & Town Clerk Report dated November 7, 2023 – CDR Section
4. Copy of the 2024 Election Itinerary – Correspondence Section
5. Copy of Temporary Water Outage Notices for 11/15/23 & 11/20/23 – Utilities Section
6. Copy of the Florida League of Cities (FLC) key legislation Action & Bill Summaries – Correspondence Section
7. Copy of the Florida Department of Environmental Protection (FDEP) State revolving loan payment receipt – Finance Section
8. Copy of Town Hall Closing Notices for Veteran's Day and Thanksgiving – Miscellaneous Section

Motion to adjourn meeting

Next Council Meeting, Tuesday, January 16, 2023