

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday, October 17, 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: *VICE-MAYOR SABIN*

MOMENT OF SILENCE: *VICE-MAYOR SABIN*

APPROVE THE AGENDA:
Motion to accept the Agenda.

ROLL CALL: Mayor DeVille; VM Sabin; CM Brooks; CM Ryder; CM Andrews; and Town Manager Cooper
Absent: *Mayor T. DeVille*

RECOGNITION(S): NONE

APPROVAL OF MINUTES:

- **1st Fiscal Year 2023-2024 Budget Hearing dated September 18, 2023**

Motion to approve the 1st Fiscal Year 2023-2024 Budget Hearing Minutes dated September 18, 2023

- **Town Council Meeting Minutes dated September 19, 2023**

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

- **2nd & Final Fiscal Year 2023-2024 Budget Hearing dated September 27, 2023**

Motion to approve the 2nd & Final Fiscal Year 2023-2024 Budget Hearing Minutes dated September 27, 2023

PROCLAMATION: NONE

ORDINANCE(S): NONE

RESOLUTION(S): NONE

TOWN MANAGER REPORT: Town Manager

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

Motion to approve the Town Manager Report for September 2023

TREASURERS REPORT: Town Manager

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

- General Fund – 09/01/23 – 09/30/23
- Utility Enterprises Fund – 09/01/23 – 09/30/23
- Wastewater/Sewer Fund – 09/01/23 – 09/30/23
- Bank Balances of the Town bank accounts – 09/01/23 – 09/30/23

Motion to approve the Treasurer's Report for September 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:

1) Town Council Stipend – Tabled until after the Town Council Workshop on November 17, 2023

- 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*

NEW BUSINESS: NONE

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

TOWN CLERK:

- Town's Christmas Parade and Luncheon – 2nd Saturday in December; 12/9/2023 ; 9:00am – Noon

CORRESPONDENCE: (Location of items – Listed)

September 2023:

1. Copy of Finance Agenda/Meeting Minutes dated September 18, 2023 – Finance Section
2. Copy of the email dated September 28, 2023 regarding a CABT Update – Correspondence Section
3. Copy of 4th Qtr Building Permit Report for FY 2022/2023 – Permit Section
4. Copy of Invitation to the Gospel Concert on September 16, 2023 – Miscellaneous Section
5. Copy of the Notice that Town Hall closed on September, 4, 2023 for Labor Day – Miscellaneous Section

Motion to adjourn meeting

Next Council Meeting, Tuesday, November 21, 2023