

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday, September 17, 2024
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 ANDREWS

MOMENT OF SILENCE: MAYOR ANDREWS

APPROVE THE AGENDA:
Motion to accept the Agenda.

ROLL CALL: Mayor Andrews, VM Ryder; CM Brooks; CM DeVille; CM Sabin and Town Manager Cooper

RECOGNITION(S):

Response from the last Town Council Meeting in August regarding guns being shot in and around the Town's residential areas. Two representatives are present to discuss the rules and basic laws.

- 1) Clay County Sheriff's Office (CCSO) – Community Affairs Representative**
- 2) Florida Hunter Safety Coordinator Representative – Officer Brennan Starling**

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3) Caleb Perla with Powell & Jones, CPA – (1) Present FY 2022/2023 Audit

(2) Discuss Town Council Reserve Fund Recommendations

At every Annual Budget Workshop, there is discussion on whether the Council members would like to receive their individual stipend or keep it as a Council Reserve Fund to be used at their discretion. The fund is used to attend the Florida League of Cities dinners, go to conferences and/or attend any kind of municipal training, etc.

This motion was tabled at the last Town Council meeting to discuss further with the auditor. After discussion, if approved, the following motion is needed, for the new fiscal year budget and/or new instructions to be given to the town clerk on how to proceed with this issue in the future.

A MOTION FOR THE TOWN COUNCIL MEMBERS TO DESIGNATE THEIR STIPEND AMOUNTS TOTALING \$5,580.00, TO BE USED AS A COUNCIL RESERVE FUND AT THEIR DISCRETION FOR THE FY 2024/2025 BUDGET.

APPROVAL OF MINUTES:

- Town Council Meeting Minutes dated August 27, 2024
Motion to approve the Town Council Meeting Minutes for August 27, 2024

ORDINANCE(S): NONE

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RESOLUTION(S): RESOLUTION 2024-08 (Read by title only)

RESOLUTION 2024-08

A RESOLUTION OF THE TOWN COUNCIL OF PENNEY FARMS AUTHORIZING A 7.5% RATE INCREASE FOR TREATING THE TOWN OF PENNEY FARMS' WASTEWATER DUE TO THE INCREASE IMPOSED FROM THE CLAY COUNTY UTILITY AUTHORITY (CCUA) THAT WAS ADOPTED; AND PROVIDING FOR AN EFFECTIVE DATE.

Motion to approve RESOLUTION 2024-08

PROCLAMATIONS: NONE

TOWN MANAGER REPORT: Town Manager

- A Review of the August 2024 Town Manager Report

Motion to approve the Town Manager Report for August 2024

TREASURERS REPORT: Town Manager

Review the August **2024** Treasurer's Report:

- General Fund – 08/01/24 – 08/31/24
- Utility Enterprises Fund – 08/01/24 – 08/31/24
- Wastewater/Sewer Fund – 08/01/24 – 08/31/24
- Bank Balances of the Town bank accounts – 08/01/24 – 08/31/24

Motion to approve the Treasurer's Report for August 2024

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)

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|------------|------------------------|----------|-------------------|--------------|-------------|
| 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: *Council Member's Stipend Line Item – Discussed earlier in this meeting with the Auditor*

NEW BUSINESS:

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

TOWN CLERK:

1. Reminder: 2nd & Final Public Hearing for the FY 24/25 Budget – Monday, September 23, 2024 at 7pm
2. Next Ethics Training Date: Wednesday, October 16, 2024 10:00am – 3:30pm

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CORRESPONDENCE: (Location of items – Listed)

August 2024:

1. Copy of Finance Agenda/Meeting Minutes dates August 26, 2024 – Finance Section
2. Copy of the Water Utility Report for August 2024/ Notice for Emergency water shut off on August 14, 2024 – Utility Section
3. Copy of Notice Town Hall closed on Monday, August 5, 2024 for Tropical storm Debby – Miscellaneous Section
4. Copy of the Notice the Town Hall closed on Friday, August 8, 2024 at 9am for office maintenance – Miscellaneous Section
5. Copy of Notice date August 14, 2024 noting August meeting changes – Miscellaneous Section

Motion to adjourn meeting

Next Town Council Meeting, Tuesday, October 15, 2024