

MINUTES
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 as presented by CM Andrews; second by CM Brooks. Motion approved without dissent.

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

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 by CM Andrews; 2nd by CM Brooks. Motion approved without dissent.

- Town Council Meeting Minutes date September 19, 2023

Motion to approve the Town Council Meeting Minutes dated September 19, 2023 by CM Andrews; 2nd by CM Brooks. Motion approved without dissent.

- 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 by CM Andrews; 2nd by CM Brooks. Motion approved without dissent.

PROCLAMATION: NONE

ORDINANCE(S): NONE

RESOLUTION(S): NONE

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TOWN MANAGER REPORT: Town Manager

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

The front office staff was very busy preparing for the new Fiscal Year 2023-2024 with all new files and end of the year reporting. There is still various annual renewals and separate internal audits being prepared and will continue into next month.

All of the employee annual evaluations were completed this month and I am glad to say we have a good employee team, at this time. I hope it continues.

The public works staff have been keeping up with maintaining all of the parks and keeping State Road 16 looking so good. I believe the grass has started to slow down and now they can concentrate on other areas, such as tree trimming and clearing sewer easements.

The Town Hall has updated all of its phone lines and internet services with Blue Stream Fiber. This should provide better service and save the Town money.

The Town Hall held several meetings, including the two public hearings for the new Fiscal Year Budget, as well as the normal Town Council Meeting.

I have attended all of the Town's required meetings for this month, and enjoyed the Clay County Sheriff's Office Appreciation Lunch at the new dining hall. Thank you Teresa Scott for the invitation, it was a nice lunch, great cause and the new dining hall looks fantastic.

Motion to approve the Town Manager Report as presented for September 2023 by CM Andrews; second by CM Brooks. Motion approved without dissent.

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
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Motion to approve the Treasurer's Report as presented for September 2023 by CM Andrews; second by CM Brooks. Motion approved without dissent.

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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 Andrews; second by CM Brooks. Motion approved without dissent.

UNFINISHED BUSINESS: NONE

NEW 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

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

-Audience Member, Cathie Parrott announced the J.C. Penney Scenic Highway 5K will be held this Saturday, October 21, 2023. She also stated the next quarterly scenic highway will be held on October 26, 2023.

-Audience Member, Rosemary Gilson asked for the Town Council response for the National Night Out event. She stated it was so nice, but didn't hear any comments about it.

-TM Cooper stated there was a great turn out and there was a good spirit there.

4. Other:

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TOWN CLERK: The Town Clerk announced the following items:

- *Town's Christmas Parade & Luncheon – 2nd Saturday in December; 12/09/23; 9:00am – Noon at the Playground Park.*
- *Sheriff's Net Meeting – October 26, 2023 at 4:00pm ; Barrows Hall; regarding financial crimes*


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

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There being no further questions or concerns, a motion for the meeting to adjourn at 7:1542pm by CM Andrews; second by CM Brooks. Motion approved without dissent.





Vice-Mayor Paul A. Sabin, Presiding

ATTEST:



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.