

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday, February 20, 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): NONE

APPROVAL OF MINUTES:

- Town Council Meeting Minutes dated January 16, 2024

Motion to approve the Town Council Meeting Minutes for January 16, 2024

ORDINANCE(S): NONE

RESOLUTION(S): 2024-01 and 2024-02

RESOLUTION 2024-01

A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, IMPLEMENTING A NEW APPLICATION FOR OBTAINING A SMALL SCALE FUTURE LAND USE MAP AMENDMENT IN THE TOWN OF PENNEY FARMS, AND PROVIDE FOR AN EFFECTIVE DATE.

A motion to approve Resolution 2024-01

RESOLUTION 2024-02

A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA, AUTHORIZING AND ADOPTING THE STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT STATEWIDE MUTUAL AID AGREEMENT FOR THE TON OF PENNEY FARMS IN THE EVENT OF A DISASTER OR EMERGENCY.

A motion to approve Resolution 2024-02

TOWN MANAGER REPORT: Town Manager

- A Review of the January 2024 Town Manager Report

Motion to approve the Town Manager Report for January 2024

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TREASURERS REPORT: Town Manager

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

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

Motion to approve the Treasurer's Report for January 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)

- | | | | | | |
|------------|------------------------|----------|-------------------|--------------|-------------|
| 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 Town Council Workshop)

- 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 for fiscal year 2023/2024.*

NEW BUSINESS:

1) USDA Grant Requirement – Approval of Loan Resolution

- Need a formal motion to approve the USDA Loan Resolution at this Town Council meeting.
- This grant is going to provide \$13,900.00 towards the purchase of a new needed pick-up truck for the public works department.
- Please note the amount the Town will be responsible for is \$0.00 dollars.
- *Motion to approve the Loan Resolution for the Town to proceed with the USDA grant for the purchase of a new pick-up truck for the public works department.*

2) SCADA System Purchase (Supervisory, Control and Data Acquisition)

- This system would be the first SCADA system bought and used for the water tower.
- This system would save the town money and pay for itself within two years.
- *Motion to authorize the Town Manager to use \$10,000.00 of the American Rescue Plan Act (ARPA) funds to purchase a SCADA system for the water tower.*

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3) Master Lift Station – Pump #2

- This pump was pulled out last month and sent off to be examined for malfunctioning
- The vendor stated it will cost \$18,202.19 to rebuild the pump portion
- The cost for a new pump is \$41,276.00 installed.
- *Motion to authorize the Town Manager to purchase a new pump for \$42,000.00 using utility reserve money.*

4) Amend the Wastewater/Sewer Budget

- With the purchase of the expensive pump for the master lift station, FY 23/24 the Wastewater/Sewer Fund Budget will have to be amended.
- *Motion to amend the FY 2023/2024 Wastewater/Sewer budget to increase the Contingency Reserves for Repairs to \$48,500.00 and decrease the Utility Reserves Account by \$18,500.00*

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

TOWN CLERK:

1. New Town Council Books – Town Manager open door policy / Correspondence Section
2. Next Town Council Meeting – Wednesday, March 20, 2024
 - Changed due to National Primary Election on Tuesday, March 19, 2024
3. Reminder Committee changes due by March 8, 2024 to the Town Clerk

CORRESPONDENCE: (Location of items – Listed)

January 2024:

1. Copy of Finance Agenda/Meeting Minutes dates January 22, 2024 – Finance Section
2. Copy of Northeast Florida League of Cities Dinner Meeting Notice – January 18, 2024 – Correspondence Section
4. Copy of the Notice for the Sheriff's Net Meeting dated January 25, 2024 – Correspondence Section
5. Copy of Email for Clay County's changes in Recycling dated December 27, 2024 – Correspondence Section
6. Copy of the Water Utility Report; Boil Water Notices for January 2024 – Utility Section
7. Copy of CDR Committee minutes dated January 17, 2024 – CDR Section

8. Copy of Notice that Town Hall will be closed to observe New Year's Day dated January 1, 2024 – Miscellaneous Section
9. Copy of Notice the Town Hall will be closed to observe Martin Luther King Jr. Day dated January 15, 2024 – Miscellaneous Section

Motion to adjourn meeting

Next Council Meeting, Wednesday, March 20, 2024