

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

APPROVAL OF MINUTES:

- Town Council Meeting Minutes dated March 20, 2024
- Motion to approve the Town Council Meeting Minutes for March 20, 2024*

ORDINANCE(S): NONE

RESOLUTION(S): NONE

PROCLAMATIONS: There are two (2) Proclamations for this month. Each to be read in their entirety.

- (1) ARBOR DAY
- (2) WATER CONSERVATION MONTH

TOWN MANAGER REPORT: Town Manager

- A Review of the March 2024 Town Manager Report
- Motion to approve the Town Manager Report for March 2024*

TREASURERS REPORT: Town Manager

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

- General Fund – 03/01/24 – 03/30/24
 - Utility Enterprises Fund – 03/01/24 – 03/30/24
 - Wastewater/Sewer Fund – 03/01/24 – 03/30/24
 - Bank Balances of the Town bank accounts – 03/01/24 – 03/30/24
- Motion to approve the Treasurer's Report for March 2024*

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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: NONE

NEW BUSINESS: NONE

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

TOWN CLERK:

1. Water Administrator – Josh Young receives DEP Award
2. Arbor Day Pancake Breakfast – Sponsored by JCP Scenic Hwy – Saturday, May 4, 2024
(Tickets are \$10 for adults; \$5 for Children)
3. Reminder – Ethics Training Dates / Form 6 Deadline – July 1, 2024

CORRESPONDENCE: (Location of items – Listed)

March 2024:

1. Copy of Finance Agenda/Meeting Minutes dates March 18, 2024 – Finance Section
2. Copy of Northeast Florida League of Cities Dinner Meeting Notice – March 21, 2024 – Correspondence Section
4. Copy of Quarterly Building Permit & Inspection Report– Building Permit Section
5. Copy of Notice dated March 16, 2024 for Military Appreciation Day – Correspondence Section
6. Copy of the Water Utility Report for March 2024 – Utility Section
7. Copy of Clay County Property Appraiser's Office (CCPAO) letter dated March 27, 2024 – Correspondence Section
8. Copy of Notice that Town Hall will be closed to observe Good Friday dated March 29, 2024 – Miscellaneous Section

Motion to adjourn meeting

Next Council Meeting, Tuesday, May 21, 2024