

PROPOSED AGENDA
Town of Penney Farms, Florida
Tuesday, January 16, 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 DEVILLE*

MOMENT OF SILENCE: *MAYOR DEVILLE*

APPROVE THE AGENDA:
Motion to accept the Agenda.

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

RECOGNITION(S): NONE

APPOINTMENT OF MAYOR AND VICE-MAYOR FOR CALENDAR YEAR 2024

The Town Clerk will read from the Town Charter, Article 2, Section 2; "*The Town Council shall elect from among its members a Mayor who shall serve as the ceremonial head of the Town of the Penney Farms, preside over the meetings of the Town Council, and perform such duties consistent with his/her office as may be imposed by the Town Council*".

The newly appointed Mayor will begin their duties at the close of this meeting. The Vice-Mayor will conduct meetings in the Mayor's absence.

TC Cooper will explain that every year the Town Council rotates positions for the Mayor's and Vice-Mayor's title. At the 2022 January Town Council meeting, the Town Council voted to NOT submit nominations for both Mayor and Vice-Mayor, but continue with the rotation in progress.

Here is the current rotation schedule through 2026: *(Subject to change if requested to and/or to add a New Council Member)*

- 2023 – Mayor Tom DeVille serving with Paul Sabin as Vice-Mayor
- 2024 – Mayor Paul Sabin serving with Adrian Andrews as Vice-Mayor
- 2025 – Mayor Adrian Andrews serving with Annette Brooks as Vice-Mayor
- 2026 – Mayor Annette Brooks serving with Elizabeth Ryder as Vice-Mayor

TC Cooper will explain the Town has three (3) seats on the Town Council up for election in 2024. If a Town election is needed, it will be held on Tuesday, December 10, 2024, which is the 2nd Tuesday in December.

TC Cooper will remind the Town Council they each have an appointed Planning & Zoning Commission (P&Z) Member corresponding to their Seat # and term of service. The P&Z members will need to be sworn in, just like the Town Council Members.

- In February, The Town Clerk will request that the newly appointed Mayor will confirm the chairpersons for the Town's Committees.

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- The Town Clerk will request the Committee Chairpersons to now report changes of their participating committee member lists, meeting dates and have the new selections and/or deletions updated and reported to her by Friday, March 8, 2024. Please keep in mind ALL Committee meeting notices; Agendas and minutes will need to be submitted to the Town Clerk for proper recording, and if requesting a meeting not on the Committee schedule, please allow at least a 48 hour notice to properly advertise the meeting.

APPROVAL OF MINUTES:

- Town Council Meeting Minutes dated December 19, 2023

Motion to approve the Town Council Meeting Minutes for December 19, 2023

ORDINANCE(S): NONE

RESOLUTION(S): NONE

TOWN MANAGER REPORT: Town Manager

- A Review of the December 2023 Town Manager Report
- 2023 Year in Review

Motion to approve the Town Manager Report for December 2023

TREASURERS REPORT: Town Manager

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

- General Fund – 12/01/23 – 12/31/23
- Utility Enterprises Fund – 12/01/23 – 12/31/23
- Wastewater/Sewer Fund – 12/01/23 – 12/31/23
- Bank Balances of the Town bank accounts – 12/01/23 – 12/31/23

Motion to approve the Treasurer's Report for December 2023

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:

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

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TOWN CLERK:

1. New Town Council Books – Town Manager open door policy / Correspondence Section
2. Reminder - Committee Updates Due – February 16, 2024
3. Reminder – 1st Qtr Town Council Workshop – Friday, February 16, 2024 at 9:00am
4. Reminder of changed Town Council / Committee Meeting dates in 2024

CORRESPONDENCE: (Location of items – Listed)

December 2023:

1. Copy of Finance Agenda/Meeting Minutes dates December 18, 2023 – Finance Section
2. Copy of the Building Permit & Utilization Report for the 1st Quarter FY 2023/2024 – Building Inspection Section
3. Copy of Northeast Florida League of Cities Dinner Meeting Notice – December 15, 2023 – Correspondence Section
4. Copy of the Notice for the Town's Christmas Parade & Luncheon dated December 10, 2022 – Miscellaneous 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 for December 2023 – Utility Section
7. Copy of CDR Committee minutes dated December 12, 2023
8. Copy of Email from CABT, regarding large trucks, dated December 5, 2023 – Correspondence Section
9. Copy of the 2024 Town of Penney Farms Election Itinerary – Correspondence Section
10. Copy of Notice that Town Hall will be closed to observe Christmas dated December 25-26, 2023 – Miscellaneous Section

Motion to adjourn meeting

Next Council Meeting, Tuesday, February 20, 2024