

**MEETING MINUTES**  
**Town of Penney Farms, Florida**  
**Tuesday – September 20, 2022**  
**Town Council Meeting**

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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**

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**OPEN REGULAR COUNCIL MEETING: 7:00PM**

**FLAG SALUTE: MAYOR RYDER**

**MOMENT OF SILENCE: MAYOR RYDER**

**APPROVE THE AGENDA:**

***Motion to accept the Agenda as presented by VM DeVille; second by CM Sabin. Motion approves without dissent.***

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

**Absent:** *CM Taylor*

**RECOGNITION(S):**

- Special Guest: Eryn Russell w/Florida League of Cities – Presentation

*-TC Cooper introduced Eryn Russell from the Florida League of Cities and allowed her to do her presentation.*

*-Ms. Russell stated that this presentation was for Vice-Mayor Tom DeVille who is being recognized for 30 years of service to the Town of Penney Farms with the John Land, Years of service award from the Florida League of Cities (FLC). She presented a FLC Resolution and read it in its entirety. She congratulated Mr. DeVille and acknowledged the dedication of his service. (Photographs were taken)*

- Town Auditor: Richard Powell w/Powell & Jones – FY 20/21 Audit Presentation

*-Mr. Richard Powell from Powell & Jones, CPA, the Town's Auditor presented the 2020/2021 Fiscal Year Audit. He reviewed several pages of the audit with the Town Council and announced there were no findings again this year. He asked the Town Council members if there were any questions, there were none, at this time. (Copies of the FY 20/21 Audit were distributed)*

**PROCLAMATION(S): NONE**

**APPROVAL OF MINUTES:**

- Town Council Budget Workshop FY 2022/2023 minutes dated August 12, 2022

***Motion to approve the Town Council Budget Workshop FY 2022/2023 meeting minutes dated August 12, 2022 by CM Andrews; second by VM DeVille. Motion approved without dissent.***

- Town Council Meeting dated August 16, 2022

***Motion to approve the Town Council Meeting minutes dated August 16, 2022 by VM DeVille; second by CM Andrews. Motion approved without dissent.***

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**RESOLUTION(S): RESOLUTION 2022-10 and RESOLUTION 2022-11 (READ BY TITLES ONLY)**

**RESOLUTION 2022-10**

**A RESOLUTION OF THE TOWN OF PENNEY FARMS, FLORIDA ADOPTING THE MILLAGE RATE OF 4.4535 MILLS; TO BE LEVIED FOR THE FISCAL YEAR OF 2022-2023.**

*(2<sup>nd</sup> & Final Reading and voting was carried out in the earlier Public Hearing – No action needed)*

**RESOLUTION 2022-11**

**A RESOLUTION OF THE TOWN COUNCIL OF PENNEY FARMS, FLORIDA AUTHORIZING A 2.0% 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 PROVIDE AN EFFECTIVE DATE.**

***Motion to approve RESOLUTION 2022-11 by VM DeVille; second by CM Sabin. Motion approved without dissent.***

**ORDINANCE(S): ORDINANCE 2022-01 (READ BY TITLE ONLY);**

**AN ORDINANCE PROVIDING FOR THE ADOPTION AND ENACTMENT OF A BUDGET OF THE ESTIMATED REVENUES AND EXPENDITURES, MAKING APPROPRIATIONS FOR THE FISCAL YEAR OF THE TOWN OF PENNEY FARMS BEGINNING OCTOBER 01, 2022 THROUGH SEPTEMBER 30, 2023.**

*(2<sup>nd</sup> & Final Reading and voting was carried out in the earlier Public Hearing – No action needed)*

**TOWN MANAGER REPORT: Town Manager**

- A Review of the August 2022 Town Manager Report

***Motion to approve the Town Manager Report for August 2022 as presented by VM DeVille; second by CM Andrews. Motion approved without dissent.***

***-VM DeVille commented that the Town Manager is fulfilling the goal he wanted to complete by replacing the old water pipes in the Town. He stated all the Town Manager's efforts are appreciated.***

**TREASURERS REPORT: Town Manager**

Review the August 2022 Treasurer's Report:

- General Fund – 08/01/22 – 08/31/22
- Utility Enterprises Fund – 08/01/22 – 08/31/22
- Wastewater/Sewer Fund – 08/01/22 – 08/31/22
- Bank Balances of the Town bank accounts – 08/01/22 – 08/31/22

***Motion to approve the Treasurer's Report for August 2022 as presented by CM Sabin; second by CM Andrews. Motion approved without dissent.***

**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. Security | 10. Legal         |              |             |

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***Motion to accept Consent Agenda as presented by VM DeVille; second by CM Sabin. Motion approved without dissent.***

**UNFINISHED BUSINESS: NONE**

**NEW BUSINESS:**

1. Pulled Reports
2. Items not on the Agenda

*-CM Andrews asked all residents to keep a vigilant eye on the community. He stated the Town's public works employees are working diligently to repair and upgrade the Playground Park and there has been some damages already reported.*

3. Public Participation
4. Other:

**TOWN CLERK:**

1. Town Council Stipend

*-TC Cooper reminded the Council Members that a formal public vote needs to be on the record regarding their stipend that was discussed in the Budget Meeting.*

***A Motion for the Town Council to designate their stipend amounts totaling \$6,975.00, to be used as a Council Reserve Fund at their discretion by CM Andrews; second by VM DeVille. Motion approved without dissent.***

*-VM DeVille shared how he decided to serve his community many years ago. He stated that he will continue to serve as long as he enjoys it.*

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*-Audience member, Rosemary Gilson reported that the Playground Park pavilion screen was cut years ago and every effort was made to repair the screens.*

**CORRESPONDENCE: (Location of items – Listed)**

**August 2022:**

1. Copy of signed Truth in Millage (TRIM) Forms DR-420 and DR-420MM-Pdated August 2, 2022 – Correspondence Section
2. Copy of Completed Capital Projects since 2020 – Correspondence Section
3. Copy of Notice, Agenda, and Workshop for the Planning & Zoning Commission (P&Z) minutes dated August 17, 2022 – P&Z Section
4. Copy of Finance Committee Agenda and meeting minutes dated August 15, 2022 - Finance Section

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*There being no further questions or concerns, a motion for the meeting to adjourn at 7:45pm by VM DeVille; second by CM Sabin. Motion approved without dissent.*

SEAL



*Elizabeth G. Ryder*  
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Mayor, Elizabeth G. Ryder, Presiding

ATTEST:

*Anita E. Cooper*  
\_\_\_\_\_  
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.