

**MINUTES**  
**Town of Penney Farms, Florida**  
**Tuesday – November 15, 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.  
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**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 CM Taylor; second by VM DeVille. Motion approved without dissent.*

**ROLL CALL:** Mayor Ryder; VM DeVille; CM Sabin; CM Andrews; CM Taylor; and Town Manager Cooper  
*All present for the record.*

**RECOGNITION(S):** NONE

**PROCLAMATION(S):** NONE

**APPROVAL OF MINUTES:**

- Town Council Meeting dated October 18, 2022

*Motion to approve the Town Council Meeting minutes dated October 18, 2022 by VM DeVille; second by CM Sabin. Motion approved without dissent.*

**RESOLUTION(S):** NONE

**ORDINANCE(S):** NONE

**TOWN MANAGER REPORT: Town Manager**

- A Review of the October 2022 Town Manager Report

*The first part of this month was spent on cleaning up after Hurricane Ian. The primary location for fallen trees was Passive Park and that area was cleaned up right after the storm. There was little damage in the town limits, and we were very thankful for that.*

*The new fire hydrant for the East end of State Road 16 has been installed. This repair was due to a traffic accident a couple of months ago. It took some time to get the ordered equipment, but it is working now.*

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*All of the air conditioners at the Town Hall, Museum, and Maintenance building have been serviced this month.*

*The Little Dairy Road repair has been completed. This project took several months of planning for the purchase of the needed water line pipes and fittings. This repair project should save the Town money, because the leaks in this area are now fixed.*

*There was a telephone conference meeting held for the Community Development Block Grant (CDBG) that the Town is applying for. All requirements have been met and the Town is now waiting on the formal decision on whether we received the grant or not. The Town should have an answer within the next sixty (60) days.*

*The Playground grant is moving forward and the new fencing has been installed. This fencing has opened up the park more and it looks really nice. As a reminder, to all residents, please keep an eye on our park and report any abuses.*

*I have attended all of the scheduled and required town meetings for the month*

***Motion to approve the Town Manager Report for October 2022 by CM Sabin; second by CM Andrews. Motion approves without dissent.***

**TREASURERS REPORT: Town Manager**

Review the October 2022 Treasurer's Report:

- General Fund – 10/01/22 – 10/31/22
- Utility Enterprises Fund – 10/01/22 – 10/31/22
- Wastewater/Sewer Fund – 10/01/22 – 10/31/22
- Bank Balances of the Town bank accounts – 10/01/22 – 10/31/22

***Motion to approve the Treasurer's Report for October 2022 by VM DeVille; second by CM Andrews. Motion approves 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".

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**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

*Motion to accept Consent Agenda as presented by CM Andrews; 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 that the Town Manager to ask the Clay County Sheriff's Office (CCSO) be present at Town Council meetings as promised and to step up security in Town.*

**3. Public Participation**

*-Resident Indie Brooks seconded the need for more traffic control in the New Hope area of town. She stated drivers are not stopping at the stop signs and she is worried for the children and the elderly.*

*-Teresa Scott thanked the Town for the great partnership during the storms that came through Town.*

*-CM Taylor reminded all attendees to come to the Town's Christmas Parade on December 10<sup>th</sup> and all volunteers are welcome.*

*-Mayor Ryder encourages all Town Council members to ride in the sleigh this year.*

**4. Other:**

*-TC Cooper reminded the Town Council the combined Town Council and Planning & Zoning Commission (P&Z) meeting will take place tomorrow evening.*

*-VM DeVille thanked the Mayor for the write up in the Penny for your thoughts magazine.*

*-Lynn Whitman asked if the Town's bank accounts are drawing interest. TM Cooper stated yes they are.*

**TOWN CLERK:**

**1. Town Council Election Information**

*-TC Cooper reported there will be no need for a Town Election in December, due to only two (2) qualifying candidates, for the two seats available. She announced the qualifying candidates are Elizabeth Ryder and Annette Brooks, who will be sworn in at the January 17, 2023 Town Council meeting with their corresponding Planning & Zoning Commission members.*

*-CM Andrews reminded everyone that it was voted on to continue the rotation of the Mayor and Vice-Mayor without going through the voting process. TC Cooper stated the rotation will be honored as voted on.*

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**2. Ethics Training**

*-TC Cooper reminded the Council Members that the last offering for the required annual Ethics training will be held on December 14<sup>th</sup>.*

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


**October 2022**

1. Copy of Notice, Agenda, and Workshop for the Planning & Zoning Commission (P&Z) minutes dated October 19, 2022 – P&Z Section
2. Copy of Finance Committee Agenda and meeting minutes dated October 17, 2022 - Finance Section
3. Copy of Boil Water Notice dated 10/21/22 – Utilities Section
4. Copy of the Annual Florida Health/Clay County Report – Correspondence Section
5. Copy of the Florida Department of Transportation (FDOT) Maintenance Invoice – Correspondence Section
6. Copy of the Quarterly Department of Revenue (941- Payroll Tax) Form – Correspondence Section
7. Copy of the Annual FDOT Mileage Report - Correspondence Section
8. Copy of the Annual Minority Appointment Reporting Form – Correspondence Section

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*There being no further questions or concerns, a motion for the meeting to adjourn at 7:22pm by CM Andrews; second by CM Taylor. Motion approved without dissent.*



  
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Mayor Elizabeth G. Ryder, Presiding

ATTEST:

  
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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.