

**TOWN OF PENNEY FARMS
TOWN COUNCIL WORKSHOP AGENDA
2nd Quarter Town Council Workshop for 2023
Friday, May 12, 2023 9:00AM AT TOWN HALL**

CALL TO ORDER: Mayor DeVille

Present:

Absent:

Additional Audience:

This meeting has been called to ensure that all Council members may attend for discussions and not violate the Sunshine Law. *NOTE: No voting can take place at this meeting.*

Additional Audience:

***** According to the Florida Municipal Officials Manual: Although citizens are allowed to attend all meetings of the public body, there is no requirement that citizens be allowed to participate in these meetings. Citizens are permitted to participate at public hearings and legislative meetings, such as the Town Council meetings. *****

AGENDA OUTLINE:

1) Seat #1 – WATER UTILITY COMMITTEE – Tom DeVille

- No items submitted

2) Seat #2 – PUBLIC WORKS COMMITTEE – Adrian Andrews

- No items submitted
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3) Seat #3 – HUMAN RESOURCES – Elizabeth Ryder

- No items submitted

4) Seat #4 – COMMUNITY DEVELOPMENT & RECREATION – Annette Brooks

- No items submitted

5) Seat #5 – **FINANCE COMMITTEE** – Paul Sabin

- No items submitted
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6) **MAYOR**

- **Coalition Against Bigger Trucks (CABT)**
 - New Handouts distributed
 - Congressional Bill (H.R. 471) Summary/Entire Bill
 - No one was available to meet in person
 - Discussion for response letters to our Town’s representatives
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7) **TOWN MANAGER**

- **New Ordinance 2023-01 (Garbage/Special Pick-Up Policies & Fees)**
 - Increase in curbside garbage pick-up rates (Last increase - 2007)
 - New policies for curbside pick-up (Customers taking advantage)
 - Future Rate Changes to be done by Resolution
 - Town Attorney Approval / Proper Advertisement for Public Hearings
 - 1st Reading/Public Hearing – June 20th Town Council meeting
- **Hunter’s Ridge Estates Subdivision Update**
 - No new submissions – Deadline is July 18th (Or start the whole process over)
 - Still Need appropriate bond
 - Still need Survey questions answered
 - New Invoice sent 02/15/23 – Still needs to be paid (\$1,940.00)
- **Code Enforcement Ordinance Discussion**
 - Ordinance/Resolution Binders distributed (Consists of all town documents titles)
 - Ordinances = Laws (Which can be enforced by the Town and CCSO, if needed)
 - Resolutions = Rules (Which can only be enforced by the Town)
 - All of the Town’s documents need to be reviewed; updated; and/or discontinued
 - Focusing on Code Enforcement issues only
 - Discussion of new Ordinance to incorporate into a new Code Enforcement Ordinance
- **Reinhold Corporation**
 - Turning roads over to the County (Need utility easements)
 - Need Town Council approval after Town Manager considers all Town options
 - Saunders Road (Part in town limits)
 - Little Dairy Road (Part in town limits)
 - Paso Fino Road (Utility Easement)
- **Surplus Equipment List**
 - Review List with Town Council
 - Proceeds to go towards the purchase of a new town truck

8) TOWN CLERK

- **New Resolution 2023-02 (Traffic Signal Maintenance Agreement)**
 - For FY 2023/2024
 - Increase this year (+\$97.00)
 - Done Annually – Formality at next Town Council meeting

- **New Resolution 2023-03 (State Highway Lighting Agreement)**
 - For FY 2023/2024
 - Increase this year (+\$412.42)
 - Done Annually – Formality at next Town Council meeting

- **Development Plan Application**
 - Different than a re-plat (Not changing parcels)
 - Planning & Zoning Commission will provide the recommendation
 - Approved by Resolution as a new policy
 - Resolution not completed yet, but will be done in the next few months
 - The Development Plan Application will be “Exhibit A” and include fees

- **Council Member, Annette Brooks stipend**
 - This Council Member would like to collect her stipend as a Town Council Member
 - FY Town Budget was decided at last year’s budget workshop, however, this is a new Council Member
 - Auditor approved – Does not change the budget
 - Town Council Reserve Line Item will reflect this expense – \$107.65 per month
 - From Feb 2023 forward

REMINDERS:

- **New Clay County Impact Fee**
 - Inter-local Agreement already approved at the February 21, 2023 Town Council Meeting
 - Effective June 1, 2023
 - Based on Residential/Non-Residential square footage – New construction only
 - No exemptions
 - I will be attending the required training for this issue on May 17, 2023

- **Ethics Training Dates / Financial Form 1 Deadline – Due July 1st**

- **Master Plan – UF Internship**
 - Three (3) Responses
 - When contacted, they each had already secured internships elsewhere
 - Will try again next year

- **CPI Increase** – Effective on June 1, 2023 water billing cycle

- **Schedule a Public Works Committee Meeting**
 - Need 5 Year Capital Plan

- **Schedule a Budget Workshop – Date**
 - Possibly – Next Town Council Workshop – August 11, 2023 at 9:00am

- **Ad-Valorem Taxes – TRIM Process (General Consensus)**
 - Process starts June 1, 2023 thru September 2023

8) Other Subjects - Open discussion for the Town Council members only

ADJOURN MEETING: Mayor DeVille