

TOWN OF PENNEY FARMS
FINANCE COMMITTEE MEETING

MINUTES of February 22, 2021 at 10:00am

HYBRID MEETING

Present: (In-Person) Chairman P. Sabin; Town Manager, David Cooper (TM); Admin Asst. A. Harris (AA); Town Clerk, Anita Cooper (TC); B. Brower; T. Ryder; and S. Kimsey

All present for the record.

Additional Audience: None

**** 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.**

Start Time: 10:10am

Approve the minutes from the January 19, 2021 Finance meeting

**Motion to approve the January 19, 2021 Finance Committee meeting minutes by B. Brower; second by S. Kimsey.
Motion approved without dissent.**

TM Cooper reviewed the bank account balances with the committee.

Please see the separate sheet for all of the Town's bank balances

TM Cooper reviewed the following Fund Accounts:

January 2020	<u>FINANCIALS</u>	ALL FUNDS SHOULD BE AT 33%
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GENERAL FUND

Income:

1 Line Item 311002 (Ad Valorem (2020) Assessment) – A total of \$961.35 was collected in Ad Valorem taxes through 12/14/20 – 12/31/20.

2 Line Item 337100 (Local Grant (Historical Museum)) – This line item shows the amount \$19,797.26 and will show being paid out in the expense section.

3 Line Item 369900 (Other Miscellaneous revenue) – The amount of \$2,400.00 was donated for the historical museum renovation from the J.C. Penney Scenic Highway.

4 Line Item 389901 (Building Permit Capital (2020)) - \$255.34 was paid out for a new front office doormat and will show being paid out in the expense section.

Expenses: There were two (2) payrolls this month

1 Line Items 5135400 (Dues & Subscriptions) – The total of \$115.00 was paid out for the following: (\$16.00) for the QB monthly payroll fee; (\$99.00) for the annual VISA membership fee.

2 Line Item 5140001 (Town Attorney Expense) - \$600.00 paid out for the Town Attorney expense or FY 20/21 – 2nd Quarter. The Town will need to start looking for a new town attorney soon, Suzanne will be moving and wants to retire.

-TM Cooper stated the Town attorney has agreed to finish out this fiscal year. He will be looking for a replacement.

-B. Brower asked if this was the retainer for this expense.

-TM Cooper stated yes, the Town pays her \$600.00 per quarter and then if any extra work is needed, she would charge by the hour. He stated the Town will definitely pay more.

-T. Ryder asked if she will name a replacement.

-TM Cooper stated no, he will have to find a government attorney, for the best price.

3 Line Item 5196200 (Capital Outlay – Unrestricted capital) – The amount of \$2,975.25 was spent on the following: (\$93.88) for an office lunch for Thanksgiving; (\$2,881.37) for a new laptop/printer and necessary accessories. This will allow the older laptop to be used by the public works department for the sewer meter and other items.

4 Line Item 5196312 (Town Hall Front Office – BPR) - This line item shows the \$255.34 paid out for the new doormat for front office.

5 Line Item 5210003 (Local Grant – Historical Museum) – This line item shows the payment of the building supplies from Lowe’s (\$3,346.38) and (\$16,450.88) for the contractor services for the museum.

6 Line Item 5243100 (Inspections/Plan Reviews) – The total of \$420.00 was paid to Clay County for 12 Inspections; 0 Plan Reviews @ \$35.00 each.

7 Line Item 5414600 (Repair & Maintenance) - \$199.85 was the total paid out for a fuel filter/starter rope/spark plug; 4 cycle oil; and a gallon of bar oil.

8 Line Item 5415200 (Operating Supplies) – A total of \$568.83 was spent this month on needed items for public works. The items included (\$198.58) tennis court timer parts; (\$106.97) for shrub rake; multi-bit driver; pipe (\$173.73) for caution tape; u hook ; misc screws/nuts; (\$89.55) for ac filters for front office.

9 Line Item 5415201 (Fuel) - \$562.26 for filling the fuel tank.

10 Line Item 5415202 (Uniforms) - \$483.00 was spent on TOPF hats men’s and women’s.

TOTAL INCOME:	\$ 61,576.41	24.0%
TOTAL EXPENSES:	\$ 47,548.68	17.6%
POSITIVE BALANCE:	\$ 14,027.73	

WATER UTILITY FUND

Income:

1 Line Item 3433011 – New Account Fee – There were three new water accounts opened this month for a total of \$90.00 in new account fees.

2 Line Item 3434005 – (Solid Waste Franchise Fee) – A total of \$1,072.65 was collected in solid waste franchise fees.

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- **Water Revenue** 30.5%

- **Solid Waste Revenue** 33.6% (Total \$2,111.43 = \$1,038.78 is for Garbage service items / \$1,072.65 is for Solid Waste Franchise Fees)

- **Misc Revenue** 17.3% (Total of \$37.21) is for the following interest earned:
 - Ameris Water Utility Interest - \$ 20.17
 - Ameris Customer Deposit Interest - \$ 3.12
 - Ameris Water Reserve Interest - \$ 13.92

- **InterFund Transfers** 0.0%

Expenses:

****Again, there were two (2) payrolls this month****

1 Line Item 5334900 (Other Charges – Water Labs) - \$816.03 was paid to US Water for the following water samplings: (\$379.30) for the normal monthly fee; (\$165.10) Alkaline/Calcium/Conductivity; (\$271.54) water samples/ 2nd Alkaline/Calcium/Conductivity test

TOTAL INCOME:	\$ 9,686.11	23.1% (Overall)
TOTAL EXPENSES:	\$ 6,965.85	22.5%
POSITIVE BALANCE:	+ \$2,720.26	

-TM Cooper reported to the committee members that every 20 years the Town has to turn in a new Water Consumptive Use Permit. He stated the town’s information is due next year, so the front office staff is starting this now. He further stated this is a huge project that will take time to complete, because the staff will have to go back for the last five years and provide required documentation.

WASTEWATER/SEWER FUND

Income: Nothing significant

- **Wastewater Revenue** 30.4%

- **Misc Revenue** 14.6% (Total of \$8.06) is for the following:
 - Ameris WW/Sewer Fund \$ 3.32
 - Ameris - WW/Restricted DEP - \$ 4.74

Expenses: ****Again, there were two (2) payrolls this month****

1 Line Item 5354900 (Other charges – CCUA) – The amount of \$7,088.15 was paid to the Clay County Utility Authority (CCUA) for sewer charges. (This bill was for 34 days). This bill was higher (+286.00) than last month, due to more rainfall and the bill was for 34 days.

2 Line Item 5355200 (Operating Supplies) – A total of \$22.80 was spent on the following expenses for the State Road 16 Lift Station: (\$296.00) suction hose w/ aluminum couplings; and (\$26.80) Parts for SR 16 lift station.

TOTAL INCOME: \$13,780.16 26.4% (Overall)

TOTAL EXPENSES: \$14,076.31 29.2%

NEGATIVE BALANCE: - 296.15

-TM Cooper stated that the Town should not overlook passing on any CCUA increases in the coming year or years, because you can see the Town is barely breaking even on the sewer fund.

-TM Cooper stated the parts needed for State Road 16 lift station helped solve the problem of needing a \$50,000.00 3-Phase generator for this lift station. He stated that for about \$650.00 in parts and hoses the Town saved a lot of money and now he can pump out of this lift station in 15 minutes, in the event of a storm.

-TM Cooper reported that he checked on the new service truck and it is at the body shop now.

-TM Cooper reported to the committee the sewer pump went out at the car wash lift station and had to be replaced. He stated there will be a cost of approximately \$4,000.00 to appear on next month's reports for this cost. He stated this will be paid out of the reserve account. He further stated that he will rebuild the older pump to use at all Town lift stations, as a spare.

A motion to approve all three fund reports as presented by the Town Manager by S. Kimsey; second by B. Brower. Motion approved without dissent.

-TM Cooper informed the committee of the new developments with the Paso Fino developer. He stated that the developer has found a loophole in the Town's Comprehensive Plan, and has gone to the St. Johns River Water Management District (SJRWMD) three times without the Town's knowledge, to enlarge the pond.

-TM Cooper stated that he has hired Janis Fleet of Fleet & Associates, who had helped write the Town's Comprehensive Plan and Land Development Regulations (LDR's) to provide information for a moratorium on new developments and close loopholes in the Town's documents, to prevent this from happening again. He further stated he felt the developer may not build the first home there and knowing what he knows now, he would have asked for a performance guarantee.

-TM Cooper gave an update on the storm water project. He explained the construction contractors equipment should be arriving today. He stated he and the public works employees are helping Wayne Boone at the Penney Retirement Community (PRC) locate their pipes. He further stated there are pipes all over the place and he wants to help PRC know where their infrastructure is to avoid any water service interruption for any resident, in the event there is a break somewhere, during the project. He stated he has created a separate map for PRC's information and when they are ready to have a map of their own he will be able to transfer this information to PRC.

-Chairman Sabin stated that any future meeting when there is a holiday and/or the Town Hall is closed on a Monday, when a normal monthly Finance Committee is scheduled, the meeting will be held the next day, Tuesday at 1:00pm.

***There being no further questions or concerns, a motion for the meeting to adjourn by B. Brower; second by T. Ryder.
Motion carried without dissent.***

Adjourned Time: 10:40am

The next Finance meeting is scheduled for March 15, 2020 at 10:00am.

Chairman, Paul Sabin