

TOWN OF PENNEY FARMS
FINANCE COMMITTEE MEETING
MINUTES of March 15, 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; and S. Kimsey

Absent: T. Ryder

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: 10:04am

Approve the minutes from the February 22, 2021 Finance meeting

**Motion to approve the February 22, 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:

February 2020

FINANCIALS

ALL FUNDS SHOULD BE AT 42%

GENERAL FUND

Income:

1 Line Item 311002 (Ad Valorem (2020) Assessment) – A total of \$467.23 was collected in Ad Valorem taxes through 01/01/21 – 01/31/21.

2 Line Item 312600 (Discretionary Surtax (DISC)) – The total of \$11,978.98 consists of the normal monthly state revenue of (\$7,195.08) and the quarterly revenue of (\$4,783.90).

3 Line Item 367000 (License (Business)) - \$12.00 for a business license to perform work in the Town of Penney farms was paid by DB Civil Construction, this is the contractor who will perform the storm water repairs.

4 Line Item 369900 (Other Miscellaneous revenue) – The amount of \$296.06 was a refund for an overpayment to Aflac of (\$180.24) and a refund for (\$115.82) from the United States Treasury for overpayment of payroll taxes in June of 2020.

5 Line Item 389901 (Building Permit Capital (2020)) - \$5,296.59 is being shown here for the Town Hall front office renovation and the individual expenditures will be explained in the expense section.

Expenses: *There were two (2) payrolls this month*

1 Line Item 5135200 (Operating Supplies (Bank Fees)) – The total of \$110.94 was paid out for the following: (\$76.95) for the monthly security monitoring at the Town Hall; (\$33.99) for new business cards for the Town Manager and new Administrative Assistant.

2 Line Item 5135400 (Dues/Subscriptions) – The total of \$1,105.93 was spent on the following: (\$39.99) Renewal of McAfee computer security; (\$99.99) Renewal of Microsoft office software; and (\$965.95) Annual Subscription for Quickbooks and monthly payroll fee.

3 Line Item 5194400 (Rentals/Leases) – The total of \$798.00 was for two months lease on the office copier. The December 2020 invoice was never sent. This account is now current.

4 Line Item 5195100 (Office Supplies) – The total of \$566.27 was for the following office supplies and cleaning products: pens; tabs; batteries; reinforced files; copy paper; and highlighters.

5 Line Item 5196200 (Capital Outlay – Unrestricted capital) – The amount of \$1,000.00 was paid to Janis Fleet of Fleet & Associates to review Re-plat requirements and permits.

6 Line Item 5196312 (Town Hall Front Office – BPR) - This line item shows that \$5,296.59 was paid out for the following items for the Town Hall front office renovation: Electrical Permit (\$155.01); Mechanical Permit (\$129.00); (\$2342.50) for a new water utility reception desk/2 – bookcases/2 – Executive Chairs; included delivery & Set-up; and (\$2,670.08) for 7 – locking file cabinets.

7 Line Item 5210001 (State Grant – Storm Water) – This line item shows that \$980.00 was paid to the Engineer for the putting together the construction bidding part of the storm water project. This amount will be reimbursed to the Town when the next request for funds is administered.

8 Line Item 5243100 (Inspections/Plan Reviews) – The total of \$1,295.00 was paid to Clay County for 35 Inspections; 2- Plan Reviews @ \$35.00.

9 Line Item 5414600 (Repair & Maintenance) - \$73.17 was the total paid out to repair a pole pruner chain; and a sprocket.

10 Line Item 5415200 (Operating Supplies) – A total of \$86.05 was for a recoil starter for a generator a door pivot; hand sanitizer/glue tite/ paint filler/putty knife.

TOTAL INCOME:	\$ 53,243.63	28.2%
TOTAL EXPENSES:	\$ 30,671.10	20.0%
<u>POSITIVE BALANCE:</u>	\$ 22,572.53	

Motion to approve the Water Utility Fund Report by S. Kimsey; second by B. Brower. Motion approved without dissent.

- S. Kimsey asked about the propane line item and noticed we are receiving more income from that, then what was expected.
- TM Cooper stated that is true.
- S. Kimsey received clarification from the Town Clerk on the capital items to be funded for this fiscal year. She was using Bill Brower's spreadsheet, instead of the approved Tracking revenues sheet for this fiscal year listing the current approved budgeted items.
- S. Kimsey asked if there was an extra cost for the Town's election this year.
- TC Cooper stated that she estimated that the Town's 2020 Election cost the Town about \$1,000.00 including the labor, ballots and legal ads. She further stated she will budget those costs in for the next election year.

WATER UTILITY FUND

Income:

1 Line Item 3433011 – New Account Fee – There was one new \$30.00 account fee this month.

1 Line Item 3434005 – (Solid Waste Franchise Fee) – A total of \$1,062.41 was collected in solid waste franchise fees.

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- **Water Revenue** 38.4%

- **Solid Waste Revenue** 42.3% (Total \$2,044.01 = \$981.60 is for Garbage service items / \$1,062.41 is for Solid Waste Franchise Fees)

- **Misc Revenue** 18.7% (Total of \$13.98) is for the following interest earned:
 - Ameris Water Utility Interest - \$ 7.61
 - Ameris Customer Deposit Interest - \$ 1.15
 - Ameris Water Reserve Interest - \$ 5.22

- **InterFund Transfers** 9.2% (Total of \$3,676.00 in contingency funds was transferred to the WW/Sewer Fund for the new pump at the car wash lift station)

Expenses:

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

- 1** Line Item 5334900 (Other Charges – Water Labs) - \$925.99 was paid to US Water for the following water samplings: (\$379.30) for the normal monthly fee; (\$546.60) for additional Lead & Copper samplings, which included collection and delivery.
- 2** Line Item 5335200 (Operating – Meters & Components) - \$66.95 was paid out for the security monitoring at the water tower building.
- 3** Line Item 5335500 (Education/Certification) - \$75.00 was paid for Josh Young's application for a Class D Drinking Water Operators License.
- 4** Line Item 5344600 (Repair & Maintenance) - \$180.50 was paid out for a new battery for the Town's dump truck.

-TM Cooper informed the committee of two new water leak issues on Saunders Road. He reported that he is going to fix the problem and repair it correctly. He stated so far the costs will amount to approximately \$3,900.00 for replacing 612 feet of pipe, which includes the labor and 2" pipe; schedule 80; and put it 3 foot in the ground. He further stated he will continue more repairs next month.

-TM Cooper updated the committee on the storm water project. He stated the contractor was supposed to be in town on March 22, 2021, they are not here yet. Based on the contract, the contractor had 14 days from the 22nd to be here. He stated he has contacted the grant administrator and the engineer to determine when the contractor will be here. He stated the contract states they have 180 days to begin and a letter will be sent to them to motivate the contractor to get started. TM Cooper explained that in the event the contractor defaults on the contract; the State requires the contractor to be bonded, which, if they default, the bonding company will find another contractor to finish the job, at the same price. He stated he is concerned about meeting the deadline to accommodate the St. John's River Water Management District (SJRWMD) grant deadline.

-TM Cooper stated that there has been a lot of work done to help locate the Penney Retirement Community's (PRC) infrastructure. He reiterated the fact that the more infrastructure that can be located, the less likely it will be to inconvenience any town resident with an interruption of water service. He further stated he will inform the residents when the roads will need to be cleared for the project, as soon as he knows more.

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-S. Kimsey commented and remembered that about a year ago, microphones being used at the Town Council Meeting were suggested. She stated she would like for the Town to revisit the idea and put it back on the list of things that are needed.

-TM Cooper stated this issue has been addressed before and is very costly. He stated the hardest part to contend with in the Town Council room is because it is such a small room and there is a problem with a lot of feedback and interference issues with the other devices in the room being used.

-Chairman Sabin agreed with Mrs. Kimsey and acknowledged his own deficits in hearing when present at meetings.

-TC Cooper stated that with the hybrid meetings there has been problems with the reverb and technical difficulties with the sound. She stated the Town Council members will have to be mindful that everyone attending the meetings needs to be able to understand the discussion clearly.

-TM Cooper stated he will revisit the issue and see what can be done.

-S. Kimsey pleaded to revisit this issue and make every effort to accommodate the hearing impaired.

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-Chairman Sabin stated that he is looking for another committee member to replace Jim Weir, who discontinued his service last year. He stated that Tom Ryder has commitments and sometime can't be at these meetings. He further stated and noted that all of the current committee members are from PRC and would like to have an outside town resident be on the committee. He asked that this issue not go on long term and put forth the effort to recruit town residents.

-B. Brower agreed and stated there should be at least one member representing town residents.

-TC Cooper stated it is difficult to find a town resident who wants to serve on any town committee.

-Chairman Sabin stated he would feel better to approach residents for the record.

-S. Kimsey stated documentation to show a concerted effort in securing committee members would avoid any controversial issues that might accuse the committee of being one sided. She also stated that more personal attention would be a better approach.

-Chairman Sabin stated he would make himself available to visit residents.

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

Adjourned Time: 11:00am

The next Finance meeting is scheduled for April 19, 2021 at 10:00am.

Chairman, Paul Sabin