

TOWN OF PENNEY FARMS
FINANCE COMMITTEE MEETING

MINUTES of April 19, 2021 at 10:00am

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:

MARCH 2021

FINANCIALS

ALL FUNDS SHOULD BE AT 50%

GENERAL FUND

Income:

1 Line Item 311002 (Ad Valorem (2020) Assessment) – A total of \$1,737.69 was collected in Ad Valorem taxes through 02/01/21 – 02/28/21.

2 Line Item 369900 (Other Miscellaneous Revenue) – The amount of \$4,056.00 was a refund from Florida Municipal Insurance Trust.

3 Line Item 389901 (Building Permit Capital (2020)) - \$32,228.68 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 5135400 (Dues/Subscriptions) – The total of \$1,211.99 was spent on the following: (\$99.99) Renewal of McAfee computer security; (\$995.00) Annual Renewal for Town website domain name; (\$32.00) for two Quickbooks monthly payroll fees (Mar/Apr) and (\$85.00) for the BJ’s membership renewal.

2 Line Item 5196200 (Capital Outlay – Unrestricted capital) – The amount of \$741.00 was paid out for (\$703.00) for the Historical museum sign; and (\$38.00) for the refurbishing of the old Town Council table for the museum.

3 Line Item 5196312 (Town Hall Front Office – BPR) - This line item shows that \$32,2287.68 was paid out for the following items for the Town Hall front office renovation: (\$605.55) Vector security rewire; (\$568.92) for 7 new 2-line telephones; (\$918.00) for new vertical blinds in office / kitchen); (\$1,899.50) (2) new desks/bookcase/protection plans/ and desks pads; (\$66.95) security monitoring; (\$210,00) labor to put desks together and hang pictures; (\$24,075.00) for contractor services for front office; (\$2,475.00) blacktop front of Town Hall; (\$53.13) new water utility payment box; (\$85.39) monitor stand; mouse pad; desk pads; (\$178.88) 3 chair mats; (\$720.92) hanging files; scissors; 3 hole punch; 2 hole punch; post it notes; (\$371.44) 2 – 2 drawer file cabinets; hanging files; stack trays.

4 Line Item 5810001 – Transfer out to Sewer Fund - \$1,925.00 for a new Sewer tap in fee. This will show in the WW/Sewer Fund as income.

5 Line Item 5810003 – Transfer Out to Water Utility Fund - \$1,400.00 for a new Water Tap in fee. This will also show in the Water Utility Fund as income.

TOTAL INCOME:	\$ 91,455.29	35.4%
TOTAL EXPENSES:	\$ 81,632.41	26.7%
<u>POSITIVE BALANCE:</u>	\$ 9,822.88	

WATER UTILITY FUND

Income:

1 Line Item 3433005 – New Water Set up fees - \$1,400.00 for a new Water Set Up Fee.

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

3 Line Item 3434005 – (Solid Waste Franchise Fee) – A total of \$852.80 was collected in solid waste franchise fees.

4 Line Item 3810002 – (Contingency Reserves (WW/Sewer)) – A total of \$350.00 was sent to the WW/Sewer Fund for a car wash lift station repair.

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-S. Kimsey asked if she could receive a listing of what’s outstanding to the Town in water fees.

-TC Cooper stated she can provide that listing without names, but would include account numbers.

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- *Water Revenue* 45.6%

- *Solid Waste Revenue* 50.7% *(Total \$1,965.49 = \$1,112.69 is for Garbage service items / \$852.80 is for Solid Waste Franchise Fees)*

- *Misc Revenue* 20.2% *(Total of \$14.57) is for the following interest earned:*
 - *Ameris Water Utility Interest* - \$ 8.03
 - *Ameris Customer Deposit Interest* - \$ 1.20
 - *Ameris Water Reserve Interest* - \$ 5.34

- *Transfers* 27.0% - *Contingency Reserves (WU) – \$5,399.80 Saunders road repairs*
 20.13% - *Contingency Reserves (WW/Sewer) - \$350.00 Car Wash Lift Station repairs*

Expenses:

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

- 1** Line Item 5334200 (Freight & Postage) - \$234.01 was spent on (\$216.00) for 6 rolls of postcard stamps; and (\$18.01) for freight on meter components.

- 2** Line Item 5335200 (Operating – Meters & Components) - (\$560.67) was paid out for two new residential water meters and their components; (\$87.95) for a 4 ½' Insulated Probe.

- 3** Line Item 5335600 (Contingency Equip & Repairs) - \$5,399.80 was spent on repairs to Saunders Road.

- 4** Line Item 5344600 (Repair & Maintenance) - \$308.00 was paid out 2 tires for the Town's dump truck.

- 5** Line Item 5344900 – (Other – Solid Waste Landfill) - \$1,000.00 was pre-paid out for solid waste disposal fees.

- 6** Line Item 5810004 (Transfer out to WW/Sewer) - \$350.00 was transferred to the WW/Sewer Fund for more repairs at the car wash lift station

TOTAL INCOME: \$ 16,199.02 40.8% (Overall)

TOTAL EXPENSES: \$ 14,882.77 38.3%

POSITIVE BALANCE: + \$ 1,316.25

WASTEWATER/SEWER FUND

Income:

- 1** Line Item 3435004 – (New Wastewater Set Up Fees) - \$1,925.00 was for a new WW/Sewer Set up fee

- 2** Line Item 3810001 (Contingency Reserves) - \$350.00 was transferred into this fund for repairs to the car wash lift station.

-TM Cooper stated that the problems at the car wash lift station are caused by adult wipes/diapers getting caught in the pump. This problems has happened several times already and it costs the Town every time for the service call. He stated he has spoken with Wayne Boone at the Penney Retirement Community (PRC) about this problem.

- **Wastewater Revenue** 46.0%

- **Misc Revenue** 17.0% (Total of \$3.34) is for the following:
 - Ameris WW/Sewer Fund \$ 1.28
 - Ameris - WW/Restricted DEP - \$ 2.06

- **InterFund transfers** 20.13%

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

1 Line Item 5354900 (Other charges – CCUA) – The amount of \$6,932.90 was paid to the Clay County Utility Authority (CCUA) for sewer charges. (This bill was for 27 days).

2 Line Item 5355600 (Contingency Equip & Repairs) - \$350.00 was paid out for service to the new pump at the car wash lift station.

TOTAL INCOME: \$15,205.97 **42.7% (Overall)**
TOTAL EXPENSES: \$14,369.57 **44.5%**

POSITIVE BALANCE: + 836.40

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

-TM Cooper updated the committee on the storm water project and reported that Wayne Boone told him that the Poling area sewer line is all terracotta pipe. He stated that he is hoping to work with the contractor to use any extra money to replace that pipe. He further stated that replaced pipe would help lower the Town’s sewer costs as well.

-TM Cooper reported the locator working on the project was amazed at how much information the Town had on Diamond Maps. He stated the measurements were exact or barely off from the expert locator’s detection. He further reported that the locator found more pipes, on the PRC campus, that we did not know about and those will be put into the Town’s system. He stated that the Town has a nice foundation for PRC to work with when they want do their own mapping system.

-TM Cooper stated he is down another person in the public works department. He stated he is looking for another person, to complete the crew.

-CM Sabin commented that the Town needs to be recognized for the work being done to cooperate with PRC on their infrastructure.

-S. Kimsey commented that it would be beneficial to do some kind of newsletter for the Town residents.

-Chairman Sabin concurred.

-B. Brower commented that a newsletter is not necessary and may be construed as bragging. He stated that if PRC would make mention of it in their community publications, it would have more impact, but he doesn't see that happening.

-TC Cooper stated a newsletter is not feasible from the town staff, due to the workload.

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-TM Cooper stated there is a Planning & Zoning Commission (P&Z) meeting scheduled later this month and the representatives from Jax-Palatka and the Reinhold Corporation will be introducing the re-plat that will be requested soon. He stated the Town will follow the correct processes and has already sent authorization affidavit forms for the representatives to add to their documentation, when the request is formally submitted.

-TM Cooper stated that he has hired Janis Fleet, the planner who helped the Town write their Comprehensive Plan and Land Development Regulations. He stated that she will be at the upcoming meeting to observe and clarify any questions that may come up with the re-plat. In addition, he also has asked her to help write an Ordinance to prohibit borrow pits in the town limits. He stated this is being done, so that things like what is happening at the Paso Fino development, which was not even started, won't happen again.

-CM Sabin commented that a Council Workshop may be necessary with the P&Z Commission.

-TM Cooper stated that the Town Council and the P&Z Commission will be informed every step of the way in this process.

-TC Cooper commented that the Town Attorney and Janis Fleet have worked together before and trust each other's opinions; and have the Town's best interest at heart.

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-TM Cooper stated that the current Town attorney has informed the Town Council she is retiring and leaving her position at the end of this fiscal year. He stated this will be a significant cost increase, but a necessary one. He stated that at the last Manager's lunch, the other City Managers shared their attorney costs with him: Green Cove Springs - \$16,000.00 per/month; Keystone Heights - \$6,000.00; and Orange Park - \$10,000.00 per/month.

-TM Cooper stated he will do his best to find another attorney, for the best price. He stated that the Town doesn't use the Town Attorney very often and maybe find an attorney for an hourly fee.

-B. Brower shared his concern that with all of the new changes coming within the Town, there may be more of a need for legal representation. He suggested looking into retaining an attorney versus paying by the hour.

-Chairman Sabin stated the Town will have to pay in order to protect itself with good representation.

-TM Cooper stated after he narrows his search down for an attorney, he will make sure the Town Council meets he/ or she for approval.

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-S. Kimsey asked if there has been any progress in finding new Finance committee members?

-Chairman Sabin stated he is still hoping that someone from outside PRC would like to serve on the committee. He further stated he has not yet taken the time to go out himself and search for a new committee member.

-TM Cooper admitted that he hasn't had the time to search for a new member either.

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

Adjourned Time: 11:00am

The next Finance meeting is scheduled for May 17, 2021 at 10:00am.

Chairman, Paul Sabin