

TOWN OF PENNEY FARMS  
FINANCE COMMITTEE MEETING

MINUTES of September 14, 2020 at 10:00am (Virtual Meeting)

**Present:** Chairman P. Sabin; Town Manager, David Cooper (TM); Town Clerk, Anita Cooper (TC);  
B. Brower; T. Ryder; and S. Kimsey;

**Absent:** *All Present for the record*

**Additional Audience:** *Teresa Scott*

**\*\* 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

*Chairman Sabin welcomed everyone to the Virtual Finance Committee meeting and verbally acknowledged all of the committee members attending the virtual meeting.*

**Motion to approve the August 10, 2020 Finance Committee minutes by S. Kimsey; second by T. Ryder.  
Motion carried without dissent.**

**Motion to approve the August 17, 2020 Finance Committee minutes by B. Brower; second by S. Kimsey.  
Motion carried without dissent.**

---

**August 2020                      FINANCIALS                      ALL FUNDS SHOULD BE AT 92%**

---

*-Mayor Sabin asked the Town Manager to review the monthly reports.*

*-TM Cooper began with reviewing the Town's bank balances. \*Please see the separate sheet for all of the Town's bank balances\**

**GENERAL FUND**

**Income:**

**1** Line Item 311000 (Ad Valorem (2019) Assessment) - \$51.38 was paid to the Town in the month of August.

**2** Line Item 312600 (Discretionary Surtax) – The monthly and quarterly revenue were paid this month totaling \$10,496.73.

**3** Line Item 337100 (Local Grant (Historical Museum) – Clay County paid the promised grant of \$30,000.00 this month.

**4** Line Item 389901 (Building Permit Capital (2019)) – A total of \$10,283.00 was paid out of the building permit capital for the exterior painting of the Town Hall and Maintenance Shop \$10,188.00; that amount also included a \$95.00 Plan Review Fee; All of these expenses will be shown in the expenses section.

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

**1** Line Item 5133100 (Professional Services) – A total of \$543.91 was paid out to CINTAS for the annual fire inspections for all Town buildings.

**2** Line Item 5134600 (Repair & Maintenance) - \$225.00 was paid out to repair the air conditioner in the front office.

**3** Line Item 5134901 (Legal Ads) - \$120.00 was paid out for the legal ad for Fair Housing which is required by the CDBG Grant.

**4** Line Item 5135200 (Operating Supplies) – A total of \$710.16 was paid out for the following: \$269.26 Deed copies; \$363.95 for Vector Security to come out and clean up all the wiring at the Town Hall during the ADA restroom renovation; and then the normal monthly fee for monitoring the Town Hall \$76.95.

**5** Line Item 5194200 (Postage/Freight) - \$110.00 was paid out for two (2) rolls of regular stamps to be used by the front office.

**6** Line Item 5195100 (Office Supplies) - \$243.79 was spent on paper products/cleaning supplies/ and water for the Town Hall and Maintenance Shop.

**7** Line Item 5195102 (Emergency Plan (CEMP)) - \$48.30 was spent on sanitizing wipes.

**8** Line Item 5196302 (Paint/Landscape Town Hall) – This is the expense line item for the exterior painting of the Town Hall buildings of \$10,188.00.

**9** Line Item 5196303 (ADA Restrooms) – This line item shows the expense of the Plan Review Fee of \$95.00 for the ADA restrooms.

**10** Line Item 5414600 – (Repair & Maintenance) – A total of \$1,766.40 was paid out as follows: \$250.00 for the Annual PM of three generators; \$1,516.40 for generator repairs, new loppers; new gas cans; small mower and blades; three chainsaw repairs.

**11** Line Item 5415200 – (Operating Supplies) - \$903.10 was paid out for 2 hoses; screwdrivers; rakes; extensions cords; assorted tools and a new gas cap for a commercial mower.

**12** Line Item 5415202– (Uniforms) - \$359.95 was spent on new fluorescent t-shirts and button down shirts for the new public works employees.

<b>TOTAL INCOME:</b>	<b>\$ 93,841.71</b>	<b>48.09%</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 38,454.03</b>	<b>34.56%</b>
<b>POSITIVE BALANCE:</b>	<b>\$ 55,387.68</b>	

## WATER UTILITY FUND

### Income:

**1** Line Item 3434005 – (Solid Waste Franchise Fee) – This line item totals \$1,136.48 which includes the payments from Advanced Disposal (\$956.48) and Medigreen Waste (\$180.00).

**2** Line Item 3810001 – (Contingency Reserves) - \$561.92 was paid out for the retrofit of the chlorine tank seal.

=====

- Water Revenue 101.64%
  
- Solid Waste Revenue 90.8% (Total \$2,324.94 = \$1,188.46 is for Garbage service items / \$1,136.48 is for Solid Waste Franchise Fees)
  
- Misc Revenue 58.63% (Total of \$61.86) is for the following interest earned:
  - Ameris Water Utility Interest - \$ 34.17
  - Ameris Customer Deposit Interest - \$ 4.90
  - Ameris Water Reserve Interest - \$ 22.79
  
- InterFund Transfers 15.91%

### Expenses:

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

**1** Line Item 5335100 (Office Supplies) – The total of \$239.28 was for 13 – 2 1/2 gallons of chlorine; keys; various water supplies.

**2** Line Item 5335200 (Operating – Meters/Components) – A total of \$153.71 was paid out for: \$66.76 for a new GIS battery; and \$66.95 for the security monitoring at the water tower building.

**3** Line Item 5335400 (Dues/Memberships) – A total of \$1,430.22 was paid out for the following expenses: \$1,316.22 for water portion of the tech support for the ArbNSight software; handheld meter reader; and belt clip receiver; \$114.00 for the water portion of the annual fee for the Diamond Maps program.

**TOTAL INCOME: \$ 10,716.36 76.1% (Overall)**

**TOTAL EXPENSES: \$ 7,911.03 60.2%**

**POSITIVE BALANCE: \$2,805.33**

---

## WASTEWATER/SEWER FUND

**Income:** Nothing significant

- Wastewater Revenue 90.22%
- Misc Revenue (Total of \$17.34) is for the following:
  - Ameris WW/Sewer Fund \$ 8.06
  - Ameris - WW/Restricted DEP - \$ 9.28

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

**1** Line Item 5353100 – (Professional Services) – The total of \$1,316.22 for sewer portion of the tech support for the ArbNSight software; handheld meter reader; and belt clip receiver.

**2** Line Item 5354600 – (Repair & Maintenance) – The total of \$72.67 was for a new rain gauge and two thermal units.

**3** Line Item 5354900 (Other charges – CCUA) – The amount of \$5,911.54 was paid to the Clay County Utility Authority (CCUA) for sewer charges. (This bill was for 28 days).

**4** Line Item 5355200 (Operating Supplies) - \$114.00 was paid out for the sewer portion of the annual Diamond Maps program.

<b>TOTAL INCOME:</b>	<b>\$15,756.02</b>	<b>79.59% (Overall)</b>
<b>TOTAL EXPENSES:</b>	<b><u>\$14,234.47</u></b>	<b>69.6%</b>

**POSITIVE BALANCE:** + **\$ 1,518.55**

---

***A motion to approve the monthly fund reports by T. Ryder; second by B. Brower. Motion approves without dissent.***

=====

*Chairman Sabin asked the Town Manager about any updates to the storm water project on Poling Blvd.*

*-TM Cooper provided the committee with the estimated timeline, from the engineer, for the project: He stated the following:*

- 1) Construction bid advertisement was for September 2, 2020*
- 2) Construction bid opening should be on October 2, 2020.*
- 3) Award contract to the Town on October 20, 2020*
- 4) Start construction on October 30, 2020*
- 5) Project completion on May 28, 2021*

-TM Cooper stated there has already been a slight delay due to waiting on the approval to bid from the state grant manager in order to move forward. He stated the grant manager will expedite the reviewed approval for this week. He further stated the project will begin sometime in November 2020.

=====

-Mayor Sabin stated, at the last committee meeting, the committee members were unanimous in the decision of recommending a millage rate of 4.7500 to the Town Council for approval. He stated he will be recommending this unless the committee has any other comments or feedback.

-There were no comments heard.

**A second motion to recommend to the Town Council a 4.7500 millage rate for the fiscal year 2020 by B. Brower; second by S. Kimsey. Motion approved without dissent.**

-Mayor Sabin stated he will announce this recommendation to the Town Council at the 1<sup>st</sup> Budget Hearing tomorrow night. He thanked the committee for attending an extra meeting and thoroughly discussing this issue.

-TC Cooper informed the committee that she has prepared the numbers for this recommended millage rate. She reviewed with the committee, the agenda for the 1<sup>st</sup> Budget Hearing and noted the numbers may change based on the Town Council's final decision.

-Mayor Sabin encouraged the committee members to attend the 1<sup>st</sup> Public Hearing and Town Council meeting tomorrow evening and show support to the Town Council.

-Mayor Sabin thanked the Town staff for the preparation of the material to be presented.

---

---

**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: 10:48am

The next Finance meeting is scheduled for October 19, 2020 at 10:00am.

---

Chairman, Paul Sabin