

TOWN OF PENNEY FARMS
FINANCE COMMITTEE MEETING

MINUTES of October 19, 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: *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: 10:06am

**Motion to approve the September 14, 2020 Finance Committee minutes by B. Brower; second by T. Ryder.
Motion carried without dissent.**

September 2020

FINANCIALS

ALL FUNDS SHOULD BE AT 100%

-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 347200 (Service Charge – Parks & Rec) – The Playground Park was rented out for \$25.00 for a meeting.

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

1 Line Item 5135200 (Operating Supplies) – A total of \$262.14 was for the following expenses: \$77.49 was paid to Clay County for map and deed copies; \$184.65 was for General Fund checks and envelopes.

2 Line Item 5195100 (Office Supplies) - \$1,158.96 was spent on a printer/cartridges/labeler; paper products/cleaning supplies; water for the Town Hall; copy paper 3-ring binders; and label tape.

3 Line Item 5243100 (Inspections) - \$745.00 was paid to Clay County for 17-Inspections; 1 Plan Review @\$35.00; 1 – Plan Review for \$150.00.

4 Line Item 5414600 – (Repair & Maintenance) – A total of \$714.18 was paid for the following: three chainsaw repairs; repairs to generator tires and lawn mower tires; water pump repair; pole pruner repair.

5 Line Item 5415200 – (Operating Supplies) - \$2,633.94 was paid out for cooling fan w/ battery; 2 hoses; hydration backpack; 4 cycle oil; hedge trimmer w/ battery; fuel cap; new chainsaw chains & file; pressure washer; and air filters for the mowers.

6 Line Item 5415202– (Uniforms) - \$181.29 was spent on new fluorescent t-shirts and button down shirts for the new public works employees.

TOTAL INCOME:	\$ 40,071.18	51.03%
TOTAL EXPENSES:	\$ 37,330.65	37.3%
POSITIVE BALANCE:	\$ 2,740.53	

WATER UTILITY FUND

Income:

1 Line Item 3433011 (New Account Fees) – \$60.00 received for two (2) new water utility accounts opened this month.

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- Water Revenue 111.3%
- Solid Waste Revenue 99.52% (Total \$2,386.35 = \$1,118.34 is for Garbage service items / \$1,268.01 is for Solid Waste Franchise Fees)
- Misc Revenue 60.23% (Total of \$52.12) is for the following interest earned:
 - Ameris Water Utility Interest - \$ 28.92
 - Ameris Customer Deposit Interest - \$ 4.08
 - Ameris Water Reserve Interest - \$ 19.12
- InterFund Transfers 15.91%

Expenses:

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

1 Line Item 5334900 (Other Charges – Water (Labs) - \$432.20 was paid out for the Lead & Copper samples collections and analysis.

2 Line Item 5335100 (Office Supplies) – The total of \$117.04 was for 12 – 2 1/2 gallons of chlorine; hydraulic cement; (2) LF BRS Caps

3 Line Item 5335200 (Operating – Meters/Components) – A total of \$224.61 was paid out for: \$157.66 for new checks and envelopes and \$66.95 for the security monitoring at the water tower building.

4 Line Item 5344900 (Other – Solid Waste (Landfill) - \$500.00 was paid toward the Town’s account at the Landfill for disposal fees for garbage.

TOTAL INCOME: \$ 10,450.09 82.82% (Overall)
TOTAL EXPENSES: \$ 7,217.84 64.11%

POSITIVE BALANCE: \$3,232.25

WASTEWATER/SEWER FUND

Income: Nothing significant

- Wastewater Revenue 98.14%
- Misc Revenue (Total of \$14.89) is for the following:
 - Ameris WW/Sewer Fund \$ 6.61
 - Ameris - WW/Restricted DEP - \$ 8.28

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

1 Line Item 5354900 (Other charges – CCUA) – The amount of \$6,672.04 was paid to the Clay County Utility Authority (CCUA) for sewer charges. (This bill was for 29 days).

2 Line Item 5355200 (Operating Supplies) - \$151.66 was paid out for new checks and envelopes.

TOTAL INCOME: \$ 14,120.62 86.43% (Overall)
TOTAL EXPENSES: \$113,801.40 76.29%

POSITIVE BALANCE: + \$ 319.22

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

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TM Cooper reminded the committee that CCUA has increased their costs by 2%, which equates to an average of \$0.51 for each resident. He reminded the committee that last year, CCUA increased by 4% and the Town absorbed that cost. This new rate will be effective on the December 1 billing cycle, which will give the residents time to become aware of the increase with advanced notice.

TC Cooper stated the notice that will be put online and the Town's bulletin boards, with a complete explanation, will be posted tomorrow.

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Chairman Sabin asked the Town Manager about any updates to the storm water project:

-TM Cooper reported the advertisement and bidding for the storm water project will be done in November. He stated the ground breaking would begin in December. He confirmed the project should be completed by June 2021.

-Chairman Sabin clarified that this project would be completed on time and/or an extension would be allowed.

-TM Cooper stated this is true.

-Chairman Sabin asked if the notification to the residents affected in this area will be the Town's responsibility.

-TM Cooper assured the committee that he will be working with the Penney Retirement Community (PRC) administration to properly notify the residents, when the time comes.

-T. Ryder asked if there is an approved list of pre-qualified bidders?

-TM Cooper stated there is no list available at this time, after the proper advertisements the Engineer will sort through the prospective contractors and provide a recommendation.

-TC Cooper stated the ads will run in the local area, as well as the Gainesville Sun, Orlando Sentinel, and the Jacksonville Times-Union.

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-TM Cooper reported the Reinhold Corporation has sold approximately 13,000 acres of their property, located on the Southside of State Road 16, from Penney Farms to the new expressway. He stated the new owners are not known yet. He was told by Reinhold that there would be a meeting to introduce the new owners. He further stated that he will keep the committee informed of any updates.

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-TM Cooper stated the renovations at the Town Hall are moving along. HE reported the ADA restrooms are finally compete, as well as the Climate controlled storage room. He stated the front office and museum projects are in the process of being priced out.

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-Chairman Sabin asked if there was any prior communication to announce the recent bike ride that came through the Town.

-TM Cooper stated that event was solely handled by the County.

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-TC Cooper stated the current tracking revenue sheet was put into the committee's packet. She reviewed the tracking sheet which included the 4th quarter FY 19/20 Net revenue from the Building permit revenues and the purchase of the new service truck.

-T. Ryder asked how much percentage of the service truck was paid for y the building permit money?

-TC Cooper reported the committee and Town Council agreed to pay for the truck as a direct expense out of the general fund.

***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: 10:35am

The next Finance meeting is scheduled for November 16, 2020 at 10:00am.

Chairman, Paul Sabin