

TOWN OF PENNEY FARMS
FINANCE COMMITTEE MEETING

MINUTES of March 20, 2023 at 10:00am

Present: Chairman, Paul Sabin, Town Manager, David Cooper (TM); B. Brower and G. Larson
Absent: Tom Ryder and Richard Hollowell
Additional Audience: None

Start Time: 10:00AM

Motion to approve the Finance Committee meeting minutes dated February 21, 2023 by B. Brower; second by G. Larson. Motion approved without dissent.

TM reviewed all of the bank account balances with the committee.

TM Cooper reviewed the following Fund Accounts:

February 2023

FINANCIALS

ALL FUNDS SHOULD BE AT 42%

GENERAL FUND

Income:

1 Line Item 311003 (Ad Valorem (2022) Assessment) - A total of \$1,355.16 was collected for Ad Valorem taxes (01/01/23 – 01/31/23).

2 Line Item 312600 (Discretionary Surtax) – A total of \$17,482.18 was collected this month: \$9,051.24 for the regular monthly distribution and \$8,430.94 for the quarterly distribution.

3 Line Item 369900 (Other Miscellaneous Revenue) – A total of \$1,000.00 was collected in donations for the Old Fashioned Farm Day.

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

1 Line Item 5119000 (Council Reserve Fund) – A total of \$1,866.57 was spent on the following: \$1,766.57 for Mayor DeVille to attend the FAST Fly-IN event in Washington DC- (\$1,000.00 will be reimbursed by the Northeast Florida League of Cities (NEFLC)); and \$100.00 for the NEFLC February & March Dinner meetings.

2 Line Item 5135400 (Dues & Subscriptions) – A total of \$2,243.69 was spent on google storage; security app; renew Microsoft office; renew Quickbooks payroll, Community Sponsorship for the Clay County Fair.

3 Line Item 519620 (Capital Outlay (Unrestricted)) – A total of \$2,518.04 was spent on the following: (\$200.00) 1st Survey review; (\$200.00) Cyber Liability; (\$2,250.00) from Fleet & Associates for the P&Z/TC meetings and the review of the final plat for Hunter's Ridge Subdivision; email coordination of surveyor and Mr. Groff's attorney. These expense will be reimbursed by Mr. Groff before his final approval. And, (\$68.04) for holiday office lunches.

4 Line item 5210002 (State Grant – Park Upgrades) - \$1,139.48 was spent on two new grills for the Playground. Park to be reimbursed from the grant when completed.

5 Line Item 5243100 (Inspections/Plan Reviews) - \$4,227.44 was paid to the Clay County Building Department for two (2) Invoices due for December 2022 and January 2023 totaling \$2,515.00; and the Quarterly Traffic Signal Maintenance (\$1,712.44)

6 Line Item 5414600(Repair & Maintenance) - \$1,640.04 was spent on repairs to the bucket truck; service on dump truck; tractor repair; and pole saw parts.

TOTAL INCOME: \$ 57,297.76 10.5%

TOTAL EXPENSES: \$ 55,611.35 8.2%

POSITIVE BALANCE: \$1,686.41

Motion to approve the General Fund Report by G. Larson; second by B. Brower. Motion approved without dissent.

WATER UTILITY FUND

Income:

1 Line Item 3433011 (New Account Fee) – There was one new account fee collected this month, which equals \$30.00.

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- *Water Revenue* 43.87%

- *Solid Waste Revenue* 35.54% *(The total of \$1,627.72 is for Solid Waste service items: \$1,118.94 for the normal garbage services; and \$508.78 in Solid Waste Franchise Fees)*

- *Misc Revenue* 510.85% *(Total of \$294.62 for the interest earned on all three bank accounts located in this fund showing an increase in interest being paid on these accounts.)*

- *Transfers* 15.0% - *Contingency Reserves (WU)*
- *Transfers* 4.09% - *Contingency Reserves (WW/Sewer)*

Expenses:

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

1 Line Item 5334600 (Repair & Maintenance) – This line item reflects \$500.00 being paid out for the generator PM's for the water tower.

TOTAL INCOME: \$ 10,863.09 31.98% (Overall)
TOTAL EXPENSES: \$ 8,981.04 33.02%

POSITIVE BALANCE: \$ 1,882.05

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

WASTEWATER/SEWER FUND

Income: Nothing new to report.

- *Wastewater Revenue 43.85%*
- *Misc Revenue 351.19% (Total of \$50.20 was the interest earned on the two (2) bank accounts located in this fund; indicating an increase in the interest for these accounts.)*
- *Interfund transfers 4.09%*

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

1 *Line Item 5354900 (Other charges – CCUA) – The amount of \$8,308.86 was paid to the Clay County Utility Authority (CCUA) for sewer charges. (This bill was for 34 days).*

TOTAL INCOME: \$17,497.12 37.18% (Overall)
TOTAL EXPENSES: \$16,919.53 30.15%

POSITIVE BALANCE: \$577.59

Motion to approve the Wastewater/Sewer Fund Report by G. Larson; second by B. Brower. Motion approved without dissent.

-TM Cooper reported that Pump #2 at the master lift station has been pulled out and sent out to be rebuilt if possible. It is no longer under warranty. He stated that parts are very hard to get. He stated the parts are available and this will be about a \$9,018.00 bill repair. He stated the approximate new cost for a new pump is \$38,000 - \$46,000 and reminded the committee that all of the pumps are getting older. He stated that once a repair reaches 50% of the cost of a new pump, it is better to get a new pump. He also stated he will purchase a rebuilt kit (Approx. \$2,500.00) to keep on the shelf, so when we have a pump go bad, the Town will not have to

wait for parts to get the repair done. He further stated that a motion will be done at the Town Council meeting to approve the \$9,000.00 repair.

-G. Larson asked if the town fixes its own pumps?

-TM Cooper stated the town staff pulls the pumps and sends them out to be rebuilt.

-TM Cooper reported he and the town staff are working on the drainage issue on Morton Street between Poling Blvd. and Ott Avenue. He stated it has been draining very slowly, but the public works is working on determining what the problem is in that area.

-TM Cooper reported there are no new changes for the Hunter's Ridge Estates Subdivision. The developer still needs to produce a bond for the project, answer questions on the survey; and meet all remaining conditions.

-TC Cooper reported that Joe Wiggins is still interested in building a duplex(s) on the vacant property on Caroline Blvd. There has not been any formal requests yet.

-TM Cooper reported that Jax-Palatka still plans to close platted streets, but no formal request has been submitted yet.

-TM Cooper reminded the committee members that the Town's Traffic Signal intersection will be upgraded this year.

-G. Larson wanted clarification on the new impact fee after missing the last Town Council meeting.

-TM Cooper reported that Clay County has imposed a new Impact Fee for all new construction, which the town will be responsible to collect the fees and send it to the County. The Town will receive a 3% administrative cost and the town clerk will be attending a training session for this new impact fee. He further stated this will become effective June 1, 2023.

-Chairman Sabin mentioned this impact fee will affect the new house being planned for the vacant lot on Dwight Street.

-TC Cooper reported on the Old Pavilion building permit has been amended to allow for more time to get the internal demolition inspected. She stated the primary focus has been on completing the new dining hall.

-G. Larson asked for a remedy for the zip code issue at the post office for the Town of Penney Farms.

-TC Cooper commented stated this has been an issue for awhile and the town has the problem on its radar to fix someday.

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

Adjourned Time: 10:45am

The next Finance meeting is scheduled for April 17, 2023 at 10:00am.


Chairman Paul Sabin, presiding