

**TOWN OF PENNEY FARMS**  
**FINANCE COMMITTEE MEETING**

**MINUTES of May 17, 2021 at 10:00am**

**Present:** (In-Person) Chairman P. Sabin; Town Manager, David Cooper (TM); Town Clerk, Anita Cooper (TC); B. Brower; S. Kimsey; Tom Ryder; and Dick Hollowell.

**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.**

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Start Time: 10:04am

Chairman Sabin made two announcements:

- 1) Chairman Sabin informed the committee that Susan Kimsey who has served on this committee for three years gave him notice that she will be leaving the committee for other personal commitments. He stated that he has accepted her resignation.
- 2) Chairman Sabin announced that he has appointed Richard "Dick" Hollowell, who will step in and replace Mrs. Kimsey.

*Approve the minutes from the April 19, 2021 Finance meeting*

**Motion to approve the April 19, 2021 Finance Committee meeting minutes by B. Brower; second by T. Ryder. Motion approved without dissent.**

*-TC Cooper noted that Mrs. Kimsey asked for an accounting of the amounts outstanding in the water utility, at the last meeting. She explained and distributed a sheet with a complete listing of aged receivables from the water utility. She reviewed the list with the committee.*

*-TC Cooper explained the Town's current threshold is to cut off water service when it is owed \$30.00 or higher. She further explained that if a bill is late, there is a 10% late charge and a \$3.00 late notice fee that will be assessed, then after no payment is made, the water service is cut off and another \$30.00 is charged for the disconnection fee; when the bill is paid, another \$30.00 is charged for the reconnection fee. She stated the Town stays on top of the accounts and most of the residents do not want to pay those extra fees.*

*-TM Cooper thanked Mrs. Kimsey for her service and commitment to the Finance Committee and stated how much he appreciated her suggestions during her time of service.*

*TM Cooper reviewed the bank account balances with the committee.*

***\*Please see the separate sheet for all of the Town's bank balances\****

*-TC Cooper reminded the committee that next month the balance in the Wastewater Restricted Account will be lower due to the semi-annual payment of \$17,646.22.*

TM Cooper reviewed the following Fund Accounts:

**APRIL 2021**

**FINANCIALS**

**ALL FUNDS SHOULD BE AT 58%**

**GENERAL FUND**

**Income:**

- 1** Line Item 311002 (Ad Valorem (2020) Assessment) – A total of \$589.67 was collected in Ad Valorem taxes through 03/01/21 – 03/31/21.
- 2** Line Item 347200 (Service Charge – Parks & Rec) – Kohler Park was rented out twice this month for a revenue income of \$100.00.
- 3** Line Item 369900 (Other Miscellaneous revenue) – The total amount of \$3,664.00 was for a donation of \$3,332.00 from the Historical Society of Penney Farms and \$332.00 from the J. C. Penney Scenic Hwy to go towards the renovation of the museum.
- 4** Line Item 389901 (Building Permit Capital (2020)) - \$1,690.56 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 three (3) payrolls this month***

- 1** Line Item 5133100 (Professional Services) – The total of \$300.00 was paid out for IT services to repair the Town Clerk’s computer and set up new lap top/ prepare the older lap top for public works.
- 2** Line Item 5135200 (Operating Supplies (Bank Fees)) – The total of \$250.73 was for the normal monthly security monitoring fees (\$76.95); (\$23.88) to update adobe reader; and (\$149.90) to renew the Zoom subscription for one more year.
- 3** Line Item 5196200 (Capital Outlay – Unrestricted capital) – The amount of \$1,310.00 was paid out for (\$60.00) temporary help for Town Clerk; (\$1,250.00) to Janis Fleet for her work on the moratorium on borrow pits/ the Resolution/ and Ordinance.
- 4** Line Item 5196312 (Town Hall Front Office – BPR) - This line item shows that \$1,690.56 was paid out for the following items for the Town Hall front office renovation: (\$236.64) for new electronic entry back door lock; (\$60.00) labor to hang pictures; clock; coat & purse hooks; and hang outgoing mail box; (\$591.45) new printer w/cartridges; (109.00) Town Council mailboxes; (\$468.47) wall mount organizer; hooks; end table; console table; and (\$225.00) engraved plastic nameplates & signs.
- 5** Line Item 5210003 (Local Grant – Historical Museum) – \$170.21 was paid out for the mechanical permit for the museum.
- 6** Line Item 5414600 (Repair & Maintenance) – The total of 571.93 was paid out for the following: (\$391.84) Honda pump repair/fuel filter/ and new chainsaw; (\$180.09) for the 2<sup>nd</sup> Qtr Invoice for the traffic signal maintenance from Clay County.

<b>TOTAL INCOME:</b>	<b>\$ 46,232.54</b>	<b>39.1%</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 37,275.47</b>	<b>29.6%</b>
<b>POSITIVE BALANCE:</b>	<b>\$ 8,957.07</b>	

## WATER UTILITY FUND

### Income:

- 1** Line Item 3433011 – New Account Fee – There were two (2) new \$30.00 account fees this month.
- 2** Line Item 3433012 – Return Check Fee – There was one returned check fee collected for \$41.00
- 3** Line Item 3434005 – (Solid Waste Franchise Fee) – A total of \$1,355.40 was collected in solid waste franchise fees.
- 4** Line Item 3810001 – (Contingency Reserves (Water Utility)) – A total of \$7,311.80 was for the Saunders Road repairs and chlorine motor & bearings.

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- Water Revenue 53.6%
- Solid Waste Revenue 61.1% (Total \$2,426.95 = \$1,071.55 is for Garbage service items / \$1,355.40 is for Solid Waste Franchise Fees)
- Misc Revenue 21.5% (Total of \$13.34) is for the following interest earned:
  - Ameris Water Utility Interest - \$ 7.50
  - Ameris Customer Deposit Interest - \$ 1.10
  - Ameris Water Reserve Interest - \$ 4.74
- Transfers 63.6% - Contingency Reserves (WU) – \$7,311.80 Saunders road repairs/Chlorinator motor  
20.1% - Contingency Reserves (WW/Sewer)

### Expenses:

**\*\*Again, there were three (3) payrolls this month\*\***

- 1** Line Item 5334900 (Other Charges – Water (Labs)) - \$758.78 was the payment for two months of US Water monthly services.
- 2** Line Item 5335200 (Operating – Meters & Components) - (\$164.54) was paid out for a ball valve/pvc pipe/spade/and shovel.
- 3** Line Item 5335600 (Contingency Equip & Repairs) - \$7,311.80 was spent on repairs to Saunders Road, which included pipe & fittings/ contractor services/ Chlorinator motor & bearings.

**TOTAL INCOME:** \$ 17,742.34 52.4% (Overall)

**TOTAL EXPENSES:** \$ 16,123.10 48.0%

**POSITIVE BALANCE:** + \$ 1,619.24

## WASTEWATER/SEWER FUND

### Income:

Nothing new or unusual for this month.

- Wastewater Revenue 54.85%
  
- Misc Revenue 18.13% (Total of \$3.08 is for the following:
  - Ameris WW/Sewer Fund \$ 1.16
  - Ameris - WW/Restricted DEP - \$ 1.92
  
- Interfund transfers 20.13%

### Expenses:     **\*\*Again, there were three (3) payrolls this month\*\***

1 Line Item 5354900 (Other charges – CCUA) – The amount of \$7,402.10 was paid to the Clay County Utility Authority (CCUA) for sewer charges. (This bill was for 35 days).

**TOTAL INCOME:**        \$15,837.54     51.4% (Overall)  
**TOTAL EXPENSES:**    \$15,594.10     52.08%

**POSITIVE BALANCE:**    +    243.44

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***A motion to approve all three fund reports by T. Ryder; second by S. Kimsey. Motion approved without dissent.***

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*-TM Cooper updated the committee on the storm water project and reported the contractor is still finishing up the Clark Avenue area. He explained that there has been several internet interruptions and he is trying to keep those inconveniences to a minimum. He stated that when the Clark Avenue area gets completed, then the contractor will move over to the Poling Blvd area. He stated that he will give notice to the residents on Poling Blvd, when the time gets closer to begin construction in that area.*

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*-TM Cooper announced that the Penney Retirement Community (PRC) will now start using the Diamond Maps program for GIS'ing infrastructure. He stated that Wayne Boone will be using the program and has asked for the Town's PRC information that has been collected so far. TM Cooper stated that he is happy to share the information and asked that PRC keep him updated with any new information they find.*

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*-TM Cooper reported to the committee the requested re-platting by Reinhold/Jax-Palatka should be coming into the Town Hall in the next couple weeks, with a formal request to re-plat the property. TM Cooper has informed the Reinhold/Jax-Palatka representatives they will need to close the platted streets first and to follow the procedure in place to re-plat the property. He will keep the committee updated.*

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*-TC Cooper stated the Annual Audit is being done in the next couple weeks. She stated when that is complete, the budgeting process will begin. She explained she has been doing all of the work by herself and moving back in the front office at the same time. She stated that both of the other front office employees have left their positions and new staff has been hired, but are brand new. She stated this is a very busy time for the front office and asked for patience and understanding in getting minutes completed. She stated she will provide the minutes as soon as she can.*

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*-TM Cooper stated in regards to the budget, the Town has to seriously consider the cost of a new Town Attorney. He stated that our current attorney is retiring at the end of this fiscal year. He stated the Town was paying her \$2,400.00 per year, she has basically donated her time and efforts to the Town. He has researched the local municipalities and has found that Keystone Heights pays \$60,000.00 a year; Orange Park pays \$11,000.00 per month; and Green Cove Springs pays \$16,000.00 per month, for their corresponding attorneys. He reported he has a meeting lined up with the attorney for Keystone Heights.*

*-Chairman Sabin commented and asked the Town Manager get a good qualified government attorney, for the best deal possible. He further stated that with all of the possible land development issues that may arise in the near future, we need to have good representation.*

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*-TM Cooper stated he is in the process of renewing the Town's Consumptive Use Permit for future water usage, which gets done every 20 years. He explained this is for permission to pump water out of the aquifer for the residents of the Town of Penney Farms.*

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*-TM Cooper reported the Well#1 meter has stopped working. He has a service call scheduled later today and hopefully it can be repaired. He stated that if it can not be repaired, it will have to be replaced.*

*-TM Cooper stated the required annual calibration of the sewer meter is being done today.*

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*-TM Cooper reported the new service truck has finally arrived. He thanked the committee for their support of this purchase. He stated that the public works employees are thrilled and will be adding storage containers and now be able to have all their tools in one location.*

*-Chairman Sabin stated he is still searching for another Finance committee member. He asked if anyone has any person(s) in mind, please let him know.*

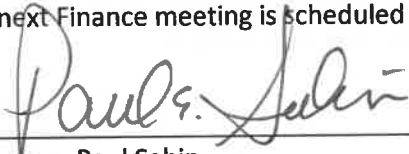
*-S. Kimsey stated that the addition of Mr. Hollowell will provide great support to the committee.*

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

Adjourned Time: 10:55am

The next Finance meeting is scheduled for June 14, 2021 at 10:00am.



Chairman, Paul Sabin