

TOWN OF PENNEY FARMS

FINANCE COMMITTEE MEETING

MINUTES of June 14 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.**

Start Time: 10:02am

-Chairman Sabin asked if there were any minutes to approve.

-TC Cooper stated there are no minutes to approve at this time and hopes to have them caught up by the next meeting.

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 noted the general fund was lower due to the new service truck purchase of approximately \$65,000.00. She also reported that the state revolving loan was paid, however, the State accidentally did a double payment. She has asked for a complete refund for auditing purposes.

-TC stated that the upcoming Quarterly Town Council Workshop will also be the new fiscal year Budget Workshop. She asked to please note the meeting will be held on Friday, September 13, 2021 at 9:00am and lunch will be provided.

-TC Cooper stated there are many town meetings being held and wanted to combine the Quarterly Town Council Workshop, as the Budget Workshop. She explained that the front office has all new employees who haven't been here for 30 days yet and still have to comprehend the processes and schedules of our municipality, while training. She expressed her thanks for the understanding of the delay of the minutes.

TM Cooper reviewed the following Fund Accounts:

May 2021

FINANCIALS

ALL FUNDS SHOULD BE AT 67%

GENERAL FUND

Income:

1 Line Item 311002 (Ad Valorem (2020) Assessment) – A total of \$1,194.17 was collected in Ad Valorem taxes through 04/01/21 -04/30/21).

2 Line Item 312600 (Discretionary Surtax (DISC)) – The total of \$12,723.58 was collected for May 2020; this was for the monthly compensation of \$5,191.54 and the quarterly distribution of \$7,532.04.

3 Line Item 369900 (Other Miscellaneous revenue) – The total amount of \$159.54 was refunded for an overpayment of payroll taxes for September 2020.

4 Line Item 389901 (Building Permit Capital (2020)) - \$469.83 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 5133100 (Professional Services) – The total of \$669.48 was paid out for the following expenses: \$150.00 for IT services to update all the office computers; \$90.00 for the quarterly pest control services for the Town Hall; and \$429.48 to Indeed for the employee recruitment for three positions.

-TC Cooper stated the Indeed employee recruiting is not free anymore.

-TM Cooper expressed his concern about the current work force and how difficult it was to find potential employees.

2 Line Item 5196200 (Capital Outlay – Unrestricted capital) – The amount of \$256.36 was spent for a office lunch at Bono's for Rachael's last day; \$145.96 for 2 embroidered hats and seal set up fee.

3 Line Item 5196312 (Town Hall Front Office – BPR) - This line item shows that \$469.83 was paid out for \$42.00 for new desk nameplates for the new front office staff positions; and \$427.83 desk cost and desk pad.

4 Line Item 5415200 (PW - Operation Supplies) – A total of \$845.35 was spent on mosquito spray; fire ant killer; a cooler; stop leak; blue silicon; groove joint pliers; tie down straps; multi bins for the new service truck; rubber boots; and a cell phone case.

5 Line Item 5415202 (Uniforms) - \$531.83 was spent on new safety shirts and button down shirts for new public works staff.

TOTAL INCOME:	\$ 52,566.83	43.9%
TOTAL EXPENSES:	\$ 33,693.92	32.3%
POSITIVE BALANCE:	\$ 18,872.91	

-B. Brower stated when he looks at these reports he always notes the differences in the income and expenses and asked what the major income this month was.

-TM Cooper stated the quarterly and monthly discretionary distribution was the primary reason the general fund had more income.

-TC Cooper added that the overall income percentage is still lower than where it should be at this time of year. She also noted the Town Manager has managed to keep the expense percentages lower than the income received.

WATER UTILITY FUND

Income:

1 Line Item 3433005 – New Water Set Up Fee – \$500.00 was received for a new meter for PRC at 3508 Hoffman Street.

2 Line Item 3433012 – Return Check Fee – There was one returned check fee collected for \$11.00

3 Line Item 3810001 – (Contingency Reserves (Water Utility)) – A total of \$2,653.00 was for the Saunders Road repairs.

4 Line Item 3810002 (Contingency Reserves (WW/Sewer)) - \$2,683.92 was paid out for WW/Sewer. This line items individual expenditures will be explained in the WW/Sewer report.

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• Water Revenue 61.6%

• Solid Waste Revenue 68.2% (Total \$1,682.08 = \$950.24 is for Garbage service items / \$731.84 is for Solid Waste Franchise Fees)

• Misc Revenue 22.8% (Total of \$12.17) is for the following interest earned:

- Ameris Water Utility Interest - \$ 6.91

- Ameris Customer Deposit Interest - \$ 1.04

- Ameris Water Reserve Interest - \$ 4.22

-TC Cooper stated that she has spoken with a representative at Ameris Bank and they have told her the interest will not be coming back to normal anytime soon.

• Transfers 76.8% - Contingency Reserves (WU)

• 33.5% - Contingency Reserves (WW/Sewer)

Expenses:

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

1 Line Item 5335200 (Operating – Meters & Components) – The total of \$136.95 was paid out; \$66.95 for the monthly security monitoring at the water tower building; and \$70.00 for the banking fees for putting a stop payment on a check that was never received and then reissued.

2 Line Item 5335400 (Dues/Memberships) - \$314.00 was paid to Florida Rural Water Association for their Annual renewal.

3 Line Item 5335600 (Contingency Equip & Repairs) - \$5,281.00 was spent on repairs to the water line on Saunders Road.

4 Line Item 5344900 (Other – Solid Waste Landfill)) - \$1,000.00 was paid to the Clay County Landfill for prepaid disposal charges.

TOTAL INCOME: \$ 15,398.45 61.7% (Overall)

TOTAL EXPENSES: \$ 16,145.73 56.2%

NEGATIVE BALANCE: - \$ 747.28

WASTEWATER/SEWER FUND

Income:

1 Line Item 3810001 (Contingency Reserves) - \$2,683.92 was paid out of the reserves for the following unexpected expenditures for the sewer fund: \$472.50 for 2 – service calls to the car wash lift station; \$2,086.42 for a drain cleaning machine w/inner core cable to unclog sewer lines; \$125.00 for the disassembling of the pump from the car wash lift station to see if it can be rebuilt, it was determined it was not worth the repair.

- Wastewater Revenue 63.8%
- Misc Revenue 19.3% Total of \$3.09 is for the following:
 - Ameris WW/Sewer Fund \$ 1.59
 - Ameris - WW/Restricted DEP - \$ 1.50
- Interfund transfers 33.5%

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

1 Line Item 5353100 (Professional Services) - \$200.00 was paid out for the meter certification on the master lift station.

2 Line Item 5354900 (Other charges – CCUA) – The amount of \$6,198.05 was paid to the Clay County Utility Authority (CCUA) for sewer charges. (This bill was for 28 days).

3 Line Item 5355600 (Contingency Equip & Repairs) – This line item shows the \$2,683.92 in expenses paid out, which were explained in the income section of this report.

-TM Cooper reported the continuing service calls to the car wash lift station have been discussed with Wayne Boone and Teresa Scott at the Penney Retirement Community (PRC) to inform them, that because there have been so many calls to this lift station, the next bill(s) will be paid for by PRC. He was told by PRC Management they will talk to the residents in the area.

TOTAL INCOME:	\$18,524.49	60.4% (Overall)
TOTAL EXPENSES:	<u>\$16,451.91</u>	60.1%

POSITIVE BALANCE: + **2,072.58**

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

-TM Cooper reported that Well #1 water meter is being replaced because the meter has stopped reading.

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-TM Cooper stated the Consumer Confidence Report (CCR) for the Water Utility has been distributed to all the town residents. He stated there have been some concerns from a handful of residents who are concerned about the lead readings on this report. He assured the committee that the water is safe and he has done all the proper testing. He reported there will be further testing and he doesn't anticipate any further issues with the lead reporting.

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-TM Cooper stated that he has found a Town Attorney, Rich Komando, who is willing to represent the Town in the new fiscal year. TM Cooper stated the only drawback is that this attorney will not be able to attend any of the Town Council meetings, but will discuss any potential legal issues, prior to the scheduled Town Council meetings. He reported the retainer fee quoted was \$1,500.00 per month, for eight (8) hours, per month. He stated that this will be an \$18,000.00 line item on the budget, which can be paid for with ad valorem taxes. He stated that he has spoken with some of his Town Council members and would like to speak with all of them, before he commits to a contract with Mr. Komando.

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-TM Cooper reported he met with Cooper Murphy, the representative of Reinhold/Jax-Palatka to ask for nine and a half acres to be given to the Town. He stated that Mr. Murphy will take the request back to George Egan. TM Cooper wants to get the best deal for the town as possible.

-TM Cooper stated there still has been no formal re-plat request.

-TM Cooper stated that the Planning & Zoning Commission (P&Z) is currently going through the Town's current Comprehensive Plan and Land Development Regulations to make sure the Town has all of the major requirements needed for future development. He stated he has hired Janis Fleet of Fleet & Associates to help guide the town through any changes needed.

-TC Cooper stated that PRC will be addressing the P&Z Commission regarding two (2) projects; 1) Reallocating the Old Pavilion building into patio apartments and storage; and 2) Building a new dining hall/cafeteria. She stated that Wayne Boone has been instructed on what to bring for the Commission to make a decision. She also noted that two of the P&Z members will have to recuse themselves from making any decisions on the new PRC projects, because one of them is on the PRC Board and the other member is on the PRC Finance Committee. She stated there will still be a majority to make a recommendation to the Town Council. She stated she does not anticipate any problems with the P&Z approving those projects and any permitting for PRC.

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TM Cooper reported the storm water project will not require an extension. He stated the work being done on Clark Avenue has been time consuming and it will not be long before the construction will move to Poling Blvd. He stated he has been doing his best to find most of the pipes in the Poling Blvd. area. He has reporting his findings with the contractor and stated his primary concern is to make sure no resident's service gets interrupted. TM Cooper stated he anticipates that the Poling are will go smoother than Clark Avenue. He stated that hopefully the entire project should be completed by the end of July.

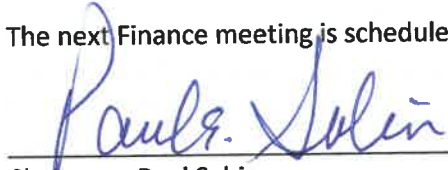
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-TM Cooper reported the Town has received a new state grant (Florida Department of Environmental Protection – (FRDAP)), in the amount of \$49,500.00, for upgrades to the Playground Park. He also reported the Town did not receive the State Appropriations grant for the Town's water line replacement and expressed his disappointment on that decision.

***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: 11:08am

The next Finance meeting is scheduled for July 19, 2021 at 10:00am.



Chairman, Paul Sabin