



# Town of Glen Ridge

1501 Glen Road • Glen Ridge, FL 33406

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## TOWN COUNCIL MEETING AGENDA

3 January 2024, 7:00 P.M.

CALL TO ORDER: Town Council of the Town of Glen Ridge

ROLL CALL:

COUNCIL SEAT #2 APPOINTMENT

OATH OF OFFICE – NEW COUNCIL MEMBERS

PBSO/PBC F/R MONTHLY REPORT:

PUBLIC COMMENT:

APPROVAL OF MINUTES: 6 December 2023

FINANCE REPORT: November 2023

MAYOR'S REPORT:

COUNCIL'S REPORT:

ATTORNEY'S REPORT:

CORRESPONDENCE:

CLERK'S REPORT: See attached printed report

OLD BUSINESS:

- Code Enforcement update

NEW BUSINESS:

- Form 6 Letters and Lawsuit

ADJOURNMENT:

SHOULD ANY PERSON SEEK TO APPEAL ANY DECISION MADE BY THE TOWN COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT THE MEETING, SUCH PERSON WILL NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THAT APPEAL IS TO BE MADE.



TOWN OF GLEN RIDGE  
COUNCIL MEETING MINUTES  
6 December 2023 --7:00P.M.

Mayor McLane called the meeting to order at 7:00 p.m. John Deal called the roll. A quorum was attained.

Town Officials:

Matt Hadden	Council Member
Allen Minars	Council Member
Gary Sullivan	Council Member
Taylor Jantz	Council Member
Gary Eckerson	Council Member
Alice McLane	Mayor

Also present: Town Attorney Doug MacGibbon, Town Manager John Deal.

PBSO/PBCFR MONTHLY REPORT

PBSO: Deputy Williams was introduced as the new liaison officer in Deputy Schnell's maternity absence. He reported 16 calls during the previous month, mostly to Charter School. He recommended that residents equip their homes with Ring cameras and keep their doors locked and garage doors closed.

PBC F/R: Chief Spiegelhalter reported 5 incidents in past month, 2 medical and 3 alarms; average time from call to arrival was 7:20. Reported on new recruit classes to F/R.

PUBLIC COMMENT: None that wasn't already covered on the agenda.

APPROVAL OF MINUTES:

- 1 November 2023 – Local Planning Agency (Hadden/Sullivan, M/S/C unanimously)
- 1 November 2023 - Town Council (Hadden/Sullivan, M/S/C unanimously)

FINANCE REPORT – Filed report for 31 October 2023; Manager reported that he closed 2<sup>nd</sup> Truist account and transferred those funds to primary checking transferred \$120,000 from primary checking to Synovus in order to capitalize on interest income.

MAYOR'S REPORT

- Mayor McLane reported on her first PBIA CCAN committee representing County Commission District 3.

COUNCIL'S REPORT – Sullivan reported that he would provide lighting for the new town sign.

ATTORNEY'S REPORT – None

CORRESPONDENCE – None

CLERK'S REPORT – See attached printed report. Manager thanked Sullivan and Minars for their assistance on fountain and town sign, respectively. Manager announced that he would be in Ohio Dec. 8-12 on family concerns.

#### OLD BUSINESS

- Manager reported qualifying deadline on 12 December. He will be out of town on 11 and 12 so candidates can put dox in white mailbox; only two candidates have filed thus far.
- Manager reported on Magistrate hearing on 15 October—1255 Taylor (grass/weeds); resident did not appear, nor did the Magistrate due to personal health issue; rescheduled to 13 December; 4030 Gem Lake cited for 2<sup>nd</sup> violation of prohibited vehicle ordinance for presence of pickup and car hauling trailer on multiple occasions the end of November. Notice of Hearing sent to owner for the 13 December Magistrate hearing.
- Manager reported that there are still 3 street lights out in town; he withheld payment of the November bill until the lights are back in operation.
- Jantz reported spray paint on railing at the end of Taylor; Manager will inquire if this is under the jurisdiction of the County or Glen Ridge and seek repairs.

#### NEW BUSINESS

- Considerable discussion ensued re: Form 6 and the future of Town Council; Council Member Hadden submitted his resignation at 7:37 pm and Thomas Lisi was appointed by the Council to finish out his term (Sullivan/Jantz, M/S/C unanimously). Letter of resignation also received from Council Member Eckerson; position remains vacant.
- Manager reported that FPL offered to replace street lights with LEDs; Mayor signed paperwork and Manager will submit to FPL; there is no cost to the Town and the upgrade will cut ca. \$40 from the monthly bill for street lighting. Manager will check to see if the light on Island Rd. is ours or Cloud Lake's and will inquire if possible to make it a 3000K light rather than 4000K that will be requested for the remainder of the Town.
- Motion to award Manager a \$5000 end-of-year bonus (Sullivan/Jantz, M/S/C unanimously).
- All present thanked Council Member Hadden for his dedication and many years of service to the Town.
- Clara McCutcheon will coordinate options for Eagle Scout projects/service projects after the first of the year.

ADJOURNMENT: 8:03 PM (Sullivan/Minars, M/S/C unanimously).



# Glen Ridge Municipal Account

## Balance Sheet

As of November 30, 2023

		TOTAL
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
101.1 BBT Checking	199,768.48	
101.2 BBT Money Market	0.00	
200.1 Synovus	568,374.74	
Total Bank Accounts	\$768,143.22	
Total Current Assets	\$768,143.22	
Fixed Assets		
15000 Furniture and Fixtures	3,094.00	
15500 Building	298,321.00	
15550 New Roof	13,500.00	
16000 Land	70,000.00	
Total Fixed Assets	\$384,915.00	
<b>TOTAL ASSETS</b>	<b>\$1,153,058.22</b>	
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Total Liabilities		
Equity		
30000 Opening Balance Equity	595,661.92	
32000 Retained Earnings	185,909.07	
33000 Investment in Fixed Assets	371,415.00	
Net Income	72.23	
Total Equity	\$1,153,058.22	
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,153,058.22</b>	

# Glen Ridge Municipal Account

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

October 2023 - September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
312.410 First Local Option Fuel Tax	2,426.71	9,900.00	-7,473.29	24.51 %
312.430 Second Local Opt Fuel Tax (New)	1,104.30	4,600.00	-3,495.70	24.01 %
312.630 Loc Govt Infrastructure Surtax	4,929.22	21,490.00	-16,560.78	22.94 %
314.100 Util Service Tax - Electricity	10,572.56	27,000.00	-16,427.44	39.16 %
315.100 Communication Services Taxes	1,903.74	7,500.00	-5,596.26	25.38 %
316.000 Local Business Tax (GR)	770.00	2,800.00	-2,030.00	27.50 %
316.100 Local Business Tax (PBC)	898.70	1,500.00	-601.30	59.91 %
322.000 Building Permits (Permit Fees)	104.00	25,500.00	-25,396.00	0.41 %
323.100 Franchise Fee - Electricity	7,976.62	21,100.00	-13,123.38	37.80 %
329.500 Other Permits, Fees, Spec Asses		300.00	-300.00	
335.180 State Rev Share- Local 1/2 Cent	5,167.99	21,000.00	-15,832.01	24.61 %
335.900 State Revenue Share - Proceeds	2,267.43	9,250.00	-6,982.57	24.51 %
343.400 Svc Chg - Garbage/Solid Waste		100.00	-100.00	
361.000 Interest	1,186.47	7,200.00	-6,013.53	16.48 %
369.900 Other Misc Revenue	100.00	500.00	-400.00	20.00 %
<b>Total Income</b>	<b>\$39,407.74</b>	<b>\$159,740.00</b>	<b>\$ -120,332.26</b>	<b>24.67 %</b>
<b>GROSS PROFIT</b>	<b>\$39,407.74</b>	<b>\$159,740.00</b>	<b>\$ -120,332.26</b>	<b>24.67 %</b>
<b>Expenses</b>				
512.000 Executive (Town Manager)	8,997.00	30,000.00	-21,003.00	29.99 %
513.150 FinanceAdmin (Payroll Taxes)	2,156.00	9,500.00	-7,344.00	22.69 %
513.300 FinanceAdmin (Unemployment Tax)	6.00	50.00	-44.00	12.00 %
513.350 FinanceAdmi (Accounting/Audit)		10,450.00	-10,450.00	
513.450 FinanceAdmin (Tel/SecCam-Come)	1,302.00	5,100.00	-3,798.00	25.53 %
513.550 FinanceAdmin (Elec Town Hall)	421.53	2,200.00	-1,778.47	19.16 %
513.650 FinanceAdmin (Printing)		500.00	-500.00	
513.700 FinanceAdmin (Bank Fees)		75.00	-75.00	
513.750 FinanceAdmin (Office Expense)	1,368.17	8,000.00	-6,631.83	17.10 %
513.850 FinanceAdmin (Dues)	2,112.00	1,600.00	512.00	132.00 %
514.000 Legal Counsel	3,502.82	12,000.00	-8,497.18	29.19 %
519.100 OtherGovtSvcs (Mayor Discr)		500.00	-500.00	
519.150 OtherGovtSvcs (Advertising)	440.00	800.00	-360.00	55.00 %
519.200 OtherGovtSvcs (Insurance)	5,551.50	9,750.00	-4,198.50	56.94 %
519.250 OtherGovtSvcs (Maintenance)	2,545.00	6,790.00	-4,245.00	37.48 %
524.100 Protect Inspec (Bldg Official)	80.00	20,000.00	-19,920.00	0.40 %
524.150 Protect Inspec (Code Enforce)	2,470.00	3,200.00	-730.00	77.19 %
524.200 Protect Inspec (BDR Surcharge)	51.48	600.00	-548.52	8.58 %
525.000 Emerg Disaster Relief Services		2,500.00	-2,500.00	
534.000 Garbage/Solid Waste Control Svc	51.80	55.00	-3.20	94.18 %
536.000 Water/Sewer Combination Svcs	102.83	400.00	-297.17	25.71 %
537.000 ConservResMgt (Aquatic Control)	393.20	1,200.00	-806.80	32.77 %
538.000 Flood/StormwaterMgt (NPDES)	12,170.10	23,000.00	-10,829.90	52.91 %
541.100 RoadStFacil (Street Lighting)	424.13	4,100.00	-3,675.87	10.34 %

# Glen Ridge Municipal Account

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

October 2023 - September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
541.150 RoadStFacil (DrainRepair Maint)		500.00	-500.00	
541.200 RoadStFacil (Road Street Maint)		6,145.00	-6,145.00	
572.000 Parks and Recreation		475.00	-475.00	
574.000 Special Events		250.00	-250.00	
<b>Total Expenses</b>	<b>\$44,145.56</b>	<b>\$159,740.00</b>	<b>\$ -115,594.44</b>	<b>27.64 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -4,737.82</b>	<b>\$0.00</b>	<b>\$ -4,737.82</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$ -4,737.82</b>	<b>\$0.00</b>	<b>\$ -4,737.82</b>	<b>0.00%</b>



# Glen Ridge Municipal Account

## Transaction List by Date

November 2023

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
11/02/2023	Check	1899	Yes	John J. Deal		101.1 BBT Checking	512.000 Executive (Town Manager)	-768.50
11/02/2023	Deposit		Yes	Florida Power and Light		101.1 BBT Checking	323.100 Franchise Fee - Electricity	2,809.98
11/06/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	312.630 Loc Govt Infrastructure Surtax	758.35
11/08/2023	Expense	976505	Yes	Lohman Law Group		101.1 BBT Checking	514.000 Legal Counsel	-302.82
11/08/2023	Expense	ref2055	Yes	Comcast		101.1 BBT Checking	513.450 FinanceAdmin (Tel/SecCam-Come)	-123.30
11/08/2023	Expense	976508	Yes	Jack Horniman		101.1 BBT Checking	538.000 Flood/StormwaterMgt (NPDES)	-4,562.50
11/08/2023	Expense	ref2057	Yes	Comcast		101.1 BBT Checking	513.450 FinanceAdmin (Tel/SecCam-Come)	-310.70
11/08/2023	Expense	976504	Yes	Solid Waste Authority		101.1 BBT Checking	534.000 Garbage/Solid Waste Control Svc	-51.80
11/08/2023	Expense	976507	Yes	Richard Padgett		101.1 BBT Checking	524.150 Protect Inspec (Code Enforce)	-390.00
11/08/2023	Expense	976502	Yes	Greenworks		101.1 BBT Checking	519.250 OtherGovtSvcs (Maintenance)	-250.00
11/10/2023	Deposit		Yes	Florida Power and Light		101.1 BBT Checking	314.100 Util Service Tax - Electricity	3,417.28
11/13/2023	Check	1901	Yes	A Great Fence		101.1 BBT Checking	519.250 OtherGovtSvcs (Maintenance)	-895.00
11/14/2023	Expense		Yes	Intuit		101.1 BBT Checking	513.750 FinanceAdmin (Office Expense)	-90.00
11/15/2023	Deposit		Yes	Palm Beach County Tax Collector		101.1 BBT Checking	316.100 Local Business Tax (PBC)	177.20
11/15/2023	Expense	irs5244	Yes	Internal Revenue Service		101.1 BBT Checking	513.150 FinanceAdmin (Payroll Taxes)	-616.00
11/16/2023	Check	1900	Yes	John J. Deal		101.1 BBT Checking	512.000 Executive (Town Manager)	-768.50
11/20/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	315.100 Communication Services Taxes	716.08
11/20/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	335.900 State Revenue Share - Proceeds	755.81
11/21/2023	Expense	ref2061	Yes	Palm Beach County Water Utilities		101.1 BBT Checking	536.000 Water/Sewer Combination Svcs	-34.67
11/21/2023	Expense	976514	Yes	Ei Latino		101.1 BBT Checking	519.150 OtherGovtSvcs (Advertising)	-280.00
11/21/2023	Expense	ref2063	Yes	Comcast		101.1 BBT Checking	513.450 FinanceAdmin (Tel/SecCam-Come)	-310.70
11/21/2023	Expense	ref2064	Yes	Florida Power and Light		101.1 BBT Checking	541.100 RoadStFacil (Street Lighting)	-33.73
11/21/2023	Expense	ref2065	Yes	Florida Power and Light		101.1 BBT Checking	513.550 FinanceAdmin (Elec Town Hall)	-30.13
11/21/2023	Expense	ref2066	Yes	Florida Power and Light		101.1 BBT Checking	513.550 FinanceAdmin (Elec Town Hall)	-117.70
11/21/2023	Expense	976509	Yes	Ertle Exterminating		101.1 BBT Checking	519.250 OtherGovtSvcs (Maintenance)	-25.00
11/21/2023	Expense	976516	Yes	CivicPlus		101.1 BBT Checking	513.750 FinanceAdmin (Office Expense)	-225.00
11/21/2023	Expense	cc2183	Yes	BB & T Credit Card		101.1 BBT Checking	513.750 FinanceAdmin (Office Expense)	-528.73
11/22/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	312.410 First Local Option Fuel Tax	711.65
11/22/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	312.430 Second Local Opt Fuel Tax (New)	317.67
11/27/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	335.180 State Rev Share- Local 1/2 Cent	1,750.00
11/27/2023	Deposit		Yes	State of Florida		101.1 BBT Checking	312.630 Loc Govt Infrastructure Surtax	1,407.41
11/28/2023	Transfer		Yes		Closed the account	101.2 BBT Money Market	101.1 BBT Checking	-23,389.16
11/30/2023	Check	1902	Yes	John J. Deal		101.1 BBT Checking	512.000 Executive (Town Manager)	-768.50
11/30/2023	Check	1903	Yes	John J. Deal		101.1 BBT Checking	513.750 FinanceAdmin (Office Expense)	-24.10
11/30/2023	Expense	976519	Yes	William Denison		101.1 BBT Checking	524.100 Protect Inspec (Bldg Official)	-80.00
11/30/2023	Expense	976517	Yes	Greenworks		101.1 BBT Checking	519.250 OtherGovtSvcs (Maintenance)	-250.00
11/30/2023	Expense	976518	Yes	Jack Lucas		101.1 BBT Checking	537.000 ConservResMgt (Aquatic Control)	-50.00
11/30/2023	Deposit	INTEREST	Yes		Interest Earned	101.2 BBT Money Market	361.000 Interest	0.17
11/30/2023	Deposit	INTEREST	Yes		Interest Earned	200.1 Synovus	361.000 Interest	583.63

Glen Ridge Municipal Account  
101.1 BBT Checking, Period Ending 11/30/2023

RECONCILIATION REPORT

Reconciled on: 12/06/2023

Reconciled by: glenridgetownof@bellsouth.net

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	176,480.27
Checks and payments cleared (25)	-12,237.38
Deposits and other credits cleared (11)	36,210.59
Statement ending balance	200,453.48
Uncleared transactions as of 11/30/2023	-685.00
Register balance as of 11/30/2023	199,768.48
Cleared transactions after 11/30/2023	0.00
Uncleared transactions after 11/30/2023	-117,353.03
Register balance as of 12/06/2023	82,415.45

Details

Checks and payments cleared (25)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/19/2023	Expense	976497	El Latino	-160.00
10/19/2023	Expense	976493	Ertle Exterminating	-25.00
10/31/2023	Expense	976501	Jack Lucas	-50.00
10/31/2023	Expense	ref2053	B. Douglas MacGibbon, P.A.	-800.00
11/02/2023	Check	1899	John J. Deal	-768.50
11/08/2023	Expense	976505	Lohman Law Group	-302.82
11/08/2023	Expense	976502	Greenworks	-250.00
11/08/2023	Expense	976507	Richard Padgett	-390.00
11/08/2023	Expense	976504	Solid Waste Authority	-51.80
11/08/2023	Expense	ref2055	Comcast	-123.30
11/08/2023	Expense	976508	Jack Horniman	-4,562.50
11/08/2023	Expense	ref2057	Comcast	-310.70
11/13/2023	Check	1901	A Great Fence	-895.00
11/14/2023	Expense		Intuit	-90.00
11/15/2023	Expense	irs5244	Internal Revenue Service	-616.00
11/16/2023	Check	1900	John J. Deal	-768.50
11/21/2023	Expense	976516	CivicPlus	-225.00
11/21/2023	Expense	ref2066	Florida Power and Light	-117.70
11/21/2023	Expense	cc2183	BB & T Credit Card	-528.73
11/21/2023	Expense	ref2065	Florida Power and Light	-30.13
11/21/2023	Expense	ref2064	Florida Power and Light	-33.73
11/21/2023	Expense	ref2063	Comcast	-310.70
11/21/2023	Expense	ref2061	Palm Beach County Water Uti...	-34.67
11/30/2023	Check	1902	John J. Deal	-768.50
11/30/2023	Check	1903	John J. Deal	-24.10
Total				-12,237.38

Deposits and other credits cleared (11)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/02/2023	Deposit		Florida Power and Light	2,809.98
11/06/2023	Deposit		State of Florida	758.35
11/10/2023	Deposit		Florida Power and Light	3,417.28
11/15/2023	Deposit		Palm Beach County Tax Colle...	177.20
11/20/2023	Deposit		State of Florida	716.08
11/20/2023	Deposit		State of Florida	755.81



DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/22/2023	Deposit		State of Florida	711.65
11/22/2023	Deposit		State of Florida	317.67
11/27/2023	Deposit		State of Florida	1,750.00
11/27/2023	Deposit		State of Florida	1,407.41
11/28/2023	Transfer			23,389.16
Total				36,210.59

Glen Ridge Municipal Account

200.1 Synovus, Period Ending 11/30/2023

RECONCILIATION REPORT

Reconciled on: 12/13/2023

Reconciled by: glenridgetownof@bellsouth.net

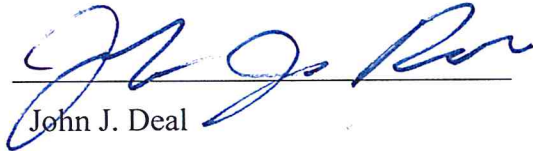
Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	567,791.11
Interest earned	583.63
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	568,374.74
Register balance as of 11/30/2023	568,374.74
Cleared transactions after 11/30/2023	0.00
Uncleared transactions after 11/30/2023	120,000.00
Register balance as of 12/13/2023	688,374.74

# Clerk Report

## 3 January 2024

- Submitted LED conversion documents to FPL.
- Completed election qualifying process.
- Magistrate hearing re: 1255 Taylor and 4030 Gem Lake.
- Zoom meeting with Civic Plus re: website updates.



John J. Deal

3 January 2024