

MINUTES
GREENVILLE TOWN COUNCIL
Special Session, Monday, July 06, 2020, 2:00 PM
CITY HALL, 154 SW OLD MISSION AVENUE, GREENVILLE, FL 32331
ZOOM Videoconferencing software

1. Call to Order: Mayor Brown called the meeting to order at 2:05 p.m.
2. Roll Call by the Mayor: Mayor Brittini Brown, Vice Mayor Calvin Malone, Councilmember Bobby Burnett, Councilmember Kathleen Hamilton, and Councilmember Brandi Tillman were present.

ALSO PRESENT: Edward Dean, Town Manager
Lee N. Jones, Jr., Interim Town Clerk
John Reid, Town Attorney

3. Approval of the Agenda.

MOTION: Mr. Burnett moved to approve the agenda; second by Ms. Hamilton.

	<u>Yay</u>	<u>Nay</u>
Mayor Brown	X	
Mr. Burnett	X	
Ms. Hamilton	X	
Mr. Malone	X	
Ms. Tillman	X	

Motion passed unanimously.

4. Public Comment: None.

5. New Business

- a. Acceptance of Letter of Resignation: The Town Attorney noted that the Town Manager's attorney inadvertently entered the resignation date as of July 25th; however, it was agreed by the parties that the effective date be effective July 31, 2020.

MOTION: Ms. Tillman moved to accept the letter of resignation, effective on July 31, 2020; second by Ms. Hamilton.

- Mr. Burnett moved to retain Mr. Edward Dean as a grants consultant for a period of 6-8 months in the amount of \$3,000 per month.
- Mayor Brown ruled the motion out of order and recommended that it be brought after the disposition of the motion on the floor.
- Vice Mayor Malone asked that while the termination will be effective on July 31, 2020, he wished the separation to occur immediately.

- Mayor Brown agreed that the separation should be immediate; however, she wished that the Town Manager make himself available to the Interim Town Clerk through July 31st to ensure a smooth transition.
- The Town Manager said that there were approximately four (4) grants that he was trying to finalize before his resignation. He hoped to have them complete by the end of July.
- Ms. Tillman asked the Interim Town Clerk if he had been coordinating with the Town Manager prior to the meeting.
- The Interim Town Clerk said that he had been in communication with the vendors and consultants and was confident of a smooth transition.
- The Interim Town Clerk expressed that he would like the separation directives to include that the Town Manager make himself available to him through July 31st.
- Mr. Burnett expressed concerns that an immediate separation could put the grants at risk and that the consultation may extend following July 31st.
- Mr. Malone expressed that he thought the separation should be immediate due to his concerns over what he perceived a lack of communication by the Town Manager.
- Mayor Brown said that she did not expect the Town Manager to be in the office though July 31st, but rather just make himself available to the Interim Town Clerk through that date.

	<u>Yay</u>	<u>Nay</u>
Mayor Brown	X	
Mr. Burnett	X	
Ms. Hamilton	X	
Mr. Malone	X	
Ms. Tillman	X	

Motion passed unanimously.

- Mr. Malone said that the separation with the Town Manager was not hostile.

MOTION: Mr. Malone moved to require the Town Manager to return his keys to town properties immediately, to immediately return the Town Clerk's property in his possession, no longer work in the City Hall, immediately not represent himself as acting on behalf of the Town of Greenville, keep his Town-owned laptop through July 31st, and make himself available to the Interim Town Clerk through July 31st; second by Ms. Hamilton.

<u>Yay</u>	<u>Nay</u>

Mayor Brown	X	
Mr. Burnett		X
Ms. Hamilton	X	
Mr. Malone	X	
Ms. Tillman	X	

Motion passed 4-1.

MOTION: Mr. Burnett moved to extend an offer to Mr. Edward Dean to serve as a grants consultant for a period of eight (8) months at a rate of \$3,000 per month; second by Ms. Tillman.

- Mr. Burnett asked the Town Manager what foreseeable challenges existed on current grant projects.
- The Town Manager said that the contractors located asbestos within the property where the grocery store is to be constructed. He said that the asbestos was an unforeseeable challenge and further issues could arise.
- Mayor Brown asked what Mr. Dean would do for the \$3,000.
- Mr. Dean said that in addition to his \$900 per week, the Town paid approximately \$1,000 per month toward retirement as well as social security and Medicare taxes. The total amount is approximately \$64,000. The new amount would be \$36,000.
- Mr. Malone opposed the motion, voiced his dissatisfaction with the Town Manager.
- Ms. Hamilton said that the Town Council could reconsider the agreement closer to July 31st.
- Mayor Brown said that she wished to have the Senior/Youth Center open by July 31st. She said that she was disappointed with the project although acknowledging that the costs changed so the final project was altered.

	<u>Yay</u>	<u>Nay</u>
Mayor Brown		X
Mr. Burnett	X	
Ms. Hamilton	X	
Mr. Malone		X
Ms. Tillman		X

Motion failed 2-3.

- b. Discussion/Possible Action regarding role of Interim Town Clerk: Mayor Brown asked that the Board consider what additional services would be required of Mr. Lee Jones, serving as the Interim Town Clerk and what increase in compensation would be appropriate.
- Mr. Burnett asked what additional services Mr. Jones envisioned he would provide.
 - Mr. Jones said that he initially focused on triage to ensure that the finances remained in good standing and that the vendors be paid. He said that he would oversee the execution of the upcoming grants. Since he had been engaged with compliance related to those projects, he would not be starting from scratch.
 - Mayor Brown said that we currently have Mr. Jones serving as the Interim Town Clerk. She stressed that the Town still does not have full access to all accounts operated by the Town.
 - Vice Mayor Malone said he was willing to pay additional compensation to Mr. Jones for additional services, which could be reimbursement for his travel expenses.
 - The Interim Town Clerk reviewed the amounts previously paid in benefits for the former Town Clerk and Deputy Town Clerk. He estimated that between the Town Manager, Town Clerk, and Deputy Town Clerk, the Town paid approximately \$160,000 for the three (3) positions in salaries and benefits.
 - Mayor Brown said that based on the amounts no longer paid in benefits, the Town appears to not be running a deficit.
 - Mayor Brown reminded the Town Council that the Interim Town Clerk works remotely and is in the office two (2) days per week. The Town Council would likely expect the Interim Town Clerk to be in the office no less than three (3) days per week.
 - Vice Mayor Malone asked if state law prohibited the Town Council from retaining Mr. Jones as both Clerk and Manager. He noted that the prior Town Attorney opined that state law prohibited two (2) charter officers be held by a single person.
 - The Town Attorney recommended that Mr. Jones continue to be employed as the Interim Town Clerk, not have a title change, but simply expand his job duties.
 - Mayor Brown asked Mr. Jones what terms he would find acceptable.
 - Mr. Jones said that it would be easier to pay a flat increase instead of seeking reimbursement as it would reduce compliance requirements by the Town. He would be responsible for his own travel and lodging expenses.

- The Town Attorney noted that based on the estimated mileage for Mr. Jones to travel from Jacksonville to Greenville three (3) times per week would be an estimated \$750 per week based on the reimbursement rate paid by the Town.

MOTION: Mayor Brown moved to increase the compensation paid to Mr. Lee Jones as the Interim Town Clerk by an amount of \$700 per week; second by Ms. Tillman.

	<u>Yay</u>	<u>Nay</u>
Mayor Brown	X	
Mr. Burnett		X
Ms. Hamilton		X
Mr. Malone		X
Ms. Tillman	X	

Motion failed 2-3.

MOTION: Mr. Malone moved to increase the compensation paid to Mr. Lee Jones as the Interim Town Clerk by an amount of \$450 per week; second by Ms. Tillman.

	<u>Yay</u>	<u>Nay</u>
Mayor Brown		X
Mr. Burnett		X
Ms. Hamilton		X
Mr. Malone	X	
Ms. Tillman		X

Motion failed 1-4.

MOTION: Mayor Brown moved to direct the Town Attorney to negotiate with the Mr. Lee Jones for an increase in his compensation as the Interim Town Clerk not to exceed an amount of \$900 per week; second by Ms. Tillman.

	<u>Yay</u>	<u>Nay</u>
Mayor Brown	X	
Mr. Burnett		X
Ms. Hamilton	X	
Mr. Malone	X	
Ms. Tillman	X	

Motion passed 4-1.

- Ms. Tillman asked the Town Attorney who he was responsible to in his capacity as the Town Attorney.

- Mr. Reid said that he reported to the Town Council as a whole.
- Ms. Tillman was concerned that some Greenville residents sought legal advice from the Town Attorney. She said that while he is filling public record requests, he is not to provide legal services to the residents of Greenville.
- The Town Attorney identified that Dr. Patricia Hinton had contacted him on numerous occasions for public records requests and with legal issues. He said that he primarily did not respond to such inquiries but did respond to a recent inquiry regarding the Interim Town Clerk bringing his own staff into the City Hall. The Town Attorney stated that he responded to that email because he felt that the Interim Town Clerk was being unfairly criticized, but that normally he would not respond.
- Ms. Tillman reminded the Town Council that the charter officers report to the Board and do not have any authority over another.
- Mayor Brown reminded the Town Council that the responsibilities to operate the Town rests solely with the Board.
- The Town Attorney reminded the Town Council that he assumed responsibility of filling public record requests when the prior Town Clerk was suspended and recommended that this responsibility be returned to the Interim Town Clerk.
- Mayor Brown agreed and asked that this item be considered at the next regular session.

6. **Adjournment.**

Meeting was adjourned at 4:26 p.m.

RESPECTFULLY SUBMITTED,

Lee N. Jones, Jr.
Interim Town Clerk