

**MINUTES**  
**GREENVILLE TOWN COUNCIL**  
**Regular session, Thursday December 28, 2023, 6:00 P.M.**  
**CITY HALL, 154 SW OLD MISSION AVENUE, GREENVILLE, FL 32331**

1. Call to Order: Mayor Brown called the meeting to order at 6:07 PM.
  
2. Roll Call by the Mayor: Mayor Barbara Dansey, Vice Mayor Robin Housh, Councilmember Brittni Brown, Councilmember Chiquila Pleas and Councilmember Ryan Kornegay were present.  
 Also present: Interim Town Manager Edward Dean
  
3. Invocation and Pledge of Allegiance: Invocation was followed by the pledge of allegiance.
  
4. Reading and Approval of the Agenda: Councilmember Brittni Brown asked to amend the agenda with discuss and possibly take action related to the Town’s Financial Status. Mayor Barbara Dansey stated that she would like for that discussion to wait until the regular session meeting in January when Town Attorney John Reid was present.  
 Councilmember Brittni Brown made a motion to add this as an agenda item

MOTION: Councilmember Brittni Brown moved to approve the amendment; second by Councilmember Chiquila Pleas.

	<u>Yay</u>	<u>Nay</u>
Mayor Barbara Dansey		X
Vice Mayor Robin Housh		X
Councilmember Brittni Brown	X	
Councilmember Ryan Kornegay	X	
Councilmember Chiquila Pleas	X	

Motion passed 3/2.

MOTION: Councilmember Chiquila Pleas made a motion to amend the agenda with advertising for the Town Manager position as well as for the Clerk position, seconded by Councilmember Brittni Brown.

	<u>Yay</u>	<u>Nay</u>
Mayor Barbara Dansey		X
Vice Mayor Robin Housh		X
Councilmember Brittni Brown	X	
Councilmember Ryan Kornegay	X	
Councilmember Chiquila Pleas	X	

Motion Passed 3/2.

Motion: Councilmember Ryan Kornegay made a motion to accept the amendments to the agenda, seconded by Councilmember Brittni Brown.

	<u>Yay</u>	<u>Nay</u>
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Mayor Barbara Dansey		X
Vice Mayor Robin Housh		X
Councilmember Brittni Brown	X	
Councilmember Ryan Kornegay	X	
Councilmember Chiquila Pleas	X	

Motion passed 3/2.

5. Consideration of Councilmember Absences: None

6. Public Comments: None

7. Consent Agenda: - November 9, 2023, and November 20, 2023, Regular Session Meeting Minutes.

**Motion:** Councilmember Ryan Kornegay moved to approve the consent agenda; second by Councilmember Brittni Brown.

	<u>Yay</u>	<u>Nay</u>
Mayor Barbara Dansey	X	
Vice Mayor Robin Housh	X	
Councilmember Brittni Brown	X	
Councilmember Ryan Kornegay	X	
Councilmember Chiquila Pleas	X	

Motion Passed unanimously.

8. Discuss/Possible Action: Related to the Town’s Financial Status: **Councilmember Brittni Brown** - Councilmember Brittni Brown stated that she had some concerns about the way the finances are being handled since the change in Town Manager and asked how Payroll was being handled and asked if she could direct her questions to Interim Town Manager Edward Dean. Mr. Dean stated that he would answer those questions to the best of his ability. Councilmember Brittni Brown asked Mr. Dean if he could explain how town payroll system for staff is being handled at this time. Mr. Dean explained that he had set down with staff and asked them about protocol and how things were handled in office when Mr. Jones was here, what the staff was handling and what Mr. Jones was handling. He stated that it seemed that the office manager was handling most tasks in office. He stated that the office manager has been handling payroll since the transition. Councilmember Brittni Brown stated that her and Mr. Dean had spoken previously about the internal controls and that the Office Manager Julie has a part to play in that but she doesn’t and shouldn’t be doing the entire process and what she means by that the towns internal controls and segregation of duties is that someone enters the hours, which would be the office managers job then once the hours are entered someone else has to approve those because if she is entering the hours and approving them that would be a violation of our internal controls. Councilmember Brittni Brown asked Mr. Dean if he was going to replace Mr. Jones as the approver and has, he jumped into that role yet. Mr. Dean stated that once the payroll is done, he will sign for it. Councilmember Brittni Brown asked Mr. Dean if he had approved any payroll since the first one that he agreed to complete a document on letterhead and signed off on it to keep from getting the violation. Councilmember Brittni Brown stated that Julie would be responsible for this action as she is the one who completed the payroll process. Mr. Dean stated that he couldn’t remember if he signed the document or had me type it up and him give his approval and

for me to sign it. Councilmember Brittni Brown asked Mr. Dean if the proper approval steps have been taken for the last payroll and Mr. Dean stated they had. Councilmember Brittni Brown also stated that with Mr. Dean being a contractor and not an employee that he should not be on payroll he should be in bill.com to get paid and asked if he had been switched over to the bill payment system or is he still on payroll. Mr. Dean stated that he spoke to the town attorney on that, and it wasn't clear on how he should be getting paid. Councilmember Brittni Brown stated that it was a contract basis, and that the town is obligated to you as an employee in a different way than they are for a contractor, being an employee, the town is obligated to pay insurance and retirement. Councilmember Brittni Brown asked when it comes to the bill pay system do we have the same protocol in place as the approval process and who is doing the approvals and have the bills been paid since November 20<sup>th</sup> when things switched over. Mr. Dean stated the bills have been paid and asked if Mrs. Julie is entering the bills and is he approving them and the mayor paying them. Mr. Dean stated that yes. Councilmember Brittni Brown stated that the last time they spoke the mayor was not on the bank accounts or in the billing system, Mr. Dean then stated that the Vice Mayor is the one paying the bills. Councilmember Brittni Brown stated that this was a violation of our controls because the Vice Mayor can only operate in the absence meaning incapacitation. Councilmember Chiquila Pleas asked Mayor Dansey why she has not been to the bank and been added to the accounts. Mayor Dansey stated that since the swear in she does not know why there has been a delay in certain things. Councilmember Brittni Brown asked who was on the accounts and was it the Vice Mayor and Vice Mayor Robin Housh stated that she was.

9. Discuss- Advertising for the Town Manager position and the Town Clerk position – Councilmember Chiquila Pleas- Councilmember Chiquila Pleas asked what the council was going to do about advertising for these positions as she thought this was already supposed to be done for these two positions. Councilmember Ryan Kornegay stated that he had spoken to multiple people about ways to advertise these positions and that recommended that the town paper, social media and the Florida League of Cities to reach more individual's and that he would like for them to have a workshop to work towards doing this and make a timeline. Vice Mayor Robin Housh stated that she also thinks that they need to have a workshop to discuss job duties and do they want to put a salary in place. The council decided as a whole to hold a workshop on Thursday January 4<sup>th</sup> at 5:00 P.M. to come together as a council to decide on the Town manager position as well as the clerk position. Councilmember Brittni Brown stated that ordinance 2023-274, where the previous administration appointed the office Manager/Clerk position to Julie Inglett. In order to have someone to serve as the supervisor of elections they had to appoint Julie Inglett as Town Clerk.
10. Future Agenda Items - None
11. Comments by Town Council, Interim Town Manager, and Town Attorney – Mayor Barbara Dansey stated that she had been contacted by someone locally that TMH wants to do something for MLK day and that she wants the council to think about some things that would like to see them do. The council would also like for citizens to participate.
12. Adjournment:

MOTION: Vice Mayor Robin Housh moved to adjourn; second by Councilmember Ryan Kornegay.  
Meeting adjourned at 6:57 P.M.

Respectfully submitted,

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*Julie Inglett*

Julie Inglett, Office Manager.