

**TOWN COUNCIL OF THE TOWN OF GREENVILLE
CITY HALL, 154 SW OLD MISSION AVENUE, GREENVILLE, FL 32331**

REGULAR MEETING

Greenville Senior-Youth Center, 166 SW Onslow Street, Greenville, FL 32331

Thursday, August 22, 2024 at 6:00 P.M.

MINUTES

1. CALL TO ORDER: Mayor Dansey called the meeting to order at 6:11 P.M.
2. ROLL CALL:

Present:

Mayor Barbara Dansey
Vice Mayor Robin Housh
Councilmember Brittini Brown
Councilmember Ryan Kornegay (online)

Absent:

Councilmember Chiquila Pleas

Also Present:

Victoria Kingston, Interim Town Manager
John Reid, Town Attorney
Kim Reams, Director of Finance and Administration

3. INVOCATION AND PLEDGE OF ALLEGIANCE:
4. READING AND APPROVAL OF THE AGENDA:

By unanimous consent, the agenda was amended to add Resolution 2024-11, pertaining to the annual audit, as new item number 10.g.

ACTION: Vice Mayor Housh moved to approve the amended agenda.
Seconded by Councilmember Kornegay

Councilmember	Yay	Nay
Mayor Dansey	X	
Vice Mayor Housh	X	
Councilmember Brown	X	
Councilmember Kornegay	X	
Councilmember Pleas		

5. READING AND APPROVAL OF THE MINUTES:
6. CONSIDERATION OF COUNCILMEMBER ABSENCES

7. PUBLIC COMMENT

- None.

8. CONSENT AGENDA

9. OLD BUSINESS

10. NEW BUSINESS:

a. **FIRST READING:** *Ordinance 2024-280: Related to charter amendment regarding budget procedures – Town Attorney John Reid*

- Town Attorney Reid explained the language of Ordinance 2024-280, which would amend the Town Charter to codify locally those requirements found in state law as they pertain to adoption of the Town budget and millage rate.
- Councilmember Brown asked why we did not put this in a policy instead of the charter.
- Town Attorney Reid said it was to provide more accountability and mandate transparency in the local budgetary process.
- The Ordinance was rolled over to second reading.

b. **ACTION:** *Resolution 2024-12: Related to Procurement Policy – Town Attorney John Reid*

- Town Attorney Reid explained that the existing procurement policy was adopted approximately ten years ago, and it needed to be updated so the Town could work efficiently.
- Councilmember Brown moved that the policy be sent to a workshop for further discussion. Councilmember Kornegay seconded.

ACTION: Councilmember Brown moved that the policy be sent to a workshop for further discussion on September 5, 2024.
Seconded by Councilmember Kornegay

Councilmember	Yay	Nay
Mayor Dansey	X	
Vice Mayor Housh		X
Councilmember Brown	X	
Councilmember Kornegay	X	
Councilmember Pleas		

c. **ACTION:** *Resolution 2024-13: Related to Public Records and Record Retention and Disposition Policy – Town Attorney John Reid*

- Town Attorney Reid explained the policy. The policy provides procedures for fulfilling public records requests and provides for the retention and disposition of public records consistent with state law.

ACTION: Councilmember Brown moved that the policy be sent to a workshop for further discussion on September 5, 2024.
The motion failed for lack of a second.

ACTION: Vice Mayor Housh moved to adopt the Public Records and Record Retention and Disposition Policy.
Councilmember Kornegay seconded.

Councilmember	Yay	Nay
Mayor Dansey	X	
Vice Mayor Housh	X	
Councilmember Brown		X
Councilmember Kornegay	X	
Councilmember Pleas		

d. **ACTION:** *Resolution 2024-14: Related to Municipal-Owned Property and Inventory Management Policy – Town Attorney John Reid*

- Town Attorney Reid described the proposed policy, which requires an inventory of all Town property and their proper maintenance.

ACTION: Councilmember Brown moved that the policy be sent to a workshop for further discussion on September 5, 2024.
Seconded by Councilmember Kornegay

Councilmember	Yay	Nay
Mayor Dansey	X	
Vice Mayor Housh	X	
Councilmember Brown	X	
Councilmember Kornegay	X	
Councilmember Pleas		

e. **ACTION:** *Resolution 2024-15: Related to Anti-Fraud Policy – Town Attorney John Reid*

- Town Attorney Reid explained that the existing fraud policy was outdated, but most significantly, it did not require officials, charter officers, or employees to report fraud.

ACTION: Councilmember Brown moved that the policy be sent to a workshop for further discussion on September 5, 2024.
Seconded by Councilmember Kornegay

Councilmember	Yay	Nay
Mayor Dansey	X	
Vice Mayor Housh	X	
Councilmember Brown	X	
Councilmember Kornegay	X	
Councilmember Pleas		

f. **ACTION:** *Resolution 2024-16: Related to Conflict of Interest Policy – Town Attorney John Reid*

- Town Attorney Reid described the conflict of interest policy and explained that it applied to elected officials, charter officers, employees, and independent contractors. The policy also requires councilmembers who have a conflict of interest to leave the room during debate and vote on the matter.

ACTION: Councilmember Brown moved that the policy be sent to a workshop for further discussion on September 5, 2024.
Seconded by Councilmember Kornegay

Councilmember	Yay	Nay
Mayor Dansey	X	
Vice Mayor Housh	X	
Councilmember Brown	X	
Councilmember Kornegay	X	
Councilmember Pleas		

g. **ACTION:** *Resolution 2024-13: Related to Contract with Powell and Jones CPA – Town Attorney John Reid*

- Town Attorney Reid explained that this resolution simply codifies the decision already made by the Town Council on July 15, 2024.

ACTION: Vice Mayor Housh moved to adopt Resolution 2024-17, approving the contract with Powell and Jones CPA.
Seconded by Councilmember Brown

Councilmember	Yay	Nay
Mayor Dansey	X	
Vice Mayor Housh	X	
Councilmember Brown	X	
Councilmember Kornegay	X	
Councilmember Pleas		

h. ACTION: Check signing policy – Vice Mayor Robin Housh

- Vice Mayor Housh said that the Town Council should consider a policy that requires two (2) signatures on all checks.
- Town Attorney Reid said that the Town Council will soon consider a Financial Controls and Authorization Policy, and this issue can be addressed there.

i. ACTION: Leave time for town employees – Vice Mayor Robin Housh

- Vice Mayor Housh explained that some Town employees are showing accumulated annual leave time that is in excess of the amount allowed.
- Ms. Kimberly Reams, Director of Finance and Administration, said that those numbers were calculated by the payroll company and were not accurate numbers.
- Vice Mayor Housh explained that in 2022, the Town Council adopted a new policy that only permitted employees to roll over a maximum of 240 hours from a previous year.
- At the time, the Town Council directed the charter officers to work with Town employees to ensure they used enough leave time to reduce their amounts to 240 by January 1, 2023.
- Town Attorney Reid reminded the Town Council that the prior policy capped rollover leave hours at 360 hours, so even those employees grandfathered under the old policy could not have any hours in excess of that amount.
- Vice Mayor Housh said that she would like to see all employees in compliance with the 240 hours rule by the beginning of the next calendar year.

j. ACTION: Access/use of financial accounts – Councilmember Brittni Brown

- Councilmember Brown raised the issue about who had access to the Town’s financial accounts.
- Councilmember Brown said that the Town needed to provide more accountability over who has access to financial accounts.

11. Comments by Interim Town Manager, Town Attorney, and Council Members

- Interim Town Manager Kingston provided a summary of matters discussed at her meeting the day before the Kimley-Horn accompanied with grant amounts and preliminary timelines.

REGULAR MEETING

August 22, 2024

Page 6 of 6

- Town Attorney Reid informed the Town Council that the Town had been served with a civil complaint filed by the former Town Manager, alleging racial discrimination and breach of contract. A responsive pleading would be due by September 12, 2024.
- Mayor Dansey announced that the Nu Omega Omega Chapter of Alpha Kappa Alpha is holding an event to encourage voting in the November election and would like to use the Greenville Senior-Youth Center.
- Mayor Dansey said that she has been approached by many residents who have commended the great work by the staff at Town Hall. Mayor Dansey thanks Interim Town Manager Kingston.

12. Future Agenda Items Request

- None

13. Informational Items

- None.

14. ADJOURNMENT:

The Regular Meeting was adjourned at 7:44 P.M

Minutes approved and adopted by the Town Council on September 23, 2024.