MINUTES

GREENVILLE TOWN COUNCIL

Regular Session, Monday, August 12, 2019, 6:00 PM

CITY HALL, 154 SW OLD MISSION AVENUE, GREENVILLE FL 32331

ALSO PRESENT: Edward Dean, Town Manager

John Reid, Town Attorney

Josie Tomayo, Town Attorney

Kimberly Reams, Town Clerk

Wayne Malone, Public Works Director

1. Call to Order: Mayor Brown called the meeting to order at 6:01 PM.
2. Roll Call by the Clerk: Mayor Brittni Brown, Councilmember Bobby Burnett, Councilmember Teresa Harville, Councilmember Cynthia James and Councilmember Calvin Malone were present.
3. Invocation and Pledge of Allegiance: Ms. James led the invocation and Mr. Burnett led the pledge.
4. Reading and Approval of the Agenda:

MOTION: Mr. Burnett moved to approve the agenda; second by Ms. Harville. Motion passed unanimously.

1. Approval of Minutes:

MOTION: Mr. Malone moved to approve the minutes of **July 4, 2019 Emergency Session** and **July 8, 2019 Regular Session**; second by Ms. James.

Yay Nay

Mayor Brown X

Mr. Burnett X

Ms. Harville X

Ms. James X

Mr. Malone X

Motion passed unanimously.

1. Consideration of Council Member Absences: None
2. Citizens Comments: Ms. Janie Miller stated that there were three speed bumps on Poncho Street and asked if the first bump could be removed. She went on to say how the dirt portion of Overbrook was holding water and asked if it could be paved to alleviate the issue. There was no other citizen comment.
3. Consent Agenda: None
4. Forms for Code Enforcement: Mr. Reid explained the forms that were part of council packets. The first was a code violation letter that will be sent by certified mail. The next was the notice of municipal code violation and the final form was a limited right of entry agreement. Mayor Brown stated that this was for commercial properties or non-homesteaded properties. After a few questions and clarifications the following motion was made.

MOTION: Ms. Harville moved to approve and implement the forms for Code Enforcement; second by Mr. Malone.

Yay Nay

Mayor Brown X

Mr. Burnett X

Ms. Harville X

Ms. James X

Mr. Malone X

Motion passed unanimously.

1. Resolution 2019-18 Approving Grant Work Plan for Waste Water Improvements: Mr. Reid stated that on July 8th the master agreement was approved with Kimley-Horn. He went on to state that Kimley-Horn had submitted a work order which covers most of the preliminary actions. Ms. Preble with Kimley-Horn stated that we needed to execute the grant agreement with DEP but it wasn’t on the agenda. Ms. Reams stated that she did not have the agreement and that is why it wasn’t on the agenda. This item was tabled for later in the meeting.
2. Role of Charter Officers and Board Members: Ms. James stated that she wanted a more clear understanding of the jobs and roles of the board and she wanted to know who she could get that information from. Mr. Reid stated that typically board members are not supposed to address charter officers individually. He went on to state that the board was supposed to act collectively. He stated that if a board member had an issue his recommendation was to place the concern on the agenda so it could be addressed collectively by the board. Mr. Reid stated that a simple question certainly could be answered. Mr. Reid went on to say that staff answered to the Town Manager. The Deputy Clerk reports to the Clerk. The Clerk, Town Manager and Town Attorney report to the board. Ms. James asked about the roles of Mayor and Vice Mayor. Mr. Reid stated that the Mayor and Vice Mayor are largely ceremonial and chair the meetings and call certain meetings. There was no other discussion or action taken.
3. HR Discussion (Personnel Policies, Charter Officer Evaluations, etc.): Mayor Brown stated that she wanted to bring this before the board in order to have a discussion, gather some ideas and move forward with a plan regarding HR. Mayor Brown went on to state that the Personnel Policies were in dire need of revision. Mayor Brown stated that the last time the policies were revised was in 2007. She went on to state that there were contradictions between the Charter and personnel policies. Mayor Brown stated that in the new budget she hoped to get some outside help in updating policies. Ms. Tomayo stated that she is speaking with someone that is very knowledgeable in this area. Ms. Tomayo stated that the handbook definitely needs to be revised. She went on to state that they would need to get a proposal together for the Town Manager. It was stated that only the Charter Officers would be evaluated by the board. Employees would be evaluated by their superior. Ms. Tomayo stated that she understood the urgency of getting this done. Mr. Dean stated that he has spoken with several HR firms and had quotes. He went on to state that he would like to see the Municode project come to a close before taking on another administrative task. Mr. Burnett stated that he saw two different issues. He stated that he felt that we needed a form to evaluate the clerk and town manager at budget time and then personnel policies for the town employees and he thought the Town Manager could be tasked with that. Mayor Brown stated that she felt that this should be a high priority. Mayor Brown stated that she was interested is seeing the quotes of the firms Mr. Dean had spoken with as well as the Town Attorneys to finish their discussion with the person they are speaking with and see that quote. Ms. James stated that Ms. Harville has HR experience and she would like to hear from her. Ms. Harville stated that it is going to be expensive any way we go. Mr. Malone stated that he felt there needed to be a way to evaluate officers. Mayor Brown stated that she wanted the attorneys to take the lead on this project and work with HR professionals to get quotes for their services.
4. Discuss Weight Limit on Greenville Streets: Mr. Malone stated that loaded trucks are going in and out of these homes and it is tearing up the streets. Mr. Malone stated that with the upcoming road projects these heavy loaded trucks could wreak havoc on the newly paved streets. Mr. Malone stated that he would like to see an ordinance that would address this issue. It was the consensus of the board to direct the attorney to draft an ordinance to address this issue.
5. Comments by Town Council, Town Attorney, Town Manager, Town Clerk and Grant Consultant(s): Town Attorney: Mr. Reid stated in regards to agenda item 10 that we have not approved the agreement so a resolution would need to be drafted and approved at a later meeting. Mr. Reid stated that he would send out the Municode draft for the board to be looking over. Town Manager: Mr. Dean stated that he wanted to thank the community and those that came out Saturday to the event recognizing the Town Manager. Mr. Dean stated that we had gone out to bid for the Senior/Youth Center and we received one bid that was $1.2 million and we only had $600,000. Mr. Dean went on to say that the architect firm is working to make changes and see if we can get the bid more in line with our grant funds. Mr. Dean stated that we are not going to have the ground breaking ceremony as planned, it has been postponed. Mr. Dean stated that he would know in the next few weeks when the ground breaking ceremony will be. Mr. Dean stated that the county was working with us on demolishing the building and that will be a significant savings to the town and project. Mr. Dean stated that he felt the grocery store would be ready late third to early fourth quarter in 2020. Mr. Dean went on to state that the project was fully funded without the town having to have any skin in the game. Mr. Dean stated that his written report was forthcoming. He said that he was waiting for more information as everything was fluid at this time. Mr. Dean stated that we had been awarded $750,000 in SCOP funds to repave three roads. He said we won’t start the engineering on that until July 2020. There was some discussion about the fire chief and assistant chief stipend. Town Clerk: Ms. Reams stated that we need to set up a Special Session for the item that was tabled this evening and budget workshops. A Special Session was scheduled for Monday, August 19th at 6:00 PM and a Budget workshop was scheduled for Monday, August 19th at 6:30 pm. A second budget workshop was scheduled for Monday August 26, 2019at 6:00 PM. Ms. Reams stated that the September meeting had been moved from Monday, September 9th to Tuesday, September 10th due to the fact that the School Board was having their budget hearing and TRIM prohibits us from having a meeting on the same day.
6. Future Agenda Items: None
7. Informational Items: None.
8. Adjournment

Mr. Burnett moved to adjourn; second by Ms. James.

Meeting adjourned.

Respectfully submitted,

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Kimberly M. Reams,Town Clerk