

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

WORKSHOP AND REGULAR MEETING

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

Monday October 28, 2024 at 5:00 P.M.

MINUTES

WORKSHOP

1. **CALL TO ORDER:** Mayor Dansey called the workshop to order at 5:20 P.M.

2. **ROLL CALL:**

Present:

Mayor Barbara Dansey
Vice Mayor Robin Housh
Councilmember Ryan Kornegay

Absent:

Councilmember Brittini Brown
Councilmember Chiquila Pleas

Also Present:

Victoria Kingston, Interim Town Manager
John Reid, Town Attorney

3. **DISCUSSION:** *Administrative Operations Policy* – **Town Attorney John Reid**

- Mayor Dansey recognized Town Attorney John Reid to explain the Administrative Operations Policy.
- Attorney Reid reminded members that this policy was presented to the Town Council at its last meeting.
- No members submitted any proposed changes prior to the workshop, so the policy was unchanged.
- Attorney Reid said that he would incorporate any suggestions made at the workshop prior to the regular meeting at 6:00 pm, so the policy could be approved.
- Attorney Reid noted that Vice Mayor Housh raised concerns about the Town Manager having the ability to cancel or reschedule meetings.
- Councilmember Kornegay said that the Mayor should work in conjunction with the Town Manager when canceling or rescheduling meetings.
- The Council discussed potential language.

- Attorney Reid explained that the policy required travel reimbursements be based on state rates. This issue was raised by the Florida Auditor General's office. This issue would also need to be addressed later in the personnel policy.
- Attorney Reid identified language that required reminders be sent by staff to councilmembers about state financial disclosures as well as requirement that disclosures be maintained at office.
- Attorney Reid said that the policy references a social media policy and a cyber security policy, which will need to be drafted and adopted later.
- The policy also requires that all passwords for Town devices and accounts be maintained by Town staff. Attorney Reid stated that Apple accounts would need to be created by the Town if iPhones were to be used, since they cannot operate without being linked to an account.
 - Councilmember Kornegay asked if language could be added that provides for punishment or reporting to law enforcement for staff that refuses to turn over passwords as well as data.
- Mayor Dansey stated that she would like to revisit rental policies for the parks, which could include rental fees or a deposit to ensure cleanup.
- Councilmember Kornegay asked for schedules for public works maintenance be maintained and that reports be made to the Town Council about these schedules.

4. DISCUSSION: *Evergreen Cemetery* – Town Attorney John Reid/Ms. Louretta Mugge

- Mayor Dansey recognized Town Attorney Reid to explain the Memorandum of Understanding between the Town and the Friends of Evergreen Cemetery (FEC).
- Town Attorney John Reid explained that the memo was drafted at the direction of former Interim Town Manager Edward Dean and that it simply incorporates all requests by the FEC. The memo is intended to being a discussion and is not intended to be a "take it or leave it" document. The document is extremely one-sided on behalf of the FEC, so negotiations should be made.
- Ms. Louretta Mugge stated that FEC would take over the mowing and weeding. This would be done twice a month in April through October and then once a month in November through March.
 - Refuse would be placed in piles, so FEC asked that public works pass by once a month during trash pickup to check for waste.

WORKSHOP AND REGULAR MEETING

October 28, 2024

Page 3 of 9

- Ms. Mugge asked if the Town could designate a day when water would be turned on and then place a sign informing the public what day that would be. She asked if Town would be responsible for turning water on and off.
- Councilmember Kornegay said that he thought the Town staff should be responsible for turning water on and off.
- Ms. Mugge said that they identified a leak under the asphalt. FEC would do future maintenance, but FEC would ask if the Town could repair the leak by the north entrance. This would require removing the asphalt, repairing the pipe, and then placing the asphalt back in place.
- FEC is in the process of getting a new survey of cemetery plots and will share this information with the Town.
- FEC assumes that the Town's liability insurance covers the cemetery and would ask that it continue to cover the cemetery.
- FEC is now a 501(c)(3) nonprofit organization and hopes to receive contributions in the future.
- Currently, FEC receives funds from dividends paid by the Bush Estate; however, this may not continue in the future. As a result, FEC would ask that the MOU be renewed annually.
- Ms. Mugge asked that the cemetery be included in any requests made to FEMA for hurricane repairs, including a slab broken by a tree that fell.
- The Bush Estate also paid for the removal of trees.
- FEC is working with Smith Monument to put headstones back up that fell during the storms.
- FEC will be paying for repairs to the fence that was damaged by fallen trees. FEC would like to see if FEMA would reimburse them for this work.
- Councilmember Kornegay asked if FEC would be interested in a semi-annual or quarterly meeting with the public works department to discuss maintenance at the cemetery.
 - Ms. Mugge said that quarterly meetings would be best.
 - Councilmember Kornegay asked Interim Town Manager Kingston if this would be possible.

WORKSHOP AND REGULAR MEETING

October 28, 2024

Page 4 of 9

- Councilmember Kornegay asked if the public works department would be able to remove and replace the asphalt to repair the pipe.
- Councilmember Kornegay thanks FEC for coming to the Town Council and offering to work with the Town to maintain the cemetery.
- Councilmember Kornegay said that instead of quarterly meetings between FEC and the Town Council, all relevant information can be presented then and made public to the Town Council.
- Councilmember Kornegay asked Interim Town Manager Kingston how to ensure compliance by the Public Works Department with the memorandum of understanding.
 - Interim Town Manager Kingston said that we could plan to set a specific date when work will be provided, such as the third week of the month.
- Councilmember Kornegay asked Attorney Reid if the MOU place any additional liability on the Town.
- Attorney Reid said that an MOU can be considered a contract subject to enforcement if worded that way; however, if the parties wish for the document to be aspirational, the language can reflect that.
- Mayor Dansey asked Town Attorney Reid when the MOU could be acted upon. Attorney Reid said they could place the MOU on the agenda for November 7th.

5. ADJOURNMENT:

- Upon unanimous consent, the meeting was adjourned at 6:09 P.M.

MINUTES

REGULAR MEETING

1. CALL TO ORDER: Mayor Dansey called the workshop to order at 6:09 P.M.

2. ROLL CALL:

Present:

Mayor Barbara Dansey
Vice Mayor Robin Housh
Councilmember Ryan Kornegay

Absent:

Councilmember Brittini Brown
Councilmember Chiquila Pleas

Also Present:

Victoria Kingston, Interim Town Manager

John Reid, Town Attorney

3. INVOCATION AND PLEDGE OF ALLEGIANCE:

4. READING AND APPROVAL OF THE AGENDA:

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

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

5. READING AND APPROVAL OF THE MINUTES:

ACTION: Vice Mayor Housh moved to approve the minutes from the Special Meeting and Final Budget Hearing, September 23, 2024.
Seconded by Councilmember Kornegay.

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

6. CONSIDERATION OF COUNCILMEMBER ABSENCES:

- None.

7. PUBLIC COMMENT:

- None.

8. CONSENT AGENDA:

- None.

9. OLD BUSINESS:

a. **ACTION:** *Resolution 2024-19: Related to Administrative Operations Policy* – **Town Attorney John Reid**

- Councilmember Kornegay noted that since Town Attorney Reid was still making edits to the Administrative Operations Policy, he wished to table the item until after New Business.

ACTION: Councilmember Kornegay moved to table Resolution 2024-19 until after New Business.
Seconded by Councilmember Housh.

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

10. NEW BUSINESS

a. **DISCUSSION:** *Odometers on town vehicles* – **Councilmember Ryan Kornegay**

- Councilmember Kornegay said that he has asked the Interim Town Manager to provide an update on providing odometers and fuel gauges in Town vehicles.
- Interim Town Manager Kingston said that after speaking to mechanics, it would be very costly to repair the odometers and fuel gauges because the vehicles are old, and those items are no longer manufactured.
- Interim Town Manager Kingston said that it would be more cost effective to instead install GPS devices on the vehicles to track the usage.
 - The Florida Auditor General's office said that using GPS devices would be a satisfactory substitute for working odometers and/or fuel gauges.
- Councilmember Kornegay asked that this item be revisited at a future meeting.

b. **DISCUSSION:** *Orientation for new councilmembers* – **Councilmember Ryan Kornegay**

- Councilmember Kornegay proposes that the Town institute annual training for new and returning councilmembers. The training courses could focus on Robert's Rules of Order as well as allow members to meet with the public works employees and other Town staff, so all councilmembers under the operations of the Town. The

training could also provide copies of policies with explanations. Members could conduct a mock meeting to practice procedure.

- Vice Mayor Housh asked that Town finances also be discussed as well as new laws.
- Mayor Dansey asked that the training also includes ethics.

ACTION: Councilmember Kornegay moved to direct the Interim Town Manager to develop a training course and/or orientation as described.
Seconded by Councilmember Housh.

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

c. **DISCUSSION:** *Town standing committees – Councilmember Ryan Kornegay*

- Councilmember Kornegay said that the Town Council should develop committees so substantive issues could be addressed without bringing the Town Council together for workshops.
 - Councilmember Kornegay envisions committees on finance, land use, and public works, and in the future consider committees on health and education.
- Councilmember Kornegay said that he would draft a document outlining this issue and bring it back to the Town Council.

11. OLD BUSINESS:

a. **ACTION:** *Resolution 2024-19: Related to Administrative Operations Policy – Town Attorney John Reid*

- Attorney Reid presented a revised Administrative Operations Policy, which incorporated suggestions from the workshop held earlier. Three substantive changes were made.
- Firstly, on page 3, language was changed to provide for the Mayor, working in conjunction with the Town Manager, may cancel or reschedule meetings. The language pertaining to the Town Council was unchanged.
- Secondly, on page 7-8, two paragraphs were inserted. One requires town employees to preserve all data stored on municipal devices or accounts. Any deletions or destruction of data will be reported to law enforcement.
- Lastly, on page 10, two new subsections were created under Article XVIII, which require maintenance schedules prepared and maintained by the public works

department and mandates that the department prepare a report and it be submitted to the Town Council.

- Councilmember Kornegay asked that the language be slightly amended to provide for the report to be submitted by the Public Works Director and presented to the Town Council by either the Public Works Director or Town Manager.
- Finally, Attorney Reid said that since the amendments were quickly drafted between the workshop and the meeting, he noticed some minor typographical errors. The errors included improper conjunctions and the failure to use italics on some words. Attorney Reid asked that the policy be adopted while granting him authority to make non-substantive corrections.

ACTION: Councilmember Kornegay moved to adopt Resolution 2024-19 and the Administrative Operations Policy, including those corrections articulated during the foregoing discussion.
Seconded by Councilmember Housh.

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

12. COMMENTS BY INTERIM TOWN MANAGER, TOWN ATTORNEY, AND COUNCILMEMBERS:

- Town Attorney Reid informed the Town Council that the former Office Manager filed a claim with the Equal Employment Opportunity Commission, alleging discrimination based on race, sex, and association. The claim also indicated that a whistleblower count would be added when the case moves from the EEOC to court.
 - Attorney Reid said the matter would need to be resolved by the EEOC before proceeding to court, so there would not be any activity soon.
 - Councilmember Kornegay asked for details related to the whistleblower statute and how it would apply to this set of facts.
- Interim Town Manager Kingston stated that she met with Madison County Emergency Management Director about debris removal in Greenville.
 - Due to multiple storms and a shortage of equipment, the debris removal would be delayed but it would happen and continue through the end of the year.

WORKSHOP AND REGULAR MEETING

October 28, 2024

Page 9 of 9

- Vice Mayor Housh asked if there were any rules regarding absences by councilmembers. The Town charter used to provide for the removal of councilmembers if they had three unexcused absences. Vice
- Vice Mayor Housh thanked Interim Town Manager Kingston for working so hard during the storms and making sure that the Town had a voice at county emergency management meetings.
 - Councilmember Kornegay echoed the comments and thanked Interim Town Manager for her hard work during the storms. He wanted her to know that many residents had also praised her work during the storms.
- Councilmember Kornegay informed the Town Council that former Mayor Elista Prichett passed away since the last meeting. He reminded members that if it were not for Ms. Prichett, the Ray Charles house would not be available to the public. She had even spent her personal money to maintain the house.
 - Councilmember Kornegay recommended that the Town Council adopt a resolution recognizing Ms. Prichett's legacy.
- Mayor Dansey said that in recent years, the Town has not sufficiently maintained the Ray Charles property. She recommended that the Town resume control of the maintenance, potentially seeking a grant to restore the home.

13. FUTURE AGENDA ITEMS REQUEST:

- Councilmember Kornegay asked that the Friends of Evergreen Cemetery be added to the next meeting agenda.
- Vice Mayor Housh asked that the Heart of Greenville be added to the next meeting agenda.

14. INFORMATIONAL ITEMS:

- None.

15. ADJOURNMENT:

The Regular Meeting was adjourned at 6:46 P.M

Minutes approved and adopted by the Town Council on November 7, 2024.