

**MINUTES OF THE REGULAR MEETING
OF THE GREENWOOD TOWN COUNCIL
GREENWOOD, FLORIDA
August 14, 2018**

The Town Council of the Town of Greenwood, Florida met in a regular session in the Greenwood Town Hall at 6:30 p.m. on the 14th day of August, 2018. The place, time, and date heretofore established for the holding of such meetings.

Mayor Phyllis Bowman called the meeting to order.

Everyone present stood for the Pledge of Allegiance to the flag. Mayor Bowman asked all present for a moment of silence in honor of our military.

The following answered present to roll call:

Mayor, Phyllis Bowman
Alicia L. Corder, Town Clerk
Lisabeth Beutler, Deputy Clerk
George Little, Attorney

Council Member, Mamie Vann
Council Member, Jacky Ditty
Council Member, Bryan Johnson

The Clerk declared a quorum present.

Others Present: Al Lane, Lillian Blighton

A motion to approve the minutes and financials for July, 2018 as presented was made by Mamie Vann. Second by Jacky Ditty. Vote called. Vann – Yes. Ditty – Yes. Passed.

Attorney Little stated there are no legal issues pending for the Town.

Alicia Corder gave clerk notes. Mrs. Corder advised Council of the upcoming required hearing dates for the Trim/Budget process. The first budget hearing will be held on 9/4/2018 at 5:30 p.m. The purpose of the first hearing is to tentatively adopt the proposed millage rate and budget for FY 2018-2019. The second/final budget hearing will be scheduled for 9/18/2018 at 5:30 p.m.

Mrs. Corder informed Council of a quote from Baxter's Asphalt for the FY 2017-2018 budgeted project of the parking lot at Town Hall in the amount of \$8,296. She stated several attempts have been made to obtain additional quotes with no response. A motion to accept the quote from Baxter's Asphalt in the amount of \$8,296 and to proceed with the project was made by Mamie Vann. Second by Jacky Ditty. Vote called. Vann – Yes. Ditty – Yes. Johnson – Yes. Passed. The project is scheduled to begin on Friday, 8/24/2018.

The Council was given copies of e-mails the Town received from FL DEP in regards to the garbage facility and the cleanup projects. Mrs. Corder informed Council that the cleanup projects are ongoing and should be completed before the deadline date. The e-mails also addressed the issue of the accumulated yard trash/debris at the garbage facility. Mrs. Corder is in the process of gathering information for alternative ways of disposing of the yard trash/debris so the Town can continue to offer this service to its residents. Total cost of clean-up to date is \$7,602.

Mrs. Corder updated Council on the status and problems with the emergency generator located at Well #2. Since the generator has been moved to the new pad and reconnected it is not working at full capacity. Telford Electric has been back on site to inspect and stated the generator is wired correctly. In an email received from Telford Electric the Town was told there is an issue with the voltage regulator. Mrs. Corder has spoken with Mr. Steve Croxton, our water operator, on several occasions regarding the current generator issues and Mr. Croxton stated that the generator was working at full capacity prior to moving the generator to the new pad. In order to help resolve the issue and determine why the generator is not functioning properly, Mrs. Corder stated she has contacted Ring Power and they will send a technician to inspect the generator. Once we have more information, the Town will need to proceed with the needed repairs to get the generator back online and working. Mrs. Corder will update Council of the results.

The next agenda item is a proposed change to our Personnel Policy and Procedures. A copy of the proposed change to the job descriptions for the Road Maintenance and Public Works – Water Department was provided to Council for review. Attorney Little recommended some changes regarding the wording of the supervision of the inmate work crew during an employee's entire shift. These changes were noted and will be incorporated into the position descriptions. After a brief discussion a motion was made by Bryan Johnson to approve the changes to the job descriptions with the noted changes. Second by Mamie Vann. Vote called. Johnson – Yes. Vann – Yes. Ditty – Yes. Passed

Mayor Bowman provided Council with a copy of an application received from our second advertising for the open Public Works-Water Dept. position. Council will review the application and provide Mayor Bowman with a date and time to schedule an interview.

Councilman Johnson addressed his concerns pertaining to our current Personnel Policies and Procedures manual. He stated he has reviewed several different employee policies and feels the Town needs to review and update our current manual. He stated Mrs. Corder drafted an update and has provided everyone with a copy. Councilman Johnson is requesting that Council and the Town Attorney review the draft. A workshop can be scheduled at a future date and a full discussion to review the policy can take place at that time. Attorney Little stated he has recently gone through some training and recommended the Town of Greenwood's IT policy and procedures manual be reviewed and updated if necessary.

A motion to adjourn was made by Bryan Johnson. Second by Mamie Vann. Vote called. Johnson – Yes. Vann – Yes. Ditty – Yes. Passed.

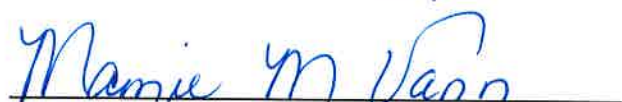
Meeting adjourned at 7:17 PM. The next regular meeting of the Town Council will be held on September 11, 2018 at 6:30 PM.

Respectfully submitted,



Lisabeth Beutler
Deputy Clerk

Approved 11th day of Sept, 2018


Mamie M. Vann, Chairperson