

**MINUTES**  
**FINANCE AND POLICY COMMITTEE MEETING**  
**JUNE 3, 2024, 6PM**  
**CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD**  
**3<sup>rd</sup> and Final Committee Meeting**

Committee Members: Michael Reynolds (Chair), Members Carol King and Taft Matney  
Others present: Finance Director Holly Abercrombie, HR Director Mark Putnam and City Administrator Seth Duncan

**1. Call to Order-** Chairman Reynolds

**2. Public Comment**

Terry Merritt of 214 Fairfield Drive spoke about the Employee Handbook. There are certain sections that were fixed last time the handbook was looked at, which was about four years ago. He hopes committee will study the handbook in detail and not undo the work that was done four years ago. Mr. Merritt asked that the annual leave policy be looked at carefully.

**3. Reading and Approval of Minutes**

a. Finance Committee Minutes-February 5, 2024

**Motion:** Councilwoman King made a motion to approve the minutes with Councilman Matney seconding.

**Vote:** The vote was unanimous (3-0).

**4. Reports or Communications from City Officers**

a. City Administrator Seth Duncan

Mr. Duncan mentioned Police Officer Zaloumis has been working with Laurens Electric and Duke Energy on street light maintenance. 100 streetlights were out before and now we are down to 8 that are out.

There were more than 340 registrants for the inaugural Bridgeway Run.

The City has received the Achievement of Excellence in Financial Reporting award again this year.

b. Finance Director Holly Abercrombie  
Budget Review

Ms. Abercrombie reported that revenues look good. The MASC business license remittance will come at the end of June, beginning of July.

c. HR Director Mark Putnam

Mr. Putnam said Mauldin is becoming an employer of choice. We get applications from all over the region including Greenville County, Greenville City, and Anderson.

**5. Unfinished Business-** There is no unfinished business.

**6. New Business**

a. Employee Handbook

Mauldin's current employee handbook was revised and adopted in 2020. The employee handbook is four (4) years old and needs to be revisited and revisions made where needed. Staff have made revisions to the employee handbook using local municipalities and MASC model handbook to enhance the City's handbook. Labor attorney Kevin Sturm is currently reviewing all revisions. Committee is asked to table discussion on revisions until July 2024 committee allowing time for Committee to fully review all revisions.

Most of the new policies added are state or federal employment laws or regulations.

Councilwoman King said she would like to schedule a workshop to go over the handbook and have discussion on the new proposals.

This item will be brought back to committee next month.

b. Indigo Point Pump Station Fee

The pool and clubhouse, which is located on parcel 176, was not included in Ordinance 974 adopted in June 2021 due to the fact that the pool and clubhouse had not been built. This will constitute the final parcel to be assessed a pumpstation fee in Indigo Point.

**Motion:** Councilman Matney made a motion to send this item to Council with a recommendation of approval with Councilwoman King seconding.

**Vote:** The vote was unanimous (3-0).

**7. Public Comment-**

Councilwoman King asked that Mr. Fleahman be made aware each department giving a report tonight thanked Mr. Fleahman and the PW department for all of their help with different projects.

**8. Committee Concerns-** None

**9. Adjournment-** Chairman Reynolds adjourned the meeting at 7:07 p.m.

Respectfully Submitted,  
Cindy Miller  
Municipal Clerk