



Town of Green Level Regular Meeting
Green Level Municipal Building
Thursday, January 9, 2020

The regularly scheduled meeting of the Town of Green Level Council was held on Thursday, January 9, 2020 at 7:00 PM in the Green Level Municipal Building located at 2510 Green Level Church Road.

GOVERNING BODY MEMBERS PRESENT: Mayor Carissa Graves-Henry, Mayor Pro Tem Theodore Howard, Councilmember Remonia Enoch, Councilmember Michael Trollinger (also Interim Town Administrator), and Councilmember Sandra McCollum.

GREEN LEVEL STAFF PRESENT: Interim Town Administrator Michael Trollinger (also Councilmember) and Town Clerk Suzanne Bigelow.

GREEN LEVEL TOWN ATTORNEY PRESENT: Eugene Russell.

Mayor Graves-Henry called the meeting to order and Councilman Trollinger gave the invocation.

Mayor Graves-Henry asked for a motion to approve the consent agenda. Mayor Pro Tem Howard made a motion to accept the consent agenda. Councilman Trollinger seconded this motion. All were in favor and the motion passed.

Mayor Graves-Henry asked for a motion to approve the minutes for December 12, 2019. Councilmember Trollinger made a motion to accept the minutes as recorded for December 12, 2019. Mayor Pro Tem Howard seconded it. The motion passed (4-1, with Councilmember McCollum voting neigh).

Public Comment:

Mayor Graves-Henry opened public comment.

Sylvia Leath of 2578 E. Simpson Road wanted to know the status of the Town's efforts to stop the water from running from the park, through her neighbor's yard, and ultimately into her yard and driveway. Administrator Trollinger assured Ms. Leath that he would get back with her once he had more information or a resolution date concerning her issue.

Doris Richmond exhorted the council and administrator to work together for the advancement of the Town. She also addressed specific members that were present on the council platform.

Town Administrator Updates

Administrator Trollinger introduced Tony Brewer from Eddie Carrick, CPA. Eddie Carrick, CPA conducted the Town's audit and Mr. Brewer gave a breakdown of this audit. He shared that the audit is a public document and that the MDNA section, because of its simpler terms, may be a good place to point our residents to. The Town of Green Level received an unqualified/clean opinion (fairly represents the book and records of the Town as of 6/30/2019). There were council questions directed to Mr. Brewer. Administrator Trollinger shared practical ways that he is attempting to be conservative with the Town's resources at Town Hall.

Administrator Trollinger presented a resolution for non-appropriations of the Pitney Bowes' lease. He informed the council that a lease had been signed with Pitney Bowes by a previous administrator for two pieces of equipment and that the Town is bound by this lease until 2021. In an effort to get out of the lease early and avoid paying the required \$11,973.27 that Pitney Bowes is demanding for early termination, Administrator Trollinger requested the council agree to a resolution per the non-funding appropriation clause in the non-cancellation obligation lease agreement to allow the Town to be released from the contract early. There was council discussion with our attorney's recommendations of changes that needed to be made to the non-appropriations' resolution. Councilmember Enoch made a motion that we pass the resolution with the said changes on the contract with Pitney Bowes lease. Councilmember McCollum seconded it. All were in favor and the motion passed.

Administrator Trollinger presented a binder of job descriptions to the council. These job descriptions included all the employees currently working for the Town. He also informed the council of the rate study being done through the North Carolina League of Municipalities in an effort to bring the staff's benefits and salaries in line with other Towns of our size and tax base.

Administrator Trollinger updated the council on the purchase of property adjoining the Town's park. The owner is willing to sell the land for \$13,500.00. He also made the council aware of a possible matching grant that could be acquired by the Town and possibly offset the cost of the purchase of this property. There was council discussion. This purchase opportunity was tabled until the council has more information.

Administrator Trollinger shared that, unbeknown to the council, the personnel manual and ordinances had been codified into the same document and that some of the ordinances were inconsistent with other ordinances. He, the code enforcer, and the attorney will make changes, with the attorney's oversight. These ordinances and personnel policy will then be presented to the council for any edits they may have, to ultimately produce a collaboratively sound ordinance manual along with a separate personnel policy.

There will be a council and budget retreat for the council to have an active part in the budget process and to devise a way to consistently monitor where each department stands in regards to their allotted monies in accordance with the budget. The council decided on January 21st as their primary choice date and January 28th as an alternate date for their budget retreat.

The Council Code of Ethics Ordinance was revisited from the last meeting, where it had been tabled. There was council discussion. Mayor Graves-Henry asked for a motion to approve the Code of Ethics for Council Ordinance. Councilmember Trollinger made a motion to accept the Town of Green Level Council Code of Ethics as it is written. Mayor Pro Tem Howard seconded it. The motion passed with 3 in favor (Mayor Graves-Henry, Mayor Pro Tem Howard, and Councilmember Trollinger) and 2 neighs (Councilmember McCollum and Councilmember Enoch).

Town Attorney Update

None

Council Comments

Councilmember McCollum thanked the residents of Green Level for coming out and voting for her. She also raised the concern of our billing software and the complaints of high water bills with no explanation. She requested research to be done on other utility billing softwares. In addition, she brought up the way that Republic has informed the Town of Green Level to instruct our residents to package their yard waste. Councilmember McCollum suggested that the Town purchase a used side loader truck and shared a few options the Town may want to look into, including the savings the Town could experience if they provided their own trash services. She also suggested that the Town's credit card limit be decreased from \$10,000.00 to \$5,000.00.

Councilmember Enoch requested financial reports and deposits for the last 6 months. She requested an update on the old town hall from Administrator Trollinger. Councilmember Enoch also requested that grants be sought out for the old town hall.

Mayor Pro Tem Howard addressed Doris Richmond, a resident who had addressed him in a previous comment and he provided an explanation of his actions.

Councilmember Trollinger had no comments.

Mayor Graves-Henry apologized for what, in her physical absence, had transpired at the last council meeting. She requested that all of the council members have a vision for the Town and put it in writing.

Mayor Graves-Henry asked for a motion to go into closed session and informed everyone that the next meeting would take place on February 13th. Councilmember Trollinger made a motion to go into closed session to discuss personnel matters. Mayor Pro Tem Howard seconded the motion. All were in favor and the motion passed.

Councilmember Enoch made a motion to adjourn out of closed session. Councilmember McCollum seconded the motion.

Mayor Graves-Henry asked for a motion to extend Interim Administrator Trollinger's contract until March 1st, while the council continues to look at the other applicants that are being considered. Councilmember Enoch made a motion that we continue Michael Trollinger's contract as Interim Town Administrator until March 1st. Councilmember McCollum seconded

the motion. All were in favor and the motion passed (Councilmember Trollinger abstained from voting). Interim Administrator Trollinger accepted this extension. Mayor Graves-Henry informed Interim Administrator Trollinger that he will be contacted concerning an interview and that all applications for Town Administrator will come directly to her so that he is not involved in this process.

Mayor Graves-Henry asked for a motion to recess. Councilmember Enoch made a motion to recess until January 21st at 7pm. Councilmember McCollum seconded the motion.