



Town of Green Level Town Council Regular Meeting
Green Level Municipal Building
Thursday, May 14, 2020

The Town Council's regularly scheduled meeting was held on Thursday, May 14, 2020 at 7:00 PM in the Green Level Municipal Building located at 2510 Green Level Church Road. Due to the Coronavirus pandemic and Governor Cooper's order (no more than 10), the public was not allowed to meet in the building but were able to access Zoom by going to the following site on an electronic device for listening and for viewing purposes: for listening only - (301) 715 8592 (no video), using Meeting ID: 814 4553 1316 with Password: 985317. To watch the meeting live on Zoom, citizens were instructed to download zoom.us, enter Meeting ID: 814 4553 1316 and Password: 985317. The citizens were instructed that in order to make a public comment, they were to text their name and phone number to (336) 260-0776 before 7PM on May 14th and they would be called at Public Comment Time to give their 3 minute comment via speakerphone. These instructions were given via the front door of Town Hall and the Town of Green Level website.

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

GREEN LEVEL STAFF PRESENT: Town Clerk Suzanne Bigelow, Public Works Director Rodney Gunn, and Billing Specialist Regina Johnson

GREEN LEVEL TOWN ATTORNEY PRESENT: Eugene Russell (via Zoom)

Mayor Graves-Henry called the meeting to order and Councilmember Trollinger gave the invocation. Mayor Graves-Henry reminded citizens about the phone number to text in order to make the Mayor aware that they desire to be called back in order to give their public comment.

Mayor Graves-Henry presented the minutes for March 12, 2020 and April 9, 2020 for council approval. Mayor Graves-Henry asked for a motion to approve the March 12, 2020 minutes. Councilmember Enoch stated that corrections still needed to be made to the March 12, 2020 minutes. The corrections that need to be made, per Councilmember Enoch, were on page 4 under Town Administrator Updates, in which she says there was a motion made to increase the Code Enforcer's salary that was missing from the minutes. She also asked that the correction to make a decision for the code enforcer be corrected from the Mayor making the decision to it being brought back to the council. There was council discussion. Councilmember Trollinger made the motion to revisit that particular issue of the responsibility for hiring the Mayor. Councilmember Trollinger corrected this motion to be the hiring of the Code Enforcer and not the Mayor. Councilmember Trollinger again made a motion that we revisit that specific item that way we can approve the minutes with that revisited notation. Councilmember Enoch

seconded the motion that I can accept the minutes as they are, being that we are going to go back and revisit that. There was council clarification concerning this motion and some council discussion. Councilmember Enoch seconded the motion to revisit the minutes. All were in favor and the motion passed (5-0). Councilmember Trollinger, in light of his previous motion not being carried, made a motion that we as a council revisit the responsibility of the interviewing and hiring of the code enforcer. Councilmember Enoch seconded the motion. All were in favor and the motion passed (5-0).

Mayor Graves-Henry asked for a motion to approve the minutes of April 9, 2020.

Councilmember Trollinger made a motion that we approve the recording of the minutes for April 9, 2020. Mayor Pro Tem Howard seconded the motion. All were in favor and the motion passed (5-0).

Mayor's Updates

Eddie Carrick, CPA, PC Contract

Mayor Graves-Henry presented Eddie Carrick, CPA, PC Contract to the council for approval. Attorney Russell clarified some details of this contract. There was council and attorney discussion. Councilmember Enoch made a motion that we move forward with the contract with Eddie Carrick for this year. Councilmember McCollum seconded the motion. All were in favor and the motion passed (5-0).

State Code Enforcement

Dennis Pinnix, the Town's contracted code enforcer, addressed the council concerning the Town's previous way of having the Town's code enforcer perform duties that a planner should have been performing. There was council discussion. Mayor Graves-Henry asked that the council accept the revised code enforcer contract. Councilmember Trollinger made a motion that we accept the code enforcement contract, as recommended by Attorney Russell. There was more council discussion, with some clarification and counsel being given by Attorney Russell. Mr. Pinnix explained what services his agency provides for the Town, how they operate on a daily basis/during the time they are working for the Town, and what he is currently working on for the Town. Councilmember Trollinger made the motion that we accept the contract as it pertains the stipulation that cases will be handled in the courts allowed by the state of North Carolina. Councilmember McCollum seconded the motion. The motion passed (3-2), with Mayor Pro Tem Howard and Councilmember Enoch being opposed. Mayor Pro Tem Howard wanted the "record to show is what I said that we believe that our constitutional rights have been violated if we won't have the choice to take it to out of state".

Mayor Graves-Henry asked the council for approval for the planning contract. There was council discussion and questions. One discussion item was that any hours over 16 hours would need to come back to the council for approval, even if this is done in an expedient way- via special council meeting or phone call. Mayor Graves-Henry made a motion that we accept the planning contract. Councilmember Enoch seconded the motion. The motion passed (4-1), with Mayor Pro Tem Howard being opposed.

Roger Bardsley, planner from State Code Enforcement, discussed the scope of services that the council had received for the 160D update to the Town's ordinances. He informed the council that in addition to what is on the scope of services, he will put the Town's ordinances on the Town's website at no additional cost and seemed fairly confident that he could also scan the zoning map to the website, as well. The 160D update/scope of services would be separate from the planning services provided through the planning contract. There was council discussion with Mr. Pinnix. Mr. Pinnix will not charge the Town to review the Town's ordinances. Mayor Graves-Henry asked for a motion to look into getting an estimated cost for doing the ordinance updates. Councilmember Trollinger made a motion to authorize Mr. Pinnix and his firm to give the Town an estimate. Councilmember Enoch seconded the motion. All were in favor and the motion passed (5-0). Mr. Pinnix will present the cost for the Town's ordinance update at the June meeting.

Covid 19 Update – Governor's Phase 1 and Green Level Changes

Mayor Graves-Henry updated the council with Covid 19 guidelines for the Town that line up with Governor Cooper's order and his 3 phases of reopening the state. The Mayor presented the following:

- Park hours have been extended to 8am-6pm from 8am-4pm.
- Park shelter rentals will be taken for rentals occurring August 1, 2020 with a cancellation clause attached, if needed.
- Teleworking will continue to be encouraged.
- Zoom will be used until at least the November 12, 2020 meeting to serve the high risk population.
- Town Hall will possibly be reopened to the public on June 1, 2020 for taking window payments and facemasks will be required.
- On June 1, 2020, the park hours may be extended again to 8am-8pm.

Mayor Graves-Henry made it clear that the above were recommendations and are subject to change based on the Covid 19 numbers. There was council discussion concerning the Mayor's recommendations. Some councilmembers expressed a desire for the office staff to return to work and the need to have someone in the building during business hours.

In line with Covid 19 requirements in regards to social distancing, Mayor Pro Tem Howard shared that he spoke with Ms. Milliken, the Town's contracted janitor, and she assured him that she could work the hours that had been discussed with her. Mayor Graves-Henry proposed that the Clerk make a schedule for staff. It was also stated that Republic was picking up bulk and brush again.

Councilmember McCollum made the council aware about complaints about Town office staff. There was council discussion and responses from the Billing Specialist and Clerk concerning customer service and issues at the Town.

Mayor Pro Tem Howard addressed stray dog issues. There was council discussion to include animal control issues.

Budget Updates

Mayor Graves-Henry gave the council a report concerning what had been discussed with Will (from Massey's accounting office) and informed them that she will meet with Will later this month. Will wants to give updates on how the Town's budget should look. Discussion included Town Administrator and Code Enforcer positions and salary, staff pay increases, land purchases and other purchases that may need to be considered during the coming year. The Mayor asked for recommendations for items that the council may see a need for and agree upon, so that these may be sent to Will. There was council discussion. The Mayor will request the essentials from department heads in writing as well as items that are non-essential.

Clerk's Spending Limit

Mayor Graves-Henry asked that the Clerk's spending limit be increased from \$200.00 per the Clerk's request to take care of Town business that exceeds \$200.00, as necessary. There was council discussion. Councilmember Enoch made a motion to increase the Clerk's spending to \$2,000.00. Mayor Pro Tem Howard seconded the motion. All were in favor and the motion passed (5-0).

Vendor Update

Mayor Graves-Henry addressed the Town's Janitorial Vendor (Cynthia Milliken) situation and reminded the council that in the event the vendor is asked to comply with Covid 19 guidelines and does not, Mayor Pro Tem Howard is to be notified. The Mayor also stated that there have been several conversations concerning this compliance and asked Mayor Pro Tem Howard and the Clerk for an update. The Clerk responded to the Mayor that there has been non-compliance with the Covid 19 schedule by Ms. Milliken. Mayor Pro Tem Howard responded to the Mayor concerning the Covid 19 schedule and shared that Ms. Milliken had assured him that she could come in and get the job done within the time that had been set aside. Mayor Pro Tem Howard stated that he asked her to put this in a letter form to present to the council and was told by Ms. Milliken that she is still working on this. Mayor Pro Tem Howard believes that the letter would respond to the complaints Ms. Milliken has received/give her explanation. There was extended council discussion. Councilmember Enoch made mention of things she stated were being done to Ms. Milliken, to include the office staff leaving nasty notes, office staff being unable to pinpoint a single problem with Ms. Milliken and instead complaining about different items. The Billing Specialist explained that the note was linked to her frustration about the situation. The pending lawsuits which had been previously announced by Ms. Milliken against the Clerk and Billing Specialist were brought up. There was more council discussion. Councilmember Trollinger made a motion to rescind the previous motion that Ms. Milliken reports to the Clerk since there is an issue there. Councilmember McCollum and Councilmember Enoch seconded the motion simultaneously. All were in favor and the motion passed (5-0). Councilmember Trollinger started making a motion and changed it to a suggestion/statement that Ms. Milliken: would report to Mayor Pro Tem Howard, that any staff complaints be directed to Mayor Pro Tem Howard, and that Ms. Milliken be allowed to address the council. The Mayor sought a conclusion to the janitorial contract issues and clarification of when change would come

concerning this issue. Mayor Pro Tem Howard stated that once he gets the letter from Ms. Milliken, he will give it to the Mayor and the council will then set up a time to meet with her. Mayor Pro Tem Howard stated that this should be taken care of within the next few days. The staff was informed by Councilmember Trollinger that if any issues arise with Ms. Milliken, staff is not to address her, but rather Mayor Pro Tem Howard in writing.

Public Comment:

No public comments were received.

Town Clerk Updates

The Clerk had no updates.

Public Works Update

Public Works Director Rodney Gunn shared that he hasn't done any patchwork due to Covid 19.

There was discussion about the planning board and their next meeting. The need for having a certified planner as well as planning board members with some experience was addressed by the Mayor.

Town Attorney Updates

Attorney Russell had nothing for open session.

Town Council Comments

Councilmember McCollum will address her comments later.

Councilmember Enoch asked the Public Works Director if he could get some dirt/gravel on Birch Road. The Public Works Director will take care of this. She was informed that the sign on the land near Dollar General had been corrected.

Councilmember Enoch asked the Clerk to post the Town Administrator and Code Enforcer positions on NCLM. The Clerk will take care of posting these positions.

The Clerk mentioned that last month the council approved the street acceptances in Bedford Hills, but the water/sewer acceptances were not mentioned in the motion and asked if there could be a do over. Councilmember Trollinger stated that he didn't think they needed to be read as long as the documents were signed, which they were. The Clerk made the council aware that Attorney Russell thought a do over would be a good idea. The Clerk made the council aware that the recorded minutes only covered the street acceptances and asked if they should also include the water sewer acceptances. Both Councilmember Trollinger and Councilmember McCollum stated that as long as these documents were signed that that should be sufficient, along with keeping these documents with the minutes.

The Mayor brought up the complaint forms for citizens and councilmembers to use for issues concerning code enforcement.

The Town Administrator and Code Enforcer positions were addressed and there was council discussion.

Mayor Graves-Henry asked for a motion to go out of open and into closed session.

Councilmember Trollinger made a motion that we go out of open session and into closed session.

Councilmember McCollum seconded the motion. All were in favor and the motion passed (5-0).

Councilmember Trollinger made a motion to go out of closed session and back into open session.

Mayor Graves-Henry seconded the motion. All were in favor and the motion passed (5-0).

Mayor Graves-Henry asked for a motion to adjourn the meeting. Councilmember Trollinger made a motion to adjourn the meeting until Thursday, June 11, 2020 at 7:00 pm.

Councilmember McCollum seconded the motion. All were in favor and the motion passed (5-0).