



# Regular Town Council Meeting

Thursday, October 8, 2020 at 7:00 pm

**1. CALL TO ORDER**

Mayor Graves-Henry

**2. INVOCATION**

Mayor Pro Tem Howard

**3. APPROVAL/ADJUSTMENTS TO AGENDA**

Mayor Graves-Henry

**4. APPROVAL OF MEETING MINUTES**

Mayor Graves-Henry

Regular Town Council Meeting Minutes Thursday, September 10, 2020

Special Town Council Meeting Minutes Tuesday, September 22, 2020

**5. PUBLIC COMMENT\*\***

Mayor Graves-Henry

(This time is reserved for general comments from the public. Please limit your comments to a maximum of three (3) minutes.)

**6. INFORMATION ITEMS**

A. Census Data Collection Report as of August 31, 2020 for Green Level and Alamance County, NC

B. Code Enforcement Report for September 2020

C. Financial Reports

**7. SEXUAL HARRASSMENT POLICY**

Presenter: Donna Davis, Town Administrator

**8. ITEMS FOR SURPLUS**

Presenter: Donna Davis, Town Administrator

(1) 1998 Buick Skylark

VIN: 1G4NJ52MOWC416150

V6 Engine, Runs but needs a fuel pump

(2) Alice Chalmers Generator  
338 Hours

(3) Sheco Jet Machine

(4) Rhino Series 1348 Boom Mower

(5) 2000 Ford Ranger  
VIN: 1FTYR10V4TB25765  
V6 Engine, Needs brakes

(6) 1995 Ford F-350  
VIN: 1FDKF37H75NB04216  
V8 Engine, Runs good, needs miscellaneous repairs

**9. CODE ENFORCEMENT**

Presenter: Donna Davis, Town Administrator

**10. TOWN ATTORNEY COMMENTS**

**11. MAYOR COMMENTS**

**12. TOWN COUNCIL COMMENTS**

**13. Closed Session G.S. 143-318.11 (a.) (6.) Confidential Information Requested**

**14. ADJOURN**

Mayor Graves-Henry

THE NEXT REGUALR MEETING OF THE GREEN LEVEL TOWN COUNCIL IS SCHEDULED FOR THURSDAY NOVEMBER 12, 2020 AT 7:00 PM.

**\*\*Public Comment Participation Guidelines**

1. The public is allowed to address the Council on general matters related to the Town.
2. Please be sure to sign in and indicate your name and address for the meeting minutes.
3. Please limit your comments to a maximum three (3) minutes per speaker.



# Regular Town Council Meeting Minutes

Thursday, September 10, 2020 at 7:00 pm

## 1. CALL TO ORDER

**Minutes:**

Mayor Graves-Henry

## 2. INVOCATION

**Minutes:**

Micheal Trollinger

## 3. APPROVAL/ADJUSTMENTS TO AGENDA

**Minutes:**

Michael Trollinger made a motion to accept the adjusted agenda with the correction of 6B August 2020.

**Vote results:**

Ayes: 5 / Nays: 0

## 4. APPROVAL OF MEETING MINUTES

Public Hearing and Regular Town Council Meeting Minutes Thursday August 13, 2020

**Minutes:**

Councilwoman Enoch made a motion to approve the minutes for the Town Council Meeting on Thursday August 13, 2020.

**Vote results:**

Ayes: 5 / Nays: 0

## 5. PUBLIC COMMENT\*\* (This time is reserved for general comments from the public. Please limit your comments to a maximum of three (3) minutes.)

**Minutes:**

No Public Comment

## 6. CONSENT TO AGENDA (INFORMATION ITEMS)

**Minutes:**

Two reports submitted were for informational purposes only; Census Report and

the Code Enforcer report for August 2020.

## 7. AUGUST 13, 2020 MEETING CONTINGENCY ITEMS

### **Minutes:**

Presented by Donna Davis, Town Administrator

7A. Reexamination of W. Simpson Road Repair.

The phase 1 paving of W Simpson Road was approved at the August 13, 2020 Council meeting pending verification of the Town of Green Level's ownership and responsibility for the road. The findings thus far indicate the Town has ownership of the road.

Ms. Davis, Town Administrator, requested for the Council to confirm ownership based on the information provided to the Town Administrator, in order to proceed with the repairs.

A revisit of the legal documents was performed by Attorney Russell who stated, after research, there was a Consent Judgement where the Town agreed to, and as part of that process by the Town, accepted the streets and to have the responsibility for the maintenance of the streets.

Mayor Pro Tem Howard did not concur with the findings regarding the responsibility of the streets. Mayor Pro Tem Howard reminded the Council there had been a motion made by Councilwoman Enoch, at the last Council meeting. The motion was to continue on with an investigation and upon the investigation's findings, if it is proven the Town is responsible, the Town would take responsibility of the streets. Upon review of the document Councilman Trollinger presented to the Council at the last meeting, Mayor Pro Tem Howard stated there is no indication where Mr. Tarpley signed off on the streets or any evidence turned into the State. Mayor Prom Tem Howard also stated there is no indication a public hearing was held regarding this matter. Additionally, Mayor Pro Tem Howard considered the documents Attorney Russell supplied were not clear or stated that the Town is responsible for the streets.

Councilman Trollinger disagreed and believes the streets had been listed on the Powell Bill since 2016 or prior and that conveyance of the streets was turned over to the Town of Green Level. He acknowledged that the process has been going on since Mr. Galloway, the previous Town Administrator. However, during Councilman Trollinger's position as the Town Administrator, he had some questions when the Powell Bill became due. Councilman Trollinger stated he had reached out to Mr. Douglas and Mr. Galloway. They both agreed the streets are on the Powell Bill and the streets are the Town's responsibility. Councilman Trollinger stated he had gone over to Graham in the GIS registered deeds office and had spoken with Miss Marline. Councilman Trollinger saw the document where the second plat was registered and the Town signed off on the annexation of the second plat on the

section that runs over to W. Simpson Road, where Algene Tarpley had signed off on it.

Mayor Pro Tem Howard suggested to have another attorney to look at the documents because it did not appear to be clear to him.

Attorney Russell spoke. However, the reception over the telephone was muffled so Councilwoman Enoch reiterated what Attorney Russell had stated which was the Town received information, from the attorney through the builder, stating they can't get down there to build the homes which is why we are at this point to vote on the repairs, the 1st phase so they can get down there to start building.

Mayor Pro Tem Howard asked Attorney Russell for him to explain how a municipality can go down to private property, which is a business, to this company who collects money, a business, and the Town is going to take the taxpayers money and go to a private company business and pave their streets for them. Mayor Graves- Henry stated the Town is paving a street which belong to the town, not a private streets. Attorney Russell stated that we are not talking about paving private streets. Where talking about maintaining streets that the town have accepted and that there is evidence there that the streets were paved at one time.

Attorney Russell continued stating what occurred was the developer put in the streets which appear to include pavement and that over the years the town has not maintained those streets even though the Town has agreed to accept the streets and that is part of the Consent Order in Federal court, so streets are not private streets they are town street. Mayor Graves-Henry stated there is evidence stating the Town had paved the roads before. However, the town has not maintained the streets

Discussion continued and Councilman Enoch inquired about a missing page #4 from the Consent Judgement which was distributed to help provide clarity for the Council.

Attorney Russell has reviewed page #4 and stated there is nothing that will change the results.

A notation has been made within the documents because the case numbered pages are in chronological order. The Consent Judgement document appears to be miss numbered from page 3 jumping to page 5. However, the sentence structure appears to continue to the next page of the document, indicating there is not a missing page.

Councilman Trollinger asked if anyone else was in agreement with Mayor Pro Tem Howard regarding further review of the documents. Councilwoman Enoch was in agreement the Council should get another opinion so everyone could be satisfied. However, there needs to be a timeline.

Additional discussion continued regarding an additional excerpt from the Consent Judgement, "Upon the consent judgement, the owner has to honor the ordinances

that were previously in place”.

Councilman Trollinger began to make a motion to seek outside counsel on this particular matter and have Ms. Davis to.... However, Mayor Pro Tem Howard interjected by stating he would like an unaffiliated specialist in Civil and Development Law to review the documents.

Mayor Pro Tem Howard continued by reading an excerpt from the Consent Judgement. “Plaintiff will agree to construct a part of said subdivision a street from the property connected to West Simpson”. It appeared to Mayor Pro Tem Howard that this was what Mr. Johnson agreed to do.

Councilwoman Enoch agreed that there should be further review of the documents. However, it needs to be done in 30 days so Council is in agreement upon the findings.

Trollinger made a motion that Ms. Davis, Town Administrator and Mayor Pro Tem Howard coordinate together by selecting an attorney to review the case and return an opinion to the Town within the next 30 days and allocated up to \$5,000 for the review of the documents in question.

4 Ayes / 1 Nays

#### 7B. Paving of Birch Street

Ms. Davis, Town Administrator mentioned that at the last meeting there was an approval with a contingency for the Town to look at other potential surfaces in lieu of asphalt so a bid was submitted for the paving of a section of Birch Street with concrete. The purpose for the information was to approach the Council and receive their consent with proceeding to pave the street. Additionally, the Town did not receive a bid for Brice Court so Ms. Davis, Town Administrator, assumed there is no interest in paving Brice Court with just asphalt.

Councilwoman Enoch had a question regarding Public Works. The Public Works Department was to look at the drainage on Birch Street because there was a water issue concern which needed to be corrected before the Town goes in and paves the street. Councilman Enoch did not want the Town to encounter additional issues.

Ms. Davis, Town Administrator, stated the street had been looked at but the Town had lost their engineer a few weeks ago. The Town’s Public Works Department had looked at it. However, Birch Street needs to be reviewed by an engineer to see if they need to put in a special pipe for the drainage issues to prevent the roads from deteriorating.

An additional contractor will be coming Monday September 14, 2020 to bid on Brice. Councilman Trollinger posed a question regarding Withers Ravenel having the Town on the back burner and the Town still has an outstanding contract with Withers Ravenel. Councilman Trollinger’s hope is Wither’s Ravenel will honor their contract because they are the Town's on-call engineers and if the Town has a problem, Wither’s Ravenel will honor their contract with the Town.

Ms. Davis, Town Administrator, asked Withers Ravenel if they have an engineer who

Ms. Davis, Town Administrator, asked whether Ravenel if they have an engineer who would be responsive to the Town's needs and follow up. Ms. Davis, Town Administrator, was told there would be someone assigned to the Town. However, Ms. Davis, Town Administrator, does not have the name of the engineer as of yet. Councilwoman McCollum made a motion the Town give the bid of \$6,500 to Tyron Carter Construction to do Birch Street with the correction of asphalt rather than concrete and that it meets the same requirements the Town agreed upon with other company. Councilwoman Enoch requested for the job to be completed within 30 days. There is also a need to look at Brice Court as well.

5 Ayes / 0 Nays

The Council would like for Ms. Davis, Town Administrator, to contact Summit Design Engineers and have a conversation with them. See if Summit will agree to look at Brice Court and to inform the Town of any warranties.

7C. 160D

Was approved without contingency but brought to the Town's attention that the Piedmont TRIAD Regional Council was providing the service of updating the 160D at a cost of \$2,000. Ms. Davis, Town Administrator, sent an email to Piedmont TRIAD Regional Council to see what it would take for the Town to be in compliance. Ms. Davis, Town Administrator, sent an email out to them and upon review, Jesse Day, regional planner, stated he did not have much time to review. Piedmont TRIAD agreed to provide the update for \$2,000. However, they will not get the 160D into the ordinance. The Town will have to conduct their own meetings and hire a planner to work through that process as well as clean up other issues in the ordinance. Additionally, the Town would have to go back at a later date and clean up issues in the ordinance. Ms. Davis, Town Administrator, also stated there is an issue already with a mobile home specification relating to square footage that needs to be addressed, so there is a lot of little things in the ordinance that need to be cleaned up. Ms. Davis, Town Administrator, also mentioned Mr. Day's estimate for the 160D would be in the range of \$15,000.

Councilwoman Enoch requested to move forward with Stewart because it would include revising the ordinances and eliminate the inconsistencies and questionable items for \$14,450.

Attorney Russell's recommendation is Stewart because they would provide a more complete document.

Councilman Trollinger requested confirmation that Stewart update the 160D and clean up the ordinances that we can enforce. Mrs. Davis, Town Administrator, confirmed. However, it would not include the UDO. They would come in and make the corrections, schedule meetings with the Council, and the planning board as well as ensure meetings were properly advertised for public hearing.

Councilwoman McCollum made a motion for Stewart to be awarded the contract for the 160D and for the contract to include revising the ordinances to eliminate the



inconsistencies and questionable items in the amount of \$14,450.00

5 Ayes / 0 Nays

## 8. COVID19 MASK and INFORMATION EVENT with ALAMANCE COUNTY

Presenter: Donna Davis, Town Administrator

### Minutes:

Councilwoman Enoch a motion to participate in the masks giveaway on September 26th event at the drive through in the park.

The Town of Green Level and the Alamance County Sheriff's office will present a COVID-19 and Community Awareness Drive-Thru Event Saturday September 26, 2020 for 9:00 am - 11:00 am at the Green Level Municipal Park 1414 Swann Road Green Level, NC 27217.

Free cloth masks, free children's books, and other items will be distributed at this event.

### Vote results:

Ayes: 5 / Nays: 0

## 9. TOWN of GREEN LEVEL 30th ANNIVERSARY CELEBRATION

Presenter: Donna Davis, Town Administrator

### Minutes:

Councilwoman Enoch made a motion to purchase a banner to celebrate 30 years.

Due to COVID19, the Council consented to delay a community event. However, the council decided to display a banner in the Town. The web site will also be updated in celebration of the 30 year Township.

### Vote results:

Ayes: 5 / Nays: 0

## 10. TOWN ATTORNEY COMMENTS

### Minutes:

No comments.

## 11. TOWN COUNCIL COMMENTS

ADJOURN

### Minutes:

Discussion regarding who staff would report to in the absence of Ms. Davis, Town Administrator.

Councilwoman Trollinger made a motion for clarity that office staff reports to the Town Clerk in the absence of the Town Administrator, Donna Davis.

5 Ayes / 0 Nays

Discussion regarding meeting minutes.

Councilwoman McCollum made a motion for the Town Clerk to bring a list of missing meeting minutes to the next meeting on Thursday, October 8, 2020.

4 Ayes / 1 Nays



4 Ayes / 1 Nays

Councilwoman McCollum inquired about the utilities software program and she requested for Eric Gerring, Utilities Specialist, to research a new utility software program. One company Councilwoman McCullum suggested is Black Mountain. Councilman Trollinger expressed his concern regarding the training component of a new software program. Logistics, the Town's current software program, provides little or no technical assistance, and if they do, the training is expensive.

Discussion regarding quarterly reports arose between Council members. The Council has requested for the Town Administrator, Donna Davis to provide the Council a report of cash-on-hand, list of expenditures, revenues, and a reconciliation report for the next Town Council Meeting.

Councilwoman Enoch inquired about the Surplus Sale the Town usually conducts to get rid of merchandise and old goods. Ms. Davis, Town Administrator, requested for the Director of Public Works, Rodney Gunn, to supply a list so the surplus items could be posted on the web site and placed in the Town newsletter

Several Council members would like to open the Town Hall for the residents to come in and pay their water bills. However, a plan must be in place. Donna Davis, Town Administrator, will be putting together a strategy in order to reopen the building to the public.

Discussion regarding the present subcontracted Code Enforcer, Mr. Pinnix, and the Council's desire to explore the opportunity of hiring a full time Town Code Enforcer. Mayor Pro Tem Howard made a motion to provide Mr. Pinnix with a thirty days notice of termination of his contract as Code Enforcer for the Town of Green Level as of September 10, 2020. However, the Town is still interested in the Code Enforcer's planning services, if Mr. Pinnix is interested in continuing planning services.

3 Ayes / 2 Nays

Mayor Graves-Henry reminded the residents, of the Town, to fill out the Census information.

Discussion regarding the Planning Board. Ms. Davis, Town Administrator requested for any resident interested in being on the Planning Board to fill out an application and submit it to the Town.

MOTION TO ADJOURN -Mayor Graves-Henry

THE NEXT REGULAR MEETING OF THE GREEN LEVEL TOWN COUNCIL IS SCHEDULED FOR THURSDAY OCTOBER 8, 2020 AT 7:00 PM



# Special Town Council Meeting Minutes

Tuesday, September 22, 2020 at 7:00 pm

## 1. Call to Order

Mayor Graves-Henry

### Minutes:

Mayor Graves-Henry called the Special Town Council Meeting to order. The Town of Green Level met at 7:00 pm on Tuesday, September 22, 2020. The meeting was conducted in the meeting chamber at 2510 Green Level Church Road by Council members and staff and virtual was provided via live stream media. Council Members Present: Mayor Carissa Graves-Henry Mayor Pro Tem Theodore Howard Councilwoman Remonia Enoch Councilman Michael Trollinger Councilwoman Sandra McCullom Staff Present: Ida Kleiner – Town Clerk Donna Davis-Town Administrator Eric Gerringer- Utilities Billing Specialist Officer Staten - Town of Green Level Substation Officer Town Legal Counsel – Attorney Eugene Russell via Zoom

## 2. Invocation

Michael Trollinger

## 3. Agenda Approval

Mayor Graves-Henry

### Minutes:

Councilwoman Enoch made a motion to accept the agenda.

### Vote results:

Ayes: 5 / Nays: 0

## 4. Policies & Procedures for Employees and Council

Revision of Employee Handbook to Include:

### Minutes:

Mayor Graves-Henry led the discussion regarding the revision for the Employee Handbook to include the following:

- Computer and Internet Use Policy
- Cell Phone Use Policy
- Time and Attendance

- Comp Time and Overtime

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-Computer and Internet Use Policy -Cell Phone Use Policy

Ida Kleiner, Town Clerk presented two policies discussed with Attorney Russell to be included in the Employee Handbook. A request was made to the Council to approve and adopt the Cell Phone Use Policy and the Computer and Internet Use Policy. Discussion arose among the councilmembers of the Town. Councilwoman Enoch inquired if there is anything in place where an employee signs for equipment, i.e.; computers, cell phones, keys, etc. She also stated that there needs to be a system in place when there is a distribution of equipment to employees and a record must be kept so the Town knows what they have given out and what the Town is getting back. Councilwoman Enoch also stated a checklist of what belongs to the Town and a record must be kept and maintained.

Mayor Pro Tem Howard stated that on the policies, there should be a signature line where it states, "I have read and agree with the policy and it has been read or explained to me", to avoid an employee coming back to say they could not read or did not understand the terminology or wording.

Councilman Trollinger had a few questions as to who drafted the two documents. Ida Kleiner, Town Clerk, stated she had drafted the documents and that the policies parallel with other Computer and Internet Use Policies and Cell Phone Policies that are pretty much staples across all businesses and organizations. Ms. Kleiner, Town Clerk, additionally stated that organizations and businesses basically utilize the same parallel policies presented to the Council.

Trollinger added, was there a reason as to why you drafted these two policies. Ida Kleiner, Town Clerk, answered, yes, because the Town needed to be sure that individuals were not abusing the computers for their own personal use or installing equipment such as software on the Town's computers that would corrupt the computer or cause malware.

Councilman Trollinger asked if Ms. Davis, the Town Administrator, had been informed of the two policies. Ida Kleiner, Town Clerk, answered, she had sent the policies to the Attorney and Ms. Davis, the Town Administrator, at the same time. Ms. Kleiner, Town Clerk, stated she had not received a response concerning anything different from Ms. Davis, Town Administrator. Ms. Davis, Town Administrator saw the policies and agreed to it.

Trollinger stated the reason he had asked the questions is, while he has no problem with the policies, the Town has a computer policy in place. However, he does not know what happened to it and did not have a problem with the two policies presented. Councilman Trollinger continued by stating he thought Ms., Davis, Town Administrator is the one the Council holds responsible or accountable for policies and procedures. Councilman Trollinger believes there needs to be better

communication where the documents should have been sent to Ms. Davis, Town Administrator first. However, Ms. Davis said they were good sound policies, but again, Councilman Trollinger's concern was he had thought there were some things taking place that appeared to undermine the role and responsibility of the Town Administrator. He would also like to modify the line attached to the policy that the employee understands and agrees to the terms. Otherwise, Councilman Trollinger is good with the policies.

Mayor Graves-Henry asked if any changes were requested to the two policies and also reiterated that the policies need to be explained to the employee, recorded, and a record kept. Mayor Graves-Henry also mentioned employees receiving items must sign in and out for the items.

Mayor Graves-Henry continued with an inquiry with Attorney Russell regarding the two policies. Attorney Russell replied, he reviewed and he suggested some minor changes, but he feels they are ready for a motion if the Council is ready to approve them.

Mayor Graves-Henry asked if the minor changes have been made. And Attorney Russell replied, yes. Mayor Graves-Henry stated, If the Council does not have any more questions, is there a motion.

Councilman Trollinger made a motion to adopt both the Cell Phone Policy and the Computer and Internet Use Policy.

5 Ayes / 0 Nays

-Time and Attendance -Comp Time and Overtime

Councilwoman Enoch had some questions about attendance under the revisions in the Employee Handbook that were given out without approval from the Council. She does not know why The Town has to abide by that handbook when it was never approved by the Council. However, Councilwoman Enoch has been told, at some point, the Council needs to have someone revise the handbook and it should be a priority because some of the policies in there need to be taken out. As far as time and attendance, Councilwoman Enoch would like to look into overtime and comp time because employees seen at the Town Hall up until 7 pm at night. On one occasion, Councilwoman Enoch asked Councilman Trollinger are the employees getting paid, and Councilman Trollinger said they were getting comp time. However, in the event the employee leaves, the employee will be get paid for their comp time. Councilman Trollinger also stated there is a policy for comp time. However, Councilman Trollinger agreed with Councilwoman Enoch that the Personnel Manual needs to be taken out of the Code of Ordinances. Discussion continued regarding making the Personnel Manual a priority to get the revisions for the Town ordinances and updates completed so when the Town gets it codified again, the Town can pull the personnel manual completely out of it. The council expressed the need to allow the Town Administrator, Donna Davis, to get this done. However, it can't be done

until after the revisions for the Town ordinances are completed. Councilwoman Enoch stated that Ms. Davis, Town Administrator, is new and the handbook was not brought up to her prior and that is why it is on the agenda tonight. Councilwoman Enoch is concerned with the abuse regarding overtime and comp time.

Councilwoman Enoch continued by stating employees need to know how comp time accrues, limits, etc., as well as when an employee can use comp time needs to be a priority.

Councilman Trollinger stated comp time is spelled out in the Code of Ordinance, Employee Section, as to how an employee can use their time and how much they can actually rollover. Councilman Trollinger stated comp time has been a problem. Councilman Trollinger provided a scenario when he had an employee approach him about having a check cut for the accrual of their comp time. Councilman Trollinger did not approve it because the comp time was over 240 hours and against what the Code of Ordinance book stated. He told the employee if they had a problem with his response to their request, the employee should bring it to the Council and the Council would make a decision on it. There has been confusion as to how much comp time an employees has. The Town has one employee that has been with the Town a number of years and the employee thinks the comp time the employee accumulated is still good. However, January 1 it goes back to 240 hours.

Councilwoman McCollum stated comp time earned was used within the pay period time that was when you had to take it so there would not be an over accumulation of comp time because you had to take it within that pay period. Comp time was not rolled over from year to year. Councilman Trollinger stated there needs to be something written in place. Councilwoman McCollum stated the aforementioned was the policy that was in place, for her, when she started processing payroll and was told to her.

Mayor Graves-Henry inquired if there is more discussion.

Councilwoman Enoch asked if the Town has someone who is revising the Town's ordinances and inquired as to know when the Council can start on this as a priority and the Council can agree.

Councilman Trollinger requested for the Donna Davis, Town Administrator, to draft a policy for time and attendance and comp time/overtime that the council can adopt. Councilman Trollinger stated the Town cannot disregard what is in the book but you can revise.

Ms. Davis, Town Administrator continued the discussion by stating the Town's Code of Ordinances include the Personnel Policy in the ordinance book and questioned if the Town would like the Personal Policies to be in the Town's code book. Council Trollinger interjected a firm, no. Ms. Davis, Town Administrator, informed the Council that the Town could go through the process of pulling the Personnel Policy out of the code book.

Ms. Davis, Town Administrator stated, however, until the Town gets the new

Ms. Davis, Town Administrator, stated, however, until the Town gets the new Personnel Policy approved, the Town must go by what is in the code book. The Town needs to go through the process of pulling the Personnel Policy out of the code book. Ms. Davis, Town Administrator, went on to state that the extraction of the Personnel Policy could be done before or at the same time the Town updates the 160D, which the Town can have the amendments strike all of that out and all of the personnel would refer to the policies that are being drafted. Councilwoman McCollum stated that Mr. Douglas had a Personnel Handbook and he had each employee sign off on the book. Councilman Trollinger continued by stating that is what was wrong along with the policies that are common practice among municipalities. Councilman Trollinger informed the Council he had started rewriting and revising because he knew the Council wanted to pull the Personnel Manual out of the Code of Ordinances and just have a Personnel Policy that the employee should sign off on. However, that stuff was never approved, but Mr. Douglas passed it out to all of the employees before it came to the Council so as Ms. Davis, Town Administrator says, we can text amend what our current policies are just like what the council just did with the two policies tonight.

Ms. Davis, Town Administrator, stated that the Town will have to be careful because anything in the Code of Ordinance book is considered the law. Anything that is a policy does not have the level of enforcement an ordinance has. Ms. Davis, Town Administrator, continued by suggesting to the Council the way to accomplish the separation and transition is, whenever the Town revises the policies that you put a clause in that is supersedes any preceding policies so they automatically become nullified. Councilwoman Enoch interjected by asking if the contract with Stewart will be working on removing the Personnel Ordinances from the Code of Ordinances for the Town.

Ms. Davis, Town Administrator, stated she would be meeting with Stewart and ask them to go ahead and help the Town with the text amendments to prepare to eliminate all of the Personnel Ordinances, if that is what the Council wants.

Ms. Davis, Town Administrator asked if the Council would like the Personnel Manual to be amended and out of the Code of Ordinance Book, so it would go into a Policy Manual or Policy Document that the Council would approve. Ms. Davis went on to state that the same night the Council approves the policy, the Council could text amend the Ordinance and it will replace it. Councilwoman McCollum expressed her concerns because there are several things in the book that do not make sense and she mentioned that the Council did not approve these things.

Mayor Graves-Henry requested for Ms. Davis, Town Administrator to keep the Council updated on the process.

## 5. Town Hall Security Issues



**Minutes:**

Town Security

Mayor Graves-Henry stated, please find the informational items regarding the Town's security. The information distributed included an incident report and information regarding the Town's security system. Upon completion of Mayor Graves-Henry's comment, Councilman Trollinger pursued further discussion regarding the Town security and requested a report from the Town Clerk. Ida Kleiner, Town Clerk, read a report regarding an incident that allegedly took place at the Town Hall. Councilman Trollinger talked about the procedures regarding the key fobs issued by Johnson Controls. His concern is with the employee turnover at the Town Hall. Therefore, Councilman Trollinger suggested a reissuance of key fobs should take place and the old key fobs should be destroyed. Councilman Trollinger discussed the various ways to program access to the Town Hall. Councilman Trollinger continued the discussion regarding an alleged incident at the Town Hall and that the incident was a "push notification" and not computer breach of a Town Hall computer. Additionally, Councilman Trollinger stated, as per the data log at Johnson Controls, the event was actually a "push notification". Councilman Trollinger expressed he would like to see the Town Administrator, Donna Davis to oversee any incidents that occur at the Town Hall moving forward. Additionally, Councilman Trollinger will be assisting Donna Davis, Town Administrator, regarding the security protocols that are in place at the Town Hall.

Discussion continued as Councilwoman McCollum requested a key/key fob to the Town Hall because she would like to have access to the Town Hall.

Ms. Davis, Town Administrator, mentioned about the process of reporting any type of incident. Ms. Davis, Town Administrator indicated, if she is going to be held responsible for the Town Hall business, she would like to have some input on some of the things that she is going to be held responsible for, as well as, the delegation of responsibilities needs to be clear for accountability purposes. Mayor Graves-Henry reiterated the importance of the chain of command and the process of reporting of incidents. Mayor Graves-Henry continued and mentioned that staff must consult with the Donna Davis, Town Administrator, regarding all reporting of incidents.

Councilwoman Enoch inquired if the locks had been changed with all of the employee transitioning in and out of the Town Hall. Councilwoman Enoch continued with her concern regarding an entry into the Town Hall outside of normal Town business hours. Councilwoman Enoch suggested that both keys and key fobs need to be changed.

Trollinger mentioned the most cost effective way would be to have Johnson Controls come in and to assign each authorized person a new key fob that would be



assigned to each employee so anytime the key fob is used, the Town knows who used it, what time it was used, and which door it was used on.

Councilman Trollinger suggested to take a vote on the issuance of keys/key fobs to Council members because he implied that the issuance would breach the security and the purpose of the money that was spent on the security system. However, If Councilwoman McCollum wants a key/key fob, it could be issued the same time as the staff.

Ms. Davis, Town Administrator posed a question regarding irregular hours of access. The Cleaning Contractor is requesting to change her hours, due to the darkness during morning hours. Additionally, Ms. Davis, Town Administrator, added, will the Council authorize access to the building outside of normal Town business hours. Ms. Davis, Town Administrator, mentioned the Cleaning Contractor would need access to all parts of the building. Ms. Davis, Town Administrator, also inquired with the Council as to who the Council wishes to have access to the building, and will the Council authorize contractors to have access to the building, as well as limited staff members. Councilman Trollinger stated he had no problem with the Cleaning Contractor amending her hours and the Council consented in amending the Cleaning Contractor's hours.

Councilman Trollinger made a motion to authorize Ms. Davis, Town Administrator, to amend the hours of the cleaning contractor can work as requested.

Ayes 5 Nays 0

Mayor Graves Henry mentioned her concern with the flow of access to the Town Hall. Councilwoman Enoch made a motion at the request of Councilmembers access to the building be given at their request, whether it be a key or key fob assigned to the Councilmember.

Ayes 3 Nays 2

## 6. Discuss Pump Station Contracts

### Minutes:

#### Pump Station Contract

Councilwoman Enoch had a question regarding follow-up from the last meeting. Councilwoman Enoch inquired if the Town heard any word back regarding the contract. Ms. Davis, Town Administrator stated she would be meeting with the engineer this Thursday and the Town is going to have to rebid this because TA Loving has not been very interested in giving the Town a new assessment.

Additionally, the engineer mentioned that it would be to the advantage of the Town to rebid because given the amount of work that has been done opposed to the changes. Ms. Davis, Town Administrator went on to state the engineer had informed her that they were hoping the Town could get a refund with some of the mobilization money that had been paid upfront because of the limited amount of

work that had been done.

## **7. Closed Session G.S. 143-318.11 (a.) (6.) Confidential Information Requested**

### **Minutes:**

Mayor Graves-Henry informed the Council of the final agenda item and requested a motion to go into closed session.

Councilman Trollinger made a motion to go into Closed Session G.S. 143-318.11 (a.) (6.) Confidential Information.

## **8. Motion to Adjourn**

Mayor Graves-Henry

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Contact: Town Hall ([town-email@greenlevelnc.com](mailto:town-email@greenlevelnc.com) 336-578-3443)



GREEN LEVEL TOWN COUNCIL  
MEETING DATE: Thursday October 8, 2020

DEPARTMENT: ADMINISTRATION

TOPIC: GREEN LEVEL CENSUS PARTICIPATION

PRESENTER: INFORMATION ITEM

<b>AGENDA ITEM TO BE CONSIDERED</b>	
<b>SUBJECT SUMMARY</b>	<p>A report of Census data collection for Alamance County, North Carolina including Census Tract 212.01 through the week ending August 30, 2020 is submitted for the Council's review.</p> <p>The Town of Green Level is included in Census Tract 212.01. This section of Alamance County is ranked 36 of 36 reporting areas in the County for Census participation. Only 53.0% of household have responded to the 2020 Census. The overall state response rate is 60.7%.</p>
<b>REQUESTED ACTION</b>	

**ATTACHMENTS:**

1. Alamance County: Census 2020 Real-Time Response Rates - Week Ending Aug 30, 2020

# Alamance County: Census 2020 Real-Time Response Rates - Week Ending Aug 30

## How is Alamance County performing?

**63.4%** of households in Alamance County have self-responded to the 2020 Census between March 12 and Aug 30, 2020, **above** the state response rate of **60.7%**. Alamance County is currently ranked 20 out of 100 counties in NC.

## How are people responding to the 2020 Census in Alamance County?

**49.2%** of Alamance households responded to the census online versus 47.6% of all NC households.

**14.2%** of Alamance households responded to the census by phone or mail versus 13.1% of all NC households.

## Where are people responding in Alamance County? (Top 5 Tracts)

Rank	Tract Number	Self-Response Rate
1	206.01	83.1%
2	217.01	80.9%
3	206.02	78.0%
4	209.02	75.8%
5	212.07	68.5%

## Where are people not responding in Alamance County? (Bottom 5 Tracts)

Rank	Tract Number	Self-Response Rate
36	212.01	53.0%
35	202	54.5%
34	204	54.6%
33	217.02	54.9%
32	205.02	55.7%

## How many households in Alamance County self-responded in past census counts?

Historic census self-response rates for Alamance County were 65.0% in 1990, 67.0% in 2000, and 67.1% in 2010.



## How are target groups responding in Alamance County?

**Young Children** - 5.9% of NC population ages 0-4

% Young Children	# of Tracts	Average Response Rate
Less than 4.1%	6	68.8%
4% to 5.5%	11	63.8%
5.5% to 7.2%	10	66.0%
7.2% or higher	9	59.4%

**Immigrant Population** - 7.9% of NC population is foreign-born

% Foreign-Born Residents	# of Tracts	Average Response Rate
Less than 2.9%	6	67.9%
2.9% to 5.7%	11	66.8%
5.7% to 9.8%	10	63.6%
9.8% or higher	9	59.0%

**Minority Population** - 34% of NC population is American Indian, Asian/Pacific Islander, Black, or Hispanic/Latinx

% Minority Residents	# of Tracts	Average Response Rate
Less than 14%	8	71.5%
14% to 28%	11	64.7%
28% to 50%	11	62.7%
50% or higher	6	56.1%

**No Internet** - 21% of NC households do not have Internet at home

% HH with no Internet	# of Tracts	Average Response Rate
Less than 12%	4	70.4%
12% to 21%	12	66.2%
21% to 31%	13	64.2%
31% or higher	7	57.1%



CAROLINA  
**DEMOGRAPHY**



GREEN LEVEL TOWN COUNCIL  
MEETING DATE: Thursday October 8, 2020

ITEM 6B

DEPARTMENT: CODE ENFORCEMENT

TOPIC: ACTIVITY REPORT SEPTEMBER 2020

PRESENTER: INFORMATION ITEM

<b>AGENDA ITEM TO BE CONSIDERED</b>	
<b>SUBJECT SUMMARY</b>	A report of Code Enforcement activity in the Town of Green Level for the month of September 2020 is submitted for the Council's review.
<b>REQUESTED ACTION</b>	

**ATTACHMENTS:**

1. SCEI Code Enforcement Report for September 2020
2. SCEI Green Level September Case Report



**Town of Green Level, NC  
Council Report  
October 8, 2020**

Code Enforcement Report for September 2020

By Activity Status

Activity Status	Number of Activities
Re-inspected	3
Notices of Violation (NOV) Issued	3
Completed	7
Pending	38
Abated	3
Town to Handle	1
<b>Total</b>	<b>55</b>

By Types of Work Performed

Type of Work Performed	Number of Violations
Nuisance other	3
High Grass	9
Vehicles Junked	2
Inspection	1
Permit	38
Junk Pile	1
Vehicle – Nuisance	1
<b>Total</b>	<b>55</b>



### SCEI Green Level September 2020 Case Report

Id	Status	Address	Work Type	Date Flagged	Comments
13066098	Completed	2507 Green Level Church Rd	Nuisance Other GL	09/29/20	Complaint investigation for open burning. Found a pile of limbs along the back of the property with a light smoke. Kristin spoke with the resident and advised that open burning was not permissible in Green Level; any yard waste or boxes would need to be collected by public works. A copy of the Ordinance was given to the resident.
12985181	Re-Inspection	1258 N NC Hwy 49	High Grass GL	09/15/20	Complaint investigation for overgrown grass. Found Grass/weeds in excess 12". A notice of violation letter was prepared and mailed first class and certified. A re-inspection is scheduled for 09/29. 09/25/20 Received an email from Eric Gerringer advising that the property owner called to request an extension. 09/29/20 RE-Inspection: No change. Returned call to Valarie Hightower (336-693-5418), she advised she had someone to mow but they also work a full time job and has not had a chance to get by to mow with their schedule and the rain that we've had the past week. Kristin Cummings granted an extension to 10/05/20 and advised Ms. Hightower that if the grass was not cut by 10/05/20 a work order would be submitted to public works and she would receive an invoice from the Town for mowing.
12960165	ABATED	126 Seward Pl	High Grass GL	09/10/20	Complaint investigation for overgrown grass. Found grass/weeds in excess of 12" at what appears to be at 126 Seward Pl as well as 122 Seward Pl. 09/10/20 A notice of violation letter was prepared and mailed first class and certified to both 126 & 122 Seward Pl. A re-inspection is scheduled for 09/22. 09/22/20 Re-Inspection: The grass has been mowed. <b>Violation Abated.</b>
12943425	Completed	2229 Basil Holt Rd	High Grass GL	09/08/20	Compliant investigation. Verified through GIS that the parcel is outside of the Town limits and the nuisance ordinance cannot be enforced.; called complainant Mrs. Baken 336-212-0274 and advised.

12943170	Re-Inspection	2454 Greenway St	Nuisance Other GL	09/08/20	Complaint Investigation. Violation of 96.02 Community appearance Standards, conditions unlawful. Found the presence of multiple lawnmowers, hauling trailers with junk/waste materials and other junk and waste stored in the back yard. 09/10/20 A notice of Violation letter was prepared and mailed first class and certified. A re-inspection is scheduled for 09/22. 09/22/20 Re-Inspection: Progress has been made; mowers have been removed from the front and side yard. There are still items on the hauling trailer and in the back yard that need to be removed for the property to be in compliance. 09/29/20 Re-Inspection: No further progress has been made since 09/22. Emailed case to Rodney Gunn for review for clean up; junk removal performed by the Town will be on a case by case basis.
12922569	Re-Inspection	2156 James Boswell Rd	High Grass GL	09/03/20	Complaint Investigation. Grass/weeds in excess of 12" along W Simpson Rd. There is also discarded furniture on Hurnbuckle Ct. 09/03/20 A Notice of Violation letter was prepared and mailed first class and certified. a re-inspection is scheduled for 09/15. 09/14/20 Received an email from Al Khleif advising the furniture had been picked up and a contractor was hired to bush hog the grass. 09/22/20 Re-Inspection: The furniture has been removed. The grass and weeds are still in violation. 09/29/20 Re-Inspection: No change. Emailed Al Khleif advising the grass still has not been bush hogged and that if the grass isn't cut before 10/05/20 a work order would be submitted to public works and he would receive an invoice from the Town.
12883123	<b>ABATED</b>	1528 N NC Hwy 49	High Grass GL	08/27/20	Complaint Investigation. Complaint Investigation. Found grass in excess of 12". 08/27/20 A notice of violation letter was prepared and mailed first class and certified. a re-inspection is scheduled for 09/07. 09/08/20 Re-Inspection: The grass has been mowed. <b>Violation Abated.</b>

12881128	<b>Completed</b>	1261 N NC Hwy 49	VEH- Nuisance GL	08/27/20	Complaint Investigation. Found a Ford F250 truck with an expired tag and grass in excess of 8" grown around it. The town of Green Level does not have a contracted Towing company; no further action at this time.
12881096	<b>ABATED</b>	1261 N NC Hwy 49	High Grass GL	08/27/20	Complaint Investigation. Found grass in excess of 12". 08/27/20 A notice of violation letter was prepared and mailed first class and certified. a re-inspection is scheduled for 09/07. 09/08/20 Re-Inspection: The grass has been mowed. <b>Violation Abated.</b>
12823912	<b>Completed</b>	227 Pillow Ln	Permits -GL	08/18/20	Complaint investigation. Fence being constructed without a permit. Left a notice of requirement along with Green level fence permit application. 08/19/20 Resident submitted the fence permit application.
12782171	<b>Completed</b>	1446 N NC Hwy 49	High Grass GL	08/11/20	Tagged high grass violation. grass is over 2 feet tall. 08/11/20 A Notice of Violation letter was prepared and mailed first class and certified. 09/01/20 Re-Inspection: No change. 09/08/20 Re-Inspection: No change. Work Order 2020-0908 was created and emailed to Rodney Gunn.
12716443	PENDING	309 Mason Trace	Permits -GL	08/04/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12716415	PENDING	301 Mason Trace	Permits -GL	08/04/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12716394	PENDING	325 Mason Trace	Permits -GL	08/04/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12716337	PENDING	372 Donelson Way	Permits -GL	08/04/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.

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12716119	PENDING	337 Donelson Way	Permits -GL	08/04/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12716085	PENDING	336 Donelson Way	Permits -GL	08/04/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12715878	PENDING	290 Donelson Way	Permits -GL	08/04/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12715779	PENDING	391 Armistead Ct	Permits -GL	08/04/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12715580	PENDING	204 Calhoun Pl	Permits -GL	08/04/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12715428	PENDING	135 Calhoun Pl	Permits -GL	08/04/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12715414	PENDING	126 Calhoun Pl	Permits -GL	08/04/20	Complaint investigation for a fence installed without a permit; records indicate a permit was issued.
12715353	PENDING	125 Seward Pl	Permits -GL	08/04/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12715305	PENDING	122 Seward Pl	Inspections -GL	08/04/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.

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12715235	PENDING	102 Seward Pl	Permits -GL	08/04/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12669812	Completed	380 Donaldson Way	VEH. Junked -GL	07/28/20	Complaint Investigation on a junked vehicle. Found a dark blue Nissan parked in the street beside of the house with expired tags and a flat left rear tire. NOV letter will be mailed. 08/13/20 Re-Inspection: No change. The town of Green Level does not have a contracted Towing company; no further action at this time.
12669644	NOV	HOA Mason Trace at Detention pond	High Grass GL	07/28/20	High grass around the detention pond at Mason Trace. A Notice of violation letter was mailed first class and certified. 08/20/20 Re-Inspection: No change. 09/08/20 Re-Inspection: No change. 09/24/20 Emailed to Rodney Gunn for review to determine if mowing will be performed by the Town.
12669403	NOV	Iron Horse at Hwy 49	High Grass GL	07/28/20	Bedford Hills Common Areas, tagged high grass violations: Iron Horse at N. HWY 49 grass is 24 inches tall. Mason Trace at detention pond, Donaldson Way at creek and detention pond, at the mailbox area on Pillow Ln and at Donaldson Way entrance at N. HWY 49. A Notice of violation letter was mailed first class and certified. Re-Inspection is scheduled for 08/11/20. 08/11/20 Re-Inspection: No Change. 09/08/20 Re-Inspection: No change. 09/24/20 Emailed to Rodney Gunn for review to determine if mowing will be performed by the Town.
12630920	PENDING	119 Brice Ct	Permits -GL	07/21/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12630904	PENDING	102 Brice Ct	Permits -GL	07/21/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12630880	PENDING	211 Sumter Ct	Permits -GL	07/21/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.

12630868	PENDING	221 Sumter Ct	Permits -GL	07/21/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12630843	PENDING	203 Sumter Ct	Permits -GL	07/21/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12630834	PENDING	202 Sumter Ct	Permits -GL	07/21/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12630822	PENDING	183 Sumter Ct	Permits -GL	07/21/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12630805	PENDING	158 Sumter Ct	Permits -GL	07/21/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12630784	PENDING	151 Sumter Ct	Permits -GL	07/21/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12630751	PENDING	126 Sumter Ct	Permits -GL	07/21/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12630588	PENDING	306 Mason Trace	Permits -GL	07/21/20	Patio terrace in the backyard; no record of a permit issued on file. A NOV letter will be mailed along with a permit application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.

12630546	PENDING	105 Seward Pl	Permits -GL	07/21/20	Complaint investigation for an accessory structure without a permit. No accessory structure was found, however a fence has been installed; no record of a permit issued on file. A NOV letter will be mailed along with a permit application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12587452	Completed	2109 Meadow Ridge Ln	VEH. Junked -GL	07/14/20	Complaint Investigation on a junked vehicle. 07/16/20 A notice of violation letter was prepared and mailed first class and certified. 08/06/20 Re-Inspection: No change. 08/13/20 Re-Inspection: No change. 09/01/20 Re-Inspection: No change. The town of Green Level does not have a contracted Towing company; no further action at this time.
12587407	NOV	2109 Meadow Ridge Ln	Junk Pile - GL	07/14/20	Complaint Investigation on a junk pile. Found trash, old tires and junk in the back of the property. 07/16/20 A notice of violation letter was prepared and mailed first class and certified. 08/06/20 Re-Inspection: No change. 08/13/20 Re-Inspection: No change. 09/01/20 Re-Inspection: No change. 09/24/20 Emailed to Rodney Gunn for review for clean up; junk removal performed by the Town will be on a case by case basis.
12586012	PENDING	303 Pillow Ln	Permits -GL	07/14/20	Accessory structure installed without a permit. NOV letter will be mailed along with the zoning application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12585969	PENDING	343 Pillow Ln	Permits -GL	07/14/20	Accessory structure installed without a permit. NOV letter will be mailed along with the zoning application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12585778	PENDING	325 Donelson Way	Permits -GL	07/14/20	Accessory structure installed without a permit. NOV letter will be mailed along with the zoning application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.



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12585744	PENDING	115 Steamboat Ln	Permits -GL	07/14/20	Accessory structure installed without a permit. NOV letter will be mailed along with the zoning application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12546858	PENDING	132 Steamboat Ln	Permits -GL	07/07/20	Accessory structure installed without a permit. NOV letter will be mailed along with the zoning application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12546833	PENDING	130 Telegraph Ln	Permits -GL	07/07/20	Fence installed without a permit. NOV letter will be mailed along with a fence application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12546738	PENDING	106 Seward Pl	Permits -GL	07/07/20	Accessory structure installed without a permit. NOV letter will be mailed along with the zoning application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12546735	PENDING	110 Seward Pl	Permits -GL	07/07/20	Accessory structure installed without a permit. NOV letter will be mailed along with the zoning application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12546700	PENDING	310 Mason Trace	Permits -GL	07/07/20	Accessory structure installed without a permit. NOV letter will be mailed along with the zoning application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.
12546666	PENDING	111 Sumter Ct	Permits -GL	07/07/20	Accessory structure installed without a permit. NOV letter will be mailed along with the zoning application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council.

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12546656	PENDING	134 Sumter Ct	Permits -GL	07/07/20	Accessory structure installed without a permit. NOV letter will be mailed along with the zoning application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council. Accessory structure installed without a permit. Accessory structure installed without a permit.
12546430	PENDING	258 Pillow Ln	Permits -GL	07/07/20	Accessory structure installed without a permit. NOV letter will be mailed along with the zoning application. Per Donna Davis hold off on sending NOV until R-8 district is presented and approved by the Council. Accessory structure installed without a permit.
12480902	Town to Handle	1203 N NC Hwy 49	Nuisance Other GL	06/25/20	Complaint Investigation on Semi-truck and trailer parked at a resident. 07/09/20 A Notice of Violation was prepared and mailed first class and certified. 07/21/20 Re-Inspection: No change. If the truck remains on the property after July 31 a penalty letter will be issued for \$50.00 per day until the trucks are moved off of the property. 08/20/20 Re-Inspection: No change.

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**Town of Green Level**  
**General Fund-Actual vs Budget-Expenditures-Cash Basis**  
**September 2020**

	Sep 20	Budget	\$ Over Budget	Jul - Sep 20	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Expense</b>							
104110 · Governing Body Dept.							
411.170 · Salaries & Wages-Council	1,378.00	1,380.00	(2.00)	4,134.00	4,140.00	(6.00)	16,560.00
411.210 · Payroll Taxes-Council	105.40	120.00	(14.60)	316.22	360.00	(43.78)	1,440.00
411.311 · Travel & Training-GB	0.00	125.00	(125.00)	0.00	375.00	(375.00)	1,500.00
411.399 · Cont. Ser.-Board of Elections	0.00	200.00	(200.00)	0.00	600.00	(600.00)	2,400.00
411.450 · Insurance & Bonds	0.00	170.00	(170.00)	365.93	510.00	(144.07)	2,040.00
411.491 · Dues & Subscriptions-GB	0.00	30.00	(30.00)	0.00	90.00	(90.00)	360.00
411.499 · Miscellaneous-GB	0.00	41.67	(41.67)	0.00	124.97	(124.97)	500.00
<b>Total 104110 · Governing Body Dept.</b>	<b>1,483.40</b>	<b>2,066.67</b>	<b>(583.27)</b>	<b>4,816.15</b>	<b>6,199.97</b>	<b>(1,383.82)</b>	<b>24,800.00</b>
104120 · Administration Dept. GF							
412.192 · Consultation-Attorney	685.00	1,666.67	(981.67)	2,725.00	4,999.97	(2,274.97)	20,000.00
412.193 · Consultation-CPA	0.00	416.67	(416.67)	0.00	1,249.97	(1,249.97)	5,000.00
412.201 · Salary-Town Administrator	5,100.00	5,666.67	(566.67)	10,500.00	16,999.97	(6,499.97)	68,000.00
412.210 · Payroll Taxes	390.15	458.33	(68.18)	803.25	1,375.03	(571.78)	5,500.00
412.215 · Group Insurance (4)	0.00	633.33	(633.33)	0.00	1,900.03	(1,900.03)	7,600.00
412.220 · Retirement-% of Comp. (5)	0.00	291.67	(291.67)	0.00	874.97	(874.97)	3,500.00
412.222 · Retirement-401(K) Match (5)	0.00	291.67	(291.67)	0.00	874.97	(874.97)	3,500.00
412.260 · Office Supplies & Expense	36.53	833.33	(796.80)	1,526.26	2,500.03	(973.77)	10,000.00
412.311 · Travel & Training	0.00	208.33	(208.33)	0.00	625.03	(625.03)	2,500.00
412.321 · Telephone (3)	322.56	633.33	(310.77)	971.79	1,900.03	(928.24)	7,600.00
412.322 · Internet Services/Website	356.93	625.00	(268.07)	915.71	1,875.00	(959.29)	7,500.00
412.325 · Postage (2)	0.00	125.00	(125.00)	0.00	375.00	(375.00)	1,500.00
412.348 · Equipment Rental (2)	379.51	666.67	(287.16)	1,138.32	1,999.97	(861.65)	8,000.00
412.352 · Maint. & Repair-Equipment (2)	0.00	208.33	(208.33)	1,078.18	625.03	453.15	2,500.00
412.391 · Legal Advertising	0.00	291.67	(291.67)	302.50	874.97	(572.47)	3,500.00
412.396 · Engineering Services	0.00	416.67	(416.67)	142.50	1,249.97	(1,107.47)	5,000.00
412.399 · Surveying & Mapping	0.00	50.00	(50.00)	0.00	150.00	(150.00)	600.00
412.450 · Insurance & Bonds (2)	0.00	833.33	(833.33)	4,308.77	2,500.03	1,808.74	10,000.00
412.491 · Dues & Subscriptions	0.00	1,000.00	(1,000.00)	5,097.64	3,000.00	2,097.64	12,000.00
412.492 · Sheriff Dept. Substation	342.95	6,566.67	(6,223.72)	53,011.80	19,699.97	33,311.83	78,800.00
412.495 · Animal Control	0.00	1,250.00	(1,250.00)	13,172.00	3,750.00	9,422.00	15,000.00
412.497 · State Code Enforcement	2,983.25	1,666.67	1,316.58	8,077.15	4,999.97	3,077.18	20,000.00
412.499 · Miscellaneous (3)	55.98	41.67	14.31	273.72	124.97	148.75	500.00
<b>Total 104120 · Administration Dept. GF</b>	<b>10,652.86</b>	<b>24,841.68</b>	<b>(14,188.82)</b>	<b>104,044.59</b>	<b>74,524.88</b>	<b>29,519.71</b>	<b>298,100.00</b>
104130 · Finance Dept. GF							
413.190 · Audit	0.00	500.00	(500.00)	0.00	1,500.00	(1,500.00)	6,000.00
413.191 · Bookkeeping & Accounting	5,000.00	1,916.67	3,083.33	8,750.00	5,749.97	3,000.03	23,000.00
413.193 · Property Tax Billing	0.00	83.33	(83.33)	0.00	250.03	(250.03)	1,000.00
413.205 · Salaries & Wages	3,006.94	3,333.33	(326.39)	15,294.55	10,000.03	5,294.52	40,000.00
413.210 · Payroll Taxes (2)	230.03	316.67	(86.64)	1,170.03	949.97	220.06	3,800.00
413.215 · Group Insurance (7)	(2,052.10)	725.00	(2,777.10)	(468.56)	2,175.00	(2,643.56)	8,700.00
413.220 · Retirement-% of Comp.	0.00	141.67	(141.67)	1,022.84	424.97	597.87	1,700.00
413.222 · Retirement-401(K) Match (6)	0.00	33.33	(33.33)	503.87	100.03	403.84	400.00
413.260 · Office Supplies (2)	75.08	166.67	(91.59)	135.43	499.97	(364.54)	2,000.00
413.311 · Travel & Training (4)	0.00	291.67	(291.67)	0.00	874.97	(874.97)	3,500.00
413.352 · Maint. & Repair-Equipment (3)	0.00	66.67	(66.67)	0.00	199.97	(199.97)	800.00
413.399 · Bank Service Charges (3)	0.00	225.00	(225.00)	0.00	675.00	(675.00)	2,700.00
413.450 · Insurance & Bonds (3)	0.00	41.67	(41.67)	42.85	124.97	(82.12)	500.00
413.491 · Dues & Subscriptions (4)	0.00	0.00	0.00	80.00	0.00	80.00	0.00

**Town of Green Level**  
**General Fund-Actual vs Budget-Expenditures-Cash Basis**  
**September 2020**

	Sep 20	Budget	\$ Over Budget	Jul - Sep 20	YTD Budget	\$ Over Budget	Annual Budget
413.499 · Miscellaneous (5)	0.00	41.67	(41.67)	0.00	124.97	(124.97)	500.00
413.550 · Cap. Outlay (2)	0.00	125.00	(125.00)	0.00	375.00	(375.00)	1,500.00
<b>Total 104130 · Finance Dept. GF</b>	<b>6,259.95</b>	<b>8,008.35</b>	<b>(1,748.40)</b>	<b>26,531.01</b>	<b>24,024.85</b>	<b>2,506.16</b>	<b>96,100.00</b>
<b>104260 · Public Buildings Dept GF</b>							
426.205 · Salaries & Wages (2)	1,592.00	1,833.33	(241.33)	4,776.00	5,500.03	(724.03)	22,000.00
426.210 · Payroll Taxes (3)	121.78	150.00	(28.22)	365.36	450.00	(84.64)	1,800.00
426.331 · Electricity	0.00	1,120.83	(1,120.83)	539.43	3,362.53	(2,823.10)	13,450.00
426.332 · Fuel Oil/Gas	60.74	425.00	(364.26)	184.49	1,275.00	(1,090.51)	5,100.00
426.333 · Water & Sewer	143.62	191.67	(48.05)	384.74	574.97	(190.23)	2,300.00
426.351 · Maint. & Repair-Building	435.50	708.33	(272.83)	1,274.00	2,125.03	(851.03)	8,500.00
426.352 · Maint. & Repair-Grounds	0.00	333.33	(333.33)	561.48	1,000.03	(438.55)	4,000.00
426.353 · Maint. & Repair-Equipment (4)	270.61	250.00	20.61	270.61	750.00	(479.39)	3,000.00
426.355 · Departmental Supplies (4)	206.91	291.67	(84.76)	424.79	874.97	(450.18)	3,500.00
426.450 · Insurance & Bonds (4)	0.00	250.00	(250.00)	811.24	750.00	61.24	3,000.00
426.451 · Security Monitoring	0.00	291.67	(291.67)	727.75	874.97	(147.22)	3,500.00
426.499 · Miscellaneous (6)	0.00	83.33	(83.33)	0.00	250.03	(250.03)	1,000.00
426.520 · Debt Service-Town Hall	0.00	6,666.67	(6,666.67)	0.00	19,999.97	(19,999.97)	80,000.00
426.545 · Cap. Outlay (3)	0.00	0.00	0.00	550.00	0.00	550.00	0.00
426.550 · Cap. Outlay-Equipment	0.00	208.33	(208.33)	0.00	625.03	(625.03)	2,500.00
<b>Total 104260 · Public Buildings Dept GF</b>	<b>2,831.16</b>	<b>12,804.16</b>	<b>(9,973.00)</b>	<b>10,869.89</b>	<b>38,412.56</b>	<b>(27,542.67)</b>	<b>153,650.00</b>
<b>104510 · Streets and Highways Dept GF</b>							
450.331 · Street Lighting	0.00	1,950.00	(1,950.00)	0.00	5,850.00	(5,850.00)	23,400.00
<b>Total 104510 · Streets and Highways Dept GF</b>	<b>0.00</b>	<b>1,950.00</b>	<b>(1,950.00)</b>	<b>0.00</b>	<b>5,850.00</b>	<b>(5,850.00)</b>	<b>23,400.00</b>
<b>104530 · Public Works Dept GF</b>							
453.201 · Salaries & Wages (3)	7,315.40	8,541.67	(1,226.27)	23,003.22	25,624.97	(2,621.75)	102,500.00
453.210 · Payroll Taxes (4)	553.53	583.33	(29.80)	1,741.46	1,750.03	(8.57)	7,000.00
453.215 · Group Insurance (5)	1,426.66	1,458.33	(31.67)	4,279.98	4,375.03	(95.05)	17,500.00
453.220 · Retirement-% of Comp. (2)	532.70	366.67	166.03	1,593.92	1,099.97	493.95	4,400.00
453.222 · Retirement-401(K) Match	144.73	266.67	(121.94)	430.66	799.97	(369.31)	3,200.00
453.225 · Casual Labor/Temporaries (3)	0.00	166.67	(166.67)	0.00	499.97	(499.97)	2,000.00
453.311 · Travel & Training (6)	0.00	33.33	(33.33)	0.00	100.03	(100.03)	400.00
453.321 · Telephone (2)	227.83	500.00	(272.17)	1,407.39	1,500.00	(92.61)	6,000.00
453.348 · Equipment Rental (3)	0.00	208.33	(208.33)	0.00	625.03	(625.03)	2,500.00
453.352 · Maint. & Repair-Equipment	0.00	333.33	(333.33)	660.73	1,000.03	(339.30)	4,000.00
453.355 · Departmental Supplies	0.00	466.67	(466.67)	124.93	1,399.97	(1,275.04)	5,600.00
453.360 · Uniforms & Cleaning	551.72	0.00	551.72	2,105.27	0.00	2,105.27	0.00
453.400 · Vehicle & Equipment Expense	3,256.91	1,166.67	2,090.24	4,715.73	3,499.97	1,215.76	14,000.00
453.450 · Insurance & Bonds (5)	0.00	83.33	(83.33)	119.35	250.03	(130.68)	1,000.00
453.455 · Stormwater Mgmt-Admin.	0.00	125.00	(125.00)	0.00	375.00	(375.00)	1,500.00
453.460 · Stormwater Mgmt-Engin.	0.00	208.33	(208.33)	0.00	625.03	(625.03)	2,500.00
453.499 · Miscellaneous (7)	0.00	41.67	(41.67)	0.00	124.97	(124.97)	500.00
453.520 · Debt Service	1,291.88	1,308.33	(16.45)	3,875.64	3,925.03	(49.39)	15,700.00
453.550 · Cap. Outlay	0.00	500.00	(500.00)	607.14	1,500.00	(892.86)	6,000.00
<b>Total 104530 · Public Works Dept GF</b>	<b>15,301.36</b>	<b>16,358.33</b>	<b>(1,056.97)</b>	<b>44,665.42</b>	<b>49,075.03</b>	<b>(4,409.61)</b>	<b>196,300.00</b>
<b>104710 · Sanitation Dept GF</b>							
471.199 · Solid Waste Disposal	11,039.89	9,166.67	1,873.22	32,468.65	27,499.97	4,968.68	110,000.00
<b>Total 104710 · Sanitation Dept GF</b>	<b>11,039.89</b>	<b>9,166.67</b>	<b>1,873.22</b>	<b>32,468.65</b>	<b>27,499.97</b>	<b>4,968.68</b>	<b>110,000.00</b>

**Town of Green Level**  
**General Fund-Actual vs Budget-Expenditures-Cash Basis**  
**September 2020**

	Sep 20	Budget	\$ Over Budget	Jul - Sep 20	YTD Budget	\$ Over Budget	Annual Budget
<b>106120 · Parks &amp; Recreation Dept GF</b>							
612.205 · Salaries & Wages (4)	1,274.00	1,750.00	(476.00)	3,815.50	5,250.00	(1,434.50)	21,000.00
612.210 · Payroll Taxes (5)	97.46	137.50	(40.04)	291.88	412.50	(120.62)	1,650.00
612.321 · Telephone (4)	0.00	116.67	(116.67)	0.00	349.97	(349.97)	1,400.00
612.355 · Dept. Supplies & Expense	0.00	350.00	(350.00)	4.87	1,050.00	(1,045.13)	4,200.00
612.400 · Park Mgt. & Maintenance	2,693.23	2,783.33	(90.10)	6,535.05	8,350.03	(1,814.98)	33,400.00
612.420 · Community Events	0.00	933.33	(933.33)	268.32	2,800.03	(2,531.71)	11,200.00
612.425 · Sports Programs & Camps	0.00	775.00	(775.00)	0.00	2,325.00	(2,325.00)	9,300.00
612.500 · Miscellaneous (10)	0.00	41.67	(41.67)	0.00	124.97	(124.97)	500.00
612.550 · Cap. Outlay-Recreation	0.00	166.67	(166.67)	320.19	499.97	(179.78)	2,000.00
612.553 · Cap. Outlay-Land	0.00	1,250.00	(1,250.00)	0.00	3,750.00	(3,750.00)	15,000.00
<b>Total 106120 · Parks &amp; Recreation Dept GF</b>	<b>4,064.69</b>	<b>8,304.17</b>	<b>(4,239.48)</b>	<b>11,235.81</b>	<b>24,912.47</b>	<b>(13,676.66)</b>	<b>99,650.00</b>
<b>154510 · Streets &amp; Highways</b>							
451.320 · Traffic Control	0.00	170.00	(170.00)	0.00	510.00	(510.00)	2,040.00
451.350 · Repairs & Maintenance (3)	301.28	3,333.33	(3,032.05)	1,201.51	10,000.03	(8,798.52)	40,000.00
451.360 · Paving & Improvements	2,642.06	1,289.17	1,352.89	2,642.06	3,867.47	(1,225.41)	15,470.00
451.396 · Engineering & Survey Services	700.00	400.00	300.00	700.00	1,200.00	(500.00)	4,800.00
<b>Total 154510 · Streets &amp; Highways</b>	<b>5,288.19</b>	<b>5,192.50</b>	<b>95.69</b>	<b>6,188.42</b>	<b>15,577.50</b>	<b>(9,389.08)</b>	<b>62,310.00</b>
<b>Total Expense</b>	<b>56,921.50</b>	<b>88,692.53</b>	<b>(31,771.03)</b>	<b>240,819.94</b>	<b>266,077.23</b>	<b>(25,257.29)</b>	<b>1,064,310.00</b>
<b>Net Ordinary Income</b>	<b>(56,921.50)</b>	<b>(88,692.53)</b>	<b>31,771.03</b>	<b>(240,819.94)</b>	<b>(266,077.23)</b>	<b>25,257.29</b>	<b>(1,064,310.00)</b>
<b>Net Income</b>	<b>(56,921.50)</b>	<b>(88,692.53)</b>	<b>31,771.03</b>	<b>(240,819.94)</b>	<b>(266,077.23)</b>	<b>25,257.29</b>	<b>(1,064,310.00)</b>

## Town of Green Level General Ledger-General Fund Expenditures As of September 30, 2020

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>32000 · Unrestricted Net Assets</b>								867,281.82
Total 32000 · Unrestricted Net Assets								867,281.82
<b>104110 · Governing Body Dept.</b>								0.00
<b>411.170 · Salaries &amp; Wages-Council</b>								0.00
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020	1,378.00		1,378.00
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020	1,378.00		2,756.00
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	1,378.00		4,134.00
Total 411.170 · Salaries & Wages-Council						4,134.00	0.00	4,134.00
<b>411.210 · Payroll Taxes-Council</b>								0.00
General Journal	07/31/2020	EFTPS-July	*	United States Treasury	To allocate payroll tax deposits-July 2020	105.41		105.41
General Journal	08/31/2020	EFTPS-Aug.	*	United States Treasury	To allocate payroll tax deposits-Aug. 2020	105.41		210.82
General Journal	09/30/2020	EFTPS-Sept.	*	United States Treasury	To allocate payroll tax deposits-Sept. 2020	105.40		316.22
Total 411.210 · Payroll Taxes-Council						316.22	0.00	316.22
<b>411.450 · Insurance &amp; Bonds</b>								0.00
Check	07/06/2020	39094		Interlocal Risk Financing Fund of N.C.	-MULTIPLE-	365.93		365.93
Total 411.450 · Insurance & Bonds						365.93	0.00	365.93
Total 104110 · Governing Body Dept.						4,816.15	0.00	4,816.15
<b>104120 · Administration Dept. GF</b>								0.00
<b>412.192 · Consultation-Attorney</b>								0.00
Check	07/06/2020	39097		Walter Eugene Russell	6/1/2020 through 6/30/2020	1,285.00		1,285.00
Check	08/06/2020	39174		Walter Eugene Russell	7/1/2020 through 7/31/2020	755.00		2,040.00
Check	09/03/2020	39231		Walter Eugene Russell	8/1/2020 through 8/31/2020	685.00		2,725.00
Total 412.192 · Consultation-Attorney						2,725.00	0.00	2,725.00
<b>412.201 · Salary-Town Administrator</b>								0.00
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020	1,000.00		1,000.00
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020	4,400.00		5,400.00
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	5,100.00		10,500.00
Total 412.201 · Salary-Town Administrator						10,500.00	0.00	10,500.00
<b>412.206 · Salaries &amp; Wages-Enforcement</b>								0.00
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020	0.00		0.00
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020	0.00		0.00
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	0.00		0.00
Total 412.206 · Salaries & Wages-Enforcement						0.00	0.00	0.00
<b>412.210 · Payroll Taxes</b>								0.00
General Journal	07/31/2020	EFTPS-July	*	United States Treasury	To allocate payroll tax deposits-July 2020	76.50		76.50
General Journal	08/31/2020	EFTPS-Aug.	*	United States Treasury	To allocate payroll tax deposits-Aug. 2020	336.60		413.10
General Journal	09/30/2020	EFTPS-Sept.	*	United States Treasury	To allocate payroll tax deposits-Sept. 2020	390.15		803.25
Total 412.210 · Payroll Taxes						803.25	0.00	803.25
<b>412.215 · Group Insurance (4)</b>								0.00
Check	07/23/2020	39127		Blue Cross & Blue Shield of NC	14156460			0.00
Check	08/31/2020	39221		Blue Cross & Blue Shield of NC	14156460			0.00
Check	09/28/2020	39282		Blue Cross & Blue Shield of NC	14156460			0.00
Total 412.215 · Group Insurance (4)						0.00	0.00	0.00

## Town of Green Level General Ledger-General Fund Expenditures As of September 30, 2020

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>412.220 · Retirement-% of Comp. (5)</b>								
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020	0.00		0.00
General Journal	07/31/2020	403b-July	*	N.C. State Employees' Retirement System	To allocate 403b expense-July 2020	0.00		0.00
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020	0.00		0.00
General Journal	08/31/2020	403b-Aug.	*	N.C. State Employees' Retirement System	To allocate 403b expense-Aug. 2020	0.00		0.00
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	0.00		0.00
General Journal	09/30/2020	403b-Sept	*	N.C. State Employees' Retirement System	To allocate 403b expense-Sept. 2020	0.00		0.00
Total 412.220 · Retirement-% of Comp. (5)						0.00	0.00	0.00
<b>412.222 · Retirement-401(K) Match (5)</b>								
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020	0.00		0.00
General Journal	07/31/2020	401k-July	*	Prudential 401(K)	To allocate 401k expense-July 2020	0.00		0.00
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020	0.00		0.00
General Journal	08/31/2020	401k-Aug	*	Prudential 401(K)	To allocate 401k expense-Aug. 2020	0.00		0.00
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	0.00		0.00
General Journal	09/30/2020	401k-Sept	*	Prudential 401(K)	To allocate 401k expense-Sept. 2020	0.00		0.00
Total 412.222 · Retirement-401(K) Match (5)						0.00	0.00	0.00
<b>412.260 · Office Supplies &amp; Expense</b>								
Check	07/06/2020	39110		Wells Fargo Credit Card	-MULTIPLE-	1,380.82		1,380.82
Check	08/03/2020	39158		Wells Fargo Credit Card	VistaPrint	37.36		1,418.18
Check	08/11/2020	39185		Iron Mountain	CWCD157	71.55		1,489.73
Check	09/03/2020	39232		Office Depot	-MULTIPLE-	35.20		1,524.93
Check	09/14/2020	39242		Iron Mountain	CWZY202	1.33		1,526.26
Total 412.260 · Office Supplies & Expense						1,526.26	0.00	1,526.26
<b>412.321 · Telephone (3)</b>								
Check	07/23/2020	39140		ComTech Network Solutions	Phone service	326.67		326.67
Check	08/11/2020	39190		ComTech Network Solutions	Phone service	322.56		649.23
Check	09/17/2020	39271		ComTech Network Solutions	Phone service	322.56		971.79
Total 412.321 · Telephone (3)						971.79	0.00	971.79
<b>412.322 · Internet Services/Website</b>								
Check	07/06/2020	39107		Sam Holt	Invoice # 072228y & 070118gl	205.00		205.00
Check	07/23/2020	39152		Spectrum Business	-MULTIPLE-			205.00
Check	08/06/2020	39175		Sam Holt	Invoice # 072229r	80.00		285.00
Check	08/11/2020	39184		Spectrum Business	-MULTIPLE-	273.78		558.78
Check	08/24/2020	39209		Spectrum Business	-MULTIPLE-			558.78
Check	08/24/2020	39216		Spectrum Business	-MULTIPLE-			558.78
Check	09/03/2020	39234		Sam Holt	Invoice # 072230m	80.00		638.78
Check	09/14/2020	39243		Spectrum Business	-MULTIPLE-	276.93		915.71
Check	09/17/2020	39270		Spectrum Business	-MULTIPLE-			915.71
Check	09/17/2020	39272		Spectrum Business	-MULTIPLE-			915.71
Total 412.322 · Internet Services/Website						915.71	0.00	915.71
<b>412.348 · Equipment Rental (2)</b>								
Check	07/06/2020	39090		Toshiba Financial Services	Invoice # 417790045	379.30		379.30
Check	08/03/2020	39159		Toshiba Financial Services	invoice # 420112526	379.51		758.81
Check	09/03/2020	39226		Toshiba Financial Services	Invoice # 422552612	379.51		1,138.32
Total 412.348 · Equipment Rental (2)						1,138.32	0.00	1,138.32
<b>412.352 · Maint. &amp; Repair-Equipment (2)</b>								
Check	07/23/2020	39150		Valusystems, Inc.	dated 7/15/20	480.38		480.38
Check	08/13/2020	39202		Valusystems, Inc.	dated 8/6/20	597.80		1,078.18
Total 412.352 · Maint. & Repair-Equipment (2)						1,078.18	0.00	1,078.18
<b>412.391 · Legal Advertising</b>								
Check	07/14/2020	39116		Times-News Publishing Co., Inc.	44457	205.48		205.48
Check	08/13/2020	39195		Times-News Publishing Co., Inc.	44457	97.02		302.50
Total 412.391 · Legal Advertising						302.50	0.00	302.50

## Town of Green Level General Ledger-General Fund Expenditures As of September 30, 2020

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>412.396 · Engineering Services</b>								
Check	08/11/2020	39188		Withers Ravenal, Inc.	Project # 06191288.00 - 4.1.20 to 4.30.20	142.50		142.50
Total 412.396 · Engineering Services						142.50	0.00	142.50
<b>412.450 · Insurance &amp; Bonds (2)</b>								
Check	07/06/2020	39094		Interlocal Risk Financing Fund of N.C.	-MULTIPLE-	1,991.57		1,991.57
Check	07/06/2020	39100		N.C. Interlocal Risk Management Agency	-MULTIPLE-	2,317.20		4,308.77
Total 412.450 · Insurance & Bonds (2)						4,308.77	0.00	4,308.77
<b>412.491 · Dues &amp; Subscriptions</b>								
Check	07/06/2020	39101		Piedmont Triad Regional Council	FY 2020-2021	550.00		550.00
Check	07/06/2020	39106		Alamance Chamber	Executive Level Membership Investment	550.00		1,100.00
Check	07/06/2020	39110		Wells Fargo Credit Card	PayPal-NCLM	100.00		1,200.00
Check	07/23/2020	39134		Piedmont Triad Regional Council	Stormwater SMART Membership dues	3,605.00		4,805.00
Check	07/23/2020	39138		UNC School of Government	2019-20 membership dues	0.00		4,805.00
Check	07/23/2020	39139		UNC School of Government	2020-21 membership dues	292.64		5,097.64
Total 412.491 · Dues & Subscriptions						5,097.64	0.00	5,097.64
<b>412.492 · Sheriff Dept. Substation</b>								
Check	07/06/2020	39103		Alamance County	4th Quarter-April - June 2020	17,234.32		17,234.32
Check	07/06/2020	39104		Alamance County	2nd Quarter-October - December 2019	17,234.32		34,468.64
Check	07/06/2020	39105		Alamance County	3rd Quarter-January - March 2020	17,234.32		51,702.96
Check	07/22/2020	39125		AT&T	0701020173898	280.35		51,983.31
Check	07/23/2020	39146		AT&T		341.30		52,324.61
Check	08/24/2020	39215		AT&T	001 1916	344.24		52,668.85
Check	09/17/2020	39267		AT&T	33657841014071910	342.95		53,011.80
Total 412.492 · Sheriff Dept. Substation						53,011.80	0.00	53,011.80
<b>412.495 · Animal Control</b>								
Check	08/11/2020	39191		City of Burlington	animal control FYE 6/30/21	13,172.00		13,172.00
Total 412.495 · Animal Control						13,172.00	0.00	13,172.00
<b>412.497 · State Code Enforcement</b>								
Check	07/06/2020	39102		State Code Enforcement, Inc.	GL June 2020	2,528.40		2,528.40
Check	08/11/2020	39187		State Code Enforcement, Inc.	GL July 2020	2,565.50		5,093.90
Check	09/14/2020	39248		State Code Enforcement, Inc.	GL August 2020	2,983.25		8,077.15
Total 412.497 · State Code Enforcement						8,077.15	0.00	8,077.15
<b>412.499 · Miscellaneous (3)</b>								
Check	07/06/2020	39110		Wells Fargo Credit Card	CriminalWatchDog	113.70		113.70
Check	08/03/2020	39158		Wells Fargo Credit Card	-MULTIPLE-	124.88		238.58
Check	08/03/2020	39158		Wells Fargo Credit Card	Amazon.com		20.84	217.74
Check	09/03/2020	39237		Wells Fargo Credit Card	zoom.us	29.98		247.72
Check	09/14/2020	39244		FirstPoint Background SR, Inc.	Invoice # 231547	26.00		273.72
Total 412.499 · Miscellaneous (3)						294.56	20.84	273.72
Total 104120 · Administration Dept. GF						104,065.43	20.84	104,044.59
<b>104130 · Finance Dept. GF</b>								
<b>413.191 · Bookkeeping &amp; Accounting</b>								
Check	07/23/2020	39137		Bobby J. Massey, CPA	-MULTIPLE-	3,750.00		3,750.00
Check	09/14/2020	39264		Bobby J. Massey, CPA	-MULTIPLE-	5,000.00		8,750.00
Total 413.191 · Bookkeeping & Accounting						8,750.00	0.00	8,750.00
<b>413.205 · Salaries &amp; Wages</b>								
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020	3,507.50		3,507.50
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020	8,780.11		12,287.61
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	3,006.94		15,294.55
Total 413.205 · Salaries & Wages						15,294.55	0.00	15,294.55



## Town of Green Level General Ledger-General Fund Expenditures As of September 30, 2020

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>413.210 · Payroll Taxes (2)</b>								
General Journal	07/31/2020	EFTPS-July	*	United States Treasury	To allocate payroll tax deposits-July 2020	268.33		268.33
General Journal	08/31/2020	EFTPS-Aug.	*	United States Treasury	To allocate payroll tax deposits-Aug. 2020	671.67		940.00
General Journal	09/30/2020	EFTPS-Sept.	*	United States Treasury	To allocate payroll tax deposits-Sept. 2020	230.03		1,170.03
Total 413.210 · Payroll Taxes (2)						1,170.03	0.00	1,170.03
<b>413.215 · Group Insurance (7)</b>								
Check	07/06/2020	39091		Aflac	June 2020	67.20		67.20
Check	07/06/2020	39092		Liberty National	Due 7/1/2020	91.96		159.16
Check	07/23/2020	39127		Blue Cross & Blue Shield of NC	August 2020 premium	708.59		867.75
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020		75.98	791.77
Check	08/03/2020	39156		Liberty National	Due 8/1/2020	91.96		883.73
Check	08/31/2020	39221		Blue Cross & Blue Shield of NC	September 2020 premium	708.59		1,592.32
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020		8.78	1,583.54
Check	09/08/2020	39238		Liberty National	Due 9/1/2020	91.96		1,675.50
Check	09/28/2020	39282		Blue Cross & Blue Shield of NC	Prior period credit		2,144.06	-468.56
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	0.00		-468.56
Total 413.215 · Group Insurance (7)						1,760.26	2,228.82	-468.56
<b>413.220 · Retirement-% of Comp.</b>								
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020		208.00	-208.00
General Journal	07/31/2020	403b-July	*	N.C. State Employees' Retirement System	To allocate 403b expense-July 2020	559.87		351.87
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020		396.62	-44.75
General Journal	08/31/2020	403b-Aug.	*	N.C. State Employees' Retirement System	To allocate 403b expense-Aug. 2020	1,067.59		1,022.84
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	0.00		1,022.84
General Journal	09/30/2020	403b-Sept	*	N.C. State Employees' Retirement System	To allocate 403b expense-Sept. 2020	0.00		1,022.84
Total 413.220 · Retirement-% of Comp.						1,627.46	604.62	1,022.84
<b>413.222 · Retirement-401(K) Match (6)</b>								
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020		173.34	-173.34
General Journal	07/31/2020	401k-July	*	Prudential 401(K)	To allocate 401k expense-July 2020	346.68		173.34
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020		330.53	-157.19
General Journal	08/31/2020	401k-Aug	*	Prudential 401(K)	To allocate 401k expense-Aug. 2020	661.06		503.87
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	0.00		503.87
General Journal	09/30/2020	401k-Sept	*	Prudential 401(K)	To allocate 401k expense-Sept. 2020	0.00		503.87
Total 413.222 · Retirement-401(K) Match (6)						1,007.74	503.87	503.87
<b>413.260 · Office Supplies (2)</b>								
Check	07/06/2020	39109		Office Depot	-MULTIPLE-	84.04		84.04
Check	07/06/2020	39109		Office Depot	credit		5.60	78.44
Check	07/06/2020	39110		Wells Fargo Credit Card	Amazon.com	129.47		207.91
Check	07/06/2020	39110		Wells Fargo Credit Card	Amazon.com		125.61	82.30
Check	08/03/2020	39158		Wells Fargo Credit Card	Amazon.com		83.72	-1.42
Check	08/03/2020	39158		Wells Fargo Credit Card	VistaPrint	27.10		25.68
Check	08/06/2020	39180		Amazon Capital Services	Invoice # 1XPR-PN3G-DVDK	32.01		57.69
Check	08/11/2020	39193		Amazon Capital Services	APMPUISJQZSHO	2.66		60.35
Check	09/03/2020	39230		TownCloud, Inc.	Invoice # 1855	50.00		110.35
Check	09/03/2020	39232		Office Depot	supplies	25.08		135.43
Total 413.260 · Office Supplies (2)						350.36	214.93	135.43
<b>413.450 · Insurance &amp; Bonds (3)</b>								
Check	07/06/2020	39094		Interlocal Risk Financing Fund of N.C.	-MULTIPLE-	42.85		0.00
Total 413.450 · Insurance & Bonds (3)						42.85	0.00	42.85
<b>413.491 · Dues &amp; Subscriptions (4)</b>								
Check	08/31/2020	39217		N.C. Assoc. of Municipal Clerks	Ida Kleiner	80.00		0.00
Total 413.491 · Dues & Subscriptions (4)						80.00	0.00	80.00
Total 104130 · Finance Dept. GF						30,083.25	3,552.24	26,531.01

## Town of Green Level General Ledger-General Fund Expenditures As of September 30, 2020

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>104260 · Public Buildings Dept GF</b>								0.00
<b>426.205 · Salaries &amp; Wages (2)</b>								0.00
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020	1,592.00		1,592.00
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020	1,592.00		3,184.00
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	1,592.00		4,776.00
Total 426.205 · Salaries & Wages (2)						4,776.00	0.00	4,776.00
<b>426.210 · Payroll Taxes (3)</b>								0.00
General Journal	07/31/2020	EFTPS-July	*	United States Treasury	To allocate payroll tax deposits-July 2020	121.80		121.80
General Journal	08/31/2020	EFTPS-Aug.	*	United States Treasury	To allocate payroll tax deposits-Aug. 2020	121.78		243.58
General Journal	09/30/2020	EFTPS-Sept.	*	United States Treasury	To allocate payroll tax deposits-Sept. 2020	121.78		365.36
Total 426.210 · Payroll Taxes (3)						365.36	0.00	365.36
<b>426.331 · Electricity</b>								0.00
Check	07/14/2020	39118		Duke Energy	-MULTIPLE-			0.00
Check	08/04/2020	bank draft		Duke Energy	-MULTIPLE-	440.82		440.82
Check	08/06/2020	39176		Duke Energy	-MULTIPLE-			440.82
Check	08/13/2020	39196		Duke Energy	-MULTIPLE-			440.82
Check	08/24/2020	39208		Duke Energy	-MULTIPLE-	98.61		539.43
Check	09/03/2020	39227		Duke Energy	-MULTIPLE-			539.43
Check	09/14/2020	39255		Duke Energy	-MULTIPLE-			539.43
Total 426.331 · Electricity						539.43	0.00	539.43
<b>426.332 · Fuel Oil/Gas</b>								0.00
Check	07/23/2020	39153		Dominion Energy	-MULTIPLE-	62.25		62.25
Check	08/31/2020	39219		Dominion Energy	-MULTIPLE-	61.50		123.75
Check	09/17/2020	39268		Dominion Energy	-MULTIPLE-	60.74		184.49
Total 426.332 · Fuel Oil/Gas						184.49	0.00	184.49
<b>426.333 · Water &amp; Sewer</b>								0.00
Check	07/06/2020	39095		Town of Green Level	5050040.00 98 & 5050043.00 98	117.91		117.91
Check	08/03/2020	39162		Town of Green Level	5050040.00 98 & 5050043.00 98	123.21		241.12
Check	09/14/2020	39259		Town of Green Level	5050040.00 98 & 5050043.00 98	143.62		384.74
Total 426.333 · Water & Sewer						384.74	0.00	384.74
<b>426.351 · Maint. &amp; Repair-Building</b>								0.00
Bill	07/10/2020			Cynthia Milliken	13.25 hours@\$13.00/hr	172.25		172.25
Bill	07/24/2020			Cynthia Milliken	17.5 hours@\$13.00/hr	227.50		399.75
Bill	08/07/2020			Cynthia Milliken	19.5 hours@\$13.00/hr	240.50		640.25
Bill	08/21/2020			Cynthia Milliken	15.25 hours@\$13.00/hr	198.25		838.50
Bill	09/09/2020			Cynthia Milliken	16.5 hours@\$13.00/hr	214.50		1,053.00
Bill	09/18/2020			Cynthia Milliken	17 hours@\$13.00/hr	221.00		1,274.00
Total 426.351 · Maint. & Repair-Building						1,274.00	0.00	1,274.00
<b>426.352 · Maint. &amp; Repair-Grounds</b>								0.00
Check	07/23/2020	39147		Mebane Mulch Plus, Inc.	dyed mulch	32.03		32.03
Check	07/23/2020	39148		Mebane Mulch Plus, Inc.	dyed mulch	529.45		561.48
Total 426.352 · Maint. & Repair-Grounds						561.48	0.00	561.48
<b>426.353 · Maint. &amp; Repair-Equipment (4)</b>								0.00
Check	09/14/2020	39246		Mebane Air, Inc.	service	179.87		179.87
Check	09/14/2020	39251		Kemco	Invoice # Q11081	90.74		270.61
Total 426.353 · Maint. & Repair-Equipment (4)						270.61	0.00	270.61

## Town of Green Level General Ledger-General Fund Expenditures As of September 30, 2020

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>426.355 · Departmental Supplies (4)</b>								0.00
Check	07/23/2020	39128		Lowe's	outside rug	121.61		121.61
Check	07/23/2020	39149		Smith Trophy	Name plates	38.43		160.04
Check	08/03/2020	39158		Wells Fargo Credit Card	Wal-Mart	57.84		217.88
Check	09/03/2020	39228		North Carolina Labor Law Poster Service	A13218639520	89.50		307.38
Check	09/03/2020	39232		Office Depot	ring doorbell	117.41		424.79
Total 426.355 · Departmental Supplies (4)						424.79	0.00	424.79
<b>426.450 · Insurance &amp; Bonds (4)</b>								0.00
Check	07/06/2020	39094		Interlocal Risk Financing Fund of N.C.	Interlocal Risk Financing Fund of N.C.-real & personal property	811.24		811.24
Total 426.450 · Insurance & Bonds (4)						811.24	0.00	811.24
<b>426.451 · Security Monitoring</b>								0.00
Check	08/24/2020	39214		Johnson Controls Security Solutions	9/1/20 to 11/30/20	727.75		727.75
Total 426.451 · Security Monitoring						727.75	0.00	727.75
<b>426.545 · Cap. Outlay (3)</b>								0.00
Check	08/03/2020	39169		Telecom Services	new cabinet and install	550.00		550.00
Total 426.545 · Cap. Outlay (3)						550.00	0.00	550.00
Total 104260 · Public Buildings Dept GF						10,869.89	0.00	10,869.89
<b>104510 · Streets and Highways Dept GF</b>								0.00
<b>450.331 · Street Lighting</b>								0.00
Check	07/14/2020	39118		Duke Energy	1438728			0.00
Check	08/04/2020	bank draft		Duke Energy	1438728			0.00
Check	08/06/2020	39176		Duke Energy	1438728			0.00
Check	08/13/2020	39196		Duke Energy	1438728			0.00
Check	08/24/2020	39208		Duke Energy	1438728			0.00
Check	09/03/2020	39227		Duke Energy	1438728			0.00
Check	09/14/2020	39255		Duke Energy	1438728			0.00
Total 450.331 · Street Lighting						0.00	0.00	0.00
Total 104510 · Streets and Highways Dept GF						0.00	0.00	0.00
<b>104530 · Public Works Dept GF</b>								0.00
<b>453.201 · Salaries &amp; Wages (3)</b>								0.00
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020	7,896.80		7,896.80
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020	7,791.02		15,687.82
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	7,315.40		23,003.22
Total 453.201 · Salaries & Wages (3)						23,003.22	0.00	23,003.22
<b>453.210 · Payroll Taxes (4)</b>								0.00
General Journal	07/31/2020	EFTPS-July	*	United States Treasury	To allocate payroll tax deposits-July 2020	598.01		598.01
General Journal	08/31/2020	EFTPS-Aug.	*	United States Treasury	To allocate payroll tax deposits-Aug. 2020	589.92		1,187.93
General Journal	09/30/2020	EFTPS-Sept.	*	United States Treasury	To allocate payroll tax deposits-Sept. 2020	553.53		1,741.46
Total 453.210 · Payroll Taxes (4)						1,741.46	0.00	1,741.46
<b>453.215 · Group Insurance (5)</b>								0.00
Check	07/06/2020	39092		Liberty National	Due 7/1/2020	125.32		125.32
Check	07/23/2020	39127		Blue Cross & Blue Shield of NC	August 2020 premium	1,417.18		1,542.50
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020		115.84	1,426.66
Check	08/03/2020	39156		Liberty National	Due 8/1/2020	125.32		1,551.98
Check	08/31/2020	39221		Blue Cross & Blue Shield of NC	September 2020 premium	1,417.18		2,969.16
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020		115.84	2,853.32
Check	09/08/2020	39238		Liberty National	Due 9/1/2020	125.32		2,978.64
Check	09/28/2020	39282		Blue Cross & Blue Shield of NC	October 2020 premium	1,417.18		4,395.82
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020		115.84	4,279.98
Total 453.215 · Group Insurance (5)						4,627.50	347.52	4,279.98

## Town of Green Level General Ledger-General Fund Expenditures As of September 30, 2020

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>453.220 · Retirement-% of Comp. (2)</b>								0.00
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020		314.90	-314.90
General Journal	07/31/2020	403b-July	*	N.C. State Employees' Retirement System	To allocate 403b expense-July 2020	847.60		532.70
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020		312.42	220.28
General Journal	08/31/2020	403b-Aug.	*	N.C. State Employees' Retirement System	To allocate 403b expense-Aug. 2020	840.94		1,061.22
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020		314.90	746.32
General Journal	09/30/2020	403b-Sept	*	N.C. State Employees' Retirement System	To allocate 403b expense-Sept. 2020	847.60		1,593.92
Total 453.220 · Retirement-% of Comp. (2)						2,536.14	942.22	1,593.92
<b>453.222 · Retirement-401(K) Match</b>								0.00
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020		144.73	-144.73
General Journal	07/31/2020	401k-July	*	Prudential 401(K)	To allocate 401k expense-July 2020	289.46		144.73
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020		141.20	3.53
General Journal	08/31/2020	401k-Aug	*	Prudential 401(K)	To allocate 401k expense-Aug. 2020	282.40		285.93
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020		144.73	141.20
General Journal	09/30/2020	401k-Sept	*	Prudential 401(K)	To allocate 401k expense-Sept. 2020	289.46		430.66
Total 453.222 · Retirement-401(K) Match						861.32	430.66	430.66
<b>453.321 · Telephone (2)</b>								0.00
Check	07/06/2020	39108		Verizon	842050387 00001	589.31		589.31
Check	08/03/2020	39161		Verizon	842050387 00001	590.25		1,179.56
Check	09/03/2020	39229		Verizon	Invoice # 9861450582	227.83		1,407.39
Total 453.321 · Telephone (2)						1,407.39	0.00	1,407.39
<b>453.352 · Maint. &amp; Repair-Equipment</b>								0.00
Check	08/03/2020	39170		John Deere Financial	Invoice # 693092	375.57		375.57
Check	08/31/2020	39223		John Deere Financial	Invoice # 766936	285.16		660.73
Total 453.352 · Maint. & Repair-Equipment						660.73	0.00	660.73
<b>453.355 · Departmental Supplies</b>								0.00
Check	08/03/2020	39166		Industrial Paper Products, Inc.	Order # 44607	79.77		79.77
Check	08/24/2020	39210		Industrial Paper Products, Inc.	Invoice # 570629	45.16		124.93
Total 453.355 · Departmental Supplies						124.93	0.00	124.93
<b>453.360 · Uniforms &amp; Cleaning</b>								0.00
Check	07/06/2020	39089		Unifirst Corporation	-MULTIPLE-	394.99		394.99
Check	07/23/2020	39144		Unifirst Corporation	7/9/20	139.58		534.57
Check	08/03/2020	39160		Unifirst Corporation	7/30/20	137.93		672.50
Check	08/03/2020	39164		Unifirst Corporation	7/16/20	329.33		1,001.83
Check	08/03/2020	39165		Unifirst Corporation	7/23/20	137.93		1,139.76
Check	08/13/2020	39199		Unifirst Corporation	8/6/20	137.93		1,277.69
Check	08/24/2020	39212		Unifirst Corporation	8/13/20	137.93		1,415.62
Check	08/31/2020	39222		Unifirst Corporation	8/20/20	137.93		1,553.55
Check	09/03/2020	39236		Unifirst Corporation	Invoice # 2693141	137.93		1,691.48
Check	09/14/2020	39250		Unifirst Corporation	9/3/20	137.93		1,829.41
Check	09/17/2020	39266		Unifirst Corporation	Invoice # 2102700316	137.93		1,967.34
Check	09/28/2020	39279		Unifirst Corporation	9/17/20	137.93		2,105.27
Total 453.360 · Uniforms & Cleaning						2,105.27	0.00	2,105.27
<b>453.400 · Vehicle &amp; Equipment Expense</b>								0.00
Check	07/14/2020	39119		Piedmont Truck Tires	Invoice # 733385	206.43		206.43
Check	07/14/2020	39120		City of Graham-Garage	fuel	500.97		707.40
Check	08/06/2020	39178		City of Graham-Garage	-MULTIPLE-	751.42		1,458.82
Check	09/03/2020	39233		Autozone	battery	123.81		1,582.63
Check	09/14/2020	39256		City of Graham-Garage	-MULTIPLE-	3,133.10		4,715.73
Total 453.400 · Vehicle & Equipment Expense						4,715.73	0.00	4,715.73
<b>453.450 · Insurance &amp; Bonds (5)</b>								0.00
Check	07/06/2020	39094		Interlocal Risk Financing Fund of N.C.	Interlocal Risk Financing Fund of N.C.-municipal equipment	119.35		119.35
Total 453.450 · Insurance & Bonds (5)						119.35	0.00	119.35

## Town of Green Level General Ledger-General Fund Expenditures As of September 30, 2020

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>453.520 · Debt Service</b>								0.00
Check	07/23/2020	39151		BB&T Item Processing Center	-MULTIPLE-	1,291.88		1,291.88
Check	08/24/2020	39213		BB&T Item Processing Center	-MULTIPLE-	1,291.88		2,583.76
Check	09/28/2020	39278		BB&T Item Processing Center	-MULTIPLE-	1,291.88		3,875.64
Total 453.520 · Debt Service						3,875.64	0.00	3,875.64
<b>453.550 · Cap. Outlay</b>								0.00
Check	07/23/2020	39128		Lowe's	mobile desk	607.14		607.14
Total 453.550 · Cap. Outlay						607.14	0.00	607.14
Total 104530 · Public Works Dept GF						46,385.82	1,720.40	44,665.42
<b>104710 · Sanitation Dept GF</b>								0.00
<b>471.199 · Solid Waste Disposal</b>								0.00
Check	07/14/2020	39117		GFL Environmental	June 2020	901.48		901.48
Check	07/23/2020	39132		Alamance County Landfill	VOID: Invoice # 2662	0.00		901.48
Check	07/23/2020	39145		Republic Services	residential service July 2020	9,286.63		10,188.11
Check	07/23/2020	39154		Republic Services	Invoice #0603-003852748	0.00		10,188.11
Check	08/03/2020	39167		Sandy Cross, Inc.	Key landfill	110.00		10,298.11
Check	08/06/2020	39179		Alamance County Landfill	Invoice # 2729	731.60		11,029.71
Check	08/11/2020	39192		Republic Services	Invoice # 0603-003886029	0.00		11,029.71
Check	08/13/2020	39197		GFL Environmental	July 2020	924.40		11,954.11
Check	08/13/2020	39201		Republic Services	August 2020	9,419.65		21,373.76
Check	08/24/2020	39207		Sandy Cross, Inc.	Key landfill	55.00		21,428.76
Check	09/03/2020	39235		Sandy Cross, Inc.	Key landfill	110.00		21,538.76
Check	09/14/2020	39252		Alamance County Landfill	Invoice # 2788	73.20		21,611.96
Check	09/14/2020	39254		GFL Environmental	August 2020	924.40		22,536.36
Check	09/14/2020	39260		Republic Services	3-0603-2319193	9,932.29		32,468.65
Check	09/28/2020	39280		Republic Services	3-0603-7332681	0.00		32,468.65
Total 471.199 · Solid Waste Disposal						32,468.65	0.00	32,468.65
Total 104710 · Sanitation Dept GF						32,468.65	0.00	32,468.65
<b>106120 · Parks &amp; Recreation Dept GF</b>								0.00
<b>612.205 · Salaries &amp; Wages (4)</b>								0.00
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020	1,300.00		1,300.00
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020	1,241.50		2,541.50
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	1,274.00		3,815.50
Total 612.205 · Salaries & Wages (4)						3,815.50	0.00	3,815.50
<b>612.210 · Payroll Taxes (5)</b>								0.00
General Journal	07/31/2020	EFTPS-July	*	United States Treasury	To allocate payroll tax deposits-July 2020	99.45		99.45
General Journal	08/31/2020	EFTPS-Aug.	*	United States Treasury	To allocate payroll tax deposits-Aug. 2020	94.97		194.42
General Journal	09/30/2020	EFTPS-Sept.	*	United States Treasury	To allocate payroll tax deposits-Sept. 2020	97.46		291.88
Total 612.210 · Payroll Taxes (5)						291.88	0.00	291.88
<b>612.355 · Dept. Supplies &amp; Expense</b>								0.00
Check	07/06/2020	39109		Office Depot	supplies	4.87		4.87
Total 612.355 · Dept. Supplies & Expense						4.87	0.00	4.87

**Town of Green Level**  
**General Ledger-General Fund Expenditures**  
**As of September 30, 2020**

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>612.400 · Park Mgt. &amp; Maintenance</b>								0.00
Check	07/06/2020	39096		Town of Green Level-park		355.33		355.33
Check	07/14/2020	39118		Duke Energy	-MULTIPLE-			355.33
Check	07/23/2020	39142		Fluette Heating & Air	Invoice # 2020-1029	227.64		582.97
Check	07/23/2020	39145		Republic Services	3-0603-2319193	0.00		582.97
Check	07/23/2020	39152		Spectrum Business	863329801 - park	151.96		734.93
Check	07/23/2020	39154		Republic Services	Invoice #0603-003852748	630.88		1,365.81
Check	08/03/2020	39163		Town of Green Level-park	-MULTIPLE-	385.30		1,751.11
Check	08/04/2020	bank draft		Duke Energy	-MULTIPLE-	501.38		2,252.49
Check	08/06/2020	39176		Duke Energy	-MULTIPLE-			2,252.49
Check	08/11/2020	39184		Spectrum Business	863329801 - park			2,252.49
Check	08/11/2020	39192		Republic Services	Invoice # 0603-003886029	632.37		2,884.86
Check	08/13/2020	39196		Duke Energy	-MULTIPLE-			2,884.86
Check	08/13/2020	39200		Fluette Heating & Air	remaining balance	50.00		2,934.86
Check	08/13/2020	39201		Republic Services	3-0603-2319193	0.00		2,934.86
Check	08/13/2020	39203		Terminix	pest control services	435.00		3,369.86
Check	08/24/2020	39208		Duke Energy	-MULTIPLE-			3,369.86
Check	08/24/2020	39209		Spectrum Business	863329801 - park			3,369.86
Check	08/24/2020	39216		Spectrum Business	863329801 - park	151.96		3,521.82
Check	08/31/2020	39218		The Mosquito Authority	Invoice # 1985709	320.00		3,841.82
Check	09/03/2020	39227		Duke Energy	-MULTIPLE-			3,841.82
Check	09/14/2020	39243		Spectrum Business	863329801 - park			3,841.82
Check	09/14/2020	39255		Duke Energy	-MULTIPLE-			3,841.82
Check	09/14/2020	39258		Town of Green Level-park		1,474.24		5,316.06
Check	09/14/2020	39260		Republic Services	3-0603-2319193	0.00		5,316.06
Check	09/17/2020	39270		Spectrum Business	863329801 - park			5,316.06
Check	09/17/2020	39272		Spectrum Business	863329801 - park	151.96		5,468.02
Check	09/28/2020	39280		Republic Services	3-0603-7332681	632.03		6,100.05
Check	09/28/2020	39281		Terminix	-MULTIPLE-	435.00		6,535.05
Total 612.400 · Park Mgt. & Maintenance						6,535.05	0.00	6,535.05
<b>612.420 · Community Events</b>								0.00
Check	07/06/2020	39099		SOS Productions, Inc.	Invoice # 3558	150.00		150.00
Check	08/24/2020	39211		Carrot-Top Industries, Inc.	Invoice # 2786426	118.32		268.32
Total 612.420 · Community Events						268.32	0.00	268.32
<b>612.550 · Cap. Outlay-Recreation</b>								0.00
Check	07/23/2020	39133		HoopBoot, LLC	PO # 786	320.19		320.19
Total 612.550 · Cap. Outlay-Recreation						320.19	0.00	320.19
Total 106120 · Parks & Recreation Dept GF						11,235.81	0.00	11,235.81
<b>154510 · Streets &amp; Highways</b>								0.00
<b>451.350 · Repairs &amp; Maintenance (3)</b>								0.00
Check	07/23/2020	39143		Martin Marietta Materials, Inc.	Birch Dr. pothole repair	900.23		900.23
Check	09/14/2020	39261		Martin Marietta Materials, Inc.	Invoice # 29717668	104.83		1,005.06
Check	09/14/2020	39262		Riley Paving	Invoice # 5530	196.45		1,201.51
Total 451.350 · Repairs & Maintenance (3)						1,201.51	0.00	1,201.51
<b>451.357 · Equipment Rental (4)</b>								0.00
Check	09/17/2020	39274		First Source Rental	roller rental	1,644.85		1,644.85
Total 451.357 · Equipment Rental (4)						1,644.85	0.00	1,644.85
<b>451.360 · Paving &amp; Improvements</b>								0.00
Check	09/17/2020	39273		King Asphalt Inc	prep. for resurfacing	2,642.06		2,642.06
Total 451.360 · Paving & Improvements						2,642.06	0.00	2,642.06

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Cash Basis

**Town of Green Level**  
**General Ledger-General Fund Expenditures**  
**As of September 30, 2020**

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>451.396 · Engineering &amp; Survey Services</b>								
Check	09/14/2020	39245		Withers Ravenal, Inc.	Project # 06191288.00 - 8.1.20 to 8.31.20	700.00		0.00
								700.00
Total 451.396 · Engineering & Survey Services						700.00	0.00	700.00
Total 154510 · Streets & Highways						6,188.42	0.00	6,188.42
<b>TOTAL</b>						<b>246,113.42</b>	<b>5,293.48</b>	<b>1,108,101.76</b>

**Town of Green Level**  
**Water & Sewer-Actual vs Budget-Expenditures-Cash Basis**  
**September 2020**

	Sep 20	Budget	\$ Over Budget	Jul - Sep 20	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Expense</b>							
<b>307110 · Water &amp; Sewer Admin. Dept.</b>							
710.194 · Consultation-CPA (2)	0.00	210.00	(210.00)	0.00	630.00	(630.00)	2,520.00
710.196 · Engineering Services (3)	0.00	375.00	(375.00)	0.00	1,125.00	(1,125.00)	4,500.00
710.200 · Salaries & Wages (5)	5,603.14	6,200.00	(596.86)	16,705.54	18,600.00	(1,894.46)	74,400.00
710.210 · Payroll Taxes (6)	411.71	483.33	(71.62)	1,227.22	1,450.03	(222.81)	5,800.00
710.215 · Group Insurance (2)	1,436.86	1,483.33	(46.47)	4,175.22	4,450.03	(274.81)	17,800.00
710.220 · Retirement-% of Comp. (3)	427.03	366.67	60.36	1,270.55	1,099.97	170.58	4,400.00
710.222 · Retirement-401(K) Match (3)	126.22	221.67	(95.45)	375.54	664.97	(289.43)	2,660.00
710.260 · Office Supplies (4)	0.00	0.00	0.00	66.47	0.00	66.47	0.00
710.299 · Miscellaneous (4)	0.00	41.67	(41.67)	0.00	124.97	(124.97)	500.00
710.310 · Travel & Training (5)	0.00	41.67	(41.67)	0.00	124.97	(124.97)	500.00
710.400 · Vehicle Expense	0.00	833.33	(833.33)	0.00	2,500.03	(2,500.03)	10,000.00
710.450 · Insurance & Bonds (6)	0.00	350.00	(350.00)	0.00	1,050.00	(1,050.00)	4,200.00
710.486 · Permits & Licenses	0.00	125.00	(125.00)	0.00	375.00	(375.00)	1,500.00
710.491 · Dues & Subscriptions (2)	365.00	50.00	315.00	365.00	150.00	215.00	600.00
<b>Total 307110 · Water &amp; Sewer Admin. Dept.</b>	<b>8,369.96</b>	<b>10,781.67</b>	<b>(2,411.71)</b>	<b>24,185.54</b>	<b>32,344.97</b>	<b>(8,159.43)</b>	<b>129,380.00</b>
<b>307111 · Water &amp; Sewer Finance</b>							
711.191 · Audit (2)	0.00	500.00	(500.00)	0.00	1,500.00	(1,500.00)	6,000.00
711.240 · Salaries & Wages (6)	3,936.07	4,833.33	(897.26)	17,543.89	14,500.03	3,043.86	58,000.00
711.245 · Payroll Taxes (7)	297.84	375.00	(77.16)	1,324.55	1,125.00	199.55	4,500.00
711.250 · Group Insurance (6)	1,578.97	1,466.67	112.30	4,575.11	4,399.97	175.14	17,600.00
711.255 · Retirement-% of Comp. (4)	0.00	303.33	(303.33)	951.62	910.03	41.59	3,640.00
711.257 · Retirement-401(K) Match (4)	0.00	163.33	(163.33)	0.00	490.03	(490.03)	1,960.00
711.260 · Office Supplies (3)	661.30	666.67	(5.37)	3,055.70	1,999.97	1,055.73	8,000.00
711.270 · Software Subscription Service	0.00	333.33	(333.33)	4,926.64	1,000.03	3,926.61	4,000.00
711.272 · Computer Software & Services	0.00	125.00	(125.00)	0.00	375.00	(375.00)	1,500.00
711.299 · Miscellaneous (9)	0.00	41.67	(41.67)	0.00	124.97	(124.97)	500.00
711.310 · Travel & Training (3)	0.00	16.67	(16.67)	0.00	49.97	(49.97)	200.00
711.321 · Telephone Service	597.64	391.67	205.97	1,391.46	1,174.97	216.49	4,700.00
711.325 · Postage (4)	0.00	466.67	(466.67)	1,128.10	1,399.97	(271.87)	5,600.00
711.352 · Equipment Repairs (2)	0.00	83.33	(83.33)	0.00	250.03	(250.03)	1,000.00
711.384 · Bookkeeping & Accounting (2)	5,000.00	1,916.67	3,083.33	8,750.00	5,749.97	3,000.03	23,000.00
711.450 · Insurance & Bonds (7)	0.00	130.00	(130.00)	0.00	390.00	(390.00)	1,560.00
711.495 · Cash Over/Short	0.00	50.00	(50.00)	0.00	150.00	(150.00)	600.00
711.497 · Bank Service Charges (2)	0.00	50.00	(50.00)	0.00	150.00	(150.00)	600.00
<b>Total 307111 · Water &amp; Sewer Finance</b>	<b>12,071.82</b>	<b>11,913.34</b>	<b>158.48</b>	<b>43,647.07</b>	<b>35,739.94</b>	<b>7,907.13</b>	<b>142,960.00</b>



**Town of Green Level**  
**Water & Sewer-Actual vs Budget-Expenditures-Cash Basis**  
**September 2020**

	Sep 20	Budget	\$ Over Budget	Jul - Sep 20	YTD Budget	\$ Over Budget	Annual Budget
<b>307120 · Water Treatment/Distribution</b>							
712.298 · Meter Replacements	0.00	833.33	(833.33)	0.00	2,500.03	(2,500.03)	10,000.00
712.299 · Departmental Supplies (2)	304.00	1,800.00	(1,496.00)	608.00	5,400.00	(4,792.00)	21,600.00
712.300 · Water Testing (2)	0.00	166.67	(166.67)	0.00	499.97	(499.97)	2,000.00
712.331 · Electrical Power (2)	27.57	0.00	27.57	82.84	0.00	82.84	0.00
712.352 · Repairs & Maintenance	5,758.19	1,500.00	4,258.19	5,758.19	4,500.00	1,258.19	18,000.00
712.360 · Uniforms & Cleaning (2)	0.00	375.00	(375.00)	0.00	1,125.00	(1,125.00)	4,500.00
<b>Total 307120 · Water Treatment/Distribution</b>	<b>6,089.76</b>	<b>4,675.00</b>	<b>1,414.76</b>	<b>6,449.03</b>	<b>14,025.00</b>	<b>(7,575.97)</b>	<b>56,100.00</b>
<b>307121 · Water Purchased for Resale W&amp;S</b>							
7121.34 · Water Purchased for Resale	21,540.32	17,566.67	3,973.65	64,293.88	52,699.97	11,593.91	210,800.00
<b>Total 307121 · Water Purchased for Resale W&amp;S</b>	<b>21,540.32</b>	<b>17,566.67</b>	<b>3,973.65</b>	<b>64,293.88</b>	<b>52,699.97</b>	<b>11,593.91</b>	<b>210,800.00</b>
<b>307130 · Sewer Collection System</b>							
713.299 · Departmental Supplies (3)	1,073.16	1,500.00	(426.84)	1,073.16	4,500.00	(3,426.84)	18,000.00
713.331 · Electrical Power	41.92	1,300.00	(1,258.08)	633.80	3,900.00	(3,266.20)	15,600.00
713.350 · Sewage Hauling/Disposal	2,800.00	2,800.00	0.00	8,400.00	8,400.00	0.00	33,600.00
713.352 · Repairs & Maintenance (2)	1,281.00	1,250.00	31.00	10,182.88	3,750.00	6,432.88	15,000.00
<b>Total 307130 · Sewer Collection System</b>	<b>5,196.08</b>	<b>6,850.00</b>	<b>(1,653.92)</b>	<b>20,289.84</b>	<b>20,550.00</b>	<b>(260.16)</b>	<b>82,200.00</b>
<b>307140 · Waste Treatment Dept.</b>							
714.335 · Cont Serv.-Bulk Treatment	0.00	24,860.00	(24,860.00)	52,794.84	74,580.00	(21,785.16)	298,320.00
<b>Total 307140 · Waste Treatment Dept.</b>	<b>0.00</b>	<b>24,860.00</b>	<b>(24,860.00)</b>	<b>52,794.84</b>	<b>74,580.00</b>	<b>(21,785.16)</b>	<b>298,320.00</b>
<b>309900 · Budgetary Appropriations W&amp;S</b>							
990.010 · Debt Service (2)	0.00	20,050.00	(20,050.00)	0.00	60,150.00	(60,150.00)	240,600.00
<b>Total 309900 · Budgetary Appropriations W&amp;S</b>	<b>0.00</b>	<b>20,050.00</b>	<b>(20,050.00)</b>	<b>0.00</b>	<b>60,150.00</b>	<b>(60,150.00)</b>	<b>240,600.00</b>
<b>Total Expense</b>	<b>53,267.94</b>	<b>96,696.68</b>	<b>(43,428.74)</b>	<b>211,660.20</b>	<b>290,089.88</b>	<b>(78,429.68)</b>	<b>1,160,360.00</b>
<b>Net Ordinary Income</b>	<b>(53,267.94)</b>	<b>(96,696.68)</b>	<b>43,428.74</b>	<b>(211,660.20)</b>	<b>(290,089.88)</b>	<b>78,429.68</b>	<b>(1,160,360.00)</b>
<b>Net Income</b>	<b>(53,267.94)</b>	<b>(96,696.68)</b>	<b>43,428.74</b>	<b>(211,660.20)</b>	<b>(290,089.88)</b>	<b>78,429.68</b>	<b>(1,160,360.00)</b>

**Town of Green Level**  
**General Ledger-Water & Sewer Expenditures**  
**As of September 30, 2020**

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>32000 · Unrestricted Net Assets</b>								1,175,680.20
Total 32000 · Unrestricted Net Assets								1,175,680.20
<b>307110 · Water &amp; Sewer Admin. Dept.</b>								0.00
<b>710.200 · Salaries &amp; Wages (5)</b>								0.00
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020	5,551.20		5,551.20
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020	5,551.20		11,102.40
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	5,603.14		16,705.54
Total 710.200 · Salaries & Wages (5)						16,705.54	0.00	16,705.54
<b>710.210 · Payroll Taxes (6)</b>								0.00
General Journal	07/31/2020	EFTPS-July	*	United States Treasury	To allocate payroll tax deposits-July 2020	407.75		407.75
General Journal	08/31/2020	EFTPS-A...	*	United States Treasury	To allocate payroll tax deposits-Aug. 2020	407.76		815.51
General Journal	09/30/2020	EFTPS-S...	*	United States Treasury	To allocate payroll tax deposits-Sept. 2020	411.71		1,227.22
Total 710.210 · Payroll Taxes (6)						1,227.22	0.00	1,227.22
<b>710.215 · Group Insurance (2)</b>								0.00
Check	07/06/2020	39091		Aflac	June 2020	135.36		135.36
Check	07/06/2020	39092		Liberty National	Due 7/1/2020	259.32		394.68
Check	07/06/2020	39093		Colonial Life	6/12/20 & 6/26/20 premiums	111.50		506.18
Check	07/23/2020	39127		Blue Cross & Blue Shield of NC	August 2020 premium	1,417.18		1,923.36
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020		486.50	1,436.86
Check	08/03/2020	39156		Liberty National	Due 8/1/2020	259.32		1,696.18
Check	08/06/2020	39177		Colonial Life	7/10/20 & 7/24/20 premiums	111.50		1,807.68
Check	08/31/2020	39221		Blue Cross & Blue Shield of NC	September 2020 premium	1,417.18		3,224.86
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020		486.50	2,738.36
Check	09/08/2020	39238		Liberty National	Due 9/1/2020	259.32		2,997.68
Check	09/14/2020	39257		Colonial Life	8/7/20 & 8/21/20 premiums	111.50		3,109.18
Check	09/22/2020	39277		Aflac	August 2020	135.36		3,244.54
Check	09/28/2020	39282		Blue Cross & Blue Shield of NC	October 2020 premium	1,417.18		4,661.72
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020		486.50	4,175.22
Total 710.215 · Group Insurance (2)						5,634.72	1,459.50	4,175.22
<b>710.220 · Retirement-% of Comp. (3)</b>								0.00
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020		249.32	-249.32
General Journal	07/31/2020	403b-July	*	N.C. State Employees' Retirement System	To allocate 403b expense-July 2020	671.08		421.76
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020		249.32	172.44
General Journal	08/31/2020	403b-Aug.	*	N.C. State Employees' Retirement System	To allocate 403b expense-Aug. 2020	671.08		843.52
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020		252.43	591.09
General Journal	09/30/2020	403b-Sept	*	N.C. State Employees' Retirement System	To allocate 403b expense-Sept. 2020	679.46		1,270.55
Total 710.220 · Retirement-% of Comp. (3)						2,021.62	751.07	1,270.55
<b>710.222 · Retirement-401(K) Match (3)</b>								0.00
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020		124.66	-124.66
General Journal	07/31/2020	401k-July	*	Prudential 401(K)	To allocate 401k expense-July 2020	249.32		124.66
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020		124.66	0.00
General Journal	08/31/2020	401k-Aug	*	Prudential 401(K)	To allocate 401k expense-Aug. 2020	249.32		249.32
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020		126.22	123.10
General Journal	09/30/2020	401k-Sept	*	Prudential 401(K)	To allocate 401k expense-Sept. 2020	252.44		375.54
Total 710.222 · Retirement-401(K) Match (3)						751.08	375.54	375.54

**Town of Green Level**  
**General Ledger-Water & Sewer Expenditures**  
**As of September 30, 2020**

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>710.260 · Office Supplies (4)</b>								0.00
Check	07/06/2020	39109		Office Depot	supplies	66.47		66.47
Total 710.260 · Office Supplies (4)						66.47	0.00	66.47
<b>710.491 · Dues &amp; Subscriptions (2)</b>								0.00
Check	09/14/2020	39263		North Carolina Rural Water Association	Invoice # 31390	365.00		365.00
Total 710.491 · Dues & Subscriptions (2)						365.00	0.00	365.00
Total 307110 · Water & Sewer Admin. Dept.						26,771.65	2,586.11	24,185.54
<b>307111 · Water &amp; Sewer Finance</b>								0.00
<b>711.240 · Salaries &amp; Wages (6)</b>								0.00
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020	5,859.32		5,859.32
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020	7,748.50		13,607.82
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	3,936.07		17,543.89
Total 711.240 · Salaries & Wages (6)						17,543.89	0.00	17,543.89
<b>711.245 · Payroll Taxes (7)</b>								0.00
General Journal	07/31/2020	EFTPS-July	*	United States Treasury	To allocate payroll tax deposits-July 2020	437.25		437.25
General Journal	08/31/2020	EFTPS-A...	*	United States Treasury	To allocate payroll tax deposits-Aug. 2020	589.46		1,026.71
General Journal	09/30/2020	EFTPS-S...	*	United States Treasury	To allocate payroll tax deposits-Sept. 2020	297.84		1,324.55
Total 711.245 · Payroll Taxes (7)						1,324.55	0.00	1,324.55
<b>711.250 · Group Insurance (6)</b>								0.00
Check	07/06/2020	39092		Liberty National	Due 7/1/2020	216.59		216.59
Check	07/23/2020	39127		Blue Cross & Blue Shield of NC	August 2020 premium	1,417.18		1,633.77
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020		200.00	1,433.77
Check	08/03/2020	39156		Liberty National	Due 8/1/2020	216.59		1,650.36
Check	08/31/2020	39221		Blue Cross & Blue Shield of NC	September 2020 premium	1,417.18		3,067.54
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020		71.40	2,996.14
Check	09/08/2020	39238		Liberty National	Due 9/1/2020	204.59		3,200.73
Check	09/28/2020	39282		Blue Cross & Blue Shield of NC	October 2020 premium	1,417.18		4,617.91
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020		42.80	4,575.11
Total 711.250 · Group Insurance (6)						4,889.31	314.20	4,575.11
<b>711.255 · Retirement-% of Comp. (4)</b>								0.00
General Journal	07/31/2020	PR-July	*		To allocate payroll distribution for the month of July 2020		222.84	-222.84
General Journal	07/31/2020	403b-July	*	N.C. State Employees' Retirement System	To allocate 403b expense-July 2020	599.83		376.99
General Journal	08/31/2020	PR-Aug.	*		To allocate payroll distribution for the month of Aug. 2020		339.69	37.30
General Journal	08/31/2020	403b-Aug.	*	N.C. State Employees' Retirement System	To allocate 403b expense-Aug. 2020	914.32		951.62
General Journal	09/30/2020	PR-Sept.	*		To allocate payroll distribution for the month of Sept. 2020	0.00		951.62
General Journal	09/30/2020	403b-Sept	*	N.C. State Employees' Retirement System	To allocate 403b expense-Sept. 2020	0.00		951.62
Total 711.255 · Retirement-% of Comp. (4)						1,514.15	562.53	951.62

**Town of Green Level**  
**General Ledger-Water & Sewer Expenditures**  
**As of September 30, 2020**

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>711.260 · Office Supplies (3)</b>								
Check	07/06/2020	39109		Office Depot	-MULTIPLE-	519.05		0.00
Check	07/06/2020	39110		Wells Fargo Credit Card	Amazon.com	402.94		519.05
Check	07/06/2020	39110		Wells Fargo Credit Card	Amazon.com		90.98	921.99
Check	07/22/2020	39155		Toshiba America Business Solutions	TOBSLFX	8.52		831.01
Check	07/23/2020	39135		Toshiba America Business Solutions	excess copies	126.15		839.53
Check	07/23/2020	39136		Toshiba America Business Solutions	excess copies	1,266.87		965.68
Check	08/31/2020	39220		Lineage	Postage meter-ink cartridge	161.85		2,232.55
Check	09/03/2020	39232		Office Depot	-MULTIPLE-	664.93		2,394.40
Check	09/03/2020	39232		Office Depot	credit		3.63	3,059.33
Total 711.260 · Office Supplies (3)						3,150.31	94.61	3,055.70
<b>711.270 · Software Subscription Service</b>								
Check	07/23/2020	39141		Logics LLC	7/1/2020 through 6/30/2021	4,926.64		0.00
Total 711.270 · Software Subscription Service						4,926.64	0.00	4,926.64
<b>711.321 · Telephone Service</b>								
Check	07/22/2020	39125		AT&T	0701020173898	0.00		0.00
Check	07/23/2020	39146		AT&T		494.10		0.00
Check	07/23/2020	39152		Spectrum Business	863329901 - pump station	50.40		494.10
Check	08/11/2020	39184		Spectrum Business	863329901 - pump station			544.50
Check	08/24/2020	39209		Spectrum Business	863329901 - pump station	55.40		544.50
Check	08/24/2020	39215		AT&T	-MULTIPLE-	193.92		599.90
Check	08/24/2020	39216		Spectrum Business	863329901 - pump station			793.82
Check	09/14/2020	39243		Spectrum Business	863329901 - pump station			793.82
Check	09/17/2020	39267		AT&T	-MULTIPLE-	552.22		793.82
Check	09/17/2020	39270		Spectrum Business	863329901 - pump station	45.42		1,346.04
Check	09/17/2020	39272		Spectrum Business	863329901 - pump station			1,391.46
Total 711.321 · Telephone Service						1,391.46	0.00	1,391.46
<b>711.325 · Postage (4)</b>								
Check	08/03/2020	39157		Quadient, Inc.	meter rental	128.10		0.00
Check	08/11/2020	39186		Quadient Finance USA, Inc.	Reference # 30202651	1,000.00		128.10
Total 711.325 · Postage (4)						1,128.10	0.00	1,128.10
<b>711.384 · Bookkeeping &amp; Accounting (2)</b>								
Check	07/23/2020	39137		Bobby J. Massey, CPA	-MULTIPLE-	3,750.00		0.00
Check	09/14/2020	39264		Bobby J. Massey, CPA	-MULTIPLE-	5,000.00		3,750.00
Total 711.384 · Bookkeeping & Accounting (2)						8,750.00	0.00	8,750.00
Total 307111 · Water & Sewer Finance						44,618.41	971.34	43,647.07
<b>307120 · Water Treatment/Distribution</b>								
<b>712.299 · Departmental Supplies (2)</b>								
Check	07/22/2020	39126		Meritech, Inc.	Invoice # 141881	304.00		0.00
Check	09/17/2020	39269		Meritech, Inc.	Invoice # 144155	304.00		304.00
Total 712.299 · Departmental Supplies (2)						608.00	0.00	608.00

**Town of Green Level**  
**General Ledger-Water & Sewer Expenditures**  
**As of September 30, 2020**

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>712.331 · Electrical Power (2)</b>								
Check	07/14/2020	39118		Duke Energy	2043818910	27.57		27.57
Check	08/04/2020	bank draft		Duke Energy	2043818910			27.57
Check	08/06/2020	39176		Duke Energy	2043818910	27.70		55.27
Check	08/13/2020	39196		Duke Energy	2043818910			55.27
Check	08/24/2020	39208		Duke Energy	2043818910			55.27
Check	09/03/2020	39227		Duke Energy	2043818910	27.57		82.84
Check	09/14/2020	39255		Duke Energy	2043818910			82.84
Total 712.331 · Electrical Power (2)						82.84	0.00	82.84
<b>712.352 · Repairs &amp; Maintenance</b>								
Check	09/14/2020	39249		Southern Corrosion, Inc.	Invoice # 13344	5,758.19		5,758.19
Total 712.352 · Repairs & Maintenance						5,758.19	0.00	5,758.19
Total 307120 · Water Treatment/Distribution						6,449.03	0.00	6,449.03
<b>307121 · Water Purchased for Resale W&amp;S</b>								
<b>7121.34 · Water Purchased for Resale</b>								
Check	07/14/2020	39121		City of Graham	115720-00-98	20,539.84		20,539.84
Check	08/13/2020	39198		City of Graham	6/11/20 - 7/17/20	22,213.72		42,753.56
Check	09/14/2020	39253		City of Graham	115720-00-98	21,540.32		64,293.88
Total 7121.34 · Water Purchased for Resale						64,293.88	0.00	64,293.88
Total 307121 · Water Purchased for Resale W&S						64,293.88	0.00	64,293.88
<b>307130 · Sewer Collection System</b>								
<b>713.299 · Departmental Supplies (3)</b>								
Check	09/17/2020	39276		Hill Manufacturing Company, Inc.	Invoice # 68795	1,073.16		1,073.16
Total 713.299 · Departmental Supplies (3)						1,073.16	0.00	1,073.16
<b>713.331 · Electrical Power</b>								
Check	07/14/2020	39118		Duke Energy	-MULTIPLE-	42.62		42.62
Check	08/04/2020	bank draft		Duke Energy	-MULTIPLE-	508.25		550.87
Check	08/06/2020	39176		Duke Energy	-MULTIPLE-	0.00		550.87
Check	08/13/2020	39196		Duke Energy	-MULTIPLE-	41.01		591.88
Check	08/24/2020	39208		Duke Energy	-MULTIPLE-			591.88
Check	09/03/2020	39227		Duke Energy	-MULTIPLE-			591.88
Check	09/14/2020	39255		Duke Energy	-MULTIPLE-	41.92		633.80
Total 713.331 · Electrical Power						633.80	0.00	633.80
<b>713.350 · Sewage Hauling/Disposal</b>								
Check	07/14/2020	39115		Bradsher & Son Septic Tank Cleaning	July 2020	2,800.00		2,800.00
Check	08/13/2020	39194		Bradsher & Son Septic Tank Cleaning	August 2020	2,800.00		5,600.00
Check	09/14/2020	39247		Bradsher & Son Septic Tank Cleaning	September 2020	2,800.00		8,400.00
Total 713.350 · Sewage Hauling/Disposal						8,400.00	0.00	8,400.00

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10/04/20

Cash Basis

**Town of Green Level**  
**General Ledger-Water & Sewer Expenditures**  
**As of September 30, 2020**

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>713.352 · Repairs &amp; Maintenance (2)</b>								
Check	07/06/2020	39098		C&J Utilities, Inc.	clean sewer line	533.75		0.00
Check	07/23/2020	39129		C&J Utilities, Inc.	remove and reinstall Apple Blossom pump	0.00		533.75
Check	07/23/2020	39130		C&J Utilities, Inc.	remove and reinstall Apple Blossom pump	2,562.00		3,095.75
Check	07/23/2020	39131		C&J Utilities, Inc.	clean sewer line	5,379.13		8,474.88
Check	08/24/2020	39205		C&J Utilities, Inc.	clean sewer line	427.00		8,901.88
Check	09/17/2020	39275		C&J Utilities, Inc.	pipe repairs-pump station	1,281.00		10,182.88
Total 713.352 · Repairs & Maintenance (2)						10,182.88	0.00	10,182.88
Total 307130 · Sewer Collection System						20,289.84	0.00	20,289.84
<b>307140 · Waste Treatment Dept.</b>								
<b>714.335 · Cont Serv.-Bulk Treatment</b>								
Check	08/03/2020	39168		City of Burlington	read date 6/30/20	30,154.33		0.00
Check	08/11/2020	39191		City of Burlington	Invoice # 536	0.00		30,154.33
Check	08/31/2020	39224		City of Burlington	bill # 568595	22,640.51		52,794.84
Total 714.335 · Cont Serv.-Bulk Treatment						52,794.84	0.00	52,794.84
Total 307140 · Waste Treatment Dept.						52,794.84	0.00	52,794.84
<b>TOTAL</b>						<b>215,217.65</b>	<b>3,557.45</b>	<b>1,387,340.40</b>



GREEN LEVEL TOWN COUNCIL  
MEETING DATE: Thursday October 8, 2020

DEPARTMENT: ADMINISTRATION / HR

TOPIC: SEXUAL HARASSMENT POLICY

PRESENTER: DONNA DAVIS, TOWN ADMINSTRATOR

<b>AGENDA ITEM TO BE CONSIDERED</b>	
<b>SUBJECT SUMMARY</b>	<p>Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).</p> <p>Prevention is the best tool to eliminate harassment in the workplace. Employers are encouraged to take appropriate steps to prevent and correct unlawful harassment. They should clearly communicate to employees that unwelcome harassing conduct will not be tolerated. They can do this by establishing an effective complaint or grievance process, providing anti-harassment training to their managers and employees, and taking immediate and appropriate action when an employee complains. Employers should strive to create an environment in which employees feel free to raise concerns and are confident that those concerns will be addressed.</p>
<b>REQUESTED ACTION</b>	<ol style="list-style-type: none"><li>1. Adopt a sexual harassment policy.</li></ol>

**ATTACHMENTS:**

1. Sexual Harassment Policy

## **Sexual Harassment Policy and Complaint/Investigation Procedure**

### **Objective**

The objective of this policy is to define workplace sexual harassment and to outline procedures for filing complaints, investigating sexual harassment claims and issuing appropriate disciplinary measures in the case of violations.

### **Scope**

This policy applies to all employees of the Town of Green Level, North Carolina at all locations. All workers, at every level, will be subject to discipline, up to and including discharge, for any violation of this policy. Employees are prohibited from harassing others both on and off the employer premises and during or outside of work hours.

### **Defining Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile or offensive work environment. Sexual harassment is defined by the federal Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can be physical and psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

### **Examples of prohibited conduct**

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.



- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.
- Sexual or discriminatory displays or publications anywhere in the Town of Green Level's workplace by Green Level employees.
- Retaliation for sexual harassment complaints.

## **Responding to Conduct in Violation of Policy**

### ***Employees***

If an employee feels that he or she is being subjected to sexual harassment he or she may immediately inform the harasser that the conduct is unwelcome and needs to stop. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged harasser directly, he or she should report the incident to his or her own supervisor or to the human resource (HR) director. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

It is important to report all concerns of sexual harassment or inappropriate sexual conduct to the HR director or a supervisor/manager as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

### ***Managers and supervisors***

Managers and supervisors must deal expeditiously and fairly when they have any knowledge of sexual harassment within their departments, whether or not there has been a written or formal complaint. They must:

- Take all complaints or concerns of alleged or possible harassment seriously no matter how minor or who is involved.
- Report all incidents to HR immediately so that a prompt investigation can occur.
- Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and supervisors who knowingly allow or tolerate sexual harassment or retaliation, including the failure to immediately report such misconduct to HR, are in violation of this policy and subject to discipline.

### ***Human resources***

The HR director is responsible for:

1. Ensuring that both the individual filing the complaint (complainant) and the accused individual (respondent) are aware of the seriousness of a sexual harassment complaint.
2. Explaining the Town of Green Level's sexual harassment policy and investigation procedures to all parties involved.
3. Exploring informal means of resolving sexual harassment complaints.
4. Notifying the police, if criminal activities are alleged.
5. Arranging for an investigation of the alleged harassment and the preparation of a written report.
6. Submitting a written report summarizing the results of the investigation and making recommendations to designated company officials.
7. Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.

The HR director will determine if an in-house investigation will be conducted or if a third party will be contracted to complete the investigation. All complaints involving senior management at the town administrator level or above will be handled by an external third party.

### **Complaint Resolution Procedures**

Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The HR director may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the HR director will dictate the verbal complaint.

To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide as much of the following information as is possible:

1. The name, department and position of the person or persons allegedly committing harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
3. The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment.

4. The names of other individuals who might have been subject to the same or similar harassment.
5. What, if any, steps the complainant has taken to try to stop the harassment.
6. Any other information the complainant believes to be relevant to the harassment complaint.

### **Discipline**

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

### **Confidentiality**

All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and the HR director takes adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained in secure files within the HR department.

### **Other Available Procedures**

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under local, state or federal law.

### **Administration**

This policy will be administered through the Town of Green Level's HR director or town administrator.



GREEN LEVEL TOWN COUNCIL  
MEETING DATE: Thursday October 8, 2020

DEPARTMENT: ADMINISTRATION

TOPIC: TOWN PROPERTY FOR SURPLUS

PRESENTER: DONNA DAVIS, TOWN ADMINSTRATOR

<b>AGENDA ITEM TO BE CONSIDERED</b>	
<b>SUBJECT SUMMARY</b>	The items listed constitute Town of Green Level property that is no longer being used by the Town. These items carry some residual value and can be posted for sale to the public.
<b>REQUESTED ACTION</b>	<ol style="list-style-type: none"><li>1. Approve the attached list of items for surplus and sale to the public.</li></ol>

**ATTACHMENTS:**

1. Items for surplus list





1998 Buick Skylark





Alice Chalmers Generator 338 Hours





Sheco Jet Machine



Rhino 1348 Boom Mower







2000 Ford Ranger





1995 F-350





GREEN LEVEL TOWN COUNCIL  
MEETING DATE: Thursday October 8, 2020

DEPARTMENT: CODE ENFORCEMENT

TOPIC: CODE ENFORCEMENT SERVICE PROVIDER

PRESENTER: DONNA DAVIS, TOWN ADMINSTRATOR

<b>AGENDA ITEM TO BE CONSIDERED</b>	
<b>SUBJECT SUMMARY</b>	<p>The contract for Code Enforcement with State Code Enforcement Inc terminated October 8, 2020. As of today, Green Level has no employee or contractor to provide this service to the citizens with respect to code enforcement. No new applications have been received for the posted position of Code Enforcer. Names of companies to provide this service were solicited from the Piedmont Triad Regional Council (PTRC), a UNC School of Government listserve, and a general web search. Only four (4) companies were recommended or identified to perform these services under a contract. The four (4) companies include Alliance Code Enforcement, LLC, Benchmark Planning, N-Focus, and State Code Enforcement, Inc to provide minimum housing and nuisance enforcement.</p> <p>Of the four candidates, one was the contractor terminated, one had no staff available, another was at the limit in distance for serving the Green Level community. Only one proposal was received from Alliance Code Enforcement, LLC.</p>
<b>REQUESTED ACTION</b>	<ol style="list-style-type: none"><li>1. Direct staff regarding code enforcement.</li></ol>

**ATTACHMENTS:**

1. Alliance Code Enforcement, LLC proposal



PROTECTING QUALITY OF LIFE

**Alliance Code Enforcement LLC**

**Town of Green Level, NC**

**September 23<sup>rd</sup> 2020**

# PROPOSAL

## Purposed Duties for Alliance Code Enforcement LLC (ACE):

1. Minimum Housing – Any residential structure not meeting the Minimum Standard set by State Law and Local Ordinance.
2. Overgrown Lots – Tall Grass, Vines, etc. overtaking a particular property.
3. Junk/Nuisance/Abandoned Vehicles
4. Accumulation of Trash/Debris/Junk – Piles of unwanted items causing health & safety issues to those on and/or around the property.
5. Open Storage – Non-specific items stored in a manner such to cause health & safety concerns.
6. Enforce Sign Ordinance – Removal of signs located in DOTROW posted on Pole, Street Signs, etc.
7. Animal & Vegetation Putrescence – Discarded thing(s) causing a noxious odor through process of decay.
8. Abandoned White Goods – Refrigerators, Washers, Driers, Dishwashers, etc.
9. Non-Residential Building Minimum Standard Enforcement
10. Complaint Investigation
11. Zoning Violations
12. Consulting & Preparation of New Ordinance
13. Special Projects/Tasks

For all above tasks, ACE will be responsible for the Identification, Tagging, Notification of Violation, Re-inspection, Notification of Hearing, Hearing Process, Fact & Findings, Order and Final Notice of Violation/Penalties Notice.

These tasks will be performed with regular briefings provided to Town Officials and a monthly report provided to the Board for their review.

By having ACE handle this caseload, the Town personnel will now be able to focus on additional workload & projects.

Based off the request of the Town Administrator, I have compiled the below three options for hours and rate that fit with the goal of the Town:

- 1) 8 hours per week on a single 8 work week - \$40.00 per hour
- 2) 16 hours per week on an 8x8 work week - \$38.00 per hour
- 3) 20 hours per week on an 8x8x4 work week - \$35.00 per hour

*\*Our goal is to custom fit the exact plan your Town needs. If the provided options do not work for you, please advise the direction you'd like to go, and we can adjust accordingly.*

Invoiced monthly based on the agreed upon hourly rate, ACE will never exceed the predetermined hours in a pay period without prior authorization by appropriate Town official.

Alliance Code Enforcement LLC was formed in North Carolina on August 4<sup>th</sup> 2015; it is in Current-Active status and filed with the NC Secretary of State under C2015 216 00007.

The Federal TAX ID number is 47-4699714

The Company has General Liability Insurance (Policy #: UDC-1616369-CGL-20), Professional Liability Insurance (E&O) (Policy #: UDC-1616369-EO-20 & Worker's Compensation Insurance (Policy #: UDC-1616369-WC-20).

Proprietary access to a database through TransUnion that will allow for the identification & location of property owners to ensure proper communication & notice is achieved.

#### **References:**

- David Treme, Town Manager, Town of Spencer (704) 633-2231
- Michael Pardue, Town Manager, Town of Jonesville (336) 835-3426
- William Doerfer, Town Manager, Town of Liberty (336) 622-4276
- T.C. Morphis, Attorney, Brough Law Firm (919) 929-3905

**Thank you,**



**Brandon T. Emory, Owner**  
**Alliance Code Enforcement LLC**  
**AllianceCodeEnforcement@gmail.com**  
**www.AllianceCodeEnforcement.com**

**BENCHMARK**  
Benchmark Planning  
400 Clarice Ave, Ste 130  
Charlotte, NC 28204  
800.650.3925  
benchmarkplanning.com

October 1, 2020

Town of Green Level  
Attn: Donna Davis, Town Manager  
2510 Green Level Church Road  
Green Level, NC 27217

RE: Code Enforcement Services

Dear Ms. Davis:

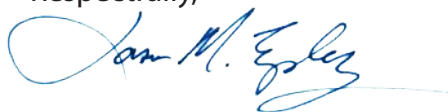
On behalf of Benchmark, I would like to thank you for the opportunity to submit our firm's qualifications and proposal for your consideration as you begin the process of selecting a consultant to assist with code enforcement in Green Level.

As our qualifications demonstrate, our primary code enforcement officer, Steve May, has over 13 years of experience working with communities similar to Green Level. In addition, our firm has provided code enforcement services for 35 years throughout North Carolina.

Our firm can provide code enforcement services one day per week beginning on November 1, 2020 and ending June 30, 2021 for the amount of \$13,867. Our month to month contract rate for these services will be \$1,993 per month.

We look forward to the opportunity of providing these services for the Town of Level. If you have any questions or need additional information that is not covered in our statement of proposal, please contact me by telephone at 704.305.4381 or by email at [jepley@benchmarkplanning.com](mailto:jepley@benchmarkplanning.com).

Respectfully,

A handwritten signature in blue ink that reads "Jason M. Epley". The signature is fluid and cursive, with a long horizontal line extending to the right.

Jason M. Epley, AICP  
President

# BENCHMARK

Benchmark CMR, Incorporated is a full-service planning firm with over 35 years of experience serving a diverse client base, with a particular emphasis on the public sector. Headquartered in Charlotte, the Benchmark team has a national planning practice that is focused on comprehensive planning, urban design, land use regulations, downtown development and military community planning. Our team of veteran planners has a breadth of experience that provides our clients with the innovative ideas and solutions that are necessary to solve complex problems and develop plans that are grounded in reality and focused on implementation.

Other components of Benchmark's practice include extensive experience in providing professional staffing services for the management and operation of municipal planning and zoning departments, and code enforcement. In recent years, Benchmark has expanded its practice into providing assistance to private development interests, including conceptual site planning and entitlement assistance, economic development consulting, site selection and analysis, and expert witness services among others.



## STEVE MAY

Code Enforcement Officer | Benchmark

Mr. May is a seasoned veteran in the enforcement arena, joining the Benchmark team in 2007 after retiring as a Lieutenant from the City of Kannapolis Police Department. Mr. May brings many years of local government law enforcement experience and application of maintenance codes and ordinances; including minimum housing codes, public nuisance ordinances, motor vehicle ordinances, non-residential building codes, and development ordinances.

Mr. May is certified as a housing code official with the North Carolina Association of Housing Code Officials. In his 13 years with Benchmark, Mr. May has assisted the communities of Marshville, Black Mountain, Troutman, Rockwell, Granite Quarry, Yadkinville, Kannapolis, Faith, Mount Airy, Pilot Mountain, Summerfield, Oak Ridge, Walkertown, and Mount Pleasant.