**Town Council Regular Meeting**

**Green Level Municipal Building**

**Thursday, April 13, 2023**

**MINUTES**

The regularly scheduled meeting of the Town of Green Level Council was held on Thursday, April 13, 2023, at 7:00PM in the Green Level Municipal Building located at 2510 Green Level Church Road.

**Governing Body Members Present:** Mayor Sandra McCollum, Mayor Pro-Tem Remonia Enoch (via telephone), Councilwoman Patricia Jones, Councilman Jose McBroom & Councilman Theodore Howard.

**Governing Body Members Not Present:** None.

**Green Level Elected Officials Present:** Town Administrator Barrett Brown, Town Clerk Jeremy Edmonds & Town Attorney Eugene Russell.

**Also in Attendance:** Alliance Code Enforcer Tristan Smith, Alliance Code Enforcer Chris Curry & Alamance County Sgt. Danotric Nash.

**Mayor McCollum called the meeting to order at 7:00pm.**

**Roll Call:**

Town Clerk Jeremy Edmonds conducted a roll call of the Town Council. All council members were present. Mayor Pro-Tem Enoch was present via telephone.

**Invocation:** Councilwoman Jones.

**Approval of Agenda**

Mayor McCollum entertained a motion to approve the April 13, 2023 draft agenda. Councilwoman Jones made a motion to approve the April 13, 2023 draft agenda. Councilman McBroom seconded the motion.

The motion passed unanimously (5-0).

**Approval of Minutes**

Mayor McCollum entertained a motion to approve the draft minutes from the March 09, 2023, Town Council Regular Meeting. Councilman McBroom made a motion to approve the draft minutes from the March 09, 2023, Town Council Regular Meeting. Councilwoman Jones seconded the motion.

The motion passed unanimously (5-0).

**Public Comments**:

There were two public comments. The first public comment was from Mr. Michael Trollinger who had concerns about a continuous problem with a resident that keeps playing his music extremely loud every night in his neighborhood and it is a disturbance to him and other surrounding neighbors. He stated that he has already called law enforcement several times and has contacted the resident personally to try to resolve the issue. He knows that the ordinance for the Town of Green Level is currently 11pm for noise violation but he would like the Town Council to consider amending the ordinance as the council sees fit. The second public comment was from Ms. Lisa Bryant who had concerns about the speeding on her road which is West Simpson Rd. She states that she is still hearing gunshots. She said that she is starting to see the new Alamance County Police Sergeant patrolling more often in the morning, afternoon, and evening so she is feeling better about the presence of law enforcement compared to in the past. Lastly, she advised the Town Council that there had been some ATV’s driving on her property and around her property. She stated that they left tire marks in her yard. She stated that she had to call the state troopers to come out and look at it. She would like the Town Council and the Sergeant to monitor the ATV’s and see if they can catch whoever it is.

**Code Enforcement Report:**

New Code Enforcer Officer Mr. Chris Curry from Alliance Code Enforcement introduced himself, and let it be known that there will be another new Code Enforcement Officer who he will be working alongside of for the Town of Green Level, which will be Mr. Tristan Smith. Mr. Curry stated that a stop work order has been issued to the property on Swann Rd. that was being investigated by them. He stated that the resident has been ordered to clean up and not to burn. He said that since the initial inspection the permit has been retained due to accessory to structure and a privacy fence. Mr. Curry stated that now that the Town of Green Level has brush pick up the town residents are no longer allowed to burn items unless it is in a fire pit. Mr. Curry advised the Town Council that there have been thirty-seven cases currently open and eighteen of those cases have been abated in the last thirty days. He stated that out of the nineteen existing cases open right now, two of them are a work in progress and there have been no changes made in the other seventeen. Mr. Curry stated that the residents had just started receiving those violation letters in the mail within the last forty-eight hours. Mr. Curry advised the council that Tristan Smith has been working with the District Manager at Dollar General about the broken glass in the front of the building. He stated that the glass has now been replaced. He shared that the Dollar General case has now been abated as well. Mr. Curry stated that he contacted the property owner of a property on Gideon Place about two dogs getting loose and going to another property to attack another dog. Chris stated after contacting the property owner they placed them in violation and discussed the ordinances about having dogs and how they are not allowed to roam loose. Also, there is a property on Evergreen that has two pit bull dogs that chased a neighbor’s family member into a car. Mr. Curry advised that the code enforcement officer, Mr. Smith, made five attempts to contact the owner of the dogs at the door of their resident but no one has come to the door either time. Mr. Curry said he himself has attempted to go out to that same property twice in the same day and no one has not come to the door. Mr. Curry said that he left a card on the door, put them in violation and sent them a letter in the mail. Mr. Curry advised the Town Council that they are moving forward with rezoning of the mobile home park zoning district right away. He stated that Brandon Emory, Alliance Code Enforcement Owner will be scheduling a planning board meeting as soon as he gets the recommendation from the Town Council and the Town Attorney on how to move forward with it. The proposal that Mr. Curry is speaking of is that everything on Highway 49 will get rezoned and everything on Wyatt Rd. will remain the same. Town Attorney Russell says that he has no objection to what Brandon Emory is proposing. Mayor McCollum and the rest of the Town Council agreed that they would like to start on this immediately. Mr. Curry brought up the constant issue that has been going on in Bedford Hills with people parking on the street and recommended implementing new designated parking signs that would read, Monday through Friday between the hours of 6am-6pm that no cars would be allowed to park on the streets in all of Bedford Hills or the vehicle would be towed immediately within 24 hours at the owner’s expense. Mr. Curry stated that Alliance Code Enforcement will send every property owner in Bedford Hills a letter making them aware of the new ordinance that is going into effect. Second, he reiterated that they would mail something out to every address in Bedford Hills. Third, he stated that they will try to make door-to-door contact with every residence in Bedford Hills to make them aware. Lastly, he said they will put door knockers on every resident in the community, he said they will go out there personally with a clipboard and try to gain signatures from those who are willing to sign stating that they received the notices. Mayor Pro-Tem Enoch wanted to also make sure that the town communicates with Bedford Hills HOA to get this information out, that this information gets put out in the newsletter and that it is posted on the Town Hall Bulletin as well. She wants it to explain the reasoning behind why the signs are being implemented, which are for safety reasons.

Mayor McCollum entertained a motion that the Town of Green Level will implement No Parking signs on all the streets in Bedford Hills for No Parking from Monday – Friday from the hours of 6am-6pm and any vehicle that violates this will be towed immediately at the owner’s expense. Councilwoman Jones made a motion that the Town of Green Level will implement No Parking signs on all the streets in Bedford Hills for No Parking from Monday – Friday from the hours of 6am-6pm and any vehicle that violates this will be towed immediately at the owner’s expense. Councilman McBroom seconded the motion.

The motion passed unanimously (5-0).

**Animal Control Report:**

Mr. Brown provided the Town Council with the animal control report from Alamance County. He stated that they claimed to have picked up eleven animals in Green Level. Mayor McCollum wanted to know how much the Town of Green Level was paying for the animal services. Mr. Brown answered with $30,000 and that they are proposing an increase.

**Kingdom Builders Report:**

Mr. Brown stated that the Town of Green Level has been under construction with the old town hall, turning it into a community center. He stated that the town received funding from the state legislature. He also stated that the town entered into a contract with Kingdom Builders. He advised that Kingdom Builders has completed their contractual work. He advised that there was some discussion about the last payment in the amount of $50,000. He advised that the council did agree to pay them $20,0000 and then have it inspected again. The Community Center was inspected again like requested, and Mr. Brown provide a report packet with pictures from Spector Inspections. Mr. Brown shared that there were two reports provided and one was the inspection of the contractual work, and the other was a scope of work that provides what it would take to finish the building off which would cost about $60,000. Mr. Brown is requesting guidance from the Town Council on how to proceed with this situation. Councilman Howard is requesting a checklist of all the items that has been completed by Kingdom Builders. Mr. Brown stated that he spoke to Kingdom Builders, and they looked at the original inspection and they agreed that some of the things on the list was not specified and they also agreed that there were about three items that was not completed and then Kingdom Builders signed off on that and then went back and completed those items to the satisfaction of the contract.

Mayor McCollum entertained a motion to table the conversation about the Kingdom Builders updates until closed session. Mayor Pro-Tem Enoch made a motion to table the conversation about the Kingdom Builders updates until closed session. Councilwoman Jones seconded the motion.

The motion passed unanimously (5-0).

**Town Administrator Updates**:

1. **Parks & Recreation Updates:**

Mr. Brown stated that the Juneteenth applications are still online. He also stated that the Juneteenth Celebration will be held on Sunday June 18, 2023, from 5pm – 9pm. Mr. Brown shared that the Town of Green Level will be having two community movie nights (Movie in the Park). The first Movie in the Park will be on Saturday May 27, 2023, at 8:30pm and that movie will be Black Panther Wakanda Forever. He shared that the second Movie in the Park will be on Saturday July 22, 2023, at 8:45pm and that movie will be The Color Purple. Mr. Brown advised the Town Council that the gazebo is being pressure washed and stained. Mr. Brown let the Town Council know that football registration is now open for the upcoming season. He also shared that the Parks & Recreation Department ordered twenty new football helmets, decals for the helmets and eight new shoulder pads. Mr. Brown reminded the council that the town has six shelter rentals coming up. Mr. Brown said that there was a horseshoe tournament that was held on April 01, 2023. He stated that the town did not collect any money from the horseshoe tournament registration but there was money collected from the concession stand, approximately ninety-two dollars. Mr. Brown let the council know that the Easter egg hunt was successful with multiple daycares coming out. Mr. Brown stated the volleyball court at the park had also been cleaned. Mr. Brown advised that the fountain in the park is currently being worked on because a hose was turned on by some nearby property owners that flooded the fountain. He stated that public works had been pumping it and cleaning it out. Mayor McCollum and Mr. Brown gave some history on the horseshoe pit and what the agreement is supposed to be with the horseshoe association and the Town of Green Level for the use of the horseshoe pit. Mr. Brown made it clear that Mr. Clifton Jones and the association have not been holding up their end of the agreement. Mr. Brown stated that he has been trying to get in contact with Mr. Jones and the association to get them to come to the Town Council meeting to speak with the Town Council and he stated that they are not interested in meeting with the Town Council. Mayor McCollum and the Town Council told Mr. Brown that they’re going to have to come to a decision regarding the use of the horseshoe pit as well as the future business with Mr. Jones and the association regarding the use of the horseshoe pit. Mayor Pro-Tem Enoch said that she wants a letter to be sent to the association requesting a meeting first, to give them a chance to come before the council. She then stated if they refuse then the council will have to decide how to move forward. All the council members agreed with Mayor Pro-Tem Enoch.

**Utility Billing Update:**

Mr. Brown advised the Town Council that Mrs. Baskerville is doing an outstanding job in her new position as the Utility Billing Specialist. He stated that she is polite, friendly, innovative and takes initiative. He shared that she has located several errors in the system with some of the residents’ past bills and those problems are currently being worked on. Mr. Brown stated that she is being very proactive about the customers’ bills and water leaks and whatever problem that she finds.

**Burning in Town Limits:**

Mr. Brown stated that the town has been operating on the interpretation that the residents could burn during certain times of the day. Mr. Brown stated that Councilman Howard provided a code that was implemented a while ago that residents could burn if there was no facility for removing leaves, brush, etc. Mr. Brown stated that he then had the Code Enforcement Officer check the digital ordinance and it stated the same thing as the ordinance that Councilman Howard provided. The Town of Green Level has a new boom truck that offers brush pick-up so therefore Mr. Brown advised that with this policy it effectively bans burning in the Town of Green Level. The only reasons that someone can burn in the Town of Green Level are for food (barbeque), for warmth (a chimney), and for entertainment (a fire pit). Mr. Brown reiterated that you cannot cut down your whole backyard because we cannot pick that up, you would have to call a company that handles something like that and make arrangements with them. Mr. Brown advised that this new information will be posted on the town’s website, in the newsletter, and on the bulletin board to make sure that the residents are aware of the enforcement of an existing ordinance.

**Town Hall Cost Evaluation:**

Mr. Brown stated that Councilman McBroom asked a question after the last council meeting about how much the old town hall (new community center) was worth, so Mr. Brown took it upon his self to research it and he stated that they were able to renovate the building for $190,000. He shared that it was a new roof put on it for $20,000 and lastly, he stated that the entire property (including the current Town Hall) is valued at $1,276,049 according to the Alamance County Tax Department.

**North Carolina Water Rural Association Conference:**

Mr. Brown advised the Town Council that on May 15, 2023 – May 18, 2023, he is planning to attend the North Carolina Water Rural Association Conference and that he will be taking a training class while attending. He said that they will plan in the future for the NCWRA to come to Green Level to train the Public Works Department because they provide those services.

**Generator Update:**

Mr. Brown reminded the Town Council that they had approved the expenditure of generators for the pump stations. He also advised them that lightning struck one of the pump stations and knocked the power out and the generator did not come on because the generator was not together yet. He told the councilmembers that the box unit has arrived but that is only part of it, the panel box that it must be wired to is on back order. He stated that as soon as that arrives, they will have it installed by the electrician. He said that those power boxes are specifically geared to those pump stations.

**Introduction to New Staff:**

Mr. Brown reminded the Town Council along with the two new code enforcers Chis Curry and Tristan Smith, who has already introduced themselves that the Town of Green Level also has a new designated officer, Alamance County Sergeant Nash, who will begin his duties on April 17, 2023. Another new employee that Mr. Brown introduced, but was not present, is Mr. Jeremy Herbin, who is working in the public works department. Sgt. Nash introduced himself and let the town know that whatever is needed in his scope of duties to feel free to reach out to him. He gave his background history, and he handed out his business cards to everyone that was in attendance. The council members welcomed all the new staff to the Town of Green Level.

**Town Attorney Updates:**

No comments from Mr. Russell.

**Town Council Comments**:

Councilman Howard did not have any further comments.

Councilman McBroom did not have any further comments.

Mayor Pro-Tem Enoch did not have any further comments.

Councilwoman Jones wanted to thank her team for being fantastic and she wanted to let Sergeant Nash know that that included him because he is now a part of the team. She also wanted to thank everyone for coming out. Lastly, Councilwoman Jones wanted to remind everyone if you are a resident of the Town of Green Level then you do have a voice.

Mayor McCollum asked Mr. Brown what are the updates on the pictures that were taken by Mrs. Catina Bethea. Mr. Brown answered that she had the pictures ready, but they must be matted and framed and then decided where Mayor McCollum wants to put them. He also let Mayor Pro-Tem Enoch know that Mrs. Bethea still needed her picture because everyone else’s had been submitted. Mayor McCollum also reminded Mr. Brown to make sure to collaborate with the Town Attorney Mr. Russell to get the policy in writing about the rental of the newly renovated Community Center so that when it comes time to open it will already be in place. She reminded Mr. Brown that it should be noted that the policy should be fair and consistent for everyone and that anyone who rents it will be paying a fee. Mayor McCollum also asked Mr. Brown to collaborate with Mr. Crumpton, from the Green Level Planning Board and she is requesting that whenever the Planning Board has a meeting that there should be minutes taken and they should give a copy of the minutes to Mr. Brown to keep at the Town Hall. Mayor McCollum asked Town Clerk Jeremy Edmonds to research Tiny Homes Ordinances. She wants Mr. Edmonds, Mr. Russell and Code Enforcement to collaborate, research and create an ordinance for Tiny Homes and also regulating short-term rental properties. Councilman Howard stated that the problem about the Tiny Homes has been eliminated in the past. He advised the rest of the council that there is already an ordinance in place that anyone who is building cannot build under 1200 sq. ft. homes and the Tiny Homes are considered 500 sq. ft. or smaller. Town Attorney Russell confirmed that what Mr. Howard was saying is correct and that it is not allowed now.

Mayor McCollum entertained a motion to close the Regular Town Council open session and go into closed session for general statute 33c.143-318-11 to discuss personnel and to consult with the town attorney. Councilman McBroom made a motion to go into closed session for general statute 33c.143-318-11 to discuss personnel and to consult with the attorney. Councilwoman Jones seconded the motion.

The motion passed unanimously (5-0).

**CLOSED SESSION**

Mayor McCollum entertained a motion to go out of the closed session and go back into open session.

Mayor Pro-Tem Enoch made a motion to go out of the closed session and go back into open session. Councilwoman Jones seconded the motion.

The motion passed unanimously (5-0).

Councilmember McBroom made a motion that the position of the town’s organizational chart be restructured so that the position of the Town Clerk would be directly responsible to the Town Administrator. Councilman Howard seconded the motion. Mayor McCollum voted no. Mayor Pro-Tem Enoch voted no. Councilwoman Jones abstained.

The motion failed (2-3).

Mayor Pro Tem Enoch made a motion that Kingdom Builders are not paid any more funds. Councilwoman Jones seconded the motion.

The motion passed unanimously (5-0).

Councilwoman Jones made a motion that Zach Patterson with Spector Services be asked to give a quote/bid for the turnkey completion of the “Old Town Hall”. Councilman McBroom seconded the motion.

The motion passed unanimously (5-0)

Mayor McCollum entertained a motion to adjourn this council meeting until May 11, 2023, at 7:00pm. Councilman McBroom made a motion to close this council meeting until May 11, 2023, at 7:00pm. Councilman Howard seconded the motion.

The motion passed unanimously (5-0).

Respectfully Submitted,

Jeremy Edmonds

Town Clerk

Town of Green Level