
Meeting Minutes

Town Council Regular Meeting

Green Level Town Council
Meeting Date: February 8, 2024
Green Level Municipal Building

The regularly scheduled meeting for the Town of Green Level Council was held on Thursday, February 8, 2024, at 7:00 PM in the Green Level Municipal Building located at 2510 Green Level Church Road.

Governing Body Members Present: Mayor Remonia Enoch, Mayor Pro-Tem Patricia Jones, Councilmember Hosea McBroom, Councilmember Michael Trollinger and Councilmember Stephanie Enoch

Governing Body Members Not Present: None

Green Level Officials Present: Town Administrator Barrett Brown, Town Attorney Eugene Russell, and Town Clerk Taylor Prince

Also in Attendance: Code Enforcement Officer Jaimee Cousin, Public Works Director Arthur Simmons and Parks and Recreation Director Brandon Enoch

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

Roll Call: Town Clerk, Taylor Prince, conducted a roll call of the Town Council. All council members were present.

Invocation: Councilmember McBroom

Approval of Agenda: Mayor Enoch inquired if there were any amendments to the drafted February 8, 2024, regular agenda and all councilmembers stated “No”. Councilmember S. Enoch made a motion to approve the February 8, 2024, regular agenda as drafted. Councilmember Trollinger seconded the motion.

The motion passed unanimously (5-0).

Approval of Minutes: Mayor Enoch inquired if there were any amendments for the drafted January 11, 2024, regular meeting minutes and all the councilmembers stated “No”. Mayor Pro-Tem Jones made a motion to

approve the January 11, 2024, regular meeting minutes as drafted. Councilmember McBroom seconded the motion.

The motion passed unanimously (5-0).

Public Comments: There were 5 public comments. Lisa Bryant stated she would like to know how to get in contact with members of the Beautification Committee and the Planning Board. Town Administrator, Barrett Brown, stated he would be able to speak with Ms. Bryant and provide that information after the meeting. Ms. Bryant stated that she believed any funds allocated to the Municipal Park should be to ensure the safety of those in the park. Jasmine Bigelow requested the Council approve their application to have water and sewer lines extended on their property, so they would be able to construct an indoor gym space for their family. Ms. Bigelow stated there were limited gyms in the area, with fluctuating operating hours that do not always fit their family schedule. Ida Kleiner stated there is an ongoing vandalism issue happening in Bedford Hills, which may cause the HOA fees in the neighborhood to go up. Ms. Kleiner requested to set up an appointment to speak about this issue and possible solutions. Ms. Kleiner expressed concern with the communication during a situation that resulted in disruption in water service for some residents. Champagne Castro stated she received no notification via phone, email, or social media about a disruption in the water service. Ms. Castro stated she received a notice in the mail regarding her water bill and a past due balance due to nonsufficient funds, which she felt should have more information or notice. Denise Vaughn spoke on behalf of her mother, Brenda Johnson, regarding their water bill. Ms. Vaughn stated they experienced a leak in their home, which resulted in a large bill. Ms. Vaughn stated that she was given a payment arrangement by Tristian, a former code enforcement officer, but had to move out of the home for a few months. Ms. Vaughn stated that as they moved back into the home, the water bill balance was still high, and they would like to resume the previous payment arrangement. Ms. Vaughn stated that she met with Town Administrator, Barrett Brown, who offered another payment plan, but they cannot afford the payment plan offered.

Mayor Enoch stated to all residents that made a public comment, the Town Administrator would be reaching out to address any issues or questions.

Audit Update: Tony Brewer, CPA, presented the 2022 Audit. Audit binders were distributed to all councilmembers. Tony Brewer reported that the Town of Green Level received an unqualified or clean opinion, stating the finances fairly represent the books and records of the Town as of June 30, 2022. He stated the audit is a public document, to be made available upon request. Tony Brewer highlighted the schedules, beginning with

revenue in the General Fund account. He reported the Ad Valorem tax collections were up around \$13,000 and the Local Auctions Sale Tax was up around \$310,000. Tony Brewer reported that total revenues for the year were up around \$313,000 compared to 2021. He reported highlights of expenditures for 2022, which were up around \$164,000, mainly due to increase in salaries and benefits as well as capital outlay. Tony Brewer reported Public Works expenditures were up, around \$117,000, due to equipment capital outlay. He reported that Street & Highway expenditures were up, around \$266,000, due to repairs through the Powell Bill. Mr. Brewer reported that total expenditures, in the Governmental Funds, were up around \$598,000 compared to 2021. He reported that the bottom line, revenues were greater than expenditures by around \$553,000, compared to \$467,000 in 2021. Mr. Brewer reported the unassigned fund balance equaled 96%, without Powell Bill expenditures. He stated that this number means that if the Town spends at the same rate without taking in any additional revenue, the Town could function for a year before running out. Mr. Brewer reported the reflection rate had increased over the last 3 years, to the state average of 97%. Mr. Brewer reported that total revenue for the Water and Sewer Fund increased around \$4,300 and total expenditures decreased around \$7,300. He stated expenditures for Water and Sewer Administration were down around \$37,000, due to salary and wages. Mr. Brewer reported that Waste Collection and Treatment expenditures were down around \$94,000, due to bulk treatment charges being down. He stated that the bottom line was revenues were greater than expenditures by \$172,000 compared to \$94,000 in 2021.

Tony Brewer reported on performance indicators, stating it was now a requirement for the auditor to go over these reports in front of the public, to eliminate misunderstandings or misinterpretations of the reports. He stated that the governing body is required to submit a response to the LGC if there are financial performance indicators of concern or if the audited financial statements include one or more deficiencies. Mr. Brewer stated the response must be submitted within 60 days from the presentation to the governing body by the auditor. Mr. Brewer stated that the minimum fund balance available, for a unit such as Green Level, is a minimum of 34%, with 63% being the average without Powell Bill expenditures. He reported that Green Level was at 149%. Mr. Brewer reported that the quick ratio for Water and Sewer, which is current assets minus current liabilities, was good for the Town. He stated that operating income was healthy, and the unrestricted cash was in good shape, reporting there were no concerning indicators for the Water and Sewer Fund for 2022. Mr. Brewer reported that regarding the General Performance Indicator, it is a concern that the audit was late, which automatically placed the Town on the unit assistant list. He stated that while there aren't any concerns, the Town must address this issue within 60 days. Mr. Brewer reported once the 2023 audit is completed, the Town will be on track to start and submit the 2024 audit on time. He stated that besides the audit being late, 2022 was a good year for the Town.

Councilmember Trollinger inquired if the 2023 audit was late. Mr. Brewer stated “yes”. Councilmember S. Enoch inquired if a response letter will be due for the 2023 audit. Mr. Brewer stated that a response letter for the 2022 audit must be submitted within 60 days and once the 2023 audit is completed, a response must be submitted within 60 days from the presentation. He stated that for the 2024 audit, the submittal deadline is October 2024, and the Town should be back on track. Attorney Eugene Russell stated that the Town must submit a response to the 2022 audit and should anticipate sending one for the 2023 audit once completed and presented to the Council. Mayor Enoch stated that the 2022 audit was late due to the 2021 audit being delayed, as paperwork took time to locate. Mr. Brewer stated that a schedule for findings and responses were on the back of the audit package. Councilmember Trollinger stated he read there was a new law regarding audit deadlines, to start in 2024, that will deduct sales tax if an audit is submitted late. Mr. Brewer stated this was true, to start in 2024. Mr. Brewer thanked Town Administrator Barrett Brown and Will Boney for their help and efforts to get the 2022 audit completed. Mayor Enoch thanked former mayor, Sandra McCollum, for working diligently to get the information together and submitted.

Finance Officer Vacancy: Mayor Enoch stated that Councilmember McBroom’s resignation as Finance Officer was accepted, creating a vacancy for the position. Mayor Pro-Tem Jones nominated Remonia Enoch for Finance Officer. Councilmember McBroom seconded the nomination. Councilmember S. Enoch nominated Michael Trollinger for Finance Officer. There was not a second. Councilmember Trollinger made a motion to close the nominations. The motion was seconded by Mayor Pro-Tem Jones.

Mayor Enoch was appointed as Finance Officer (4-0). Councilmember S. Enoch abstained from voting.

Planning Board Appointments: Town Administrator Barrett Brown stated that of the five members of the Planning Board, three were up for reappointment. He stated Ralph Compton, the chair, Erwin Taylor, and Melvin Tunstall have consented to be reappointed. He stated there were no new applicants for Planning Board seats. Councilmember McBroom made a motion to reappoint Ralph Compton, Erwin Taylor, and Melvin Tunstall to the Planning Board for a three-year term. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (5-0).

Code Enforcement Report: Code Enforcement Officer, Jaimee Cousin, stated that all violations from January 2024 were listed in the agenda packet. She reported having two scheduled hearings that were no shows. Ms. Cousin reported collections of \$50 in fines, with \$200 pending. Mayor Enoch thanked Ms. Cousin for her work,

and the detailed reports presented to the Council. Councilmember McBroom expressed concern for a property that has been in disrepair for an extended period. Ms. Cousin stated the property was under investigation, and the property owner had stated repairs would be done. Town Administrator, Barrett Brown, stated that fines will be issued to motivate the property owner to fix the damage and there should be resolution soon.

Public Works Report: Public Works Director, Arthur Simmons, stated the reports provided to the Council include the work completed by the Department. Mr. Simmons reported smoke testing was being done to identify infiltration in the water and sewer system, to decrease the amount of pumping needed during heavy rain occurrences. He stated that a few spots were identified, which will be repaired to prevent any further issues. Councilmember Trollinger inquired how many loads were pumped by Mr. Bradsher during the last heavy rain occurrence. Mr. Simmons stated there were 20 loads, holding 3500 gallons per load. Mayor Enoch inquired if action can be taken on Pinebrook Drive, as vegetation in a ditch was removed, which causes heavy flooding in the area when it rains. Mr. Simmons stated the department would investigate the issue. Mayor Pro-Tem Jones inquired if the water meters were read every month on the 15th and if service cut-offs are done on a certain day. Mr. Simmons stated that meters were read on the 15th, or the next workday, and cut-offs are done a certain day after the bills are due. Mayor Pro-Tem Jones inquired if there is a schedule for who is to check the pump stations on the weekends. Mr. Simmons stated there is scheduled rotation, and anyone in Public Works can volunteer for a weekend shift. Councilmember McBroom inquired who receives a call during a rain or emergency event, and who is scheduled to come in. Mr. Simmons stated there is an after-hours emergency number, which he has, along with Dexter Leath and Shawn Bradshaw. Town Administrator, Barrett Brown, stated that the emergency number for the Town Hall rings to his cell phone, which if not answered immediately, returns calls as quickly as possible. He stated that during the last water disruption, there were over 300 calls between town staff and residents. Mayor Enoch stated that there was a discussion of using a robo-call system, to alert all residents during emergencies.

Mr. Simmons reported that fiber optic lines are currently being installed, resulting in over 269 utility requests. He stated that the Department has been walking the Town, to mark water and sewer lines. Mr. Simmons reported that a few lines have been hit during this process, but they are working to prevent any future issues. Mayor Enoch inquired if a bill is sent to the company installing the lines when a water line is hit and repaired. Town Administrator, Barrett Brown, stated that it depended on the situation, as they have 30 inches outside of the markings to dig, with investigations done if it is outside the 30 inches. Mr. Simmons stated that the Public Works Department is responsible for marking the lines, but there was miscommunication about what lines needed to be marked and now all water lines are being marked. Town Administrator, Barrett Brown, apologized for not sending an incident report regarding the issue that occurred today. Councilmember Trollinger stated he is

concerned about utility crews working in the Town without town staff supervision, to ensure the work is being done properly and to prevent damage the Town will be responsible for. He inquired if there was anyone available to supervise the crews, to ensure they are leaving the Town in the same condition once the work is completed. Mr. Simmons stated that he was in agreement, but the current Public Works team is stretched thin. Town Administrator, Barrett Brown, stated it was an agenda item to address this issue, as the utility crew wanted to continue digging even after hitting a line. Mr. Simmons stated there should be a three-day window to allow the town staff to locate lines, but requests are coming in and the utility crews are digging before this can be completed.

Mr. Simmons reported that the Town of Graham found a leak, which is what affected the water for Green Level. He stated the water was temporarily turned off, which was an unavoidable circumstance.

Parks & Recreation Report: Parks & Recreation Director, Brandon Enoch, reported on new business within the Department, starting with the distribution of an improvement plan survey, to gather feedback for future capital projects. He stated that as funds had been allocated to the Town, resident feedback would allow the Department to present an informed recommendation to the Council. Mr. Enoch stated a QR code was created, to link residents to the online survey and the Department plans to distribute physical copies as well. Mr. Enoch reported the Valentines Ball is scheduled for the upcoming Saturday, February 10th, 2024, from 6 PM – 10 PM. He reported an Easter Egg Hunt is scheduled for Saturday, March 30th, 2024. Mr. Enoch reported an upcoming town event, R&BBQ, is scheduled for April 20th, 2024, to crown Alamance County's Best Barbeque. He stated this event will allow people all over Alamance County to step foot in Green Level and see what all the Town has to offer.

Mr. Enoch reported that in October 2023 the Parks Department adopted new procedures for handling finances, to include keeping records of all deposits and petty cash transactions. He stated the department had been making regular monthly deposits, including money from shelter rentals, Juneteenth, football registration, the sponsorship program, Fall Festival, and Community Center rentals. Mr. Enoch reported that the department had deposited \$760 from Community Center rentals and had \$407 to be deposited. He reported over \$1000 was deposited from the Fall Festival, \$1250 from the ReFuel football sponsorship, \$880 from football registration and \$1000 from a donation from Sheriff Terry Johnson.

Mr. Enoch reported baseball and softball registration was open, with forms online and in the Community Center and Town Hall for any parent interested. He reported that basketball was in the post season and banquets for each team were being planned. Mr. Enoch reported the 10U boys team finished in first place, undefeated for the season; 10U girls finished in 3rd place and 8U boys finished in 5th place.

Mayor Pro-Tem Jones stated she received a lot of calls from senior residents, who were confused by the QR code. She suggested the Department provide physical copies, that can be mailed out with the water bills. Mr. Enoch stated he planned on canvassing the Town to provide physical copies and explain the survey to residents. Councilmember S. Enoch stated that walking the Town would make the interaction more personable. Councilmember Trollinger stated that as a conservative member of the Council, and while campaigning, he has made comments about the amount of money spent on the park, while recognizing the need for youth programs and space. He stated that with the reports provided and the success of the youth teams, the Parks Department is making excellent progress and utilization of the park. Mr. Enoch thanked Councilmember Trollinger. Councilmember McBroom seconded Councilmember Trollinger's statement. Mayor Enoch stated the Parks Department is doing a great job, with successful programs and events that are beautifully decorated. She stated the Department has grown tremendously under Mr. Enoch's leadership. Mr. Enoch thanked all the councilmembers, and stated the success was a team effort and a reflection of the coaches. Mayor Enoch suggested surveys be passed out during the next food giveaway. Councilmember Trollinger suggested that a stage be purchased, as one is rented every year for the Juneteenth celebration. He stated it could be used for Town events in the park or rented to residents.

Town Administrator Updates: Town Administrator Barrett Brown stated the council was provided with a letter that was sent to Brenda Johnson with terms and logistics of a payment agreement for the past due water bill balance. He stated he did tell Denise Vaughn, on behalf of Brenda Johnson, that any appeals could be made before the Council. Mr. Brown stated that as an agent of the Town, he rendered a decision based on the procedures, policies, and ordinances, but he would abide by any decision rendered by the Council. Mayor Enoch inquired if the Town Attorney, Russell Evans, had any recommendations on the matter. Mr. Evans stated that he had not seen the letter and could not make a recommendation at that time.

Mr. Brown reported the Groundbreaking Ceremony for the ACC Public Safety Training Center was scheduled for February 23rd, at 1:00 PM in the Green Level Municipal Park. He stated that ACC was expecting an estimated 300 guests. Mr. Brown reported that Yates Construction was again working on the pump station project, with sunlight in view. He stated that they originally estimated the project would be completed by Thanksgiving 2023 but had run into some weather and other issues. Mr. Brown reported that the project was now estimated to be completed by March 12, 2024. He stated that there had been no other pay applications submitted and the original contracts were being examined to see if the Town was owed any compensation for delays. Councilmember Trollinger stated he was glad to hear the contracts were being examined and recommended that in the future, the Town include a liquidated damage clause to prevent such delays, which cost the Town money. Mr. Brown reported that there is a liquidated damage clause in the contract, but as the original

project was stopped, the completion dates were all pushed back. He stated before the work began again, the Council had to decide between starting completely over with a new company or allowing Yates Construction to begin again. Mr. Brown reported that there were workers at the site, completing the work, and the delays were not caused by the Town.

Mr. Brown reported that Fox Rothschild had submitted an application for conditional rezoning, which was presented to the Planning Board. He stated all Planning Board members received the petition for a conditional rezoning application, a consistency statement with a statement of reasonableness and a condition district master plan. Mr. Brown reported that during the Planning Board meeting, Mr. Tunstall made a motion, seconded by Mr. Taylor, to approve the applications presented. He stated the Planning Board was presenting a positive recommendation to the Council. Attorney Eugene Russell stated that the next steps were to schedule a public hearing, which could be held before the next regular Town Council meeting, March 14th at 7:00 PM.

Mr. Brown reported the Golden Age Club had submitted a request for exemption of rental fees for the Community Center. He stated that as the Golden Age Club had deeded the building to the Town, an agreement was drafted to allow this exemption, upon Council approval. Mr. Brown reported the agreement stated that rental fees will be waived for the Golden Age Club once a month, for a meeting before 5 PM to not interfere with other rentals. He reported that if the Golden Age Club does not meet for three consecutive months, the agreement will be void. Mr. Brown reported that if the organization is to become extinct for more than a year, the contract is voided. He stated that these conditions allow the group to use the facilities for as long as they wish, with conditions that prevent others from misusing the group name or agreement. Mayor Pro-Tem Jones stated that the Council had already discussed the matter and agreed that if an exception is made for one group, others would request exemptions. Mr. Brown stated that this exemption is solely based on the Golden Age Club having possessed the building and having deeded it to the Town for use, which is not true for any other group. Councilmember Trollinger stated that a precedent was set as the Council previously allowed the Golden Age Club to meet when the building was used as the Town Hall, but when the new Town Hall was constructed, they were not allowed to meet in the new Town Hall as it was not deeded from the group. Mr. Brown stated that the request was from the Golden Age Club, and an agreement was drafted, to present to the Council.

Councilmember McBroom stated he had no issue with the exemption. Councilmember McBroom made a motion to accept the recommended exemption of Community Center rental fees for the Golden Age Club. Councilmember Trollinger seconded the motion.

The motion passed (4-0). Mayor Pro-Tem Jones abstained from the vote.

Mr. Brown reported the Bigelow family, represented by Jasmine Bigelow during Public Comment, had requested an extension of water services on their property. He stated he and the code enforcement officer had told the family that to get an extension they would need to appeal to the Council and advised her of the path to make the appeal. Mr. Brown reported the property was not zoned for a commercial building, but he had also advised the family of the steps to get the property rezoned, which is to apply to the Planning Board for approval before going to the Council. Councilmember Trollinger stated that as there was currently a moratorium in effect, to help prevent more stress on the water system, and he did not believe it would be appropriate to approve the request. Mr. Brown stated that the moratorium was set to expire on February 12th, 2024. Attorney Russell Evans recommended the Council not take action on the matter and have a brief closed session at the end of the meeting. Councilmember Trollinger made a motion to table the issue. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Mr. Brown requested the Council create a part-time, temporary position within Public Works for the duration of the fiber optic installation, to help oversee the work. Mr. Brown stated the position would be posted and candidates interviewed to ensure the person hired had experience with Public Works. He recommended the part-time salary be \$12 an hour. Councilmember Trollinger inquired why the recommendation was a temporary position, as the Public Works Department has been stretched thin for a while. Public Works Director, Arthur Simmons, stated that the Department could use five to ten more employees, but there was an urgency to have someone available to oversee the installation to prevent more damage to the water and sewer system, which would allow the team to focus on other matters. Mr. Brown stated that permanent positions could be established during budget discussions, but the fiber optics are being installed currently, and there have already been a few instances which could be prevented with a temporary employee. Councilmember S. Enoch inquired what the qualifications would be for the position. Mr. Brown stated the individual would have to understand water and sewer and be able to identify water lines and equipment. Councilmember McBroom made a motion to allow the Town Administrator to create a part-time, temporary position to help Public Works. Councilmember Trollinger seconded the motion.

The motion passed unanimously (5-0).

Attorney Eugene Russell stated that, due to COVID, the law requires payment plans for residents who fall behind on their utility bills. He stated that a payment plan was offered, but as payments were not made, the

Council has the authority to offer any payment arrangement. Mayor Enoch stated that she was not contacted by Denise Vaughn, and neither was anyone on the Council. She stated that there were several opportunities given, and payments were not made. Mayor Enoch stated that Tristian Smith, as a former code enforcement officer, did not have the authority to offer any resident an agreement regarding payments on utility bills. Councilmember McBroom inquired if there were any other details about the situation and stated he did not think water should be cut if there were elderly people living in the residence. Mr. Brown stated that there was an issue within the house, resulting in the family having to move out, and when they moved back in the water was reconnected for 24 hours to allow the water to be tested. He stated Denise Vaughn requested to have the water remain on, which led to the payment agreement that was mailed to her. Mr. Brown stated the arrangement that was mailed was based on a division of the bill allowed by protocol and any other solution warranted a presentation to the Council. Councilmember S. Enoch stated that upon moving to Green Level, the water bill for her property was over \$700, but she was allowed to make payments to get the account current. Mr. Brown reported that the Utility Billing Department does not wish to cut water services and often makes payment arrangements. He stated that to prevent water bills from getting exponentially high, water is cut off after two months of nonpayment. Councilmember Trollinger stated the Town Administrator had extended grace on the bill, in a situation that did require some understanding. He stated that as the residents did not follow through with the arrangement, there was nothing else to be done. Councilmember Trollinger stated that if an exemption is given here, all residents will want an exception. Mayor Pro-Tem Jones suggested one more opportunity be given to the residents, as she did not wish to have any residents go without water services. Mayor Enoch stated that the Town loses a lot of money due to non-collection of water bill payments, and the agreement was not held up. Councilmember Trollinger made a motion to accept the recommendation of the Town Attorney in regard to the payment plan. The motion was seconded by Mayor Pro-Tem Jones. Mayor Enoch inquired clarification on what the recommendation was. Mr. Russell stated he recommended allowing the resident to catch up on the missed monthly payments, \$200 a month for 8 months, to equal \$1600 on top of current charges. Mr. Brown stated that recommendation was more than his recommendation, which divided the past due balance into four payments on top of current water charges. Councilmember S. Enoch inquired about the total balance of the water bill. Mr. Brown reported the total was \$2472.13. Councilmember Trollinger made a motion to accept the recommendation of the Town Administrator regarding the payment plan. The motion was seconded by Mayor Enoch.

Mayor Enoch conducted a roll call vote. Councilmember Trollinger voted in favor. Mayor Enoch voted in favor. Councilmember McBroom voted in favor. Councilmember S. Enoch voted in favor. Mayor Pro-Tem Jones voted against.

The motion passed (4-1).

Town Attorney Updates: Town Attorney Russell Evans did not have any updates but requested a brief closed session.

Town Council Comments:

Councilmember S. Enoch thanked the residents for coming out and stated she would like to see more residents in attendance.

Councilmember McBroom thanked everyone for coming out and participating in Town affairs. He thanked the town staff for an outstanding job.

Councilmember Trollinger echoed Councilmember McBroom's thanks. He stated he was contacted by Sheriff Terry Johnson regarding an interview about Alamance County and members of the Municipalities within.

Councilmember Trollinger shared that Sheriff Terry Johnson requested the interview be done in Green Level and include some town staff as the ACC Public Safety Training Center would be built in the Town.

Mayor Pro-Tem Jones thanked the team for a job well done. She reminded all residents of Green Level that they always have a voice.

Mayor Enoch thanked everyone.

Councilmember Trollinger made a motion to go into closed session in accordance with NC Statute Article 33 C. 143-318.11 (a3) to consult with the attorney. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

CLOSED SESSION

Regular session resumed.

Respectfully submitted,

Taylor Prince

Town Clerk

Town of Green Level