
Meeting Minutes

Town Council Regular Meeting

Green Level Town Council
Meeting Date: March 14, 2024
Green Level Municipal Building

The regularly scheduled meeting for the Town of Green Level Council was held on Thursday, March 14, 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, Councilmember Stephanie Enoch.

Governing Body Members Not Present: None.

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

Also in Attendance: Code Enforcement Officer Jaimee Cousin, Public Works Director A.J. Simmons, Parks & 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: Mayor Remonia Enoch

Public Hearing: Proposed rezoning of 2156 James Boswell Rd from R-12 to R-MHP-CD:

Mayor Enoch opened the floor for the public hearing to discuss the proposed rezoning of 2156 James Boswell Road from R-12 to R-MHP-CD. Mayor Enoch inquired if there was anyone to speak in favor of this proposal. Robin Tatum, attorney from Fox Rothschild, spoke on behalf of her clients, the applicants. Robin Tatum requested The Council approve the rezoning application and the submitted development agreement. There were no other comments.

Councilmember Trollinger made a motion to approve the consistency statement, application for rezoning and the development agreement for 2156 James Boswell Road. Councilmember McBroom seconded the motion.

The motion passed unanimously (5-0).

The public hearing was closed by mutual consent.

Public Hearing: Proposed rezoning of 2648 & 2606 E. Simpson Rd from R-12 to R-MHP-CD:

Mayor Enoch opened the floor for the public hearing to discuss the proposed rezoning of 2648 & 2606 E. Simpson Road from R-12 to R-MHP-CD. Mayor Enoch inquired if there was anyone to speak in favor of this proposal. Robin Tatum, attorney from Fox Rothschild, spoke again on behalf of her clients, the applicants. Robin Tatum requested The Council approve the rezoning application and the submitted development agreement. There were no other comments.

Councilmember Trollinger made a motion to approve the consistency statement, application for rezoning and the development agreement for 2648 & 2606 E. Simpson Road. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

The public hearing was closed by mutual consent.

Approval of Agenda: Mayor Enoch inquired if there were any amendments needed for the submitted March 14, 2024, regular meeting agenda. Town Administrator Barrett Brown requested section nine, the budget amendment, be moved to the end of the agenda. Mayor Pro-Tem Jones made a motion to approve the agenda with the proposed amendment. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Approval of Minutes: Mayor Enoch inquired if there were any amendments needed for the submitted February 8, 2024, regular meeting minutes and all councilmembers stated “No”. Councilmember S. Enoch made a motion to approve the submitted February 8, 2024, regular meeting minutes. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (5-0).

Public Comments: There were three public comments. Lesley Carter requested The Council grant her appeal for a permit that was denied. Ida Kleiner spoke on behalf of the Bedford Hills HOA, recognizing Sergeant Nash

for his commitment to the safety of the community. The letter of recognition was read aloud and given to the Town Clerk to keep on record. Ida Kleiner stated she wanted to recognize Councilmember S. Enoch, who had recently been appointed to the HOA. Lisa Bryant stated she still had questions about the different boards and committees in the Town and said she did not wish to meet with the Town Administrator to receive this information. Mayor Enoch stated that information is always available on the Town's website, and anyone can come to the Town Hall to request information as well.

Code Enforcement Report: Code Enforcement Officer Jaimee Cousin inquired if there were any questions from the report provided to The Council. Ms. Cousin proposed a correction to a typo in Chapter 153.092(C) of the Code of Ordinances from "Materials or vehicles shall be stored on the premises" to "Materials or vehicles shall not be stored on the premises."

Permit Appeal: Town Administrator Barrett Brown presented The Council with an appeal submitted by Lesley Carter in response to a permit application for a family care home that was denied due to its proximity to another similar facility. Mrs. Carter stated her proposed family care home would house geriatric patients, providing 24-hour care. She stated the other home within the half mile proximity was a group home, noting it is a different type of facility. Mrs. Carter requested The Council consider her appeal and allow her permit application to be approved. Mayor Pro-Tem Jones inquired what type of patients would be housed. Mrs. Carter stated the patients would be over the age of 65, who had no other place to go and no care available. She stated she had a four-bedroom home, three of which can house up to six patients. Councilmember S. Enoch stated she understood there was a need in the area for this type of care home, but she had not had the information long enough to vote. Councilmember McBroom inquired about the actual distance between the two homes and stated that the proposed type of facility is needed in the area. Town Attorney Eugene Russell stated that the Town's Code of Ordinances require at least a half mile distance between two boarding houses, but The Council could decide to amend the distance or create language that allows an exception or distinction between the two care facilities. Councilmember Trollinger stated his concern that while the two facilities are different, they are grouped together in the ordinances, and any changes would open the door for more changes in the future. Councilmember Trollinger stated he believed the issue should be tabled until an investigation is done into the actual distance between the two homes. Town Administrator Barrett Brown stated the distance was investigated by the Code Enforcement Officer, coming in just under a half mile, which is why the permit was denied. Councilmember McBroom made a motion to table the permit appeal discussion. Councilmember Trollinger seconded the motion.

The motion passed unanimously (5-0).

Public Works Report: Public Works Director Arthur Simmons inquired if there were any questions about the report submitted. Mr. Simmons stated that the contractors would resume installing fiber optic lines soon, and he was hopeful there would be fewer water disruptions than before. Councilmember Trollinger stated he and a neighbor had property damage from heavy equipment left on land by the contractors during heavy rains, and he believed they should get permission from property owners before leaving more equipment on property. Mr. Simmons agreed with Councilmember Trollinger.

Parks & Recreation Report: Parks & Recreation Brandon Enoch stated that the boys 10U basketball team, after an undefeated season, were unable to be present for recognition tonight as they were on a field trip. Mr. Enoch reported a preliminary survey analysis, which began in January and will be collected until the end of March. He stated the purpose of the survey is to help make an informed decision about the funds allocated to the department. Mr. Enoch reported 273 surveys were collected, though the online link and physical copies, with a final goal of collecting at least 300. He summarized some of the responses and stated the next step will be to assemble a planning commission to take the data and put together a conceptual image and letter of resolution to present to The Council. Mr. Enoch reported that BINGO night will be held on the first Monday of every month, beginning April 1, 2024, 7:00 – 8:30 PM. He stated the R&BBQ event is scheduled for April 20, 2024. Mr. Enoch reported that there were not enough participants for the baseball/softball season, even after extending the registration period. He stated while there would not be a youth baseball/softball program, the new baseball scoreboard was installed, and the fields were available for rentals Monday – Saturday. Mr. Enoch reported football workouts were scheduled to start with early registration starting in April.

Town Administrator Updates

- 1. Facility Improvements:** Town Administrator Barrett Brown stated that, as Mr. Enoch had reported, the new baseball scoreboard was installed. He stated the scoreboard was not a purchase of the Town, but a replacement paid for by the company that damaged the scoreboard during the 2023 Juneteenth event. Mr. Brown reported lights had been placed on the fleet vehicles, for the safety of the Code Enforcement Officer and the Public Works Department, as they make frequent stops. He stated that lights were not installed on the Town's regular vehicles. Mr. Brown reported the front door to the Town Hall had been repaired, as a gap at the bottom of the door allowed flooding during heavy rain. He stated this repair would make the building more energy efficient and prevent water damage. Mr. Brown reported there were new tables in the multipurpose room, which will allow for different configurations, increasing the

potential use of the space. Mr. Brown reported that Carolina Video Security Inc. did an inspection of the Town Council Meeting Hall and will be providing a recommendation on equipment to allow live streaming of meetings.

2. **ACC Public Safety Training Center:** Mr. Brown reported the groundbreaking ceremony for the ACC Public Safety Training Center was a success, with over 300 attendees, including past and current councilmembers and previous mayors. He stated the center is scheduled to open May 2025.
3. **Yates Construction:** Mr. Brown stated he was cautiously optimistic about Yates Construction completing the pump station project by May 2024. He reported there have been no change orders or pay applications submitted. Mr. Brown reported someone had been by the site daily to check the work and stated the project is in the home stretch.
4. **Sgt. Nash Duty Log:** Mr. Brown reported a synopsis of Sgt. Nash's duty log was provided to The Council, of which he gets a weekly report.
5. **NSF Water Bill Payments:** Mr. Brown reported that a glitch was found in the utility billing system, as the two programs were not communicating when online ACH payments were returned due to nonsufficient funds. He stated town staff had identified the issue, all residents that were affected, and sent letters to notify them of the balance on their accounts. Mr. Brown reported that as the issue had been identified and remedied, this issue should not occur in the future. He reported that of \$11,146.00, \$7,176.00 had been paid, with payment arrangements for the remainder.
6. **2022 Audit Response:** Mr. Brown reported that the audit response had been submitted, within the 60-day requirement, and the 2023 audit was underway. He stated once the 2023 audit was completed, the Town would be back on track.
7. **Board and Staff Vacancies:** Mr. Brown stated there are four boards and committees outlined in the Town Code of Ordinances, the Beautification Committee, the Board of Adjustments, the Planning Board, and the Building Inspection Department. He reported the Code of Ordinances, with descriptions and duties of the committees and boards, are available on the Town's website for the public. Mr. Brown reported that the Planning Board was full, with all members reinstated, but the other boards were open for appointment. He stated if anyone is interested in these boards, an application can be turned into the Town Hall, which would be passed along to The Council. Mayor Enoch requested The Council review all the information on the boards and committees, so an informed decision could be made. Councilmember McBroom inquired who all had been previously appointed to the Beautification Committee. Mr. Brown stated that Sandra McCollum was appointed to the Beautification Committee, and she recruited help, but no one else was formally appointed. He stated that Mrs. McCollum's two-year term on the committee had just expired. Mr. Brown stated that the Planning Board had been

fulfilling the duties of the Board of Adjustments, as there were no appointments. He stated it is his duty to report to the Town Council when there is a vacancy on the Planning Board, but the other boards had been vacant since his arrival. Councilmember S. Enoch inquired if this can be fixed and if information can be circulated to the residents to garner interest. Mr. Brown stated the information is always available on the Town's website, and any residents can fill out and apply, or submit a letter stating their interest. Mayor Enoch made a motion to table the matter until the next council meeting, so The Council can review the information. Councilmember Trollinger seconded the motion.

The motion passed unanimously (5-0)

Mr. Brown reported there are a few vacancies for the Town staff, full-time positions in both Parks & Recreation and Public Works and a part-time position in Parks & Recreation. He reported that Derrick Torres had just begun as Program Coordinator in the Parks & Recreation Department.

- 8. Environmental Enhancement Grant:** Mr. Brown reported a letter of intent was submitted for the Environmental Enhancement Grant, for funds up to \$500,000. He reported the Town was awarded a grant of \$400,000 to assess asset inventory, which is the first step to connecting a water line to Burlington. Mr. Brown stated that to get more funding, manholes and valves need to be inventoried.
- 9. Request for Qualifications (RFQ):** Mr. Brown reported that an RFQ was posted for on-call engineering services, with one response submitted from WithersRavenel. He stated that a committee, made up of Mayor Enoch, himself as Town Administrator, the Town Clerk, the Parks & Recreation Director, and the Public Works Director, had reviewed the bid. Mr. Brown reported that the committee recommended The Council approve the submission, contracting WithersRavenel for on-call engineering services. Councilmember Trollinger made a motion to accept the RFQ proposal from WithersRavenel. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (5-0).

- 10. Budget Schedule:** Mr. Brown reported that budget season was upcoming, the deadline for submission to the State by the end of June 2024. He requested The Council approve the suggested budget schedule, holding a special meeting April 29th to discuss the budget, presenting the budget at the regular meeting May 9th, and voting at the regular meeting June 13th. Councilmember Trollinger made a motion to set the budget schedule as mentioned, April 29th, May 9th, and June 13th, 2024. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Town Attorney Updates: Attorney Eugene Russell had no update at this time.

Town Council Comments:

Councilmember S. Enoch thanked everyone for coming out. She stated the more residents participate, the better The Council can work.

Councilmember McBroom thanked everyone for coming out. He inquired who has access to the emergency phone on the weekend, as residents are telling him they cannot get an answer. Mr. Brown stated that the emergency number rings to his cellphone, and then to Dexter Leath's. He stated that he gets enough calls on the weekends and during emergency occurrences to attest that the emergency number does work.

Mayor Pro-Tem Jones thanked the team for working together. She reminded all Green Level residents that they do have a voice, and she can always be reached.

Councilmember Trollinger stated he wished to reiterate thanks to residents for coming out, and he applauds the team for working together. He stated the Parks & Recreation Department is doing a wonderful job and thinking outside the box to improve the facilities and programs available.

Mayor Enoch reported that after a meeting with First National Bank, they have recommended the Town turn a few accounts into money market accounts to earn interest. Councilmember Trollinger made a motion to turn the mentioned accounts into money market accounts. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Budget Amendments: Will Boney presented a budget amendment to The Council. Mayor Pro-Tem Jones made a motion to approve the budget amendments. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

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

Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0)

CLOSED SESSION

Councilmember McBroom made a motion to resume the open session. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0)

Regular session resumed.

After some discussion, Mayor Pro-Tem Jones made a motion to adjourn the meeting. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Mayor Enoch adjourned the March 14, 2024, Regular Town Council Meeting at 9:12 PM.

Respectfully submitted,

Taylor Prince

Town Clerk

Town of Green Level