
Meeting Minutes

Revised 07/11/2024

Green Level Town Council
Meeting Date: June 13, 2024
Green Level Municipal Building

The regularly scheduled meeting for the Town of Green Level Council was held on Thursday, June 13, 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.

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

Also in Attendance: Public Works Director A.J. Simmons, Parks & Recreation Director Brandon Enoch

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

Public Hearing: FY 2024-2025 Budget

Mr. Boney stated a proposed budget for FY 2024-2025 was presented at the last regular council meeting. He inquired if there were any questions. Mayor Pro-Tem Jones inquired where in the proposal was salary information for the Town Administrator and other town employees. Mr. Boney stated the details of individual salaries is not listed, rather divided by department. He reported the budget detail shows some of the salaries in roundabout figures. Mayor Pro-Tem Jones requested more detailed information on individual salaries. Councilmember S. Enoch inquired if the North Carolina directed grant was the grant that was presented to the Parks & Recreation Department. Councilmember Trollinger stated it was

the money received from the legislature. Mr. Boney confirmed it was the \$350,000 grant restricted to the Parks & Recreation Department. Councilmember McBroom requested clarification on section 6-9 concerning the finance director and the discretion to allocate money within \$1,000. He inquired if this was specific to salaries. Mr. Boney stated it was not specific or limited to salaries, and the section is standard language. Councilmember McBroom stated the sections appear to allow no accountability for transferring money. Mr. Boney stated it is limited to \$1,000 and the transfers would be between the general fund and the water and sewer fund and would not require approval. Mayor Pro-Tem Jones stated any transfers from the budget should come before the Council. Councilmember S. Enoch agreed. Councilmember Trollinger stated the sections were added by a previous council, as any transfers above \$1,000 would require a special call meeting and Mr. Boney rectifies any transfer in budget amendments. Mayor Enoch stated the section may need to be corrected to Finance Officer and there is no Finance Director. Mr. Boney stated the change could be made.

Public Comment: Ida Kleiner inquired where the NC directed grant for the Parks & Recreation Department came from. She requested to see a copy of the project or grant ordinance once drafted. Ms. Kleiner inquired if the donation from Alamance County Sheriff Terry Johnson would be included in the 2024-2025 fiscal year, and if the amount would be listed in the budget. Mayor Enoch stated the donation from Sheriff Terry Johnson was box fans, and once they have been donated, they will be available for any resident in need.

Councilmember Trollinger made a motion to accept the proposed FY 2024-2025 budget with the amendment to change Finance Director to Finance Officer. Councilmember McBroom seconded the motion.

The motion passed (3-2). Mayor Pro-Tem Jones and Councilmember S. Enoch voted against the motion.

Mayor Enoch adjourned the public hearing and called the regular meeting to order.

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 needed for the drafted June 13, 2024, regular meeting agenda. Mayor Pro-Tem Jones made a motion to approve the June 13, 2024, regular meeting agenda as drafted. 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 drafted May 09, 2024, regular meeting minutes and all councilmembers stated "No". Councilmember Trollinger made a motion to approve the drafted May 09, 2024, regular meeting minutes. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Public Comments: There were eight public comments. Tina Brown spoke on behalf of her mother, Sherry, regarding a possible fence encroachment on her property. Robin Wintringham encouraged residents of Green Level to vote in the upcoming election. Levon Barnes stated it was also important to know what is going on with ABSS and summer programs being cut. He stated Town Councils across Alamance County are getting creative with summer programming for youth. Ida Kleiner read an article about the importance of a code enforcement officer and expressed frustration with town ordinance violations and property rentals within the Bedford Hills neighborhood. James Griffin expressed concerns for recycling bins being left out and speeding in the neighborhood. Ted Howard inquired what the smallest size a house is permitted to be built and reported two jobs he believed to be below that size. He expressed concern for remodeling being completed without proper permits. Matt Ragland expressed the importance of a protective solar power plant ordinance which includes increased tree buffer zones, annual inspections and fire insurance. Sandra McCollum expressed concern for the mobile home parks in town, believing efforts should be made to upgrade the lots. She stated she and Mr. Brown started a project to establish another water line, urgently needed for the town, and she hoped this project would continue.

Mayor Enoch stated that Terry Johnson, Alamance County Sheriff, had requested to be added to the agenda with a donation of box fans for residents. but they were unable to make the meeting.

Councilmember S. Enoch inquired if there were any criteria for residents to receive a fan. Town Administrator Barrett Brown stated the only limit was one per customer.

Code Enforcement Report: Code Enforcement Officer Jaimee Cousin was not present but provided a report to the Council. Mr. Brown stated that fence permits are construction permits. He explained that the permits deal with specifications of the fence, materials and height. Mr. Brown stated property lines

are a civil matter, to be determined by a judge. Councilmember S. Enoch stated a similar situation occurred with her neighbors in which a surveyor came out and marked the properties. There were no further questions.

Public Works Report: Public Works Director Arthur Simmons inquired if there were any questions about the report provided to the Council. Mr. Simmons reported the department had been busy with their regular work, along with helping prepare the Municipal Park for the Juneteenth celebration and dealing with issues at the pump stations. He reported that the Florence Road pump station is the most pressing matter, but it was under control at the moment. Mr. Simmons reported the department had been staying on top of the fiber optic contractors as much as they could, but there had been three incidents. He reported over 400 various locate requests from the crew and issues with NC 811 in which the locates are not coming through. Councilmember Trollinger inquired how a natural gas line was struck if the crews were not supposed to be digging. Mr. Simmons reported that the crews were not supposed to be digging on Saturdays, but they came out to complete other work. Mr. Simmons stated the crew simply broke the rules and started digging and hit a line. Councilmember S. Enoch inquired who pays for the damage when a gas or water line is hit. Mr. Simmons stated that if the lines are marked and hit, the contractor is responsible for the repair costs, but if the lines are marked and washed away or outside the 30-inches, the town is responsible for the cost.

Mr. Simmons reported the department started using MaintainX last year to keep track of work orders. He stated the system allows comments and pictures to be added to work orders, all of which can be accessed by any user. Mr. Simmons stated his monthly reports are also processed through the system. He stated the subscription is up for renewal and he recommended the department continue to use it.

Parks & Recreation Report: Parks & Recreation Director Brandon Enoch stated the report provided to the Council had a lot of information, most importantly about the capital improvement project. He reported the department set out goals to first assess current assets and needs. Mr. Enoch reported this was done through the survey that was distributed to residents at the beginning of the year. Mr. Enoch reported the second goal was to establish priorities, accomplished by collecting the surveys and analyzing results. Mr. Enoch reported next a design needed to be developed, along with a budget, and a resolution approved by council to submit to the Office of State Budget and Management. He stated that during this last step, the documents before the Council were collected and reviewed. Mr. Enoch reported he was notified on June 11, 2024, that Impact Alamance would support the project with \$50,000-\$75,000 in matching funds. He stated these funds could be used for playground surfacing, allowing for more of the grant funds to be allocated to playground equipment. Mr. Enoch stated the packet included conceptual images of the extended walking track and the expanded parking lot. He stated an image was included that would show the lights along the entire parking lot. Mr. Enoch stated a budget proposal was included, which once approved by the Council, could be submitted to the OSBM. Councilmember Trollinger inquired about the matching funds from Impact Alamance. Mr. Enoch reported Impact Alamance had allocated \$75,000, which will be awarded to the department in August 2024. Councilmember Trollinger clarified that the NC directed grant, \$350,000, was allocated to the town by the legislature in Raleigh. Councilmember Trollinger made a motion to accept the proposal presented by Parks & Recreation Director Brandon Enoch. Mayor Enoch seconded the motion.

The motion passed (4-0). Councilmember S. Enoch abstained.

Mr. Enoch thanked Public Works Director Arthur Simmons and the Public Works Department for all their help and hard work preparing for the Juneteenth celebration. Mr. Enoch reported kiosks have been

mounted in the park, along the walking track, to allow for cross promotional opportunities. Mr. Enoch reported youth football was starting up, with workouts every Saturday. He stated the previous three Sunday workouts about fifty kids had participated. Mr. Enoch reported the Body in Motion adaptive fitness program had begun the previous Tuesday. He stated the program would run every Saturday morning and Tuesday evenings in the Community Center. Mr. Enoch stated the Juneteenth celebration was this upcoming Sunday from 5-9 PM. He stated Derrick Torres, Program Coordinator, will be taking photos and fireworks will cap off the evening. Mr. Enoch reported Family Fun Day is scheduled for July 12, facilitated by HYPE academy, as a back-to-school drive. Mayor Enoch inquired if the department would be participating in a summer food program. Mr. Enoch reported it would begin in July. Mayor Pro-Tem Jones stated an attendant would need to be present for bounce houses, as many kids play in them. Town Administrator Barrett Brown stated an attendant had been hired for the bounce castles.

Town Administrator Updates: Town Administrator Barrett Brown stated that Sgt. Nash's weekly reports were included in the agenda packet via email. He stated they are turned in every Monday, and he passes along any pressing information to the Council immediately. Mr. Brown reported communication with the Alamance County Animal Shelter to inquire about the tax information used to calculate the town's yearly contribution. He stated the numbers are generated by the state, and he will continue to investigate. Mr. Brown stated the Alamance County Community Services Board reached out to invite a council member to join their board, but noted the meetings are the same day as the Town Council regular meetings. Mayor Enoch stated that there would be a conflict. Councilmember S. Enoch stated that she would be interested in serving on the board but understood the conflict in meeting times. Mr. Brown reported further delays with Yates Constructions, as they had some turnover. He stated they have everything set and are testing the system. Mr. Brown reported the Council approved the utility hardship policy at the last council meeting. He proposed a few things be added to this policy, residents

only being eligible for the hardship relief once every five years, the relief be capped at \$1,000 and an application be created to keep a written record. Mr. Brown inquired if any council members had any other recommendations or input for the policy. Councilmember McBroom made a motion to add the three proposed conditions to the utility hardship policy. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (5-0).

Mr. Brown recommended the Council add language to the water and sewer applications to clarify a US government ID is required for all applicants. He stated applicants are presenting foreign passports and IDs, as the language is not specific. Councilmember McBroom suggested a specific type of ID be listed, such as a social security card or driver's license. Councilmember Trollinger inquired if more research could be done to ensure the Town is in compliance with any language added.

A motion to table was approved through mutual consent.

Mr. Brown reported a new employee to the Public Works Department, Marcus Ingram. He stated Mr. Ingram has an HVAC license, CDL and experience with plumbing. Mr. Brown reported the department is made up of three full-time and two part-time employees. He thanked the department for their hard work.

Mr. Brown stated an inquiry was presented via text regarding the ARP funds, and stated he was happy to answer any questions. Councilmember S. Enoch stated she did not see the funds in the FY 2024-2025 budget. Mr. Brown reported the money was given at least two years ago and was included as revenue in that fiscal year. He stated it could not be counted as revenue more than once. Councilmember S. Enoch stated she was invited to a zoom meeting and was asked questions regarding the ARP funds that she

could not answer. She requested Mr. Brown get back with her later to address these questions. Mayor Enoch stated that as a text message was sent, mentioning the Parks & Recreation Department, all questions should be addressed now. Mr. Brown reported the ARP funds were given to the Town in two allotments and placed in a separate bank account. He reported no transfers have been made from that account. Mayor Enoch stated that as Finance Officer, she provided all councilmembers with detailed bank statements, which showed the ARP account and funds. She stated the money had not been moved from the account. Mr. Brown reported the “Pump Station Upgrade” bank account currently had a balance of \$23,718. Mr. Brown reported the “Water Tower” bank account currently had a balance of \$106,467 and the “Sewer Loan” bank account had a balance of \$67,322. He stated deposits are made into these accounts to make the yearly loan payments from. Councilmember Trollinger inquired if the Sheriff’s Department could increase traffic control off James Boswell Road as there are many incidents in the morning at the stop sign. Sgt. Nash stated that as he is only one person, he is limited in how many places he can monitor. He encouraged all residents with concerns to call 911.

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

Town Council Comments:

Councilmember S. Enoch thanked everyone for coming. She stated the meetings are important and the only way the Council can get the work done is with the support of the residents.

Councilmember McBroom thanked the community for coming and expressing their point of view and concerns. He stated the Town Administrator and town staff are available to answer questions.

Councilmember McBroom thanked everyone for their support and concerns during his emergency surgery on May 17th.

Mayor Pro-Tem Jones thanked the team and stated she was looking forward to the Juneteenth celebration. She reminded the residents that they always have a voice, and their concerns really matter.

Councilmember Trollinger thanked the team and stated he was glad to see Councilmember McBroom back. He stated the Council may not always hit home runs, but they do the best they can.

Councilmember Trollinger stated the Parks and Recreation department seemed to have great things on the horizon, but noted he may not be able to attend the Juneteenth celebration due to a scheduled surgery. Councilmember Trollinger stated the Town Administrator and other town staff are here to help and answer questions and concerns of the public. He stated that as a member of the community, he cares deeply about what is going on, but there is a process to address any issues or concerns.

Mayor Enoch encouraged everyone to come to the Juneteenth celebration on Sunday.

Councilmember Trollinger made a motion to go into closed session in accordance with NC General Statute Article 33C. 143-318.11 (a6) to discuss personnel. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (5-0).

Closed Session

Open Session Resumes

Councilmember Trollinger made a motion to accept the recommendation of the Town Administrator to update the job description for Office Assistant, and to put it and Utility Billing Specialist position under the supervision of the Town Clerk. Councilmember McBroom seconded the motion.

The motion passed unanimously (5-0).

Mayor Enoch stated that there is a chain of command for any issues that arise, and councilmembers should bring the issue to the Town Administrator first. She stated if the issue is not resolved, issues are brought to the Council during Town Council comments, which is the time to discuss town business. Mayor Enoch stated the Council should be working together and the text that Councilmember S. Enoch sent to the council members sounded like an accusation. She stated the issue should not have been sent to personal cell phones, but rather communicated over town email accounts to be addressed. Councilmember S. Enoch stated her intent was not to make an accusation and the text was meant for Town Administrator Barrett Brown, as he was out of his office that day. She stated she had since understood her mistake and was making no accusations. Mayor Enoch stated the Council had a job to work together and find resolutions to issues within the town, and any issues can be addressed in the Town Council comment portion of the meetings.

Councilmember McBroom made a motion to adjourn the Town Council until the next regular meeting on July 11, 2024. Councilmember Trollinger seconded the motion.

The motion passed unanimously (5-0)

Mayor Enoch adjourned the Green Level Town Council meeting until July 11, 2024.

Respectfully submitted,

Taylor Prince

Town Clerk

Town of Green Level