

Town Council Regular Meeting

Green Level Municipal Building

November 14, 2024

MINUTES

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.

Mayor Enoch called the regular Town Council 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 Hosea McBroom

Approval of Agenda: Mayor Enoch inquired if there were any amendments for the submitted November 14, 2024, regular meeting agenda. Councilmember S. Enoch made a motion to approve the submitted agenda for the November 14, 2024, regular meeting. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (5-0).

Approval of Minutes: Mayor Enoch inquired if there were any amendments for the submitted October 10, 2024, regular meeting minutes and all councilmembers stated “No”. Mayor Pro-Tem Jones made a motion to approve the October 10, 2024, regular meeting minutes as drafted. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Public Comments: There were six public comments. Donna Butler introduced Bishop and First Lady Prysock, from the Word of Life Sanctuary of Worship. Lamont Prysock introduced himself and stated he was looking to

collaborate with community leaders as it relates to reaching out and meeting needs in the town. He stated they were located in Haw River, 1003 West Main Street. Doretha Winstead stated while there had been some improvement with the noise on East Simpson Road, it was an ongoing issue. She stated she was working closely with town staff to address the issue. Fay Pinnix expressed concern for some metal pipes and construction on the property behind her mother's. She questioned what the property was zoned for. Angie Owens-Manson stated she also noticed what appeared to be construction on the property mentioned by Faye Pinnix and had similar concerns. Darius Olles agreed with the previous statements made about the mentioned property.

FY 2023-2024 Audit Report: Tony Brewer, CPA, PC, thanked the Council for allowing him to work for the Town on the audit. Mr. Brewer provided audit packets and guides to all the council members. Mr. Brewer reported the Town received an unqualified, or clean, opinion. He stated this means the audit fairly represents the books and records of the Town as of June 30, 2024. Mr. Brewer reported the ad valorem tax collection increased by \$96,000. He reported the local sales tax was up \$39,000, both indicators of the health of the economy. Mr. Brewer reported overall total revenues were up about \$197,000 and expenditures were up about \$422,000. He stated the general government expenditures were up \$113,000, due to professional services and code enforcement wages. Mr. Brewer reported that public works expenditures were up, due to salaries and wages, repairs, maintenance and vehicle expenses. Mr. Brewer reported that cultural and recreation expenditures were up, \$71,000, due to salaries and wages and the capital outlay. Mr. Brewer reported the unassigned fund balance increased \$139,000 with the percentage of unassigned fund balance to expenditures at 127%. He stated this figure meant the Town could stay open and spend at the same rate, without taking in any revenue, for about a year and three months. Mr. Brewer reported the 2023-2024 fiscal year was a better year, operationally. He stated the Administration Department was the same and the Finance Department decreased in expenditure. Mr. Brewer stated that the LGC recently began requiring a summary of audit results be presented to all governing boards, to review performance indicators of concern. He stated that as the audit was completed and submitted on time, unlike previous years, there were no performance indicators of concern. Mr. Brewer thanked the Council, the Town Administrator and Mr. Will Boney for making the audit process pleasurable.

Report from Sgt. Nash: Sergeant D. Nash, from the Alamance County Sheriff's office, presented a summary of all 911 calls from September 1st, 2024, to November 4th, 2024. He encouraged all residents to call 911 if they have any emergency or call his cell phone for other concerns. There were no questions from the Council.

Code Enforcement Report: Code Enforcement Officer, Jaimee Cousin, stated a report was provided to the Council and inquired if there were any questions. Ms. Cousin reported an ordinance proposal was included in the packet, for review. Attorney Russell stated the proposal did have some blank values for fines and timelines.

Councilmember Trollinger made a motion to table to ordinance proposal. The motion passed through mutual consent. Ms. Cousin stated a zoning permit application proposal was provided to the Council, and she would answer any questions. Councilmember Trollinger made a motion to approve the zoning permit application as written. Councilmember McBroom seconded the motion.

The motion passed unanimously (5-0).

Ms. Cousin reported that three mobile home parks, both Hidden Valley locations and Personalized Village, will soon move in new mobile home units that were approved. Councilmember Trollinger inquired what the process would be for a property that is vacant and had high grass that was not being maintained. Ms. Cousin reported that notice is sent to the property owner.

Public Works Report: Public Works Director, Arthur Simmons, stated a report was provided to the Council and inquired if there were any questions. Mr. Simmons stated that with the recent weather situations, there was an emergency plan that is available for review in the Town Hall. He stated that in case of an evacuation, all residents should proceed to Grace Christian Academy. Mr. Simmons stated the department regularly monitors the weather and has set procedures in place. Mr. Simmons reported the department was working on cleaning out all storm drains, starting in Bedford Hills. Mr. Simmons reported that with upcoming holidays, the Utility Billing and Public Works departments had discussed at length how to deal with cutoffs. He reported that as the Town Hall would be closed for two days leading into the weekend, the department made plans to reach out to every resident on the cutoff list to make them aware of the past due bill and inform residents there would be no staff available to turn water back on if paid online. Mr. Simmons stated that someone on the team does a daily check of the pump stations, but they would not be able to check the utility billing system or turn the water back on for any residence. He reported the dates and deadlines were sent in the monthly newsletter, and once the cutoff list was generated, each resident on the list would be contacted via phone. Mr. Simmons reported an issue with the meter reader, and the outdated software system. He stated the company, Neptune, had phased out the equipment and there was no chance of getting maintenance on the equipment. Mr. Simmons stated the report included a proposal from Core & Main for an updated meter reader and the corresponding computer software. Councilmember Trollinger stated that while the equipment may be pricey, it is a necessity for the department. Mayor Enoch stated that the utility bills are a main source of revenue for the Town and having the appropriate equipment was a priority. Councilmember Trollinger made a motion to approve the quote from Main & Core to purchase a new meter reader and software. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (5-0).

Mr. Simmons reported that while the Fred Smith Company was scheduled to begin the road paving on Basil Holt Road, they had delays and had not sent an updated schedule. He stated he had contacted them multiple times but had received no response.

Parks & Recreation Report: Parks and Recreation Director, Brandon Enoch, was not present due to the beginning of the youth basketball season but provided a report to the Council. Town Administrator, Barrett Brown, stated he would answer any questions. Mayor Enoch requested information on the expenditures for the events listed in the report, as only revenue was reported. Councilmember Trollinger stated that providing expenditures and revenues would show the big picture for the department. Mr. Brown reported that Movie Night would be held in the Community Center on Wednesday, December 11, 2024, at 6:00 PM. He invited all residents to attend the screening of “The Grinch”. Mr. Brown reported the final BINGO night of the year would be held Monday, December 2, 2024.

Town Administrator Updates: Mr. Brown thanked the Council, Mr. Will Boney, Mr. Tony Brewer, and all town staff that assisted in completing the audit on time. Mr. Brown reported a budget amendment ordinance was provided to the Council. Councilmember Trollinger made a motion to approve the proposed budget amendments. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (5-0).

Mr. Brown reported that the estimates for the sales tax distribution had been published and provided to the Council. He stated that he was in the process of inquiring about the estimates, as the Town of Haw River was shown with a lower figure than the Town of Green Level. Mr. Brown stated he would report his findings to the Council. Mr. Brown reported that during a meeting with Ann Moore from the State Treasurer’s office, it was recommended the Town enroll in positive pay fraud protection. He stated that after reaching out to First National Bank, they had provided the information and costs for the positive pay and debit filter programs. Mayor Enoch stated that during the meeting with Ann Moore, it was recommended the Town look at the deposit rates for new utility service applications and increase it to ensure a delinquent bill, usually three months behind, is covered. Councilmember Trollinger inquired how many accounts would be covered by the fraud protection programs. Mayor Enoch stated that First National Bank also provided interest rate information for money market accounts, which was higher than the current rate for the NC Capital Management Trust accounts. Town Clerk, Taylor Prince, stated the General Fund account is the only account that has regular check withdrawals, and would be benefitted by the positive pay program. Mr. Brown reported the State Treasurer’s Department also recommended adding a third signor to all accounts. He stated that in accordance with town ordinances, the

Town Administrator and Mayor sign all checks. Mr. Brown reported the recommendation was to add a third signor, in case one of the other two were unable to sign or incapacitated. He recommended the Town Clerk be authorized as the third signor. Councilmember Trollinger made a motion to accept the recommendations to enroll the general fund account into the positive pay fraud protection program, invest funds into the money market accounts at the interest rate offered by First National Bank, and designate the Town Clerk as a third, emergency signor on all bank accounts. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (5-0).

Councilmember Trollinger made a motion to increase the deposit for new utility service applications by \$100, as recommended by the State Treasurer's office. Councilmember McBroom seconded the motion.

The motion passed unanimously (5-0).

Mr. Brown reported that as the Christmas Holiday was approaching, he recommended the Town Hall be closed Wednesday, December 25 through Friday, December 27 in observance. Mayor Pro-Tem Jones made a motion to approve the recommended holiday schedule, Wednesday December 25 to Friday, December 27, 2024. Mayor Enoch seconded the motion.

The motion passed unanimously (5-0).

Mr. Brown reported a special event was upcoming and yielded to the Beautification Committee. Mayor Pro-Tem Jones invited all residents to join the Beautification Committee at 5:30 PM, Friday, December 6 for the first "Light Up the Level" holiday event. She stated holiday lights will be displayed, and light refreshments will be served. Mr. Brown reported that the ACC Public Safety Training Center is underway, scheduled to open in Summer 2025.

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

Town Council Comments:

Councilmember Trollinger thanked everyone for coming out, noting it would have been easier to stay home in the bad weather. He stated this showed concern and commitment to the community. Councilmember Trollinger stated that while in the presence of state leaders, they had high praises for the Town Administrator, Barrett Brown. He thanked Mr. Brown for representing the Town and executing his duties.

Mayor Pro-Tem Jones thanked everyone for coming out and stated that all residents of the Town of Green Level have a voice. She wished everyone a blessed Thanksgiving holiday.

Councilmember McBroom thanked everyone for coming out and being a part of the Town. He stated that all concerns can be brought to the staff and Town Administrator. Councilmember McBroom stated the decorations on the Town of Green Level sign were well done and brought a smile to his face.

Councilmember S. Enoch thanked everyone for coming out, especially in the rain. She stated that the Town can get a little bit better if everyone works and sticks together.

Mayor Enoch thanked everyone for coming out and encouraged everyone to contact the staff and the Town Hall if they have any questions or concerns.

Councilmember Trollinger made a motion to go into closed session in accordance with NC GS Article 33C. 143-318.11 (a3) to consult with the attorney. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (5-0)

Closed Session

Mayor Pro-Tem Jones made a motion to end the closed session and resume the open session. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Open Session Resumes

Councilmember Trollinger made a motion to approve the proposed ordinance, with the following amendments: First Offense- A written notice of violation and a 10-day period to comply; Second Offense- A fine of \$150 and a 10-day period to comply; Third and Subsequent Offenses- A fine of \$250. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (5-0).

The Council, through mutual consent, requested to receive Sgt. Nash's on-duty schedule.

Mayor Pro-Tem Jones made a motion to adjourn the meeting until the December 12, 2024, regular meeting.
Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Mayor Enoch adjourned the Town Council until December 12, 2024, at 7:00 PM.

Respectfully submitted,

Taylor Prince

Town Clerk

Town of Green Level