

Meeting Minutes

Green Level Regular Town Council Meeting

Meeting Date: November December 12, 2024
*Green Level Municipal Building
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.

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: Mayor Remonia Enoch

Approval of Agenda: Mayor Enoch inquired if there were any amendments for the submitted December 12, 2024, regular meeting agenda. Councilmember S. Enoch made a motion to approve the submitted agenda for the December 12, 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 November 14, 2024, regular meeting minutes and all councilmembers stated “No”. Mayor Pro-Tem Jones made a motion to approve the November 14, 2024, regular meeting minutes as drafted. Councilmember McBroom seconded the motion.

The motion passed unanimously (5-0).

Public Comments: There was one public comment. Faye Pinnix requested the Council allow one minute after the department reports for public questions.

End of Year Consultation Report: Mr. Haywood Cloud was available via telephone and provided the Council with an end of year report. Mr. Cloud stated a report was given in July, and the report before the Council includes all project consultations for the year. Mr. Cloud thanked the Council, Town Administrator Barrett Brown, Code Enforcement Officer Jaimee Cousin, Town Clerk Taylor Prince, Public Works Director AJ Simmons for their reliability, commitment and professionalism. Mr. Cloud inquired if there were any questions from the Council. There were none.

Code Enforcement Report: Code Enforcement Officer, Jaimee Cousin, was not present but provided the Council with a department report. Mr. Brown inquired if there were any questions. Councilmember Trollinger inquired if more detailed information could be provided in the report, as only a parcel number was provided in mention of illegal dumping. Mr. Brown stated a parcel number was listed as there is no home or building on the property, but street information can be provided.

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 reported that a photo of illegal dumping was brought to his attention, and he had passed the information along to Code Enforcement. Mr. Simmons reported an issue with Florence Pump Station. He reported the incident did result in a spill, but one with less than the threshold to require mandatory reporting to the state. Mr. Simmons stated the department would continue working to resolve the issue. Mr. Brown stated the Council received a report on the incident via email. Mayor Enoch inquired about the quote provided in the report from Black Mountain Software. Mr. Simmons reported that as the meter readers and software were updated, the Black Mountain Software used would need to be upgraded as well. There were no other questions from the Council.

Parks & Recreation Report: Parks & Recreation Director, Brandon Enoch, stated a report was provided to the Council and inquired if there were any questions. He stated a full end of year presentation was included, encompassing all projects and events hosted by the department. Mr. Enoch reported that the Facebook following for the Town of Green Level has tripled in the last year and the One-Call system was up to date. He reported participation in youth football and basketball doubled from the previous year. Mr. Enoch reported that in 2022-2023 the Parks & Recreation Department deposited around \$3,000 and in 2023-2024, the deposits increased to around \$33,000. Mr. Enoch reported on all events, athletics and programming for 2024. Mr. Enoch stated he would provide the Council pricing information for storage sheds, to replace the current shed behind the Community Center. Councilmember Trollinger suggested Mr. Enoch request information from local shops, as sheds from big

box stores, such as Lowes or Home Depot, may not be made with quality materials. Mayor Enoch inquired about the progress of the Capital Improvement Project. Mr. Enoch reported some delay, as there was some turnover with WithersRavenal, but a meeting was scheduled December 18, 2024, to discuss the project and next steps.

Town Administrator Updates: Town Administrator, Barrett Brown, thanked the staff for their work and the Council for the holiday dinner provided for the staff. Mr. Brown thanked the Beautification Committee for their work on the first annual Light Up the Level program. Mr. Brown reported an organizational chart was provided to the Council, with clear definition of each department and the positions within. Mr. Brown inquired if there were any questions about the organizational chart and requested the Council consider it for approval. Councilmember McBroom requested an amendment be made to designate the Town Clerk and Public Works Director, positions hired by the Council, as next in line of responsibility after the Town Administrator. Mr. Brown stated that the chart does not change job descriptions but shows the flow of work. Councilmember McBroom made a motion to amend the organizational chart, to include an asterisk designating the Town Clerk and Public Works Director in order of responsibility and approve the chart. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (5-0).

Mr. Brown yielded the floor to Mr. Simmons. Mr. Simmons reported that a quote was provided to the Council for repairs to a pump at the Bedford Hills Pump Station. He stated the rental of a pump at the station would cost around \$9,000 monthly, compared to the repairs estimated at \$11,000. Mr. Simmons stated that the size of the pump has caused delays in getting quotes for a new pump. Mr. Trollinger suggested that the department periodically reach out to get quotes for equipment, to prevent the stress of trying to find prices for replacement parts when an emergency occurs. Mr. Simmons stated a similar idea was recently discussed with the Town Administrator. Councilmember Trollinger made a motion to approve the quote provided for the repairs on the pump at the Bedford Hills Pump Station. Mayor Enoch seconded the motion.

The motion passed unanimously (5-0).

Mr. Brown stated the Council was provided with a copy of the previously approved Town of Green Level Disaster Plan. He reported that some amendments may need to be made to the plan, and requested the Council review it for future consideration. Mr. Brown reported the NC Department of State

Treasurer sent a planning memo, with a timeline of monitoring requirements to assist the Town off the UAL. He stated the Town was on the UAL due to the late audits, but was expected to be removed as the audits are now up to date. Town Clerk, Taylor Prince, stated the email included a link to the mandatory “Fiscal Training for Local Government Elected Officials” training modules. Ms. Prince stated the eight modules must be completed by each councilmember and all employees that deal with finances by March 31, 2025. Mr. Brown reported that two resolutions were included in the agenda packet, to accept the AIA-D-0288 and AIA-D-0273 grant funds. Mr. Brown stated the grant money is to assess the Town’s water line inventory. Mr. Brown stated the offer letters from the NCDEQ were included, attachment number six. Councilmember Trollinger made a motion to approve the AIA grant resolutions for AIA-D-0288 and AIA-D-0273. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Mr. Brown reported Kevin Smith was hired as a part-time employee in Public Works, training under Dexter Leath. There were no other inquiries from the Council.

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

Town Council Comments:

Councilmember S. Enoch thanked everyone for coming to the meeting. She stated that the more residents participate and communicate, the more can be done in the community. She wished everyone a wonderful Christmas and New Year.

Councilmember McBroom thanked everyone for coming out and thanked the staff for their hard work. He wished everyone a Merry Christmas.

Mayor Pro-Tem Jones thanked the staff for their work. She wished everyone a Merry Christmas and Happy New Year. She stated that all residents of the Town of Green Level have a voice.

Councilmember Trollinger thanked the Council and the staff for their work. He requested the Council have an annual or biannual workshop to review the Land Use Plan, to ensure the Council is familiar with it and keep the vision of the Town moving forward. He wished everyone a Merry Christmas and Happy New Year.

Mayor Enoch thanked everyone that came out and all residents who made shared comments throughout the year. She thanked all the volunteers that stepped up and gave their time throughout the year. Mayor Enoch thanked the staff for their work. She stated that while everyone may have a different way of

getting there, the goal is to make the Town of Green Level a better place. She wished everyone a Merry Christmas and Happy New Year.

Councilmember Trollinger made a motion to go into closed session in accordance with NC GS 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 providing a 3% merit raise to Gael Baskerville, Shawn Bradshaw and Taylor Prince. Councilmember McBroom seconded the motion.

The motion passed unanimously (5-0).

Councilmember Trollinger requested the Town Administrator research a Code of Ethics to be presented and signed by each council member, to ensure professionalism while representing the Town. Town Attorney, Russell Evans, stated he believed a Code of Ethics was previously adopted, and would confirm.

Mayor Pro-Tem Jones made a motion to adjourn the meeting until the January 9, 2024, regular meeting. Councilmember Trollinger seconded the motion.

The motion passed unanimously (5-0).

Mayor Enoch adjourned the Town Council until January 9, 2024, at 7:00 PM.

Respectfully submitted,

Taylor Prince

Town Clerk