

Agenda

Amended June 11, 2025

Green Level Town Council
Meeting Date: June 12, 2025
Green Level Municipal Building

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|--------|---|--|
| I. | Call to Order | Mayor Enoch |
| II. | Roll Call | Taylor Prince |
| III. | Invocation | Mayor Pro-Tem Jones |
| IV. | Approval of Agenda | Mayor Enoch |
| V. | Approval of Minutes
<i>Town Council Regular Meeting – May 08, 2025</i> | Mayor Enoch |
| VI. | Public Comment:
<i>Members of the public are encouraged to address the Council on a first come, first served basis in front of the designated podium. A sign-in sheet is located in the Town Council Meeting Hall. Once called, please step up to the microphone and be sure to give your name and address.
(Limit to 3 minutes)</i> | |
| VII. | Public Hearing – FY 2025-2026 Budget | |
| VIII. | FY 2025-2026 Budget Ordinance – Attachment #1 | Will Boney |
| IX. | Link Transit Memorandum – Attachment #2 | John Andoh
<i>Link Transit Manager</i> |
| X. | ACTA Funding Request 2025-2026 – Attachment #3 | Peter Murphy
<i>Executive Director-ACTA</i> |
| XI. | Consultation Mid-Year Report – Amended Attachment #10 | Haywood Cloud |
| XII. | Code Enforcement Report | Jaimee Cousin |
| XIII. | Public Works Report | A.J. Simmons |
| XIV. | Parks & Recreation Report | Brandon Enoch |
| XV. | Town Clerk Updates – Attachments # 4-6 | Taylor Prince |
| XVI. | Planning & Zoning/Administrator Updates – Attachments # 7-9 | Sandra McCollum |
| XVII. | Town Attorney Updates | Eugene Russell |
| XVIII. | Town Council Comments | Councilmembers |
| XIX. | Closed Session:
<i>In accordance with NC G.S. 33C. 143-318.11(a6 & a3) to discuss personnel and consult with the attorney</i> | |
| XX. | Adjournment | Mayor Enoch |

Meeting Minutes

Regular Town Council Meeting

Meeting Date: May 8, 2025
*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 Stephanie Enoch.

Green Level Officials Present: Interim Town Administrator Sandra McCollum, 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. Councilmember Trollinger was not present. Mayor Pro-Tem Jones made a motion to excuse Councilmember Trollinger's absence. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (4-0).

Invocation: Councilmember McBroom

Approval of Agenda: Mayor Enoch inquired if there were any amendments for the submitted May 8, 2025, regular meeting agenda. Councilmember S. Enoch made a motion to approve the agenda for May 8, 2025, regular meeting. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (4-0).

Approval of Minutes: Mayor Enoch inquired if there were any amendments for the submitted April 10, 2025, regular meeting minutes and all councilmembers stated "No". Councilmember S. Enoch made a motion to approve the April 10, 2025, regular meeting minutes as drafted. Councilmember McBroom seconded the motion.

The motion passed unanimously (4-0).

Councilmember McBroom made a motion to approve the April 23, 2025, special call meeting minutes as drafted. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (4-0).

Councilmember S. Enoch made a motion to approve the April 30, 2025, special call meeting minutes as drafted. Mayor Pro-Tem Jones seconded the motion.

The motion passed unanimously (4-0).

Public Comments: There was no public comment.

FY 25/26 Budget Proposal: Town Accountant, Will Boney, presented a budget proposal for fiscal year 2025/2026 to the Council. Mr. Boney summarized the general and detailed reports for the General Fund and the Water & Sewer Fund. Mr. Boney stated he could make any necessary adjustments and present the final draft at the next meeting, June 12, 2025.

Planning & Zoning Board Update: Planning & Zoning Board Chair, Sandra McCollum, provided an update on the most recent meeting, held Tuesday May 6, 2025, at 6:30 PM.

Code Enforcement Report: Code Enforcement Officer, Jaimee Cousin, stated a report was provided to the Council and inquired if there were any questions.

Public Works Report: Public Works Director, Arthur Simmons, stated a report was provided to the Council and inquired if there were any questions.

Parks & Recreation Report: Parks & Recreation Director, Brandon Enoch, stated a report was provided to the Council and inquired if there were any questions. Mr. Enoch reported that three quotes were provided to the Council, for grading work for the parking lot portion of the Capital Improvement Project. Mr. Enoch requested the Council review and approve one of the quotes. Mayor Pro-Tem Jones made a motion to approve the quote provided by Carolina United Grading. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (4-0).

Town Administrator Updates: Interim Town Administrator, Sandra McCollum, provided the Council with an update on her progress and ongoing projects. Town Clerk, Taylor Prince,

presented the Council with a Resolution by Governing Body of Recipient Water System Improvements & Interconnection for grant project SRP-D-ARP-0343. Ms. Prince stated the resolution would accept the \$401,447 ARP grant funds from the North Carolina Department of Environmental Quality. Councilmember McBroom made a motion to approve the resolution for grant SRP-D-ARP-0343, for water system improvements and interconnection. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (4-0).

Ms. Prince presented an audit contract, from Tony Brewer, CPA, PC for fiscal year 2024/2025. Mayor Pro-Tem Jones made a motion to accept the contract for the FY 24/25 audit. Councilmember McBroom seconded the motion.

The motion passed unanimously (4-0).

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.

Councilmember McBroom thanked everyone for coming out.

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

Mayor Enoch thanked everyone for coming out.

Mayor Pro-Tem Jones made a motion to go into closed session in accordance with NC General Statute Article 33C. 143-318.11 (a3 & a6) to consult with the attorney and discuss personnel. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (4-0).

Closed Session

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

The motion passed unanimously (4-0).

Open Session Resumed

Councilmember McBroom made a motion to adjourn the meeting until the June 12, 2025, regular meeting. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (4-0).

Mayor Enoch adjourned the Town Council until June 12, 2025, at 7:00 PM.

Respectfully submitted,

Taylor Prince

Town Clerk

Town of Green Level

Code Enforcement Report

Town Council Regular Meeting

Jaimee Cousin
Code Enforcement Officer

Subject: Violations Statuses for May 2025

Violations (Identifiers)

CaseID#95 (Parcel #177136- Manley Trl.)

- Refuse and Debris

CaseID#98 (1934 N NC Hwy 49) Zoning & Building Code Enforcement

- § 153.140 PARKING.

(A) Off-street parking required. Off-street automobile parking shall be provided on every lot as specified. When a building is erected or a principal building is enlarged or increased in capacity by adding dwelling units, seats, floor area or before conversion from one type of use to another, permanent off-street parking shall be provided in a parking garage or in a graded open space.

(B) Parking design criteria.

(1) Each parking space shall not be less than eight and one-half by 18 feet, exclusive of adequate egress and ingress drives, landscaping and maneuvering space.

(2) Parking spaces shall be permanent and shall not be used for any other purposes.

(3) The required parking space for any number of separate uses may be combined in one lot. The required space assigned to only one use may not be assigned to another use except that one-half of the parking space required for churches, theaters or assembly halls where attendance will be at night or on Sundays may be assigned to a use which will be closed at night and on Sundays.

(4) If the off-street parking space required by this chapter cannot reasonably be provided on the same lot where the principal use is located, such space may be provided on any land within 500 feet of the main entrance to such principal use provided the land is in the same ownership as the principal use.

The open space outside the boundaries of the property zoned from business cannot be used for any other purpose if the on-site parking requirements are not met.

The property owner and business owner were advised to move the vehicles back until the lot is paved and parking spaces are created meeting the Zoning/Building Code requirements as written in Town Ordinance.

Automobile Sales and Repair Garages (Parking Space Requirements) :

1 space for each 2 employees at maximum employment on a single shift, plus 2 spaces for each 300 sq. fl. of repair or maintenance space

CaseID#101 James Monroe Mobile Home Park

Mobile Home Park owners were informed through Courtesy Letter that Bulk and Refuse items should be placed by the dumpsters in the Mobile Home Park. Public Works Labor and Disposal charges along with Code Enforcement fines may be invoiced to the property owners in the future if conditions continue to be resolved by the Town Public Works Department.



Conditions abated by the Public Works Department

CaseID#102 (2763 Green Level Loop Rd.)

- Accumulation of Refuse and Debris
- Property owners reside out of state; they were given additional time as an courtesy.

CaseID#103 (2434 Green Valley Bld.)

- Junk Motor Vehicle

CaseID#104 Covington Mobile Home Park (2833 Anderson Rd.)

- Notice consistent with CaseID#101

Family Care Home

- 2481 Meadow Ridge – waiting for state approval for use of occupancy and state requirements.

Mobile Home Parks- A list of Mobile Home Lots with violations was given to management.

• Residential Structure, Abatement; (Building Code)

The following cases are regarding vacant homes under the Alamance County Building Inspectors' provision.

- CaseID#11 (1258 N NC 49 Hwy)
- CaseID#12 (2772 Anderson Rd.)
- CaseID#21 (910 Apple Blossom Ln.)
- CaseID#31 (2840 Green Level Church Rd.)
- CaseID#33 (2929 Anderson Rd.)
- CaseID#35 (2929 Anderson Rd.)

Recent Cases with Fines Owed

- CaseID#67 - (2315 Unit F Bearberry Trl.) Noise Violation
- CaseID#90 - (Green Level MHC 2156 James Boswell Rd.)

Public Works Report

Town Council Regular Meeting

Arthur Simmons
Public Works Director

	Tasks Completed	Labor Hours
Meters Read/Data log (0.5 hr/request)	22	11
Requested Meter Test (0.5 hr/request)	10	5
Service Cut-Off (0.5 hr/request)	39	19.5
Leak Check (1 hr/request)	4	4
Meters Removed (1 hr/request)	0	0
Meters Put Back In (1 hr/request)	0	0
New Meters (1 hr/request)	12	12
Pump Station Daily Check (0.5 hr/6 stations)	180	90
Debris Pickup (net weight lbs, hours to complete)	8681 lbs	24
Brush Pick Up (Loads, hours to complete)	7952 lbs	24
Days Grounds Maintained	12	96
Signs Fixed/Replaced (1 hr/sign)	0	0
Streets Paved/ Repaired)	12	12
TOTAL	299	297.5

Report Outline

1. All Votes Requested
2. Pump Station Update
3. Increased Water Consumption Costs
4. Loetta Pump Station Vote Request
 - a. Concerns
 - b. Options
 - c. Conclusion
5. Sam Gwynn Pump Station Considerations
 - a. Request a vote
 - b. Option 1
 - c. Option 2
 - d. Recommendation
6. Material Storage Bins Project
 - a. Request a vote on approval of payment completion
 - b. Project completed
 - c. Pictures
7. Tampering fee policy
 - a. Request vote to increase
 - b. 342 Armistead
 - c. Current Cost and requested change
8. 2156 James Boswell
 - a. Explanation of situation
 - b. Current situation
9. Request to vote to Decommission a Public Works Truck
10. License update
11. Green Level Church Rd/Wyatt Rd paving update/pothole repair update

All Requested Votes

1. Vote requested to complete the payment on the constructed material bins
2. Vote requested to decide what to do about Loetta Pump Station
3. Vote requested to decommission a Public Works truck
4. Vote requested to increase the tampering fee

Pump Stations Update

- Apple Blossom
 - Operating normally
- Otter Creek
 - Operating normally
- Florence
 - Operating normally
- Bedford Hills
 - Operating normally
- Loetta
 - Operating normally
 - Some long term considerations are located later on in the report
- Sam Qwynn
 - A wet well issue was found on Friday (3/7/2025)
 - NO SPILLAGE
 - NO DISRUPTION OF SERVICE PROVIDED
 - Back up pump in place
 - One pump completely failed. The other pump had a broken impeller
 - Request for pump prices have been sent out for one pump.
 - Second pump is in the shop and repairs are in progress

Increased Water Consumption Costs – Explanation and Update

Over the past several billing cycles, the Town has experienced a noticeable increase in water consumption charges. This is not due to increased usage by residents but rather the result of a mechanical failure in one of our primary water distribution control points. Specifically, the main water valve that regulates flow and pressure into a major leg of our distribution system is no longer functioning as designed.

This issue came to light more clearly during the recent major leak incident caused inadvertently by the Lumos contractors. While responding to that emergency, our crews observed the extent of degradation to the valve. What we initially suspected to be a partially functioning valve was, in fact, failing beyond what normal operations could tolerate. Without a fully functioning main valve, we have limited ability to isolate and control certain areas of the system, resulting in continuous higher-than-normal flow rates and, consequently, elevated consumption costs.

Since identifying the problem, both the Town Administrator and I have been working diligently and daily to resolve the issue. The repairs are complex and require specialized components. While the contractor selected for the repair is a U.S.-based firm, key parts required for the valve assembly are sourced internationally. Unfortunately, ongoing global supply chain disruptions and tariff-related delays have extended the timeline for receiving these critical components.

We understand the financial and operational impact this has on our community and want to assure the Council that every effort is being made to expedite the repair process. We continue to communicate regularly with the repair contractor and part suppliers to monitor progress and explore any potential alternatives to accelerate delivery and installation.

We will keep the Council informed with any material updates and will provide a full breakdown of costs and outcomes once the repair is completed

Loetta Pump Station

Requesting a vote on the direction the council would like to take. Either keep the station or follow the plan laid out below.

The Loetta Pump Station is one of the oldest active lift stations currently maintained by the Town. Presently, it services only a single residential property. There is an additional parcel nearby; however, it has not required service since March of 2024. Despite the minimal demand, the infrastructure associated with the Loetta Pump Station is aging rapidly and poses increasing maintenance and operational risks.

Current Issues

- The pumps within the existing wet well are deteriorating and approaching failure.
- The current wet well design and surrounding force main infrastructure are incompatible with modern pump installations.
- Retrofitting new submersible pumps into the existing system would require replacement of guiderails, base elbows, and discharge assemblies to meet current design and safety standards.
- Existing piping is undersized and degraded, further complicating rehabilitation or replacement efforts.

Option 1: Full Lift Station Rehabilitation (All costs are general estimates)

Should the Town elect to fully rehabilitate the Loetta Pump Station for long-term use, the following upgrades would be necessary:

Component	Estimated Cost
Two (2) 5 HP Submersible Grinder Pumps	\$18,000 (\$9,000 each)
New 15-foot Precast Wet Well	\$20,000
New Stainless Steel Guiderails & Hardware	\$7,500
Control Panel Replacement (UL Listed)	\$12,000
Electrical Work and SCADA Integration	\$8,000
Engineering and Permitting Costs	\$15,000
Installation Labor and Equipment	\$25,000
Total Estimated Cost	\$105,500

While this option would restore long-term lift station functionality, the investment is not cost-effective given the low number of users. Additionally, any future expansion would require further capacity planning and investment.

Option 2: Home Grinder Pump System (All costs are general estimates)

In consultation with our wastewater contractor Mr. Lawrence Bradsher, we explored a more cost-effective alternative: the installation of an individual home grinder pump station. This approach includes purchasing a small, residential-grade grinder pump system and approximately 1,000 linear feet of 2-inch pressure sewer line.

Component	Estimated Cost
Residential Grinder Pump Package	\$1,200-\$5,500
1,000 LF of 2" Pressure Sewer Piping	\$6,500
Electrical Panel, Float Controls, Alarms	\$2,000
Installation and Excavation (by PW Dept.)	In-house
Total Estimated Cost	\$9,700-14,000

This system would be installed by Town staff and transferred to the homeowner for long-term operation and maintenance, similar to grinder pump agreements used in other municipalities. This strategy reduces Town liability, significantly lowers capital expenditure, and aligns infrastructure with actual service demand. The recommendation is that the town assume the financial cost to install this system for Mr. Burton. This option would hand over the expenses associated with maintaining and repairing this system to Mr. Burton who currently DOES NOT have those expenses, so we would need to consult the attorney in more detail before proceeding.

Recommendation

Given the extremely limited service footprint of the Loetta Pump Station, continued investment in a full-scale municipal lift station is not fiscally prudent. I recommend Council consider proceeding with Option 2: decommissioning the Loetta Pump Station and installing an individual grinder pump system to serve the existing home. This approach responsibly balances service delivery, infrastructure longevity, and budgetary stewardship.

Sam Gwynn Considerations

The Town currently operates Sam Gwynn lift station equipped with two 5-horsepower wet well pumps. This station primarily services a mobile home park (MHP) and nine surrounding residential properties. At present, both pumps are non-functional. One unit is undergoing repairs at the shop, while the other is beyond repair and would require full replacement. In the interim, we have deployed a backup pump to keep the station operational.

After careful review of operational demands and long-term sustainability, and under the agreement of Mr. Bradsher, I am recommending that the Town begin the process to decommission this lift station and transition ownership to the mobile home park (if they will accept it, and if not just decommission it). As part of this transition, the Town would work with our engineers to reroute the nine residential connections directly to the nearby force main, ensuring compliance with all safety and capacity standards.

Once rerouted, the mobile home park would become responsible for the continued operation and maintenance of the lift station infrastructure or would be responsible for getting their waste water to the towns designated place. The Town would, instead, charge the MHP standard rates for wastewater received via the force main. This approach would realign the financial and operational responsibilities more equitably, with the MHP assuming ownership of infrastructure that primarily benefits its residents.

Financial Considerations:

- Electricity Costs: Currently approx. \$400/month to operate the station.
- Labor and Monitoring: Daily checks cost the Town roughly \$100/month in staff time and equipment.
- Emergency Electrical Services: We pay \$180/hour plus travel for contracted electricians during outages or failures or repairs.
- Pump Maintenance: Over the past 5 years, the Town has either repaired or replaced pumps annually. General industry estimates for pump repairs and replacements are as follows:
 - Basic pump repair: \$2,000–\$5,000 per occurrence
 - Full pump replacement: \$5,000–\$8,000 per unit (depending on model and install)

These cumulative costs represent an unsustainable expenditure for infrastructure that primarily serves a small segment of our utility base. By offloading ownership, we eliminate recurring operational costs and reduce the Town's risk exposure.

Resident Impact and Transition Plan:

- The nine residential properties would be reconnected directly to the force main.
- In some cases, these homes may need to install a small sump-style sewage pump to access the force main. We will attempt to make this cost-free to the residents, either through existing utility funds or via a grant mechanism if available.

- Residents and the MHP will receive formal written notice several months in advance, along with direct communication about the timeline and expectations.

Next Steps:

After Council has had time to review and consider this proposal, I will bring this matter forward for a formal vote at the July Council session. If approved, we will initiate coordination with our engineers, legal team, and relevant stakeholders to execute a smooth transition.

In addition to eliminating a significant ongoing expense, this change positions the Town to better focus on core infrastructure needs while still ensuring equitable and reliable service for all utility users.

Material Storage Bins Project

Overview

Last council meeting there were some questions and information the council wanted to see before approving this payment. It is my understanding that the information has been received and now I am requesting a vote to approve payment of the bins that are now completed. The rest of this section is the explanation as well as additional information for the bins. Pictures are available at the end of this section.

Purpose and Function

These bins are being constructed to house essential materials such as road salt, gravel, and other aggregates used in routine and emergency maintenance operations, particularly during winter storm events. Currently, these materials are stored in open piles without clear segregation or protection from the elements. This has led to material loss, contamination, and inefficiencies during mobilization.

The new storage bins will provide the following critical benefits:

- **Protection of Salt and Materials:** Salt stored in open conditions is subject to leaching from rainfall, which not only reduces effectiveness but contributes to unnecessary replacement costs. Enclosed or partially enclosed bins protect the material from weather exposure, preserving its integrity and usability.
- **Inventory Control:** The defined and enclosed spaces improve our ability to track material quantities, rotate inventory efficiently, and minimize waste or cross-contamination.
- **Compliance and Environmental Stewardship:** Open-air storage of salt and aggregate materials can result in runoff and sedimentation that affect stormwater systems. The new bins will help the town remain compliant with NCDEQ best practices for municipal operations, reduce potential for regulatory violations, and improve environmental outcomes.
- **Operational Efficiency:** Organized storage allows for faster and safer loading of equipment during emergency responses, such as winter storms, improving our response times and worker safety.

- **Long-Term Cost Savings:** By minimizing loss from runoff, contamination, and inefficient loading practices, we anticipate a measurable reduction in annual salt purchases and materials spoilage.

Project Progress and Accountability

The contractor has mobilized and begun work on-site. To date, two payments have been issued according to the approved draw schedule. The concrete pads are being formed and poured to specification, and the bin walls are in fabrication for installation. Staff from the Public Works Department are monitoring progress to ensure structural integrity, layout efficiency, and safety standards are upheld.

Conclusion

This project is a necessary and overdue investment in the Town of Green Level's public works infrastructure. The improvements will enable us to manage our resources more effectively, comply with environmental guidelines, and prepare for seasonal events with greater confidence and cost control. Once complete, the bins will represent a functional and fiscally responsible upgrade that aligns with long-term public works planning.

We remain available to address any questions from Council or the community.



Recommendation to Amend Town Ordinance – Unauthorized Water Use and Meter Tampering

Recommendation:

Staff recommends the Town Council consider updating Town Code to strengthen enforcement measures against tampering with municipal water infrastructure and to establish updated deposit requirements for certain utility accounts. Specifically, staff proposes the following revisions:

1. **Increase the maximum civil penalty for tampering violations to “up to \$500,”** aligning the Town’s ordinance with regional best practices and deterrent standards.
2. **Authorize staff discretion to require either:**
 - A higher utility deposit of not less than \$750 for commercial property management companies.
 - OR
 - A standard \$350 deposit *plus* a mandatory active credit card on file, for commercial property owners or entities managing multiple accounts with demonstrated turnover and elevated risk of tampering.

Background and Justification:

Under the Town’s current ordinance (Town Code §50.99), unauthorized tampering with water meters or infrastructure is subject to a civil penalty of \$50. In practice, this amount has proven insufficient as a deterrent. For certain offenders, particularly large-scale property owners or contractors, the minimal fine creates an economic incentive to circumvent the system rather than comply with municipal regulations.

Tampering with municipal water infrastructure is a serious offense that jeopardizes system integrity, disrupts billing accuracy, and may expose the Town to liability or repair costs. Other North Carolina municipalities impose significantly steeper penalties for similar conduct:

- **Raleigh, NC:** \$500 civil penalty for meter tampering, plus potential criminal charges.
- **Burlington, NC:** Similar penalties and enforcement provisions as Raleigh.
- **Carolina Beach, NC:** \$500 tampering fine, full cost recovery for repairs, and a \$75 meter replacement charge if reconnection is performed illegally.

In some jurisdictions, daily civil penalties of \$500 may be applied for continued obstruction or unauthorized use.

In addition to adjusting the fine structure, this proposal addresses a recurring operational issue: large property management firms and commercial landlords who frequently turn over tenants often fail to maintain deposits or credit guarantees on file. In multiple instances, staff have observed deliberate meter tampering during vacancy periods to supply water to work crews, with no active account on file. These cases require time-consuming legal action to recover costs and pose a financial risk to the utility fund while what can be charged does not cover the cost the town incurs.

By requiring either a higher deposit or credit card authorization for entities with a history of turnover-related tampering or delinquency, the Town will be better positioned to recover costs and discourage abuse.

Fiscal and Legal Impact:

The proposed amendment is revenue-neutral in principle but may reduce unbilled or unrecoverable water use and mitigate infrastructure damage. The updated penalty and deposit authority would provide the Town with flexible enforcement tools and bring its policies into alignment with peer municipalities.

2156 James Boswell Unauthorized Water Usage Investigation

Following multiple site investigations, the Public Works Department has completed its internal review regarding a case of suspected unauthorized municipal water usage at 2156 James Boswell Street, located within the Green Level Manufactured Home Park (GLMHP). After consultation with the Town Attorney and a thorough review of utility service records, meter readings, and site conditions, the Town has determined that unauthorized, unmetered water consumption likely began in 2022.

Summary of Findings:

- A non-Town water meter was discovered in active use, installed at the location previously served by a Town-owned meter. This meter was not installed by the Town and was in place while the Town meter was missing.
- Town staff removed the unauthorized meter, which is now held at the Billing Office. It remains functional and undamaged.
- The service setter was locked to prevent further unauthorized usage.

This unauthorized action resulted in approximately 38 months of unmetered water consumption, with no billing or authorization from the Town. Town records indicate the tampering included meter removal and replacement without notice or permission, which constitutes theft of municipal utility services and tampering with public infrastructure.

Timeline of Key Interactions:

- 07/31/2024 – Unauthorized replacement of the Town water meter by the customer.
- 08/16/2024 – Town staff locked the meter setter after discovery of unauthorized activity.
- 02/10/2025 – Customer contacted Public Works about plumbing modifications; site visit occurred 02/13/2025.

- Current Status – No metered service, Town meter missing, unauthorized meter removed and impounded. ****Update**** It was determined that the resident living in the home was NOT the responsible party, the Lasso company was, so the town installed a meter and has begun metered service while passing off the previous offenses to the proper offenders the Lasso company. This has been turned over to the Town Attorney.

Town's Offer for Resolution:

Under advisement from legal counsel, the Town of Green Level offered a one-time reinstatement of water service, contingent upon the following conditions being met in full:

1. Repayment of Estimated Water Usage:
Based on standard usage of 6,000 gallons/month over 38 months at the current rate of \$0.0566/gallon – \$12,904.80
2. Replacement of Missing Town Equipment:
 - Meter (2 units @ \$320 each): \$640.00
 - Lock hardware (2 units @ \$40 each): \$80.00
 - Installation labor (2 units @ \$80 each): \$160.00
3. **Agreement from the property owner (Lasso Capital) and its agents to cease and desist all tampering or unauthorized interaction with municipal water infrastructure.**

Total Due for Reinstatement: \$13,784.80 (Update – the resident was paying an unmetered flat rate of \$51.60 for those 38 months and have been credited \$1960.80. That makes the current final total \$11,824.00)

Note: Costs are based on current market rates and may be subject to change depending on part availability and labor requirements.

Additional Conditions:

The Town will not assume ownership, operation, or maintenance of any private water infrastructure inside the mobile home park. If the property owner wishes to include this residence under the park's existing master metering, the supply line must be rerouted to fall downstream of the compound meter.

Request for Legal Review & Enforcement Action:

Under the direction of the Town Administrator, the Public Works Department formally requested legal counsel proceed with review and possible enforcement under statutes related to:

- Theft of utility services
- Tampering with public infrastructure
- Unauthorized use of municipal resources

We also requested recovery of the following costs and damages:

1. Replacement cost of the missing Town-owned meter
2. Estimated value of unmetered water used between March 2022 and May 2025

3. Administrative and investigative labor expenses incurred by Town staff
4. Applicable fines and penalties as outlined in Town ordinance

Supporting Documentation:

All relevant documents, photographs, meter data, and communications related to this case have been compiled and submitted to the attorney. Additional information is available upon request.

Public Works Truck Decommission

Recommendation:

Staff respectfully recommends that the Council adopt a resolution declaring the following vehicle as surplus and authorizing its decommissioning and disposal in accordance with applicable municipal codes and procurement policy:

- Make: Ford
- Model: F350 Super Duty
- Body: Crew Cab (4 Door)
- Engine: 6.8L V10 Gasoline
- Drive Type: 4x4 (Four-Wheel Drive)
- Year: 2004
- VIN: 1FTWW33S84ED00028

Background and Rationale:

The subject vehicle has served within the Public Works fleet for an extended operational period and has reached the end of its useful life from both a mechanical and fiscal perspective. Despite routine preventative maintenance, the vehicle has undergone significant repairs—including but not limited to computer failure, ignition coil repair, and other repairs, which exceeds the residual value of the asset and no longer represents a sound expenditure of public funds.

Additionally, this vehicle has spent a considerable amount of time out of service for repairs over the past several months. While it is currently in operable condition, this presents an optimal window to proceed with decommissioning. Disposing of the vehicle at this time will require minimal additional investment to prepare it for auction or sale, thereby maximizing potential return and avoiding further maintenance expenditures.

Fiscal Impact:

There is no significant negative fiscal impact associated with this action. Any nominal proceeds realized from the auction or sale of scrap will be returned to the General Fund or appropriate internal service fund as dictated by city policy and leadership.

Public Works Update – Road Paving and Pothole Maintenance

Green Level Church Road and Wyatt Road Paving

As previously approved by Council, paving operations on Green Level Church Road and Wyatt Road are scheduled to begin on Tuesday, June 18th. The project is expected to be completed in one day, weather permitting; however, we have planned for a three-day operational window to accommodate any unforeseen delays or site conditions.

To reduce project costs, Public Works staff will be providing traffic control throughout the duration of the work, eliminating the need for contracted flagging services.

Residents and through traffic will be notified in advance via signage and social media alerts, and we will work to minimize any disruption during the paving process.

Pothole Maintenance

We have also completed the filling of potholes throughout Town. There was a brief delay in this work due to shipping delays for cold patch materials, which were outside of our control. Once materials were received, our crew prioritized high-traffic and safety-sensitive areas to ensure timely repair.

Please let me know if Council would like additional detail on material costs or project coverage areas.

Professional Licensing Update – Public Works Department

In our ongoing commitment to strengthen departmental expertise and compliance, the following updates detail the current status and upcoming training for key staff certifications:

Director – Professional Development

- Currently Hold: NC Water Distribution C license. License #240313
- Upcoming Targets:
 - Collections I Wastewater License – Scheduled for exam on September 11, 2025. Applications must be postmarked by August 12, 2025 deq.nc.gov.
 - Distribution B Certification – Will attend the next available approved training course, preparing for the corresponding exam.

Staff Certification Initiatives

- Shawn Bradshaw: Will be enrolled to take the Distribution C exam on September 11, 2025, with application deadline August 12 deq.nc.gov.
- Anthony Johnson: Will be registered for the Collections I Wastewater exam, also on September 11, 2025, fully aligned with both exam schedules deq.nc.gov.

Strategic Benefits & Summary

- These licensing pursuits enhance our department's operational capacity, reduce reliance on external contractors, and ensure regulatory compliance across water and wastewater systems.
 - State exam requirements necessitate 30-day pre-submission of applications, which we are diligently managing deq.nc.govdeq.nc.gov.
 - Certifications targeted include:
 - **Wastewater Collections I** (Director & Anthony Johnson)
 - **Water Distribution C** (Director & Shawn Bradshaw)
 - **Water Distribution B** (Director's advanced training)
-

Next Steps:

- Finalize and submit exam applications by August 12.
- Track training and preparation schedules for all staff.
- Provide Council with updates post-exam regarding pass results and any further licensing actions.

These coordinated efforts reflect the Department's proactive approach to maintaining a highly skilled, certified team capable of independently managing local water and wastewater infrastructure.

Special Events

Saturday, June 14th from 5:00-9:00 p.m. the Town of Green Level is hosting its annual Juneteenth Celebration of Freedom Event at Green Level Municipal Park, presenting The Magnificents!

Vendors are welcome and can register online, at our town's website:

www.greenlevelnc.gov



The following image is an example of this year's new t-shirts to be sold during our Juneteenth event, celebrating our Town's thirty-five years of independence. We will sell the shirts \$20.00 in our concession stand.

In full transparency, all contracted services has received their deposit, been contacted and reminded of day-of operations. All food and craft vendors have been emailed a copy of our "vendor set-up procedures." Also, a staff operating plan has been distributed to all Green Level staff scheduled to clock-in day of the event. Weather permitting, we're excited for a great celebration!

Facility Improvements

In preparation of this year's special event my department and I have continued to improve the outdoor spaces of the park. Moving forward after scheduled summer events, we have secured a series of Fall baseball field rentals with a renown local youth baseball team. It's a great opportunity for passive revenue and cross promotional opportunities. The increased traffic will illuminate programs and services we offer.

- Repainted the yellow, cautionary areas.
- Pulled and discarded overgrowth.
- Moved and recycled 10 tons of rubber mulch to use in outdoor fitness spaces.
- Pulled, sprayed for weeds. Routinely.
- Remounted new memorial signs.
- Reconfigured and remounted "no pet" signs.
- Drug & sprayed the walking track. Routinely.

Next, we'd like to plant the appropriate seasonal foliage throughout common spaces with the direction of the beautification committee and purchase of plants.

Once the Woodland trail is complete our first priority is to secure StoryWalk fixtures from Alamance Public Libraries and plan a ribbon cutting ceremony.

Finances

In May, my department deposited a total of \$1,630.00



Recreational Programming

May, 17th we hosted our “Spring Fever Fair” in collaboration with Pleasant Grove Elementary’s PTA! It was a great time and a good kick-off to all things Summer! We were sure to engage with visitors and stakeholders in attendance and distribute flyers for our department’s programs, events and activities.



Sports Programming

Trojan youth football is among us! Youth football is in late registration, while cheerleading registration has just recently opened! After hosting Spring workouts since March, we're excited to gear up and start looking more uniform!

We have our first of two parents' meeting scheduled for June 11th. This meeting allows parents to receive firsthand information and have a better understanding of proposed timelines. Pre-season practice begins Tuesday, June 17th from 6:30-8:00 p.m. and operates like so on Mondays, Tuesdays, and Thursdays from June to July.



Capital Improvement Project

We have a new playground!



I would like council's input on a date/time for a ceremonial ribbon cutting as soon as possible to allow a considerate amount of time to invite other stakeholders.

Woodland Trail updates



Recent rain has slowed down some progress; However, excavation from phase one has been completed. The ground being saturated has made trail maintenance and specific implementations more timely. The project is projected to be completed by mid-July.

In May 2025, the Town Council voted and approved of the contractual agreements for **Carolina United Grading, LLC.** to complete our “Parking Lot” project, contingent with the SCIF grant proposal.

Having all three projects associated with SCIF grant now under contract. We have saved approximately \$65,000 in which we must spend. Below are a few feasible concepts:

- Lights & fenceline along football sidelines.
- Pickleball renovations (resurfacing and nets).
- New electronic marquee by HWY 49 & new football scoreboard.
- New John Deere gator and/or golf cart & storage shed for Community Center.
-

I ask for a motion to approve one of the following concepts to begin a formal bidding process for contracted services and/or delivery of purchases associated with one of the following concepts.

Town Clerk Update

Town Council Regular Meeting

Taylor Prince

Town Clerk

- ARP Annual P&E report- submitted
- NCID Admin
- Grant Project Ordinance
 - SRP-D-ARP-0343- Attachment #4
- Annexation Applications – Attachment #5
 - Resolution Directing Clerk to Investigate – Attachment #6