
Meeting Minutes

Regular Meeting

Meeting Date: November 13, 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 (via telephone), Councilmember Stephanie Enoch & Councilmember Sandra McCollum

Green Level Officials Present: Town Clerk/Interim Town Administrator Taylor Elizondo & Town Attorney Eugene Russell.

Mayor Enoch called the regular meeting to order at 7:00 PM.

Roll Call: Town Clerk, Taylor Elizondo, conducted a roll call of the Town Council, all members were present.

Invocation: Councilmember Sandra McCollum

Approval of Agenda: Councilmember S. Enoch made a motion to approve the agenda for the November 13, 2025, regular meeting as drafted. Mayor Pro Tem Jones seconded the motion.

The motion passed unanimously. (5-0)

Approval of Minutes: Councilmember S. Enoch made a motion to approve the minutes for the October 9, 2025, regular meeting, as drafted. Mayor Pro Tem Jones seconded the motion.

The motion passed unanimously. (5-0)

Public Hearing – Zoning Ordinance Text Amendment: Mayor Enoch opened the public hearing for the proposed zoning ordinance text amendment to allow flag lot subdivisions subject to the development guidelines proposed by the Planning Board. There were no public comments on this matter. The Council, through mutual consent, ended the public

hearing. Councilmember McBroom made a motion to accept the zoning ordinance text amendments, allowing flag lot subdivisions. Mayor Pro Tem Jones seconded the motion.

The motion passed unanimously (5-0).

Public Comment: There was one public comment. Faye Pinnix expressed support for a few matters, including an entrance to the Municipal Park from E. Simpson Road and the Town's future participation in National Night Out.

AIA Grant Project Updates: Tom Poe, Senior Technical Consultant and Project Manager with WithersRavenel, provided the Council with a progress update on the AIA grant projects. Mr. Poe stated the Town received two Asset Inventory Assessment Grants, \$300,000 total, to find and assess utility lines. He reported that a majority of the field work was completed for both projects, and a draft map book for the sewer system was currently under review. Mr. Poe stated that if anyone has any questions about these projects, someone from WithersRavenel would be happy to help. Mr. Poe stated that the AIA project is important, to help create a map of the utility systems, for projects and grants in the future. Mr. Poe stated that the grant project also includes a GIS map and a water rate study, both of which are still ongoing.

Water Rate Study: Paul Langfield, Circuit Rider for the North Carolina Rural Water Association, Inc., was present and gave a report on the water rate study he conducted. Mr. Langfield reviewed the Town's current water rates and compared them to the City of Graham's. Mr. Langfield provided the Council with a recommendation to change the current water rates, as outlined in his report. He provided an example of how the proposed rate change would look for a few households and the ACC Public Safety Training Center. Mr. Langfield stated that the recommended rate change would be based on usage and could result in lower bills for residents who have low water usage.

Financial Report: Town Accountant, Will Boney, provided a quarterly report on the Town's finances. Mr. Boney reported the General Fund is looking as expected, with total revenues around 40%. He stated this is higher than the 25% for the quarter, due to more property tax revenue coming in earlier in the fiscal year. Mr. Boney reported expenditures of around

21%, slightly below the quarterly expectation. Mr. Boney reported the Water Fund is at around 24% revenue, as expected, and 17% for expenditure. He stated that overall, the Town is currently in good standing with the budget. Mr. Boney presented the Council with budget amendments from FY 2024-2025. Mayor Pro Tem Jones made a motion to approve the budget amendments. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Planning & Zoning Update: Councilmember McCollum provided an update from the most recent Planning Board meeting. Councilmember McCollum stated that during her time as Interim Town Administrator, she worked on an employee training and professional development agreement, to encourage all employees who attend town funded training to stay employed with the Town. She stated the form was reviewed by Attorney Russell and requested it be approved. Mayor Pro Tem Jones made a motion to approve the Employee Training and Professional Development Agreement. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Code Enforcement Report: Mrs. Elizondo stated that Jaimee Cousin was not present, but provided a report. There were no questions.

Public Works Report: Mrs. Elizondo stated a report was provided to the Council and Dexter Leath was present if there were any questions. Mrs. Elizondo reported that a pump from the Florence Road Pump Station had malfunctioned and was removed for diagnosis. She stated she would provide more information as it came. Mayor Enoch inquired if the pump was still under warranty. Tom Poe stated that the pump was installed in July of 2024, and the warranty had expired. He stated the diagnosis should be ready by Tuesday of next week.

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 stated that football season was wrapping up and basketball season was in full swing, with practices

starting. Mr. Enoch reported the department deposited \$5,139.74 during the month, mostly admission fees from the last football game. Mayor Enoch inquired if anyone had inspected the damage to the Community Center floor. Mr. Enoch stated the Zac Patterson, Spector Services, was scheduled to inspect the damage and provide an estimate for repair. Mayor Pro Tem Jones inquired if the department had any plans to host the Light Up the Level event. Mr. Enoch stated that he would be happy to discuss with the Beautification Committee how the department can create a display similar to last year.

Town Clerk Updates: Town Clerk, Taylor Elizondo, provided a few updates. Mrs. Elizondo recommended the Town Hall be closed from December 24th – 26th for the Christmas Holiday. Councilmember S. Enoch made a motion to close the Town Hall from December 24th – December 26th for the Christmas Holiday. Mayor Pro Tem Jones seconded the motion.

The motion passed unanimously (5-0).

Mrs. Elizondo reported the City of Burlington sent several documents and requested the Council pass the Agreement to Operate Burlington Animal Shelter and Pet Adoption Center. She stated the city was able to provide more detailed information on the municipal allotments to operate the shelter for the year. Mrs. Elizondo stated a report from the shelter for September was also provided. Mayor Enoch made a motion to adopt the Resolution to Operate the Burlington Animal Shelter and Pet Adoption Center. Mayor Pro Tem Jones seconded the motion.

The motion passed (4-1). Councilmember McCollum voted against.

Mrs. Elizondo stated the agenda packet included an audit questionnaire, sent by Mr. Tony Brewer, for each council member to complete. Mrs. Elizondo stated that she was able to get access to the Town's NC811 account, to continue processing locate requests. She stated that she had been able to coordinate with the Public Works Department to ensure there was no lapse in locates. Mrs. Elizondo reported that the NCDEQ permit to operate a water system renewal was submitted. Mrs. Elizondo reported she was able to gain access to the NCDEQ EBS portal, to ensure the reimbursement requests for the AIA and Interconnection grants were submitted and processed.

Town Attorney Updates: Attorney Russell had no comments at this time.

Town Council Comments: Councilmember S. Enoch thanked everyone for coming to the meeting. Councilmember McBroom had no comment. 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 Happy Thanksgiving. Councilmember McCollum had no comment. Mayor Enoch stated that in previous years the Council had approved and thrown a holiday dinner for the staff before the December council meeting. She stated she would like to continue this tradition, with a staff holiday dinner at 5:30 PM on December 11, 2025. The Council agreed through mutual consent. Mayor Enoch congratulated Mayor Pro Tem Jones and Councilmember McBroom on their reelection and thanked everyone for coming out.

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

Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Closed Session

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

The motion passed unanimously (5-0).

Open Session Resumed

Councilmember S. Enoch made a motion to approve the weekly pay of \$840 to Taylor Elizondo while she serves as Interim Town Administrator. Mayor Enoch seconded the motion.

The motion passed unanimously (5-0).

Mayor Pro Tem Jones made a motion to pay the final invoice to JNC Concrete, for the material bins project. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

The Council requested, through mutual consent, that Mrs. Elizondo reach out to the City of Graham to begin the process of updating the interlocal agreement for water services.

Councilmember S. Enoch made a motion to recess until November 18, 2025, at 5:30 PM for interviews. Mayor Pro Tem Jones seconded the motion.

The motion passed unanimously (4-0).

Mayor Enoch recessed the meeting until November 18, 2025, at 5:30 PM.

Respectfully submitted,

Taylor Elizondo

Town Clerk

Town of Green Level

Meeting Minutes

Recessed Meeting

Meeting Date: November 18, 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 & Councilmember Sandra McCollum

Green Level Officials Present: Town Clerk/Interim Town Administrator Taylor Elizondo

Mayor Enoch called the recess meeting to order at 5:30 PM.

Roll Call: Town Clerk, Taylor Elizondo, conducted a roll call of the Town Council, all members were present.

Mrs. Elizondo presented an update on the situation at the Florence Road Pump Station. She stated the pump that was malfunctioning had been removed and taken for diagnosis, and she had yet to get an estimate for repairs. Mrs. Elizondo stated the Public Works Department was requesting the Council authorize a rental pump, to be used during the repairs to keep the station fully functioning. Councilmember McBroom made a motion to approve the rental of a backup pump for the Florence Road Pump Station. Mayor Pro Tem seconded the motion.

The motion passed unanimously (5-0).

The Council met with a few candidates for the Town Administrator position. Mayor Pro Tem Jones made a motion to send Mr. Brandon Enoch an offer for the position, with conditions agreed upon by the Council. Councilmember McCollum seconded the motion.

The motion passed unanimously (5-0).

Councilmember McBroom made a motion to adjourn until December 11, 2025. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Mayor Enoch adjourned the Town Council until December 11, 2025, at 7:00 PM.

Respectfully submitted,

Taylor Elizondo

Town Clerk

Town of Green Level