
Meeting Minutes

Regular Meeting

Meeting Date: March 12, 2026
*Green Level Municipal Building
2510 Green Level Church Road*

Governing Body Members Present: Mayor Hosea McBroom, Mayor Pro Tem Patricia Jones, Councilmember Remonia Enoch, Councilmember Stephanie Enoch, Councilmember Sandra McCollum

Green Level Officials Present: Town Administrator Brandon Enoch, Town Clerk Taylor Elizondo & Town Attorney Eugene Russell.

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

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

Invocation: Councilmember Sandra McCollum

Approval of Agenda: Councilmember R. Enoch made a motion to approve the agenda for the March 12, 2026, regular meeting as drafted. Councilmember S. Enoch seconded the motion.

The motion passed unanimously. (5-0)

Approval of Minutes: Councilmember S. Enoch made a motion to approve the minutes for February 12, 2026, regular meeting and February 24, 2026, emergency meeting as drafted. Mayor Pro Tem Jones seconded the motion.

The motion passed unanimously. (5-0)

Public Comment: There was one public comment. Faye Pinnix inquired if the Town keeps a list of all requirements from the NC League of Municipalities to be in good standing with the State. Ms. Pinnix inquired if the Town Attorney is provided with a quarterly report on all property owners that are delinquent in fees owed to the Town. Ms. Pinnix requested a microphone be provided to the Town Attorney during meetings, noting it is often difficult to hear.

Reimbursement Request: Kimberly Turner was present, on behalf of the Belview Baptist Church. She thanked the Council and staff for the help in the recent annexation process. Ms. Turner provided the Council with a proposal for a water and sewer line extension reimbursement agreement, between the Town and the Church. She stated that as the Church is funding the water/sewer line extension to the property, the agreement states any fees paid to the Town from property owners connecting to the extension will be reimbursed to the Church. Ms. Turner requested the Council consider the request at the next meeting.

Code Enforcement Report: Mr. Enoch stated that Jaimee Cousin, Code Enforcement Officer, was not present at the meeting but had provided a report.

Parks & Recreation Report: Mr. Enoch stated a report was provided to the Council and inquired if there were any questions. Mr. Enoch reported that as the weather was beginning to warm, landscaping and other maintenance had begun. He stated the department had deposited \$2,222.05 in the past month, comprising mostly field and community center rentals.

Town Clerk Report: Mrs. Elizondo provided an update on the employee retirement contributions to the LGERS. Mrs. Elizondo stated that all eligible employees were required to be enrolled in the Local Government Employees' Retirement System at their hire date. She explained that due to some previous clerical error, many employees were not enrolled, and she had been in communication with the retirement system to correct the issue. Mrs. Elizondo stated that payroll would be able to enroll employees back 90 days. She stated all employees were provided with form 466, to purchase credit for erroneously omitted service or underreported salary, for any period beyond the 90 days. Mrs. Elizondo thanked Mr. Boney and Mr. Russell for their help with the situation and stated she would provide more information when she received it. She stated that Mr. Boney was present, to answer any questions about the reporting or expenditures. Councilmember R. Enoch requested the Council consult the attorney and accountant on the matter in closed session.

Mrs. Elizondo presented the audit response, to be signed by the majority of the Council and the Town Administrator. She stated that the response had to be submitted to the State Treasurers' office by April 9, 2026. Mrs. Elizondo presented a drafted Internal Controls Policy. She stated the policy was a requirement for the Town to receive grant funds and requested it be adopted. Councilmember R. Enoch made a motion to adopt the Internal Controls Policy as drafted. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Mrs. Elizondo provided the Council with a drafted penny policy, discussed at a previous meeting. She requested the policy be adopted, requiring residents who are making cash payments to provide exact change. She reported the policy states that any change that is not exact will be rounded to the nearest nickel, the overage to always be credited to the utility account. Mayor Pro Tem Jones made a motion to approve the drafted penny policy. Councilmember R. Enoch seconded the motion.

The motion passed unanimously (5-0).

Mrs. Elizondo stated that all elected officials are required within 12 months of their election or appointment to office to complete 2 hours of ethics training. She stated that the UNC School of Government offered an online course that fulfilled the requirement, scheduled for May 21st, 2026, at 10 AM. Mrs. Elizondo inquired if any council members were interested in attending the course. Councilmember S. Enoch requested to be registered for the event.

Town Administrator Report: Mr. Enoch provided a report to the Council. Mr. Enoch reported the temporary pumps had been removed from Florence Road and Sam Gwynn Pump Stations. Mr. Enoch stated that electrical junction box repairs needed to be done at Florence Road, Bedford Hills and San Gwynn. He stated that one replacement needed to happen immediately, with the other two postponed until the new fiscal year. Mr. Enoch provided a quote from Charles R. Underwood, to replace the junction box at the Florence Road Pump Station. Councilmember S. Enoch made a motion to approve the quote from CRU for the Florence Road Pump Station. Mayor Pro Tem Jones seconded the motion.

The motion passed unanimously (5-0).

Mr. Enoch provided the four submissions for the landscaping RFB. He recommended one of the bids be accepted, to alleviate the workload of the Public Works Department and allow them to focus on the water and sewer systems. Mr. Enoch reported that all three open job positions had been posted with several qualified submissions already. He stated that interviews were being scheduled and he was hopeful new hires would be reported in the April meeting. Mr. Enoch reported the City of Graham had provided an interlocal agreement renewal, to continue water

services. He stated that a current water agreement was needed to submit the Local Water Supply Plan, due by April 1st. Councilmember R. Enoch made a motion to approve the water services agreement with the City of Graham, pending review from the Town Attorney and Town Administrator. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Town Attorney Updates: Mr. Russell had no comment.

Town Council Comments: Councilmember S. Enoch thanked everyone for coming out and voicing their concerns. She encouraged everyone to continue attending the meetings. Councilmember R. Enoch thanked everyone for coming out and providing their input. Mayor Pro Tem Jones inquired if Mayor McBroom was able to get a town issued cellphone. Mayor McBroom stated he requested a cell phone to use for town business, and he had received it. Councilmember McCollum stated that all council members should be able to receive a phone to conduct town business. The Council, through mutual consent, agreed that any council member can request a town issued cellphone with the Town Clerk. Mayor Pro Tem Jones stated that all residents of the Town of Green Level have a voice. Mayor McBroom thanked everyone for coming out.

Councilmember S. Enoch 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. Mayor Pro Tem Jones seconded the motion.

The motion passed unanimously (5-0).

Closed Session

Councilmember R. Enoch made a motion to adjourn the closed session and resume the regular meeting. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Open Session Resumed

Councilmember R. Enoch made a motion to authorize the payroll payment for the 90-day enrollment period in the LGERS. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Mayor McBroom made a motion to not accept any of the submitted landscaping bids from the RFB. Councilmember R. Enoch seconded the motion.

The motion passed (3-2). Mayor Pro Tem Jones & Councilmember McCollum voted against.

Mayor Pro Tem Jones made a motion to adjourn until the next regular meeting, April 9, 2026, at 7:00 PM. Councilmember S. Enoch seconded the motion.

The motion passed unanimously (5-0).

Mayor McBroom recessed the meeting until April 9, 2026, at 7:00 PM.

Respectfully submitted,

Taylor Elizondo

Town Clerk