



Town of Green Level Regular Meeting
Green Level Municipal Building
Thursday, July 13, 2017

The regularly scheduled meeting of the Town of Green Level Council was held on Thursday, July 13, at 7:00PM in the Green Level Municipal Building located at 2510 Green Level Church Road.

GOVERNING BODY MEMBERS PRESENT: Mayor Remonia Enoch, Mayor Pro Tem Carissa Graves-Henry, Council Member Michael Trollinger, Council Member Theodore Howard and Council Member Richard Woods.

GREEN LEVEL STAFF PRESENT: Town Administrator Michael Douglas and Town Clerk Sandra McCollum.

GREEN LEVEL TOWN ATTORNEY PRESENT: Marissa West (Vernon Law Firm).

Mayor Enoch called the meeting to order, Council Member Trollinger gave the invocation.

Mayor Enoch asked if anything needed to be change to the Consent Agenda.

The Administrator requested to change (a.) Budget Amendment to (a.) Operation Policy Manual.

The Mayor asked for a motion, Pro Tem Graves-Henry made the motion accept the Consent Agenda, seconded by Council Member Trollinger. The motion carried unanimously. (5-0)

Mayor Enoch asked for a motion to approve the May 11, 2017 minutes. Pro Tem Graves-Henry made the motion, seconded by Council Member Trollinger. The motion carried unanimously. (5-0)

Public Comment

No one spoke.

New Business:

Town Administrator Updates

Operation Policy & Manual

The Administrator stated that the Town is in need of an operation policy manual, and he did a manual that deals with everything concerning the Town. He said this manual is outside of the employee manual. The employee manual tells how to be an employee, what time to be at work, and sick and vacation leave. The policy manual tells everything else such as bomb threats, manmade disaster and other things. He continued to say that he did a draft and wants each Council Member to review it and tell him what they like or don't like.

USDA

The Administrator introduced Ms. Katrina Travis, United State Department of Agriculture, to present to the Council the terms of an agreement between the Town and USDA to build the New Town Hall. Ms. Travis stated that she would go over the letter of condition, and this letter explains the term of the loan and grant agreement that the Town has been approved.

Ms. Travis read to the Council the letter of intent to meet conditions of acceptance that the Town obtain a loan for \$1,147,900 and a grant for \$75,000.

The Mayor asked for a motion, Pro Tem Graves-Henry made the motion to approve the agreement with USDA. Council Member Trollinger seconded the motion. The Mayor asked for a show of hands:

Mayor Enoch – yes.

Council Member Howard – no.

Pro-Tem Graves-Henry – yes.

Council Member Woods – no.

Council Member Trollinger – yes.

Appreciation Certificates

The Administrator informed the Council that there were five kids that volunteered to and help put out the mulch at the Park and Mr. Chris Presley. The children were not in attendance, but Mr. Presley's mother was in attendance to accept his certificate.

Town Attorney Updates

Attorney West stated she reviewed documents.

Council Discussion

Council Member Woods asked about the updates on the pumps and the Mayor replied that e-mails were sent out for the updates. The Administrator replied that they are in the design stage.

Pro Tem Graves-Henry, no discussion.

Council Member Trollinger stated that the pre-fourth celebration was good.

Council Member Howard, no discussion.

The Mayor welcomed the new employee, Ms. Auriel Cowan and she said that the Town may need to consider hiring a concession worker for the concession stand at the Park.

There being no further business.

The Mayor asked for a motion to adjourn the meeting. The motion was made by Pro Tem Graves-Henry, seconded by Council Member Woods. The motion carried unanimously. (5-0)

Rmonia Enoch, Mayor

ATTEST: Sandra McCollum, Town Clerk