



**Town of Green Level Regular Meeting
Green Level Municipal Building
Wednesday, March 8, 2017**

The regularly scheduled meeting of the Green Level Town Council was held on Wednesday, March 8, 2017 in the Municipal Building located at 2510 Green Level Church Road.

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

GOVERNING BODY STAFF PRESENT: Town Administrator Michael Douglas and Town Clerk Sandra McCollum.

GREEN LEVEL TOWN ATTORNEY PRESENT: Town Attorney Marissa West.

Mayor Enoch called the meeting to order at 7:00 PM. Council Member Trollinger gave the invocation.

Mayor Enoch asked if anything needed to be added to the consent agenda? The Administrator answered that he would like to add to the new business, #G. USDA brief. Pro Tem Carissa Graves-Henry made the motion to add #G. USDA brief to new business, seconded by Council Member Trollinger. The motion carried unanimously. (5-0)

Mayor Enoch asked for a motion to approve the January 12, 2017 minutes. Council Member Trollinger made a motion to accept the minutes as recorded, seconded by Pro Tem Carissa Graves-Henry. The motion carried unanimously. (5-0)

Public Comments:

Mr. James Monroe, 2303 Carter Rd. (owner of James Monroe MHP) addressed the Council with a problem he is having with the Code Enforcer. Mr. Monroe is wanting to bring a double wide into his park and the Code Enforcer informed him that he is not in compliance with the Town's ordinance.

Ms. Nancy Forrest, 2234-F Basil Holt Rd., had a complaint about her neighbor building a fence too close to her property and she has heard gun shots near her house.

The Administrator asked Mr. Monroe to call him at his office and Sgt. McGill (the Town's Sergeant) asked Ms. Forrest to call her, but she declined.

New Business:

Administrator Reports

Audit Report

Mr. Eddie Carrick, CPA, thanked the Mayor and Council for letting his firm serve the Town by doing the audit for the 2016-2017 fiscal year. He continued to say that the report he presented is to help the Council make decisions that affect the Town. He said he always points out pages 3-12 in the audit report, which is called a Management's Discussion and Analysis. He said that the audit is a public document and anyone can come and request a copy. If anyone does request a copy that is a good place to point them to because it is more in layman terms. Mr. Carrick went over the report with the Council and said that 2016 was a positive year.

The Mayor asked if there were any questions. Council Member Woods stated that the water and sewer report looked good.

Proposed Sheriff's Training Facility

The Administrator stated that the proposed Sheriff's Training Facility is still in the research stage. He presented the Council with two drawings of the facility, showing the picture of what the facility could look like with the surrounding houses, showing the .25 miles and the .50 miles out. Bedford Hills Subdivision will not be affected.

Public Works Service Vehicles

The Administrator addressed Council Member Trollinger concerning the question he had about buying a new truck and a used one. He said the Public Works Director got quotes for two new trucks. He looked at several trucks but the ones he saw that had what was needed were at Capital Ford, Raleigh. One vehicle is \$34,877 and the other one is \$37,773. This price includes the cabin work and everything Public Works needs. The Administrator stated that he had contacted one bank, BB&T and they gave him the price quote for a three, four and five years financing term for the purchase of the two vehicles. At three years the monthly payment will be \$2,095 per month, four years \$1,509 per month, five years \$1,291 per month with the total finance amount for the two vehicles will be \$72,656. He continued to say that what he needs to know from the Council if this is the route they want to pursue in order to get the two vehicles the Town needs.

The Mayor asked for comments or questions. Council Member Woods asked if the trucks were work trucks? The Administrator replied, yes. Pro Tem Graves-Henry asked if two trucks are needed now? The Administrator replied that he recommends purchasing the two new trucks and selling the two old trucks. Pro Tem Graves-Henry asked what is spent on repairs for the trucks? The Clerk replied that the repair bills various each month depending on what has to be done. Sometimes the bill may be \$2,000. She continued to say that these trucks were bought used and Public Works are in these trucks seven days a week. Council Member Trollinger stated that the Council had a recommendation from the Nichols Dodge to purchase a truck from a company down close to Lewisburg and they gave the Town a great deal. The Administrator asked him if he is referring to Franklin? Council Member Trollinger replied, yes. Council Member Trollinger said they helped the Town and he suggested having a conversation with them before a purchase is made. The Code Enforcer replied that the truck had to have the front end replaced within six months with the cost of \$6,000 and the truck was used and not a new one. Council Member Trollinger asked to check with two more locations. Council Member Woods asked if new trucks could be purchased through the State? Council Member Trollinger answered that this could be done if the State is purchasing new vehicles. Council Member Howard asked what is the value of the trucks Public Works has now? The Administrator replied that he has not checked for that information, his focus was on the budget. Council Member Howard stated he would like to be able to do a trade in. The Mayor stated that Public Works is in the need of two new trucks and not to continue to spend money for repairs.

ETJ Water & Sewer Rates

The Administrator informed the Council that he had the Alamance County Tax Collectors Office give him a list of all the properties in the Town that the Town receives taxes from. He continued to say that there are a number of homes that are not in the city limit of Green Level that receive water & sewer, recycle and all the services from the Town. He said he is asking the Council to create a water & sewer rate. He said that there are sixty-four residents that do not pay taxes to the Town but receive services. He said he is recommending an out of town water rate that will accommodate the services they are receiving for free. Council Member Woods stated that years ago the Town had out of town rates. The Administrator stated that some of the residents, their house is in the ETJ but the driveway is in the Town limit. Council Member Trollinger stated that he suggests to give them the option of annexation into the Town limits and if they refuse voluntary annexation, then they will receive an out of town rate. The Mayor said to let them know with a letter.

The Mayor asked for the Council's decision on what the rate should be. Council Member Woods said that he wants to make a motion for the rate to be 1.25% for the outsiders. The Mayor asked the Administrator what will be the average rate? The Administrator replied that he does not know but with the new rate, the average rate is \$18.69 and with 1.25% the rate will be \$23.36, with the 1.5% the rate will be \$28.04. Council Member Trollinger stated that the cost needs to be known so the outsiders cost to the Town will be fair to the outsiders. The Administrator said the out of town rate will be what the Council wants to set.

Council Member Trollinger said he seconded Council Member Woods motion. The motion carried unanimously. (5-0)

Town's Property For Sale (\$118,000)

The Administrator informed the Council that he has received phone calls concerning the Town's property located beside Dollar General. He said the property is listed for \$118,000. He said he wants to know if the Council is aware that the property tax value is listed for \$118,000. He asked the question if they want to continue to try and sell or do they want to decrease the value of \$118,000? The Attorney stated the property has to be sold at fair market value and it can not be sold or given to someone for less than what it is worth. Council Member Trollinger suggested finding out what is the fair market value and sell it.

Deputy Clerk Position

The Administrator informed the Council that he e-mailed to them in his report, that Mrs. McCollum (Town Clerk) will be retiring at the end of the year and he would like to hire a deputy clerk. He said he would like to put out the job description in April and have a hire date of July 1 so they will have a six months training with Mrs. McCollum. He asked for the Council agreement with the job description. Council Member Woods asked the Administrator if he was going to look within the Town? The Administrator replied that once it goes out, whoever applies, applies. Council Member Trollinger asked the Administrator if Mrs. McCollum had any input in the job description? The Administrator said yes. The Administrator asked the Council for approval to send out the job description. The Council was in agreement.

USDA Brief

The Administrator stated that he had a great meeting with USDA on today (Wednesday). He said he signed a document that will give the Town a \$75,000 grant toward the new Town Hall. He said he would like to hold a special call meeting on March 23 for USDA to come and do a presentation for the financing of the Town Hall. Also, he will have the engineers to do a virtual tour of what the facility could look like. Then when all this is done, it can go to bid in May. Council Member Howard asked if a call meeting is necessary, could it be done at the regular April meeting? Council Member Trollinger stated that he will be out of town on the 23rd. Council Member Trollinger stated that the staff in this building knows that there is a need for a town hall. He said that the Town will have to borrow the money for the difference, will that be stretching for the money? The Administrator said the Town has the money. Council Member Trollinger still had doubts about the money for the town hall. Council Member Woods said he knows the town needs a town hall, with the new subdivision the pump station needs to be looked at. The Mayor asked the clerk to give a finance report on how much money the Town has.

The Mayor asked if everyone will be able to attend the regular April meeting, and not have a call meeting? There will not be a call meeting.

Town Attorney Updates:

Ms. West stated that she had looked at some paper work concerning USDA.

Town Council Comments:

Council Member Woods thanked the Clerk for the finance information and he asked if a finance report could be given each month. The Mayor stated it would be better once every three months. The Council was in agreement.

Pro Tem Graves-Henry had no comments.

Council Member Trollinger stated he has been asking for a guideline to have when residents have questions and a copy of the Town's ordinance. The Administrator stated that the code of ordinances are being codified and this will take some time and it may be done by the summer. Council Member Trollinger suggested to the Administrator to have the codes before the Council so they would have been able to have a discussion about the issues that concerned Mr. Monroe. The Mayor replied that the public comment period is not the time for the Council to discuss anything with the residents because it will become a debate. She continued to say the Administrator will take notes and get back with that person.

Council Member Howard asked the Code Enforcer if he heard Mr. Monroe say he bought the home without knowing? The Code Enforcer replied he bought the home on what he thought the ordinance was. Council Member Howard said that he is thinking that Mr. Monroe bought the home and wants the Council to be lenient. The Code Enforcer said that he told Mr. Monroe that he can not change the ordinance. Council Member Howard continued saying that every MHP owner should get a letter saying that they do not do anything until they check with the Town and the ordinance. Council Member Woods said they should check with the Town first. The Administrator stated that the issue with Mr. Monroe is that the new ordinance dictates how large the concrete pad should be, which is twenty-five feet, his current pad is twenty-three feet. The Administrator continued to say that he continued to mention that the old ordinance states that the trailers he had is grandfathered in, but if he brings in a new trailer, that lot has to be the specification of the new ordinance. He said Mr. Monroe feels that because his MHP was built in the '70's all of the lots should be grandfathered in. Council Member Trollinger stated that the ordinance stands. The Council was in agreement.

The Mayor asked the Town's new Sergeant to introduce herself. She stated her name, Sergeant Amanda McGill and she was glad to be working in the Town. The Mayor welcomed her. Mr. Algene Tarpley stated that he had brought to the Sergeant's attention that there is a safety issue at the end of James Boswell Rd. and Hwy. 49. The residents are not stopping.

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 Trollinger. The motion carried unanimously. (5-0)

Remonia Enoch, Mayor

ATTEST: Sandra McCollum, Town Clerk