



**Town of Green Level Regular Meeting  
Green Level Municipal Building  
Thursday April 11, 2019**

The regularly scheduled meeting of the Green Level Town Council was held on Thursday, April 11, 2019 at 7:00 PM in the 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

**GOVERNING BODY STAFF PRESENT:** Town Clerk Sandra McCollum and Town Administrator Dylan Galloway.

**GREEN LEVEL TOWN ATTORNEY PRESENT:** Town Attorney Eugene Russell.

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

Mayor Enoch asked for a motion to approve the consent agenda. Council Member Woods made the motion to accept the consent agenda, seconded Council Member Trollinger. The Mayor asked for a show of hands:

Mayor Enoch, yes                      Council Member Howard, yes  
Pro-Tem Graves-Henry, yes      Council Member Woods, yes  
Council Member Trollinger, yes

Mayor Enoch asked for a motion to approve the minutes. Council Member Woods made the motion to approve February 5, 2019 minutes, seconded by Council Member Trollinger. The Mayor asked for a show of hands:

Mayor Enoch, yes                      Council Member Howard, yes  
Pro-Tem Graves-Henry, yes      Council Member Woods, yes  
Council Member Trollinger, yes

**Public Comments:**

No one spoke.

## Mr. Mike Koser- Withers & Ravenel

Mr. Koser addressed the Council with hand-outs concerning the New Town Hall and Sanitary Sewer Redesign. He stated that maybe at the time of this month occupancy may be available for the building. He said that does not mean that everything will be done because there will be a punch list. He said he noted on his list that the contractor contracted substantial competition date was to be November 5, 2018 and it is now looking at April 30, 2019. He said the contractor is subject to liquidated damages and has been in effect at \$200.00 per day since November 5, 2018. He said once everything is completed, Mr. Russell will be finalizing the change orders and other things associated with the building. He said if they (PHC) have any justification for any time extensions beyond November 5, for any legitimate reason, if whatever is not granted to them in that regards, that will remain as the days in which they will be liable for liquidated damages. He said he is not the one that can speak to the process used in ministering that aspect of it or being a part of the close out. This is where Mr. Russell will weigh in heavy on that. He said the building issue that he has a problem with is the report they got from the roofer about the leaks that have occurred. He said he went up in the ceiling to do his inspection and was directed to the wrong location and do not want to go back up and see if up there to see what is being put in this report. He said they are going to have to give more clear information for what happened and will not allow the leak to happen again.

The Mayor asked for questions. Council Member Woods had no questions. Pro Tem Graves-Henry asked if the only issued he had is the roof. Mr. Koser replied yes until the inspection is done with a punch list. Council Member Trollinger asked Mr. Koser if he would be involved in creating the punch list. Mr. Koser replied yes. Council Member Howard had no questions. The Clerk asked if the insulation going to be put in the ceiling. Mr. Koser replied yes, it is just the matter of time of getting them to do it. The Mayor asked about if the repairs were made for the leaks. Mr. Koser replied that there are two leaks identified associated with come shingles. They PNC) showed photographs showing what was fixed. He said he does not know where the other leak is and he is going to look and challenge it himself. He said the roofer said the leak was caused because the leaves had stopped up the drain pipe. He said this should not have caused a leak. Council Member Trollinger stated that if there was a leak up by the bathroom area and someone could not tell where the leak is coming from, it seems that the roofer would go into the ceiling and see where the leak is coming from. Mr. Koser agreed and said this is what he is going to do.

Mr. Koser said that he wants to talk about where he is with the redesign for the sewer system. He said he have a lot of numbers and information and it is important for the Council to know this is just done in a black box and the Council were not given any kind of accent of what is going on. **See Attached.**

The Mayor asked for questions. Council Member Woods stated that he was glad it was cleared up on how many houses the Town will be able to do in the future. Pro Tem Graves-Henry stated that he had good information. Council Member Trollinger asked for an estimated cost. Mr. Koser replied that it is in the budget of that has been approved. The Mayor said this has already been approved. Council Member Howard had no questions. The Mayor asked for a time line. Mr. Koser said they have a target to get the contractors preparing his changes to start on the Florence Road pump station with them getting to the contractors what they need on next week. The Mayor asked about the easements. He said there are eight properties for the easements and they will be following in the same easement that is there. The Mayor asked if the project be finished by the end of the year. Mr. Koser said yes.



**MEMORANDUM**

**To:** Green Level Town Board  
**CC:** Dylan Galloway, Town Administrator  
 Sandra McCollum, Town Clerk  
 Eugene Russell, Town Attorney  
**From:** Michael R. Koser, PE  
**Date:** April 11, 2019  
**Project:** Town Hall, Sanitary Sewer Redesign  
**Subject:** Status Update

This Memorandum is being provided to augment information being presented at the April Green Level Town Meeting:

**SANITARY SEWER REDESIGN**

Florence Road Pump Station Capacity Sizing for Current/Projected Committed flow:

- Existing and projected flow at buildout of Bedford Hills (using 2T criteria) (Equates to 500 - 3-bedroom homes) 182,400 gpd ADF
- Base pump capacity required for current/projected committed 127 gpm @ ADF
- 2T Rules minimum pump capacity using 2.5 peaking factor 317 gpm
- 2T Guidance for peaking factor = 3.5 to 3.7

**Recommended design pumping rate (using 3.0 peaking factor)** **380 gpm**

**Maximum pumping capacity possible based on force main capacity of 1,058 gpm**

Maximum Force Main Capacity	1,058 gpm
Apple Blossom Rated Capacity	400 gpm
Florence Road Maximum Capacity	658 gpm

**Recommended pumping capacity for Florence Road Pump Station** **525 gpm**

**Available capacity in Florence Road Pump Station sewer shed for future growth:**

Recommended Design Capacity	525 gpm
Committed Capacity	380 gpm

**Available Capacity for future growth** **145 gpm**

Equates to the 69,600 gpd with a peaking factor of 3.0 and the following possible uses:

- Business, office (25 gpd per employee/shift)
- Schools w/cafeteria, gym and showers (15 gpd per student)
- Dine-in Restaurant (40 gpd per seat)

Gravity Sewer and Force Main

Survey is underway. Preferred route for both has been established and property owners being contacted by Staff for needed easements

Flow Reduction at Otter Creek Pump Station From Redesign

182, 400 gpd of previous and committed flow = 380 gpm

60,720 gpd of previous flow before Bedford Hills = 126 gpm

**TOWN HALL CONSTRUCTION**

Contractor contracted Substantial Completion date:

November 5, 2018

Anticipated Substantial Completion date:

April 30, 2019

Liquidated Damages have been in affect at \$200 per day since November 5, 2018

Mr. Koser said the loan for the project is with BB&T. He said the Town is already making payments on it and all it is to show for it is a nice generator. He said it may be an opportunity if the Council does not want to bear the burden of the payments now, to re-negotiate that loan because he talked to a representative from BB&T. The Mayor said this needs to be looked at.

### **Town Administrator Updates:**

Rodney Gunn, Public Works Director, stated that there was a water leak on Anderson Road caused by AT&T putting in lines to make internet faster. He said the entire Town will be done. On Tuesday a water line was hit in the middle of Anderson Road and the maps he has does not show a water line in the middle of the road. He continued to say that his maps show the lines on the right side of the street. He said this happens when contractors are working and he has two employees on site when they are digging. He said it took three hours to repair and service was restored.

The Mayor asked for questions. Council Member Trollinger asked who the contractors are. Mr. Gunn replied. AT&T. Council Member Trollinger asked what is the best step for Public Works to take to find the undocumented water lines so the water lines can be documented. Mr. Gunn said this could be expensive because there are lines that he do not know where they are and to find them. He said if there is a system if the contractor had to come to the Town to find out where the lines are. Mr. Gunn said the maps are not accurate, noting that he can go back and get. He said it should have been documented when the lines were being put in. He said the maps he have is what they go by 6" PBC on the right shoulder of the road and everything out there led toward that pipe being on the shoulder of the road. Council Member Trollinger asked if there is any technology out there to help find the lines. Mr. Gunn replied there is some and they are very expensive. The Mayor asked if it is more expensive than paying for overtime for people to work. Mr. Gunn replied that there have not been a water leak in two years. Council Member Trollinger stated that it is a loss to the Town. Mr. Koser replied that his company supplies that service and he could get numbers to work with. The Mayor asked what the cost is. Mr. Koser said it is a non-fairst pipe and it cannot be tranced and need something to carry the signal. He said his company charges \$1,000 a day on site. Council Member Woods asked if the line was asbestos because a lot of the Town's lines are and the County put the lines in when they put in the water system. He continued to ask if Public Works someday, replace those line. Mr. Gunn said there are so many AC water lines in the Town. Mr. Koser said anything that went in new as part the water Tower was PBC lines. The Mayor said that she was thinking that when the Town went in contract with Mr. Bradsher he would be doing that, but looking at his contract, he is doing manholes. She said she thinks the Town should invest in finding the water lines so when contractors comes into the Town they can be held accountable. She said the Council should discuss.

### **Fee Schedule Change**

The Administrator presented the Council with a new Fee Schedule. **See Attached.**

### **Zoning Documents Reviews**

Mr. Timothy Ratcliffe, Code Enforcer, addressed the Council saying that he came to work for Green Level February, 2019 since then he has been a student of the ordinances. He

<b>Fee Schedule - Town of Green Level</b>	<b>4/4/2019</b>	
Zoning Text Amendment		\$325.00
Zoning Map Amendment/Rezoning		\$325.00
Special Use Permit		\$350.00
Minor Subdivision Plat Review		\$100.00
Major Subdivision Plat Review		\$350.00
Zoning Variance Application		\$300.00
Appeals/Interpretation (Variance Related)		\$250.00
Exempt Plat (Certificate of Exemption)		\$50.00
Recombination Plat		\$50.00
Boundary Survey Review		\$30.00
Zoning Letter		\$50.00
Permit Application		\$75.00
Storm Water Review		\$300.00
Construction Site Impact		\$300.00
Building Plan Review for Construction up to \$20000		\$150.00
Building Plan Review for Construction above \$20000		\$200.00
Setback Inspection		\$50.00
Zoning/Site Inspection for Mobile Home/Per unit		\$50.00
Cut-in Street Water Tap (ITL)	Actual cost	Plus \$200.00
Cut-in Street Sewer Tap (ITL)	on a case-by-	
Cut-in Street Water Tap (OTL)	case basis	
Cut-in Street Sewer Tap (OTL)		
Water Tap (ITL) on Same Side of Street		\$1,550.00
Water Tap (ITL) on Opposite Side of Street		\$2,550.00
Sewer Tap (ITL) on Same Side of Street		\$1,550.00
Sewer Tap (ITL) on Opposite Side of Street		\$2,550.00
Water Tap (OTL)		\$3,000.00
Sewer Tap (OTL)		\$3,000.00
Water System Development/Connection (ITL)		\$1,000.00
Sewer System Development/Connection (ITL)		\$1,500.00
Water System Development/Connection (OTL)		\$2,000.00
Sewer System Development/Connection (OTL)		\$2,000.00
Driveway Pipe if not on Highway 49		\$1,000
ABC Inspection		\$100.00
Photocopy. First page free. 10 cents per page thereafter		
Photocopy of Zoning Ordinance		\$40.00
Photocopy of Subdivision Ordinance		\$40.00
<b>ITL = In Town Limits OTL = Out of Town Limits</b>		

said that the Town is using Alamance County forms. He said the County will inspect decks, storage buildings, electricity and plumbing. He said he is concerned about set back in the Town. He said the Town has only a small corner to sign off on the forms. He said he is concerned about what people are putting up in the Town. He said if the structure is larger than 12'x12' Alamance County will inspect it. If it is 10'x10' Alamance County will not come out and inspect it. He said he is still obligated to check the setbacks. He said the new application form will allow him to inspect.

Pro Tem Graves-Henry asked if he had seen this application from another Town. He said he did research and he will be following the Green Level Code Ordinances.

Council Member Trollinger stated that there has been a lot of confusion in the Town about building things and the residents did not know that they needed a permit. He asked when are the residents are supposed to go the Town or the County. He said in order to stop the confusion why the Town doesn't do the Town's inspections. Mr. Ratcliffe replied that someone is needed to be able to do electricity and plumbing and that is what he was working on before he came to Green Level. The Mayor asked Council Member Howard if he had any questions and he said no.

The Code Enforcer presented an information sheet for zoning. He said he felt like this sheet will be helpful. Pro Tem Graves-Henry asked if there was a fee for the permit. He said \$75.00 has been used in the past. Council Member Trollinger said he have a problem with the verbiage. The Attorney said he see the confusion. The Code Enforcer said he took the words from what the Town already have.

The Code Enforcer stated that he has a Zoning Variance Application. He said this application is verification for a person wanting to build a house but the zoning may say R12 which mean 12,000 square feet of lot. He said an acre is 43,560 square feet. He said if someone wants to build a house on a lot that is 10,000 square feet, then they can apply to the Planning Board with a zoning variance application. The Attorney asked if this would apply with someone that had a lot that runs through a creek and need a variance. The Attorney said usually a variance is too approved not because the ordinance doesn't fit, but because the land creates a hardship.

The Mayor asked for questions, there were none.

### **Trash Contract**

The Administrator informed the Council that the Town has a contract with Republic Waste. He said the curb contract will increase 3.3% and 55.5% in bulk and yard waste. He asked the Council if she should put these services out for competitive bidding or extend the contract.

Council Member Trollinger asked who the Town was going to use when there is only two companies. The Clerk stated that there is a small company that is trying to get into the garbage business. The Council was in agreement to put the contract out for bid.

### **Audit Document**

The Administrator stated that the audit document is for 2017/2018 fiscal year. He continued to say that after receiving a letter from the NC Department of State Treasurer he contacted Bobby Massey, Town Accountant, and is waiting on a letter on why they were late

with the audit and how this will be prevented in the future. He said he has a document to sign and the letter has to be in by May 10. Council Member Trollinger stated that the previous Administrator suggested to the Council that they put the Town's audit out to bid. He said it was some issues but he does not remember. The Mayor said being late. Council Member Trollinger asked if the Council want the Administrator to put this out to bid. Council Member Woods and Council Member Howard said yes. The Administrator said he wanted to be clear, to put out the audit for bid. The Clerk said to make the correction, the service is accountant, not the audit service.

### Solar Farm Ordinance

The Administrator stated that after working with Mr. Green, Sable Renewable Energy, and the Attorney, they have created a great solar ordinance. He continued to say that they made an adjustment that delete the one mile separation provision that gives the Town more authority to determine the zoning and placement of solar farms. He said he had sent this to the Council last Friday and want to know if there are any questions. The Mayor asked what the limit is. The Attorney replied that in a lot of rural areas because there is land and has space for them. He said when you think of a town it has the pretentious to be a conflict with the residents because the houses are close together. He said the impact is something like a warehouse, will not have a lot of traffic and noise, just the physical impact. He said if you go with the zoning it will be already permitted there, a light industry. He said there was a separation of a mile that would have a good distance apart, but might have someone that wants to expand. He said there is one place in the Town that is zone manufacture. He said now it has to be zone before it can be place in the Town.

The Mayor asked the Attorney before anyone installed a solar farm, they would have to come before the Council for permission. The Attorney replied that they would have go through the planning and zoning process, the Planning Board and then the Council. The Clerk asked if the property is in the ETJ. The Attorney replied yes because it is in the zoning.

The Mayor asked for a motion. Pro Tem Graves-Henry made a motion to approve the Green Level Land Usage Chapter 153: Zoning, seconded by Council Member Woods.

The Mayor asked for a show of hands:

Mayor Enoch, yes	Council Member Howard, yes
Pro-Tem Graves-Henry, yes	Council Member Woods, yes
Council Member Trollinger, yes	

The Administrator asked for the Council to approve a Public Hearing for Charles Drew Solar Farm, 1478 Yanceyville Road.

The Mayor asked for a motion. Pro Tem Graves-Henry made a motion to set a Public Hearing for Charles Drew Solar Farm, seconded by Council Member Trollinger.

The Mayor asked for a show of hands:

Mayor Enoch, yes	Council Member Howard, yes
Pro-Tem Graves-Henry, yes	Council Member Woods, yes
Council Member Trollinger, yes	

The Public Hearing will be held on Thursday May 9, 2019 at 6:30 PM.



## Introduction of a Tobacco Ordinance

The Administrator said he wanted to introduce a Tobacco Ordinance a part of a healthy Alamance. He said that Burlington and Graham have this ordinance in place. He said that Impact Alamance ask if the Town has this in place.

## NC Contribution Grant

The Administrator said that the NC Contribution Grant award \$500,000 to align Green Level Church Road and James Boswell Road. He said to spoke to DOT and they will get started next fiscal year. He said the Staff did a good job helping to get this project. He said a traffic study is being conducted to see what type of light will be put up, a stop light or a caution light. He said the sewer system inspection was successful.

The Administrator said that the horseshoe tournament was successful on Saturday and he wanted to thank the Parks Director, Jamie Harvey. The Mayor asked if any money was made. The Park Director said it was \$300.00 in profit. He said \$14.00 was charged for the players, \$3.00 went the Horseshoe Tournament and \$11.00 went to the Town. The Mayor asked who did the concession. He said that he, Rodney and Dylan helped. The Mayor asked about the Baseball team. He said there have not been enough to register. The Mayor asked what happened to last year team. He said he have done all he know to do and no one register. Council Member Trollinger asked about the Recreation Committee. Jamie said he do not have any contact.

## Town Attorney Updates:

The Attorney stated that the property that the present building and the New Town Hall building has been surveyed and there is a plat that needs to be signed. He said this is to get the certificate of occupancy to satisfy the building code because there cannot be two separate zoning. He said this is combining the existing lot which is 3.2 acres and an additional acre that was purchased for the New Town Hall. He said the Council need to authorize the Mayor to sign on behave of the Town and a deed that is from the Town to the Town. The Mayor asked Council Member Howard if he had any questions. Council Member Howard asked the Attorney to repeat what he said. The Attorney repeated what he said.

The Mayor asked for a motion. Pro Tem Graves-Henry made the motion to authorize Mayor Enoch and Town Clerk to sign the deed and plat. Council Member Howard asked the lawyer if this showed the setbacks. The Attorney replied that does not show the zoning, just the leaps and bounds. He said this is one of the things that happens by combining two zoning lots. If you don't technical specify each lot will have a setback, you don't want that.

Council Member Trollinger said he seconded the motion to authorize the Mayor and Town Clerk to sign the deed and plat.

Pro Tem Graves-Henry asked for all in favor say I.

Mayor Enoch, yes	Council Member Howard, no
Pro-Tem Graves-Henry, yes	Council Member Woods, yes
Council Member Trollinger, yes	

**Council Members Comments:**

Council Member Howard, no comments.

Council Member Trollinger, no comments.

Council Member Trollinger, no comments.

The Mayor stated the meeting was long but she had a couple of things. She said that she want to talk to the Council about the old Town Hall building becoming the community center to be able to continue to use it. She asked about the garage on Hwy. 49 has several cars parked there and she said she knows that before the Code Enforcer that left, he had notified them about the problem. The Administrator said he went there several times. The Mayor asked if any paper work being done. The Administrator replied that the new Code Enforcer has been in training. She continued to say on E. Simpson Rd. the first house on the left side of the street there are several cars with no tags.

There were no further business.

The Mayor asked for a motion to go into closed session, G.S. 143-318.11(a.) (6.) confidential information. Pro Tem Graves-Henry made the motion G.S. 143-318.11(a.) (6.) confidential information, seconded by Council Member Woods.

The Mayor asked for a show of hands:

Mayor Enoch, yes	Council Member Howard, yes
Pro-Tem Graves-Henry, yes	Council Member Woods, yes
Council Member Trollinger, yes	

There were no further business.

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

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Remonia Enoch, Mayor

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ATTEST: Sandra McCollum, Town Clerk