



Town of Green Level Town Council Regular Meeting
Green Level Municipal Building
Thursday, February 13, 2020

The Town Council's regularly scheduled meeting was held on Thursday, February 13, 2020 at 7:00 PM in the Green Level Municipal Building located at 2510 Green Level Church Road.

GOVERNING BODY MEMBERS PRESENT: Mayor Carissa Graves-Henry, Mayor Pro Tem Theodore Howard, Councilmember Remonia Enoch, Councilmember Michael Trollinger (also Interim Town Administrator), and Councilmember Sandra McCollum

GREEN LEVEL STAFF PRESENT: Interim Town Administrator Michael Trollinger (also Councilmember), Town Clerk Suzanne Bigelow, and Code Enforcer Timothy Ratcliffe

GREEN LEVEL TOWN ATTORNEY PRESENT: Eugene Russell

Mayor Graves-Henry called the meeting to order and Councilman Trollinger gave the invocation.

Mayor Graves-Henry asked for a motion to approve the agenda as written. Mayor Pro Tem made a motion to approve the agenda as written. Councilmember Trollinger seconded the motion. All were in favor and the motion passed (5-0).

Mayor Graves-Henry asked for a motion to approve the minutes from January 9, 2020. Councilmember Trollinger made a motion to approve the minutes as recorded from January 9, 2020. Mayor Pro Tem seconded the motion. The motion passed (3-2), with Councilmember Enoch and Councilmember McCollum opposed.

Public Comment: None

Town Administrator Updates

New Officer

Administrator Trollinger informed the council that Sergeant Tim McVey is no longer the Town's officer and introduced Corporal Staten as the Town of Green Level's new officer. Corporal Staten gave a little of his history and made himself available to everyone in attendance.

Sharon Campbell

Administrator Trollinger introduced Sharon Campbell of Sharon Campbell Solution Group. Sharon Campbell provided the council with a proposal, containing a 5 project plan. Ms. Campbell gave a little of her history and shared that she has been in business for over 15 years. Her desire to help people led her to work with municipalities. She was one of the founders of the

North Carolina Conference of Black Mayors and worked with the Black Alliances. She has experience working with entrepreneurs and non-profits, has designed programs in both North Carolina and South Carolina, and has written multiple grants. Ms. Campbell went on to share that she had seen an article in the paper concerning the Town and as a result wanted to work with the Town in an effort to brand the Town in a more positive light. She is interested in helping the Town to create a strategic plan that benefits the Town.

She shared many ideas:

- Creating a community engagement academy – that would consist of a 6-8 week program to educate citizens on town operations and matching citizens' skillsets to town projects.
- Looking at entrepreneurship - with the coming of the training center, using caterers that live in the Town to cater for the training center. NC I Live is a grant that is coming out to help expand an entrepreneur's business.
- Non-profits – partnering with a strong non-profit to be able to acquire funds/a means to amenities a Town would not otherwise be able to obtain.
- Teamwork – working together with branding, meeting both the boards and citizens desires.

Ms. Campbell asked the council to consider her proposal and to allow her to help change the Town's narrative. There was council discussion. She offers a 6 month contract, time being dependent on how much work is done during this process. Ms. Campbell also shared that grants for the town may be acquired outside the state of North Carolina.

Wade Journey Homes

Administrator Trollinger informed the council that Wade Journey Homes has 10 lots in which they want permits from the Town to build 10 more homes off of W. Simpson Rd and at the end of James Boswell Rd. He presented video footage showing the severe decay, including many potholes, of the roads where these homes will be built and the road beyond. In order for Wade Journey to be granted these permits, the town is requiring that the ditch lines are V'ed out correctly and drive way pipes are placed under the driveways. This is to avoid the same issues, such as driveway washouts, that the Town has faced and is still facing with the prior construction of 14 Wade Journey Homes. Administrator Trollinger went on to remind/inform the council that due to the actions of former councils in 1999 and 2003, a lawsuit was filed against the Town by Herman Johnson and the people he sold his mobile home park to. A federal judge issued an order to the town transferring these streets to the Town of Green Level. As part of the settlement in 2003, the mayor and council, at the time, signed off on an agreement to allow the Herman Johnson pump station and these streets to become the Town's responsibility to maintain and take ownership of. There was council and attorney discussion concerning the confusion of not knowing whether the streets were the Town's, due to misinformation. Administrator Trollinger's recommendation was to communicate with Wade Journey to see what their forecasted date for the completion of the construction of the 10 homes are so that the Town, at the end of construction,

may repair the roads. In addition, if Wade Journey is planning to buy anymore property among the remaining vacant lots, that they would give the Town at least a 60 day notice before their land purchase is complete in order to give the Town/public works time to spade out the properties. It was mentioned that Wade Journey would be responsible for informing the new owners that road improvement will be done after home construction has been completed. There was council discussion concerning the pumping station's adequacy with these additional new homes. It was explained that the Town's engineers do not foresee an issue with the capacity at Howard Johnson's pump station once Florence Road is taken care of. Administrator Trollinger informed the council that the engineer will be getting in touch with Attorney Russell in order to get the easements in place for the Florence Road pump station upgrade project. Once the easements have been acquired, contractors should be starting this project in mid-late April.

Storm/Spill Otter Creek

Administrator Trollinger presented video footage of the Otter Creek pump station. He shared that he had found minutes from 2003-2004 discussing the Town's plans of overhauling and repairing the Otter Creek pumping station and the problem still exists. Administrator Trollinger reported that from 7:30am Thursday morning to about 8:00 pm Thursday night, February 7, 2020, he and public works tended to both Bedford Hills and Otter Creek in an event to prevent any reportable spills of sewage. Because of the large amounts of rain received and the Otter Creek pumping station not able to keep up, 34 loads were pumped and hauled on Thursday, February 7, 2020. There were 8 other municipalities in our sewer and water district that also had reportable spills. The Florence Road pump station upgrade, according to our engineers, will have a tremendous difference and decrease how much the Town will have to pump and haul in the future. The belief of Administrator Trollinger, Public Works, and the Town's engineer is that infiltration is present in our system, perhaps in a manhole somewhere down E. Simpson Road or in Otter Creek. Perhaps there is a manhole parallel to the creek that is below the surface and that is where the water is infiltrating into. The plan is to check, once the ground dries, for the place where this infiltration is taking place. Councilmember McCollum mentioned that \$10,000.00 a year was approved by the council to be put aside for work to be done to improve the Town's manholes. Administrator Trollinger stated that the Town had a sewage spill, which was reported to necessary entities and the area of the sewer spill detoxed.

Town Attorney Updates

None

Town Council Comments

Councilmember McCollum addressed Administrator Trollinger in regards to wanting the Town's credit card limit reduced from \$10,000.00 to \$5,000.00. Councilmember McCollum made a motion to reduce the credit card limit from \$10,000.00 to \$5,000.00. There was council discussion. Councilmember McCollum restated her motion to reduce the credit card limit from \$10,000.00 to \$5,000.00. Councilmember Howard seconded the motion. The motion passed (3-2).

Councilmember McCollum inquired about the mound of dirt on N NC Hwy 49, in front of Bedford Hills. Administrator Trollinger gave an update and shared that once the ground dries, this mound will be scheduled to be removed by Jerry Warren.

Councilmember McCollum wants a detailed fence ordinance to be put into place. She presented a residential fence ordinance and asked that it be presented to Code Enforcer Timothy Ratcliffe to look at, passed on to the attorney for review, and finally to the councilmembers for approval/disapproval. She'd also like for Code Enforcer Timothy Ratcliffe, to address the business on N NC Hwy 49, off of Greenway Street, which has cars blocking residents' view when getting onto N NC Hwy 49.

Councilmember McCollum requested that Public Works Director Rodney Gunn call DOT and ask that they would cut down the hanging tree limbs on N NC Hwy 49. One home is near the junk car garage and Ms. Evans yard (not the Ms. Evans next to Dollar General). Another hanging tree limb is located near Barry Day's home at 1248 N NC Hwy 49.

Councilmember McCollum addressed the Town Hall phones being auto answered as opposed to being answered by a human, thus providing customer service. Administrator Trollinger made the council aware that the Town has a Vop operated system and this internet based phone system is set up to auto answer phones.

Councilmember McCollum inquired about councilmembers having individual access to the Town Hall. Administrator Trollinger addressed the security design of the building and that this is a safety precaution.

Councilmember McCollum addressed the conflicting mailing addresses on the Town's water bills. Administrator Trollinger replied that in an effort to save tax payer dollars, the Town used its old water bills, but that we did have new ones with the correct address.

Councilmember McCollum addressed Mayor Graves-Henry inquiring if she had changed the signature documents for Wells Fargo. The Mayor let her know that the documents had been changed.

Councilmember McCollum inquired about the progress made on researching water billing software. Town Clerk Bigelow responded that she had begun to do research and was still working on it. Councilmember McCollum wants to know the amount of money that will be required for the software for Town budgetary purposes.

Councilmember Enoch inquired about the full and part time staff in the Utilities office. Administrator Trollinger informed Councilmember Enoch that this decision was made with advisement of the Town's accountants and some staff. There was some council discussion.

Councilmember Enoch shared some of her concerns after looking at the bank statements, including the purchase of a grand stand mower for \$8,775.00 and a John Deere Gator for \$13,000.00 for a total of \$21,885.00 on December 12, 2019. Administrator Trollinger explained that these purchases were done with grant money, at the discretion of USDA because the Town

had grant money totaling over \$70,000.00 that the Town needed to either spend or forfeit back to USDA. There was council discussion.

Councilmember Enoch asked about the Town's Wells Fargo credit card charge for Walmart in the amount of \$2,493.89 made on January 9, 2020. She also wanted clarification on what Core and Main provided to the Town. The answer was water meters and radio read meter equipment.

Councilmember Enoch inquired about Bobby Massey's accounting services provided to the Town. She wanted clarification on if Massey was doing all of our payroll and bookkeeping. Administrator Trollinger responded that the former administrator, Dylan Galloway shared his initial plan to 3rd party out our payroll to ADP and Massey would handle the accounting. After this, former Town Administrator Galloway decided to have Bobby Massey handle both the Town's payroll and accounting. Attorney Russell shared that the council may set standards on how situations, such as payroll, are handled by the town administrator and that no bidding requirements on professional services are required by the law. It was mentioned that this decision to move payroll and check writing from in house to Massey's was based on the following: the departure of former Town Clerk Sandra McCollum, former Deputy Clerk Auriel Cowan, and the upcoming departure of the former Town Administrator Dylan Galloway. There was council discussion as to if the former Town Administrator, Dylan Galloway, should have come to the council before a decision was made on sending payroll and accounting to Massey.

Administrator Trollinger shared that on the evening of July 26, 2019, because of illness, former Town Clerk Sandra McCollum left the meeting early with the recorder. The Town received the recorder back about a week or so later, damaged, and because of the contents of the recorder, it was locked up and kept in the event of a lawsuit from our former Parks and Recreation Director.

Councilmember Enoch thanked Administrator Trollinger for the water and sewer bills. She also made reference to the newspaper article(s) about the Town addressed by earlier speaker, Sharon Campbell and Councilmember Enoch shared her point of view concerning this.

Councilmember Trollinger had no comments.

Councilmember Howard had no comments

Mayor Graves-Henry thanked everyone for coming out. She gave a special thank you to Administrator Trollinger and all the Public Works Department for their work to take care of the major rain event the previous week. The Mayor asked for a motion to go into closed session. Administrator Trollinger made a motion to go into closed session to discuss personnel and consult with the Town attorney. Councilmember Howard seconded the motion. All were in favor and the motion passed.

Councilmember Enoch made a motion to go out of closed session. Mayor Pro Tem Howard seconded the motion. All were in favor and the motion passed.

There was council discussion about comparing the price and services of what the North Carolina League of Municipalities would offer the Town in comparison to the price and services that Sharon Campbell is proposing to offer the Town.

Councilmember Trollinger requested to be paid for his compensatory time as well as his 5% increase retroactive back to his 6 month period. Mayor Graves-Henry made a motion to give Michael comp time in his next pay check, as well as his 5% entitled increase retro back to his 6 months. Mayor Pro Tem Howard seconded the motion. All were in favor and the motion passed.

Mayor Graves-Henry asked for a motion to adjourn. Councilmember Enoch made a motion to adjourn until Thursday, March the 12th at 7:00 pm. The meeting was adjourned at about 10:50 pm.