



**Town of Green Level Town Council Regular Meeting**  
**Green Level Municipal Building**  
**Thursday, April 9, 2020**

The Town Council's regularly scheduled meeting was held on Thursday, April 9, 2020 at 7:00 PM in the Green Level Municipal Building located at 2510 Green Level Church Road. Due to the Coronavirus pandemic and Governor Cooper's order (no more than 10), the public was not allowed to meet in the building but were able to access Zoom by going to the following site on an electronic device for listening and viewing - <https://us02web.zoom.us/j/886434500?pwd=amU3MmNzTHQyTkNmVXA0aktnUHp2dz09> and entering the following credentials - Meeting ID: 886 434 500 Password: 928460. For listening only, the public was able to call (312) 626-6799 and enter Meeting ID: 886 434 500# Password: 928460# for access.

**GOVERNING BODY MEMBERS PRESENT:** Mayor Carissa Graves-Henry, Mayor Pro Tem Theodore Howard, Councilmember Remonia Enoch, Councilmember Michael Trollinger, and Councilmember Sandra McCollum

**GREEN LEVEL STAFF PRESENT:** Town Clerk Suzanne Bigelow, Public Works Director Rodney Gunn, and Billing Specialist Regina Johnson

**GREEN LEVEL TOWN ATTORNEY PRESENT:** Eugene Russell (via Zoom)

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

Mayor Graves-Henry made the public on Zoom aware that the Town was not allowing the public in the building at this time; however, those wanting to participate in public comment are able to send a text message to (336) 260-0776 and they will be called back in the order that the Town receives their texts. Per the Mayor, this text option will be available for about 15 minutes, prior to the public comment period.

Mayor Graves-Henry asked for a motion for consent agenda approval. Councilmember Trollinger made a motion that we accept the agenda as it is provided. Councilmember Enoch 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 March 12, 2020. Councilmember Enoch voiced that she had amendments that needed to be made to the March 12, 2020 minutes.

Councilmember Enoch's observations and issues with the minutes included:

On page 3 – down at Councilmember Trollinger addressing the council- there were some things that were stated and omitted, such as not including that Councilmember Trollinger stated that he would not work with Councilwomen Enoch and McCollum and that he would see to it that they would not hold office again.

On page 4 – under Mayor Updates, where it is written “No reason for the negative votes was given”, Councilmember Enoch stated that she did respond. She’d like written that she did respond.

On page 4 – under Town Administrator Updates – 2nd paragraph – Councilmember Enoch asked for an amendment to be inserted near “Councilmember Trollinger made a motion to list the Code Enforcer’s salary range...and allow the Mayor to review the applications, and make a decision on the candidate for that position...”. Councilmember Enoch contests that the motion should say and bring back to the council, instead of “make a decision on the candidate for that position”. There was council discussion. She’d like this to be reviewed on the recorded minutes.

Under Town Council comments – Councilmember Enoch stated that when she commented, she had requested that Mike Koser attend the next council meeting and that had not been included in her comments.

Mayor Graves-Henry asked for a motion to table the approval of the minutes until they have been reviewed. Councilmember Enoch made a motion to table the approval of the minutes of the March 12, 2020 meeting until they’ve been further listened to or corrected. Councilmember McCollum seconded the motion. Councilmember Enoch, when asked for her motion to be repeated, made a motion that we table the approval of the minutes of the March 12, 2020 meeting until they’ve been reviewed. There was some council discussion with the conclusion being that the council will do this review and that it will take place before the next council meeting. Each councilmember will each get a copy of the recorded minutes so that they may individually listen to them. This motion passed, with all in favor (5-0).

**Public Comment:**

No public comment

**Mayor’s Updates**

Mayor Graves-Henry presented the Eddie Carrick, CPA, PC Contract and asked if there were any questions. There was council discussion and additional time to review the contract was needed. Mayor Pro Tem Howard made a motion that we would have Attorney Russell to review the contract that was proposed by Eddie Carrick, CPA, before we sign the contract. Councilmember Trollinger seconded the motion. All were in favor and the motion passed (5-0).

Covid 19 updates – The Town of Green Level is in a State of an Emergency, which was declared on March 24, 2020, following Alamance County’s State of Emergency and have taken measures to try to protect residents, staff, and council. The Town is taking threats of the deadly virus seriously by using social distancing. Town hall is closed to the public; however, staff is still available during normal office hours of 8am – 5pm, via phone or email. Water bill payments

may be made using the drop box, mail, or online. Per the Governor's order, there will be no late fees charged to customers' accounts. Water will not be shut off, temporarily, per Governor Cooper's order, but water bill customers are encouraged to continue to pay their bills to avoid accumulating water bills that cannot be paid. Staff is alternating between working from home, staggering schedules, and working in the building. Social distancing is also being practiced. Green Level Municipal Park's hours have been temporarily reduced to 8am - 4pm, Monday through Friday and is closed on Saturday and Sunday. Some of the park equipment is not accessible. At this time, no shelter applications for the Park are being taken until further notice; however, we will accept information for those wanting to rent shelters after September 1, 2020 and their ability to rent will depend on the status of the Coronavirus and guidelines put in place at that time.

Republic Services have made some Covid 19 changes to include them picking up container contents only. Republic will pick up bags of up to 50 pounds in the absence of a container. Bulk and yard waste pick up has been suspended until further notice. The Town has been offered alternate disposal methods, such as a rollaway cart. Republic has asked the council for their approval/acceptance, in an effort to ensure that everyone understands, the changes they have made. The Mayor will then put that in letter or contract form. Once the approval/acceptance has been given, the Town will then make their citizens aware of changes. Republic will keep us abreast of any further changes. While Republic will not decrease the Town's contract price for the deduction in services provided to the Town, they will not increase the contract price, either. They are having to dump twice as much waste since people are eating at home. There was council discussion including the suggestions of looking into Waste Industries for our trash services or the Town purchasing a used garbage truck. Considerations should be given to what the contract with Republic entails, such as the expiration date and what the cost to get out of the contract would be. Concerning a used truck, possible dump sites and the hiring of additional employees should be factored in. Mebane and Graham picks up their own trash. Looking into partnering with another municipality may be a more suitable resolution, financially. There was more council discussion about possible contract violations/issues against Republic, to include - liquid out in front of Mr. Burton's home and a spill on James Boswell Road. There was additional council discussion concerning the amendments made by Republic to the Town's brush pick up guidelines. Attorney Russell will look at the contract that the Town has with Republic in light of the changes Republic has made to see what options the Town has.

The Town's website is being updated with Covid 19 information.

Code Enforcement – The Town has signed a temporary month to month contract with Dennis Pinnix, in which he will serve the Town in the capacity of code enforcer for up to 8 hours per week. This contract may be brought to an end once a code enforcer is found. The charge for this code enforcement service is \$48.00 an hour and planning services are \$60.00 an hour. There was council discussion and questions directed toward the Public Works Director, concerning inspections for residents moving into the Town and requiring water services. These inspections are estimated to take around 30 minutes each. There was more council discussion. There is a property on Anderson Road in question, near LaRancherita. The Public Works Director along

with Code Enforcer Dennis Pinnix will check and see if the owner has obtained the proper permit to work on their home. This home was in very poor condition upon its initial inspection for water by Tim Ratcliffe. There was a concern with the Code Enforcement contract. Mayor Pro Tem Howard suggested that the contract contradicted itself. On the first page, section 2 – where it says it covers all cost versus the second page, section 4, paragraph 2 – stating that postage costs for sending letters will be an additional \$.60 per letter. Also, clarification of the code enforcer’s work days whether Monday – Friday or to include weekends should be stated in the contract. There was some council discussion with Public Works Director. There was inquiry as to if Attorney Russell had seen the contract and he had not.

Concerning Deputy Patrol, Mayor Pro Tem Howard asked for clarification of the hours of the Town’s deputy. It was explained that the Town’s deputy is on a rotation that varies and there are also a variety of different deputies and police vehicles (some unmarked) that may patrol the Town at different times during the day or night. There was council discussion. It was unknown if the deputies come into the Town Hall on the weekends and it was said that this will be looked into. There was some council discussion. It was shared that the Town used to have 2 officers assigned to it and with the Town’s growth it may be a good idea to look into a second officer for the Town. Per Council input, we will look into what it will take to get 2 officers at the Town and also look into the deputy’s weekend schedule.

### **Town Clerk Updates**

Continuing with Deputy Patrol, the Clerk shared Cpl Staten’s updates:

- A request for a logistics report from Mayor Pro Tem Howard as to what is going on in Green Level has been requested, but it is being put off at this moment with Coronavirus issues taking precedence.
- There have been no arrests in Green Level resulting from a criminal offense since the last council meeting.
- They’ve been working on social distancing.
- There is a violent felon at 121 Telegraph Lane and neighbors have complained about this resident. The Sheriff’s department has received numerous calls and the HOA needs to get the ball rolling with this. A Durham police officer is one of the ones complaining.
- There have been minor calls from the Town of Green Level, as with other municipalities, with 27 domestic calls in all and out of these only 8 arrests. No arrests in Green Level for violent crimes. This number is low.

The Clerk shared Independence Day Celebration updates given to her by the Parks and Recreation Director. Vendors that have been given a deposit are willing to hold onto it for another year and reschedule. Mr. Johnson is waiting for one more vendor to let him know if they are open to rescheduling, as well. One vendor offered to return the deposit.

The Clerk informed the council of information for the budget given to her by Will from Massey’s Office: He wants to wait until he has 3 full quarters of data, which will be at the beginning of May. Will is available to meet with the Mayor, Mayor Pro Tem, and Clerk on May 6<sup>th</sup> or 7<sup>th</sup>. This meeting will give the Town an overview of what has been paid out and just a

better grasp in preparing the budget for the next year. The budget amendment would also need to be presented about this time. There was council discussion. The Mayor will give a report from the meeting with Will via email or at the next council meeting.

The council was made aware of the option to get direct deposit instead of a paper check.

The Clerk acknowledged Billing Specialist Regina Johnson for her tireless work with putting together tonight's Zoom meeting.

The acquiring of a rollaway cart was discussed. Mayor Graves-Henry asked for a vote. Councilmember Trollinger voted in favor of a rollaway. Councilmember Enoch seconded the motion. All were in favor and the motion passed (5-0). The mentioned location for the rollaway cart is behind old Town Hall.

### **Public Works Update**

Public Works Director Rodney Gunn informed the council of pressing old business. The Town has been maintaining the streets, water, and sewer for Bedford Hills since May 2018 and no one has signed for it. He received a call from the state concerning this. He needs acceptance letters for water-sewer phases IB and II and street for phases II and III. He believes Phase III water and sewer is still in the warranty phase and will not be taken over by the Town until it is out of warranty. The attorney and Mike Koser have reviewed these letters and find them acceptable.

The Public Works Director is expecting Mike Koser to send him sewer project updates as early as Monday. They will start doing preliminary work, such as easements. When this project starts and the digging begins, there will be a lot of construction taking place on N NC Hwy 49 and Carter Road.

The Mayor asked for a motion to approve the streets. Councilmember Trollinger made a motion that the council accepts the streets in the phases in the letter that we have received to be signed off on by the Mayor. Councilmember McCollum seconded the motion. All were in favor and the motion passed (5-0).

There was an inquiry made about the patching/paving on a much damaged Birch Road. The Public Works Director made the council aware that the vendors he uses for paving have been dealing with Coronavirus issues so paving services have been delayed, but this street is on his list. There was council discussion.

Mr. Gunn is waiting on Riley Paving, who is currently dealing with sickness, to give him his third quote for the paving of W. Simpson Road, near the Wade Journey Homes.

### **Town Attorney Updates**

Attorney Russell discussed 3 items:

Pertaining to the Sewer project – He connected with Mike Koser who provided maps of properties affected. They have a list of property owners that will be affected. Most of the owners will need 5' temporary construction easements and 6 property owners will need

permanent 20' easements. He has begun to gather deeds needed to construct the temporary and permanent easements.

Reminder that the Town's zoning ordinances need to be reviewed, per the legislature, and brought up to date by January 1, 2021. The Town may want to look for assistance to get this done.

Concerning the Fence Ordinance Update - per Councilmember's McCollum fence ordinance information submission, Mr. Russell fit this into to the language that fits our current zoning ordinance.

There was council discussion. Mr. Russell recommended that the council approve the fence ordinance as opposed to doing a moratorium (requires a notice and a hearing). There was more council discussion and a little time given to review the ordinance for questions and comments. Councilmember Enoch made a motion that we adopt the zoning ordinance for fences. Councilmember McCollum seconded the motion. The motion passed (4-1).

### **Town Council Comments**

Councilmember McCollum asked if Willie Golden was still on payroll and Councilmember Trollinger responded that he was.

Councilmember Enoch would appreciate more communication in regards to what is going on at Town Hall and not get items second hand. She'd like to be more informed. She expressed her appreciation for everyone's effort in that no one has experienced this before. She'd like to see more cross training with the staff once we have a full staff, so that in situations like these staff can pick up the slack, where needed, because they have been cross trained.

Mayor Pro Tem Howard inquired about the water leak at a residence on Pillow Lane. He discussed the details about the resident's situation as well as the guidance he gave her to get this leak fixed. There was council discussion.

Councilmember Trollinger applauded the staff for doing a great job in the midst of what they have been tasked with. He mentioned we have learned how to use Zoom and agrees with Councilmember Enoch's comment about the cross training of staff.

Mayor Graves-Henry mentioned that no one has any definites in this Coronavirus season. She stressed that we are still in a State of Emergency. We are under a stay at home order. We want to remain safe and take care of our families, since no one is exempt from this virus.

Mayor Pro Tem Howard asked about Carol Bruner's Mobile Home Park. Mr. Gunn shared that the problem was the Mobile Home Parks, and that the water line had been reduced from a 2" water line down to a 1 1/4" water line and finally down to a 3/4" water line. In the reducing, galvanized couplings were used and corrosion had taken over. Trash was found in this line and present at the first trailer. Mr. Gunn informed the council that the new owner hooked up a booster pump and have been on 65 pounds ever since. Per Mayor Pro Tem Howard's request, Mr. Gunn will inquire as to how much this cost. Mayor Pro Tem Howard acknowledged

Councilmember Trollinger's saving the Town money by not accepting this problem as the Town's. Mayor Graves-Henry highlighted Councilmember Trollinger's savings to the Town.

Mayor Graves-Henry mentioned that we would continue to update the website as much as possible. She also thanked the Clerk and Billing Specialist for all their hard work.

Councilmember Enoch mentioned the "residential" for sale sign that should say "commercial" on N NC Hwy 49 and came up with various ways this could be corrected, including Public Works employee Shannon Alston painting on the sign to correct it. Mr. Gunn will have Mr. Alston take care of this.

Mayor Graves-Henry encouraged all to stay safe during this Covid 19 and work together to stop this Pandemic.

Mayor Graves-Henry asked for a motion to go into closed session for confidential information and personnel. Councilmember Trollinger made a motion go into closed session stating confidential matters and personnel. Mayor Pro Tem Howard seconded the motion. All were in favor and the motion passed (5-0).

Councilmember Trollinger made a motion to go out of closed session. Mayor Pro Tem Howard seconded the motion. All were in favor and the motion passed (5-0).

The Clerk discussed some issues that were being experienced with the cleaning vendor, Ms. Milliken. This included an area in the Billing Specialist's office that had not been cleaned and as well as the vendor displaying a possible attitude. A checklist had been constructed in order to give Ms. Milliken some focal points in an effort to get the important areas cleaned regularly. Feedback from the other office staff had been obtained.

Councilmember Trollinger mentioned that he had frustrations with Ms. Milliken's performance, but he tried to keep things kosher, respecting her as a local businesswoman. He shared that he swept his office on numerous occasions. She was good about getting his trash; however, he had to take out the trash in the multipurpose room. Her contract includes both buildings and extended hours, yet there was visible evidence that the old Town Hall was not being cleaned and Councilmember Trollinger inquired about this. He brought up a time when Ms. Milliken and a Town employee partook in a long conversation. He mentioned that all of this is correctable. He shared that this situation has been blown out of proportion based on the emails he's seen; asking a contractor to work with the Town is not too much to ask. Councilmember Trollinger suggested that during the pandemic, staff who are not getting their hours, clean, as Ms. Milliken's hours are reduced. She can choose to work with the Town or not and vice versa. He suggested that when the pandemic is over, Ms. Milliken go back to her regular hours.

Mayor Graves-Henry expressed that she was offended with Ms. Milliken's attitude asking if she had spoken to the council about the discussion the Mayor was currently having with her. Councilmember McCollum expressed her disappointment with the write ups from staff members. There was heated council discussion.

Billing Specialist asked the Mayor for permission to speak. She discussed Ms. Milliken's extended social times and the difference in her behavior.

Mayor Graves-Henry expressed herself concerning Ms. Milliken. There was more council discussion. Attorney Russell highlighted that Ms. Milliken's contract says that the Town may adjust services and responsibilities. Attorney Russell brought up the need for Ms. Milliken to have a supervisor. Councilmember Trollinger suggested that Ms. Milliken report to the Clerk and be allowed to have a one on one conversation as far as what is expected.

Councilmember Trollinger suggested that the Clerk be Ms. Milliken's report to person and cut the hours as necessary that her hours will be adjusted to 13 hours based on the workload of our full time employees or part time employees. Mayor Graves-Henry seconded the motion. The motion passed (4-1) with Councilmember McCollum being opposed.

Mayor Pro Tem Howard made himself available for the Clerk to call instead of calling the Mayor, if there is a bad attitude being exhibited by Ms. Milliken.

Councilmember Trollinger asked if anyone was keeping track of the Town's loss in late and cut off fees. Billing Specialist made him aware that she is required to report to the State weekly on the number of payment arrangements she entered into with customers, as well as the Town's loss of late and cut off fees.

The Clerk let the council know that the jump drives containing the recorded meeting for March 12, 2020 will be ready on Tuesday.

Mayor Graves-Henry made a motion to adjourn the meeting until Thursday, May 14, 2020 at 7:00 pm. Councilmember Trollinger seconded the motion.

**\*\*\*Per this April 9, 2020 meeting requests for edits by Councilmember Enoch:**

Each request is listed first and the action(s) taken follows that request:

On page 3 – down at Councilmember Trollinger addressing the council- there were some things that were stated and omitted, such as not including that Councilmember Trollinger stated that he would not work with Councilwomen Enoch and McCollum and that he would see to it that they would not hold office again.

The recorded minutes contained the below paragraph, but not the above, so the below was added to these minutes.

Councilmember Trollinger stated that as long as he is a Town of Green Level Councilmember he will do everything in his power to make sure that neither Councilmember Enoch nor Councilmember McCollum will ever hold a position on this council other than councilmembers because they've proven time and time again that they do not know how to handle title, power, and authority because they will abuse it.

Also added - and verified by past meeting minutes.



On page 4 – under Mayor Updates, where it is written “No reason for the negative votes was given”, Councilmember Enoch stated that she did respond. She’d like written that she did respond.

Deleted – No reason for the negative votes was given.

Added - Councilmember Enoch responded that personnel matters are closed session.

On page 4 – under Town Administrator Updates – 2nd paragraph – Councilmember Enoch asked for an amendment to be inserted near “Councilmember Trollinger made a motion to list the Code Enforcer’s salary range...and allow the Mayor to review the applications, and make a decision on the candidate for that position...”. Councilmember Enoch contests that the motion should say and bring back to the council, instead of “make a decision on the candidate for that position”. There was council discussion. She’d like this to be reviewed on the recorded minutes.

Above motion was recorded correctly in the minutes, so nothing was changed.

Under Town Council comments – Councilmember Enoch stated that when she commented, she had requested that Mike Koser attend the next council meeting and that had not been included in her comments.

Added - Councilmember Enoch would like Mike Koser to possibly come to the next meeting and give a report