**Town Council Regular Meeting**

**Green Level Municipal Building**

**Thursday, May 11, 2023**

**MINUTES**

The regularly scheduled meeting of the Town of Green Level Council was held on Thursday, May 11, 2023, at 7:00PM in the Green Level Municipal Building located at 2510 Green Level Church Road.

**Governing Body Members Present:** Mayor Sandra McCollum, Mayor Pro-Tem Remonia Enoch, Councilwoman Patricia Jones, Councilman Jose McBroom & Councilman Theodore Howard.

**Governing Body Members Not Present:** None.

**Green Level Elected Officials Present:** Town Administrator Barrett Brown, Town Clerk Jeremy Edmonds & Town Attorney Eugene Russell.

**Also in Attendance:** Accountant William Boney, Alliance Code Enforcer Tristan Smith, Alliance Code Enforcer President Brandon Emory & Alamance County Sgt. Danotric Nash.

**Mayor McCollum called the meeting to order at 7:00pm.**

**Roll Call:**

Town Clerk Jeremy Edmonds conducted a roll call of the Town Council. All council members were present.

**Invocation:** Mayor Pro-Tem Enoch.

**Approval of Agenda**

Mayor McCollum asked if there are any amendments needed for the May 11, 2023, draft agenda and all council members stated No. Mayor McCollum stated that the agenda will run as stated and there is no need for a vote because there are no amendments. The May 11, 2023, draft agenda is approved.

**Approval of Minutes**

Mayor McCollum entertained a motion to approve the draft minutes from the April 13, 2023, Town Council Regular Meeting as corrected. Councilwoman Jones made a motion to approve the draft minutes from the April 13, 2023, Town Council Regular Meeting as corrected. Mayor Pro-Tem Enoch seconded the motion. A roll call vote was conducted. Mayor McCollum voted yes. Mayor Pro- Tem Enoch voted yes. Councilman Howard voted no. Councilman McBroom voted no. Councilwoman Jones voted yes.

The motion passed (3-2).

**Public Comments**:

There were two public comments. The first public comment was from Mr. Michael Trollinger. He had concerns about a notice of violation that he received about a property that he owns about the grass not being mowed. His concern was not with the violation but with the violation only giving him less than seven days to get it done. The second public comment came from Mrs. Lasheka Wilks who had a concern about her car being towed from the Bedford Hills Community without there being any notice of towing signs in the area that her car was parked at and for the time frame that her car was towed.

**Code Enforcement Report:**

Alliance Code Enforcement President and Planning/Zoning Administrator Brandon Emory stated that there were forty-nine cases open within the last month and of those forty-nine cases, twenty-nine of them were abated and ten of them are actively in progress. He stated that there are also ten cases that are either new or have made no progress since opening them up. Mr. Emory stated that at the last council meeting it was brought up, discussed, and voted on about the number of complaints that was being received about the parking on the streets of the Bedford Hills Community and it was then determined to create some type of regulation. Mr. Emory stated that it was determined by the Town Council that they would put “No Parking Signs” in Bedford Hills that would read “No Parking from Monday-Friday from 6:00am – 6:00pm” and violators would be towed. Mr. Emory advised that every house that had a vehicle on the street at that time was immediately posted and notified. He also let the council know that as it got closer to the actual start date, he had some of his inspectors go out and post notices of the new regulation at every property so that no one would not be aware of the new regulation. He advised that the notice was posted on the front doors of the properties. Mr. Emory advised the residents that the Town of Green Level does not have any say on what the Tow Truck procedures and fees are. He let the council know that to date, four vehicles have been towed from Bedford Hills. Mr. Emory stated that once the towing takes place, Alliance Code Enforcement will provide the owner with a post tow notice, per the ordinance standard that lets the owner of the vehicle know who towed the vehicle, where it is located, how to contact the tow company and what to do to retrieve the vehicle. He stated that they will get the post tow notice out as soon as possible because he realizes time is critical. He advised the post tow notice will be hand delivered or posted on the property. Mr. Emory reminded the council that at the last council meeting, one of the citizens had a complaint concerning one of their neighbors that was playing their music too loud. He explained that two days after speaking to the complainant Alliance Code Enforcer Tristan Smith spoke with the complainant, contacted the homeowner in question and made him aware of the noise ordinance. He advised that he was very cooperative, he understood everything that was told to him, and he complied. No further complaints have been received on that matter. Mr. Emory let the council know that he followed up on some intel about an address that did not have running water. He stated that the property was found in violation of minimum housing standards, and he proceeded with drafting a notice of hearing. Mr. Emory stated that while investigating that case, he found another house that also did not have running water. He said that he logged in to file them both and has two hearings scheduled for the following week. Mr. Emory said that there were some concerns brought to his attention in reference to the trailer park area of James Boswell. The concerns were that there were some permits not on file and the placement of some of the trailers. Mr. Emory advised the council that he personally went out there to conduct a physical inspection. He stated that all the trailers that he saw placement wise, anything that was preexisting, any lots that was preexisting to the current ordinances which have been there quite a while even if they did not have trailers on them predates the zoning ordinances that are in place as of today, which means that it would be considered grandfathered in. He stated that any expansion that was done fell under the MHP zoning district, those trailers are required to be a minimum thirty feet apart. He advised that everything is good as far as the placement but there are several properties that did not have zoning permits on file, these residents were given notice of violations and they are given ten days to contact Alliance Code Enforcement and apply for a permit so that they can go through that process and make sure everything is done correctly. Mr. Emory let the council know that they have a planning board meeting scheduled for Tuesday May 16, 2023, at 6:00PM and they he has three of the members already confirmed. He shared that they will be discussing the rezoning for the MHP for the zones that are in the 49 corridors. He advised that this rezoning is going to take place so that no other trailers can be put in there. He told the council that Mr. Brown will be ordering some signs so that they can post the actual property in that area to inform the residents that there will be public hearings about the rezonings. He also stated that they will be looking into doing some rezoning for some of the town owned properties on highway forty-nine. Mr. Emory is asking the council members if they want to have a special call meeting to set up these public hearings and vote or do they want to wait until the Town Council Meeting that will take place on June 08, 2023, to have the public hearings. Mr. Howard stated he would like to get more in depth before he decides, but he will be for doing it at the June 08, 2023, meeting. Councilman McBroom agreed with Councilman Howard. Mayor Pro-Tem Enoch stated she would like to have a special call meeting before the next Town Council Meeting because she would like to get this done as soon as possible. Councilwoman Jones stated that she would like to have a special call meeting and Mayor McCollum said that she would like to have a special call meeting. Mr. Emory stated only three of the council members had to be in attendance. Mayor McCollum, Mayor Pro-Tem Enoch, Councilwoman Jones along with Town Attorney Russell and Mr. Emory agreed that the Special Call Meeting would take place on Tuesday May 30, 2023, at 6:00PM. Lastly, Mr. Emory brought up the reoccurring discussion about the burning throughout the town and whether it was permitted or not permitted. Mr. Emory is requesting that there be a vote on how to move forward with this situation because he wants it to be set in stone and consistent across the board. After Considerable Discussion between all councilmembers, Mr. Russell, and Mr. Emory about burning throughout the town the Councilmembers made a vote about the burning in the Town of Green Level. Mr. Emory presented a draft burn permit that residents would have to get approved before they are allowed to burn. The burn permit will be for a specific time and date.

Mayor McCollum entertained a motion to accept/enact the draft burn permit presented by Mr. Brandon Emory, Planning and Zoning Administrator/Alliance Code Enforcement President. Mayor Pro-Tem Enoch made a motion to accept/enact the draft burn permit presented by Mr. Brandon Emory, Planning and Zoning Administrator/Alliance Code Enforcement President. Councilman McBroom seconded the motion. All in favor except Councilman Howard.

The motion passed (4-1).

**Town Administrator Updates**:

1. **Human Resources Report:**
2. Staff Trainings & Conferences

Mr. Brown stated that he will be attending the North Carolina Rural Water Association from Monday May 15th through Thursday May 18th. Mr. Brown shared that he talked to the Utility Billing Specialist, Gael Baskerville and she stated there is a utility billing and collections administration course available and Mr. Brown wanted to get permission from the council for her to attend the course. Mayor McCollum stated that she doesn’t have a problem with any of the employees attending training.

Mayor McCollum entertained a motion that the Utility Billing Specialist, Gael Baskerville can attend the Utility Billing & Collection Administration course in Chapel Hill, NC from June 1, 2023, through June 2, 2023. Councilwoman Jones made a motion that the Utility Billing Specialist, Gael Baskerville can attend the Utility Billing & Collection Administration course in Chapel Hill, NC June 1-2, 2023. Councilman Howard seconded the motion.

The motion passed unanimously (5-0).

1. Current Vacancies

Mr. Brown advised the Town Council that there is an open vacancy for a Public Works Director, as well as a Public Works Laborer 1 that has been posted on various outlets.

1. Introduction to New Staff

Mr. Brown advised the Town Council that Mr. Brandon Enoch has been hired as the Parks & Recreation Director. He stated that he is highly qualified, filled with great ideas and is already doing a great job with the Parks & Recreation Department.

1. **Parks & Recreation Report:**
2. Upcoming Events

Mr. Brown stated that the town was scheduled to have a food truck event in May, but it has been cancelled due to lack of participation. He stated that there will be a couple of Movies in the Park this summer. Mr. Brown advised that the first Movie in the Park event will be held on May 27, 2023, from 8:00pm – 11:00pm at the Green Level Municipal Park and that movie will be Black Panther Wakanda Forever. Mr. Brown reminded the council that the preparations for the Juneteenth event are under way. He stated that this year the town will be able to utilize more of the park versus the previous years because of the clearing of the land in the park. Mr. Brown advised that there will be some special guest in attendance this year. Mr. Brown stated that Ms. A& T and the mascot will be on the program along with other different types of entertainment.

1. Park Update

Mr. Brown advised the council that the upcoming shelter rentals are May 6th, May 13th, and May 27th. Mr. Brown let the council know that the President of the North Carolina Horseshoe Pit Association was not able to make it to the May council meeting but will attend the June 8, 2023, Town Council Meeting to try to discuss how the relationship between their association and the Town of Green Level will be going forward.

1. Community Center Update & Quote

After considerable discussion from the entire council body, Town Administrator Brown and Town Attorney Russell, the Town Council made a formal vote to make the decision to move forward with Spector Inspections to complete the remaining renovations at the Green Level Community Center.

Mayor McCollum entertained a motion to ratify the contract with Zach Patterson from Spector Inspections to move forward with completing the remaining renovations to the Green Level Community Center. Councilwoman Jones made a motion to ratify the contract with Zach Patterson from Spector Inspections to move forward with completing the remaining renovations to the Green Level Community Center. Mayor Pro-Tem Enoch seconded the motion. All in favor except Councilman Howard and Councilman McBroom.

The motion passed (3-2).

1. **Public Works Report:**
2. Roads & Transportation

Mr. Brown advised the Town Council that the North Carolina Department of Transportation is surveying the alignment of James Boswell Rd. and Green Level Church Rd. Mr. Brown stated that this has not cost the town any money and that is a seven-year plan. Mr. Brown stated that the No Parking signs had been placed in the cul-de-sacs of Bedford Hills because the emergency vehicles, sanitation trucks, and school buses were having trouble turning around due to the cars being parked on the roadway.

1. Water & Sewer

Mr. Brown advised the council that the handheld radio meter reader and the backup reader failed. He stated that the meters were read in a different way this month, which was public works going to every meter and reading them physically. He stated that the handhelds were being fixed and should be back in time for the next reading. Lastly, Mr. Brown let the council know that the town will be getting a backup handheld that will be kept on the charging station in the Utility Billing Office.

1. Pump Station Upgrade

Mr. Brown stated that Yates Construction are ready to get back to work. He stated that next week they will have some work orders for work that has been done to give to the council. Mr. Brown stated that once the town and Yates Construction settle on what is owed, then the pump station project will only take about six weeks to complete. Mr. Brown advised the council that the town will need to secure about fifty feet of easements around the outside of the pump station. Mayor McCollum told Mr. Brown that she has the information that he will need regarding the easements.

1. Water Interruption

Mr. Brown advised the Town Council that there was a water interruption that occurred in Graham that affected the Town of Green Level for a short period of time. He stated that Public Works responded promptly, and the water was back to normal operations within six hours.

1. Generators

Mr. Brown stated that the generators have arrived, and they are now just waiting to be installed. Mr. Brown said that every pump station will have a generator except for the Sam Gwynn Pump Station.

1. **Training Center Update:**

Mr. Brown stated that he met with Dr. Gatewood from Alamance Community College. He advised that they are proposing to move forward with the training center project but they want to move the burn tower to Burlington so there won’t be a water pressure shortage when the people are training and using the fire hose to put the fires out.

1. **Consumer Confidence Report:**

Mr. Brown stated that the 2022 Consumer Confidence Report will be available on June’s water bill for the residents to view. The CCR link will also be available in the newsletter, and it is available on the town’s website.

1. **Water Shortage Response Plan:**

Mr. Brown advised the Town Council that he has provided a water shortage response plan in their agenda packets. He stated that the town must have a plan, and that there will need to be a hearing to approve it. Mr. Brown said that this must be done by resolution so once the hearing is set then the council could choose to adopt the plan at the public hearing by voting. The council members agreed that they will vote on the resolution for the water shortage response plan at the public hearing that will be held on May 30, 2023.

Mayor McCollum entertained a motion to approve to pay Evoqua Water Technologies LLC for the purchase and delivery of the 2504 gallons of Bioxide for the pump station at the price of $10,717.12. Mayor Pro-Tem Enoch made a motion to approve to pay Evoqua Water Technologies LLC for the purchase and delivery of the 2504 gallons of Bioxide for the pump station at the price of $10,717.12. Councilwoman Jones seconded the motion.

The motion passed unanimously (5-0).

Mayor McCollum entertained a motion to approve to pay C & J Utilities $32, 772.25 for various work done at Apple Blossom Pump Station. Councilwoman Jones made a motion to approve to pay C & J Utilities $32, 772.25 for various work done at Apple Blossom Pump Station. Councilman McBroom seconded the motion. All in favor except Councilman Howard.

The motion passed (4-1).

1. **First National Bank:**

Mr. Brown stated that the town has moved most of the funds from Wells Fargo to First National Bank. He advised the council that Town Clerk Edmonds was coordinating the training for the staff to be trained on the check scanners and credit card machines.

1. **ARP Report Submission:**

Mr. Brown advised the council that the ARP Reporting had to be completed by April 1, 2023. He stated that he turned that in on time.

1. **Audit Report:**

Mr. Brown advised the Town Council that the Town’s Accountant William Boney will discuss the audit updates in closed session.

**Town Attorney Updates:**

No comments from Mr. Russell.

**Town Council Comments**:

Councilman Howard did not have any further comments.

Councilman McBroom did not have any further comments.

Councilwoman Jones wanted to thank everyone for coming out and she wanted to remind everyone if you are a resident of the Town of Green Level then you do have a voice.

Mayor Pro-Tem Enoch did not have any further comments.

Mayor McCollum did not have any further comments.

Mayor McCollum entertained a motion to close the Regular Town Council open session and go into closed session for general statute 33c.143-318-11 to discuss personnel and to consult with the town attorney. Mayor Pro-Tem Enoch made a motion to go into closed session for general statute 33c.143-318-11 to discuss personnel and to consult with the attorney. Councilwoman Jones seconded the motion.

The motion passed unanimously (5-0).

**CLOSED SESSION**

Mayor McCollum entertained a motion to go out of the closed session and go back into open session.

Mayor Pro-Tem Enoch made a motion to go out of the closed session and go back into open session. Councilwoman Jones seconded the motion.

The motion passed unanimously (5-0).

Mayor McCollum entertained a motion to recess this council meeting until May 30, 2023, at 6:00pm. Councilwoman Jones made a motion to recess this council meeting until May 30, 2023, at 6:00pm. Mayor Pro-Tem Enoch seconded the motion.

The motion passed unanimously (5-0).

Respectfully Submitted,

Jeremy Edmonds

Town Clerk

Town of Green Level