

**TOWN OF GARLAND
SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS
THURSDAY, JUNE 21, 2018
6:30 PM**

The special meeting of the Board of Commissioners of the Town of Garland was held at the Garland Town Hall in Garland, N.C. on Thursday, June 21, 2018 at 6:30 pm.

The following members of the Board of Commissioners were present:

**S. J. Smith
Ralph Smith
Lee Carberry
Austin Brown
Eddie Bronson, Jr.**

Also present, Attorney Alan Maynard and Mr. Chase Jordan of the *Sampson Independent*. There was one citizen in attendance.

ADMINISTRATIVE

Mayor Winifred H. Murphy called the meeting to order at 6:30 pm and welcomed everyone in attendance. Town Clerk, Pamela Cashwell, was present serving as clerk recording notes for the minutes.

QUORUM

Mayor Winifred H. Murphy and Town Clerk Pamela Cashwell established there was a quorum present.

ATTORNEY SEARCH

Mayor Murphy stated the town has been without a town attorney since April 2018 and stressed the importance of the town having legal representation. She read a detailed lists of duties and responsibilities of a town attorney and made a recommendation to the board to talk with Attorney Alan Maynard once they enter into closed session. Mayor Pro Tem Ralph Smith made a motion to speak with Attorney Alan Maynard once the board enters into closed session, seconded by Commissioner Austin Brown and carried unanimously.

QUOTE FOR SURVEYING KERR AVENUE

Commissioner Lee Carberry presented and read a quote from *Owen Surveying* to survey Kerr Avenue by locating both ends of the street at a costs of \$450.00. (See attached). Mayor Pro Tem Ralph Smith made a motion to approve the quote as stated, seconded by Commissioner Austin Brown and carried unanimously.

PERSONNEL POLICIES

Mayor Murphy requested assistance with developing and updating the personnel policies. Mayor Pro Tem Ralph Smith made a recommendation to have a workshop to work on

personnel policies. Mayor Pro Tem Ralph Smith made a motion for the board to have a workshop on July 27, 2018 at 1:00 pm and to have department heads attend the workshop, seconded by Commissioner Austin Brown and carried unanimously.

MERIT RAISES

Clerk Cashwell provided the Board with information from the NCLM regarding average pay increases for employees. (See attached). Mayor Murphy provided the Board with a proposed Employee Performance Appraisal that outlines employee pay raises based on the overall employee performance appraisal. (See attached). Commissioner Austin Brown made a motion to approve the Employee Performance Appraisal Form to be used as submitted, seconded by Commissioner Lee Carberry and carried unanimously.

CLOSED SESSION

Commissioner Austin Brown made a motion to enter into closed session at 6:50 pm (Pursuant to G.S.143-318.11(3) Attorney-Client Privilege and (6) Personnel), seconded by Mayor Pro Tem Ralph Smith and carried unanimously.

Mayor Pro Tem Ralph Smith made a motion to exit closed session at 7:05 pm, seconded by Commissioner Austin Brown and carried unanimously.

OPEN SESSION

No action taken in closed session.

Mayor Pro Tem Ralph Smith made a motion to hire/appoint Attorney Alan Maynard as the Town Attorney effective July 1, 2018 per the proposal he submitted, seconded by Commissioner Austin Brown and carried unanimously. (See attached).

Mayor Murphy asked the Board to consider amending the previous motion to appoint Attorney Alan Maynard as Town Attorney effective immediately since they are working on revising personnel policies and considering changing the meeting date to accommodate Attorney Maynard's prior obligations which will require research into the process. Mayor Pro Tem Ralph Smith made a motion to amend his previous motion to hire/appoint Attorney Alan Maynard to become effectively immediately, seconded by Commissioner Austin Brown and carried unanimously.

CLOSED SESSION

Mayor Pro Tem Ralph Smith made a motion to enter back into closed session at 7:13 pm (Pursuant to G.S.143-318.11(3) Attorney-Client Privilege and (6) Personnel), seconded by Commissioner Austin Brown and carried unanimously.

Commissioner Austin Brown made a motion to exit closed session at 7:24 pm, seconded by Commissioner Lee Carberry and carried unanimously.

OPEN SESSION

No action taken in closed session.

Commissioner Austin Brown made a motion for Town Clerk/Finance Officer Pamela Cashwell to receive a 3.5% pay increase effective on her anniversary date of July 2nd based on her Employee Performance Appraisal conducted by the Mayor and Board of Commissioners, seconded by Commissioner S. J. Smith and carried unanimously.

RECESS TO RECONVENE

Mayor Pro Tem Ralph Smith made a motion to recess to reconvene on Thursday, June 27, 2018 at 1:00 pm. Commissioner Eddie Bronson seconded the motion and the motion carried unanimously. Meeting recessed at 7:28 pm.



Pamela Cashwell, Town Clerk

Board Approved:



Winifred H. Murphy, Mayor