

TOWN OF GARLAND  
SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS  
TUESDAY, JUNE 17, 2014  
4:30PM

The budget planning session of the Board of Commissioners of the Town of Garland was held at the Garland Town Hall in Garland, N.C. on Tuesday, June 17, 2014 at 4:30pm.

The following members of the Board of Commissioners were present:

Ralph Smith  
Denise Toler  
S.J. Smith  
Haywood Johnson

Also present was Mrs. Sylvia Chestnutt of the *Sampson Weekly* and Chase Jordan from *The Sampson Independent*. Also in attendance were 12 citizens.

ADMINISTRATIVE

Mayor Winifred Murphy called the meeting to order at 4:30pm and welcomed everyone in attendance. Deputy Town Clerk, Jennifer Richardson was present serving as clerk recording notes for the meeting minutes.

QUORUM

Mayor Murphy and Deputy Clerk Jennifer Richardson established that there was a quorum present.

APPROVAL OF AGENDA

Mayor Murphy asked the members of the board to review the presented agenda for consideration of approval. Commissioner Ralph Smith made a motion to add public comment under NC STEP Discussion (5A) and limit comments to 5 minutes. It was seconded by Commissioner S.J. Smith. All voted in favor and the motion carried. A motion was also made to add an employee leave request for Val Bannerman under 6A. Mayor Pro Tem Haywood Johnson made a motion to accept the agenda with the above

changes. It was seconded by Commissioner Ralph Smith. There was no further discussion and the motion carried.

#### EMPLOYEE LEAVE REQUEST

The board reviewed an employee leave request for Val Bannerman for June 27, 2014 for 4 hours of sick leave. A motion was made by Commissioner Ralph Smith to approve this request. It was seconded by Mayor Pro Tem Haywood Johnson. There was no further discussion and the motion carried unanimously.

#### WATER DEPOSIT EXEMPT REQUEST

Mayor Murphy informed the board of a water deposit exempt request she received from Jeannette Pridgen. Ms. Pridgen has resided at 451 E. Front Street with her mother since 1996. The account is listed under the mother's name, Doshia Pridgen, who recently passed away. Ms. Jeannette Pridgen is requesting that the account be change into her name and the existing deposit on the account be maintained. After discussion, Commissioner Ralph Smith made a motion that the request be denied. It was seconded by Mayor Pro Tem Haywood Johnson. All voted in favor. There was no further discussion and the motion carried unanimously.

#### NC STEP PRESENTATION

Mayor Murphy welcomed Mr. Marquis Crews from the NC Department of Commerce along with Ms. Chilton Rogers and Mr. Art Jackson from the NC Rural Center. Ms. Rogers gave the board an update on her experience as a coach along with a handout on the importance of leadership. Mr. Crews presented the board with documents pertaining to the NC STEP Implementation process. See attached. Mr. Crews went over in detail the process to submit monthly reports, the need for accurate fiscal management, developing leadership and Implementation team, and administration overview. In closing, Mrs. Rogers informed the board that all budget amendments have to be presented to the entire Leadership Team for a vote and then brought back to the Board of Commissioners for final approval. Once approved by the Board of Commissioners, Mr. Crews would then request the minutes from both meetings to make the necessary amendments. They informed the Board of Commissioners that it is a requirement that one board member/elected official be on the Leadership Team. Brief discussion and comments were held by citizens and board members. In conclusion, Mayor Murphy thanked Mrs. Rogers

and Mr. Crews for coming to the Town of Garland and providing guidance and a better understanding of the implementation process.

### RECESS

Mayor Pro Tem Haywood Johnson made a motion for a 5 minute recess. It was seconded by Commissioner Ralph Smith. There was no further discussion and the motion carried unanimously.

### METER REPLACEMENT PROJECT

Mayor Murphy updated the board in regards to requesting additional funding for the Water Meter Project. Bids were open on June 10, 2014 and the lowest bid was over bided by \$27,000. After speaking with Mr. Rodney Tart of Green Engineering, the town can ask for an additional 10% of the loan without going back to the LGC to ensure the project will be completed in its entirety. In order to receive additional funding, the town could write a letter and adopt a resolution and ask the North Carolina Department of Environment and Natural Resources for an additional \$24,055.00. Mayor Murphy presented a letter drafted by Rodney Tart requesting additional funding. See attached. After discussion, a motion was made by Commissioner Ralph Smith to send the letter to NCDENR and to adopt a resolution asking for additional funding. It was seconded by Commissioner Denise Toler. There was no further discussion and the motion carried unanimously.

### TOWN ATTORNEY SEARCH

Mayor Murphy has informed the board that she has spoken with a town attorney today who is interested in the Town Attorney Position with the Town of Garland. Mayor Pro Tem Johnson has also spoken with an attorney who is interested. The board suggested having all interested applicants come to the next board meeting on June 30, 2014 meeting.

### CLOSED SESSION

Commissioner Ralph Smith made a motion to enter into closed session pursuant to North Carolina General Statute 143.318.11(a) (1), (2), (3), (4), (6) to discuss personnel. Mayor Pro Tem Johnson seconded the motion. There was no further discussion and the motion carried unanimously.

### EXIT CLOSED SESSION

Mayor Pro Tem Johnson made a motion to exist closed session at 6:18pm. It was seconded by Commissioner Ralph Smith. There was no further discussion and the motion carried.

#### ACTION OR NO ACTION

No action was taken in closed session.

#### ACTING FINANCE OFFICER

Commissioner Ralph Smith made a motion to appoint Mayor Murphy as Acting Finance Officer for the next three weeks. It was seconded by Commissioner S.J. Smith. There was no further discussion and the motion carried.

A motion was made by Denise Toler to contact a temporary agency to find temporary assistance for Deputy Town Clerk Jennifer Richardson. It was seconded by Haywood Johnson. There was no further discussion and the motion carried.

#### AUDIT UPDATE

Mayor Murphy informed the board that the audit will not be completed by June 30, 2014. Mayor Murphy has spoken with the auditor, Bryon Scott, who informed her that he will need to create his own records due to Southern Software having to close out the 2012-2013 year in order to open the 2014-2015 in Citi Pak. The contract fee of \$10,500.00 will increase since more work has to be done. At this point Mr. Scott does not know how much the increase will be, but he will be sending an amended contract in the mail. In addition, Scott Bridgers, the town's CPA, has been communicating with Pamela Cashwell by phone on completing the bank reconciliations. Mr. Bridgers and Mrs. Cashwell have been working diligently with the assistance of Mrs. Richardson to complete the reconciliations for 2012-2013.

Mayor Murphy also updated the board on a letter she received from the LGC that was received on June 16, 2014. Although the town has responded to a previously letter, the LGC would like another response since the Finance Officer, Jennifer Gray has resigned. The LGC is also requesting the amended contract from the auditor who has also received a copy of the letter. See attached.


PLAN OF ACTION

Mayor Murphy informed the board that with hiring temporary assistance and having a temporary finance officer, this will be some of the town's plan of action for the next two weeks. In regards to purchasing from June 18, 2014 to June 30, 2014, Mayor Murphy suggested that all purchases are given to her as soon as possible since she is not in the office on a full time basis. Mayor Pro Tem Johnson made comments on how we need to be limited on what is spent and how it would be difficult to spend money before completing the budget. Mayor Pro Tem Johnson made a motion to place a freeze on spending effective immediately. Mayor Murphy had questions on if this included what has already been approved to spend. Mayor Pro Tem Johnson informed the board that this would include previously approved and future purchases. It was seconded by Commissioner Ralph Smith.

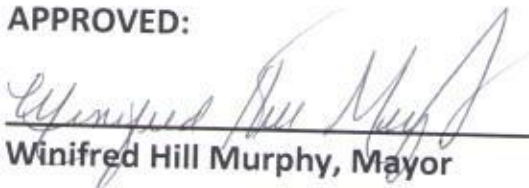
Commissioner Ralph Smith informed the board that the regular bills still have to be paid and that there may be some emergency situations that would justify purchases. Commissioner Smith made reference to the temporary help the town previously voted on. Mayor Pro Johnson informed the board that the money is already there for temporary help and that emergency situations would not include the Garland Senior Center. Commissioner S. J. Smith wanted to know if the freeze included Parks and Recreation. Mayor Pro Tem Johnson informed him that this did include a freeze on Parks and Recreation. Additional discussion was held with clarification on how the money will not be available for the 2014-2015 year in parks and recreation and how it will be lost if not spent by June 30, 2014. The motion was carried with no further discussion.

ADJOURNMENT

Mayor Pro-Tem Haywood Johnson made a motion to adjourn. The motion was seconded by Commissioner Denise Toler. There was no further discussion and the motion carried unanimously. The meeting was adjourned at 6:25pm.

  
Jennifer Richardson, Deputy Town Clerk

APPROVED:

  
Winifred Hill Murphy, Mayor

Board Approved  
6/30/14