TOWN OF GARLAND
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
TUESDAY, AUGUST 11, 2015
6:30 PM

The regular meeting of the Board of Commissioners of the Town of Garland was held at the Garland Town Hall in Garland, N.C. on Tuesday, August 11, 2015 at 6:30 pm.

The following members of the Board of Commissioners were present:

Haywood Johnson
Carolyn Melvin
Denise Toler
S. J. Smith
Ralph Smith

Also present were Mrs. Sylvia Chestnutt of the *Sampson Weekly*, Mr. Chase Jordan of the *Sampson Independent,* Deputy Chris Hardison of the *Sampson County Sheriff's Department* and Mrs. Mary Brown, N.C. STEP Committee Facilitator. There were also five citizens in attendance.

ADMINISTRATIVE

Mayor Winifred 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 meeting.

PLEDGE OF ALLEGIANCE

Mayor Winifred Murphy invited everyone to stand and led the recitation of the Pledge of Allegiance.

INVOCATION

Mr. Leo Skinner local business man led the invocation.

QUORUM

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

APPROVAL OF AGENDA

Mayor Winifred Murphy asked the members of the Board to review the presented agenda for consideration of approval. Commissioner Ralph Smith requested to delete item E under Buildings/Parks/Recreation and item C under Administration. Mayor Murphy requested to add item G. Lights at the walking track, H. Repair air conditioning at the annex under Buildings/Parks/Recreation, and add item G. Request for Public Hearing for updating the Wellhead Protection Plan under F. Administration. Commissioner Ralph Smith made a motion to approve the agenda with the stated requested changes, seconded by Mayor Pro Tem Johnson and carried unanimously.

PUBLIC COMMENTS

Letter presented to the Board by Mr. And Mrs. Ernest Melvin- Clerk Cashwell read the letter aloud as presented by Mr. And Mrs. Melvin regarding a refund request for an extra trash receptacle they had paid for since 2010 stating they never had an extra receptacle. (See attached). Mayor Pro Tem Johnson made a motion to refund Mr. Ernest Melvin $571.10, seconded by Commissioner Ralph Smith and carried unanimously.

Larry Anderson- Requested to be on the agenda and wasn't present for the meeting.

Sylvia Carter- Addressed the Board to go on record as opposing placing a basketball court behind the old school house. Ms. Carter stated it would cause issues that the town doesn't need and she suggested it was more feasible to use the cement already in place at the entrances to the current fire department when they vacate the building thus saving the town the $6,000.00 they planned to spend on cement for the new court.

Dorothy Staten- Thanked Commissioner Ralph Smith for assisting with cleaning the sidewalk areas. Ms. Staten questioned why the town couldn't get someone to contract to mow the grass at the rotary park and other areas like they did the cemetery. Ms. Staten complained about the state flag in the rotary park being in poor repair and needed replacing and questioned why the town had ordinances in place that weren't enforced.

SAMPSON COUNTY SHERIFF'S REPORT

Deputy Chris Hardison presented the July 2015 patrol unit report. (See attached).

ENVIROLINK

Commissioner Ralph Smith presented the *Envirolink* monthly activity report for July 2015 to the Board. (See attached).

MINUTES APPROVAL

Mayor Murphy asked the Board to consider approval of the following set of minutes: July 14, 2015, regular meeting: Commissioner S. J. Smith made a motion to approve the minutes as submitted. Commissioner Ralph Smith seconded the motion and the motion carried unanimously. (See attached).

N.C. STEP REPORT

Budget Amendment- Clerk Cashwell read the budget amendment 15 previously approved by the Board and now approved by the N.C. Step Program administration as follows:

Account No.	Account	Increase	Decrease
53-420-06	Business Assistance Retention	$8,000.00	
53-420-12	Job Training Development Center		$6,000.00
53-420-07	Renovation Matching Grant		$8,000.00
53-420-08	Downtown Beautification	$5,000.00	
53-420-74	Equipment	$1,000.00	
TOTAL		$14,000.00	$14,000.00

Commissioner Ralph Smith made a motion to approve the NC Step Budget Amendment as read, seconded by Mayor Pro Tem Johnson and carried unanimously.

Recommendations

1. Consideration of Grant Reimbursement to
Retention: Matthew Register $1,800.00
Façade: Garland Laundromat $1,750.00

2. Consideration of Approving New Grants to
Façade: Henry L. Treadwell $1,000.00
Façade: Mrs. Lorraine Gula $4,000.00

Commissioner Melvin made a motion to approve the above two recommendations as submitted, seconded by Commissioner Ralph Smith and carried unanimously.

3. Consideration for approval for Mural/Robert Hall Contract
Contract price is $5,000.00. Grant will cover $3,500.00 of this and the additional $1,500.00 will be paid for with donations. A proposed sketch of the mural was presented to the Board. Discussion followed with difference suggestions being made.

Commissioner Melvin made a motion to approve the mural sketch with the town seal added and the name Brooks Brothers on the factory, seconded by Commissioner Toler and carried unanimously.

4. Consideration of approval of Special Events application for Community Day on October 3, 2015. (See attached).

Commissioner Ralph Smith made a motion to approve the Special Events application, seconded by Commissioner S. J. Smith and carried unanimously.

5. Consideration of approval for Greatness Grows in Garland Float at a cost of $400.00.

Commissioner Melvin made a motion to approve the purchase of a float as requested with the funds coming from the parks/recreation department, seconded by Commissioner Toler and carried unanimously.

6. Consideration of approval for T-shirt purchases. Sketch was presented of details for shirts. (See attached).

Commissioner Ralph Smith made a motion to approve the purchase of T-shirts as requested, seconded by Commissioner Melvin and carried unanimously.

7. Consideration of approval for sponsorship requests.

Commissioner Ralph Smith made a motion to approve the sponsorship requests, seconded by Mayor Pro Tem Johnson and carried unanimously.

8. Consideration of approval for Finance officer to pay out grants already approved by the Board.

Commissioner Ralph Smith made a motion to allow the Finance officer to examine the paperwork and pay out grants after the N.C. STEP Committee approves the grants for pay out for grants already approved by the Board, seconded by Commissioner Melvin and carried unanimously.

RECESS

Mayor Pro Tem Johnson made a motion for a five minute recess at 8:54 p.m., seconded by Commissioner Toler and carried unanimously.

Meeting called back to order at 9:02 p.m.

COMMISSIONER'S REPORT

FINANCE

Budget versus Actual – Clerk Pamela Cashwell provided copies of the budget vs. actual report to the Board and reviewed each budget fund revenues and expenditures. (See attached).
Bank Statements/A.P. Check Listing – Clerk Cashwell presented and reviewed copies of the bank statements and AP check listing to the Board. (See attached).
Internal Control Monthly and Quarterly Reviews - Clerk Cashwell informed the Board that Commissioner Melvin was on the rotation schedule for this month to meet with the Mayor and Clerk to complete the monthly internal review checklists. Commissioner Melvin agreed to meet later this month to complete the reviews.
Credit Card Purchases- Clerk Cashwell provided the Board with the credit card purchases for the month and reviewed each charge with the Board. (See attached).
Quote for Pre-buy Heating Oil- Quote presented to Board for pre-buy option. (See attached). Mayor Pro Tem Johnson made a motion to spend up to $4,500.00 for pre-buy heating oil, seconded by Commissioner Melvin and carried unanimously.
Delegation of Authority Request for Report of Fire Conditions- Request presented to Board from Garland Fire Department to delegate the authority to complete the Report of Fire Conditions to the Garland Fire Department. (See attached). Commissioner Ralph Smith made a motion to delegate to the Garland Fire Department the authority to complete the Report of Fire Conditions, seconded by Mayor Pro Tem Johnson and carried unanimously.

BUILDINGS/PARKS RECREATION

Updates on Quotes for Flooring Repair at Annex- Two quotes were presented for repairs to flooring at the annex secondary to flooding. (See attached). One quote didn't cover the entire work needed so Mayor Pro Tem Johnson will follow up with Eric Bordeaux to get a quote for the entire project.
Update on Recreation/Quotes for Basketball Court- Commissioner Melvin thanked the citizens for public input on the basketball courts and stated she liked the idea of using the existing concrete in front of the fire department for courts when the fire department vacates the building.

Commissioner Melvin made a motion to table this item for now, seconded by Commissioner Ralph Smith and carried unanimously.

Update on Library Ceiling Tiles Installation- Commissioner Toler reported the ceiling tiles were installed at the library and they look nice.

Security of Maintenance Shop- Commissioner S. J. Smith stated he had checked on purchasing the trail cameras for the shop and they will costs approximately $90.00 each. Discussion to purchase three camera based on the motion from last month to spend $300.00 on the cameras. Commissioner Ralph Smith stated they planned to install a crossbar on the door at the shop to prevent anyone from coming into the shop from the front building. Commissioner S. J. Smith stated he felt the Board should close the front building and discontinue use by the Senior Center because the town wouldn't be able to continue to pay for heating oil for all the buildings currently used by the Senior Center. Commissioner S. J. Smith made a motion to close the front building and inform the Senior Center they could use the building for storage only, seconded by Commissioner Ralph Smith and carried unanimously.

Update on covering windows at the Community Center- Commissioner Ralph Smith reported the windows have been boarded up at the Community Center. Discussion followed that one of the boards were loose. Commissioner Ralph Smith agreed to follow up on this and assess the boards on the windows.

Lights at the Walking Track- Board considered a proposal to repair the lights at the walking track presented by Mr. Leo Skinner. (See attached). One of the light fixtures is dangling secondary to vandalism. A total of three lights are out on the track. Mr. Skinner informed the Board that anytime the lights had a surge the timer would need to be rest. It was decided the timer would be set to come on at 5 a.m. and go off at daylight and come back on at dark and turn off at 9 p.m. Mayor Pro Tem Johnson made a motion to approve the estimate to repair the lights submitted by Mr. Skinner, seconded by Commissioner Ralph Smith and carried unanimously.

Repair of A/C at the annex- Mayor Murphy informed the Board that the a/c isn't working at the annex. Commissioner Ralph Smith recommended getting Terry Long to repair the a/c. Commissioner Toler made a motion to contact Terry Long to repair the a/c at the annex, seconded by Commissioner Melvin and carried unanimously.

SAFETY

No issued reported by Commissioner S. J. Smith.

STREETS

PURCHASE REQUESTS:

Cold Patch- Clerk Cashwell reported cold patch can be purchased from Barnhill Construction for $143.00/ton. Commissioner Ralph Smith made a motion to purchase two tons of cold patch, seconded by Commissioner Melvin and carried unanimously.

Hedge Trimmer- Quote was presented to the Board for a hedgerow trimmer for $310.25. (See attached). Commissioner S. J. Smith stated he had purchased a *Poulan* trimmer for 200.00. Commissioner Melvin made a motion for Commissioner S. J. Smith to look into purchasing a hedge trimmer and purchase one for up to $200.00, seconded by Commissioner Ralph Smith and carried unanimously.

Pump for Water Fountain- Pump at the fountain isn't operating. Commissioner Ralph Smith noted the pump was replaced less than a year ago and he will check to see if it is under warranty. Mayor Pro Tem Johnson stated he had purchased a pump with a three year warranty for $119.00. Commissioner S. J. Smith made a motion for Commissioner Ralph Smith to check on the warranty and if the pump isn't under warranty for Mayor Pro Tem Johnson to purchase the pump with the three year warranty for $119.00, seconded by Commissioner Toler and carried unanimously.

POWELL BILL STREET MAINTENANCE AND REPAIR LIST AND RECOMMENDATIONS: Clerk Cashwell reviewed the paperwork submitted by ***Owening Surveying*** regarding repairs and maintenance needed on town owned roads as well as recommendations they provided for adding streets. (See attached). Commissioner Ralph Smith made a motion to inventory the list of needs and discuss at next month's meeting, seconded by Mayor Pro Tem Johnson and carried unanimously.

PUBLIC WORKS – WATER/SEWER/GARBAGE

Update on Survey of John Street- Commissioner Ralph Smith stated he was still waiting to hear back from Mr. Wayne Moore regarding the survey.

Update on State Inspection- Board members reviewed the reports from the state inspections and noted no violations were received during the state inspection. (See attached). It was noted letters have been mailed to various business owners regarding the need to install back flow devices within 60 days.

Request to move Fire Hydrant by Garland Fire Department- Commissioner Ralph Smith reviewed an estimate of material costs to move the fire hydrant as requested by the Garland Fire Department. (See attached). Commissioner S. J. Smith made the motion to approve the materials estimate of $1418.78 to move the hydrant with the funds coming out of water/sewer maintenance and repairs, seconded by Commissioner Ralph Smith and carried unanimously.

ADMINISTRATION

Replacement of Awning at Sheriff Annex- Quote reviewed for recovering the awning at the Sheriff's annex for a costs of $561.75. (See attached). Commissioner Denise Toler made a motion to approve the quote for recovering the awning, seconded by Commissioner Ralph Smith and carried unanimously.

Monthly Report- Mayor Murphy presented monthly report. (See attached).

Fall Clean up Dates- Commissioner Melvin made a motion to approve the week of September 21-25, 2015 as Fall Clean up week. Residents can begin cleaning and placing items at curbside the week of September 14, 2015 and the public works department will begin collection on September 21, 2015, seconded by Commissioner Toler and carried unanimously. Commissioner S. J. Smith stated the public works staff need to make sure the grass is cut at town hall prior to Board meetings.

Employee leave requests- V. Bannerman requested 8 hours of Vacation on August 28, 2015. Commissioner Ralph Smith made a motion to grant the leave as requested, seconded by Commissioner S. J. Smith and carried unanimously. T. Smith requested time off from 2 p.m. to 5 p.m. on August 26, 2015. Mayor Pro Tem Johnson made a motion to grant the requested leave, seconded by Commissioner Ralph Smith and carried unanimously.

Mosquito spraying- Mayor Murphy informed the Board that *Envirolink* was sending a licensed pesticide sprayer to go with public works employee A. Brown to spray mosquitoes on Thursday, August 13, 2015 from 5 pm to 8 pm. A. Brown will leave at 2 p.m. to avoid overtime.
Request for Public Hearing for Well Head Protection Plan- A public hearing is required to complete the updating of the Well Head Protection Plan. Mayor Pro Tem Johnson made a motion to schedule a public hearing as requested for the next Board meeting on September 8, 2015 at 6:30p.m., seconded by Commissioner S. J. Smith and carried unanimously.

OLD BUSINESS:
Meeting Attendance- Commissioner Melvin made a motion to leave the Board pay as it currently is per month, seconded by Commissioner Ralph Smith and carried unanimously.

CALENDAR OF EVENTS/ANNOUNCEMENTS/CONDOLENCES

Condolences: The Town of Garland sends our sincerest condolences to all of those who have recently lost loved ones.

CLOSED SESSION- Commissioner Ralph Smith made a motion to enter into Closed Session at 9:47 p.m. pursuant to G. S. 143-318 (6) personnel and (5) contracts, seconded by Commissioner Toler and carried unanimously.

RETURN TO OPEN SESSION- Commissioner Toler made a motion to exit Closed Session at 10:14 p.m., seconded by Commissioner Ralph Smith and carried unanimously.
No action taken in closed session.

ADJOURNMENT
Mayor Pro Tem Johnson made a motion to adjourn the meeting. Commissioner Ralph Smith seconded the motion and the motion carried unanimously. Meeting adjourned at 10:15 p.m.

Pamela Cashwell

Pamela Cashwell, Town Clerk/Finance Officer

Board Approved:

Winifred Hill Murphy

Winifred Hill Murphy, Mayor