

TOWN OF GARLAND  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
TUESDAY, JANUARY 2, 2024  
6:30PM

The Special Meeting of the Board of Commissioners of the Town of Garland was held at the Garland Town Hall in Garland, NC on Tuesday, January 2, 2024, at 6:30pm.

The following members of the Board of Commissioners were present:

Mayor Pro Tem, Jo Strickland  
Commissioner Ralph Smith, Jr  
Commissioner Lee Carberry  
Commissioner Anthoy Norris  
Commissioner Timothy Blackburn  
Town Clerk, Shauna' Harper

Also present, resident, Michael Harper, Joe Horne, and Bob Graczyk.

CALL TO ORDER: Mayor Pro Tem Strickland called the meeting to order at 6:30pm and welcomed everyone in attendance.

PLEDGE OF ALLIGIANCE: was recited by all in attendance.

INVOCATION: Mayor Pro Tem Strickland

QUORUM: Mayor Pro Tem Strickland and Deputy Clerk Shauna' Harper established there was a quorum present.

ADJUSTMENT(S)/ ADOPTION OF AGENDA

It was requested that item #7a regarding ARPA funds be removed from the agenda. It was also requested that Item 9A; Public Hearing be moved to be heard directly after Public Comments.

Motion to adopt agenda with said changes by Commissioner Norris, Seconded by Commissioner Blackburn, motion carried.

CONSENT AGENDA: *Consent agenda allows for routine items or items that have been thoroughly discussed previously to be adopted with one motion, rather than each having an individual motion. Any board member can request to remove an item from the Consent Agenda for additional discussion.*

a. Draft Minutes

- October 3, 2023
- October 11, 2023
- November 14, 2023
- December 5, 2023
- December 12, 2023

Ms. Moffett provided information regarding the inclusion of a Consent Agenda, which would allow for a more efficient meeting and cut down on the number of required actions. A consent agenda allows for a single motion for numerous items that are included in the consent agenda and are considered routine in nature.

Motion was made by Commissioner Carberry and seconded by Commissioner Norris; motion carried.

PUBLIC COMMENT: Mr. Graczyk was present and spoke about the baseball field diamonds and borders and asked for this project to be a priority in completing. He also expressed concern of the town limits, not being straight. Also, present was Mr. Horne who requested that the town's ordinance be looked at to see if there was something that could be enforced to ensure that businesses clean up their parking lots so as not to have trash blow into neighboring properties.

### *Town of Garland – 2019 CDBG-I Closeout Public Hearing*

This public hearing is a "closeout" public hearing required by the Garland 2019 CDBG-I Program Citizen Participation Plan to allow the public to comment if desired.

#### Initial project scope and budget

The Garland CDBG-I Project, 19-I-3104, replaced approximately 597 linear feet of 8" aged sanitary sewer lines along West Front Street, 797 linear feet of 10" aged sanitary sewer lines along North Herring Avenue. and 883 linear feet of water line damaged by the sewer construction on West Front Street.

#### Change Orders     **The project had two construction change orders:**

Change Order No. 1 adjusted construction quantities based on issued cut sheet of sanitary sewer lines prior to construction. Change Order No. 1 created pay items to add back in sewer mains and a manhole that were removed during negotiations to get the project within budget. Change Order No. 1 created pay items to replace an 883 lf of existing 2" water line that did not meet the separation requirements between water and sewer and was damaged during construction along West Front Street. Change Order No. 1 increased the construction contract amount by \$6,428.65 to \$433,642.15.

Change Order No. 2 adjusted construction quantities based on final in place measurements. Change Order No. 2 created a pay item to transfer an existing 2" water service to the new water line. Change Order No. 2 decreased the construction contract amount by \$20,242.70 to \$413,399.45.

#### Financials / Accomplishments / Benefit

The completed project assisted 10 occupied households throughout the project limits with a total of 24 occupants. 16 of the occupants were considered LMI. 2 of the houses in the project limits are vacant. The LMI percentage for the project is 66.67%.

### COMMISSIONER REPORT

Finance- Town Clerk Harper provided a budget vs actual, credit card statements. She explained behind every statement will be back up documents to support the charge. Commissioner did have questions about missing checks on report, (18150-18611) some were used for payroll vs ap. And may have been voided. The clerk will research those checks. Per Samantha Wullenwaber from Mid Carolina, the finances look good.

Cemetery- Commissioner Blackburn and Norris want information/maps of cemetery.  
Buildings- The ABC store is leaking. Again, the lease is "as is" but the clerk will look for some type of warranty for the roof, that was believed to be repaired in 2018. Commissioner Norris requested a list of all buildings and property owned by the town.

Parks & Recreation- Commissioner Blackburn has looked at the ballfield. The fence has been torn down and poles broke. Currently a 6 foot, other parks have a 4 foot fence. Will contact company for repair or replacement. He will also make sure if there are any mandated requirements for the fence. There are funds available. Several companies and individuals have offered to assist with replacing the lights. More information at the next meeting. A meeting is scheduled with the ballfield committee about the concession stand. He also suggested the ballfield committee work together with the town. A plan to organize parking at field and walking track. Also, to obtain waiver forms from other leagues.

Streets- Commissioner Carberry received a complaint about events at Rotary Park interfering with the businesses. Move events to Cain park. Potholes found and was addressed with PW White and will use cold patch to repair. He will contact DOT for asphalt.  
15 to 20 water meters that former employee took to Core and Main are missing. The sonic meters for the Sampson County accounts have been ordered and should arrive in early May 2024.

Public Works- Generator information was requested by Commissioner Carberry for contract and details of the generator. Jones Transportation is ready to deliver. Commissioner Carberry will take the lead to find out details and where to put it and how.

Safety- Mayor Pro Tem Strickland reports the deputies are working and only had a couple of issues over the holiday season. Be diligent in your surroundings at all times.

Old Business: Envirolink Contract discussion by Commissioner Carberry. He wants approval to talk with an attorney in Sampson County. The current attorney for the town has neglected to fight for the town and the breach of contract on their behalf. The town has received numerous violations, the town had to buy chemicals, which was in the contract. Commissioner Smith advised us to contact the current attorney for update on the contract. Commissioner Carberry is expressing a concern for civil actions. A motion was made by Commissioner Blackburn to consult with a Sampson County attorney, Seconded by Commissioner Norris, nay by Commissioner Smith. Vote 4-1

New Business: Kimberly Moffett- Mid Carolina Regional Council presented :

Resolution 2024-02 Town of Garland Regular Scheduled Meetings. Commissioner Smith made a motion to adopt Resolution, seconded by Commissioner Norris, motion carries.

Adopt Resolution 2024-03 Town of Garland holiday schedule. Motion to approve Commissioner Smith seconded by Commissioner Norris, motion carries.

Resolution 2024-01-01, Amend the Code of Ordinance Chapter 150 and 152, appoint the planning board to serve as Board of Adjustments. Motion to accept amendment to Code of Ordinance Chapter 150 and 152 was made by Commissioner Carberry, seconded by Commissioner Blackburn, motion carries.

Resolution 2024-04-Authorizing Finance Officer and Deputy Finance Officer as bank signatures. Mayor Brown, Mayor Pro Tem Strickland, and Town Clerk Harper. Commissioner Carberry motioned to approve, Commissioner Blackburn seconded, motion carried.

Resolution 2024-05 to accept prepayment offer for the Lagoon Project. Presented by Samantha Wullenwaber, Mid Carolina Regional Council. Commissioner Smith motion to prepay, Commissioner Carberry seconded, motion carried.

Resolution 2024-01-02 Capital Project Ordinance Lagoon Project- new funds must be adopted. Commissioner Smith motion to approve, seconded by Commissioner Norris, motion carried.

Personnel Policy- Samantha presented a draft of an updated personnel policy. Position, pay plan, internet policy, vacation accrual and benefits are included. Review to adopt at February meeting.

Samantha reported that finances are good. BVA have line items and have to make amendment to move monies.

Town Clerk Harper requested training in Chapel Hill on February 20<sup>th</sup>, 8:30-5:00pm for Local Government Fundamentals that was suggested by Mid Carolina Regional Council, Samantha. The fee is \$200.00, plus an overnight stay. Mid Carolina will staff the Town Hall in my absence. Commissioner Norris made a motion to approve assistance with fee, motel, gas, and food per diem state rate. Seconded by Commissioner Smith. The vote was unanimous.

Town Clerk Harper requested the deputies to have a key to the town hall and use the time clock. The time clock in the shop is different and requires different timecards. They will have a warm or cool space to break, and the shop could be a hazard. They provide a service to the town, the least we could do is accommodate some comfort. Motion made by Commissioner Carberry to give deputies a town hall key, seconded by Commissioner Norris, nay Commissioner Smith. Motion carries 4-1

Commissioner Carberry, Code of Ordinance 51:49 Time frame establishment for reconnection of water service. To be more efficient, have the reconnections due between 3-5pm. Commissioner Smith states that was tried before but was not customer service oriented, especially for businesses and elderly. Motion from Commissioner Carberry to reconnect habitual 3:00 to 5:00pm. Medical issues on a case-by-case basis. Seconded by Commissioner Blackburn, nay Commissioner Smith vote 4-1

Commissioner Carberry would like to apply for the Federal Surplus Property Agency on letterhead, like the state surplus, believed to already be registered. No vote needed.

Commissioner Smith asked about the Sale of Old Police Department- Someone interested in buying. Need approval from zoning board. Commissioner Norris motioned to sale with stipulations. Strike motion. Per Samantha, several ways to sell, trade, or sealed bids and sale should be posted. It should be appraised. Town Clerk will obtain appraisers. Motion for an appraisal made by Commissioner Carberry, seconded by Commissioner Smith.

Mayor Pro Tem Strickland discussed official meetings and quorum. The new board needs to be updated on previous items and needs to be able to discuss things more than once a month. No decisions will be made, only brainstorming. Commissioner Blackburn motioned to have a work session once month on the 2nd Thursday of the month, seconded by Commissioner Carberry. Nay Commissioner Smith 4-1

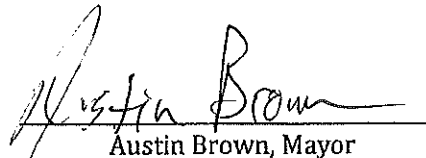
Motion made by Commissioner Smith to enter into closed sessions. Seconded by Commissioner Carberry.

Closed Session:

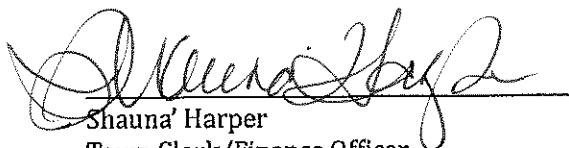
Motion made by Commissioner Smith to award ORC Neil Carroll a sign on bonus of \$1530.00, seconded by Commissioner Carberry, motion carries.

Commssioner Smith motion to adjourn, Commissioner Norris seconded by to adjourn, motion carries.

Duly adopted on the 6<sup>th</sup> day of February, 2024 while in regular session.

  
Austin Brown, Mayor

ATTEST:

  
Shauna Harper  
Town Clerk/Finance Officer