

**TOWN OF GARLAND  
REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS  
TUESDAY, JANUARY 7, 2020  
6:00 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, January 7, 2020 at 6:00 pm.

The following members of the Board of Commissioners were present:

Mayor Winifred Hill Murphy

Mayor Pro Tem Austin Brown

Commissioner Barbara Peterson

Commissioner Eddie Bronson, Jr.

Commissioner Carolyn R. Melvin

The following member of the Board of Commissioners was absent:

Commissioner S. J. Smith

Also present were Mr. Chase Jordan of the *Sampson Independent*, Mayor Elton Newkirk from Atkinson NC, and citizens.

ADMINISTRATIVE

Mayor Winifred H. Murphy called the meeting to order at 6:00 pm and welcomed everyone in attendance.

QUORUM

Mayor Winifred H. Murphy established there was a quorum present.

APPROVAL OF AGENDA

Mayor Murphy would like to add under line item 9A Ethics Training and B Essentials of Government Training.

Mayor Pro Tem Austin Brown made the motion to approve the agenda with the added line items, seconded by Commissioner Carolyn Melvin. All in favor.

CLOSED SESSION

Mayor Pro Tem Austin Brown made the motion to enter closed session at 6:02pm, seconded by Commissioner Carolyn Melvin. All in favor.

Mayor Pro Tem Austin Brown made the motion to exit closed session at 6:59pm, seconded by Commissioner Barbara Peterson. All in favor.

OPEN SESSION

No action taken.

Mayor Murphy welcomed everyone, and recognized newly elected Mayor of Atkinson NC, Mr. Elton W. Newkirk, and congratulated him on his recent win.

#### PLEDGE OF ALLEGIANCE

Mayor Winifred H. Murphy invited everyone to stand as she led the recitation of the Pledge of Allegiance.

#### INVOCATION

Mayor Murphy provided the invocation.

#### PUBLIC COMMENTS

No public comments

#### MAYOR'S MESSAGE-

Mayor Murphy stated "we so excited to get started on a good track for the first meeting of 2020, and Chase Jordan we hope that you will be here for the entire year for us and have a lot of good reporting."

#### COMMISSIONER'S REPORTS

##### **ADMINISTRATION**

##### Ethics Training

Mayor Murphy stated Ethics training is required for all newly elected and appointed officials. Town Clerk Pamela Cashwell has already paid for this training class.

##### Essentials of Government Training

Essentials of Government Training is a 1-day class held on Saturday January 11<sup>th</sup>, 2020. Town Clerk Pamela Cashwell stated it is an important meeting and would be beneficial to all board members.

##### Planning & Zoning Board Appointments

Mayor Murphy would like for the board to provide names that will be willing to learn about planning and zoning. We have three available seats that need to be filled.

##### Revision of Zoning Ordinance & Board Training

Mayor Murphy stated we will need to revise the ordinance dealing with the planning and zoning. We also need to look at our fee schedule to have changes made.

Zoning Applications- Mayor Murphy stated we have two zoning applications. One has been denied, and one that is pending at this time.

Authorized check & document signers- Mayor Murphy stated we need to get this done promptly in case I am not available to sign. Mayor Pro Tem Austin Brown has been listed as a check signer. Commissioner Barbara Peterson, and Commissioner Carolyn Melvin would be willing to be listed also in the case the Mayor and Mayor Pro Tem are not available.

Mayor Pro Tem Austin Brown made the motion to add Commissioners Barbara Peterson and Carolyn Melvin as check signers in the event Mayor Pro Tem Austin Brown is unavailable, seconded by Commissioner Eddie Bronson Jr. Motion carried unanimously.

### **FINANCE**

Town Clerk Pamela Cashwell stated she would like to spend most of the time on Budget vs. Actual. (see attached). Internal Controls will be completed by Commissioner Carolyn Melvin for January 2020. Town Clerk Pamela Cashwell discussed the Budget Amendment 19-20-03 with the board for approval.

Mayor Pro Tem Austin Brown moved to approve the Budget Amendment 19-20-03, seconded by Commissioner Carolyn Melvin. Motion carried unanimously.

### **BUILDINGS/CEMETERY**

#### **Cemetery Update**

Mayor Murphy stated we need to have more work done at the Community Cemetery. There are a lot of trees down and stones turned over. Mayor Pro Tem Austin Brown stated we are having problems at both cemeteries where the stones are falling over.

#### **Building Inspections**

Town Clerk Pamela Cashwell stated there was an inspection done at the Senior Center building. Four things must be corrected to meet the inspection requirements. The fire extinguishers must be checked and inspected monthly. Mr. Leo Skinner was able to find these issues and correct them.

#### **Building Upgrades**

- Library- Mayor Murphy stated most of the flooding issues have been fixed. What is left is new carpet. Insurance will pay for it.
- ABC Store- The condition is still the same. Mayor Murphy stated the board will need to come to a decision on what to do with it at this time. Before any repairs are done it will first need to be cleaned out.
- Town Hall- Mayor Murphy stated the roof at the Town Hall is still leaking terribly. We have had several contractors for quotes; however estimates have not been received. The Roof Doctor has provided a quote. (see attached)

Mayor Pro Tem Austin Brown has moved to table the Town Hall Roof Doctor estimate until more information has been provided about the metal, seconded by Commissioner Barbara Peterson. All in favor.

- Other building needs- Mayor Murphy stated we also need to look at getting the hot water heater at Town hall repaired, at least get an estimate. Also, it would be great if we can

get new commodes in the restrooms. Mayor Pro Tem Austin Brown stated he will get a quote on getting the water fountain working.

### **PARKS/RECREATION**

- Curtis D. Cain Memorial Park Upgrades- Mayor Murphy stated the \$5,000.00 from the bank will help us tremendously. We still need to get the water fountain placed and the tables that we have and concrete needs to be poured. We are trying to make sure we coordinate this project with the installation of the handicap restrooms and the walking trail that will be placed at the park through the CDBG-NR project.

### **STREETS**

Mayor Pro Tem Austin Brown stated we have been back and forth with our paving company regarding some paving we weren't satisfied with. There are some other areas that need to be fixed. "The areas that I asked for has been fixed." Mayor Murphy asked the board if they were ready to approve the payment to Diamond Construction. Mayor Pro Tem Austin Brown stated he would like for it to be approved, so he will know what is left in paving to get quotes for the other streets.

Mayor Pro Tem Austin Brown moved to pay the construction company for their services, seconded by Commissioner Carolyn Melvin. 3 voted in favor 1 opposed. Commissioner Eddie Bronson Jr stated they will need to come back and fix what is not right.

### **PUBLIC WORKS- WATER/SEWER/GARBAGE**

#### **Purchases& Request**

Mayor Pro Tem Austin Brown stated there are several requests put in from the public works guys.

Mayor Pro Tem Austin Brown moved that we get a load of crush and run rock, seconded by Commissioner Barbara Peterson. Motion carried unanimously.

#### **Equipment Maintenance**

Also, ORC Neil Carrol has a list of requests that will need to be approved by the board. These requests will be for maintaining our water and wastewater systems.

Mayor Pro Tem Austin Brown moved to approve numbers 1 & 4 on the sewer side with the exceptions of 2, and 3 and approve 1-8 on the water side with the exceptions of number 9, seconded by Commissioner Barbara Peterson. Motion carried unanimously. (see attached)

#### **Modem Upgrades Update**

Town Clerk Pamela Cashwell stated the modem upgrade had been completed and everything went smoothly. The invoice was received and will be paid promptly.

#### **Town Maintenance-Monthly Leaf & Limb Pickup**

Mayor Pro Tem Austin Brown stated at the last meeting it was approved to do Leaf and Limb at the end of each month. Mayor Murphy stated, "public works guys did pick up some leaf & limb before Christmas that was already out and we still want to continue this."

## **SAFETY**

### **Fire Hydrant Update**

Commissioner Carolyn Melvin stated she has been in touch with Mr. John Strickland from S&S Backhoe Service. He has agreed to replace the fire hydrant. He was asked to send a written proposal of how much the job would cost. He agreed to start within two weeks, however I have not heard back from him at this time.

## **OLD BUSINESS**

No Report

## **NEW BUSINESS**

### **Consideration of text change regarding Utility Deposit Refunds**

Town Clerk Pamela Clerk stated this is a request that we would like for the board to consider when giving refunds back to customers when they close out their utility account. Town Clerk Pamela Cashwell spoke to the Town's auditor. His recommendation was to add a line item that states, "Due to the administrative cost of processing deposit refunds, the Town of Garland does not reimburse deposit refunds of \$2.00 or less." If we add this to the policy, we will add it to the application when the customer comes in to fill out new water/sewer accounts.

Mayor Pro Tem Austin Brown moved to approve the text change amendment to the deposit refund policy, seconded by Commissioner Carolyn Melvin. Motion carried unanimously.

### **Monthly Regular Meeting Date & Time**

Mayor Murphy stated we traditionally had our meeting to the second Tuesday of the month which our Attorney could not make. Then we changed it to the first Tuesday which at times causes conflicts with getting reports done on time. Mayor Murphy recommended the meetings be changed to the third Tuesday of every month.

Mayor Pro Tem Austin Brown moved that we move our regular board meeting from the first Tuesday of the month to the third Tuesday at the same time, seconded by Commissioner Eddie Bronson Jr. Motion carried unanimously.

## **MINUTES APPROVAL**

Mayor Pro Tem Austin Brown has moved to approve the Regular Meeting minutes for November 19, 2019, seconded by Commissioner Carolyn Melvin. All in favor.

Mayor Pro Tem Austin Brown has moved to approve the Special Meeting minutes for November 26, 2019, seconded by Commissioner Barbara Peterson. Motion carried unanimously.

Mayor Pro Tem Austin Brown has moved to approve the Regular Meeting, Public Hearing and Inauguration Ceremony for December 2, 2019, seconded by Commissioner Barbara Peterson. Motion carried unanimously.

Mayor Pro Tem Austin Brown has moved to approve the Closed Session minutes for September 16, 2019, seconded by Commissioner Carolyn Melvin. All in favor.

Mayor Pro Tem Austin Brown has moved to approve the Closed Session minutes for October 1, 2019, seconded by Commissioner Barbara Peterson. All in favor.

Mayor Pro Tem Austin Brown has moved to approve the Closed Session minutes for November 19, 2019, seconded by Commissioner Barbara Peterson. All in favor.

Commissioner Carolyn Melvin has moved to approve the Closed Session minutes for November 26, 2019, seconded by Commissioner Barbara Peterson. All in favor.

Mayor Pro Tem Austin Brown made the motion to enter Closed Session Personal at 8:29pm, seconded by Commissioner Barbara Peterson. All in favor.

**CLOSED SESSION**

Mayor Pro Tem Austin Brown has moved to exit Closed Session at 8:59pm, seconded by Commissioner Carolyn Melvin. All in favor.

**OPEN SESSION**


Mayor Murphy stated no action was taken in closed session.

Commissioner Barbara Peterson has moved to terminate Reginald Harper effective 5pm tomorrow, seconded by Mayor Pro Tem Austin Brown. 3 in favor 1 opposed. Commissioner Eddie Bronson Jr. cast the dissenting vote.

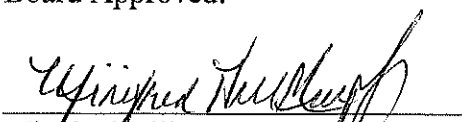
Commissioner Eddie Bronson Jr. exits the meeting at approximately 9:00pm.

Mayor Pro Tem Austin Brown has moved to take \$50.00/week times 2 weeks from Reginald Harper's payroll to reimburse the town for excessive minute usage on the town's phone, seconded by Commissioner Barbara Peterson. All in favor.

Mayor Pro Tem Austin Brown has moved to adjourn the meeting at 9:10pm, seconded by Commissioner Barbara Peterson. All in favor.

  
Alexis Devane, Deputy Clerk

Board Approved:

  
Winfred Hill Murphy, Mayor