

**TOWN OF GARLAND
REGULAR MEETING OF THE BOARD OF COMMISSIONERS & PUBLIC HEARING FOR
THE CLOSEOUT OF THE 2014, 2015 AND 2017 CDBG-I PROJECTS
TUESDAY, FEBRUARY 16, 2021
6:00 PM**

The Regular Meeting of the Board of Commissioners of the Town of Garland & Public Hearing for the Closeout of the 2014, 2015 and 2017 CDBG-I Projects was held virtually via GoToMeeting on Tuesday, February 16, 2021 at 6:00 pm.

The following members of the Board of Commissioners were present:

**Austin Brown (Present in the Boardroom)
Eddie Bronson, Jr. (Present Virtually) at 6:20pm
Jo A. Strickland (Present in the Boardroom)
Barbara A. Peterson (Present in the Boardroom)
Carolyn R. Melvin (Present Virtually)**

Also, present: Town Clerk Pamela Cashwell in the Boardroom and Mr. Chase Jordan of the *Sampson Independent* was present virtually. There were unidentified callers as well in attendance virtually.

CALL TO ORDER

Mayor Pro Tem Austin Brown called the meeting to order at 6:07 pm and welcomed everyone in attendance. Town Clerk, Pamela Cashwell, was present recording notes for the minutes.

QUORUM

Mayor Pro Tem Austin Brown and Clerk Pamela Cashwell established there was a quorum present.

APPROVAL OF AGENDA

Mayor Pro Tem Austin Brown requested the Board review the agenda for approval. Mayor Pro Tem Austin Brown requested to add Item # 8. 3. Resolution Adopting the Sampson/Duplin Hazard Mitigation Plan and 5. D. 3. Placement of Water Fountain. Commissioner Carolyn R. Melvin made a motion to approve the agenda with the stated additions, seconded by Commissioner Jo A. Strickland and carried with a vote of four to none. Commissioner Eddie Bronson Jr. wasn't present for the vote. (See attached).

PUBLIC COMMENTS

No public comments were received.

COMMISSIONER REPORTS

ADMINISTRATION

Mayoral Report- Mayor Pro Tem Austin Brown stated Mayor Murphy asked him to preside over the meeting tonight and he didn't have anything for the mayoral report.

FINANCE

Budget versus Actual – Clerk Pamela Cashwell provided copies of the current budget vs. actual reports for the Board. (See attached). Clerk Cashwell noted she circled some line-item in revenues and expenditures that will have to be monitored closely. Some of the anticipated amendments can be line item amendments and others involving salary line items will need to be board approved.

Bank Statements/A.P. Check Listing – Clerk Pamela Cashwell provided copies of the bank statements for all three accounts as well as the AP check report from the last month. (See attached).

Internal Control Monthly Review–Clerk Cashwell informed the Board that Commissioner Carolyn R. Melvin is on the rotation schedule for this month to meet with the Mayor and Clerk to complete the monthly internal review checklist.

Credit Card Purchases – Clerk Pamela Cashwell reported there wasn't any credit card purchases or charges for this month. (See attached).

Budget Planning Sessions- Clerk Cashwell noted there are eight committees, and each has a Chairman and a Co-Chairmen. She stated she will begin reaching out and scheduling budget planning sessions with members of each committee and plans to get at least four completed prior to next month's meeting.

BUILDINGS/CEMETERY

Cemetery Updates/Surveying Maps-Commissioner Barbara A. Peterson stated she and Deputy Clerk Ricketson had scheduled several days to work at the cemeteries, however, rain and freezing temperatures put a halt to their planned workdays. She noted someone wanted to purchase six plots at the Garland Cemetery and they needed to locate six that were together in a row.

Buildings Updates- Commissioner Barbara A. Peterson stated she was working on getting quotes for repairs needed at the former police department.

Zoning Concerns-Commissioner Barbara A. Peterson stated she was interested in purchasing the home located at 35 W. Front Street. She stated the home is zoned as business, but she wants to use it as a residence. She stated there are other homes that fall into this same dilemma with the old ordinances. She asked for directions in getting this changed. Mayor Pro Tem Austin Brown stated she would need to take this request to the Planning and Zoning Board and if they were onboard with it, then it would come back to this board for a vote on the matter. Commissioner Jo A. Strickland stated her home was subject to the same zoning ordinances as this home and noted if her home was to burn down, she couldn't rebuild in that location according to the ordinances.

PARKS/RECREATION

Concession Stand Repairs to Building & Security System/Post Break-In-Commissioner Eddie Bronson Jr. stated Harvey Herring is taking care of the repairs at the concession stand.

Lighting Fixture Update at Ball Park- Commissioner Eddie Bronson Jr. stated he had asked Annette about three weeks ago to get up with Duke power company because he didn't have time to stay on the phone and he hasn't heard anything back from her.

Placement of Water Fountain-Commissioner Eddie Bronson Jr. made a motion to install the water fountain at town hall at an approximate cost of \$1,900.00 to be paid for out of parks and recreations and buildings equally, seconded by Commissioner Barbara A. Peterson and carried with a vote of four to one with Commissioner Jo A. Strickland casting the dissenting vote.

STREETS

Ditch Cleaning on Dawson Avenue, Jackson Avenue & W. Fourth Street- Mayor Pro Tem Austin Brown stated he received enough responses to his email to board members to move forward with this quote and he has scheduled the work. Clerk Cashwell asked if she could receive a copy of this quote as she hasn't reviewed or received a copy. Mayor Pro Tem Austin Brown emailed Clerk Cashwell a copy of the quote during the meeting. Mayor Pro Tem Austin Brown stated he wants to hold off on the work for W. Fourth Street at this time as the citizens will need to purchase some tile before work can proceed. Commissioner Jo A. Strickland stated she plans to speak with the citizens tomorrow and discuss the plan for W. Fourth Street.

Powell Bill Street Assessment Update- Mayor Pro Tem Austin Brown and Commissioner Jo A. Strickland stated they didn't have any updates on the maintenance and repairs needed per the Powell Bill Street Assessment.

PUBLIC WORKS – WATER/SEWER/GARBAGE

Tire Replacement for Truck #1- Commissioner Jo A. Strickland provided board members a list of quotes she obtained from multiple vendors for the purchase of a new set of tires for the public works truck. (See attached). She reviewed each quote in detail with board members. She made a recommendation to purchase the tires from *Gonzales Tire* locally. Commissioner Jo A. Strickland made a motion to purchase the new set of tires from *Gonzales Tire* at a cost of \$760.00, seconded by Commissioner Barbara A. Peterson and carried with a vote of four to one. Commissioner Eddie Bronson Jr. strongly objected to this motion, casting the dissenting vote.

Clock Repair- Commissioner Jo A. Strickland stated the key to the clock hasn't been located and they will need to contact the clock vendor to purchase a replacement key in order to complete the repairs. She reported Mr. Hall was waiting on the weather to improve and a key to make repairs.

Purchase Requests- No other purchase requests were made.

SAFETY

Security Cameras for Town Hall- Commissioner Jo A. Strickland reported the security camera system has been installed at town hall and there is a doorbell camera that is connected to cell phones that can be monitored during working hours and after hours. She stated she has access to the security system from her cellphone and stated the cameras are clear and easily viewed. Commissioner Eddie Bronson Jr. stated he sure hoped it was a better system than the one installed at the parks building. He stated the cameras were installed in the wrong places. He asked if it was the same company that installed the one at the park. Commissioner Jo A.

Strickland stated it was not the same company. He replied well you better make sure the areas that need covering are covered. She stated he was welcome to come to town hall and inspect the system and he thanked her for the invitation.

Exterior Lighting Quotes needed for Town Hall- Commissioner Jo A. Strickland stated three vendors have been contacted to give quotes to upgrade the exterior lighting on the sided of town hall and no one has responded to date. She stated she would follow up on this and try to obtain the quotes needed for the lighting upgrades.

Former Police Department Inventory & Equipment- Commissioner Jo A. Strickland stated as soon as weather permits, she and Mayor Pro Tem Austin Brown plan to inventory and remove all the police equipment from the former police department. She asked if anyone has any of the police equipment in their possession to bring it to town hall so it can be placed in inventory. Commissioner Eddie Bronson Jr. stated most of the police purchases was made under a different administration and they allowed the Chief to run wild, so good luck in finding the stuff.

OLD BUSINESS

Cares Act Funding-Current Expenditure Report- Clerk Cashwell reviewed the recent purchases from the CARES ACT funds and provided a current expenditure report. (See attached).

Appointment of Planning Board Member- Mayor Pro Tem Austin Brown made a motion to table this appointment for tonight, seconded by Commissioner Jo A. Strickland and carried unanimously.

Chapter 160D Plan of Action- Commissioner Jo A. Strickland stated she had attended a virtual training and noted a lot of the information pertained to larger municipalities. She stated the town needed to update the current ordinances related to planning and zoning. Clerk Cashwell stated she sent an email to board members today with information on consultants that can assist the town in becoming compliant with the 160D Plan of Action effective July 1, 2021. Commissioner Jo A. Strickland stated she would provide more information as it becomes available.

NEW BUSINESS

Cell Phones for Public Works Employee-Clerk Cashwell informed the board that R. Boone lost his work-issued cellphone. She stated she contacted the carrier and had the phone suspended for 90 days. She stated they can discuss options moving forward during budget planning. Mayor Pro Tem Austin Brown made a motion to table this item, seconded by Commissioner Barbara A. Peterson and carried unanimously.

2019 CDBG-NR Bid Openings-Clerk Cashwell informed board members that bids have been solicited for the 2019 CDBG-NR Project and a bid opening is scheduled for February 26, 2021 at 10:00 am at town hall. Clerk Cashwell stated everyone is invited to attend.

Resolution Adopting the Sampson-Duplin Regional Hazard Mitigation Plan- Mayor Pro Tem Austin Brown requested board members consider this resolution adopting the Sampson-Duplin Regional Hazard Mitigation Plan. (See attached). Clerk Cashwell noted we currently have an adopted resolution; however, the plan must be updated every five years. Mayor Pro Tem Austin Brown made a motion to approve the

Resolution Adopting the Sampson-Duplin Regional Hazard Mitigation Plan, seconded by Commissioner Barbara A. Peterson and carried unanimously.

MINUTES APPROVAL

Closed Session Minutes for August 20, 2020 & October 26, 2020- Mayor Pro Tem Austin Brown made a motion to approve these two sets of closed session minutes as submitted, seconded by Commissioner Jo A. Strickland and carried unanimously.

Regular Meeting Minutes for September 15, 2020- Mayor Pro Tem Austin Brown made a motion to approve these minutes as submitted, seconded by Commissioner Barbara A. Peterson and carried unanimously. (See attached).

Regular Meeting Minutes for October 20, 2020- Mayor Pro Tem Austin Brown made a motion to approve these minutes as submitted, seconded by Commissioner Barbara A. Peterson and carried unanimously. (See attached).

Special Meeting Minutes for October 26, 2020- Commissioner Barbara A. Peterson made a motion to approve these minutes as submitted, seconded by Mayor Pro Tem Austin Brown and carried unanimously. (See attached).

Regular Meeting Minutes for November 17, 2020- Commissioner Barbara A. Peterson made a motion to approve these minutes as submitted, seconded by Commissioner Jo A. Strickland and carried unanimously. (See attached).

Regular Meeting Minutes for December 15, 2020- Commissioner Barbara A. Peterson made a motion to approve these minutes as submitted, seconded by Mayor Pro Tem Austin Brown and carried unanimously. (See attached).

Regular Meeting Minutes for January 19, 2021- Commissioner Carolyn R. Melvin made a motion to approve these minutes as submitted, seconded by Commissioner Barbara A. Peterson and carried unanimously. (See attached).

PUBLIC HEARING FOR CLOSEOUT OF THE 2014, 2015 & 2017 CDBG-I PROJECTS

Commissioner Jo A. Strickland made a motion to enter into the Public Hearing for the Closeout of the 2014, 2015 and 2017 CDBG-I Projects at 7:00 pm, seconded by Mayor Pro Tem Austin Brown and carried unanimously.

Clerk Pamela Cashwell noted the Town's Citizen Participation Plan for these CDBG-I programs require the Town of Garland to conduct a public hearing upon completion of the programs. This hearing serves as the Closeout Public Hearing for the 2014, 2015 and 2017 CDBG-I programs.

**The 2014 program replaced 1,841 feet of sewer lines,
The 2015 program replaced 601 feet of sewer lines, and
The 2017 program replaced 2,983 feet of sewer lines on:**

- 4th Street
- Gray Avenue
- Odham Avenue
- 5th Street
- Herring Avenue
- Bladen Avenue
- Smith Street

- Lisbon Avenue

The 2017 program also replaced 3,120 of force main on 3rd Street.

The 2014 program total expenditures were \$194,170.65.

The 2015 program total expenditures were \$83,931.35.

The 2017 program total expenditures were \$1,014,280.85.

The Town wishes to submit the closeout packages to DWI in February 2021, and the closeout package must include a certified copy of the approved minutes of this public hearing. Therefore, it is requested the Board authorize the Mayor to approve the minutes of this public hearing when prepared.

Mayor Pro Tem Austin Brown opened the floor for any comments. None were received. The Town will respond to any written comments within 10 calendar days and will receive other comments until February 17 at 7:30 PM.

Mayor Pro Tem Austin Brown made a motion to recess this Public Hearing to reconvene on Wednesday, February 17, 2021 at 7:30 pm virtually, seconded by Commissioner Jo A. Strickland and carried unanimously.

Abandoned Buildings- Commissioner Eddie Bronson Jr. stated he was going to get the attorney to send a certified letter regarding the abandoned building located next to his residence adding that's what he gets paid for. He said he had invited a gentleman to speak with the board tonight about an aluminum building, but he didn't get on. He agreed to have him attend the March 2021 meeting. He also stated he had a quote from a gentleman for \$3,500.00 to remove the old wood flooring at the old bank and install new flooring with the town purchasing all the materials needed. Commissioner Jo A. Strickland requested a more specific bid with a quote that includes all material needed along with the purchase price for all materials. She stated with the price of lumber these days we need a bid to determine the entire cost of the project.

CALENDAR OF EVENTS/ANNOUNCEMENTS/CONDOLENCES


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

RECESS TO RECONVENE

Commissioner Jo A. Strickland made a motion to recess to reconvene on Wednesday, February 17, 2021 at 7:30 pm, seconded by Commissioner Barbara A. Peterson and carried unanimously. Meeting recessed at 7:07 pm.


Pamela Cashwell, Town Clerk

Approved:


Winifred H. Murphy, Mayor