

TOWN OF GARLAND  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
TUESDAY, MAY 3, 2022  
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, May 3, 2022 at 6:30 pm.

The following members of the Board of Commissioners were present:

Carolyn R. Melvin  
Jo A. Strickland  
Barbara A Peterson  
Ralph Smith, Jr.

Also, present: Mayor Austin Brown and Town Clerk Pamela Cashwell. There were approximately fifteen citizens in attendance. Commissioner Andy Johnson was absent due to a prior obligation.

CALL TO ORDER

Mayor Austin Brown called the meeting to order at 6:30 pm and welcomed everyone in attendance. Town Clerk, Pamela Cashwell, was present recording notes for the minutes.

PLEDGE OF ALLEGIENCE

Mayor Austin Brown led the attendees in the recitation of the pledge.

INVOCATION

Clerk Cashwell provided the invocation.

QUORUM

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

APPROVAL OF AGENDA

Mayor Austin Brown requested board members review the agenda for approval. Mayor Brown requested to add under Parks/Recreation- #2. Gates at Ballpark and #3. Concession Stand Repair Quotes. Mayor Brown asked to remove Attorney Interviews as no one was present to be interviewed. Commissioner Smith objected and stated he wanted to discuss attorneys. Commissioner Strickland noted this is not on the agenda, Commissioner Smith replied then add it. Mayor Brown recommended changing Attorney Interviews to Attorney Discussions. Mayor Pro Tem Melvin made a motion to approve the agenda with said changes, seconded by Commissioner Peterson, and carried unanimously. (See attached).

ATTORNEY DISCUSSIONS

Commissioner Smith stated he understands Mayor Brown has spoken with a previous attorney for the town and he has voiced interest in the vacant position. Mayor Brown confirmed he had spoken with Attorney Michael Porter. Commissioner Smith stated he was going to make a motion that we hire an attorney tonight. He said he had an attorney who was going to be here tonight but due to his spouse having Covid, he is in self quarantine. Commissioner Smith made a motion to re-hire Attorney Alan Maynard at his previous rate of pay for the town attorney. Mayor Pro Tem Melvin seconded the motion. Commissioner Strickland stated we have two other candidates who should be considered and interviewed before we make a decision. Mayor Brown called for the vote and the motion carried with a vote of three to one with Commissioner Strickland casting the dissenting vote.

## PUBLIC COMMENTS

Mr. Todd Marshall- 4887 Harrells Highway, Garland- addressed board members on behalf of the Softball League committee with the following updates: 150 children have signed up to play this season, season will begin June 6<sup>th</sup> and end the week of July 18<sup>th</sup>, games will be played on Monday, Tuesday and Thursday with Friday being a rain make up day as needed. Mr. Marshall did request the gates to the fields be opened so they can access the fields for practices prior to the beginning of the games. He stated they will turn in copies of the requested waivers next week.

Mrs. Hannah Brown- 712 W. Second Street, Garland- addressed board members and read a prepared statement. (Copy requested for the minutes). Mrs. Brown spoke in support of children being able to play softball and encouraged board members to work together with the softball committee to address overdue maintenance issues and concerns. She noted the children are the victims when the two groups work against one another. She encouraged everyone to think about the children and stop negativity especially on social media forums.

Mr. Bob Graczyk- 2556 Greensbridge Road, Garland- addressed board members in support of children being able to play ball at the park complex. Mr. Graczyk spoke of how important it is for the town to maintain and upkeep the softball complex as it is one of a few gems in town. He also addressed several maintenance and upkeep issues he has noticed recently at the park complex.

Ms. Everlene Owens- 718 Garland Airport Road, Garland- addressed board members to discuss the details of a special-events application she submitted of behalf of her church that will be discussed later in the meeting.

## PRESENTATION OF THE 2022/2023 BUDGET MESSAGE, PROPOSED BUDGET & PROPOSED FEE SCHEDULE-

Clerk Cashwell read the 2022-2023 budget message, proposed budget, fee schedule and line-item budget worksheet. (See attached). Clerk Cashwell stated all this information will be posted on the town website tomorrow morning and a folder with all this information is available for the public to come in and review. Commissioner Smith made a motion to accept the 2022-2023 proposed budget and fee schedule as submitted and to place the advertisement for a public hearing to receive comments on the 2022-2023 proposed budget to be scheduled for June 7, 2022 at 6:30 pm during next month's meeting, seconded by Commissioner Peterson and carried unanimously.

## COMMISSIONER REPORTS

### FINANCE

Credit Card Purchases – Clerk Pamela Cashwell provided a statement of and reviewed all the credit card purchases for the month. (See attached).

BVA & A.P. Check Listing- Clerk Cashwell reviewed the BVA reports with board members. The A.P. Check Listing Report was provided and reviewed for the month of April 2022. (See attached).

Reports Completed- Clerk Cashwell reported the following reports have been completed: bank reconciliations for April 2022 for all three bank accounts, monthly and quarterly reports, (2) NCORR quarterly grant reports, ARPA grant report and LCG 129 report.

Budget Amendment 2021-2022-07- Clerk Cashwell presented and read Budget Amendment 21-22-07 amending the General Fund by increasing the budget \$10,000.00 and dispersing the funding in various departments as needed. (See attached). Commissioner Peterson made a motion to approve the budget amendment as read, seconded by Mayor Pro Tem Melvin, and carried unanimously.

Purchase Requests: Computer & On Demand Ethics Training- Clerk Cashwell presented a quote for a computer for Mayor Brown's office in the amount of \$1,086.04 and \$200.00 to install and program the computer. (See attached). Commissioner Smith made a motion to approve the purchase as presented, seconded by Commissioner Peterson, and carried unanimously. Clerk Cashwell requested a motion to approve the purchase of the on-demand version of the ethics training for elected officials at a cost estimate of \$200.00. Mayor Pro Tem Melvin made a motion

to approve the ethic training purchase as requested, seconded by Commissioner Smith, and carried unanimously.

### BUILDINGS/CEMETERY

Commissioner Peterson reported she was notified of a tree that is dead and needs removing at the senior center. She has spoken with an individual who will cut the tree down for \$200.00 with town staff removing the debris. Commissioner Peterson made a motion to approve the quote of \$200.00 to cut down the diseased tree, seconded by Commissioner Smith and carried unanimously. Clerk Cashwell requested a W9 and Certificate of Liability from the contractor prior to payment of the invoice.

Update on Roofing Replacement for Community Center- Roofing replacement has been completed at the Community Center.

Update on Town Hall Duct Work- Commissioner Strickland reported most of the duct work has been replaced and the contractor will complete the work next week. Clerk Cashwell thanked Commissioner Strickland for coming in and inspecting the duct work and filters and getting quotes to replace the duct work in the office. She also thanked the board for approving the quote to replace the duct work as this was a long overdue project that needed to be completed. The contractor placed an air filtration system for the office and installed air ventilation in the bathrooms at no extra cost to the town which has made a tremendous difference in the air quality within the office.

Update on Spraying Cemeteries- Commissioner Peterson spoke with Mr. Newkirk about spraying both cemeteries for ants. The spray will cost approximately \$125.00. Additional cost will be incurred for the application of the spray

. Discussion followed on the time the cemetery would need to be closed off for the spraying. He has agreed to get this done prior to the end of this fiscal year. Mayor Pro Tem Melvin made a motion to approve the spraying for ants at both cemeteries, seconded by Commissioner Smith and carried unanimously.

Quote for Carpet in Town Hall Office- Commissioner Strickland presented a quote to replace the flooring at town hall. The carpet in the office is beyond cleaning and needs to be replaced. Other flooring in the lobby has stains that cannot be removed. (See attached). The quote presented will replace the flooring in town hall with LVP plank at a cost of \$9,973.25. The vendor was able to quote this cost because he is able to obtain the flooring at a discounted price. They will be responsible for installation and moving of furniture and equipment. They have agreed to complete the project prior to the end of this fiscal year. Commissioner Strickland made a motion to approve the quote for flooring replacement, seconded by Commissioner Peterson and carried unanimously.

### PARKS/RECREATION

Hot Water Heater Installation- Mayor Pro Tem Melvin received a verbal quote to install the hot water heater at the concession stand for \$225.00. Mayor Pro Tem Melvin made a motion to approve the quote, seconded by Commissioner Smith and carried unanimously. The installation will take place after other repairs have been completed. Clerk Cashwell informed Mayor Pro Tem Melvin she will need a W9 and Certificate of Liability from the contractor prior to payment.

Picnic Tables- Mayor Pro Tem Melvin stated four picnic tables will be delivered this week for the park complex and they will be chained down once placed in the picnic area. Mayor Brown stated he spoke with Mr. Kenneth Ragland of *Garland Apparel*, and he has pledged up to \$5,000.00 to get the fountain in Rotary Park painted and repaired. Board members were pleased and appreciative for this donation.

Gates at Ballpark- Board members discussed whether to keep the gates and restrooms open to the public during softball season. After several recommendations, Commissioner Strickland made

a motion to appoint Mr. Todd Marshall of the Softball League to receive a gate key for the complex in order to access the park, seconded by Commissioner Peterson and carried unanimously.

Concession Stand Repair Quotes- Mayor Brown stated they have two quotes for repairs on the concession stand to review. Commissioner Strickland provided a quote from John Weeks for \$7,485.00. (See attached). Mayor Pro Tem Melvin provided a quote from D & D Construction for \$1,340.00. (See attached). Commissioner Strickland asked, "are we comparing apples to apples here?" Mayor Brown replied mostly it looks like, from what I can tell. Commissioner Strickland asked who is D & D? Commissioner Peterson asked Commissioner Strickland, who is yours from? Commissioner Strickland replied, John Weeks, this is the updated invoice, it was in your board packets last month. Commissioner Strickland said, again, who is D & D Construction? Mayor Pro Tem Melvin replied, David & David, David Barnes. Commissioner Strickland asked where they are from? Mayor Pro Tem Melvin replied they are local, one lives on Helltown Road. Commissioner Peterson asked if this was John Weeks off of 903? Commissioner Strickland replied yes. Commissioner Strickland asked if the quote from D & D Construction included buying new faucets and installing them? Mayor Pro Tem Melvin stated it was buying new ones and putting them in. Mayor Brown asked if we have a motion on either quote. Commissioner Strickland stated not yet, I am still comparing apples to apples. Commissioner Smith stated yes, we do, just for the pricing alone, I make a motion we go with D & D Construction. Commissioner Strickland stated she was not finish with discussion. Mayor Brown stated we have a motion from Commissioner Smith to go with D & D Construction and asked if there was a second. Mayor Pro Tem Melvin seconded the motion. Mayor Brown asked if there were any questions or discussion and Commissioner Strickland replied, I am still discussing. Commissioner Strickland asked Mayor Pro Tem Melvin what were they planning to do with the serving window? Mayor Pro Tem Melvin stated they were going to leave the green part there and they were not sure if they were going to install a glass window or some other type. She stated they said they plan to look at different options and chose the best option for the serving window. Commissioner Strickland discussed the plans for the window in John Weeks' quote and asked if it was a sliding window in the D & D quote? Mayor Pro Tem Melvin stated he is still working on that. Commissioner Strickland asked if the amount of the quote would change depending on the type of serving window they install? Mayor Pro Tem Melvin stated it may, but it would not be much of a change. Commissioner Strickland stated, I personally do not care who does the work, I just want to see that we are getting the same thing and all the needs that were discussed in this quote are covered in this quote; so, we're not out there a month down the road and say we wanted this, and we needed this and its not here. Mayor Pro Tem Melvin replied, he has pretty much covered everything that is on this list here. Mayor Brown stated, we need to move on. He called for the vote on the motion and the motion carried with a vote of three to one with Commissioner Strickland casting the nay vote on the motion.

## STREETS

Paving on W. Fourth Street- Mayor Brown stated paving is scheduled to begin on W. Fourth Street this week. He noted Commissioner Johnson could not be here tonight due to a previous engagement.

## PUBLIC WORKS – WATER/SEWER/GARBAGE

Needs Assessment List- Mayor Brown noted this list was created by Mr. Neil Carroll and has been in the packets for review. (See attached). Clerk Cashwell noted she has pre-audited the expenses and the money is budgeted to complete the needs assessment list. Commissioner Smith made a motion to approve the expenditures as listed, seconded by Commissioner Peterson. Commissioner Strickland asked if this list can be completed by June 30, 2022. She was told it could be completed by the end of this fiscal year. Motion carried unanimously. Commissioner Smith noted the spring clean-up has been completed.

## SAFETY

Updates- Commissioner Strickland reported she is moving forward with plans to begin police coverage services beginning July 2022. Commissioner Peterson asked what the plans are for having a site for the contracted officers to use facilities and to clock in and out of work. Commissioner Strickland stated she is continuing to work on the details and has until July to work out all of the details. Commissioner Smith asked where the cages are out of the police cars, noting there is a security company interested in buying them. Commissioner Strickland stated everything Barnes removed from the cars are out there. She noted she did not know anything about the cages in the cars. The purchaser of the vehicles was present at the meeting and confirmed the cages were left in the cars. A heated discussion followed as to decommissioning the police cars prior to turning them over to the purchaser.

## NEW BUSINESS

Employee Leave Requests- Commissioner Peterson made a motion to approve employee leave request for A. Ricketson, seconded by Mayor Pro Tem Melvin and carried unanimously. (See attached). Mayor Pro Tem Melvin made a motion to approve employee leave request for P. Cashwell, seconded by Commissioner Peterson and carried unanimously. (See attached).

Laptop for Senior Citizens- Mayor Pro Tem Melvin discussed a program that would qualify anyone 18 years or older receiving Medicaid or other assistance for a laptop for \$11.00 with shipping cost of \$2.00. She reported she and Mrs. Marie Faircloth would be assisting individuals to complete an application at the Garland Senior Center from May 16-19 from noon to 6:00pm. She asked for a one call now to be scheduled to notify citizens of this program.

Special Events Applications- Mayor Brown asked the board to consider the special events application submitted by Church of the Lord Jesus Christ for June 25<sup>th</sup> from noon until 6:00 pm for CLJC Youth Community Day. Event to be held at the Park Complex. (See attached). Commissioner Strickland made a motion to approve the special events application, seconded by Commissioner Peterson and carried unanimously. Commissioner Strickland stated the host needs to be advised they will be responsible for cleaning up and removing any trash from the park complex.

Mayor Brown asked board members to consider a special events application submitted by Commissioner Strickland to have a private 4<sup>th</sup> of July event on July 3<sup>rd</sup> from 11 am until at the Park Complex. (See attached). Commissioner Smith asked what is the difference between a private and a public event on public property? Commissioner Smith asked, why is your event private? Commissioner Strickland replied because she is not inviting everybody. Commissioner Smith made a motion to approve the application as submitted, seconded by Commissioner Peterson, and carried with a vote of three to zero. Commissioner Strickland recused herself from the vote on her event application.

## MINUTES APPROVAL

Regular Meeting- April 5, 2022- Mayor Pro Tem Melvin made a motion to approve the minutes as submitted, seconded by Commissioner Smith, and carried unanimously. (See attached).

Budget Planning Session- April 7, 2022- Commissioner Peterson made a motion to approve the minutes as submitted, seconded by Mayor Pro Tem Melvin, and carried unanimously. (See attached).

Budget Planning Session- April 21, 2022- Mayor Pro Tem Melvin made a motion to approve the minutes after adding Commissioner Strickland was absent for the session, seconded by Commissioner Peterson, and carried unanimously. (See attached).

CALENDAR OF EVENTS/ANNOUNCEMENTS/CONDOLENCES

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

Music in the Park- The Cape Fear River Band- May 7, 2022 from 7pm to 10pm

Town Offices Closed Monday, May 30<sup>th</sup> in Observance of Memorial Day

Regular Board Meeting/Public Hearing for 2022/2023 Proposed Budget – June 7, 2022 at 6:30 pm

CLOSED SESSION

Mayor Pro Tem Melvin made a motion to enter into closed session(*Pursuant to G.S. 143-318.11- (6) Personnel*), seconded by Commissioner Peterson, and carried unanimously. Board entered into closed session at 7:45 pm.

Mayor Pro Tem Melvin made a motion to exit closed session at 8:10 pm, seconded by Commissioner Smith, and carried unanimously.

No action taken in closed session.

OPEN SESSION

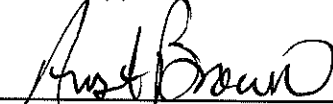
Commissioner Smith made a motion to order porta-potties for the Music in the Park event, seconded by Commissioner Peterson, and carried unanimously.

Commissioner Smith made a motion to appoint Clerk Cashwell to work with the N.C. Retirement System to resolve questions concerning employee retirement benefits, seconded by Mayor Pro Tem Melvin, and carried unanimously.

ADJOURNMENT

Commissioner Smith made a motion to adjourn the meeting, seconded by Mayor Pro Tem Melvin, and carried unanimously. Meeting adjourned at 8:11 pm.

Board Approved:

  
Austin Brown, Mayor

  
Pamela Cashwell, Town Clerk/Finance Officer