

**TOWN OF GARLAND
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 3, 2019
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, September 3, 2019 at 6:00 pm.

The following members of the Board of Commissioners were present:

Mary Brown
Eddie Bronson, Jr.
Carolyn Melvin

The following members of the Board of Commissioners was absent:

Austin Brown
S.J. Smith

Also present were: Attorney Alan Maynard, Mr. Neil Carroll, Contracted ORC, Mrs. Sylvia Chestnutt of the *Sampson Weekly*, and Mr. Chase Jordan of the *Sampson Independent*. There were approximately two citizens in attendance.

ADMINISTRATIVE

Mayor Winifred Murphy called the meeting to order at 6:00 pm for the transactions of business for the Town of Garland and welcomed everyone in attendance. Town Clerk, Pamela Cashwell, was present recording notes for the minutes.

QUORUM

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

APPROVAL OF AGENDA

Mayor Winifred Murphy requested the Board review the agenda for approval. Mayor Murphy requested to add item 9 A. Storm Preparation and table item 10 G. Safety #1 Fire Hydrant Update. Mayor Pro Tem Mary Brown made a motion to approve the agenda with the stated additions and modifications, seconded by Commissioner Carolyn Melvin and carried unanimously. (See attached).

CLOSED SESSION

Mayor Pro Tem Mary Brown made a motion to enter into closed session at 6:03 pm pursuant to G.S.143-318.11(3) Attorney/Client Privilege and (6) Personnel, seconded by Commissioner Carolyn Melvin and the motion carried unanimously.

Mayor Pro Tem Mary Brown made a motion to exit closed session at 6:50 pm, seconded by Commissioner Carolyn Melvin and carried unanimously.

OPEN SESSION

Mayor Winifred Murphy called the meeting back to order at 6:52 p.m. No action taken during Closed Session.

PLEDGE OF ALLEGIANCE

Mayor Winifred Murphy led the recitation of the Pledge of Allegiance.

INVOCATION

Mr. Leo Skinner provided the invocation.

PROCLAMATION

Mayor Winifred Murphy read aloud a proclamation to recognize National American Indian Heritage Month. (See attached).

PUBLIC COMMENTS

Mr. Leo Skinner addressed the Board to thank everyone for another successful Music in the Park on Saturday, August 10, 2019. Mr. Skinner also thanked everyone for celebration of his birthday during the event. Also, he thanked the Board for the softball team he sponsors and announced his team won the championship this year.

STORM PREPARATION

Mayor Winifred Murphy stated that preparations were underway in anticipation of Hurricane Dorian. Shelters are being opened the following day, September 4. Mayor Murphy asked for garbage cans be moved away from the road, as well as cleaning ditches. Mayor Murphy read a declaration of a state of emergency in the Town of Garland effective at 7:00 pm tonight. (See attached).

COMMISSIONER REPORTS

ADMINISTRATION

Employee Leave Request – Mayor Pro Tem Mary Brown made a motion to approve the following leave request: Clerk Pamela Cashwell for the week of September 9-13, 2019. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously. (See attached).

FINANCE

Budget versus Actual – Clerk Pamela Cashwell provided copies and reviewed the current budget vs. actual report with the Board. (See attached).

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

Internal Control Monthly Reviews – Clerk Cashwell informed the Board that Commissioner Austin Brown is on the rotation schedule for this month to meet with the Mayor and Clerk to complete the monthly internal review checklists.

Credit Card Purchases – Clerk Pamela Cashwell provided copies of the credit card purchases for the month and reviewed purchases with the Board as follows: Light Bulbs for public works for \$26.75. (See attached).

Amendments – Clerk Cashwell did not have any amendments.

Copier Purchase or Printer Upgrade – Clerk Cashwell stated a new color copier was delivered by our current copier contractor and color copies will cost the town .07 per color copy.

2018-2019 Audit Update – Clerk Cashwell worked with the town's independent auditor the previous week. The auditor will come back later in the week to complete the pre audit prior to the annual audit.

BUILDINGS/CEMETERY

Cemetery Update – Mayor Murphy stated Mr. Jimmy Blackman stated there is a section of Garland Cemetery on Garland Highway that has never been surveyed. Mayor Murphy will need to find out how much it will cost to have the surveying done as well as the iron stakes placed.

Building Inspections – Clerk Cashwell stated the fire extinguishers were serviced. Public Works staff will need to sign off on inspections of the fire extinguishers each month. Clerk Cashwell asked the commissioners to review the building inspection form/checklist.

Ralph's Rose Garden – Mayor Murphy stated a citizen may be interested in leading this project.

Building Upgrades and Maintenance – Mayor Murphy stated a patron ran into the side of the library building. Estimates have been provided and the patron will be responsible for paying for repairs. Mayor Murphy also stated the library flooded the previous Friday. Sandbags will be in place prior to Hurricane Dorian. An estimate was provided for a ramp and accessibility upgrades. The Ministerial Association/Illuminate Assist will be contacted to see if they can assist with the project. The ABC Store has more roof damage, and ceiling tiles will need to be replaced. Carolina Roofers are coming to Town Hall tomorrow to look at the Town Hall roof.

PARKS/RECREATION

Curtis D. Cain Memorial Park Upgrades – Mr. Leo Skinner has worked on the basketball court and getting tables in the park. Mr. Skinner also stated wiring would need to be added to handle the electricity needs at the park and he provided a quote for installing the electricity. Mayor Pro Tem Mary Brown made a motion to approve the wiring estimate of \$1,830.00. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously. (See attached).

Walking Track/Restroom Facilities – Mayor Murphy stated a walking track and restrooms are in the long-term plans for the park.

STREETS

Estimates & Updates for FEMA Town-Wide Repairs – Mayor Murphy stated the town is waiting for an estimate.

Priorities for Street Maintenance – Commissioner Austin Brown contacted *Diamond Contractors*. They came out last Friday to look at several streets and assess re-surfacing East 10th Street. Mayor Murphy recommended the re-surfacing of East 10th Street be a

priority. Mayor Pro Tem Mary Brown made a motion to approve the re-surfacing East 10th Street at a cost of \$8,665.00. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously. (See attached). Mayor Murphy also recommended East 10th Street be renamed Judy C. Smith Street. Mayor Pro Tem Mary Brown made a motion to rename East 10th Street to Judy C. Smith Street in honor of former commissioner Judy C. Smith. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously. (See attached). The Board discussed 8th Street but tabled the discussion.

PUBLIC WORKS – WATER/SEWER/GARBAGE

Vehicle Maintenance & Repair – Mayor Murphy stated there have been some issues with vehicles. Public Works staff have been instructed to specifically document issues.

Purchases & Requests – Mayor Murphy stated there were emergency purchases made in preparation of Hurricane Dorian. These purchases included two generators, a weed eater, edger, blower, and gas cans.

Water Tank Maintenance & Cleaning – Mayor Murphy stated the maintenance and cleaning of the water tank will be occurring soon.

Required Water Inspection – Mayor Murphy stated the state was sending someone to test the water to make sure the town's water supply was not impacted by the Gen-X chemical.

Modem Upgrades – Custom Controls – Mayor Murphy stated another vendor was being looked at for this process.

Leaf & Limb Scheduled Pickup – Mayor Murphy stated this was postponed due to the preparation of Hurricane Dorian.

ORC Update – Mayor Murphy stated they are working very hard making sure the water tank is filled for Hurricane Dorian. The state is providing a generator for one of the wells.

SAFETY

Fire Hydrant Update – Mayor Murphy stated a second estimate would be coming in after the storm.

OLD BUSINESS

Census Training Update – Mayor Murphy stated that Deputy Clerk Alexis Devane went to the community meeting the previous week.

NEW BUSINESS

Sampson County Involuntary Commitment Transportation Agreement and Resolution – Clerk Cashwell provided an overview of the resolution. Mayor Pro Tem Mary Brown made a motion to accept the resolution in reference to the Sampson County Involuntary Commitment Transportation Agreement Resolution. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously. (See attached).

Asset Inventory and Assessment Grant Capital Project Budget Ordinance – Clerk Cashwell provided an overview of the grant including expenses to be incurred. Mayor Pro Tem Mary Brown made a motion to approve the Asset Inventory and Assessment Grant Capital Project Budget Ordinance. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously. (See attached).

American Uniform Sales, Inc. Invoice – Clerk Cashwell stated this invoice was received for goods Chief Matthews purchased for the Police Department last fiscal year. The Board decided to table this until more information can be provided by the vendor.

Resolution for Designation of Applicant’s Agent for NCDEM and State-Applicant Disaster Assistance Agreement – Mayor Pro Tem Mary Brown made a motion to approve both the Resolution for Designation of Applicant’s Agent for NCDEM and State-Applicant Disaster Assistance Agreement. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously. (See attached).

Public Hearing on Monday, September 16, 2019 at 4:00 p.m. – Mayor Murphy stated this hearing is in reference to the CDBG grant application.

CALENDAR OF EVENTS/ANNOUNCEMENTS/CONDOLENCES

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

Community Day Events: Saturday, October 5, 2019

ADDITIONAL BUSINESS

Commissioner Eddie Bronson, Jr. made a motion to approve repairing the transmission pan in the white police car in an amount less than \$500.00. Mayor Pro Tem Mary Brown seconded the motion and the motion carried unanimously.

ADJOURNMENT

Commissioner Carolyn Melvin made a motion to adjourn the meeting at 7:51 pm, seconded by Mayor Pro Tem Mary Brown and carried unanimously. Meeting adjourned at 7:51 pm.



Pamela Cashwell, Town Clerk/Finance Officer

Board Approved:



Winifred H. Murphy, Mayor