

**TOWN OF GARLAND
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
TUESDAY, OCTOBER 1, 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, October 1, 2019 at 6:00 pm.

The following members of the Board of Commissioners were present:

**Austin Brown
Mary Brown
Eddie Bronson, Jr.
Carolyn R Melvin
S. J. Smith**

Also present were: Attorney Alan Maynard, Mrs. Sylvia Chestnutt of the *Sampson Weekly*, and Mr. Chase Jordan of the *Sampson Independent*. There was one citizen 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 10 D. #2 Storage, and item 12 #5 Ethics Webinar. Commissioner Austin Brown made a motion to approve the agenda with the stated additions, seconded by Commissioner S. J. Smith and carried unanimously. (See attached).

CLOSED SESSION

Commissioner Austin 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 S. J. Smith and the motion carried unanimously.

Commissioner Austin Brown made a motion to exit closed session at 6:41 pm, seconded by Commissioner S. J. Smith and carried unanimously.

OPEN SESSION

Mayor Winifred Murphy called the meeting back to order at 6:43 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.

PUBLIC COMMENTS

There were no public comments.

COMMISSIONER REPORTS

ADMINISTRATION

Community Day Update – Mayor Murphy provided an update on the preparation for Community Day and stated students from Tarheel Challenge would be participating in cleaning up the town on Friday prior to Community Day and will be in town on Saturday to assist as well under the supervision of the community volunteers. The town has received over \$3,000 from sponsors for Community Day. The Sampson County Sheriff's Department officials have met with the Mayor twice and will have 20 deputies in place for the parade, along with barricades for the parade route. Mayor Murphy asked for commissioners to participate and assist before and after the events. There will be two security officers in place for the street dance. Needed supplies have been purchased from restricted funds received for Community Day.

Employee Leave Request – Mayor Pro Tem Mary Brown made a motion to approve a leave request for Clerk Pamela Cashwell for a half day on October 8th and the week of October 14th-18th. Commissioner Austin Brown seconded the motion and the motion carried unanimously. (See attached). Commissioner Austin Brown made a motion to approve a leave request for Deputy Clerk Alexis Devane for sick leave on October 7th and professional development on October 30th and mileage for professional development in Wilmington. Commissioner Carolyn R. 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 was on the rotation schedule for September to meet with the Mayor and Clerk to complete the monthly internal review checklists, so he will meet in October to complete the internal audits.

Credit Card Purchases – Clerk Pamela Cashwell provided copies of the credit card purchases for the month and reviewed purchases with the Board as follows: \$79.45 for Notary Seals for Deputy Clerk Alexis Devane, \$10.70 for trash bags, \$14.92 for water/sewer supplies, \$29.96 for rain gear and duct tape, and \$128.39 for antivirus software. (See attached).

2018-2019 Audit Update – Clerk Cashwell has completed all pre-audit journal entries and the audit team will begin the audit tomorrow morning.

BUILDINGS/CEMETERY

Cemetery Update – Mayor Murphy stated Mr. J. Blackman voiced concerns that a portion of the Garland Cemetery hasn't ever been surveyed nor iron stakes placed. Mayor Murphy contacted Mr. Shelton Bordeaux and asked if he would consult with Mr. Blackman to determine what will be necessary to get the portion of the cemetery surveyed with iron staking. Commissioner Austin Brown received a call from a citizen regarding *Turning Leaves* mowing the cemetery with the mower deck being two inches off the ground. He stated he contacted Mr. King regarding this and was told he did it that way to prevent damaging markers. Commissioner Brown stated that was what weed eaters were for and he also discussed leaving debris on the headstones and Mr. King stated they removed all debris from headstones after mowing. Commissioner Austin Brown voiced a desire to seek another vendor for the cemetery lawn care and asked if the Board knew of other vendors. Commissioner S. J. Smith replied me. Discussion followed on what is required of a vendor for providing cemetery lawn maintenance. Commissioner Austin Brown made a motion to table the issue. Commissioner S. J. Smith seconded the motion and the motion carried unanimously.

Building Inspections – The Town Hall roof and motor on the bay doors were damaged during Hurricane Dorian. The insurance adjuster came out. *911 Restoration* came out and assessed for damages in the town owned buildings. *Overhead Doors* is scheduled to come out this week and assess the bay door motors and provide a quote for the repairs. The insurance adjuster suggested cleaning the carpet that was flooded at the library, although it has been suggested to remove the carpet and replace it. Additional upgrades to the library will take place soon, including adding a raised concrete walkway to prevent flooding. Mayor Pro Tem Mary Brown inquired about rubber-based flooring and ADA compliance. Mayor Murphy discussed some concerns regarding the step going up to the children's section and restrooms. Commissioner Austin Brown made a motion to replace the carpet in the library. Commissioner S. J. Smith seconded the motion. Discussion took place regarding time and cost to replace the carpet. All five commissioners opposed the motion and the motion failed. Clerk Cashwell discussed the Risk Management Assessment and reported all the electrical issues were taken care of in the amount of \$400.00. All fire extinguishers were assessed and are up to date. There are additional concerns that will be addressed soon.

Building Upgrades and Maintenance – The brick work has been repaired at the library from the accident. At the ABC Store, work needs to be completed, including repairs to the HVAC system. The Town Hall repairs are being assessed and we are awaiting quotes.

PARKS/RECREATION

Curtis D. Cain Memorial Park Upgrades – Mr. Leo Skinner discussed the lighting at the park and the setup of the new panel. He stated everything would be in place for Community Day. **Storage** – Commissioner Austin Brown recommended purchasing a storage building be placed at the park to store chairs and tables. He also asked if the stage could be moved from the community center to the storage building. Mayor Murphy mentioned repairing the former ABC Store and using it as storage. There are shelves that can be used for other purposes in

the town. Mayor Pro Tem Mary Brown made a motion to table the purchase of a storage building. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously.

STREETS

Estimates & Updates for FEMA Town-Wide Repairs – Mayor Murphy stated *Diamond Contractors* are scheduled to be here next week to begin road repairs. The FEMA repairs are costing a little more as a year has passed since the initial assessments were completed and the areas damaged have further deteriorated.

PUBLIC WORKS – WATER/SEWER/GARBAGE

Purchases & Requests – Commissioner Austin Brown made a motion to require inventory take place before new items leave Town Hall to the Public Works Department, as well as notification by Public Works to Town Hall on when items are installed. Commissioner Eddie Bronson, Jr. seconded the motion and the motion carried unanimously. Commissioner Austin Brown made a motion to approve the purchase one Stenner Pump in the amount of \$369.99. Commissioner S. J. Smith seconded the motion and the motion carried unanimously. (See attached). Commissioner Austin Brown made a motion to approve the purchase of clamps for water leaks in the amount of \$636.78. Commissioner Eddie Bronson, Jr. seconded the motion and the motion carried unanimously. (See attached).

Water Tank Maintenance & Cleaning – Mayor Murphy stated it was completed on September 18th. There were many issues as a result with varying water pressure.

Adjusted Utility Bills – Due to the continuous leaks across town, the bills for 14 customers were adjusted accordingly. (See attached).

RECESS

Commissioner Austin Brown made a motion for the Board to take a 5-minute recess at 8:00 pm. Commissioner S. J. Smith seconded the motion and the motion carried unanimously.

Mayor Winifred Murphy called the meeting back to order at 8:05 p.m.

PUBLIC WORKS – WATER/SEWER/GARBAGE

Modem Upgrades – Custom Controls vs. 123 Mission – Mayor Murphy stated *Custom Controls* is the SCADA system for the water system and *123 Mission* is the SCADA system for the wastewater system. Notifications go out to key personnel regarding issues detected by the SCADA systems. The modems have to be upgraded to 4G prior to the end of the year. Mayor Pro Tem Mary Brown made a motion to table the *Custom Controls* upgrades and also receive more information from *123 Mission*. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously. (See attached).

Town Maintenance – Mayor Murphy asked everyone to let town officials know when they see emergency or safety issues.

SAFETY

Fire Hydrant Update – Mayor Murphy will look at options and come back with quotes at a later meeting.

OLD BUSINESS

There were no old business-related agenda items discussed.

NEW BUSINESS

Ethics Training – Clerk Cashwell stated the live ethics webinar for December 10th at 10:00 a.m. The on-demand webinar would be available in May.

Personnel – Mayor Murphy stated a Public Works employee quit the previous week.

Contracted Services – Mayor Pro Tem Mary Brown made a motion to approve contracted services with Val Bannerman, Harvey Herring, and W.R. McKoy. Commissioner S. J. Smith seconded the motion and the motion carried unanimously.

Trunk or Treat – Trunk or Treat will be held on Thursday, October 31st from 6:00 p.m. until 9:00 p.m. It will be moved from Front Street to the Park.

Chamber of Commerce Coat Closet – A coat drive is being held to collect new or slightly used coats and a box is located in town hall for donations. Cintas will pick up the coats on November 4, 2019.

Budget Amendment-Commissioner Austin Brown made a motion to approve budget amendment #19-20-01. Commissioner S. J. Smith seconded the motion and the motion carried unanimously. (See attached).

MINUTES APPROVAL

Mayor Winifred H. Murphy asked the Board to consider approval of the following set of minutes:

July 30, 2019 Special Meeting Minutes: Mayor Pro Tem Mary Brown made a motion to approve the minutes as submitted. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously. (See attached).

Commissioner Austin Brown asked to be excused from voting on the rest of the minutes approval as he was absent from these meetings. Board members agreed to excuse Commissioner Austin Brown from voting on the next two sets of minutes.

September 3, 2019 Regular Meeting: Commissioner Carolyn R. Melvin made a motion to approve the minutes as submitted. Mayor Pro Tem Mary Brown seconded the motion and the motion carried unanimously. (See attached).

September 3, 2019 Closed Session: Commissioner Eddie Bronson, Jr. made a motion to approve the minutes as submitted. Commissioner Carolyn R. Melvin seconded the motion and the motion 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.

Community Day Events: Saturday, October 5, 2019

Trunk or Treat: Thursday, October 31, 2019

Election Day: Tuesday, November 5, 2019

November Board Meeting: Tuesday, November 12, 2019

ADDITIONAL BUSINESS

Mayor Winifred H. Murphy stated there would be a resiliency workshop on Thursday, November 7. Commissioner S. J. Smith made a motion to approve attendance at the workshop. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously. (See attached).

Mayor Murphy reminded commissioners of Community Day events. She also stated the curfew for Trunk or Treat would be 9:00 p.m. Mayor Murphy thanked all commissioners for all they do. Commissioner Austin Brown discussed the Powell Bill updated map.

ADJOURNMENT

Commissioner S. J. Smith made a motion to adjourn the meeting at 8:53 pm, seconded by Commissioner Austin Brown and carried unanimously. Meeting adjourned at 8:53 pm.

Pamela Cashwell

Pamela Cashwell, Town Clerk/Finance Officer

Board Approved:

Winifred H. Murphy

Winifred H. Murphy, Mayor