

**TOWN OF GARLAND  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
TUESDAY, NOVEMBER 17, 2020  
6:00 PM**

The Regular Meeting of the Board of Commissioners of the Town of Garland was held virtually via GoToMeeting on Tuesday, November 17, 2020 at 6:00 pm.

The following members of the Board of Commissioners were present:

**Austin Brown (Present Virtually)  
Eddie Bronson, Jr. (Present Virtually)  
Jo A. Strickland (Present Virtually)  
Barbara A. Peterson (Present Virtually)  
Carolyn R. Melvin (Present Virtually)**

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

**CALL TO ORDER**

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

**QUORUM**

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

**APPROVAL OF AGENDA**

Mayor Winifred H. Murphy requested the Board review the agenda for approval. Mayor Murphy stated the public hearing that was scheduled for tonight needs to be tabled until the December meeting and closed session minutes will need to be approved during a future closed session. Mayor Pro Tem Austin Brown asked to move the public works section up on the agenda after administration and Commissioner Jo A. Strickland asked to remove clock repair as there are no new updates. Mayor Pro Tem Austin Brown made a motion to approve the agenda with said changes, seconded by Commissioner Jo A. Strickland and carried with a vote of four to none with Commissioner Barbara A. Peterson not casting a vote due to technical issues with her virtual connection. (See attached).

**PUBLIC COMMENTS**

No public comments were received.

**SWEARING IN OF DEPUTY CLERK**

Mayor Murphy welcomed Ms. Annette Ricketson to the Town of Garland staff and stated Town Clerk Pamela Cashwell will administer the oath of office for Ms.

Ricketson. Clerk Cashwell administered the oath of office for Deputy Clerk for Ms. Annette Ricketson and welcomed her aboard, noting she was excited to have Ms. Ricketson work with the town. Board members congratulated Ms. Ricketson and welcomed her. Ms. Ricketson thanked everyone, stating she has already learned a lot and she voiced appreciation for the opportunity to work with the Town of Garland.

Mayor Murphy noted Clerk Cashwell needed to leave the meeting early and allowed her to give the finance report prior to her departure.

## **FINANCE**

**Budget versus Actual** – Clerk Pamela Cashwell provided and reviewed copies of the current budget vs. actual reports with board members. She noted the percentages should be approximately 50% for revenues in each fund at the end of December 2020 and revenues are on track at this time to meet those percentage totals. (See attached).

**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 last month to current. (See attached).

**Internal Control Monthly Reviews** – Clerk Cashwell noted Commissioner Carolyn R. Melvin is on the rotation schedule for this month to meet with the Mayor and Clerk to complete the monthly internal control checklist.

**Credit Card Purchases** – Clerk Pamela Cashwell reviewed and provided copies of the credit card purchases for the month with the board members. Two purchases were made, a battery backup was purchased for the well pump and water & sewer supplies were purchased from *Family Dollar*. (See attached).

**Lighting Fixture Update at Ball Park-** Commissioner Eddie Bronson Jr. asked Clerk Cashwell to give an update on the lighting fixtures for the ballpark. Clerk Cashwell noted an engineer from *Duke Progress Energy* is scheduled to come out tomorrow at 10:00 am to give us suggestions on improving the lighting at the park, especially around the concession stand. She stated they also have completed lighting for other ball parks and can give us suggestions and quotes for lighting around the large and small ball fields as well as for the walking track. She noted she had planned to meet with the engineer prior to needing to take leave and asked the board to have someone plan to meet with the engineer tomorrow.

Clerk Cashwell departed the meeting with recorder in use as well as Deputy Clerk Ricketson taking notes from the meeting.

## **COMMISSIONER REPORTS**

### **ADMINISTRATION**

**Mayoral Update-** Mayor Winifred H. Murphy thanked Clerk Cashwell for keeping the office going for the past several months while working alone. She thanked board members for their help as well. Mayor Murphy stated she shared an email with board members regarding information from the county on how to access weekly calls for Covid-19 updates. She also provided them with additional Covid-19 information provided by county officials on ways to decrease the spread of the virus. She reviewed some of the recommendations and stressed the importance of wearing

mask at all times and social distancing. Mayor Murphy reported the county is in the red zone, which is the worse zone for the spread of the virus. She encouraged all elected officials to role model these precautions for citizens, noting if everyone would comply with these recommendations, it would help to decrease the spread of the Covid-19 virus in our communities.

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

**Violation Letters Update-** Mr. Brandon Hairr sent a response letter for the last violation received and no subsequent response has been received.

**Leaf & Limb Pickup-** Mayor Pro Tem Austin Brown made a motion to schedule leaf and limb pick up for November 30th, December 1st and 2nd, seconded by Commissioner Barbara A. Peterson and carried with a vote of four to none with Commissioner Jo A. Strickland not casting a vote due to technical issues with her virtual connection.

**Purchase Requests-** Mr. Neil Carroll reported the paint and supplies to prime and paint the former classroom at town hall, outside of well house #3 and the inside of well house #4 is estimated to cost \$300.00. He reported they have cleaned up a lot around the shop area and placed items near the fence and asked that board members go take a look at these items and make a determination if they can dispose of the materials. He provided a quote of \$500.00 to replace the pump house near the water tower. Mayor Pro Tem Austin Brown made a motion to approve the work requested above as stated, seconded by Commissioner Barbara A. Peterson and carried with a vote of four to none with Commissioner Jo A. Strickland not casting a vote due to technical issues with her virtual connection.

**Approval to Vacuum Sewer from Lift Stations & Lagoons/Dumping Site Fee-** Mayor Pro Tem Austin Brown made a motion to approve this project, seconded by Commissioner Carolyn R. Melvin and carried unanimously.

**Holes in Roofing at Influent Building at Lagoon-** Mayor Pro Tem Austin Brown suggested contacting Mr. Michael Buchanan to assess the roof as he installed it about a year ago. Mayor Murphy stated she would contact Mr. Buchanan tomorrow and ask him to go out and assess the roofing damages.

**Status of Generator at the Lagoon-** Mayor Pro Tem Austin Brown reported he contacted *Terry Long Electrical* this morning and asked them to go out and assess the generator at the lagoon. He stated they should have this completed by the end of this week.

Mayor Murphy asked Mr. Neil Carroll if he and Randy would make sure to keep a list of supplies and their time for repairs made to lines secondary to the fiber installation and to provide this information to Clerk Cashwell. She also requested they start testing the Christmas decorations to see if they need replacement bulbs as the decoration should be hung the week prior to Thanksgiving. Commissioner Eddie Bronson Jr. requested Mr. Carroll and Randy paint over the red heart that was drawn on the concession stand.

## **BUILDINGS/CEMETERY**

**Cemetery Updates**-Commissioner Barbara A. Peterson reported she has spent three weekends working on getting names and information to update the records for the Garland Community Cemetery on Hill Circle Road. She stated she plans to finish up at this cemetery this weekend weather permitting. She stated she will need a lot of assistance once she begins working on the Garland Cemetery updates.

**Buildings-Security Needs**- Mayor Murphy reported the vendor that installed the security system at the former police department came out today to provide an estimate to move the system to town hall. She stated that particular system has five cameras and three more could be added if needed. She stated she would provide board members with the estimate when she receives the quote.

**Library-Repairs for Doors and Window Updates**-Commissioner Barbara A. Peterson stated Mr. Harvey Herring has placed a door flange at the library to fix the gap in the doors.

Commissioner Barbara A. Peterson stated she had researched making name badges and they can use a template from the computer and a camera to take pictures of everyone for the badges. She agreed to work with Deputy Clerk Ricketson on this project.

## **PARKS/RECREATION**

**Updates**- Commissioner Eddie Bronson Jr. stated Mr. Harvey Herring has almost completed all the repairs to the dugout. He stated he would assess the completed work prior to Mr. Herring submitting the bill for the repairs. He has addressed painting the red heart that was drawn on the concession stand with Mr. Neil Carroll earlier tonight. A *Duke Progress Energy* representative will be in town tomorrow to provide an estimate for lighting at the ballpark complex.

**Water Fountain Repair Update**- Commissioner Eddie Bronson Jr. reported the water fountain repairs should be completed by tomorrow. Mayor Pro Tem Austin Brown suggested winterizing the fountain after the repairs are completed by turning off the water and power to the fountain until spring.

Mayor Murphy reported 40 to 50 people were at the park playing basketball last week, ignoring the closed signs and removing the tape that closed off the park. She stated Commissioner Carolyn R. Melvin went out and informed them the park was closed and they ignored her warnings. Mayor Murphy discussed these concerns in light of the Covid-19 pandemic. She stated she contacted the Sampson County Sheriff's Department, but they had scattered prior to the deputy arriving. Additional tape was placed around the park to close it off. Commissioner Carolyn R. Melvin stated her husband had made a suggestion to keep visitors out of the park and she will discuss this with him and implement actions to help ensure the park is kept closed during the pandemic.

Mayor Murphy reported Commissioner Jo A. Strickland has no internet connection at this time and will be absent for the remainder of this meeting.

## **STREETS**

**Sink Hole on W. Second & Brown Avenue Update-** Mayor Pro Tem Austin Brown stated the NC DOT is responsible for these repairs and he has seen additional markings they have made but he has no further updates at this time.

**Sink Hole on W. Warren Street-** Mayor Pro Tem Austin Brown stated he has attempted to contact a paving vendor without success to look at the sink hole. He stated the sink hole is getting larger and also has developed a washout on the edge of the road. Mayor Pro Tem Austin Brown made a motion to contact Mr. Tim Dudley to provide an estimate to make the repairs in order to prevent further damage, seconded by Commissioner Barbara A. Peterson and carried unanimously.

**Powell Bill Street Assessment Update-** Mayor Pro Tem Austin Brown stated he would send Commissioner Jo A. Strickland a date and time for them to meet to discuss the maintenance issues needing to be completed per the street assessment.

## **SAFETY**

No updates at this time.

## **OLD BUSINESS**

**Cares Act Funding & Business Subgrants from CARES ACT Funding-** Mayor Murphy stated they had approved hiring someone part time to assist with the CARES ACT Funds last month. She stated since we are near the end of the year, she recommended having businesses submit their receipts and invoices for all Covid-19 related expenses and then provide them with grant funding for eligible expenses. Mayor Pro Tem Austin Brown agreed if the small businesses have expenses that meet the guidelines, they should be given grants to cover their costs. Clerk Cashwell provided a spreadsheet of funds expended to date. (See attached). Mayor Murphy discussed supplies she ordered for the town that costs approximately \$1,300.00 to protect staff and the public while on town owned property. She encouraged other board members to explore needs that relate to the prevention of the spread of the Covid-19 virus and communicate those ideas with each other.

## **NEW BUSINESS**

**Christmas Decorations and/or Activities-** Mayor Murphy asked board members if they had any ideas for Christmas activities for this year. Mayor Pro Tem Austin Brown suggested speaking with Commissioner Jo A. Strickland to see if she would like to plan some type of Covid-19 safe Christmas event. They discussed not having the annual Christmas dinner for board members and staff this year and instead, providing everyone a gift card for two to enjoy a Christmas meal in order to avoid a large gathering in light of the pandemic.

## **CALENDAR OF EVENTS/ANNOUNCEMENTS/CONDOLENCES**

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

**ADJOURNMENT**

Mayor Pro Tem Austin Brown made a motion to adjourn the meeting, seconded by Commissioner Carolyn R. Melvin and carried with a vote of three to none. Commissioner Barbara A. Peterson lost her virtual connection prior to voting. Meeting adjourned at 7:05 pm.

Pamela Cashwell

Pamela Cashwell, Town Clerk

Board Approved:

Winifred H. Murphy

Winifred H. Murphy, Mayor