TOWN OF GARLAND
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
TUESDAY, JANUARY 10, 2017
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, January 10, 2017 at 6:30 pm.

The following members of the Board of Commissioners were present:
Haywood Johnson
S. J. Smith
Judy C. Smith
Ralph Smith

The following member of the Board of Commissioners was absent:
Judy C. Smith

Also present were Mr. Tony Baldwin of *Envirolink,* Mrs. Sylvia Chestnutt of the *Sampson Weekly* and Mr. Chase Jordan of the *Sampson Independent*. There were also two citizens in attendance.

ADMINISTRATIVE
Mayor Winifred H. Murphy called the meeting to order at 6:30 pm and welcomed everyone in attendance. Town Clerk, Pamela Cashwell, was present serving as clerk recording notes for the minutes.

PLEDGE OF ALLEGIANCE
Mayor Winifred H. Murphy invited everyone to stand as she led the recitation of the Pledge of Allegiance.

INVOCATION
Mr. Leo Skinner provided the invocation.

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

APPROVAL OF AGENDA
Mayor Winifred H. Murphy requested the Board review the agenda for approval. Commissioner Ralph Smith requested to move item 9. C-2 random alcohol testing for employees driving town-owned vehicles to item 13. Closed session. Clerk Cashwell requested to add item 9. A-9 fire inspection reports. Mayor Pro Tem Haywood Johnson made a motion to approve the agenda with the stated amendments, seconded by Commissioner Ralph Smith and carried unanimously. (See attached).

PUBLIC COMMENTS

None

ENVIROLINK REPORT

Mr. Tony Baldwin presented the monthly water/sewer report for the month of December 2016. There were no compliance issues noted. (See attached).

MINUTES APPROVAL

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

December 13, 2016 regular meeting: Commissioner Ralph Smith made a motion to approve the minutes as submitted. Mayor Pro Tem Haywood Johnson seconded the motion and the motion carried unanimously. (See attached).

COMMISSIONER'S REPORT

FINANCE

Budget versus Actual – Clerk Pamela Cashwell provided copies of the budget vs. actual report to the Board and reviewed each budget fund revenues and expenditures to date. (See attached).

Bank Statements/A.P. Check Listing – Clerk Pamela Cashwell presented and reviewed copies of the bank statements and AP check listing with the Board. (See attached).

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

Credit Card Purchases- Clerk Cashwell provided the Board with the credit card purchases for the month and noted that items purchased included cleaning supplies, two cases of replacement light bulbs for Christmas decorations, two sets of floor mats for the public works trucks, and two sewer pumps. (See attached).

ABC Store Update- Clerk Cashwell reported to the Board she is waiting for the last checks to clear the bank account and then the auditor will be notified he can complete the partial year audit.

FEMA Update- Clerk Cashwell reported to the Board that she met with representatives from FEMA and the state to discuss damages sustained during Hurricane Matthew. Mr. Val Bannerman went on a tour with the officials so they could visually assess the damages reported. A comprehensive packet now has to be created with all the documentation associated with each report of damages.

One Call Now Renewal Invoice- Clerk Cashwell noted the renewal invoice for the one call now services is $1,060.79 and it was budgeted for half of the invoice to be paid from the general fund and half out of the water/sewer fund. Commissioner Ralph Smith made a motion to approve the renewal invoice as stated, seconded by Mayor Pro Tem Haywood Johnson and carried unanimously. (See attached).

Meter change requests from Duke Energy- Clerk Cashwell informed the Board she had been researching the high costs associated with the electric charges for the Town of Garland and noted four meters had the constant charge meters which increases the monthly premiums. Clerk Cashwell reported she has been able to get three of the four meters in

question switched out to time of use meters and hopefully the town will notice a significant savings on the monthly electric bills.

Fire Inspection Report- Clerk Cashwell reported she has received a bill from the Sampson County Fire Marshal with $140.00 in inspection fees associated with an area business that has closed less than a month after the inspections were completed. She also noted the fire inspector was aware there were issues with the business owner and landlord prior to the inspections being completed. The landlord requested copies of the area businesses report. Attorney Michael Porter suggested the county attorney be called regarding this matter as the business owner stated he doesn't intend to pay for the inspection fees. Commissioner Ralph Smith made a motion for Attorney Michael Porter to contact the county attorney regarding this issue, seconded by Mayor Pro Tem Haywood Johnson and carried unanimously.

CLOSED SESSION

Mayor Pro Tem Haywood Johnson made a motion to enter into closed session at 6:54 pm pursuant to G.S.143-318.10(e) and 11. (6) Approval of closed session minutes and personnel, seconded by Commissioner Ralph Smith and carried unanimously.

Mayor Pro Tem Haywood Johnson made a motion to exit closed session at 7:29 pm, seconded by Commissioner Ralph Smith and carried unanimously.

OPEN SESSION

No action taken in closed session

BUILDINGS

No reports. Mayor Murphy encouraged Commissioner Carolyn Melvin to begin working on building maintenance and repair projects especially noting the need for some exterior work on town hall. Mayor Murphy reminded the Board that additional money was allocated in the budget for building repairs and maintenance to begin working on some of the many repairs needed to town-owned buildings.

PARKS/RECREATION

Decision on Repair of Lights on Walking Track- Commissioner Judy C. Smith asked that the Board make a decision on the two bids presented for repairing the lights at the walking track in her absence. Mr. Leo Skinner had presented a bid for the lighting repairs and was present at the meeting and requested to withdraw his bid for the project. Commissioner Carolyn Melvin made a motion to approve the bid submitted by *Terry Long Electrical Services* in the amount of $705.00, seconded by Commissioner Ralph Smith and carried unanimously.

SAFETY

Police Department updates- Commissioner Ralph Smith stated he would like for the Safety Committee to conduct interviews on the applications received and bring a recommendation to the Board at next month's meeting.

STREETS

Substance abuse policy- Commissioner Ralph Smith made a motion for Attorney Michael Porter to draft a substance abuse policy for the Town of Garland for the Board to consider, seconded by Commissioner Carolyn Melvin and carried unanimously.

Purchase Request- Commissioner S. J. Smith made a motion to purchase trash liners for the trash receptacles in town, seconded by Commissioner Ralph Smith and carried unanimously.

PUBLIC WORKS – WATER/SEWER/GARBAGE

Schedule monthly leaf and limb pickup- Commissioner Ralph Smith scheduled monthly leaf and limb for January 18, 2017.

Other- Commissioner Ralph Smith requested a letter be sent to Mrs. Francis Rich regarding sewer back-ups to include a list of items that shouldn't be flushed into the sewer system.

ADMINISTRATION

Employee Leave Request- Mayor Murphy presented the Board with leave requests from Teresa Smith and Val Bannerman. (See attached). Mayor Pro Tem Haywood Johnson made a motion to approve leave requests submitted by Teresa Smith, seconded by Commissioner Ralph Smith and carried unanimously. Commissioner Ralph Smith made a motion to approve the leave requests submitted by Val Bannerman, seconded by Mayor Pro Tem Haywood Johnson and carried unanimously.

Process to take down Christmas Decorations-Board members discussed alternatives available to improve safety with the taking down the Christmas decorations. Clerk Cashwell reported she had spoken with *Grand Rental* and they have a piece of equipment they rent for $250.00 per day that can be used. Commissioner Ralph Smith made a motion to rent the equipment from *Grand Rental* for $250.00 per day for one day, seconded by Commissioner Carolyn Melvin and carried unanimously.

Administrative Report- Mayor Murphy thanked all the Commissioners for everything they helped to accomplish in 2016 for the Town of Garland and encouraged them to work with committees and citizens to help get even better projects completed in 2017.

110th Birthday Celebration- Mayor Murphy informed the Board that the Town of Garland will be celebrating its 110th birthday on February 8th, 2017 and she would like to have a party for the event and possibly view the recent cd made of the town and have cake for refreshments. The event was planned for Wednesday, February 7, 2017 at 6:00 pm. Commissioner Carolyn Melvin made a motion to purchase a cake for the celebration, seconded by Commissioner Ralph Smith and carried unanimously.

OLD BUSINESS

Update on Painting at Town Hall- Commissioner Carolyn Melvin and S. J. Smith agreed to look into getting bids to do some exterior work on town hall to present to the Board for consideration.

Update on easement revisions for the CDBG project- Clerk Cashwell informed the Board that Attorney Whitley Ward in Elizabethtown had agreed to complete the necessary legal paperwork for the easement revisions and *McGill Associates* were in communication with her as to the scope of the project.

Disposal of Surplus Vehicles-Commissioner Ralph Smith made a motion to appoint Town Clerk Pamela Cashwell and Deputy Clerk Teresa Smith to advertise, accept sealed bids, sell and transfer titles to two surplus trucks owned by the Town of Garland with no minimum bid requirement, seconded by Mayor Pro Tem Haywood Johnson and carried unanimously.

NEW BUSINESS

None

CALENDAR OF EVENTS/ANNOUNCEMENTS/CONDOLENCES

Condolences: The Town of Garland sends our sincerest condolences to all of those who have recently lost loved ones. Mayor Winifred Murphy expressed sincere condolences to the family of Mr. Clay Cannady a former Commissioner for the Town of Garland and stated the white bow displayed on the outside of town hall was in observance

January 16, 2017- Town offices closed in observance of the Dr. Martin L. King Jr. Holiday
January 26, 2016- Mid Carolina COG Dinner in Clinton, N.C. at 6:30 pm (Coharie Country Club)
February 8, 2017- 110th Town of Garland Birthday

ADJOURNMENT

Mayor Pro Tem Haywood Johnson made a motion to adjourn the meeting at 8:02 pm. Commissioner Ralph Smith seconded the motion and the motion carried unanimously. Meeting adjourned at 8:02 p.m.

Pamela Cashwell

Pamela Cashwell, Town Clerk

Board Approved:

Winifred H. Murphy

Winifred H. Murphy, Mayor