TOWN OF GARLAND
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
TUESDAY, APRIL 14, 2015
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, April 14, 2015 at 6:30 pm.

The following members of the Board of Commissioners were present:

Haywood Johnson
Ralph Smith
Denise Toler
S. J. Smith
Carolyn Melvin

Commissioner Carolyn Melvin arrived at 6:40 pm.

Also present were Mrs. Sylvia Chestnutt of the *Sampson Weekly*, Mr. Chase Jordan of the *Sampson Independent*, Deputy Adam Reiger of the *Sampson County Sheriff's Department,* Mr. Dave Strum of *Envirolink* and Mrs. Mary Brown, N.C. STEP Coordinator. There were also 3 citizens in attendance.

ADMINISTRATIVE

Mayor Winifred 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 meeting minutes.

PLEDGE OF ALLEGIANCE

Mayor Winifred Murphy invited everyone to stand for the recitation of the Pledge of Allegiance.

INVOCATION

Mr. Leo Skinner, local business leader and citizen led the invocation.

QUORUM

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

APPROVAL OF AGENDA

Mayor Winifred Murphy asked the members of the Board to review the presented agenda for consideration of approval. Mayor Winifred Murphy requested to add under Administration, D. Wellhead Protection Plan. Mayor Pro Tem Haywood Johnson made a motion to approve the agenda as amended. Commissioner Ralph Smith seconded the motion and the motion carried unanimously. (See attached).

SAMPSON COUNTY SHERIFF'S REPORT

Deputy Adam Reiger presented the March 2015 patrol unit report. (See attached).

ENVIROLINK

Mr. David Strum presented the *Envirolink* monthly activity report for March 2015 to the Board. (See attached).

PUBLIC COMMENTS

Mayor Winifred Murphy recognized Mr. Andy Runion to address the Board. Mr. Runion submitted a Special Events application for the Grand Opening he has planned for his new business Double A Auto Service Center scheduled for May 2, 2015 from 10 am to 5 pm. (See attached). Commissioner Ralph Smith told Mr. Runion he was glad he had opened the new business and wished him success.

MINUTE APPROVAL

Mayor Winifred Murphy asked the Board to consider approval of the following sets of minutes: March 10, 2015, 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.

April 7, 2015, Budget Planning Session: Commissioner S. J. Smith made a motion to approve the minutes as submitted. Commissioner Ralph Smith seconded the motion and the motion carried unanimously. Commissioner Carolyn Melvin arrived at the meeting and began voting on this motion.

N.C. STEP

Recommendations for Consideration-

Mrs. Mary Brown thanked everyone who participated in the N. C. STEP EGGstravaganza and announced it was a great event enjoyed by the many children who attended the event.

Mrs. Brown asked the Board to consider a proposed amendment to the N.C. STEP Implementation Fund from Strategy I in the amount of $6,000.00 as recommended by the N. C. STEP Committee. (See attached). Commissioner Ralph Smith made a motion to approve the amendment as requested. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously. Mrs. Brown asked the Board to consider approving a Retention Business Grant submitted by Southern Smoke Barbeque in the amount of $1,800.00 that has been approved by the NC STEP Committee. Commissioner Ralph Smith made a motion to approve the grant as submitted. Commissioner Denise Toler seconded the motion and the motion carried unanimously. Mayor Murphy stated the NC STEP Committee would be working individually with local business owners to assist them in submitting applications and called for a Special Meeting on May 5, 2015 at 6:30 prior to the scheduled Budget Planning Session at 7:00 pm for the Board to consider approving business grants that have been approved by the NC STEP Committee. Commissioner Ralph Smith made a motion to hold the Special Meeting on May 5, 2015 at 6:30 pm. Commissioner S. J. Smith seconded the motion and the motion carried unanimously.

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. (See attached). Clerk Cashwell noted very limited available funds in the General Fund for expenditures and cautioned that each department must conserve for the remainder of this fiscal year.

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

Internal Control Monthly and Quarterly Reviews - Clerk Pamela Cashwell informed the Board that Commissioner Carolyn Melvin was on the rotation schedule for this month to meet with the Mayor and Clerk to complete the monthly internal review checklists. Commissioner Carolyn Melvin agreed to meet later this month to complete the reviews.

Budget Amendment- Clerk Pamela Cashwell presented and read a General Fund budget amendment for adoption April 9, 2015. (See attached). Commissioner Ralph Smith made a motion to approve the budget amendment effective April 9, 2015. Mayor Pro Tem Haywood Johnson seconded the motion and the motion carried unanimously.

BUILDINGS/PARKS RECREATION

Recreation Park Update- Commissioner Carolyn Melvin stated she has been talking with several area residents regarding coordinating softball activity at the park but most of the people interested wanted to be paid to coordinate the teams. Commissioner S. J. Smith stated he had spoken with someone who may be willing to coordinate teams for tournaments at the park and this individual had coordinated recreational activities in other municipal parks. He agreed to speak with this individual and see if they would be responsible for coordinating teams to play at the park. Board members agreed the fields were in poor shape and needed maintenance and repair completed prior to having teams play.

Ceiling Tiles for Library- Commissioner Ralph Smith made a motion to table this item until next month. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously.

Senior Center Expenses- Commissioner Ralph Smith voiced his concern that someone needed to speak with the Senior Center Director regarding the high cost of heating fuel that the town has incurred from the buildings used by the seniors. He suggested considering closing one of the buildings as the town can't afford to continue paying for the high fuel usage. After discussion, Commissioners Denise Toler and Carolyn Melvin agreed to discuss and monitor the electric and fuel usage at the Senior Center in an effort to control the cost and expenses.

SAFETY

Commissioner S. J. Smith voiced his concern that stop signs needed to be erected at the end of John Street and at the intersection of Grant and Front Street. Commissioner S. J. Smith made a motion to place the stop signs as indicated above. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously. Commissioner S. J. Smith also stated bushes and limbs needed to be trimmed and cleared adjacent to stop signs and a cedar tree on John Street needed to be trimmed back on the right of way to prevent it from obscuring the view for motorist.

STREETS

Mileage Approval- Mileage request for Mayor Pro Tem Haywood Johnson presented to the Board. (See attached). Commissioner Ralph Smith made a motion to approve the mileage reimbursement request. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously.

Update on Duke Energy Contract for Banner Placement- Mayor Pro Tem Haywood Johnson reported he had spoken with Mr. Bannerman and they are both aware of the specifications required to place banners on the electric poles. The contract with Duke Progress Energy hasn't been signed and the representative hasn't been contacted to come inspect the banners for placement. Commissioner Ralph Smith stated he would work with Mayor Pro Tem Haywood Johnson to get this task completed.

Cold Patch Purchase- Mayor Pro Tem Haywood Johnson stated he had purchased five bags of cold patch from Garland Hardware at a price of $10.99 per bag to fix the area around the post office.

Front Street- Commissioner S. J. Smith stated he had requested several times in the last two weeks to get gravel placed in the hole on Front Street and he can't get anything done about it. Mayor Pro Tem Haywood Johnson stated he had dirt placed in the hole and the rain washed it away. Commissioner Ralph Smith stated if anyone wanted a job performed to get with him as he is the supervisor of the Public Works staff and he will get it completed. Commissioner Ralph Smith agreed to get some gravel placed in the hole on Front Street.

Lawn Mower Belts- Commissioner Ralph Smith made a motion to purchase three lawn mower drive belts online at a price of $ 8.00 each using the credit card. Mayor Pro Tem Haywood Johnson seconded the motion and the motion carried unanimously.

PUBLIC WORKS – WATER/SEWER/GARBAGE

WMRP Update- Commissioner Ralph Smith stated the WMRP has been completed and he is expecting a final survey of the project by state officials next week. Software training continues and a representative from Neptune is scheduled to provide additional training for two days next week.

Purchase Approvals- Commissioner Ralph Smith stated the Public Works Staff had completed a list of needed supplies. (See attached). He stated some of the items could be purchased at a later date. Commissioner Ralph Smith made a motion to purchase one case of 50/50 antifreeze, three ¾ inch saddle clamps, four 2 inch saddle clamps, two ¾ inch angle stops, two ¾ inch straight stops and a turn signal for the dump truck. Commissioner Denise Toler seconded the motion and the motion carried unanimously.

Envirolink Contract- Commissioner Ralph Smith stated it was time for the Board to start considering whether or not they plan to renew the contract with Envirolink or try to hire a Public Works Director with the required certifications to manage the water/sewer program. The contract expires April 1, 2016 and requires a 120 day notice of desire to terminate. Mayor Murphy stated she had spoken with Mr. Myers about receiving a deduction in the monthly contract fee since they aren't completing meter readings now and he agreed to contact her regarding this request. No decision was reached by the Board on this matter.

Signal Line Contract Update- Commissioner Ralph Smith informed the Board that Attorney Michael Porter had reviewed the submitted contract for updating the signal lines and had several suggestions for changes to the contract. These changes have been forwarded to the contractor and we are awaiting a response.

ADMINISTRATION

Purchase Request- Mayor Winifred Murphy asked the Board to consider purchasing a resource manual entitled "County and Municipal Government in N.C." from the UNC School of Government at a cost of $ 125.00 for the staff and Board to use. Commissioner Ralph Smith made a motion to purchase the resource manual. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously.

Employee Annual Leave Requests- Deputy Clerk Teresa Smith has requested to leave early on April 30th and off on May 1st and May 4th 2015. Commissioner Carolyn Melvin made a motion to approve the requested leave. Commissioner Denise Toler seconded the motion and the motion carried unanimously.

NCLM Listening and Visioning Tour- Mayor Winifred Murphy informed the Board this tour will be held in the City of Clinton at the City Hall Auditorium on April 29, 2015 from 5:00 pm to 8:00 pm. Dinner will be served and the event is free however registration is required to attend this event.

Well Head Protection Plan- Mayor Winifred Murphy informed the Board that Mr. Keith Starner of the Rural Water Association had completed his preliminary update of the Well Head Protection Plan and encouraged each Board member to review the plan as submitted.

OLD BUSINESS:

Recommendations for Revisions in Utility Policy- Clerk Cashwell reviewed the revisions to the Utility Policy that were discussed at last month's meeting yet were never voted on. (See attached). Commissioner Ralph Smith made a motion to approve the revisions to the Utility Policy as presented. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously.

NEW BUSINESS

Lawn Maintenance Contract for Cemeteries- Clerk Cashwell informed the Board that the current contract for lawn maintenance of the cemeteries had expired. Clerk Cashwell informed the Board that the town can use an informal bidding process to accept bids. Commissioner Ralph Smith made a motion to accept bids using the same paperwork used for the prior bids for the contract with sealed bids being accepted until May 6, 2015 at noon. Sealed bids will be opened at the May 12, 2015 Board meeting. Mayor Pro Tem Haywood Johnson seconded the motion and the motion carried unanimously.

Planning and Zoning- Mayor Winifred Murphy spoke to the Board concerning several different zoning requests that had been inquired about and stated she felt the town would benefit from using Mrs. Faye Lewis of the Mid- Carolina Council of Governments to assist with zoning requests and conditional use permits. She stated Mrs. Lewis was trained and certified and the contract costs would be $50.00 per hour. Commissioner Ralph Smith stated he felt the planning and zoning board could handle these requests. Mayor Murphy stated she was advocating using Mrs. Lewis in addition to the planning and zoning boards to ensure consistency with requests and to avoid legal liability. Commissioner S. J. Smith stated he thought the zoning board could handle the requests. Mayor Murphy stated a request has been made since February and they are still awaiting a response. Commissioner Ralph Smith stated the Board just needed to set a fee for a conditional use permit and after the paperwork was completed and the fee paid, the requests can be sent to the planning and zoning board for consideration. Commissioner Ralph Smith made a motion to charge $500.00 for a conditional use permit application. Mayor Pro Tem Haywood Johnson seconded the motion and the motion carried unanimously.

Commissioner Ralph Smith made a motion to allow the zoning board an opportunity to act upon the conditional use permit applications. Mayor Pro Tem Haywood Johnson seconded the motion and the motion carried unanimously.

CALENDAR OF EVENTS/ANNOUNCEMENTS/CONDOLENCES

April 20th-24th, 2015: Spring Clean Up Week
April 22, 2015: DENR Meeting at 10:00 am
April 29, 2015: NCLM Listening and Visioning Tour
May 5, 2015: Special Meeting and Budget Planning Meeting

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

CLOSED SESSION

Mayor Pro Tem Haywood Johnson made a motion to enter into closed session at 8:03 pm. Commissioner S. J. Smith seconded the motion and the motion carried unanimously.

RECESS

Mayor Pro Tem Haywood Johnson made a motion to take a brief recess. Commissioner Carolyn Melvin seconded the motion and the motion carried unanimously.

Closed Session called back to order at 8:07 pm.

Mayor Pro Tem Haywood Johnson made a motion to exit closed session at 8:26 pm. Commissioner Ralph Smith seconded the motion and the motion carried unanimously.

OPEN SESSION

Commissioner Carolyn Melvin made a motion for the Mayor and two Commissioners to meet with Sheriff Jimmy Thornton. Commissioner S. J. Smith seconded the motion and the motion carried unanimously.

ADJOURNMENT

Mayor Pro Tem Haywood Johnson made a motion to adjourn the meeting. Commissioner Ralph Smith seconded the motion and the motion carried unanimously. Meeting was adjourned at 8:28 pm.

Pamela Cashwell

Pamela Cashwell, Town Clerk/Finance Officer

Board Approved:

Winifred Hill Murphy

Winifred Hill Murphy, Mayor