

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

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

The following members of the Board of Commissioners were present remotely:

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

Also present was Mr. Chase Jordan of the *Sampson Independent*. There were three citizens in attendance.

**ADMINISTRATIVE**

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

**QUORUM**

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

**APPROVAL OF AGENDA**

Mayor Murphy requested the Board review the agenda for approval. Mayor Pro Tem Austin Brown requested to add the following: 9. E. #4 Consideration of quote to pave two sections of W. Fourth Street. Mayor Murphy requested to add 9. A. Resolution of Electronic Meetings and Emergency Decisions. Mayor Pro Tem Austin Brown made a motion to approve the agenda as amended, seconded by Commissioner Barbara A. Peterson and carried unanimously. (See attached).

**PUBLIC COMMENTS**

No public comments were received.

**COMMISSIONER REPORTS**

**ADMINISTRATION**

**Resolution of Electronic Meetings and Emergency Decisions-** Mayor Murphy read the Resolution of Electronic Meetings and Emergency Decisions aloud. (See attached). Mayor Pro Tem Austin Brown made a motion to approve the resolution as read, seconded by Commissioner Carolyn R. Melvin and carried unanimously.

**Mayoral Message-** Mayor Murphy stated Governor Roy Cooper has issued a State of Emergency for the state and citizens have been asked to practice social distancing with no large group gatherings. Mayor Murphy has contacted business leaders and fielded questions from religious groups. Mayor Murphy asked the Board to decide how they would like to handle water/sewer cut-offs for the 20<sup>th</sup> of the month as residents may not be able to pay if they are out of work. Board members discussed their recommendations and concerns. Commissioner Jo A. Strickland made a motion to evaluate water/sewer accounts on a case by case basis for two months and waive the reconnection fee and allow a payment plan for customers who don't typically have disconnections, seconded by Mayor Pro Tem Austin Brown and carried unanimously.

Mayor Murphy officially welcomed Commissioner Jo A. Strickland to the Board and expressed she is happy we now have a full board.

### **FINANCE**

**Budget versus Actual** – Clerk Pamela Cashwell provided copies of the current budget vs. actual report to the Board. (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 for February 14, 2020 to March 12, 2020. (See attached).

**Internal Control Monthly Reviews** – Clerk Cashwell informed the Board that Commissioner Eddie Bronson Jr. 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 to the Board. (See attached).

**Budget Planning-** Mayor Murphy asked each Committee to set up a time with Clerk Cashwell to work on their respective budget preparations for the 2020-2021 fiscal year.

### **BUILDINGS/CEMETERY**

Commissioner Barbara A. Peterson reported no significant issues needed to be discussed tonight for buildings and cemeteries.

### **PARKS/RECREATION**

**Curtis D. Cain Memorial Park Upgrades** – Mayor Murphy stated we have obtained cleaning supplies to wash down the playground equipment at the C. D. Cain Memorial Park and signs will be placed tomorrow notifying park goers that the equipment is closed at this time. A decision will need to be made as far as the basketball courts and softball activities at the park complex.

**Security Measures for Park Complex-** Board members discussed security measures at the park complex as well as quotes received from *Star Communications* for security cameras. After a lengthy discussion, Mayor Pro Tem Austin Brown made a motion to approve the quote from *Star Communications* in the amount of \$2,175.96, seconded by Commissioner Barbara A. Peterson and carried unanimously. (See attached). Commissioner Jo. A. Strickland will work with representatives to ensure a safe location for the security receiver.

## **STREETS**

**Update on Paving-Payment Invoices Outstanding-** Mayor Pro Tem Austin Brown stated the previous pavers were working on the issues of concern noted with the paving on W. Third Street.

**Center Street Hole Repairs-** Estimate to repair the sink hole is \$1,200.00 from *Legion Asphalt, Inc.* (See attached).

**Additional Street Needs-** Mayor Pro Tem Austin Brown has requested a quote to make repairs to the hole at W. Fourth Street and N. Herring Avenue from *Legion Asphalt, Inc.*

**Consideration of Quote for Paving on W. Fourth Street-** Mayor Pro Tem Austin Brown discussed various quotes he has received from *Legion Asphalt, Inc.* to pave sections of W. Fourth Street. He explained the quotes are higher because they propose to come in and build up the streets with stone prior to paving so the road has proper drainage with raining. Each road will also measure 20 feet. After a lengthy discussion, Mayor Pro Tem Austin Brown made a motion to approve quotes to repair the sink hole on Center Street for \$1,200.00, pave on W. Fourth Street from Odham Avenue to N. Parkersburg Avenue at a cost of \$18,780.10, pave on W. Fourth Street from N. Parkersburg Avenue to Brown Avenue at a cost of \$23,356.80 and to approve the quote for the repair of the hole on W. Fourth Street and N. Herring Avenue, seconded by Commissioner Barbara A. Peterson and carried unanimously. (See attached).

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

**Custom Controls Driver for Well #4 Quote-** Board members previously approved a quote for \$5,500.00 for this driver installation. Quote received from *Custom Controls Unlimited, Inc.* came in at \$7,600.00 which is \$2,100.00 above what was approved. (See attached). Our ORC N. Carroll recommended going with this quote so the SCADA installed will work with the existing SCADA on Well #4. Mayor Pro Tem Austin Brown made a motion to approve the quote for \$7,600.00 as requested, seconded by Commissioner Jo A. Strickland and carried unanimously.

## **SAFETY**

**Fire Hydrant Update-** Commissioner Carolyn R. Melvin stated she is waiting on the updated quote for the fire hydrant replacement and stated she would contact the individual again tomorrow for the quote.

## **NEW BUSINESS**

**Spring Clean-Up & Monthly Leaf & Limb Pick-Up-** Mayor Murphy stated the citizens have been calling requesting leaf and limb pick-up. Mayor Pro Tem Austin Brown has agreed to help with this if the town agrees to contract with him for his services. Commissioner Jo A. Strickland has agreed to volunteer her time and equipment to assist with leaf and limb pick-up. Commissioner Jo A. Strickland made a motion to schedule leaf and limb pick-up for a Friday and Saturday with Mayor Pro Tem Austin Brown being contracted at \$13.00/hour and Commissioner Jo A. Strickland volunteering her time and use of equipment, seconded by Barbara A. Peterson and carried unanimously.

**Capital Project Ordinance for 2019 CDBG-I-** Clerk Cashwell read the CPO for the 2019 CDBG-I. (See attached). Mayor Pro Tem Austin Brown made a motion to approve the CPO as read, seconded by Commissioner Carolyn R. Melvin and carried unanimously.

**Resolution Accepting 2019 CDBG-I-** Clerk Cashwell read the Resolution to accept the 2019 CDBG-I granted to the town for sewer improvements. (See attached). Mayor Pro Tem Austin Brown made a motion adopting the resolution as read, seconded by commissioner Barbara A. Peterson and carried unanimously.

**Resolution Authorizing Selection Committee to Award RFP & RFQ for 2019 CDBG-I-** Clerk Cashwell read the Resolution Authorizing the Selection Committee to award the RFP for Program Administrative Services and RFQ for Engineering Services for the 2019 CDBG-I after a review of the bids are completed. (See attached). Mayor Pro Tem Austin Brown made a motion to adopt the resolution as read, seconded by Commissioner Carolyn R. Melvin and carried unanimously.

**Proposal for Planning Consulting Services-** Mayor Murphy reviewed the proposal for planning and zoning consulting services for \$570.00 for training for the planning and zoning board members. (See attached). Mayor Pro Tem Austin Brown made a motion to approve the quote as submitted, seconded by Commissioner Carolyn R. Melvin and carried unanimously.

Heaters for Well houses came in \$400.00 over the previously approved pricing. Mayor Pro Tem Austin Brown made a motion to approve the additional \$400.00, seconded by Commissioner Barbara A. Peterson and carried unanimously.

**MINUTES APPROVAL**

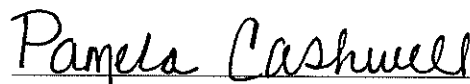
**February 18, 2020 Regular Meeting-** Mayor Pro Tem Austin Brown made a motion to approve the minutes as submitted, seconded by Commissioner Carolyn R. Melvin and carried unanimously. (See attached).

**CALENDAR OF EVENTS/ANNOUNCEMENTS/CONDOLENCES**

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

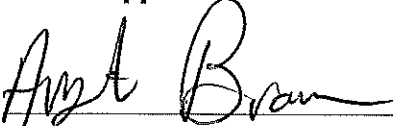
**ADJOURNMENT**

Mayor Pro Tem Austin Brown made a motion to adjourn the meeting at 7:26 pm, seconded by Commissioner Carolyn R. Melvin and carried unanimously. Meeting adjourned at 7:26 pm.



Pamela Cashwell, Town Clerk/Finance Officer

**Board Approved:**



Winifred H. Murphy, Mayor