

TOWN OF GARLAND
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
TUESDAY, APRIL 5, 2022
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 5, 2022 at 6:30 pm.

The following members of the Board of Commissioners were present:

Carolyn R. Melvin
Jo A. Strickland
Barbara A Peterson
Andy Johnson
Ralph Smith, Jr.

Also, present: Mayor Austin Brown and Town Clerk Pamela Cashwell. There were approximately eight citizens in attendance.

CALL TO ORDER

Mayor Austin Brown called the meeting to order at 6:30 pm and welcomed everyone in attendance. Town Clerk, Pamela Cashwell, was present recording notes for the minutes.

PLEDGE OF ALLEGIENCE

Mayor Austin Brown led the attendees in the recitation of the pledge.

INVOCATION

Mr. Todd Marshall provided the invocation.

QUORUM

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

APPROVAL OF AGENDA

Mayor Austin Brown requested board members review the agenda for approval. Commissioner Strickland requested to add under Buildings- #5. Permission for Mr. Leo Skinner and Town Staff to change the globe on lighting at the library and # 6. Update on Electric Bill for the Senior Center. Mayor Austin Brown requested to add: Under Finance- #4. Budget Amendment #2021-2022-06, Under Parks & Recreation- #4. Purchase of Park Benches, and Under New Business- #11. Resolution of Award-Awarding Construction Contract for the 2019 CDBG-I Sewer Project. Mayor Pro Tem Carolyn R. Melvin made a motion to approve the agenda with said changes, seconded by Commissioner Smith, and carried unanimously. (See attached).

PUBLIC COMMENTS

Ms. Wendy Taylor- 2556 Greensbridge Road, Garland- Ms. Taylor addressed board members thanking them for their decision last month to split the funds from the 2019 CDBG-NR Park Improvement between both parks in town. She noted she was confused when she seen the agenda item for tonight to revisit this issue. She voiced her hope that eventually all board members would get on board with improvements to the softball park.

Mr. Bob Graczyk- 2556 Greensbridge Road, Garland- Mr. Graczyk addressed board members saying he felt the town has made progress in the last four months. He stated there is a lot more to do such as cleaning up burned homes and annexing properties that receive utility services. He commented, "this is what a town does in order to grow." He stated the softball park has been

stagnant for the last eight years and noted they have addressed the board in the past regarding issues with holes in the fencing and other safety concerns. He said kids should be able to play ball and he listed several benefits kids receive playing sports. He encouraged board members to continue moving forward in the right direction to improve the town.

COMMISSIONER REPORTS

FINANCE

Credit Card Purchases – Clerk Pamela Cashwell provided a statement of and reviewed all the credit card purchases for the month. (See attached).

BVA & A.P. Check Listing- Clerk Cashwell reviewed the BVA reports with board members. The A.P. Check Listing Report was provided and reviewed for the month of March 2022. (See attached).

Reports Completed- Clerk Cashwell reported the following reports have been completed: bank reconciliations for March 2022 for all three bank accounts and end of month and quarterly reports. Clerk Cashwell requested either Commissioner Smith or Commissioner Johnson come in and complete the monthly and quarterly internal controls checklists with her in the next two weeks.

Budget Amendment 2021-2022-06- Clerk Cashwell presented and read Budget Amendment 21-22-06 amending the General Fund by increasing the budget \$15,000.00 and dispersing the funding in various departments as needed. (See attached). Commissioner Smith made a motion to approve the budget amendment as read, seconded by Commissioner Peterson, and carried unanimously.

BUILDINGS/CEMETERY

Dispersing of Items in Community Center- Commissioner Strickland and Commissioner Peterson have met with several daycare providers interested in purchasing the items left in the community building by the last tenant. Some items are books worth .25 cent each and small toys. They would like the board to decide how they would like them to proceed with dispersing of the items. Commissioner Johnson made a motion to allow Commissioners Strickland and Peterson to disperse of the items by informal bidding method, seconded by Commissioner Smith, and carried unanimously. Plans are to clear the building of the items and dispose of old canned food and other items and clean the community building the week of the 15th.

Roofing Quotes for Community Center- Commissioner Strickland presented three bids for roofing replacement on the community building. (See attached). Bids ranged from \$17,600.00 to 22,400.00. Commissioner Johnson agreed to upgrade the shingles from either bid chosen to ensure the town received the best shingles possible at no additional charge. After discussion of each bid, Commissioner Strickland made a motion to approve the bid from *Smith's Professional Roofing* at a cost of \$17,600.00, seconded by Commissioner Smith, and carried unanimously.

Update on Town Hall Duct Work & Front Door Gap- Commissioner Strickland reported the repairs to the front door of town hall have been completed and now there is not a gap in the door which should help with savings on energy bills. She spoke with the contractor that will be replacing the duct work in town hall and he plans to schedule the work to be completed in the next two weeks. Commissioner Strickland informed board members accommodations will need to be made for the clerks to work from home during the time the duct work is being removed due to health and safety concerns.

Outside Lighting for Library Building- Commissioner Strickland reported Mr. Skinner has installed a dusk to dawn light on the parking lot side of the library as requested. The light cost \$73.00.

Permission for Mr. Leo & Town Staff to Change Globe on lighting at the library- Commissioner Smith made a motion for town staff to assist Mr. Skinner in replacing the globe on the light fixture in front of the library, seconded by Commissioner Peterson, and carried unanimously.

Update on Electric Bills for the Senior Center- Commissioner Strickland updated the board on the progress made toward lowering the electric bills for both buildings at the Senior Center. She noted

the main buildings electric bill for Dec. to Jan. was \$466.65, Jan. to Feb. \$507.00. After measures were implemented with programmable thermostats and fixing the broken window, the last electric bill decreased to \$309.00. The other building where the heat was left on inadvertently, dropped from \$362.00 to \$38.00. She noted with the increased cost of fuel, these electric bill decreases are at least moving in the right direction.

Cemetery Bid Forms- Mayor Brown asked if anyone had information on the cemetery bid forms. Clerk Cashwell stated no one had contacted Deputy Clerk Ricketson regarding changes they wanted made to the current forms. Commissioner Smith discussed decreasing the liability insurance required to bid on cemetery maintenance to \$50,000.00 and adding spraying for fire ants. Commissioner Peterson stated Mr. Newkirk agreed to contact her in the next couple of weeks in reference to spraying aerially for fire ants at both cemeteries. Commissioner Johnson also pointed out they had received quotes last month from Mr. Norris for spraying services.

PARKS/RECREATION

Hot Water Heater Installation- Mayor Pro Tem Melvin stated the hot water heater has been purchased for the concession stand and is in the building. It just needs to be installed. She spoke with a contractor who will install it for \$225.00. Clerk Cashwell stated she will need a W-9 and COL. Commissioners Johnson and Strickland stated they believe the price to install the hot water heater with a drain pan underneath the heater is included in the concession stand repair quotes they have received and will be discussed during purchases for the concession stand.

Revisit CDBG-NR Park Grant- Commissioner Strickland stated she would like to Rise to a Point of Order, stating that this item was discussed at last meeting and voted on at that time. Since that meeting, she continues, actions have been taken by the Board to get modifications to the Grant through the Administrators. She stated any further discussion of this item would be counter-productive to this Board. Minutes from the last meeting is in the Board Packets. Commissioner Strickland feels that continuing to revisit this issue is a delay tactic and obstructs progress of the new Board. Mayor Brown opened the floor for discussion. Mayor Pro Tem Melvin made a motion that the CDBG Grant be returned back to the original Cain Park plan. Commissioner Smith seconded the motion. The Board voted and motion passed 3 to 2 with Commissioners Johnson and Strickland opposing. Commissioner Smith stated, the original plan was for the Cain Park, we are running out of time, the grant money needs to be spent. The number one complaint he received for Cain Park is no bathrooms. Commissioner Peterson stated the town could find grants to fix the Softball Park. She stated she did not think it was fair to take grant money allocated for one thing and put it somewhere else. She believes in being fair across the board. If this grant money was set for Cain Park, it should be used for Cain Park. Commissioner Smith stated residents of the town want Cain Park and were disappointed in the vote to use the money for the Softball Park. Commissioner Strickland stated it was never intended to take funds from the bathrooms. She said it was discussed about taking money from this "ridiculous" walking track and moving that money to the softball park walking track that we already have that people use. She stated she walks the track regularly and about twenty people utilize the track. Commissioner Strickland states, "we will never in the Town of Garland come up with enough money in our budget, especially if we have a Police Department." "Are you going to back pedal on that one too Ralph?" questioned Commissioner Strickland. He answered "Nope," and she stated, "we will see". Commissioner Strickland does not believe in spending an additional dime to put a track by the edge of the woods when we have a track right at the softball field that services the citizens of this community and has for many years.

Concession Stand Purchases- Deep Fryer & Popcorn Machine- Commissioner Strickland spent the last couple of weeks getting quotes for an electric fryer and popcorn machine. She added, "given the fact that somebody stuck their nose in the concession business, we can no longer use local vendors any time we have an event, i.e., Easter egg hunt, Halloween, and other events." She presented quotes for two different sized commercial grade fryers the town could use for

events, not just softball. The quote for a commercial grade Popcorn machine is \$1,154.00 and she has that money donated to purchase. Health dept will be involved in the concession of any type. Commissioner Smith made a motion to table the electric fryer as more time was required to review quotes. Mayor Pro Tem Melvin seconded motion. The motion carried with a three to two vote to table the fryer. Commissioners Strickland and Johnson opposed the motion. Commissioner Strickland stated, "we will be getting the popcorn machine."

Purchase of Four Benches for Cain Park from Restricted Funds- Commissioner Smith made a motion to purchase four park benches out of Cain Park restricted funds for Cain Park. Mayor Pro Tem Melvin seconded the motion and the motion carried unanimously. Commissioner Johnson asked if they planned to add the engraved plaque in memory of Mrs. Connie Cain and Commissioner Strickland noted the benches would need to be cemented to avoid them being removed from the park. Commissioner Smith stated they needed to do both suggestions when the benches are installed at the park.

Mayor Pro Tem Melvin stated the ditches that were cleaned out looked really nice. They need to be sprayed regularly and growth kept under control in order to keep them looking nice.

Mayor Pro Tem Melvin stated she cleaned the concession stand and bathrooms (not toilets) of bugs and swept on March 21, 2022. She went back today, and the bugs were back. She passed around photos she took and noted spraying needs to happen to control the bugs. Commissioner Strickland stated regular maintenance needs to be performed, adding that is why the concession stand is in the shape it is in now.

Mayor Pro Tem Melvin stated she has Waiver Release Forms for the Softball League and for any volunteers, which must be filled out and turned in to town hall. Commissioner Strickland stated if the volunteers for softball have to complete these forms, the volunteers for all other events need to complete these forms as well. Clerk Cashwell requested copies of each form to include in the minutes. Mr. Todd Marshall questioned the forms and stated he provided forms last year. Mayor Pro Tem Melvin acknowledged she did review the forms last year. Clerk Cashwell made copies of both release forms and gave to Mr. Todd Marshall so they could be completed at registration. Some confusion surrounding which form was for adult and children and volunteers arose. Mayor Brown suggested moving on at this time due to having a full agenda.

STREETS- A motion was made by Commissioner Johnson to pave West Sixth Street from North Herring Avenue to Odham Avenue instead of paving West Fourth Street. Clerk Cashwell stated there was not enough funds to pave that stretch of West Sixth Street after reviewing quote. Commissioner Johnson rescinded his motion. Commissioner Smith made a motion to stick with paving West Fourth Street as previously planned. Commissioner Peterson seconded that motion. Commissioner Strickland stated she does not know all the streets but does not see paving a street that "not a soul lives on". Motion carried with a four to one vote with Commissioner Strickland opposing the motion.

Comprehensive Street Assessment Completed- Commissioner Johnson indicated all streets have been assessed at this point and a comprehensive list of maintenance and signage needs have been completed. (See attached).

Inventory of Signs & Hardware- Public Works Employee Randy Boone completed an inventory of signs and hardware that are currently on hand for use. (See attached). We currently have forty-eight round post and nine stop signposts. There are five sets of hardware on hand.

Quote for Replacement Signed Needed- Clerk Cashwell compiled a list of street name signs and stop signs that need to be purchased once she reviewed the street assessments and the list of inventories on hand. Clerk Cashwell noted the purchase price for signs for the east side of town is approximately \$529.69 and \$2071.58 for the west side of town. She estimated the total cost at \$2,800.00. Commissioner Johnson made a motion to purchase the signs as stated, seconded by Commissioner Smith. Commissioner Strickland stated these signs do not need to lay around in the shop like last time. They need to get put up. Motion passed unanimously.

Action Plan for Street Maintenance and Uniformity in Sign Placements- Commissioner Johnson stated once the new signs are delivered, he will need to work with public works employees to erect all signs uniformly at the same height and location on the street. He expressed the need to begin with replacing the signs facing Hwy. 701 and spreading out from there.

Commissioner Strickland encouraged everyone to adopt a street to get trash picked up and streets cleaned in town.

PUBLIC WORKS – WATER/SEWER/GARBAGE

Updates- Commissioner Smith reported they have received quotes to repair the pump at the 701 Lift station and at Well #4. He stated there are several other maintenance needs and he feels like they can be accomplished with the funding already in the Water & Sewer Maintenance funds for this fiscal year.

Spring Clean Up & Limb Pick-Up- Commissioner Peterson made a motion to set the dates of April 18th-22nd as Spring Clean-up along with Leaf and Limbs, seconded by Mayor Pro Tem Melvin, and carried unanimously. A mass mailing will be completed notifying residents of the clean-up as well other educational material. Citizens should be informed not to place items at curbside after the clean-up until the next pick-up is announced.

SAFETY

Updates- Commissioner Strickland noted nothing new to report at this time. She noted the board members continue to talk about police coverage in the budget planning sessions with plans to begin police coverage in the next fiscal year.

NEW BUSINESS

Response to 2021 Audit Findings for submission to LCG- Clerk Cashwell reviewed the response letter to the LGC for the late submission of the 2021 audit report. (See attached). She noted the correction plan to ensure the current fiscal year audit is completed timely. Commissioner Smith made a motion to approve the response letter to the LGC, seconded by Commissioner Peterson, and carried unanimously. Each board member signed the response letter and Clerk Cashwell will submit the response letter to the LGC as required.

NCORR Grant Number: NCORR-FDLG-048 Grant Budget Ordinance- Clerk Cashwell noted this is the grant budget ordinance for the management specialist position that will be shared with the towns of Turkey and Autryville for a period of three years. The grant revenue and expenditures total for Garland is \$100,500.00. (See attached). Commissioner Smith made a motion to adopt the grant budget ordinance as submitted, seconded by Commissioner Johnson, and carried unanimously.

NCORR Grant Number: NCORR-FDLG-049 Grant Budget Ordinance- Clerk Cashwell noted this is a grant received for supplemental staff for administration and public works in the amount of \$22,000.00. Once the grant budget ordinance is adopted, supplemental temporary staffing can be hired for administrative services and public works for a period of approximately six months. (See attached). Commissioner Smith made a motion to adopt the grant budget ordinance as submitted, seconded by Mayor Pro Tem Melvin, and carried unanimously.

Mid-Carolina COG Proposed terms for MOA to provide Grant Management Specialist- Board members were provided a copy of the MOA submitted by the Mid-Carolina COG to provide the management specialists as part of the NCORR Grant in the amount of \$100,500.00. (See attached). Commissioner Smith made a motion to approve the MOA as submitted, seconded by Commissioner Peterson, and carried unanimously.

Resolution Authorizing ARPA Application for Wastewater Treatment Plant Improvements- Mayor Brown noted this resolution if adopted would allow *McDavid Associates* to apply for grant funding

for the many maintenances and improvement needs at the lagoon. This application would include the items listed in the previous grant that was denied for the town. (See attached). Commissioner Smith made a motion to approve the resolution as submitted, seconded by Commissioner Peterson, and carried unanimously.

Resolution Authorizing ARPA Application for Water System Evaluation & Improvements- Mayor Brown noted this resolution authorizes *McDavid Associates* to apply for available funding for evaluating the water distribution system and water system improvements. (See attached). Mayor Pro Tem Melvin made a motion to approve the resolution as submitted, seconded by Commissioner Smith, and carried unanimously.

Sunshine List/Records Request- Board members discussed the records request received from former Mayor Murphy. Commissioner Smith made a motion to establish a sunshine list. Motion died from a lack of a second. Clerk Cashwell noted the open records law of the State of North Carolina dictate records request be filled out. Commissioner Smith noted the records can be supplied in the format requested as long as the town can fulfill the request. Commissioner Strickland noted a lot of the records request are already posted on the town's website and should not have to be sent individually if they are posted online. She also stated the records request should be sent monthly and not be an open-ended request for the staff to have to keep up with.

Zoning Board request/ eliminate single wide mobile homes & opinions on cell tower placement- Board members discussed the pros and cons of eliminating single wide mobile homes and decided this discussion should be tabled until the town secures an attorney. Commissioner Smith made a motion to table this item until the town hires an attorney to weigh in on the legality of this, seconded by Mayor Pro Tem Melvin, and carried unanimously.

Employee Evaluation Form- Commissioner Smith made a motion to change R. Boone's work status to full time regular employee, seconded by Commissioner Johnson, and carried unanimously. Mayor Pro Tem Melvin stated she wanted each board member to have a copy of the employee evaluation form that the town currently uses. (See attached). Board members agreed this form would be okay to use if they have a specific job description for each employee.

Water Tank Condition Assessment Report- Clerk Cashwell noted she just received this report and wanted each board member to have a copy for their review. (See attached).

Resolution of Award-Awarding Construction Contract for 2019 CDBG-I Sewer Project- Mayor Brown explained the 2019 CDBG-I sewer project includes replacing sewer lines on N. Herring Avenue and W. Front Street totaling \$707,323.00. *Herring-Rivenbark* was the low bidder at \$632,710.00 and this is a resolution awarding the construction contract to them. (See attached). Commissioner Smith made a motion to approve the resolution of award as submitted, seconded by Commissioner Peterson, and carried unanimously. Commissioner Strickland asked if funding would be available to repair any damages that may occur as part of replacing the sewer lines. It was noted, the grant requires such damages to be repaired by the contractors.

MINUTES APPROVAL

Regular Meeting- March 1, 2022- Mayor Pro Tem Melvin made a motion to approve the minutes as submitted, seconded by Commissioner Peterson, and carried unanimously. (See attached).

Budget Planning Session- March 10, 2022- Mayor Pro Tem Melvin made a motion to approve the minutes as submitted, seconded by Commissioner Smith, and carried unanimously. (See attached).

Special Meeting- March 14, 2022- Mayor Pro Tem Melvin made a motion to approve the minutes as submitted, seconded by Commissioner Smith, and carried unanimously. (See attached).

Budget Planning Session- March 24, 2022- Mayor Pro Tem Melvin made a motion to approve the minutes as submitted, seconded by Commissioner Peterson, 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.

Next Regular Board Meeting will be May 3, 2022 at 6:30 pm at Town Hall

Music In the Park, Saturday May 7th from 7 to 10 pm at the C. D. Cain Memorial Park.
The Cape Fear River Banding will be performing.

Town offices will be closed Monday, May 30th in observance of Memorial Day

ADJOURNMENT

Commissioner Smith made a motion to adjourn the meeting, seconded by Mayor Pro Tem Melvin, and carried unanimously. Meeting adjourned at 7:58 pm.

Board Approved:



Austin Brown, Mayor



Pamela Cashwell, Town Clerk/Finance Officer