

**TOWN OF GARLAND  
REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS  
TUESDAY, APRIL 21, 2020  
6:00 PM**

The Regular Meeting of the Board of Commissioners of the Town of Garland was held remotely via GoToMeeting and at Town Hall on Tuesday, April 21, 2020 at 6:00 pm.

The following members of the Board of Commissioners were present in the Board Room:

Austin Brown  
Eddie Bronson Jr.  
Jo A. Strickland

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

Barbara A. Peterson  
Carolyn R. Melvin

Mayor Winifred Murphy was absent from the meeting.

Also present remotely were Mr. Chase Jordan of the *Sampson Independent and Deputy Clerk Alexis Devane*. Town Clerk Pamela Cashwell was present in the Board Room. There were no citizens in attendance.

**CALL TO ORDER**

Mayor Pro Tem Austin Brown 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 in the board room recording notes for the minutes.

**QUORUM**

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

**APPROVAL OF AGENDA**

Mayor Pro Tem Austin Brown requested the Board review the agenda for approval. Mayor Pro Tem Austin Brown made a motion to approve the agenda as presented, seconded by Commissioner Barbara A. Peterson and carried unanimously. (See attached).

**PUBLIC COMMENTS**

No public comments were received.

**COMMISSIONER REPORTS**

**ADMINISTRATION**

**Proclamation for Municipal Clerks Week-** Mayor Pro Tem Austin Brown read the proclamation aloud. (See attached).

**Executive Order 124-** Clerk Cashwell reviewed EO124 as follows: Prohibits utilities - including electric, gas, water and wastewater services - from disconnecting customers unable to pay during the COVID-19 pandemic and from collecting fees, penalties or interest for late payments. The order applies for the next 60 days and gives residential customers at least six months to pay outstanding bills. Clerk Cashwell informed board members that thirty-one customers hadn't paid their water/sewer bills as of yesterday. The town is experiencing a loss of revenue as it relates to loss of penalties and reconnection fees as well as regular payments not being paid.

**FINANCE**

**Budget versus Actual** – Clerk Pamela Cashwell provided copies and reviewed the current budget vs. actual reports with the Board. She discussed the trickle-down effect on revenues that will decrease revenues for the remainder of this fiscal year right into next fiscal year's budget. (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 March 13 to April 15, 2020. (See attached).

**Internal Control Monthly Reviews** – Clerk Cashwell informed the Board that Commissioner Jo A. Strickland 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 and reviewed all the credit card purchases for the month with board members. (See attached).

**Budget Planning Sessions-** Clerk Cashwell stated she had met with members of each committee except Safety and drafted an initial proposed budget for 2020-2021 based on input received from committee members. Copies of the budget planning worksheets were provided in the board packets. Clerk Cashwell stated she would need to do some refined adjustments to expenditures as she receives cost feedback from renewal applications of insurance coverages. Clerk Cashwell requested board members review the budget worksheets and schedule some additional budget planning sessions for the board to meet as a whole.

**Budget Amendment 19-20-05-**

Section 1: To amend the General Fund, the appropriations are to be changed as follows

		INCREASE	DECREASE
10-560-02	(E) SALERIES AND WAGES		\$4,000.00
10-560-06	(E) GROUP INSURANCE EXPENSE		\$6,000.00
10-560-17	(E) MAINT & REPAIRS	\$10,000.00	
10-580-00	(E) SANITATION DEPARTMENT	\$ 4,050.00	
10-660-93	(E) CONTINGENCY		\$4,050.00

Section 2: To amend the Water/Sewer Fund, the appropriations are to be changed as follows:

30-810-02	(E) SALARIES AND WAGES		\$13,000.00
30-810-06	(E) GROUP INSURANCE EXPENSE		\$ 4,000.00
30-810-15	(E) MAINT & REPAIRS/BUILDINGS	\$ 4,000.00	
30-810-73	(E) CAPITAL OUTLAY/IMPROVEMENT	\$13,000.00	

Mayor Pro Tem Austin Brown made a motion to approve Budget Amendment 19-20-05, seconded by Commissioner Carolyn R. Melvin and carried unanimously. (See attached).

## **BUILDINGS/CEMETERY**

**Cemetery Updates-** Commissioner Barbara Peterson stated she went out to the cemetery on Hwy 411 after receiving a complaint on a road and noted there is a section of road with a washed-out area in the road near the Stafford, Norris and Cashwell gravesites. She stated she felt it could be repaired with some gravel and dirt. She noted one headstone turned over. She also assessed the cemetery on Hill Circle Road and noted one headstone turned sideways but it hadn't fell over. She stated over-all both cemeteries look good and are being maintained well.

### **Building Upgrades & Maintenance**

**Flooding issues at the Library-** Commissioner Barbara Peterson discussed concerns of flooding at the library especially since new carpet has been purchased. She discussed placing a drain to prevent the flooding and asked others for suggestions to prevent the flooding. After a discussion of various options, the board members agreed for Mayor Pro Tem Austin Brown to speak with the paving contractors working on W. Fourth Street and ask them to assess the flooding issues at the library and offer suggestions with pricing for the board to consider.

**Former ABC Store-** Commissioner Barbara Peterson stated she plans to get the keys for the former ABC Store on Friday and clean out the building on Saturday with her son. Commissioner Eddie Bronson, Jr. stated he checked the building last week and didn't detect any leaking into the building.

**Town Hall- Clerk Cashwell** stated the new blinds have been installed and everyone agreed they look much better. The installers called about the new bathroom appliances and stated they are waiting on additional parts before the installation for the bathrooms can be completed. We are awaiting estimates for the two flooring options for town hall from *Lowe's*. Commissioner Jo Strickland stated she had contacted another contractor to give us an estimate to paint the concrete for the flooring in town hall.

**Garland Senior Center-** Commissioner Eddie Bronson, Jr stated he had told Mrs. Faircloth to have *Lowe's* come out and measure the flooring at the senior center. They came and measured and stated they would not remove the existing flooring as it could potentially contain asbestos. He stated he instructed Mrs. Faircloth today to go to *Lowe's* and speak with the salesman and determine the type of flooring that could be placed over the current floor and to get some estimates of the costs to install whatever they recommended that could be cleaned with mopping.

## **PARKS/RECREATION**

**Curtis D. Cain Memorial Park Upgrades-** Commissioner Eddie Bronson, Jr. reported both parts remain closed at this time due to the Covid-19 Pandemic.

**Security Measures for Park Complex-** Commissioner Jo Strickland stated she hadn't received any follow-up communications from *Star Communications*. Clerk Cashwell agreed to contact Dustin tomorrow and determine what needs to happen to move this project forward.

## **STREETS**

**Update on Paving-** Mayor Pro Tem Austin Brown stated *Legion Asphalt, Inc.* has been working on W. Fourth Street building up the bedding of the road and grading it to prepare for paving. They plan to complete the repair of the sink hole on Center Street and the piping collapse on

West Fourth Street and N. Herring Avenue before they begin any paving. Once the prep work has been completed and both areas are repaired, they will bring the asphalt and complete the paving on all the areas at one time. Mayor Pro Tem Brown stated he and Commissioner Eddie Bronson, Jr. had met with Mr. Johnny Cain of *Diamond Constructors, Inc.* regarding issues of cracking pavement on the recently paved areas of W. Third Street. Mr. Cain assured them he would correct the issues identified as soon as he had a crew in the area.

Additional Street Needs- Mayor Pro Tem Brown reported he had contacted Mr. Keith Eason with the NCDOT and requested they clean out the ditches and storm drains on Hwy 701, 411 and N. Herring Avenue. Mr. Eason stated they had identified some streets that were flooding and needed some work done to prevent the flooding and as soon as his staff was back to normal staffing levels they would come out and complete the above discussed issues. Commissioner Jo Strickland reported a flooding issue on W. Third Street and N. Church Avenue that needs to be addressed due to flooding issues with rain.

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

Purchase of Lawnmower- Mayor Pro Tem Austin Brown stated he and Commissioner Eddie Bronson, Jr. had researched the purchase of a new riding lawnmower as the one we currently have is too big to cut the fenced in areas around the well houses and other specific areas in town. After discussing the purchase, Mayor Pro Tem Austin Brown made a motion to purchase the John Deere lawnmower from *Lowe's* at a cost of \$1,599.00 less a ten percent discount with Capital Outlay funds from Streets, Buildings and Parks & Recreation. Commissioner Jo A. Strickland seconded the motion and the motion carried unanimously.

Equipment Maintenance- Mayor Pro Tem Austin Brown reported the backhoe has been serviced and a cylinder arm was repaired, and the cost was reasonable for the maintenance. The Motor Grader will be serviced, and recommendations were giving to have town staff clean the equipment and keep it cleaned after use to extend the life of the equipment. Commissioner Jo Strickland asked if maintenance logs were being kept on all town-owned equipment and vehicles. The answer was no, and she stated they needed to be, and she made another recommendation that there be no smoking in equipment and vehicles. A debate ensued between Commissioner Jo A. Strickland and Commissioner Eddie Bronson Jr. on the smoking recommendation. The decision was made to discuss with our current public works employee to not smoke in the equipment or vehicles.

Custom Controls Driver for Well #4 Update- Clerk Cashwell reported the parts have been ordered for the project and as soon as they come in, they will begin the work. They hope to have the project started in the next three weeks.

Proposal for Well #4 Piping Rehab Quote- Board members discussed a quote from *Skipper's Well Drilling and Pump Service* to rehab the piping at well house #4 in the amount of \$14,161.28. (See attached). After discussing the quote, Mayor Pro Tem Austin Brown made a motion to approve the quote, seconded by Commissioner Eddie Bronson, Jr. and carried unanimously.

#### **SAFETY**

Fire Hydrant Update- Commissioner Eddie Bronson, Jr. reported Mr. Strickland did come out and determined there isn't a turn-off valve on the fire hydrant on tenth street that needs to be replaced. Clerk Cashwell asked if Mr. Strickland provided an updated quote since there

isn't a turn-off valve and was told he didn't provide an updated quote. At this time, the town needs to locate the valve to turn off the water to the fire hydrant. Discussions followed on who can be contacted to assist in the location of the turn-off valve. One valve on N. Ingold Avenue was discussed as a possible turn-off valve for the fire hydrant. Commissioner Eddie Bronson, Jr. agreed to test the valve tomorrow morning to determine if it is the turn-off valve for the hydrant on tenth street. It was also discussed that this project needs to be completed as soon as possible because of the issues that it is causing to the residents in the area of the leaking hydrant.

**NEW BUSINESS**

**Spring Clean-Up & Monthly Leaf & Limb Pick-Up-** Commissioners discussed both pick-ups and ultimately determined another leaf and limb pick-up needed to be scheduled for May. The pick-up last month was appreciated by the citizens and a large amount of debris was removed from the town. Mayor Pro Tem Austin Brown stated he was available to help like he did with the last pick-up if the board members wanted him to help. They determined another leaf and limb pick-up needed to be completed prior to scheduling spring clean-up. Mayor Pro Tem Austin Brown made a motion to schedule leaf and limb pick-up for May 14<sup>th</sup> and 15<sup>th</sup> like last month's with notification to the citizens of these dates, seconded by Commissioner Carolyn R. Melvin and carried unanimously. Commissioner Jo A. Strickland agreed to work with Deputy Clerk Devane in creating a flyer to be posted for the citizens in regard to the guidelines for placing the debris curbside for pick-up.


**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 Pro Tem Austin Brown stated the citizens who have contracted Covid-19 are being remembered in our prayers and everyone agreed they look forward to putting this pandemic behind us.


**ADJOURNMENT**

Mayor Pro Tem Austin Brown made a motion to adjourn the meeting at 7:08 pm, seconded by Commissioner Jo A. Strickland and carried unanimously. Meeting adjourned at 7:08 pm.



**Pamela Cashwell, Town Clerk/Finance Officer**

**Board Approved:**



**Austin Brown, Mayor Pro Tem**