

**TOWN OF GARLAND
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
TUESDAY, MAY 18, 2021
6:00 PM**

The Regular Meeting of the Board of Commissioners of the Town of Garland was held virtually via GoToMeeting on Tuesday, May 18, 2021 at 6:00 pm.

The following members of the Board of Commissioners were present:

**Austin Brown (Present Virtually)
Barbara A. Peterson (Present Virtually)
Carolyn R. Melvin (Present Virtually)
Eddie Bronson, Jr. (Present Virtually)
Jo A. Strickland (Present Virtually Arrived at 6:55 pm)**

Also, present virtually: Mayor Winifred H. Murphy, Town Clerk Pamela Cashwell and Mr. Rich Moore of *McDavid Associates, Inc.* There were unidentified callers as well in attendance virtually.

CALL TO ORDER

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

QUORUM

Mayor Winifred H. Murphy requested Clerk Cashwell call the roll and she established there was a quorum present.

APPROVAL OF AGENDA

Mayor Winifred H. Murphy requested board members review the agenda for approval. Mayor Pro Tem Austin Brown made a motion to approve the agenda as presented, seconded by Commissioner Carolyn R. Melvin and carried unanimously. (See attached).

MUNICIPAL CLERK'S WEEK RECOGNITION

Mayor Murphy stated she would like to recognize Pamela Cashwell, Town Clerk and Annette Ricketson, Deputy Clerk in honor of Municipal Clerk's Month and thank both for all they do for the town and the citizens we serve. Mayor Pro Tem Austin Brown joined both clerks for lunch at an area restaurant to celebrate the occasion. Mayor Murphy read a proclamation honoring the clerks for municipal clerk's month. (See attached).

PRESENTATION OF PROPOSED 2019 CDBG-NR PARK IMPROVEMENTS

Mr. Rich Moore of *McDavid Associates, Inc.* reviewed an electronic map of the proposed park improvements to the C. D. Cain Memorial Park. He noted the proposed work includes a concrete walking trail that will be handicapped accessible. There

will be two crosswalks that will have to be installed on Lisbon Avenue. A pre-fabricated structure will be erected to use as restrooms and storage. The building will be located off of Bladen Avenue. Mayor Pro Tem Brown stated he wasn't aware the walking trail was going to crossover Lisbon Avenue necessitating two crosswalks. Mr. Moore stated this was how the original plans were developed. He stated both crosswalks would be lighted and would have reflective surfacing that meets the DOT standards for crosswalks. He indicated the trail was designed to encompass the perimeter of the property the town owns in case the town decided to use the land for other structures in the future. Commissioner Bronson asked if the trail would have adequate lighting and Mr. Moore stated he will be sure to include some underground electrical installations to ensure there is adequate lighting along the walking trail. Clerk Cashwell mentioned vandalism occurring at the softball complex and asked if the board would like to include security measures during the construction phase of the park improvements. Mayor Murphy agreed security measures would be needed to be included in the plans for the park upgrades. Mayor Pro Tem Austin Brown made a motion for Mr. Moore to proceed with the park improvement as part of the 2019 CDBG-NR grant, seconded by Commissioner Barbara A. Peterson and carried unanimously.

PRESENTATION OF THE 2021/2022 BUDGET MESSAGE & RECOMMENDED BUDGET

Clerk Cashwell presented the 2021/2022 Budget Message and Recommended 2021/2022 Budget with Fee Schedule and specific line-item budget. (See attached). Mayor Murphy thanked Ms. Cashwell for her detailed presentation and work on the budget message and recommended budget. She also thanked each commissioner for their hard work in working on this budget. Mayor Pro Tem Austin Brown made a motion to submit the budget message and recommended budget to the website and make it available to the public and place notice in newspaper for the public hearing, seconded by Commissioner Carolyn R. Melvin and carried unanimously. Board members agreed to hold the public hearing virtually on June 15th at 6pm and reconvening the public hearing on June 16th at 6:30 pm to allow for public or written comments.

PUBLIC COMMENTS

No public comments were received.

COMMISSIONER REPORTS

ADMINISTRATION

Mayoral Update- Mayor Murphy thanked everyone for their diligence in working on the budget and their committee work. She thanked them for approving the first celebration of Juneteenth this year and stated the community volunteers were planning on some type of event but she doesn't have those details at this time.

FINANCE

Budget versus Actual – Clerk Pamela Cashwell provided and reviewed copies of the current budget vs. actual reports for 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 from the last month. (See attached).

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

BUILDINGS/CEMETERY

Cemetery Updates/Surveying Maps/Plans to get Records Updated- Commissioner Barbara A. Peterson stated the deputy clerk is working on transferring names written on paper to the computer spreadsheet. She stated after a visit to the cemetery to clarify information, it was noted the records and burial plots are in a complete mess.

Buildings Updates- Commissioner Peterson stated she spoke with B. Peterson regarding the broken glass at the American Legion Building and he stated if the town was going to do an insurance claim on the broken window, he wouldn't cover it or replace it and if not, he would board it up and replace it.

Abandoned Buildings Update- Commissioner Bronson stated Josh was supposed to meet with the owner of the old theater.

Mayor Murphy discussed the Community Cemetery needs and issues in detail with the board. She suggested having the Community Cemetery surveyed. She called on Commissioner Bronson and asked if he wanted to make that motion. Commissioner Eddie Bronson Jr. made a motion to survey the Community Cemetery, seconded by Commissioner Barbara A. Peterson. Clerk Cashwell asked how much the survey would cost and where would the funding be taken from. She noted as the Finance Officer for the town, she can't pre-audit an expense when she doesn't know the cost of the expense. The motion carried unanimously. Mayor Murphy stated she will determine the cost of the survey prior to allowing it to begin.

PARKS/RECREATION

Updates- Commissioner Carolyn R. Melvin asked if a timer could be placed on the light on the concession building so it wouldn't be on during the day. She agreed to contact an electrician to provide an estimate for this recommendation. She also stated she had asked for a work order to have the remnants of the picnic tables removed from the shelter at the park due to safety concerns. Mayor Pro Tem Austin Brown stated he would make sure the broken tables are removed. Commissioner Carolyn R. Melvin made a motion to get estimates to replace the four picnic tables at the park complex, seconded by Commissioner Barbara A. Peterson and carried unanimously. Commissioner Carolyn R. Melvin stated she has been in conversations with Todd Marshall and gone over specific items regarding softball at the park complex. She states they are beginning practices now and she is supposed to get a schedule of all games. She reported the first games would be June 1st and games will be scheduled from 7pm to 8pm. She stated she has been assured all paperwork with restrictions and guidelines for players have been signed by the parents as well as waivers for volunteers have been completed. Commissioner Carolyn R. Melvin stated she asked for a clause in the paperwork be included to read any fighting or disruptive behavior will result in the player being removed from playing. She stated

she also discussed with Todd Marshall for them to be sure all litter and trash was picked up and the area was cleaned up every night after games were over. Mayor Murphy asked if Commissioners Eddie Bronson Jr. and Carolyn R. Melvin would schedule a meeting with members of the Garland Softball League to discuss any concerns or issues they may have as there has been a lot of negativities on social media and it is coming to her, and she isn't a part of the Parks & Recreation committee. She stated if they would meet with members of the league, perhaps it would strengthen their partnership moving forward. Commissioner Carolyn R. Melvin stated she would reach out to Todd after this meeting tonight. She also stated she and Commissioner Eddie Bronson Jr. have agreed to rotate nights attending games.

STREETS

Updates- Mayor Pro Tem Austin Brown reported paving has been completed on W. Third and W. Fourth Street. The sink hole on Center Street has been repaired again for the second time at no cost to the town. Complaints have been received for Leroy Street and W. Front Street by the mail carriers. P.W. staff have assessed and have plans to fix the potholes on these streets. P.W. staff are also working on edging and cleaning the sidewalks. Mayor Pro Tem Brown noted this is a slow process. A sink hole has been identified on White Lake Avenue & W. Third Street and T. Dudley has been contacted to repair this area. Mayor Pro Tem Austin Brown made a motion to pay the vendor for the paving projects, seconded by Commissioner Barbara A. Peterson and carried unanimously.

Powell Bill Street Assessment Update- Clerk Cashwell reported the surveyor will send an email notifying the town on when he plans to do the street assessment in June 2021.

Clerk Cashwell asked the board to go back to Parks and Recreation to decide on the purchase of new soccer nets. Commissioner Jo A. Strickland made a motion to approve funding for new soccer nets once Commissioner Eddie Bronson Jr. gets the information needed to purchase the new nets estimated to cost \$200.00, seconded by Commissioner Barbara A. Peterson and carried unanimously.

PUBLIC WORKS – WATER/SEWER/GARBAGE

Lagoon Restoration Plan/Quote- Mayor Pro Tem Austin Brown stated he had contacted Mr. Mark Brantley with the State of N.C. and the emergency funding request to the state for the lagoon restoration project has been submitted and hopefully we will hear something soon.

Replacement of Inventory Update/ Truck Repairs Update- Mayor Pro Tem Austin Brown stated 65% of the stolen equipment and supplies have been replaced. He checked on the truck repairs today and they are waiting on parts and the truck should be ready to pick up soon.

Purchase Requests- Mayor Pro Tem Brown stated he didn't receive any purchase requests from P.W. staff. He stated he would like to investigate purchasing some heavy-duty security cabinets to store some of the expensive tools and equipment in that have been purchased.

Advertisement for Public Works Position- Mayor Pro Tem Austin Brown stated it is time to hire a full-time employee for public works as there are too many tasks not being completed around town due to having one employee. Discussion ensued on hiring additional staff. Mayor Pro Tem Austin Brown made a motion to advertise for a Public Works/Maintenance employee, experience preferred, once he devises an advertisement, seconded by Commissioner Barbara A. Peterson and carried unanimously. Brief discussion was held on hiring a seasonal worker immediately. This will depend on whether there is funding in the budget for this expenditure.

A short recess was called from 7:40pm to 7:45pm.

SAFETY

Former Police Department Inventory & Equipment- No report given.

Commissioner Jo A. Strickland reported more acts of vandalism and burglaries in town. She also stated she had spoken with the N.C. Highway Patrol Officers about increasing their presence in town patrolling especially Hwy 701 to slow down speeders. With warmer weather the volume of traffic will be increasing. She also stated she will put a call into Sheriff Jimmy Thornton about increasing patrol coverage in town as well.

OLD BUSINESS

Cares Act Funding-Current Expenditure Report- Clerk Cashwell presented current expenditure report. (See attached). She plans to get quotes for two laptops to be used remotely by staff as needed to ensure social distancing. Board members were asked to note any expenditures in their respective departments that are needed in light of the Covid-19 Pandemic.

Consideration of the Chapter 160D Compliance Plan- Mayor Pro Tem Austin Brown stated he had sent board members an email of the recommended changes the firm gave us for ordinances to be compliant with the 160D. He stated those recommendations were in red and the recommendation in blue were made by members of the planning and zoning board. Mayor Pro Tem Austin Brown made a motion to set a Public Hearing on this matter for June 15th, 2021, and submit the necessary newspaper notices, seconded by Commissioner Barbara A. Peterson and carried unanimously.

Proposed Plans to Re-Open Town Offices- Mayor Murphy and Board members discussed options and opinions regarding re-opening the office to the public and holding monthly board meetings in the boardroom at town hall. Mayor Pro Tem Austin Brown made a motion to re-open town offices effective June 1, 2021, with everyone required to wear a mask upon entering town hall, seconded by Commissioner Barbara A. Peterson. Commissioner Jo A. Strickland stated she will attend meetings virtually because she has a medical exemption, and she will not wear a mask. The motion carried with a vote of four to one with Commissioner Jo A. Strickland casting the dissenting vote. Mayor Pro Tem Austin Brown made a motion to re-instate the \$3.00 transaction fee for card processing effective June 1, 2021, seconded by Commissioner Barbara A. Peterson and carried unanimously.

NEW BUSINESS

Nuisance Inventory- Commissioner Eddie Bronson Jr. reported the old depot is currently being demolished and debris removed from the property.

Special Events Application- Mayor Murphy and board members denied the special events application that was submitted for use of the park complex on July 4th, 2021.

Resolution to Accept American Rescue Funds- Clerk Pamela Cashwell read aloud a resolution for the board to consider adopting to accept ARPA funding. (See attached). Mayor Pro Tem Austin Brown made a motion to adopt the resolution as read, seconded by Commissioner Barbara A. Peterson and carried unanimously.

Leaf & Limb Schedule- Mayor Pro Tem Austin Brown made a motion to schedule leaf & limb pickup for the week of June 7th, 2021, seconded by Commissioner Carolyn R. Melvin and carried unanimously.

MINUTES APPROVAL

Special Meeting-March 25, 2021- Mayor Pro Tem Austin Brown made a motion to approve the minutes as presented, seconded by Commissioner Carolyn R. Melvin and carried unanimously. (See attached).

Regular Meeting-April 20, 2021- Mayor Pro Tem Austin Brown made a motion to approve the minutes as presented, seconded by Commissioner Barbara A. Peterson and carried unanimously. (See attached).

Budget Planning Session-April 27, 2021- Mayor Pro Tem Austin Brown made a motion to approve the minutes as presented, seconded by Commissioner Carolyn R. Melvin and carried unanimously. (See attached).

Budget Planning Session-May 13, 2021- Mayor Pro Tem Austin Brown made a motion to approve the minutes as presented, seconded by Commissioner Barbara A. 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.

Town Offices will be closed Monday, May 31, 2021, in observance of Memorial Day.

Closed Session

Mayor Pro Tem Austin Brown made a motion to enter in closed session (*Pursuant to G.S. 143-318.11-(3) Attorney-Client Privilege and (6) Personnel*) at 8:17 pm, seconded by Commissioner Barbara A. Peterson and carried unanimously.

Mayor Pro Tem Austin Brown made a motion to exit closed session at 8:36 pm, seconded by Commissioner Carolyn R. Melvin and carried unanimously.

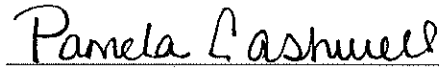
Open Session

No action taken in closed session.

Mayor Pro Tem Austin Brown made a motion to give Deputy Clerk Annette Ricketson a .75 cent an hour increase in pay and to retroactive the increase to her six-month service date, seconded by Commissioner Jo A. Strickland and carried with a vote of four to one with Commissioner Eddie Bronson Jr. casting the dissenting vote.

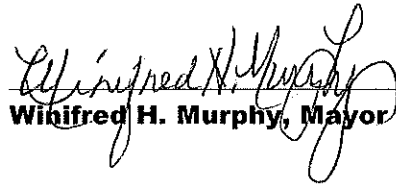
ADJOURNMENT

Mayor Pro Tem Austin Brown made a motion to adjourn the meeting, seconded by Commissioner Jo A. Strickland and carried unanimously. Meeting adjourned at 8:39 pm.



Pamela Cashwell, Town Clerk/Finance Officer

Board Approved:


Winifred H. Murphy, Mayor