

**TOWN OF GARLAND  
REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS  
TUESDAY, MAY 26, 2020  
6:00 PM**

**The Regular Meeting of the Board of Commissioners of the Town of Garland was held at the Garland Town Hall and remotely via GoToMeeting on Tuesday, May 26, 2020 at 6:00 pm.**

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

**Austin Brown  
Eddie Bronson, Jr. (Arrived at 6:35 pm)  
Jo A. Strickland**

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

**Barbara A. Peterson  
Carolyn R. Melvin (Unsure time of Arrival- Was remote audio and didn't announce arrival)**

**Mayor Winifred Murphy was absent from the meeting.**

**Also present was Mr. Chase Jordan of the *Sampson Independent*. There were no citizens in attendance.**

**CALL TO ORDER**

**Mayor Pro Tem Austin Brown called the meeting to order at 6:05 pm and welcomed everyone in attendance. Town Clerk, Pamela Cashwell, was present 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 requested to add item #6 CRF Request under New Business, move #4 Closed Session to #15, move Adjournment to #16, delete 13 #3 and 10 A. 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.**

**PRESENTATION OF BUDGET MESSAGE & PROPOSED 2020-2021 BUDGET**

**Clerk Cashwell presented the Budget Message and the proposed 2020/2021 budget with the proposed fee schedule. (See attached). Clerk Cashwell stated she will post the proposed 2020/2021 budget on the door at town hall and on the town website. Mayor Pro Tem Austin Brown thanked Clerk Cashwell for all the work she put into the proposed 2020/2021 budget.**

**COMMISSIONER REPORTS**

**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 April 16<sup>th</sup> to May 19<sup>th</sup> . (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 of the credit card purchases for the month to the Board. (See attached).

**Budget Amendment 19-20-06- BE IT ORDAINED** by the Governing Board of the Town of Garland, North Carolina that the following amendments are made to the annual budget ordinance for the fiscal year ending June 30, 2020: Section 1: To amend the General Fund, the appropriations are to be changed as follows:

|           |                        | INCREASE   | DECREASE   |
|-----------|------------------------|------------|------------|
| 10-420-54 | (E) INSURANCE & BONDS  |            | \$2,800.00 |
| 10-640-01 | (E) CEMETERY LAWN CARE | \$2,800.00 |            |

Mayor Pro Tem Austin Brown made a motion to approve Budget Amendment #19-20-06, seconded by Commissioner Jo Strickland and carried unanimously.

**BUILDINGS/CEMETERY**

**Cemetery Update-** Commissioner Barbara A. Peterson stated she worked with a group for several days setting headstones back on the bases at the cemeteries.

**Library- Quote to install New Gutters-** Commissioner Jo A. Strickland obtained a quote to install new gutters at the library. She presented the quote and discussed the need to install the new gutters as a preventative measure to the flooding issues at the library. The quote came in at \$950.00. (See attached). Commissioner Jo A. Strickland made the motion to approve the quote, seconded by Commissioner Barbara A. Peterson and the motion carried unanimously. Commissioner Jo A. Strickland will notify the contractor that the quote was approved and ask him to complete the work prior to the end of this fiscal year.

**ABC Store-** Commissioner Barbara A. Peterson stated she cleaned the former ABC Store and agreed to check the building for leaks after the torrential rains we have had recently.

**Town Hall- Bathroom Upgrades and Flooring-** Commissioner Barbara A. Peterson stated she had met with representatives from *Lowe's* regarding the dissatisfaction with the sinks installed in both bathrooms and they have agreed to remove the current sinks and place vanities in both bathrooms to cover up the holes that were left visible. The urinal is to be installed as well. She is awaiting notification as to when they plan to make these corrections.

**PARKS/RECREATION**

**Curtis D. Cain Memorial Park Upgrades-** Commissioner Eddie Bronson, Jr. isn't present at this time and no updates given.

**Security Measures for Park Complex-** Commissioner Jo A. Strickland stated the cameras are due to be installed tomorrow. She stated she has been unable to secure a welder to build a box that will secure the receiver for the recording device in case the concession stand was

broken into and she asked for suggestions. Commissioner Eddie Bronson, Jr. arrived at the meeting at this time and stated he didn't have any reports for parks and recreation. Clerk Cashwell asked Commissioner Jo A. Strickland if she had contacted Mr. Lee Carberry as he welds, and she stated she will contact him after the meeting tonight in regard to a secured box for the receiver.

### **STREETS**

**Update on Paving-** Mayor Pro Tem Austin Brown reported the paving has been completed on the two sections of W. Fourth Street and the two repairs completed on Center Street and at W. Fourth Street and N. Herring Avenue. He stated he was well pleased with the quality of the work completed by *Legion Asphalt, Inc.* and felt this paving would last a lot longer than the paving that was completed on W. Third Street. Commissioners Jo A. Strickland and Eddie Bronson, Jr. agreed with Mayor Pro Tem Austin Brown that the paving and repairs represented quality work. Mayor Pro Tem Austin Brown made a motion to approve the payment per the quotes received for the paving and road repairs. Commissioner Eddie Bronson, Jr. requested to pay the invoices after we receive the six cones that were taken by mistake. Commissioner Jo A. Strickland seconded the motion and the motion passed with Mayor Pro Tem Austin Brown and Commissioners Eddie Bronson, Jr. and Jo A. Strickland voting in the affirmative. Commissioner Barbara A. Peterson lost remote connection and didn't vote on the motion. Mayor Pro Tem Austin Brown noted someone had just joined the meeting by calling in remotely and asked for them to identify who they were, and no one responded. Mayor Pro Tem Austin Brown stated he has spoken with *Legion Asphalt Inc.* about the cones and they admitted to taking the cones by mistake and plan to return them to the town. Mayor Pro Tem Austin Brown stated he had contacted a representative from *Diamond Constructors, Inc.* to ascertain when they planned to come back and complete needed repairs on W. Third Street and he was told as soon as they have a crew in the area they will complete the repairs.

**Powell Bill Annual Assessment-** Commissioner Jo A. Strickland has agreed to accompany Mr. Teddy Owens to complete the annual Powell Bill street assessment on June 9<sup>th</sup> at 9 am.

**Quote for Library Curbing & Paving-** Mayor Pro Tem Austin Brown requested and received a quote from *Legion Asphalt, Inc.* to assess the flooding issues at the library and make recommendations. (See attached). Mayor Pro Tem Austin Brown read the quote in its entirety and discussed the recommendations with fellow board members. The quote came in at \$4,250.00. Mayor Pro Tem Austin Brown made a motion to approve the quote in the amount of \$4,250.00, seconded by Commissioner Eddie Bronson, Jr. and carried unanimously. Commissioner Jo A. Strickland voted in the affirmative along with Mayor Pro Tem Austin Brown and Commissioner Eddie Bronson, Jr.

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

**Lawnmower Purchased-** Mayor Pro Tem Austin Brown reported the new riding lawnmower has been purchased and is in inventory and ready for use.

**Equipment Preventative Maintenance Schedule-** Mayor Pro Tem Austin Brown presented and discussed a quote received from *Center Carroll's Service* in the amount of \$284.68 to service the backhoe. Mayor Pro Tem Austin Brown made a motion to approve the quote as presented,

seconded by Commissioner Jo A. Strickland and carried unanimously with a vote of three to none.

**Custom Controls Driver for Well #4 Update-** Clerk Cashwell reported this work is scheduled to begin the first week of June.

**Well #4 Piping Rehab Update-** ORC N. Carroll will follow-up on this project tomorrow and get a definitive date on when this project will begin.

**Water Line Repairs due to Fiber Placement-** Mayor Pro Tem Austin Brown discussed issues with broken water lines associated with the placement of fiber in the town. To date, three lines have been busted and crews from *Ralph Hodges Construction* have graciously repaired them for us even though they are in town to work on our sewer improvement project. The question is who is responsible for paying the bill. *McDavid Associates, Inc.* have been marking the lines and the contractors for *Star Communications* are saying the lines have been marked incorrectly. A lengthy discussion followed with concerns of the financial liability to the town and not even being able to project how much this will cost the town, the fact that we are at the end of our budget year thus limited funds are available for repair of busted lines, concerns of not having town staff to repair broken lines, questions as to why the board members weren't aware that placement of fiber in the town had begun and wasn't board approved. The parties involved have requested a meeting to clear up some of the confusion and questions at hand. Board members asked Mayor Pro Tem Austin Brown to contact *Star Communications* and request they halt installation of fiber until all parties can discuss these issues. Mayor Pro Tem Austin Brown stated at the end of this meeting we can recess to reconvene this meeting until tomorrow night at 6:00 pm to give us time to set up a remote electronic meeting so all parties can be available to participate in this discussion.

#### **SAFETY**

**Fire Hydrant Update-** Commissioner Jo A. Strickland requested this item be removed from her section as it was a project that was started prior to her being on the board. Discussion ensued regarding issues with lack of responsiveness from a contractor and the inability to find a turn-off valve for the hydrant that needs replacing. Board members agreed this project needs to move forward as it is causing issues for the homeowners in the area of the hydrant. When Mayor Pro Tem Austin Brown inquired as to whether anyone had any further comments, Commissioner Carolyn Melvin stated she had some comments. This was the first time the board was aware that Commissioner Carolyn R. Melvin was in attendance via audio remotely. Commissioner Carolyn R. Melvin stated she hasn't had any further follow-up since the contractor came out and assessed the fire hydrant for a turn-off value. Then there is the issue on not being able to turn-off the water to the hydrant for replacing. Commissioner Carolyn R. Melvin agreed to follow-up with the other contractor we received a quote from and get an updated quote to replace the hydrant. Board members agreed to the purchase of a cut-off valve so when the hydrant is replaced, one can be placed directly to the hydrant. Board members are in favor of moving along with this project as soon as possible.

#### **NEW BUSINESS**

**Spring Clean-Up Dates-** Discussion was held regarding scheduling spring clean-up dates in light of limited staffing and other important things currently going on in the town. Board members ultimately decided not to set a spring date and revisit a clean-up date in the fall.

**Consideration of Out of Town Garbage Policy and Procedures-** Clerk Cashwell asked the board to consider adopting the proposed Out-of-Town Garbage Policy and Procedures that was placed in their board packets. She stated this service is a pre-payment form of service and we have repeatedly had issues collecting payments for services the customers have requested and applied to receive. Clerk Cashwell gave several examples of issues that she and Deputy Clerk Devane have encountered. The proposed policy outlines if a customer is placed on credit hold a second time, the services will be permanently terminated by the town. The rationale for this is the town is required to pay for their services whether they pay or not and billing policies are explained as a pre-paid service when citizens inquiries about opening an OOT garbage account. Mayor Pro Tem Austin Brown made a motion to adopt the policy and procedures as submitted, seconded by Commissioner Eddie Bronson, Jr. and carried unanimously with a vote of four to none. Commissioner Carolyn Melvin didn't vote on the motion. (See attached).

**CDBG Mandatory Compliance and Environmental Training July 16<sup>th</sup> and 17<sup>th</sup> in Kinston-** Clerk Cashwell stated these are mandatory trainings for receiving CDBG funding. Clerk Cashwell has registered to attend the all-day compliance training on July 16<sup>th</sup>. Two representatives are needed to attend the half day environmental training on the 17<sup>th</sup>. Mayor Pro Tem Austin Brown agreed to go on the 17<sup>th</sup>. Clerk Cashwell will register him and asked that she be notified of who else will be able to attend on the 17<sup>th</sup> so they can be registered as well. (See attached).

**Round-Up Funding of Utility Bills-** Commissioner Jo A. Strickland recommended a round up to the next dollar amount of water bills for customers who consent to be able to start a fund to assist paying water bills for citizens who are facing a hardship or emergency. Clerk Cashwell reported the software doesn't have the capability to do this, however she has an angel list of citizens who have been willing to pay bills for citizens facing difficult challenges. Commissioner Jo A. Strickland suggested instead of the round-up program to try and increase the angel list so funding assistance can be provided for these types of situations.

**Schedule Public Hearing for Proposed 2020/2021 Budget-** Clerk Cashwell explained how to conduct the public hearing remotely which will require giving the public twenty four hours after the close of the public hearing to provide comments, then the board will need to meet after that and discuss any comments received before they can make a motion on the budget. After a brief discussion, the board members decided to hold the public hearing in person at town hall requesting all board members attend the public hearing in person. Mayor Pro Tem Austin Brown made a motion to hold the Public Hearing to receive comments on the proposed 2020/2021 budget on June 16<sup>th</sup> at 6:00 pm in the boardroom of town hall and request all members be present in person and citizens may attend by coming inside the boardroom one at a time and providing comments with social distancing methods instituted, seconded by Commissioner Jo A. Strickland and carried with a vote of four to none. Commissioner Carolyn R. Melvin didn't vote on the motion.

**CRF Request-** Clerk Cashwell explained that she and Mayor Murphy attended a remote electronic meeting with Sampson County Officials last Wednesday regarding CARES Act funding that has been allocated to Sampson County for distribution to Sampson County Government, Non-Profits providing medical care and municipalities for Covid-19 related expenses. We were asked to complete a funding request that was provided to us by county officials and have it submitted tomorrow to be considered for a subgrantee award for the

Town of Garland. Clerk Cashwell asked board members to contact her tomorrow by noon with any expenses the town will need to incur or has already incurred for inclusion in the funding request. All expenses have to be directly related to Covid-19 and none of the funds can be used as revenue replacement.

**MINUTES APPROVAL**

**February 18, 2020 Closed Session Minutes-** Mayor Pro Tem Austin Brown made a motion to approve the minutes as submitted, seconded by Commissioner Eddie Bronson, Jr. and carried with a vote of three in the affirmative with Commissioner Jo A. Strickland abstaining from the vote as she wasn't sworn in on this date.

**March 17, 2020 Regular Meeting-** Mayor Pro Tem Austin Brown made a motion to approve the minutes as submitted, seconded by Commissioner Jo A. Strickland 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.

**CLOSED SESSION**

Mayor Pro Tem Austin Brown made a motion to enter into closed session at 7:46 pm pursuant to G.S.143-318.11(6) Personnel, seconded by Commissioner Jo A. Strickland and the motion carried unanimously.

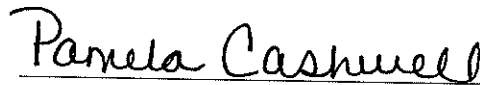
Mayor Pro Tem Austin Brown made a motion to exit closed session at 8:14 pm, seconded by Commissioner Jo A. Strickland and carried unanimously.

**OPEN SESSION**

No action taken during Closed Session.

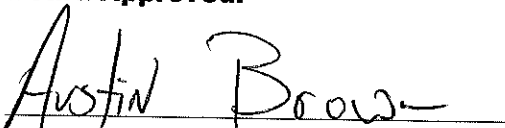
**RECESS TO RECONVENE**

Mayor Pro Tem Austin Brown made a motion to recess the meeting to reconvene on May 27<sup>th</sup> at 6:00 pm, seconded by Commissioner Jo A. Strickland and carried unanimously. Meeting recessed at 8:15 pm.



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Pamela Cashwell, Town Clerk/Finance Officer

Board Approved:

  
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Austin Brown, Mayor Pro Tem