

**TOWN OF GARLAND
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
& PUBLIC HEARING FOR PROPOSED 2020-2021 BUDGET
TUESDAY, JUNE 16, 2020
6:00 PM**

The Regular Meeting of the Board of Commissioners of the Town of Garland & Public Hearing for the Proposed 2020-2021 Budget was held at the Garland Town Hall on Tuesday, June 16, 2020 at 6:00 pm.

The following members of the Board of Commissioners were present:

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

Also present was Mr. Neil Carroll, ORC for the Town of Garland, Mr. Chase Jordan of the *Sampson Independent*, Mrs. Sylvia Chestnutt of the *Sampson Weekly*, Mr. Jeff Shipp and Mr. Joseph Andrews with *Star Communications*. There were no citizens in attendance.

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 and Clerk Pamela Cashwell established there was a quorum present.

APPROVAL OF AGENDA

Mayor Winifred H. Murphy requested the Board review the agenda for approval. Mayor Murphy requested to add under Old Business, 12. #2. Fiber Installation and under Buildings C. 2. D. Senior Center. Mayor Pro Tem Austin Brown made a motion to approve the agenda as amended, seconded by Commissioner Carolyn R. Melvin and carried unanimously. (See attached).

CLOSED SESSION

Mayor Pro Tem Austin Brown made a motion to enter into closed session at 6:05 pm pursuant to G.S.143-318.11(3) Attorney-Client Privilege and (6) Personnel, seconded by Commissioner Carolyn R. Melvin and the motion carried unanimously.

Mayor Pro Tem Austin Brown made a motion to exit closed session at 6:30 pm, seconded by Commissioner Jo A. Strickland and carried unanimously.

OPEN SESSION

No action taken during Closed Session.

PLEDGE OF ALLEGIANCE

Mayor Murphy led the recitation of the Pledge of Allegiance.

INVOCATION

Mrs. Sylvia Chestnutt provided the invocation.

PUBLIC COMMENTS

No public comments were received.

PUBLIC HEARING FOR PROPOSED 2020-2021 BUDGET

Mayor Murphy opened the Public Hearing for the proposed 2020-2021 budget to receive comments. Clerk Cashwell stated the proposed 2020-2021 budget was presented to the Board of Commissioners on May 26, 2020. The proposed budget was posted on the town's website and on the front door of town hall. Public Hearing notices were published twice in two local newspapers and no comments have been received to date. After calling for any comments and receiving none, Mayor Murphy closed the Public Hearing.

PRESENTATION BY STAR COMMUNICATIONS

Mr. Jeff Shipp and Mr. Joseph Andrews discussed their dedication to bring fiber services to the residents of the Town of Garland. They discussed the issues they initially encountered during the first days on the fiber installation process and measures they have taken since that time to try and avoid the issues of busting utility service lines. They have determined after coming out and manually digging along the path of the proposed installation to move away from the areas next to the roadway and move closer to the property lines to avoid ongoing issues with the installation. They noted they had discovered ductal iron, pvc, black plastic, copper, asbestos and terracotta lines during this process. Being the town has so many different types of lines, it makes it difficult to have everything you need on hand for repairs. A lot of the pipes are so old they essentially disintegrate when touched. They stated they would proceed with fiber installation plans at a slower pace and digging prior to bringing in heavy equipment to minimize the liability of the town. Further discussion continued and the Board reviewed the planning map provided by *Star Communication*. (See attached). Mayor Pro Tem Austin Brown made a motion to allow *Star Communication* to proceed with installation of fiber from Seventh Street to the water tower on S. Church Avenue, seconded by Commissioner Carolyn R. Melvin and carried unanimously.

COMMISSIONER REPORTS

ADMINISTRATION

Mayoral Report- Mayor Murphy thanked everyone for all they have done over the last several months especially in light of the Covid-19 pandemic. She discussed the 2020 Graduation Project specifics spearheaded by the volunteers and asked for donations if anyone wanted to contribute to this project. A Salute to the Grads is also planned for June 26, 2020 at 11:00 am. CARES ACT funding was awarded to the town in the amount of \$30,000.00 to cover expenditures related to the Covid-19 pandemic. Mayor Murphy made a recommendation to remove the pictures in the foyer of town hall and store them until they can be placed in a museum and place the current mayor and board members pictures on that wall and change

them with each election. Mayor Pro Tem Austin Brown made a motion to approve the recommendation, seconded by Commissioner Barbara A. Peterson and carried unanimously. Mayor Murphy stated employees are being encouraged to wear mask and once we get a working thermometer everyone who enters town hall will have their temperature taken and will be asked to wear a mask. She stated with the number of positive cases of Covid-19 increasing daily, she recommends the office remain closed to the public and the office staff to continue alternating days of work while still being responsive to the needs of our citizens. Board members concurred with this recommendation.

Employee Leave Request- Mayor Pro Tem Austin Brown made a motion to approve leave request submitted by Clerk Cashwell, seconded by Commissioner Barbara A. Peterson and carried unanimously. (See attached).

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 from May 19th to June 12th, 2020 . (See attached).

Internal Control Monthly Reviews – Clerk Cashwell informed the Board that Mayor Pro Tem Austin Brown 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 reviewed and provided copies of the credit card purchases for the month to the Board. (See attached).

Status of Fire Hydrant Replacement- Mayor Pro Tem Austin Brown stated since he and Commissioners Jo A. Strickland and Eddie Bronson, Jr. went out and turned the hydrant on and then turned it off, the leaking has stopped, and it hasn't leaked since. Commissioner Jo A. Strickland stated she was told sediment can cause leaking and if you flush it regularly this will prevent leaking. Board members stated if the fire department request hydrants be replaced, they need to do so in writing stating the reason why the hydrant needs replacing.

Mayor Murphy asked the Board to allow Mr. Neil Carroll, ORC to give an update of the improvements made to water and sewer infrastructure thus far this fiscal year. Mr. Carroll presented the Board with before and after pictures taken of the many improvements and stated with their approval, we have been able to complete major rehabilitation of the piping for Well #3 and #4, erect a new ceiling in well house #4, erected a new building for the discharge located on Lamb Road, purchased a new building to house the chemical feeds at the lagoon, purchased a new sampler for the discharge and purchased all new pumps to feed chemicals into the system that have the amount of horsepower needed for each location. One additional project should be completed in the next week which will be to place a soft starter on the pump in Well #4 with Scada. This will help to prolong the life of the pump and decrease the costs of electricity to run the pump. Board members thanked Mr. Carroll for his leadership in completing these needed upgrades and maintenance. Mr. Carroll requested to purchase two air conditioners for Well #4 and the building at the lagoon with a cost estimate of \$600.00. Mayor Pro Tem Austin Brown made a motion to approve the purchases as stated, seconded by Commissioner Barbara A. Peterson and carried unanimously.

BUILDINGS/CEMETERY

Cemetery Update- Commissioner Barbara A. Peterson stated she goes out to the cemeteries monthly to inspect them. Clerk Cashwell asked Commissioner Peterson if she would call for a work order for the road repairs needed at the Garland Cemetery as this hasn't ever been completed. She stated she would call and request a work order for this. A citizen also called in and requested someone look at her mother's headstone and Commissioner Barbara A. Peterson agreed to follow up on this request.

Library- Commissioner Jo A. Strickland reported the new gutters have been installed on the Library and Mayor Pro Tem Austin Brown reported *Legion Asphalt* will be here as soon as the rain clears to install the new curbing and road repairs to prevent future flooding issues. Clerk Cashwell reported the new carpeting and gutter installation invoices have been paid.

ABC Store- Commissioner Barbara A. Peterson stated the possibility of turning this building into a museum. She stated it needed to be painted on the inside and flooring placed. Discussion ensued regarding vendors that may be available to do the work in the next week. Mayor Pro Tem Austin Brown made a motion for Commissioner Barbara A. Peterson to get quotes for the painting and the flooring and proceed with the work if it can be completed in the next week, seconded by Commissioner Carolyn R. Melvin and carried unanimously.

Town Hall- Commissioner Barbara A. Peterson stated she had met with a gentleman from *Lowe's* regarding the sink installations and he had taken pictures and at this point someone needed to go into the store and pick out vanities to go into the bathrooms to cover up the holes left during the installation of the sinks. Commissioner Barbara A. Peterson stated she and Mayor Pro Tem Austin Brown would measure the areas tonight so the vanities can be purchased. The urinal for the men's bathroom is still in the box and hasn't been installed.

Senior Center- Commissioner Eddie Bronson, Jr. stated he had spoken with a gentleman regarding placing new flooring at the senior center and the total costs for the project is \$3,640.00. Mayor Pro Tem Austin Brown made a motion to approve the flooring project for \$3,640.00 as long as it can be completed by May 26, 2020, seconded by Commissioner Barbara A. Peterson and carried unanimously. Mayor Murphy asked Commissioners Eddie Bronson, Jr. and Barbara A. Peterson to discuss the electricity cost per month with Mrs. Marie Faircloth as it was \$280.00 this month and the building was only open for several employees daily.

PARKS/RECREATION

Curtis D. Cain Memorial Park Upgrades- Commissioner Eddie Bronson, Jr. stated he met with several individuals regarding placing the donated fountain at the park and it was determined that prior to the installation, a plan of where the restroom facilities and walking track will be located in the park should be determined to avoid any complication or conflict with the fountain installation.

Status of Security Measures for Park Complex- Commissioner Jo A. Strickland stated the wiring for the security system has been completed and she has an individual who is welding her a box for the dvr to be secured in and mounted into the concrete walling inside the concession stand and as soon as the box is mounted, *Star Communications* will come back out and complete the installation of the security system which she estimated should be by the end of next week.

STREETS

Powell Bill Annual Street Assessment Report- Commissioner Jo A. Strickland provided a verbal report of the Powell Bill Street Assessment she completed with Mr. Teddy Owens. She stressed the importance of completing the necessary required maintenance issues in order to be in compliance with receiving funds for these streets. Commissioner Strickland stated she will have work orders completed for minor maintenance items and she will provide a full written report for the Board at the next meeting so a plan can be devised to get all the issues resolved.

Status for Library Curbing & Paving- Work is scheduled to begin later this week if the rain stops.

RECESS

Mayor Pro Tem Austin Brown made a motion to take a brief recess, seconded by Commissioner Carolyn Melvin and carried unanimously.

Mayor Murphy called the meeting back to order.

PUBLIC WORKS – WATER/SEWER/GARBAGE

Well #4 Piping Rehab Completed- Reported on earlier by Mr. Neil Carroll.

Status of Custom Controls Driver for Well #4- Reported on earlier by Mr. Neil Carroll.

Purchase Requests- Mayor Pro Tem Austin Brown made a motion to purchase a valve wrench in the amount of \$108.00, seconded by Commissioner Barbara A. Peterson and carried unanimously. Mayor Pro Tem Austin Brown made a motion to purchase a battery for the generator at the lagoon, seconded by Jo A. Strickland and carried unanimously. Mayor Pro Tem Austin Brown made a motion to purchase two fiberglass probing rods, seconded by Commissioner Barbara A. Peterson and carried unanimously. Mayor Pro Tem Austin Brown made a motion to purchase a sump pump, second by Commissioner Barbara A. Peterson and carried unanimously. Board members asked for Deputy Clerk to send a letter to restaurant owners informing them of the proper methods for disposing of grease and violations for pouring grease into the sewer system.

SAFETY

Commissioner Eddie Bronson, Jr. and others discussed police protection for the town and listed several options. Mayor Murphy stated we are too late into the new budget to even think about getting police protection for this year and this is something she plans to discuss with the public at the next town hall meeting by discussing ways to move forward and determining with a decreased budget where the funds will come from to make this happen in the future.

OLD BUSINESS

CDBG Mandatory Compliance and Environmental Training July 16th & 17th in Kinston
Mayor Murphy asked if anyone could attend the environmental training on the 17th with Mayor Pro Tem Austin Brown as we need two representatives, and no one volunteered to attend the training.

Fiber Installation- Discussed earlier in the meeting during the presentation from *Star Communications*.

NEW BUSINESS

Budget Discussion- Mayor Murphy asked everyone to get their quotes and last-minute purchases completed by June 26, 2020.

Approval & Adoption of 2020-2021 Budget Ordinance & Fee Schedule- Board members decided they will recess this meeting at the end and reconvene on June 25, 2020 at 7:30 pm to approve and adopt the 2020-2021 budget ordinance.

MINUTES APPROVAL

April 21, 2020 Regular Meeting- Mayor Pro Tem Austin Brown made a motion to approve the minutes as submitted, seconded by Commissioner Barbara A. Peterson and carried unanimously. (See attached).

May 26, 2020 Regular Meeting- Mayor Pro Tem Austin Brown made a motion to approve the minutes as submitted, seconded by Commissioner Barbara A. Peterson and carried unanimously. (See attached).

May 27, 2020 Re-Convened Meeting- Mayor Pro Tem Austin Brown made a motion to approve the minutes as submitted, seconded by Commissioner Barbara A. Peterson and carried unanimously. (See attached).

May 26, 2020 Closed Session Minutes- Mayor Pro Tem Austin Brown made a motion to approve the minutes as submitted, seconded by Commissioner Barbara A. Peterson and carried unanimously.

CALENDAR OF EVENTS/ANNOUNCEMENTS/CONDOLENCES

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

RECESS TO RE-CONVENE

Mayor Pro Tem Austin Brown made a motion to recess the meeting to reconvene on June 25th at 7:30 pm, seconded by Commissioner Carolyn R. Melvin and carried unanimously. Meeting recessed at 8:42 pm.

Pamela Cashwell

Pamela Cashwell, Town Clerk/Finance Officer

Board Approved:

Winifred H. Murphy

Winifred H. Murphy, Mayor