

**TOWN OF GARLAND
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
TUESDAY, AUGUST 6, 2019
6:00 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, August 6, 2019 at 6:00 pm.

The following members of the Board of Commissioners were present:

**Austin Brown
Mary Brown
Eddie Bronson, Jr.
Carolyn Robinson Melvin
S. J. Smith**

Also present were: Attorney Alan Maynard, Mrs. Sylvia Chestnutt of the *Sampson Weekly*, and Mr. Chase Jordan of the *Sampson Independent*. There were approximately four citizens in attendance.

ADMINISTRATIVE

Mayor Winifred Murphy called the meeting to order at 6:00 pm for the transactions of business for the Town of Garland and welcomed everyone in attendance.

QUORUM

Mayor Winifred Murphy and Attorney Alan Maynard established there was a quorum present.

APPROVAL OF AGENDA

Mayor Winifred Murphy requested the Board review the agenda for approval. Mayor Murphy requested to add item 10, Mr. Frank Morris, as well as reverse the order of Recognitions and Public Comments. Commissioner Austin Brown made a motion to approve the agenda with the stated additions and revisions, seconded by Mayor Pro Tem Mary Brown and carried unanimously. (See attached).

CLOSED SESSION

Commissioner S. J. Smith made a motion to enter into closed session at 6:03 pm pursuant to G.S.143-318.11(3) Attorney/Client Privilege and (6) Personnel, seconded by Commissioner Austin Brown and the motion carried unanimously.

Mayor Pro Tem Mary Brown made a motion to exit closed session at 6:29 pm, seconded by Commissioner Austin Brown and carried unanimously.

OPEN SESSION

No action taken during Closed Session.

PLEDGE OF ALLEGIANCE

Mayor Winifred Murphy led the recitation of the Pledge of Allegiance.

INVOCATION

Mr. Leo Skinner provided the invocation.

PUBLIC COMMENTS

Ms. Becky Moser spoke to the Board regarding her \$274.22 water bill and asked them for assistance. The Board will review this item later in the meeting.

PLANNING/ZONING REVISIONS

Planning/Zoning Committee Chair Frank Morris appeared before the board to discuss text amendment changes recommended by the Planning and Zoning Committee to the planning/zoning ordinances. In the RA District they would like to add under C. Permitted Uses, Item number J. Storage Buildings used for rental purposes. He stated the only place these buildings are even mentioned in the current ordinances is in Highway Business. He added you really wouldn't want these being used in the downtown area. He also provided the board with the procedures they would need to follow to make the recommended text amendment changes. Board members requested to get input from Attorney Maynard prior to making any decisions on this request.

COMMISSIONER REPORTS

ADMINISTRATION

Recommended Changes in Agenda Order- Commissioner Austin Brown made a motion to approve Mayor Murphy's recommended changes in the agenda order, seconded by Commissioner S. J. Smith and carried unanimously. (See attached).

Mayoral Responsibilities- Commissioner Eddie Bronson, Jr. made a motion to authorize Mayor Murphy the authority to provide oversight with town employees and day-to-day operations as needed. Commissioner S. J. Smith seconded the motion and the motion carried unanimously. (See attached).

Commissioner Assignments- Mayor Murphy discussed Committee Assignments with Board members. (See attached).

New Commissioner Orientation- Mayor Murphy stated she will set up a time when she can assist Commissioner Carolyn R. Melvin with orientation.

Music in the Park- Next Scheduled event is August 10th from 7:00 to 10:00 pm.

Community Day Update- Scheduled for October 5, 2019.

Change of Date for November Meeting- Due to the election, the date for the November Meeting will be November 19th at 6:00 pm.

Neighborhood Revitalization Grant Submission- Grant was submitted several weeks ago.

Monthly Mayoral Report- Mayor Pro Tem Mary Brown made a motion to allow *Brooks Brothers* to temporarily store some fabric in the Community Building, seconded by Commissioner S. J. Smith and carried unanimously. Transitioning from Envirolink to our current contracted ORC's is going smoothly and they have proven to be dedicated and they are assessing some current needs in the water and wastewater systems. She will meet with them once these needs are all identified and discuss options. The *Wooten Company* has been working to come up with

some plans on how to renovate town hall. FEMA funds haven't been received because assessed damages haven't been completed.

FINANCE

Budget versus Actual – Mayor Murphy provided copies and reviewed the current budget vs. actual report with the Board. (See attached).

Bank Statements/A.P. Check Listing – Mayor Murphy stated the bank statements for all three accounts as well as the AP check report for the previous months are in your packets for review. (See attached).

Credit Card Purchases – Clerk Pamela Cashwell provided copies of the credit card purchases for the past two months in the board packets. (See attached).

BUILDINGS/CEMETERY

Commissioner Austin Brown stated he plans to continue the update of the cemeteries like the former clerk had started with a spreadsheet layout of the grounds.

Inspection quotes need to be obtained for needed repairs of buildings.

Ralph's Rose Garden needs to be planned and implemented because we said we were going to do it and it needs to be implemented.

PARKS/RECREATION

C. D. Cain Park Upgrades- Commissioner Austin Brown made a motion to approve for Mr. Leo Skinner to prepare a proposal for adding the donated water fountain to the park. Commissioner S. J. Smith seconded the motion and the motion carried unanimously.

Concession Stand Revenue- Revenues received to date from the concession stand sales are \$1721.59 which represents 25% of the sales. These revenues will be used to help make improvements at the complex.

Re-Dedication of Concession Stand- Event was held last week and Mrs. McDaniel's family attended and made positive comments on the sign placed on the concession stand in her honor.

STREETS

Estimates for FEMA Town-Wide Repairs- These estimates will be provided to Commissioner Austin Brown when received.

Priorities for Street Maintenance- A list of the problems that were identified during the Powell Bill Street Assessment need to be priority in getting needed maintenance completed.

PUBLIC WORKS – WATER/SEWER/GARBAGE

Vehicle Maintenance & Repairs- Commissioner S. J. Smith made a motion to approve having the backhoe issues evaluated with the understanding of not receiving a bill for the estimate. Commissioner Eddie Bronson, Jr. seconded the motion and the motion carried unanimously.

Pre-Buy Option for Heating Fuel- Mayor Pro Tem Mary Brown made a motion to approve the B. J. Williamson pre-buy proposal for heating fuel as presented. Commissioner Austin Brown seconded the motion and the motion carried unanimously. (See attached).

Commissioner Austin Brown made a motion to transition to using gas cards by employees for town vehicles. Commissioner Eddie Bronson, Jr. seconded the motion and the motion carried unanimously.

Request for Water Bill Adjustment- Commissioner S. J. Smith made a motion to adjust the water bill of Ms. Moser from \$274.22 to \$166.00. Mayor Pro Tem Mary Brown seconded the motion and the motion carried unanimously. (See attached).

Water & Sewer State Inspection- Water inspections went well with no issues identified. The new ORC's have requested a state inspector to come do an inspection with them of the sewer system to identify any concerns.

Leaf & Limb Debris Schedule- Commissioner Austin Brown made a motion to approve the leaf and limb pickup schedule for once a month during the last week of the month beginning the week of August 26. Commissioner S. J. Smith seconded the motion and the motion carried unanimously.

SAFETY

Fire Department Request- Commissioner Austin Brown made a motion to approve the quote of \$2,408.90 to obtain a new fire hydrant with accessories and to obtain a quote from a contractor to replace the fire hydrant at 558 North Ingold Avenue. Commissioner Carolyn Robinson Melvin seconded the motion and the motion carried unanimously. (See attached).

NCLM Safety Inspection Summary- Mayor Murphy will share the summary of needed repairs with the building and safety committees so needed repairs can be completed.

OLD BUSINESS

AIA Matching Funds & Resolution – Commissioner Austin Brown made a motion to approve the AIA Resolution. Commissioner S. J. Smith seconded the motion and the motion carried unanimously. (See attached). Commissioner S. J. Smith made a motion to authorize Clerk Pamela Cashwell to setup a Capital Project Ordinance and pay the closing fee of \$2,250.00 as required by the grant. Commissioner Austin Brown seconded the motion and the motion carried unanimously. (See attached).

2017 CDBG-I Resolution - Commissioner Austin Brown made a motion to approve the 2017 CDBG-I Resolution. Commissioner S. J. Smith seconded the motion and the motion carried unanimously. (See attached).

Surplus Inventory- Mayor Murphy encouraged the Board to be thinking of how they would like to begin identifying excessive inventory that is just sitting in our buildings unused to include vehicles and equipment and how they would like to surplus the identified inventory.

Personnel Policy Update- Mayor Murphy stressed the need to get the personnel policy updated and approved and suggested having some workshops to get this task completed.

NEW BUSINESS

Emergency Preparedness Plan- The need to get this plan updated in case of future emergencies and disasters was stressed to the Board.

MINUTES APPROVAL

Commissioner S. J. Smith made a motion to approve the minutes for the Regular Meeting on July 2, 2019. Mayor Pro Tem Mary Brown seconded the motion and the motion carried

unanimously. (See attached). Mayor Pro Tem Mary Brown made a motion to approve the minutes for the Closed Session Meeting on July 2, 2019. Commissioner S. J. Smith seconded the motion and the motion carried unanimously. (See attached).

RECOGNITIONS

Mayor Winifred Murphy presented Mr. Leo Skinner, as well as Mr. and Mrs. Julian Carr (not present) with an award for being Champions for the Music in the Park events throughout the summer.

ORC PURCHASE REQUESTS

Commissioner S. J. Smith made a motion to authorize Mayor Murphy to obtain additional information and quotes regarding purchase requests made by the ORC's. Mayor Pro Tem Mary Brown seconded the motion and the motion carried unanimously. (See attached).

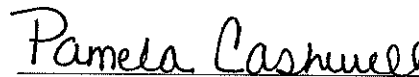
CALENDAR OF EVENTS/ANNOUNCEMENTS/CONDOLENCES

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

Community Day Events: Saturday, October 6, 2019

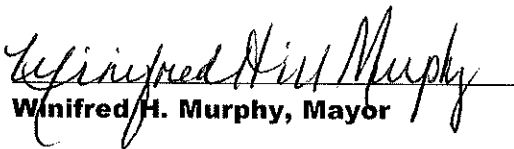
ADJOURNMENT

Commissioner Austin Brown made a motion to adjourn the meeting at 8:16 pm, seconded by Commissioner Carolyn Robinson Melvin and carried unanimously. Meeting adjourned at 8:16 pm.



Pamela Cashwell, Town Clerk/Finance Officer

Board Approved:


Winifred H. Murphy, Mayor