

TOWN OF GARLAND
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
TUESDAY, OCTOBER 4, 2022
6:30 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, October 4, 2022, at 6:30 pm.

The following members of the Board of Commissioners were present:

Mayor Pro Tem Carolyn R. Melvin
Commissioner Jo A. Strickland
Commissioner Barbara A. Peterson
Commissioner Ralph Smith, Jr.
Commissioner Andy Johnson

Also present: Mayor Austin Brown, Town Clerk Pamela Cashwell, Samantha Wullenwaber, Director of Local Government Services – Mid-Carolina Regional Council

CALL TO ORDER

Mayor Austin Brown called the meeting to order at 6:30 pm and welcomed everyone in attendance. Town Clerk, Pamela Cashwell, was present and recorded notes for the minutes.

PLEDGE OF ALLEGIANCE

Mayor Austin Brown led everyone in the pledge of allegiance.

INVOCATION

Town Clerk Cashwell offered the invocation.

QUORUM

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

APPROVAL OF AGENDA

Mayor Brown requested board members review the agenda for approval. It was requested that the following items be added to the agenda.

- ❖ Finance: addition of formal acceptance of Deputy Town Clerk Resignation and addition of Emergency Plan
- ❖ Parks & Recreation: addition of a pole down at the park complex
- ❖ Public Works: addition of discussion of temporary employee
- ❖ Safety: addition of single-wide behind Commissioner Johnson's house
- ❖ Streets: additions of cold patching, signs, equipment usage and dragging streets

Mayor Pro Tem Melvin made a motion to adopt the agenda with amendments as shown above, seconded by Commissioner Johnson, and carried unanimously.

PUBLIC COMMENTS

No one was present to speak under Public Comments.

BOARD TRAINING PRESENTATION

Ms. Samantha Wullenwaber who is with the Mid-Carolina Regional Council was present. She provided an overview of the types of training and services available. It was stated that commissioners had attended the required ethics training following their election. Included in the training was oath requirements, types of governments, open meeting laws, rules and procedures, agendas, motions, different types of official documents, types of public hearings, items to be adopted on an annual basis, advisory boards, record retention, public records, Code of Ordinances, and financial responsibilities.

There was good discussion regarding items to be heard in open session and those to be heard in closed session. There was discussion regarding Public Record Requests. Clerk Cashwell stated all public record requests were sent to the Town Attorney to be completed. There was also discussion regarding public hearings.

Ms. Wullenwaber again reminded the board about the services Mid-Carolina would be able to offer to the town. The board offered their thanks and appreciation to Ms. Wullenwaber.

COMMISSIONER REPORTS

FINANCE

Credit Card Purchases: Clerk Pamela Cashwell provided a statement of and reviewed all the credit card purchases for the month.

BVA & A.P. Check Listing: Clerk Cashwell provided details about the listing and stated expenses were at about 25% and this was right on track as projected. She stated the water/sewer was a bit higher as payments for the full year were completed.

Deputy Clerk Resignation: It was agreed this item would be discussed during Closed Session.

Emergency Plan: There was brief discussion regarding emergency plan regarding closures. A suggestion was made to follow county closures. Another suggestion was made to make decisions based on each individual circumstance. It was agreed moving forward the board would make these decisions. It was suggested a policy be created in the future. Discussion continued and it was agreed that moving forward, staff can contact the mayor who in turn would contact commissioners with his opinion/suggestion for needed closure and commissioners would vote. Commissioner Strickland made a motion to adopt procedure regarding emergency plan as stated, Commissioner Smith seconded, and carried unanimously.

BUILDINGS/CEMETERY

Commissioner Peterson stated there were no new updates. She stated she had reached out to Mr. Dudley regarding previous request about roads in the cemetery and as of today she had not heard back. She indicated she would attempt to contact him again. There was discussion regarding a roof proposal which was \$24,000. Commissioner Strickland stated she had contacted vendors to get additional quotes. There was discussion regarding using ARPA funds. There were questions regarding exactly what ARPA funds could be used for. Ms. Wullenwaber stated those funds could be used for any general government services/government operations. There was discussion regarding the purchase of a generator from these funds as well. This generator would be located at the well pump site. Ms. Wullenwaber stated it was important to ensure the correct funds are being used. There was concern about waiting on the roof repair. Ms. Wullenwaber stated they could use general funds and then reimburse those funds from the ARPA funds.

PARKS AND RECREATION

Ditch

Mayor Pro Tem Melvin stated the ditch needs to be cut and then sprayed. She stated she did not have an estimate to cut and spray the area. The estimate for just the spray would be \$400 for labor but there would be an additional cost for the chemicals. There was discussion regarding the fence and area behind the shelters at the smallest field that is heavily weeded and needs to be cleaned up.

Fix Pump at Bathrooms & Concession Stand: It was stated the cost for repair would come from the Water Sewer budget.

Light Pole Down at Park Complex: It was stated this repair would also be paid from the Water Sewer budget.

STREETS

Cold Patch: Commissioner Johnson asked for additional direction regarding the cold patch on West Center Street. There was brief discussion if the state would complete and/or pay for the repair. It was stated that contact be made with the NCDOT for additional direction.

Signs: This is a project that will take a bit of time. Commissioner Johnson stated some of the poles that are leaning over are very difficult to remove. It was stated that Randy is able to use the required equipment.

Equipment Usage: There was discussion regarding who could use the tractor with the box blade equipment. It was stated it could be used by any commissioner as long as it was being used for town business.

Dragging Streets: There was lengthy discussion regarding numerous sections of streets that need repair. The process for requesting work orders was discussed.

PUBLIC WORKS – WATER/SEWER/GARBAGE

Temporary Employee: It was stated this item would be discussed during Closed Session.

SAFETY

Single Wide: Commissioner Strickland stated the Grady Moore mobile home needs to go and that it is in terrible shape. There was discussion about the procedure required which included sending a certified letter. It was stated the letter needed to be sent to the owner. There was concern about the metal hanging off and this is a safety issue. It was stated that the attorney should be contacted for additional advice. There was brief discussion about the cost and possible placement of a lien.

OLD BUSINESS

Purchase of Generator #4 using ARPA Funds: It was stated Ms. Wullenwaber would assist with coordination of this. There was discussion about the use of funds.

SRP-W-ARP-0237 Letter of Intent to Fund with Milestone Requirements: Clerk Cashwell stated a letter of intent had been received. There were questions if there would be a need for RFP and administrative procedures. Ms. Wullenwaber stated there would be an interlocal agreement the town would enter into with Mid-Carolina for them to handle. There was discussion whether the mayor had authority to enter into contracts. Clerk Cashwell stated she felt it was best for a motion to be made to enter into interlocal agreement.

ARPA Funding Under S.L. 2022-74 Request for Funding: Commissioner Smith made a motion to authorize the mayor to enter into an Interlocal Agreement with Mid-Carolina, Commissioner Strickland seconded the motion, and carried unanimously.

Hot Water Tank Repair - Town Hall: An update was provided on the hot water tank repair at Town Hall, and it was recommended by Commissioner Strickland that it be replaced. It was requested that a quote be obtained. Commissioner Strickland stated she would get quotes.

NEW BUSINESS

Special Events Application - Breast Cancer Awareness Rally – Commissioner Smith made a motion to approve the Breast Cancer Awareness Rally, seconded by Commissioner Peterson, unanimously carried.

Halloween Event: This event is scheduled to be held on October 29 at the ballpark. It was also stated that the town could sponsor the event and donate \$300 for candy for inclusion in the trunk or treat event. Commissioner Strickland made a motion to approve the Special Events Application for a Halloween Event with a \$300 Donation, seconded by Commissioner Johnson, carried unanimously.

Surplus Sale: Commissioner Smith stated he would be getting together with Randy in the near future and would go through everything and decide what can be sold.

Town Property Political Signs: There was discussion about previous elections having candidates place political signs on town property. Commissioner Strickland made a motion not to allow political signs on town property, seconded by Commissioner Smith, and carried unanimously.

Purchase of Line Locating Equipment with ARPA Funds: This item was discussed previously.

Special Event October 29, 2022 - 12:00pm - 5:00pm: This item was discussed previously.

MINUTES APPROVAL

Regular Meeting - September 6, 2022 – Commissioner Smith made a motion to adopt minutes as presented, seconded by Commissioner 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.

Regular Board Meeting – November 1, 2022 at 6:30 pm

CLOSED SESSION – Commissioner Peterson made a motion to go into closed session pursuant to NCGS 143-318.11(a)(3) & (6) at 8:15 pm, seconded by Commissioner Smith, and carried unanimously.

Commissioner Peterson made a motion to exit closed session, seconded by Mayor Pro Tem Melvin, and carried unanimously.

OPEN SESSION

The board returned from closed session at 8:36 pm.

Commissioner Smith made a motion to hire the temporary public works employee as permanent full time at the rate discussed in closed session including uniforms and paid out of the water sewer budget effective October 6, 2022, seconded by Commissioner Peterson, and carried unanimously.

Commissioner Smith made a motion to increase the current full time public works employee's salary as discussed in closed session effective October 6, 2022, seconded by Mayor Pro Tem Melvin, and carried unanimously.

Commissioner Smith made a motion to hire Daw Tree Service to cut down the dying tree at Cain Park at a cost of \$1,000, seconded by Mayor Pro Tem Melvin, and carried unanimously.

ADJOURNMENT

With there being nothing further to discuss, Mayor Pro Tem Melvin made a motion to adjourn, Commissioner Smith seconded, and carried unanimously. The meeting was adjourned at 8:38 pm.

Duly adopted this the 1st of November 2022 while in regular session.


Austin Brown, Mayor

ATTEST:


Pamela Cashwell
Town Clerk/Finance Officer