

**TOWN OF GARLAND
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
TUESDAY, DECEMBER 15, 2020
6:00 PM**

The Regular Meeting of the Board of Commissioners of the Town of Garland was held virtually via GoToMeeting on Tuesday, December 15, 2020 at 6:00 pm.

The following members of the Board of Commissioners were present:

**Austin Brown (Present in the Boardroom)
Eddie Bronson, Jr. (Present Virtually)
Jo A. Strickland (Present in the Boardroom)
Barbara A. Peterson (Present Virtually)
Carolyn R. Melvin (Present Virtually)**

Also present in the Boardroom: Town Clerk Pamela Cashwell and Mr. Chase Jordan of the *Sampson Independent*. There were unidentified callers as well in attendance virtually.

CALL TO ORDER

Mayor Pro Tem Austin Brown 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 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 under 6. B. #5 Staff/Employee Christmas Event. Commissioner Carolyn R. Melvin made a motion to approve the agenda as amended, seconded by Commissioner Jo A. Strickland and carried with a vote of four to none as Commissioner Barbara A. Peterson was unable to vote due to technical issues with her remote connection. (See attached).

PUBLIC COMMENTS

No public comments were received.

RESOLUTION TO PREVENT THE SPREAD OF THE COVID-19 VIRUS

Mayor Pro Tem Austin Brown read the resolution aloud in its entirety. Commissioner Carolyn R. Melvin made a motion to adopt the resolution as read, seconded by Commissioner Barbara A. Peterson and carried with a vote of four to one with Commissioner Jo A. Strickland casting the dissenting vote. (See attached).

COMMISSIONER REPORTS

ADMINISTRATION

Mayoral Report- Mayor Pro Tem Austin Brown reported Mayor Winifred Murphy asked him to fill in for her tonight in her absence and he doesn't have anything for the mayoral update.

Employee Leave Request- Commissioner Carolyn R. Melvin made a motion to approve the leave request submitted by Clerk Pamela Cashwell, seconded by Commissioner Barbara A. Peterson and carried unanimously. (See attached).

FINANCE

Budget versus Actual – Clerk Pamela Cashwell provided and reviewed copies of the current budget vs. actual reports for the Board. (See attached). Clerk Cashwell noted the percentages of revenue received to date and noted it is currently around 50% which is where we should be at this time in the fiscal year. She reminded board members for the Street, Buildings and Parks & Recreation Committees that half of the fiscal year has passed, and they should get started on any large projects they have planned so as to not wait until the last month of the fiscal year to be starting these large projects. Clerk Cashwell reported \$1,215.21 was spent from the General Fund for supplies needed for Covid-19 related purchases and stated she had to confer with the auditor to see if a journal entry could be made to move these purchases to the CARES ACT Fund or if a budget amendment would be required. Mayor Pro Tem Austin Brown made a motion to approve a budget amendment to move the expenditures if required, seconded by Commissioner Jo A. Strickland and carried unanimously.

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 November 13, 2020 to December 9, 2020. (See attached).

Internal Control Monthly Reviews – Clerk Cashwell informed the Board that Commissioner Barbara A. Peterson is on the rotation schedule for this month to meet with the Mayor and Clerk to complete the monthly internal review checklist.

Credit Card Purchases – Clerk Pamela Cashwell reviewed and provided copies of the credit card purchases for the month with the Board. (See attached).

Staff/Employee Christmas Event- Clerk Cashwell stated she was informed the board had made a decision to give \$50.00 to each board member and staff in lieu of the annual Christmas dinner that has been cancelled due to the Covid-19 pandemic. A discussion ensued as to how these funds would be distributed by either a credit card loaded with the amount approved or by check. Mayor Pro Tem Austin Brown made a motion for the clerk to issue a check to the board members and staff for \$50.00 each since the regular celebration had to be cancelled. Motion seconded by Commissioner Carolyn R. Melvin and carried with a vote of four to none with Commissioner Barbara A. Peterson not casting a vote due to technical issues with her remote connection.

BUILDINGS/CEMETERY

Cemetery Updates- Commissioner Barbara A. Peterson stated she had finished with the Hill Circle Cemetery in getting information to update the records. She also stated

she had contacted Mr. Tommy Newkirk about a solution for the fire ant issues at both cemeteries and he agreed he would be willing to either do aerial or ground spraying for the fire ant issues. He stated the best time to spray is in the spring as they are in the ground at this time. He stated he would work with the town and offer the services at a reasonable cost once spring arrives.

Library-Repairs for Doors and Window Updates- Commissioner Jo A. Strickland informed Commissioner Eddie Bronson Jr. that the vendor who replaced the broken window at the library had indicated the wood frame around the glass was rotting and needed to be replaced. Commissioner Eddie Bronson Jr. stated he would get Mr. Harvey Herring to complete these needed repairs.

Abandoned Buildings- Commissioner Eddie Bronson Jr. stated his concern is the old theater. Mayor Winifred Murphy contacted the owners, and they came and did some minor work. The suggestion was made for Commissioner Eddie Bronson Jr. to contact the fire marshal and see if the building can be condemned. Commissioner Jo A. Strickland voiced her concern from a safety standpoint of the old depot building. It is being torn down and it has a massive hole in the roof and there isn't any kind of perimeter security around the building to prevent someone from going into the building and receiving injuries. Mayor Pro Tem Austin Brown suggested Mayor Murphy contact Mr. E. L. Rackley regarding these concerns and ask that perimeter security be installed during the tearing down of the depot.

PARKS/RECREATION

Updates- Clerk Cashwell reported she had received the bill from Mr. Harvey Herring for repairs completed at the dugout and for the doors at the library and she has processed this bill for payment.

Lighting Fixture Update at Ball Park- Commissioner Eddie Bronson Jr. stated Mr. Randy Boone met with the representative for *Duke Progress Energy* about lighting replacement at the ballpark and he stated he wasn't the one who provided quotes for this type of work and he would refer it to the correct department supervisor. Commissioner Eddie Bronson Jr. stated he hasn't heard any follow up from a *Duke Progress Energy* spokesman.

Water Fountain Repair Update- Commissioner Eddie Bronson Jr. reported the repairs have been completed for the water fountain and the vendor can be paid for the work completed. Commissioner Jo A. Strickland asked if the fountain was working and Mayor Pro Tem Austin Brown stated it was not turned on due to the cold weather.

STREETS

Sink Hole on Church Avenue & W. Warren Street Update- Mayor Pro Tem Austin Brown reported Mr. Tim Dudley had come out and assessed the sink hole and the drainpipe on the edge of the road has collapsed and will need to be replaced as well as part of the sinkhole repairs. Mr. Dudley plans to get started on the repairs as soon as the rain ends, hopefully this week.

Powell Bill Street Assessment Update- Mayor Pro Tem Austin Brown stated he had met with Commissioner Jo A. Street regarding repairs needed per the assessment and the required repairs. He reported the public works staff aren't able to do a lot of

the needed repairs so as soon as Mr. Dudley has completed the sinkhole repair, he is going to ask him to provide quotes for work needed to be completed per the assessment.

Perma-Patch Quote- Mayor Pro Tem Austin Brown made a motion to approve the quote for 50 bags of perma-patch to use for filling potholes at a cost of \$856.00, seconded by Commissioner Jo A. Strickland and carried with a vote of four to one with Commissioner Barbara A. Peterson not casting a vote due to technical issues with her remote connection. Commissioner Jo A. Strickland requested the bags be placed in a dry location to preserve the product such as the bay area.

PUBLIC WORKS – WATER/SEWER/GARBAGE

Violation Letters Update- Commissioner Jo A. Strickland reported a recent violation was received for too much chlorine.

Clock Repair- Commissioner Jo A. Strickland reported Mr. Sessoms still plans to repair the clock. The key to the clock needs to be identified so it will be available when he comes to make the repairs.

Purchase Requests-None at this time.

Update on Vacuuming Sewer from Lift Stations & Lagoon- Keen Plumbing completed the vacuuming of the sewer lines as needed and only one load of debris was taken to the drying beds in Roseboro. Mayor Pro Tem Austin Brown voiced the town's appreciation for the Town of Roseboro allowing us to use their drying beds.

Update on Holes in Roofing on Influent Building at Lagoon- Mayor Murphy contacted Mr. Michael Buchanan regarding issues with the roofing and he plans to contact the company who manufactured the roof as it has a twenty-five-year warranty.

Update on the Status of Generator at the Lagoon- Mayor Pro Tem Austin Brown stated he had contacted *Terry Long Electrical* to go out and assess the issues with the generator. He stated he will follow up with them on this and give a report at the next meeting.

SAFETY

Commissioner Jo A. Strickland stated she had received several calls from citizens asking if the town was going to be able to get back police coverage. She discussed ongoing issues with speeding especially on Church Avenue and stated she had contacted representatives from the Highway patrol and to the sheriff's office requesting coverage for speeding in town.

Security System Quote for Town Hall- Commissioner Jo A. Strickland stated we currently have two quotes for a security system for town hall. She stated she is awaiting a third quote and when she receives it, she will present them to the board. She asked the board members to consider whether 24-hour monitoring was necessary since we don't have our own police coverage.

OLD BUSINESS

Cares Act Funding-Current Expenditure Report- Clerk Cashwell provided a current expenditure report for the CARES ACT Funding. (See attached). She stated the check has been issued for the outside payment drop box that customers can use to make

their payments in their vehicles. Clerk Cashwell also provided some information on upgrading the inside payment window that was allow the clerks to take contactless payments.

Business Sub-Grant Applications & Approval Criteria- Clerk Cashwell provided copies of the applications and criteria that will be used when the business sub-grant applications are reviewed. Clerk Cashwell noted we have received approximately six applications to date. Discussion followed on who would be available to review and approve the applications. Mayor Pro Tem Austin Brown made a motion that he, Commissioner Jo A. Strickland and Clerk Pamela Cashwell would meet at town hall on Friday, December 18, 2020 at 7:00 pm to review and process the application received for the grant, seconded by Commissioner Jo A. Strickland and carried unanimously.

Expense Approvals & Sub-Grant Approvals- Mayor Pro Tem Austin Brown made a motion to not set an amount on the business sub-grant awards and award the businesses funds for justifiable losses due to Covid-19, seconded by Commissioner Jo A. Strickland and carried unanimously. Board members approved ordered cleaning supplies needed to disinfect public areas due to the Covid-19 pandemic with the CRF.

NEW BUSINESS

Mayor Pro Tem Austin Brown stated he had forgot to add to the agenda that some of the electricity on the poles for the Christmas decorations aren't working. Mayor Pro Tem Austin Brown made a motion to contact *Terry Long Electrical* to work on the electricity on the poles that aren't working, seconded by Commissioner Jo A. Strickland 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.

We wish everyone a very Merry Christmas and a Happy & Healthy New Year.

Town of Garland offices will be closed December 24, 25, and 28, 2020 in observance of the Christmas holiday.

Town of Garland offices will be closed January 1, 2021 in observance of New Year's Day.

METER TAMPERING

Clerk Cashwell reported Mayor Murphy has stated the attorney sent a letter to the citizen regarding meter tampering incidences on November 13, 2020. No reply to date. Mayor Pro Tem Austin Brown made a motion that if the fines and penalties aren't paid in full by 3:00 pm on Friday, December 18, 2020, that the town staff is to disconnect all services to the citizen, seconded by Commissioner Jo A. Strickland

and carried unanimously. Clerk Cashwell agreed to contact Attorney Alan Maynard to this motion in the morning so he can relay this information to the citizen.

ADJOURNMENT

Commissioner Jo A. Strickland made a motion to adjourn the meeting, seconded by Mayor Pro Tem Austin Brown and carried with a vote of four to none with Commissioner Barbara A. Peterson not voting due to having technical issues with her remote connection. Meeting adjourned at 7:09 pm.

Pamela Cashwell

Pamela Cashwell, Town Clerk

Board Approved:

Austin Brown

Austin Brown, Mayor Pro Tem