

TOWN OF BROADWAY
BOARD OF COMMISSIONERS
MEETING
MINUTES
DECEMBER 16, 2013

A scheduled meeting of the Board of Commissioners was held on Monday, December 16, 2013 at 7:00 p.m. at the Council Chambers, 102 East Lake Drive, Broadway, North Carolina.

Board members present were Mayor Donald Andrews, Commissioners Tommy Beal, Woody Beale, Jim Davis, and Lynne Green. Also, Town Manager Bob Stevens and Town Clerk Laura Duval were present.

The meeting was called to order by Mayor Andrews. The Mayor gave the invocation, which was followed by the Pledge of Allegiance.

The Town Clerk administered the oath of office to the following Commissioners-elect: Tommy Beal, Woody Beale, Jim Davis, and Janet Harrington.

Mayor Andrews opened the floor for nominations for Mayor Pro Tem. Commissioner Woody Beale made the motion to nominate Commissioner Tommy Beal. The motion was seconded by Commissioner Green. Commissioner Davis made the motion to close the nominations, and the motion was seconded by Commissioner Woody Beale. The Board unanimously elected Commissioner Tommy Beal as Mayor Pro Tem.

Mayor Pro Tem Beal made the motion to accept the Agenda as presented. The motion was seconded by Commissioner Davis. Motion carried unanimously.

Commissioner Davis made the motion to accept the Minutes from the November Board Meeting as submitted. The motion was seconded by Commissioner Green. Motion carried unanimously.

Marshall Downey, Assistant Director of Community Development, presented changes to UDO text amendments based on changes in State Law. Mr. Downey presented consideration of possible text amendments to Articles 2 and 3 of the UDO regarding Board of Adjustment procedures. The change in Article 2 (Sections 2.2.6 and 2.2.7) is an update to reflect new language regarding conflicts of interest. Section 3.1.5.3 includes new language to reflect how the deciding board conducts meetings, how it makes decisions, and how an appeal is made from the decision of the board as well as how notice is given of the hearing(s). Section 3.5.3.5 and 3.5.3.6 are updates to procedures for applications for Special Use Permits (SUPs). Section 3.7 addresses

variances and new language is set forth in Section 3.7.4.1. Section 3.8 addresses procedures for appeals of staff decisions regarding land use issues and regulatory approvals/denials, and the changes provide new and clearer language.

Mayor Pro Tem Beal made the motion to open the Public Hearing on Articles 2 and 3 of the UDO. The motion was seconded by Commissioner Woody Beale. No one spoke in favor of or against the UDO text amendments to Articles 2 and 3 as explained by Mr. Downey. Commissioner Woody Beale made the motion to close the Public Hearing. The motion was seconded by Commissioner Green.

Mr. Downey presented consideration of possible text amendments to Article 5 of the UDO regarding changes to regulations and procedures for wireless telecommunications (cell) towers.

Commissioner Woody Beale made the motion to open the Public Hearing on Article 5 of the UDO. The motion was seconded by Mayor Pro Tem Beal. No one spoke in favor of or against the UDO text amendments to Section 5.33 as explained by Mr. Downey. Commissioner Woody Beale made the motion to close the Public Hearing. Commissioner Davis seconded the motion.

Mayor Andrews expressed his appreciation to the Planning Board for all they do for the Town.

Town Manager Stevens presented a review of the audit report for fiscal year 2012-2013. He presented a fiscal results summary to the Board. Beth Kelly, Glenda Rosser, and Barbara Cox were present to answer questions. Mr. Stevens thanked Glenda and Beth for attending the meeting. He congratulated Beth on her promotion to Finance Director with the City of Sanford. Mr. Stevens also expressed his thanks to Barbara and Laura.

Under General Fund, overall revenue decreased approximately 4.5% or \$37,950 compared to prior year. Actual revenue was \$42,514 (5.0%) less than budget. Expenditures decreased by 4.1% or \$33,128 compared to prior year. Actual expenditures were \$60,852 (7.0%) less than budget. Fund Balance increased by \$15,057. At June 30 Fund Balance was \$800,334. Fund Balance available for appropriation is \$717,099. Designated funds are Powell Bill - \$164,849, Cultural and Recreational - \$3,738, and Public Safety - \$5,406. Assigned funds are Cultural and recreational-festival - \$18,813. Unassigned funds are \$524,293. Fund Balance available for appropriation including and excluding the designated and assigned funds is at 64.7% (as a percent of 2013/2014 budget).

Utility Fund Revenue decreased approximately 1.4% or \$5,143 compared to prior year. Actual revenue was \$12,656 (3.6%) more than budget. Expenditures increased by 15.3% or \$47,168 compared with prior year. Actual expenditures were \$36,782 (9.3%) less than budget.

Net Income was \$49,438 as compared to a net income of \$62,746 in prior year. Town Manager Stevens and Mayor Andrews thanked the ladies with Sanford for all their

help with financial oversight. They also thanked Barbara and Laura for collecting and looking after the revenue.

Mayor Andrews presented a budget ordinance for appropriating funds for the Broadway Our Way Festival. Commissioner Green made the motion to adopt the ordinance amending the annual operating budget for the festival in the amount of \$25,100. The motion was seconded by Commissioner Davis. Motion carried unanimously.

Mayor Pro Tem Beal made the motion to accept the Financial Statements as presented. The motion was seconded by Commissioner Green. Motion carried unanimously.

Under Commissioner Comments, Commissioner Green expressed her appreciation to Barbara, Laura, and the girls with the City of Sanford Finance Department. Commissioner Green feels the Town is blessed to have such a team. She also appreciated the Lee County Volunteer Fire Department's honor guard stepping in at the parade. It was very nice of them to do so. Commissioner Green also thanked all the folks who came out to watch the parade.

Mayor Pro Tem Beal welcomed Commissioner Harrington to the Town Board and looks forward to working with her and the other re-elected commissioners.

Commissioner Harrington stated that she is looking forward to serving on the Town Board and representing the citizens of Broadway.

Commissioner Woody Beale welcomed Commission Harrington to the Town Board. He expressed that he is looking forward to serving on and working with the Board two more years. He wished a Merry Christmas and Happy New Year to all.

Mayor Andrews thanked all those who attended Christmas in the Park. He expressed his appreciation to Commissioner Green for planning the entertainment. The Christmas tree at the NCVM looks very nice at night.

The Mayor commended Connie Brown and the Optimist Club for their efforts in putting on the Christmas parade. He thanked everyone who attended the parade.

The next festival committee meeting will be held on January 28. The t-shirts have been ordered and the entertainment has been scheduled, so plans are moving forward.

Commissioner Harrington has resigned from the Planning Board since becoming a commissioner. This vacancy needs to be filled the first part of the new year.

The EDC will meet Wednesday morning at 8:00. In January the steering committee will meet. They continue to work on combining the EDO with the Chamber. They are developing criteria for the new head executive. They are looking at the old buggy factory on Chatham Street as a possible location for this new organization along

with Downtown Sanford, and planning and inspections. The Mayor will continue to keep the Town Board updated on the progress of the EDO.

Mayor Andrews wished everyone a Merry Christmas and thanked the Town staff for their hard work all year long. He also thanked the Town Board for working so well together. The Mayor suggested having an employee appreciation dinner in the spring.

Under Manager Comments, Town Manager Stevens advised the Board that a new revised W-4 form has to be filled out and returned to the office by January 1. The state has cut personal income tax but has done away with exemptions. He stated there is an easy form or a more involved form to complete. Mr. Stevens recommended the easy form. The state advised this new W-4 format is subject to change.

Updates to the Community Building Policy have been put on hold until Town Counsel is able to return. Our thoughts and prayers are with his daughter during her illness.

The alley behind the downtown stores can now be designated as a street since the land was purchased and curbing was installed. Patterson Paving will give an estimate for paving the street and parking lot next year.

Mr. Stevens is looking forward to working with Commissioner Harrington.

The Town Manager will check on the garbage collection schedule for the holidays.

Mr. Stevens stated the temperature has to be 50 degrees in order to pave with asphalt. He has been calling Patterson Paving once a week to remind them to pave the section of Thelma Sloan where the water line was repaired.

The Town Manager extended his thanks to the Town employees for the outstanding job they do every day. He also thanked the Board for their support during the year.

With no further business to come before the Board, Commissioner Woody Beale made the motion to adjourn the meeting. The motion was seconded by Mayor Pro Tem Beal. Motion carried unanimously to adjourn.

Donald F. Andrews
Mayor

Laura K. Duval
Town Clerk

