

TOWN OF BROADWAY
BOARD OF COMMISSIONERS
MEETING MINUTES

APRIL 27, 2020

A scheduled meeting of the Board of Commissioners was held virtually on Monday, April 27, at 6:00 p.m.

Board members participating in the virtual meeting were Mayor Donald Andrews, Commissioners Tommy Beal, Lynne Green, Janet Harrington, Teresa Kelly and Jim Paschal. Also, former Acting Town Manager Bob Stevens, Town Manager Eddie Thomas, Town Clerk Laura Duval, and Finance Director Barbara Cox were present in the Council Chamber.

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

Mayor Andrews presented Rules of Procedure for Electronic Meetings for adoption. Commissioner Paschal made the motion to adopt said rules. The motion was seconded by Commissioner Kelly. Motion carried unanimously.

Commissioner Harrington made the motion to accept the Agenda as presented. The motion was seconded by Commissioner Kelly. Motion carried unanimously.

Consent Agenda – Approval of February 24 Board Meeting Minutes, March 10 Special Meeting Minutes, March 17 Special Meeting Minutes, March 26 Special Meeting Minutes, March 31 Special Meeting Minutes, and the February and March Financial Statements. Commissioner Green made the motion to accept the Consent Agenda as submitted. The motion was seconded by Commissioner Paschal. Motion carried unanimously.

No Public Comments were emailed to the Town Clerk.

Acting Town Manager Stevens thanked Barbara Cox, Beth Kelly and the Sanford staff for all their hard work on the audit. He explained that the Town has an interlocal agreement for finance with the City. Mr. Stevens reviewed the highlights of the Fiscal Results Summary for Fiscal Year End June 30, 2019.

In General Fund, Revenue decreased approximately .11% or \$1,075 as compared to the previous year. That reflects a conservative budget on revenue. Compared to budget, actual revenue was \$44,111, which was 4.9% higher than budget, reflecting conservative spending.

Expenditures increased by 10.6% or \$89,379, compared to the previous year. Compared to budget, actual expenditures were \$54,378 (5.5%) less than budgeted, which reflects conservative spending.

In fiscal year 2018/2019, Fund Balance increased by \$51,164. At June 30, 2019, Fund Balance was \$1,149,493. Fund Balance available for appropriation was \$979,478 and includes the following: Designated: Powell Bill \$214,561, USDA Reserve \$2,595, Cultural and recreational \$1,592 and Public Safety \$1,177. Assigned: Cultural and recreation-festival \$23,888. Unassigned Fund Balance was \$735,665. Fund Balance available appropriation excluding the designated and assigned funds is at 78.08% (as a percent of 2019/2020 budget).

In Utility Fund (water & sewer), Revenue increased approximately 47% or \$1,824 compared to the previous year.

Expenditures decreased by 30.16% or \$152,857 compared to the previous year. Mr. Stevens believes that is due to the payment for the lift station. Compared to budget, actual expenditures were \$27,070 (7.1%) less than budget. Spending was maintained at a below budget level.

There was a Net Income in Water & Sewer of \$46,138 for fiscal year 2018/2019 compared to a net loss of (\$115,562) in fiscal year 2017/2018. This coming year the last payment will be made on the water and sewer bonds. The fund should really pick up next year.

Mayor Andrews expressed his thanks to Barbara, Laura, and Beth for their work on the audit.

A banking signatures resolution was presented so that the new Town Manager can sign checks. Mayor Pro Tem Beal made the motion to adopt the banking signatures resolution. The motion was seconded by Commissioner Paschal. Motion carried unanimously.

The Town Board discussed the pros and cons of recycling. A rate increase for the sanitation fee will occur July 1. The monthly fee will go from \$12.70 to \$14.70 per household. The Town Board supports the concept of recycling. However, some items are now put in the landfill because there is no market for them. Citizens that were asked about recycling indicated it did not matter to them. Mayor Andrews found that those who participate in recycling want to continue. Those who don't participate are not interested in keeping recycling. Most towns plan to keep recycling. If more than one cart is needed at a residence, the customer has to pay an additional sanitation fee for the extra cart. Action will be taken on the recycling issue at the May meeting.

Mayor Andrews discussed the possibility of accepting online water bill payments. Currently, an average of 50 people pay with a debit/credit card monthly. The software for online payments costs \$4,060 initially. An annual recurring cost is \$2,160. At this time the Town pays approximately \$200 per month in credit card fees. Commissioners

concluded online water bill payments would not be cost effective at this time due to other budget obstacles.

The May meeting date falls on Memorial Day. Mayor Pro Tem Beal made the motion to change the meeting to Tuesday, May 19 at 6:00 p.m. The motion was seconded by Commissioner Green. Motion carried unanimously.

Mayor Andrews asked the Town Board when they would be available to meet for a budget work session. The Board agreed to meet on May 12 at 3:00 p.m. The Mayor stated there are a lot of challenges with the budget. Sales tax projections are not looking promising. There are a lot of issues to work through at the session. The budget will be presented at a Public Hearing during the May 19 meeting.

Manager's Report – Town Manager Eddie Thomas just completed his second week with the Town. He expressed his thanks to everyone for giving him the opportunity to serve Broadway. Mr. Thomas also thanked Bob Stevens for his help during the transition.

Mr. Thomas reported that the Town was notified that 28 fire hydrants are too low to the ground according to code. They have to be elevated 18-21" so that the spindle wrench is able to turn completely around. Seven hydrants can be physically raised at a cost of \$700 per hydrant. The remaining ones can be dug around. Ten hydrants have been corrected. The Town has two years to resolve the issues with the other hydrants. Mr. Thomas stated he is looking forward to working with the Town Board.

Mr. Stevens appreciated the Town Board's confidence in him by bringing him back as Acting Manager. He commended the Board on hiring Eddie Thomas. He has been very impressive. Eddie is very proactive and handles issues immediately. Mr. Stevens will attend the May meeting and review the budget for fiscal year 2020-2021. He will present the budget to the commissioners at the May 12 work session.

Commissioner Comments – Commissioner Green welcomed Eddie Thomas as Town Manager. She also thanked Bob for his help in the interim especially for his work on a challenging budget. Commissioner Green recognized Commissioner Kelly and CUOC for feeding and taking care of the community night and day during this uncertain time.

Mayor Pro Tem Beal thanked Mr. Stevens and also welcomed Mr. Thomas. Mr. Beal said he is willing to help Eddie in any way that he can. Mr. Beal mentioned the TJCOG discussed their budget at the last meeting. Some citizens have asked the Mayor Pro Tem how they should dispose of the small debris left behind by the tractor. The large brush is picked up, but sometimes small pieces remain.

Mayor Andrews stated four loads of brush are usually picked up during a month. The month of April is triple that amount. Public Works staff are having a hard time getting caught up due to the volume of debris. We have only two full-time staff and two part-time staff. They are simply overwhelmed right now.

Commissioner Harrington welcomed Eddie and thanked Bob for coming back and helping out the Town.

Commissioner Kelly also welcomed Mr. Thomas. Once things calm down at CUOC, she wants to come and visit with him.

Commissioner Paschal stated he is glad to have Mr. Thomas with the Town, and he knows Eddie will do a good job. Mr. Paschal thanked Mr. Stevens for all he has done.

Mayor Comments – Mayor Andrews welcomed Town Manager Thomas, also. He has hit the ground running and taken the bull by the horns. Eddie is eager to learn what it takes to be a Town Manager, and he is a good addition to our staff. The Mayor also thanked Bob Stevens for his willingness to come out of retirement and serve as the Acting Town Manager until Eddie was hired. He thanked Bob for all of his work on the budget, which is still in progress. The Town is fortunate that Bob loves our community and is willing to do whatever it takes to help us out during this time.

The Mayor also thanked staff for adjusting to the COVID-19 restrictions. There are gloves and masks in Town hall for staff to use. Coty generously donated hand sanitizer. We are fortunate to have those items to use as precautions.

The Public Works department is overwhelmed due to the excess debris. Many homes put out a full dump truck load. In addition to their other responsibilities, staff are doing their best to get caught up on curbside pick-up.

Mayor Andrews reminded everyone to participate in the 2020 Census. It only take five minutes to complete on line.

The Mayor encouraged citizens to support our local businesses. It's tough for our community right now. Several businesses have expressed that citizens have been very supportive. Our Town is resilient and Broadway strong. We will get through this difficult period. Mayor Andrews thanked the Town Board and staff for all the work they do.

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

Donald F. Andrews
Mayor

Laura K. Duval, Town Clerk