

TOWN OF BROADWAY
BOARD OF COMMISSIONERS
MEETING MINUTES

APRIL 26, 2021

A scheduled meeting of the Board of Commissioners was held on Monday, April 26, at 6:00 p.m. in the Council Chamber, 103 N. Main Street, Broadway, North Carolina.

Board members present were Mayor Donald Andrews, Commissioners Tommy Beal, Lynne Green, Janet Harrington, Teresa Kelly, and Jim Paschal. Also, Town Counsel Jimmy Love, Town Manager Eddie Thomas, and Town Clerk Laura Duval were present.

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

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

Consent Agenda – Approval of March 22 Board Meeting Minutes, March 30 Joint Planning and Governing Boards Minutes, and the March financial statements. Commissioner Harrington made the motion to accept the Consent Agenda as submitted. The motion was seconded by Commissioner Kelly. Motion carried unanimously.

At the request of the Town Board, Paul Thomas, Rebecca Hunter, and Wilson Cox were asked to serve another three-year term on the Planning Board. All three agreed to continue serving. Mayor Pro Tem Beal made the motion to re-appoint Paul Thomas, Rebecca Hunter, and Wilson Cox to the Planning Board. The motion was seconded by Commissioner Paschal. Motion carried unanimously.

Jeff Griffith was asked to serve another three-year term on the Lee County Environmental Affairs Board, and he agreed to do so. Commissioner Kelly made the motion to re-appoint Jeff Griffith to the Lee County Environmental Affairs Board. The motion was seconded by Commissioner Harrington. Motion carried unanimously.

Mayor Andrews presented a request from the NCVM Construction Committee. They would like to install a parking lot in front of the NC Disabled Veterans Monument. The property owner is required to obtain a driveway permit from NC DOT. Since the Town owns the property, we must apply for the permit. It will be a small parking lot with two or three handicapped spaces that will allow a vehicle to turn around before entering the street. The construction committee will incur the costs. Once the monument is turned over to the Town, we would be responsible for upkeep. Congestion is a concern. However, the parking lot will allow easier access to the sidewalk for disabled veterans.

Commissioner Paschal made the motion to authorize the Town to apply for the NC DOT driveway permit. The motion was seconded by Commissioner Green. Motion carried unanimously.

Town Manager Thomas presented agreements requesting acceptance by the Town Board for the state reserve grants. Commissioner Kelly made the motion to approve the resolutions for accepting the state reserve grants for the water and wastewater feasibility studies. The motion was seconded by Commissioner Harrington. Motion carried unanimously.

The Town Board discussed the possibility of resuming Community Building rentals. There is already interest in renting the building. The Governor plans to lift most of the restrictions effective June 1. It was agreed that only one rental can be allowed per weekend due to sanitizing and cleaning the building between rentals. The building must be sanitized by a professionally trained and certified group at a cost of approximately \$75 to \$150 per sanitation. The Town Board discussed raising the rental fee to cover the sanitation cost. Commissioner Kelly made the motion to resume Community Building rentals July 1 for one day only per week and raise the rates by \$75 to cover the COVID sanitizing costs. The motion was seconded by Commissioner Harrington. Motion carried unanimously. The in-town rental rate will be \$225 and the out-of-town rental rate will be \$325 plus the \$200 refundable cleaning deposit.

Manager's Report – Town Manager Thomas advised that Ken Bright has advertised the West Harrington Avenue resurfacing project for bids. The bids close May 4 and will be opened at 2:00 p.m.

Officer Mark Carroll submitted his resignation effective May 7 due to personal reasons. He did an outstanding job and was very personable with all citizens. Sgt. Barefield may fill some shifts until the replacement is hired.

Chief Hinnant is working hard to fill Mark's slot. He has received a few applicants. Everyone is competing for police officers. Only a few have completed the academy. The City of Sanford recently increased its salaries for police officers, making competition greater.

Xylem Tree has 60 more days in Town. They have done a good job of notifying citizens with blue door hangers and mailed cards.

The topographical survey of Watson Lake has been completed.

The resurfacing has been done on Ruth Ann and Hazel Lanes. Those streets look really nice.

The old town hall parking lot may be sealed and striped in the next two or three weeks. Good weather is needed. Paving will be done on a Monday so as not to disrupt downtown businesses.

There were no Commissioner Comments.

Mayor Comments – Mayor Andrews advised zoning and planning came down from Sanford to look at some issues at Dollar General—the trash, retention pond, lack of buffer, etc. While here in Town, zoning and planning noticed the food truck never moves. The property owner received a letter advising she would receive a daily fine if the food truck never relocates. There is no policy pertaining directly to food trucks. Zoning and planning apply the temporary retail sales rule to food trucks. It can remain at one location for ten days then has to move somewhere for at least one day before returning. It was mentioned that other restaurants pay property tax and overhead, and a permanently stationed food truck may not be fair to them. The Town Board concurred the UDO guidelines should be followed.

The Mayor reported Main Street LED appears to have gone out of business. He has received no responses to his emails or phone messages.

Josh Richardson, from Southern Pines, was contacted by the Mayor. Josh looked at the water tank and took pictures. He will get back with Mayor Andrews. Josh doesn't actually put up the lighting, but he knows others who do that type of work. The cost may be extreme.

The Mayor received a letter from DOT inquiring about updating the sidewalk handicapped ramps to ADA compliance at the intersections. The raised sidewalk bumps need to be added. The Mayor asked them to include the school, also. Matt Kitchen, DOT district engineer, looked at moving the crosswalk. Three parking spaces would be lost on both sides of the street to provide visibility. There are no DOT funds for that. The Town would be responsible for paying to install the new crosswalk and to restore the old crosswalk back to a regular sidewalk. The Town Board agreed that moving the crosswalk to the middle of downtown might be more of a danger to pedestrians.

The sidewalk project from 123 S. Main Street to Mansfield Drive has been given the go ahead. The Town is waiting for the easement information. It will probably be isolated to going around utility poles. Six parcels will require an easement.

Mayor Andrews wrote a letter to the McNeill heirs about relocation of the Town sign. They own property on both sides of Broadway Road. He has yet to receive a response. If they decline, the machine shop owner can be approached about placing the sign on his property. Commissioner Paschal mentioned the welcome sign at 421 looks very nice. It's not brick, but it would save the Town money.

Duke Energy has established a grant program. Meg Moss, with SAGA, gathered information for the Town but learned the grants are set up for towns with populations over 25,000. The Mayor appreciates Meg's efforts in researching the grant information for us.

The American Legion will host a service on Memorial Day at 10:00 a.m. at the NCVM. They intend to observe COVID protocols in place at that time.

Zoning and Planning sent information on the two parcels located along Seminole Road. They do not require rezoning. There will be two six-lot tracts. They plan to do their own water and own septic system.

Commissioner Kelly is heading Friends of the Park. The group is made up of mostly Lions Club members with a few citizens. They are meeting to discuss ideas for the Town Park.

The walking trail has been paved. Pipes were put under the trail, but there are natural springs that are being monitored. Dead trees have been removed around the walking trail and West Lake Drive.

Public Hearings will be held at the May meeting. Scott Yow has requested rezoning for his property at 593 and 675 Seminole Road. He is adding another business that requires permitting. The zoning laws have changed since Yow's originally opened. A Public Hearing will also be held on the changes to zoning laws required by the state.

Broadway Barber Shop is for sale. The owner has been in ill health.

During the pre-budget work discussion, Mayor Andrews reviewed the American Rescue Plan Act. Under this plan, \$130.2 billion goes to local governments. Early estimates for Broadway are \$380,000. The money will come via the state, and it should be received by June 11. The act stipulates the money must be spent by December 21, 2024. It can be used for revenue replacement, hazard pay for employees, non-profits in Town that help citizens, and infrastructure. The bulk of the money given to the Town will be spent on infrastructure with a focus on wastewater. \$12,000 can be used for replacement of lost revenue from lack of community building rentals.

Mayor Andrews and Town Manager Thomas are developing a list of items for providing better water and wastewater services to citizens. From the caution light to the Harnett County line, the water lines need to be replaced or retrofitted. The current pipes were put in during the 1960's and are subject to break at a moment's notice.

There are still many unknowns about the American Rescue Plan Act. Half of the money will be received the first year, and the other half will be received the following year. A separate bank account is required, and a separate budget line item will have to be set up. Preliminary legwork is being done now. The state is supposed to automatically send the money. All expenditures must be documented because it will be audited by the federal government.

The Mayor, Manager, and Finance Director have been working on the budget for a month now.

A discussion was held on the 2021 municipal election. Since the census data is behind, the City of Sanford will not hold an election. If Broadway holds its election, all of the cost is shifted to us. The last election cost the Town \$3,300. This time the cost would be \$13,440 including one-stop voting. If the Town does not participate in one-stop voting, \$6,695 would be saved. However, the validity of the election could be

challenged. Town Counsel feels the election would be challenged on those grounds. Town Board members up for re-election in November are Mayor Pro Tem Beal, Commissioner Harrington, and Commissioner Paschal.

The election can be postponed until 2022, and the additional cost could be saved. Town Counsel stated the public should understand census numbers haven't come in, and money is not there to cover election costs. Mayor Andrews asked the Town Board to think about what they would like to do regarding the election.

The cost of bulk trash continues to increase because the weight continues to increase. Bulk trash consists of items picked up by Public Works and placed in the dumpster. It costs from \$130-\$180 per dump. If bulk trash is excessive and taken to the transfer station, the Town is charged there, also. There is a budget shortfall of \$1,000 in sanitation. The CPI index is going up 1.6%, which widens the gap. The monthly sanitation fee of \$14.70 may need to be increased to cover this gap. The Town needs to break even on trash. There is no market for recycling now.

Right now revenue is short \$100,000 for 2021-2022. Having no election this year reduces the shortfall by \$13,000. Code enforcement has been budgeted at \$10,000 to hire a third party to help with minimum housing standards. This amount covers 200 hours on an as needed basis. TJCOG may also offer some assistance with code enforcement. The Town Board agreed we need to budget \$10,000 for code enforcement issues.

\$10,000 has been budgeted for building maintenance and repairs. The community building needs vinyl wrap over the wood, and the ends of the maintenance building need to be repaired. If need be, this expenditure could be pulled out of the budget. The Town Manager is in the process of getting quotes for these repairs.

Town Manager Thomas has been advised by Hazen and Sawyer that Phase 4 of the Watson Lake dam project will cost \$50,000. The topographical survey has been sent to them. They will take the information that has been gathered over the last three years and tell us what to do next. They recommended budgeting \$50,000 for plans and state requirements. Future repairs could cost from \$250,000 to \$1,000,000 and will require help from other sources. A one cent increase in sales tax would generate \$999. There is \$669,000 in Unrestricted Fund Balance. The Town Board agreed to take \$50,000 from Unrestricted Fund Balance in order to prevent a tax increase. The last tax increase was in 2016.

The additional full-time maintenance worker's salary will be divided equally between maintenance and water/sewer fund since he is training as Craig's future replacement.

Holding no election, using Unrestricted Fund Balance, and dividing the maintenance salary reduces the shortfall. However, \$35,000 still needs to be cut from the budget. The Town Manager feels this is doable with further review.

Mayor Andrews advised that maintenance costs continue to increase. Repairs to water lines and cost of supplies and chemicals are not getting cheaper. The water/sewer budget does not have any play room. Mr. Thomas stated at this point in the fiscal year, we're keeping our fingers crossed there is not another water break. It was the same way this time last year.

Water/sewer fund is balanced razor thin. Rates have not been increased since 2014. The rates typically increase every six years. An increase of 10 cents generates \$3,000. Currently, water rates are \$4.20 per 1,000 gallons for in-town residents, and \$8.40 per 1,000 gallons for out-of-town residents up to 4,999 gallons. 5,000 gallons and above are \$4.40 per 1,000 gallons and \$8.80 per 1,000 gallons respectively.

The sewer bond will be paid off in June. \$30,000 of the \$60,000 payment will go towards the salary for the public works technician. That leaves \$30,000 for water line repairs. The Town has already spent more than that on repairs this year. The Town Board feels an increase needs to be worthwhile and will entertain an increase in rates.

In a few years there will most likely be a staffing transition period. Chief Hinnant plans to retire next February, so a new police chief must be hired. Other staff are nearing retirement age.

Mayor Andrews would like to hold a work session on a Tuesday afternoon possibly the second week of May.

Commissioner Green thanked Mayor Andrews, Town Manager Thomas, and Finance Director Barbara Cox for all their work on the budget. She appreciates that they are very organized and provide the Town Board with the information they need to make decisions.

Mayor Andrews expressed that the Town is blessed to have such a good group of staff in every department. They go above and beyond in their job and take pride in their work. The Mayor told the Town Board that he and all the staff appreciate their support. The Town has a good crew and a good Board.

\$350 has been collected for posting the national motto. Checks should be made out to USMAC. Mr. Lanier planned to send letters to area churches so they could participate in the project.

The Lions Club plans to hold the Christmas parade, as well as, lighting the downtown area. They hope to get more businesses involved in decorating this year.

A wedding is scheduled for May 15 at the NCVM. The couple has been advised of the construction. The brick masons are waiting on the bricks to complete the exterior of the monument. The wrong bricks were shipped. After the brickwork is completed, the interior can be finished.

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