

TOWN OF BROADWAY
BOARD OF COMMISSIONERS
MEETING MINUTES

JUNE 27, 2022

A scheduled meeting of the Board of Commissioners was held on Monday, June 27, 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, April Collins, Lynne Green, and Teresa Kelly. Also, Town Counsel Jimmy Love, Town Manager John Godfrey, and Town Clerk Laura Duval were present. Commissioner Jim Paschal was unable to attend due to illness.

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

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

Consent Agenda – May 10 Work Session Minutes, May 23 Board Meeting Minutes, June 7 Town Hall Meeting Minutes, and May financial statements. Mayor Pro Tem Beal made the motion to accept the consent agenda as submitted. The motion was seconded by Commissioner Collins. Motion carried unanimously.

New Business – Mayor Andrews advised a Public Hearing was held on the proposed budget for FY 2022-2023 at the May 23 Town Board Meeting. One citizen spoke in favor of the proposed budget, and no one spoke against it. The total budget is \$1,556,900. Mayor Pro Tem Beal made the motion to adopt the FY 2022-2023 annual budget ordinance. The motion was seconded by Commissioner Collins. Motion carried unanimously.

RFQ's (Request for Qualifications) for Engineering Services were sent out in April. The Town does not have that capability in house, so RFQ's were advertised. The RFQ's were sent to firms across the state, and proposals were due June 10. One response was received from Withers-Ravenel to provide the Town with engineering services. No funds are involved. It is based on qualifications only. The Town is very familiar with Withers-Ravenel because they have worked on many projects for us. Commissioner Kelly made the motion to accept the RFQ for Engineering Services from Withers-Ravenel. The motion was seconded by Commissioner Green. Motion carried unanimously. Mayor Pro Tem Beal made the motion to authorize the Town Manager to negotiate a contract with Withers-Ravenel for Town Board approval. The motion was seconded by Commissioner Kelly. Motion carried unanimously.

Mayor Andrews presented a budget ordinance amending the annual operating budget for FY 2021-2022. This amendment is needed for year end. In Water & Sewer Fund \$30 is appropriated to Water/Sewer Dept Expenditures from Unallocated Reserves under Water/Sewer Revenues. In General Fund \$10,000 was appropriated as follows: \$6,500 appropriated to Administration Dept, \$1,000 to Debt Service Dept, and \$2,500 appropriated to Special Appropriations-Street. \$6,500 was transferred from Police Department and \$3,500 from Maintenance Department. Commissioner Green made the motion to adopt the budget ordinance amending the annual operating budget for FY 2021-2022. The motion was seconded by Commissioner Kelly. Motion carried unanimously.

Town Manager Godfrey reviewed the tank maintenance contract submitted by Southern Corrosion. The contract is renewed on an annual basis. There is no penalty if it is cancelled 90 days prior to renewal date. Each year stands on its own. Once the contract is signed, Southern Corrosion would do an initial assessment to determine what needs to be taken care of first. The contract also includes the installation and maintenance of Christmas lights. Mayor Andrews advised routine tank maintenance is done approximately every 10 years. Maintenance was completed in 2019. The Town entered a four year contract with Utility Services Company to spread out the cost of \$100,000. At that time the tank was drained so that the interior could be cleaned, sanded, and painted. They skipped a year and then did the same work to the exterior. Commissioner Kelly asked if the charges are comparable. Town Manager Godfrey stated the cost is \$13,500 for the first year and goes up annually based on the CPI.

Mayor Andrews advised the cost of the tank maintenance contract was not budgeted for 2022-2023. Something in the budget would have to be cut. Commissioner Kelly asked if any of the COVID money could be used towards the contract. The Mayor advised the COVID funds would only cover two years, and a list of items will be developed to use the funds for one-time expenses. The money has to be spent by 2026, and the tank maintenance contract would be a recurring expense. The Town plans to take the exception, so the Town Board may not want to use the funds for an annual recurring expense.

Town Manager Godfrey advised the \$13,500 that was quoted ends June 30. Commissioner Kelly would like to move forward with the contract if the money can be found in the budget. Many citizens are requesting Christmas lights be installed on the water tank again.

Commissioner Green asked the Town Manager if something could be cut from the budget in order to enter this contract. Mr. Godfrey explained he didn't know where the money would come from this year, but it could be incorporated in the 2023-2024 budget if the Town Board is interested in the contract. The expenditure has to come from the Water/Sewer Fund since it is water tank maintenance. The cost of the contract will increase after the first week of July and may change every year thereafter. Commissioner Green asked what the deterioration of the tank would be if they waited one more year for maintenance. Mayor Andrews stated there are no issues with the tank right now.

Mayor Pro Tem Beal suggested the Town Manager and Finance Director review the budget to determine if any line item could be cut. If it cannot, then the contract will have to wait until the following year. Mayor Andrews stated there was no cushion put in the Water/Sewer Fund. The cost of the maintenance contract would have to come from Contracted Services, which is used to repair water main breaks by a third party. Those expenses are unknown and hard to predict.

Commissioner Kelly is in favor of the contract and would like the Town Manager and Finance Director to review the budget and present options to the Town Board next month. Commissioner Collins agreed. Commissioner Green is in favor of the maintenance contract and is in favor of looking at the budget to see if any cuts can be made, but she is not in favor of jeopardizing needed services.

The water tank maintenance contract was tabled until it can be incorporated into the 2023-2024 budget. Mayor Andrews advised they can begin talking about budgeting for the contract early next year.

Mayor Andrews advised the Emergency Action Plan (EAP) has been completed for Watson Lake Dam. It consists of 77 pages with an additional 6-7 pages of maps. The EAP has been submitted to NCDEQ-Dam Division for approval. Once it is approved, the next step is pursuing funding for rehab. The EAP cost \$20,800. Emergency management, Town Manager Godfrey, and the engineer had to sign the EAP before submittal. Hazen & Sawyer believe the best option the Town may receive is 65/35. This grant covers no design and no engineering but construction only. If the Town receives this grant, \$1,000,000 is still needed for construction.

The General Assembly updated minimum housing ordinances through 160D, and the Town must comply with 160D. The Town's Minimum Housing Ordinance has been updated by SCEI and reviewed by Counsel Love. He recommended that the Board of Adjustments serve as the Board of Appeals, so that change was made. Mayor Pro Tem Beal made the motion to hold a public hearing on the updated minimum housing ordinance at the July 25 meeting. The motion was seconded by Commissioner Collins. Motion carried unanimously.

Manager's Report – Town Manager Godfrey advised he assisted Public Works in reading water meters. He attended the monthly Manager's Coffee with the county and city managers, airport director, and staff from SAGA at the Buggy Building. With the assistance of Bobby Cavanaugh, Mr. Godfrey completed and submitted the annual Consumer Confidence Report for drinking water. No discrepancies were noted. Results have been uploaded to the Town website and posted at Town Hall.

Town Manager Godfrey participated in the Powell Bill Virtual Training sponsored by NCDOT, and attended the Town Hall meeting on June 7. He contacted Sanford Striping and Sealing for a project to reseal and stripe the old town hall parking lot. The job has been completed.

Mr. Godfrey attended the Plant Pathways Company presentation held at Dalrymple Farm, and he continues to meet weekly by phone or office visit with Code Enforcement staff as they monitor town ordinances and compliance.

Public Works Technician Jacob Melvin was certified by the state of NC as a Grade 2 Collections Operator with wastewater treatment after successfully passing the exam.

The Town's internal audit process began on June 23. The process should be completed in the next 60 to 90 days.

The new police officer's paperwork has been sent to the NC Criminal Justice Training and Standards Division of the Department of Justice. His weapon has been procured, and he has done a ride along with the Chief. Hopefully, the paperwork will be validated soon, and he will receive certification. Officer Barefield has been filling in on some weekends, and he is willing to assist when needed.

Town Manager Godfrey communicates daily with all staff in administration, public works, and police. He remains in contact with Mayor Andrews to report and notify of significant occurrences and issues that may impact the Town in any way. The Town is fortunate to have a very dedicated group of employees working together to make Broadway the best it can be.

Commissioner Comments – Mayor Pro Tem Beal inquired about grass cutting on the shoulder of Mansfield Drive to Swann Station Road. Mayor Andrews advised the grass has been cut from the Southside parsonage to the Town Limits sign. Town staff cut that area and another area on Dalrymple Farm Road. NCDOT cuts right of ways about once a year, but sometimes it's needed more often. Mr. Beal also reported a new house on Beal Drive has a drainage pipe with much growth around it that drains into the lake. It was mentioned that is in the right of way, so the Town is not responsible for mowing it. The owner will be contacted about scrubbing down the brush.

Commissioner Collins stated citizens have been complaining about the side ditches around the Windstream building. Mayor Andrews advised their new lawn care folks probably don't know to mow the ditches and will reach out to them. She also remarked the new benches at Watson Lake Park look very nice.

Commissioner Green mentioned the benches and the Watson Lake Park sign look good. She also stated the downtown parking lot looks really good since it's been resurfaced. Many comments have been made to her regarding code enforcement violations at a residence on Hunter Drive. Mayor Andrews advised these issues are being addressed. Commissioner Green confirmed the property at 128 N. Main Street will soon be owned by Brass Kettle barring any unforeseen circumstances.

Mayor Comments – Mayor Andrews advised the limb hanging above the Watson Lake sign on Main Street will be trimmed.

The Mayor thanked everyone who attended the Memorial Day Ceremony.

Mayor Andrews met with Withers-Ravenel and Division of Water Resources to discuss the capability of Daniel's Creek for possible WWTP expansion. DWR was noncommittal. They recommended the Town get true speculative limits on the creek. Broadway will have to request an application and go through the process.

The Mayor has talked with the City of Sanford. Withers-Ravenel is helping compile a list of items that need to be done in order to apply for the AIA grant. It is a competitive grant but is required to move forward with a potential merger with the City.

We are waiting on a proposal from a third party that will assist in negotiating the right of way acquisition for the sidewalk project. The Town does not have the expertise in house to do this.

Mayor Andrews received notification from NCDOT that they are looking at the intersection of Swann Station Road and Hwy 421 due to the fatality. They are considering ways to calm down the intersection. The Mayor is drafting a letter to Division 6 requesting the speed limit be reduced on Seminole Road. This reduction may be necessary due to the new houses.

The Town Manager and Mayor are continuing to look for qualified candidates for the Finance Director position.

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 Collins. Motion carried unanimously to adjourn.

Donald F. Andrews
Mayor

Laura K. Duval, Town Clerk