

TOWN OF BROADWAY
BOARD OF COMMISSIONERS
MEETING MINUTES
DECEMBER 18, 2023

A scheduled meeting of the Board of Commissioners was held on Monday, December 18, 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, Teresa Kelly, and Jim Paschal. Also, Town Counsel Jimmy Love, Town Manager John Godfrey, Town Clerk Laura Duval, and Renee Saville 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 organizational meeting was the first order of business. Town Clerk Duval administered the oaths of office to Mayor Donald Andrews, Commissioner Lynne Green, and Commissioner Teresa Kelly.

- Mayor Andrews opened the floor for nominations for Mayor Pro Tem. Commissioner Paschal nominated Tommy Beal to serve as Mayor Pro Tem. Commissioner Collins seconded the nomination. With no other nominations, Commissioner Green made the motion to close the nominations and elect Tommy Beal as Mayor Pro Tem by acclamation. The motion was seconded by Commissioner Paschal. Motion carried unanimously.
- Mayor Pro Tem Beal serves as the Central Pines Council of Government delegate with Mayor Andrews as the alternate. Commissioner Kelly made the motion to re-appoint them to these roles with CPCOG. The motion was seconded by Commissioner Paschal. Motion carried unanimously.
- Currently, Mayor Andrews serves as the Central Pines Rural Planning Organization representative. Commissioner Kelly made the motion to re-appoint the Mayor to CPRPO. The motion was seconded by Commissioner Paschal. Motion carried unanimously.
- Mayor Andrews serves on the SAGA Executive Board. Commissioner Kelly made the motion to re-appoint the Mayor as the representative to SAGA. The motion was seconded by Mayor Pro Tem Beal. Motion carried unanimously.
- Commissioner Paschal currently serves on the Lee County Transportation Committee, and Commissioner Kelly made the motion to re-appoint him to this committee. The motion was seconded by Mayor Pro Tem Beal. Motion carried unanimously.

- Commissioner Kelly serves on the Joint UDO Committee. Mayor Pro Tem Beal made the motion to re-appoint the Commissioner Kelly to serve on this committee. The motion was seconded by Commissioner Green. Motion carried unanimously.
- Commissioner Paschal made the motion to continue to hold the Town Board monthly meetings on the fourth Monday of each month at 6:00 p.m. The motion was seconded by Commissioner Green. Motion carried unanimously.

Commissioner Collins offered to serve on any of the committees should an alternate be needed.

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

Consent Agenda – November meeting minutes and November financial statements. Commissioner Paschal made the motion to accept the Consent Agenda as submitted. The motion was seconded by Commissioner Collins. Motion carried unanimously.

New Business – Mr. Thomas Mierisch, Planner with Community Development, presented a request by LAMCO Custom Builders, seeking approval of a preliminary plat for the third and final phase of the Willowbrook Farms subdivision. This development was originally proposed by Simpson & Simpson, and the first phase was platted in 1988, encompassing all the lots fronting Berke Thomas Road. The second phase, encompassing most of the lots fronting Longstreet Road, was platted in 2000.

This third phase will comprise the remaining 33 lots intended for single-family homes. The internal streets, Willowbrook Drive, Ridgewood Drive, and Greenfield Drive, and the water mains along those roadways, were completed by Simpson & Simpson in the past, and are mapped in the GIS system. LAMCO Custom Builders intends to repair and improve the roadways where necessary in order for NDOT to accept these streets for maintenance, including expansion of the cul-de-sac to meet current standards for emergency vehicle turnaround. The development also includes approximately 1.26 acres of passive open space, to be owned and maintained by an established HOA.

The subdivision will also be served by on-site private septic systems, and a soil report and associated soil quality map, prepared by Hal Owen & Associates, Inc., have been submitted to Community Development staff. That soil report is included for the Town Board's review. The development also features a centralized internal mail kiosk location for USPS delivery and pickup, which may also serve as a school bus stop. The development also includes over 2,500 linear feet of existing roads, intended to be maintained by NCDOT.

The Broadway Planning Board met on November 27, 2023 and recommended that the Town Commissioners approve the Willowbrook Farms Subdivision by a unanimous vote. There were no points of objection or concerns, however, the Planning

Board members did ask to clarify that this development would be served by on-site private septic systems rather than public sewer, which is the case.

The preliminary plat shall be valid for two years if approved. NCDEQ approval will be required if the developer disturbs an acre or greater. NCDOT approval will be required for all driveway connections to NCDOT maintained public roads. Public water (provided by the City of Sanford) must be installed and accepted for maintenance or a financial guarantee posted to guarantee the installation of the required improvement prior to recording the final plat.

95% of this plat is within the jurisdiction of Lee County, but there are little slivers of the development within Broadway's ETJ, so Community Development thought it was best to get approval from the Town Board.

Mayor Andrews entertained a motion to approve the subdivision as recommended by the Broadway Planning Board. Commissioner Kelly made the motion to approve Willowbrook Farms Phase 3 Subdivision. The motion was seconded by Commissioner Collins. Motion carried unanimously.

Manager's Report – Town Manager Godfrey reported that he and Public Works staff put up the Christmas tree at the NCVM and completed some grounds upkeep on December 1. Cox Brothers also assisted the Town in a water leak repair at Jones Garage that same day.

Our new Town employee, Ms. Renee Saville, began her employment on December 4. We look forward to working with Renee.

Mr. Godfrey extended his thanks to the Lee County Sheriff's Department for assisting the Town with law enforcement coverage since December 6. Some of our officers have been out on extended medical leave, but we are hopeful full coverage will resume on January 2. Mr. Godfrey also thanked our officers for their willingness to step up and meet these challenges head on. He appreciates their service very much.

The Broadway Christmas Parade was considered a great success. Wishes of gratitude were extended to the LCSO, NCSHP, our PD, and reserve officers who helped to ensure a successful parade.

Public Works Tech, Jacob Melvin, took the state exam for Waste Water II certification on December 14. Once he has received his passing grade, Jacob can become the primary ORC.

Town Manager Godfrey expressed his gratitude and sincere thanks to all Town staff for their continued hard work daily for year 2023. We were not immune to daily challenges, but when faced, our staff were all motivated to seek and employ solutions. He counts it a blessing to work alongside each one. Mr. Godfrey expressed his thanks to Mayor Andrews and the Town Board for their continued support, advice, and knowledge as we seek to do our best to meet the needs of our Town. He wished everyone a Merry Christmas and a Happy New Year.

Commissioner Comments – Commissioner Collins inquired if the new radar sign can be moved closer to downtown Main Street in order to alert people more. Mayor Andrews advised Chief Gunter is in charge of rotating the sign, and it can be moved to different locations. Commissioner Collins thanked the Lee County Sheriff's Department for all their help. She also expressed her thanks to all who volunteered to help with the parade and the decorating throughout Town.

Commissioner Paschal thanked the volunteers who planned the parade. It was a great parade, and he has heard only good comments about it. He also heard positive comments about the water tank lights, and it's good to see those lights again. Commissioner Paschal wished everyone a Merry Christmas and a Happy New Year.

Commissioner Kelly commended the Broadway Lions Club on a great parade this year. She mentioned Arturo Adame was thrilled to be selected as the Grand Marshal. Commissioner Kelly looks forward to serving the Town four more years.

Commissioner Green also looks forward to four more years as a commissioner. She appreciates the opportunity to serve. Commissioner Green wished everyone a Merry Christmas and a blessed new year. This year has been very difficult for many people, and she hopes the new year will be better for all of us.

Mayor Pro Tem Beal is glad the Mayor and Commissioners Green and Kelly are back to serve on the Town Board. He agrees the Christmas Parade was a success with more people here than ever before. Mr. Beal thanked the BPD for all their hard work. They do a good job. He wished everyone a Merry Christmas and a Happy New Year.

Mayor Comments – Mayor Andrews stated the Christmas parade was great. The weather was ideal, and the Broadway Lions Club sponsored another great parade. He expressed his thanks to all the Lions Club members. The Mayor also thanked the BPD for stepping up during the month of December. Our Chief and Sargent were out, but Major Barefield stepped up and took charge during the parade. Mayor Andrews thanked the many Lee County deputies and state highway patrol troopers who helped at the parade.

Mayor Andrews thanked Sheriff Estes and the Sheriff's Department for filling the gap during day shift. They have provided excellent support for our community by helping the Town through this tough time. Mayor Andrews advised Lauren Gunter is on the road to recovery. It will take time as she will be undergoing intensive rehab. Our community has shown tremendous love and support for Chief Gunter.

The Mayor thanked Town staff for their work throughout the year. He welcomed Renee Saville to the admin staff. All of our staff do a great job day in and day out taking care of our Town and citizens. Mayor Andrews wished everyone a Merry Christmas and hopes 2024 will be better than 2023.

Dusty Phillips and Ross Womack spearheaded a fundraiser for Chief Gunter. Over \$5,200 was raised to help Evan and his family. Tickets sold out within a few days. The Mayor encouraged everyone to keep the Gunters in their prayers.

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