

TOWN OF BROADWAY
BOARD OF COMMISSIONERS
MEETING MINUTES
JANUARY 22, 2024

A scheduled meeting of the Board of Commissioners was held on Monday, January 22, 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. Commissioner Kelly gave the invocation, which was followed by the Pledge of Allegiance.

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

Consent Agenda – December meeting minutes and December financial statements. Commissioner Paschal made the motion to accept the Consent Agenda as submitted. The motion was seconded by Mayor Pro Tem Beal. Motion carried unanimously.

New Business – Mayor Andrews presented a Municipal Accounting Services, Cybersecurity and Technical Assistance Memorandum of Agreement and a Resolution with the NC League of Municipalities and a Resolution to Approve Municipal Accounting Services, Cybersecurity and Technical Assistance Memorandum of Agreement for discussion and approval. The agreement consists of the NCLM assisting the Town with its digital operations. They will evaluate our existing internet and computers and make recommendations for steps to take to make it more secure. The agreement also stipulates the NCLM will assist the Town with potential grant writing. Commissioner Kelly made the motion to approve the agreement and the resolution for services provided by the NCLM. The motion was seconded by Commissioner Green. Motion carried unanimously.

The next item of business was ordinance updates. The Mayor and Town Manager met with Dennis Pinnix of State Code Enforcement. SCEI has built a platform for providing municipal code services. Any time there is an update in the General Assembly pertaining to municipalities, SCEI would make those changes to the Town ordinances within 14 days keeping our online ordinances up to date. Some of the ordinances have been on the books for a long time. SCEI would look at our ordinances

and give a price to bring the wording up to date. As required, a public hearing would be held before making any changes to any ordinances. A service agreement is the first step in using them to handle all our ordinances. SCEI is more reasonably priced, they are a local company, and already handle our code enforcement issues. SCEI charges an annual fee of \$1,200. That includes changing five ordinances per year. The Town hasn't had five ordinance changes in one year. Changes occur every few years. An admin fee may be considered for those who don't comply with notices of violations. If a citizen doesn't pay the admin fee, then it becomes a civil penalty and moves into the court system. When an agreement is generated by SCEI, it will be placed on the agenda as an action item.

Mayor Andrews presented a Resolution in Support of the Temporary Closure of Main Street for the 2024 Broadway Our Way Festival. The street will be closed on April 20 from 6:00 a.m. and 6:00 p.m. Commissioner Collins made the motion to approve the Resolution for the Broadway Our Way Festival temporary street closure. The motion was seconded by Mayor Pro Tem Beal. Motion carried unanimously.

Town Clerk Laura Duval is retiring effective February 16. Mayor Andrews recommended that the Town Board appoint Renee Saville as the new Town Clerk effective February 16 when she will be sworn in. Renee has been training for the position since December 4. Commissioner Paschal made the motion to appoint Renee Saville as Town Clerk as of February 16. The motion was seconded by Commissioner Kelly. Motion carried unanimously.

Mayor Andrews requested Town Board approval to authorize Town Manager Godfrey to add Renee Saville to the bank signatures resolution. The Town Manager, Town Clerk, and Finance Officer are authorized to sign checks on behalf of the Town. Commissioner Kelly made the motion to authorize the addition of Renee Saville to the bank signatures resolution. The motion was seconded by Mayor Pro Tem Beal. Motion carried unanimously.

Mayor Andrews presented a budget amendment for adoption. \$64,635 needs to be moved out of Unallocated Fund Balance to cover additional personnel costs for training new staff, a 14% increase in health insurance, engineering services, and the festival funds budget. \$12,371 will be moved to Finance/Clerk for salaries, benefits, and insurance. \$807.00 will be moved to Maintenance to cover health insurance. \$2,150 will be moved to Police to cover health insurance. \$25,900 will be moved to Special Appropriations for the BOW festival. \$14,357 to Water/Sewer fund to cover salaries, benefits, and insurance. \$9,050 will be moved to Engineering Services as the final payment on the Preliminary Engineering Report (PER). Commissioner Kelly made the motion to adopt the budget amendment as presented. Mayor Pro Tem Beal seconded the motion. Motion carried unanimously.

Manager's Report – Town Manager Godfrey and Craig Buchanan met with Bob Branch of Branch Residuals to discuss the Town's land application permits and the WWTP.

The Town received confirmation that Public Works Technician Jacob Melvin passed the state exam for Wastewater II Certification. We are proud of his efforts. On that same date Jacob represented the Town at the monthly R-3830 Road Widening Project meeting on Dixie Farm Road. NC DOT is making progress with the project.

On January 1, 2024 Chief Gunter returned back to work full time after an extended period off. Mr. Godfrey expressed his appreciation to the LCSD for their assistance during that time as well as our officers who stepped up to meet the challenges faced.

Mayor Andrews and Town Manager Godfrey attended a virtual meeting of the TRC (Technical Review Committee) to hear the Commercial Plan Review proposal of Dollar Tree in Broadway.

M&G Services trimmed bushes and hedges at Town Hall and the Community Building on 1/10/24. Alan McKenzie also installed all new LED lights in the Community Building on that date. Updates are being made to the community building, and it looks really good.

Mayor Andrews, Town Manager Godfrey, and Finance Officer Gail Brown met with GFL Gov't Contracts Officer Jennifer Rackley to discuss services and upcoming contract renewal.

On January 16 Tim Suggs replaced the gutters on the Community Building. Town Staff and Mayor Andrews also met with Withers Ravenel staff on the AIA Project. We are in the initial stage of gathering information to assist Withers in moving forward with the project.

Chief Gunter put together a LIDAR event involving the LCSD, NCSHP, and three deputies from Robeson County. A Command Post was set up at the old Maintenance Shop shortly after 2:00 p.m. The event focused on the school zone and initial reports to Mr. Godfrey's office noted that 10 speeding tickets were issued that afternoon within a two-hour period. He was pleased with the efforts of all law enforcement who participated.

Mr. Godfrey stated Town employees continue to strive to meet the needs of the Town and make a collective effort every day to get the job done. It is a pleasure to serve alongside each one of them.

Commissioner Comments – Commissioner Green wished Town Clerk Duval well in her retirement. She welcomed Renee as the new Town Clerk and looks forward to working with her.

Mayor Pro Tem Beal echoed Commissioner Green's comments. He also thanked the Town Board and Public Works staff for their dedication and all the hard work they do.

Mayor Comments – Mayor Andrews reported a new metal roof was put on the shelter at the Community Building. Next the gable ends will be wrapped in vinyl. The LED lights inside make the building much brighter.

The R-3830 project has begun. Digging and trenching work has started. A public works staff representative will meet with DOT monthly as the project progresses. The anticipated completion date of the project is 2026-2027. Water and sewer lines have to be located and moved. Due to all of the construction, the Mayor encouraged everyone to use caution when driving on Broadway Road.

Town staff had a good kickoff meeting with Withers-Ravenel staff on the AIA Sewer Project. The Town received a grant to assess the sewer infrastructure. It is an 18 month project.

Wendy Bryan had access to data that indicated 11,200 people were in Town for the Broadway Lions Club Christmas Parade. As always, the Lions Club did a great job with the parade, and Mayor Andrews expressed his thanks to them for all their hard work. Commissioner Collins mentioned Blue Line Aerial Innovations did a really good job on the aerial footage, which is posted on the Broadway Christmas Parade facebook page.

The festival committee continues to work on Broadway Our Way scheduled for April 20. A lot of work is being done behind the scenes. Festival information can be found on the Town website.

Because of the requirements for the lead and copper line testing, 420 residents will require visual determination of what type of pipe is in the ground at the meter. The data base has been built and is ready for the report. The completed report is due in October, and there is no funding available for this project. A note will be placed on a future water bill advising residents of the testing process.

There is a vacancy on the Broadway Planning Board for an in-town resident. The vacancy will be posted on the Town website and on social media.

Mayor Andrews welcomed back Police Chief Gunter. The Mayor asked that everyone keep remembering Lauren and Evan in their thoughts. Evan was missed and the Town is glad to have him back.

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