

TOWN OF BROADWAY  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
OCTOBER 24, 2022

A scheduled meeting of the Board of Commissioners was held on Monday, October 24, 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, 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.

Mayor Andrews requested the addition of Item A. Approval of Bank Resolution under New Business. Commissioner Paschal made the motion to accept the Agenda as amended. The motion was seconded by Mayor Pro Tem Beal. Motion carried unanimously.

Consent Agenda – September 26 Board Meeting Minutes and September financial statements. Commissioner Kelly made the motion to accept the consent agenda as submitted. The motion was seconded by Commissioner Collins. Motion carried unanimously.

New Business – Mayor Andrews presented a bank resolution adding Gail Brown, new Finance Officer, to the bank signature card so that she can sign checks for the Town. Commissioner Kelly made the motion to approve the bank resolution. The motion was seconded by Mayor Pro Tem Beal. Motion carried unanimously.

Manager's Report – Town Manager Godfrey reported he attended the Annual SAGA Meeting with the Mayor and Commissioners on September 27.

Southern Corrosion completed a wash-out of the tank interior and interior ladder per the tank management plan.

A water leak from a water main behind the alley on South Main Street was reported in the early morning of September 29. The leak was repaired that afternoon around 5:00 p.m.

On September 30 Town Hall was closed due to the impending weather from Hurricane Ian. Mr. Godfrey along with Public Works staff, Craig Buchanan and Jacob Melvin, worked to handle calls and situations that arose. Power was lost at Town Hall

shortly after lunch and Duke Power was notified. The next morning Mr. Godfrey returned to town to survey any damage and did meet with Duke Power as they prepared to repair the service pole beside Town Hall.

On October 4 Mayor Andrews, Craig Buchanan, Jacob Melvin, and Town Manager Godfrey met with Bobby Cavanaugh, of NCRWA, in reference to upcoming federal lead and copper rules on water supply.

Mr. Godfrey participated in a hearing conducted by State Code Enforcement on violations of the Town's minimum housing ordinance for 101 Burgess Circle. The hearing was held on October 5, and this process is ongoing.

The Town Manager completed the quarterly SCIF Grant Report in reference to the NCVM on October 6.

Our police officers participated in eight hours of training for the new AXON body cameras on October 7, and they have begun using the cameras. The tasers have come in, and the officers will receive training before they begin using the tasers.

Mr. Godfrey attended the ribbon cutting for Pop Heaven along with the Mayor and Commissioners.

On October 11 Town Clerk Laura Duval and the Town Manager met with representatives from StoredTech to discuss a technology roadmap created by Stored Tech to provide solutions in maintaining our IT security.

Mr. Godfrey was invited to speak at the Broadway Woman's Club meeting on October 17. Mayor Andrews also attended to assist in addressing questions about the highway widening project, sidewalk project, and plans for a possible interconnect of wastewater system with the City of Sanford. Commissioner Collins commended the Town Manager on his presentation to the Woman's Club and stated it was very much appreciated.

All staff continue to work hard each day and strive to make our Town the best it can be.

Commissioner Comments – Commissioner Collins inquired about updates on the placement of Christmas lights on the water tank. Mr. Godfrey advised Southern Corrosion will be back to put the lights on the tank. The lights will be put on a dusk to dawn sensor. The water tank lights will be turned on during Christmas at the Park. Commissioner Collins announced November 19 is the day the Lions Club will start decorating the Town for Christmas, and they welcome additional volunteers. They will begin decorating at 9:00 a.m.

Commissioner Paschal commented National Night Out was a great success. Many people attended the event.

Commissioner Kelly acknowledged Frank McDonald, of Broadway Hardware, who was recognized by SAGA as small business of the year. It was a great opportunity for Broadway to shine. She extended congratulations to Mr. McDonald.

Mayor Comments – Mayor Andrews thanked Cape Fear Rural Fire Department, the Lee County Sheriff's Office, and Broadway Police Department for hosting National Night Out. The turnout was great and the kids enjoyed the bouncy house. It was a good community event.

The Veterans Day Service will be held on Friday, November 11 at 11:00 a.m.

Work is continuing on the South Main Street sidewalk project. Town Counsel is working on the deeds, and Mayor Andrews hopes to get all the information out to the property owners so that can be secured. The next step will be putting the project out for bids.

NCDOT will hold a pre-construction meeting on Wednesday regarding the North Main Street project. The Mayor and Town Manager will join the meeting remotely. This project has been awarded. Mayor Andrews wants to find out where and when they plan to begin construction.

StoredTech has assessed our system and have been working with Harris our accounting software provider. Our server has reached end of life, so we will transition from the server to a cloud for our accounting. We are trying to phase out the dot matrix printer used for printing utility bills and reports. Dot matrix is becoming obsolete, so we will change from the post card to an 8 ½ x 11 bill mailed in an envelope and will use the services of Harris Print & Mail. We anticipate saving money on the utility billing process. This transition may begin the first of the year.

Central Carolina Security ran into an issue when they came to install the front entrance security. They failed to realize we needed a mechanism to lock the door once the monitoring device is installed. After the equipment arrives and is installed, staff will be able to buzz people in and out of the lobby. The interior lobby door has been repaired so that it stays locked, and a fob is needed to open that door.

Earlier this fall Bobby Cavanaugh, of Rural Water, met with the Mayor, Town Manager, and Public Works staff. The Town is a member of the rural water association. They were informed new federal guidelines have come out requiring municipalities to determine what type of water line runs between every meter and every house on our water system. The deadline for completion is October 2024. Mayor Andrews and Town Manager Godfrey are working on a plan to get this done. The Town has only two public works staff, and there are currently 755 meters to assess. The Mayor wanted the Town Board to be aware of this guideline and the planning and work it will require. It is very labor intensive for a small town. Commissioner Kelly inquired whether the AIA would possibly cover this task, but Mayor Andrews advised the AIA only assesses the Town's lines not the customers. Once the line assessment is completed and submitted, there will be available funds to replace any lead and copper lines found.

Operation Greenlight, which honors veterans, will be observed November 7-13. Green lightbulbs will be placed at the NCVM pavilion arches, and green lights will be shown on the front of Town Hall. The Town encourages all residents and businesses to participate. Green lightbulbs can be purchased at Lowe's Home Improvement in the Christmas section.

A festival committee meeting was held on October 18. There was discussion on things that could be done to possibly grow and enhance the festival. Logistics are being ironed out on some of the things that were discussed. One of the suggestions was allowing craft beers at the festival because people have been making that request. In order to do so, an ordinance would have to be adopted allowing craft beer vendors at special Town events. They can be allowed only on closed streets. The craft beer vendors would be by invitation only. Once the ordinance is drafted, a public hearing would then be held prior to adoption of the ordinance. The commissioners agreed they want to hear from the public before making a decision. Other local festivals allow craft beer vendors and have reported no incidents. The ordinance would include the stipulations that must be followed. A template of the City's ordinance would be used and would then be reviewed by Town Counsel prior to the public hearing.

Another logistic being considered is containing the festival between the caution light and the NCVM on S. Main Street. That way the street will be controlled. In the past the entertainment seemed left out of the festival due to its location. Hopefully, it can be worked out to move the entertainment and kids' activities downtown so that everything can flow. The car show would be moved down towards the NCVM. Using Church Street and Forest Avenue for festival activities can be considered. The food trucks were a big hit last year, and hopefully more will be added this coming year.

Christmas in the Park will be held December 4 at the NCVM at 4:00 p.m. Commissioner Kelly has been working on luminaries to line Main Street from the Community Building to the NCVM that evening. Cape Fear Rural Department will help with the bags. During the service the tree lighting will be held, the lights on the water tank will be turned on, and Santa will be available for pictures in front of the tree from 4:30–5:30 p.m.

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.

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Donald F. Andrews  
Mayor

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Laura K. Duval, Town Clerk