

TOWN OF BROADWAY
BOARD OF COMMISSIONERS
MEETING MINUTES
JANUARY 23, 2023

A scheduled meeting of the Board of Commissioners was held on Monday, January 23, at 6:00 p.m. in the Council Chamber, 103 N. Main Street, Broadway, North Carolina.

Board members present were Mayor Donald Andrews, Commissioners 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. Mayor Pro Tem Beal was unable to attend but is on the road to recovery. Mayor Andrews talked with him today and brought him up to date on agenda items. Mr. Beal sounded good, and the Mayor asked everyone to continue to remember the Mayor Pro Tem and his wife in prayer.

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

Mayor Andrews requested an addition to the agenda under New Business: Item B. Approval of Audit Contract for FY Ending 6-30-23. Commissioner Kelly made the motion to accept the Agenda as amended. The motion was seconded by Commissioner Collins. Motion carried unanimously.

Consent Agenda – December Board Meeting Minutes and December financial statements. Commissioner Paschal made the motion to accept the consent agenda as submitted. The motion was seconded by Commissioner Green. Motion carried unanimously.

New Business – Dr. Eldon Sloan, Rebecca Hunter, and Wayne Dennis gave an update on the progress of the NC Disabled Veterans Monument. Dr. Sloan informed the Town Board that more trees are needed for site work at the monument. Some existing trees will need to be cut down. Dirt will be hauled from his farm for filling the final contours and for matching the ground elevation to that of the memorial. The platform will be extended so the monument and memorial park will appear as one. Proposed landscaping plans will make the monument look stately. Rebecca Hunter met with Grant Spivey to discuss the trees and shrubs that would enhance the appearance. Mr. Spivey recommended putting a screen between the monument and the old dental office.

Mrs. Hunter presented the recommendations suggested by Mr. Spivey. She stated that the committee is seeking the Town Board's approval to remove trees and overgrown shrubs located at the monument's construction site. The adjacent property, the old dental building, is owned by John and Courtney Cain. They are renting the

building as a residential property. The right side of the Cain building sets nearly on the property line. Current soil elevation between the two properties falls naturally from the construction site towards the Cain property. To screen the right side of the Cain building, the landscaping plan includes the installation of a natural barrier of appropriate evergreen shrubbery. The monument needs and deserves high visibility from the street. Signage is planned to clearly mark the location. Mr. Dennis will be overseeing the installation of the fill dirt to provide a more level walking experience across the lawn for veterans and visitors. Dr. Sloan and his family are donating the fill dirt that will also be used to match the ground elevation of the adjacent memorial park. These two areas should appear as one, enhancing visibility from the street. The committee's goal is to create a beautiful yet functional outdoor space to complement the monument.

Mr. Spivey made the following recommendations:

- 1) Remove all trees and overgrown shrubbery along the left side of the property in preparation for proper growth, grading, and to ensure adequate sunlight for new plantings and grass. Tree removal would eliminate the large limb hanging over the Cain building to prevent damage and liability.
- 2) Save the magnolia tree at the left rear corner and the large camellia as these are healthy and present no concerns regarding water flow. Removing the trees and overgrown shrubs would help control surface water from overflowing to the Cain property. It will also help with the grading and the ground berm. That will also help match the elevation. A berm will redirect the water flow toward the rear right corner of the construction site. If needed, the installation of a French drain as part of the berm structure may be considered in the future.
- 3) Install an evergreen hedge border fence to create a beautiful natural barrier between the two properties. Low maintenance hollies that would not overgrow are recommended.
- 4) Install zoysia sod to match the grass in the adjacent park.

Mrs. Hunter advised Wayne Lett already gifted tree removal from the construction site, so he may consider doing that again or at a reduced cost. Per Mr. Spivey, the small evergreen shrubs need to be planted before March 1.

The question was asked about parking for disabled veterans. Dr. Sloan advised a small parking lot would detract from the beauty of the monument. If NC DOT will allow it, they would like to have three curb cuts so that a wheelchair could get from the street to the sidewalk then to the monument and the pavilion.

Commissioner Kelly made the motion to approve the NCVM Committee moving forward with the landscaping plan at the NC Disabled Veterans Monument. The motion was seconded by Commissioner Green. Motion carried unanimously.

Mr. Dennis, General Contractor, gave an update on the construction. The interior trim work and painting will be finished this week. The acoustical ceiling is expected to be installed next week. Then the electrical and HVAC will be installed. The lighting has

been ordered and is ready to go. Things will be moving pretty quickly next week. Mr. Dennis expects the monument to be completed by the end of March.

Mayor Andrews advised a formal dedication of the monument will be planned. He thanked the NCVM Committee and the contractor for their hard work on this project. Commissioner Collins expressed the monument is a wonderful tribute to our veterans.

The audit contract with Joyce & Company for fiscal year ending 6-30-23 was presented for approval. The audit fee is \$11,687.50, and the cost of writing financial statements is \$2,062.50 for a total of \$13,750. Commissioner Kelly made the motion to approve the audit contract for fiscal year ending 6-30-23. The motion was seconded by Commissioner Paschal. Motion carried unanimously.

Manager's Report – Town Manager Godfrey reported he attended the manager's coffee meeting with City, County, and SAGA staff at the buggy building.

Mr. Godfrey assisted Public Works staff with reading water meters.

The annual tank inspection report was received from Southern Corrosion. No significant or critical issues were noted in the report. Mr. Godfrey distributed the report for the Town Board to review.

Town Manager Godfrey completed the quarterly OSBM SCIF Grant report for the NCVM.

On January 11 Officer Allegra Hogan submitted her two week notice to resign her position as police officer. She has accepted another law enforcement position and has made it known that it was her honor to serve the citizens of Broadway during her tenure here. Her position has been posted on the Town website.

Public Works staff attended a Pesticides Class at the Ruby McSwain Center. This class is required in order for them to maintain their pesticides certification.

Public Works staff, Mayor Andrews, and the Town Manager coordinated with and assisted Sandhills Contractors with repair of the water main off Forest Avenue behind Main Street.

Public Works staff attended their annual Continuing Education class in Dunn, NC, to maintain their certification.

The Public Works Director assisted Sandhills Contractors with a water main break off Hazel and W. Harrington.

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

Commissioner Comments – There were no commissioner comments.

Mayor Comments – Mayor Andrews expressed his thanks to Chief Billings for providing the lights at the water main repair location. He also thanked Sandhills Contractors and Craig Buchanan for staying until 9:00 p.m. to make sure the break was repaired and water was restored to 74 homes as quickly as possible.

The Mayor gave an update on the sidewalk project. He hopes to get the last sidewalk easement signed on Thursday.

NC DOT will begin the R-3830 project the end of February. They will begin at Avents Ferry Road and work towards Broadway. The pipes on the corner of Hunter and N. Main are replacement pipes for this project. Both water and sewer lines will be replaced.

A BOW festival meeting was held last week. Work is happening behind the scenes. The committee is working hard to host a family fun day in Broadway. Plans are progressing and coming together for April 15.

The Public Works staff, Town Manager, and Mayor have been discussing how to proceed with lead and copper lines determination. The line running from the meter to the house has to be checked at every residence for determining the type of pipe.

The Town is waiting to hear from the AIA grant. All the requested information has been submitted, but we have not heard from the Division of Water Resources.

Per Hazen & Sawyer the Division of Dam Safety needed more information. The additional information has been provided, and the Town is waiting to hear from them. The grant would cover design, permitting and geotechnical stuff. The money will actually come from FEMA to the state and then to the Town.

The EAP has been approved for the lake and dam. A copy will be given to Lee County Emergency Management. Should Town Board members wish to review the EAP, Town Manager Godfrey has a copy in his office.

North Carolina Emergency Management plans to install a gauge to measure the lake levels.

The company working on the time capsule contents has been delayed by a bigger project. Once that is completed, they plan to start working on the Town's second set of contents.

Southern Corrosion gave a very thorough report on the water tank. They have very good follow through.

The water main break on West Harrington was a hairline crack on a 25 year old pipe, which is some of the newer pipe in Town. Seventy four residences were without water for approximately 8.5 hours. Sandhills Contractors did a very good job on getting the repair made by 9:00 p.m. It was a joint effort by limited staff on duty, Craig, Laura, and Gail to get all the aspects of the job done. The Mayor went to Raleigh Winwater to

get the parts needed, and Wendy Bryan posted updates on the Town Facebook page. Commissioner Green commented that staff deserve accolades for always working together to get the job done.

Mayor Andrews entertained a motion to go into closed session to consult with the Town attorney in order to preserve the attorney-client privilege between the attorney and the public body per G.S. 143-318.11(a)(3). Commissioner Paschal made the motion to go into closed session. The motion was seconded by Commissioner Collins. Motion carried unanimously.

After returning to regular session, Mayor Andrews advised budget amendments may be presented for approval at the next meeting. Contracted services is still within budget now, but it can't take too many more incidents.

Beginning February 1, Gail Brown will be working 30 hours per week. She will work 40 hours per week effective July 1.

The Mayor and Town Manager continue to have conversations with the City and County.

A developer out of Raleigh has expressed interest in building a development off Burgess Circle. He is interested in developing 65 acres.

The patrol car should be repaired by the end of the week. Sgt. Nelson is driving the town truck on weekends. Officer Barefield will be working some part time hours to help fill in the gap until a new officer is hired. Chief Gunter has contacted local BLET programs about the vacancy. The police officer position has been posted on Facebook and the Town website. Officer Hogan's last day is January 25. She wrote a letter expressing that it was an honor for her to serve the citizens of Broadway, and she appreciated the opportunity to do so.

With no further business to come before the Town Board, Commissioner Paschal made the motion to adjourn the meeting. The motion was seconded by Commissioner Kelly. Motion carried unanimously to adjourn.

Donald F. Andrews
Mayor

Laura K. Duval, Town Clerk