

REGULAR MONTHLY MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL
July 11, 2023

The Broadway Town Council met in regular session on July 11, 2023, in the Council Chambers of the Broadway Town Hall. The following members were present: Mayor Timothy S. Proctor and Council Members Chad L. Comer, Leslie E. Fulk, Richard E. Fulk, Douglas W. Harpine, David L. Jordan, and Beverly L. London. The following staff members were present: Town Manager Kyle O'Brien, Deputy Town Manager Cari Orebaugh, Town Clerk Donna Lohr, Town Attorney T. Joel Francis and Police Chief Douglas Miller. Also in attendance were Bob Sutherland, Ronald Fawley, Liz Fawley, Scott Campbell, Hudson Comer, and Joe Adolph.

Mayor Timothy S. Proctor called the meeting to order at 7:00 p.m. with the Pledge of Allegiance followed by the invocation.

Approval of Minutes and Bills:

Richard E. Fulk moved to adopt the minutes of the June 6, 2023, session of Town Council and to authorize payment of bills in the amount of \$457,526.29. Beverly L. London seconded the motion which was approved with the following recorded roll call vote:

Chad L. Comer	Aye	Leslie E. Fulk	Aye
Richard E. Fulk	Aye	Douglas W. Harpine	Aye
David L. Jordan	Aye	Beverly L. London	Aye

Town Code Ordinance Adoption:

Mayor Proctor introduced the first item of business which was the Town Code Ordinance Adoption. He then requested that Mr. O'Brien provide a brief overview. Mr. O'Brien advised that this project has been developed over the past four years. The Town Code is currently relatively generic. The Town Attorney has been working on it to make it specific to the Town of Broadway and to update some of the police ordinances. There were not a lot of changes made to the document, but it has been brought up to the current State Code. Mr. O'Brien advised that the document had been sent to Council Members via email for review. Mr. O'Brien did not receive any feedback once the document was sent out. A resolution is not required in order to adopt the Town Code Ordinance.

David L. Jordan moved to adopt the ORDINANCE TO AMEND, RE-ENACT AND RE-CODIFY THE GENERAL ORDINANCES OF THE TOWN OF BROADWAY, VIRGINIA, AND REPEALING THE TOWN CODE OF THE TOWN OF BROADWAY, VIRGINIA DATED 2003, as presented. A copy of the Ordinance is included as Attachment A, with the minutes. Beverly L. London seconded the motion which passed on the following recorded roll call vote:

Chad L. Comer	Aye	Leslie E. Fulk	Aye
Richard E. Fulk	Aye	Douglas W. Harpine	Aye
David L. Jordan	Aye	Beverly L. London	Aye
Timothy Proctor	Aye		

Town Attorney, Joel Francis, advised that the new Code would go into effect on August 1st, 2023.

Old Business:

Mr. O'Brien provided a brief update on the community pool. The pool is fully staffed, and attendance has been very good this season.

Mr. O'Brien introduced the recently appointed Town Clerk, Donna Lohr.

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Departmental Reports:

Parks & Recreation Department:

No report.

Finance Department:

Council Representative Richard E. Fulk advised that the FY '23-'24 budget went into effect on July 1, 2023.

Personnel/Police Department:

Council Representative Leslie E. Fulk advised that a hard copy of the Police Department Report was provided to Council Members this evening, and he had nothing additional to report. A copy of the police report for the month of June is included with the minutes as Attachment B. Mr. Fulk then asked Mr. O'Brien to provide a brief overview of the Resolution to Adopt Personnel Manual Revisions. Mr. O'Brien explained that the revisions to the Personnel Manual are to ensure that the Town is consistent across all departments with policies on overtime, vacation, and sick time. Mr. O'Brien and the Town Treasurer met with the different departments to explain the policies and to answer any questions. The new policies will not be detrimental to the employees; they will simply be more consistent across all departments. The revisions to the manual also ensure that personnel policies are compliant with all regulations.

Leslie E. Fulk made a motion to adopt a RESOLUTION UPDATING CERTAIN PROVISIONS OF THE TOWN'S PERSONNEL MANUAL RELATED TO HOURLY PAY, OVERTIME, INCLEMENT WEATHER, AND HOLIDAYS, as presented. Douglas W. Harpine seconded the motion which passed on the following recorded roll call vote:

Chad L. Comer	Aye	Leslie E. Fulk	Aye
Richard E. Fulk	Aye	Douglas W. Harpine	Aye
David L. Jordan	Aye	Beverly L. London	Aye
Timothy Proctor	Aye		

Leslie E. Fulk commended Chief Miller and the Police Department staff for a job well done on a recent nighttime call.

Utilities Department:

No report. A copy of the water production report for the month of June is included in the minutes as Attachment C.

Streets & Properties Department:

Chad L. Comer asked Mr. O'Brien to provide some background on a Golf Cart Community Ordinance Proposal. Mr. O'Brien stated that staff had talked with UVA Institute of Government and procured multiple golf cart ordinances from localities across the state. Staff had created a draft ordinance specific to Broadway by combining guidelines from those other ordinances. The draft ordinance would meet the State code and it has been vetted by the Town Attorney. Mr. O'Brien advised that it is ultimately the Council's decision as to whether they wish to have a golf cart community ordinance. He advised that administrative and police department staff have talked about this issue at length and while there are some concerns, they have determined a way to designate certain streets where golf carts are allowed, and signs will need to be posted. Mr. O'Brien

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mentioned that he is aware that some council members have additional questions and concerns and would like further discussion on the issue, whereas some are ready to proceed with the ordinance. Mayor Proctor remarked that it would be good to table this item and re-visit it after discussions at the Council's next workshop meeting.

Chad L. Comer made a motion to table the Golf Cart Community Ordinance Proposal. Beverly L. London seconded the motion. Council Members agreed to discuss this item further at the next workshop meeting. Chad L. Comer asked that some statistics from Bridgewater be presented at the workshop as well as information on how their golf cart ordinance is working and what issues they are having with it. With no further discussion, the motion to table the Golf Cart Community Ordinance Proposal passed on the following recorded roll call vote:

Chad L. Comer	Aye	Leslie E. Fulk	Aye
Richard E. Fulk	Aye	Douglas W. Harpine	Aye
David L. Jordan	Aye	Beverly L. London	Aye
Timothy Proctor	Aye		

BHP:

Council Representative Chad L. Comer reported that the Red, White, and Brew festival had the largest attendance to date. This was the 10th anniversary of this event. Mr. Comer estimated that there were 1,200 – 1,300 people in attendance. Approximately \$18,000 was raised at this event. Mr. Comer thanked the police department and all the volunteers who helped with the event. He also thanked Cari Orebaugh for her help with the event and for cleaning up after the event on Sunday. Mr. O'Brien reiterated that Cari Orebaugh worked very hard in all phases of this event to ensure that it was a success.

Mayor Proctor thanked the Chief of Police and the Police Department for circulating in the crowd during the event.

Mr. Comer mentioned that the next big event is Oktoberfest, scheduled for September 30th, 2023.

Planning Commission Report:

Council Representative David L. Jordan stated that the Planning Commission did not meet and there was nothing upcoming for review.

Mr. O'Brien mentioned that the Comprehensive Plan may be coming up for review in the fall.

New Business:

At the Mayor's inquiry, Mr. O'Brien stated that there was no new business on the agenda.

Douglas W. Harpine requested an update on the bridge. Mr. O'Brien reported that crews are slightly ahead of schedule and work should be completed this fall. The VDOT contractor has been very good at communicating with the Police Department and Administrative Staff throughout the project. They have been great at traffic control and at meeting all deadlines so far. No end date has been provided for the project, but VDOT has incentivized the contractor to complete it, so the new bridge will likely be open this fall.

Mr. Douglas W. Harpine requested an update on the convenience store/gas station. Mr. O'Brien reported that he is told they are moving forward with the project.

Public Comment:

Joe Adolph remarked that Cari Orebaugh's husband deserves recognition for his help during the Red, White and Brew event. He helped with all aspects of the event, especially with directing traffic

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for parking.

Liz Fawley asked if there were plans for any family style restaurants to open in the Broadway/Timberville area in the future. Mayor Proctor responded that he was not aware of any plans for a new restaurant to open. Liz Fawley then asked if the Town offered any incentives to businesses to open in Town. Mr. O'Brien advised that a low interest loan is offered, but there are no other incentives offered. Mr. O'Brien mentioned that when the railway trail comes to Broadway, it will likely bring new businesses and restaurants to the Town. Mr. O'Brien advised that construction of the trail will start in the Town of Broadway and money has already been allocated for the railway project, however he is unsure of the timeframe for when the project will commence.

Adjourn:

With no further business to discuss, at 7:39 p.m., David Jordan moved to adjourn the July 11, 2023, Broadway Town Council Meeting. Douglas W. Harpine seconded the motion which was approved with the following recorded roll call vote:

Chad L. Comer	Aye	Leslie E. Fulk	Aye
Richard E. Fulk	Aye	Douglas W. Harpine	Aye
David L. Jordan	Aye	Beverly L. London	Aye

Timothy S. Proctor

Mayor

Donna J. Lohr

Town Clerk