

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL  
December 5, 2023

The Broadway Town Council met in regular session on Tuesday, December 5, 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 Matthew Light, and Police Chief Doug Miller.

Mayor Proctor welcomed all citizens to the Town Council meeting. He then 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 November 14, 2023, session of Town Council and to authorize payment of bills in the amount of \$586,114.63. Chad L. Comer seconded the motion which was approved with the following recorded roll call vote:**

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

Mayor Proctor asked Mr. Todd Gilbert to introduce himself.

Mr. Todd Gilbert thanked the Mayor and Town Council for allowing him to speak. He introduced himself to everyone, and stated that since the recent re-districting, he is now Broadway, and Timberville's Delegate in the Virginia House of Delegates, for the next two years. Delegate Gilbert also introduced his Legislative Director, Mr. Jeff Walters. Mr. Gilbert advised that he has left his contact information with Town Manager Kyle O'Brien and Town Council Members.

**FY23 Audit Presentation:**

Mr. James Kelly, of Robinson, Farmer, Cox Associates, provided a brief PowerPoint presentation summarizing the results of the audit for the Fiscal Year ending June 30, 2023. A copy of Mr. Kelly's presentation is on file with the minutes.

**Consideration of Adoption of Central Shenandoah Hazard Mitigation Plan:**

Mr. O'Brien stated that the Central Shenandoah Planning District Commission put this document together for all the localities to review and adopt. This document primarily opens the door for the Town of Broadway to receive Federal funds in the event of a disaster. This document does not commit the Town to any financial or resource commitments. It just allows for possible funding in the case of a disaster in the region. Other localities in the region are adopting this plan as well.

**David L. Jordan made a motion to adopt the Resolution in support of the Adoption of the Central Shenandoah Hazard Mitigation Plan 2020 Update, as presented. Beverly L. London seconded the motion which passed on the following recorded roll call vote:**

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

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**Old Business:**

Mr. O'Brien reported that the Christmas lighting ceremony went well and was very well attended. The public works department worked hard putting up all the lights. Mr. O'Brien advised everyone to drive through and look at the decorations.

**Departmental Reports:**

**Parks & Recreation:** No report. Mr. Harpine advised that Pickleball courts will be worked on when the weather permits.

**Finance:** No report. Mr. Richard Fulk mentioned that budget discussions would likely begin in February. He requested that anyone who wishes to discuss anything to be included in the budget mention those items in February, rather than late May or June, in order to give the Finance Department time to incorporate those items in the budget, if feasible.

**Personnel/Police:** No report. A copy of the police report for the month of November is included with the minutes as Attachment A.

**Utilities:** No report. A copy of the water production report for the month of November is included in the minutes as Attachment B.

**Streets & Properties:** Mr. Chad Comer reported that paving was completed several weeks ago. New paving projects are lined up for next summer.

**Events & BHP:** Mr. Comer reported that the Christmas Decorating Contest will take place December 15<sup>th</sup> – December 17<sup>th</sup>, 2023. He encouraged all residents to decorate their homes and enter the contest.

**Planning Commission:** Mr. David Jordan reported that the Planning Commission is currently in the process of reviewing the Comprehensive Plan Update and will continue to meet regularly for the next several months.

**New Business:**

Mr. O'Brien stated that there was no new business to report. He mentioned that a nice event was held in honor of Mayor Timothy Proctor's retirement this past Friday night. Mr. O'Brien remarked that he has enjoyed working with Mayor Proctor through the years.

Mr. Chad Comer stated that it has been an honor working with Mayor Proctor the past ten years and Mayor Proctor will be missed.

Mayor Proctor commented that it has been an honor and a privilege to serve the Town of Broadway. He remarked that the Town has grown three and a half times since he started serving.

Mr. Leslie Fulk stated that Mayor Proctor has been the finest Mayor with whom he has served.

**Public Comment:**

There were no comments from the Public. Mayor Proctor welcomed two Broadway High School students, Taylor Boner and Catrina Smallwood, who were in attendance.

Mayor Proctor then wished everyone a Merry Christmas.

**Adjourn:**

**With no comments from the public, and no further business to discuss, at 7:30 p.m., Douglas W. Harpine moved, seconded by Richard E. Fulk, to adjourn the December 5, 2023, Town**

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**Council meeting. The motion was approved with the following recorded roll call vote:**

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

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David L. Jordan

Mayor

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Donna J. Lohr

Town Clerk