

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING
Monday, March 18, 2024
6:00 p.m.

The Broadway Town Council met in a special called meeting on Monday, March 18, 2024, in the Council Chambers of the Broadway Town Hall. The following members were present: Mayor David L. Jordan and Council Members Chad L. Comer, Travis M. Driver, Leslie E. Fulk, Richard E. Fulk, Douglas W. Harpine, and Beverly L. London. The following staff members were present: Interim Town Manager Bob Holton, Deputy Town Manager Cari Orebaugh, Finance Director/Treasurer Susan Smith, and Town Attorney Matthew Light.

Mayor Jordan welcomed everyone to the special called Town Council meeting. He then called the meeting to order at 6:00 p.m.

Current FY23-24 Budget Update

Interim Town Manager Bob Holton introduced himself and gave an overview of the financials. Finance Director/Treasurer Susan Smith gave an update on the Town's current debt, reserve, checking account balances, and expected revenue. When discussing the debt, Town Attorney Matthew Light clarified that the outstanding building loan is for the Village Library building and that the Police Department building loan had been paid off.

Proposed FY24-25 Budget Update

Ms. Smith presented the FY24-25 Budget packet to Town Council. Ms. Smith then went through each line item of the draft budget. Proposed increases include increasing the water, sewer and trash fees, meals tax and cigarette tax. Town Attorney Matthew Light explained that while the Council can expect to increase the water, sewer, and trash fees each year based on the Consumer Price Index (CPI), the increase must be voted on through a public hearing annually. Town Council suggested to educate residents and businesses on what the percentage increase would equal in a monetary dollar value so they would have a better understanding of a projected increase in dollars each billing. Town Council discussed increasing the meals tax from 4.5% to 5%. Town Council also discussed increasing the cigarette tax from its current \$0.20. Town Attorney Matthew Light will research if there is a maximum cigarette tax the town can implement on this specific tax.

Town Council then discussed annual donations for FY24-25.

Chad L. Comer moved, seconded by Douglas W. Harpine that the Town Council instruct the Finance Director/Treasurer to remove the donations for the Broadway Volunteer Fire Department and the Broadway Emergency Squad from the draft FY24-25 budget. The motion was approved with the following recorded roll call vote:

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

Chad L. Comer moved that the Town Council instruct the Finance Director/Treasurer to remove the donation to The Off Broadway Players of the Schultz Theatre from the draft FY24-25 budget. The motion failed without a second. Beverly L. London moved, seconded by Leslie E. Fulk that the Town Council instruct the Finance Director/Treasurer to include a \$5,000 donation to The Off Broadway Players of the Schultz Theatre from the draft FY24-25 budget. This donation is contingent on the

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Town being awarded a \$2,500 Virginia Commission for the Arts Creative Community Partnership Grant. The motion was approved with the following recorded roll call vote:

Leslie E. Fulk	Aye	Richard E. Fulk	Aye
Travis M. Driver	Aye	Chad L. Comer	No
Beverly L. London	Aye	David L. Jordan	Aye
Douglas W. Harpine	No		

Leslie E. Fulk moved, seconded by Chad L. Comer that the Town Council instruct the Finance Director/Treasurer to remove the donation to the Village Library from the draft FY24-25 budget. The motion was approved with the following recorded roll call vote:

Leslie E. Fulk	Aye	Richard E. Fulk	No
Travis M. Driver	No	Chad L. Comer	Aye
Beverly L. London	Aye	David L. Jordan	No
Douglas W. Harpine	Aye		

Town Council instructed the Finance Director/Treasurer to leave the \$1,000 donation to the Plains District Memorial Museum, the \$500 donation to the Valley Program for Aging Services, and the \$600 donation to the Broadway Bruins in the draft FY24-25 budget.

Additional immediate financial items were discussed by Town Council including selling 70% of the land at the wastewater treatment facility, the land on CC Turner Trl, and the building at 131 S. Main Street. Town Attorney Matthew Light did explain that the land at the wastewater treatment facility would need to be subdivided and a Public Hearing would need to be held. He will also look into whether subdividing and selling a portion of the land would violate our bond agreements.

Additionally, Town Council discussed the current status of the Rural Business Enterprise (RBEG) loan, looking into the lease on the antennas on the Hartz Blvd water tank, rebidding the company who coordinates the fireworks for the 2025 fireworks show, and getting a quote from Southern States regarding fuel cards and tank rentals.

Town Council also advised town staff to cut the following expenses: Christmas employee meal (it was suggested to be a potluck), cleaning services by A & A Cleaning (Public Works Department to clean public restrooms), Steel Mill Gym employee memberships, Bryce passes, TruGreen services, and any landscaping projects (i.e. mulching).

It was suggested to hold a special public hearing meeting on April 22, 2024 at 6:00 p.m. to increase the water and sewer connection fees by \$1,500 each. This would bring the water connection fee (including the meter) to \$6,200 and the sewer connection fee to \$6,100. The advertising for this meeting would need to occur on April 8, 2024 and April 15, 2024.

Town Council then discussed increasing the fees for the upcoming pool season and use of shelters at the parks. These are fees for proprietary services and can be adjusted by staff without holding a public hearing.

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Town Council instructed the town staff to increase the adult pool fee from \$4 to \$5, eliminate the 50% discount for pool patrons arriving after 5:00 p.m., and to increase the pool party rates to include the following: up to 50 guests – from \$200 to \$250, 51-75 guests – from \$250 to \$300, 75 or more guests – from \$350 to \$400.

Leslie E. Fulk moved, seconded by Douglas W. Harpine that the Town Council instruct the town staff to increase the adult pool fee from \$4 to \$5, eliminate the 50% discount for pool patrons arriving after 5:00 p.m., and to increase the pool party rates to include the following: up to 50 guests – from \$200 to \$250, 51-75 guests – from \$250 to \$300, 75 or more guests – from \$350 to \$400. The motion was approved with the following recorded roll call vote:

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

Beverly L. London moved, seconded by Douglas W. Harpine that the Town Council instruct the town staff to increase the fees for the large shelter from a flat fee of \$30 to \$35 for 4-hour increments and the small shelters from a flat fee of \$20 to \$25 for 4-hour increments. The motion was approved with the following recorded roll call vote:

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

Closed Session – Personnel Matters, Virginia Code 2.2-3711(A)(1) and (A)(8)

Douglas W. Harpine moved, seconded by Beverly L. London, that the Town Council convene in closed session pursuant to the provisions of Virginia Code 2.2-3711(A)(1) and (A) (8) to discuss (a) matters regarding the performance and assignments of specific public officers or employees of the Town, namely, the Town Manager, the Interim Town Manager, and the Deputy Town Manager; and (b) consultation with the Town Attorney regarding specific legal matters involving the foregoing personnel matters related to the Town Manager, Deputy Town Manager, and the Interim Town Manager. The motion was approved with the following recorded roll call vote:

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

Travis M. Driver moved, seconded by Chad L. Comer to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

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If any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The motion was approved with the following recorded roll call vote:

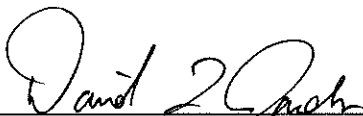
Leslie E. Fulk	Aye	Richard E. Fulk	Aye
Travis M. Driver	Aye	Chad L. Comer	Aye
Beverly L. London	Aye	David L. Jordan	Aye
Douglas W. Harpine	Aye		

Consideration of Ordinance to Amend Code re: Temporary Administrative Leave:

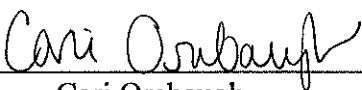
Beverly L. London moved, seconded by Douglas W. Harpine to adopt an ordinance to provide authority for the Mayor to place certain personnel on administrative leave, and adding a new section 31.17 to the Town Code of the Town of Broadway, Virginia (2023). A copy of the ordinance is included in the packet as Exhibit A. The motion was approved with the following recorded roll call vote:

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

At 11:09 p.m., Mayor David L. Jordan adjourned the meeting.



David L. Jordan Mayor



Cari Orebaugh Deputy Town Manager