

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL WORKSHOP MEETING
Thursday, June 27, 2024
6:00 p.m.

The Broadway Town Council met in a workshop meeting on Thursday, June 27, 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, Richard E. Fulk, Douglas W. Harpine, and Beverly L. London. The following staff members were present: Town Clerk, Donna Lohr, Finance Director, Susan Smith and Wastewater Superintendent, John Coffman.

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

Mayor Jordan advised the citizens that this evening's workshop meeting would last until about 6:55 p.m. at which time Council would convene into Closed Session for the purpose of interviewing candidates for the vacancy on Town Council. He stated that the four interviews would be held at half hour increments.

Finance Update

Council members reviewed the bills paid for the month and the monthly financial reports.

Mrs. Smith explained that the reports are labeled "preliminary" as the numbers provided are subject to change due to the timing of invoices coming. The end of June is the end of the fiscal year. Some invoices that are received and paid in July are for the previous fiscal year and that will affect the end of the year numbers.

Mr. Chad Comer, in reviewing the budget booklet that was provided to him, asked what the Southern States Police Benevolence Fund is for. Mrs. Smith advised that she pays the invoice once a year but she would have to ask Chief Miller what it is.

Mr. Randy Collins, former Broadway Chief of Police, advised that when he was Chief, it was something offered to all departments up and down the east coast. It was a voluntary thing and an officer could take insurance out on his or herself in case he or she would be in any sort of situation where they would need legal fees paid. This fund would help pay for those legal fees. Mr. Collins advised it used to be a voluntary thing where if an officer wanted it, he or she paid for it themselves.

Mr. Chad Comer remarked that he would verify with the Chief of Police if it covers all the officers. Mr. Randy Collins stated that it is individual. If an officer pays for it himself, then he can use the funds to pay for a lawyer, if necessary, if he has a grievance against the Town. If the town pays for it, the officer can't use the Town's attorneys for a grievance.

Returning to the month-ending reports for June 2024, Mr. Douglas Harpine asked Mrs. Smith to explain the budget versus actual sheet.

Mrs. Susan Smith explained that at the end of the fiscal year, it is optimal to be near 100% of the percentage received or percentage used for revenues and expenditures respectively. Transfers are for the purpose of balancing the budget and it is unknown yet what they will be to complete the budget. Ms. Smith advised Council that they will get a finalized budget v. actual report once the audit is completed. The auditors will be at the Town office on July 9, 2024, to gather some end-of-year information and begin work on the audit.

Mrs. Smith explained that the items from the budget amendment are included in this budget v. actual report, however it is difficult to do an end-of-month report when the month is not over yet.

Council members continued to review the reports and the bills.

Council members discussed the pickleball project. Lights were purchased with a donation. That project will be completed once the bathrooms have been installed at Heritage Park in July.

Mayor Jordan requested explanation on the Gardner Denver Nash invoice for \$32,354.21. Mr. John Coffman explained that the total blower repair when it is complete will be about \$32,000, but by the Town evaluating and having it done, this will give the Town another ten years to put money back for

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the blowers that need to be replaced. This is a cheap fix. The other option is for one blower motor that is bad. Mr. Coffman is trying to find a low-end rush motor. It doesn't take as much power to start it. Currently, they are unable to use their existing generator to start the blower because the old motors draw too much end-rush. That motor is expected to cost \$50,000 but it would ensure that a blower would be able to be running at all times at the plant. Mr. Coffman explained that is a cheaper option, rather than a new blower which costs about \$2.5 million.

Mr. Richard Fulk asked if the cost for blower repairs is divided between all of the Town's wastewater customers. Mr. Coffman explained that repairs such as that were never included under the old management. He further stated that he was unaware of what agreements may have been made between the former management and the customers. He added that the new town manager will be reviewing the wastewater contracts. Mr. Coffman then advised that the types of fees from blower repairs should fall under the regular monthly fees paid by the wastewater customers. The Town should be able to cover those types of costs from the existing revenue from those customers. He also stated that there are some items that the Town can be reimbursed for by the customers, above what is included in the contracts, and some items fall under the contracted amounts. Mr. Coffman advised that he would be reviewing the contracts with the new Town Manager in the future, as the contracts have not been reviewed and updated in some time. As a result, the contracts have not allowed the Town to keep up with inflation or the rising costs of chemicals to treat wastewater.

A copy of the financial report and bills paid is included with the minutes.

New Business

Mayor Jordan moved on to new business. The first item under new business was the clarification of payroll direct deposit procedure.

Ms. Beverly London stated that there was some confusion with the holiday pay last week and so she researched the policy so clarification could be offered. Ms. London advised that she had reviewed the town's personnel manual and made some phone calls to the County and several other localities to find out what their procedures were. Ms. London stated that Town employees' pay schedule runs Monday – Sunday for two weeks. Timesheets come in on Monday. Direct Deposits are downloaded into the employees' bank accounts and are available any time after Wednesday usually. However, the pay period, according to the Town's personnel manual, is Friday, so if employees receive their pay on Wednesday or Thursday, it is a plus. Ms. London also noted that the personnel manual will be updated to state that paychecks will be administered via direct deposit.

The next item under new business was the discussion and consideration of a Police Assistance Pact/Regional pact proposed in February of 2024. The pact was agreed to by all the entities on the back of the list, but the Town never took any action on it and the pact was brought to Mr. Travis Driver's attention last week. The pact does not oblige the Town to anything, but it allows each locality to hire officers from another locality to work events in their locality. Council members discussed the liability issues involved with the pact and agreed that verification needs to be made regarding who is liable if an officer is hurt in their jurisdiction or if their officer is hurt in another jurisdiction. Ms. London advised she would seek clarification on this matter.

The third item under new business was the discussion and consideration of Development of Section #6 – Coyote Run Subdivision. Ms. London advised that she has been in numerous discussions with the engineer, a gentleman from D.R. Horton, and a gentleman from Autumn Breeze. She advised that D. R. Horton would like to get started on the next phase of their project however, they understand that they can not start on that until the Town has the executed bond for that project in hand. That bond will be for a little over \$5.2 million. Ms. London advised that she had sent a bond format to the town attorney and he has approved it. D.R. Horton will be sending the bond to Broadway very soon. Ms. London

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went on to explain that she has a list of items that the Town is working through with Autumn Breeze. She spoke with Gary Gordon today and she currently needs to research a sewer line that passed inspection, but was never used, and is now compromised. Ms. London intends to research that further with the County.

Ms. London went on to explain that in section 5 of Coyote Run, there are some items that need to be taken care of on Mesa Court. They do have records of the subsurface testing and they do know that an 8-inch base was put down. It was done by Partners excavating. A 3" base binder coat was put on that. There are some minor issues with the curbs and sidewalks. Ms. London stated that it is her understanding that the Town pays for the street signage and streetlights up front, but the Town will then invoice Autumn Breeze for it and Autumn Breeze is fully aware that they will be invoiced for that. Ms. London advised that the infrastructure installation may be started on phase 6, but no zoning permits will be issued until the issues in phase 5 are resolved. Ms. London advised that she has a list of at least twelve items that need to be addressed in phase 5.

Other Business

Mayor Jordan asked council members if they had any other business to discuss. Mr. Douglas Harpine stated that there is a sign at the pool that has been there for a long time, and it states that a person must be at least 18 years old in order to bring in anyone under the age of 13. He stated that there have been some complaints about it and the managers have had to turn some people away so Mr. Harpine asked if council members thought the verbiage on the sign should be changed. After some discussion, council members agreed that the sign should be changed to state that a person must be at least 16 years old in order to bring in anyone under the age of 13. Mr. Harpine advised that he would ask the pool manager to have the sign changed accordingly. Once the sign is installed at the pool, the pool managers can allow 16-year-olds to bring in anyone under the age of 13 if they wish to do so.

Mr. Harpine then went on to discuss the tractor trailer brakes in front of the high school. Council members agreed to check on the insurance liability of prohibiting brake retarders, and to check with the town attorney on any legal issues with prohibiting brake retarders, as well as with VDOT on whether brake retarders may be prohibited. The issue with trucks using brake retarders occurs on both Springbrook Road and Lee Street in Town.

Under other business, Mr. Chad Comer reported that the Town would be paving East Avenue and Elm Street at the end of July or the beginning of August. The paving projects on Walnut Ridge, Louisa Street, and Park Avenue have been put on hold so that public works can do some infrastructure research first. Those projects will be scheduled for next fall or spring. Public works does have a sewer line to fix on Elm Street and that should be completed before paving begins on that road.

Mayor Jordan reported that at the next work session, the golf cart ordinance will be discussed.

Closed Session

At 6:58 p.m. Ms. Beverly London made a motion to enter into Closed Session pursuant to 2.2-3711(A)(1) for the purpose of interviewing applicants and prospective appointees to the vacant Town council seat. Mr. Douglas W. Harpine seconded the motion which passed on the following recorded roll call vote:

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

At 9:12 p.m. Mr. Douglas W. Harpine made a motion to certify that to the best of each

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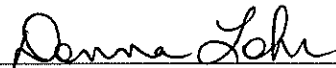
member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. 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 judgement, has taken place. Ms. Beverly L. London seconded the motion which passed on the following recorded roll call vote:

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

At 9:13 p.m., with no further business to discuss, Mayor Jordan adjourned the meeting.



David L. Jordan Mayor



Donna Lohr Town Clerk