



MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL

Tuesday, August 6, 2024

7:00 p.m.

51 Ms. McAlister advised that her understanding is that there are restrictions on municipalities fundraising to  
52 try to get funds for daily operations. She added that someone may donate money to the Town, but the Town  
53 can not solicit funds or fundraise for operational expenses.

54 The next citizen to speak did not identify herself, but thanked Mr. Dellinger, Public Works Director for the  
55 recent work they had completed on her street, and for notifying the residents prior to the work being done.

56 The next citizen to speak was Bonnie Caplinger. Ms. Caplinger remarked that the Town Office staff had  
57 done a good job of providing any information she requested. She then stated that the town of Broadway  
58 continues to grow, and she asked where the town will acquire water to service the growth in Town.

59 Mr. Doug Harpine responded that twenty-one sites had been identified as water sources for the Town. The  
60 town is currently only using four of those sites. Seventeen sites remain for the Town to use to acquire water  
61 to service additional growth in Town.

62 Ms. Caplinger then asked if the Town will be issuing mandatory water restrictions.

63 Council members advised that the Water Plant Superintendent is monitoring the water very closely, but the  
64 Town is not yet at a point where it is necessary to issue mandatory water restrictions. Currently, water  
65 conservation measures are voluntary.

66 Ms. Nancy Morales, Broadway Hometown Partnership (BHP) Executive Director, was the next speaker.  
67 She stated there was a great turnout at the Red, White & Brew event. BHP is preparing for their Oktoberfest  
68 event, scheduled for September 28<sup>th</sup>, from 4:00pm – 8:00pm. Music performers include Kevin Quesenberry,  
69 as well as Big City Band. Ms. Morales added that the scholarships had been administered to the student  
70 recipients.

71 The next citizen to speak was Michael Noble, 172 Second Street. He stated that he hopes to open the  
72 Tunker House at 411 Lindsay Avenue as an air B&B in the middle of November.

73 With no further comments from the public, Mayor Jordan closed the public comment portion of the meeting.

74

75 **Public Hearing:**

76 Mayor Jordan stated that the next item on the agenda was a public hearing to hear public comment on a  
77 Meals Tax Rate increase from 4.5% - 5% and to adopt the updated Town Code Section, "Schedule of Taxes,  
78 Fees and Rates". Mayor Jordan advised that Council not vote on this item until their next meeting. He then  
79 opened the floor for public comments on the meals tax increase at 7:20 p.m.

80 Mr. David Emswiler asked how much is expected to be generated by the increase in the meals tax from  
81 4.5% - 5%, or what is the additional amount of revenue that will be generated.

82 Ms. McAlister advised that the projected revenue for meals tax for the current budget year is \$270,000,  
83 based on the 5% meals tax rate. Of that, \$13,000 is generated by the 1/2 % increase.

84 Ms. Caplinger stated that eating out is a luxury. This increase is not hitting the items that are essential.

85 Mayor Jordan remarked that this increase gains funds from visitors to the Town, and not just the citizens.

86 Ms. Bev London added that with this increase, the Town of Broadway is still one percent lower than  
87 Rockingham County.

88 Mr. Matt Light stated that the minutes will reflect that Meals Tax increase ordinance was introduced and  
89 read for the first time.

90 With no further comments from the public, Mayor Jordan closed the public hearing at 7:23 p.m.

91

92 **Old Business:**

93 The only item under "old business" was on update on the Rt. 259 Bridge Re-naming. Ms. McAlister  
94 advised that she had been in contact with VDOT regarding this. VDOT advised that the bridge re-naming  
95 resolution had been approved by the Commonwealth Transportation Board. VDOT has ordered the signs.  
96 They will review the signs when they come in to make sure the spelling is correct, and then installation of  
97 signs is expected to be in September. VDOT will coordinate with the town and the county once a date has  
98 been set for installation.

99

100

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL

Tuesday, August 6, 2024

7:00 p.m.

101 Departmental Reports:

102

103

104

105

106

107

108

109

110

111

112

113

114

115

116

117

118

119

120

121

122

123

124

125

126

127

128

129

130

131

132

133

134

135

136

137

138

139

140

141

142

143

144

145

146

147

148

149

a. **Parks & Recreation:** Mr. Douglas W. Harpine reported that the lights have been installed and are functional at the pickleball courts. He thanked Mr. Dellinger, Public Works Director, for his department's work on that project. Painting of the courts still remains to be done. The estimated total cost for all three courts is \$6,000 for materials. Fencing still needs to be installed as well. Mr. Harpine asked Mr. Dellinger to provide an update on the Heritage Park restrooms. Mr. Dellinger reported that the bathrooms have been set and Smith-Midland sent in a plumbing and an electrical contractor to finish up a few remaining post-installation items. Public Works has formed up the frame for sidewalk to be poured. An electrician is coming in next week to start the electrical service to the building. The electrical inspection will be requested from the County. Once inspected, it will be released to Dominion Power to install power to the building. Any remaining plumbing issues will be completed by the Public Works Department. Final grading will then be completed and then the bathrooms will be ready to be open to the public. Mr. Dellinger advised that he has received a quote from Blue Line concrete for the pouring of the sidewalk. Mr. Chad Comer advised that he is donating shrubbery and mulch for the three sides of the building that will not have sidewalk.

Mr. Dellinger advised that his department is also back-filling the entrance to the park where they had to dig it out for the trucks delivering the bathrooms. Public works will also place topsoil down as well.

b. **Finance:** Mr. Richard E. Fulk stated that the Town Manager would provide the financial update.

Ms. McAlister reported the following balances in the Town's accounts as of July 31, 2024:

- Checking Operational Account - \$878,576
- Loomis Investment Account - \$312,472. \$274,000 is reserved for loan requirements. Available funds in this account are \$37,948.
- LGIP General Account - \$7,466.
- LGIP Water Account - \$7,029.
- LGIP Sewer Account - \$6,007.
- Total Reserves are \$58,450.

A copy of the financial report and the list of approved paid bills is on file with the August 1, 2024, Council Workshop Meeting minutes.

c. **Personnel/Police:** Chief Miller was not present at the meeting as he was working at the Police Department's National Night Out Event in the Broadway Community Park. Mayor Jordan advised Council Members that a copy of the police department's daily schedule had been sent to them via email. A copy of the police report for the month of July 2024 is on file with the minutes as Attachment B.

d. **Utilities:** Ms. Beverly London advised that she had nothing to report. Ms. McAlister advised that no late fees were charged on the July 2024 water bills as many people had not received bills due to an issue with the post office. Residents who had not made payment did receive door tag reminders today that their bills were due. Ms. McAlister also advised that several localities had contacted Congressman Ben Cline's office to convey their concerns regarding the post office and the issues the towns have been having in getting mail delivered to their customers. A copy of the monthly Water Department report is included with the minutes as Attachment C.

e. **Streets & Properties:** Mr. Chad L. Comer reported that the Town is currently acquiring an updated quote for Elm Street paving which will occur later this year.

f. **Events & BHP:** Mr. Comer reported that National Night Out is currently going on this

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL

Tuesday, August 6, 2024

7:00 p.m.

150 evening at the Community Park. The next event is Autumn Fest, scheduled for September  
151 14, 2024. That event is spearheaded by Brenda Pultz. There is a Craft Show Board that  
152 meets to work on the Autumn Fest event. Movie night is also scheduled for September 7,  
153 2024, at Heritage Park.

154 g. **Planning Commission:** Mr. Travis M. Driver reported that the Planning will not meet in  
155 August. Their next meeting will be a joint public hearing with the Town Council on  
156 September 3, 2024, to hear public comments on the updated 2045 Comprehensive Plan.

157  
158 **New Business:**

159  
160 Mayor Jordan advised that the first item under new business was the discussion and consideration of  
161 administering a 3.2% cost of living (COLA) increase to part-time employees, effective retro-actively, July 1,  
162 2024. Ms. McAlister stated that there had been some confusion since the start of the fiscal year as to  
163 whether part-time employees were to also receive the 3.2% increase that full-time employees had received.  
164 The funding for 3.2% for part-time employees was not included in the budget, but since there was some lack  
165 of communication and confusion regarding the issue, the Town Manager's recommendation is to grant the  
166 3.2% COLA increase to the three part-time employees. Based on the average hours worked by these three  
167 employees for the year, the total 3.2% increase would be an additional \$2,173.

168  
169 **Mr. Travis M. Driver made a motion to extend the 3.2% COLA increase to the three part-time**  
170 **employees, retro-actively, effective July 1, 2024. Mr. Richard E. Fulk seconded the motion which was**  
171 **approved with the following recorded roll call vote:**

172  
173           Elizabeth M. Fawley           Aye                           Richard E. Fulk           Aye  
174           Travis M. Driver           Aye                           Chad L. Comer           Aye  
175           Beverly L. London           Aye                           David L. Jordan           Aye  
176           Douglas W. Harpine           Aye

177  
178  
179 **Other Business**

180 Ms. Stefanie McAlister remarked that there was a question at the work session meeting regarding whether  
181 members of the Board of Zoning Appeals must be property owners within the Town. Ms. McAlister advised  
182 that the Town Ordinance is based on what the State Code Specifies. The State Code states that the Board of  
183 Zoning Appeals shall consist of 5-7 residents of the locality. So, it does not say they must be property  
184 owners, only that they must be residents of the locality.

185  
186 Mayor Jordan stated that the next regular meeting of the Town Council will be held on September 3, 2024.

187  
188 **Adjourn:**

189 **With no further business to discuss, at 7:48 p.m., Ms. Beverly L. London moved, seconded by Mr.**  
190 **Richard E. Fulk, to adjourn the August 6, 2024, Town Council meeting. The motion was approved**  
191 **with the following recorded roll call vote:**

192  
193           Elizabeth M. Fawley           Aye                           Richard E. Fulk           Aye  
194           Travis M. Driver           Aye                           Chad L. Comer           Aye  
195           Beverly L. London           Aye                           David L. Jordan           Aye  
196           Douglas W. Harpine           Aye

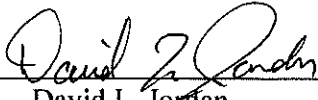
197  
198  
199

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL

Tuesday, August 6, 2024

7:00 p.m.

200

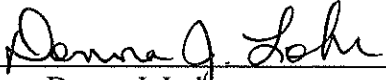


Mayor

201

David L. Jordan

202



Town Clerk

203

Donna J. Lohr

204