

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL WORKSHOP MEETING
Thursday, August 1, 2024
6:00 p.m.

The Broadway Town Council met in a workshop meeting on Thursday, August 1, 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, Elizabeth M. Fawley, Richard E. Fulk, and Beverly L. London. The following staff members were present: Town Manager, Stefanie McAlister, 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 that the first item on the agenda is a monthly staff update from Mr. John Coffman, Wastewater Superintendent.

Monthly Staff Update – Mr. John Coffman, Wastewater Superintendent

Mr. Coffman provided a brief history of the Town of Broadway's Regional Wastewater Plant. He stated that the Town of Broadway bought the Schaeffer plant out of bankruptcy. The plant was upgraded to a nutrient removal plant and the Town contracted with four customers. The plant underwent a second upgrade and added a fifth customer at that time. A third upgrade was made in 2017, and the plant became a five-stage nutrient removal plant, handling removal of nitrogen and phosphorous from wastewater. Mr. Coffman then explained the nutrient removal process. He also stated that the acquirement of the wastewater plant has generated a profit for the Town of Broadway. Broadway is able to subsidize the other departments in the Town, as well as keep water, sewer and tax rates low through income generated from the Wastewater Plant. The Town's plant has increased from handling two million gallons a day of wastewater to three million gallons per day. The Wastewater Department is currently working on updating all their permits. Currently, the plant needs three outdated blowers to be replaced. The cost to replace all three blowers ranges from \$3.5 million to \$4.0 million. Mr. Coffman explained that there are ways to replace some parts in each blower which would extend the life of the blowers, allowing the Town some time to save some money for future replacement of the blowers. Mr. Coffman explained the function of the lagoon and how it provides some flexibility for the plant. He also explained the irrigation process and stated that the Town irrigates 550 acres of land, and the Town is on schedule to irrigate approximately 130 million gallons this year. There are four wastewater operators who operate the plant 24/7, including weekends and holidays.

Mr. Coffman fielded a few questions from Council members.

When asked about recommendations for the future, Mr. Coffman advised that the blowers should be addressed first. He advised that plastics may have to be treated in wastewater in the future so additional sampling and monitoring may need to be done so customers may have to cover the cost of upgrades in order to manage this stipulation if it becomes a requirement.

Mr. Coffman thanked the Council for letting him speak this evening.

Ms. Stefanie McAlister added that the Town needs to begin planning for additional staff at the wastewater plant, with a focus on succession planning of the wastewater superintendent who is nearing the possibility of retirement. She also mentioned that she and Mr. Coffman would be reviewing and discussing the wastewater contracts over the next twelve months.

Monthly Financial Update –

Mayor Jordan moved to the next item on the agenda which was the Monthly Financial Update. Ms. McAlister, Town Manager, provided a brief summary of the finances. She reported that the department heads have done a great job of decreasing expenditures. She further stated that it is necessary to

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complete this full budget year to gain a more accurate idea of what the revenues and expenses truly are. It will take some time to determine what the Town will see in savings from this budget year and how much, if any, can be contributed to the Town's investments. Also, over this year, Town staff will be preparing a Capital Improvement Plan to determine projects that will need to be funded going forward. This will help with budgeting in the upcoming years. It is likely that it will take quite some time to be able to do some of the projects that need to be done. The Town has a debt to the Virginia Resource Authority which must be paid by 2049.

Ms. McAlister stated that the financial policies that were instituted in the months before she came to Broadway are still in place. The purchase order system is still in place. Town staff is working towards a more formalized purchase order and financial policy so that all of the department heads understand the procedure. Ms. McAlister added that staff needs to get to a point where the department heads have the autonomy to purchase the items necessary to complete a job or project, without first seeking approval or notifying office staff, when those purchases are under a "to be established" dollar amount. Ms. McAlister stated that another procedure that is new is that the Mayor comes in once a week and reviews the checks for the bills that are being paid. Ms. McAlister added that she, Kim, and Susan also review the checks and invoices so there are a lot of people involved in the review process for the bills that are being paid. This is more of a check and balance system than previously existed.

Ms. McAlister stated that currently in the Town's checking account, there is \$878,576. This is more than has been in the account than in the past, but it is not yet at a comfortable level where staff feels they can transfer funds to the investments and leave them there. That amount is approximately what should stay in there for the ebb and flow of daily operating costs within the Town. Ms. McAlister then advised that town staff would be working to move reserve funds from the Loomis investments account into the LGIP investment account. The VRA loan requires that \$274,794 be kept in a restricted fund and the LGIP investment account qualifies as a restricted account. Ms. McAlister advised that the Town currently has \$58,450 in reserve funds, which is not optimal, but is slowly increasing.

Ms. McAlister then explained the budget v. actual report, which indicates revenues and expenditures for the month and year-to-date.

Mr. Chad Comer requested that Ms. McAlister provide the numbers from the financial summary page during the regular Town Council meeting. Ms. McAlister agreed to do that.

Ms. McAlister answered a few questions from Council members regarding the financial reports, pool profit and losses, vehicle and equipment inventory and invoices relating to those items, and the invoices paid this month.

Council members had a brief discussion regarding security cameras at the pool. Ms. Susan Smith advised that it is projected that security cameras could be re-installed at the pool/park in the spring of 2025, prior to next pool season.

Council members completed their review of the invoices paid.

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

Town Manager's Report

The next item on the agenda was the Town Manager's Report.

Ms. McAlister stated that a copy of her report was included with the packet. She advised that the items in the report indicate if they are informational or may become action items on Council's agenda at some point.

- 1) The first item on the list was the Meals Tax & Business License rates. Ms. McAlister stated that Council had desired to increase the meals tax rate from 4.5% - 5% in the current fiscal year. In order for that to occur, a public hearing must be held, an ordinance adopted indicating that tax rate will increase, and then the rates and fees schedule must be amended to include the increased rate. The public hearing for the increased meals tax rate will be at Council's meeting

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on Tuesday, August 6, 2024, and then the increased rate can be considered as an action item on Council's agenda at the September 3, 2024, meeting. If the increased meals tax rate is passed, town staff will send out a letter to all restaurants notifying them of the increased rate, which will be effective, October 1, 2024.

Regarding business license fees and rates, Ms. McAlister advised that at the March 2024 work session, council had discussed the current rates and proposed increases to the rates. Since that meeting, the Town Attorney has reviewed the rates and has advised that there is a state code section that sets limits on what those rates can be. He is reviewing state code currently to make sure that the proposed rate increases are allowable by state code. Ms. McAlister advised that the goal is to have those rates reviewed and established by November so that notices can be sent out to businesses. Renewal applications for business licenses are sent out in January and are due March 1st. Ms. McAlister stated that the budget revenue projections are based on the proposed increases for meals tax and business license. There may be a bit of a difference in the budget, due to the fact that the meals tax rate increase is occurring two months later in the budget year.

Council members were in agreement that they thought these increases had already occurred with the new budget year.

- 2) Ms. McAlister proceeded to the next item on her report which was Shentel/Glo-Fiber installations. Ms. McAlister mentioned that it appears that in May 2021, Council decided to put an ordinance in place allowing the town to enter into a franchise agreement with a fiber provider. That ordinance was adopted; however, a franchise agreement was never entered into. At that time, Shentel was advised they could do fiber installations in town, and they have been doing that. Ms. McAlister spoke with a Shentel representative last week and advised him that she is not comfortable with their continuance of work until a signed franchise agreement is in place. The franchise agreement provides stipulations regarding what they are allowed to do, where they are allowed to work, and stipulations on what they need to do when work is completed to return the worksite to its previous state. The Shentel representative agreed that a franchise agreement should be in place, and they will cease further additional work until that can be accomplished. They will complete work at two locations where they are currently working but will not start anything further until a franchise agreement is in place. Ms. McAlister anticipates that a franchise agreement can be signed and in place by November. Shentel will likely not start work again in town until January 2025. Further plan review will also be done with Shentel in order to figure out where lines have currently been installed and where they plan to install lines in the future. Ms. McAlister further stated that the new franchise agreement that will be in place will be for both data fiberoptics and cable television services. The attorney's recommendation is to put a new ordinance in place, advertise for bids, determine a contractor, and sign a franchise agreement with that company.
- 3) Ms. McAlister proceeded to the third item on her report which was the Coyote Run Subdivision. The developers of this subdivision are ready to move on with Phase 6, however there are some items in Phase 5 that still need to be addressed. Repairs to the curbs, gutters, and roads need to be fixed. An onsite meeting with the contractor/developer was held to show them what needed to be repaired. They have agreed to make those repairs. The Town does have a bond for section 6. D.R. Horton is the developer, landowner, and builder for this phase. Ms. McAlister has advised them that they can move forward with section 6, since the Town has a bond in place, however they are only permitted to install the road and the infrastructure. No permits for constructing houses will be issued until all the repairs are completed in phase 5.
- 4) The next item on Ms. McAlister's report is the Springbrook Road Sewer Line Extension. Ms. McAlister explained that there are three lots on Springbrook Road that have a distance issue

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from the nearest available sewer main. The closest lot to the sewer main is at least 150 feet away. There is some language in the Town's code that discusses extending sewer lines and it states that the Town will extend it 50 feet and after that it is the landowner's responsibility. Ms. McAlister stated that her understanding is that in the past, when the Town has been approached about whether sewer is available to these properties and if they can be developed, the response has been that sewer is not available to those properties. Ms. McAlister advised that because of the distance that the properties are from the sewer line, the Town is not required to extend sewer to those properties. As a result, those properties are not developable unless the landowner puts in the sewer, and in the past people have not wanted to pay the cost to do that. Ms. McAlister advised that the interim town manager had discussions with the landowners regarding the landowners paying for a portion of the sewer and the town paying a portion to extend the sewer. Ms. McAlister advised that it is unknown how much of the length of the sewer extension the Town should be installing. Should it be 50 feet or 150 feet since it's three different properties? But even if the Town puts in 150 feet, it still will not reach the properties. She further advised that if the Town agrees to install a portion of the sewer line, the property owners will need to install the remaining portion. Ms. McAlister stated that she was unsure if this had been brought before Council previously. Council members advised that this issue had not been brought before them. Ms. McAlister stated that after discussions with the Public Works Director, it is estimated that the project will cost over \$30,000 for the Town's portion of installing the sewer line, which the Town may need to do since it is in the Town's ordinances. This is an unbudgeted expense.

Mayor Jordan advised that he had met with the landowner and gave him the scope of the project and requested that the landowner get a quote for the total cost of the project.

Ms. McAlister advised that Council may want to consider amending the utilities chapter of Town Code to address the installation of sewer lines outside of a major or minor subdivision so that the Town is not responsible for paying to extend sewer lines to properties.

The general consensus of Town Council is to amend the utilities chapter so that the Town is not responsible for paying to extend sewer to properties.

- 5) The next item on Ms. McAlister's report was information on paving projects. She advised that Elm Street needs a sewer repair prior to paving occurring. The public works department will be able to complete that sewer repair in house. Mr. Dellinger, Public Works Director, has advised that he has been notified recently by Columbia Gas that they are planning to do work on East Avenue within the next 6 months and will be tearing up part of the road.

Council asked for documentation regarding Columbia Gas' planned work on East Avenue.

Ms. McAlister advised that the Town does receive approximately \$157,000 quarterly from the State for highway projects, such as paving. The Town has not received the funds to cover the cost of this paving project, which is expected to be \$203,000 for East Avenue and Elm Street. Council members and Ms. Smith discussed whether the payment received in June was carried over or spent in the previous budget year. Ms. McAlister advised that the street maintenance line-item amount that was budgeted was also spent in fiscal year 23-24.

Mr. Comer asked how much it would cost to pave only Elm Street. Ms. McAlister advised that the cost to do just Elm Street is approximately \$120,000. She further advised that the Town should do a bid process to acquire a paving company.

Mr. Comer requested a new quote for paving Elm Street solely. He further stated that in the future the town should proceed with the bid process for paving projects.

Council members agreed they would like to have Elm Street paved now and go through the bid process to acquire quotes for paving East Avenue in the Spring, allowing for more highway funds to be received by the Town.

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- 6) The next item on the Town Manager's report was the Heritage Park Bathroom Facility and Pickleball Courts. Ms. McAlister advised that Dominion Energy did get their easement to bring in power. An electrician will be coming to install wiring at the bathrooms. The Public Works Department will complete additional grading around the building, and they will install sidewalks.

Mr. Chad Comer advised that he will donate plants and mulch to be placed around the sides and back of the building.

Ms. McAlister stated that it is anticipated that the work will be completed in the coming month. She then stated that the lights are installed and functional at the pickleball courts. The lights were paid for by a donation. The lights have a switch and are on a timer as well.

- 7) The next item on the Town Manager's report was the Draft Comprehensive Plan – 2045. Council has received a draft of the comprehensive plan to review. Any edits to the document should be sent to the Clerk by August 7th, 2024. A joint public hearing is scheduled for September 3rd, 2024. The Planning Commission may make a recommendation to Council for adoption of the Comprehensive Plan that evening. Town Council may act to adopt the plan the same evening.

- 8) Ms. McAlister then discussed surplus items to sell. She advised Council members that department heads have been asked to go through their inventories to determine if there are any items of value that are no longer useful to the department and that may be sold. Photos and descriptions of the items will be posted on a government surplus website. Profits from the sale of items will be returned to the fund of the department from which it came.

Ms. McAlister advised Council members that there is an electric oven at the pool which is currently not being used. The purchase price of the item was \$12,038.59. A reserve of \$8,000 will be put on the item so that the Town will not take less than that amount for it. Ms. McAlister asked Council if they'd like to move forward with the sale of that item. Council consensus was to proceed with the sale of the electric oven and she will acquire a list from the departments of other items to sell.

Ms. McAlister also asked Council to consider the sale of any real estate that the Town is currently holding.

- 9) The next item on Ms. McAlister's report is a 3.2% Cost of Living (COLA) increase for Part-Time employees. She advised that included in the budget was a 3.2% COLA increase for full-time employees. An increase for part-time employees was not included in the budgeted number.

There has been some confusion regarding whether the part-time employees were supposed to receive the 3.2% increase. After speaking individually with council members, Ms. McAlister has learned that some members thought the increase was for part-time employees also and some council members thought that the increase was for full-time employees only. Because there was some lack of communication and some confusion, Ms. McAlister is recommending that Council extend the 3.2% COLA increase to the three part-time employees, retroactively effective July 1, 2024. The maximum increase for the year will be approximately \$3,200 for all three employees. This will be an action item on the agenda for Council's regular monthly meeting scheduled for August 6, 2024.

- 10) Ms. McAlister then discussed the Administration and Finance Staffing Structure. Ms. McAlister advised that she had not found defined job descriptions or task lists for personnel in the administration department. There are five employees in the office currently. There has been some confusion over what the best functionality is for the current staff. Ms. McAlister advised that the structure of the employees in the office needs to be reviewed and the employees need to be instructed on their roles and job duties. Because the Town no longer has a Deputy Town Manager and Ms. Shifflett is retiring, there is money in the budget to hire an administrative and

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finance assistance. This person would handle customers at the front window, answer phone calls, take payments, and handle the website and social media. Ms. McAlister does have a job description created for Council to review if they wish. There is money in the budget for this position and Ms. McAlister advised that she would like to proceed with advertising for the job. She further advised that by the end of the year, she would have complete job descriptions, to include pay scales, for the other positions in the Administrative Department.

Mayor Jordan asked Ms. McAlister to email the job description to Council Members.

- 11) Ms. McAlister then advised that all Council members have been set up with town email addresses for their use for town business. It is a minimal extra expense each month for licensing for the extra emails. Instructions for accessing emails have been provided to council members.
- 12) The last item on Ms. McAlister's report is Town Events Planning. Ms. Cari Orebaugh has presented a proposal to coordinate the remaining events in 2024. Her requested fee is \$2,000 for approximately 74 hours of workload for six events. Ms. McAlister asked Council if they wish to enter into a contract with Ms. Orebaugh to coordinate the remaining six events in 2024. Council agreed to execute the contract with Ms. Orebaugh for the remaining events in 2024.

A copy of the Town Manager's report is on file with the minutes.

Old Business

Mr. Comer, speaking on behalf of Mr. Doug Harpine who was not present at the meeting, asked about the status of the Rt. 259 bridge re-naming. Staff advised they would contact VDOT to find out the status.

Mr. Comer then asked if the public comment section of the agenda would be moved to the start of the meeting.

Ms. McAlister advised that she will review the Administrative part of Town Code and see if it can be moved. If it can then, it will be moved for Tuesday's meeting to the beginning of the agenda. It can also be discussed at Council's meeting on Tuesday and if Council agrees, the public comment section can be moved to the beginning of the meeting permanently.

Mr. Travis Driver then asked about the police pact. There had previously been a question about insurance. Ms. McAlister advised that she had spoken with VRSA, and Towns who are utilizing officers from other jurisdictions must pay the town that the officers are normally employed with, and not pay the officers directly for their time.

Mr. Driver stated that he would like to proceed with the pact.

Also under old business, Ms. McAlister stated that department heads had been asked to speak at council's workshop meetings on a rotating basis. Ms. McAlister stated that Chief Miller and Ms. Susan Smith are the remaining department heads to speak at future meetings. Ms. McAlister asked Council if they'd like Chief Miller to speak at the August 29th work session. Ms. Smith will be scheduled to speak at the September workshop meeting, after the audit is completed. Council members agreed with that schedule.

Ms. McAlister then asked Council members to consider moving the night of the workshop meeting to the same night as council meeting, and have both meetings scheduled for the second or third week of the month on whatever day of the week is convenient for Council members. The workshop meeting would be held from 6:00pm – 7:00pm and Council meeting would be held from 7:00 pm – 8:00 pm. There is a section in the administrative part of the town Code that sets the meeting dates so the ordinance would have to be amended. Ms. McAlister is requesting that Council members consider this option.

Mayor Dave Jordan advised that he would like to put the Golf Cart Ordinance back on the schedule for

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the next work session, to be voted on at the September Council meeting.

Mayor Jordan asked Ms. McAlister her opinion of golf carts in Broadway, since she had previous experience working for a town that allowed golf carts. Ms. McAlister advised that the Town of Grottoes lent itself better topographically for the use of golf carts in town. The police department did inspections of golf carts, and decals were administered for a fee for those golf carts that had been inspected and were cleared for use in town.

Mr. Richard Fulk asked about the expense for signage and what the signage requirements were. Ms. McAlister advised that she would have to research cost and requirements for signage.

Ms. Fawley stated that she had visited localities where golf carts are allowed and those localities had no issues with golf carts in the towns.

Mayor Jordan re-stated that this item would be on the agenda at Council's next workshop meeting for discussion.

New Business

Under new business, Ms. London remarked that the Off-Broadway Players have formed two committees. One is to work on a progression of things that can be done to the building next door to the Town Office over time. They have someone who is actively researching possible grant money as well as fund raising for renovations to that building. They had previously been told they could not seek grant money. The Off-Broadway Players would like to come talk to Council members at a meeting once their performances are over.

Also under new business, Mayor Jordan mentioned that the Planning Commission is currently one member short since Ms. Fawley is now on Council. Mayor Jordan asked for Council input on when to fill the planning commission position. After some discussion, the consensus of Council is to wait until after the election.

Other Business

Mayor Jordan asked council members if they had any other business to discuss.

Ms. London asked Ms. McAlister to research if members of the Board of Zoning Appeals are required to be property owners in the Town. Ms. McAlister advised she would research the matter.

Ms. Liz Fawley mentioned that with school starting soon, and with school buses traveling down Turner Avenue to Main Street, she has been advised that there is a site distance issue due to the trees growing out over the roadway. She also mentioned that there are site distance issues at the intersection of Turner Avenue and Sunset Drive as well. Mr. Chad Comer advised that he would trim the trees at Turner Avenue and Main Street. Public Works staff will review the site distance issue at Turner Avenue and Sunset Drive.

Ms. Fawley also mentioned that she had spoken with citizens who live on the north side of Sunset Drive and they had said their water pressure is low and there is sediment in their lines. Ms. Fawley advised she could provide the addresses of the locations to town staff. Ms. McAlister advised that she would ask public works staff to look into the issues.

Mr. Chad Comer mentioned that he had received numerous complaints about the old church on Central Street, which is in disrepair. There is a church board that governs it. Ms. McAlister stated she would review the Town's blight ordinance to determine a course of action.

Adjournment

At 8:30 p.m., with no further business to discuss, Ms. Liz Fawley made a motion to adjourn the meeting. Mr. Travis Driver seconded the motion which passed on the following recorded roll-call vote:

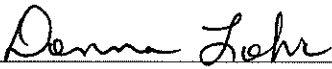
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Elizabeth Fawley Aye
Travis M. Driver Aye
Beverly L. London Aye
Douglas W. Harpine Aye

Richard E. Fulk Aye
Chad L. Comer Aye
David L. Jordan Aye



David L. Jordan Mayor



Donna Lohr Town Clerk