

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL
Tuesday, September 3, 2024
7:00 p.m.

1 The Broadway Town Council met in regular session on Tuesday, September 3, 2024, in the Council
2 Chambers of the Broadway Town Hall. The following members were present: Mayor David L. Jordan,
3 Vice-Mayor Beverly L. London, and Council Members Chad L. Comer, Travis M. Driver, Richard E. Fulk,
4 and Liz M. Fawley.

5 The following staff members were present: Town Manager, Stefanie McAlister, Town Clerk Donna Lohr,
6 and Town Attorney Matthew Light.
7

8 Mayor Jordan welcomed all citizens to the Town Council meeting. He then called the meeting to order at
9 7:00 p.m. with the Pledge of Allegiance followed by the invocation.

10
11 **Approval of Minutes and Bills:**

12 **Mr. Chad L. Comer moved to approve the minutes of the August 1, 2024, Town Council Workshop**
13 **Meeting, the August 6, 2024, Town Council Meeting and to authorize payment of bills in the amount**
14 **of \$585,131.54. Mr. Travis M. Driver seconded the motion which was approved with the following**
15 **recorded roll call vote:**

16				
17	Elizabeth M. Fawley	Aye	Richard E. Fulk	Aye
18	Travis M. Driver	Aye	Chad L. Comer	Aye
19	Beverly L. London	Aye	David L. Jordan	Aye
20				

21 **Public Hearing:**

22 Mayor Jordan stated that the next item on the agenda was a joint public hearing to hear public comment on
23 the 2045 Comprehensive Plan Update. Mayor Jordan then requested the Planning Commission Chairman to
24 open the Planning Commission Meeting.

25 Planning Commission Chairman, Eddie Long called the Planning Commission meeting to order and
26 established a quorum with all members present.

27 Mr. Jeremy Crute provided a brief presentation regarding the 2045 Comprehensive Plan Update. Mr. Crute
28 discussed the purpose of the Comprehensive Plan, as well as key updates to the various chapters in the Plan
29 since its last update, which was adopted in July 2018. A copy of Mr. Crute's presentation is on file with the
30 minutes.

31 At 7:21 p.m., Mayor Jordan opened the joint public hearing for public comment on the 2045 Comprehensive
32 Plan Update.

33 Ms. Bonnie Caplinger asked Mr. Crute to summarize what the 3 major changes are to the Plan.

34 Mr. Crute advised that three major changes include updating all of the data in the Plan, updating the Plan to
35 reflect how things have changed in Broadway since 2018, and updating the goals and objectives of the
36 chapter.

37 Mr. Tommy Branner, of 145 Sunset Drive, was the next citizen to speak. Mr. Branner advised that he was
38 glad to hear that Sunset Drive was mentioned in the Comprehensive Plan. He agreed that it needs
39 infrastructure updates and that nothing has been done on the road since it was annexed into the Town in the
40 80's. Fire hydrants, water lines, curbs & gutters, and sidewalks are all in need of upgrades and repairs, or
41 installation. Mr. Branner suggested that every year an effort needs to be made to move infrastructure to
42 allow for future installation of sidewalks. This is a goal the Town needs to work towards.

43 Brent Cosner, 107 N. Sunset Drive, requested a copy of the Comprehensive Plan and was provided with a
44 copy.

45 With no further comments from the public, the joint public hearing was closed at 7:27 p.m.
46

47 **Public Comment:**

48 Mayor Jordan moved on to the public comment period.

49 The first citizen to speak was Bonnie Caplinger, of McKinley Drive. She advised that since April/May
50 there has been a lot of conflict in the Town. She commended the Council for doing a good job of helping

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL
Tuesday, September 3, 2024
7:00 p.m.

51 the Town out of a difficult situation. She further commended Town Manager, Stefanie McAlister, for the
52 job she has been doing so far. Ms. Caplinger's concern was that if an employee is not satisfied with their
53 job, they should not continue to work for the Town. If they are unhappy, they should quit their employment
54 with the Town. She stated that the Town needs to move forward. Ms. Caplinger then asked if some time
55 could be allotted at the next public comment time period, so that those people that are running for Council
56 could introduce themselves, and provide some information on themselves, and the platform on which they
57 are running.

58 Attorney Matt Light advised that an informed electorate is a good thing, however, it is not appropriate for
59 the Council or the government of the Town to engage in an election-related activity. Mr. Light advised that
60 Ms. Caplinger might contact the candidates and see if they would be interested in engaging in a forum
61 somewhere, not on government property, where they can present their platforms and where citizens can ask
62 questions of them.

63 Ms. Donna Mongold, 466 Elm Street, was the next citizen to speak. She advised that there is an issue at her
64 location with stormwater run-off from Hearthstone Drive and Elm Street and it runs down her driveway and
65 into her front yard. Ms. Mongold asked if anything could be done regarding the stormwater at the time that
66 public works will be working on repairing the sewer line on Elm Street.

67 It was advised that there is a culvert on the side of the road, but none of the water is diverted into the culvert.
68 Instead, it runs down Ms. Mongold's driveway.

69 Brent Cosner, 107 N. Sunset Drive, mentioned that stormwater/drainage issues is discussed very minimally
70 in the update of the Comprehensive Plan. He believes that this issue needs to be addressed more deeply, as
71 it sounds as if it's pertinent to residents.

72 There was some discussion among citizens, who did not identify themselves, regarding storm water issues.

73 Mr. Michael Amundson, 311 Meyers Court, asked if Council has anything to do with speed limits in Town.

74 Mayor Jordan advised that the Town maintains all roads in town where the posted speed limit is 25 mph.
75 VDOT maintains all roads in Town that have posted speed limits of 35 mph or more.

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

77

78 **Public Hearing regarding Business License Taxes and Fees:**

79 At 7:40 p.m., Mayor Jordan opened the public hearing to hear public comment regarding an increase in
80 business license taxes and fees.

81 Ms. Bonnie Caplinger asked what the fees are and what the proposed fees will be.

82 Attorney Matt Light explained that businesses pay either a flat fee, if their gross receipts is a certain level, or
83 they pay a percentage of their gross receipts. Most businesses in Town pay the flat fee because there are not
84 that many that have receipts that are high enough that it adds up to be more than the flat fee. The proposed
85 increase is to raise the flat fee from \$25 to \$30 per year. For the larger businesses, that pay based on their
86 gross receipts, the rate will increase from \$.08/\$100 to \$.12/\$100 up to \$1,500,000 of their gross receipts,
87 and the rate will increase from \$.05/\$100 to \$.07/\$100 over \$1,500,000 of their gross receipts. For
88 wholesale merchants it is going from \$.03/\$100 to \$.05/\$100 up to \$1,500,000 of their gross receipts, and
89 the rate will increase from \$.025/\$100 to \$.03/\$100 over \$1,500,000. For Financial, Real Estate, and
90 Professional services, the rate is increasing from \$.20 to \$.30 per \$100 of gross receipts.

91 Mr. Amundsen, asked how the Town of Broadway compares to other localities.

92 Mr. Matt Light responded that he is unsure of rates in other localities, but he does know that Harrisonburg's
93 rates are higher. He further stated that most of the rates that he previously mentioned are quite a bit lower
94 than what the State Code allows.

95 With no further comments from the public, Mayor Jordan closed the public hearing at 7:46 p.m.

96 **The Ordinance regarding business license rates and fees was introduced and read for the first time at
97 this meeting, September 3, 2024. A copy of the ordinance is on file with the minutes.**

98

99 **Old Business:**

100 There was no old business to discuss.

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL
Tuesday, September 3, 2024
7:00 p.m.

101
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
150

Departmental Reports:

- a. **Parks & Recreation:** No report.
- b. **Finance:** No report. A copy of the financial report and the list of approved paid bills is on file with the August 29, 2024, Council Workshop Meeting minutes.
- c. **Personnel/Police:** No report.
- d. **Utilities:** No report.
- e. **Streets & Properties:** Mr. Chad L. Comer reported that the sewer line will be repaired on Elm Street within the next two weeks. Paving on Elm Street is scheduled for the end of the month.
- f. **Events & BHP:** Mr. Comer reported that movie night is scheduled for this Saturday, September 7, 2024, in Heritage Park. That event is sponsored by Park View Federal Credit Union and Broadway Lions Club. The Autumn Days Festival/Craft Show is scheduled for Saturday, September 14, 2024. Ms. Brenda Pultz is organizing this event. There will be craft vendors as well as food vendors. A portion of Main Street will be closed during this event.
BHP is hosting Oktoberfest, scheduled for September 28, 2024, in Heritage Park. Kevin Quesenberry and The Big City Band are the musical entertainment for this event. BHP welcomes volunteers and sponsors for this event.
A community calendar is being printed each month in the Chimney Rock Chronicle showcasing local businesses and civic groups.
BHP is hosting a business networking event on September 10th from 6:15-7:30 pm at the Broadway Co-working Building.
BHP is also looking for direction in the process of purchasing some benches for Heritage Park.
The Homecoming parade is scheduled for September 27, 2024.
The Lions Club is also hosting Pancake Days at the end of the month.
- g. **Planning Commission:** No report.

New Business:

Mayor Jordan advised that the first item under new business was the discussion and consideration of an ordinance increasing the Town's Meals Tax rate from 4.5% to 5% and the adoption of the Town Code section "Schedule of Taxes, Fees and Rates" showing the new rate as 5%.

Mr. Richard E. Fulk made a motion to increase the Town's Meals Tax rate as presented and to adopt the ordinance as presented. Ms. Liz M. Fawley seconded the motion which was approved with the following recorded roll call vote:

Elizabeth M. Fawley	Aye	Richard E. Fulk	Aye
Travis M. Driver	Aye	Chad L. Comer	Aye
Beverly L. London	Aye	David L. Jordan	Aye

Mayor Jordan proceeded to the next item under New Business which was the discussion and consideration of the approval of the 2045 Comprehensive Plan Update.
Planning Commission Chairman Eddie Long, extended heartfelt thanks to Mr. Jeremy Crute and his organization for their help with the 2045 Comprehensive Plan Update. Mr. Long advised that the Planning Commission had met for eleven months. A lot of information and input was gathered. An online survey was conducted, and a public input meeting was held to gather information from the public. The Plan has been presented in the best interests of the Town.

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL
Tuesday, September 3, 2024
7:00 p.m.

151 Planning Commission members echoed Mr. Long's thanks to Mr. Jeremy Crute and the CSPDC. They also
152 expressed their thanks to the previous Council and Planning Commission members who created the previous
153 draft of the plan.

154
155 **Mr. Tim Schmoyer made a motion that the Planning Commission recommend approval of the 2045**
156 **Comprehensive Plan Update to the Broadway Town Council. Mr. Scott Campbell seconded the**
157 **motion which was approved with the following recorded roll call vote of Planning Commission**
158 **Members:**

159				
160	Travis Driver	Aye	Scott Campbell	Aye
161	Tim Schmoyer	Aye	Eddie Long	Aye
162				

163 **Mr. Travis M. Driver then made a motion, based on the recommendation of the Planning**
164 **Commission, to approve the 2045 Comprehensive Plan Update. Ms. Beverly L. London seconded the**
165 **motion which was approved with the following recorded roll call vote:**

166				
167	Elizabeth M. Fawley	Aye	Richard E. Fulk	Aye
168	Travis M. Driver	Aye	Chad L. Comer	Aye
169	Beverly L. London	Aye	David L. Jordan	Aye
170				

171 Mayor Jordan thanked the Planning Commission for their hard work on the 2045 Comprehensive Plan
172 Update.

173 Mayor Jordan then proceeded to the third item under New Business, which was the discussion and
174 consideration of establishing the Town's personal property tax relief rate at 34%.

175 Ms. McAlister advised that each year the County establishes a tax relief rate. This year they set it at 34%.
176 In the past, Town Council has adopted the same rate as the County, however it is up to Council as to
177 whether or not they wish to do that each year.

178 **Ms. Beverly L. London made a motion to establish the Town's personal property tax relief rate at**
179 **34%. Mr. Richard E. Fulk seconded the motion which was approved with the following recorded roll**
180 **call vote:**

181				
182	Elizabeth M. Fawley	Aye	Richard E. Fulk	Aye
183	Travis M. Driver	Aye	Chad L. Comer	Aye
184	Beverly L. London	Aye	David L. Jordan	Aye
185				

186 **Other Business:**

187 Ms. Stefanie McAlister advised that she had been presented with a letter of request from Mr. Sonifrank with
188 Lantz Construction, who is the builder at the Southern States Service Station. They are having to install a
189 new sewer line for this location. The people who own property across the street from the service station are
190 located outside of Town limits and would like to connect to the Town's sewer system and have requested to
191 do so in exchange for the granting of an easement for the sewer line to be run on their property for the
192 Southern States service station. Lantz construction is requesting two water connections and two sewer
193 connections on their behalf. All out-of-town water and sewer connections must be approved by Town
194 Council. Ms. McAlister advised that a memo explaining the situation and the request letter regarding the
195 out-of-town connections is included in council's packet. There would be no cost to the Town for this.

196
197 **Mr. Travis M. Driver made a motion to amend the agenda to include the discussion and consideration**
198 **of two out-of-town water and sewer connections located at 3828, 3830, 3832 (one connection) and 3838**
199 **Mayland Road (second connection). Mr. Chad L. Comer seconded the motion which carried on the**
200 **following recorded roll call vote:**

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL
Tuesday, September 3, 2024
7:00 p.m.

201 Elizabeth M. Fawley Aye Richard E. Fulk Aye
202 Travis M. Driver Aye Chad L. Comer Aye
203 Beverly L. London Aye David L. Jordan Aye
204

205 Attorney Matt Light advised council members that out-of-town water and sewer connections are made by
206 Council on a case-by-case basis and are determined by whether or not the Town has the capacity to add
207 additional locations into the distribution and collection systems.
208

209 Mr. Travis M. Driver then made a motion to approve the two out-of-town water and sewer
210 connections for the addresses of 3828, 3830, 3832 (one connection), and 3838 Mayland Road (second
211 connection), tax map numbers 52-A-111, 52-A-112 and 52-2-1A. Mr. Chad L. Comer seconded the
212 motion which passed on the following recorded roll call vote:
213

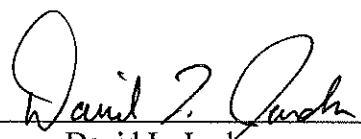
214 Elizabeth M. Fawley Aye Richard E. Fulk Aye
215 Travis M. Driver Aye Chad L. Comer Aye
216 Beverly L. London Aye David L. Jordan Aye
217

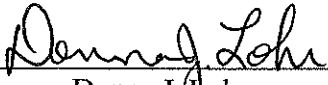
218 Mayor Jordan stated that the next regular meeting of the Town Council will be held on October 1, 2024.
219

220 At 8:07 p.m. Planning Commission Chairman, Eddie Long, adjourned the September 3, 2023, meeting of the
221 Planning Commission.
222

223 Adjourn:
224 With no further business to discuss, at 8:08 p.m., Ms. Elizabeth M. Fawley moved, seconded by Mr.
225 Chad L. Comer, to adjourn the September 3, 2024, Town Council meeting. The motion was approved
226 with the following recorded roll call vote:
227

228 Elizabeth M. Fawley Aye Richard E. Fulk Aye
229 Travis M. Driver Aye Chad L. Comer Aye
230 Beverly L. London Aye David L. Jordan Aye
231

232
233
234  Mayor
235 David L. Jordan

236
237  Town Clerk
238 Donna J. Lohr