

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL WORKSHOP MEETING
Thursday, August 29, 2024
6:00 p.m.

The Broadway Town Council met in a workshop meeting on Thursday, August 29, 2024, in the Council Chambers of the Broadway Town Hall. The following members were present: Mayor David L. Jordan, Vice-Mayor Beverly L. London, and Council Members Chad L. Comer, Travis M. Driver, Elizabeth M. Fawley, Richard E. Fulk, and Douglas W. Harpine. The following staff members were present: Town Manager, Stefanie McAlister, Town Clerk, Donna Lohr, Chief of Police, Doug Miller, Sergeant Joe Ritchie, Officer Jason Fulk, Officer Kolby Walters, Officer Carson Frey, and Public Works Director, Chad Dellinger.

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 Chief Doug Miller.

Monthly Staff Update – Chief of Police, Doug Miller

Chief Miller began his update by mentioning that they have had two openings since April 2024, one of which has been filled by Officer Carson Frey. There is still one opening in the police department. Chief Miller advised that other local agencies have openings as well and are experiencing the same difficulties in filling those openings. Chief Miller mentioned that they have had a few applicants for the open position but those applicants would not have been a good fit for the Town of Broadway. He is currently trying to find ways to recruit and incentivize people to apply for a position as a police officer. Chief Miller mentioned that despite his department being short-staffed, the members of his department have been working hard to make sure shifts are covered as much as possible.

National Night out was a huge success. The police department partnered with the 4H Club to work on this event. Chief Miller mentioned several training courses that his officers had attended recently, as well as some upcoming trainings.

Chief Miller then asked to discuss The Southern States Police Benevolence Association (SSPBA) Fund with Council Members. He stated that he recently was advised that Council had decided not to pay for the police officers dues to The Southern States Police Benevolence Fund, even though this item was included in the budget for FY 24-25. Chief Miller asked for explanation regarding this. He advised this is a good benefit for recruitment of new officers. Chief Miller asked why Council decided to discontinue paying for this and why they did not talk to Chief Miller about it.

Mayor Jordan remarked that Council Members were advised that the purpose of the SSPBA was to provide an attorney for an officer for legal action against the Town. Mayor Jordan asked Chief Miller to offer an explanation to Council of what the SSPBA is and what their function is.

Chief Miller explained that if an officer is involved in a shooting or if someone brings legal action against an officer civilly or criminally for an action performed during the line of duty, the SSPBA provides an attorney for that officer if needed.

Discussion ensued regarding whether an officer can use the SSPBA attorneys to defend them in the case of the Town bringing disciplinary action against an officer. Chief Miller advised that officers can not use those attorneys in defending themselves if the Town has a grievance with an officer. He further advised that payment for these dues was budgeted, and it is a very good recruitment tool when trying to hire new officers.

Mr. Doug Harpine asked Chief Miller to provide information in writing stating that officers cannot use the attorneys from the SSPBA in the case of a grievance with the Town. Chief Miller advised that he will do that.

Mayor Jordan asked the Chief of Police and the police officers present in the audience their thoughts on

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL WORKSHOP MEETING
Thursday, August 29, 2024
6:00 p.m.

what improvements can be made in their department. Mayor Jordan advised the officers that their visibility in the community makes a great impact to the public. He thanked the officers for the job they are doing in helping the community and in keeping the citizens safe.

Ms. McAlister advised that she has had discussions with the Chief regarding the best way to achieve as close to twenty-four hour coverage as possible, with a focus on making sure the hours of school drop-off and pick-up are covered, and without adding a lot of overtime or creating overloaded schedules for the officers.

A brief discussion ensued regarding ECO/TDO procedures and the demand it places on police officers' time.

Chief Miller responded to Mayor Jordan's question about what can be improved. He stated that communication is what can be improved.

Council members and Chief Miller then proceeded to discuss the Police Pact. Chief Miller advised that Council members had not asked Chief Miller his thoughts on the Police Pact that originated in Bridgewater. Chief Miller stated that he had reviewed the pact in February. He explained that there is already an agreement with Rockingham County Sheriff's Office, and he does not believe this pact is necessary since an agreement with Rockingham County is already in place. Chief Miller explained that the other localities have signed the pact with the exception of Rockingham County, JMU, and the Town of Broadway. Chief Miller stated that he is not in favor of signing the police pact. He does not believe it is necessary.

Discussion ensued regarding whether or not the Town of Broadway would need additional officers for events or parades. Chief Miller advised they also have the option of calling the Sheriff's office or the State Police.

Chief Miller and Council members discussed the politics involved with the pact. They also discussed communication issues between staff, Council and the police department regarding this pact. Both parties agreed they should have been made fully aware of the pact as an option and had discussions regarding the pact, prior to a decision being made regarding it.

Council members and Chief Miller discussed the lack of communication that had been on-going for the past several months.

Ms. McAlister advised that she would like to have a written report from each department for inclusion in Council's workshop meeting packet. This would provide another opportunity for department heads to communicate important information from their respective departments directly to Council members. Chief Miller advised that any decisions that he made were made with authorization from the Town Manager or Deputy Town Manager.

Chief Miller requested that Council Members call him any time they have a question regarding the operations of the police department. He stated he does not understand why council members have not been communicating with him or asking questions of him when they hear rumors about him.

Ms. London advised that it was necessary to verify that the rumors were incorrect regarding the police chief's vehicle being in a wreck.

Discussion ensued regarding the police department schedule and the fact that it changes at any time due to vacations or occasions where officers are sick.

Chief Miller then stated that he and Ms. Fawley had met and discussed the proposed golf cart ordinance and the meeting was very productive.

Chief Miller then discussed the requests from citizens that had come up at Council meetings for signs to be installed prohibiting tractor trailers from using brake retarders (jake brakes) on certain roads in Broadway. Chief Miller advised that VDOT had issued a memorandum in 2016 stating that they would not regulate the use of brake retarders. They removed any signage prohibiting jake brakes, due to liability issues and they will no longer post signs prohibiting the use of jake brakes. Chief Miller advised that the decision to post signs prohibiting jake brakes is up to Council, but there could be

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL WORKSHOP MEETING
Thursday, August 29, 2024
6:00 p.m.

liability issues if there's an accident in those locations.

Ms. McAlister advised that the Town's noise ordinance does not have anything that addresses jake brakes. She advised that the attorney can be consulted regarding whether this could be included in the noise ordinance.

Chief Miller then addressed the rumor that the reason Broadway is unable to hire another officer is because of him. He stated that he advised Ms. McAlister to talk individually to the other officers in his department to find out if there is an issue in his department. He stated that he is over the rumors.

Officer Joe Ritchie asked Council to consider offering some other incentives in order to hire a new officer. He suggests offering the incentive that the health insurance family plan be paid for, or a portion of it be paid for by the Town. He advised that membership in the SSPBA was a benefit that was previously offered as well as paid gym membership, and both of those items have now been eliminated. Officer Ritchie advised that the pay that is offered in Broadway has now fallen behind other localities and agencies.

Mr. Douglas Harpine advised that the Town currently has a shortfall of funds, so it is very difficult to find money to incentivize officers to work for Broadway, either through their salary or benefits.

Monthly Financial Update –

Mayor Jordan moved to the next item on the agenda which was the Monthly Financial Update. Ms. McAlister, Town Manager stated that the reserve figures are the same as last month's because it is not yet the end of the month and we do not have the new statements. It is possible she will have updated figures by the Town Council meeting on Tuesday, September 3, 2024.

Council members reviewed the financial statements and the list of bills paid.

Mayor Jordan asked about the three properties on West Springbrook Road that were asking for sewer connections. Ms. McAlister advised that Mr. Reeves, one of the property owners, is acquiring costs for their portion of the sewer line extension.

Ms. McAlister then noted that page 14 of the check listing indicates where payment had been made to Virginia Resources Authority for a loan payment.

Mr. Douglas Harpine and Mr. Chad Dellinger had a brief discussion regarding the pool motor and pool filter room. These are items that will need to be repaired or replaced before next season. There are numerous issues with the pool motor being in the same room as the chemicals. Mr. Douglas Harpine advised that the costs for repairs need to be provided by January 2025 for budget planning purposes. Council members then discussed the option of using fuel cards for employees. Council members agreed that requests for bids for filling fuel tanks and providing fuel cards should be made in the future.

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.

The first item on Ms. McAlister's report was the personal property tax relief rate. Ms. McAlister advised that Rockingham County establishes a personal property tax relief rate annually. This year the rate is set at 34%. Ms. McAlister asked Council if they would like to adopt the same rate, which is what has been done in the past. After a brief discussion, Town Council agreed they wish to set the same rate. Ms. McAlister advised that this would be an action item on their regular Council meeting agenda for Tuesday evening's meeting.

Ms. McAlister proceeded to the next item on her report which was regarding the rental potential of the town-owned building located at 131 Main Street. Ms. McAlister advised that she had received an inquiry from someone who would like to rent out the office space on the downstairs portion of the building. Ms. McAlister asked Council if there was a policy regarding renting this building and if there

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL WORKSHOP MEETING
Thursday, August 29, 2024
6:00 p.m.

was a copy of a lease anywhere. Council members advised that no one had been in the building since the dog groomer left in January. Mr. Chad Dellinger advised that there was considerable expense for propane to heat the location, due to the high ceilings and the tenant could no longer afford to heat the location. The heat is currently still on at the location but at a low temperature.

Ms. McAlister then asked Council members to review the rest of her staff report and she would answer any questions they might have.

Ms. Beverly London asked if the Wenger Property included the lot next to the house as well as the property that has the house on it. Ms. McAlister advised that she would check with the town attorney to make sure both properties are included. The judge's decision on the property is scheduled to be made in September.

Ms. McAlister reported that the bridge inspection reports will be turned in to VDOT this week.

Mr. Chad Comer asked how many days until the bathrooms at Heritage Park are completed. He advised that it had been 43 days since the bathrooms had been delivered. Mr. Chad Dellinger responded that currently the Town is waiting on Dominion to complete their work. He also stated that Smith-Midland had just spent two days completing some items that had not been done at the time of the restroom installation. Mr. Dellinger advised that there are some additional plumbing items that the public works department will complete. He believes the bathrooms should be completed within the next two weeks. He will do a final list of items that need to be completed by Smith-Midland, but those items will not prevent the restrooms from being opened by the end of September.

Mr. Comer and Mr. Dellinger then discussed issues with curb and guttering and the road in Walnut Ridge. Mr. Dellinger advised that there is approximately 150 feet of curb that needs to be replaced. The roadway also will need to be excavated for approximately 140 feet. Mr. Dellinger will work on pricing for repairs to this road, curb and gutter.

Ms. McAlister advised that a meeting will be held on Friday to discuss the available money in the budget and what projects need to be done this year, if possible, and next year, as well.

Mr. Travis Driver asked if the water sewer connection fee request needs to be in writing from the Runions since it is an out-of-town connection.

Ms. McAlister advised that a written request needs to be made so it can be presented to Town Council at their meeting.

Mr. Driver advised that as part of the agreement for an easement for Southern States to have sewer run under the road from the Southern States down, the Runion's requested water and sewer connection fees. They were advised that a combination of Alger's and Lantz Construction will pay to run the line, but the Runion's have to pay the connection fees. There is no cost to the Town.

Mr. Dellinger advised that two connection fees will need to be paid.

Mr. Travis Driver then asked Mr. Dellinger about running a larger (8") water line across Rt. 259.

Ms. McAlister advised that the Town does not really need that.

Ms. Fawley asked if the line on Sunset Drive had been flushed. Mr. Dellinger explained that the issues had been addressed by his department.

Mr. Comer stated that he had received a request for a police presence at the elementary school and the middle school at drop off in the morning and pickup in the afternoon for about a half hour. Chief Miller advised that the traffic back up is only about ten minutes. Chief Miller asked for suggestions on how to streamline this, particularly at the intersection of Hartz and Spar Mine on Rt. 259.

Ms. McAlister stated that either the police department or Town staff could reach out to the school transportation department and discuss solutions to the traffic issues.

Mr. Comer asked if there was any update regarding the church on Central Street. Ms. McAlister advised she had no update at this time.

Mr. Richard Fulk asked if the Town is obligated to do anything regarding the bridge inspection report, particularly those bridges that were rated "fair" or "poor".

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL WORKSHOP MEETING
Thursday, August 29, 2024
6:00 p.m.

Ms. McAlister advised that she had asked VDOT that same question, and at what point is it a critical problem that the Town needs to fix. Ms. McAlister advised that Town staff will do as much as they can to address any issues but she has also reached out to VDOT to find out if they do anything or help the town with any bridge related issues.

Mr. Dellinger advised that replacement of the bridges will be the Town's responsibility, when the time comes for that.

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

Old Business

Mayor Dave Jordan advised that the first item under old business was the discussion and consideration of a Community Golf Cart Ordinance. He advised that this item had been discussed last year and the ordinance had been voted down. When asked a few months ago, the attorney had advised that the proposed ordinance could not be brought back up unless it was brought up by the individuals who voted against it. However, with two new members on Town Council, the ordinance can be reviewed and discussed again. Mr. Richard Fulk advised that his concern regarding this ordinance is the possible escalating costs for signage that would need to be placed on the streets.

Ms. Liz Fawley stated that she had visited the towns of Grottoes, Bridgewater, Elkton and Dayton this past week to inquire about their golf cart ordinances. She advised that the average cost per sign is \$25.00.

Ms. Fawley advised that each town has different wording in their ordinances. She stated that the ordinance restrictions can be determined by Town Staff, Council and the Police Department.

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.

Ms. Fawley gave a brief summary of the differences in ordinances among the towns she visited. Ms. Fawley advised that some towns require inspections. Some towns require stickers on golf carts. Other towns require that forms be filed at the town office, proof of insurance recorded, and stickers purchased. Ms. Fawley stated that Chief Miller had been very helpful in gathering information from the other towns and in helping her sort through the information.

Mr. Douglas Harpine stated that on two prior occasions, when asked, Chief Miller had advised that he was against the golf cart ordinance. He asked Chief Miller if he is now for the ordinance, or if he is still against it.

Ms. Fawley advised that Chief Miller had told her he was against the ordinance but that the additional information that they had collected was helpful.

Ms. Beverly London advised that there are over 2,000 school age children in the town, and the streets in Broadway are not conducive to golf carts.

Mr. Richard Fulk advised that there will be numerous places in town where the speed limits change and where the Town will have to post signage restricting golf carts. He stated that research needs to be done regarding the number of locations for placement of signs, the cost of signs, and the installation costs. He also advised that the cost for posts for those signs needs to be included as well. Those numbers have not yet been provided to council members.

Mr. Douglas Harpine asked Chief Miller again, if he and his department, which is currently

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL WORKSHOP MEETING
Thursday, August 29, 2024
6:00 p.m.

understaffed, want to handle enforcement of a golf cart ordinance in Town.

Chief Miller stated no, he would personally rather not.

Ms. McAlister advised that if Council wants to pursue a community golf cart ordinance, perhaps a committee could be formed to research it and provide further information to staff and council at the next meeting. A more refined and complete ordinance could then be formed, based on the collected information, and the preferences of staff and council.

A committee was formed to do research and gather information regarding the community golf cart ordinance as well as what state code says, if anything, regarding signage for golf carts, how many signs would be needed, where they would be needed, and the cost for installation of signs and poles and maintenance of those signs. The committee consists of Chief Miller and Council Members Liz Fawley and Richard Fulk.

A copy of the ordinances from the other localities that Ms. Fawley visited is on file with the minutes. The next item under old business was the discussion of the Administration and Finance Staffing Structure.

Ms. McAlister advised that at the last workshop meeting, there had been discussion regarding administrative staffing and the lack of position descriptions and responsibilities. Ms. McAlister has provided the administrative staff's job titles and descriptions. The Administrative and Finance Assistant job is the person who handles the front counter and phones. The Account Technician/Clerk handles the utility billing(s) and all related work and all of the Town Clerk functions. The Deputy Treasurer position is assistant to the Treasurer/Finance Director position. The Finance Director manages the general accounting functions of the Town. The Town Manager position is also part of the administrative staff and is manager of all town departments and oversees all of the Town's operations. Ms. McAlister advised that Ms. Shifflett has been the front counter/phones person, and she is retiring at the end of September, so staff needs to hire a replacement. Hiring a replacement for Ms. Shifflett does not exceed what is currently budgeted for salaries.

Discussion ensued regarding what the salary range should be for this position and what qualifications are required. Ms. McAlister advised that with the changes to the staffing structure and the hiring of a new Finance Assistant at \$55,000, the Town should save approximately \$50,000 in the salary line item for the year. Council members discussed the need to set salary ranges and job descriptions for all positions in the Town. They then discussed the proposed salary for the Administrative and Finance Assistant Position.

Council members advised Ms. McAlister to proceed with the hiring of an Administrative and Finance Assistant Position, pay to be commensurate with experience.

Also under other business, Mr. Chad Comer advised that he felt that the way Chief Miller had approached Council at this evening's meeting with his questions and comments, felt like an attack. Mr. Comer felt like some of what was asked and said should have been done during a Closed Session. Mr. Comer further advised that he felt that Chief Miller's questions and comments were an aggressive attack on Council, and his behavior was inappropriate. Mr. Comer advised that Chief Miller had every right to say what he wanted to say, but none of the other Department Heads that have attended the meetings and had opportunity to speak for their departments have behaved the same way as Chief Miller did this evening. Mr. Comer advised that it shows that Chief Miller does not respect the Council Members. Mr. Comer further stated that there is a way to talk to the Town Council, and they could have gone into Closed Session. He then re-stated that the way Chief Miller talked to Council Members this evening was inappropriate. Ms. Beverly London and Mr. Doug Harpine agreed with Mr. Chad Comer's statements.

Ms. McAlister advised that if the Council has concerns regarding this, then they may go into Closed Session to address those concerns as a personnel performance matter. Ms. McAlister advised they should create a list of their concerns and address them in a Closed Session.

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL WORKSHOP MEETING
Thursday, August 29, 2024
6:00 p.m.

Mr. Comer then asked Mayor Jordan to appoint a Council Member as representative for Police and Personnel before the next meeting, since no one had been appointed with the vacancy of Council Member Leslie Fulk.

Mr. Douglas Harpine then asked what council members want the plaque for the Heritage Park restrooms to say. Mr. Chad Comer responded that it should say "Thank you to our donors: Rockingham County, Farmers & Merchants Bank, & Broadway Hometown Partnership". Mr. Comer advised that Rockingham County donated \$50,000, Farmers & Merchants Bank donated \$10,000, and Broadway Hometown Partnership donated \$10,000. This can just be a bronze plaque that will screw into the side of the restrooms.

Mr. Douglas Harpine then discussed the little league fields at the park. He advised that clean up is not being done by the little league or the tournament host after their baseball tournaments. Mr. Harpine thought the town was invoicing these entities if they do not clean up. Other council members stated they thought the Town was getting a deposit from all the entities holding tournaments at the park. Town staff advised that tournaments are run through the Broadway Little League.

Mr. Harpine advised that these are Little League fields, and it was determined a long time ago that they get first shot. Any tournaments that someone is making money on ought to be coming to the Town. Discussion ensued regarding the concessions at the community park that are sold during little league games and tournaments.

New Business

Mayor Jordan stated that the only item under new business was a review of the agenda for the upcoming Council meeting. A brief discussion was held regarding the public hearing on the proposed ordinance increasing the Town's business license fees.

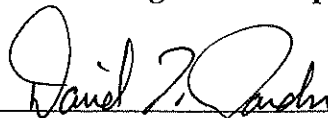
Other Business

Ms. Fawley then stated that she had received requests from citizens for additional benches at the park. Council members agreed that there is a need for additional benches.

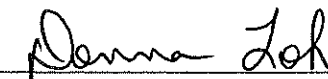
Adjournment

At 9:22 p.m., with no further business to discuss, Mr. Richard Fulk made a motion to adjourn the meeting. Mr. Travis Driver seconded the motion which passed on 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
Douglas W. Harpine	Aye		



David L. Jordan Mayor



Donna Lohr Town Clerk