

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL

Tuesday, October 1, 2024

7:00 p.m.

1 The Broadway Town Council met in regular session on Tuesday, October 1, 2024, in the Council Chambers  
2 of the Broadway Town Hall. The following members were present: Mayor David L. Jordan, Vice-Mayor  
3 Beverly L. London, and Council Members Chad L. Comer, Douglas W. Harpine, Richard E. Fulk, and Liz  
4 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. Richard E. Fulk moved to approve the minutes of the August 29, 2024, Town Council Workshop**  
13 **Meeting, the September 3, 2024, Town Council Meeting and to authorize payment of bills in the**  
14 **amount of \$529,407.68. Mr. Chad L. Comer seconded the motion which was approved with the**  
15 **following recorded roll call vote:**

16				
17	<b>Elizabeth M. Fawley</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
18	<b>Beverly L. London</b>	<b>Aye</b>	<b>Chad L. Comer</b>	<b>Aye</b>
19	<b>Douglas W. Harpine</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
20				

21 **Public Comment:**

22 Mayor Jordan opened the public comment period of the meeting.

23 The first citizen to speak was Joan Hoover Shifflett. She stated, "I am Joan Hoover Shifflett and I am  
24 running for Town Council. And I am excited to invite you all to a relaxed and enjoyable walk around the  
25 Broadway community park. That's the pool park. On Saturday, this coming Saturday, at 10:00 a.m. to  
26 11:00 a.m. I am hosting a walk with a candidate event. That event is supposed to bring people out and just  
27 walk around that track that the Harpine's were so generous to donate to the Town. Walk around the track  
28 and get to know me. Ask me questions. Hear about my skills and my experience and my education and  
29 how I might be able to contribute to the town and how I might be able to effectively serve the residents of  
30 the Town. Thank you."

31 The next citizen to speak was Mr. Kent Coffman. He stated, "It had been a while since I'd been here and it  
32 had to do with the gas station. It's been a long time. And we have watched the gas station going up, and all  
33 the joys there is in having that across the street. My questions are two-fold. So, first of all, just knowing  
34 that 259 is getting cared for. The construction that happened, happened in the wee hours of the night very  
35 quickly. There is no shoulder and there are ripples on the southbound lane. There is asphalt left on the side  
36 of the road. And I just want to know that that's going to be addressed. I'm curious how that is going to be  
37 addressed without more land. Knowing that there isn't any more land. So, I don't know if anybody can  
38 speak to that."

39 Ms. Bev London advised, "No, but those ripples have been there forever. Long before construction ever  
40 started there. The ones coming down 259 by the stoplight."

41 Mr. Coffman continued, "I've never noticed it before, but I think part of it is that the lane is so close to the  
42 edge right now. There is no shoulder."

43 Mr. Coffman was advised to contact VDOT.

44 Ms. McAlister advised that she had spoken with a VDOT representative today regarding the condition of the  
45 recently paved road. VDOT advised Ms. McAlister that they were having the paving company come back to  
46 fix the road.

47 Mr. Coffman then stated that "The other one, you know I think many of you guys were here when we talked  
48 about overnight truck traffic and the truck stop idea was very difficult for us to swallow. And there was the  
49 assurance that trucks would not be spending the night. Well, that's not the case. We are seeing trucks there,  
50 as we go to bed. We are seeing trucks there in the morning. This Sunday there was a reefer running. I can

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51 bring in the sounds if you want to hear what a reefer sounds like and the shake that gives for the residential  
52 community around here. It was running from when we woke up at 6:00 a.m. in the morning until when we  
53 were taking our walk in Town at 9:00 p.m. But it was my clear understanding that trucks would not be  
54 welcome overnight or for long durations. And they just opened this weekend. So, I don't know if anybody  
55 knows the answer to this."

56 Mr. Douglas Harpine responded, "Travis is on vacation. As soon as he gets back, I'm sure he can answer  
57 that."

58 Mr. Coffman responded, "OK. But, you guys do recall the conversation with Southern States and the  
59 adamant response that it is not a truck stop, that trucks would not be tolerated overnight. It's not just my  
60 memory, correct? I couldn't see minutes back that far. So, that's my concern."

61 The next citizen to speak, who did not identify herself, asked for an update on the water table level.

62 Ms. McAlister advised that she had spoken with the Water Department Superintendent today and he had  
63 reported that the river is up and that is primarily where the Town gets its water. The Town does also have a  
64 well. Currently, there is a lot of mud in the river, and so the Town purchases water from the Co-op until the  
65 mud clears up in the river. Ms. McAlister advised that she does not have actual numbers on the level of the  
66 water table, but she is certain that the level has greatly increased.

67

68 **Old Business:**

69 Mr. Douglas Harpine asked for an update on the Rt. 259 Bridge naming. Ms. McAlister advised she has not  
70 received an update from VDOT regarding the plaque. She further advised that she would follow up with  
71 VDOT.

72

73 **Departmental Reports:**

74

75 a. **Parks & Recreation:** Mr. Douglas Harpine summarized the profit and loss report for the  
76 Pool Season of May 2024 - September 2024. Admission fees collected were \$61,000.  
77 Concessions collected were \$17,000. Operating expenses were \$22,000. Payroll expenses  
78 were \$55,000. This indicates a loss for the whole season of \$936. Mr. Harpine advised that  
79 the few changes that were made in order to cut costs and save money, such as cutting the  
80 pool operating hours, which some people were not happy with, really did help to cut costs.  
81 Mr. Harpine stated that Ms. Jill Showalter had done a very good job with this.

82

83 b. **Finance:** No report.  
84 c. **Personnel/Police:** No report. Chief Doug Miller advised that the police department report  
85 is in a new format. He requested that if Council members wish to see any changes to the  
86 report format, to please let him know. Chief Miller announced that a new officer had been  
87 hired. He is currently in training and on a call with another officer, but should be here later  
88 in the meeting to be introduced. Chief Miller then mentioned that he is in the process of  
89 working out the logistics of gathering supplies for hurricane victims and he will be helping  
90 to take them south to those victims. Chief Miller asked for Council's approval on this  
91 project. Later in the meeting, Chief Miller introduced new officer, Kaleb Lohr, to Town  
92 Council and all those attending the meeting.

93 d. **Utilities:** Ms. Beverly London reported that the Town's sewer main repair in Timberville at  
94 the intersection of Rt. 42 and Rt. 211 is still scheduled to take place this weekend.

95 e. **Streets & Properties:** Mr. Chad L. Comer reported that paving on Elm Street is scheduled  
96 for some time this fall. A sewer line repair will also be completed on Elm Street prior to the  
97 paving. Salt will be ordered this fall, prior to the winter snow-plowing season. Mr. Comer  
98 further advised that the Town receives \$162,000 in funds from VDOT every quarter. These  
99 funds are to be used for paving, road maintenance, equipment, payroll, and sidewalk  
100 projects. Those funds are utilized very quickly.

100 f. **Events & BHP:** Mr. Comer reported that BHP had to cancel their Oktoberfest event, due to

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101 heavy rains prior to the event. BHP is also fundraising for the four-year and two-year  
102 scholarship they sponsor every year. BHP welcomes contributions from businesses or  
103 citizens towards these scholarships. BHP held a business networking after hours and they  
104 are grateful for everyone that attended that event at the co-working building in Broadway.  
105 BHP will also be a \$1,000 sponsor for the Tree Lighting Event in Broadway in December.  
106 Mr. Comer then announced that Halloweenfest is this month on October 24, 2024, from  
107 4:00 p.m. – 7:00 p.m. Currently the Town has over \$3,000 in sponsorships so the event is  
108 fully paid for by sponsors. Mr. Comer advised that anyone is welcome to help with this  
109 event if they would like to do so. Lastly, Mr. Comer requested that anyone that sees a  
110 member of the 4-H Club to please thank them for baking and donating hundreds of cupcakes  
111 every year for this event.

- 112 g. **Planning Commission:** Ms. Fawley advised that the first part of training for the Planning  
113 Commissioners was completed September 12<sup>th</sup> and 13<sup>th</sup>. Planning Commission Members  
114 will next complete homework and some quizzes and the second part of the training is  
115 scheduled for November.

116  
117 **New Business:**

118 Mayor Jordan advised that the only item under new business was the discussion and consideration of an  
119 ordinance increasing the Town's Business License Taxes and Fees. Mayor Jordan advised that a public  
120 hearing was held on this matter at Council's last meeting.

121  
122 **Mr. Richard E. Fulk made a motion to increase the Town's Business License Taxes and Fees as**  
123 **presented and to adopt the ordinance as presented. Ms. Liz M. Fawley seconded the motion which**  
124 **was approved with the following recorded roll call vote:**

126 Elizabeth M. Fawley	Aye	Richard E. Fulk	Aye
127 Beverly L. London	Aye	Chad L. Comer	Abstain
128 Douglas W. Harpine	Aye	David L. Jordan	Aye

129  
130 **Other Business:**

131 Ms. Stefanie McAlister advised that she had presented a financial Memorandum at the work session held  
132 this past Thursday but since the finances change every day, she wanted to provide some updated information  
133 to Town Council. She then stated that as of yesterday, September 30, 2024, the Town had \$1,126,678 in the  
134 checking account. Once all checks written to pay bills clear the bank, there will be \$361,567 remaining in  
135 the account. Ms. McAlister advised that October is a low revenue month for the Town as utility bills do not  
136 go out during this month. A copy of Ms. McAlister's financial report is included with the minutes from the  
137 September 26, 2024, Workshop meeting.

138 Ms. Beverly L. London asked what the status of payment was on the farmland lease. Ms. McAlister advised  
139 that she would research that and follow up with council members.

140 Ms. McAlister advised that she be providing a Land Development Report every month, which will be  
141 included with the packet. She will provide information on zoning permits, plat reviews, and other zoning  
142 matters. Ms. McAlister advised that she had issued sixteen zoning permits for August and September,  
143 performed three plat reviews and received one Special Use Permit Application. The Special Use Permit  
144 application is for a building over 250 feet on a parcel. The Special Use Permit application and  
145 documentation will be presented to Planning Commission at their meeting this month and will then come  
146 before Town Council at a joint public hearing at the Council meeting on November 12<sup>th</sup>, 2024. A copy of  
147 Ms. McAlister's Land Development Report is on file with the minutes.

148 Mayor Jordan advised that the next item on the agenda is a Closed Session. Town Council took a brief  
149 recess prior to the Closed Session.

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151 Closed Session – Personnel Matters, Virginia Code 2.2-3711(A)(1):

152 At 7:28 p.m., Douglas W. Harpine moved, seconded by Beverly L. London, that the Town Council  
153 convene in closed session pursuant to the provisions of Virginia Code 2.2-3711(A)(1) and (A)(8) to  
154 discuss matters regarding the performance and assignments of specific public officers or employees of  
155 the Town, namely, the Police Chief. The motion was approved with the following recorded roll call  
156 vote:

157				
158	Elizabeth M. Fawley	Aye	Richard E. Fulk	Aye
159	Beverly L. London	Aye	Chad L. Comer	Aye
160	Douglas W. Harpine	Aye	David L. Jordan	Aye
161				
162				

163 At 8:23 p.m., Elizabeth M. Fawley moved, seconded by Douglas W. Harpine to certify that to  
164 the best of each member's knowledge (i) only public business matters lawfully exempted from  
165 open meeting requirements under this chapter and (ii) only such public business matters as  
166 were identified in the motion by which the closed meeting was convened were heard, discussed  
167 or considered in the meeting by the public body.

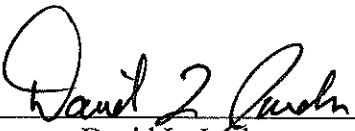
168  
169 If any member of the public body who believes that there was a departure from the requirements  
170 of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure  
171 that, in his judgment, has taken place. The motion was approved with the following recorded roll  
172 call vote:

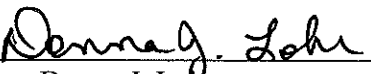
173				
174	Elizabeth M. Fawley	Aye	Richard E. Fulk	Aye
175	Beverly L. London	Aye	Chad L. Comer	Aye
176	Douglas W. Harpine	Aye	David L. Jordan	Aye
177				

178 Adjourn:

179 With no further business to discuss, at 8:24 p.m., Ms. Beverly L. London moved, seconded by Mr.  
180 Chad L. Comer, to adjourn the October 1, 2024, Town Council meeting. The motion was approved  
181 with the following recorded roll call vote:

182				
183	Elizabeth M. Fawley	Aye	Richard E. Fulk	Aye
184	Beverly L. London	Aye	Chad L. Comer	Aye
185	Douglas W. Harpine	Aye	David L. Jordan	Aye
186				

187  
188  
189  Mayor  
190 David L. Jordan

191  
192  Town Clerk  
193 Donna J. Lohr