

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL WORKSHOP MEETING
Thursday, September 26, 2024
6:00 p.m.

The Broadway Town Council met in a workshop meeting on Thursday, September 26, 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, and Chief of Police, Doug Miller.

Mayor Jordan welcomed everyone to the workshop meeting. He then called the meeting to order at 6:00 p.m.

Monthly Financial Update –

Mayor Jordan proceeded to the first item on the agenda which was the Monthly Financial Update. Ms. McAlister, Town Manager advised Council Members that the checking account balance fluctuates daily. She stated that she is not comfortable with allowing the balance to go below \$200,000. She also advised that there is not much available to be pulled from reserves in the case of an emergency.

Council members had a brief discussion on whether the check for the Heritage Park restrooms was a part of the last fiscal year or the current fiscal year. The check has not been sent to Smith-Midland for the restrooms yet as there are still additional punch-list items to be completed by them.

A brief discussion was also held regarding expenses for the pickleball courts. It was determined that \$10,000 for fencing, \$6,000 for painting of all three courts, and the cost for drilling for fencing and permanent nets are costs that will be incurred in the current fiscal year.

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

Council members then reviewed the profit and loss statement for the pool.

Council members expressed their appreciation for a job well done this pool season by Ms. Jill Showalter, Pool Manager.

A copy of the financial reports, the list of paid bills, and the pool profit and loss report 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 East Springbrook Road Potential R-5 Development. Ms. McAlister advised that there is currently a developer interested in a 4.62-acre property available on East Springbrook Road to the west of the high school. They are considering constructing approximately 30 townhomes on this property.

Council members discussed the property. Council's concerns regarding the property include a question of whether or not there is enough space to have an entrance between the homestead and the high school, the additional traffic this development would create on Springbrook Road by the high school, the land topography, which is likely entirely rock, and whether townhomes would be the best development of this property.

Ms. McAlister proceeded to the next item on her report which was the Town's upcoming sewer main repair in Timberville. Ms. McAlister advised that parts have been ordered and are on site. She advised that next weekend Pilgrim's will not be running the production side of their plant so flows from their plant would be minimal. Alger's excavating will begin preliminary work on Thursday and Friday nights from 9:00 p.m. – 6:00 a.m. with the main sewer line repair happening on Saturday.

Ms. McAlister also advised Council members that she had been in conversation with Mr. Jose Carrera,

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plant manager at Pilgrim's and had conveyed a request to him for any financial assistance that Pilgrim's could provide for the sewer main repair. Mr. Carrera has advised Ms. McAlister to put her request in writing. Ms. McAlister asked Council if they wish for her to put a request in writing to both Pilgrim's and Cargill. Council directed Ms. McAlister to proceed with putting the request in writing.

Ms. McAlister then proceeded to the third item on her report which was the Heritage Park Restroom Facility. Ms. McAlister advised that the lights are fixed, however there is still some minor work that needs to be completed in the electrical panel. There is also an issue with the plumbing of the sinks in the women's restroom. These items will need to be addressed by Smith-Midland prior to the Town paying for the restrooms. The restrooms will be functional and available for use for the Oktoberfest event this Saturday.

The next item on the Town Manager's report was the Elm Street Paving project and future use of highway funding. Ms. McAlister advised that the estimated cost to pave Elm Street is \$122,430 and the project should be completed by the end of September. That project will be paid with the highway money that the Town expects to receive this week. That payment to the town will be for approximately \$157,497. The town will also use \$25,000 of these funds to purchase road salt for the upcoming winter. Public Works staff will also be reviewing a portion of Dogwood Drive that is in need of repair. Highway funds scheduled to be received in December will be used to correct the issue on Dogwood Drive, and to perform any necessary equipment and vehicle maintenance in the winter.

Mr. Travis Driver asked if the storm water issue on Elm Street would be addressed when the sewer line is repaired, prior to paving occurring. Staff will research if the storm water issue is on the homeowner to take care of or if it is an issue the Town needs to address.

Council Members reviewed Ms. McAlister's report but had no additional comments or questions.

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

Old Business

Mayor Dave Jordan advised that the only item under old business was an update from the committee regarding the Community Golf Cart Ordinance Proposal.

Ms. Fawley advised that the committee is still researching and gathering information regarding safety, costs, and the pros and cons of a community golf cart ordinance.

New Business

Mayor Jordan stated that the only item under new business was a review of the agenda for the upcoming Council meeting. Council members reviewed the draft of the agenda.

Other Business

There was no other business to discuss.

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

At 7:20 p.m., Mr. Douglas W. Harpine made a motion to convene in closed session pursuant to the provisions of Virginia Code 2.2-3711(A)(1) and (A)(8) to discuss matters regarding the performance and assignments of specific public officers or employees of the Town, namely, the Police Chief. Ms. Beverly L. London 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
Douglas W. Harpine	Aye		

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At 9:17 p.m. Travis M. Driver moved, seconded by Beverly L. London to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

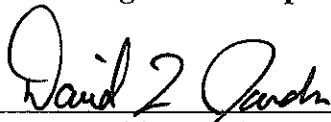
If any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The motion was approved with the following recorded roll call vote:

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

Adjournment

At 9:18 p.m., with no further business to discuss, Mr. Douglas W. Harpine made a motion to adjourn the meeting. Beverly L. London 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		



Mayor

David L. Jordan



Town Clerk

Donna Lohr