

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL WORKSHOP MEETING  
Thursday, November 7, 2024  
6:00 p.m.

The Broadway Town Council met in a workshop meeting on Thursday, November 7, 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, Liz E. Fawley, Richard E. Fulk, Douglas W. Harpine, and Beverly L. London. The following staff members were present: Town Manager, Stefanie McAlister, Town Clerk Donna Lohr, and Interim Police Chief, Joe Ritchie.

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

**Monthly Financial Update -**

Ms. Stefanie McAlister advised that the Monthly Financial update was prepared for the packet on November 7, 2024. The paid supply list and bank account balances were through October 31, 2024. Council members reviewed the bills paid for the month. The Town's checking account balance, as of October 31, 2024, was \$594,053 and outstanding checks totaled \$14,192.

Bills still owed for October total \$208,024.

The reserve accounts have not changed much from the previous month and show a total of \$60,334.

Ms. McAlister advised that October is a lean revenue/high expense month for the Town. Bi-monthly utility bill collection does not happen in October and a loan payment of \$405,000 is due. Utility bills were mailed out at the end of October (November 2024 bill). Total billed out for November bills was \$236,537, due by November 25, 2024. Wastewater customers have been invoiced as of October 20, 2024. Total billed out was \$263,598. Bio-solids invoiced for October was \$46,967. Both are due by November 20, 2024. There were no wastewater exceedance fines billed in October.

Ms. McAlister advised that the Town has received the information from the County for Real Estate and Personal Property tax bills. Town staff is currently printing those bills. The bills should be mailed out within the next week and a half and will be due December 5, 2024.

Ms. McAlister advised that the loan payments and their terms are listed at the bottom of the Financial Update. Also listed is what the loan payments are for. Ms. McAlister stated that in about two and a half years, when the 2027 loans are paid off, the Town will be paying \$587,000 less than what the Town is currently paying. The Town is currently paying approximately \$1.2 million dollars a year. The total outstanding debt is \$18,400,000.

Mr. Travis Driver stated that he had thought the library building loan had been paid off. Council members were in agreement that they were under the impression that the loan for the library building had been paid off several years ago. The previous administration had been directed by Council to pay off the loan for the Library building and Council assumed that had been done. Mr. Richard Fulk asked Ms. McAlister to find out what the payoff amount would be on the loan for the Library.

Ms. McAlister advised that she would find out what that amount is.

Council members discussed the possible sale of any unused properties owned by the Town.

Mr. Richard Fulk commented that the amount paid for bills this month was \$539,168.16. He advised staff and Council members that the amount paid for bills in October of 2022 was \$775,639.92. Mr. Fulk remarked that is a difference of \$236,471.76. Mr. Comer stated that town staff has been working hard to control spending and to save money wherever possible.

Council members then reviewed the budget versus actual report as well as the paid checks list. Ms. McAlister fielded a few questions regarding the paid invoices and a few regarding the elevated percentages on the budget versus actual report.

Council members asked Ms. McAlister to explain why the sewer repairs and maintenance percentage was high on the budget versus actual report.

Ms. McAlister advised that Ms. Clark has been keeping a listing of all the bills related to the unexpected

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and unbudgeted sewer line repair that occurred last month. Items include electrical work for the pumps, bypass line equipment that had to be rented, clamps and other materials. Currently, the Town has not received a bill from Alger's excavation or from the company that handled traffic control. To date, the bills that have come in relating to the sewer line repair total \$78,000. The traffic control is expected to be an additional \$25,000 and it is unknown what Alger's invoice will be. Ms. McAlister advised that she will keep Council members updated on the expenses for the sewer line repair.

Mr. Douglas Harpine commented that the sewer budget line item for repairs and maintenance will exceed what was budgeted for the year, as it is already at 61% for less than the first half of the year.

Ms. London mentioned that the Town needs a Capital Improvement Plan created so that staff and Council members are less likely to be caught off guard by unbudgeted expenses and repairs.

Ms. Liz Fawley asked how much the Town received in donations towards the Heritage Park restrooms.

Ms. McAlister responded that the Town received a donation of \$50,000 from Rockingham County, \$10,000 from Broadway Hometown Partnership, and \$10,000 from F&M Bank.

Ms. Fawley asked where donations received or grant funds received are reflected in the financial reports. She asked where it is shown that the funds received towards the heritage park restrooms were applied to the heritage park restroom expenses. Mr. Chad Comer responded that the monies donated towards the restrooms were given in previous years so they are not reflected in this budget year's revenues.

Ms. McAlister advised that it is difficult, since the Town is so lean in cash flow, to ensure that monies brought in are put towards exactly that for which they were designated. Staff continues to work towards improving tracking of donations and designating them specifically for that which they were donated.

Ms. McAlister advised that she is currently trying to work with Smith-Midland to get credit for some items fixed at the restrooms that were not functioning following installation and which the Town's Public Works Department had to repair. Smith-Midland currently wants to be paid for the restrooms and is not receptive towards any sort of payment plan. They want to be paid in full for the restrooms.

Ms. McAlister is going to try to get a credit from them again within the next two days but if they are not receptive, she is going to mail the check to them and be done with that project.

Ms. McAlister went on to state that the restrooms have been vandalized more than once since their installation. The police department is currently pursuing one case of vandalism that was caught on a trail camera that had been installed by the Public Works Department. The Town may be able to receive some payment for the door that was damaged.

Ms. McAlister also advised that the Town had received a quote from First Witness Security for security cameras at the parks, the Town Office and the Police Department. Staff is currently working to determine the extent of camera coverage that is needed in order to cut down on the cost of the estimates.

The total estimated cost for cameras at all four locations is approximately \$50,000. Ms. McAlister advised that staff will determine the best places for cameras and see what the finances are at the beginning of the year and the possibility of camera installation will be re-visited at that time.

Mr. Doug Harpine asked if the bathrooms are currently being locked. Ms. McAlister responded that she believed they are being locked at night.

Ms. McAlister fielded a few other questions regarding the bills paid for the month.

### **Old Business**

Mr. Harpine asked for a status update on the Rt. 259 bridge re-naming.

Ms. Lohr, Town Clerk, stated that VDOT had advised that the sign has been manufactured and is ready for installation however, VDOT is not currently doing any public events, due to the recent hurricane damage in various locations in the state.

Ms. McAlister advised that staff will follow up with VDOT to see if they have a time-frame for restarting public events so that the Town can plan a bridge re-naming ceremony.

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Mr. Harpine then stated that the pickleball organization has been raising money and the Town was originally going to match their funds, but Mr. Harpine stated that since finances are so tight he does not believe the Town has the money to match the pickleball organization's funds, so he wants to know what to tell the pickleball organization.

Ms. McAlister asked what the Town is supposed to match funds for.

Council members advised the Town is supposed to match funds for painting the courts and installation of permanent nets and fencing.

Council members agreed that the pickleball organization will have to hold on to their money. Mr. Harpine advised that he has told the pickleball organization that this item can be re-visited in the spring. Mr. Harpine is hoping that all the money to complete this project can be paid for through donated funds. Mr. Comer stated that the Elm Street paving project has been pushed out until Spring. The Public Works Department will also repair a few driveways in the Walnut Ridge subdivision in the spring as well.

Mr. Harpine asked when the Town is ordering salt for the winter season. Ms. McAlister advised that the public works director has already been instructed to order salt. She stated that she would follow up with him to make sure the salt gets ordered if it hasn't already been.

Council members then discussed whether or not the Town should put off fireworks this year at the end of June as is traditionally done. Ms. McAlister advised that Ms. Clark is acquiring quotes from several companies in addition to the company the Town normally contracts with. Ms. McAlister asked for council's direction on this. Council members advised that they want to know costs in order to determine whether they wish to set off fireworks in June 2025.

**New Business**

Mr. Travis Driver advised that a police chief from another jurisdiction reached out and offered his assistance to the Town in the hiring process for a new chief of police. Mr. Driver asked council members if they would be ok with Mr. Driver utilizing the help of the police chief in reviewing applications and offering an explanation of credentials to Mr. Driver and the other members of council who plan to interview the applicants. The police chief who has offered his help is willing to sign a non-disclosure agreement. Council members were in agreement that Mr. Driver could utilize the help of the police chief in reviewing the applications and explaining their qualifications. Ms. McAlister advised that she would contact the Town Attorney to acquire a non-disclosure agreement for the police chief to sign.

Mr. Harpine asked for a status update on the latest FOIA request, particularly in regard to the Town's attorneys.

Ms. McAlister advised that the request was received on October 31, 2024 and the Town has five business days to respond to that request. As of tomorrow, a response will be sent. Ms. McAlister created a response and sent her response to the attorney for review. The attorney added some language to it. There are some items that will be easy to provide because they were previously requested in other FOIA requests and they are easily released so staff will proceed with sending those items. Staff will ask for an extension of time for the other requests that are more detailed and will require more time to work on. That will also be part of the response that will be sent tomorrow. Staff will then need to determine if all of the remaining requests are records that the Town even has. Staff will have twelve days total to determine if the information is obtainable and approximately how much time it will take to gather the requested information. Right now, the estimate is \$2,500 - \$3,000 of staff time to fulfill the request. An estimate will be included in the information that is sent out by day 12. That amount will need to be paid before the information is provided.

Ms. McAlister advised that she does not have a problem giving information if it is readily available and if there is some specificity to it. These extensive FOIA requests are a time drain on staff. They are

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difficult to try to work through and they pull staff from the work they have been hired to do. Ms. McAlister advised that if the cost estimate does not get paid, then after 30 days the request becomes void. The request would have to be resubmitted, and the time periods start over. Ms. McAlister advised that she has requested that the attorneys review the body camera footage, whether or not there is any expectation of privacy and whether that footage can be released or not.

The next item under new business was the discussion of a Special Use Permit for 132 Skymont Drive. Ms. McAlister advised that there is a landowner who would like to put an accessory building, in excess of 250 square feet, on his property. Mr. Safritt tried to get a zoning permit for that but was denied because he was going to put the accessory structure on a lot that did not have a primary structure. The permit was also denied because the building was going to be more than 250 square feet. When a building of that size is requested, the property owner must go through the special use permit process. The landowners have vacated their property line so it is now only one property, allowing for the accessory structure on that parcel. But Mr. Safritt must still get a special use permit due to the size of the building. A copy of the lot line vacation, Mr. Safritt's special use permit application, and a drawing of the parcel and building location were included with Council's packet. The joint public hearing for the special use permit application will be held on Tuesday. Adjoining property owners have been notified.

The next item under new business was a discussion of the Council Workshop Meeting for December 2024. Ms. McAlister advised that staff is proposing that everything be done at the council meeting. The financial statements and paid supply list will be included with the packet for the regular council meeting. Council members should receive all of their packet information on the Monday before the December council meeting. Council members agreed with by-passing the workshop meeting and will just have their regular monthly council meeting, which will be held on Tuesday, December 3, 2024. Mr. Comer advised that the Tree Lighting event is scheduled for Wednesday, December 4, 2024. Broadway Hometown Partnership donated \$1,000 towards this event. United Bank is going to serve hot chocolate and cookies at this event. Farmers and Merchants Bank is donating candy canes and other items. This event is completely covered by sponsorships.

Mayor Jordan moved to the third item on the agenda under new business which was a review of the council meeting agenda for November 12, 2024. Ms. McAlister advised that the third item under new business was to designate new authorized signers on the RBEG and IDA accounts at Truist Bank. The current authorized signers are no longer employed with the Town. Mayor Jordan suggested having Ms. Kim Clark, Deputy Treasurer, and Ms. Susan Smith, Finance Director, and either the Mayor or Town Manager be the third signer. Council members reviewed and approved the draft agenda for the November Council meeting.

**Other Business**

Under other business, Ms. McAlister advised that new council member, Ms. Joan Shifflett will take oath tomorrow. She will be a sitting council member at this Tuesday's meeting. Until Ms. Shifflett takes her oath, Ms. Liz Fawley is still on council. Ms. McAlister advised that Ms. Fawley was previously on Planning Commission and that she may be interested in being appointed back to the Planning Commission. Currently there is a vacancy on the Planning Commission. Council may consider who they wish to appoint to the Planning Commission and if they wish to appoint Ms. Fawley, they may wish to discuss it with her and see if she is interested in being re-appointed to the Planning Commission. Ms. Fawley is currently going through the training for Planning Commissioner's.

Mr. Chad Comer asked Ms. Fawley if she would be interested in staying on the Planning Commission. Ms. Fawley advised that she enjoyed being on the Planning Commission and would be interested in being re-appointed.

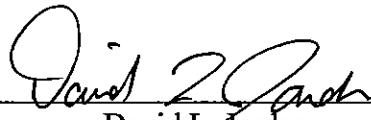
Mayor Jordan advised that Council could make the appointment at their council meeting on Tuesday.

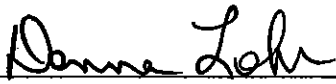
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Ms. McAlister then advised that there is now a vacancy on the Board of Zoning Appeals, because Ms. Joan Shifflet was on that board and now that she has been elected to Town Council, her seat on the Board of Zoning Appeals has been vacated. Council will need to make a recommendation to the circuit court for an appointment to the Town's Board of Zoning Appeals. The vacancy will be posted on the Town's website and applications will be collected for this board.

With no further business to discuss, at 7:12 p.m., Mr. Travis Driver made a motion to adjourn the meeting. Ms. Liz Fawley seconded motion which passed on the following recorded roll call vote:

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

  
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David L. Jordan Mayor

  
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Donna Lohr Town Clerk