



BROADWAY TOWN COUNCIL MEETING AGENDA

DATE: Tuesday, January 7, 2025
TIME: 7:00 P.M.
PLACE: Council Chambers of the Broadway Town Office

- I. Call Meeting to Order & Establishment of a Quorum – Mayor David L. Jordan
PLEDGE OF ALLEGIANCE
INVOCATION
- II. **Approval of minutes** (December 3, 2024, Town Council Meeting), monthly financial reports & bills paid
- III. Public Comment
- IV. Old Business
- V. Departmental Reports
 - A. Parks & Recreation – D. Harpine
 - B. Finance – R. Fulk/B. London/S. McAlister
 - C. Personnel/Police – T. Driver (Police Department Staff Report included)
 - D. Utilities – B. London
 - E. Streets & Properties – C. Comer
 - F. Events & BHP – C. Comer
 - G. Planning Commission – J. Shifflett
- VI. New Business
 - A. Discussion and consideration of a text amendment to the Town Code changing the times and days of council meetings effective immediately
 - B. Discussion and consideration of the appointment of a Vice-Mayor
- VII. Other Business
- VIII. ADJOURNMENT

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL

Tuesday, December 3, 2024

7:00 p.m.

1 The Broadway Town Council met in regular session on Tuesday, December 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, Richard E. Fulk, Douglas W.
4 Harpine, and Joan H. Shifflett.

5 The following staff members were present: Town Manager, Stefanie McAlister, Town Clerk Donna Lohr,
6 Acting Chief of Police, Joe Ritchie, 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:**
12 **Mr. Chad L. Comer moved to approve the minutes of the November 7, 2024, Town Council**
13 **Workshop Meeting and the November 12, 2024, Town Council Meeting. Mr. Richard E. Fulk**
14 **seconded the motion which was approved with the following recorded roll call vote:**

15				
16	Joan H. Shifflett	Abstain	Richard E. Fulk	Aye
17	<i>(Ms. Shifflett abstained, stating</i>		Chad L. Comer	Aye
18	<i>that she was not yet serving as</i>		David L. Jordan	Aye
19	<i>a Town Council member</i>			
20	Travis M. Driver	Aye		
21	Beverly L. London	Aye		
22	Douglas W. Harpine	Aye		
23				

24 **Public Comment:**
25 Mayor Jordan opened the public comment period of the meeting. Mayor Jordan advised citizens that there
26 is a three-minute time limit per citizen, and citizens may speak one time per meeting. He asked citizens to
27 state their name and address when they come to the podium to speak.

28 The first citizen to speak was Mr. Michael Amundsen, 311 Meyers Court.
29 Mr. Amundsen stated, "Let's talk trash for a minute. At 4:45 a.m., I heard the trash trucks pulling up on
30 Meyers Court. Usually it's 7:00 a.m., which is ok to me. But 4:45, waking up the dogs and waking up us,
31 it's not very appreciated. Did something change in their contract? It is supposed to be no later than 7:00
32 a.m."

33 Mayor Jordan advised that he was unaware of any changes to the contract.

34 Mr. Chad Comer advised that a staff member would contact Waste Management and find out.

35 Ms. Lohr, Town Clerk, responded that after receiving several calls from citizens on Monday, December 2,
36 2024, she had contacted Waste Management via email regarding how early they had started collecting trash,
37 and inquiring if something had changed. She also had reminded Waste Management that there is a noise
38 ordinance in Town. Ms. Lohr advised that Waste Management had not yet responded to her email inquiry.

39 The next citizen to speak was Ms. Elizabeth Fawley, 358 Copper Drive.

40 She stated, "I've had several people ask me. You know our Broadway High School Cross Country boys
41 have made us proud, and they've asked if we are going to put a sign up saying that they won the
42 championship for the cross country state."

43 Mayor Jordan responded, "That's a great question. I don't know who provided the current signage that is on
44 Springbrook. I don't know if the Town does that or had any impact. But we'll follow up on it."

45 With no further comments from the public, Mayor Jordan closed the public comment section of the meeting
46 at 7:06 p.m.

47
48 **Old Business:**
49 Mayor Jordan asked Council and staff members if they had any old business to discuss.
50 Ms. Joan Shifflett stated that she was not yet serving as a council member at the November 7, 2024

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51 workshop meeting but at that meeting there was discussion about the possibility of selling some Town
52 property. Ms. Shifflett asked for an update on that, given the potential significance of that possible action.
53 She asked if there had been further discussion on that and what the plan was surrounding that.
54 Mr. Chad Comer responded that there had been no further discussion regarding that. He advised that Ms.
55 McAlister was going to look into possibly doing something with some of the wastewater land but she had to
56 discuss it with the town attorney to see if there was land that was required to be retained.
57 Ms. McAlister advised that in the loans that the Town has for the wastewater facility, a certain amount of the
58 land must be retained.
59 Mr. Light advised that the loan documents for the VRA loans, which are the state loans that funded the
60 wastewater treatment facility, prohibit the Town from selling any part of the “sewer system”. This makes
61 sense because the sewer system is what is generating the revenues for which the loans will be paid back.
62 The wastewater treatment plant is a part of the sewer system. Mr. Light advised that the question is whether
63 every acre at the wastewater treatment plant is necessary as part of the sewer system or could some of it be
64 sold off without violating the bond covenants. Mr. Light stated that the only way to know the answer to that
65 is to talk to VRA, and the Town has not done that yet.
66 Ms. Shifflett asked if there are other properties as well that could be sold.
67 Ms. McAlister advised that the only properties she knows of are the parcel with the old school located next
68 to the Town office and some property located at the end of CC Turner Trail which is about six acres in size.
69 Mr. Chad Comer advised that parcel on CC Turner Trail has some of the Town’s sewer infrastructure on it
70 as well.
71 Mayor Jordan advised that council has not seriously pursued selling any of the properties aforementioned.
72 Ms. Shifflett asked if Town council is at the point of seriously pursuing it.
73 Mr. Comer advised that it has not been discussed, other than Ms. McAlister had mentioned it.
74 Ms. Shifflett than stated that at the last Council meeting, Mr. Tommy Branner had mentioned that the water
75 lines are filthy on Sunset Drive. She wondered if any response had been provided to Mr. Branner.
76 Mr. Branner stated that there is no way to flush that line as there are no hydrants located on that portion of
77 the line on South Sunset Drive. Mr. Branner advised that his location is the second to the last on the line
78 and that the public works department had been there to evaluate the issue.
79 Ms. McAlister responded that she would contact the public works director to discuss the issue.
80 Ms. Shifflett then asked if the vacancy on the Board of Zoning Appeals had been posted on the Town’s
81 website yet.
82 Ms. McAlister advised that she is waiting until after the first of the year to post that vacancy on the website.
83 She advised that the Board of Zoning Appeals does not meet very often, and she thought that the notice on
84 the website would get more attention if it was posted after the holiday season.
85 Ms. Shifflett mentioned that it could be advertised on the Town’s electronic sign as well in order to reach a
86 broader audience.
87 Ms. Shifflet then stated that at the last meeting the room was full, and citizens were standing in the hallway
88 for the meeting. Ms. Shifflett stated that the possibility for live streaming the meetings or moving them to
89 the community center or some other larger venue might be considered. She asked if the council could start
90 thinking about that and considering various solutions to the issue of overcrowding at the meetings. Ms.
91 Shifflett advised that she did not want to exclude anyone from the meetings because they don’t want to
92 attend because the meetings have been “standing room only”.
93 Mayor Jordan advised that Mr. Emswiler had brought that issue up previously and it is hard to anticipate
94 how many residents will be attending each meeting. The council chamber room was built for meetings to be
95 held in the Town office, but the chambers only hold so many people. He further advised that the issue is
96 open for future discussion.

97
98 **Departmental Reports:**

99
100 a. **Parks & Recreation:** No report.

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- 101 **b. Finance:** Mr. Richard E. Fulk reported that the finance committee would begin
102 meeting in the upcoming months to begin working on the budget.
103 **Mr. Richard E. Fulk then made a motion to approve the monthly financial reports**
104 **and the payment of bills in the amount of \$323,214.83. Mr. Douglas W. Harpine**
105 **seconded the motion which passed on the following recorded roll call vote:**
106

107	Joan H. Shifflett	Aye	Richard E. Fulk	Aye
108	Travis M. Driver	Aye	Chad L. Comer	Aye
109	Beverly L. London	Aye	David L. Jordan	Aye
110	Douglas W. Harpine	Aye		

111
112 Ms. McAlister reported that in the F&M Bank checking account, as of November 22, 2024,
113 there was \$670,106 in the account. Outstanding checks totaled \$52,000. In the Loomis
114 investment account, there is \$314,000. There is \$7,600 available in the LGIP General Fund.
115 There is \$7,155 available in the LGIP Water Fund, and \$6,115 available in the LGIP Sewer
116 Fund. In those four investment or savings accounts, there is \$60,424. This month was a
117 utility billing revenue month so payments from utility bills as well as real estate and
118 personal property taxes have helped the bank account. Ms. McAlister advised that on the
119 report, the Town's loans and their term dates are listed. A question had previously been
120 asked about the term date of one of the loans and Ms. McAlister confirmed that the loan
121 payoff date was in 2025. Ms. McAlister advised that in about two and a half years from
122 now, the town will be paying approximately \$585,000 less per year in loan amounts. Ms.
123 McAlister then stated that there was some question about whether the library loan had been
124 paid off. That loan has not been paid off and the Town pays \$14,200 twice a year for this
125 loan. The current payoff amount on that loan is \$104,755. That loan matures in 2027.

- 126 **c. Personnel/Police:** Mr. Travis Driver reported that the Police Department monthly report
127 was included in the packet. Mr. Driver thanked Acting Chief Joe Ritchie for getting the
128 Town back to 24-hour police coverage.
129 **d. Utilities:** No report.
130 **e. Streets & Properties:** No report.
131 **f. Events & BHP:** Mr. Comer reported that the Tree Lighting is scheduled for tomorrow
132 evening, Wednesday, December 4, 2024 beginning at 6:30 p.m. This event is sponsored by
133 Broadway Hometown Partnership, as well as United Bank and Farmers & Merchant's Bank.
134 **g. Planning Commission:** No report. The Planning Commission will not meet in December.
135

136 **New Business:**

137 Mayor Jordan moved to the first item on the agenda under new business which was the discussion and
138 consideration of the time and dates of council meetings and council workshop meetings, effective January
139 2025.

140 Ms. McAlister advised that with the workshop meetings being on the Thursday before the council meeting,
141 which is the first Tuesday of the month, it is difficult to get all the financial reports together because the
142 month hasn't finished out. Council may want to consider changing the dates of the council meetings to a
143 day later in the month, such as the third Tuesday of each month. Currently council meeting dates and times
144 are set in the Town's ordinance, which means an ordinance would be required to change the date of the
145 council meetings. Ms. McAlister advised that council may want to consider also changing the dates of the
146 council workshop meetings and just hold both meetings on the third Tuesday of the month, with the
147 workshop meeting being scheduled from 6:00 p.m. - 7:00 p.m. and the Town Council meeting commencing
148 at 7:00 p.m. Ms. McAlister advised that if council desires to change the date of the meeting, the Town
149 attorney can prepare an ordinance for the January 2025 meeting which would fall on the first Tuesday of the
150 month, and the ordinance could be voted on and possibly adopted that night. The change would be effective

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151 as of the February 2025 meeting, which would then be on the third Tuesday of the month.
152 Ms. McAlister advised that included in the packet is a list of all the council meeting dates for 2025, with
153 council meetings falling on the first Tuesday of the month and council workshops on the preceding
154 Thursday. Ms. McAlister advised that if the council wishes to change the day of council meetings to the
155 third Tuesday of the month, she and Mr. Light will work on an ordinance to make that change. Ms.
156 McAlister advised that if the dates of the council meetings do change for 2025, it will be well publicized.
157 The consensus of council members was to change the days of council meetings to the third Tuesday of the
158 month, but to leave the council workshops on the Thursday before the regular council meetings. Mr. Light
159 advised that he would work on creating the ordinance to make the change, but he reminded Council
160 members that the January 2025 Council meeting/organizational meeting would still occur on January 7,
161 2025. The change to the Town Code and the meeting days will be presented to Town Council via ordinance
162 as an action item open for discussion and vote at the January 7, 2025, meeting. The change to the meeting
163 days would not go into effect until the February meeting, which would be on Tuesday, February 18, 2025.
164 Mr. Light suggested to Ms. McAlister and council members that it would be a good idea to ensure
165 significant publicity takes place regarding the change to council meeting days. Ms. McAlister advised that it
166 would be publicized on the Town's website, Facebook page, and the electronic sign.
167 Mayor Jordan asked how long council's workshop meetings normally run. Ms. Lohr advised she can review
168 the voice recordings for the past two years to determine how long the meetings have run.
169 Mayor Jordan proceeded to the next item under new business on the agenda which was the appointment of
170 departmental representatives, effective January 2025. Mayor Jordan advised that Mr. Douglas W. Harpine
171 will stay as representative for Parks and Recreation; Mr. Richard E. Fulk and Ms. Beverly L. London along
172 with Ms. McAlister will be representatives for Finance; Mr. Travis M. Driver will stay as representative for
173 police and personnel; Ms. Beverly L. London will stay as representative for Utilities; Mr. Chad L. Comer
174 will stay as representative for Streets and Properties; and Mr. Chad L. Comer will stay as representative for
175 Broadway events, funded by the business community. Mayor Jordan also advised that Ms. Joan Shifflet will
176 be the council representative to the Planning Commission. There is a Planning Commission training session
177 that Ms. Shifflet may attend in the future.
178 Mr. Matt Light advised that the appointment to the Planning Commission requires a vote of Council because
179 of state law.
180 **Ms. Chad L. Comer made a motion to appoint Ms. Joan H. Shifflet to the Planning Commission as the**
181 **Council representative, effective January 1, 2025. Ms. Beverly L. London seconded the motion which**
182 **passed on the following recorded roll call vote:**

183				
184	Joan H. Shifflett	Aye	Richard E. Fulk	Aye
185	Travis M. Driver	Aye	Chad L. Comer	Aye
186	Beverly L. London	Aye		
187	Douglas W. Harpine	Aye		
188				

189 **Other Business:**

190 Mayor Jordan proceeded to the first item under Other Business.
191 Ms. Linda Gilbert had requested to address Council members regarding Rockingham Petroleum site
192 development.
193 Ms. Gilbert stated, "I appreciate the opportunity to speak to you all about something that is really important
194 to me, and important to my neighbors as well. I do want to start out by saying that none of what I'm about
195 to complain about is Travis Driver's fault. He was not in on the planning and he was certainly not in on the
196 promise making. I've already had a private discussion with him about this and he understands that. My
197 biggest issue is that in the proffer letter that was submitted by Rockingham Petroleum when they were trying
198 to get this station approved, they promised, I think it was proffer #5, 'adjacent to the cemetery, the applicant
199 shall install a landscaped tree buffer to screen the two properties'. That has not happened. There is no sign
200 that it is going to happen. As a matter of fact, the largest part of the back of that property, they've put huge

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201 rocks. They did that knowing that they were going to be required to put up trees. So, it's going to create a
202 problem now to put up trees but I think they need to figure it out. That is something that needs to happen.
203 Our neighborhood was peaceful and tranquil and quiet. I walk out my door now and there's this thing
204 looming up on the hill that looks like a Disney theme park and it's lit up 24/7. It's ugly. And it bothers me,
205 not just for me, but for the cemetery. I'm not trying to be flippant. I know those people are dead, but their
206 relatives want to go there and they want to spend quiet time. I know. I have a husband and parents who are
207 buried in Georgia and before I moved up here I went to the cemetery quite often and I would have been
208 really upset if I'd had to contend with all that. It just makes it not private and not peaceful. My second issue
209 is that we were promised, and I mean PROMISED, that would not be a truck stop, but it is. Truckers are
210 sleeping there. And I've got picture after picture in my phone, of trucks that have been parked up there for
211 hours on end, and I go up there and look. I mean I don't stay up all night so I don't know if they're there all
212 night or not but I know they're there during the day and I go up there and their headlights are on so the
213 engine is running because they are either heating or cooling the sleeping compartment. So I know that
214 they're there and I've got the pictures to prove it, but as it turns out, I mean I was ready to go rouse up this
215 one trucker and say 'you can't stay here', and then I saw the signs. They are two dinky little signs that say,
216 "no overnight parking". So, technically, as far as I know, they're not doing anything wrong right now. But
217 if they're sleeping there, I don't care whether it's day or night. It's a truck stop. And that does not need to
218 be. We were promised that it would not be. So, I think those signs need to be replaced with more and larger
219 signs that say 'two-hour parking limit strictly enforced'. And then the third issue -- I don't even know how
220 to describe this. I don't know if you all can hear this... (Ms. Gilbert played a sound byte from her phone).
221 That's a truck, using it's engine brakes, and that goes on 24/7 and it's a lot louder than that when you're
222 there. That was over a quarter of a mile away. And they sound like helicopters flying over the house. Now
223 before that station was built I had a concern about that and I was told that there was a town ordinance and it
224 would be strictly enforced. Well now I find out there's no town ordinance. So, again, they're not
225 technically doing anything wrong but I think that this council is in a position to do something about that.
226 Pass an ordinance that could be enforced. It's a lot of noise to contend with. And that really is all I wanted
227 to say."

228 Ms. Gilbert supplied her address of 12211 Daphna Road when asked by a council member.

229 Mayor Jordan thanked Ms. Gilbert for addressing council. He then advised that the "jake brakes" issue
230 occurs near the school on Springbrook Road and near the funeral home on Rt. 42 also. Mayor Jordan
231 advised that the issue is that it is a safety device that is installed on those trucks and if the Town creates an
232 ordinance prohibiting truck drivers from using their "jake brakes" and something happens to that truck and
233 the driver loses his brakes, the Town could be held liable.

234 Ms. Gilbert advised that she understands and accepts that. She advised, "We didn't used to hear that noise
235 like we do now when there were trees there where they bulldozed them. And just a word to the wise, if you
236 would plant those trees and let them grow up nice and tall, I could not keep up with it if truckers are sleeping
237 up there. But as it is, I have a direct line of sight from my breakfast room and I see those trucks parked over
238 there."

239 Mr. Travis Driver advised that Rockingham Petroleum has six more signs that will be installed tomorrow.
240 They state "Customer parking only. Two-hour limit". He further advised that he has contacted Acting
241 Chief Ritchie several times because Rockingham Petroleum does not want truckers there spending the night.
242 Those signs will be installed tomorrow.

243 Ms. Gilbert thanked Mr. Driver.

244 Mayor Jordan then advised that council would take a brief recess prior to the scheduled Closed Session for
245 citizens to exit. He then thanked the citizens for attending the meeting and wished everyone Happy
246 Holidays.

247
248 **Closed Session – Personnel Matters, Virginia Code 2.2-3711(A)(1):**

249 **At 7:45 p.m., Mr. Travis M. Driver moved, seconded by Beverly L. London, that the Town Council**
250 **enter into closed session pursuant to the provisions of Virginia Code 2.2-3711(A)(1) concerning**

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251 personnel, for the purpose of discussion and consideration of prospective candidates for employment
252 to fill the position of the Town Police Chief. The motion was approved with the following recorded
253 roll call vote:

254				
255	Joan H. Shifflett	Aye	Richard E. Fulk	Aye
256	Travis M. Driver	Aye	Chad L. Comer	Aye
257	Beverly L. London	Aye	David L. Jordan	Aye
258	Douglas W. Harpine	Aye		
259				

260 At 8:25 p.m., Mr. Travis M. Driver moved, seconded by Mr. Douglas W. Harpine to certify
261 that to the best of each member's knowledge (i) only public business matters lawfully
262 exempted from open meeting requirements under this chapter and (ii) only such public
263 business matters as were identified in the motion by which the closed meeting was convened
264 were heard, discussed or considered in the meeting by the public body.

265
266 If any member of the public body who believes that there was a departure from the requirements
267 of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure
268 that, in his judgment, has taken place. The motion was approved with the following recorded roll
269 call vote:

270				
271	Joan H. Shifflett	Aye	Richard E. Fulk	Aye
272	Travis M. Driver	Aye	Chad L. Comer	Aye
273	Beverly L. London	Aye	David L. Jordan	Aye
274	Douglas W. Harpine	Aye		
275				

276 Adjourn:

277 At 8:27 p.m., Mr. Richard E. Fulk moved, seconded by Mr. Travis M. Driver, to adjourn the
278 December 2, 2024, Town Council meeting. The motion was approved with the following recorded roll
279 call vote:

280				
281	Joan H. Shifflett	Aye	Richard E. Fulk	Aye
282	Travis M. Driver	Aye	Chad L. Comer	Aye
283	Beverly L. London	Aye	David L. Jordan	Aye
284	Douglas W. Harpine	Aye		
285				

286
287 _____ Mayor
288 David L. Jordan

289
290 _____ Town Clerk
291 Donna J. Lohr

AN ORDINANCE TO CHANGE THE ORGANIZATIONAL AND REGULAR MEETING DATES OF THE TOWN COUNCIL OF THE TOWN OF BROADWAY, VIRGINIA, AND AMENDING SECTIONS 30.02(a) AND 30.02(b) OF TOWN CODE OF THE TOWN OF BROADWAY, VIRGINIA (2023)

WHEREAS the Town Council of the Town of Broadway, Virginia (the “Council”) has the power under the Town Charter to provide for the time of the Council’s meetings by ordinance; and

WHEREAS the Council has determined that it is advisable to change the times of the organizational and regular meetings of the Council, and to provide for such new times by ordinance amending the Town Code.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF BROADWAY, to-wit:

1. Amendment of Section 30.02 of Town Code. Sections 32.02(a) and (b) of the Town Code are amended and re-enacted as follows (additions in underline; deletions in ~~strikethrough~~):

§ 30.02 MEETINGS OF TOWN COUNCIL

(a) Organizational Meeting. The Town Council shall hold its Organizational Meeting each year on the ~~first-third~~ Tuesday in January, at 7:00 PM, at the Town Council Chambers. If the date of the Organizational Meeting falls on a state holiday, the Organizational Meeting shall be held on the next succeeding Tuesday, unless the Town Council by motion or resolution shall set a different date. Notwithstanding the foregoing, the Mayor of the Town may, by proclamation, fix a different date within the month of January for the organizational meeting. Such proclamation shall be posted at the Town Office, and copies posted on the Town’s website.

(b) Other Regular Meetings. Pursuant to its charter power to provide, by ordinance, for the time of the meetings of the Town Council, the Town Council provides as follows: Regular meetings of the Town Council shall take place on the ~~first-third~~ Tuesday of every month, and on the Thursday preceding such Tuesday, in each instance at 7:00 PM, at the Town Council Chambers. In the event that the ~~first-third~~ Tuesday of a month is a state holiday or is the day before a state holiday, or in the event that a quorum cannot be obtained on such date, such meeting shall take place on the following Tuesday without any action by the Town Council. The Council may, by motion, set a different date for any regular meeting, and shall post notice of such changed meeting on the Town’s website and on the bulletin board outside the Town Office.

4. Effective Date; Ratification. This Ordinance is effective immediately, such that the next regular meeting of the Council after the approval of this Ordinance shall take place on February 18, 2025.

APPROVED:

TOWN OF BROADWAY, VIRGINIA

By: _____
David L. Jordan, Mayor

CERTIFICATE OF VOTES

Record of the roll-call vote by the Town Council of the Town of Broadway, Virginia, on the Ordinance entitled **AN ORDINANCE TO CHANGE THE ORGANIZATIONAL AND REGULAR MEETING DATES OF THE TOWN COUNCIL OF THE TOWN OF BROADWAY, VIRGINIA, AND AMENDING SECTIONS 30.02(a) AND 30.02(b) OF TOWN CODE OF THE TOWN OF BROADWAY, VIRGINIA (2023)**, adopted by the Town Council of the Town of Broadway, Virginia, by a roll-call vote at its duly called organizational meeting of the Town Council held on January 7, 2025, at which a quorum was present and acting throughout. The recorded roll-call vote of the Town Council was as follows:

	AYE	NAY	ABSTAIN	ABSENT
David L. Jordan, Mayor				
Richard E. Fulk				
Travis M. Driver				
Douglas W. Harpine				
Joan Hoover Shifflett				
Bev London				
Chad Comer				

[SEAL]

Dated: _____

Town Clerk, Town of Broadway, Virginia

Broadway Police Department Report

December 2024

Staffing

	Authorized	Filled	Vacant
Acting Chief	1	1	0
Full Time Officer	5	4	1
Part Time Officer	6	6	0

- From September 1st until December 31st between full-time officers and part-time officers 40 hours of DMV Grant patrol was conducted, specifically addressing traffic infractions.
- Officer Thompson was hired on as a part time police officer.
- Part-time officers worked a total of 109 hours on patrol.

Police Activities

- Officer Fulk took evidence for cases to the Department of Forensic Sciences and picked up evidence from previous cases.
- Officer Frey and Acting Chief Ritchie have been addressing ordinance violations including vehicle parking violations and property maintenance violations.
- Acting Chief Ritchie attended board meeting at Central Shenandoah Criminal Justice Training Academy
- The police department issued a press release in regard to the robbery to make the community aware of the incident.
- Acting Chief Ritchie completed CJIS audit

Grants

- First quarter of DMV Grant has concluded.

Special Events

- Officer Walters, Acting Chief Ritchie and Officer Turner from Timberville Police Department assisted with Broadway's Christmas Tree lighting. The officers provided traffic control on Turner Ave for vehicles to park and pedestrians to cross the road safely.
- Acting Chief Ritchie assisted with John C Myers Elementary School walk to school program.

Training

- Officer Frey and Officer Lohr attended a two day class in Middletown, VA about traffic stops and criminal interdiction.

Equipment & Vehicles

- Officer Walter's SUV was taken to Clear Communications to receive repairs for equipment malfunctions. The SUV will be taken to Ford for a warranty repair in the coming weeks and some equipment will have to be removed and sent off for repairs.
- Clear Communications looked over Silverado and advised of parts needed for equipment repairs.
- Officer Lohr's SUV was having mechanical issues and Mountain View Garage diagnosed and repaired it with a tune up.
- Acting Chief Ritchie's SUV is having a fuel pump issue and miscellaneous issues that are being fixed by Mountain View Garage.

- The police department has been working through technological issues with equipment and computers in the office as well as patrol vehicles. We are working through these issues with Vision Technology Group and also seeking out equipment to fix the issues in the future.
- Acting Chief Ritchie is working on an officer safety program that is obtainable through our Axon camera system with HRECC. The program needed will have to be added to our Axon camera system and we are obtaining a quote on how much it will be to add.

Calls for Service

- Officer Frey conducted a malicious wounding investigation and obtained charges on two individuals.
- Officer Frey investigated an elder abuse call and obtained a charge on an individual.
- Officer Walters assisted with a runaway call, by locating the individual in Broadway that lived in Rockingham County.
- Officer Nicholson assisted Child Protective Services on cases they were investigating.
- Officer Walters has been handling Adult Protective Services cases that are being investigated. He has been able to close out one case and continues to work another.
- Officer Fulk has been handling an elderly fraud investigation that was forwarded to Broadway from Adult Protective Services.
- Officer Frey made contact with an individual that was attempting to pass out books and advised them not to continue doing it without obtaining a license through the town.
- Officer Frey investigated an extortion case and obtained charges on the individual involved.
- Officer Walters and Acting Chief Ritchie conducted plain clothes patrols in attempts to locate the individual involved in suspicious activity calls and indecent exposure calls that had been occurring since November 10th. Both officers patrolled the town on foot patrols, bike patrols and utilizing the unmarked police vehicle to sit in areas of travel of the individual. Officers were able to obtain security camera video from residents to assist in the investigation. Officers were able to identify an individual matching the description of the suspect they were looking for. The individual that was suspected of the activities in Broadway was subsequently arrested on other charges not related to the investigation.
- Broadway K-9 was utilized to assist Timberville Police Department on a traffic stop in Broadway where two ounces of methamphetamine were seized. The narcotics were being transported from Salem, VA to Fulks Run, VA when stopped.
- Officer Frey and Acting Chief Ritchie assisted Timberville Police Department with a pursuit that began in Broadway. The vehicle evaded the officers during the pursuit, but through an investigation the suspect was identified and the vehicle was located.
- On 12/22/24 Officer Frey responded to a robbery call on E Lee St. He was able to apprehend an adult that was involved in the incident. The individual had a handgun, brass knuckles, knife and stolen property on them when arrested and charged. The case is still under investigation to identify the other two individuals involved. Additional information about potential individuals involved in the incident was received from an investigator with Shenandoah County Sheriffs Office and additional evidence was recovered due to their assistance as well. Search warrants and preservation letters are being done in attempts to solve the case.

CALL TYPE	12/01-12/31
Alarm Calls	10
Animal Complaints	13
Assaults	0
Cardiac Arrests	0
Crashes	4
Disorderly Conducts	11
Domestics	2
Drug Violation	2
ECO/TDO	2
Frauds	2
Juvenile Calls	5
Larceny	0
Mental Health	1
Property Damage	1
Suicide Threats	2
Suspicious Calls	36
Traffic Stops	78
Trespassing	4
Warrant Services	14
Welfare Checks	9
Misc. Calls	151
Overdose	0
Vehicle Theft	0
Assist Fire/Other Agency	9
Extra Patrols	197

TOTAL	553
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Misc. Calls include but are not limited to BOL's, Unknown Situations, Traffic Complaints, Radar Enforcements, Ordinance Violations, Found Property, Follow Ups on Cases, Field Contacts Made By Officers, Funeral Escorts, Disabled Vehicles

Summons: 21
Arrests: 4
K-9 Used On Traffic Stops: 6
Arrest & Summons information does not have all complete data for the month. Some of the summons & arrests are pending review in the computer system so not all data is shown.

Town of Broadway WTP

PWSID 2165060

December 2024

No. Connections Served: 1808

Population Served: 4015

	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service
1	0.2795	0.2795	0.2511	11.25
2	0.3160	0.3160	0.2850	12.00
3	0.3370	0.3370	0.3067	12.00
4	0.3106	0.3106	0.2871	11.50
5	0.3030	0.3030	0.2756	11.50
6	0.3020	0.3020	0.2770	11.50
7	0.3010	0.3010	0.2700	11.50
8	0.3170	0.3170	0.2900	11.75
9	0.3110	0.3110	0.2844	11.25
10	0.3180	0.3180	0.2910	11.50
11	0.3090	0.3090	0.2800	12.00
13	0.3067	0.3067	0.2796	12.00
14	0.2970	0.2970	0.2740	11.50
15	0.2980	0.2980	0.2710	11.50
16	0.2980	0.2980	0.2720	11.25
17	0.3280	0.3280	0.2950	12.00
18	0.3260	0.3260	0.2970	12.00
19	0.3240	0.3240	0.2970	11.50
20	0.3290	0.3290	0.3010	11.50
21	0.2880	0.2880	0.2640	11.25
22	0.2930	0.2930	0.2664	11.25
23	0.3200	0.3200	0.2940	12.00
24	0.3340	0.3340	0.2999	12.00
25	0.3000	0.3000	0.2720	11.25
26	0.3100	0.3100	0.2810	11.50
27	0.3380	0.3380	0.3100	11.50
28	0.3160	0.3160	0.2850	12.00
29	0.3010	0.3010	0.2680	12.00
30	0.3150	0.3150	0.2840	12.00
31	0.3044	0.3044	0.2740	11.50
Total	9.621	9.621	8.748	361.3
Maximum	0.338	0.338	0.310	12.00
Minimum	0.280	0.280	0.251	11.25
Average	0.310	0.310	0.282	11.65

Month of December 2024 Co-op water
purchased. December 2024: 923,900
Prior Month November 2024: 1,104,400
Water pumped from Lee Street 5,386,136

Well Water Pumped

Dec 2024

Date	Water Pumped				
12/1/2024	75600				
12/2/2024	82000				
12/3/2024	81700				
12/4/2024	76300				
12/5/2024	74000				
12/6/2024	72500				
12/7/2024	81300				
12/8/2024	48900				
12/9/2024	71200				
12/10/2024	77400				
12/11/2024	80800				
12/12/2024	84000				
12/13/2024	81700				
12/14/2024	78400				
12/15/2024	76000				
12/16/2024	77400				
12/17/2024	84400				
12/18/2024	84500				
12/19/2024	78300				
12/20/2024	78800				
12/21/2024	61300				
12/22/2024	65300				
12/23/2024	82500				
12/24/2024	84100				
12/25/2024	76300				
12/26/2024	76600				
12/27/2024	79300				
12/28/2024	79600				
12/29/2024	84100				
12/30/2024	86500				
12/31/2024	68300				
	2389100				