

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	<b>Joan H. Shifflett</b>	<b>Abstain</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
17	<i>(Ms. Shifflett abstained, stating</i>		<b>Chad L. Comer</b>	<b>Aye</b>
18	<i>that she was not yet serving as</i>		<b>David L. Jordan</b>	<b>Aye</b>
19	<i>a Town Council member</i>			
20	<b>Travis M. Driver</b>	<b>Aye</b>		
21	<b>Beverly L. London</b>	<b>Aye</b>		
22	<b>Douglas W. Harpine</b>	<b>Aye</b>		
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. 3

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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:**

184	<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
185	<b>Travis M. Driver</b>	<b>Aye</b>	<b>Chad L. Comer</b>	<b>Aye</b>
186	<b>Beverly L. London</b>	<b>Aye</b>		
187	<b>Douglas W. Harpine</b>	<b>Aye</b>		

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

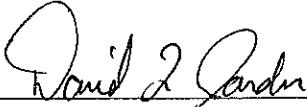
259  
260 At 8:25 p.m., Mr. Travis M. Driver moved, seconded by Mr. Douglas W. Harpine to certify  
261 that to the best of each member's knowledge (i) only public business matters lawfully  
262 exempted from open meeting requirements under this chapter and (ii) only such public  
263 business matters 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.

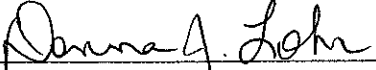
265  
266 If any member of the public body who believes that there was a departure from the requirements  
267 of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure  
268 that, in his judgment, has taken place. The motion was approved with the following 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   
291 \_\_\_\_\_ Town Clerk  
Donna J. Lohr