



# BROADWAY TOWN COUNCIL MEETING AGENDA

**DATE:** Tuesday, February 18, 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** (January 2, 2025 Special Called Town Council Meeting, January 2, 2025 Council Workshop Meeting, January 7, 2025 Town Council Meeting, January 15, 2025 Special Called Town Council Meeting), monthly financial reports & bills paid
- III. Public Comment
  - A. Mr. Bucky Berry – Regarding an event for the Salvation Army
- IV. Old Business
  - 1) **Discussion and consideration of payment of the Smith-Midland Invoice#24905-1**
  - 2) **Discussion and consideration of donations to the Broadway Fire Department and the Broadway Rescue Squad**
  - 3) **Discussion and consideration of the Broadway Spectacular Fireworks Show for June 2025**
- V. Departmental Reports
  - A. Parks & Recreation – D. Harpine
  - B. Finance – R. Fulk/B. London
  - C. Personnel/Police – T. Driver
  - 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 VDOT Street Resolution to accept certain Town Streets into the State System for the purpose of maintenance payments**

- B. Discussion and consideration of a resolution regarding a recommendation to the Circuit Court for an appointment to the Town of Broadway's Board of Zoning appeals (BZA)**
- C. Discussion and consideration of a resolution for an appointment to the Industrial Development Authority (IDA) for a term commencing on March 1, 2025, and expiring March 1, 2029**

**VII. Other Business**

**VIII. ADJOURNMENT**

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING  
Thursday, January 2, 2025  
1:00 p.m.

The Broadway Town Council met in a Special Called meeting on Thursday, January 2, 2025, 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, Richard E. Fulk, Douglas W. Harpine, and Joan H. Shifflett. The following staff members were present: Town Manager, Stefanie McAlister.

Mayor Jordan called the meeting to order at 1:00 p.m.

**Closed Session – Personnel Matters, Virginia Code 2.2-3711(A)(1) and (A)(8)**

At 1:00 p.m., Douglas W. Harpine moved, seconded by Beverly L. London that the Town Council convene in closed session pursuant to the provisions of Virginia Code 2.2-3711(A)(1) for the discussion, consideration, or interviews of prospective candidates for employment, namely, for the Chief of Police position. The motion was approved with the following recorded roll call vote:

Joan H. Shifflett	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		

At 5:18 p.m., Beverly L. London moved, seconded by Richard E. Fulk 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:

Joan H. Shifflett	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 Jordan advised council members that they would need to discuss the appointment of a Vice-Mayor at the Council Workshop Meeting at 6:00 p.m. this evening.

With no further business to discuss, at 5:20 p.m., Mr. Travis M. Driver made a motion to adjourn the Special Called Meeting of the Town Council. Mr. Richard E. Fulk seconded the motion which carried on the following recorded roll call vote:

Joan H. Shifflett	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		

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING  
Thursday, January 2, 2025  
1:00 p.m.

\_\_\_\_\_ Mayor

David L. Jordan

\_\_\_\_\_ Town Clerk

Donna Lohr

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL WORKSHOP MEETING  
Thursday, January 2, 2025  
6:00 p.m.

The Broadway Town Council met in a workshop meeting on Thursday, January 2, 2025, 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, Richard E. Fulk, Douglas W. Harpine, and Joan H. Shifflett. The following staff members were present: Town Manager, Stefanie McAlister and Town Clerk, Donna Lohr.

Mayor Jordan wished everyone a Happy New Year and welcomed everyone to the workshop meeting. He then called the meeting to order at 6:00 p.m.

**Monthly Financial Update -**

Ms. Stefanie McAlister presented the financial update summary page. She advised that, as of December 30, 2024, the Town's checking account balance was \$1,387,410. Outstanding checks totaled \$225,824. Ms. McAlister advised that all bills had been paid through December 31, 2024, except for the Smith-Midland invoice for \$198,181, which was for the restrooms at Heritage Park. Ms. McAlister advised that she is trying to get an updated invoice from Smith-Midland showing the credit amounts they are providing to the Town for some unfinished items on the restrooms, which the Town had to complete. The reserve accounts have not changed much from the previous month and show a total of \$60,506. Utility bills were mailed out at the end of December (January 2025 bill). Total billed out for January bills was \$218,129, due by January 25, 2025. Ms. McAlister advised Council members that the Town is still paying for the unexpected sewer line repair on Route 211 to the Wastewater Treatment Plant. The bills for this repair total \$112,000 to date, and the Town has not yet received invoices from Alger's or from the traffic control company.

Ms. Beverly L. London asked Ms. McAlister if the Town is in a comfortable enough position to put some money back into the reserve accounts. Ms. McAlister answered in the negative.

Council members asked Ms. McAlister if she had an idea of how much the Alger's invoice would be. Ms. McAlister advised that she did not know but she estimated approximately \$30,000 - \$40,000. Ms. McAlister then referred Council members to the budget versus actual report. She advised that the revenues reflect property tax payments received to date. Ms. McAlister pointed out that the net total for the month on the expenditures side is \$22,992, and the year-to-date number looks good, as well.

Council members then reviewed the budget versus actual summary report, the departmental budget versus actual report and the paid checks list. Ms. McAlister fielded a few questions regarding the budget versus actual reports, as well as the paid invoices list.

Mayor Jordan asked if the closing of NAPA would impact the Town greatly. Ms. McAlister advised that it would affect business license as well as sales tax received from Rockingham County.

Ms. McAlister advised council members that the Town did refund D.R. Horton for three connection fees they paid for locations at Freemont Circle. They have pulled out of that project. Ms. McAlister advised that Mr. David Rao is still planning to build at Freemont Circle.

A brief discussion was held regarding the zero-lot line development and the difficulties that may be faced since the builder intends to build single family dwellings, rather than duplexes on those lots.

Mr. Travis Driver asked if Town staff still intends to get quotes from other fuel companies to see if there would be any cost savings if all the various types of fuel that is used by the Town came from the same company.

Ms. McAlister advised that she would pursue getting quotes from fuel companies.

With no further questions or comments, Mayor Jordan moved on to the next item on the agenda which was New Business.

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Thursday, January 2, 2025  
6:00 p.m.

Mayor Jordan advised that the only item under New Business was the discussion and consideration of Broadway events in 2025.

Mr. Chad L. Comer stated that in year's past, Ms. Cari Orebaugh, former Deputy Town Manager had handled the Town's events, and last year after Ms. Orebaugh had taken other employment, she had contracted with the Town to handle the remainder of events in 2024. Mr. Comer advised that Ms. Orebaugh would not be handling the events in 2025. He then remarked that the Town is currently in discussions with the Broadway Lions Club to see if the club would be interested in partnering with the Town to work on events. Mr. Comer stated that the Town's events had already been discussed several times at Lion's Club meetings and they will likely vote on this item at their meeting on January 14, 2025. The Lion's Club is trying to get their non-profit designation so that if organizations or citizens sponsor events, the money donated would not go through the Town, but would instead go straight into the Lion's Club and would be specified for whatever events that organization is choosing to sponsor. The Lion's Club would still partner with the Town on the events. Mr. Comer advised that the first event in 2025 is not scheduled until April 2025. Ms. Shifflett asked what role the Broadway Hometown Partnership has in the Town's events. Mr. Comer responded that the Broadway Hometown Partnership only handles the two beer and wine events that are held in Town.

Ms. Beverly L. London asked what the Town is going to do about fireworks this year. Ms. McAlister advised that Ms. Kim Clark had been checking on pricing and finding out what other Towns pay for their fireworks shows. Ms. McAlister advised that the results of Ms. Clark's inquiries with other Towns indicate that the average cost is \$11,000-\$12,000. Council Members agreed that is a lot of money for a fireworks event. Ms. McAlister advised that it would be nice if an organization or a group of citizens wanted to sponsor or contribute to the event. Council members asked if Broadway Hometown Partnership might contribute to the fireworks. Mr. Chad L. Comer advised that he will ask Broadway Hometown Partnership if they will contribute to the cost of fireworks for the 2025 show. Council members discussed if the amount for fireworks was budgeted for 2025. Ms. McAlister advised that she believed it was in the budget but she would verify that. Council members thought they had taken it out of the budget for FY 24-25.

Mayor Jordan advised that council members should seek sponsors for the fireworks, and they should ask businesses if they'd be willing to sponsor the fireworks show. Mr. Chad L. Comer advised that businesses in Town do benefit from visitors who are either shopping or eating in restaurants in Town on the day of the fireworks show.

Ms. McAlister advised that she would find out how soon the Town needs to put money down as a deposit for fireworks.

Ms. McAlister advised Council Members that events do take a lot of time, coordination, emails, phone calls, and scheduling event preparation tasks by Town staff, both in the office and by the public works staff. Ms. McAlister advised that without Cari organizing the events, it will be difficult to get events coordinated and executed. Mr. Comer advised that Cari is a member of the Lions Club so if the Lions Club handles the events, they will have Cari's help. Ms. McAlister also suggested that perhaps Ms. Jill Showalter might be willing to work on events in the future.

**Old Business**

Mayor Jordan then asked council members if they had any old business to discuss.

Ms. Beverly L. London stated that the footbridge at Heritage Park is in need of some repairs. Mr. Harpine advised that he would ask Mr. Dellinger, Public Works Director, to look at the footbridge and determine a plan for repairs.

Ms. London then asked the status of security cameras. Ms. McAlister advised that she had received a quote for security cameras and the cost was very expensive. She stated that council and staff needs to determine the amount of money they wish to invest in security cameras and then Ms. McAlister can

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request that the company providing the quote scale down their quote to however many cameras Council wishes to have at the various locations in Town. Council members discussed possibilities for security cameras. Ms. McAlister advised that she would re-send the email to Council members with the quote she received. Mr. Travis Driver suggested that Ms. McAlister request a quote from Mid-Valley Electric, who does security surveillance work. Council members agreed that the Town office and the police department need a few cameras both inside the buildings and in the parking lots. In the future, both parks need cameras as well. Wi-fi will need to be set up in Heritage Park before a camera system can be installed.

Ms. London then asked who is checking on the validity of contractor's licenses when they apply for a zoning permit.

Ms. McAlister advised that she believes Rockingham County reviews contractor's licenses when the contractor/builder goes to get their building permit at the County, after they have applied for a Zoning Permit with the Town.

Ms. London advised that she would double check on this with Rockingham County.

Ms. London advised that she is receiving complaints regarding the lot on Rt. 259 that is being used as an industrial site. She stated that citizens want to know what the Town is going to do about it. Ms. London advised that the location of the lot is zoned R-1, but the approximate ten-acre lot is being used as an industrial site, which is a non-conforming use. Ms. McAlister advised that she would investigate the lot and determine what the property owner needs to do to bring it into compliance, such as file for a special-use permit or request the property be rezoned.

**Other Business**

Mayor Jordan stated that the first item under "other business" was a review of the draft agenda for the Town Council meeting scheduled for Tuesday, January 7, 2025. Council members directed Ms. Lohr, Town Clerk, to remove the Closed Session section, as well as the discussion and consideration of Broadway events in 2025 in the "New Business" section. Mayor Jordan requested that under New Business, Ms. Lohr add the discussion and consideration of a Vice-Mayor. Ms. Lohr advised that she would make those changes to the agenda for the Town Council meeting for January 7, 2025.

Mayor Jordan then asked Council members if they had any other business to discuss.

Mr. Chad L. Comer advised that at the Farmer's Market, there are three dead cedar atlas trees that need to be removed. Mr. Comer then reminded staff that he would like pricing for the locations in Walnut Ridge that need curb/gutter/driveway repairs, so those repairs can be made in March or April 2025. Mr. Comer then stated that the Little League will likely be coming in soon to discuss their contract with the Town. Ms. McAlister requested that if Council members would like certain wording or stipulations put forth in the contract with the Little League, to please email her or call her with those items. Mr. Comer then stated that several citizens who walk in Heritage Park have notified him that the lights and fans are on regularly in the new restrooms at the park. Ms. McAlister advised that she believed a new timer/sensor had been ordered for the fans and lights in the restrooms in order to help resolve this issue. Mr. Comer then stated that he had had several residents ask if some quick social media posts could be made on the Town's Facebook page when there is going to be a delay in trash pickup, when there is bulk trash pickup, Christmas tree pickup, or what the timeframe is that residents have to clean their sidewalks after it snows.

Mr. Travis Driver asked if the sewer line repair on Elm Street had been completed. Ms. McAlister advised that she would check with the Public Works Director on whether this had been completed and if not, when it is schedule to be completed.

Mr. Douglas Harpine advised that Mr. Curtis Knupp, a business owner and resident, had requested additional police presence on Springbrook Road in front of the high school to handle traffic that is traveling over the posted speed limit on that road, particularly heading up the hill, towards Route 259.

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BROADWAY TOWN COUNCIL WORKSHOP MEETING  
Thursday, January 2, 2025  
6:00 p.m.

Ms. Joan Shifflett then stated that she had received some concerns from both a resident and non-resident regarding Town Council's letter of support for the transportation study, as presented by Mr. Kinley Simmers, of Valley Interfaith Action, at the November 12, 2024, Town Council meeting. Ms. Shifflett advised that the people who had contacted her had concerns about the group facilitating the transportation study, specifically the group behind Valley Interfaith Action, which is the Industrial Areas Foundation (IAF). Ms. Shifflett advised that the IAF is an out-of-town organization that is affiliated with a political movement whose goal is to plant candidates for political purposes who share their vision against conservative candidates. Ms. Shifflett advised that both individuals that she has heard from have asked that the Town Council rescind their letter of support. Ms. Shifflett asked council members if they had received the same email. Council members answered in the affirmative. Ms. Shifflett asked if this is something that council wants to learn more about, because when it was presented, it was presented as a transportation program. Ms. Shifflett advised that at the time it was presented, she did not believe that Council members were aware of the other group behind Valley Interfaith Action. Ms. Shifflett asked if the Council wanted to learn more about it or rescind their letter. Ms. Beverly L. London advised that it is now a moot point because the letter was in support of the transportation study and nothing more, and the Rockingham County Board of Supervisors voted against it. Council members agreed that no action needed to be taken regarding this but that council members could individually respond to the email if they wished to, stating that they were in support of the transportation study only, and that council members were not affiliated with any political action relating to it.

Ms. Shifflett then stated that she had received a request from a resident that the meeting minutes be posted sooner. Mr. Travis M. Driver responded that the meeting minutes cannot be posted until they are approved by the Town Council. Ms. Shifflett asked if there is a way to have those minutes posted sooner so that citizens can review the minutes earlier than when they walk into the council meeting and pick up a paper copy of the packet. Ms. Lohr advised that the full packet, which includes the meeting minutes is now posted online with the meeting agenda, normally a few days in advance of each council meeting. Residents can go online and see the draft of the meeting minutes that are scheduled to be voted on for approval.

Ms. Shifflett then commented that she had been in conversation with Mr. Comer, a long-tenured Council Member, and he had advised Ms. Shifflett that he had received more emails in the time since she had been elected to Council than in all his time on Council. Ms. Shifflett stated that she understood that business cannot be conducted via email, but as a new council member, she will be asking questions regularly via email, as well as phone calls. Ms. Shifflett stated that she is aware that there were some financial decisions made by the past administration that were supposedly not fully transparent. Ms. Shifflett advised that whether that's accurate or not, it is her responsibility as a council member to make sure that she knows what is going on and to have as much information as she can. Ms. Shifflett advised that she would try to strike a balance between emails and phone calls. She also stated that it is her intention to work collaboratively with council members and she does not want to come across as rude or curt and she apologized if she has overstepped her boundaries with council members.

Mayor Jordan then stated that Council will meet for their regular monthly council meeting this coming Tuesday, January 7, 2025, at 7:00 p.m.

**Adjournment**

**With no further business to discuss, at 6:59 p.m., Mr. Douglas W. Harpine made a motion to adjourn the meeting. Ms. Beverly L. London seconded the motion which passed on the following recorded roll call vote:**



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BROADWAY TOWN COUNCIL WORKSHOP MEETING  
Thursday, January 2, 2025  
6:00 p.m.

<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
<b>Travis M. Driver</b>	<b>Aye</b>	<b>Chad M. Comer</b>	<b>Aye</b>
<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
<b>Douglas W. Harpine</b>	<b>Aye</b>		

\_\_\_\_\_  
David L. Jordan

Mayor

\_\_\_\_\_  
Donna Lohr

Town Clerk

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL  
Tuesday, January 7, 2025  
7:00 p.m.

1 The Broadway Town Council met in regular session on Tuesday, January 7, 2025, 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, Richard E. Fulk, Douglas W. Harpine, and Joan  
4 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 Joel Francis.

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 December 3, 2024, Town Council Meeting**  
13 **and the monthly financial reports and bills paid in the amount of \$403,742.72. Mr. Richard E. Fulk**  
14 **seconded the motion which was approved with the following recorded roll call vote:**

15				
16	Joan H. Shifflett	Aye	Richard E. Fulk	Aye
17	Travis M. Driver	Aye	Chad L. Comer	Aye
18	Beverly L. London	Aye	David L. Jordan	Aye
19	Douglas W. Harpine	Aye		
20				

21 **Public Comment:**

22 Mayor Jordan opened the public comment period of the meeting.  
23 There were no comments from the public.

24  
25 **Old Business:**

26 Mayor Jordan asked Council and staff members if they had any old business to discuss.

27 Mr. Douglas W. Harpine asked for a status report on the slide at the community park. Ms. McAlister  
28 answered in the affirmative that the slide has been installed.

29 Ms. Beverly L. London asked for a status report on the Wenger Property. Mr. Joel Francis reported that the  
30 ad for the sale of the property has been published in the Daily News-Record. The next step is to go through  
31 the process to get the property sold and approved. Ms. Shifflett asked for some background on this item.

32 Mr. Joel Francis explained that the Wenger property is a property within Town limits on which the taxes had  
33 not been paid for a substantial amount of time. Upon investigation, it was determined that the property  
34 owner was deceased. In cooperation with the Town Police and State Police, the body was recovered from  
35 inside the house and the house was then cleaned up. No heirs to the property have been found to date. The  
36 personal property has been sold through Green Valley Auction and real property will be sold to satisfy tax  
37 debts, liens, and attorney fees.

38 Ms. Shifflett then stated that at the last council meeting, Ms. Fawley had asked about a sign for the  
39 Broadway High School boys track team. Ms. Shifflett asked if anyone had looked into that. Mr. Chad  
40 Comer advised that is normally handled through the schools. He stated that he had called Ms. Fawley and  
41 let her know to contact Mr. Ryan Ritter, Athletic Director for Broadway High School.

42 Ms. Fawley who was present in the audience advised that Mr. Comer had contacted her and she thanked Mr.  
43 Comer for the information and advised that she would be contacting Mr. Ritter.

44 Ms. Shifflett then asked for a status update on the water line on Sunset Drive in reference to Mr. Tommy  
45 Branner's statements at a previous meeting regarding dirty water in the water line. Ms. Shifflett asked if  
46 Public Works had gone out to investigate this and if anyone had been in contact with Mr. Branner. Ms.  
47 McAlister responded that the Public Works Department had gone out and met with Mr. Branner and they  
48 had discussed options for the water line.

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL

Tuesday, January 7, 2025  
7:00 p.m.

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**Departmental Reports:**

- a. **Parks & Recreation:** No report.
- b. **Finance:** Mr. Richard E. Fulk reported that he is looking to schedule a date for the finance committee to meet for a budget meeting. Ms. McAlister advised that a meeting will likely be scheduled in a few more weeks, as departments are still putting together budget requests and related information.  
Ms. McAlister then gave a brief financial summary. She reported that in the F&M Bank checking account, as of December 30, 2024, there was \$1,387,410 in the account. Outstanding checks totaled \$225,824. In the Loomis investment account, there is \$314,000. \$274,000 of that is the required reserve amount for the Wastewater loans. The remaining amount in the Loomis account is \$39,554. There is \$7,630 available in the LGIP General Fund. There is \$7,183 available in the LGIP Water Fund, and \$6,136 available in the LGIP Sewer Fund. In those four investment or savings accounts, there is \$60,506. Ms. McAlister advised that we will review the checking account balance at the end of January and determine at that time if any monies can be moved into each of those savings accounts.
- c. **Personnel/Police:** Mr. Travis M. Driver reported that Town Council members conducted interviews last week for the Chief of Police position. Mr. Driver advised that Council is hoping to make an announcement regarding that by the end of this week. Mr. Driver advised that a copy of the monthly police report is included as part of Council's packet. The police department had a busy month. Mr. Driver thanked the Police Department for everything they do every day.  
Ms. Joan H. Shifflett asked Acting Chief Ritchie if there was a way to see trends in the police statistics that are reported each month, such as a comparison of statistics from previous months. Mr. Ritchie advised that he would include that in his report in the future. Ms. Shifflett then thanked Acting Chief Ritchie for making the press release regarding the robbery in Town as it helped to make the community aware of the incident.
- d. **Utilities:** No report.
- e. **Streets & Properties:** Mr. Chad L. Comer advised that the Public Works Department would be getting some pricing, if they hadn't already, regarding repairing of some curbs, gutters, and driveways in Walnut Ridge. Ms. McAlister advised that the last pricing that Public Works had provided was approximately \$25,000 to make repairs, however that quote was probably over a year old so a new quote will be acquired. Ms. McAlister expressed her gratitude to the Public Works Department for their work plowing and salting the streets during the recent snowstorm. She stated that the Public Works Department does follow a mapped system for plowing and salting. They will be going back to do touch-ups in places that need more attention for snow removal. Ms. McAlister advised that the cold temperatures are a hindrance to snow removal, especially after the snow has been packed down on the pavement or sidewalks.
- f. **Events & BHP:** Mr. Comer reported that events are currently being worked on and a list of scheduled dates for 2025 will hopefully be available by the end of this month.
- g. **Planning Commission:** No report.

**New Business:**

Mayor Jordan moved to the first item on the agenda under new business which was the discussion and consideration of a text amendment to the Town Code changing the times and days of council meetings, effective immediately. Mayor Jordan advised that it had previously been discussed to change the council

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL

Tuesday, January 7, 2025

7:00 p.m.

97 meeting day from the first Tuesday of the month to the third Tuesday. This will aid in compiling all of the  
98 financial information and will provide a more accurate snapshot of the Town's finances through the end of  
99 the previous month. It will also provide the Police Department with more time to gather their data for a  
100 complete month. A copy of the ordinance was included with the council packet.

101  
102 **Ms. Beverly L. London made a motion to adopt the ordinance as presented. Mr. Travis M. Driver**  
103 **seconded the motion which passed on the following recorded roll call vote:**

104  
105 

<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
<b>Travis M. Driver</b>	<b>Aye</b>	<b>Chad L. Comer</b>	<b>Aye</b>
<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
<b>Douglas W. Harpine</b>	<b>Aye</b>		

109  
110 Mayor Jordan advised that the next Council Meeting will be held on Tuesday, February 18, 2025, and the  
111 Council Workshop Meeting will be held on Thursday, February 13, 2025.

112 Mr. Joel Francis stated that the change to the council meeting dates will be publicized on the Town's  
113 website, Facebook page and posted in the Town Office to ensure that the public is made aware of this  
114 change.

115 Mayor Jordan moved on to the next item under New Business, which was the discussion and consideration  
116 of the appointment of a Vice-Mayor.

117  
118 **Mr. Douglas W. Harpine made a motion to appoint Ms. Beverly L. London as Vice-Mayor. Mr.**  
119 **Travis M. Driver seconded the motion which passed on the following recorded roll call vote:**

120  
121 

<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
<b>Travis M. Driver</b>	<b>Aye</b>	<b>Chad L. Comer</b>	<b>Aye</b>
<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
<b>Douglas W. Harpine</b>	<b>Aye</b>		

125  
126 Mayor Jordan announced that Ms. Beverly L. London is Vice-Mayor for another year.

127  
128 **Other Business:**

129 Mayor Jordan then asked Council Members if they had any other business to discuss.

130 Ms. Joan H. Shifflett asked if the Town has a Capital Improvement Plan which would prioritize our projects,  
131 particularly in terms of infrastructure. Ms. Beverly L. London responded that the Finance Director had  
132 talked to Council members about the Capital Improvement Plan and at that time she had advised that it is on  
133 her list of things to do in the coming year. The Finance Director will work with each of the Department  
134 Heads to determine priorities. Ms. Shifflett asked if this had been done previously. Ms. London stated that it  
135 had not been done in the past. Ms. Shifflett stated that it is important to be able to prioritize projects,  
136 particularly as the Town heads into budget season so that those projects can be budgeted for and so staff and  
137 council stick to what is planned. Ms. Shifflett then asked if Council feels like the Capital Improvement Plan  
138 can be done without hiring any outside assistance. Council members agreed that it is not necessary to hire  
139 outside help on the Capital Improvement Plan.

140  
141 **Adjourn:**

142 **At 7:20 p.m., Ms. Beverly L. London moved, seconded by Mr. Richard E. Fulk, to adjourn the**  
143 **January 7, 2025, Town Council meeting. The motion was approved with the following recorded roll**  
144 **call vote:**

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL

Tuesday, January 7, 2025

7:00 p.m.

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**Joan H. Shifflett**                      **Aye**

**Travis M. Driver**                      **Aye**

**Beverly L. London**                      **Aye**

**Douglas W. Harpine**                      **Aye**

**Richard E. Fulk**                      **Aye**

**Chad L. Comer**                      **Aye**

**David L. Jordan**                      **Aye**

\_\_\_\_\_  
Mayor

David L. Jordan

\_\_\_\_\_  
Town Clerk

Donna J. Lohr

MEETING MINUTES OF THE  
 BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING  
 Wednesday, January 15, 2025  
 6:30 p.m.

The Broadway Town Council met in a Special Called meeting on Wednesday, January 15, 2025, 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 Travis M. Driver, Richard E. Fulk, Douglas W. Harpine, and Joan H. Shifflett. Council Member Chad L. Comer participated remotely via speakerphone from his residence located at 153 Atlantic Avenue, due to a medical condition that prevented his attendance in person. The following staff members were present: Town Clerk, Donna Lohr.

Mayor Jordan called the meeting to order at 6:30 p.m.

Mayor Jordan advised that Mr. Chad L. Comer was absent from the meeting as he had a medical emergency over the weekend. Mr. Comer desired to attend the meeting remotely via speakerphone from his residence, so Mayor Jordan entertained a motion to allow Mr. Comer to participate remotely.

**Ms. Beverly L. London made a motion to allow Mr. Chad Comer to attend the meeting remotely via speakerphone. Mr. Richard E. Fulk seconded the motion which passed on the following recorded roll call vote:**

<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Douglas W. Harpine</b>	<b>Aye</b>
<b>Travis M. Driver</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>

Mayor Jordan then called Mr. Chad L. Comer from his cell phone. Mayor Jordan greeted Mr. Comer and advised him that a motion had been approved to allow Mr. Comer to participate remotely in the Special Called Council Meeting. Mr. Comer confirmed that he could hear Mayor Jordan. Mr. Comer could also be heard clearly.

Mayor Jordan then entertained a motion to amend the agenda to include another item for discussion and to move the Closed Session to the last item on the agenda prior to adjournment of the meeting.

**Mr. Richard E. Fulk made a motion to amend the agenda to include another item for discussion and to move the Closed Session to the last item on the agenda prior to the adjournment of the meeting. Ms. Beverly L. London seconded the motion which passed on the following recorded roll call vote:**

<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
<b>Travis M. Driver</b>	<b>Aye</b>	<b>Chad L. Comer</b>	<b>Nay (Mr. Comer advised that he voted "no" as he was unable to view the agenda)</b>
<b>Beverly L. London</b>	<b>Aye</b>		
<b>Douglas W. Harpine</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>

Mayor Jordan advised that the next item on the agenda was the discussion and consideration of the appointment of a Chief of Police. Ms. Shifflett commented that the Town Council had some excellent candidates to choose from, but after having the privilege of interviewing Mr. Weaver and hearing about his qualifications and years of experience as a law enforcement leader, she is confident that Council made an excellent decision and she has no reason to hesitate to vote positively.

**Mr. Travis M. Driver made a motion to appoint Mr. James D. Weaver as the Chief of Police for the Town of Broadway. Mr. Douglas W. Harpine seconded the motion which was approved unanimously on the following recorded roll call vote:**

MEETING MINUTES OF THE  
 BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING  
 Wednesday, January 15, 2025  
 6:30 p.m.

<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
<b>Travis M. Driver</b>	<b>Aye</b>	<b>Chad L. Comer</b>	<b>Aye</b>
<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
<b>Douglas W. Harpine</b>	<b>Aye</b>		

Mayor Jordan then asked Mr. Weaver, who was present in the audience, to stand. Mayor Jordan thanked Mr. Weaver for his dedication to law enforcement and for his application to the Town of Broadway. Mayor Jordan welcomed Mr. Weaver to the Town of Broadway.

Mr. Travis M. Driver welcomed Mr. Weaver to the Town of Broadway and then gave a brief summary of Mr. Weaver's credentials. He advised that Mr. Weaver comes to the Town of Broadway from the Harrisonburg Police Department. Prior to working for Harrisonburg, Mr. Weaver had worked for the Washington D.C./Metropolitan Police Department, and prior to that he had worked as the Chief of Police for the Town of Edinburg. Mr. Weaver served in the Marine Corps before joining law enforcement. Mr. Weaver provides a great deal of knowledge and resources from which the Town of Broadway can benefit. Mr. Weaver is currently the school resource officer at Rocktown High School in Harrisonburg. He coaches both football and baseball at Rocktown High School and he coaches Little league Football in Broadway. Mr. Driver advised that Mr. Weaver is very community-driven, and he will be a positive influence to Broadway.

Upon being asked if he'd like to say a few words, Mr. Weaver thanked Mayor Jordan and the members of Town Council for providing him with this wonderful opportunity to become the Chief of Police and a leader of the community. He stated that he gained extensive experience from his time as the Chief of Police in Edinburg, in addition to his work as a Washington D.C./Metropolitan police officer. He then stated that while working in Harrisonburg, he applied for Broadway's Chief of Police position and Council was gracious enough to hire him as such. He advised that one of the things that he brings to the table is community policing. He advised that he has been committed to community-policing his entire career and it works. He wants the Broadway Police Department to be committed to community policing as well. He wants the community to trust the department and for the community to have friends in the Police Department. Mr. Weaver stated that there were people present in the audience at this meeting who know Mr. Weaver as a man of integrity, and he will continue to try and do the best he can for the Town of Broadway. Mayor Jordan recognized Mr. Weaver's family in the audience and welcomed them to Broadway.

Mayor Jordan proceeded to the next item on the agenda which was the discussion and consideration of the appointment of Mayor Dave Jordan as Interim Zoning Administrator and Subdivision Administrator. Mayor Jordan advised that with the retirement of Town Manager and Zoning Administrator Stefanie McAlister last week, someone needs to be appointed as the Interim Zoning Administrator. Mayor Jordan advised that he had previously been appointed to this position the last time there was a vacancy in the Town Manager's position.

**Mr. Douglas W. Harpine then made a motion to appoint Mayor David L. Jordan as the Interim Zoning Administrator and Subdivision Administrator, effective immediately. Mr. Travis M. Driver seconded the motion which passed on the following recorded roll call vote:**

<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
<b>Travis M. Driver</b>	<b>Aye</b>	<b>15 Chad L. Comer</b>	<b>Aye</b>

MEETING MINUTES OF THE  
 BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING  
 Wednesday, January 15, 2025  
 6:30 p.m.

<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
<b>Douglas W. Harpine</b>	<b>Aye</b>		

Mayor Jordan then proceeded to the next item on the agenda which was the discussion and consideration of adding the Mayor as a signer on the Town's Checking Account. Mayor Jordan advised that with the departure of the Town Manager, a second signer is needed on the Town's checking account. Two signatures are needed on checks written by the Town.

**Mr. Richard E. Fulk moved to add Mayor David L. Jordan as a signatory on the Town of Broadway's checking account with F&M Bank. This will provide for Mayor Dave Jordan and existing signatory, Susan Smith, Finance Director to both be signers on the Town's F&M checking account. Ms. Beverly L. London seconded the motion which passed with the following recorded roll call vote:**

<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
<b>Travis M. Driver</b>	<b>Aye</b>	<b>Chad L. Comer</b>	<b>Aye</b>
<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
<b>Douglas W. Harpine</b>	<b>Aye</b>		

Mayor Jordan advised that the agenda items for tonight's meeting are now concluded with the exception of the Closed Session. Mayor Jordan thanked everyone who attended the meeting and then advised that there would be a brief recess of the meeting to allow citizens to exit before Council goes into Closed Session.

Council Member Chad L. Comer left the meeting at the brief recess and did not return for the Closed Session.

**Closed Session – Personnel Matters, Virginia Code 2.2-3711(A)(1) and (A)(8)**

**At 6:48 p.m., Mr. Douglas W. Harpine moved, seconded by Ms. Beverly L. London that the Town Council convene in closed session pursuant to the provisions of Virginia Code 2.2-3711(A)(1) for (i) the discussion concerning the retirement of the Town's prior Town Manager, Stefanie McAlister, and (ii) the discussion and consideration of prospective candidates for employment as an Interim Town Manager. The motion was approved with the following recorded roll call vote:**

<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Douglas W. Harpine</b>	<b>Aye</b>
<b>Travis M. Driver</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>

**At 8:02 p.m., Mr. Douglas W. Harpine moved, seconded by Mr. Richard E. Fulk 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:**



MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING  
Wednesday, January 15, 2025  
6:30 p.m.

<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Douglas W. Harpine</b>	<b>Aye</b>
<b>Travis M. Driver</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>

**With no further business to discuss, at 8:04 p.m., Mr. Travis M. Driver made a motion to adjourn the Special Called Meeting of the Town Council. Mr. Richard E. Fulk seconded the motion which carried on the following recorded roll call vote:**

<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Douglas W. Harpine</b>	<b>Aye</b>
<b>Travis M. Driver</b>	<b>Aye</b>	<b>Richard E. Fulk</b>	<b>Aye</b>
<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>

\_\_\_\_\_  
David L. Jordan Mayor

\_\_\_\_\_  
Donna J. Lohr Town Clerk



PO Box 300  
Midland, VA 2278  
(540) 439-3266

RECEIVED

MAY 16 2024

Invoice # 24905-1  
Invoice Date: 05/16/24

**Bill To:**  
Town of Broadway  
116 Broadway Ave  
Broadway, VA 22815

**Ship To:**  
Town of Broadway  
116 Broadway Ave  
Broadway, VA 22815

Date Due 06/15/24	Customer PO Signed PO	Terms Net 30	Salesperson rgonzalez			
Item	Item Description		UOM	Qty	Price	Amount
	Easi-Set 2420 Skyline Restroom		EACH	1.00	220,202.00	220,202.00
		10-9000-150				
Subtotal						\$ 220,202.00
Sales Tax						\$ -
Payment/Credit Amount						\$ (22,020.20)
Net Due						\$ 198,181.80

Capital Outlay  
Park

PAID  
CHECK NO. 50415 VOID  
AMOUNT 198,181.80  
DATE 6/27/24

Check # 50832  
Amt. \$ 198,181.80 By EDC  
Check Date 10/30/2024  
Treas./Finance (S)  
TM/Mayor

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BROADWAY,  
VIRGINIA, REQUESTING THE ACCEPTANCE OF CERTAIN TOWN STREETS INTO  
THE STATE SYSTEM FOR THE PURPOSE OF MAINTENANCE PAYMENTS**

WHEREAS pursuant to Virginia Code § 33.2-319 the Town of Broadway, Virginia (the "Town") receives certain payments from the Commonwealth to enable the Town to maintain streets within the Town; and

WHEREAS such payments are based upon the quantum of moving lane-miles available to traffic in the Town; and

WHEREAS in order to be included in such calculations, the streets must meet certain criteria and must be accepted into the state system for maintenance payments (the "System"); and

WHEREAS certain streets in the Town, described on **Exhibit A** attached hereto and made part hereof (the "Eligible Streets"), meet all such criteria and are eligible to be included within such System, but have yet not been included therein.

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

1. Incorporation of Recitals. The recitals above are incorporated into this Resolution as an integral part thereof, as though fully set out herein.

2. Request to Incorporate Eligible Streets into System. The Town Council formally requests the Virginia Department of Transportation to incorporate the Eligible Streets into the System. The Town expressly agrees to any terms or conditions necessary to complete such incorporation. The Town Manager is expressly authorized to take any action, and to execute and deliver any instrument, which is necessary or convenient to carry out the intent of this Resolution and to cause the Eligible Streets to be incorporated into the System.

APPROVED: \_\_\_\_\_

David L. Jordan, Mayor  
Town of Broadway, Virginia

**CERTIFICATE OF VOTES**

Record of the roll-call vote by the Town Council of the Town of Broadway, Virginia, on the Resolution entitled **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BROADWAY, VIRGINIA, REQUESTING THE ACCEPTANCE OF CERTAIN TOWN STREETS INTO THE STATE SYSTEM FOR THE PURPOSE OF MAINTENANCE PAYMENTS**, adopted by the Town Council of the Town of Broadway, Virginia, by a roll-call vote at a meeting of the Town Council held on February 18, 2025, at which a quorum was present and acting throughout. The recorded roll-call vote of the Town Council was as follows:

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
David L. Jordan, Mayor				
Chad M. Comer				
Travis M. Driver				
Richard E. Fulk				
Douglas W. Harpine				
Beverly L. London				
Joan H. Shifflett				

[SEAL]

Dated: \_\_\_\_\_

\_\_\_\_\_  
Town Clerk, Town of Broadway, Virginia

EXHIBIT A

LIST OF STREETS TO BE INCORPORATED INTO STATE SYSTEM

Dorset Street  
Windermere Drive  
Oxford Lane  
Essex Street  
Rayann Lane  
Coyote Run

LOCAL ASSISTANCE DIVISION  
VDOT  
REQUEST FOR STREET ADDITION, DELETIONS AND CONVERSIONS FOR  
STREET PAYMENTS SECTION 33.2-319  
CODE OF VIRGINIA

MUNICIPALITY Broadway

DISTRICT Staunton

ACTION REQUIRED (SELECT BELOW)	STREET NAME ROUTE NUMBER	FROM	TERMINI	TO	R/W (Width) (FEET)	PAVEMENT WIDTH (FEET)	CENTER LINE (MILES)	NUMBER OF LANES	MOVING LANE MILES	Eligibility Code Reference Link	FUNC. CLASS. (TM/MPD USE except for HR and NOVA)
ADD (New Road)	Windermere Drive	From the intersection of brocks gap road (rte			50ft.	24ft.	0.21	2	0.41	7	
ADD (New Road)	Dorset Street	From the North sunset drive intersection			50ft.	24ft.	0.13	2	0.25	7	
ADD (New Road)	Essex Street	From intersection of North Sunset Drive heading			50ft.	24ft.	0.16	2	0.33	7	
ADD (New Road)	Oxford Lane	From the intersection of Dorset Drive heading			50ft.	24ft.	0.11	2	0.22	7	
ADD (New Road)	Rayann Lane	From intersection of Elm Street heading north			50ft.	24ft.	0.12	2	0.24	7	
ADD (New Road)	Rayann Lane	From intersection of Denall Drive heading South			50ft.	24ft.	0.06	2	0.12	7	
ADD (New Road)	Coyote Run	From the intersection of Roadrunner Street			50ft.	26ft.	0.28	2	0.57	7	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	
SELECT ONE									0.00	Select one	

\* Council Resolution and Map Attached

SIGNED Chad M. Dellinger 1/30/2025  
MUNICIPAL OFFICIAL DATE

SIGNED \_\_\_\_\_  
AUTHORIZED VDOT OFFICIAL DATE

Submit to: District Point of Contact in triplicate

CLASSIFIED BY \_\_\_\_\_  
TM/MPD ENGINEER DATE







**RESOLUTION REGARDING THE RECOMMENDATION  
OF APPOINTMENTS TO THE BOARD OF ZONING APPEALS (BZA) TO THE  
CIRCUIT COURT**

A Resolution regarding appointments to the Board of Zoning Appeals will be provided for Town Council's consideration at the Town Council Meeting on Tuesday, February 18, 2025.

**RESOLUTION REGARDING APPOINTMENTS  
TO INDUSTRIAL DEVELOPMENT AUTHORITY**

WHEREAS the terms of certain directors of the Industrial Development Authority of the Town of Broadway, Virginia (the "Authority"), have expired, and it is necessary to appoint new directors to fill such terms, or to re-appoint the prior directors to new terms, and;

WHEREAS the Town Council of the Town of Broadway, Virginia (the "Town") wishes to make such appointments.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BROADWAY, VIRGINIA, to wit:**

1. The Town Council appoints the following individuals to the Industrial Development Authority of the Town of Broadway, Virginia, for terms that begin on March 1, 2025, and end on March 1, 2029: Kevin Flint.
  
2. After such appointments, the following are all the Directors of the Authority:

<b>Member</b>	<b>Term Expiration Date</b>
Kevin Flint	March 1, 2029
Terry Shoehr	March 1, 2026
DD Hulvey Sellers	March 1, 2026
George R. Whitmore	March 1, 2027
Sharon Krantz	March 1, 2027
Tristan Sinnett	March 1, 2028
Susan K. Olson	March 1, 2028

Dated: February 18, 2025

Approved: \_\_\_\_\_  
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 attached resolution entitled **RESOLUTION REGARDING APPOINTMENTS TO INDUSTRIAL DEVELOPMENT AUTHORITY** adopted by the Town Council of the Town of Broadway, Virginia, by a roll-call vote at a regular meeting held on February 18, 2025. The recorded roll-call vote of the Town Council is as follows:

	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
David L. Jordan, Mayor				
Chad L. Comer				
Travis M. Driver				
Richard E. Fulk				
Douglas W. Harpine				
Beverly L. London				
Joan H. Shifflett				

Dated: \_\_\_\_\_

\_\_\_\_\_  
Town Clerk, Town of Broadway, Virginia

[SEAL]



**TOWN of BROADWAY**  
**POLICE DEPARTMENT**  
 113 SOUTH CENTRAL STREET BROADWAY, VA 22815  
 PHONE (540) 896-1174 FAX (540) 896-20111

**Staffing**

<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>
Chief of Police	1	0
Full Time Office	5	0
Part Time Office	6	0

**Police Activities**

- Chief JD Weaver began working for the Town of Broadway on January 23, 2025.
- Officers have been diligently patrolling the schools and parks.
- Chief Weaver spoke to Hawk security about repairs and camera installation at both parks, the town office and PD.
- Chief Weaver conducted foot patrols to reach out to citizens and business owners; Many have been welcoming Chief Weaver
- Chief Weaver attended a meeting with Rockingham County EOC regarding radio issues and future computer updates and concerns.
- Chief Weaver attended a meeting with Mr. Berry about his food drive.
- Chief Weaver spoke to Jennie Holsinger to prepare for Red White and Brew hosted in Broadway July 5<sup>th</sup> 2025.
- Officer Lohr has passed his review and field training.

**Grants**

- The department is currently working on obtaining funding through a DMV Grant for FY25/26 and DCJS grants that are currently open.

**Special Events**

- There were no special events in the month of January.

**Training**

- Officer Frey and Officer Lohr attended Rockingham Police Town Group (RPTG) training to qualify with their duty weapons for the year. Other officers will be attending the same RPTG training in February.
- Cpl. Ritchie and a fellow officer from WV conducted K9 training. Chief Weaver was present and observed our K9 working hard.
- Chief Weaver certified with his issued service weapon at the pistol range (mandatory).

## **Equipment & Vehicles**

- A few issues with the part time vehicle with work tires - they will soon need replacing
- Radar equipment is not working in several cars and will need to be fixed
- MDT's (Mobile Data Terminals) will need to be replaced inside of six patrol cars by October 2025. The update of the MDT's follows that the systems being run on the computers for dispatching, report writing and issuing summons are becoming increasingly larger and the computers are unable to function properly. The MDT's that the department currently have are operating on Windows 10 and that will become obsolete in October of 2025 as well. The department is currently looking at ways to be able to fund the cost of the new MDT's.
- Rockingham county EOC has offered to purchase all 7 computers for Broadway Police Department using their budget and maintain the updates through a leasing program. Chief Weaver is looking into this.

## **Calls for Service**

1/2/25 Officer Walters provided an individual in need of a warm place to stay at Open Doors in Harrisonburg.

1/11/25 Officer Walters was at the jail with an arrest and Timberville PD Officer Ray handled a suspicious activity call in Broadway under both department's MOU where subsequently two individuals were arrested. The call was reclassified as a Drug Violation.

Officers are working on a case of stolen traffic cones around W Springbrook Rd & S Sunset Dr.

1/28/25 Officer Frey conducted a traffic stop and requested Corporal Ritchie with K9 Diablo. Officer Frey arrested one occupant of the vehicle for possession of suspected methamphetamine.

1/31/25 Officer Frey assisted Timberville PD with a disorderly conduct call in Timberville where the suspect was charged with two counts of assault on law enforcement officers.

CALL TYPE	12/01-12/31	01/01-01/31
Alarm Calls	10	7
Animal Complaints	13	12
Assaults	0	0
Cardiac Arrests	0	1
Crashes	4	4
Disorderly Conducts	11	8
Domestics	2	2
Drug Violation	2	2
ECO/TDO	2	0
Frauds	2	5
Juvenile Calls	5	1
Larceny	0	2
Mental Health	1	2
Property Damage	1	0
Suicide Threats	2	2
Suspicious Calls	36	20
Traffic Stops	78	71
Trespassing	4	1
Warrant Services	14	17
Welfare Checks	9	4
Misc. Calls	151	126
Overdose	0	1
Vehicle Theft	0	0
Assist Fire/Other Agency	9	15
Extra Patrols	197	291

<b>TOTAL</b>	<b>553</b>	<b>594</b>
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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: 32**

**Arrests: 4**

**K-9 Used On Traffic Stops: 3**

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**

**January 2025**

No. Connections Served: 1808

Population Served: 4015

	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service
1	0.3260	0.3260	0.2930	12.00
2	0.3210	0.3210	0.2929	12.00
3	0.3250	0.3250	0.2970	12.00
4	0.3050	0.3050	0.2780	11.50
5	0.2240	0.2240	0.1990	11.50
6	0.3430	0.3430	0.3130	14.00
7	0.3630	0.3630	0.3020	12.00
8	0.3200	0.3200	0.2940	12.00
9	0.3460	0.3460	0.3180	12.00
10	0.3160	0.3160	0.2920	11.50
11	0.3219	0.3219	0.2920	11.50
12	0.3111	0.3111	0.2817	11.25
13	0.3500	0.3500	0.3180	12.00
14	0.4570	0.4570	0.4599	12.00
15	0.3510	0.3510	0.2900	11.50
16	0.3260	0.3260	0.3020	11.50
17	0.3260	0.3260	0.2970	11.50
18	0.3350	0.3590	0.3010	12.00
19	0.3150	0.3150	0.2870	12.00
20	0.3020	0.3020	0.2790	11.25
21	0.3270	0.3270	0.3010	11.25
22	0.3330	0.3330	0.3020	11.75
23	0.3470	0.3470	0.3150	11.50
24	0.3640	0.3640	0.3310	12.00
25	0.3390	0.3390	0.3100	11.50
26	0.3380	0.3380	0.3100	11.50
27	0.3560	0.3560	0.3250	12.00
28	0.3590	0.3590	0.3380	12.00
29	0.3520	0.3520	0.3200	12.00
30	0.3520	0.3520	0.3230	11.50
31	0.3560	0.3560	0.3270	11.60
Total	10.407	10.431	9.489	365.6
Maximum	0.457	0.457	0.460	14.00
Minimum	0.224	0.224	0.199	11.25
Average	0.336	0.336	0.306	11.79

Well Water Pumped January 2025

Date	Water Pumped				
1/1/2025	80,400				
1/2/2025	81,900				
1/3/2025	76,200				
1/4/2025	72,500				
1/5/2025	64,700				
1/6/2025	84,300				
1/7/2025	109,500				
1/8/2025	80,700				
1/9/2025	81,600				
1/10/2025	71,800				
1/11/2025	70,300				
1/12/2025	71,700				
1/13/2025	80,700				
1/14/2025	77,700				
1/15/2025	72,600				
1/16/2025	75,300				
1/17/2025	73,500				
1/18/2025	79,400				
1/19/2025	81,200				
1/20/2025	58,100				
1/21/2025	76,000				
1/22/2025	77,300				
1/23/2025	79,000				
1/24/2025	84,300				
1/25/2025	74,900				
1/26/2025	77,600				
1/27/2025	83,300				
1/28/2025	81,300				
1/29/2025	79,400				
1/30/2025	78,200				
1/31/2025	69,700				
<b>Total</b>	<b>2,405,100</b>				



TOWN OF BROADWAY									
WATER PRODUCTION REPORT									
FOR THE MONTH OF									
Jan-25									
EXPLANATION	RAW	FINISHED	FINISHED	FINISHED	MAX.GALLONS	AVG.GALLONS	AVG.GALLONS	AVG.HOURS	
	WATER	WATER	WATER	WATER	TREATED	TREATED	TREATED	TREATMENT	
	TREATED	PRODUCED	DELIVERED	DAILY	DAILY	DAILY	DAILY	DAILY	
	MGD	MGD	MGD						
CURRENT MONTH	10,407,000	10,431,000	8,748,000	457,000	336,000		11.79		
PRIOR MONTH	9,621,000	9,621,000	8,748,000	338,000	310,000		11.65		
ONE YEAR AGO	10,725,000	10,743,000	9,815,000	384,000	346,000		11.65		
PERCENT CHANGE									
FROM PRIOR MONTH	7.55%	7.77%	0.00%	26.04%	7.74%		1.19%		
FROM PRIOR YEAR	-3.06%	-2.99%	-12.20%	15.97%	-2.98%		1.19%		

Month of January 2025 Co-op water  
purchased. January 2025: 1,068,500

Prior Month December 2024: 923,900

Water pumped from Lee Street 5,588,868

Major Water leaks throughout the system  
in zones one and two had to purchase a  
little more water than usual.