



# BROADWAY TOWN COUNCIL MEETING AGENDA

**DATE:** Tuesday, March 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** (February 13, 2025, Council Workshop Meeting; February 18, 2025, Town Council Meeting; February 27, 2025, Special Called Town Council Meeting; March 10, 2025, Special Called Council Meeting; & March 11, 2025, Special Called Council Meeting), monthly financial reports & bills paid
- III. Public Comment
- IV. Old Business
  - A. Update on the Rt. 259 Bridge Re-naming ceremony
  - B. Discussion and consideration of appropriating funds donated by the Broadway Hometown Partnership for the purpose of paying for the Town's annual fireworks show
  - C. Discussion and consideration of a resolution regarding a Police Assistance Pact
- V. Departmental Reports
  - A. Parks & Recreation – D. Harpine
  - B. Finance – R. Fulk/B. London
  - 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 resolution initiating the process of a zoning text amendment
- VII. Other Business

**VIII. ADJOURNMENT**

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL WORKSHOP MEETING  
Thursday, February 13, 2025  
6:00 p.m.

The Broadway Town Council met in a workshop meeting on Thursday, February 13, 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 Comer was absent. The following staff members were present: Town Clerk, Donna Lohr and Chief of Police, J.D. Weaver.

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

**Monthly Financial Update -**

Mayor Jordan presented the financial update summary page. He advised that, as of January 31, 2025, the Town's checking account balance was \$1,479,804. Council members reviewed the financial update page. They discussed upcoming expected bill payments. Council members also discussed the variance in the account balance in January of 2024 versus January of 2025. Ms. Shifflett asked why the statement has been made that the Town is in worse financial shape now than in past years as the bank account does not reflect much difference. Ms. London explained that the difference is that in past years, the Town had over \$832,000 in reserve funds, but since 2019, those funds have dwindled, and the Town now has only \$60,000 in reserve funds. Ms. London added that Council was never consulted or notified when funds were removed from the reserve accounts.

Council members then reviewed the budget versus actuals report. Chief Weaver fielded a few questions from Council members, and in response to their questions he advised that the purchase of his uniforms was not reflected on this report and the line item for police overtime was high due to the department being down one officer. Mr. Doug Harpine asked why the office supplies line item, and the postage line item were so high, under Administration. Mr. Travis Driver explained that the postage line item was inflated due to a double payment and the Town would be receiving a refund of \$2,500 from Pitney Bowes. Ms. Joan Shifflett asked why the Debt Retirement line item under the Water was already at 134%. Ms. Lohr advised that she would investigate why that number is elevated since those numbers are expected and structured payments. Mr. Travis Driver asked if the Town received a refund on police uniforms. Chief Weaver answered in the affirmative. He advised that several uniforms arrived and had incorrect patches on them so the uniforms were sent back.

Council Members proceeded to review the monthly check listing. Ms. Lohr fielded a few questions from Council members regarding what certain invoices were for. Ms. Lohr advised that the streetlights on Mesa Court, listed under the Dominion Energy invoice was for installation of six new streetlights. Ms. London added that the Town gets reimbursed by the developer for the cost of the new streetlights. Ms. Lohr was then asked why the concession stand electric bill was so high. She explained that the concession stand, men's and women's restrooms are all on this service and they all have electric heaters that have run constantly during the cold weather. In addition, the freezer and refrigerator are running in the concession stand. Shelter #3 and the flagpole are also on the same electric service. Council members discussed possibly insulating the ceiling in the concession stand. Ms. Shifflett asked about the Fairwinds Automation invoice which was for the replacement of six modems. Ms. Lohr advised that was for communication between the water plant and pump stations. When asked if this item should be planned for in the future, she responded that it should be planned for in the capital improvement plan, likely another 5- 10 years out. Other items discussed included flex reimbursement, unemployment payments, money spent on repairs on the F450, and the invoice paid to Granite Telecommunications. Ms. Lohr notified Council Members that a public works truck had been completely removed from service due to safety issues and that truck would need to be replaced. Ms. Lohr advised that staff is currently acquiring quotes for a replacement vehicle and that information would be provided to Council

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for approval of a new truck. Ms. Lohr advised that a purchase would not be made without Council's approval in writing.

Mr. Driver asked about payment for the restrooms. Ms. Lohr requested that Council members provide direction to Ms. Kim Clark regarding payment of the restrooms and whether they want to short-pay the invoice. Council members advised they would vote on that item at the Tuesday night meeting. Ms. Lohr advised she would include it as an agenda item.

**Old Business**

Mayor Jordan then moved on to the next item on the agenda which was Old Business.

Mr. Travis Driver, speaking on behalf of Council Member Chad Comer, advised that the events are all being done by the Town in conjunction with the Broadway Lions Club. The Lions Club is still looking for sponsors for some events. On the list of events included in the packet, the items that have question marks are not definitive dates. Chief Weaver advised that the dates of the Broadway Hometown Partnership events are July 5, 2025, for Red, White and Brew, and September 27, 2025, for Oktoberfest. Mayor Jordan asked if there were any questions about the Town events. Ms. Lohr asked for Council's direction regarding the possibility of the fireworks event for 2025. She advised that funds are allotted in the current fiscal year budget for fireworks, but staff needs direction if Council wishes to hold that event this year. The fireworks company is asking if the Town is planning to sign a contract with them. Half of the amount is due now if Council wants to do the event. Mayor Jordan advised Council that this item would be on the agenda for Tuesday night's meeting.

Ms. London asked if there is an update on the Wenger property. Ms. Lohr advised she had no update on that property. Ms. London asked about the franchise agreement for Glo-Fiber. Ms. Lohr advised that item is on hold until the next month or until a Town Manager has been hired.

Ms. Lonon provided a brief background. She advised that Council had voted several years ago to allow Glo-Fiber to come in and run internet. The franchise agreement was never finalized by the previous administration. It was discovered last summer when Ms. McAlister began work because the agreement could not be located. Mayor Jordan advised that Glo-Fiber's work is on hold until the franchise agreement is reviewed by the Town Attorney, advertised, approved by Council and signed by both parties. Glo-Fiber is allowed to complete work they have begun but they may not start any new work in Town. Mayor Jordan advised that he would follow up with the attorney and find out where he is with his review of the agreement.

Mayor Jordan proceeded to the next item under Old Business, which was the Rt. 259 Bridge Re-Naming ceremony. Mr. Harpine advised that the possible dates are Wednesday April 23<sup>rd</sup> or Thursday, April 24<sup>th</sup>. Ms. Lohr added that VDOT is reaching out to Rockingham County to see if either of those dates will work for them.

**New Business**

Mayor Jordan proceeded to the first item under New Business which was the discussion of a VDOT Street Resolution to accept certain Town Streets into the State System for the purpose of maintenance payments. Ms. Lohr advised that VDOT had sent a U-1 form to the Town requesting if the town wanted to bring in six streets for maintenance payments. Several of the streets are already being maintained by the Town and so Town staff asked VDOT why they were listed. VDOT's response was that they did not have them listed, but once we submit the form and a resolution accepting those streets into the system for maintenance payments, the Town should receive additional funding for those streets. VDOT will then look into whether the Town is currently receiving funding for the streets that the Town is already maintaining.

Ms. London asked what the status of Ridgewood Avenue is. Ms. Lohr advised that street can not be brought into the system according to VDOT.

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Mayor Jordan advised that Council will vote on the VDOT resolution at their regular meeting on Tuesday evening.

He then proceeded to the next item on the agenda which was a discussion regarding a recommendation to the Circuit Court for appointments to the Town of Broadway's board of Zoning Appeals (BZA).

Ms. Lohr advised that there was a vacancy on the BZA and when Ms. Shifflett was elected to Council, that created another vacancy on the BZA, since Ms. Shifflett can not serve on both the Town Council and the BZA. Ms. Lohr advised that the Board of Zoning Appeals vacancy had been advertised on the Town's website since the beginning of January 2025 and to date, two applications had been received. Mayor Jordan advised that Council will make those recommendations at their regular meeting on Tuesday evening.

Mayor Jordan then proceeded to the third item on the agenda under New Business which was discussion regarding an appointment of the Industrial Development Authority (IDA) for a term commencing on March 1, 2025 and expiring March 1, 2029.

Ms. Lohr advised that the appointments on the IDA are staggered appointments. Mr. Kevin Flint's term is set to expire at the end of February 2025. He has advised Mayor Jordan that he is willing to serve another term.

Under other business, Mr. Douglas Harpine offered a proposal for Council to consider. He advised that he believes the Town is in a better position financially than it was at this time last year and he would like to see the Town cut a check to the Broadway Volunteer Fire Department and the Broadway Rescue Squad for \$5,000 each, with the intention of reviewing finances again in two months and if the Town is able, to cut a check for \$5,000 to the abovementioned organizations again in April, and then review again in June and cut a check to each organization for \$5,000 apiece if funds are available. He advised that in doing this, the Town would be providing the same amount of funding to these two organizations that has been provided to them in the past. Mr. Harpine asked that this item be voted on at Tuesday's Council meeting.

Ms. Shifflett asked Mr. Harpine about his statement that the town is in a better financial situation than it was a year ago, and then asked about the \$832,000 in reserves a year ago. Mr. Harpine advised that the Town did not have \$832,000 in reserves a year ago. He advised that a year ago, the Town didn't know if they would even make payroll. He advised that is not the case anymore.

Mr. Harpine advised that he believes the Fire & Rescue Department and the Rescue Squad are very important and he believes it is important to show the Town's support of these organizations.

**Other Business**

Council members then reviewed the draft of the agenda for the upcoming regular Tuesday night council meeting.

Mayor Jordan asked Chief Weaver if he had spoken with Mr. Bucky Berry regarding his request to speak at the upcoming council meeting. Chief Weaver advised that he had met with Mr. Berry regarding his food drive. Mr. Berry is trying to become a 501C3 but he still wants to proceed with his food drive. Chief Weaver advised that the police department will support his efforts with the food drive but no money will be funneled through the police department as has been done in the past.

Ms. Shifflett asked the Mayor if the Tuesday night meeting would be the appropriate time to address the concerns of citizens regarding the property on W. Springbrook Road and the modular home versus manufactured home question. She advised that citizens still want to know what the resolution was and how the Town came to it. Ms. Shifflett advised that a statement regarding that might be appropriate if the Mayor is agreeable to doing that.

Ms. Shifflett then advised that she is still hearing that a large number of citizens are planning to attend the Tuesday night meeting, and she was unable to get any traction to get the meeting moved. She advised that she was the person who had contacted the Fire Marshall, along with several other people,

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to find out the maximum occupancy of the council chambers and the hallway. Ms. Shifflett advised that she still has concerns that there may be an overflow at the meeting on Tuesday night and she does not want anyone to be turned away.

A brief discussion arose regarding the logistics involved with moving a meeting.

Ms. Shifflett asked for an update on the vandalization occurring in the Heritage Park Restrooms. Mr. Harpine advised that the Town really needs to get a camera system installed. Chief Weaver agreed that the Town does need to install cameras at the park. To date, none of the vandals have been caught. Chief Weaver advised that the camera cost is minimal compared to the cost of the destruction by the vandals. Ms. Shifflett then asked if department heads had ever been invited to the Council workshops.

Council members advised that had been done before and all council members were in agreement that they would like for department heads to attend the meetings again on a rotating basis.

Ms. Lohr advised that she could create a schedule for Department Heads to speak on a rotating basis at Council's workshop meeting.

Ms. Shifflett then asked if council members are concerned that the town is heading into budget season with no Town Manager in place. Ms. London advised that she is not concerned because this year the finance director has real data to use in planning the budget. This information was not available in past years.

Council members then briefly discussed the open Town Manager's position and if the advertisement had been reposted. Ms. Lohr advised that it had been reposted. Council members discussed removing the requirement for the Town Manager to live within fifteen miles of Broadway. At Council's request, Ms. Lohr advised that she would remove that clause from the ad.

Ms. Shifflett then commended Ms. Lohr for the job she is doing in the absence of a Town Manager. Mr. Harpine concurred with Ms. Shifflett's statement.

Ms. Lohr thanked Council for their comments.

At 6:53 p.m., Mayor Jordan called a brief recess prior to Council heading into a Closed Session.

**Closed Session – Discussion and consideration of prospective candidates for employment**

**At 6:59 p.m., Beverly L. London moved, seconded by Douglas W. Harpine 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 Town Manager's position and for a part time employee for the water department. The motion was approved with the following recorded roll call vote:**

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

**At 7:50 p.m., Douglas W. Harpine moved, seconded by Beverly L. London to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.**

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



MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL

Tuesday, February 18, 2025

7:00 p.m.

The Broadway Town Council met in regular session on Tuesday, February 18, 2025, in the Council Chambers of the Broadway Town Hall. The following members were present: Mayor David L. Jordan and Council Members Travis M. Driver, Richard E. Fulk, Beverly L. London, and Joan H. Shifflett. Council Members Chad L. Comer and Douglas W. Harpine were absent.

The following staff members were present: Town Clerk, Donna Lohr; Chief of Police, J.D. Weaver, and Town Attorney, Matt Light.

Mayor Jordan welcomed all citizens to the Town Council meeting. He then called the meeting to order at 7:00 p.m. with the Pledge of Allegiance followed by the invocation.

Approval of Minutes and Bills:

Mr. Richard E. Fulk moved to approve the minutes of the January 2, 2025 Special Called Town Council Meeting, January 2, 2025 Workshop Meeting of the Town Council, the January 7, 2025, Town Council Meeting, and the January 15, 2025, Special Called Meeting of Town Council, and approval of the monthly financial reports and bills paid in the amount of \$472,071.09. Ms. Beverly L. London seconded the motion which was approved with the following recorded roll call vote:

Joan H. Shifflett	Aye	Travis M. Driver	Aye
Beverly L. London	Aye	David L. Jordan	Aye
Richard E. Fulk	Aye		

Public Comment:

Mayor Jordan stated that the next item on the agenda was the public comment section. He advised that Mr. Bucky Berry had requested to speak during the public comment period. Mayor Jordan reminded all citizens wishing to speak that there was a three-minute time limit for comments and he requested that those citizens wishing to speak state their name and address.

Mr. Bucky Berry stated, "I want to compliment ex-Chief Doug Miller for what he done for the Brent Berry food drive. He done his job when he was here through the week except he went down to Walmart seven days a week. Uniform. He didn't have to wear a uniform. He chose to wear a uniform. He went down there and collected food. He raised \$21,000 one year for food. That's a true blue. I don't care what you all say about him. I've known the man twenty-five years. I don't care what you all say about him. I've heard a lot of stories. Sooner or later the truth will come out about him and everybody else. We're going to leave that to the rest. Bottom line, 26<sup>th</sup> of February, we are going to be at Walmart, here in Timberville collecting food. We are going to have a site at Food Lion collecting food, 10-8, snow or shine. Chief Weaver, I got to know him at HPD in Harrisonburg. He is a community true blue policeman. He gets out of the car. He walked the beat. He's up in the "ghetto". I call it the ghetto on Kelly Street. That's what I call the ghetto. You know he survived up in the north end. So, Chief Weaver is going to be working with us. What I'm requesting the Town to do, if they're willing to do it, is put it on the marquee, the sign front. That's all I'm asking. I mean that's not a whole lot. Just let them know we are going to be collecting food. All the food stays here in Rockingham County. Supports the citizens of Broadway. Any citizens of Rockingham County needs food, they get food. Supports the people in Harrisonburg. This is 18 years doing it. I'll tell you what all my boy has received. He's been doing it since he's been 9. I've got 30 years raising money. I've been giving back to the community 48 years. I'm old school. I know how to get money, how to get food. My boy has gotten an award from Glenn Youngkin. Outstanding citizen of the year volunteer award from the Governor. He's got the key to the city of Harrisonburg. He's got outstanding citizen of the year award from the Commonwealth Attorney. Marsha Garst doesn't just give that award out to anybody. Some time ago I heard through the grapevine but it never come about, they were thinking about naming something after Brent here in Broadway, at the little park right up the street here. I don't



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51 know, there was a piece here in the park, they were going to name something after him. That never  
52 come about. I'd like to know why that was never carried through. That's what Chief Miller told me. I  
53 don't know but he said that Council knew about it but it was never carried out. I'd like to know why it  
54 was never carried out. I think he deserves it. I tried to get Harrisonburg to name a park after him. They  
55 said 'no, we can't do that. We got to give the keys.' You know everybody's heard of Ralph Sampson.  
56 You do your research. He put Harrisonburg on the map. Most people don't realize that he served time.  
57 He was a convicted felon, and they've got a park named after Ralph but they don't want to name  
58 nothing after my boy. I appreciate Council supporting the drive. I appreciate your time."

59 The next citizen to speak was Woody Brown, 331 Essex Street. Mr. Brown commented, "First I want  
60 to commend Doug Harpine for bringing this up at the Workshop about making sure the Fire Department  
61 and Rescue Squad get part of their donation back. My understanding is it's \$5,000 you're going to  
62 decide tonight for each one of them and then in two months you're going to make the determination  
63 whether the Town has the money to give it then, and then maybe a month or two after that, to finish up  
64 the \$15,000 you usually give. Those are two services provided to this Town. It's a lot of volunteers but  
65 through some of the County as well. So it's \$15,000 a piece. \$30,000 for each. But then also tonight  
66 you're going to discuss if we're going to spend \$12,000 for fireworks. So, we're going to spend  
67 \$12,000 for a want, but we might not have enough money to give to a necessary service."

68 The next citizen to speak was Liz Fawley, 358 Copper Drive. She stated, "There was a question from  
69 the citizens about the sign for the school kids – the cross country boys who won the Regional III  
70 championship. It is the Town that provided the sign. I have checked and the Town provided the sign  
71 that's out there now for the basketball boys and girls. The graphic was one by the business beside  
72 Subway. Hopefully, the Town will do it for the cross-country boys as well. And when they do, it  
73 would be very nice if the Mayor would have them here to present them with an achievement award or  
74 something to acknowledge what they got."

75 Ms. Fawley continued, "And then I have one other thing. We've talked about this a couple times and  
76 this is when we get donations for grants or whatever. We don't really do a good job tracking that. So  
77 it's been a suggestion made that starting this month, we start a spreadsheet of all organizations or  
78 whatever, people, whatever, making a donation to Broadway. The date they made it. The amount they  
79 made it and then the history is there. Have it put into CD's or whatever to make money. And if it's  
80 used, it needs to be logged in what it's used for. And it should be for whatever it was donated for, all  
81 the way through until it's finished."

82 The next citizen to speak was Bonnie Caplinger, 201 McKinley Drive. Ms. Caplinger commented, "I'm  
83 Bonnie Caplinger, but not the one running for Council. I'm at 201 McKinley Drive. I've thought about  
84 this long and hard. There's some people in this Town trying to cause trouble, stirring the pot, is what I  
85 always call it. Like the gentleman said, I'm old school. I'm straight and to the point. I'm tired of it.  
86 You take a snippet and then you blow it completely out of proportion not knowing the whole story. I've  
87 seen this time and again. For example, Chad Comer was pulled over for not stopping at a stop sign. Do  
88 you really think Chad would have been able to get out of his vehicle and stand beside his truck if the  
89 cop had any issues with him doing it? I've told him to his face, and I made this comment to him, I said  
90 'Chad, you're an A-hole. You've always been one and you're always going to be one. He's been on  
91 this council for eleven years. And you've all known this. You didn't have a problem until the previous  
92 management was released a year ago. And the other video of Doug Miller, out of the video, of the  
93 Council, you can tell watching the video that it was a Closed Session. That's against Council policy  
94 and I don't know for positive, but the lawyer man be able to answer, but I think it's also against the law  
95 to video a session that is Closed. They are trying to do the best they can with the information they have  
96 and all you all do is criticize and throw fits. But did anyone step up to help? Did anyone step up and  
97 try to get information? They even looked at the tape for what was given. Joan, you know that I have  
98 reservations about you. We've had the words. But, you told me that you were going to step in and find  
99 out exactly what happened and where the money went. So, do you have a report yet because you told

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100 me at your meet and greet that this was going to be one of the first things you did. I know more than  
101 anyone else in this room except the Council members because I took a lot of time digging into these  
102 finances. I've heard rumors and I've had a lot of people approach me. Also, let me tell you, I get  
103 straight to the point. I tell it up straight, I don't blame other people. I don't make excuses and I go  
104 straight to the source when I want information which is what everyone should do. There are a lot of  
105 you that have good ideas. Your delivery on this is a lot to be desired though. Just like me with my  
106 words, my husband helped. And yes I read the posts from different people and some of that I don't  
107 think have very good ideas but some had very, very good ideas. Give you an example, Dave Emswiler,  
108 I read your post with Woody. You have a lot of great ideas. You really impressed me. You are like  
109 me. You just need to learn how to implement. Woody Brown, I commend you for running. But also, I  
110 know you have a problem with some of them on the Council, but if you think being on the side of the  
111 Council's going to be easy, you're going to have to sit there and you're going to have to keep your  
112 mouth shut and you're going to have to take it because that's the law. You can't come back on people.  
113 You sit there and smile, means you're going to have to put up with people like me. Keep this in mind.”  
114 The next citizen to speak was Ronnie Fawley 358 Copper Drive. He stated, “A year ago I brought up  
115 about our sidewalks on the south side of Broadway. Chad came around and inspected and said they  
116 were bad and cracked up. And he put something in to have the work done on it. So last year they came  
117 by with white paint and sprayed X's on the sidewalk but to today, nothing has ever been done, so I'd  
118 like to see what's going on about that.”

119 The next citizen to speak was David Emswiler, 156 Second Street. He stated, “After listening to some  
120 of the other folks, I don't have anything quite as serious, I don't think. But I want to point out a couple  
121 years ago, maybe two, they did some paving up in there. First Street. Second Street. And then they  
122 laid off a year and went off Third Street. And I remember at the time calling Kyle and I fussed with  
123 him about the way the company that paved it, they didn't build up the shoulder. They left the shoulders  
124 too deep, too high. And I called back about three months later. Nothing had been done. And I come  
125 home one day from work and right in front of my house they had built the shoulders up. So, a couple  
126 weeks later, I talked to Kyle, and I started thanking him about it. ‘Yeah,’ he said, ‘We tend to take care  
127 of people who call and complain.’ But, I mean, we've got other shoulders up there in that neighborhood  
128 that really need to be built up. Right there beside my neighbor's, Alan Delawder, that macadam is only  
129 two years old and it's starting to break apart and fall off. Because when you all get stuff done in this  
130 Town, you do it half-ass a lot of times. You don't follow through and do it the right way.”

131 Mayor Jordan clarified which areas Mr. Emswiler was referring to. Mr. Emswiler advised that Second  
132 Street was the worst street in that area.

133

134 **Old Business:**

135 Mayor Jordan proceeded to the first item under old business which was the discussion and consideration  
136 of payment of the Smith-Midland Invoice. Mayor Jordan stated that Smith-Midland was the company  
137 that provided the restrooms that were put in at Heritage Park. Following the installation of the  
138 restrooms, some items needed to be repaired at the restrooms. The Town had repaired those items and  
139 kept a tab of the cost of repairs, at Smith-Midland's request, in order to receive credit toward the cost of  
140 the total bill for the restroom installation. The Town had provided an invoice delineating what the cost  
141 to the Town had been for time and materials for repairs to the restrooms and the Town was waiting for a  
142 final invoice from Smith-Midland showing credit for the cost of repairs but a final invoice has never  
143 been provided. Mayor Jordan advised that this agenda item is for the discussion of payment to Smith-  
144 Midland for the restrooms, less the cost of repairs in the amount of \$5,400. Ms. Shifflett asked how  
145 long this had been going on and was advised by other Council Members that the Town had been waiting  
146 for the invoice showing the credit since July.

147 **Ms. Beverly L. London made a motion that the Town short-pay the Smith-Midland invoice by**  
148 **\$5,446.97. Ms. Joan H. Shifflett seconded the motion which passed on the following recorded roll**

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149 call vote:

150

151	<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Travis M. Driver</b>	<b>Aye</b>
152	<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
153	<b>Richard E. Fulk</b>	<b>Aye</b>		

154

155 Mayor Jordan advised that the next item under old business was the discussion and consideration of  
156 donations to the Broadway Fire Department and the Broadway Rescue Squad. Mayor Jordan stated that  
157 the Town had made donations to these two organizations for a very long time in the amount of \$15,000,  
158 but that the Town had not yet made those donations yet this year. Mr. Douglas H. Harpine brought up  
159 the item for discussion at the Workshop this past Thursday night. He suggested that \$5,000 be given to  
160 each organization now, with a plan for reviewing the Town's income in another two months to consider  
161 donating another \$5,000 to each organization again at that time, and then consider donating \$5,000  
162 again to each organization in another two months before the finalization of this fiscal year. This would  
163 result in each organization receiving the \$15,000 for the year that they normally receive.

164 Ms. Shifflett asked Finance Committee Chairman Richard Fulk if he felt comfortable with the Town's  
165 financial standing now, as opposed to last year. Mr. Fulk advised that he would know more after  
166 budget meetings are held this week.

167 **Ms. Beverly L. London then made a motion to appropriate funds, from sums otherwise**  
168 **unappropriated, in the amount of \$10,000 for donations to the Broadway Fire Department and**  
169 **the Broadway Rescue Squad of \$5,000 for each. Mr. Travis M. Driver seconded the motion which**  
170 **passed on the following recorded roll call vote:**

171

172	<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Travis M. Driver</b>	<b>Aye</b>
173	<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
174	<b>Richard E. Fulk</b>	<b>Aye</b>		

175

176 Mayor Jordan proceeded to the next item under old business which was the discussion and  
177 consideration of the Broadway Spectacular Fireworks Show for June 2025. This item was included in  
178 the budget for the current fiscal year in the amount of \$12,000. Ms. Joan H. Shifflett asked if Mr. Chad  
179 Comer had reached out to any organizations or individuals. He had asked Ms. Shifflett to follow up  
180 with Broadway Hometown Partnership (BHP). Mayor Jordan responded that he had talked to Mr.  
181 Comer earlier today and he had not heard anything back from any individuals wishing to donate. Ms.  
182 Shifflett advised that Broadway Hometown Partnership would be meeting tomorrow evening and they  
183 had indicated that they might donate \$1,000 towards the fireworks show, although that had not yet been  
184 voted on by the members of BHP. Ms. Shifflett stated that she has concerns about the \$60,000 in the  
185 Town's reserve funds, where in the past the Town had \$800,000 in reserves. She stated that the Town  
186 needs to continue to build up the reserve funds. Without a capital improvement plan, and not knowing  
187 what expenses the Town is expecting down the road, she does not feel good about spending \$12,000 on  
188 fireworks. Mr. Travis M. Driver stated that there used to be an event at the high school in conjunction  
189 with the fireworks but that event is no longer being held and the event is now just the fireworks show in  
190 the evening.

191 **Mr. Travis M. Driver then made a motion to rescind the previous appropriation of \$12,000 that**  
192 **was in the fiscal year 24-25 budget. Ms. Joan H. Shifflett seconded the motion which passed on**  
193 **the following recorded roll call vote:**

194

195	<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Travis M. Driver</b>	<b>Aye</b>
196	<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
197	<b>Richard E. Fulk</b>	<b>Aye</b>		

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL

Tuesday, February 18, 2025

7:00 p.m.

198 Departmental Reports:

- 199 a. **Parks & Recreation:** On behalf of Mr. Douglas W. Harpine, Mayor Jordan reported  
200 that the Town is working on contracts with the Broadway Little League for the  
201 upcoming season. Town staff and the Pool Manager are also working on contracts and  
202 scheduling for the upcoming pool season.
- 203 b. **Finance:** Mr. Richard E. Fulk stated that a budget meeting is scheduled for this coming  
204 Thursday.
- 205 c. **Personnel/Police:** Mr. Travis M. Driver reported that the new Chief of Police had been  
206 working for the Town since January 22, 2025. Mr. Driver thanked Chief Weaver for the  
207 work he has been doing in his first month. Chief Weaver is working on a list of items  
208 that will need to be upgraded in his department. Under other personnel, Mr. Driver  
209 reported that the Town is still accepting applications for the position of Town Manager.  
210 Several interviews have already been scheduled for the next week. Applications are  
211 being accepted through March 7, 2025, so more interviews may be scheduled.
- 212 d. **Utilities:** No report.
- 213 e. **Streets & Properties:** No report.
- 214 f. **Events & BHP:** On behalf of Mr. Comer, Mr. Travis M. Driver stated that the  
215 Broadway Lions Club will be supporting events in Town. Mr. Tristan Sinnett, with the  
216 Broadway Lions Club, was present in the audience. He advised that the Lions Club  
217 would be working with the Town on the Easter Egg Hunt, movie nights at the park,  
218 Autumn Festival and Antique Car Show, HalloweenFest, the Tree Lighting, and the  
219 Broadway Home Decorating Contest. Mr. Sinnett advised that this should take a lot off  
220 the Town's staff, other than some smaller details. Mr. Driver reported that confirmation  
221 had been received from BHP that the dates of July 5<sup>th</sup> and September 27<sup>th</sup> were correct  
222 for their Red, White, & Brew and Oktoberfest events respectively.
- 223 g. **Planning Commission:** Ms. Joan H. Shifflett reported that the Planning Commission  
224 had met on Monday, February 10, 2025. The meeting was for the purpose of Council  
225 representative Joan Shifflett to meet the Planning Commission members. During the  
226 meeting a brief discussion was held regarding inoperable vehicles and other code  
227 violations in Town. The Planning Commission wanted to ensure that the Town isn't  
228 overlooking those Code violations. Ms. Shifflett advised that she believed that Ms.  
229 Lohr had already contacted Chief Weaver regarding code violations and Chief Weaver  
230 was already working on this, but Ms. Shifflett wanted to report on this to Council on  
231 behalf of the Planning Commission.
- 232

233 New Business

234 The first item under new business was the consideration of a VDOT Street Resolution to accept certain  
235 Town Streets into the State System for the purpose of maintenance payments. Ms. Lohr, Town Clerk,  
236 advised that VDOT had contacted Town staff with notification that a completed U-1 form was needed  
237 by February 1, 2025. VDOT listed six streets on the U-1 form, asking if the Town wanted to accept  
238 those six streets as Town Streets. Staff questioned several of the streets as public works staff had  
239 already been maintaining those streets for some time, and staff thought the Town had been receiving  
240 payment for those streets. VDOT advised they would follow up with that but the U-1 form listing those  
241 streets was required. So, in order to meet the February 1, 2025, deadline, staff sent the form in. A  
242 resolution is also required in order to accept the streets and receive additional monies from VDOT,  
243 which is why this item is on the agenda for this evening's meeting. Mr. Travis M. Driver asked how  
244 those streets were missed before. Ms. Lohr advised that they may not have been missed but the lady  
245 who sent the U-1 form wasn't sure if they had those streets on record, but they would look into it once  
246 they received the documentation. Ms. Joan H. Shifflett asked if there was any downside to approving

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL

Tuesday, February 18, 2025

7:00 p.m.

247 the resolution. Mr. Light, Town Attorney responded that there was not a downside to it. Mr. Driver  
248 asked if the Town could receive back payment. Mr. Light, Town Attorney, advised, that is a reasonable  
249 question, but the answer is probably not. He further stated that the roads have to actually be accepted  
250 into the system in order to get the maintenance money. In order to be accepted into the system the  
251 streets have to meet certain standards which these streets apparently do. Periodically the Town has to  
252 adopt one of these resolutions to add additional streets to the system but it is usually after the Town has  
253 done something to the streets to make them meet the standards that they have previously not met. The  
254 reality is that VDOT is asking for this and they are telling us they may give us more money so we  
255 should do it.

256 **Ms. Beverly L. London made a motion to adopt the resolution as presented. Mr. Richard E. Fulk**  
257 **seconded the motion which was approved on the following recorded roll call vote:**

258				
259	<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Travis M. Driver</b>	<b>Aye</b>
260	<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
261	<b>Richard E. Fulk</b>	<b>Aye</b>		
262				

263 The next item on the agenda was the discussion and consideration of a resolution regarding a  
264 recommendation to the Circuit Court for an appointment to the Town of Broadway's Board of Zoning  
265 Appeals (BZA). Mr. Light stated that the Town is required by State Law to maintain a Board of Zoning  
266 Appeals. It is a board of five people who serve for terms of five years each. The BZA does three  
267 things. If the Town's zoning administrator makes a decision that a resident who has standing does not  
268 like, the resident can appeal that decision to the BZA and ask the BZA to determine if the zoning  
269 administrator has correctly interpreted the zoning ordinance. If someone wants a variance to the zoning  
270 ordinance, then they can go to the BZA, which could under certain circumstances authorize a variance,  
271 which means that for that particular property, they wouldn't have to follow the zoning ordinance. The  
272 last function is that the BZA can resolve questions of zoning designations for particular properties if it  
273 is not clear. Currently there are two vacancies on the BZA. One person's term expired in November  
274 and that person decided not to serve another term. The other vacancy is due to Ms. Shifflett being  
275 elected to Council. She can not serve on both the Town Council and the BZA and she has chosen to  
276 serve on Town Council, leaving a vacancy on the BZA. Mr. Light advised that the Town Council does  
277 not directly appoint members to the Board of Zoning Appeals, because it is semi-judicial in nature. The  
278 Town then finds people who are interested in serving on this Board and then makes a recommendation  
279 to the Circuit Court that they make that appointment. Ultimately it is up to the judge to determine who  
280 is appointed to the BZA but generally the judge takes the recommendation and appoints those  
281 individuals whose names the Town submits. This resolution makes two recommendations to the Board  
282 of Zoning Appeals. If Council approves the resolution, the Town's attorneys will present the resolution  
283 to the Circuit Court with a request that the Circuit Court make those appointments.

284 Ms. Joan Shifflet then made the following statement, which she requested be included in the meeting  
285 minutes: "The resolution that the Council is considering would recommend that the Circuit Court  
286 appoint my husband, Steven F. Shifflett to the Town's Board of Zoning Appeals. The Town Attorney  
287 has advised me that I should abstain from this vote. I further wish to note for the record that I have not  
288 acted in any way regarding this resolution in my capacity as a Town Council member and I have not  
289 participated in any way in the Town's discussion of this prospective appointment."

290 **Mr. Travis M. Driver then made a motion to adopt the resolution as presented. Mr. Richard E.**  
291 **Fulk seconded the motion which carried on the following recorded roll call vote:**

292				
293	<b>Joan H. Shifflett</b>	<b>Abstain</b>	<b>Travis M. Driver</b>	<b>Aye</b>
294	<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
295	<b>Richard E. Fulk</b>	<b>Aye</b>		

MEETING MINUTES OF THE  
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Tuesday, February 18, 2025

7:00 p.m.

296

297

298 Mr. Light then stated that the recommendations to the Circuit Court for the Town's Board of Zoning  
299 Appeals are for Mr. Steven F. Shifflett, for a term expiring 2029, and Ms. Bonnie Caplinger, for a term  
300 expiring 2028. Mr. Light advised that the terms for the Board of Zoning Appeals candidates were  
301 decided based on the flip of a coin.

302

303 Mayor Jordan proceeded to the next item on the agenda which was the discussion and consideration of  
304 a resolution for an appointment to the Industrial Development Authority (IDA) for a term commencing  
305 on March 1, 2025, and expiring March 1, 2029. Mayor Jordan stated that Kevin Flint's term is expiring  
306 March 1, 2025 and he is willing to be re-appointed to this board. Mr. Matt Light advised that the IDA is  
307 a commission that state law allows the Town to have. The Town has had this commission since around  
308 2001. This commission allows local charities and some local businesses, depending on their function,  
309 to borrow money, on a tax-exempt basis. Quite a few local charities have used this over the years.  
310 Eastern Mennonite University, VMRC, Sunny Side, and Pleasant View have all used this. This allows  
311 these charities to go to the banks through the IDA and get better interest rates then they would be able to  
312 get if they were going to the bank directly. The Town does not pay those loans. If there is a problem  
313 with the loan, the bank looks to the charity, not the Town. But, by the Town facilitating the loan, the  
314 charities are able to access lower interest rates for their loans. The charities also end up paying a fee to  
315 the Town every year for the privilege of using the IDA. This brings some funds into the community  
316 that the Town would otherwise not receive. The Town Council makes appointments to the IDA  
317 directly. It does not need to go through the Circuit Court. Mr. Light went on to explain that Mr. Flint's  
318 term expires at the end of February, but he is willing to serve another term. Town Council will actually  
319 be making the appointment before the term expires, and the term will commence March 1, 2025 and  
320 expire March 1, 2029.

321 **Ms. Beverly L. London then made a motion to adopt the resolution as presented, appointing Mr.**  
322 **Kevin Flint to the IDA for a term commencing March 1, 2025, and expiring March 1, 2029. Mr.**  
323 **Travis M. Driver seconded the motion which passed on the following recorded roll call vote:**

324

325	Joan H. Shifflett	Aye	Travis M. Driver	Aye
326	Beverly L. London	Aye	David L. Jordan	Aye
327	Richard E. Fulk	Aye		

328

329 **Other Business:**

330 Mayor Jordan asked if any council members had any other business to discuss.

331 Ms. Shifflett asked about exceedances for which the Town sometimes invoices wastewater customers.  
332 She advised that it was her understanding that these fines collected are a windfall for the Town and that  
333 there are no expenses associated with those exceedance fines. Ms. Lohr advised that it is a penalty.

334 Ms. Shifflett asked if the Town incurs expenses as a result of those fines. Ms. London advised that there  
335 is some expenses and costs at the wastewater plant. Ms. Shifflett then asked what has been done with  
336 the money collected from exceedances in the past. Ms. London advised that the Town used to include  
337 expected revenue from exceedances in the budget because Pilgrim's paid exceedance fines every  
338 month, but in the last year they had changed operations on their end and were no longer paying  
339 exceedance fines as a result and so the Town cannot budget for exceedances. Ms. London advised that  
340 the recent exceedance fines that had been issued were the first fines in a long time.

341 Ms. Shifflett then added that it is important to keep working towards the development of a Capital  
342 Improvement Plan and she hopes that will stay forefront in the minds of council especially now as the  
343 Town heads into budget season.

344 Mr. Travis M. Driver asked if a date had been set for the Rt. 259 bridge re-naming yet. Ms. Lohr

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL

Tuesday, February 18, 2025

7:00 p.m.

345 responded that staff had not yet received confirmation of a date from VDOT.  
346 Ms. Shifflett then remarked that at the December Council meeting, a resident had discussed items that  
347 Rockingham Petroleum had agreed to do as part of the completed construction on the new service  
348 station. Those items included planting of trees and the installation of a barbecue pit. Ms. Shifflett  
349 asked council members if they believed that should be investigated to determine what Rockingham  
350 Petroleum had agreed to and what might still need to be completed. Ms. London advised that  
351 Rockingham County will check out site improvements to the new construction and they will not release  
352 their bond until everything that was agreed upon is completed.  
353 Ms. Shifflett asked if the Town would know what the proffers were. Mr. Light advised that if there  
354 were proffers they would have been submitted in writing at the time the re-zoning was approved after  
355 the annexation. Mr. Light was unsure if there were any proffers.  
356 Mayor Jordan advised that they are still working on the barbecue pit. Mr. Travis Driver advised that  
357 water and electricity are run to the site for the barbecue pits and the plan is to have a concrete slab  
358 poured for the barbecue pit to be installed.  
359 Mayor Jordan advised that the next council workshop meeting is scheduled for Thursday, March 13,  
360 2025, and the next Town Council meeting will be Tuesday, March 18, 2025. There will be a special  
361 called meeting on Thursday, February 27, 2025, for the purpose of interviewing Town Manager  
362 candidates.

363

364 **Adjourn:**

365 **With no further business to discuss, at 7:49 p.m., Ms. Beverly L. London moved, seconded by Mr.**  
366 **Richard E. Fulk to adjourn the February 18, 2025, Town Council meeting. The motion was**  
367 **approved with the following recorded roll call vote:**

368

369	<b>Joan H. Shifflett</b>	<b>Aye</b>	<b>Travis M. Driver</b>	<b>Aye</b>
370	<b>Beverly L. London</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
371	<b>Richard E. Fulk</b>	<b>Aye</b>		

372

373

374

375

Mayor

376

David L. Jordan

377

378

Town Clerk

379

Donna J. Lohr

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING  
Thursday, February 27, 2025  
5:00 p.m.

The Broadway Town Council met in a Special Called meeting on Thursday, February 27, 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 Clerk, Donna Lohr.

Mayor Jordan called the meeting to order at 5:00 p.m.

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

At 5:00 p.m., Travis M. Driver 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 Town Manager’s position. The motion was approved with the following recorded roll call vote:

Joan H. Shifflett	Aye	Chad L. Comer	Aye
Beverly L. London	Aye	Travs M. Driver	Aye
Douglas W. Harpine	Aye	David L. Jordan	Aye
Richard E. Fulk	Aye		

At 7:53 p.m., Richard E. Fulk moved, seconded by Beverly L. London to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

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

Joan H. Shifflett	Aye	Chad L. Comer	Aye
Beverly L. London	Aye	Travs M. Driver	Aye
Douglas W. Harpine	Aye	David L. Jordan	Aye
Richard E. Fulk	Aye		

Under other business, Mr. Travis M. Driver advised that he and Mayor Jordan had spoken with Chief Weaver and per his recommendation, the canine will be moving from Corporal Ritchie to Officer Wolters. Officer Wolters will need to be trained and the cost for that will be \$2,500. There is currently \$14,000 still available in the training budget. The plan is for Officer Wolter’s training to occur in April and Officer Diablo (canine) will be working nights after that. Chief Weaver will coordinate with the Chief of Police in Timberville to create a schedule whereby a canine unit will be working from one or the other jurisdiction every night. Chief Weaver had reported to Mr. Driver and Mayor Jordan that the canine unit is a valuable asset to the Town.

Mayor Jordan advised that a meeting has been scheduled at 8:00 a.m. tomorrow morning between him and members of Broadway Hometown Partnership (BHP) as a celebration that the Broadway Hometown Partnership will fully fund the fireworks. Mayor Jordan advised that the fireworks show will be held at the high school under the direction of the Town of Broadway. BHP will fully fund it and



MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING  
Thursday, February 27, 2025  
5:00 p.m.

they will receive recognition and publicity for it. The event will be scheduled for June 21, 2025.

**With no further business to discuss, at 7:59 p.m., Ms. Beverly L. London 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>Chad L. Comer</b>	<b>Aye</b>
<b>Beverly L. London</b>	<b>Aye</b>	<b>Travs M. Driver</b>	<b>Aye</b>
<b>Douglas W. Harpine</b>	<b>Aye</b>	<b>David L. Jordan</b>	<b>Aye</b>
<b>Richard E. Fulk</b>	<b>Aye</b>		

\_\_\_\_\_  
Mayor

David L. Jordan

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

Donna Lohr

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING  
Monday, March 10, 2025  
5:00 p.m.

The Broadway Town Council met in a Special Called meeting on Monday, March 10, 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 Clerk, Donna Lohr.

Mayor Jordan called the meeting to order at 5:00 p.m.

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

At 5:00 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 Town Manager’s position. The motion was approved with the following recorded roll call vote:

Joan H. Shifflett	Aye	Chad L. Comer	Aye
Beverly L. London	Aye	Travs M. Driver	Aye
Douglas W. Harpine	Aye	David L. Jordan	Aye
Richard E. Fulk	Aye		

At 7:52 p.m., Richard E. Fulk moved, seconded by Travis M. Driver 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	Chad L. Comer	Aye
Beverly L. London	Aye	Travs M. Driver	Aye
Douglas W. Harpine	Aye	David L. Jordan	Aye
Richard E. Fulk	Aye		

With no further business to discuss, at 7:59 p.m., Ms. Beverly L. London made a motion to adjourn the Special Called Meeting of the Town Council. Ms. Joan H. Shifflett seconded the motion which carried on the following recorded roll call vote:

Joan H. Shifflett	Aye	Chad L. Comer	Aye
Beverly L. London	Aye	Travs M. Driver	Aye
Douglas W. Harpine	Aye	David L. Jordan	Aye
Richard E. Fulk	Aye		

\_\_\_\_\_  
Mayor

David L. Jordan

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING  
Monday, March 10, 2025  
5:00 p.m.

\_\_\_\_ Town Clerk

Donna Lohr

MEETING MINUTES OF THE  
 BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING  
 Tuesday, March 11, 2025  
 5:30 p.m.

The Broadway Town Council met in a Special Called meeting on Tuesday, March 11, 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 Clerk, Donna Lohr.

Mayor Jordan called the meeting to order at 5:30 p.m.

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

At 5:30 p.m., Beverly L. London moved, seconded by Douglas W. Harpine 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 Town Manager’s position. The motion was approved with the following recorded roll call vote:

Joan H. Shifflett	Aye	Chad L. Comer	Aye
Beverly L. London	Aye	Travs M. Driver	Aye
Douglas W. Harpine	Aye	David L. Jordan	Aye
Richard E. Fulk	Aye		

At 7:00 p.m., Beverly L. London moved, seconded by Chad L. Comer 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	Chad L. Comer	Aye
Beverly L. London	Aye	Travs M. Driver	Aye
Douglas W. Harpine	Aye	David L. Jordan	Aye
Richard E. Fulk	Aye		

With no further business to discuss, at 7:01 p.m., Ms. Beverly L. London made a motion to adjourn the Special Called Meeting of the Town Council. Ms. Joan H. Shifflett seconded the motion which carried on the following recorded roll call vote:

Joan H. Shifflett	Aye	Chad L. Comer	Aye
Beverly L. London	Aye	Travs M. Driver	Aye
Douglas W. Harpine	Aye	David L. Jordan	Aye
Richard E. Fulk	Aye		

\_\_\_\_\_  
 Mayor

MEETING MINUTES OF THE  
BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING  
Tuesday, March 11, 2025  
5:30 p.m.

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

Donna Lohr



**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BROADWAY, VIRGINIA, AUTHORIZING THE TOWN'S EXECUTION AND DELIVERY OF A POLICE ASSISTANCE PACT**

WHEREAS the Town of Broadway, Virginia (the "Town") is authorized pursuant to Virginia Code 15.2-1726 to enter into agreements with other localities for cooperation in furnishing police service; and

WHEREAS many other towns locally have entered into an agreement to cooperate and assist one another in the furnishing of police services, which agreement (the "Agreement") is attached hereto as **Exhibit A** and made part hereof; and

WHEREAS the Agreement provides that other towns (including the Town) may adhere to it, and

WHEREAS, from time to time, the Town requires assistance in providing police services with community events, and

WHEREAS, mutual police assistance can be valuable in other situations as well, serving to protect both the public and police officers, and

WHEREAS, the existing countywide mutual-assistance Agreement is a useful but limited tool, and,

WHEREAS the Council wishes to authorize and direct the Town's adherence to the Agreement.

THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BROADWAY, VIRGINIA, that the Town Council authorizes and approves the Agreement in substantially the form presented, with such adjustments or corrections (if any at all) as the other parties thereto may request and the Mayor may approve, such approval to be authorized conclusively by the Mayor's signature thereon. The Mayor is hereby authorized and directed to execute and deliver the final Agreement on behalf of the Town, effective on the day so executed and delivered.

Dated March 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 OF THE TOWN COUNCIL OF THE TOWN OF BROADWAY, VIRGINIA, AUTHORIZING THE TOWN'S EXECUTION AND DELIVERY OF A POLICE ASSISTANCE PACT**, adopted by the Town Council of the Town of Broadway, Virginia, by a roll-call vote at a regular meeting held on March 18, 2025. The recorded roll-call vote of the Town Council is as follows:

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

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

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

[SEAL]

## POLICE ASSISTANCE PACT

*This Pact* is made this 13<sup>th</sup> day of February, 2024, by the Town of Bridgewater, Virginia, a municipal corporation, and those other parties who have entered into this agreement under Section Seven below.

*Whereas*, Bridgewater's initial purpose in proposing this pact was to ensure that officers from other jurisdictions were vested with police powers when serving at the Fire Company's annual Lawn Party, but

*Whereas*, a secondary purpose has arisen, viz. to vest police powers in officers from participating jurisdictions in situations not adequately covered by the countywide mutual aid agreement (such as when the Rockingham Sheriff or City Police Chief do not create a "task force"),

*Now, therefore*, the parties agree as follows:

§ 1. Definitions. For purposes of this pact,

- (a) The "Requesting Jurisdiction" is the party which requests police assistance either (i) explicitly or (ii) implicitly, whenever the Harrisonburg-Rockingham Emergency Communications Center dispatches an officer from another jurisdiction to act there.
- (b) The "Assisting Jurisdiction" is the party which provides—or has been requested to provide—police assistance under this pact.

§ 2. Statutory Authority. This pact is an agreement executed pursuant to Virginia Code § 15.2-1726.

§ 3. Vesting of Officers. Intergovernmental police service and assistance may be provided between the parties during those times of emergency and routine police work when





mutual aid is deemed to best serve the interests of each party and its residents. Within the Requesting Jurisdiction, all police officers from the Assisting Jurisdiction shall have the same powers, rights, privileges, and immunities as officers from the Requesting Jurisdiction itself, including the right to make arrests.

§ 4. Logistics.

- (a) Each party authorizes its police chief (or officer commanding in the chiefs' absence) to direct equipment and police services to a Requesting Jurisdiction. However, nothing in this pact requires an Assisting Jurisdiction to provide any assistance requested. The provision of assistance is always voluntary.
- (b) Police officers from the Assisting Jurisdiction shall be commanded by appropriate authorities in the Requesting Jurisdiction; provided, however, that police officers shall always be subject to the authority of their superiors in the Assisting Jurisdiction.
- (c) An Assisting Jurisdiction may withdraw the aid at any time upon the direction of the Assisting Jurisdiction's police chief (or officer commanding in the chiefs' absence).
- (d) Cooperative police services shall be rendered without charge to the Requesting Jurisdiction during the normal conduct of police business, but an Assisting Jurisdiction may request remuneration for unusual or burdensome costs. In such unusual cases, the parties agree to negotiate in good faith concerning remuneration.
- (e) From time to time, police chiefs of the parties may establish uniform rules and regulations for giving and receiving aid, such regulations to be consistent with the provisions hereof.

§ 5. Liability.

- (a) Property Damage. The Requesting Jurisdiction shall be liable to the Assisting Jurisdiction for any equipment of the Assisting Jurisdiction which may be damaged or destroyed while rendering assistance.
- (b) Third Parties. To the extent allowed by law, the Requesting Jurisdiction shall indemnify the Assisting Jurisdiction against any liability incurred to third parties as a result of assistance provided under this pact. Each party agrees to carry a police liability insurance policy in the minimum amount of three million dollars insuring any Assisting Jurisdiction and its officer when rendering aid to the party.
- (c) Injuries to Officers. When acting under this pact, police officers are employees of their own employers acting within the scope of their employment. Accordingly, each party expects that its own workers' compensation policy will cover its employees even when they are providing assistance under this pact.

§ 6. Absolutes.

- (a) No Obligation. Absent an order from a police officer's superior in his own jurisdiction, nothing in this pact shall create an obligation for an officer to act in another jurisdiction.
- (b) Authority. Every police officer employed by a party to this pact shall have full police powers within the jurisdiction of every other signatory to this pact, though the parties expect their officers to provide assistance only protocols established by this pact or other applicable agreements.
- (c) Other Agreements. This pact shall expand upon previous mutual-aid agreements and shall not supersede or limit them in any way.

(d) Withdrawal. Any party may withdraw from this pact through a resolution adopted by its governing body and communicated to all other parties.

§ 7. Parties. The parties to this pact are the Town of Bridgewater and any of the following jurisdictions as may have signed below or signed a counterpart within six months hereof: Town of Broadway, Virginia; Town of Dayton, Virginia; Town of Elkton, Virginia; Town of Grottoes, Virginia; Town of Mt. Crawford, Virginia; Town of New Market, Virginia; Town of Shenandoah, Virginia; Town of Timberville, Virginia.<sup>1</sup>

*Agreed*, as evidenced by the signatures below.

REMAINDER OF PAGE  
INTENTIONALLY BLANK.

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<sup>1</sup> Some of the potential parties listed in this section are not served by Harrisonburg-Rockingham ECC, so it is unlikely that the ECC would dispatch officers from there or to there. Likewise, they are not included in the countywide agreement of July 10, 2013, but the other parties hereto see no reason to deny their participation here.

TOWN OF BRIDGEWATER

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF BROADWAY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF DAYTON

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF ELKTON

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF GROTTUES

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF MT. CRAWFORD

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF NEW MARKET

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF SHENANDOAH

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF TIMBERVILLE

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**AN ORDINANCE ADOPTING A POLICE ASSISTANCE PACT**

*10-190-31*

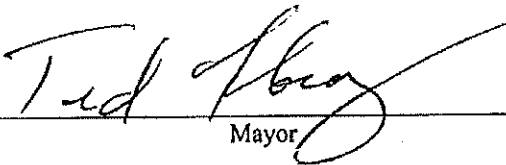
*Whereas*, from time to time, Bridgewater requires assistance in providing police services at the Fire Company's annual Lawn Party or in response to other events, and

*Whereas*, mutual police assistance can be valuable in other situations as well, serving to protect both the public and police officers, and

*Whereas*, the existing countywide mutual-assistance agreement is a useful but limited tool,

*Whereas*, the Council believes that the Town should enter into the proposed Police Assistance Pact attached as Exhibit A,

*Now, therefore*, be it resolved by the Council of the Town of Bridgewater, Virginia, that the Town Manager is authorized to enter into the attached Police Assistance Pact and is further authorized to make such modifications as he deems to be consistent with the purposes of this resolution.

  
\_\_\_\_\_  
Mayor

I certify that I am the Clerk of the Town of Bridgewater, Virginia, and that the foregoing is a true copy of an ordinance adopted by the Council of the Town of Bridgewater, Virginia on February 13, 2024, upon the following vote:

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>NOT PRESENT</u>	<u>MEMBER</u>
✓	—	—	—	Mr. Bowman
✓	—	—	—	Mr. Canada
✓	—	—	—	Ms. Curtis
✓	—	—	—	Mr. Flory
✓	—	—	—	Dr. Miracle
✓	—	—	—	Mr. Schofield
✓	—	—	—	Mr. Tongue

February 13, 2024  
Date

Morgan Shockey  
Clerk

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BROADWAY,  
VIRGINIA, INITIATING THE PROCESS OF A ZONING TEXT AMENDMENT**

WHEREAS the Town Council (the “Council”) of the Town of Broadway, Virginia (the “Town”) is empowered under Virginia Code § 15.2-2286(A)(7) to initiate text amendments to the Town’s zoning ordinance (the “Zoning Ordinance”) by resolution, independently of the Planning Commission or any landowner request; and

WHEREAS the Zoning Ordinance presently contains no provisions regarding the regulation of the pitch of roofs in residential districts; and

WHEREAS the Town Council believes that it may be advisable to adopt such a regulation.

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

1. Recitals. The Recitals above are incorporated herein by reference as an integral part hereof, as if fully set out.

2. Initiation of Zoning Text Amendment Process. For reasons of public convenience and general welfare, the Council hereby initiates the process of considering a textual amendment to the Zoning Ordinance for the purposes described above. The Council directs the Town Attorney to prepare a draft of such amendment for the consideration of the Council and the Planning Commission, and requests the Planning Commission to discuss and consider such amendment.

3. Public Hearing. The Council and the Planning Commission will hold a joint public hearing on such amendment on April 15, 2025, unless the Mayor postpones the public hearing in his discretion. The Council directs the Town Attorney to prepare an appropriate advertisement.

4. Effective Date. This Resolution is effective immediately.

Dated March 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 OF THE TOWN COUNCIL OF THE TOWN OF BROADWAY, VIRGINIA, INITIATING THE PROCESS OF A ZONING TEXT AMENDMENT**, adopted by the Town Council of the Town of Broadway, Virginia, by a roll-call vote at a regular meeting held on March 18, 2025. The recorded roll-call vote of the Town Council is as follows:

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

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



## MONTHLY POLICE DEPARTMENT UPDATE

- Located free training courses for officers through DCJS
- Contacted DCJS to confirm items could be submitted onto Grants we are applying for.
- CPL Ritchie obtained permits from VDOT for special events for the year and worked on scheduling for special events.
- CPL Ritchie and Chief Weaver reviewed officer submitted reports
- CPL Ritchie entered officer's qualification scores for firearms into Tracer for DCJS.
- Working on Equipment Grant with up to \$75,000 potentially able to be provided to the department.
  - We are looking to utilize the grant for MDT's & Flock Camera system, as well as potentially other miscellaneous equipment.
- Working on Wellness Grant to obtain smart watches for officers and new desk chairs for the police department
- Reports from cases prepared for Grand Jury on March 17th. Officer Frey, Officer Walters, Officer Lohr & I all have cases for that day.
- Holtzman Fuel bill report checked with receipts turned in by officers when filling up their patrol cars.
- Report and Video sent to CWA for upcoming case
- Report sent to Insurance company for traffic crash that occurred in Broadway
- Google Sheets app set up for remote schedule access to officers
- Emailed Sig Sauer to obtain rifle and optic quote
- Contacted Flock Systems to obtain an up-to-date quote
- Contacted Law & Order equipment to obtain a quote for MDT's
- Received quote from Axon for our upcoming contract renewal after a Zoom meeting with a representative.
- Attended John C Myers monthly walk to school and assisted in handing out necklaces to the children that walked to school.
- In-house training with Officer Walters and K9 Diablo
- Emailed House of Deliverance about roof issue; and received the response they are trying to find someone to do the work, but no one will accept the job.
- 4 hour DMV Grant patrol; Many traffic stops; Multiple summonses.
- BPD Discussed and planned how to utilize our K9 Diablo
- BPD Discussed what the best option for Diablo and his needs for proper use.

- BPD Discussed implementing a source of revenue form
- Chief Weaver discussed the issues and benefits of the PACT Agreement with all Chiefs, coming to the conclusion it is a benefit to Broadway to implement without hesitation.
- CPL Ritchie has been instrumental on discipline and correcting any issues that may arise with personnel
- Chief Weaver planned and scheduled for a trip to Alexandria to become a part of LINX through the committee. LINX provides participating Law enforcement agencies with secure regional crime and incident data and tools to process it. This is a free option that the BPD can utilize. We were the only jurisdiction in the whole valley without this capability. Coming from Harrisonburg and DC Police this was alarming to say the least.
- Chief Weaver has corrected many issues with policy and procedures for BPD

Many issues were addressed this month and it's an ongoing process of change at BPD for betterment of the Police department to just come up to the current standard of law enforcement.

- Morale is on the uptick. We will continue to push forward and make the best of what we have with the lack of budgeted funds, however there are needs we will have to address to function and those needs have some costs associated with them.
- Working on an ordinance for Commercial vehicles in a residential Neighborhood. Example sent to council.
- Another estimate conducted for cameras in town
- Ordered new tires for spare car. They were worn out.

CALL TYPE	12/01-12/31	01/01-01/31	02/01-02/28
Alarm Calls	10	7	3
Animal Complaints	13	12	7
Assaults	0	0	0
Cardiac Arrests	0	1	1
Crashes	4	4	9
Disorderly Conducts	11	8	5
Domestics	2	2	3
Drug Violation	2	2	1
ECO/TDO	2	0	3
Frauds	2	5	2
Juvenile Calls	5	1	5
Larceny	0	2	1
Mental Health	1	2	5
Property Damage	1	0	2
Suicide Threats	2	2	0
Suspicious Calls	36	20	25
Traffic Stops	78	71	59
Trespassing	4	1	1
Warrant Services	14	17	27
Welfare Checks	9	4	4
Misc. Calls	151	126	88
Overdose	0	1	0
Vehicle Theft	0	0	0
Assist Fire/Other Agency	9	15	6
Extra Patrols	197	291	312

**TOTAL** 553

594

569

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: 29**

**Arrests: 1**

**K-9 Used On Traffic Stops: 1**

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**

**February 2025**

No. Connections Served: **1889**

Population Served: **4169**

	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service
DATE				
1	0.3160	0.3160	0.2860	11.25
2	0.2970	0.2970	0.2730	11.25
3	0.3530	0.3530	0.3280	11.50
4	0.3640	0.3640	0.3367	11.50
5	0.3410	0.3410	0.3100	11.50
6	0.2900	0.2900	0.2699	14.00
7	0.3240	0.3240	0.3010	11.50
8	0.3190	0.3190	0.2900	12.00
9	0.3140	0.3140	0.2910	12.00
10	0.3510	0.3510	0.3250	11.50
11	0.3160	0.3160	0.2930	11.25
12	0.3140	0.3140	0.2870	12.00
13	0.3360	0.3360	0.3110	12.00
14	0.3300	0.3300	0.3000	12.00
15	0.3210	0.3210	0.2950	11.50
16	0.3020	0.3020	0.2730	11.50
17	0.3520	0.3520	0.3310	11.50
18	0.3450	0.3450	0.3150	12.00
19	0.2760	0.2760	0.2540	12.00
20	0.3190	0.3190	0.2890	11.75
21	0.3460	0.3460	0.3220	11.50
22	0.3110	0.3110	0.2790	11.75
23	0.3230	0.3230	0.3000	11.50
24	0.3410	0.3410	0.3120	12.00
25	0.3450	0.3450	0.3220	11.50
26	0.3220	0.3220	0.2960	11.50
27	0.3370	0.3370	0.3110	11.50
28	0.3150	0.3150	0.2880	11.25
Total	9.120	9.120	8.389	328.0
Maximum	0.364	0.364	0.337	14.00
Minimum	0.276	0.276	0.254	11.25
Average	0.326	0.326	0.300	11.71

TOWN OF BROADWAY							
WATER PRODUCTION REPORT							
FOR THE MONTH OF							
	Feb-25						
EXPLANATION	RAW WATER TREATED MGD	FINISHED WATER PRODUCED MGD	FINISHED WATER DELIVERED MGD	MAX. GALLONS TREATED DAILY	AVG. GALLONS TREATED DAILY	AVG. HOURS TREATMENT DAILY	
CURRENT MONTH	9,120,000	9,120,000	8,389,000	364,000	326,000	11.71	
PRIOR MONTH	10,407,000	10,431,000	8,748,000	457,000	336,000	11.79	
ONE YEAR AGO	9,954,000	9,974,000	9,112,000	372,000	343,000	11.71	
PERCENT CHANGE							
FROM PRIOR MONTH	-14.11%	-14.38%	-4.28%	-25.55%	-3.07%	-0.68%	
FROM PRIOR YEAR	-9.14%	-9.36%	-8.62%	-2.20%	-5.21%	0.00%	

Well Water Pumped  
February 2025

Date					
2/1/2025	69700				
2/2/2025	72100				
2/3/2025	79100				
2/4/2025	82400				
2/5/2025	76300				
2/6/2025	69200				
2/7/2025	77200				
2/8/2025	83400				
2/9/2025	67000				
2/10/2025	53300				
2/11/2025	67300				
2/12/2025	77300				
2/13/2025	80200				
2/14/2025	84300				
2/15/2025	70000				
2/16/2025	69100				
2/17/2025	81700				
2/18/2025	80500				
2/19/2025	78700				
2/20/2025	74900				
2/21/2025	77700				
2/22/2025	76300				
2/23/2025	76600				
2/24/2025	75600				
2/25/2025	74100				
2/26/2025	70000				
2/27/2025	82100				
2/28/2025	72000				
<b>TOTAL</b>	<b>2098100</b>				

Month of February 2025 Co-op water  
purchased. February 2025: 1,031,100

Prior Month January 2025: 1,068,500

Water pumped from Lee Street 4,745,656