

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL
Tuesday, April 2, 2024
7:00 p.m.

The Broadway Town Council met in regular session on Tuesday, April 2, 2024, in the Council Chambers of the Broadway Town Hall. The following members were present: Mayor David L. Jordan and Council Members Chad L. Comer, Travis M. Driver, Leslie E. Fulk, Richard E. Fulk, Douglas W. Harpine, and Beverly L. London.

The following staff members were present: Deputy Town Manager Cari Orebaugh, Town Clerk Donna Lohr, Town Attorney Matthew Light, and Police Officer Joe Ritchie.

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 March 5, 2024, session of Town Council, the minutes of the March 18, 2024 Special Called Meeting of Town Council, and to authorize payment of bills in the amount of \$410,919.18. Mr. Chad L. Comer seconded the motion which was approved with the following recorded roll call vote:

| | | | |
|---------------------------|------------|------------------------|------------|
| Leslie E. Fulk | 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 | | |

Old Business:

Ms. Cari Orebaugh advised that a draft of the Resolution for the naming of the Route 259 bridge in honor of Mr. Billy Pangle is included in the packet. The draft resolution is under VDOT review currently. Ms. Orebaugh expects that the resolution will be on Town Council’s agenda for approval at the May meeting. The County is also putting the resolution on their agenda for approval in May.

Departmental Reports:

- a. Parks & Recreation:** Mr. Douglas W. Harpine requested Council’s approval for light installation at the pickleball courts. The estimate for the lights is \$3,657, depending on whether the bucket truck can be acquired free of charge. Mr. Harpine stated that he is donating \$3,000 towards the pickleball light installation.

Mr. Harpine then stated that the gravel pad for the restrooms at Heritage Park is estimated to cost \$2,000. Council members agreed with putting down a gravel pad rather than concrete.

Mr. Harpine remarked that he and the public works director will be meeting with the director of the daycare that operates at the community center to discuss and investigate the issues on which the daycare center was considered “out of compliance”.

Mr. Douglas W. Harpine then made a motion to authorize the Deputy Town Manger to get the gravel base prepped and ready for the restrooms to be installed at Heritage Park and to get the light poles installed and working at the pickleball courts, and the backfill completed. Mr. Travis M. Driver seconded the motion which was approved with the following recorded roll call vote:

| | | | |
|--------------------------|------------|------------------------|------------|
| Leslie E. Fulk | Aye | Richard E. Fulk | Aye |
| Travis M. Driver | Aye | Chad L. Comer | Aye |
| Beverly L. London | Aye | David L. Jordan | Aye |

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Douglas W. Harpine **Aye**

- b. **Finance:** Mr. Richard E. Fulk reported that the next budget meeting will be scheduled soon.
- c. **Personnel/Police:** Ms. Cari Orebaugh explained that the ordinance that is included with Council's packet makes provisions in the Town Code for the Deputy Town Manager and gives the Deputy Town Manager authorization to sign checks. Mr. Matt Light explained that this ordinance writes into the Town Code the position of Deputy Town Manager and gives the Deputy Town Manager legal authorization to exercise the authority of the Town Manager when the Town Manager is unavailable for any reason or when the position of Town Manager is vacant. It also gives the Deputy Town Manager the authority to sign checks.

Mr. Leslie E. Fulk made a motion to approve the ordinance as presented. Ms. Beverly L. London seconded the motion which was approved with the following recorded roll call vote:

| | | | |
|---------------------------|------------|------------------------|------------|
| Leslie E. Fulk | 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 | | |

Mr. Leslie E. Fulk stated that he had nothing further to report.

- d. **Utilities:** No report. A copy of the water production report for the month of March 2024 is included with the minutes as Attachment A.
- e. **Streets & Properties:** No report.
- f. **Events & BHP:** Mr. Comer reported that there was a huge turnout for the Easter Egg Hunt. The rain did stop long enough for the kids to collect eggs. The next scheduled event is Kids Fishing Day on April 27, 2024, from 9:00 a.m. – 1:00 p.m. Funds were donated to cover the cost of the fish. Also on April 27, 2024, is the Arbor Day Celebration. Trees will be planted in the park.
The Lions Club is selling barbecue chicken this coming Saturday, April 6, 2024.
- g. **Planning Commission:** Mr. Travis M. Driver reported that the Planning Commission did not meet in March, but will be meeting on Monday, April 8, 2024, to review the next set of chapters.

New Business:

Ms. Orebaugh stated that the Community and Farmer's Market opens for the season on May 4, 2024. The spring community yard sale is scheduled for Saturday, April 20, 2024.

Public Comment:

Ms. Jennifer Knick, Broadway High School Assistant Principal, reported that there are 44 days of school left in the school year. Attendance is still going well, and Broadway High School has the best attendance rates in Rockingham County. Broadway High School will be getting close to 100 students from the Spotswood district due to the re-districting. The new construction will be ready for the 2024-2025 school year.

At 7:21 p.m., the Town Council took a brief recess.

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Closed Session:

At 7:31 p.m., Ms. Beverly L. London made a motion that the Town Council convene in Closed session pursuant to the provisions of Virginia Code 2.2-3711(A)(1) and (A)(8) to discuss (a) matters regarding the performance and assignments of specific public officers or employees of the Town, namely, the Town Manager, the Interim Town Manager and the Deputy Town Manager; and (b) consultation with the Town Attorney regarding specific legal matters involving the foregoing personnel matters related to the Town Manager, the Deputy Town Manager, and the Interim Town Manager. Mr. Richard E. Fulk seconded the motion which was approved with the following recorded roll call vote:

| | | | |
|---------------------------|------------|------------------------|------------|
| Leslie E. Fulk | 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 8:48 p.m., Mayor Dave Jordan read aloud the following Certification Resolution: I move 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.

Mr. Douglas W. Harpine moved to accept the Certification Resolution as stated. Ms. Beverly L. London seconded the motion which was approved with the following recorded roll call vote:

| | | | |
|---------------------------|------------|------------------------|------------|
| Leslie E. Fulk | 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 | | |

Mr. Leslie E. Fulk then made a motion to extend the Town Manager's Administrative Leave. Mr. Douglas W. Harpine seconded the motion which was approved on the following recorded roll call vote:

| | | | |
|---------------------------|------------|------------------------|------------|
| Leslie E. Fulk | 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 | | |

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Adjourn:

With no further business to discuss, at 8:50 p.m., Mr. Travis M. Driver moved, seconded by Mr. Douglas W. Harpine, to adjourn the April 2, 2024, Town Council meeting. The motion was approved with the following recorded roll call vote:

| | | | |
|---------------------------|------------|------------------------|------------|
| Leslie E. Fulk | 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
David L. Jordan

_____ Town Clerk
Donna J. Lohr