

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL WORKSHOP MEETING
Thursday, March 28, 2024
6:00 p.m.

The Broadway Town Council met in a workshop meeting on Thursday, March 28, 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, and Town Attorney Joel Francis.

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

Finance Update

Deputy Town Manager, Cari Orebaugh, gave a financial update on the status of the bank account, invoices to be paid, and revenues that have come in. She also provided an estimated financial update for the upcoming month of April 2024. Ms. Orebaugh advised that a similar report could be provided to the Council each month if they would like to have it. A copy of the financial report is included with the minutes.

Chad L. Comer remarked that it might be helpful to invite Department heads to rotate attending Workshop meetings each month so they can report on their department and the projects on which they are working.

Travis M. Driver remarked that hearing from the Department heads would help the Town Council to determine what is needed for those departments.

Leslie E. Fulk remarked that he had previously requested to review the Town's bank statements, however he had received investment statements and after reviewing those statements, he believed that there was \$100,000 more in the investment portfolio in 2023 than there was in 2018. He also stated that currently there is \$327,000 in the investment portfolio. Ms. Orebaugh responded that there had been several withdrawals from the investment accounts beginning in 2019. In addition, money was pulled out in the fall to make payment of bills. The investment portfolio does not currently have \$327,000 in it.

Old Business

The first item under Old Business was the golf cart ordinance. The consensus of council members was to not put that item on the agenda right now. That item will be left as tabled, and it can be brought up at a later date.

The next item under old business was a Resolution for the 259 Bridge Naming. Ms. Orebaugh advised Council that a draft of the resolution is included with the packet for their review, however, it may change as VDOT will need to review it before the Town votes on it. The draft that is in the packet may not be what the final draft of the resolution looks like. Ms. Orebaugh advised that the locality agrees to pay the costs of producing, placing, and maintaining the signs. Ms. Orebaugh remarked that she hopes to hear back from VDOT before the regular council meeting on Tuesday. She also advised that the size of the sign is dependent on location and is also at VDOT's discretion.

Douglas W. Harpine advised that he is compiling numbers regarding the pickleball courts and the bathroom pad. Mr. Harpine provided a report detailing the scope of work, materials, and total costs to complete the pickleball courts. A copy of that report is included with the minutes. Mr. Harpine remarked that he would like the Town to do the lights, backfill, mulch the areas from the asphalt to the courts, clean the courts, and put the nets and fencing back up. Painting of the courts may be done at a later date.

Mr. Douglas W. Harpine asked if the Town could put down a gravel pad rather than a concrete pad for the new restrooms to be installed at Heritage Park. After much discussion, council members agreed to

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put down a gravel pad, rather than a concrete pad for the bathrooms. Mr. Douglas W. Harpine will advise the public works director to prepare the site for the restrooms for a “compacted” material/gravel to be put down.

Mr. Douglas W. Harpine advised that he will donate funds towards the installation of the lights at the pickleball courts. Mr. Harpine remarked that the Town could request that the Pickleball group possibly donate some funds towards the work to be done on the courts as well. They could possibly hold a tournament to raise funds.

Mr. Chad L. Comer advised that he and Mr. Travis M. Driver had met with the pool manager at the pool to discuss cost saving measures for the upcoming season. It was presented that the Town could change the hours of operation at the pool to Monday through Friday from 12:00 noon – 6:00pm and Saturday and Sundays from 11:00 am – 5:00 pm. This will save on staff salaries and allow for pool parties to begin earlier and end earlier. The menu will also be streamlined, which will save money on food orders for concessions. It was also determined that the cost contributed to the Town for swimming lessons per student could be increased from \$8.00 to \$10 per session. Town staff will also look into adding credit card fees to the customer using their card, rather than the Town paying for those fees.

Council Members discussed removing the port-a-johns at Field #2 in the park unless the Little League wants to take over payments for them.

Mr. Douglas Harpine then remarked that he had spoken with the Director of the daycare that operates out of the community center. Mr. Harpine provided a list of items that need to be repaired at that facility and on the playground next to it.

Ms. Orebaugh then mentioned an ordinance that the council had passed in the fall requiring the paving of driveways and parking lots. Ms. Orebaugh advised that there are two businesses in town that want to add to their existing gravel parking lots. The ordinance does not address this possibility. The way the ordinance currently reads is any new parking lot or driveway needs to be hard surfaced. Ms. Orebaugh asked for the Council’s opinion on whether the new businesses need to pave the new section of their parking lots. The consensus of the council was that the ordinance is meant for new construction, not for adding on to an existing parking lot. Ms. Orebaugh advised that if the business is using an existing entrance and adding on to the existing gravel lot, then the additional parking lot can be gravel, but it must be compacted gravel/hard surface. She further advised that she would review the ordinance that was passed and see if it needs to be amended to include requirements for adding to an existing parking lot/driveway.

Mayor Jordan advised that Camp Still Meadows is having a fundraiser Bingo night and is asking the Town for a donation. Council members agreed to give them a season family pool pass, which is non-refundable for cash.

Mr. Chad L. Comer asked Council Members what they want to do with the theater building. Council members requested Ms. Orebaugh proceed with asking a realtor what amount the Town may be able to get for the theatre building if the Town decides to sell it.

Mr. Comer also asked if the Town can legally sell any of the farmland that it currently owns as well as the land on CC Turner Trail. Mr. Joel Francis, Town Attorney was asked to research this item.

Mr. Comer then advised that renegotiating the wastewater contracts needs to be a top priority. Council members agreed that those contracts need to be renegotiated.

Council members discussed the timeline for the next budget meeting, and the timeline for passing the budget and raising certain fees.

New Business

Ms. Orebaugh stated that a draft of an ordinance to make provisions in the town code for the deputy town manager and for signature authority on town checks is included in the packet for Council’s review. This item will be on the agenda for Tuesday night’s regular Council meeting.

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

At 8:00 p.m., Mr. Chad L. Comer moved, seconded by Mr. Travis M. Driver, 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 and (b) consultation with the Town Attorney regarding specific legal matters involving the foregoing personnel matters related to the Town Manager. The motion was approved with the following recorded roll call vote:

Leslie E. Fulk	Aye	Douglas W. Harpine	Aye
Travis M. Driver	Aye	Richard E. Fulk	Aye
Beverly L. London	Aye	Chad L. Comer	Aye
David L. Jordan	Aye		

At 9:10 p.m., Mr. Travis M. Driver moved, seconded by Mr. Douglas W. Harpine 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:

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		

With no further business to discuss, the meeting was adjourned at 9:11 p.m.

David L. Jordan Mayor

Donna Lohr Town Clerk