

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

The Broadway Town Council met in a workshop meeting on Thursday, January 2, 2025, in the Council Chambers of the Broadway Town Hall. The following members were present: Mayor David L. Jordan, Vice-Mayor Beverly L. London and Council Members Chad L. Comer, Travis M. Driver, Richard E. Fulk, Douglas W. Harpine, and Joan H. Shifflett. The following staff members were present: Town Manager, Stefanie McAlister and Town Clerk, Donna Lohr.

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

Monthly Financial Update -

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Old Business

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

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

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

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

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

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

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

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

Other Business

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

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

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

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

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

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

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

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

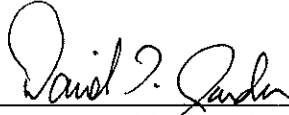
Mayor Jordan then stated that Council will meet for their regular monthly council meeting this coming Tuesday, January 7, 2025, at 7:00 p.m.

Adjournment

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

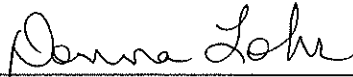
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Joan H. Shifflett	Aye	Richard E. Fulk	Aye
Travis M. Driver	Aye	Chad M. Comer	Aye
Beverly L. London	Aye	David L. Jordan	Aye
Douglas W. Harpine	Aye		



David L. Jordan

Mayor



Donna Lohr

Town Clerk