

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.**

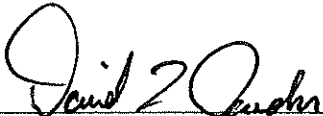
**If any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The motion was approved with the following recorded roll call vote:**

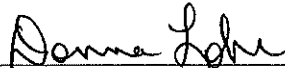
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Joan H. Shifflett	Aye	Richard E. Fulk	Aye
Beverly L. London	Aye	Travis M. Driver	Aye
Douglas W. Harpine	Aye	David L. Jordan	Aye

With no further business to discuss, at 7:51 p.m., Mr. Douglas W. Harpine made a motion to adjourn the meeting. Mr. Travis M. Driver seconded the motion which passed on the following recorded roll call vote:

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

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

  
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Donna Lohr Town Clerk