



BROADWAY TOWN COUNCIL MEETING AGENDA

DATE: Tuesday, April 15, 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** (March 13, 2025, Council Workshop Meeting, March 18, 2025, Town Council Meeting, April 7, 2025, Special Called Council Meeting), monthly financial reports & bills paid
- III. Public Comment
- IV. Old Business
 - A) **Discussion and consideration of donations to the Broadway Fire Department and the Broadway Rescue Squad**
- V. Departmental Reports
 - A. Parks & Recreation – D. Harpine
 - B. Finance – R. Fulk/B. London
 - C. Personnel/Police – T. Driver (Police Department Staff Report included)
 - 1) **Presentation of an award - by Chief Weaver**
 - 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 a zoning text amendment**
- VII. Other Business
 - A) **Mayor's Proclamation – Arbor Day 2025**
- VIII. ADJOURNMENT

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

The Broadway Town Council met in a workshop meeting on Thursday, March 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 Chad L. Comer, Richard E. Fulk, Douglas W. Harpine, and Joan H. Shifflett. Council Member Travis M. Driver was absent. The following staff members were present: Town Clerk, Donna Lohr, Chief of Police, J.D. Weaver, and Public Works Director, Chad Dellinger.

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

Mayor Jordan then made a motion to amend the agenda to add a monthly departmental update after Item II, the Monthly Financial Update; and to add a 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 the Town Manager position, prior to adjournment of the meeting. Mr. Chad L. Comer seconded the motion which passed on the following recorded roll call vote:

| | | | |
|---------------------------|------------|------------------------|------------|
| Joan H. Shifflett | Aye | Richard E. Fulk | Aye |
| Beverly L. London | Aye | Chad L. Comer | Aye |
| Douglas W. Harpine | Aye | David L. Jordan | Aye |

Monthly Financial Update -

Mayor Jordan presented the financial update summary page. He advised that, as of March 12, 2025, the Town's checking account balance was \$966,604.40. There was \$174,183 in outstanding checks. Council members reviewed and discussed the financial update page. Mayor Jordan advised that although the bank account looks good today, there are still multiple loan payments that will need to be paid in the current calendar year.

Council members then reviewed the budget versus actuals report. Ms. Joan Shifflett asked about the Parks Capital Outlay line item on page 6 of the packet on the budget versus actuals report. She advised the amount listed of \$192,735 does not appear in the current fiscal year budget under Parks Capital Outlay. Council Members responded that amount was for the purchase of the restrooms at Heritage Park. Ms. London advised that the restrooms were ordered in October 2023, a deposit was paid in January 2024, and then a budget adjustment was done at the end of that fiscal year as a carry-over since the bathrooms had not yet been received. Mr. Comer advised that a budget adjustment will need to be done at the end of the current fiscal year to reflect the purchase of the restrooms in fiscal year 24-25. Mayor Jordan advised there is still an outstanding amount of approximately \$2,500 for the restrooms as the Town had short-paid the initial invoice due to items that were not functional at the time of installation and which were repaired by the Town's Public Works Department. The company did not agree with the amount that was short paid and has advised that the Town still owes \$2,500.

Council Members proceeded to review the monthly check listing. Council members discussed with Mr. Dellinger the electric bill for the concession stand at the community park. Mr. Dellinger explained that there is a lot of equipment running in the concession stand. Council Members discussed the possibility of winterizing the concession stand in the future and turning off the freezers, refrigerators, and Slushee machine as well as possibly installing insulation in the ceiling. Ms. Shifflett asked Ms. Lohr why the U.S. Bank payment was only for \$3,776 rather than the expected \$90,526 payment. Ms. Lohr advised that she would research it and find out. Ms. London asked about the payment to D.R. Horton, stating that she believed the amount had already been paid to them. Ms. Lohr advised she would research that and find out if it had already been paid.

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With further items to discuss, Mayor Jordan proceeded to the next agenda item which was the monthly departmental update.

Monthly Departmental Update

Mr. Chad Dellinger asked if there were any questions for him to begin. Mr. Harpine asked if Mr. Dellinger was ready to proceed with replacement of the Hartz valve. Mr. Dellinger advised he was waiting on notice to proceed from Council. Ms. London asked what the cost for the Town's portion of the project would be. Mr. Dellinger advised the cost for the valve is \$12,000, but there would be a cost for stone, concrete and the in-house cost of public works' labor. Mr. Dellinger explained the scope of work for the Hartz valve project, which includes excavation of a 6' x 8' hole, installation of a valve body, disassembling of some old parts, and then setting of a drill rig. Mr. Harpine asked what the entire cost of the project would be. Mr. Dellinger estimated \$15,000, but he believed the estimate is on the high end. Ms. Shifflett asked Mr. Dellinger to explain the problem. Mr. Dellinger stated the Zone 1 water tank provides pressure to everything in the downtown area. The feed mill is also on the Zone 1 water tank as well as everything coming north and south on Main Street to Turner Avenue, up Turner Avenue, Holly Hill Street, Rt. 259, Broadway Avenue, Miller Street, Linden Avenue, and Skymont. Mr. Dellinger advised that if pressure drops in that tank the first people to be affected are on Skymont Drive. There is an 8" fire line that feeds the tank and the valve assembly is directly underneath the couple hundred thousand tank. The valve assembly is the original valve assembly from 1959, and it needs to be replaced. It is in a confined space and is an unsafe area for personnel to work. By placing the valve on the top side, rather than underneath, the issue is resolved. This is the best remedy for the situation. Mr. Harpine asked Mr. Dellinger about a safety issue in a vault at the high school. Mr. Dellinger advised that is a pressure-reducing valve (PRV) station which feeds Zone 2, located at the high school. This is another unsafe situation for personnel to work in as it is also a confined space. Work will need to be done at this location eventually also to make a safer work environment. Mayor Jordan and Mr. Harpine asked Mr. Dellinger to get a quote for the PRV valve project at the high school. Mr. Dellinger then discussed the on-going vandalism issue at the restrooms at Heritage Park. He advised that a report had been sent to the Chief of Police this week. The report noted the instances of vandalism, and the damage incurred. The Police Department had identified two of the vandals this week. Mr. Dellinger suggested a camera system be installed that could be mounted on the front of the restrooms. Mayor Jordan advised that he had signed a grant application that was being submitted for \$47,000. Those grant funds, if received, would go towards cameras at Heritage Park and the Town office. Mayor Jordan advised that his truck had recently been vandalized outside the town office. A brief discussion ensued regarding how cameras could be installed at the park and the internet access that is required for cameras to be utilized. Chief Weaver advised that the priority for cameras is at the Town office and then at Heritage Park. Chief Weaver has been acquiring quotes for installation of security cameras at these locations. Council members discussed the need for cameras and agreed that security cameras need to be installed at Heritage Park, based on the amount of damage that has already been done at that location, and the cost to the Town.

Mr. Harpine asked Mr. Dellinger to get a quote for electronic locks on the restroom doors at Heritage Park. He also asked Mr. Dellinger what the labor cost would be to move the heaters at the Heritage Park restrooms so the heater will not trigger the motion sensor.

Chief Weaver asked for clarification on if he should order the cameras for Heritage Park. Council members advised Chief Weaver to proceed with ordering cameras from Proline Technology. Mayor Jordan asked if this is a buildable camera system where more cameras can be added to the system. Chief Weaver advised that multiple cameras can be added to the system at Heritage Park.

Mr. Dellinger then discussed an issue with D.R. Horton soliciting people to join a Homeowners Association (HOA) in the Coyote Run subdivision. Mr. Dellinger advised that a citizen had asked Mr.

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Dellinger what he should do about it, as he did not wish to be a part of an HOA. D.R. Horton, the builder, has been notifying all citizens in that subdivision that they must join the HOA.

Mayor Jordan advised that if there is nothing on a citizen's deed stating that they must be part of an HOA, then it is not required that they be a part of it and D. R. Horton cannot force them to join.

Mayor Jordan then asked Mr. Dellinger about phase 6 of the Coyote Run subdivision. Mr. Dellinger advised that there are multiple items that need to be done before phase 6 can be started. Mr. Dellinger advised that D.R. Horton has been told that they must supply the utility providers with utility site plans so that all utilities can be signed off on so that the various utilities are not being encroached upon by other utilities. Mr. Dellinger advised that nothing will be started at that location until a site plan is acquired and all utility providers agree on the plan. Prior to that being done for Phase 6, the sewer line on Acme Company Street must be pressure tested and accepted by the Town. In addition, the road on Mesa Court East must be completely redone.

Mr. Dellinger then remarked that he has been receiving a lot of phone calls from Glo-Fiber. He has advised them that once a franchise agreement is in place, Glo-Fiber can proceed with their work, but the Town is still working on getting a franchise agreement in place. Mr. Dellinger asked Council members how they would like to communicate with Glo-fiber, if Glo-fiber requests to meet with them. Council members advised that a representative from Glo-Fiber could come to a workshop meeting to discuss their plans for work in Town. Council members advised that they would like to review the proposed franchise agreement before they meet with representatives from Glo-Fiber. Ms. Lohr advised that the proposed franchise agreement for Shentel/Glo-fiber and Dominion Electric have both been provided to the attorney and he is in the process of reviewing these documents. Mr. Dellinger suggested that the Town should also review its franchise agreement with Columbia Gas. Mayor Jordan advised that he would reach out to the attorney to find out the status of the franchise agreements.

Mr. Dellinger then advised that the public works department had started pumping out the pool this week. They will clean out the pool and then hopefully fill it in the next few weeks. Mr. Dellinger also advised that the pool pump has been pulled out and maintenance work is being done to it. Once it is returned, public works will re-install it and the pool should be ready for the 2025 season.

Mr. Dellinger then reported that Pump #2, which is the distribution pump on E. Lee Street, has a check valve that has been staying open. Repairs will be made in the next week. Service will be interrupted briefly to several houses on E. Lee Street between Park Avenue and Gap Place. Those customers will be notified of the likely interruption to their service.

Mr. Dellinger then reported on the Elm Street paving project. He advised that he has talked to a couple contractors regarding this project. Mr. Dellinger is awaiting a quote from Smiths paving for this project. A quote had already been received from Adams, but it is missing a portion of the road that needs to be repaired where the sub-grade is compromised. Mr. Dellinger advised that Adams can start the project within a few weeks of receiving notification from the Town to proceed. Council members advised that Mr. Dellinger should proceed with getting that road paved, to include the repairs that need to be made to the portion of that road as previously mentioned.

Mr. Dellinger advised that he is trying to get lifts in to take down the Christmas Tree in Heritage Park, but it will be a few weeks before lifts are available. Ms. London suggested that Mr. Dellinger call Rent-Equip, and she provided Mr. Dellinger with the number to call.

Ms. Shifflett asked Mr. Dellinger if the flagpole at the community park had been repaired. Mr. Dellinger advised that he had been waiting for the ground to dry out, but that it is likely dry enough now and he will contact Mr. Joiner with Eddie Edwards Signs to come make the repairs to the flagpole line. Ms. Shifflett then asked about the bump-outs and if they were being removed. Mr. Dellinger advised that they were not being removed, but that one had been hit with a snowplow.

Mr. Comer advised that the bump-outs are the Towns, but in order to get them removed, the Town would have to schedule their removal at a time when VDOT was paving that road, as the road would

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have to be repaved once the bump-outs are removed.

Mr. Comer asked if Mr. Dellinger was still planning to make repairs to one driveway entrance on Dogwood Drive in Walnut Ridge. Mr. Dellinger answered in the affirmative. Mr. Dellinger remarked that he has been in conversation with a concrete company and the plan is for Mr. Dellinger to print off a site-plan of that subdivision and then the concrete company will provide quotes for concrete work to be done by sections. Mr. Dellinger hopes to meet with the concrete company next week.

Mayor Jordan asked Mr. Dellinger to contact VDOT to notify them that the bump-out was damaged. Mayor Jordan then asked Mr. Dellinger if the new truck was in service in his department yet. Mr. Dellinger advised that it had been picked up today. Mr. Dellinger thanked Council members for approving the purchase of this new vehicle for his department.

Mayor Jordan and Council members thanked Mr. Dellinger and the public works department for the great job that they do.

Old Business

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

Ms. Shifflett advised that she was unaware that Town Council had approved the purchase of the truck. She asked when it had been decided that the truck could be purchased. Mr. Comer advised that Ms. Lohr had asked Council members to let her know if the truck could be purchased and council members had provided Ms. Lohr with a response.

Ms. Shifflett remarked that it would be good for her to be kept informed when big purchases are made. Mr. Comer remarked that he figured everyone knew because everyone had responded.

New Business

Mayor Jordan proceeded to the first item under New Business which was the discussion of a resolution to adopt the police assistance pact. Council Members thanked Chief Weaver for the information that he had provided to them regarding the pact. Mayor Jordan asked about the expired date of the pact and if it was a concern for the other localities if the town were to sign on after the expired date. Chief Weaver responded this was not a concern for the other Towns and that they do in fact want the Town of Broadway to join the pact. Chief Weaver advised that all the towns train together and communicate well with each other. The pact is just a tool that would be in place if the Town needs it. The Town is not obliged to use it and can leave the pact at any time. Mr. Doug Harpine asked if there is a cost associated with the pact. Chief Weaver advised that there is no cost associated with it, unless there are circumstances in which an officer gets hurt while performing duties under the pact which would fall under Workmen's Compensation. Chief Weaver advised that this is a good thing to have if it is utilized in the proper way, which takes good leadership and good communication. It provides the Town with more resources and more options.

Mr. Comer thanked Chief Weaver for the job he's doing and he advised that many residents have advised Council Member Comer that they really like the change in the police force.

Ms. Joan Shifflett asked if the attorney would be reviewing the police pact. She advised that there does not seem to be any provisions in the pact for officer misconduct, either in our jurisdiction by another officer or by one of our officers in another jurisdiction, as far as liability goes. She also remarked that there is no verbiage in the pact stating the need for periodic review and updates to the pact. She inquired how changes to the pact would be handled. Ms. Shifflet then asked what "assistance only" protocols are. Chief Weaver advised that means that assisting officers would not come into the Town and take over, they would only be providing assistance.

Council Members advised Ms. Lohr to include the police pact as an agenda item for discussion and consideration on the Town Council Meeting agenda for the Tuesday meeting.

Mayor Jordan advised that the next item on the agenda under new business, which was a discussion of

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security cameras at Heritage Park, had been discussed earlier in the meeting.

Other Business

Council members then reviewed the draft of the agenda for the upcoming regular council meeting scheduled for Tuesday, March 18, 2025.

Mayor Jordan advised that an item would be added under new business for a motion to appropriate funds donated by Broadway Hometown Partnership.

He further advised that an item would be included for the discussion of a draft resolution initiating the process of a zoning text amendment.

Ms. Beverly London explained that back in January a complaint had been received regarding a modular home that had been placed on West Springbrook. Ms. London had reviewed all the permits both from the Town and the County regarding the modular home. She also discovered that a home of the same type had been placed on North Sunset in 2011. Ms. London stated that County officials recommended making a zoning amendment so that the Town would no longer allow homes with 3 ½ :12 roof pitches.

Ms. London advised that this would not only help with aesthetics but it would aid in meeting the new international code requirements for insulation because homes with 3½:12 roof pitches would not be able to meet those requirements. She advised that this could be passed for all of the towns residential zoning districts. She also advised that the planning commission would need to meet and then make a recommendation to the Council regarding this issue. Ms. London advised that in a subdivision, there is an architectural review board, but when it is just a scattered lot, there is little control over the type of home built or placed at the location.

Mayor Jordan advised that Council could vote to adopt the resolution at their meeting on Tuesday, then the Planning Commission can meet to discuss the text resolution. A joint public hearing would then need to be held at the April 15, 2025 Town Council Meeting, before Council could vote to adopt the text amendment. Ms. London advised that she would be willing to come to the Planning Commission meeting to explain the possible zoning text amendment.

With no further business to discuss, at 7:41 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

Mayor Jordan advised that Mr. Travis M. Driver would be joining the meeting for the Closed Session portion by phone.

At 7:52 p.m., Beverly L. London moved, seconded by Joan H. Shifflett 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 | Travis M. Driver | Aye |
| Douglas W. Harpine | Aye | David L. Jordan | Aye |
| Richard E. Fulk | Aye | | |

At 8:53 p.m., Beverly L. London moved, seconded by Joan H. Shifflett 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.

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

With no further business to discuss, at 8:54 p.m., Mr. Richard E. Fulk made a motion to adjourn the meeting. Ms. Beverly L. London seconded the motion which passed on the following recorded roll call vote:

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

David L. Jordan Mayor

Donna Lohr Town Clerk

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL

Tuesday, March 18, 2025

7:00 p.m.

1

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

6 The following staff members were present: Town Clerk, Donna Lohr; Chief of Police, J.D. Weaver; Public
7 Works Director, Chad Dellinger; and Town Attorney, Matt Light.

8

9 Mayor Jordan welcomed all citizens to the Town Council meeting. He then called the meeting to order at
10 7:00 p.m. with the Pledge of Allegiance followed by the invocation.

11

12 Mayor Jordan stated that he had been notified that at times there has been difficulty hearing what was being
13 said by Council Members during the meetings. He requested that all council members move their
14 microphone closer to them so that citizens may be able to hear more clearly.

15 Mayor Jordan then welcomed Mr. Chad L. Comer back, as he had been out on medical leave.

16 Mr. Chad L. Comer then made the following statement, which he requested be included in the meeting
17 minutes:

18 "I missed last month, due to a heart attack I had back in January. I wanted to publicly thank, and have the
19 minutes show that, the hundreds of cards and phone calls and meals and thanks that were shown to me and
20 my family during that time. The outpouring of love was tremendous and it truly did touch my heart and my
21 family's heart during that time. I just wanted to say thank you to my community, our community because
22 the outpouring of love was tremendous. I just wanted the record to show that."

23

24 **Approval of Minutes and Bills:**

25 **Mr. Richard E. Fulk moved to approve the minutes of the February 13, 2025, Council Workshop**
26 **Meeting; February 18, 2025, Town Council Meeting; February 27, 2025, Special Called Town Council**
27 **Meeting; March 10, 2025, Special Called Town Council Meeting; & March 11, 2025, Special Called**
28 **Town Council Meeting and approval of the monthly financial reports and bills paid in the amount of**
29 **\$682,113.49. Mr. Chad L. Comer seconded the motion.**

30 **Under discussion, Ms. Joan Shifflett asked about the \$90,000 that was missing from the check list that**
31 **was expected to be paid to U.S. Bank. Ms. Lohr responded that the \$3,000 that was paid to U.S. Bank**
32 **in the check list should have gone under the interest portion for that loan payment. In addition, a bill**
33 **was just paid in the beginning of March for the remainder of that loan payment. It will show up on**
34 **the March check list and it is actually less than the expected \$90,000 because as the Town gets closer**
35 **to paying the loan off, the amount due decreases. With no further discussion, the motion was then**
36 **approved with the following recorded roll call vote:**

37

| | | | |
|------------------------------|------------|-------------------------|------------|
| 38 Joan H. Shifflett | Aye | Chad L. Comer | Aye |
| 39 Beverly L. London | Aye | Travis M. Driver | Aye |
| 40 Douglas W. Harpine | Aye | David L. Jordan | Aye |
| 41 Richard E. Fulk | Aye | | |

42

43 **Public Comment:**

44 Mayor Jordan then moved on to the public comment portion of the agenda. Mayor Jordan reminded all
45 citizens wishing to speak that there was a three-minute time limit for comments and he requested that
46 those citizens wishing to speak state their name and address.

47 Ms. Karen Klasnick, 370 Jewelry Drive, was the first citizen to speak. She stated, "The reason I'm here
48 today is in regard to a semi-trailer that's located next door at 358 Jewelry Drive, which I find to be in
49 violation of our state and local ordinances. I have a copy, Matt, for you to look at our ordinances,
50 maybe while I'm speaking. I've met and I've made several attempts to remedy this situation. I've been

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51 met with pleasantries in willingness to work with me. This situation is pretty disturbing. If you know,
52 the subdivision is very close. The truck traverses a steep grade of driveway that he insists on backing
53 up into. It causes - it's very, very loud. When he starts it up, it idles, especially in the winter, for thirty
54 minutes at a time. When he backs up when he comes home, it's very loud. I think that my next door
55 neighbor can attest to that. She, and I, and he share the same rock ledge, and it appears the rock ledge
56 causes a vibration in our houses so much that the pictures on the walls shake. Our beds shake and it
57 wakes you up. Thirdly, just recently, another neighbor, Ms. Fawley, can attest that he came home at
58 1:35 a.m. Tuesday night/Wednesday morning, backing up the driveway, and she heard it at her house
59 which is caddy-corner from us and what 250-500 yards away and she was in a back room in a brick
60 house and heard the noise. So, she can also attest to hearing the disturbance. Other neighbors have also
61 complained, especially those with children. VDOT has posted no semi-trailer signs on West
62 Springbrook. That's been in effect for about ten years, I think. This man has received at least one
63 ticket, if not two tickets, and has ignored the situation. He continues to drive his truck there. We know
64 he traverses it to come into Jewelry Drive. Jewelry Drive does not have a no truck sign there. I guess
65 we never thought we needed one for an eighteen-wheeler to come in. So, I have a town ordinance
66 section 704.05-8 that says, 'No commercial motor vehicle shall be used, parked, or stored on the site in
67 connection with the home occupation'. I don't know if that's a little vague or what. I found a second
68 one that says 704.05-10 that says, 'No equipment or process which generates dust, odors, noise of a
69 nonresidential level, vibration, or electrical interference or fluctuation that is detectable beyond the
70 property line or through common walls shall be used in a home occupation.' I think that at least loosely
71 we can apply these ordinances to what he's doing currently. Maybe we can look at ordinances as we
72 discussed, Travis, earlier that would encompass a little bit more detail and be a little more stringent, but
73 knowing that is going to take months perhaps to rectify the situation. I'm asking that you take a look at
74 this, and Matt, I'm going to give you a copy of this while I speak to see if we can't use this in the
75 interim so that our subdivision does not continue to be disturbed. I have been woken up three times at
76 2:30 in the morning with him backing up the driveway coming in. And it's winter and my windows are
77 closed. So, anything that you can do to help us. We're really appealing for your help and your
78 direction. I think I've taken every step that I can to possibly remedy the situation but he seems to just be
79 ignoring our ordinances and doesn't have any concern for us." Ms. Klasnick provided the Mayor with a
80 copy of the ordinances she referenced as well.

81 Ms. Liz Fawley, 358 Copper Drive, was the next citizen to speak. She stated, "I've had several people
82 come to me about not knowing what's going on in the Town. They've said they know things are on
83 Facebook, but they don't have Facebook. And they are asking what can we do to help them so that they
84 know what's going on in the Town of Broadway. My suggestion is a newsletter. And we don't need to
85 put extra work on to the office people. But I think the high school has classes where they are doing
86 news media and things like that, that maybe would enjoy working on a newsletter for the Town of
87 Broadway. And we could put it in the envelopes for the water and it could go out every other month. It
88 wouldn't be all current news but at least they would know something's going on and that we the Town
89 has made an effort to reach out to them. So I'm suggesting that maybe we do that. Certainly if we need
90 somebody to help stuff envelopes, I'd do that to help out. And another suggestion is, since the Lions
91 Club has partnered with the Town of Broadway, it would be nice if you would invite them here to be a
92 guest speaker and let them tell the Town what they're doing, along with the Hometown partnership who
93 recently gave \$12,000 for the fireworks. Thank you. And also, I want to tell you, Karen's right. It is
94 very, very loud. Because I was in the back of my house, which is a brick house, and I heard it at 1:34
95 a.m. that morning, loud and clear."

96 The next citizen to speak was Ms. Bonnie Caplinger, 167 Fourth Street. Ms. Caplinger stated, "I just
97 want to thank the Broadway Hometown Partnership for taking on that project, for \$12,000 so that we
98 will have those fireworks this year. I think that is absolutely awesome. And thank you all that were
99 there to help. It's just a great thing because we don't want to keep taking away from our citizens. We

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100 want to add to them. And they did it. They really did it. So, every time you see somebody that's a part
101 of that, you need to thank them. And now, good, and now a little bit of bad. Route 259 coming into
102 Broadway. It's developed its little hills, and nooks, and crannies. And I'm hoping that you guys will
103 look at the Broadway part of it and whoever fixed it the last time, didn't do a super good job. But, now
104 with the weather changing, the road can develop the bumps and humps again, which it has, so I think
105 we need to look at that again. Thank you all for what you do."

106 Mayor Jordan asked Ms. Caplinger if she was referring to Rt. 259 East or West.

107 The next citizen to speak was Randy Collins, 175 Miller Street. He stated, "Just a suggestion.
108 Thursday night was a great meeting. One of the better meetings that you all have had for a long time.
109 My suggestion is have department heads, all department heads, the financial officer, here because there
110 is always financial stuff, that Donna can't, and is not responsible for answering. There's things for
111 them to answer, that nobody can answer. My suggestion is just have all your department heads here
112 every month so everybody can talk to them."

113 The next citizen to speak was Amy Moyers, who is the new Executive Director for Broadway
114 Hometown Partnership. Ms. Moyers stated, "I have sent out an agenda for everyone that you should
115 receive in your emails. I just want to report on some things that we have been doing in the community.

116 I have been going around delivering sponsorship letters and introducing myself. We have some repeat
117 sponsors and we have gotten some new sponsors. We have donated of course to the fireworks fund.
118 I've talked to Chief Weaver and it's nice to meet him. We are going to put a flagpole up for him in
119 front of the police department. We have the benches ready and they are ready to install now that it's
120 finally warm so we need to discuss where they will go. We fixed the LOVE sign in Heritage park.
121 Kids fishing day is coming up. Red, White, & Brew is coming up. We already have the food vendors
122 booked and we have music booked as well. We are working with the town of Timberville and the
123 Town of New Market to get some foot traffic in the area. We are going to do a collaboration with them
124 where if people go around and visit the businesses, they get a sticker, and if they get a purchase, they
125 get another sticker, and then they can go into a raffle to get a prize. If you ever have any questions, you
126 can contact me and I will be glad to assist you. It's nice to meet you all."

127 Mr. Comer asked if they would be coming by his business. Ms. Moyers advised that they would
128 definitely be coming by Mr. Comer's business.

129 Ms. Bonnie Caplinger, 201 McKinley Drive, was the next citizen to speak. She stated, "I commend
130 everyone that is running for Council but I'm going to tell you now that if you think that it's going to be
131 an easy job, it's not going to be because the man over there in the corner makes you be quiet and makes
132 you abide by the rules. That's why I'm not running. Keep in mind, since the meetings, there was a little
133 room that no one ever showed up at and I said everybody kept complaining. And I see what the reports
134 used to look like, from now 'til then, what you seem to forget, we were on the verge of bankruptcy and
135 yes, the Council played a part for not holding the previous manager from a year ago accountable.
136 Because they thought he was doing the job, with the experience they have. I keep hearing how good of
137 a job he did with this Town. What you seem to forget is it was your money, not theirs, and if it was a
138 case of being great, then why was the bills not being paid, why did they not give the council notice.
139 These are the things that they didn't have the research or the paperwork for. I'll tell you anyone, if you
140 have a grievance, you have an issue, you have a problem, you stand up here where I am and you have
141 the guts to speak up and bring it to the forefront. I'm tired of people doing this stuff behind their back
142 and on Facebook. There is no call for this. I'm ashamed to say that I live in the Town of Broadway
143 because of what I suspect a select group have done. And trust me, I've probably had strong words with
144 almost every council member but we've stayed respectful. They've been helpful and they've been
145 informative. Think about it this way – why would anyone cause these issues for a Town to make it look
146 extremely bad over a year without getting any information. My last statement is I know some of them
147 that are causing trouble. If you are on the council now or in the future and I find out for proof positive,
148 I will initiate a recall on you. This is going to stop. I don't care who you are or who you don't like. If

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149 someone throws a fit, most of these council members are doing community work on top of just the
150 council's job. So, if you want to get involved, start doing volunteer work. When they ask you,
151 volunteer for the events for the Town of Broadway and start cleaning up. Or run for the council. Stop
152 acting like bullies and stop acting like children. Become adults and ask specific, direct questions and
153 get them answered. But stop it. When they are not to your liking, that is not their problem. There are
154 rules and regulations that is done by the Council and in this office. Bottom line is you need to start
155 showing some respect all around. I don't care who it is."

156 Ms. Karen Klasnick then stated that volunteers are needed for Kids Fishing Day.

157 Mayor Jordan then advised that the FFA is holding a "Kiss the Cow" event this Saturday. There is a
158 page for this event on the Dayton Farmer's Market website regarding this event.

159 With no further comments from the public, Mayor Jordan closed the public comment portion of the
160 meeting.

161

162 **Old Business:**

163 Mayor Jordan then proceeded to the first item under old business which was an update on the Route 259
164 Bridge Re-Naming ceremony. Ms. Lohr advised that the Bridge Re-Naming Ceremony is still
165 scheduled for Wednesday, April 30, 2025, with a tentative time of 11:00 a.m. A calendar invite from
166 VDOT should be forthcoming once the time is firmly set.

167 The next item under old business was the discussion and consideration of appropriating funds donated
168 by the Broadway Hometown Partnership for the purpose of paying for the Town's annual fireworks
169 show. **Mayor Jordan made a motion to appropriate \$12,000 from the money that the Broadway
170 Hometown Partnership donated to the Town for the purpose of paying for the Town's annual
171 fireworks show. Ms. Beverly L. London seconded the motion which passed on the following
172 recorded roll call vote:**

173

| | | | | |
|-----|---------------------------|------------|-------------------------|------------|
| 174 | Joan H. Shifflett | Aye | Chad L. Comer | Aye |
| 175 | Beverly L. London | Aye | Travis M. Driver | Aye |
| 176 | Richard E. Fulk | Aye | David L. Jordan | Aye |
| 177 | Douglas W. Harpine | Aye | | |

178

179 Mayor Jordan conveyed his thanks to the Broadway Hometown Partnership.

180 The next item on the agenda under old business was the discussion and consideration of a resolution
181 regarding a Police Assistance Pact.

182 Mr. Travis Driver stated that the Town has been approached about a Police Assistance Pact. All of the
183 other localities have signed up for it. Mr. Driver explained that in the case of an emergency or for any
184 event in Town, if the Chief would need to, he can contact another locality, receive an officer, and that
185 officer would have the same powers and authority that a Town officer would have. This practice would
186 be the same for the other localities. This is something the Town can agree to, but it only needs to be
187 used at the discretion of the Chief of Police. Chief Weaver concurred, commenting that if there was an
188 emergency in the Town, this allows the officers from other localities to automatically come. Currently
189 they would have to ask permission from the Sheriff to come here. This is just a back-up plan for the
190 Town and would only be utilized if absolutely necessary.

191

192 **Mr. Travis M. Driver then made a motion to adopt the resolution as presented. Mr. Douglas W.
193 Harpine seconded the motion.** Under discussion, Ms. Joan Shifflett asked Mr. Light if the date of
194 2024 in the pact should be updated. She also noted that there is no real stipulation for a periodic review
195 so this pact stays forever. Ms. Shifflett asked if there is a need for some kind of clause in the pact to
196 structure periodic review of the pact. Mr. Light advised that the challenge on this document is that the
197 Town was not asked to participate in the drafting of the pact. There are additional items that might have

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198 been worded differently or included if the Town had been able to provide input for the pact. Mr. Light
199 advised that the Town will need to accept the pact the way it is or leave it, as the other Towns have
200 already approved it. Mr. Light stated that he senses from the Chief that there is significant
201 communication occurring among the Chiefs of Police of the various jurisdictions so that those issues
202 could be addressed in the future if they come up. Mr. Light advised that he does not think the pact can
203 be easily re-written at this point.

204 Chief Weaver advised that all the Chiefs communicate daily with each other. They have been inviting
205 Chief Weaver and the Town of Broadway to sign on to the pact since Chief Weaver started. Chief
206 Weaver advised that the towns have a good relationship with each other as they train together and
207 communicate well with each other. Chief Weaver advised that the town also has the option to leave the
208 pact at any time if the Town so desires.

209

210 **With no further discussion the motion passed on the following recorded roll call vote:**

211

| | | | | |
|-----|---------------------------|------------|-------------------------|------------|
| 212 | Joan H. Shifflett | Aye | Chad L. Comer | Aye |
| 213 | Beverly L. London | Aye | Travis M. Driver | Aye |
| 214 | Douglas W. Harpine | Aye | David L. Jordan | Aye |
| 215 | Richard E. Fulk | Aye | | |

216

217 **Departmental Reports:**

218 a. **Parks & Recreation:** Mr. Douglas W. Harpine first thanked Ms. Lohr for sitting in on
219 several lengthy meetings and for providing information for those meetings. Mr. Harpine
220 then reported that the Little League contracts have been reviewed and signed by both
221 parties. Insurance information for all of the Little League and affiliated organizations
222 have been provided to the Town, naming the Town as an additional insured.

223 Contracts for the pool organizations have been reviewed. The Pool Manager is in the
224 process of talking to lifeguards to see who will be returning. She is also in the process
225 of hiring new guards and referring them to training facilities. Pricing has been reviewed
226 and updated for the 2025 season.

227 Mr. Harpine then advised Ms. Lohr that the pickleball organization will probably be
228 coming to the town office with a check for approximately \$3,500 that they have raised.
229 Those funds will need to be earmarked for pickleball related purchases.

230 b. **Finance:** Mr. Richard E. Fulk stated that staff is working on the budget. Staff and the
231 Finance Committee will likely have a meeting within the next few weeks.

232 c. **Personnel/Police:** Mr. Travis M. Driver stated his agreement with Mr. Harpine and
233 thanked Ms. Lohr for her efforts. He also thanked the Council Members for all the extra
234 hours they have put in for multiple meetings. Mr. Driver advised that hopefully within a
235 week, they may be able to make an announcement regarding the Town Manager
236 position. Mr. Driver then noted that the Police Department is in need of some items.
237 Mr. Driver has sent those requests to the rest of Council for review. Those items can be
238 discussed at a later time. Mr. Driver then commended the police department for the
239 amount of grants for which they are applying. He thanked the entire department for the
240 great job they are doing.

241 d. **Utilities:** Ms. London asked Mr. Chad Dellinger if parts had been ordered for the new
242 valve at the Hartz tank. Mr. Dellinger advised that he is in the process of scheduling the
243 work on the Hartz tank. It should be scheduled within the next two weeks.

244 e. **Streets & Properties:** Mr. Chad Comer reported that the Public Works Department
245 was able to purchase a new truck last week. The new truck was to replace a 2007 truck
246 which had been taken out of service due to safety issues, as it was cutting off while

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247 being driven. Many attempts by many different service departments had been made to
248 repair the 2007 truck, but all attempts were unsuccessful. The new truck was purchased
249 out of funds from the highway line item. Mr. Comer then remarked that in the next
250 month or so Elm street will be paved following a sewer line repair.

251 f. **Events & BHP:** Mr. Comer then advised that the first event of the year is the Easter
252 Egg Hunt, scheduled for April 12, 2025 at Heritage Park. Volunteers are always
253 welcome for any event. Sponsors for the Easter Egg Hunt include Park View Credit
254 Union, Top Bead Welding, Broadway Lions Club, & Blue Ribbon Nursery. Mr. Comer
255 advised that he will speak with a representative from the Lions Club to determine who
256 may be available to come speak at one of the Town's meetings.

257 g. **Planning Commission:** Ms. Joan H. Shifflett reported that the Planning Commission
258 has a meeting scheduled for Monday, March 24, 2025. The purpose of the meeting is to
259 discuss a resolution regarding the process of a zoning text amendment.

260

261 **New Business**

262 The first item under new business was the discussion and consideration of a resolution regarding the
263 process of a zoning text amendment. Ms. Beverly L. London advised that the resolution allows for
264 Town Council to have discussion concerning an amendment to the zoning text. Ms. London stated that
265 the issue to be considered is whether Council wants to change the ordinance to prevent anyone from
266 building a new home in the Town of Broadway with a roof pitch under 6/12. This type of roof will
267 also allow citizens to have adequate space for required insulation.

268 Mr. Light advised that when Council wants to initiate the process of amending the language of the
269 zoning ordinance, called a text amendment, one way to do this is by passing a resolution telling the
270 Planning Commission that Council wants this item to be reviewed. A Planning Commission meeting is
271 then held where the item is discussed and then before any change is approved, a joint public hearing is
272 held between the Planning Commission and the Town Council to provide the opportunity for public
273 input on the change. Depending on the outcome of the Planning Commission's discussion, the joint
274 public hearing will likely be scheduled for Town Council's April 15, 2025, meeting.

275 **Ms. Beverly L. London then made a motion to adopt the resolution as presented. Ms. Joan H.**
276 **Shifflett seconded the motion which was approved on the following recorded roll call vote:**

277

| | | | | |
|-----|---------------------------|------------|-------------------------|------------|
| 278 | Joan H. Shifflett | Aye | Chad L. Comer | Aye |
| 279 | Beverly L. London | Aye | Travis M. Driver | Aye |
| 280 | Douglas W. Harpine | Aye | David L. Jordan | Aye |
| 281 | Richard E. Fulk | Aye | | |

282

283 **Other Business:**

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

285 Ms. Shifflett asked about the bathrooms at Heritage Park and the capital outlay for this item. She
286 advised that in FY 23-24, she understood that the bathrooms were not budgeted in the initial budget.
287 Sometime after the first budget had been approved an amendment was done for the \$225,000. Ms.
288 Shifflett asked if she understood that correctly. Council members advised they would have to go back
289 and look, that what Ms. Shifflett was asking had occurred two years ago.

290 Ms. London advised that the bathrooms were not ordered until 2024.

291 Ms. Shifflett then asked why the bathrooms were not included in the FY 24-25 budget, which is the
292 current budget year. Ms. Shifflett advised that she assumed that the budget had needed to be amended.

293 Mr. Comer responded that the budget will not be amended until the end of the fiscal year.

294 Ms. London advised that the bathrooms were not delivered in the last fiscal year, that they had not been
295 delivered until the middle of July 2024 which was in the current fiscal year.

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7:00 p.m.

296 Ms. Shifflett asked about the budget amendment process.
297 Mr. Matt Light responded that the Town's practice for many years is to adopt a budget amendment in
298 May or June, at the end of the fiscal year, to adjust the budget to reflect the actual expenditures that the
299 town has made during that fiscal year. The process involves a notice in the newspaper and a public
300 hearing. Mr. Light continued that in the past the Town Manager prepared an amendment to the budget
301 so that by the end of the year the budget conforms to what the Town has actually spent. Mr. Light also
302 stated that it is important to remember that the budget is for informative and fiscal planning purposes
303 but doesn't constrain the ability of the Town Council to spend money even if it's not in the budget. The
304 budget is intended to be a guide. This is why most municipalities do not just amend the budget every
305 month even if their spending doesn't exactly track the budget, because it's a guide and then they can go
306 back and look at the guide at the end of the year. Mr. Light advised that it does not have to be done in
307 this manner, but this is the way the Town has handled budget amendments in the past. Ms. Shifflett
308 clarified that the budget is amended at the end of the fiscal year to accommodate for any off-budget
309 items that are incurred throughout that year.
310 Ms. Joan Shifflett then mentioned that the Town needs to continue to work towards having a Capital
311 Improvement Plan.
312 Ms. Shifflett then asked Ms. Lohr about a debt retirement payment that was listed on the paid supply list
313 for the February meeting. Ms. Lohr advised that it was put to a Water account and should have been
314 put to the Sewer account. She advised it has been fixed in the system.
315 Mayor Jordan stated that the next council workshop meeting is schedule for Thursday, April 10, 2025,
316 at 6:00 p.m. and the next regular Town Council meeting is scheduled for Tuesday, April 15, 2025, at
317 7:00 p.m. This will be a joint public hearing with the Planning Commission.

318

319 **Adjourn:**

320 **With no further business to discuss, at 7:50 p.m., Mr. Douglas W. Harpine moved, seconded by**
321 **Ms. Beverly L. London to adjourn the March 18, 2025, Town Council meeting. The motion was**
322 **approved with the following recorded roll call vote:**

323

| | | | | |
|-----|---------------------------|------------|-------------------------|------------|
| 324 | Joan H. Shifflett | Aye | Chad L. Comer | Aye |
| 325 | Beverly L. London | Aye | Travis M. Driver | Aye |
| 326 | Douglas W. Harpine | Aye | David L. Jordan | Aye |
| 327 | Richard E. Fulk | Aye | | |

328

329

330

331 _____ Mayor

332 David L. Jordan

333

334 _____ Town Clerk

335 Donna J. Lohr

Donna Lohr

From: FacilityDude Message Center <message.center@smtp.facilitydude.com>
Sent: Tuesday, March 25, 2025 3:39 PM
To: Cindy Shifflett; Chad Dellinger; Andy Hedrick; Donna Lohr; Jason Minnick; Jason Minnick; Kim Clark; Nicole Berkey; Stefanie McAlister; Susan Smith
Subject: WOID: 9112 WO Completion Notification

Work Order 9112, PEASE SHUT OFF WATER AT 285 N SUNSET DR TODAY 3/25/25 AS SOON AS POSSIBLE PER BRYAN BLEWET 540-810-3729 METER# 0170. THANK YOU!, at Streets , area 285 N SUNSET DR has been completed by Chad Dellinger.

Action taken: Completed by CD
Organization: Town of Broadway

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING
Monday, April 7, 2025
6:30 p.m.

The Broadway Town Council met in a Special Called meeting on Monday, April 7, 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 6:30 p.m.

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

At 6:30 p.m., Ms. Beverly L. London 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) 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 9:28 p.m., Mr. Douglas W. Harpine moved, seconded by Mr. Richard E. Fulk 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 9:29 p.m., Mr. Douglas W. Harpine made a motion to adjourn the Special Called Meeting of the Town Council. Ms. Beverly L. London 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 | | |

MEETING MINUTES OF THE
BROADWAY TOWN COUNCIL SPECIAL CALLED MEETING
Monday, April 7, 2025
6:30 p.m.

Mayor

David L. Jordan

Town Clerk

Donna Lohr

**STAFF REPORT FOR AGENDA ITEMS FOR TOWN COUNCIL
MEETING TUESDAY, APRIL 15, 2025:**

Old Business:

Discussion and consideration of donations to the Broadway Fire Department and the Broadway Rescue Squad –

Council may consider whether they wish to make additional donations to these organizations. At the February Council meeting, Town Council voted to make a donation of \$5,000 to the Broadway Fire Department and the Broadway Rescue Squad. At that time, Council advised that they would assess the Town's financial situation again in April, and in June, and determine if they wish to provide additional donations to these organizations.

New Business:

Discussion and consideration of a resolution initiating a zoning text amendment –

At the March Town Council meeting, a resident spoke regarding an issue with a semi-truck parking in a residential neighborhood. The resolution included in the packet is to initiate the zoning ordinance amendment process to address the truck issue. Also included in the packet is a copy of Henrico County's ordinance on this issue. Attorney Light will model the town's ordinance after Henrico's.

Other Business:

Mayor's Proclamation – Arbor Day 2025

Every year the Mayor proclaims a specific day as Arbor Day in the Town of Broadway. Since the Town is part of Tree City USA, this proclamation is necessary to be eligible for grant funding and to stay current with membership in Tree City USA.

**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 general regulation of trucks and commercial vehicles in excess of 10,000 pounds gross weight on private property in residential districts (as distinct from the use of such vehicles in connection with a home occupation); 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 May 20, 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 April 15, 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 April 15, 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]

D. Required Parking May Not Be Reserved

Required parking spaces must not be designated or reserved for use by specific persons (e.g., employees, executives, or patrons of a particular use) unless such spaces are in addition to the minimum required.

E. Trucks and Commercial Vehicles

In Conservation, Agricultural, and Residential Districts, the parking of any truck or commercial vehicle in excess of 10,000 pounds gross weight, or any commercial trailer or wrecker, is prohibited on private land or public roads except while loading, unloading, or working at or near the location where it is parked.

207.04

Sec. 24-5109. Dimensional Standards for Parking Spaces and Aisles

A. General Requirements

Except as otherwise provided in subsections C or D below, standard vehicle parking spaces and aisles must comply with the minimum dimensional standards established in Table 5109: Dimensional Standards for Parking Spaces and Aisles. See Figure 5109A: Measurement of Parking Space and Aisle Dimensions and Figure 5109B: Measurement of Parallel Parking Space and Aisle Dimensions. Parking lots must include raised curb and gutter separating vehicular travel lanes from adjacent parking areas and walkways unless the County Engineer approves a stormwater management design for the parking lot that promotes the absence of raised curb and gutter. On-street parking bays that terminate at intersections must be protected by raised curb and gutter defining the full width and depth of the parking bay outside of adjacent travel lanes.

| Table 5109: Dimensional Standards for Parking Spaces and Aisles | | | | |
|---|------------------|--|---------------------------------|------------------------------|
| PARKING ANGLE (DEGREES) | STALL WIDTH (FT) | STALL DEPTH PERPENDICULAR TO CURB (FT) | AISLE WIDTH (FT) ^[2] | STALL LENGTH ALONG CURB (FT) |
| A | B | C | D | E |
| 0 (parallel) | 8 | 8 | 11 | 22 |
| 60 | 9 | 20 | 18 | 10.5 |
| 90 | 9 | 18 | 24 | 9 |

NOTES

- [1] Refer to Figures 5109A and 5109B below for illustrations showing how dimensions for parking spaces and aisles in various configurations (A-E) are measured.
- [2] For one-way traffic. Aisles for two-way traffic must be at least 24 feet wide (for all parking angles). The Planning Director may approve an aisle width less than the minimum on determining that the aisle is sufficiently wide to allow vehicles to conveniently maneuver through the parking area and access each parking space without driving through any other parking space.

Proclamation Arbor Day 2025

- Whereas,* In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
- Whereas,* this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
- Whereas,* Arbor Day is now observed throughout the nation and the world, and
- Whereas,* trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and
- Whereas,* trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and
- Whereas,* trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community, and
- Whereas,* trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore I, Dave Jordan, Mayor of the Town of Broadway, do hereby proclaim April 25th, 2025, as **ARBOR DAY** in the Town of Broadway, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

Dated this 15th of April, 2025,

Mayor _____

David L. Jordan



Broadway Police Department Report March 2025

Staffing

| Authorized | Filled | Vacant | |
|-------------------|---------------|---------------|---|
| Chief of Police | 1 | 0 | 0 |
| Full Time Officer | 5 | 0 | 0 |
| Part Time Officer | 6 | 0 | 0 |

Police Activities

- Officers have been diligently patrolling the schools and parks.
- \$ 3,200 Grant was submitted by CPL Ritchie and approved by DCJS
- Officer Walters has installed the K9 kennel at his residence free of any cost to the town by donations. All the labor was supplied by Officer Walters and Officer Ray with Timberville PD. Total cost was \$ 5,000.00 not including 22 hours of labor.
- Thank you for donations given to Diablo K9 by Tractor supply Woodstock VA, Blue Line Concrete LLC, Rockingham Redi Mix and Hoover Construction.
- Meeting in Alexandria - PD Chief Weaver obtained LINX (Law Enforcement Information Exchange)
- Police activity and self-initiated calls has risen from 569 incidents to 767 incidents.
- Chief Weaver attended the board meeting at the Police Academy
- Budget on track at 66% with only 3 months to go
- Emailed Mr. Lynn about House of Deliverance (church on Central Street).
- Monitored JCMES afternoon school traffic
- Cpl Ritchie Meeting about Broadway DMV Grant
- Officer Fulk Evidence pickup in NOVA

Grants

- \$ 3,200 Grant was submitted by CPL Ritchie and approved by DCJS.
- Submitted and applied for a \$69,000.00 Grant for AED Flock Cameras and 7 Panasonic Toughbook's (computers for the police cars)
- Cpl Ritchie submitted Wellness Grant 15,000.00
- Organized paperwork to close out 2nd quarter of DMV grant
- Documented revenue brought in by the Police department from donations, grants, and fines this fiscal year, to date, is \$ 98,507.92

Special Events

- CPL Ritchie and Chief Weaver attended the Lions club meeting to set up a “ Shop with a hero” Christmas for the needy, Thanksgiving meals from BPD to the needy and the BPD bicycle rodeo for our children. The Lions Club will help us with donations.
- Chief Weaver attended Mr. Berry’s food drive in conjunction with the Salvation Army.
- Saturday, March 15, 2025 - Carolyn Cook 5K run, Chief Weaver, CPL Ritchie and Officer Lohr.
- 3/25 Off duty-active shooter presentation and facility security improvements at Shenandoah Women’s Health aka Augusta Health

Training

- Zoom meeting with Flock Safety
- Officer Frey Graduated General Instructor certification
- Officer Frey Graduated Vehicle investigations and Tracking
- Officer Frey Graduated Financial Crimes and Human Trafficking
- Officer Walters is in K9 Training
- Chief Weaver gave a class in the academy to the Recruits.

Equipment & Vehicles

- Recall for the Dodge Police car repaired
- Radar equipment not working in several cars that will need to be fixed.

Calls for Service

- CPL Ritchie and Officer Walters initiated a foot pursuit and took a driver into custody with an outstanding warrant
- Assisted with several cases involving disorderly conduct in Timberville
- Welfare checks Alger Lane
- Disorderly conduct American Legion Drive; arrested male for “public intoxication”
- Officer Frey obtained warrants for all the vandalisms that occurred at the park. Cases were closed with arrest.
- 368 Extra Patrols in concentrated areas to address complaints.
- Suspicious vehicles at Carpet Tech of Va
- Extra patrols businesses, schools, town property

Town of Broadway WTP

PWSID 2165060

March 2025

No. Connections Served **1899**

Population Served **4169**

| | Raw Water Treated MGD | Finished Water Produced MGD | Finished Water Delivered MGD | Hours in Service |
|---------|-----------------------|-----------------------------|------------------------------|------------------|
| DATE | | | | |
| 1 | 0.3100 | 0.3100 | 0.2850 | 12.00 |
| 2 | 0.3170 | 0.3170 | 0.2890 | 12.00 |
| 3 | 0.3260 | 0.3260 | 0.2990 | 11.50 |
| 4 | 0.3260 | 0.3260 | 0.3020 | 11.50 |
| 5 | 0.3160 | 0.3160 | 0.2920 | 12.00 |
| 6 | 0.3150 | 0.3150 | 0.2830 | 11.50 |
| 7 | 0.3380 | 0.3380 | 0.3060 | 11.50 |
| 8 | 0.3177 | 0.3177 | 0.2959 | 11.50 |
| 9 | 0.3089 | 0.3089 | 0.2830 | 11.50 |
| 10 | 0.3110 | 0.3110 | 0.2855 | 12.00 |
| 11 | 0.3550 | 0.3550 | 0.3240 | 12.00 |
| 12 | 0.3470 | 0.3470 | 0.3210 | 11.50 |
| 13 | 0.3580 | 0.3580 | 0.3280 | 11.50 |
| 14 | 0.3440 | 0.3440 | 0.3200 | 11.50 |
| 15 | 0.2970 | 0.2970 | 0.2710 | 11.00 |
| 16 | 0.2800 | 0.2800 | 0.2580 | 10.75 |
| 17 | 0.3410 | 0.3410 | 0.3090 | 11.50 |
| 18 | 0.3410 | 0.3410 | 0.3160 | 12.00 |
| 19 | 0.3080 | 0.3080 | 0.2850 | 12.00 |
| 20 | 0.3120 | 0.3120 | 0.2910 | 11.50 |
| 21 | 0.3320 | 0.3320 | 0.3080 | 11.75 |
| 22 | 0.3290 | 0.3290 | 0.2890 | 12.00 |
| 23 | 0.2990 | 0.2990 | 0.2700 | 11.50 |
| 24 | 0.3400 | 0.3400 | 0.3180 | 11.50 |
| 25 | 0.3060 | 0.3060 | 0.2750 | 11.00 |
| 26 | 0.3370 | 0.3770 | 0.3050 | 11.50 |
| 27 | 0.3080 | 0.3080 | 0.2840 | 11.50 |
| 28 | 0.3290 | 0.3290 | 0.3040 | 11.75 |
| 29 | 0.3050 | 0.3050 | 0.2790 | 11.50 |
| 30 | 0.3070 | 0.3070 | 0.2800 | 11.50 |
| 31 | 0.3130 | 0.3200 | 0.2880 | 11.75 |
| Total | 9.974 | 10.021 | 9.143 | 359.5 |
| Maximum | 0.358 | 0.377 | 0.328 | 12.00 |
| Minimum | 0.280 | 0.280 | 0.258 | 10.75 |
| Average | 0.322 | 0.323 | 0.295 | 11.60 |

Month of March 2025 Co-op water
purchased. March 2025: 983,900

Prior Month February 2025: 1,031,100

Water pumped from Lee Street 5,642,748

| TOWN OF BROADWAY | | | | | | | | | | | | |
|-------------------------|-----------------------|-----------------------------|------------------------------|---------------------------|----------------------------|----------------------------|--|--|--|--|--|--|
| WATER PRODUCTION REPORT | | | | | | | | | | | | |
| FOR THE MONTH OF | | | | | | | | | | | | |
| Mar-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 | 9,974,000 | 10,021,000 | 9,143,000 | 358,000 | 322,000 | 11.60 | | | | | | |
| PRIOR MONTH | 9,120,000 | 9,120,000 | 8,389,000 | 364,000 | 326,000 | 11.71 | | | | | | |
| ONE YEAR AGO | 10,413,000 | 10,413,000 | 9,538,000 | 362,000 | 336,000 | 11.60 | | | | | | |
| PERCENT CHANGE | | | | | | | | | | | | |
| FROM PRIOR MONTH | 8.56% | 8.99% | 8.25% | -1.68% | -1.24% | -0.95% | | | | | | |
| FROM PRIOR YEAR | -4.40% | -3.91% | -4.32% | -1.12% | -4.35% | 0.00% | | | | | | |

Well Water Pumped
 March 2025 1

| Date | Water Pumped | | | | |
|-----------|--------------|--|--|--|--|
| 3/1/2025 | 79700 | | | | |
| 3/2/2025 | 81500 | | | | |
| 3/3/2025 | 80800 | | | | |
| 3/4/2025 | 72100 | | | | |
| 3/5/2025 | 81000 | | | | |
| 3/6/2025 | 61200 | | | | |
| 3/7/2025 | 79300 | | | | |
| 3/8/2025 | 78000 | | | | |
| 3/9/2025 | 73100 | | | | |
| 3/10/2025 | 79300 | | | | |
| 3/11/2025 | 78200 | | | | |
| 3/12/2025 | 83200 | | | | |
| 3/13/2025 | 77800 | | | | |
| 3/14/2025 | 81200 | | | | |
| 3/15/2025 | 74900 | | | | |
| 3/16/2025 | 73300 | | | | |
| 3/17/2025 | 79800 | | | | |
| 3/18/2025 | 63200 | | | | |
| 3/19/2025 | 73900 | | | | |
| 3/20/2025 | 75000 | | | | |
| 3/21/2025 | 67900 | | | | |
| 3/22/2025 | 79200 | | | | |
| 3/23/2025 | 78800 | | | | |
| 3/24/2025 | 64800 | | | | |
| 3/25/2025 | 65200 | | | | |
| 3/26/2025 | 80100 | | | | |
| 3/27/2025 | 82200 | | | | |
| 3/28/2025 | 81000 | | | | |
| 3/29/2025 | 76000 | | | | |
| 3/30/2025 | 769000 | | | | |
| 3/31/2025 | 81900 | | | | |
| | 3052600 | | | | |