

BROADWAY TOWN COUNCIL

February 2, 2016

The Broadway Town Council met in regular session on February 2, 2016 in the Council Chambers of the Broadway Municipal Building. The following members were present: Mayor Timothy S. Proctor and Council Members Chad L. Comer, Leslie E. Fulk, Richard E. Fulk, Douglas W. Harpine, Beverly L. London, and Fred M. Olson III. The following staff members were present: Town Manager Kyle O'Brien, Clerk/Treasurer Marla W. Kline, Town Attorney Donald Showalter, Chief Randy Collins, and Officer Brandon Plogger. Also in attendance were Kathy Boase, Woody Brown, Bonnie Caplinger, Randy Cosner, Megen Dalton, Gene Nesselrodt, Chandler Roberson, Darlene Sites, John Sites, Tara Williams, Tim Williams, and Diondrea Woods.

Mayor Timothy S. Proctor called the meeting to order at 7:00 p.m. with a salute to the U. S. Flag and invocation.

**Approval of Minutes and Bills:**

Fred M. Olson III moved, seconded by Douglas W. Harpine, to adopt the minutes of the January 5, 2016 session of Council and to authorize payment of bills in the amount of \$344,439.15. The motion was approved with the following recorded roll call vote:

Chad L. Comer	Aye	Leslie E. Fulk	Aye
Richard E. Fulk	Aye	Douglas W. Harpine	Aye
Beverly L. London	Aye	Fred M. Olson III	Aye

**Presentation: Shenandoah Valley Soil and Water Conservation District:**

Mayor Proctor invited Megen Dalton, District Manager of the Shenandoah Valley Soil and Water Conservation District to address the Council. Ms. Dalton stated that this organization is a political subdivision of the State of Virginia, and receives funding from State, Federal, and private sources. She further stated that they provide financial and technical assistance with efforts to improve the quality of soil and water throughout the Shenandoah Valley. She advised that they work very closely with the Virginia Cooperative Extension through outreach, educational programs, and implementation of best management practices. Additionally, she advised that the organization promotes youth education through camps and scholarships. She explained that the organization is currently working with the Town on several projects, including the Linville Creek Watershed project and noted that the organization has also provided the Town with several pet waste disposal stations for installation in public areas. She stated that they will also be doing a mailing to citizens shortly providing information on how to obtain a free pet waste disposal system, as well as a cost sharing program available for residents to connect to public sewer should their septic systems fail.

She thanked the Council for the opportunity to provide information about the organization and encouraged the Town to consider including funding in its annual budget.

Mayor Proctor thanked Ms. Dalton for the informative presentation and awareness campaign the organization is providing to the community.

**Linville Avenue Subdivision:**

Town Manager Kyle O'Brien advised that everyone has been provided a copy of the final plat of this proposed subdivision. He stated that the Planning Commission has been reviewing this proposal for some time and has work very closely with the developer to establish this final plat. He further stated that the Commission has recommended it to the Council for approval. Mr. O'Brien concluded that he had met with all of the property owners, with the exception of one who he had communicated with via email, to give them notice that this would be before the Council at this meeting and the opportunity to express any

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concerns they may have; and everyone seemed to be pleased with the final outcome of the proposed project. Fred M. Olson III moved, seconded by Leslie E. Fulk, to approve the final plat for the Linville Avenue Subdivision as submitted with the stipulation that a homeowners association be established to be legally responsible for maintaining all common areas of the subdivision. The motion was approved with the following recorded roll call vote:

Chad L. Comer	Aye	Leslie E. Fulk	Aye
Richard E. Fulk	Aye	Douglas W. Harpine	Aye
Beverly L. London	Aye	Fred M. Olson III	Aye
Timothy S. Proctor	Aye		

A copy of the plat is included in the minutes as Attachment A.

**Old Business:**

There were no items of old business.

**Committee Reports:**

**Parks & Recreation Committee:**

No report.

**Finance Committee:**

No report.

**Personnel/Police Committee:**

Chairman Leslie Fulk stated that a copy of an activities report for the police department for the month of January is included in the minutes as Attachment B. He then advised that he would be recusing himself from discussion and voting on the next personnel related issue as it involves a relative. Committee member Beverly London stated that the committee has reviewed applications submitted for the fifth police officer position that was included in the budget January 1<sup>st</sup>, has interviewed a candidate, and is in a position to make a recommendation to Council. Beverly London moved, seconded by Fred M. Olson III, to hire Jason Fulk to fill the fifth full-time officer position. The motion was approved with the following recorded roll call vote:

Chad L. Comer	Aye	Leslie E. Fulk	Abstain
Richard E. Fulk	Aye	Douglas W. Harpine	Aye
Beverly L. London	Aye	Fred M. Olson III	Aye
Timothy S. Proctor	Aye		

On a separate personnel related note, Chairman Fulk commended Wes Estep, who recently resigned his position at the Town's wastewater facility to become a member of the U.S. Marines. He advised that Wes was given a farewell lunch by Town Staff and everyone wishes him well on this endeavor.

**Streets & Properties Committee:**

Chairman Chad Comer reported that the committee met and one of the matters discussed was the immediate need for a new roof on the police department building. The committee concurred to proceed with obtaining quotations for a metal roof. Mr. O'Brien noted that as this was not included in the Town's budget, it will be necessary to include this in a budget amendment later in the year. Richard E. Fulk moved, seconded by Beverly London, to obtain quotations and to authorize the Streets & Properties Committee to proceed with this project. The motion was approved with the following recorded roll

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call vote:

Chad L. Comer	Aye	Leslie E. Fulk	Aye
Richard E. Fulk	Aye	Douglas W. Harpine	Aye
Beverly L. London	Aye	Fred M. Olson III	Aye

**Utilities Committee:**

No report. A copy of the water production report for the month of January is included in the minutes as Attachment C.

**BHP:**

Council representative Fred Olson stated that Director CeCed Dodd was unable to be in attendance to present the Board's annual report; but noted that event planning is underway with the first event in the park scheduled for June 11, 2016.

**Planning Commission Report:**

No report.

**New Business:**

**Central Street Sidewalk and Street Project:**

Mr. O'Brien stated that as discussed in the Committee meetings, it is recommended to proceed with bidding of the Central Street sidewalk and street project. Chad L. Comer moved, seconded by Douglas W. Harpine, to authorize the Town Manager to proceed with the bidding of this project. The motion was approved with the following recorded roll call vote:

Chad L. Comer	Aye	Leslie E. Fulk	Aye
Richard E. Fulk	Aye	Douglas W. Harpine	Aye
Beverly L. London	Aye	Fred M. Olson III	Aye

**Public Comment:**

Mayor Proctor recognized Diondrea Woods who had written a well-composed letter to the Council concerning a dog tethering ordinance. Mr. Proctor commended Ms. Woods on her community involvement and advised that the Council did discuss the matter, but does not feel an actual ordinance is needed at this time. He advised Ms. Woods that the Town lacks resources for implementation of such an ordinance, but offered assurance that the Town's police department, through the help of citizens, will keep a close watch on her concern.

Councilman Olson commended the Town's maintenance crew on the snow removal as a result of the recent snowstorm.

Fire Chief Woody Brown expressed interest in his department working with the Town on community projects such as adopting fire hydrants to dig out during snowstorms, etc. Additionally, it was noted that both fire and rescue had offered to provide Town maintenance employees with sleeping quarters should they be needed during future events such as the blizzard of 2016.

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There being no further business, the meeting was adjourned.

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Timothy S. Proctor

Mayor

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Marla W. Kline, MMC

Clerk