

BROADWAY TOWN COUNCIL

May 7, 2019

The Broadway Town Council met in regular session on May 7, 2019 in the Council Chambers of the Broadway Municipal Building. The following members were present: Mayor Timothy S. Proctor and Council Members Chad L. Comer, Richard E. Fulk, David L. Jordan, and Beverly L. London. Councilmen Leslie E. Fulk and Douglas W. Harpine were absent. The following staff members were present: Town Manager Kyle D. O'Brien, Clerk/Treasurer Marla W. Kline, Town Attorney Matt Light, and Police Chief Randy Collins. Also in attendance were Sonya Adams, Joe Adolph, Brandon Bow, Griffin Boyer, Taylor Chaconas, Timothy Custer, Lexi Diaz, Joel Frances, Kaitlyn Good, Drew Harlow, Connor Hatcher, Phillip Lamma, Caroline Lohr, Kacie Miller, Dakota Mitchell, Tracey Muterspaugh, William Muterspaugh, Josie Rao, Seth Keim, Brooke Ritchie, Thomas Ritchie, Tremayne Robertson, Hannah Shore, Ashton Streett, Parker Smith, and Nathaniel Watts.

Mayor Timothy S. Proctor called the meeting to order at 7:00 p.m. with the Pledge of Allegiance followed by the invocation.

Approval of Minutes and Bills:

Richard E. Fulk moved, seconded by Chad L. Comer, to adopt the minutes of the April 2, 2019 session of Council and to authorize payment of bills in the amount of \$759,325.85. The motion was approved with the following recorded roll call vote:

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

Presentation-Erica Kann, Broadway Little League:

Erica Kann, on behalf of the Broadway Little League, informed the Council that the 2019 Southeast Junior Little League Tournament will be hosted by the District 3 Little League and held August 2-6, 2019 at Broadway High School, with a kick-off picnic on August 1st. She stated that the Little League is excited to be hosting this tournament and feels it will be a positive exposure to the community. She also stated that the Little League wants to make sure the Council/Town is provided information throughout the planning stages in order to be prepared for and to accommodate the increased traffic the tournament will generate. She concluded by advising that volunteers will be needed for the event and thanked the Council for its support of the Little League

Presentation-Tracey Muterspaugh:

Tracey Muterspaugh familiarized the Council with a newly established food bank that has been opened in the former medical office owned by Dr. George Bentrem at 12515 Timberway. She stated that she and her husband are working jointly with the Bentrem's, their church, and Blue Ridge Food Bank to provide this service to the community. She advised the food bank will be open to the public on the fourth Monday of each month from 4:00 p.m until 6:00 p.m. She further advised that there is no income requirement, but in order to obtain food, one must provide his name, date of birth, and number of family members. She stated that the food bank will be stocked so that people will be able to select food off the shelf according to their individual needs. Additionally, she noted they will be working with the USDA to obtain additional food items, along with vendors at the Broadway Farmers Market. She welcomed questions and thanked the Council for the opportunity to provide this information.

Public Hearing-Fiscal Year 2020 Budget:

Mayor Proctor stated that as required by state law, the proposed budget for fiscal year 2019/2020 was

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printed in summary form and properly advertised at least seven days prior to the public hearing in the Daily News Record. Mayor Proctor opened the Public Hearing and asked Town Manager Kyle O'Brien to present the proposed budget.

Mr. O'Brien stated that the total amount of the budget is \$6,342,500. He stated that the proposed budget does not include any tax or fee increases. He then provided a power point presentation highlighting the proposed budget.

He noted that that Town continues to have the lowest overall tax structure of any community in the area. He stated that revenues in the General Fund such as Sales Tax continues to increase rather rapidly due to continued retail development in Rockingham County and this continues to benefit the Town, as it is distributed based on the number of school age children within the Town. He further stated that other revenues remain steady, with the exception of the cigarette tax which has decreased slightly.

He reiterated that there are no proposed increases in fees in the Water Fund or Sewer Fund; however, wastewater rates with the industrial customers, along with the Towns of New Market and Timberville, will escalate as per their contracts. He noted that with the completion of the water treatment plant upgrade, there are no proposed significant capital expenditures in the upcoming budget.

He concluded his presentation by stating that the proposed budget is balanced in accordance with state statutes, and revenues are based on conservative estimates, while expenditures are based on historical data, as well as actual proposed costs. The proposed budget continues the Town's fiscal prudence, while continuing to provide the highest quality service that its citizens have come to expect.

Mayor Proctor thanked Mr. O'Brien for the presentation and invited comments in support of or in opposition to the proposed budget.

Having confirmed there was no one else in attendance wishing to speak either in favor of or in opposition to the proposed budget, Mayor Proctor closed the public hearing and advised that state regulations require that the budget public hearing and adoption of a budget be held on different dates and noted that no action can be taken during this meeting. He stated that adoption of the budget will be necessary as a part of the regular June Council meeting. A copy of the proposed budget is included in the minutes as Attachment A.

Old Business:

Town Manager Kyle O'Brien stated that the water treatment plant upgrade is in the stages of being finalized with the paving of Shenandoah Avenue occurring this week. He advised that contractors are finishing up the roof replacement at the plant and getting the area cleaned up. He then provided a slide presentation with most recent photos of the upgrade.

Committee Reports:

Parks & Recreation Committee:

Mr. O'Brien reported that six of the light poles have been installed at the park with the remainder to

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be complete within the next few weeks. He also mentioned that a pool manager has been hired and the pool is ready to open Memorial Day weekend.

Finance Committee:

Chairman Richard Fulk thanked his committee for the work on the new budget and expressed how pleased he was with the anticipated final cost of the water treatment plant upgrade, which appears will be somewhat below the budgeted cost.

Personnel/Police Committee:

A copy of an activities report for the police department for the month of April is included in the minutes as Attachment B.

Streets & Properties Committee:

No report.

Utilities Committee:

A copy of the water production report for the month of April is included in the minutes as Attachment C.

BHP:

Executive Director CeCe Dodd reported that both the Easter Egg Hunt and Kids Fishing Day events were recently held. She stated that upcoming events include the Fireworks and Family Fun Day on June 22, 2019 and the Red, White and Brew which will be held on July 6, 2019. She also advised that the Farmers Market has opened and will run through October.

Planning Commission Report:

No report.

New Business:

There were no items of new business.

Public Comment:

There were no comments from the public.

There being no further business, the meeting was adjourned.

Mayor

Timothy S. Proctor

Clerk

Marla W. Kline, MMC