

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
January 22, 2019**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, January 22, 2019, at 7:20 pm, with Mayor Clinton O. Lucas, Jr., presiding.

The meeting began with the Pledge of Allegiance.

ATTENDANCE

Council Members present were: Mayor Clinton O. Lucas, Jr.; Vice Mayor William Kite; Councilmen Lynn Fox; Charles Jenkins; and Richard Pierce.

Council Members absent were: Councilmen David Hinkle and I. Michael Lowe.

Other Town Officials present were: Juanita F. Roudabush, Town Manager/MMC and Sarah Dean, Town Clerk.

Citizens present were: There were no citizens present during this meeting.

Media Representatives: There were no media representatives present during this meeting.

RECEIVING OF VISITORS

There were no visitors present during this meeting.

JANUARY 8, 2019 REGULAR MEETING MINUTES

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on January 8, 2019, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilmen Hinkle and Lowe

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Jenkins inquired about warrant #37176 for Fox Lawn & Garden.

Councilman Fox explained this was for the replacement of a carburetor in a pump for the Sewer Plant.

There being no further questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the bills, dated **January 22, 2019**, in the **Combined Accounts Disbursement Warrant #37164 - #37209** in the amount of **\$97,117.95**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilmen Hinkle and Lowe
VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for January 22, 2019.

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Councilman Jenkins, to approve the January 22, 2019 Treasurer's report in the amount of \$1,508,520.95, as read.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilmen Hinkle and Lowe
VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Mayor Lucas and Council received a thank you letter from the Shenandoah Lions Club for the Town’s donation towards the 2018 Lions Club Cheer Boxes.

Item # 2 – Mayor Lucas and Council received a thank you letter from the Massanutten Regional Library for the Town’s donation and continuing support of the Shenandoah branch.

Item # 3 – The Police Department’s December 2018 and full year 2018 Cumulative Total Activity Logs were presented for the Council to review.

Item # 4 – The December 2018 Town Website Statistics were presented for review. The total page views came to 10,883 with 3,868 Unique Visitors. The most popular referring site was Google with 1,126 users.

Item # 5 – Website Administrator Joyce Fluharty also provided the 2018 Yearly Town Website Statistics for review. The total page views came to 187,097 with 86,220 Unique Visitors. The most popular referring site was Google with 18,002 users.

Item # 6 – Mayor Lucas and Council received a list of 2018 Accomplishments including Town, Infrastructure, and Equipment Upgrades, Parks and Recreation News, a list of Events held in Town, and an update on the Computer Center and Media Outlets. It also stated the Town had 10 new home constructions and 11 new businesses, with several other restaurants and businesses expanding.

Item # 7 – An application was received from the Shenandoah Volunteer Fire Company, Inc. for their Town Bingo permit.

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Vice Mayor Kite, to approve the Shenandoah Volunteer Fire Company’s Bingo permit.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilmen Hinkle and Lowe

VOTE: Unanimous in favor of motion

Item # 8 – An application was received from the Shenandoah Volunteer Fire Company, Inc. for their Town Raffle permit.

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to approve the Shenandoah Volunteer Fire Company's Raffle permit.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilmen Hinkle and Lowe
VOTE: Unanimous in favor of motion

COMMITTEE REPORTS

WATER & SEWER
(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush reported the current alarm system at the Sewer Plant will need to be upgraded to allow for the current, more expensive, phone system to be removed from the Sewer Plant.

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to authorize Vector Security to install an upgraded alarm system at the Sewer Plant at an upfront cost of \$720.00, plus a monthly fee of \$39.95.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilmen Hinkle and Lowe
VOTE: Unanimous in favor of motion

Town Manager Roudabush requested authorization for the alarm system at the 12th Street Well to be upgraded to match the systems at the other two wells in Town.

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Vice Mayor Kite, to authorize Vector Security to upgrade the alarm system at the 12th Street Well at an upfront cost of \$465.00, plus a monthly fee of \$39.95.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilmen Hinkle and Lowe

VOTE: Unanimous in favor of motion

Town Manager Roudabush informed Mayor Lucas and Council of a sewer line problem in need of immediate repair on Junior Avenue. She explained the Public Works Employees have ordered \$1400.00 worth of supplies to be presented in the next set of bills for approval, but the Town will need to hire someone to begin the work immediately.

Mayor Lucas and Council agreed Town Manager Roudabush should obtain bids from various companies and Council will vote to select a contractor at the next meeting, to quickly repair this line and prevent any further damages.

STREETS & PUBLIC PROPERTY

(Chairman Kite, Councilmen Fox, Hinkle, and Lowe)

Councilman Fox suggested the Public Works Employees be reminded to ensure all streets in Town are cleared of snow, including certain parts of Wahnona Avenue and 12th Street.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Councilman Jenkins inquired about an update on the repair of the two Police vehicles damaged during a pursuit of a reckless driver.

Town Manager Roudabush explained the Ford Explorer only required the replacement of the push bar on the front of the vehicle, and the 2016 Dodge Charger is still at the garage being repaired.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce noted the monthly cost for office phones will soon be decreasing with the installation of the new phone system.

Town Manager Roudabush explained the new phone system will benefit the Town employees as well as the residents, as the old unrepairable system had static in the lines making it hard to hear callers and some residents had reported being unable to reach the Town from their home landlines. She also explained this new system will help to incorporate online and over the phone bill paying for utility and tax customers.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Fox suggested the Town close the gate at Big Gem Park during inclement weather to ensure the safety of visitors.

Following the report of vandalism at the River Park during the last Council Meeting, Town Manager Roudabush stated after looking into various fencing options, she found the Town has access to leftover guard rails which can be painted and installed to keep vehicles out of the grassy area at the River Park.

Councilman Fox inquired about closing the main gate at the River Park to keep vehicles from accessing the far end of the Park.

Town Manager Roudabush explained the Town cannot close this gate as shared owners of the Park, however, a gate with a walkthrough area to the sides could be placed on the Town's land if permission is granted from the Virginia Department of Transportation to install the guard rail along their right of way. She explained First Responders and Private property owners must have the ability to access the land through the gate.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

There was nothing to report during this period.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period.

PERSONNEL

(Chairman Pierce and Councilmen Hinkle and Jenkins)

Chairman Pierce noted the Personnel Committee conducted interviews at the Town Hall on January 18, 2019 to fill the first of two vacant full-time General Maintenance positions.

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Vice Mayor Kite, to authorize hiring Steven Breeden as a full-time General Maintenance Worker, effective immediately, at the starting yearly salary of \$20,800, with a \$1,000 increase after obtaining the required CDL, and a 5% increase after successfully passing a six month probationary period.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilmen Hinkle and Lowe

VOTE: Unanimous in favor of motion

POLICE REPORT

There was nothing to report during this period.

UNFINISHED BUSINESS

Councilman Pierce informed Mayor Lucas and Council of the success of the 4th Annual First Responders Dinner. He noted there were 72 First Responders in attendance, with approximately 20 volunteers from the Christ United Methodist Church, and almost 90 donated gifts from local businesses. Councilman Pierce also noted the Town received an appreciation plaque for the continued support given to the Town's First Responders. The Volunteer Fire Company presented awards for members with service anniversaries, including Mayor Lucas who received a 50 year service award.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush presented Mayor Lucas and Council Members with the new Town rack card and post card to be placed around the County and surrounding areas to encourage more tourists to visit the Town. She noted these cards were purchased using funds received from Page County Transient Occupancy Tax (TOT).

Mayor Lucas informed Council of his radio interview with Mike Schikman from the News/Talk WWSA, which allowed him to spread the word about upcoming events and talk about the history of Town.

Town Manager Roudabush explained the radio interview was a free method of advertising offered to the Town. She noted the Mayor will be participating in more interviews with Mr. Schikman again soon to further discuss Shenandoah's Railroad History.

Councilman Pierce suggested the Mayor bring up the proposed Railroad Museum during his next interview.

MAYOR'S REPORT

There was nothing to report during this period.

FOR THE GOOD OF THE TOWN

There was nothing to report during this period.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Jenkins, to adjourn the meeting at 8:09 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilmen Hinkle and Lowe

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk