

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
February 12, 2019**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, February 12, 2019, at 7:15 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; I. Michael Lowe; Charles Jenkins; and Richard Pierce.

**Council Members absent were:** Councilman David Hinkle.

**Other Town Officials present were:** Juanita F. Roudabush, Town Manager/MMC; Sarah Dean, Town Clerk; and Paul Davis, Police Chief.

**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 22, 2019 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on January 22, 2019, as presented.

Members Vote was as follows:

<b>YEA:</b> Vice Mayor Kite	<b>NAY:</b> None
Councilman Fox	
Councilman Jenkins	
Councilman Lowe	
Councilman Pierce	

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Hinkle

**VOTE: Unanimous in favor of motion**

**APPROVAL OF BILLS**

Vice Mayor Kite inquired about warrant #37210 to Partners 1<sup>st</sup> Federal Credit Union.

Town Manager Roudabush explained these funds are transferred directly from the employee's paychecks into their savings accounts with Partners 1<sup>st</sup> Federal Credit Union.

There being no further questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the bills, dated **February 12, 2019**, in the **Combined Accounts Disbursement Warrant #37210 - #37266** in the amount of **\$145,337.04**.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Hinkle

**VOTE: Unanimous in favor of motion**

**TREASURER'S REPORT**

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for February 12, 2019.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to approve the February 12, 2019 Treasurer's report in the amount of \$1,485,732.35, as read.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Hinkle

**VOTE: Unanimous in favor of motion**

**CORRESPONDENCE**

**Item # 1** – Mayor Lucas and Council reviewed the January 2019 Town Vehicle Gas Logs.

**Item # 2** – Mayor Lucas and Council reviewed the January 2019 Police Department Activity and Vehicle Gas Logs.

**Item # 3** – Website Administrator, Joyce Fluharty, provided Council with the January 2019 Town Website Statistics for review.

**Item # 4** – Council received a donation request from the Page County High School Music Boosters for a donation towards their 2019 Spring Musical.

Following a brief discussion, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Pierce, to authorize a donation of \$100.00 to the Page County High School Music Boosters to support their 2019 Spring Musical and/or other music programs.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Hinkle

**VOTE: Unanimous in favor of motion**

**Item # 5** – Mayor Lucas and Council received a thank you letter from Page One of Shenandoah for the Town's support and donations in 2018.

**Item # 6** – Blue Ridge Bank provided a flyer for their Canned Food Drive going on until February 28, 2019. The flyer noted all contributions will be donated to local-area food banks and the BRB location that collects the most items will win a monetary match to their area food bank.

**Item # 7** – A copy of the Luray-Page County Chamber of Commerce & Visitor Center's February 2019 Newsletter was presented for review.

**Item # 8** – Treasurer Cindy Breeden provided Council with a memorandum requesting authorization for the Town to hold Spring Clean Up April 1-12, 2019.

Following a brief discussion, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Lowe, to authorize the Town's Spring Clean Up to be held April 1-12, 2019, and for the first two weeks of April each year hereafter.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilman Hinkle  
**VOTE: Unanimous in favor of motion**

**Item # 9** – Treasurer Cindy Breeden provided Council with a memorandum requesting authorization to extend the Town's refuse contract with Waste Movers for another (3) years, per the attached bid.

Following a brief discussion, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Lowe, to authorize the extension of the Town's refuse contract with Waste Movers for three (3) years, with an expiration date of June 30, 2022, as presented.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilman Hinkle  
**VOTE: Unanimous in favor of motion**

**Clerk's Note:** Mayor Lucas left the meeting, with Vice Mayor Kite presiding.

**Item # 10** – Town Manager Roudabush provided Council with information on bids to replace a sewer line off Junior Avenue. She noted the Town will supply materials for this job and the funds will be taken from the water and sewer existing line replacement checking account.

There being no questions, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Pierce, to authorize accepting low bidder, Charlie's Backhoe & Construction, LLC, to replace a sewer line off Junior Avenue, in the amount of \$9,880.00, to be paid from the water and sewer existing line replacement checking account.

Members Roll Call Vote was as follows:

**YEA:** Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Vice Mayor Kite

**ABSENT:** Mayor Lucas and Councilman Hinkle

**VOTE: Unanimous in favor of motion**

**Item # 11** – Town Manager Roudabush reported several members of the Council and Town Employees met with the Thrasher Group, Inc. to discuss the Town's Preliminary Engineering Report (PER). She explained the PER is almost complete, and once it has been revised the engineer will send a copy to Council Members and Town Employees for review. She noted the Town did receive a \$25,000 SERCAP grant to fund the formation of this PER.

### **COMMITTEE REPORTS**

#### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Fox inquired about a leak at the stoplight in Town.

Town Manager Roudabush explained the leak was caused by roots in the line and has been repaired.

Councilman Fox inquired about one of the Town trucks not having a logo and/or lettering on the side like the other Town vehicles.

Town Manager Roudabush explained there are several Town vehicles without the logo, and she is looking into the cost of getting all of the remaining vehicles lettered.

#### **STREETS & PUBLIC PROPERTY**

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

Councilman Jenkins inquired about progress on contacting the Virginia Department of Transportation regarding the street repair needed under the arch on Maryland Avenue.

Town Manager Roudabush explained Town hasn't wrote a letter to VDOT yet, however, she has reached out and scheduled a meeting with the new contact in Luray to go over various areas of Town needing repair. She explained she does still intend to send a letter as a follow up.

Councilman Jenkins suggested Town Manager Roudabush take the new contact on a ride around Town to see the locations in need of repair and potentially have flaggers on each side of the arch for a few minutes to allow him to look at the street damages.

Councilman Jenkins inquired about any changes to the retaining wall in front of the home on Third Street.

Town Manager Roudabush stated the retaining wall doesn't look as if it has shifted since she last checked the status of it.

Vice Mayor Kite requested the Public Works employees clean out the gutters by the Fire Company, along Highway 340, and in other areas around Town.

### **POLICE, SAFETY, & JUDICIAL**

(Chairman Kite and Councilmen Hinkle and Jenkins)

Chief Davis reported the Police Department is still working hard to provide the best possible coverage in Town, with help from the Page County Sheriff's Department. He noted the two injured Officers will still be on light-duty for the next three to six weeks. Chief Davis reminded Council his department will be closing Big Gem Park during inclement weather to ensure the safety of visitors.

### **TAXATION & FINANCE**

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce noted personal property tax collected is 112% over the budgeted amount at this time.

Town Manager Roudabush explained this is good news and the Town continues to collect delinquent personal property amounts with the assistance of DMV stops.

Chairman Pierce also noted the delinquent real estate taxes are being collected, whether it be through a payment agreement or paid in full following the receipt of collection letters the Town sent. He complimented Deputy Treasurer Christl McCoy for her work in implementing the new delinquent tax collection plan.

## **PARKS & RECREATION**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush reported the Town received a \$3,000 grant from Norfolk Southern Railway to go towards Phase II of the WigWam Village Playground equipment replacement. She explained these funds would be used to purchase a large piece of train equipment to replace the tires previously removed from the playground.

## **INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported the Ribbon Cutting Ceremony for the Speech & Language Center had great attendance and showed a large amount of community support for the new business.

Town Manager Roudabush reported the Center offers speech therapy, occupational therapy, physical therapy, behavioral therapy, and more.

Chairman Jenkins inquired about potential construction or relocation of the Family Dollar in Town.

Town Manager Roudabush explained she has provided the local employees and the District Manager with information on alternate locations, however, she did not receive any confirmation on whether the corporate offices will be looking into a new location in Town.

## **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 new Public Works employee is doing great job and seems to work well with the Town's current maintenance crew.

Chairman Pierce explained the second vacancy in the Public Works department will be filled with a part-time worker, following a decision made by the Personnel Committee during the interview process.

Town Manager Roudabush noted the Town does still need the second full-time worker, but the applicant chosen has taken part-time for now and can work up to 30 hours per week. She explained the Public Works department will remain short-handed with Trey Pendleton taking his new position and strictly working at the sewer plant, so they will reevaluate the need for a full-time worker once all transitions have been made.

Councilman Jenkins suggested the CDL requirement may have deferred applicants.

Town Manager Roudabush explained a CDL is required for snow removal and a clean driving record is required to drive the Town vehicles.

Councilman Fox noted he has his CDL and offered his assistance for snow removal, if needed.

### **POLICE REPORT**

There was nothing to report during this period.

### **UNFINISHED BUSINESS**

There was nothing to report during this period.

### **NEW BUSINESS**

There was nothing to report during this period.

### **TOWN MANAGER'S REPORT**

There was nothing to report during this period.

### **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 Councilman Lowe, *seconded* by Councilman Jenkins, to adjourn the meeting at 8:18 p.m.



Members Vote was as follows:

**YEA:** Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Vice Mayor Kite

**ABSENT:** Mayor Lucas and Councilman Hinkle

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Sarah Dean, Clerk