

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
February 26, 2019**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, February 26, 2019, at 7:00 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.

**Clerk's Note:** Councilman David Hinkle unexpectedly passed away on February 12, 2019, leaving a temporary vacancy on the Council.

**Council Members absent were:** Vacant

**Other Town Officials present were:** Juanita F. Roudabush, Town Manager/MMC; Sarah Dean, Town Clerk; and K. Brandon Morris, Lieutenant.

**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.

**FEBRUARY 12, 2019 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on February 12, 2019, as presented.

Members Vote was as follows:

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

**NAY:** None

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

**APPROVAL OF BILLS**

Councilman Pierce inquired about warrant #37268 to Top Gun Autobody, LLC. for vehicle repairs from the Police pursuit in January.

Town Manager Roudabush explained the accident has been reported to the Town's insurance company and they will be responsible for contacting the other parties involved to obtain reimbursement for the Town for all repairs.

Mayor inquired about warrant #37287 to Homer's Automotive, LLC. for towing of the 2016 Dodge Charger following the Police pursuit in January.

Town Manager Roudabush explained the Town will also receive reimbursement for the towing bill.

Councilman Pierce inquired about warrant #37281 to Dick Myers for wiper blades for the 2016 Dodge Charger.

Town Manager Roudabush explained the cost was for multiple windshield wiper blades purchased for the Charger by Chief Davis while he was at Dick Myers for Police vehicle maintenance. She also noted the wiper blades are a special type and cannot be purchased locally.

There being no further questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to approve the bills, dated **February 26, 2019**, in the **Combined Accounts Disbursement Warrant #37267 - #37302** in the amount of **\$94,069.23**.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	<b>NAY:</b> None
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**ABSTAIN:** Mayor Lucas  
**ABSENT:** Vacant  
**VOTE: Unanimous in favor of motion**

### **TREASURER'S REPORT**

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for February 26, 2019.

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Vice Mayor Kite, to approve the February 26, 2019 Treasurer's report in the amount of \$1,442,931.07, 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:** Vacant

**VOTE: Unanimous in favor of motion**

### **CORRESPONDENCE**

**Item # 1** – Treasurer Cindy Breeden provided Council with a memorandum requesting authorization to transfer \$12,631.40 from the Water/Sewer Line Replacement account to the Utility Fund checking account to pay for the replacement of a portion of the sewer line off Junior Avenue.

Vice Mayor Kite inquired about the difference in amount being paid to Charlie's Backhoe & Construction, LLC.

Town Manager Roudabush explained Charlie's Backhoe & Construction, LLC. had to purchase more gravel for the line replacement and that cost was not figured into the original bid. She noted the remainder of the extra cost was for supplies needed for the repair, which the Town purchased directly from vendors.

There being no further questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to authorize the transfer of \$12,631.40 from the Water/Sewer Line Replacement account to the Utility Fund checking account to pay for the replacement of a portion of the sewer line off Junior Avenue.

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:** Vacant

**VOTE: Unanimous in favor of motion**

**Item # 2** – The Shenandoah Valley Soil & Water Conservation District Board of Directors provided Mayor Lucas and Council with a request to consider supporting their programs and activities in the amount of \$375.00.

Mayor Lucas and Council agreed this donation amount would be considered while planning the Town's annual budget.

**Item # 3** – Mayor Lucas and Council received a thank you note from the Shenandoah Rescue Squad for the Town's \$100.00 donation in memory of Councilman Dave Hinkle.

**Item # 4** – Town Manager Roudabush provided Council with a proposal from Pettit Paving & Excavating to crack fill, sealcoat, and stripe the Shenandoah Police Department parking area and crack fill and sealcoat the adjacent basketball court. She noted Pettit's Paving & Excavating was the only company to submit a bid for this project.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to authorize the transfer of \$3,101.00 from the General Capital Improvement checking account into the General Fund checking account to pay Pettit Paving & Excavating for repairs to the Shenandoah Police Department parking area and the adjacent basketball court.

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:** Vacant

**VOTE: Unanimous in favor of motion**

## **COMMITTEE REPORTS**

### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush informed Mayor Lucas and Council pump #2 went out at the Sewer Plant and had to be sent off to be rebuilt.

Councilman Fox inquired about a water line repair on 10<sup>th</sup> Street.

Town Manager Roudabush explained a coupling had to be replaced.

### **STREETS & PUBLIC PROPERTY**

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

Councilman Jenkins inquired about a solution for the pot holes in the tunnel on Maryland Avenue. He noted the Town should not continue to put cold patches in, as they are not fixing the problem.

Town Manager Roudabush noted she has contacted the Virginia Department of Transportation regarding the repair of this street and they explained due to the difficulty of maintaining the height of the tunnel and working against constant moisture it is going to be a tedious project and they may have to contract out a company for the repair. She noted the Town may need to contact District and State VDOT representatives to get this street fixed.

Town Manager Roudabush also reported she has contacted VDOT regarding drainage on Ramona Avenue and they will be sending a crew to investigate this issue.

Town Manager Roudabush reported the water near the intersection of 10<sup>th</sup> Street and Massanutten Avenue is drainage from a resident's sump pump, but they are trying to identify a solution.

Councilman Fox suggested the Town write a letter to the homeowner to request they reroute their sump pump drainage onto their personal property to prevent any future accidents from occurring.

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

(Chairman Kite and Councilman Jenkins and Vacancy)

Town Manager Roudabush provided Mayor Lucas and Council with a request to transfer \$950.00 from the General Capital Improvement checking account into the General Fund checking account for the purchase of an Epson Printer for the Shenandoah Police Department.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to authorize the transfer of \$950.00 from the General Capital Improvement checking account into the General Fund checking account for the purchase of an Epson Printer for the Shenandoah Police Department.

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:** Vacant

**VOTE: Unanimous in favor of motion**

#### **TAXATION & FINANCE**

(Chairman Pierce and Councilmen Fox and Kite)

Town Manager Roudabush reported severely delinquent real estate taxes are being collected. She noted 6 payment agreements have been made with the Town, with 26 properties sent to James W. Elliot, Attorney at Law, for tax collection or sale.

Chairman Pierce stated if any of the current payment agreement holders' default on a single payment, their property will also be sent to James W. Elliot for tax collection or sale.

#### **PARKS & RECREATION**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins presented a request from the Shenandoah Beautification Committee (SBC) to begin advertising for a design for "LOVE" artwork to be placed at Big Gem Park. He noted SBC members have suggested a railroad theme to best represent the Town but are open to other design options and locations.

Following a brief discussion, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to authorize the Shenandoah Beautification Committee to begin advertisements for a design for "LOVE" artwork to be placed in Town.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vacant

**VOTE: Unanimous in favor of motion**

Councilman Pierce informed Mayor Lucas and Council the flags at Veterans Park have been taken down due to damaging winds. He noted he will be putting them back up as soon as he can.

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

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins inquired about Council's opinion of the draft Preliminary Engineering Report (PER) Thrasher Group, Inc. provided. He suggested the Town request specific plans for pressure amounts and other adjustments to be made.

Town Manager Roudabush explained no local testing has been completed yet, as the engineers believe it is better to look at those numbers in phases.

Following a brief discussion, Chairman Jenkins advised Council Members present all their questions to Town Manager Roudabush to report back to the engineers.

Town Manager Roudabush explained once the PER has been revised the Town will receive a finalized report and can then contact USDA to evaluate the utility rates.

### **COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period.

### **PERSONNEL**

(Chairman Pierce and Councilman Jenkins and Vacancy)

There was nothing to report during this period.

### **POLICE REPORT**

There was nothing to report during this period.

### **UNFINISHED BUSINESS**

Councilman Fox inquired about how the Town responds to residents with ownership of prohibited animals.

Town Manager Roudabush explained the Police will investigate these cases once they receive notice of the code violation.

Councilman Jenkins reported following the passing of Councilman Dave Hinkle on February 12, 2019, the Council is now required to begin accepting resumes for possible appointment to the vacant Town Council position.

Town Manager Roudabush explained she will be in contact with the Town's Attorney to discuss the protocol for a special election following the appointment of a new Council Member to fill Mr. Hinkle's vacant position.

Councilman Pierce noted the Council only has 45 days from the day the position became vacant to appoint a new Council Member, otherwise a judge will appoint a new member.

Town Manager Roudabush explained an appointment will need to be made at the next Council Meeting on March 12, 2019, meaning anyone interested in appointment to the vacant Town Council seat should submit a resume to Town Clerk Sarah Dean by no later than Noon on Friday, March 8, 2019.

### **NEW BUSINESS**

There was nothing to report during this period.

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

Town Manager Roudabush informed Council the skid loader, used for Spring Clean Up and during other various jobs the Public Works Department performs, needs wheels, tires, and a grapple. She explained the Town could rent an alternate skid loader at a cost of \$1,942.00 for the two weeks of Spring Clean Up, or replace the wheels, tires, and grapple at a cost of \$2,632.00.

Mayor Lucas suggested the cost of replacing all parts of the Town-owned equipment would be more cost efficient than renting an alternate one for only two weeks.

Councilman Fox noted he may be able to purchase the replacement wheels and tires at a discounted rate.



Following a brief discussion, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to authorize the purchase of wheels, tires, and a grapple for the skid loader at a cost up to \$2,632.00, to be transferred from the General Capital Improvement checking account into the General Fund checking account.

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:** Vacant

**VOTE: Unanimous in favor of motion**

### **MAYOR'S REPORT**

Mayor Lucas reminded Council of Mark Armentrout's retirement lunch being held at the Town Hall on February 28, 2019 at noon.

### **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 Lowe, to adjourn the meeting at 8:06 p.m.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vacant

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Sarah Dean, Clerk