

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
June 11, 2019**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, June 11, 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.; Councilmen Russell Comer, Jr.; Lynn Fox; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Vice Mayor William Kite.

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

Citizens present were: Brenda Haggett, Jackie Sullivan-Smoot, Leah Pence, and John Shaffer.

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

RECEIVING OF VISITORS

Jackie Sullivan-Smoot informed Council of the passing of Sandra Gehr, the centennial logo drawing winner. She requested the Town provide a donation of commemorative centennial items for her to gift to Ms. Gehr's family. Mrs. Sullivan-Smoot previously provided the Town with all the centennial items.

Following a brief discussion, Mayor Lucas and Council agreed the Town could donate any duplicate centennial items they may have in the Town Museum to the family of Ms. Gehr.

Jackie Sullivan-Smoot also reminded Council Page County High School's softball and baseball teams are leaving for the State Championship on June 12, 2019 at 1:15 pm.

Mayor Lucas presented the two May 2019 Community Enhancement Awards for Boxcar Deli & Subs and Four Seasons Gifts & Décor for the expansion and renovations made to the businesses, owned by Dan & Brenda Haggett.

MAY 28, 2019 REGULAR MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on May 28, 2019, as presented.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to approve the bills, dated **June 11, 2019**, in the **Combined Accounts Disbursement Warrant #37526 - #37552**, in the amount of **\$80,989.53**.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Lowe, to approve the June 11, 2019 Treasurer's report, in the amount of \$1,702,847.63, as presented.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Treasurer, Cindy Breeden, presented Mayor Lucas and Council with a memorandum requesting they follow past policy and authorize closing the Town Office in order to allow the office staff the opportunity to close out the books for the previous fiscal year and to set the books up for the new fiscal year.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to authorize closing the Town Office July 9th thru July 11th, 2019 to close out the books for fiscal year 2018-2019 and to set up the new fiscal year 2019-2020, in preparation for the Town's audit.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

Item # 2 – Mayor Lucas and Council received a copy of the Luray-Page County Chamber of Commerce's June 2019 Newsletter for review.

Item # 3 – Council received a copy of a flyer for a Car and Truck Show being held at the VFW Post 621, in Luray, on June 15, 2019 from 9 am to 3 pm.

Item # 4 – The May 2019 Town Website Statistics were presented for review. The total page views came to 14,485 with 5,773 Unique Visitors. The total of page views for the Town Business website was 1,767 with 753 Unique Visitors.

Item # 5 – Systems Manager/Deputy Treasurer, Christl McCoy, provided Mayor Lucas and Council with a memorandum requesting they reappoint Francis “Frank” Worley and Nancy Karnes to four-year terms on the Industrial Development Authority (IDA). She also requested they appoint a new member to fill the vacancy on the IDA.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Lowe, to reappoint Francis “Frank” Worley and Nancy Karnes to four-year terms on the Industrial Development Authority, expiring 11/13/2022.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

Following a brief discussion, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to appoint I. Michael Lowe to a fill a vacant position on the Industrial Development Authority, with a term expiring 11/13/2021.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush reported the Public Works employees successfully drained and refilled the Tenth Street water tank with no complications. She explained the refilling of the Twelfth Street water tank caused extra pressure and blew one line on Maryland Avenue and one line on Ninth Street. She noted this caused residents to lose water pressure for approximately two hours, but the Public Works employees worked hard to get the repairs completed as quickly as possible and once the water tank is completely refilled all residents should have normal water pressure restored.

Councilman Fox reported he still regularly has low water pressure at his home.

Town Manager Roudabush noted she would create a work order to request the Public Works employees check the water pressure at his meter again.

Mayor Lucas inquired about the Town's ability to postpone cleaning the tanks for three years, in the future.

Town Manager Roudabush explained the Town is waiting on reports to know if it would be an option to postpone the cleaning for three years or if it will still need to be done every two years. She noted the Town has determined they are able to paint the water tanks without draining and refilling them.

Town Manager Roudabush presented Mayor Lucas and Council with a request to approve water and sewer connection for Morgan Andrews and Tyler Jenkins on lot 49 in the Forest Knolls Subdivision.

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to approve water and sewer connection for Morgan Andrews and Tyler Jenkins on lot 49 in the Forest Knolls Subdivision.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

Councilman Fox inquired about an update on the Town's final Preliminary Engineering Report (PER) from Thrasher Group, Inc.

Town Manager Roudabush explained the PER has been finalized and submitted to the USDA to begin the grant/loan process. The USDA Engineers determined one area in Town will require an environmental study. The Town's Engineers have started the process for this study now. She noted once the USDA receives the finalized study, the USDA will evaluate the Town utility rates.

STREETS & PUBLIC PROPERTY

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

Councilman Fox inquired about street repair to be completed on Ninth Street.

Town Manager Roudabush explained she is waiting to receive bids to have the street in this area patched from a water leak repair, as well as on Eighth Street where a new water tap was installed. She noted the Public Works employees can put in a cold patch to temporarily fix the area until she receives the bids.

Mayor Lucas noted the company the Virginia Department of Transportation hired to repair the road under the arch on Maryland Avenue did a great job.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Councilman Lowe requested an Officer set up radar in different areas around Town to encourage citizens to follow the posted speed limits.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

There was nothing to report during this period.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush informed Council of a potential citizen donation to be put towards Phase II of the WigWam Village playground replacement. She noted the Town is very appreciative to have received and be able to utilize donations and grants for the playground equipment replacement, allowing it to be little cost to the taxpayers.

Following a brief discussion, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Lowe, to authorize the purchase of a stationary train play structure and ADA compliant surface, at a cost of \$27,720, as a part of Phase II of the WigWam Village playground replacement, subject to the Town's receipt of the remainder of the HCAT grant and a planned citizen donation.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

Town Manager Roudabush informed Council the Public Works employees have ordered muck away and pond dye to put in Big Gem Pond. She also noted the employees plan to begin working on clearing out the hiking and biking trails at Big Gem Park in the upcoming weeks.

Councilman Jenkins inquired about stocking Big Gem Pond with trout again.

Town Manager Roudabush noted she would ask Treasurer Cindy Breeden to look into having the Pond stocked again in early Spring 2020.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT
(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Comer stated he would like for the Industrial Development Authority to begin meeting and working towards bringing a grocery store back into Town.

Town Manager Roudabush informed Council there may be potential interest in a farmer's market-type business to go into the Village Shopping Center.

Councilman Pierce inquired about the incentives of the Enterprise Zone being used to bring a grocery store into Town.

Town Manager Roudabush explained the Enterprise Zone incentives would be an option if the business meets the qualifications. She noted qualifying business receive these incentives from the Town, County, and State of Virginia, for 5 years.

Councilman Comer informed Council of the current conditions within the Shenandoah Volunteer Rescue Squad.

Following a brief discussion, the Council agreed to send a letter to the Shenandoah Rescue Squad expressing the Town's appreciation for their volunteerism, and encouraging them to consider working with the Page County Department of Fire-EMS to devise a mutually satisfying agreement to allow their paid staff to utilize the Shenandoah Rescue Squad building, as needed.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce requested Council appoint a new member to the Shenandoah Wireless Broadband Authority to fill the vacant position of Secretary/Treasurer.

Following a brief discussion, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Lowe, to appoint Lynn Fox to fill the vacant position of Secretary/Treasurer for the Shenandoah Wireless Broadband Authority.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

POLICE REPORT

There was nothing to report during this period.

UNFINISHED BUSINESS

Councilman Jenkins inquired about progress on servicing the Town's generators.

Town Manager Roudabush explained the Public Works employees are still looking for the necessary parts to perform the regular maintenance to the generators.

Councilman Fox noted if the Public Works employees provide him with information on the parts they are looking for, he may be able to order them through his business.

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

Mayor Lucas suggested the Council send sympathy cards to the family of Betty Jo and Kenny Purdham, following their passing.

Mayor Lucas inquired about the piece of machinery sitting at the Rest Haven Community Cemetery.

Town Manager Roudabush explained the machinery belongs to Constable Construction, who will be back soon to complete the remaining section of sewer line replacement on Junior Avenue.

FOR THE GOOD OF THE TOWN

Members of the Luray-Page County Chamber of Commerce's Executive Committee, John Shaffer and Leah Pence, commended Mayor Lucas and Council Members on their continued work in Shenandoah.

ADJOURN

There being no further discussion, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to adjourn the meeting at 8:13 p.m.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Vice Mayor Kite
VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk