

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
May 28, 2019**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, May 28, 2019, at 7:00 pm, with Vice Mayor William Kite presiding.

The meeting began with the Pledge of Allegiance.

ATTENDANCE

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

Council Members absent were: Mayor Clinton O. Lucas, Jr. and Councilman I. Michael Lowe.

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

Citizens present were: Donald Muelenburg.

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

RECEIVING OF VISITORS

There were no visitors present during this meeting.

MAY 14, 2019 REGULAR MEETING MINUTES

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on May 14, 2019, as presented.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas and Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Pierce inquired about warrants #37517 and #37524 to the Staples Credit Plan and warrants #37522 and #37525 to Wex Bank.

Town Manager Roudabush explained warrants #37517 and #37522 were voided when the incorrect amounts were applied to the Staples and Wex Bank accounts. She also explained the Wex Bank account is for Vehicle Fuel used by the Shenandoah Rescue Squad and Fire Department, which is reimbursed by each department.

Following a brief discussion, a *motion* was made by Councilman Jenkins *seconded* by Councilman Fox, to approve the bills, dated **May 28, 2019**, in the **Combined Accounts Disbursement Warrant #37492 - #37525**, in the amount of **\$117,337.17**.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

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

TREASURER'S REPORT

Vice Mayor Kite read the Treasurer's report, submitted by Treasurer Cindy Breeden, for May 28, 2019.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Fox, to approve the May 28, 2019 Treasurer's report, in the amount of \$1,389,95.74, as read.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

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

CORRESPONDENCE

Item # 1 – Treasurer Cindy Breeden provided Council with a memorandum requesting authorization to purchase three (3) bullet proof vests for the Police Officers at a cost of \$2,379.00. She noted the Bullet Proof Vests Grant will reimburse the Town 50% of the approved costs.

Chief Davis explained these will be replacing three of the Police Department’s expired bullet proof vests.

Councilman Fox inquired if the Police K9 also has a bullet proof vest.

Chief Davis explained the K9 does have a bullet proof vest that was donated to the department.

Following a brief discussion, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Pierce, to authorize the purchase of three (3) bullet proof vests at a cost of \$2,379.00.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas and Councilman Lowe

VOTE: Unanimous in favor of motion

Item # 2 – The Council received a copy of a Public Service Notice to inform residents that the water pressure may be reduced in Town from Friday, May 31, 2019, until Friday, June 14, 2019, to allow for Utility Tank Service to clean, and wash out both Tenth Street and Twelfth Street Water Tanks. The notice also stated this is a necessary maintenance procedure and understanding during this time will be greatly appreciated.

Item # 3 – The Council received a thank you letter from CHOICES, the Council on Domestic Violence for Page County, Inc., for the Town’s donation of \$500.00.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush informed Council Public Works employees have been working hard to repair several water leaks around Town.

Councilman Fox inquired about the large gravel put in a pothole on Ninth Street, in place of cold patch.

Town Manager Roudabush explained the Public Works employees are waiting for new cold patch and put gravel in the pothole until they can replace it with cold patch.

Councilman Fox suggested the employees use smaller gravel in the future.

STREETS & PUBLIC PROPERTY

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

Councilman Pierce noted the Public Works employees did a great job putting down sod in front of a home on Maryland Avenue where the yard had to be dug up to create a water and sewer connection for a new home.

Councilman Jenkins noted the Virginia Department of Transportation is beginning work on the Maryland Avenue underpass on May 29, 2019, and this work should last a couple of days.

Councilman Fox requested the ditch be cleaned out at the Dog Park where debris are gathering.

Councilman Fox requested the trees be trimmed on Maryland Avenue near the Tenth Street intersection.

Chief Davis reported trees on highway 340 between Pennsylvania Avenue and Virginia Avenue which also need to be trimmed.

Town Manager Roudabush explained she will contact the Virginia Department of Transportation to have them trim the mentioned trees.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis reported three cameras have been installed in the police vehicles and two more will be installed in the upcoming weeks.

Chief Davis reported he has been attending meetings regarding the Cooter's Good Ol' Boys Fest being held at the Shenandoah Speedway on August 10 and 11, 2019.

Town Manager Roudabush noted the Good Ol' Boys Fest will begin in Town on August 9, 2019 with a cruz-in on First Street and continue at the Shenandoah Speedway on August 10 and 11.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Treasurer Cindy Breeden provided the Council with a memorandum requesting authorization to amend the current FY 18-19 Budget, as several line items are over budget.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve amending budgeted line items within the current FY 18-19 budget, as presented.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas and Councilman Lowe

VOTE: Unanimous in favor of motion

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins requested the Public Works employees schedule time to clean up the Town parks.

Councilman Fox reported one of the JMU Rowing Club's boats is in the river and will need to be retrieved before it is damaged.

Chairman Jenkins informed Council of a citizen's request to plant sunflowers at Big Gem Park.

Following brief discussion, the Council agreed to look into different options on the placement of the sunflowers and decide if it is feasible for the citizen to plant and maintain the flowers.

Chairman Jenkins reported the mural at Veterans Park will be resealed and repainted in the upcoming months. Chairman Jenkins also informed Council of the large turnout for the Boy Scout Troop 8's Flag Retirement Ceremony held on May 24, 2019, as a part of the Town's 22nd Annual Memorial Festival.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins inquired about progress made on bringing a new grocery store to Town, following the closing of the Shenandoah Grocery.

Town Manager Roudabush explained she has been in contact with several potential grocery stores to bring them to Town. She noted she has provided each of them with a list of vacant commercial properties in Town, as well as several vacant lots where they could build a new space, however, she has not received any confirmation of interest yet.

Chairman Jenkins noted Boxcar Deli & Subs and Four Seasons Gifts & Décor had their Grand Reopening and Ribbon Cutting Ceremony on May 23, 2019 following the completion of their renovations and expansion.

Councilman Pierce reported the Speech & Language Center will be relocating from their current address of 529 Fourth Street to 442 First Street.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Comer, to authorize awarding the May 2019 Community Enhancement Award to Brenda and Dan Haggett for the improvements made to their businesses, Boxcar Deli & Subs and Four Seasons Gifts & Décor, located at 500 and 502 First Street.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas and Councilman Lowe

VOTE: Unanimous in favor of motion

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce expressed appreciation for the Town employees doing a great job planning, setting up, and cleaning up from, the Memorial Festival & Parade.

POLICE REPORT

There was nothing to report during this period.

UNFINISHED BUSINESS

Councilman Jenkins inquired about an unfinished sewer line replacement on Junior Avenue.

Town Manager Roudabush explained Constable Construction had emergency repairs to complete outside of Town, and she will contact them to see when they will be back to complete the remaining section of replacement on Junior Avenue.

Councilman Fox inquired about standing water on a vacant lot on Ramona Avenue.

Town Manager Roudabush explained she will contact the Virginia Department of Transportation again and inquire about their plans for the water on the vacant lot. She noted VDOT has been working on completing several other tasks around Town.

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

Donald Muelenburg presented Council with a request for the Town to lease and utilize his property on Williams Avenue as a public picnic area.

Following a brief discussion, the Council noted their appreciation for the offer and agreed to further explore the option.

The Council expressed their appreciation for the Page Youth Football League's donation of a Memorial Flag for Dave Hinkle, to be kept in the Town Museum.

ADJOURN

There being no further discussion, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to adjourn the meeting at 7:51 p.m.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas and Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

William Kite, Vice Mayor

Sarah Dean, Clerk