

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
May 14, 2019**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, May 14, 2019, at 7:05 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 Russell Comer, Jr.; Lynn Fox; I. Michael Lowe; Charles Jenkins; and Richard Pierce.

Council Members absent were: There were no members absent from this meeting.

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

Citizens present were: Mike Uram, Storm Hammer, Noah Hammer, Lauren Printz, Shawn Printz, Grace Lilly, and Jake Turner.

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

RECEIVING OF VISITORS

There were no visitors present during this meeting.

APRIL 23, 2019 REGULAR MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on April 23, 2019, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: None
VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **May 14, 2019**, in the **Combined Accounts Disbursement Warrant #37432 - #37491**, in the amount of **\$164,166.82**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: None
VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for May 14, 2019.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve the May 14, 2019 Treasurer's report, in the amount of \$1,394,893.28, as read.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: None
VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Treasurer Cindy Breeden provided Council with a memorandum requesting they adopt an employee-paid long-term care insurance agreement with the Virginia Retirement System (VRS). The memorandum explained this long-term care is at no cost to the Town and employees will have the option of participating in this program.

Councilmen Pierce and Comer expressed the importance of having a plan like this available to employees.

Vice Mayor Kite inquired about a VRS representative visiting the Town Office to explain the options to employees.

Town Manager Roudabush noted information would be provided to all employees and anyone interested would have the option to visit with a representative.

There being no further discussion, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilman Pierce, to adopt an employee-paid long-term care insurance agreement with the Virginia Retirement System through Genworth Life Insurance Co., as presented.

Members Vote was as follows:

YEA:	Vice Mayor Kite	NAY:	None
	Councilman Comer		
	Councilman Fox		
	Councilman Jenkins		
	Councilman Lowe		
	Councilman Pierce		

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Item # 2 – Mayor Lucas and Council received an offer from Green Ridge Recycling and Disposal Facility, LLC. to reserve disposal capacity at a proposed landfill in Cumberland County, Virginia.

Following a brief discussion, the Council agreed to decline the offer from Green Ridge Recycling and Disposal Facility, LLC.

Item # 3 – Mayor Lucas read the Proclamation for Kids to Park Day 2019 as follows:

**Proclamation
Proclaiming May 18, 2019, as Kids to Parks Day
in the Town of Shenandoah**

WHEREAS, May 18, 2019, is the ninth Kids to Parks Day organized and launched by the National Park Trust held annually on the third Saturday of May; and

WHEREAS, Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks, public lands and waters; and

WHEREAS, we should encourage children to lead a more active lifestyle to combat issues of childhood obesity, diabetes, hypertension and hypercholesterolemia; and

WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and

NOW THEREFORE, I, Mayor Clinton O. Lucas, Jr. do hereby proclaim May 18, 2019, as Kids to Parks Day.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Jenkins, to adopt the Proclamation for Kids to Park Day 2019, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Item # 4 – A copy of the Town's 2018 Annual Drinking Water Quality Report and January 2019 Notice were presented for review. The Water Quality Report for 2018 showed no violations.

Town Manager Roudabush noted copies of this report and notice are available to residents at the Town Hall. She explained the 2019 violation notice was due to a failure to enter several collection sample numbers on one form. Town Manager Roudabush stated there was no bacteria present on any samples.

Item # 5 – The Council received a letter from White, Withers, Masincup, & Cannaday, PC, informing them of the specifics of the Town’s audit. It was noted an official report of the audit would be received once it has been completed.

Item # 6 – Mayor Lucas and Council received a copy of the April 2019 Town Vehicle Gas Logs.

Item # 7 – A copy of the April 2019 Police Department Activity Log was presented for review.

Item # 8 – Mayor Lucas and Council received an invitation from Lord Fairfax Community College to the groundbreaking ceremony for the Russell A. and Rodney A. Jenkins Hall being held on May 16, 2019 at 3:00 pm.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Chairman Kite inquired about Constable Construction completing a sewer line replacement on Junior Avenue.

Town Manager Roudabush explained Constable Construction had emergency repairs to complete outside of Town and will be back to finish the remaining section of replacement on Junior Avenue soon.

Councilman Fox reported a potential water leak on Ninth Street.

Town Manager Roudabush explained Public Works is aware of this leak and will get to it as soon as possible. She noted there have been other high priority water leaks in Town which took precedent.

Councilman Fox inquired about a portion of Tenth Street where a line was dug up and the gravel has not yet been replaced with cold patch.

Town Manager Roudabush noted the Public Works employees had to order cold patch and may not have received it yet. She noted she would ask the employees and make sure this area is repaired soon.

Mayor Lucas reported a potential water leak on Quincy Avenue.

STREETS & PUBLIC PROPERTY

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

Councilman Jenkins noted the Virginia Department of Transportation has been working in various areas around Town.

Town Manager Roudabush explained during her meeting with Mayor Lucas and VDOT representatives, she presented a list of problem areas throughout Town, and VDOT has been working hard to repair as much as they can. She noted VDOT has cleaned out several ditches, installed the culvert at the dog park entrance, and began mowing their right of ways around Town.

Councilman Fox inquired about why the Virginia Department of Transportation did not clean the full length of the ditch out beside the dog park.

Town Manager Roudabush explained she requested VDOT clean out the ditch up to Ninth Street, but the workers may have run out of time after they replaced the culvert at the entrance to the dog park.

Councilman Fox inquired about VDOT's suggestions to keep water from standing on a vacant lot on Ramona Avenue.

Town Manager Roudabush stated VDOT representatives have looked at the property mentioned and stated they are able to ensure their inlets and outlets are open and allowing proper flow, but they are unable to redirect water off the private property. She explained if VDOT obtains an easement to drain the water from the vacant lot, they could risk flooding a neighboring property.

Councilman Comer inquired about a solution for the home on Eighth Street where the yard had to be dug up for the installation of a water and sewer connection for a new home construction.

Town Manager Roudabush explained at first the Public Works employees were waiting until the ground settled where the work had been completed, and once they put down the grass seed, it rained and washed it out again.

Councilman Pierce suggested, although grass seed is usually put down, the Town make a one-time exception for this home on Eighth Street and put down sod, to prevent prolonging the issue.

Following a brief discussion, a *motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to authorize the Town to make a one-time exception and put down sod in front of a home on Eighth Street where the yard had to be dug up to create a water and sewer connection for a new home.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Councilman Fox requested Town Manager Roudabush remind the Public Works employees to clean up brush and grass as they work around Town and suggested the Town purchase a weed eater holder to attach to the mowers to allow for less time and travel between projects.

Town Manager Roudabush explained she will remind them to clean up all grass and brush once they finish, and informed Mayor Lucas and Council of the employee shortage in the Public Works Department.

Councilman Fox suggested having one employee strictly mow and weed eat around Town while others work on leak repairs and other equally important duties.

Town Manager Roudabush noted the Town may have to consider hiring one part-time employee to mow and weed eat during the summer months.

Councilman Jenkins inquired about the Virginia Department of Transportation beginning work on the underpass on Maryland Avenue.

Town Manager Roudabush explained VDOT contracted the work out and the company was not able to get the necessary equipment on the prior scheduled dates. She noted VDOT rescheduled with the company to begin on May 23, 2019, but she discouraged them to begin on this date as that would create traffic issues during the Town's Memorial Festival. She noted she will inform Council when she receives an official schedule for this project.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Councilman Comer inquired about a previously reported vehicle complaint on Eleventh Street.

Lieutenant Morris explained Officer Weaver is working on getting the complaint resolved through the necessary procedures.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce noted the monthly budget for April 2019 has been presented for review.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Pierce reported the Town had to order new flags for the parks in Town and he will put them up as soon as they are received.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Comer inquired about which committee the proposed Railroad Museum would need to be discussed under.

Chairman Jenkins suggested the Museum may initially belong under the Industrial, Economic Development & Procurement committee.

Town Manager Roudabush explained all other public buildings are typically discussed under the Streets & Public Property committee.

Councilman Comer reported the new Railroad Museum signs will be posted on the proposed building site prior to the Memorial Festival.

Chairman Jenkins inquired about any updates on a new grocery store following the closure of the Shenandoah Grocery.

Councilman Comer reported he has received information on a grocery store in Maryland that is looking to expand to different states, that may be interested in bringing a store to Shenandoah. Mr. Comer suggested if the Town exhausts all options and is still unable to bring a grocery store in, then representatives could also explore public transportation options to nearby grocery stores.

Councilman Pierce suggested the Town contact government representatives to request help funding public transportation.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Mayor Lucas recommended an appreciation plaque be given to the Sullivan Family for the Shenandoah Grocery's 40 years of service to the community.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to present the owners of the Shenandoah Grocery with a plaque of appreciation for their 40 years of service in Town.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Mayor Lucas noted a letter would be sent to the family requesting they be present at the next council meeting on May 28, 2019 for the plaque presentation.

Mayor Lucas recommended the Town adopt a Resolution of Respect for David M. Hinkle, as follows:

***RESOLUTION OF RESPECT FOR FORMER
COUNCILMAN DAVID M. HINKLE***

WHEREAS, God in His Infinite Wisdom, has called from our midst David M. Hinkle on February 12, 2019,

WHEREAS, He was a husband, father, and grandfather, to citizens of our area, a leader dedicating his time, energy and knowledge to serving our town and a friend to all that knew him, and

WHEREAS, He died leaving the Town richer and better for the life he lived here, yet leaving a void that will always be felt, and

WHEREAS, He served the Town of Shenandoah as a Councilman, and

WHEREAS, We the Town Council, feel no town had a more faithful, dedicated and concerned servant, and

WHEREAS, We the Town Council, in the regular Town Council Meeting on May 14, 2019, voted in a unanimous way, now,

BE IT RESOLVED, That the sympathy of the Mayor, Town Council, and all Town Employees is extended to his family in their great loss and a copy of this Resolution be given to his family, published and spread upon the Minutes of the Proceedings of the Town of Shenandoah, Town Council.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to adopt a Resolution of Respect for former Councilman David M. Hinkle, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Mayor Lucas suggested two plaques be purchased to present to Mr. Hinkle's family during the Memorial Festival to express the Town's appreciation for his service as a Councilman, as well as a volunteer in the community.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce provided Council with a memorandum requesting authorization to hire Mark Armentrout as a part-time equipment operator. He noted this position would only be as-needed.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to authorize hiring Mark Armentrout as a part-time equipment operator, effective May 15, 2019.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

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

Town Manager Roudabush presented the Council with a request to renew the Post Office parking lot lease.

Following a brief discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to authorize the renewal of the parking lot lease with the Post Office for \$157.50 per month, effective June 1, 2019 to May 31, 2024.

Members Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Town Manager Roudabush inquired about Council's opinion on a schedule to begin paving the Town-owned streets.

Councilman Jenkins advised Town Manager Roudabush collect quotes for paving costs and the Council decide on a schedule at a later meeting.

Town Manager Roudabush explained she has requested the Virginia Department of Transportation take in the remaining Town-owned streets and is waiting to learn more regarding that process.

MAYOR'S REPORT

Mayor Lucas requested members of Council report to him if they will be participating in the Memorial Festival parade on May 25, 2019.

FOR THE GOOD OF THE TOWN

Mike Uram commended Mayor Lucas and Council on their hard work in Shenandoah and on the continuation of the Memorial Festival.

Councilman Comer reported he attended a tourism meeting where videos were shown on how to bring tourists to a small town. Mr. Comer noted if possible, he would like to obtain a copy of the video to present to Council at a later meeting.

Mike Uram noted he also attended the tourism meeting and agreed the videos showed areas like the local small Towns and provided a variety of ideas for community enhancement as well as how to bring tourism to Page County.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Jenkins, to adjourn the meeting at 8:08 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk