

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
August 27, 2019**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, August 27, 2019, at 7:04 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; and Richard Pierce.

**Council Members absent were:** Councilman Charles Jenkins

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

**Citizens present were:** Woody Brown, Jeff Vaughan, Michelle Williams, and Page County High School Government Students.

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

**RECEIVING OF VISITORS**

Page County Fire-EMS Coordinator, Woody Brown, provided the Council with an update on the Town and County Emergency Medical Services. As a part of his report, he presented response statistics for the Shenandoah Volunteer Rescue Squad and Page County EMS for the full year of 2018 to July 2019. Woody Brown informed Council Page County EMS will continue operating out of the old Grove Hill School building for at least one year, until they are able to decide on an alternate location that would allow them to continue providing adequate emergency services to residents throughout Page County.

Mayor Lucas and Council expressed their appreciation for Page County Fire-EMS continuing to work to provide emergency services to citizens in the Town of Shenandoah and throughout Page County.

**AUGUST 13, 2019 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Lowe, *seconded* by Council Pierce, to approve the *Regular Meeting Minutes* held on August 13, 2019, as presented.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**

**APPROVAL OF BILLS**

Vice Mayor Kite inquired about Hybrid Payroll Taxes.

Town Manager Roudabush explained Hybrid Retirement refers to employees who began working for the Town after January 1, 2014.

Councilman Pierce inquired about warrant #37720 to JK Enterprise Landscape Supply.

Town Manager Roudabush explained this was for the delivery of ADA-compliant surfacing for the WigWam Village Playground. She noted there will be several more invoices from JK Enterprise Landscape Supply as they continue delivering surfacing, as a part of Phase II of the playground equipment replacement.

Following a brief discussion, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to approve the bills, dated **August 27, 2019**, in the **Combined Accounts Disbursement Warrant #37709 - #37734** in the amount of **\$88,850.35**.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**

### **TREASURER'S REPORT**

Mayor Lucas presented the Treasurer's Report, submitted by Cindy Breeden, for August 27, 2019.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Fox, to approve the August 27, 2019 Treasurer's report in the amount of \$1,643,885.10, as presented.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**

### **CORRESPONDENCE**

**Item # 1** – Information was provided on Stuff the Cruiser, being held by the Page County TRIAD, the Page County Sheriff's Department, and the Shenandoah Police Department, to collect and distribute basic, needed items to seniors in the community who are less fortunate. Donations will be collected at the Shenandoah Dollar General, at 727 Fourth Street, Friday, September 6, 2019 from 10 am to 6 pm. Items will be distributed Saturday, September 7, 2019 from 10 am to 2 pm at the Shenandoah Town Hall, at 426 First Street. To pick up bagged items Saturday, you must be 60+ years old, and present a valid Medicare and/or Medicaid card.

**Item # 2** – Personnel Committee Chairman, Richard Pierce, provided Mayor Lucas and Council with a memorandum to inform them Thomas Pendleton, III, will pass his probationary period, as Public Works Director, on September 1, 2019.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to authorize Thomas Pendleton, III, for a five (5) percent pay increase, beginning with the next payroll, for passing his probationary period.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**

**Item # 3** – Personnel Committee Chairman, Richard Pierce, provided Mayor Lucas and Council with a memorandum to inform them Trey Pendleton will pass his probationary period, as Chief Water/Wastewater Operator, on September 1, 2019.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, to authorize Trey Pendleton for a five (5) percent pay increase, beginning with the next payroll, for passing his probationary period.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**

### **COMMITTEE REPORTS**

#### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush reported the repair of the Tenth Street water tank is complete. She noted the filling of the tank created new water leaks around Town, which had to be repaired immediately, resulting in older water leaks being left unrepaired for a few extra days. Town Manager Roudabush informed Council they may want to consider replacing the Tenth Street water tank in the future.

Town Manager Roudabush stated the Public Works Department is planning to begin repairing the water leak at the intersection of Tenth Street and Ramona Avenue on August 28, 2019. She noted the Public Works employees have been waiting for Mark Armentrout to assist in this water leak repair because of the intertwining lines in this area.

Councilman Fox suggested Public Works make the water leak at the intersection of Tenth Street and Ramona Avenue a priority, as the leak is progressively getting worse.

Chairman Kite explained this is a problem area due to the proximity of the sewer lines to the involved water lines.

Councilman Pierce inquired about relining the existing water lines on Maryland Avenue.

Town Manager Roudabush explained she has reached out to a contractor regarding the relining of these problem areas and she is waiting to receive more information on the process and quotes from them.

Chairman Kite inquired about the potential water leak reported on Sixth Street.

Town Manager Roudabush explained Public Works employees checked the water meter and Town water lines near the reporting property and could not locate a problem.

### **STREETS & PUBLIC PROPERTY**

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

Councilman Fox inquired about progress on pavers being contacted for various projects around Town.

Town Manager Roudabush explained she has met with representatives from four paving companies to show them the problem areas in Town and she has not received a quote from any of the companies yet. She noted each representative did state the earliest they would be able to begin working in Town would be October 2019.

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

(Chairman Kite and Councilmen Jenkins and Comer)

Councilman Fox reported a resident contacted him regarding the process for discarding found drug paraphernalia.

Chief Davis explained residents should immediately contact the Police Department if they see concerning items.

## **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 she met with a representative of the Department of Game and Inland Fisheries at the River Park and Boat Landing to discuss the possibility of the Town receiving a grant for an ADA-compliant fishing dock and fishing module. She explained she will look further into the application process and provide Council with any updates she receives regarding this process. Town Manager Roudabush also noted land acquisition could also be a part of this grant, too.

Town Manager Roudabush reported the installation of a stationary train is almost complete as a part of Phase II of the WigWam Village playground equipment replacement.

Town Manager Roudabush reported Public Works employees rented a small piece of equipment to thoroughly clean the walking area at the River Park and Boat Landing, as requested by the Council.

Mayor Lucas inquired about the continued process of prevention of duck weed in Big Gem Pond.

Town Manager Roudabush explained Public Works employees are still working to remove the duck weed from the pond with chemicals but can only treat the pond as directed. She noted after speaking with a Department of Game and Inland Fisheries representative, it was found there were several varieties of fish living in the pond, and the Department of Game and Inland Fisheries have offered to help maintain the pond only if the Town discontinues the use of blue dye in the pond.

Council agreed the Town should stop utilizing pond dye immediately and accept all assistance offered by the Department of Game and Inland Fisheries.

Councilman Pierce suggested the Public Works employees skim the duck weed out of the pond.

Town Manager Roudabush explained the Public Works employees will be working to repair high-priority water leaks around Town, but they may be able to find time to skim the duck weed out of the pond in the upcoming weeks.

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

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Comer inquired about use of the Transient Occupancy Tax funds to cover the costs of estimates for the Railroad Museum construction.

Town Manager Roudabush noted she would need to look further into the current contract with the architect to determine what costs are already being covered by donations given to the Town for the future Railroad Museum.

Councilman Comer noted he does not believe the estimates required are covered by the current contract with the architect.

Town Manager Roudabush cited §58.1-3819 from the Code of Virginia regarding Transient Occupancy Tax: “[Page County] may levy a transient occupancy tax not to exceed five percent, and any excess over two percent shall be designated and spent solely for tourism and travel, marketing or tourism or initiatives that, as determined after consultation with the local tourism industry organizations, including representatives of lodging properties located in the county, attract travelers to the locality, increase occupancy at lodging properties, and generate tourism revenues in the locality.”

Councilman Comer noted the Railroad Museum would be considered a tourism attraction once it has been constructed.

Town Manager Roudabush stated the Town may need to consult an attorney regarding the interpretation of this section of the Code of Virginia.

Mayor Lucas stated the Council does not want to authorize the misuse of the Transient Occupancy Tax funds received and prevent the Town from receiving these funds in the future. Mayor Lucas suggested Town Manager Roudabush contact a representative from Page County to discuss the use of these funds for the estimates for the future Railroad Museum.

Town Manager Roudabush explained the Town is required to provide Page County with a detailed report stating exactly where all Transient Occupancy Tax funds received are spent. Town Manager Roudabush noted she will need Council’s opinions on what marketing practices they think the Transient Occupancy Tax funds would be best spent on, if they cannot be utilized for the Railroad Museum.

## **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)

There was nothing to report during this period.

**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 stated the Shenandoah Town Council and Planning Commission will be holding a Joint Public Hearing September 24, 2019 at 7 pm at the Town Hall to consider the rezoning of properties, owned by the Town of Shenandoah, currently containing utilities, at 102 Back Road, in Shenandoah, identified by tax map numbers: 102A5-(1)- lots 4, 5, and 6, and 102A5-(1)- lots 13, 14, 15, and 16, from Residential (R2) to Industrial.

Town Manager Roudabush reported the Town received a \$2,000.00 Safety Grant from VML. She explained the list of safety items, approved by VML, will cost a total of \$2,130.72, plus shipping.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to authorize the purchase of a grant-approved list of safety items at a total cost of \$2,130.72, plus shipping.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**



Town Manager Roudabush reported the Shenandoah Moose Lodge has offered their building on Highway 340 as a disaster relief location. She explained the Moose Lodge will accommodate 200 people, and can be utilized during any natural disasters, excluding mass flooding.

**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 Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 7:57 p.m.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Sarah Dean, Clerk