

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
October 22, 2019**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, October 22, 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 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 Paul Davis, Police Chief.

**Citizens present were:** Alexis Shifflett, Skyler Shifflett, Matthew Duck, Katelyn Kline, and Zack Benson.

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

**RECEIVING OF VISITORS**

There were no visitors present during this meeting.

**OCTOBER 8, 2019 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to approve the *Regular Meeting Minutes* held on October 8, 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 Councilman Comer, *seconded* by Vice Mayor Kite, to approve the bills, dated **October 22, 2019**, in the **Combined Accounts Disbursement Warrant #37840 - #37871** in the amount of **\$59,032.99**.

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 and Council reviewed the Treasurer's Report, submitted by Cindy Breeden, for October 22, 2019.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to approve the October 22, 2019 Treasurer's report in the amount of \$1,586,923.11, 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**

## **CORRESPONDENCE**

**Item # 1** – Information was provided on the 5<sup>th</sup> Annual Fall Senior TRIAD Conference being held Thursday, October 24, 2019 at Christ United Methodist Church. Registration will begin at 8 am and the program will be held from 9 am to 1 pm. Panel Discussions will include Financial Abuse of Seniors, Successful Aging: Realities, Myths, and Resources, and Homes Security Assessments/Weather Emergency Preparedness. Seniors will enjoy a free lunch and can win door prizes, a 50/50 raffle, and visit with various vendors. For more information, contact Sergeant Steve Owens, of the Page County Sheriff’s Office, at 540-743-6571 ext. 3382.

**Item # 2** – Mayor Lucas and Council received a flyer for Boxcar Deli & Subs’ FREE Kids Pumpkin Painting being held Wednesday, October 30, 2019 from 5 pm to 7 pm. Boxcar Deli & Subs will provide the pumpkin and paints and each child will also receive a trick or treat grab bag. All children will receive 50% off any kids’ meal with the purchase of an adult meal.

**Item # 3** – Mayor Lucas and Council were reminded the Town’s Trick or Treat will be held October 31, 2019 from dusk until 10pm.

**Item # 4** – Information was provided on the Town’s 8<sup>th</sup> Annual Veterans Service being held November 10, 2019 at 3:00 pm at the Veterans Park on Virginia Avenue.

Mayor Lucas noted the service is planned to be held outside, but an indoor location may be announced closer to the date if colder weather, rain, or snow is forecasted.

## **COMMITTEE REPORTS**

### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush reported the Town’s ditch witch needs a hose, two valves, and a replacement suction tool.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to authorize purchasing parts for the ditch witch at a cost up to \$2,000.00, plus shipping.

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**

### **STREETS & PUBLIC PROPERTY**

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

Councilman Jenkins inquired about the progress of various paving jobs approved by the Council.

Town Manager Roudabush reported the paving has been completed and the Town is now waiting on the Virginia Department of Transportation's approval on these streets.

Town Manager Roudabush reported the sewer line replacement on Bank Street is partially complete. She explained the contractor has put down gravel to allow the area to settle and will be back to complete the paving. Town Manager Roudabush noted the Town has not received any complaints from the affected citizens, as the contractor worked diligently to keep the street open and accommodate the residents.

Councilman Comer inquired about the extent of paving on Bank Street.

Town Manager Roudabush explained there is an unpaved portion of Bank Street, which will remain in its current state. She assured Council the contractor will return the affected portion of Bank Street to the condition in which they found it, if not better.

Town Manager Roudabush noted the Town may need to consider relining or replacing a portion of the sewer lines on Maryland Avenue, in the future.

Councilman Fox inquired about the paving of Junior Avenue.

Town Manager Roudabush explained the Public Works employees have put cold patch in the potholes near the intersection of Junior Avenue and Hockman Avenue, but the paving bids widely varied in estimated costs and procedures and the Council agreed to not move forward with paving at this time. She noted new estimates will be obtained early next year.

Councilman Fox suggested the Public Works employees place seed and mulch where a water leak was repaired on Eleventh Street.

Town Manager Roudabush reported there was also a water leak repaired in front of a home on Gregory Street.

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

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis informed Mayor Lucas and Council the Town's Attorney has been contacted regarding a citizen complaint.

## **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)

Chairman Jenkins reported the Page Valley Community Tennis Association is deactivating and will no longer be maintaining the Tennis Courts in Town after this year. He explained the Association is currently working to complete final repairs to the Courts.

Councilman Pierce suggested the Town continue to maintain the Tennis Courts, as they are highly used by community members and noted this will be discussed further at budget workshops.

Chairman Jenkins reported the JMU Crew Club will be holding a Clean Up at the River Park and Boat Landing on October 27, 2019 from 10 am to 2 pm.

Chairman Jenkins reminded Council of a request from the Shenandoah Volunteer Fire Department, involving Big Gem Park. He confirmed the access road at Big Gem Park has been filed with Page County and must be placed in the planned location.

Town Manager Roudabush informed Council the Town plans to hold three Outdoor Movie Nights on First Street in 2020 and will need the proper equipment to allow for an easy setup. She explained the Luray-Page County Chamber of Commerce has previously partnered with the Towns to hold similar Movie Nights three times a year (one in each Town in the County) but they are planning to withdraw their participation and only assist in the advertisement of the Movie Nights. Town Manager Roudabush noted the Town will be responsible for finding sponsors to cover the cost of the movies.

Councilman Pierce informed Council Christ United Methodist Church's Community Focus Group is planning to help with the Outdoor Movie Nights, as they have in previous years.

Town Manager Roudabush noted the sponsors will be offered a location to set up a tent and table during the movie they sponsor, but there will no longer be a large resource fair held prior to the movies.

Town Clerk Dean reported the Outdoor Movie Nights have been well received in the past as it provides a free activity for community members. She also noted the removal of the resource fair is to allow for a shorter event time and will not require families to keep children out as long.

Following a brief discussion, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to authorize the purchase of equipment for Outdoor Movie Nights, at a cost up to \$3,000.00, to be paid from the Transient Occupancy Tax funds.

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**

Town Manager Roudabush reported the Second Saturday Art events will no longer be held at Stevens Cottage. She informed Council Website Administrator, Joyce Fluharty, is working to plan new events in 2020 and Clerk Sarah Dean is also working to plan a new River Festival, along with the remaining annual events in Town. Town Manager Roudabush noted it is hoped the River Festival will include fireworks.

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

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported the Luray-Page County Chamber of Commerce's Business After Hours, held at T-Bowl Lanes on October 17, 2019, had a decent turnout of business owners and community members. He expressed appreciation for Mamma Mia's Italian Restaurant and Rudy's North Side Diner for catering the event.

Town Manager Roudabush also expressed appreciation to the Shenandoah Industrial Corporation for sponsoring the cost of the catering.

### **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)

Mayor Lucas and Council received a letter of resignation from Police Officer Nicholas Weaver.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to accept Nicholas Weaver's resignation notice, effective November 12, 2019.

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 and Council received a memorandum from Chairman Pierce requesting authorization to change Steve Breeden's title to Mechanic, in addition to still having General Maintenance Worker duties. The memorandum explained Steve has already surpassed his probation, so his new salary will be \$25,000, effective the next payroll, with no probationary raise. It was also noted Steve will not be required to obtain his CDL License.

Vice Mayor Kite inquired about Steve Breeden's beginning salary amount.

Councilman Pierce reminded Council the Town's minimum salary for full-time employees was changed to \$25,000 a year, effective with the current budget.

Vice Mayor Kite suggested the Council consider a salary increase for Steve Breeden in the future, to ensure he is being paid a fair salary for the work he is performing as a Mechanic for the Town.

Following a brief discussion, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to authorize Steve Breeden changing his title to Mechanic, in addition to still having General Maintenance Worker duties, at a yearly salary of \$25,000.00.

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**

Mayor Lucas and Council received a memorandum from Chairman Pierce requesting authorization to promote Josh Lam to full time General Maintenance Worker with a starting salary of \$25,000, with a \$1,000 raise after obtaining his CDL License, and a 5% raise after passing his probation.

Councilman Comer inquired about the benefits of being promoted from a part-time to a full-time employee.

Town Manager Roudabush explained full-time employees receive several benefits including health insurance, holiday pay, and eligibility for overtime, plus the salary increase.

Following a brief discussion, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox, to authorize promoting Josh Lam to full time General Maintenance Worker with a starting salary of \$25,000.00, with \$1,000.00 raise after obtaining his CDL License, and a 5% raise after passing his probation.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	<b>NAY:</b> None
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**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 informed Council she is planning to attend the Virginia Department of Transportation meeting being held at 3 pm in Harrisonburg on October 28, 2019.

Town Manager Roudabush also reported VDOT will be in Town October 23, 2019 at 9:30 am to continue investigating a drainage complaint on Virginia Avenue.

Town Manager Roudabush reminded Mayor Lucas and Council of the Annual Chamber Banquet being held November 14, 2019 at 5:00 pm at the Mimslyn Inn. She inquired if any Council Members desire to use the free tickets given to the Town for being a bronze sponsor of the event.

Councilmen Lowe and Jenkins agreed to attend the Annual Chamber Banquet November 14, 2019.

### **MAYOR'S REPORT**

Mayor Lucas informed Council Jim Kite, a previous player and coach for the Shenandoah Indians Baseball Team, passed away recently. Mayor Lucas requested the Town make a contribution to Madison Youth Sports, as requested by the family of Mr. Kite, on behalf of the Town and the Shenandoah Indians Baseball Team.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to authorize a contribution of \$50.00 to Madison Youth Sports, from the Town and the Shenandoah Indians Baseball team, in memory of Jim Kite.

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**

### **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 Councilman Lowe, *seconded* by Vice Mayor Kite, to adjourn the meeting at 7:53 pm.

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:

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Clinton O. Lucas, Jr., Mayor

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Sarah Dean, Clerk