

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
February 25, 2020**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, February 25, 2020, 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.; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Vice Mayor William Kite and Councilman Lynn Fox.

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

Citizens present were: None.

Media Representatives: None.

RECEIVING OF VISITORS

There were no visitors present during this meeting.

FEBRUARY 11, 2020 REGULAR MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to approve the *Regular Meeting Minutes* held on February 11, 2020, as presented.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Fox

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Pierce inquired about warrant #38135 to Dean Home Center, invoice #168949/1.

Town Manager Roudabush explained the manure fork and small milk house heater were purchased for the Sewer Plant and the other small milk house heater was purchased for the Water Hauling Station.

Mayor Lucas inquired about warrant #38131 to Blue Ridge Press.

Town Manager Roudabush explained the Town used Transient Occupancy Tax funds to place a full-page, colored ad, in the Shenandoah Valley monthly magazine for 6 months. She noted several of the Town businesses also advertise in this magazine and have noticed an increase in tourist traffic, as this magazine is dispersed throughout the surrounding Towns and Counties including placement at Massanutten Resort.

There being no further questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilman Lowe, to approve the bills, dated **February 25, 2020**, in the **Combined Accounts Disbursement Warrant #38130-#38169** in the amount of **\$84,044.38**.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Fox

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Council reviewed the Treasurer's Report, submitted by Cindy Breeden, for February 25, 2020.

There being no questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Jenkins, to approve the February 25, 2020 Treasurer's report in the amount of \$1,761,009.04, as presented.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Fox

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Treasurer Cindy Breeden presented Council with a memorandum requesting the purchase of two (2) fireproof file cabinets for the Town Manager’s Office.

Councilman Jenkins noted after reviewing the prices he was unable to find any cheaper fireproof file cabinets online than the ones the memorandum suggested.

Mayor Lucas recommended checking with local office supply and surplus dealers for cheaper file cabinets before purchasing the two suggested cabinets.

Councilman Jenkins also noted if the Town does purchase used cabinets to make sure all cabinets have working keys and parts.

Following a brief discussion, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Jenkins, to authorize the purchase of two (2) fireproof file cabinets at a cost up to \$2,298, to be taken from the General Capital Outlay Town Office Equipment and Miscellaneous budgeted line items.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Fox

VOTE: Unanimous in favor of motion

Item #2 – Mayor Lucas and Council received the January 2020 Town Vehicle Gas Logs for review.

Item #3 – A copy of a Daily News article regarding the events Joyce Fluharty is planning for 2020 at Big Gem Park was presented to the Council. These events include: Music in the Park from April – September, on the last Friday of each month, Art in the Park on August 29th and 30th, and a community yard sale on April 3rd and 4th.

Item #4 – Mayor Lucas and Council received a thank you letter for the Town’s donation to the Shenandoah Community Library.

Item #5 – A flyer was presented for the free Family Game Night beginning at 5 pm on Saturday, February 29, 2020 inside the Fellowship Hall at Christ United Methodist Church.

Item #6 – Council received a flyer for The Promisedland Quartet performance happening at the Church of the Valley on Sunday, March 1, 2020 at 7 pm.

Item #7 – Mayor Lucas and Council received a flyer for the 2020 Youth Rally “Tackling the Problems of Youth.” The program will be held Sunday, March 1st at Redeeming Love Fellowship at 3 pm and will discuss substance abuse, cyber bullying, alienation, and suicide with Speakers Ashley Shifflett, Coach Chris Dodson, and Joel Bonvicini.

Item #8 – Town Manager Roudabush informed Council Boxcar Deli, Mamma Mia Italian Restaurant, Mr. Garcia’s Mexican Grille & Cantina, and Rudy’s Diner will be participating in Page County Restaurant Week 2020. A flyer was also presented for the week-long event being held March 15-21 to allow restaurants throughout Page County to showcase their menus. For more information and a full list of participating businesses, visit www.dineoutpagecountyva.com

Item #9 – Mayor Lucas and Council received a flyer for the 2020 Music in the Park series to be held at Big Gem Park. The list of musicians and food vendors are as follows:

- April 24 – Whistlin’ Dixie – Twirling Medallions
- May 29 – Josh Davidson – Boxcar Deli & Subs
- June 36 – Blue Ridge Thunder – Boxcar Deli & Subs
- July 24 – Just One More Bluegrass Band – Boxcar Deli & Subs
- August 28 – Don Smiley – Karen’s Frozen Favorites
- September 25 – Mountain High Rise – Boxcar Deli & Subs

Item #10 – Councilman Comer inquired about the status of purchasing new Town vehicles.

Town Manager Roudabush explained she is still looking into the businesses listed on State Contract. She noted if the vehicles with the required specifications cannot be found through the dealerships listed on the State Contract then the Town would need to obtain bids.

Councilman Jenkins reported the Town may apply for a grant/loan combination through Rural Utility Services for a utility truck and a police vehicle.

Chief Davis explained the current police vehicle is constantly being repaired and needs to be replaced.

Following a brief discussion, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to authorize the Town Manager to apply for a grant/loan combination through Rural Utility Services for a utility truck for the Public Works Department and a Police Department vehicle

Members Vote was as follows:

YEA: Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Fox

VOTE: Unanimous in favor of motion

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

A *motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to approve a water and sewer connection for Ira Carte for a new home construction on High Knoll Terrace.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Fox

VOTE: Unanimous in favor of motion

Councilman Comer inquired about the current cost of a water and sewer connection.

Town Manager Roudabush explained the inside water and sewer connection costs are \$4,000.00 and \$5,000.00, respectively. She noted this amount could change with the upcoming budget season.

Town Manager Roudabush reported the Public Works employees need a 6" valve to complete a water leak repair on Pennsylvania Avenue.

Councilman Comer inquired about the cost of shipping.

Town Manager Roudabush explained the employees may be able to find the valve and bands locally and there would be no shipping cost.

Following a brief discussion, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilman Jenkins, to authorize the purchase of a 6" valve and bands at a cost of \$1300.00, plus shipping, to be transferred from the Water and Sewer Utility checking account into the Utility checking account.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

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

STREETS & PUBLIC PROPERTY
(Chairman Kite, Councilmen Comer, Fox, and Lowe)

There was nothing to report during this period.

POLICE, SAFETY, & JUDICIAL
(Chairman Kite and Councilmen Jenkins and Comer)

Councilman Jenkins reported there is a potential sixth officer position to be created during the upcoming budget season.

Chief Davis reported he has recently obtained many items from military surplus to benefit the Police Department.

TAXATION & FINANCE
(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce reminded Council of the upcoming budget workshop being held March 10, 2020 at 6 pm.

PARKS & RECREATION
(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported the new swing set has been installed at the WigWam Village Playground. He noted this completed phase II of the equipment replacement and the Town will now begin fundraising efforts for phase III.

Town Manager Roudabush informed Council Girl Scouts Troop 40771 will be dedicating a Free Library at WigWam Village Playground on March 9, 2020 at 2 pm. She also reported the Grand Reopening Ribbon Cutting Ceremony for Phase II of the playground equipment replacement at WigWam Village will be held March 23, 2020 at 2 pm.

Chairman Jenkins noted the funds obtained from the Page Valley Community Tennis Association when they dissolved are earmarked for the creation of an additional tennis court near the current courts at the WigWam Village Playground. He noted the Shenandoah Indians Baseball Club funds are also earmarked specifically for the creation of a baseball field at Big Gem Park and explained these funds cannot be used for any other projects in Town.

Councilman Comer presented Council with a plan to expand Veterans Park and allow for approximately 200 additional bricks to be placed in honor and in memory of members of the U.S. Military.

Councilman Jenkins reported there is a waiting list at Town Hall which shows a desire for the expansion. He explained he would like to see an official plan and quote to show the practicality of the expansion.

There being no further questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to authorize obtaining a quote from the Shenandoah Machine Shop for the expansion of Veterans Park.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Fox

VOTE: Unanimous in favor of motion

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported Page County has been selected to participate in a small scale producer pilot program, he explained he will provide more details on the program as they develop.

Council expressed great interest in learning more about the program and how it will benefit the Town and local businesses.

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

Councilman Lowe inquired about the status of a previous request to adopt a 2A Sanctuary Resolution.

The Council agreed to review and discuss a sample resolution at a later meeting.

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 inquired about an update on negotiations between the Shenandoah Volunteer Fire Company and a local property owner.

Town Manager Roudabush noted she is unaware of any decisions made regarding the property, but the two parties are still in negotiations.

It was reported a citizen complaint was received regarding property owners utilizing a cul-de-sac for private parking.

Chief Davis noted he would have an officer look into the complaint.

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 Pierce, *seconded* by Councilman Lowe, to adjourn the meeting at 8:17 pm.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Fox

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk