

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
AUGUST 11, 2020**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, August 11, 2020, at 7:00 p.m., 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.; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Mayor Clinton O. Lucas, Jr.; Councilmen Lynn Fox; Charles Jenkins.

Other Town Officials present were: Juanita Roudabush, Town Manager/MMC; Christl McCoy, Systems Manager; and Paul Davis, Police Chief.

Citizens present were: Regina Hilliard, President, Luray-Page County Chamber of Commerce.

Media Representatives: None.

RECEIVING OF VISITORS

Regina Hilliard, President of the Luray-Page County Chamber of Commerce spoke to the Council regarding the impact of COVID-19 on the businesses and tourism in the County. In addition, her report included recent statistics on Chamber membership, marketing strategies, and website traffic.

Mrs. Hilliard provided a list of upcoming Chamber events, which can be found on their website (www.visitluraypage.com) or on their Facebook page. She reminded Council the August Chamber of Commerce Business After Hours will be held on Thursday, August 20, 2020 from 5:30 to 7:00 PM at Taste: The Southern Market, located at the newly renamed Town Center in Shenandoah. The Shenandoah Industrial Corporation is sponsoring food for this event.

Town Manager Roudabush stated prior to the Business After Hours event, there will be a Ribbon Cutting for the new and newly expanded businesses located in Town Center.

Vice Mayor Kite and the Council thanked Mrs. Hilliard for her update.

JULY 28, 2020 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on July 28, 2020, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas; Councilman Fox; Councilman Jenkins

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

A *motion* was made by Councilman Comer, *seconded* by Councilman Lowe, to approve the bills, dated **August 11, 2020**, in the **Combined Accounts Disbursement Warrant #38511 - #38542** in the amount of **\$87,924.19**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas; Councilman Fox; Councilman Jenkins

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

A *motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to approve the August 7, 2020 Treasurer's report, submitted by Cindy Breeden, in the amount of \$2,091,112.28, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas; Councilman Fox; Councilman Jenkins

VOTE: Unanimous in favor of motion

CORRESPONDENCE

There was nothing to report during this period.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

There was nothing to report during this period.

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)

Chief Davis updated Council on the mobile computers and equipment to be installed in each of the six police officers' vehicles. Installation could take place in two weeks. Final cost of the equipment came to approximately \$3,000 less than the amount approved by Council. **Funding for this equipment is through the CARES Act.**

Chief Davis submitted a request for approval of \$87,051.40 for the purchase of two police vehicles and equipment. Vehicle #1 is in the Fiscal year 2020-2021 and will be funded by the USDA loan/grant program, with 15% to be reimbursed to the Town. Vehicle #2 is an allowable expense due to COVID-19 and **\$43,525.70 will be reimbursed to the Town via the CARES Act funds.**

Chief Davis stated both vehicles will be Ford Explorers. One vehicle is designated for the new full-time police officer, who is currently sharing a vehicle with another officer. The second vehicle will replace the oldest police vehicle, which is nearly 10 years old, with over 80,000 miles on it. The older vehicle will be used as back-up if needed.

A *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to approve \$87,051.40 for the purchase of two police vehicles and equipment.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas; Councilman Fox; Councilman Jenkins

VOTE: Unanimous in favor of motion

Town Manager Roudabush stated the Town has received more than \$7,000 to date in reimbursements from the CARES Act for expenses related to COVID-19.

Councilman Comer asked who the expenses are submitted to for reimbursement?

Town Manager Roudabush responded the current arrangement is to submit all expenses directly to County Administrator Amity Moler.

Councilman Pierce asked for there be a report available to Council at each meeting of expenses submitted and what has been reimbursed.

Town Manager Roudabush stated that information is being tracked by the Treasurer and providing it will not be an issue. She also noted Town Council will be voting for any purchases over \$500 even though this money will be reimbursed at a later date.

Town Manager Roudabush advised Council of additional CARES Act funds to be dispersed by the County and police salaries are among the allowable expenses the Towns can submit. She is awaiting clarification on the starting date for these expenses.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Mayor and Council received copies of the July 2020 budget for review.

Councilman Pierce noted on page 3 of the budget the line item for “miscellaneous income” is at 640%.

Town Manager Roudabush was unsure of the reason at the time of the meeting. Further research after the meeting found \$3,000 was an administrative fee paid to the Town by AT&T, which was not part of the monthly rental income the Town will receive.

Systems Manager McCoy provided update on delinquent real estate taxes being collected by the Town’s Tax Attorney James Elliott. To date, over \$109,000 in delinquent taxes have been collected since this collection method was implemented in September 2018. She also advised Council of a tax sale of eleven Town properties which will be conducted by Attorney Elliott in September at the Page County Courthouse, along with several other properties being sold by the County. More details will be available on these properties closer to the date of the sale.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Pierce stated new flags will be put up at Veterans Park next week.

Town Manager Roudabush informed Council the August 7 Cruz-in on First Street and the July Outdoor Movie Night were both postponed due to weather and will be held on Friday, August 14, 2020, weather permitting. The Cruz-in starts at 6:00 P.M. and “The Land Before Time” will be shown at approximately 8:30 P.M.

Councilman Pierce stated Christ United Methodist Church will be providing popcorn for the event.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush announced Rudy’s Diner will be expanding by opening “Rudy’s Roadside and Daisy’s Dairy Bar”, located inside Cooter’s in Luray. They will serve a limited menu, ice cream and also run a small convenience store. The Town will have a display kiosk located in the store.

She expressed her gratitude to the owner and management of Cooter’s for giving Shenandoah businesses the opportunity to expand into their well-established business. Because the Town businesses went above and beyond during the Cooter’s Good Ole Boys Festival event held in Shenandoah in 2019, the owner looked to Shenandoah for this opportunity.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Vice Mayor Kite nominated, and Council approved for a property to receive a Community Enhancement Award. The award will be presented at a future meeting.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Vice Mayor Kite praised Public Works for keeping up with the mowing and trimming in addition to their other responsibilities, despite still not having Trustees available from Page County Sheriff’s Dept.

Town Manager Roudabush state the new part-time parks and rec employee worked his eight hours last weekend, plus donated another several hours of his time to help at the parks.

UNFINISHED BUSINESS

There was nothing to report during this period.

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

There was nothing to report during this period.

ADJOURN

There being no further discussion, a *motion* was made by Councilman Comer, *seconded* by Councilman Lowe, to adjourn the meeting at 8:00 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas; Councilman Fox; Councilman Jenkins

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

William Kite, Vice Mayor

Christl McCoy, Acting Clerk