

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
AUGUST 25, 2020**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, August 25, 2020, at 7:00 p.m., 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; Charles Jenkins; and Richard Pierce.

Council Members absent were: Councilman I. Michael Lowe.

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

Citizens present were: The Womack Family and the Hensley Family.

Media Representatives: None.

AWARD PRESENTATION

Mayor and Council presented the August 2020 Community Enhancement Award to T-Bowl Lanes. The award was accepted by B. A. Womack, III, owner of the property located at 414 North Fifth Street.

Mr. Womack thanked Council for the award and gave a brief history of the bowling alley, which opened for business in the 1960's. He also thanked the current manager of the bowling alley, Scott Hensley.

Mr. Hensley also thanked Council and the Womacks. The bowling alley hosts bowling tournaments each year, has several leagues that bowl each week and also hosts birthday parties and other public and private events.

Mayor and Council thanked both families for coming and expressed their appreciation for providing family recreation for the citizens of the Town.

RECEIVING OF VISITORS

There were no other visitors in attendance.

AUGUST 11, 2020 REGULAR MEETING MINUTES

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

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **August 25, 2020**, in the **Combined Accounts Disbursement Warrant #38543 - #38577** in the amount of **\$68,724.37**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

Councilman Pierce stated anything noted COVID-19 is a reimbursable expense through the CARES Act.

Councilman Comer asked what the invoice payable to “Staples Credit Plan” was for?

Systems Manager McCoy advised this is the Staples credit card account for purchasing office supplies.

Mayor Lucas questioned the expense for brass fittings.

Vice Mayor Kite explained brass is more durable than galvanized and worth the additional expense.

TREASURER'S REPORT

A *motion* was made by Councilman Fox, *seconded* by Councilman Pierce, to approve the August 21, 2020 Treasurer's report, submitted by Cindy Breeden, in the amount of \$2,090,005.71, as presented.

Members Vote was as follows:

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

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Council received a listing of Town and Page County properties being sold by Attorney James Elliott. These properties are being sold due to delinquent real estate taxes owed to either the Town and/or to Page County. The sale will be held on Wednesday, September 9, 2020 at 1:00 p.m. at the Page County Courthouse.

#2 – Council received the July 2020 Vehicle Gas Log for review.

#3 – Council received a press release from Page County Development & Tourism announcing the award of over \$770,000 in State Grant Funds for COVID-19 Recovery. These funds are available to all Page County businesses in a first-come, first serve basis and can be used for a wide-range of expenses. The funds also include a Food Hub Grant to provide food assistance to laid off workers, elderly, etc.

#4 – Council reviewed an email from Jonathan Comer, who expressed his interest in serving as the Town's representative on the Page County Economic Development Authority.

A *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to recommend Jonathan Comer, to serve as the Town's representative on the Page County Economic Development Authority.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

#5 – Council reviewed the final version of the Town of Shenandoah’s Infectious Disease (COVID-19) Preparedness and Response Plan and Policy.

A ***motion*** was made by Councilman Jenkins, ***seconded*** by Vice Mayor Kite, to replace the draft plan and adopt the final version of the Town of Shenandoah’s Infectious Disease (COVID-19) Preparedness and Response Plan and Policy.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

Town Manager Roudabush thanked Treasurer Breeden for her research and preparation of the plan and Chief Davis for providing employee training to implement the new policy.

#6 – Mayor Lucas and Chief Davis thanked Councilman Comer for his efforts in helping the Town receive used office furniture and other items from the closing of Blue Ridge Bank’s McGaheysville office.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Vice Mayor Kite recognized the amount of work Public Works has put in recently with water leak repairs.

Mayor Lucas asked the status of the leak repair on Maryland Avenue.

Town Manager Roudabush advised the saw used for cutting the road is being repaired.

Chief Davis stated the repair is on the schedule for Wednesday, August 26, 2020. The police department will be doing traffic control for Public Works.

Councilman Pierce asked if the Shenandoah Pentecostal Holiness Church is aware of the Town water line that runs across their property.

Town Manager Roudabush stated a letter was sent to the Church advising them of the location of the line and instructing them not to fill in over the line.

STREETS & PUBLIC PROPERTY

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

Vice Mayor Kite inquired about lots in Town that need to be mowed.

Town Manager Roudabush advised violation letters for mowing and other issues on properties in Town have been mailed out to property owners in the past month. Certified letters must be mailed to the property owners, with a deadline to complete the work before the Town can have the work done at the owner's expense.

Councilman Jenkins asked the status of the proposed subdivision of lots on the corner of Denver and Ninth Street.

Town Manager Roudabush stated this is on hold, pending the property owner's revision of his proposal to accommodate the Town's sewer easement which runs through one of the lots.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Town Manager Roudabush announced the Police Department is awaiting official word on being awarded a grant that would pay the salary of the new police officer for one year (not to exceed \$43,068).

Councilman Fox expressed concern over the condition of numerous properties in Town and asked whether an Officer could be trained as a Fire Marshal to address the issue.

Town Manager Roudabush stated the issue with using a Police Officer in the capacity is conflict of interest, which could occur if the Officer would see something illegal at a property while acting as Fire Marshal.

She also stated that while the Page County Building Official seems like the logical person to address unsafe properties, the County's Attorney sent a letter to the Town requesting the Town

not contact the Building Official. Only the tenant occupying the property can report unsafe conditions. In addition, without the adoption of the State property maintenance code, in its entirety and employing an official to enforce every complaint, there is little the Town can do without the property owner's cooperation.

Chief Davis advised there is no local Fire Marshal to serve Page County and we must rely on the State's Fire Marshal, if needed.

Town Manager Roudabush informed Council one of the rundown properties in Town has a new owner and she will be speaking with him next week regarding his plans for the property.

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 noted the Boat Landing is being overrun with geese and ducks, worsened by people feeding them.

Councilman Fox said there are no natural predators there to scare them off.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Jenkins thanked the seven businesses located at Town Center for participating in the Ribbon Cutting held there on August 20, 2020. The event was followed by the Luray-Page County Chamber of Commerce's Business After Hours. Both events were a huge success.

Mayor Lucas encouraged everyone to Shop Local and noted Taste: The Southern Market sells produce, milk, meats, frozen food, in addition to deli items, which has been missed since the former IGA closed in 2019.

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 read the letter of resignation of Sarah Knight, Town Clerk, effective September 14, 2020.

A *motion* was (regretfully) made by Councilman Pierce, *seconded* by Councilman Jenkins, to accept the resignation of Sarah Knight, Town Clerk, and to authorize the Town Manager to advertise for her replacement.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

Town Manager Roudabush hopes to find someone to fill the position soon, to ease the workload on the current office staff.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

Councilman Fox brought a Facebook post to the attention of the Council, regarding trash pick-up in Town.

The post was made at the request of Waste Movers, to address some issues they are experiencing in Town, such as trash not being placed at the curb and the excessive amount of trash each week at some of the properties.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated she will provide copies of the expenses which have been submitted to Page county for reimbursement, as well as reimbursements received to date. She noted there is \$310,000 to be disbursed by the end of the year and both she and Chief Davis are researching eligible items to purchase.

Councilman Comer asked for an update on the potential site for a new Town well.

Town Manager Roudabush is waiting for an estimate from Burner Well Drilling on the cost of exploring the site to see if there is water available.

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 Jenkins, to adjourn the meeting at 7:54 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Christl McCoy, Acting Clerk