

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
SEPTEMBER 8, 2020**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, September 8, 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.; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

**Council Members absent were:** Councilman Lynn Fox.

**Other Town Officials present were:** Juanita Roudabush, Town Manager/MMC; Christl McCoy, Systems Manager; and K. Brandon Morris, Police Lieutenant.

**Citizens present were:** None.

**Media Representatives:** Randy Arrington, Page Valley News.

**AWARD PRESENTATION**

Mayor and Council were scheduled to present the September 2020 Community Enhancement Award to Mark and Stephanie Wentz, 102 Corcoran Avenue. The Wentzes were unable to attend and arrangements will be made for them to receive their plaque.

**RECEIVING OF VISITORS**

There were no visitors in attendance.

**AUGUST 25, 2020 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on August 25, 2020, as presented.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilman Fox  
**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 **September 8, 2020**, in the **Combined Accounts Disbursement Warrant #38578 - #38613** in the amount of **\$123,753.99**.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilman Fox  
**VOTE: Unanimous in favor of motion**

Councilman Comer asked why the Town pays HighSpeedLink?

Town Manager Roudabush replied, and Councilman Jenkins confirmed, this is a monthly invoice for the Town's VOIP phone system, used at all Town locations.

**TREASURER'S REPORT**

A *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to approve the September 4, 2020 Treasurer's report, submitted by Cindy Breeden, in the amount of \$2,085,139.15, as presented.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilman Fox  
**VOTE: Unanimous in favor of motion**

**CORRESPONDENCE**

#1 – Mayor Lucas read a letter from the Department of Criminal Justice Services which provides \$43,068 in federal grant funds. This will pay the new police officer’s salary for the first year of employment. The award does not include benefits or insurance.

A *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to accept the federal grant funds awarded to the Town, up to \$43,068 and to authorize Town Manager Roudabush to sign all associated documents.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Fox

**VOTE: Unanimous in favor of motion**

#2 – A *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to approve a request from the Shenandoah Volunteer Fire Company to submit expenses in the amount of \$9,185.73 to Page County for reimbursement through the CARES Act. If approved, the funds would be paid from the amount allocated by Page County for the Town of Shenandoah.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Fox

**VOTE: Unanimous in favor of motion**

Councilman Jenkins asked if the submitted expenses were approved purchases under the CARES Act restrictions.

Town Manager Roudabush stated the expenses appear to be reimbursable. She also stated the reason the Fire Co is asking the Town for a share of its allocated funds is there were no funds made available to the Fire Co from the County.

The Town will not disperse any funds until money has been received from the County for the expenses. The County requires copies of invoices and canceled checks as proof of the expenses; and the Fire Co. has provided both.

Councilman Comer asked if a similar arrangement could be made with the Volunteer Rescue Squad?

Town Manager Roudabush advised the Squad would need to provide proof of reimbursable expenses in the same manner as the Fire Co. and submit them to Council for approval.

CARES Act funds must be spent and reimbursement requested by 12/30/2020 or the money reverts to the State. Town Manager Roudabush and Chief Davis are compiling a list of approved items and will present at a future Council meeting for approval. The Fire Co also has a list of additional items, should there be funds remaining.

**#3** – Council received an update from Page County Department of Social Services hours of operation and services currently available.

**#4** – Council received invitations to Virtual Evening With The Stars, to be held Thursday, September 24, 2020 from 4:00 to 6:00 pm. The event is sponsored by LFCC.

**#5** – Council received the Luray-Page County Chamber of Commerce September 2020 newsletter.

**#6** – Council received the August 2020 Vehicle Gas logs for review.

## **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush reported a water leak on Pulaski Avenue behind Blue Ridge Bank. Public Works is attempting to locate the source of the leak so it can be repaired.

Chairman Kite asked about work recently done on the 300-block of Fifth Street and along Virginia Avenue.

Town Manager Roudabush advised a VDOT drainage pipe had a hole in it and it was discovered culvert pipe had not been installed at alley entrances in this area.

Councilman Jenkins acknowledged the increased flow and thanked VDOT for doing the work.

Chairman Kite asked the status of the leak on Route 340 near 226 North Fifth Street.

Town Manager Roudabush stated this area is slated to have the water line replaced from approximately 214 North Fifth Street to Williams Avenue and she will obtain bids.

There are several other leaks and areas of concern that will be addressed within the next week.

Vice Mayor Kite expressed concern over the number of vehicles and trailers parked at a residence and asked the police department to make sure all are properly licensed and not in violation of the Town Code.

### **STREETS & PUBLIC PROPERTY**

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

Councilman Jenkins expressed appreciation for the time and work VDOT has been doing in Town.

Town Manager Roudabush agreed the Town and VDOT have a great working relationship.

Council Pierce expressed concern over the condition of the retaining wall at the Elementary School.

Town Manager Roudabush stated this is property of Page County Public Schools. She does not believe the condition of the wall is structural and while it looks bad, it poses no safety threat. The Principal has advised the County's maintenance department is short-staffed and there are budgetary issues.

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

(Chairman Kite and Councilmen Jenkins and Comer)

Mayor Lucas thanked Lt. Morris for attending in Chief Davis's place.

Councilman Jenkins asked if the new officer has started?

Lt. Morris stated Officer Cabbage started full time in July 2020.

### **TAXATION & FINANCE**

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce advised a copy of the August 2020 monthly budget has been provided for review.

### **PARKS & RECREATION**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins thanked Kirk Comer, recently hired as part-time parks and rec worker, for his work on the weekends in the Town's parks.

He also stated Mr. Comer has notified the Police Department of some issues with graffiti and trash discovered on Town property.

**INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush was notified by the new owner of the property of the former Lodge building on Pennsylvania Avenue will likely have to be torn down, due to structural concerns. He will attempt to salvage as many of the architectural details as possible. He currently owns the apartments at 308 First Street and plans to build low to mid-income housing on the Pennsylvania property.

**COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

A *motion* was made by Chairman Kite, *seconded* by Councilman Pierce, for the October 2020 Community Enhancement Award for a residence.

Members Vote was as follows:

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

NAY: None

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

A *motion* was made by Chairman Kite, *seconded* by Councilman Pierce, for the October 2020 Community Enhancement Award for a business.

Members Vote was as follows:

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

NAY: None

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

Both awards will be presented at the October 13, 2020 Council meeting.

Town Manager Roudabush advised the property at 806 Junior Avenue has been mowed by the owner.

Town Manager Roudabush stated the building permit was renewed for 405 Seventh Street. Work had been halted due to personal reasons, but hopefully it will resume soon.

### **PERSONNEL**

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce will schedule a committee meeting to review applicants for the Town clerk position as soon as possible. The application deadline was September 8 at 5 P.M.

The personnel committee packets will go out as soon as the background checks have been completed and the applications have been copied.

### **UNFINISHED BUSINESS**

There was nothing to report during this period.

### **NEW BUSINESS**

Mayor Lucas asked if there is any feedback from the General Registrar regarding the upcoming election.

Councilman Comer has been told the election will be business as usual with no issues in the Registrar's Office or with the post office.

Mr. Arrington verified this and advised voting can be done in advance at the Registrar's office. General Registrar Gaunt has received many absentee ballot applications.

### **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 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 Jenkins  
Councilman Lowe  
Councilman Pierce

NAY: None

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

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Christl McCoy, Acting Clerk