

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
December 11, 2018**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, December 11, 2018, 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 Lynn Fox; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Councilman David Hinkle.

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

Citizens present were: Mike Uram, Gina Hilliard, Lisa Dinges, and Dakota Dinges.

Media Representatives: There were no Media Representatives present during this meeting.

RECEIVING OF VISITORS

Luray-Page County Chamber of Commerce President, Gina Hilliard, provided Mayor Lucas and Council with highlights from 2018, updated membership numbers, website statistics for the new website, and a 2019 calendar of events, which can be found at www.visitluraypage.com.

NOVEMBER 13, 2018 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on November 13, 2018, as presented.

Members Vote was as follows:

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

NAY: None

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

APPROVAL OF BILLS

Councilman Lowe inquired about warrant #37093 for four AVL's for snow removal.

Town Manager Roudabush explained they are automatic vehicle locators required by the Virginia Department of Transportation for the Town's snow removal contract. She noted there were five (5) total AVL's ordered on two separate transactions and VDOT will be reimbursing the Town for the cost.

Councilman Lowe inquired about warrant #37072 for boots from Tractor Supply.

Town Manager Roudabush explained the reimbursement was for boot covers to work at the Sewer Plant.

Councilman Lowe suggested the Town reimburse all Public Works Employees for the cost of their work boots since they often damage or ruin them while repairing water and sewer lines.

Town Manager Roudabush recommended the employees purchase their boots using the Town's credit card or from a company where the Town has a membership account.

Following a brief discussion, a *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to authorize the implementation of a new program for Public Works Employees to cover the cost of their work boots, up to \$100.00, once a year or by Town Manager approval, effective December 1, 2018.

Members Vote was as follows:

YEA: Vice Mayor Kite Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas
ABSENT: Councilman Hinkle
VOTE: Unanimous in favor of motion

There being no further questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the bills, dated **November 13, 2018**, in the **Combined Accounts Disbursement Warrant #37037 - #37097** in the amount of **\$166,687.78**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for December 11, 2018.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the December 11, 2018 Treasurer's report in the amount of \$1,516,178.71, as read.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Mayor Lucas and Council received a memorandum from Town Manager Roudabush requesting the reappointment of Arthur “Todd” Stroupe and Natalie Strickler-Alt to the Town Planning Commission.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to reappoint Arthur “Todd” Stroupe to another term on the Town Planning Commission through November 8, 2022.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to reappoint Natalie Strickler-Alt to another term on the Town Planning Commission through November 30, 2022.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

Item # 2 – Mayor Lucas and Council Members received the November 2018 Town Vehicle Gas Logs for review.

Item # 3 – The November 2018 Town Website Statistics were presented for the Council to review. The total page views came to 12,377 with 4,740 Unique Visitors. The most popular referring site was Google with 1,126 users.

Item # 4 – Mayor Lucas and Council received a letter from the Luray-Page County Chamber of Commerce informing the Council of the Town of Shenandoah’s feature in the “From the Chamber” column of the Page News and Courier.

Item # 5 – The Council was presented with a generalized letter from Comcast informing customers of Xfinity service and pricing changes effective December 20, 2018.

Item # 6 – Mayor Lucas and Council received a letter regarding a Public Hearing being held at 136 Fairground Road in Clear Brook, VA on January 10, 2019 at 6:00 pm to seek public comment on a draft permit to limit air pollution for a facility located in Frederick County.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Lowe, to approve water and sewer connection for Superior Siding & Home Improvement for a vacant lot on Eighth Street.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

Town Manager Roudabush informed Council the 12th Street Water Tank has been painted and passed a recent inspection.

Vice Mayor Kite commended the Public Works Employees for working hard to repair a water leak at the north end of Town. He noted it was very impressive to see all the employees fully involved and dedicated to repairing the break as quickly as possible.

STREETS & PUBLIC PROPERTY

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

There was nothing to report during this period.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Police Chief Davis informed Council the four-wheeler discussed at previous Council Meetings for driving through the Town's Parks was caught and the operator was charged.

Chief Davis reported Sgt. Hensley will be off duty for a few months due to an off-duty injury. He inquired about any suggestions or recommendations from the Council on how he should continue to provide 24-hour Police coverage in Town.

Councilman Lowe suggested the Police Department limit their coverage during low call volume hours.

Chief Davis noted although there is a lower amount of calls during the wintertime, he would still like to offer 24-hour coverage.

Chairman Kite noted he believes Chief Davis should use his best judgement on the number of hours each Officer works and continue to provide the necessary coverage in Town.

Councilman Pierce suggested the Police Department request assistance from the Page County Sheriff's Department to cover the times when a Town Officer is not on duty.

Chief Davis stated the Sheriff's Department is also short-staffed but have offered to help as much as they can. He noted he will continue to offer 24-hour coverage, when possible, and will let the Council know if any issues or changes occur.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce noted the monthly budgets for October and November 2018 have been presented for review.

Chairman Pierce inquired about the success of the letters sent out to taxpayers regarding the collection of delinquent Real Estate taxes.

Town Manager Roudabush reported there is progress being made with the delinquent accounts and payments and payment agreements have been made with certain taxpayers.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported the fountain at Big Gem Park has been installed.

Councilman Pierce inquired if there were lights to be put in the pond with the fountain.

Chairman Jenkins noted there will be no lights installed in the pond with the fountain.

Mayor Lucas stated the Town's Annual Christmas Tree Lighting had a large turnout. Mayor Lucas expressed his appreciation to the Shenandoah Elementary School Choir, the Shenandoah Beautification Committee, the Christ and Fields United Methodist Churches, the Shenandoah Indians, the Shenandoah Lions' Club, the Shenandoah Volunteer Fire Department, the Shenandoah Police Department, David Foltz Photography, the Shenandoah Public Works Department, and Clerk Sarah Dean for making the Tree Lighting a success.

Chairman Jenkins inquired about the JMU Crew Club clean-up held on December 1, 2018.

Town Manager Roudabush reported there were 19 volunteers who worked for 3 hours and collected a truck load of trash from the River Park and alongside Maryland Avenue.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported the Speech and Language Center is opening a satellite office in the Fine Arts Building behind the Shenandoah Elementary School at 529 Fourth Street.

Town Manager Roudabush noted a Grand Opening and Ribbon Cutting Ceremony will be held in the new year.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

A *motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, for a Community Enhancement Award to be given to Paul Dovel, III, for his hard work to improve his home at 900 Tenth Street. The award will be presented at the January 8, 2019 Council Meeting.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

PERSONNEL

(Chairman Pierce and Councilmen Hinkle and Jenkins)

Chairman Pierce stated the Personnel Committee held a meeting on December 3, 2018 and recommended the Council vote to accept the following changes.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Jenkins, to accept Mark Armentrout's retirement notice, effective February 28, 2019.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to authorize promoting Thomas A. (T.A.) Pendleton, III to replace Mark Armentrout with a new title of Public Works Director, effective March 1, 2019, at a salary of \$50,000 yearly and eligible for a 5% increase after a successful six (6) month probationary period.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to authorize Trey Pendleton to serve as Chief Operator of Wastewater Treatment and Water Supply, effective March 1, 2019, at a salary of \$41,267.75 yearly and eligible for a 5% increase after a successful six (6) month probationary period.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to authorize Alice Pence to serve as Assistant Wastewater Treatment and Water Supply Operator, effective March 1, 2019.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

Chairman Pierce noted Alice Pence requested this change to better plan for the future.

Town Manager Roudabush stated all affected employees are willing to accept their new titles.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, to authorize Town Manager Roudabush to begin advertising now for a General Maintenance Worker to be hired effective March 1, 2019, at a salary of \$20,800, with a \$1,000 increase after employee obtains the required CDL, or \$21,800 if applicant already holds a valid CDL and eligible for a 5% increase after a successful six (6) month probationary period.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

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

Councilman Fox inquired about a potential water leak at the Dog Park where there is a lot of water standing.

Town Manager Roudabush noted this location is on a list to be checked for broken or open water lines in the future.

MAYOR'S REPORT

Mayor Lucas reminded Council the Town Employee Luncheon will be held December 14, 2018 at 11:30 am at the Shenandoah Community Center.

Mayor Lucas and Council Members expressed their appreciation to Clerk Sarah Dean for her work and planning done for the Town's events, many of which occur on the weekends.

FOR THE GOOD OF THE TOWN

Mike Uram commended the Public Works Employees and the Shenandoah Beautification Committee for the hard work they put into decorating Big Gem Park and putting up Christmas lights throughout Town to get ready for the holidays. Mr. Uram, Mayor Lucas, and the Town Council also commended Clerk Sarah Dean for her work and for providing ample notice to members of the community regarding events and happenings in Town.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to adjourn the meeting at 7:57 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk