

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
March 12, 2019**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, March 12, 2019, 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; I. Michael Lowe; Charles Jenkins; and Richard Pierce.

Council Members absent were: Vacant

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, Boy Scout Troop 8 Leader Phillip Secrist, other Leaders, and Troop Members.

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

RECEIVING OF VISITORS

There were no visitors present during this meeting.

FEBRUARY 26, 2019 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on February 26, 2019, 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: Vacant

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Jenkins inquired about warrant #37317 to Ricoh USA, Inc. for the quarterly lease on the copier at Town Hall.

Town Manager Roudabush explained she has spoken with employees at the Town Hall and we may contact Ricoh to request the current copier lease be cancelled to begin a new lease with them on a copier with scanning capabilities, however, no official decisions have been made yet.

Councilman Fox inquired about warrants #37319 and #37321.

Town Manager Roudabush explained warrant #37319 was for the Town's bulk mail permit with the U.S. Post Office to mail regular utility bills, which excludes these bills from needing stamps and allows the Town to receive a cheaper rate on these mailings. She noted warrant #37321 was for 505 postcard stamps for late utility bill notices, which are not included in the bulk mail permit.

There being no further questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the bills, dated **March 12, 2019**, in the **Combined Accounts Disbursement Warrant #37303 - #37330** in the amount of **\$94,351.95**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite	NAY: None
Councilman Fox	
Councilman Jenkins	
Councilman Lowe	
Councilman Pierce	

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for March 12, 2019.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to approve the March 12, 2019 Treasurer's report in the amount of \$1,477,804.58, 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: Vacant

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Treasurer Cindy Breeden provided Council with a memorandum requesting authorization to purchase a new HP LaserJet Printer for the Town Office, to print water bills and account payable and payroll checks. She noted this printer would replace the old HP LaserJet Printer, which was purchased at least 12 years ago and cannot be repaired anymore.

Councilman Jenkins noted he has rebuilt parts of the old printer and confirmed it is no longer usable or repairable.

There being no further discussion, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to authorize the purchase of a replacement HP LaserJet Printer for the Town Office at a cost up to \$3,000.00.

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: Vacant

VOTE: Unanimous in favor of motion

Item # 2 – Chief Davis provided Council with a memorandum requesting authorization to purchase five (5) in-car cameras for the Police Department. He explained the quote includes the camera systems and software to operate, download, and save the video. Chief Davis noted the cameras are a priority for the department to ensure video evidence is available for prosecuting cases, protecting officers from false claims, and protecting the department/Town from false lawsuits that the video evidence will clear all involved of any wrongdoing.

Councilman Lowe inquired about the installation of the new in-car camera system.

Chief Davis explained he will be installing the camera systems in the cars and the company will send a representative to install the software to operate, download, and save the videos at the office.

Councilman Jenkins inquired about an audio option for the in-car cameras.

Chief Davis explained the cameras do offer video and audio options.

Councilman Pierce inquired about how often the videos will be saved.

Chief Davis explained he will have the option to change the camera settings to save videos as often and for as long as he finds necessary.

There being no further discussion, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Pierce, to authorize the purchase of 5 in-car cameras for the Police Department at a cost of \$30,250.00.

Members Roll Call 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: Vacant

VOTE: Unanimous in favor of motion

Item # 3 – Mayor Lucas and Council received the February 2019 Town Vehicle Gas Logs.

Item # 4 – Website Administrator, Joyce Fluharty, provided Mayor Lucas and Council with the February 2019 Town Website Statistics.

Item # 5 – The Council reviewed the February 2019 Police Department Activity Log.

Item # 6 – Mayor Lucas and Council received notice the Town's online and over-the-phone payment system is now active for Utility and Tax account payments.

Item # 7 – The Luray-Page County Chamber of Commerce & Visitor Center provided a copy of their March Newsletter. The Newsletter included information on Page County Restaurant Week 2019. This county-wide event is going on from March 17 until March 23, 2019, with Restaurants in each Town offering \$10.00 lunch specials and \$25.00 dinner specials.

Item # 8 – Mayor Lucas and Council received information on PACA’s free community event being held on March 25, 2019 at 6:30 pm at Luray High School with Psychologist and Comedian, Matt Bellace, Ph. D., speaking. The program is titled “Natural Highs: Supporting Teens in Making Healthy Choices” and participants will learn how to effectively communicate with teens about sensitive issues, how to understand the teen brain and the impact of substance use on brain development, and the science behind healthy coping mechanisms and natural highs.

Item # 9 – The Page County Public Forum provided information on their collaboration with the Page Valley Arts Council to present a program titled “the Arts as an Economic Engine” on March 26, 2019 at 7:30 pm at the Warehouse Art Gallery in Luray. Panelists will include Jay H. Dick, Cathy Herbert, Stephanie Keener, and Morgan Phenix, with Liz Lewis as the Moderator.

Item # 10 – Town Manager Roudabush provided Mayor Lucas and Council with a quote for the purchase of two rotor gear boxes for the Sewer Plant. She noted the cost may be less if the installation process is found to be less complex.

Following a brief discussion, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to authorize the purchase of two rotor gear boxes for the Sewer Plant at a cost up to \$41,017.96.

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: Vacant

VOTE: Unanimous in favor of motion

COMMITTEE REPORTS

PERSONNEL

(Chairman Pierce and Councilman Jenkins and Vacancy)

At 7:27 pm, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox, to enter a closed session for the purpose of personnel matters dealing with the vacant Council position, as permitted by Code of Virginia, 1950, as amended, Section 2.2-3711, (A), (1).

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: Vacant

VOTE: Unanimous in favor of motion

At 7:31 pm, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Jenkins, to return to open session and certify that to the best of their knowledge only matters lawfully exempted from open meeting requirements under the Code of Virginia, 1950, as amended, Section 2.2-3711, (A), (1), and only such matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the meeting by the Town Council.

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: Vacant

VOTE: Unanimous in favor of motion

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Lowe, to appoint Russell J. Comer, Jr. to fill the vacant Town Council seat for a term ending December 31, 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: Vacant

VOTE: Unanimous in favor of motion

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush provided Mayor Lucas and Council with two bids for a sewer line replacement on Junior Avenue, from manhole 36 to manhole 38, at a total of 560 feet.

Councilman Pierce inquired about both bidders' ability to begin the work immediately.

Town Manager Roudabush explained either bidder would be able to begin work immediately to replace this section of the sewer line on Junior Avenue.

Following a brief discussion, a *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to authorize low bidder, Bradford Morris, to replace the section of the sewer line from manhole 36 to manhole 38 on Junior Avenue, at a cost of \$12,500.00.

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: Vacant

VOTE: Unanimous in favor of motion

Town Manager Roudabush provided Mayor Lucas and Council with a quote for a sewer line camera to locate tree roots and other problems inside the sewer lines around Town.

Councilman Jenkins requested the conversation be tabled until he can further investigate other options and obtain alternate quotes on similar sewer line camera systems.

Vice Mayor Kite suggested a Town representative also check into local surplus options.

Vice Mayor Kite reported a possible water leak in the road near 501 S. Second Street.

Town Manager Roudabush noted she would have the Public Works employees check this location for a water leak.

STREETS & PUBLIC PROPERTY

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

Councilman Jenkins suggested the Town publish a notice to inform citizens most of the streets in Town are owned by the State and they will need to contact the Virginia Department of Transportation to file complaints about the street conditions.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilman Jenkins and Vacancy)

Councilman Fox inquired about an update on the inoperable vehicle blocking the sidewalk at Shenandoah Avenue.

Chief Davis stated he will send an officer to speak to the owner of this vehicle as soon as possible.

Councilman Jenkins inquired about the amount of donations received for K9 Allen's food.

Chief Davis expressed his appreciation for the community support and donations received to cover over six months of food for K9 Allen.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce noted the monthly budget for February 2019 has been presented for review.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins inquired about the access road at Big Gem Park being blocked due to flood and wind damage.

Town Manager Roudabush explained the Town is utilizing inmate trustees to help clean up the Town Parks. She noted they have been working to prepare the River Park for the JMU Crew Club's Mock Regatta being held March 16, 2019 from 11 am to 3 pm, and once they have completed this they will begin cleaning up Big Gem Park.

Councilman Pierce noted the Town will be participating in Clean the Bay Day on April 27th at the River Park and anyone interested in volunteering can contact him.

Councilman Fox suggested the Town find a way to redirect drainage water from the alley at the Dog Park into the proper drainage ditch provided by VDOT.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

There was nothing to report during this period.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period.

POLICE REPORT

Councilman Jenkins inquired about K9 Allen receiving a bullet and stab protective vest.

Police Chief Davis explained the vest was donated by a non-profit organization, Vested Interest in K9's, Inc., and sponsored by Allan and Marie Braun. He explained K9 Allen wears the vest often to ensure his safety.

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

Mike Uram commended Mayor Lucas and Council for their continued work to better the Town of Shenandoah. He also noted it was nice to see Boy Scout Troop 8 attending a Council Meeting and taking interest in local government.

Mayor Lucas expressed his appreciation for the Leaders and Members of Boy Scout Troop 8's attendance and informed Council Members of an upcoming phone interview to be conducted by the Boy Scouts with the members.

Phillip Secrist expressed his appreciation for the Mayor and Council's participation in Boy Scout Troop 8's receipt of a new merit badge. Mr. Secrist also noted community members can drop off worn or torn flags at the Town Office for the Flag Retirement Ceremony to be held on May 24, 2019, as a part of the Town's 22nd Annual Memorial Festival.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to adjourn the meeting at 7:59 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: Vacant

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk