

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
December 10, 2019**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, December 10, 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.; Councilmen Russell Comer, Jr.; Lynn Fox; I. Michael Lowe; Charles Jenkins; and Richard Pierce.

**Council Members absent were:** Vice Mayor William Kite.

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

**Citizens present were:** Gina Hilliard and Page County High School Students.

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

**RECEIVING OF VISITORS**

Luray-Page County Chamber of Commerce & Visitor Center President, Gina Hilliard, provided Mayor Lucas and Council with highlights from the third quarter of 2019. The report included past and future events as well as member updates and website statistics. The Council was also presented with a copy of the Luray-Page County Chamber of Commerce's December 2019 Newsletter.

**NOVEMBER 12, 2019 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on November 12, 2019, as presented.

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Vice Mayor Kite  
**VOTE: Unanimous in favor of motion**

**APPROVAL OF BILLS**

Councilman Comer inquired about a portion of warrant # 37923 to Shenandoah Valley Electric.

Town Manager Roudabush explained the portion of the payment in question was made to Shenandoah Valley Electric for the electric used at the 12<sup>th</sup> Street Well, and PENAC reimburses the Town for the cost.

Following a brief discussion, a *motion* was made by Councilman Comer, *seconded* by Councilman Fox, to approve the bills, dated **December 10, 2019**, in the **Combined Accounts Disbursement Warrant #37903 - #37960** in the amount of **\$139,734.96**.

Members Roll Call Vote was as follows:

<b>YEA:</b> Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	<b>NAY:</b> None
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**ABSTAIN:** Mayor Lucas  
**ABSENT:** Vice Mayor Kite  
**VOTE: Unanimous in favor of motion**

**TREASURER'S REPORT**

Council reviewed the Treasurer's Report, submitted by Cindy Breeden, for December 10, 2019.

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Councilman Comer, to approve the December 10, 2019 Treasurer's report in the amount of \$1,839,408.38, as presented.

Members Vote was as follows:

<b>YEA:</b> Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	<b>NAY:</b> None
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**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

### **CORRESPONDENCE**

**Item # 1** – The list of 2020 Cruz-ins on First Street was presented as follows:

- May 22<sup>nd</sup> – Rain or Shine – Part of the 23<sup>rd</sup> Annual Memorial Festival – Sponsored by Jr’s Tire Service
- June 12<sup>th</sup> – Rain Date June 19<sup>th</sup> – Sponsored by Shenandoah Machine Shop
- July 10<sup>th</sup> – Rain Date July 17<sup>th</sup> – Sponsored by J & M Auto Parts
- August 7<sup>th</sup> – Rain Date August 14<sup>th</sup> – Sponsored by May’s Recycling
- September 11<sup>th</sup> – Rain Date September 18<sup>th</sup> – Sponsored by Blue Ridge Bank
- October 2<sup>nd</sup> – Rain Date October 9<sup>th</sup> – Sponsored by Virginia Insurance Partners

**Item # 2** – A flyer was presented for the Elsa Meet & Greet being held December 18, 2019 from 2:30 pm to 5:00 pm at the Speech & Language Center at 442 First Street in Shenandoah.

**Item # 3** – Mayor Lucas and Council received information on the Christmas Tea at Stevens Cottage being held December 14, 2019 from 1 pm to 3 pm. Tickets are \$15 per person and can be purchased at the Shenandoah General Store and from Shenandoah Heritage Members. Proceeds from this Tea will benefit Page One’s Annual Christmas Party.

**Item # 4** – A flyer was presented for the Town’s Annual Christmas Tree Lighting being held December 14, 2019 at 6:00 pm at Big Gem Park. There will be free hot chocolate by the Shenandoah Indians, cookies by Christ United Methodist Church, and marshmallow roasting by the Lions’ Club. The Christmas Tree Lighting will begin with Mayor Lucas reading “The Legend of the Christmas Tree” and lighting the tree, followed by Christmas Carols by the Shenandoah Elementary School Choir and the arrival of Santa Claus by firetruck.

**Item # 5** – Mayor Lucas and Council received the Town website statistics for November 2019.

**Item # 6** – The November 2019 Police Department Activity logs were presented for review.

**Item # 7** – Town Manager Roudabush provided information on a job shadowing program Page County Public Schools have started to provide high school students with the opportunity to experience work-based learning based on their interests. This opportunity is open to all businesses. Interested business owners can contact the Page County Technical Center Principal, Leigh Ann Pettit, at 540-778-7282, ext. 1 to sign up or for more information on the program.

**Item # 8** – The Council was presented with a generalized letter from Comcast informing customers of Xfinity service and pricing changes effective December 20, 2019.

**Item # 9** – The November 2019 Town Vehicle Gas logs were presented for review.

**Item # 10** – The Council reviewed a request from the Page County High School Cheerleading Team for a donation towards the purchase of new uniforms.

Following a brief discussion, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to authorize a \$100.00 donation to the Page County High School Cheerleading Program towards the purchase of new uniforms.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

**Item # 11** – Mayor Lucas presented Council with several options for the Town’s Annual Christmas Luncheon, including catering options and costs, continuing to request attendees bring a covered dish, or cancelling the dinner and presenting the Town employees with larger Christmas bonuses.

Following a brief discussion, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to cancel the Town’s Annual Christmas Luncheon and present full-time employees with a \$150.00 Christmas bonus and part-time employees with a \$100.00 Christmas bonus.

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

**Item # 12** – Councilman Fox informed Mayor Lucas and Council with information on lunch debt in Page County. Mayor Lucas suggested the Council spread the word and encourage community members to donate if possible. He also noted the Council could consider donating funds towards lunch debt in Shenandoah schools during the upcoming budget season.

## **COMMITTEE REPORTS**

### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush presented Council with a quote from Trumbo Electric to install a well pump controller and upgrade the electric at the Twelfth Street Well, to allow the generators to operate properly.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to authorize Trumbo Electric to install a well pump controller and upgrade the electric at the Twelfth Street Well, at a cost of \$7,200.00, to be transferred from the utility capital improvement checking account to the utility checking account.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

Town Manager Roudabush presented Council with an invoice from Fidelity Power Systems for a service technician having to come to the Twelfth Street Well to reset frequencies that were not correctly set by a previous service technician.

Town Manager Roudabush explained she plans to dispute the invoice; however, the Council will not meet again before the invoice is due and she is requesting authorization to pay the invoice if Fidelity Power Systems does not abate the bill.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to authorize payment to Fidelity Power Systems of \$816.20, for work completed at the Twelfth Street Well, to be transferred from the utility capital improvement checking account to the utility checking account.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

### **STREETS & PUBLIC PROPERTY**

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

Councilman Pierce reported he received an inquiry about a location within Town to dump leaves.

Town Manager Roudabush explained the Town does not have a designated place to dump large amounts of leaves.

Councilman Fox suggested contacting Shenk's Services to determine if they have a location to dump large amounts of leaves for recycling.

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

(Chairman Kite and Councilmen Jenkins and Comer)

There was nothing to report during this period.

### **TAXATION & FINANCE**

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce noted the monthly budget for October 2019 was presented for review.

### **PARKS & RECREATION**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported Public Works has been working hard to clean up debris at Big Gem Park prior to the Christmas Tree lighting.

Councilman Lowe inquired about the reasoning for the entrance gate being closed at Big Gem Park.

Town Manager Roudabush explained the entrance gate was closed while Public Works cleared the Park to discourage community members from dumping trash in the wood-only dumpster and for safety around the equipment stored at the Park.

Councilman Fox commended the Public Works Department for cleaning up the Dog Park.

### **INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush reported the Page County Economic Development Authority has a vacancy for District 5. She noted the EDA meets the third Monday of every month at 5:30 pm in the Board of Supervisors Room.

Councilman Comer reported the Town's Industrial Development Authority also has two vacancies.

Town Manager Roudabush explained representatives for the Industrial Development Authority must reside in Town.

### **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)

There was nothing to report during this period.

### **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**

Town Manager Roudabush reported she is working on paperwork to apply for funds from the Page County Transient Occupancy Tax. She requested the Council provide her with any ideas they have to encourage more tourists to visit the Town of Shenandoah.

**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 Lowe, *seconded* by Councilman Fox, to adjourn the meeting at 7:52 pm.

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Sarah Dean, Clerk