

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
February 11, 2020**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, February 11, 2020, 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 Russell Comer, Jr.; Lynn Fox; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: None.

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

Citizens present were: None.

Media Representatives: Randy Arrington, Page Valley News.

RECEIVING OF VISITORS

There were no visitors present during this meeting.

JANUARY 28, 2020 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, to approve the *Regular Meeting Minutes* held on January 28, 2020, as presented.

Members Vote was as follows:

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

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Fox inquired about the electric bill for Big Gem Park being higher than normal.

Town Manager Roudabush noted the Christmas lights had been on at the Park.

Councilman Fox inquired about the electric bill for the Old Maintenance Building.

Town Manager Roudabush explained this is the batting cage the Shenandoah Recreation League recently withdrew their lease for. She noted there were several changes made to the heating systems in the building and she is hoping the electric bill goes down next month.

Councilman Pierce suggested having a Public Works employee frequently check the electric meter to see if there are large jumps or high usage now that changes have been made to the heating systems.

Town Manager Roudabush noted one employee is periodically checking the meter for any unusual usage.

Following a brief discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the bills, dated **February 11, 2020**, in the **Combined Accounts Disbursement Warrant #38107-#38129** in the amount of **\$105,474.64**.

Members Roll Call Vote was as follows:

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

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Council reviewed the Treasurer's Report, submitted by Cindy Breeden, for February 11, 2020.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Fox, to approve the February 11, 2020 Treasurer's report in the amount of \$1,759,146.35, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1– The Page County Economic Development Authority provided Council with a memorandum requesting payment per the terms of the Town and Page County Enterprise Zone Agreement with Tactical Walls, LLC. and/or RHB Real Estate, LLC.

Councilman Pierce inquired about the length of the agreement with the Page County EDA and Tactical Walls, LLC. and/or RHB Real Estate, LLC.

Town Manager Roudabush explained it is a five-year agreement for the 2017 – 2021 taxes paid to the Town of Shenandoah.

Following a brief discussion, a *motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, to approve payment by the Town of Shenandoah to the Page County Economic Development in the amount of \$1,079.14, equal to 75% of the December 2019 machine and tools tax paid by Tactical Walls, LLC., to the terms of the Performance Agreement between the Page County Economic Development Authority and Tactical Walls, LLC. and RHB Real Estate, LLC. in order to facilitate economic growth in the Town of Shenandoah. Once payment is received by the EDA, the EDA shall remit payment to Tactical Walls, LLC. and/or RHB Real Estate, LLC.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Item #2 – There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to adopt an ordinance to renew the nonexclusive franchise for Rural Broadband Network Services, LLC.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Item #3 – There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to grant a powerline easement to Shenandoah Valley Electric Cooperative on Town-owned lots identified by tax map numbers 102A5-1-60-6,13,14, and 15.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Item #4 – Treasurer Cindy Breeden provided Council with a memorandum requesting authorization to purchase 30 Christmas pole decorations to replace the 12 year old decorations. She included a quote from Holiday Designs for 30 - 5' LED Snowflake pole decorations.

Following a brief discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to authorize the purchase of 30 Christmas pole decorations and hardware, at a cost of \$8,700.00 plus shipping, to be paid from the General Reserved for Contingency budgeted line item.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Item #5 – The Shenandoah Volunteer Fire Company submitted a request for the Council to consider vacating an undeveloped portion of Kenesaw Street. They explained the Fire Company is currently in negotiations with the Sullivan Group to potentially acquire the property at 424 S. Third Street and obtain a grant for construction of a new station soon. It was noted FEMA required a minimum of five (5) acres of land to obtain the grant for a new facility and the Fire Company is requesting the Town vacate the street and include it in the lot of 424 S. Third Street to allow enough property for them to apply for the grant.

Town Manager Roudabush explained a Public Hearing would need to be held prior to the Council being able to properly vacate this street. She also noted there would be costs incurred from advertising, surveying, and more, and discussions would need to be held with the adjacent property owners resulting in a Citizen Committee recommendation.

Following a brief discussion, the Council agreed to table to request until further negotiations can be made.

Item #6 – Mayor Lucas and Council received a thank you letter for the Town’s donation to the Making a Difference Backpack Ministry.

Item #7 – Lord Fairfax Community College provided information on their Entrepreneurship Workshop February 21, 2020 (Snow Date February 28) from 9am to 3pm at the Luray-Page County Center. Topics to be covered include characteristics of a successful entrepreneur, the importance of a business plan, the mission and vision of the organization, and effective cash management. Interested persons should visit www.lfcc.edu/workshop or call 540-743-1260.

Item #8 –The Council reviewed the January 2020 Police Department Activity Logs.

Item #9 – Website Administrator, Joyce Fluharty, submitted the January 2020 Town website statistics for review.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve a sewer connection for Kevin Linhart at 123 Marcus Street.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

STREETS & PUBLIC PROPERTY

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

Councilman Jenkins inquired about the scheduling of paving various problem areas around Town.

Town Manager Roudabush explained she is planning to get measurements for the areas needing paving, then will present the information to the pavers to obtain bids.

Councilman Jenkins suggested contacting the Virginia Department of Transportation to request specifications for paving each area and advice on their request for proposal wording.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis expressed his appreciation to the Town and Christ United Methodist Church for holding the Annual First Responders Dinner.

Mayor Lucas showed Council a plaque presented to the Town at the First Responders Dinner and encouraged all members of Council to attend the future Dinners to show appreciation to local First Responders.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce noted the January 2020 monthly budget has been presented for review.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush reported the swing set is being installed at WigWam Village Playground and the Town will be scheduling a grand reopening soon. She noted the Town has applied for future HCAT grant funding, and will be requesting more donations, to purchase the remaining replacement equipment needed for the playground.

Town Manager Roudabush also reported she will be submitting another application for grant funding fishing modules and other upgrades at the River Park and other locations.

Councilman Fox reported the wooden fence at the Dog Park needs repaired, replaced, or removed.

Councilman Pierce reported a Railroad Banner on First Street needs to be properly reconnected to the light pole.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

At 7:49 pm, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Pierce, to enter a closed session for the purpose of contract negotiations for a prospective business, as permitted by Code of Virginia, 1950, as amended, Section 2.2-3711, (A), (5).

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

At 8:15 pm, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Lowe, to return to open session and certify that to the best of our knowledge only matters lawfully exempted from open meeting requirements under the Code of Virginia, 1950, as amended, Section 2.2-3711, (A), (5), 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 Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Councilman Jenkins reported no action would be taken as a result of the closed session.

Chairman Jenkins inquired about the ownership of the land behind the Health Center on Williams Avenue. He reported there are many saplings growing on the vacant lot.

It was confirmed the ownership of the lot in question belongs to Valley Health.

Councilman Comer noted, if asked, the Valley Health will remove the saplings.

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

Councilman Jenkins inquired about the date of the upcoming budget workshop.

Councilman Pierce noted the budget workshop will be held March 10, 2020 at 6 pm.

Mayor Lucas noted the Council may bring any suggestions to Treasurer Cindy Breeden's attention prior to the budget workshop, if desired.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Councilman Fox inquired about the safety signs the Council authorized the purchase of.

Town Manager Roudabush reported all signs have been purchased and received, and she is continuing to research the price of rumble strips.

Mayor Lucas suggested the Public Works employees be reminded to bring the signs inside each day and allow for proper storage to ensure their longevity.

Councilman Fox suggested the signs be stored inside of labeled PVC pipes to allow for easy access and storage.

Councilman Fox reported several orange cones remaining at job sites around Town.

Town Manager Roudabush explained the Public Works employees have been working to remove the cones as the jobs are complete.

MAYOR'S REPORT

There was nothing to report during this period.

FOR THE GOOD OF THE TOWN

Councilman Jenkins reported the streetlights on First Street are very dull.

Town Manager Roudabush noted she believed Shenandoah Valley Electric replaced all of the streetlights on First Street with LED bulbs to make them as bright as possible, but she will confirm with a representative that there is no brighter option, unless poles are changed.

Mayor Lucas inquired about progress with the Village Shopping Center.

Town Manager Roudabush reported the owners are planning for a fully-leased building with several businesses located within the Shopping Center by April 2020.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 8:29 pm.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk