

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
March 10, 2020**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, March 10, 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.; Charles Jenkins; and Richard Pierce.

Council Members absent were: Councilman Lynn Fox and Councilman I. Michael Lowe

Other Town Officials present were Juanita F. Roudabush, Town Manager/MMC; Cindy M. Breeden, Town Treasurer; Paul Davis, Police Chief; and Officer Aaron Katz.

Citizens present were Kim Blosser, Dakota Bailey, and Kim Bailey.

Media Representatives: None.

RECEIVING OF VISITORS

Kim Blosser, President of the Lord Fairfax Community College, thanked the Mayor and Town Council for the donation made to the Lord Fairfax Community College Foundation Project. She noted the vertical construction will start in two weeks and should be completed on Christmas Day and will be 13,000 sq. ft. From 2015 through 2019, students attending LFCC from the 22849-zip code have tripled, with 30 students enrolled this semester. Once complete, new training programs will be offered such as operation of heavy equipment.

FEBRUARY 25, 2020 REGULAR MEETING MINUTES

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

Members Vote was as follows:

YEA: Vice-Mayor Kite	NAY: None
Councilman Comer	
Councilman Jenkins	
Councilman Pierce	

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox and Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Jenkins inquired about warrant #38196 to Rent Equip.

Chief Davis explained the 2010 Dodge Charger broke down and he was given an estimate of \$1500 to repair the vehicle. Chief Davis stated it was less expensive to rent the trailer and have the Town Mechanic Steve Breeden work on the vehicle at the Maintenance Shop for about \$300.

There being no further questions, a *motion* was made by Vice-Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **March 10, 2020**, in the **Combined Accounts Disbursement Warrant #38170 - #38204** in the amount of **\$91,193.57**.

Members Roll Call Vote was as follows:

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

NAY: None

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

TREASURER'S REPORT

Council reviewed the Treasurer's Report, submitted by Treasurer Cindy Breeden, for March 10, 2020.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Pierce, to approve the March 10, 2020 Treasurer's report in the amount of \$1,802,595.00, as presented.

Members Vote was as follows:

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

NAY: None

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

CORRESPONDENCE

Item # 1 – Resolution of Governing Body of the Town of Shenandoah authorizing the Mayor to execute the agreements, documents, and forms for the loan/grant from RUS.

**RESOLUTION OF GOVERNING BODY OF
Town of Shenandoah**

The Governing Body of the Town of Shenandoah, consisting of seven members, in a duly called meeting held on _____10th_____ day of _March_____, 2020 at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the development of new equipment for the Public Works and Police Departments to serve the community, the Governing Body does here hereby adopt and abide by all covenants contained in the agreements documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Mayor of the Town of Shenandoah be authorized to execute on behalf of the Town of Shenandoah the above referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board.

Following a brief discussion, a ***motion*** was made by Councilman Pierce, ***seconded*** by Vice-Mayor Kite, to adopt the Resolution of the Governing Body of the Town of Shenandoah to have the Mayor execute all paperwork needed for the loan/grant from RUS.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox and Councilman Lowe

VOTE: Unanimous in favor of motion

Item #2 – Mayor Lucas stated there was a memo from Treasurer Breeden regarding the need to replace the Historic Railroad Town banners for First Street.

Town Manager Roudabush noted these are the same kind of banners we now have on First Street and there are issues relating to being in the elements for years.

Treasurer Breeden noted the current banners were bought in 2008.

Following a brief discussion, a ***motion*** was made by Vice-Mayor Kite, ***seconded*** by Councilman Jenkins, to approve the purchase of 27 Historic Railroad Town banners for First Street in the amount of \$1,485.15 to be taken from the General Fund Capital Outlay Miscellaneous budgeted line item.

Members Roll Call Vote was as follows:

YEA: Vice-Mayor Kite Councilman Comer Councilman Jenkins Councilman Pierce	NAY: None
--------------------------------------------------------------------------------------------	------------------

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox and Councilman Lowe

VOTE: Unanimous in favor of motion

Item #3 – Mayor Lucas presented a memo from Town Manager Roudabush regarding upgrading the Town’s current utility metering system, handhelds, wands, etc.

Vice-Mayor Kite mentioned the usage of a wand system is outdated.

Town Manager Roudabush mentioned this new system will include 96 erts, software, maintenance, training, and support fees. It would be replacing the current outdated handhelds, and head towards replacing the current outdated handhelds, and head toward a radio read utility metering system.

Treasurer Breeden also mentioned we haven’t received a complete quote on a part of the meter yet, so we could get more than 96 erts.

Mayor Lucas noted the old metering system is obsolete and should be replaced.

Following a brief discussion, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Vice-Mayor Kite, to approve upgrading the current utility metering system up to \$35,000 to be taken from the Utility Fund Reserved for Contingency budgeted line item.

Members Roll Call Vote was as follows:

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

NAY: None

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

Item #4 – Mayor Lucas read a memo from Town Manager Roudabush and Treasurer Breeden regarding paving in this current Fiscal Year Budget.

Town Manager Roudabush noted the River Park Walking Trail was sealed a couple years ago, by a Trustee Inmate, but needs to be resealed again. Town Hall and Police Department parking lots both need work as well as Town owned streets also need work.

After a brief discussion, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Pierce, to approve up to \$92,753 to pave roads/streets and police department parking lot in Town to be taken from the General Fund Reserved for Contingency budgeted line item, to approve up to \$5,000 to pave/reseal the Town Office parking lot to be taken from the General Fund Municipal Building Maintenance budgeted line item, and to approve up to \$5,000 to pave/reseal the River Park Walking Trail to be taken from the General Fund Parks & Recreation budgeted line item.

Members Roll Call Vote was as follows:

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

NAY: None

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

Item #5 – Mayor Lucas read a flyer regarding the Free Library Dedication by the Girl Scout Troop #40771 on March 9, 2020 at 2:00 p.m. There are other Free Libraries in Town, but the Girl Scout Free Library is just for children’s books.

Item #6 – Council received a flyer for Page County Restaurant Week from March 15-21, 2020.

Town Manager Roudabush stated Box Car Deli and Subs, Mamma Mia Italian Restaurant, Mr. Garcia’s Mexican Grille & Cantina, and Rudy’s Diner will all be participating in the Restaurant Week.

Item #7 – Mayor Lucas and Council received a flyer for Town of Stanley Youth Trout Day to be held on March 21st, 2020 at the Hawksbill Recreation Park.

Item #8 – Mayor Lucas invited everyone to attend the flyer for the Grand Opening and Ribbon Cutting Ceremony for Phase II WigWam Village Playground on March 23rd, 2020 at 2:00 p.m.

Item #9 – Mayor Lucas and Council received a flyer for the 9th Annual Wedding Open Forum to be held on March 24th, 2020 at Stover Hall in Luray, VA from 5:00 – 7:00 p.m.

Item #10 – Mayor and Council received the 2020 Shenandoah Speedway Race Schedule, available at www.shenandoahspeedway.com.

Item #11 – Mayor and Council received a Come Visit Stanley 2020 brochure listing events happening in Stanley, VA.

Item #12 – Mayor Lucas and Council received the Luray-Page County Chamber of Commerce March 2020 Newsletter for their review.

Town Manager Roudabush mentioned Business After Hours will be held on March 19th, 2020 at the Luray Caverns Shawnee Farms 150-acre Estate in Luray, VA from 5:30 p.m. – 7:00 p.m. This farm is also a wedding venue.

Item #13 – The February 2020 Vehicle Gas Log was received for review.

Item #14 – The February 2020 Shenandoah Police Department Activity Log Summary was received.

Councilman Pierce inquired where there was an elevator in Town for someone to get trapped in.

Chief Davis replied there is an elevator at the Shenandoah Elementary School.

Item #15 – Mayor and Council received a thank you for the Town's donation to the Lord Fairfax Community College for the Luray-Page County Building Fund.

Item #16 – Mayor and Council received the February Monthly Budgets for review.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Chairman Kite informed the Mayor and Council water and sewer tap applications had been received from Gary Bauserman on Shenandoah River Road, tax map # 102A1-(A)-28C. He noted part of the property was in a flood plain zone and will need a pump.

Town Manager Roudabush stated the Town has a pressure reducing station on the back of his property.

Councilman Pierce inquired if that is where the land clearing was on Shenandoah River Road? Town Manager Roudabush confirmed it was.

A ***motion*** was made by Chairman Kite, ***seconded*** by Councilman Jenkins, to approve water and sewer connections for Gary Bauserman on Shenandoah River Road with tax map # 102A1-(A)-28C.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox and Councilman Lowe

VOTE: Unanimous in favor of motion

STREETS & PUBLIC PROPERTY

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

Councilman Pierce noticed there was a water leak on Shenandoah Avenue near the new house.

Town Manager Roudabush said the leak is in the roadway. She had asked the Police Officer to put cones out where leak was, until Public Works can repair.

There was a brief discussion on where the lines were in that area.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis stated the 2010 Dodge Charger has been repaired so much, he asked the Mayor and Council what they wanted to do with this vehicle?

Councilman Jenkins inquired if the vehicle could be repaired?

Town Manager Roudabush asked if the Police Department had any use for the vehicle until it died?

Chief Davis stated he felt it was the end of the line for the 2010 Dodge Charger.

Motion was made by Councilman Pierce, ***seconded*** by Councilman Comer, to advertise the 2010 Dodge Charger to get sealed bids and sell this vehicle.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox and Councilman Lowe

VOTE: Unanimous in favor of motion

Councilman Jenkins informed the Mayor and Council the Police Department needs a computer for when they pull up at the Police Department, they can download the camera recordings on the computer. He had checked on the requirements and he estimated a computer would cost between \$1,600 and \$2,000 to purchase.

Motion was made by Councilman Jenkins, **seconded** by Chairman Kite, to purchase a computer up to \$2,000 to be taken from General Fund Police Donation Expenses and Police Miscellaneous budgeted line items.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox and Councilman Lowe

VOTE: Unanimous in favor of motion

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce noted the February 2020 budgets were given out for Council's review.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins mentioned fundraising is beginning for WigWam Village Playground Phase III. The planned equipment includes monkey bars, twisting slides, etc. at a cost of \$23,315 with \$3,000 grant from PACA to help fund it.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Comer inquired if someone was interested in manufacturing on First Street, is this

allowed in zoning on First Street?

Town Manager Roudabush stated tourism-based manufacturing is allowed in the Downtown District target area, by special use permit.

Chairman Jenkins replied the manufacturing would be light duty.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Chairman Kite suggested possibly giving Community Enhancement Awards to some of the builders who are building houses in the Town.

Mayor Lucas suggested people who do good to improve the Town and go the extra mile, should be recognized and shown appreciation for what they do.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

There was nothing to report during this period.

POLICE REPORT

There was nothing further to report during this period.

UNFINISHED BUSINESS

Mayor Lucas mentioned the discussion on 2A Sanctuary was tabled until Councilman Lowe is at the next meeting.

Council agreed to review and discuss possibly adopting a resolution at the next meeting.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated the Shenandoah River Keepers will do a riverbank cleanup on June 6th, 2020 and wanted to know if the Town would pay the landfill tipping fees? She also noted Shenandoah River Adventures and are donating their employees time and equipment to assist in this clean up. Town Manager Roudabush also noted the Shenandoah River Keepers and Shenandoah River Adventures may come and volunteer at the Clean the Bay Day on April 25th, 2020.

Motion was made by Councilman Pierce, *seconded* by Vice-Mayor Kite, pay for the landfill tipping fees for the Shenandoah River Keepers for the June 6th, 2020 clean up event.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox and Councilman Lowe

VOTE: Unanimous in favor of motion

MAYOR'S REPORT

Mayor Lucas noted Nancy Karnes had asked if the outlets on the side of the Town Hall could be upgraded for the events held on the Town parking lot.

Town Manager Roudabush noted it would be expensive and Trey mentioned it would cost over \$1,000 just for the parts, and he was not comfortable doing that that type of electrical upgrade, since it is connected to the Town Hall electric.

Chief Davis asked if the old Economic Development Trailer electric pole and meter box beside the Town Office could be used? It was noted it has been disconnected.

After a brief discussion, it was decided to contact electricians and get estimates on upgrading the electric on the outside of the Town Office.

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 Jenkins, to adjourn the meeting at 7:52 pm.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox and Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Cindy M. Breeden, Treasurer