

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
ELECTRONIC REGULAR MEETING  
April 14, 2020**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, April 14, 2020, at 7:00 pm, with Mayor Clinton O. Lucas, Jr., presiding.

**This meeting was conducted by conference call due to the COVID-19 pandemic. The meeting began with Mayor Lucas reading the directions for electronic meetings. The agenda and items for discussion were available on the Town Website and Facebook pages**

**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 Roudabush, Town Manager/MMC; Sarah Dean, 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.

**MARCH 10, 2020 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on March 10, 2020, as presented.

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**

### **APPROVAL OF BILLS**

Councilman Pierce inquired about warrant #38250 to Holtzman Oil for tank rental and fuel.

Town Manager Roudabush explained the Town is renting three extra fuel tanks during the COVID-19 pandemic to ensure continuation of Town operations, such as the Police Department and the Public Works Department. She explained she has applied to FEMA for reimbursement for this tank rental.

Councilman Pierce inquired about a timeline for the tank rental.

Town Manager Roudabush explained the tanks will be returned once the COVID-19 pandemic is over.

There being no further questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve the bills, dated **April 14, 2020**, in the **Combined Accounts Disbursement Warrant #38205 - #38270** in the amount of **\$204,574.35**.

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**

### **TREASURER'S REPORT**

Council reviewed the Treasurer's Report, submitted by Treasurer Cindy Breeden, for April 14, 2020.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to approve the April 14, 2020 Treasurer's report in the amount of \$1,761,021.74, as presented.

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**

**CORRESPONDENCE**

**Item # 1** – Council was presented with a proposed ordinance defining the basis for tax assessment establishing the Real Estate and Mobile Home tax rates.

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT  
AND ESTABLISHING THE TAX RATE FOR 2020  
SHENANDOAH CORPORATION TAXES**

**BE IT ORDAINED**, per Virginia State Code 58.1-3010 and 58.1-3000 and by the Council of the Town of Shenandoah, Virginia that:

1. The dollar assessment values established by the Commissioner of the Revenue of Page County, Virginia for Real Estate owned as of January 1, 2020, shall be used by the Town of Shenandoah for 2020 Corporation Tax purposes.
  
2. The Tax Rate assessed for 2020 will be:

**REAL ESTATE.....\$0.34 Per Hundred**

**MOBILE HOMES.....\$0.34 Per Hundred**

**ENACTED** by the vote of the Town Council of the Town of Shenandoah, Virginia, on the 14th day of April 2020; the following members being present and voting as shown below:

**YEA**

**NAY**

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APPROVED:

ATTESTED:

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CLINTON O. LUCAS, JR.

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SARAH DEAN, CLERK

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Councilman Comer, to adopt an ordinance defining the basis for tax assessment and establishing the Real Estate and Mobile Home tax rates for 2020, as presented.

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**

It was noted there was no increase from the 2019 Real Estate and Mobile Home tax rates.

**Item #2** – Council was presented with a proposed ordinance defining the basis for tax assessment and establishing the Machinery and Tools and Personal Property tax rates for 2020.

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT  
AND ESTABLISHING THE TAX RATE FOR 2020  
SHENANDOAH CORPORATION TAXES**

**BE IT ORDAINED**, per Virginia State Code 58.1-3010, 46.2-752, and by the Council of the Town of Shenandoah, Virginia that:

3. The dollar assessment values established by the Commissioner of the Revenue of Page County, Virginia for tangible Personal Property and Machinery and Tools owned as of January 1, 2020, shall be used by the Town of Shenandoah for 2020 Corporation Tax purposes.

2. The Tax Rate assessed for 2020 will be:

**UNEXEMPT TANGIBLE PERSONAL PROPERTY...\$0.40 Per Hundred**

- Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief
- Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for a tax relief at a percentage rate which will be decided by the Town Manager and Treasurer after vehicle totals are assessed by the Commissioner of Revenue and edited to see what percentage rate will apply.
- Personal use vehicles valued at \$20,001 or more shall only be eligible for a tax relief at a percentage rate which will be decided by the Town Manager and Treasurer after vehicle totals are assessed by the Commissioner of Revenue and edited to see what percentage rate will apply on the first \$20,000 of value.

**MACHINERY and TOOLS.....\$0.40 Per Hundred**

**VEHICLE LICENSE FEES - CARS.....\$25.00 EACH**  
**VEHICLE LICENSE FEES - TRUCKS.....\$25.00 EACH**  
**VEHICLE LICENSE FEES - TRAILERS.....\$25.00 EACH**  
**VEHICLE LICENSE FEES - CAMPERS.....\$25.00 EACH**  
**VEHICLE LICENSE FEES - MOTORCYCLE.....\$15.00 EACH**

**ENACTED** by the vote of the Town Council of the Town of Shenandoah, Virginia, on the 14th day of April 2020; the following members being present and voting as shown below:

**YEA**

**NAY**

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APPROVED:

ATTESTED:

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CLINTON O. LUCAS, JR.

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SARAH DEAN, CLERK

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Comer, to adopt an ordinance defining the basis for tax assessment and establishing the Machinery and Tools and Personal Property tax rates for 2020, as presented.

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**

It was noted there was no increase from the 2019 Machinery and Tools and Personal Property tax rates.

**Item #3** – The March 2020 Town Vehicle Gas logs were presented for review.

### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

There was nothing to report during this period.

### **STREETS & PUBLIC PROPERTY**

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

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

Town Manager Roudabush explained she is working to obtain bids for certain street repairs and hopes to have them for Council to review at the next regular Council Meeting.

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

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis reported the Police Department is continuing to work hard to answer all calls using specific guidelines with the COVID-19 pandemic.

## **TAXATION & FINANCE**

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce noted the March 2020 budget was presented for review.

## **PARKS & RECREATION**

(Chairman Jenkins and Councilmen Lowe and Pierce)

There was nothing to report during this period.

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

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins suggested Council encourage members of the community to order carryout from local restaurants.

Mayor Lucas agreed Council should encourage the support of all small businesses, especially during the COVID-19 pandemic.

## **COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this time.

## **PERSONNEL**

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce presented a memorandum stating Steve Breeden has passed his six-month probationary period as a Mechanic and requested approval for a 5% pay increase effective with the next payroll.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to authorize Steve Breeden for a 5% pay increase effective with the next payroll.

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**

Chairman Pierce presented a memorandum stating Joshua Lam has passed his six-month probationary period as a General Maintenance Worker and authorized him for a 5% pay increase effective with the next payroll. Chairman Pierce noted the CDL requirement for this position has been extended until the COVID-19 pandemic is over.

Mayor Lucas inquired about an additional pay increase following the obtaining of his CDL.

Councilman Pierce explained there would be the standard pay increase once Joshua Lam receives his CDL.

There being no further discussion, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to authorize Joshua Lam for a 5% pay increase effective with the next payroll.

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**

### **POLICE REPORT**

There was nothing further 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 inquired if Council desired any changes to the proposed FY20-21 Budget. She explained if there were no changes to the budget, the Public Hearing will be held April 28, 2020 at 7 pm, prior to the Regular Council Meeting, as advertised.

Mayor Lucas and Council noted there were no changes for the FY 20-21 Budget.

Randy Arringtons inquired if the Public Hearing will be held at Town Hall or electronically?

Mayor Lucas explained under the Governor's orders and the ordinance passed at the Emergency Town Council Meeting held April 9, 2020, all Town Meetings will be held electronically until the COVID-19 pandemic is over.

Town Manager Roudabush noted all documentation for the Public Hearing will be posted on the Town Website and Facebook Page, as well as information regarding the Regular Council Meeting.

### **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 Vice Mayor Kite, *seconded* by Councilman Jenkins, to adjourn the meeting at 7:26 pm.

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**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Sarah Dean, Clerk