

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
ELECTRONIC REGULAR MEETING  
MAY 26, 2020**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, May 26, 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:** Jackie Sullivan-Smoot.

**Media Representatives:** None.

**RECEIVING OF VISITORS**

There were no visitors present during this meeting.

**MAY 12, 2020 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on May 12, 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**

Mayor Lucas inquired about warrant #38337 to Virginia Wholesale Tires for two tractor trailer tires and warrant #38343 to Reed's Tire Service Center for two tractor trailer tires.

Chief Davis explained two new tires were put on the trailer and then it was discovered they also needed two tires for the truck.

There being no further questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **May 26, 2020**, in the **Combined Accounts Disbursement Warrant #338328 - #38353** in the amount of **\$47,807.79**.

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 May 22, 2020.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to approve the May 22, 2020 Treasurer's report in the amount of \$1,751,454.65, as presented.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Jenkins

**NAY:** None

Councilman Lowe  
Councilman Pierce  
**ABSTAIN:** Mayor Lucas  
**ABSENT:** None  
**VOTE: Unanimous in favor of motion**

### **CORRESPONDENCE**

**Item #1** – Mayor Lucas and Council received a thank you note from the Rockingham-Harrisonburg SPCA for the Town’s donation made in memory of former Town Clerk Elizabeth “Betty” Steeves.

**Item #2** – Personnel Committee Chairman Pierce presented Council with a memorandum requesting authorization for Aaron Katz to receive a 5% pay increase, as he passed his probation period on May 18, 2020.

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Lowe, to authorize Police Officer Aaron Katz for a 5% pay increase following the successful completion of his six-month probationary period.

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**

### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Chairman Kite inquired about sewer problems at a home on Williams Avenue.

Town Manager Roudabush explained there was a blockage further down the sewer line, but Public Works was able to clear it immediately and they are unsure why the problem occurred at the house.

Chairman Kite suggested Public Works utilize the sewer camera to check the cleanout close to the Town’s spur.

Town Manager Roudabush reported Public Works did use the camera in the area and noted the pictures are available for Council's review.

### **STREETS & PUBLIC PROPERTY**

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

Councilman Jenkins inquired about the scheduled reopening of Town Hall.

Town Manager Roudabush explained the Town Hall is scheduled to reopen on June 8, 2020 with limitations and requirements as set forth by the Governor, which currently includes wearing a mask to cover the nose and mouth while inside the building.

Mayor Lucas inquired about when the Council will be returning to the Town Hall for their regularly scheduled meetings.

Town Manager Roudabush explained the June 9, 2020 public hearing and regular meeting will be held electronically, and all meetings after June 10, 2020 can be held in the Town Hall.

Councilman Jenkins inquired about the survey requirements for transferring ownership of a vacant lot.

Town Manager Roudabush explained the Town does not require a survey when transferring ownership of property.

Councilman Jenkins noted this could allow the new owners to be unaware of issues with the properties they are obtaining and suggested the Town require a survey.

Town Manager Roudabush explained this would require changing the Town Code. She also noted the Town does not currently require a survey for a zoning permit.

Councilman Fox noted most banks and mortgage lenders require a survey before the applicant can obtain a loan for the property, which would prevent buyers from being unaware of property issues.

### **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)

Councilman Jenkins inquired about the Town's current FY19-20 budget status.

Town Manager Roudabush reported most line items should be around 83% at this time, and only a few are over that amount, due to unexpected expenses.

## **PARKS & RECREATION**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported donations are being accepted and grants are being pursued for Phase 3 of the WigWam Playground equipment replacement. He explained about \$25,000 is needed for this next phase and only \$3,000 will be grant funded. He also noted if funding is not received, the planned equipment may have to be exchanged for a smaller item.

Town Manager Roudabush noted the grant funding will expire at the end of the 20-21 FY.

Councilman Fox suggested checking to see if use of the grant funding can be extended due to the Town's inability to actively fundraise because of COVID-19.

Chairman Jenkins inquired about the fountain at Big Gem remaining inoperable.

Town Manager Roudabush explained the fountain has been untangled and Public Works plans to place it in conduit before reinstalling.

Chairman Jenkins inquired about the conduit making the fountain too heavy.

Town Manager Roudabush reported the fountain had previously been in conduit and was unaffected by the extra weight.

Chairman Jenkins inquired about holding the Town's scheduled Outdoor Movie Night as a Drive-In Movie at the Shenandoah Assembly of God Church on June 18, 2020. He noted the movie would be The Land Before Time.

Mayor Lucas suggested the Town reach out to the church and ask if they would be willing to allow the Town to utilize their property and equipment to hold the Drive-In Movie. He noted the Shenandoah Assembly of God Church invited him to speak at their Drive-In Memorial Service since the Town's Annual Memorial Service was cancelled due to COVID-19.

Councilman Pierce suggested sending a thank you letter to the Shenandoah Assembly of God Church and the planning parties of the Memorial Service for finding a solution to the service void and for inviting Mayor Lucas to participate.

Chairman Jenkins inquired about the recent emergency at the river.

Chief Davis reported someone was hung up on an anchor and had to be taken to the bank for assistance. He expressed appreciation for the Shenandoah Volunteer Fire Company's assistance on the emergency.

Councilman Comer reported the cost of excavating and concrete work plus display racks at Veterans Park would go over the park's funding. He also explained the excavating details he received from the contractors, where he learned the expansion could compromise the integrity of the park and cause issues with the existing displays. Councilman Comer suggested the Town offer to sell imprinted bricks to people on the waiting list to place at their homes or other places they desire.

Vice Mayor Kite agreed selling the bricks to interested parties would be a great way to continue honoring the veterans.

Councilman Pierce inquired about the number of blank bricks at the park.

Councilman Comer stated there are approximately seven blank bricks remaining.

Councilman Pierce noted the remaining bricks are for the Virginia Soldiers honored at the Town's Annual Memorial Service and cannot be sold.

There being no further discussion, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilman Pierce, to not expand Veterans Park due to excavation concerns and authorized selling imprinted bricks to people on the waiting list.

Members Roll Call Vote was as follows:

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

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**  
(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported Taste of the Southern Market deli & Simply Yours clothing boutique will be opening in the Village Shopping Center on S. Third Street soon. He noted Grand Opening Ribbon Cutting Ceremonies will be scheduled later.

Councilman Comer suggested Council consider installing a charging station for electric vehicles. He explained the Town may be eligible for grant funding.

Town Manager Roudabush reported other electrical upgrades are needed on the exterior wall of Town Hall to serve events and bids will be obtained.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to approve Town Manager Roudabush to seek grant funding for an electric vehicle charging station at Town Hall, and to pay the estimated \$500 cost for electrical work needed for this device.

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**

#### **COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

Chairman Kite reported he has seen several home improvement projects in Town. He suggested Council look around and provide recommendations for the June 2020 Community Enhancement Award at the upcoming Council meetings.

#### **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 reminded Council the Page County Economic Development Authority needs a representative for the Town of Shenandoah. The representative must live in Town and be able to attend meetings on the third Monday of every month at 5:30 pm in Luray. Interested persons should contact Town Manager Roudabush at 540-652-8164 to present their name to the Council for a recommendation.

### **NEW BUSINESS**

There was nothing to report during this period.

### **TOWN MANAGER'S REPORT**

Town Manager Roudabush reported paving is to begin soon to repair Bank Street from the sewer line installation. She also noted the repair and paving of streets around Town is scheduled to begin soon and VDOT will be repaving of 340 from Virginia Avenue in Town north to Grove Hill River Bridge within the next few weeks.

### **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 7:44 pm.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite	<b>NAY:</b> None
Councilman Comer	
Councilman Fox	
Councilman Jenkins	
Councilman Lowe	
Councilman Pierce	

**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