

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
ELECTRONIC REGULAR MEETING
JUNE 9, 2020**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, June 9, 2020, at 7:08 p.m., 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; and Richard Pierce.

Council Members absent were: I. Michael Lowe.

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.

MAY 26, 2020 REGULAR MEETING MINUTES

A *motion* was made by Councilman Fox, *seconded* by Vice Mayor Kite, to approve the *Regular Meeting Minutes* held on May 26, 2020, as presented.

Members Roll Call Vote was as follows:

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

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **June 9, 2020**, in the **Combined Accounts Disbursement Warrant #38354 - #38386** in the amount of **\$118,032.53**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Council reviewed the Treasurer's Report, submitted by Treasurer Cindy Breeden, for June 5, 2020.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Fox, to approve the June 5, 2020 Treasurer's report in the amount of \$2,011,096.11, as presented.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item #1 – Personnel Committee Chairman Pierce presented Council with a memorandum requesting authorization to promote Anthony Cabbage from part-time patrolman to full-time patrolman, effective July 1, 2020. Officer Cabbage's starting salary will be \$41,000 and will be

eligible for a 5% pay increase upon completion of six-month's probation. He will be eligible for a rank increase, with no pay increase, after two years.

A *motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, to authorize the promotion of Anthony Cabbage from part-time patrolman to full-time patrolman, effective July 1, 2020, which the afore-mentioned conditions.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

Item #2 – Virginia Tech student Sarah Coffey provided results of her study on green infrastructure and food foresting. This study was based off of survey results for Virginia Mayors who responded.

Item #3 - Received the May 2020 Police Department Activity Log for review.

Item #4 - Received the May 2020 Town Website Statistics for review.

Item #5 - Received the May 2020 Town Vehicle Gas Logs for review. Mayor Lucas asked if Council was interested in continuing to receive this report each month. Councilman Jenkins stated it is a useful tool for usage comparison. Mayor and Council will continue to receive the monthly Gas Logs for review.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Chairman Kite stated Public Works has been busy, but everything is going well.

Town Manager Roudabush reported the Twelfth Street well pump has been repaired and is operating normally. The repair costs have been turned into the Town's insurance, pending approval for reimbursement.

Councilman Fox noted he thought recent upgrades to the Twelfth Street well would prevent future issues.

Town Manager Roudabush stated well pumps last approximately two to four years under normal

use. The electric company has record of power outages during the times when the well apparently experienced issues. The pump did not cut back on after the second outage and Burner Well determined the motor had burned up. A determination on the insurance reimbursement for the well pump repairs will be made once the full report has been received.

Vice Mayor Kite confirmed the lifespan of two to four years for a municipal well pump based on the wear and tear involved, the depth of the well and high usage.

Town Manager Roudabush submitted an application for water and sewer connections for the construction of a new home on lot 30 on Edgewood Drive for Superior Siding and Home Improvement.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve a water and sewer application for construction of a new home on lot 30 on Edgewood Drive for Superior Siding & Home Improvement.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

Town Manager Roudabush submitted an application for water and sewer connections for the construction of a new home on lot 31 on Edgewood Drive for Superior Siding and Home Improvement.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve a water and sewer application for construction of a new home on lot 31 on Edgewood Drive for Superior Siding & Home Improvement.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

Mayor Lucas inquired about recent work on Route 340 near the Shenandoah Baptist Church.

Town Manager Roudabush reported a water leak occurred in an old, unmapped water line. With the assistance of VDOT, the road was dug up, the line capped off since it was not in use, and the area was repaved.

Councilman Comer inquired if there is a Geologist available from the State of Virginia to assist in locating a suitable site for an additional well, should the Town decide one is needed.

Town Manager Roudabush stated the possibility of assistance through the Health Department as well and will investigate the available options.

STREETS & PUBLIC PROPERTY

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

Town Manager Roudabush thanked the local VDOT office and crew for recent assistance on street repairs, saving the Town over \$15,000.

Mayor Lucas stated there is a new VDOT Representative for the Town and he is very helpful.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Councilman Fox expressed appreciation to the Police Department for everything they do. Mayor Lucas and other Council members agreed Shenandoah's PD does excellent work.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

There was nothing to report during this period.

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 reported the Village Shopping Center on S. Third Street will soon be renamed "Town Center". All available spaces have been leased filled and all businesses are now open:

Mr. Garcia's Mexican Grille & Cantina

211 Quincy Avenue, Shenandoah, VA 22849, 540-742-8655

Taste: The Southern Market

609 S. Third Street, Shenandoah, VA 22849, 540-918-8003

Simply Yours

609 S. Third Street, Shenandoah, VA 22849, 540-810-8035

Country Cuts Salon

609 S. Third Street, Shenandoah, VA 22840, 540-652-6022

Emily's Essential Massage

609 S. Third Street, Shenandoah, VA 22849, 540-742-2475

Autodealz LLC

607 S. Third Street, Shenandoah, VA 22849, 540-652-1159

Southern Accents

605 S. Third Street, Shenandoah, VA 22849, 540-652-7673

The complete list of businesses can also be found on the Town's Facebook page, with their hours of operation.

Councilman Pierce stated all the shops are all very nicely done, including the deli, which also has fresh produce, milk, eggs, and bread.

Councilman Comer asked the Town to help promote the new businesses.

Mayor Lucas welcomed them all to Town. It is wonderful to have new businesses up and running.

It was noted ribbon cuttings for the Grand Openings will be scheduled soon.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Chairman Kite asked the Council to submit any Community Enhancement Awards for home improvements at the next meeting.

Town Manager Roudabush reminded Mayor and Council the next meeting on June 23, 2020 will be held in person at Town Hall.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

There was nothing to report during this period.

POLICE REPORT

Councilman Jenkins asked if there was another water rescue on the river?

Chief Davis confirmed this and stated there have been four water rescues in the area in the past month, mainly due to heavy rains and high water levels.

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 on the CARES Act, money to be allocated from the County to the Town, specifically for COVID-19 expenses incurred from March 1 through December 31, 2020. The Town's portion of the allocation is up to \$205,000. Expenses to date will be submitted for reimbursement and paid on a monthly basis going forward. Some proposed uses for the funds include an emergency sign board, police vehicle, in-car laptop systems for Police Department, restroom at Wigwam Village playground to provide hot and cold running water, and hand sanitizer stations at parks. It was noted lost revenue due to not charging late fees or reconnection fees are NOT reimbursable, even though it continues to be state-mandated these fees cannot be charged and utilities cannot be disconnected for non-payment.

A *motion* was made by Councilman Jenkins, *seconded* by Fox, to authorize Town Manager Roudabush to obtain bids for the construction of a restroom, additional police vehicle, laptop systems for the Police Department, and emergency sign. Any additional suggestions will be submitted for vote at a later date.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe
VOTE: Unanimous in favor of motion

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 7:45 p.m.

Members Roll Call Vote was as follows:

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

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

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk