

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
JUNE 23, 2020**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, June 23, 2020, at 7:00 p.m., 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; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Charles Jenkins.

Other Town Officials present were Juanita Roudabush, Town Manager/MMC; Christl McCoy, Systems Manager; and Paul Davis, Police Chief.

Citizens present were: None.

Media Representatives: None.

RECEIVING OF VISITORS

There were no visitors present during this meeting.

JUNE 9, 2020 PUBLIC HEARING MINUTES

A *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to approve the *Public Hearing Minutes* held on June 9, 2020, to discuss the proposed lease request between New Cingular Wireless, LLC and the Town of Shenandoah, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

JUNE 9, 2020 REGULAR MEETING MINUTES

Councilman Comer requested a change to the minutes to clarify a statement he made regarding the availability of the State of Virginia Geologist to assist in the location of an additional well if the need arises. A correction will be made to the minutes.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox, to approve the ***Regular Meeting Minutes*** held on June 9, 2020, as presented.

Members Vote was as follows:

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

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

Town Manager Roudabush commended Systems Manager McCoy for typing both sets of minutes from notes taken by Town Clerk Knight, without the benefit of having been at the meeting.

APPROVAL OF BILLS

Mayor Lucas noted the Police Department purchased tires wholesale and asked who mounts and balances them?

Police Chief Davis stated JR's Tire does the work and charges labor only.

Police Chief Davis noted the amount the Police Department was charged for towing and replacing the starter on one of the police cars was excessive and may not use services from a garage out of Town in the future.

There being no additional questions or comments, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to approve the bills, dated **June 23, 2020**, in the **Combined Accounts Disbursement Warrant #38387 - #38428** in the amount of **\$93,144.71**.

Members Roll Call Vote was as follows:

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

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Council reviewed the Treasurer's Report, submitted by Treasurer Cindy Breeden, for June 19, 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 Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item #1 – Received a memo from the Page County Economic Development Authority requesting rebate payment to the Page County Economic Development Authority for \$2,106.88 for Tactical Walls LLC and RHB Real Estate LLC, per the terms of the Enterprise Zone Performance Agreement.

Town Manager Roudabush stated Page County EDA handles all the paperwork related to the Enterprise Zone, which is the reason the rebate program is administered through them. The funds are returned to the qualifying business, twice per year.

A *motion* was made by Councilman Lowe, *seconded* by Vice Mayor Kite, to authorize the rebate payment to the Page County Economic Development Authority for \$2,106.88 for Tactical Walls LLC and RHB Real Estate LLC, per the terms of the Enterprise Zone Performance Agreement.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite

NAY: None

Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

Item #2 – Mayor Lucas provided a memo to Council advising the State Corporation Commission has issued an Order for Area Code Relief. This order notes the supply of available telephone numbers with a 540-area code will be exhausted during the second quarter of 2022 and a new area code will be assigned. All existing customers will keep their 540-area code. All 10 digits will need to be dialed once this new plan is implemented. The entire order is on file at Town Hall for anyone interested in reading it.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush submitted an application for water and sewer connections for the construction of a new home on lot 10 on High Knoll Terrace for Superior Siding & Home Improvement, to be built in 2020.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Pierce, to approve a water and sewer application for construction of a new home on lot 10 on High Knoll Terrace for Superior Siding & Home Improvement, to be built in 2020.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

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 51 on Locustdale Loop for Rickel Contracting, to be built by August 2020.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to approve a water and sewer application for construction of a new home on lot 51 on Locustdale Loop for Rickel Contracting, to be built by August 2020.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

Town Manager Roudabush submitted applications for water and sewer connections for the construction of new homes on lots 1, 2, 20, 21, 22 on High Knoll Terrace and on lot 50 on Locustdale Loop for Jasel Group LLC. The new homes on lots 20 and 21 are to be completed in 2020 and the remaining homes are estimated to be completed in 2021. The owner/builder is aware no refunds will be issued after one-year following approval (June 23, 2021). Also, connection fees are NOT transferrable to other building lots.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve a water and sewer application for construction of a new home on lot construction of a new homes on lots 1, 2, 20, 21, 22 on High Knoll Terrace and on lot 50 on Locustdale Loop for Jasel Group LLC, with the above-mentioned stipulations.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

STREETS & PUBLIC PROPERTY

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

Councilman Lowe noted the area of Bank Street where the sewer line was replaced still has not been paved.

Town Manager Roudabush advised the contractor does excellent work, but has been extremely busy with other areas and has not been able to complete the paving. She also noted he has not been paid in full for the work. He is scheduled to complete the work on Monday, June 29, 2020.

Councilman Fox suggested Public Works transport all necessary equipment (mowers, trimmers, etc.) to each area in Town where they are working to completely finish each area.

Town Manager Roudabush acknowledged there are times Public Works cannot finish an area due to getting called away for other jobs that take priority (water leaks, sewer back-ups, etc). She noted with COVID-19 restrictions, the Town has been unable to use inmates from Page County Jail. Two inmates under the supervision of General Maintenance Worker Walters have maintained all Town property in years past and have been sorely missed in 2020.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis noted a fifth water rescue in the area was executed on June 22, 2020.

Councilman Fox asked Chief Davis is there was a cost benefit to purchasing a car versus an SUV for a police vehicle?

Chief Davis stated the costs are comparable and it comes down to the personal preference of the Officer; some prefer to drive an SUV, others prefer a car. He also noted the cars are All-Wheel Drive and have no issues in any of the areas in Town where they might need to go.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce referred to the May budget, stating the Town looks to be in good shape with only one month to go in the 2019-2020 Fiscal Year.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Pierce asked about the status of obtaining bids for the public restroom at Wigwam Village?

Town Manager Roudabush informed Council of issues with how the CARES Act funds received by Page County will be allocated to the Towns. \$10,000 from each of the Town's shares have been redirected to the Page County Rescue Squads. Some of the items previously thought to be reimbursable may not be covered, for example landscaping/mowing and weed eating of park areas, according to the Page County Administrator.

Town Manager Roudabush also informed Council the Transient Occupancy Tax funds from Page County have all been allocated for the upcoming fiscal year to the Chamber of Commerce (\$250,000) and to Page County Economic Development and Tourism (\$75,000) and there are no funds available for the three Towns at this time.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush complimented the local restaurants for being able to maintain their businesses during the pandemic by adding delivery, offering specials, and other promotions.

Town Manager Roudabush is submitting grant applications for several available grant opportunities.

She reported Page County Economic Development Authority received a “Food Hub” grant, which will provide meals to vulnerable residents, those who have been laid off and others in need. The local restaurants will provide food for 12 weeks and the meals could be distributed through a program like Food for Friends. This grant will be implemented county-wide in various ways.

Page County received another opportunity through DHCD for \$500,000 available to Page County Businesses to assist with COVID-19 related expenses and assistance. This is in the form of grant money, not a loan or any matching funds requirement. Town Manager Roudabush is waiting for the applications to be available from Page County so the businesses can apply as soon as possible, since the funds will be dispersed countywide.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Chairman Kite noted several houses in Town are working on improvements and asked the Council to submit Community Enhancement Awards for the next meeting.

Councilman Pierce noted the new house being constructed on Shenandoah River Road is quite large and asked if it is going to be residential or short-term vacation rental property.

Town Manager Roudabush stated the owner is planning to eventually use it as vacation rental, but may live there for a year or so.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Town Manager Roudabush advised she has a potential candidate for temporary, part-time assistance in the Town Office while Town Clerk Knight is on maternity leave. Computer Center Supervisor Fluharty will also be filling in for a portion of the time.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

Mayor Lucas indicated there doesn't appear to be any excess money left in the Fiscal Year 2019-2020 for any last-minute projects to benefit the Town but is hopeful there will be opportunities in the upcoming Fiscal Year.

TOWN MANAGER'S REPORT

There was nothing to report during this period.

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 Lowe, to adjourn the meeting at 7:50 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Christl McCoy, Acting Clerk