

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
JULY 14, 2020**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, July 14, 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; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: None.

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 23, 2020 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on June 23, 2020, as presented.

Members Vote was as follows:

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

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve the bills, dated **July 14, 2020**, in the **Combined Accounts Disbursement Warrant #38429 - #38484** in the amount of **\$439,788.80**.

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 this amount included a transfer of \$209,500.00 from the General & Utility Fund Checking Accounts to the Capital Improvement Checking Accounts.

TREASURER'S REPORT

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

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Fox, to approve the July 10, 2020 Treasurer's report in the amount of \$2,083,344.72, as presented.

Members 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 - Received a Thank You letter from the Town of Elkton for the Town of Shenandoah's assistance with the Youth for Black Lives Matter event held on June 17, 2020. Mayor Lucas expressed his appreciation to Chief Davis and the Shenandoah Police Department for maintaining a good working relationship between the Towns and was grateful the event was peaceful.

Item #2 – Received a notice from American Water Works Association in honor of Virginia's Drinking Water and Wastewater Professionals Appreciation Day. Mayor and Council noted their thanks to all Town water and sewer employees who provide excellent service to our Town residents.

Item #3 – Received June vehicle gas logs for review.

Item #4 - Received June police report for review.

Item #5 - Received June website activity for review.

Item #6 – Received a proposal from Form Networks for in-car police reporting systems for all of the police vehicles in the amount of \$32,319.44. This is an approved expense for reimbursement from the CARES Act funds, available from the Page County Administrator. This will give the police department the capability of keeping traffic out of their offices and conducting all police business from their vehicles.

Councilman Fox questioned if the specifications on the proposal were adequate.

Councilman Jenkins suggested upgrading the memory and the hard drive, as well as adding printers. The printers will give the officers the capability of printing “e-tickets” on-site.

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve up to \$40,000 for the in-car police reporting systems and printers. The expense will be taken from General Capital Improvements Checking Account and transferred to the General Fund Checking Account. This will be reimbursed to the Town by the Page County Administrator's CARES Act Funds.

Members Roll Call Vote was as follows:

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

NAY: None

Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Item #7 – Council reviewed the USDA Loan Resolution for \$95,000 for the purpose of purchasing a new utility truck for public works and a new police vehicle. The Town will be eligible for \$14,200 grant funding through this program. As these items were already included in the Fiscal Year 2020-2021 budget, they were not eligible for reimbursement through the CARES Act. The purchase of the second police vehicle will be reimbursed through the CARES Act since it was not a budgeted item.

Councilman Pierce asked what happens if the Council does not adopt the resolution?

Town Manager Roudabush explained the Town must adopt the resolution in order to qualify for the grant reimbursement. She further explained this is a similar loan/grant situation that allowed the purchase of the Town’s backhoe and mowers.

There being no further discussion, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Jenkins, to adopt the loan resolution and authorize the Mayor to sign all associated documents for the USDA loan/grant for \$95,000 for the purpose of purchasing a new utility truck for public works and a new police vehicle.

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)

Committee Chairman Kite submitted an application for a water and sewer application for construction of a new home on lot 32 on Central Avenue for Bron Investments, LLC, to be built in 2020.

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 32 on Central Avenue for Bron Investments, LLC, that is currently under construction.

Members 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

Committee Chairman Kite submitted a water and sewer application for future construction of a new home on lot 32A on Central Avenue for Bron Investments, LLC.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to approve a water and sewer application for future construction of a new home on lot 32A on Central Avenue for Bron Investments, LLC.

Members 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

Councilman Comer asked what is the Town's policy on allowing residents to use water from fire hydrants to fill swimming pools?

Town Manager Roudabush stated the Town's policy is not to allow anyone to hook up to fire hydrants to fill swimming pools, due to potential contamination of the Town's water supply, causing low water pressure to neighborhoods, and the lack of an accurate metering system to bill for water used.

Councilman Lowe pointed out a pool can be filled with a garden hose attached to the resident's outdoor faucet. There is already a plan in place to discount the sewer rate when resident's fill pools. Also, water can be hauled by independent water haulers.

Vice Mayor noted there appears to be a water leak on Route 340, between Senior Avenue and Williams Avenue.

Town Manager Roudabush indicated this is an area with frequent issues and the line is scheduled to be replaced.

STREETS & PUBLIC PROPERTY

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

Chief Davis and Councilman Lowe noted there are a few areas in Town where bushes and shrubs need to be trimmed due to overhanging the streets and sidewalks, specifically the street on Junior Avenue and the sidewalk along Route 340 between Sullivan's and Dollar General.

Councilman Jenkins asked the status of paving in Town.

Town Manager Roudabush advised several areas in Town are still in need of paving, but due to water leaks and other issues, VDOT has been unable to or advised against paving until the leaks have been repaired and the other issues have been resolved.

Council discussed an issue with an area on Junior Avenue where gravel continues to wash from a steep driveway into the road. This is an area of Junior Avenue that needs to be paved but the run-off needs to be resolved before the paving can be completed, according to several paving contractors.

Town Manager Roudabush advised a resident had illegally hooked up to a fire hydrant by cutting the lock off and was using water to fill a pond on their property. This was discovered when the water holding tanks could not maintain proper levels, even with all the wells running. Police are working on this case and a plan is being developed to ensure this does not happen in the future.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Council was advised an employee is under 14-day quarantine due to COVID-19 *exposure*. The employee will be tested prior to returning to work.

Chief Davis presented a proposal from Accredited Security for six refurbished police tasers and holsters at a cost of \$3,594 which includes a 2-year warranty. The tasers the officers are currently using are eight years old and are no longer working properly. This expense will be taken from General Capital Outlay – Police Equipment, budgeted line item.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the purchase of six refurbished police tasers and holsters at a cost of \$3,594 from Accredited Security.

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

Councilman Jenkins advised there is an issue in the Wigwam playground and tennis court area with teenagers harassing people, especially younger children.

Town Manager Roudabush stated the lights in this area often get broken but will have Public Works check them and replace as necessary.

Councilman Lowe advised there are areas in Town where speeding is an issue.

Chief Davis will have the Police Department increase patrols and run radar checkpoints in these areas.

Chief Davis also reported an increase in police activity due to more people in the area.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Town Manager Roudabush advised tax collection rates for current taxes were down slightly due to COVID-19, however the overall collection rate has increased with the implementation of collection methods for delinquent taxes.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins thanked Public Works for mowing at Big Gem and asked when the next treatment for duckweed in the pond is scheduled.

Town Manager Roudabush advised the product to treat the pond has been ordered.

Town Manager Roudabush reported visitors at all Town parks have increased significantly, especially the River Park. The parking area is often packed and there are more people on the river.

Chief Davis reported two more water rescues since the last meeting, citing inexperience with river activities.

Town Manager Roudabush advised there is a need for a part-time parks' maintenance person for the weekends, due to the increased traffic at the parks. This person would primarily be responsible for cleaning the bathrooms, emptying trash cans, weed eating and trimming. Additional trash cans will be placed at the park. Anyone interested in the part-time position should apply at Town Hall.

Councilman Fox reported the fence at the dog park needs to be replaced or repaired and the grass along the bank needs to be trimmed.

Town Manager Roudabush stated several Eagle Scout projects at Big Gem were not maintained and have deteriorated over the years. The bridge rotted out and has been removed and the railroad tie steps leading to the gazebo need to be replaced.

Town Manager Roudabush thanked Boxcar Deli for hosting live entertainment at the Cruz-In on Friday, July 10 and also thanked Vice Mayor Kite for setting up his sound equipment for the event. Nashville Recording Artist SJ McDonald performed on the patio at Boxcar Deli.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush stated the plan is moving forward for Page County Economic Development Department's "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.

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

Town Manager Roudabush stated the full impact of COVID-19 on local businesses will not be realized until next year when business licenses are renewed. However, some local businesses

are reporting an increase in customers since people are staying closer to home.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Councilman Jenkins reported the property located at 806 Junior Avenue needs to be mowed.

Town Manager Roudabush stated a certified letter has been mailed to the new owners of the property, but as of this meeting, the letter has not been claimed at the post office.

She also noted work has been halted at 405 Seventh Street temporarily due to a change in the partnership that purchased the property.

Council complimented the work being done on 406 Eighth Street, including the installation of a metal roof.

Town Manager Roudabush reported the property has been purchased by a developer who has an application pending with the Planning Commission to subdivide the adjacent lots in order to build one or two houses.

Councilman Comer received a complaint regarding the truck and equipment parked at the corner of Virginia and Third Street and asked if the resident has a business license.

Town Manager Roudabush stated the resident is a subcontractor for Comcast and is not required to have a business license. The equipment and truck are parked legally on his property and the alley is not blocked to her knowledge. If she finds the alley is blocked, she will instruct the resident to move the equipment.

Councilman Jenkins noted an increase in business at Lydia Mountain. Chief Davis thinks the requirement of minimum 30-day rentals due to COVID-19 is responsible for the increase.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

All Town departments are almost fully staffed, with the exception of one employee currently on maternity leave.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Upcoming events include Music in the Park on July 24 at 7 p.m. at Big Gem Park with music by Just One More Bluegrass Band. Also, Outdoor Movie night will be held on July 30 at 8:30 p.m. on First Street. Both events are FREE.

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 8:26 p.m.

Members Vote was as follows:

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

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Christl McCoy, Acting Clerk