

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
JULY 28, 2020**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, July 28, 2020, at 7:01 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 Brandon Morris, Police Lieutenant.

**Citizens present were:** None.

**Media Representatives:** None.

**RECEIVING OF VISITORS**

There were no visitors present during this meeting.

**JULY 14, 2020 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on July 14, 2020, as presented.

Members 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**

**APPROVAL OF BILLS**

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **July 28, 2020**, in the **Combined Accounts Disbursement Warrant #38485 - #38510** in the amount of **\$81,397.67**.

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 Pierce asked if the \$75 towing fee was for the unregistered truck that has been moved to various locations in Town?

Town Manager Roudabush stated this towing fee was for a vehicle impounded during a recent drug bust by the Police Department.

Mayor Lucas asked what the \$228 overage of units served paid to Waste Movers was for?

Town Manager Roudabush stated the Town staff periodically audits the number of users paid to the refuse collection company. With all the recent new homes constructed, the number of users has increased, and this amount reflected that increase.

**TREASURER'S REPORT**

Council reviewed the Treasurer's Report, submitted by Treasurer Cindy Breeden, for July 23, 2020.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Fox, to approve the July 23, 2020 Treasurer's report in the amount of \$2,058,985.28, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer

**NAY:** None

Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

### **CORRESPONDENCE**

**Item #1** – Mayor Lucas read a Memo from Town Manager Roudabush advising Council of the need to adopt a **draft** policy document for Infectious Disease Prevention Emergency Temporary Standards for the Town, as required by Virginia Occupational Safety & Health. She noted the Town only received notice today of the need to adopt the policy this week. The policy was developed by the Town’s insurance company.

A **motion** was made by Councilman Jenkins, **seconded** by Councilman Fox, to adopt a **draft** policy document for Infectious Disease Prevention Emergency Temporary Standards for the Town, as required by Virginia Occupational Safety & Health.

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**

**Item #2** – Council received a copy of an invoice from to Burner Well Drilling Inc, for parts and labor for well pump motor replacement in the amount of \$12,288.32 less \$257.77 discount (\$12,630.55). Town Manager Roudabush advised the Town’s insurance reimbursed \$11,630.55 after \$1,000 deductible.

A **motion** was made by Councilman Fox, **seconded** by Councilman Pierce, to authorize payment to Burner Well Drilling Inc, for parts and labor for well pump motor replacement in the amount of \$12,288.32 less \$257.77 discount (\$12,630.55).

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 Comer noted the rate of \$292.00 per hour for labor was quite high. Vice Mayor Kite also noted the cost of the check valve of \$349.00 as also very high.

**Item #3** – Council received a memo from Treasurer Breeden requesting approval to amend several line items in the current FY 2020-2021 budget for the addition of a part-time Parks and Rec employee. She requested \$5,374.00 be moved from park maintenance to salaries and payroll taxes.

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to amend budget line items in Parks and Recreation for the salary of the part time Parks and Rec employee, in the amount of \$5,374.00, to be moved from park maintenance to salaries and payroll taxes.

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 Pierce is pleased the parks will now have someone on weekends to keep the trash picked up and the restrooms clean.

Councilman Pierce advised all Pioneer Bank branch lobbies will re-open to the public on Thursday, July 30, 2020.

## **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Committee Chairman Kite noted a possible water leak on Route 340 near the entrance to the cemetery.

Councilman Lowe advised Council of a comment made on Facebook from a Town resident regarding a possible adjustment to a high water bill for a leak at the meter.

Town Manager Roudabush stated the Town's policy is a leak at the fitting on a water meter would be the only time an adjustment could be made to a customer's water bill when the water has gone through the meter. All other leaks between the meter and the house are the responsibility of the property owner.

Councilman Jenkins asked Public Works to fill in around the water meter at Junior and Hockman Avenue.

### **STREETS & PUBLIC PROPERTY**

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

Councilman Lowe requested VDOT be contacted for an area just outside of the Town limits on Shenandoah River Road where the road is sinking.

Councilman Jenkins asked Public Works to fill in around the water meter at Junior and Hockman Avenue.

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

(Chairman Kite and Councilmen Jenkins and Comer)

There was nothing to report during this period.

Mayor Lucas thanked Lt. Morris for attending the meeting in Chief Davis' absence.

### **TAXATION & FINANCE**

(Chairman Pierce and Councilmen Fox and Kite)

Mayor and Council received copies of the June 2020 budget for review.

Councilman Pierce noted both income and expenses were lowered than budgeted, so overall it was okay.

### **PARKS & RECREATION**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Pierce suggested purchasing grills to be placed at the River Park, in addition to the one already there. Council agreed to purchase grills at the River Park. Both Big Gem Park and Wigwam Village also have grills available for the public to use.

Councilman Jenkins noted the wheels on the cannon at Shenandoah Elementary School are in need of repair.

Councilman Jenkins advised work orders are needed for potholes on Morrison Road and other areas at the River Park.

Councilman Jenkins asked for an update on the fishing pier grants?

Town Manager Roudabush stated she is waiting on a response for lease with the railroad in order to proceed. The grant application is due in October.

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

(Chairman Jenkins and Councilmen Lowe and Pierce)

Committee Chairman Jenkins advised the Town is looking for a Town business that is also a member of the Chamber of Commerce to co-host Business After Hours on August 20, 2020.

Town Manager Roudabush said although the Town is an honorary member and is co-hosting the event, the Chamber of Commerce requires the location where this event is held must also be a member. Membership is \$150 per year for the business.

### **COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

Councilman Comer nominated and Council approved for a property to receive a Community Enhancement Award. The award will be presented at a future meeting.

### **PERSONNEL**

(Chairman Pierce and Councilmen Jenkins and Comer)

Committee Chairman Pierce announced Kirk Comer has accepted the position of Part Time Parks and Rec Worker. He is scheduled to start on August 1, 2020.

### **UNFINISHED BUSINESS**

There was nothing to report during this period.

### **NEW BUSINESS**

There was nothing to report during this period.

### **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 Councilman Lowe, *seconded* by Councilman Jenkins, to adjourn the meeting at 7:32 p.m.

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**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Christl McCoy, Acting Clerk