

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
December 08, 2020**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, December 8, 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.; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Councilman Lynn Fox.

Other Town Officials present were: Juanita Roudabush, Town Manager/MMC; Lora Jenkins, Town Clerk; and Paul Davis, Police Chief.

Citizens present were: None.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

There were no visitors signed up to speak during this period.

November 10, 2020 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on November 10, 2020, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Before the regular approval of bills a correction is needed on the previous bills. Town Treasurer, Cindy Breeden sent a memorandum dated November 18, 2020 due to an error, the Town's Approval of Bills for November 10, 2020 did not include the warrants paid from the Utility Fund. Therefore, please rescind the motion (made by Vice Mayor Kite) and the second (made by Councilman Pierce) to approve the warrants #38746 through #38785 in the amount of \$276,711.63 dated November 10, 2020. A new vote with a new motion and second will be needed to approve the warrants #38746 through #38785 in the correct amount of \$322,915.44, dated November 10, 2020.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to rescind their motion and second of November 10, 2020 to approve the warrants #38746 through #38785 in the amount of \$276,711.63.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the bills, dated **November 10, 2020**, in the **Combined Accounts Disbursement Warrants #38746 - #38785** in the amount of **\$322,915.44**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

There being no questions, a *motion* was then made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the bills, dated **December 08, 2020**, in the **Combined Accounts**

Disbursement Warrants #38786 - #38862 in the amount of **\$312,925.65**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

A *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to approve the December 4, 2020 Treasurer's report, submitted by Cindy Breeden, in the amount of \$2,230,661.11, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas read the following Resolution of Respect for Ralph W. Harlow:

RESOLUTION OF RESPECT FOR RALPH W. HARLOW MARCH 13, 1940-NOVEMBER 26, 2020

WHEREAS, God in His Infinite Wisdom, has called from our midst Ralph W. Harlow on November 26, 2020,

WHEREAS, He graduated from Shenandoah High School (1958), and Madison College (1964), and University of Virginia (1969), and

WHEREAS, He served as Principal of Shenandoah Elementary for twenty five years, and

WHEREAS, He served as Assistant Superintendent of Elementary Education until his retirement from Page County Public Schools in 1994, and

WHEREAS, He was an active community member involved in many organizations, and was a member of St. Paul's Lutheran Church, now,

BE IT RESOLVED, That the sympathy of the Mayor and the Town Council is extended to his family in their great loss.

A *motion* was made by Councilman Comer, *seconded* by Councilman Pierce, to adopt the Resolution of Respect for Ralph W. Harlow, as read.

Members Vote was as follows:

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

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

#2 –Mayor Lucas and Council received a recommendation from the Planning Commission to approve a request from Bron Investments, LLC for the consolidation of five (5) small lots into two (2) larger lots located at North Second Street identified by Tax Map numbers: 102A1-(2)-3 lots 4,5,6,7 and 8.

Councilman Pierce questioned how a life estate could be sold. Mayor Lucas said everyone who had life-time rights would have to agree to sell.

Following a brief discussion, a *motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, to a request from Bron Investments for the consolidation of five (5) smaller lots into two (2) larger lots, located at North Second Street identified by Tax Map numbers: 102A1-(2)-3 lots 4,5,6,7 and 8.

Members Vote was as follows:

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

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

#3 – Mayor and Council received a Thank You from the Shenandoah Community Library for the Town's donation.

#4 – Mayor and Council received a Thank You from Page One of Shenandoah for the Town's support.

Mayor Lucas asked the Council if the Town could spare an additional donation, how much would the Council approve to donate to Page One of Shenandoah. He noted that Page One's resources had been impacted by Covid-19 and they could use more financial support.

Councilman Pierce suggested up to \$500.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to see if, Town Treasurer, Cindy Breeden, had up to \$500.00 to spare to send an additional donation to Page One of Shenandoah.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

#5 – Council received a letter from Comcast informing customers of Xfinity service and pricing changes effective December 20, 2020.

Mayor Lucas asked why we received this letter.

Town Manager Roudabush said because we have a franchise with Comcast.

#6 – Council received a Media Release that Page County Economic Development & Tourism received \$10,000 from the Virginia Tourism Corporation's Recovery Marketing Leverage Program. Page County will use the grant funds to increase tourism spending and promote overnight stays starting on Sunday.

#7 – Council received the Town website statistics for November 2020.

8 – Council received the November 2020 Police Department Activity logs.

9 – Council received the November 2020 Town Vehicle Gas Logs for review.

10 – Council received a letter of resignation from Teresa Kite from the Town of Shenandoah Planning Commission since she is no longer a resident of the Town. This leaves a vacancy on the Town Planning Commission and anyone within the Town limits who is interested in serving should submit their resume to Town Hall for Council's consideration.

11 – Council received the FOIA Meeting Notices for 2021.

12– Council received the list of 2021 Cruz-ins on First Street, as follows:

- May 28th – Rain or Shine – Part of the 24th Annual Memorial Festival – Sponsored by Jr's Tire Service
- June 11th – Rain Date June 18th – Sponsored by Shenandoah Machine Shop
- July 9th – Rain Date July 16th – Sponsored by J & M Auto Parts
- August 6th – Rain Date August 13th – Sponsored by May's Recycling
- September 17th – Rain Date September 24th – Sponsored by Blue Ridge Bank
- October 1st – Rain Date October 8th – Sponsored by TBA

13 – Luray-Page County Chamber of Commerce & Visitor Center President, Gina Hilliard, provided Mayor Lucas and Council with Chamber website statistics from Fall 2020. The Council was also presented with a copy of the Luray-Page County Chamber of Commerce's December 2020 Newsletter. Gina also gave an invitation reminder for the Shenandoah Valley Tourism Partnership Annual Meeting which will be held on Thursday, January 21, 2021 via ZOOM

14 – Council received a patching, paving, and tar and chip bid for several Town streets by Hensil M. Good Asphalt Paving Inc in the amount of \$137,050.00. The bid would be a little less if Council wanted to tar and chip a portion of one street rather than pave. Council Members noted paving would be better, especially since the prices are not much different either way.

Town Manager Roudabush stated there is still money in the 2020 budget to get started on some of the streets and next years' budget will pay for the other streets.

Councilman Jenkins stated patching is definitely needed, but wanted to know what area on Carol Avenue was to be paved. Town Manager Roudabush said she would get clarification from Jeff Good.

Councilman Comer asked who paved Bank Street. Town Manager Roudabush said it was not Hensil Good Paving. She noted that area was patched by the contractor installing the new sewer line.

Police Chief Davis asked if the Town could get a price for sealing the Shenandoah Police Department's parking lot. Town Manager Roudabush said she would ask Jeff Good for a quote

and one for sealing Town Hall parking lot too.

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to hire Hensil M Good Asphalt Paving Inc to patch and pave in the Town in the amount of \$137,050.00.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

15 – Council received an invitation from Town of Elkton Mayor Joshua Gooden to attend the Ribbon Cutting and Open House at the Elkton Town Hall on Friday, December 11 from 3:00-5:30 for the completion of the Jennings House and Elkton Town Hall restoration.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Comer asked how the new well project was coming along. Town Manager Roudabush stated the Virginia Department of Health would be coming on January 6th for an inspection of the area and direction as to the next step in the process.

Councilman Pierce asked how much the fees are for water and sewer hookups. Town Manger said \$13,000.00.

Councilman Pierce asked if we should put money aside from the sewer and hookup fees to save up for the new well. Councilman Comer said we should first see if the Virginia Department of Health will allow a new well at this location.

Councilman Comer asked if the Town is allowed a new well, is the cost of running pipe from the new well to its destination included in the Burner Well Drilling quote. Town Manager Roudabush said running pipe would be an additional cost.

Mayor Lucas asked Town Manager Roudabush if she heard of any future development off Back Road. Town Manager Roudabush said no, just a single-family home, but it requires a street developed to VDOT specs. Nothing has been received about any large developments on Back Road.

Mayor Lucas asked if there was a new leak on Pennsylvania Avenue and Second Street. Town Manager Roudabush said it was the same leak caused recently by the change in temperature and would be fully repaired soon.

STREETS & PUBLIC PROPERTY

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

There was nothing to report during this period.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis stated the two new Town Police vehicles will be in service this week. These vehicles were paid for with CARES Act Funds and not Town tax dollars.

Councilman Comer stated if the cases of Covid-19 in Page County keep rising, the Council should consider going back to meetings via phone conference.

Mayor Lucas stated the Council can decide before the next Council meeting on January 12, 2021 unless Governor Northam mandates another shut down before then.

Chief Davis stated if marijuana is legalized in Virginia, the Shenandoah Police Department will need to purchase another K-9 that is not trained to detect marijuana.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce stated the new budget reports indicate the cigarette tax and meals taxes are on budget at this point.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated there is a plan in place to safely relocate the geese at the River Park. Also, Chairman Jenkins stated the entrance sign into River Park and Landing will be replaced next year since it is rotting.

Chairman Jenkins asked if the Council had any objections to the tree line behind the picnic shelter at Big Gem being thinned out. There were no objections from the Council. He noted this would provide a larger area for people to spread out when holding events there or just more room to play.

Town Manager Roudabush reminded the Council about the Drive Thru Christmas Event in Big Gem Park set for December 12th at 6:00 p.m. This event is being done with the assistance of the Shenandoah Volunteer Fire Company.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins asked if Public Works found a man lift suitable for the backhoe?

Town Manager Roudabush stated they are still searching.

Chairman Jenkins stated Public Works will also need a larger capacity bucket for the skid loader to make clean out of the cake beds at the sewer plant faster and safer. Town Manager Roudabush stated we need to get a final price on the larger bucket.

Chairman Jenkins stated the 2019 Dodge 5500 paid mostly in part with a RUS Grant/Loan was in service. This truck also has a snow blade to help with snow removal of Town streets. The Town received \$14,200 in grant funds for the vehicles.

Chairman Jenkins noted that the New Holland needs to go in a shed to shield it from the elements. Town Manager Roudabush stated she will check on a location that can be used to store the New Holland.

Chairman Jenkins asked about the electrical updates at the Sewer Plant. Town Manager Roudabush stated they are waiting on Trumbo Electric to start the work.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

A *motion* was made by Councilman Pierce, *seconded* by Chairman Kite, to present Gary Bauserman with a Community Enhancement Award.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

The award will be presented at a future meeting.

Mayor Lucas asked if all the Town's Christmas lights were working. Town Manager Roudabush stated all but one, but that may be due to a timer issue.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Councilman Jenkins reminded the Council that the hands-free law will go into effect on January 1st, 2021. Violating the law is punishable, for a first offense, by a fine of \$125.00 and for a subsequent offense, by a fine of \$250.00.

Chairman Pierce asked the Council if anyone wanted to reorganize the committees for 2021. No one on the Council felt the need to change the committees as everything is working fine.

UNFINISHED BUSINESS

Town Manager Roudabush stated that State Senator Obenshain and State Delegate Gilbert wanted to know if a conference call with Mayor Lucas would suffice. Mayor Lucas agreed to the conference call. Mayor Lucas will give Town Clerk, Lora Jenkins, dates that will suit and relay those days to the offices of Senator Obenshain and Delegate Gilbert to set up the call soon. If the issues cannot be resolved with a phone call, the legislators will still meet in person with Mayor and Council in the future.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated earlier this evening the judges viewed the residences and businesses who had signed up for the Town's Christmas Decorating Contest. The score sheets will be tallied up and the winners will be posted at the Christmas Drive Thru Event at Big Gem Park on Saturday, December 12th and announced on the Town's Facebook, Instagram and website.

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 8:05 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Town Clerk