

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
July 13, 2021**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, July 13, 2021, 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; Cindy Breeden, Treasurer; 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 in attendance.

JUNE 22, 2021 PUBLIC HEARING MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Public Hearing Meeting Minutes* held on June 22, 2021, 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

JUNE 22, 2021 REGULAR MEETING MINUTES

A *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to approve the *Regular Meeting Minutes* held on June 22, 2021, as presented.

Members Vote was as follows:

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

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Jenkins questioned check number 39340 if it was the Chevrolet Tahoe that was serviced since it is a newer vehicle.

Chief Davis stated it was not the Tahoe it was the 2016 Charger that should have been on the invoice.

There being no more questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **July 13, 2021**, in the **Combined Accounts Disbursement Warrants #39290 - #39381** in the amount of **\$329,265.05**.

Members Roll Call Vote was as follows:

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

ABSENT: None

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

A *motion* was made by Councilman Comer, *seconded* by Councilman Pierce, to approve the July 9, 2021 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$3,115,151.32, 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

#1 – Mayor and Council received the resignation from Natalie Strickler-Alt for her position on the Planning Commission, as she no longer resides within Town limits. The vacant term is through November 2022. Anyone who resides in the Town limits who would like to apply for the vacancy may submit a resume at Town Hall.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to accept the resignation from Natalie Strickler-Alt for her position on the Planning Commission.

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

#2 – Mayor Lucas and Council received a flyer for the Grand Opening Ribbon Cutting Ceremony on July 20, 2021 at 2:00 p.m. at the WigWam Village (305 First Street) to celebrate the completion of Phase III of the WigWam Village Playground equipment replacement. Everyone is invited to attend.

#3 – Mayor and Council reviewed the June 2021 Police Department Activity log and the June 2021 Police Department Vehicle Activity log.

#4 – Mayor and Council received the Shenandoah Computer Center statistics for June 2021.

#5 – Mayor and Council received a thank you from the Shenandoah Page One for the Town’s donation. The Backpack Program did not need their yearly donation due to State feeding the school students, so they wanted their yearly donation to be given to Page One.

#6 – Mayor Lucas and Council received a thank you from the Shenandoah High School Alumni Association for the Town’s donation for the Buddy Comer Memorial Fund.

#7 – Mayor Lucas and Council received a thank you from Food for Friends for the Town’s yearly donation.

#8 – Mayor Lucas and Council received a thank you from Sylvia Eppard and Family for the Town’s donation to St. Peter’s Lutheran Church in Memory of Junior Eppard.

#9 – Mayor Lucas and Council received a flyer from the Page County Public Forum for their Zoom Meeting to be held on July 28th from 6:30 p.m. to 8:30 p.m. The topic of the Zoom Meeting will be Economic Development in Luray and Page County: Where Are We Now? Where Are We Going? To join the Zoom Meeting log onto <https://www.zoom.us/> Select the “Join Meeting” in meeting ID 820 0086 4690; password 789201. Moderator is Cathy Herbert. Alex White, Tony Villa, Liz Lewis, Nina Long Fox, and Keith Guzy will be speaking.

#10 – Mayor Lucas and Council received a thank you from the Page Free Clinic for the Town’s yearly donation. The Page Free Clinic noted in the letter they will be moving locations June 8th to 250 Memorial Drive Suite C, Luray, VA 22835. Their mailing address will still be PO Box 45, Luray, VA 22835.

#11 – Mayor Lucas and Council received an introductory letter from new Page County Public Schools Superintendent, Dr. Antonia Fox.

#12 – Mayor Lucas and Council received a press release from Shenandoah Valley Electric Cooperative stating members who received service in 2020, will receive their capital credits soon.

#13 – Mayor Lucas and Council received the July 2021 Luray-Page County Chamber of Commerce Newsletter.

#14 – Mayor Lucas and Council received an estimate on two new pieces of playground equipment for WigWam Village and Big Gem Park from Playground Specialists Inc. The estimate for the equipment at WigWam Village would total \$6,010.20. The equipment estimate for Big Gem Park totaled \$18,809.00.

Town Manager Roudabush stated all but \$3,010.20 for the equipment at WigWam Village will be

paid by a PACA grant.

Mayor Lucas asked if the playground equipment was an approved expense for the Town's American Rescue Plan Act (ARPA) funds?

Town Manager Roudabush stated playground equipment was an approved expense.

Town Manager Roudabush stated the equipment at Big Gem needed replacing because it is broken.

Mayor Lucas and Council agreed the equipment at Big Gem should be demolished.

#15 – Mayor Lucas and Council received a memorandum from Councilman Pierce to consider promoting Dakota Alger from part-time patrolman to full-time patrolman starting July 14, 2021, with a starting salary of \$40,000.00 a year, and a 5% pay increase after passing his 6 months' probation. He will be eligible for a promotion of rank every 2 years, but will not include extra salary increases.

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Vice Mayor Kite, to promote Dakota Alger from part-time patrolman to full-time patrolman starting July 14, 2021, with a starting salary of \$40,000.00 a year, and a 5% pay increase after passing his 6 months' probation. He will be eligible for a promotion of rank every 2 years, but will not include extra salary increases.

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)

Chairman Kite asked if the work was completed on Sixth Street?

Town Manager Roudabush stated it is almost completed, but a connection on the other side of the street needs to be made to complete the job.

Town Manager Roudabush stated Public Works ran into a lot of problems fixing the Sixth Street

leak and spent long hours working, but that section of Sixth Street has a new water line.

Town Manager Roudabush stated new homes located at Denver Avenue and Ninth Street are ready for their water and sewer taps.

Councilman Pierce stated he noticed a leak on Route 340 near the Baptist Church.

Town Manager Roudabush stated Public Works is aware of the leak and it is on their list to fix, along with several on Seventh Street and one on Bank Street.

STREETS & PUBLIC PROPERTY

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

Councilman Jenkins asked if the dump truck that had the windshield replaced had been inspected?

Town Manager Roudabush stated it was supposed to be inspected.

Chairman Kite stated the edges of the new asphalt on Kenesaw Avenue need to be built up.

Town Manager Roudabush stated a work order to build up the edges of the new asphalt for both Kenesaw Avenue and Coverstone Lane would be created and work done ASAP.

Councilman Jenkins stated he went to Junior Avenue to look at the driveway that was washing out onto the road. Councilman Jenkins said to prevent water from washing out the road, a ditch would need to be cut to a culvert to funnel water off of Junior Avenue.

Town Manager Roudabush stated the Town only has an easement for the sewer line and the ditch would be on private property, except for the portion on the street.

Mayor Lucas stated the Town cannot make improvements on private property.

Town Manager Roudabush stated she would like to talk to all 3 property owners involved to see if they could come to an agreement.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis stated he was at a meeting with Northwestern concerning the shut down of 5 of the 8 State Hospitals and it is still the law that officers have to stay with mental health patients at a local hospital until a bed is found. Recently, Page County Deputies, stayed 71 hours with a patient and then had to transport the patient to a mental health facility.

Chief Davis stated he was meeting tomorrow with other law enforcement officers to brainstorm about coverage issues when the police are called for mental health transports.

Mayor Lucas asked if there was a reason why 5 State Hospitals were shut down?

Chief Davis stated it was a staffing issue causing the shut-downs.

Councilman Jenkins stated there have been 61 staff injuries in State Hospitals since July 1, 2021, so it is a highly stressful field to work in.

Councilman Comer suggested Chief Davis call Valley Health's Travis Clark to be part of tomorrow's brainstorming meeting.

Town Manager Roudabush stated the Virginia Municipal League sent out an e-mail encouraging localities contact their representatives to use ARPA funds for mental health programs/facilities/staffing.

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)

Chairman Jenkins stated the playground equipment at Big Gem had a broken slide and needs to be replaced.

Town Manager Roudabush stated the playground equipment was used when it was donated to the Town and is in bad shape.

Council authorized the removal of this equipment at Big Gem.

Mayor Lucas stated a new plaque was ordered and installed in Memory of Former Mayor Clarence Edwards for a bench at Big Gem Park. The previous plaque was worn.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

There was nothing to report during this period.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

A *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, for the August 2021 Residential Community Enhancement Awards for Derek Taylor at 400 Fifth Street.

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

The award will be presented at the August 10, 2021 Council meeting.

Town Manager Roudabush stated she spoke to James Campbell, Page County Building Inspector, about a property at 402 Fifth Street. Mr. Campbell will be posting a hazardous building sign on the property and Mr. Campbell will be calling the Fire Marshall to talk about condemning the home.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Town Manager stated the new part time employee, Cindy Good, started this week. Mrs. Good will be filling in for vacations or busy times.

Chairman Pierce asked Chief Davis if he now had enough police officers for 24 hour coverage?

Chief Davis stated he had 2 officers per shift and it was enough for 24 hour coverage.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

A *motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to enter into a closed session for the purpose of possible acquisition of property, as permitted by Code of Virginia, 1950, as amended, Section 2.2-3711, (A), (3).

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

A *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to return to open session and certify that to the best of our knowledge only matters lawfully exempted from open meeting requirements under the Code of Virginia, 1950, as amended, Section 2.2-3711, (A), (3), and only such matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered in the meeting by the Town Council.

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

No action was taken as a result of the closed session.

Following a brief discussion, a *motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to approve \$50,000 of the Town's allocated American Rescue Plan Act funding to Food for Friends who provides meals for 60 people in need or elderly each week. Meals would come from Boxcar Deli, Mamma Mia's Italian Restaurant, Rudy's Diner, and Taste: The Southern Market.

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

A *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to approve \$11,700 of the Town's allocated American Rescue Plan Act funding to Page One for a supplemental food program for needy families where \$15.00 gift cards will be purchased from Mr. Garcia's Mexican

Restaurant and given to needy families through Page One. This will fund the program for one year.

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

TOWN MANAGER'S REPORT

Town Manager Roudabush stated a large tree limb fell on the Town Hall building Monday. Town Manager Roudabush had tree companies come and look at the trees behind Town Hall, and they recommended the trees come down because they had signs of rot. Town Manager Roudabush also noted the leaves cause the gutters to clog and the roof will leak into Town Hall, so it will be good to have all 3 trees removed.

Town Manager received two estimates to take down the three trees and clean up from Dinges Tree Service for \$5,000 and from Gochenour's Tree Service for \$8,000. Dinges can do the job quickly but Gocenour will be weeks out due to his workload.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to authorize Dinges Tree Service to take down the three trees and clean up in the amount of \$5,000. Authorized payment to be paid from the General Fund Capital Outlay Reserved for Contingency budgeted line item.

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

MAYOR'S REPORT

There was nothing to report during this period

FOR THE GOOD OF THE TOWN

Vice Mayor Kite stated he appreciated the card from the Town after his brother-in-law passed away.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 8:55 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:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk