

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
FEBRUARY 23, 2016**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, February 23, 2016, at 7:00 p.m., with Councilman Charles Jenkins, presiding.

The meeting began with the Pledge of Allegiance. Councilman Jenkins thanked everyone for the sympathy cards and everything they did for him during the loss of his mother recently. He stated Mayor Lucas is not feeling well, and Vice Mayor Kite's mother is not doing well.

ATTENDANCE: Council Members present were: Councilmen Russell Comer, Jr.; Lynn Fox; David Hinkle; Charles Jenkins; and Richard Pierce.

Council Members absent were: Mayor Clinton O. Lucas, Jr. and Vice Mayor William Kite.

Other Town Officials present were: Larry Dovel, Town Manager; Juanita F. Roudabush, Assistant Town Manager/MMC; and Paul Davis, Chief of Police.

Citizens present were: Mike Uram and Ruth Reid.

Media Representatives: None.

RECEIVING OF VISITORS

There were no visitors to speak during this time.

FEBRUARY 9, 2016, REGULAR MEETING MINUTES:

A *Motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on February 9, 2016, as presented.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Pierce

NAY: None.

ABSTAIN: Councilman Jenkins.

ABSENT: Mayor Lucas and Vice Mayor Kite.

VOTE: **Unanimous in favor of motion.**

APPROVAL OF BILLS:

Councilman Comer inquired about warrant 34383 in the amount of \$5,642 to Southern Software?

Councilman Jenkins stated that was for renewal of the software maintenance fees, which allows the programmers to keep the Town software up to date, make necessary changes, and computer support throughout the year.

There being no further questions, a ***Motion*** was made by Councilman Hinkle, ***seconded*** by Councilman Fox, to approve the bills, dated **February 23, 2016**, in the **Combined Accounts Disbursement Warrants #34368 - #34398** in the amount of **\$53,220.70**.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Pierce

NAY: None.

ABSTAIN: Councilman Jenkins.

ABSENT: Mayor Lucas and Vice Mayor Kite.

VOTE: **Unanimous in favor of motion.**

TREASURER'S REPORT: Councilman Jenkins read the Treasurer's report, submitted by Treasurer Cindy Breeden, for February 23, 2016.

A ***Motion*** was made by Councilman Comer, ***seconded*** by Councilman Pierce, to approve the February 23, 2016 Treasurer's report in the amount of \$1,268,735.43, as read.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Pierce

NAY: None.

ABSTAIN: Councilman Jenkins.

ABSENT: Mayor Lucas and Vice Mayor Kite.

VOTE: **Unanimous in favor of motion.**

CORRESPONDENCE

Item # 1 – Council Members received a memorandum from Councilman Pierce suggesting options for payoff of several loans and a large payment toward another loan, using funds in the

Capital Improvement Checking Account.

Following a brief discussion, Chief Davis reminded Council the police department would need approximately \$25,000 in the near future for new police software.

Council Members discussed using \$60,000 of the Capital Improvement Checking Account funds to pay off loans for the Hydro Jetter Machine; the Ford Explorer; and approximately \$33,000 toward a principle on the 2016 Ford Pickup (leaving just \$17,000 on this vehicle loan). This will save the Town almost \$3,000 of interest charges.

A **Motion** was made by Councilman Pierce, **seconded** by Councilman Fox, authorizing payoff of loans for the Hydro Jetter Machine; the Ford Explorer; and approximately \$33,000 toward the principle on the 2016 Ford Pickup, using the Capital Improvement Checking Account funds.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Pierce

NAY: None.

ABSTAIN: Councilman Jenkins.

ABSENT: Mayor Lucas and Vice Mayor Kite.

VOTE: **Unanimous in favor of motion.**

It was discussed the remaining \$17,000 on the 2016 Ford Pickup, may be refinanced to lower the monthly payment, and it will be reviewed again in June to determine if there is enough in the savings account to pay off the remainder of this loan too.

Item # 2 - Council Members received a memorandum from Town Manager Dovel regarding the possible extension of the Waste Movers contract for another three (3) years.

Councilman Hinkle inquired if the regulations required the contract to be placed out for bids?

It was noted no, since it is an extension, there are no requirements for the bidding process.

Council reviewed the contract extension and noted the company does an excellent job of refuse removal each Wednesday. It was discussed the contract covers 920 customers, but there are 1,000 water customers. However, some of the water customers were brought into the Town under the Boundary Line Adjustment and not required to take the refuse removal services.

A **Motion** was made by Councilman Comer, **seconded** by Councilman Pierce, to authorize a three (3) year contract extension for Waste Movers in the total amount of \$289, 800.00.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Pierce

NAY: None.

ABSTAIN: Councilman Jenkins.

ABSENT: Mayor Lucas and Vice Mayor Kite.

VOTE: **Unanimous in favor of motion.**

Item # 3 – Council Members received a letter from the Shenandoah Volunteer Fire Company 70, requesting the Town notify citizens they will experience low water pressure, for brief periods of time, whenever they are refilling tankers during a major fire event. Recently a Town citizen came to the fire department and expressed their displeasure to volunteers from an outside agency assisting the Shenandoah Volunteer Fire Company during a house fire.

Council Members briefly discussed this matter and noted the Town will include notices in the newsletters, websites, etc. to remind citizens whenever there is a major fire in or near Town, there will be periods of time some areas will experience low to no water. As the tankers are filling up at the fire hydrants, it causes the nearby homes to have little to no water for short periods of time. The Town asks for citizen and business cooperation and understanding during these brief periods of need. In addition, they noted any questions or complaints of low water pressure should be directed to the Town Hall at 540-652-8164.

Item # 4 – Council Members received a congratulatory letter from Senator Mark Obenshain for the Shenandoah Computer Center (Supervised by Joyce Fluharty) receiving the 2015 VML Achievement Award. Senator Obenshain noted the Town Computer Center does an excellent job of providing Internet service to the public and exceeded the criteria for emphasizing innovation, efficiency, and entrepreneurship. The Computer Center is located at 411 Second Street, Shenandoah, VA and is open to the public. There is a charge of \$12 per year (also payable at \$1 per month) for people to use the Internet connected computers at the center. They also host low cost (\$10 or \$25) classes from beginners to various programs and genealogy research.

Item # 5 - Council Members received notice of the 3rd Annual Easter Breakfast to benefit the Shenandoah Volunteer Fire Company 70. The event will be held Sunday, March 27 from 6:30 a.m. until 11:00 a.m. at the Shenandoah Community Center. Carryouts are available and prices are \$8 for ages 12 and over or \$6 for ages 6 to 12 years. Under 6 years old are free. Full menu includes scrambled eggs, fresh sausage, bacon, scrapple, fried potatoes, pancakes, biscuits, gravy, fruit salad, coffee, tea, water or orange juice. Contact SVFC 70 Member at 383-9031 or 560-4016 for more information.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Comer and Jenkins)

Council Members requested work orders for the following: Possible water leak on Maryland Avenue between 10th and 11th Streets; possible water leak on Denver and 340; remove the dirt pile and clean up area from water leak repair on Denver and 6th; fill in holes in roadway on Junior Avenue and J Street where a water leak was recently repaired.

STREETS & PUBLIC PROPERTY

(Chairman Kite and Councilmen Comer and Hinkle)

Councilman Jenkins requested more gravel be added to Coverstone Lane, on the section that is in front of the newest house.

Following a brief discussion, Council requested VDOT take the necessary corrective action to prevent water from pooling along Shenandoah River Road. The slope was changed recently - per VDOT requirements - when the new water line was installed, but it is causing water to pool along the road causing a hazard for motorists.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Chief Davis reported an irate citizen was served a no trespass to stay out of Town Hall recently. This man had already cursed an employee who was removing snow and became quite angry previously with another employee regarding the amount of his water bill. The final incident included him calling a Town Hall staff member a nasty name while he was very angry about the condition of his street.

Chief Davis it is up to Council whether to keep the notice in force or to remove it. He strongly suggested the no trespass order remain in effect at this time.

Council agreed the no trespass order should remain in effect and suggested whenever possible, a warning letter be mailed to future offenders to remind them they have to be courteous to Town employees or be in danger of losing their privilege of coming in to the Town Hall.

Chief Davis stated security measures at Town Hall have been increased a little recently, but he would suggest research be done to determine the cost of a silent alarm which could be pressed by any employee that feels the situation is getting out of hand. The police will respond and determine what action needs to be taken.

Due to security concerns, Councilman Pierce stated they have already initiated a policy of never allowing a Town Hall staff member to work alone, even during the lunch hour. This new policy

was discussed and it was noted whenever a staff member takes a vacation, this is causing another department's employee to spend two (2) hours away from their regular duty to just sit at Town Hall and help cover the lunch periods. It was noted there is the option to close Town Hall for the lunch hour each day and this may be the best option, especially when there are unscheduled illness or emergency that causes the staff to need lunch hour coverage.

Councilman Fox noted a security camera system protects the employees from a he said/she said situation and he loves the ones located on the school bus he drives.

Chief Davis noted the Town received a grant through VML and will install eight (8) new cameras soon and he will research the cost of installing silent alarms at Town Hall. These new cameras will replace the older ones at Town Hall and other Town property.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Committee Chairman Pierce stated the Taxation and Finance Committee will hold a pre-budget workshop meeting soon. He noted all Council is invited to attend as the Committee will review the budget figures before presenting them to the entire Council at the regular budget workshop later in March.

PARKS & RECREATION

(Chairman Comer and Councilmen Pierce and Jenkins)

Committee Chairman Comer reported Big Gem Park will remain closed until the flood damage is cleaned up and the drainage pipes repaired. A brief discussion then ensued regarding the existing drainage pipes in the park and the need for additional funding to assist with the needed work.

Councilman Jenkins reported Tim Matter, the owner of Tactical Walls, also plays baseball for the Shenandoah Indians. Mr. Matter expressed interest in helping to build a ball field at Big Gem Park sometime in the future.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Comer and Pierce)

Committee Chairman Jenkins stated Tactical Walls was welcomed by Town Council and staff recently and WHSV TV3 conducted interviews at Town Hall. He noted this new industry/business purchased the former Genie building on Williams Avenue. Tactical Walls brings with them 25 current employees. This growing company plans to hire more employees in future years, but for now, they do have extra space available for lease. A ribbon cutting ceremony will be scheduled at the plant soon and more information about this new industry/business is available at www.TacticalWalls.com. He noted the company makes some great products and encouraged everyone to check out their website.

In addition to the owner of Tactical Walls, Tim Matter, wanting to assist with ball field development in Big Gem Park, he also expressed an interest in possibly making display cases for items in the museum at Town Hall.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period.

PERSONNEL

(Chairman Pierce and Councilmen Hinkle and Jenkins)

Committee Chairman Pierce stated Treasurer Breeden and Police Chief Davis have been working on updates to the employee handbook and other items to improve the Town's risk management rating under its VML Insurance.

Chief Davis noted the Town's rating is already very good, but 100% rating would save thousands on the premium each year.

POLICE REPORT

Chief Davis reported vandals traveled throughout many local Towns recently and damaged some vehicle and business windows with what appeared to be a pellet gun. Several different police departments are working these cases and suspects are being investigated. Anyone having information on these crimes should contact their local police department.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Dovel presented water and sewer tap applications from James Lowe for a new house to be constructed on lot 35 in the Forest Knolls Subdivision.

A *Motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the water and sewer connections for James Lowe on lot 35 of Forest Knolls Subdivision.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Pierce

NAY: None.

ABSTAIN: Councilman Jenkins.
ABSENT: Mayor Lucas and Vice Mayor Kite.
VOTE: **Unanimous in favor of motion.**

MAYOR'S REPORT

There was nothing further to report during this period.

FOR THE GOOD OF THE TOWN

There was no one present to speak during this period.

ADJOURN

There being no further discussion, a ***Motion*** was made by Councilman Fox, ***seconded*** by Councilman Hinkle, to adjourn the meeting at 8:02 p.m.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Pierce

NAY: None.

ABSTAIN: Councilman Jenkins.
ABSENT: Mayor Lucas and Vice Mayor Kite.
VOTE: **Unanimous in favor of motion.**

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Juanita Roudabush, Clerk