

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
September 11, 2018**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, September 11, 2018, at 7:17 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.; Councilmen Lynn Fox; David Hinkle; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Vice Mayor William Kite and Councilman Jenkins.

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

Citizens present were: Dolores Lackovitch.

Media Representatives: There were no Media Representatives present during this meeting.

RECEIVING OF VISITORS

Dolores Lackovitch provided information on the importance of Constitution Week and requested Mayor Lucas and Council adopt the following proclamation declaring September 17-23, 2018 Constitution Week.

**TOWN OF SHENANDOAH PROCLAMATION
Constitution Week 2018**

WHEREAS, September 17, 2018 marks the two hundred and thirty-first anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

WHEREAS, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

WHEREAS, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as constitution week;

NOW, THEREFORE, I, Clinton O. Lucas, the Mayor of the Town of Shenandoah, Commonwealth of Virginia, do hereby proclaim September 17 through 23, 2018 as:

CONSTITUTION WEEK

In the Town of Shenandoah and ask our citizens and schools to reaffirm the ideals the Framers of the Constitution had in 1787.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to adopt a proclamation declaring September 17-23, 2018 Constitution Week in the Town of Shenandoah.

Members Vote was as follows:

YEA: Councilman Fox
Councilman Hinkle
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Jenkins

VOTE: Unanimous in favor of motion

August 28, 2018 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on August 28, 2018, as presented.

Members Vote was as follows:

YEA: Councilman Fox
Councilman Hinkle
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Jenkins

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Lowe inquired about warrant #36832 for the purchase of a small sewer machine.

Town Manager Roudabush explained this purchase was approved by Council in the last Fiscal Year.

Following a brief discussion, a *motion* was made by Councilman Lowe, *seconded* by Councilman Hinkle, to approve the bills, dated **September 11, 2018**, in the **Combined Accounts Disbursement Warrant #36828 - #36875** in the amount of **\$120,382.97**.

Members Roll Call Vote was as follows:

YEA: Councilman Fox
Councilman Hinkle
Councilman Lowe
Councilman Pierce

NAY: None

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

TREASURER'S REPORT

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for September 10, 2018.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the September 10, 2018 Treasurer's report in the amount of \$1,345,444.92, as read.

Members Vote was as follows:

YEA: Councilman Fox
Councilman Hinkle
Councilman Lowe
Councilman Pierce

NAY: None

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

CORRESPONDENCE

Item # 1 – Personnel Chairman Pierce provided Mayor Lucas and Council with a memorandum requesting the Town’s part-time Police Officers’ hourly rate be raised from \$15.00 an hour to \$17.50 an hour. He explained Police Chief Davis has checked with other Police Departments to see what they pay their part time Officers, and he discovered the Town’s hourly rate is much lower than other departments.

Mayor Lucas inquired if the Town has the necessary funds needed to allow for this raise.

Police Chief Davis explained the part-time Officers work on an as needed basis, and it is unlikely this increase in hourly rate would affect the budget total by more than \$1,000.

Following a brief discussion, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Fox, to authorize raising the part-time Police Officers’ hourly rate from \$15.00 an hour to \$17.50 an hour.

Members Vote was as follows:

YEA: Councilman Fox Councilman Hinkle Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Jenkins

VOTE: Unanimous in favor of motion

Councilman Pierce suggested the Council consider authorization to utilize a part-time Officer to assist the full-time Officers with the large number of unregistered vehicles in Town.

Mayor Lucas and Council Members agreed Chief Davis can discuss this option with his part-time Officers and report the level of interest at a later meeting.

Item # 2 – Information was provided on the United Way’s Day of Caring. This year the Day of Caring will be held over two days, September 12 and 13, 2018. September 12th will be for Winchester City, Frederick & Clarke Counties. September 13th will be for Shenandoah and Page Counties. For more information, visit <https://www.unitedwaynsv.org/day-caring>.

Item # 3 – Mayor Lucas and Council received notice there will be an Introduction to Microsoft Excel class held at the Shenandoah Community Computer Center. The classes will start on Tuesday, September 18, 2018 and be held on Tuesdays and Thursdays from 6 pm to 7 pm, for a total of 10 one-hour sessions. The cost of the 10-hour class is \$10.00 and includes a notebook and instructional material for the student. To attend, you must pre-register by calling the Shenandoah Computer Center at 540-652-8773.

Item # 4 – Mayor Lucas and Council were provided information about Mount Caramel Christian Academy's 10th Annual Car & Truck Show being held on September 22, 2018 from 10:00 am to 3:00 pm. The cost to register is \$15.00 per vehicle, which includes a t-shirt. There will be a silent auction, bake sale, yard sale, door prizes (including a GRAND PRIZE of \$1,500.00 wheels or tires from Reed's Tire Center #1.) For more information, call (540) 743-9558 Monday-Friday 8:30 am to 3:00 pm, or email mccacarshow@gmail.com

Item # 5 – Information was received about Wine & Whiskers at Wisteria, a benefit for Page Paws, Inc. This event will be held on September 23, 2018 from 3:00 pm to 5:00 pm at 1126 Marksville Road, in Stanley. Tickets are \$20.00 each and can be purchased at the Luray-Page County Chamber of Commerce & Visitor Center, Luray Copy Service, Inc, Lancaster Enterprises, and from Page Paws members.

Item # 6 – Website Administrator Joyce Fluharty provided Mayor Lucas and Council with the August 2018 Town Website Statistics. The total page views came to 16,661 with 6,383 Unique Visitors. The most popular referring site was Google with 1,780 users.

Item # 7 – Website Administrator Joyce Fluharty provided the Council with the August 2018 Statistics for the new Town Business Website. The total page views came to 716, with 191 Unique Visitors.

Item # 8 – Mayor Lucas and Council reviewed the August 2018 Police Department Activity Log.

Item # 9 – A copy of the Luray-Page County Chamber of Commerce & Visitor Center's September 2018 Newsletter was presented for the Council to review.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve a sewer connection for Ray Badia at 242 Trenton Avenue.

Members Vote was as follows:

YEA: Councilman Fox
Councilman Hinkle
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Jenkins

VOTE: Unanimous in favor of motion

STREETS & PUBLIC PROPERTY

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

Town Manager Roudabush reported Shenandoah Valley Electric Cooperative has installed LED light bulbs in all the street lights along First Street.

Councilman Fox suggested the Town contact Shenandoah Valley Electric Cooperative and request they not spray weed killer alongside the streets in the Town anymore.

Town Manager Roudabush noted she would look further into this concern and contact the Cooperative to discuss alternative methods of weed and debris removal.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Police Chief Davis requested authorization to purchase a radar unit from Kustom Signals, Inc. and intoxilyzer units from CMI, Inc. for a collective cost of \$3,100.02.

Councilman Pierce inquired about the reusability of the intoxilyzer units.

Police Chief Davis explained the kits are reusable and they are being purchased to replace the dated intoxilyzer units the Department currently has.

Following a brief discussion, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to authorize Police Chief Davis to purchase a radar unit from Kustom Signals, Inc. and intoxilyzer units from CMI, Inc. for a collective cost of \$3,100.02.

Members Roll Call Vote was as follows:

YEA: Councilman Fox
Councilman Hinkle
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Jenkins

VOTE: Unanimous in favor of motion

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)

Town Manager Roudabush reported the Town is still receiving donations for the WigWam Village Playground replacement. She noted she has not yet heard back from the Walmart grant Computer Center Administrative Supervisor, Joyce Fluharty, applied for to assist with Phase II of the replacement.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush reminded Mayor Lucas and Council Members of the Ribbon Cutting Ceremony being held at Cox Fed Law, LLC. on Friday, September 21, 2018 at 11:00 am.

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)

There was nothing to report during this period.

POLICE REPORT

There was nothing to report during this period.

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 Fox, to adjourn the meeting at 8:02 p.m.

Members Vote was as follows:

YEA: Councilman Fox
Councilman Hinkle
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Councilman Jenkins

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk