

MINUTES

TOWN COUNCIL

TOWN OF SHENANDOAH

REGULAR MEETING

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APRIL 27, 2010

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, April 27, 2010, 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 L. Kite; Russell Comer, Jr.; Charles Jenkins; Richard Pierce; Keith Sampson; and Constance Switzer (arrived at 7:03 p.m.)

Council Members absent were: ☐ None.

Other Town Officials present were: Larry E. Dovel, Town Manager; Pete Monteleone, Chief of Police; and Juanita F. Roudabush, Assistant Town Manager/CMC.

Citizens present were: Guy Monger; Carol Lee Strickler; and Brenda Haggett.

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Media Representatives: None.

RECEIVING OF VISITORS

1 – Mayor Lucas presented the March and April 2010 Community Enhancement Awards to Brenda Haggett who owns 502 and 504 First Street. Mr. and Mrs. Dan Haggett have invested time and money in opening a new business on First Street.

They have also purchased and cleaned up the lot beside their building with future plans for an outdoor garden center.

Mrs. Haggett accepted the awards on behalf of Brendan Properties and noted they have received many compliments on the décor of the new store, along with the quality merchandise available.

Mayor Lucas noted the Town is very appreciative of their efforts to enhance the surroundings on First Street and for the investment of the new business.

Mrs. Haggett thanked the Mayor and Council for the awards.

2 – Mayor Lucas noted Carrie Davis was signed up to be on the agenda, but did not attend the meeting tonight.

3 – Mayor Lucas noted Lester Hensley was signed up to be on the agenda, but did not attend the meeting tonight.

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APRIL 13, 2010, REGULAR MEETING MNUTES:

A **Motion** was made by Councilman Sampson, **seconded** by Councilman Pierce, to approve the **Regular Meeting Minutes** held on April 13, 2010, as presented. Ap

Members Vote was as follows:

YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Jenkins

Councilman Pierce

Councilman Sampson

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ABSTAIN: Mayor Lucas.

ABSENT: Councilwoman Switzer (arrived at 7:03 p.m.)

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

APPROVAL OF BILLS:

Councilman Pierce inquired about warrant number 28410 for a fishing chair?

Chief Monteleone explained it was for a chair for the Town's boat. He noted the police department will utilize this boat to assist with search and rescue missions on the river.

There being no further questions or comments, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Sampson, to approve the bills, dated **April 27, 2010**, in the **Combined Accounts Disbursements Warrants #28409 - #28445** in the amount of **\$72,971.95.**

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Members Roll Call Vote was as follows:

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YEA: Vice Mayor Kite **NAY:** None.

Councilman Comer

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: None.

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

TREASURER'S REPORT: Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for April 27, 2010.

A **Motion** was made by Councilman Sampson, **seconded** by Vice Mayor Kite, to approve the April 27, 2010, Treasurer's report in the amount of \$1,215,986.79, as read.

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Members Vote was as follows:

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YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: None.

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

CORRESPONDENCE

Item # 1 – Mayor Lucas and Council Members received an invitation to attend the 10th Annual Page County Triad Conference for Senior's at the Luray Moose Lodge on May 6, 2010, beginning at 9:30 a.m.

Those desiring to attend should RSVP Tina Sumpter at 540-843-4506.

Item # 2 – Mayor Lucas read a memorandum from Dave Hinkle of the Shenandoah Heritage Center requesting the Town allocate funds for the 13th Annual Memorial Day VIP luncheon to be held on May 29, 2010, at Noon at Steven's Cottage.

A **Motion** was made by Councilman Pierce, **seconded** by Councilwoman Switzer, to authorize payment up to \$500 for the 13th Annual Memorial Day Festival VIP Luncheon, as requested.

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Members Roll Call Vote was as follows:

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YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: None.

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

Item # 3 – Mayor Lucas and Council Members received a reminder of the Shenandoah Merchants Association meeting on May 5, 2010, at 7 p.m. at the Shenandoah Community Center. Light refreshments will be served and those interested in attending should RSVP Amber at 540-652-2022.

Item # 4 – Mayor Lucas read a notice of April 28, 2010, being designated as Distracted Driving Awareness Day by Drive Smart Virginia. He noted they hope everyone will have their vehicle remain a no phone zone when driving.

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Item # 5 – Council briefly discussed a policy for the water hauling station and agreed to table action on the matter until the next meeting.

Item # 6 – Mayor Lucas and Council Members reviewed a draft cell phone policy for both Town owned cell phones and personal cell phones in the workplace.

Mayor Lucas noted if the policy is adopted by Council, it will be incorporated into the Town Employee Handbook.

Following a brief discussion, a **Motion** was made by Councilman Pierce, **seconded** by Councilman Sampson, to incorporate the cell phone policy into the Town Employee Handbook, as presented.

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Members Vote was as follows:

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YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: None.

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

Councilman Comer inquired if all employees would be required to sign when they received the new cell phone policy?

Town Manager Dovel stated yes, each employee would be given a copy of the new cell phone policy and required to sign they received it.

Councilman Sampson pointed out his company terminates employees who are caught on their cell phone, especially when driving.

Chief Monteleone pointed out the police officers receive telephone calls from dispatch while on duty. He noted using cell phones is how most police officers communicate now.

Councilman Sampson noted it would be a problem if an officer was seen pulled over on the cell phone and then an hour later was still on the phone at the same location.

Item # 7 – Mayor Lucas and Council Members received a memorandum from Treasurer Breeden regarding the need to possibly cash in Town Certificate of Deposit number 606426 in the amount of \$175,454.89, to cover expenses until revenue is received from the taxes in May and June.

Following a brief discussion, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Sampson, authorize cashing in Town Certificate of Deposit number 606426 in the amount of \$175,454.89, to cover expenses if needed.

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Members Roll Call Vote was as follows:

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YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: None.

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

Item # 8 – Mayor and Council received a memorandum from Treasurer Breeden regarding the need to order more bracket sets if needed for additional welcome banners along Maryland Avenue.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Sampson, to authorize the purchase of seven (7) bracket sets, in the amount of \$474, for welcome banners along Maryland Avenue, contingent upon Allegheny Power approving the additional banner locations.

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Members Roll Call Vote was as follows:

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YEA: Vice Mayor Kite **NAY:** None.

Councilman Comer

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: None.

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

Item # 9 – Mayor Lucas and Council Members received notice of the following Chamber of Commerce meetings: Membership information meeting on May 7 at the Chamber Office at 10 a.m.; Business Networking Breakfast on May 13 at Mimsyln Inn at 7:30 a.m.; Business After Hours on May 20 at 5:30 p.m. at Shenandoah Moon & Brick Oven Pizzeria; Free Business Counseling on May 31 at the Chamber Offices. Co
ntact the Chamber at 743-3915 or email at info@luraypage.com for more information or to RSVP.

Item # 10 – Mayor Lucas and Council Members received an invitation to the grand opening of Blue Ridge Hospice on May 4 at 10 a.m. at 732 East Main Street, Luray, VA. The contact person is Anthony Crosen at 540-536-5210.

Item # 11 – Mayor Lucas shared a thank you card from Smart Beginnings for Mayor Lucas reading to the children at Grove Hill Elementary School on April 12, 2010 for the Week of the Young Child Program.

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Item # 12 – Mayor Lucas and Council Members received an invitation to the Oysters with Obenshain being held at the Rockingham County Fairgrounds on April 29th at 5:30 p.m.

COMMITTEE REPORTS

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WATER & SEWER

(Chairman Kite and Councilpersons Jenkins and Sampson)

Mayor Lucas and Council Members requested work orders for the following: Water leak near 608 Seventh Street; Put barriers around the building on Virginia Avenue and Second Street during the Memorial Day Parade.

Following questions, Town Manager Dovel explained the water issue at a property on Tenth Street turned out to be water leaking back into a basement through an old drain pipe. He noted they still have not located the exact location of the water leak in the street.

Following a brief discussion, it was determined Council will be invited to a demonstration for a ditch excavation machine, which the Town has an option to purchase. It was noted this piece of machinery could potentially save the Town money in future years.

STREETS & PUBLIC PROPERTY

(Chairman Kite and Councilpersons Comer and Sampson)

There was nothing to report during this period.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilpersons Comer and Switzer)

Chief Monteleone reported the police may obtain another canine for their department, since Gus is out of commission due to illness. He noted Officer Fadeley has volunteered to take over the canine duties if another dog is obtained. The police department will be accepting donations for the purchase of a canine, and noted the cost of the new dog should be less than the previous one.

TAXATION & FINANCE

(Chairman Pierce and Councilpersons Kite and Switzer)

Committee Chairman Pierce stated the budget reports through March have been received for Council's review.

PARKS & RECREATION

(Chairman Sampson and Councilpersons Pierce and Switzer)

Committee Chairman Sampson reported the following Parks and Recreation News:

Parks and Recreation News: Clean the Bay Day at June 5, 2010, beginning at 9 a.m. at the Shenandoah River Park and anyone interested in participating may call Keith Sampson at 652-9934; Clean up work continues at both Big Gem Park and the River Park and public works have been assisting with this duty; new electric poles will be installed around the tennis courts and at Big Gem Park to raise the lines and repair damaged poles.; 5

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grade class at Shenandoah Elementary School will soon plant trees at Scout Park.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Comer and Councilpersons Jenkins and Pierce)

Committee Chairman Comer reminded Council of the Expanding your Business through Technology Seminar planned for May 8

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from 10 a.m. until 5 p.m. He noted this seminar will be held at the Shenandoah Community Center, but not very many business owners have expressed interest yet.

He suggested Council encourage business owners to attend this free seminar.

Committee Chairman Comer reported it appears some of the roof supports have been removed at the old Casey Jones building on Virginia Avenue. He recommended the Town put up a barrier around this building during the Memorial Day Parade.

Mayor Lucas stated he would have the public works department install a temporary construction fence around the building prior to the Memorial Day Parade.

COMMUNITY SERVICE

(Chairman Kite and Councilpersons Jenkins and Pierce)

There was nothing to report during this period.

PERSONNEL

(Chairman Pierce and Councilpersons Sampson and Switzer)

Committee Chairman Pierce reported the application deadline for the vacant wastewater/water operator is Friday, April 30th at 4 p.m. He noted the Personnel Committee will then review the applications and make calls for interviews.

POLICE REPORT

There was nothing further to report during this period.

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UNFINISHED BUSINESS

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There was no unfinished business to come before Council during this period.

NEW BUSINESS

There was no new business to come before Council during this period.

TOWN MANAGER'S REPORT

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Town Manager Dovel reported Doug McDaniel owns property on Shenandoah River Road and has allowed another individual to park a mobile home on this lot until their land is ready in the Land of Shenandoah Subdivision. He noted Mr. McDaniel has been advised mobile homes are not permitted within Town limits and he has indicated it will be removed within 30 days.

Chief Monteleone stated Mr. McDaniel has also parked a camper trailer on this property and they are trying to determine if someone is living in it, which is also prohibited.

Town Manager Dovel then reported James Shifflett has requested permission to install an additional 10 sewer lines in the same ditch leading from his property to Tenth Street to allow for future development on Wahnona Avenue. He noted Mr. Shifflett has explained the system would operate off a manifold type connection where all the lines would feed into the main line on Tenth Street. They would be pumped from the proposed residences to the main line on Tenth Street, if Council authorizes this to be done.

Following a brief discussion, Council determined Mr. Shifflett is a developer, who builds houses, and is now working in the area of Wahnona and Ramona Avenues.

Therefore, it was the consensus of the Council, Mr. Shifflett will need to submit a subdivision plan, which will include the number of lots, showing streets to state specifications, and water and sewer extensions and connections.

Mr. Shifflett will be responsible for payment of the subdivision application fees, engineering plans and for meeting the requirements of items like having the streets constructed to meet VDOT regulations.

Town Manager Dovel then reported the road leading to the Tenth Street well is in need of maintenance to make it more accessible and to repair winter snow damages. This work will require the use of a bulldozer.

He also noted there is grading and seeding work needed at Big Gem Park ball field area before planting of the grass seed, which will require the use of a bulldozer as well.

Additionally he noted the road at Big Gem Park needs a pipe under it to help carry the pond runoff water and would require a bulldozer too.

He explained these projects may take a couple of days to a week to complete with the public works foreman operating the equipment. He stated the Council has the option of renting a bulldozer for \$800 a day; \$1,500 plus delivery charges for a week from Neff in Harrisonburg or renting Jeff Vaughan's bulldozer for \$1,500 for a week, in order to complete these projects.

Therefore, a ***Motion*** was made by Councilman Pierce, ***seconded*** by Councilman Sampson, to authorize renting a bulldozer from Jeff Vaughan in the amount of \$1,500 for one week for grading and other work at Big Gem Park and the road leading to the Town well.

Members Roll Call Vote was as follows:

☐ **YEA:** Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: None.

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

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MAYOR'S REPORT

Mayor Lucas stated he did not have anything further to report.

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FOR THE GOOD OF THE TOWN □

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There was no one present to speak during this period.

ADJOURN

There being no further discussions, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Sampson, to adjourn the meeting at 8:24 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite **NAY:** None.

Councilman Comer

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

ABSTAIN: Mayor Lucas.

ABSENT: None.

VOTE: Unanimous in favor of motion.

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Juanita Roudabush, MMC