

MINUTES

TOWN COUNCIL

TOWN OF SHENANDOAH

REGULAR MEETING

□

MAY 25, 2010

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, May 25, 2010, at 7:05 p.m., with Mayor Clinton O. Lucas, Jr., presiding.

The Pledge of Allegiance was held at the public hearing prior to the regular meeting.

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.

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: Carol Lee Strickler; Amos Thomas; Kirk Comer; Guy Monger; Dolores Lackovitch; Gary Patterson; Joyce Fluharty; Patricia Callahan; James Shifflett; and Dee Sampson. Also present were Page County High School students: Sarah Curran; Keith Hall; Zack Kuehle; Justin Lowe; and Jonathan Blake.

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Media Representatives: None.

RECEIVING OF VISITORS

1 – Joyce Fluharty gave a presentation updating the Council on the new Town website. Gary Patterson did the technical work on the new site and Ms. Fluharty has entered content on 71 of the 100 pages thus far.

Local civic organizations are asked to contact Ms. Fluharty to update their information.

Ms. Fluharty may be contacted by telephone at

540-652-8773 or by email at
info@TownOfShenandoah.com

Following questions, Ms. Fluharty explained she will be the only person with access to make changes to the main site and Paul Davis of the police department will have access to update the police page and the fire department page. All other changes will be made through Ms. Fluharty.

She also has documentation and detailed notes that would allow another employee to take over the duty of website management should the need arise in the future.

Ms. Fluharty noted the new website will contain updated photographs on the homepage and slide shows of historic photographs on various links.

Mayor Lucas and Council Members were very pleased with the quality of the new website and agreed to contact Mr. Phillips to host the new site and make it live to the public.

2 - Dolores Lackovitch provided Council with an invitation and information on the ceremony to be held on June 19, 2010, at 2:00 p.m., at the gravesite of Patriot Jacob Smith in the Jollett Cemetery. Jacob Smith served at the Battles of Saratoga, Princeton and Trenton under General George Washington. This ceremony is being held by the Massanutten Chapter, NSDAR and the Shenandoah River Chapter, NSDAR to honor Jacob Smith's life and his contributions to our country's independence and freedom.

Following the ceremony a reception will be held at St. Peter's Lutheran Church in Shenandoah.

Mrs. Lackovitch noted descendants of Jacob Smith will travel to Page County from as far as Texas to participate in the ceremony. She requested everyone with information regarding events in the area around the ceremony date of June 19th, should contact her with the event information in order for it to be passed on to the attendees from out of Town.

She then presented Council with a proclamation in observance of Jacob Smith Day on June 19, 2010, and requested Council adopt the proclamation during this meeting tonight. She explained both Page County and the Town of Elkton have already adopted this same proclamation.

Mayor Lucas read the proclamation as follows:

WHEREAS, Jacob Smith and his wife Winifred were residents of the area that became Page County in 1831 near the Town Of Shenandoah, Virginia and that he lived within the area until his death, that his will and records of his life are kept n the Page County Courthouse, that he and his wife, their children, and thousands of descendants have richly contributed to the spirit of the area surrounding the Town of Shenandoah;

WHEREAS, Jacob Smith served for three years and five days in the 11th Regiment of the Virginia Riflemen in the Continental Army during the War for Independence from which service he was honorably discharged;

WHEREAS, Jacob Smith fought under the command of General George Washington at the pivotal battles of Trenton and Princeton and at the critical battle of Saratoga during the American Revolutionary War;

WHEREAS, Jacob Smith and his descendants contributed to the religious development of in the Shenandoah area and were responsible for the establishment of Smith's Chapel and its successor, Furnace Church, and Jollett Church;

WHEREAS, Jacob Smith died in Page County near the Town of Shenandoah in August 1836 and is buried on the land he once owned, now known as the Jollett Cemetery;

WHEREAS, on Saturday, June 19, 2010, Jacob Smith's descendants, the Daughters of the American Revolution and the Sons of the American Revolution are honoring Jacob Smith's life and his contributions to our country's independence and freedom;

NOW, THEREFORE, BE IT RESOLVED, I, Clinton Lucas, by the virtue of the authority vested in me as the Mayor of the Town Of Shenandoah in the Commonwealth of Virginia, do hereby proclaim June 19, 2010 as Jacob Smith Day in the Town of Shenandoah, and urge all our citizens to celebrate the life and remember the sacrifice given by our Patriot for our freedom.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the Town of Shenandoah to be affixed this 25th day of May, the year of our Lord two thousand and ten.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Pierce, to adopt the proclamation to recognize June 19, 2010, as Jacob Smith Day in the Town of Shenandoah, as read.

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.

Mayor Lucas and Council Members thanked Mrs. Lackovitch for her presentation and invitation to the ceremony on June 19, 2010.

3 – Amos Thomas and Kirk Comer presented the Council with brochures and unveiled a framed photograph of the Veterans Memorial Stadium. They explained the baseball stadium was dedicated in 1950 and was destroyed by arson in 1987.

They noted the photograph was donated by Dolores Lackovitch and is being loaned to the Town of Shenandoah for display by the members of

www.RebuildingOurStadium.com

which is a community project of local residents, civic organizations, businesses, and the local government to raise funds to rebuild the stadium at its previous location.

They noted more information is on their website, by telephone at 540-742-1323, or email

RebuildingOurStadium@hotmail.com

Mr. Thomas stated the website contains memories of the old stadium and a wealth of information about how the group is trying to raise funds to rebuild it. He stated anyone with memories of the old stadium should send them by email to be included on the website.

Kirk Comer pointed out the brochure and website explains how everyone can become involved in rebuilding the stadium. He noted the Shenandoah Recreation League and the Shenandoah Indians have already held fundraising events. He explained a community wide effort is being sought to help with fundraising, volunteering, and grant applications. He also explained children of our community will come first and kids will still play at the new stadium until new youth fields are constructed at Big Gem Park.

He noted the Shenandoah Indians will be allowed to play there in the future if an agreement can be worked out and the youth leagues have the fields at Big Gem Park up and running.

Mayor Lucas and Council Members thanked Mr. Thomas and Mr. Comer for their presentation and the framed photograph to display at Town Hall.

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MAY 11, 2010, PUBLIC HEARING AND REGULAR MEETING MNUTES:

A **Motion** was made by Councilman Pierce, **seconded** by Councilwoman Switzer, to approve the **Public Hearing Minutes** held on May 11, 2010, as presented.

Members 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.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Sampson, to approve the **Regular Meeting Minutes** held on May 11, 2010, as presented.

Members 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.

APPROVAL OF BILLS:

Councilman Jenkins inquired about the items purchased by warrant number 28500?

Chief Monteleone stated it was for partitions for the explorer and lights for both new police cars.

Councilman Jenkins inquired about the ball cap order?

Town Manager Dovel stated they were for public works and sewer plant employees.

There being no further questions, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilwoman Switzer, to approve the bills, dated

May 25, 2010

, in the

Combined Accounts Disbursements Warrants #28485 - #28555

in the amount of

\$71,522.98.

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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 May 25, 2010.

A **Motion** was made by Councilman Sampson, **seconded** by Councilman Comer, to approve the May 25, 2010, Treasurer's report in the amount of \$1,256,019.21, 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 a letter from the Virginia Department of Transportation informing the Council the Town will not have to reimburse the \$18,977, which was used to provide engineered plans and other items for the Big Gem Park Recreational Access Road. Current economic conditions affected the Town's availability of resources and the access road project had to be put on hold indefinitely by the Town.

If the Town's finances improve in the future, VDOT suggests the Town file another request for access road funding.

Item # 2 – Mayor Lucas read an invitation the Council received from the Virginia Economic Development Partnership to attend a meeting scheduled for June 24, 2010, at 10 a.m. in Culpeper for updates and an overview of the economic development opportunities available in the data center industry.

Item # 3 – Mayor Lucas and Council Members received a letter from the Shenandoah Valley Electric Cooperative indicating they will be the new service provider for our area once they take over for Allegheny Power. More information may be obtained at their website www.svec.coop

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Item # 4 – Mayor Lucas and Council Members received information from Page Memorial Hospital's Auxiliary regarding their fundraising golf tournament scheduled for September 9, 2010 at the Shenvalee Golf Resort in New Market. They are accepting sponsorships and more information may be obtained by calling 540-743-9087 or email kmmfl@shentel.net or 540-743-3660 or email eglassco@embarqmail.com

Item # 5 – Mayor Lucas noted a letter and information was received regarding Allegheny Power's filing with the State Corporation Commission for a determination if their plan complies with 20 VAC 5-317-10 through -50 of the Virginia Administrative Code. The letter indicated comments are due by June 22, 2010.

Following a discussion, Councilman Comer stated this information is regarding towns or cities that generate their own power, like the Town of Elkton.

Item # 6 – Mayor Lucas read a letter from PCHS Class of 2010 President Tyler Gray requesting a donation for their Baccalaureate Service to be held on Sunday, June 6, 2010, at 3:00 p.m. in the PCHS auditorium.

Following a brief discussion, Councilwoman Switzer stated she would match a Town donation of \$25 with her own personal donation of \$25 for this service.

Therefore, it was the consensus of the Council to donate \$25 to match Councilwoman Switzer's donation of \$25 toward this service for the 2010 graduating Class of Page County High School.

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Item # 7 – Mayor Lucas and Council Members received information regarding the “Experience Nature at Big Gem Park” scheduled for Saturday, May 29, 2010, from 9 a.m. until 1 p.m.

The event is being hosted by Girl Scout Troop 40487 and will include information regarding fishing, archery, fire safety, and other outdoor experiences.

Admission to the event is 1 non-perishable food item to be donated to Shenandoah Page One.

Item # 8 – Mayor and Council received a memorandum from Town Manager Dovel requesting purchase of 102 new touch read water meters.

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Following questions, he noted 623 of the touch read water meters have been installed thus far and more installations will begin in June. The plan is to eventually replace all 1,000 meters.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Comer, to authorize purchase of 102 touch read water meters in the amount of \$9,078, and to move \$9,078 from the Utility Capital Improvement Account and transfer it to the Utility Fund to pay for the meters.

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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.**

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COMMITTEE REPORTS

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WATER & SEWER

(Chairman Kite and Councilpersons Jenkins and Sampson)

Committee Chairman Kite stated there is a water leak on South Second Street that is continually getting worse. He stated it needs to be repaired as soon as possible.

Town Manager Dovel stated the leak had been looked at by the public works department, and hope to repair it after the preparations for the Memorial Day Festival were concluded. However, he noted he could have the leak repaired by tomorrow.

Council then discussed the request of James Shifflett to install 11 sewer lines in the same ditch along Ramona Avenue to serve future development along this street and Wahnona Avenue. It

was noted the Town's engineer has stated development on Wahnona Avenue should be required to connect to the Town's main sewer line on Carol Avenue, which should allow for gravity flow.

Following a brief discussion, a **Motion** was made by Councilman Jenkins, **seconded** by Vice Mayor Kite, to approve a request from James Shifflett to lay three (3) sewer lines in one (1) ditch for proposed homes on Ramona Avenue, contingent upon the lines being color coded, the lines are spaced at least six (6) inches or more; the deeds to the properties contain an agreement stating the property owners are responsible for the pump and line from the home to its connection in the main line on Tenth Street; and the Virginia Department of Health provides approval for the three (3) sewer lines in one (1) ditch.

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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 Pierce noted he wanted Mr. Shifflett to understand this approval is for development on Ramona Avenue only and all contingencies of the approval are to be met for it to be valid.

Mr. Shifflett stated he understood and thanked Council for the approval. He then noted the area for development on Eleventh Street and Wahnona Avenue has been reviewed by his engineer and surveyor.

He noted the surveyor indicated the area is not in a floodplain area and any drainage could be diverted away from future development.

Council noted this area may not be mapped as floodplain, but it does flood as it is a natural drainage way. It was noted waters could not be diverted onto other neighboring properties when the area is developed and engineered plans would be required prior to any approvals for future development. The plans need to also include the streets and other items listed in the Town subdivision ordinance.

STREETS & PUBLIC PROPERTY

(Chairman Kite and Councilpersons Comer and Sampson)

Councilman Comer complimented the public works department on cleaning up the Town in preparation of the Memorial Day Festival and Parade. Council Members agreed the extra mowing, weeding, and general clean up looks great!

Councilman Jenkins inquired about the drainage issues on Seventh Street due to the curb and gutter problems in this area. He noted the property owners have stated the issues are starting to affect the foundation of the house and would like for assistance in the matter.

Mayor Lucas and Council Members agreed there are drainage issues in this area, which are mainly due to the road being built up over the years with layers of paving. Additionally, there are cracks in the retaining wall in this area.

However, the Virginia Department of Transportation does not want to take responsibility due to the costs involved and since it is a state maintained roadway, the Town cannot repair the problems.

Council requested Town Manager Dovel contact the Virginia Department of Transportation again about this issue and determine a resolution for the property owners.

Council briefly discussed hazardous structures within the Town and the inability to obtain assistance from the County Building Official until the Town adopts the property maintenance code.

Councilman Comer stated he obtained information from the state and it appears the Town could adopt the property maintenance code, possibly without even having to hold a public hearing, since it is already a state law.

Following a brief discussion, a **Motion** was made by Councilman Comer, **seconded** by Councilman Pierce, to authorize the Town Attorney to give his advice on the process needed for the Town to adopt a property maintenance code.

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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.

It was discussed letters have been sent to several property owners requesting they comply with Town Code regulations and mow their property within the Town limits.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilpersons Comer and Switzer)

Councilman Sampson requested the police department make extra patrols for all terrain vehicles and off-road motorcycles being driven on the streets and in Big Gem Park.

Following a brief discussion, Council Members discussed the Town Attorney had previously advised them the Town should not become involved in a private organization such as the Volunteer Rescue Squad. However, community members have been contacting Council Members requesting the volunteer squad be taken in under the Town's Charter, which first

would require a legal opinion as to whether or not this could be done and then the General Assembly would have to approve it before it could become final. Thi
s could take a year or more to be enacted, if it is legally possible.

Several Council Members noted they were polled as to whether or not paid County squad personnel could use Town property to house a vehicle and continue squad operations while the County and volunteer squad members work out their issues. However, several Council Members noted they were not told a camper would be pulled onto Town property or that County personnel would be using Town water or electric.

Following the discussion, Council agreed to request someone from Page County attend a Council meeting to give updates regarding the rescue squad services. Also, Council agreed the Town will begin charging for water and electric being used by the County on Town property, as the issues seem to be taking longer to get cleared up than originally anticipated.

They noted this was only fair to the Volunteer Fire Company who is charged for water usage and have to pay their own electric bill.

TAXATION & FINANCE

(Chairman Pierce and Councilpersons Kite and Switzer)

Committee Chairman Pierce reminded everyone the Council will vote on the budget at the next Council meeting. He also noted the stamps for the cigarette tax have been ordered and everything is in place for the Town to soon begin to see revenue from this new tax.

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PARKS & RECREATION

(Chairman Sampson and Councilpersons Pierce and Switzer)

Committee Chairman Sampson reported the following Parks and Recreation News:

The parks and recreation office is almost complete at the P&R building on Long Avenue. **Big Gem Park**

– musical events are still being scheduled.

Ivy was planted along the bank to prevent erosion.

River Park

– Save the Bay Clean Up Day is scheduled for June 5, 2010, and anyone interested in volunteering should meet at the River Park at 9 a.m.

Trash bags, gloves, and bottled water will be provided for all volunteers.; The Town is accepting bids for a paved walking trail and if the project is not started prior to June 30, 2010, the \$3,200 budgeted line item for the project will be lost.

Only 1 bid has been received thus far.;

Will forward a letter to Kawneer requesting funding for Town parks and recreation projects.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Comer and Councilpersons Jenkins and Pierce)

Committee Chairman Comer noted the demonstration for a ditch excavation machine went well and it appears the machine will be very useful and pay for itself within a couple of years.

Following a brief discussion where other Council Members agreed the machine will be very useful tool for public works and the sewer plant, Council tabled action on the purchase of the machine until a final price is negotiated.

COMMUNITY SERVICE

(Chairman Kite and Councilpersons Jenkins and Pierce)

Councilman Comer stated the Coffee Pot should be open next month and may qualify for the Community Enhancement Award for all the work they have done to this building.

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PERSONNEL

(Chairman Pierce and Councilpersons Sampson and Switzer)

Committee Chairman Pierce reported a part-time public works employee quit the job, but the position will not be filled at this time.

Council also discussed hours for all part-time employees will be closely monitored to ensure they do not go over the budgeted hours.

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 the Council during this period.

TOWN MANAGER'S REPORT

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Town Manager Dovel stated he did not have anything further to report.

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MAYOR'S REPORT

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

FOR THE GOOD OF THE TOWN □

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1) Dolores Lackovitch reported the Shenandoah Crafters will hold their annual craft show in Shenandoah this fall. She noted they plan to hold the event at the Shenandoah Elementary School.

2) Patricia Callahan reported she is a board member for Grace House who currently holds meetings for Alcoholics Anonymous; Narcotics Anonymous; and Al-Anon at the house on Third

Street. She noted invitations have been extended to Members of the Town Council to tour the facility, but they were disappointed no members have been able to take the tour.

She extended an open invitation to anyone who wanted to tour the facility or who has questions about their work to contact her at any time.

She noted the members of Grace House have been good stewards to the community and exemplary in the upkeep of the home and landscaping.

She thanked Chief Monteleone for his support of the facility and for the good working relationship his department has maintained with them.

3) Shenandoah Beautification Committee Chair Dee Sampson reported the group is made up of mostly older, retired adults and have put in 570 volunteer hours during 2009, which was a 22 percent increase over 2008; they purchased table/benches for Big Gem Park; helped with Clean the Bay Day 2009; purchased new flower pots for 602; purchased fall and winter decorations; recently repotted and planted flowers along 340 and First Street; cooked and sold food for several fundraising events and sold Christmas Bows. She noted the group is currently broke and will be conducting other fundraisers.

She reported the activities of the group have expanded over the years, mostly at the request of the Mayor or Council Members, and they are requesting more assistance from the Town to maintain areas.

She noted the group needs for the Town to put mulch on the mound on 602, near the archway; shrubs relocated from the intersection of First Street and Maryland Avenue to the bank at the old mill; sweeping of the streets; cleaning of the gutters; and eventually installing electric service at the Town entrance signs.

She reported the group would like to construct a small greenhouse in the future to grow their own plants.

ADJOURN

There being no further discussions, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Sampson, to adjourn the meeting at 9:32 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**