

MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING

FEBRUARY 8, 2011

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, February 8, 2011, 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.; Charles Jenkins; I. Michael Lowe; Richard Pierce; and Keith Sampson.

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/MMC.

Citizens present were: Wayne Showalter, Shenandoah Merchants Association President.

Media Representatives: None.

RECEIVING OF VISITORS

Shenandoah Merchants Association President Wayne Showalter stated the merchants are

pursuing options for signs advertising local businesses. He noted any signs erected would be available to all businesses in Town.

Mayor Lucas noted Norfolk Southern requires a lease with a \$500 a year fee to locate any signs on their property.

Mr. Showalter stated the Virginia Department of Transportation (VDOT) also requires a permit for any signs located in their right-of-way. He noted signs within the Town limits located in the street right-of-way, or off the business premises, would also require permits from VDOT.

Following a brief discussion, Council noted they are willing to assist with the sign advertising all local businesses.

Mr. Showalter stated they will be in touch with the Town when they have more definitive plans for a sign size and possible locations.

#### JANUARY 25, 2011, REGULAR MEETING MINUTES:

A Motion was made by Vice Mayor Kite, seconded by Councilman Sampson, to approve the Regular Meeting Minutes held on January 25, 2011, as corrected.

Members Vote was as follows:

YEA: Vice Mayor Kite    NAY: None.  
      Councilman Comer  
      Councilman Jenkins  
      Councilman Lowe  
      Councilman Pierce  
      Councilman Sampson

ABSTAIN: Mayor Lucas.

ABSENT: None.

VOTE: Unanimous in favor of motion.

APPROVAL OF BILLS:

Councilman Jenkins inquired about warrant number 29335, and what all was included in the prices?

Town Manager Dovel stated it was for towels, toilet tissue, and other items for various departments in Town.

There being no further questions or comments, a Motion was made by Vice Mayor Kite, seconded by Councilman Pierce, to approve the bills, dated February 8, 2011, in the Combined Accounts Disbursements Warrants #29312 - #29347 in the amount of \$45,165.86.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite    NAY: None.

Councilman Comer

Councilman Jenkins

Councilman Lowe

Councilman Pierce

Councilman Sampson

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 February 8, 2011.

A Motion was made by Councilman Sampson, seconded by Councilman Lowe, to approve the February 8, 2011, Treasurer's report in the amount of \$1,271,441.07, as read.

Members Vote was as follows:

YEA: Vice Mayor Kite    NAY: None.  
Councilman Comer  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce  
Councilman Sampson

ABSTAIN: Mayor Lucas.

ABSENT: None.

VOTE: Unanimous in favor of motion.

Mayor Lucas inquired about the low amount of the Utility Checking account.

Town Manager Dovel stated Treasurer Breeden will transfer funds from the other account as needed.

## CORRESPONDENCE

Item # 1 – Mayor Lucas and Council Members received the January 2011 Town Vehicle Gasoline Log for review.

Item # 2 – Mayor Lucas and Council Members received the January 2011 Police Report for review.

Item # 3 – Mayor Lucas noted the 2010 Police Arrest, Offenses & Traffic Reports were received for review.

Item # 4 – Mayor Lucas and Council Members reviewed the 2010 Computer Center Report. This report indicated the following: Volunteers Bruce Arnold and Gary Patterson taught 15 courses at the center with 152 students attending; the center sells flash drives and Mavis Beacon typing software at competitive prices; the center hosted a very successful technology seminar with another planned for March 19, 2011; the Town website is almost complete with just a few sections still needing work; memberships may be purchased for \$12 a year or \$1 a month; revenue collected for the year was \$4,407.53.

Item # 5 – Mayor Lucas read an announcement regarding the Town's participation in the Save the Bay Day – River Clean Up (scheduled for June 4, 2011) which has been approved as a sanctioned event for the Shenandoah National Park's 75th Anniversary. The event will be listed on their website at [www.celebrateshenandoah.org](http://www.celebrateshenandoah.org) and included in their marketing efforts.

The Town has applied to list other events as well, but has not received approval yet.

Item # 6 – Mayor Lucas and Council Members reviewed information from the Page Valley Community Tennis Association regarding their programs serving high school students in Page County and citizens of the Town of Shenandoah and surrounding communities. Donations are being accepted to help support the program and donations may be mailed to: PVCTA, c/o Amanda Meadows, Treasurer, 13299 Rockingham Pike, Elkton, VA 22827.

Council Members noted they will review donations at their budget workshops and may add Page Valley Community Tennis Association to the list if there are funds available.

Item # 7 – Mayor Lucas and Council Members received a thank you letter from the Reading Road Show – Gus Bus for the Town's donation to their program.

Item # 8 – Mayor Lucas and Council Members received a thank you card from Page One for the Town's donation to their organization.

Item # 9 – Mayor Lucas and Council Members reviewed a list of Commercial and Industrial properties available for sale or lease in Town.

Item # 10 – Mayor Lucas stated the Council received Virginia State Code Section 15.2-906 from the Page County Building Official Kenny Fox, with a note the Town of Luray uses this Code to help with ensuring owners repair or remove unsafe structures.

Following questions, Vice Mayor Kite noted he spoke with Mr. Fox and apparently this is the code section the Town of Luray uses, instead of a property maintenance code. He noted this is something that appears to be working in the Town of Luray. He explained Luray uses an inspector they have on staff. This person is certified and when he goes out on inspections, someone from the police department goes with him. He stated the Town can move forward and not have to wait on the County to assist in handling unsafe structures.

Council agreed Town Attorney Blatt should review this code and other newer laws that may assist the Town with handling unsafe structures in Town. Several Council Members noted concerns regarding the cost of such a program, as the Town may have to pay to have some structures demolished if the property owners are not willing to do what is necessary to ensure public safety. The Town could place liens on the property, but it was noted most of the properties are not worth as much as the expense to demolish a building. However, several other Council Members were adamant the Town cannot put a price tag on public safety. They noted once the program was in place, most property owners would follow the regulations.

Following questions, Chief Monteleone stated all codes require some discretion, but noted any code adopted would have to be enforced equally among all citizens or the Town could face lawsuits if it was not enforced fairly regardless of the expense involved. He noted if an inspector reports a structure as unsafe, then the Town would be forced to address the matter accordingly.

Mayor Lucas and Council Members authorized contacting Town Attorney Blatt to determine what needs to be incorporated into the Town Code to deal with unsafe structures, inquire how the Town of Luray handles these cases and what expenses have been involved; and inquire with the Town of Luray how these cases are enforced and what inspector they use for unsafe structures.

## COMMITTEE REPORTS

### WATER & SEWER

(Chairman Kite and Councilpersons Jenkins and Sampson)

Councilman Sampson stated the excess dirt from a water line repair on North Fifth Street could be transported to the area of where the volleyball courts are planned.

He also noted plans include installing a water line to Big Gem Park, but this will require funding in the future and he would like to use some of the money from where the Town sells brass from the old meters.

### 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 Lowe)

There was nothing further to report during this period.

### TAXATION & FINANCE

(Chairman Pierce and Councilpersons Kite and Lowe)

There was nothing further to report during this period.

### PARKS & RECREATION

(Chairman Sampson and Councilpersons Pierce and Lowe)

Committee Chairman Sampson then reported the following Parks and Recreation News:

They are reviewing options for installing a water line at Big Gem Park; will discuss future ball field options with the Shenandoah Indians at an upcoming meeting.

#### **INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chairman Comer and Councilpersons Jenkins and Pierce)

Committee Chairman Comer reported it appears a new health clinic is still planned and will eventually be constructed on Williams Avenue.

#### **COMMUNITY SERVICE**

(Chairman Kite and Councilpersons Jenkins and Pierce)

There was nothing to report during this period.

#### **PERSONNEL**

(Chairman Pierce and Councilpersons Sampson and Lowe)

There was nothing to report during this period.

#### **POLICE REPORT**

There was nothing further to report during this period.



## UNFINISHED BUSINESS

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

Town Manager Dovel reported the private property owner who would like to purchase some land from the Town located beside 403 Second Street, is willing to discuss purchasing a portion of the Town's lot if the Council does not desire to sell the entire lot. The private landowner needs the additional land to construct an addition onto the house he is remodeling.

It was noted purchasing a portion of the lot would require it to be combined with the owner's existing lot and the remainder to be combined with the Town's remaining land. A survey would be required and the matter would be brought before the Planning Commission and then to the Town Council for final decision. Once it was approved, the Town then could sell the land for its appraised value to the adjacent landowner.

It was noted Town Attorney Blatt advised the Town is not required to advertise the lot for sale. He suggested if Council is interested in selling the entire lot, then Council may want to advertise for bids on the lot, with right to refuse any and all bids, to allow the public a chance to bid on it.

However, if the Council is only interested in splitting the lot, then the only option is to sell to the adjacent landowner and have the property combined with existing land.

## 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 discussions, a Motion was made by Councilman Sampson, seconded by Vice Mayor Kite, to adjourn the meeting at 8:09 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite   NAY: None.  
Councilman Comer  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce  
Councilman Sampson

ABSTAIN: Mayor Lucas.

ABSENT: None.

VOTE: Unanimous in favor of motion.

APPROVED:     ATTESTED:

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Clinton O. Lucas, Jr., Mayor      Juanita Roudabush, MMC