

## MINUTES

### TOWN COUNCIL

### TOWN OF SHENANDOAH

### REGULAR MEETING

□

### NOVEMBER 24, 2009

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, November 24, 2009, 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.; Russell Comer, Jr.; Charles Jenkins; Richard Pierce; Keith Sampson; and Constance Switzer.

**Council Members absent were:** ☐ Vice Mayor William L. Kite.

**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:** None.

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**Media Representatives:** None.

**RECEIVING OF VISITORS**

There were no visitors signed up to speak during this period.

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#### **NOVEMBER 10, 2009, REGULAR MEETING MNUTES:**

Mayor Lucas announced the Smith family heirs have not completely worked out the details of donating the land to the Town. Therefore, he spoke with Vice Mayor Kite and he agreed the motion and second should be rescinded until the details have been worked out between the family members.

Therefore, a **Motion** was made by Councilman Jenkins, **seconded** by Councilman Sampson, to rescind the motion for accepting the parcels of property from the Leon Smith Family heirs from the November 10, 2009

**Regular Meeting Minutes.**

Members Vote was as follows:

**YEA:** Councilman Comer

**NAY:** None.

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite.

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

Mayor Lucas noted if the Smith family heirs can work out all the details then the Town may receive a donation in the future.

A **Motion** was made by Councilman Pierce, **seconded** by Councilman Sampson, to approve the **Regular Meeting Minutes** held on November 10, 2009, as amended.

Members Vote was as follows:

**YEA:** Councilman Comer

**NAY:** None.

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite.

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

**APPROVAL OF BILLS:**

Councilman Pierce inquired about the checks for basketball expenses.

Councilman Sampson explained the expenses were paid from the sign-up revenue received. He noted there was revenue left over after expenses from the girl's basketball sign-ups, which will be used for other parks and recreation projects.

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

**November 24, 2**

**009**

, in the

**Combined Accounts Disbursements Warrants #27979 - #28020**

in the amount of

**\$46,138.99.**

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Members Roll Call Vote was as follows:

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**YEA:** Councilman Comer

**NAY:** None.

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite.

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

**TREASURER'S REPORT:** Mayor Lucas read the Treasurer's report, submitted by Deputy Clerk/Treasurer Christl McCoy, for November 24, 2009.

Councilman Sampson inquired if the Town accounts had enough funds to begin the Capital Improvements savings again?

Town Manager Dovel stated he would check with the Deputy Treasurer to find out. If there are enough funds, then the deposits into the savings accounts would begin again.

There being no further comments, a **Motion** was made by Councilman Sampson, **seconded** by



Councilman Comer, to approve the November 24, 2009, Treasurer's report in the amount of \$1,200,877.91, as read.

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Members Vote was as follows:

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**YEA:** Councilman Comer

**NAY:** None.

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite.

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

## **CORRESPONDENCE**

**Item # 1** – Mayor Lucas and Council Members received a letter from the Town Planning Commission recommending approval of a re-subdivision of lot request from James Shifflett.

This property is located on Eleventh Street.

Councilman Comer inquired if the new lots could be served by Town sewer?

Town Manager Dovel stated he was not sure if Mr. Shifflett planned to have on-site sewage disposal or not. He noted Mr. Shifflett would be responsible for any expense involved in running a Town sewer line to this property. He explained the existing line is not large enough to accommodate any more houses and any new sewer lines would have to be upgraded at the property owner's expense.

There being no further discussion, a **Motion** was made by Councilman Pierce, **seconded** by Councilwoman Switzer, to concur with the Planning Commission and approve the re-subdivision of lots request from James Shifflett on property identified by tax map numbers 102A2-(1)-22 lots 30, 31, 32, with each of the two (2) new lots containing 0.258 acres each.

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Members Vote was as follows:

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**YEA:** Councilman Comer

**NAY:** None.

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite.

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

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**Item # 2** – Mayor Lucas presented Council Members with a memorandum regarding the second Town Council meeting in December.

Following a brief discussion, a ***Motion*** was made by Councilwoman Switzer, ***seconded*** by Councilman Sampson, to cancel the December 22, 2009 Town Council meeting.

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Members Vote was as follows:

**YEA:** Councilman Comer

**NAY:** None.

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite.

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

**Item # 3** – Mayor Lucas noted the Council normally issues Christmas bonuses to employees at \$100 for full-time and \$50 for part-time. He inquired if they desired to do so again this year?

Councilman Jenkins inquired what the total amount would be for the bonuses?

The exact total was not none, but it was determined there are approximately 25 employees.

A **Motion** was made by Councilman Pierce, **seconded** by Councilman Sampson, to authorize Christmas bonuses at \$100 for full-time employees and \$50 for part-time employees.

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Members Roll Call Vote was as follows:

**YEA:** Councilman Comer

**NAY:** None.

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite.

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

**Item # 4** – Mayor Lucas and Council Members received letters of thanks from the President of the Roanoke Chapter of the National Railway Historical Society and from several excursion train passengers. Everyone was very pleased with their time spent in Shenandoah. Mayor Lucas thanked everyone involved with the events success.

**Item # 5** – Mayor Lucas and Council Members heard Red Cross and Pitney Bowes are sponsoring the Holiday Mail for Heroes Program. The deadline for the program is December 7, 2009. Cards and letters may be mailed to Holiday Mail for Heroes, PO Box 5456, Capitol Heights, MD 20791.

For more information visit their website at:

[www.recross.org/holidaymail](http://www.recross.org/holidaymail)

**Item # 6** - Mayor Lucas and some Council Members will participate in the Luray Christmas Parade on December 1, 2009, at 6 p.m. Members agreed to leave Town Hall in Shenandoah at 4:45 p.m. to drive to the parade.

**Item # 7** – Mayor Lucas and Council Members heard the Computer Center can print Christmas Cards from your photos. The center also has cards for sale that have a photo of a train and greetings from Shenandoah printed on them.

## COMMITTEE REPORTS

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## WATER & SEWER

(Chairman Kite and Councilpersons Jenkins and Sampson)



Following questions, Council agreed water and sewer could be installed at Scout Park, if the Boy Scouts decide to build a restroom building on this property.

Councilman Sampson stated the Town will need to ensure restaurants have the proper grease traps installed. He noted Culpeper recently implemented a new regulation regarding grease traps and the Town of Shenandoah may want to incorporate something similar into our Town Code.

Councilman Sampson stated Council may need to consider additional funding in the next budget for possible additional testing that may be required at the sewer plant, due to Chesapeake Bay regulations.

## **STREETS & PUBLIC PROPERTY**

(Chairman Kite and Councilpersons Comer and Sampson)

Councilman Sampson reported more gravel is needed on Coverstone Lane in the area where the sewer main was repaired.

## **POLICE, SAFETY, & JUDICIAL**

(Chairman Kite and Councilpersons Comer and Switzer)

Following questions, Chief Monteleone reported the police canine will not be able to work much longer due to his illness. He noted it is up to Lt. Davis as to when Gus will be fully retired.

## **TAXATION & FINANCE**

(Chairman Pierce and Councilpersons Kite and Switzer)

Committee Chairman Pierce inquired if tax revenues are still being received?

Assistant Manager/Clerk Roudabush stated they are still coming in, but it seems a little slower than normal.

Councilman Comer stated a person was in Town over the weekend selling purses from a parking lot. He inquired if these types of businesses are required to obtain a business license?

Assistant Manager/Clerk Roudabush stated yes, the Town Code requires a business license for itinerant merchants who sell products from in parking lots in Town. The cost of this license is \$500 per year and the police should shut the business down until the license has been purchased.

## **PARKS & RECREATION**

(Chairman Sampson and Councilpersons Pierce and Switzer)

Committee Chairman Sampson reported the following Parks and Recreation News:

**Big Gem Park** - Christmas Tree Lighting Ceremony will be held on December 11, 2009 at 6 p.m. The event will include Christmas caroling; marshmallow roasting; and visits with Santa; new pole lights have been installed in Big Gem Park to provide lighting to and from the tree lighting ceremony; Phase I of the bike trail has been completed and work has started on Phase II. Also, the pump track is being installed for bikes; **River Park** –

JMU Crew Club have installed the dock and just need to finish the ramp; will use the \$3,200 Wrangler donation and the \$1,000 from the Kodak grant to install a walking trail;

**Tennis Courts**

– agreed to allow the tennis association to reserve the tennis courts for programs.

They will post a notice of the reservation at the courts several days in advance to inform the public;

**Basketball**

– girls' basketball has just finished up and boys' basketball will begin soon.

After the expenses the Town profited \$696.62 from girl's basketball and this money will be used to finish work at the Parks and Recreation building and other recreational items.

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

(Chairman Comer and Councilpersons Jenkins and Pierce)

Committee Chairman Comer reported draft number 4, dated November 23, 2009, of the settlement agreement between the Town and RBNS appears to have everything the Town wanted and is ready for signatures.

Councilman Jenkins and Councilman Pierce agreed and noted it could be approved now.

Following a brief discussion, a **Motion** was made by Councilman Jenkins, **seconded** by Councilman Comer, to approve draft #4 dated, November 23, 2009, of the settlement agreement with RBNS and authorize Mayor Lucas to sign the documents.

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Members Roll Call Vote was as follows:

**YEA:** Councilman Comer

**NAY:** None.

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

□

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite.

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

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Councilman Comer stated even though no grant funding has been found yet, the Industrial, Economic Development and Procurement Committee will set up a meeting soon with a group of citizens who want to pursue a seminar for ways businesses can use technology in our community. Parks and Recreation Director Lori Mongold will be invited to this meeting as well. The date and time for this meeting will be announced once it has been set.

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## **COMMUNITY SERVICE**

(Chairman Kite and Councilpersons Jenkins and Pierce)

There was nothing further to report during this period.

## PERSONNEL

(Chairman Pierce and Councilpersons Sampson and Switzer)

Everyone was invited to the Town employee Christmas Dinner which will be held on December 18, 2009 at Noon at the Shenandoah Community Center. Each employee will bring a covered dish for this meal.

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## POLICE REPORT

There was nothing further to report during this period.

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## UNFINISHED BUSINESS

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Following questions, Town Manager Dovel reported the Town Attorney is still working on the deed for the property the library is giving the Town for the Veteran's Memorial Park.

The Council would like to have deed prepared in order for the public works department to begin clearing this property as soon as possible. They would like to begin construction of the Veterans' Memorial Park in the spring of 2010.

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## 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 North American Phillips (NAP) has not signed the agreement for the new water line they are proposing to run along Williams Avenue to serve residents on Shenandoah River Road. He stated this agreement was ready months ago, but since NAP officials will not sign it, it has delayed the project for the residents who have wells that need to be replaced. He explained now the NAP officials have requested the Town pay for the new water line to serve residents on Shenandoah River Road and then receive reimbursement from them later on. Also, NAP would like for the Town to put caps on the amount of funds that could be spent on the project.

Following a brief discussion, Town Council Members noted this project is being done to satisfy requirements for the replacement of private wells, along Shenandoah River Road, that were contaminated by the North American Phillips chemicals when they operated in Town years ago.

Therefore, Council decided the Town would not pay for any part of this project upfront nor could the Town put any type of caps on what this project would cost in construction, inspection, or engineering fees, as they are all unknowns at this time.

## **MAYOR'S REPORT**

There was nothing further to report during this period.

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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 Councilman Sampson, ***seconded*** by Councilman Jenkins, to adjourn the meeting at 7:54 p.m.

Members Vote was as follows:

**YEA:** Councilman Comer

**NAY:** None.

Councilman Jenkins

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

□

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite.

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

ATTESTED:

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