

MINUTES

TOWN COUNCIL

TOWN OF SHENANDOAH

REGULAR MEETING

□

JANUARY 12, 2010

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, January 12, 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.; Richard Pierce; Keith Sampson; and Constance Switzer.

Council Members absent were: □ Councilman Charles Jenkins.

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 and Bruce Arnold.

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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 24, 2009, REGULAR MEETING MNUTES AND DECEMBER 18, 2009 SPECIAL MEETING MINUTES:

A ***Motion*** was made by Councilman Pierce, ***seconded*** by Councilman Sampson, to approve the ***Regular Meeting Minutes*** held on November 24, 2009, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

A **Motion** was made by Councilman Comer, **seconded** by Councilman Sampson, to approve the **Special Meeting Minutes** held on December 18, 2009, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

APPROVAL OF BILLS:

Mayor Lucas stated Treasurer Breeden informed him the bills contain three (3) payrolls since it has been so long since Council met for a regular meeting. Therefore, the amount seems higher than normal.

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

January 12, 2010

, in the

Combined Accounts Disbursements Warrants #28021 - #28148

in the amount of

\$263,962.89.

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Members Roll Call Vote was as follows:

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YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

TREASURER'S REPORT: Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for January 12, 2010.

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

Town Manager Dovel stated he would check with the 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 Vice Mayor Kite, to approve the January 12, 2010, Treasurer's report in the amount of \$1,310,831.53, as read.

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Members Vote was as follows:

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YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

CORRESPONDENCE

Item # 1 – Mayor Lucas and Council Members received a letter from the Page County Broadband Authority strategic planning committee regarding the need for the Council to appoint a representative from the Town to serve this committee and give input on the Towns' current and future broadband needs.

Mayor Lucas noted Councilman Jenkins has offered to serve on this committee if Council desires him to be appointed.

A brief discussion then ensued regarding whether or not the appointee to the county broadband planning committee should be a Council Member or a citizen of the community.

Following the brief discussion, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Sampson, to appoint Charles Jenkins as the Town Of Shenandoah representative on the Page County Broadband Authority Strategic Planning Committee.

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Members Vote was as follows:

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YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

Item # 2 – Mayor Lucas and Council Members received resignations from Shenandoah Wireless Broadband Authority Members (SWBA), Thomas Cardman, Daniel Murphy, Jackie Sullivan-Smoot, Bruce Arnold, and their attorney Mark Reed.

Councilman Pierce stated he did not submit a resignation due to the Council's plans to appoint themselves as the new SWBA Members.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Sampson, to accept the resignations from Shenandoah Wireless Broadband Authority Members Thomas Cardman, Daniel Murphy, Jackie Sullivan-Smoot, Bruce Arnold, and attorney Mark Reed.

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Members Vote was as follows:

YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

Council Members noted their desire to keep the Shenandoah Wireless Broadband Authority active in case it is ever needed in the future.

Therefore, a ***Motion*** was made by Councilman Pierce, ***seconded*** by Councilman Sampson, to appoint present and future members of the Shenandoah Town Council as members of the Shenandoah Wireless Broadband Authority.

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Members Vote was as follows:

YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

Although Council realizes they cannot bind future Council Members as appointees, it is their hope the Council Members of the future will desire to keep the Shenandoah Wireless Broadband Authority active, either serving as members themselves or appointing other members, as the broadband authority was very expensive to set up originally and they would not like to have to incur future costs.

Mayor Lucas and Council Members set the next meeting of the Shenandoah Wireless Broadband Authority at 6:30 p.m. on January 26, 2010, at Town Hall. They noted the first order of business will be to elect officers for SWBA.

Item # 3 – Mayor Lucas and Council Members received a request from the Shenandoah Beautification Committee to become a separate entity from the Town and to issue a check for their remaining fund balance of \$807.40.

Councilman Sampson explained if the beautification committee were a separate entity they would not have to come into the office to gain access to their funds. He noted they plan to keep records and will get Council approval before beginning any projects on Town property.

A **Motion** was made by Councilman Pierce, **seconded** by Councilman Sampson, to allow the Shenandoah Beautification Committee to become a separate entity from the Town and to authorize a check to them in the amount of \$807.40, which is the balance of their funds.

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Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

Item # 4 – Mayor and Council received Town vehicle gas logs for November and December 2009 for review.

Item # 5 – A memorandum was received from Chief Monteleone regarding financing options for either one (1) or two (2) new police vehicles. Council previously authorized ordering one (1) new police car.

Vice Mayor Kite inquired why two (2) police vehicles are needed at this time?

Councilman Sampson inquired about the cost of equipping the new police vehicles?

Chief Monteleone explained two (2) vehicles are needed due to the previous ones purchased within a year of each other being worn out. He noted the police department has been holding off on repairs to these vehicles through until it could be determined if the Rural Broadband Network Services (RBNS) contract was going through, which Council previously agreed could be used to finance new police vehicles. He then reported the cost of equipping the new police vehicles will be pulled from the regular police department budget.

He noted some equipment may be retained from the old vehicles as well.

Councilman Pierce noted one (1) vehicle was put in the Town budget this year.

Councilman Comer stated the Town's contract with RBNS will provide for the best opportunity to help pay for new police vehicles.

It was noted RBNS has not made a payment yet to the Town. Council then agreed to contact the Town Attorney regarding the procedures for late payments on the Town's contract with RBNS. Council decided to wait until payments from RBNS are received before approving the second police vehicle.

Following the brief discussion, a **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Sampson, to authorize financing one police vehicle through Page Valley Bank, which was previously approved in the amount of \$21,500, for a period of 48 months at 3.00 percent interest.

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Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

Item # 6 – Mayor and Council received thank you cards from Page One and Page One Family Assistance Program for the Town’s donation to their program.

Item # 7 – The Town received a thank you card and photographs from the Shoemakers who were visitors during the train excursion in November. They were very pleased with their welcome and the meal served by the volunteers.

They noted they enjoyed the craft show as well.

Item # 8 – The Town received a newsletter from Merck with an update on their environmental activities.

Item # 9 – Mayor and Council received a thank you card from the Shenandoah Lions Club for the Town's donation to their organization.

Item # 10 – The Town received a thank you card from the Lois Comer family for the arrangement that was sent.

Item # 11 – A special event application was received for a 5k Run. Mayor Lucas noted proceeds from the event will be used for a scholarship in memory of Lois Jean Comer and the contact person is Mike Lowe at 540-578-1923.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilwoman Switzer, to approve the special event application for a 5k Run on April 10, 2010, beginning at 8 a.m. in memory of Lois Jean Comer.

Members Vote was as follows:

YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

□

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

VOTE: Unanimous in favor of motion.

COMMITTEE REPORTS

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WATER & SEWER

(Chairman Kite and Councilpersons Jenkins and Sampson)

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Pierce, to approve water and sewer taps for a new house at 370 Trenton Avenue.

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Members Vote was as follows:

YEA: Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

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ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

Town Manager Dovel reported the Town is still waiting on a contract from North American Phillips (NAP) to install a water line to serve residents along River Road.

Council agreed no caps would be put on payments for this project, as it is up to NAP to pay for all work involved. Council noted the line is needed due to previous contamination issues by NAP and the Town is not responsible for payment of any of this work.

Councilman Sampson reported there is a new lab in Verona, which may be used for testing needed at the sewer plant. The Town will receive information on what they have to offer and the fees.

He also reported there will be a seminar in Charlottesville about programs to ensure the sewer plant is not adversely affected by oil and grease in drains. The Town will receive more information on this seminar and will check local businesses to ensure they are in compliance with the regulations.

Town Manager Dovel reported the cold weather has caused several main water lines to break. The leaks have been repaired now, but it will be a while before final cleanup of the sites can be done due to the freezing temperatures.

He then reported there have been several sewer backups in the main lines, but all properties have been cleaned up now.

STREETS & PUBLIC PROPERTY

(Chairman Kite and Councilpersons Comer and Sampson)

Council was advised of an issue with a property owner placing items on Town property, tearing up the landscaping, and possibly relocating the Town boundary line marker.

Council authorized Town employees to take the appropriate action to require the citizen to remove equipment from Town property and to restore Town property to its original condition.

Mayor Lucas and Council Members thanked the Town Public Works Department for the excellent job they did on snow removal from the recent storms. Everyone was very pleased with how well the streets in Shenandoah were cleared compared to nearby areas.

Mayor Lucas and Council Members also noted their thanks to Page County VDOT for the great job they did in clearing snow from roads in Page County.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilpersons Comer and Switzer)

Chief Monteleone submitted police reports for November and December 2009 for review. □

Following questions, Chief Monteleone reported several of the ducks from Big Gem pond were killed when they were hit by a vehicle on US Hwy 340. The elderly lady was very upset about having accidentally run over the ducks in the street.

TAXATION & FINANCE

(Chairman Pierce and Councilpersons Kite and Switzer)

Committee Chairman Pierce stated the Town budget reports through November 2009 were received for Council's review.

PARKS & RECREATION

(Chairman Sampson and Councilpersons Pierce and Switzer)

Committee Chairman Sampson reported the following Parks and Recreation News:

- 1) **Big Gem Park** – a new pavilion is planned for the park. Raffle tickets are being sold to

benefit the pavilion.

The drawing will be March 2, 2010 and the first prize is a Romantic Get-Away for 2 nights stay at A Exquisite River Paradise on Morrison Road (donated by Tim and Becky Williams) and second prize is a gift basket filled with everything you need for a romantic evening (donated by Shenandoah General Store and Hammer Insurance Agency.)

Tickets are available at Town Hall or by calling Alice Pence at 540-652-6037.

Other items

- Many projects are planned for 2010 throughout Parks and Recreation in Town.

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Committee Chairman Sampson requested a work order to repair the sign at Scout Park.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Comer and Councilpersons Jenkins and Pierce)

Committee Chairman Comer reported the Sheriff's department grant writer was not able to find any grant funding to support a seminar for businesses to better use technology. However, he noted the Industrial, Economic Development, and Procurement Committee will set up a meeting with the citizens who brought this idea to them regarding promotion of business through technology and for updating the Town Capital Improvement Plan.

The time, date and location of this meeting will be announced at a later date.

Committee Chairman Comer reported this committee will also be updating the Town Capital Improvement Plan within the near future.

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COMMUNITY SERVICE

(Chairman Kite and Councilpersons Jenkins and Pierce)

Councilman Pierce reported there will be a blood drive at Christ United Methodist Church on January 21, 2010 from 2 p.m. until 7 p.m. through Virginia Blood Services.

Council thanked the Shenandoah Hardware Store owners Ron and Annie Schupner and all volunteers for their work on "Project Firewood" which provided firewood to needy families in the area.

PERSONNEL

(Chairman Pierce and Councilpersons Sampson and Switzer)

Town Manager Dovel reported Public Works Foreman Mark Armentrout is recovering from a health related issue and is scheduled to return to work within the next week or so.

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

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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 a citizen has requested the Town reimburse her for plumber costs due to a clogged drain. He noted each time the Town received a call about backed up sewer, the main line was checked and was flowing properly. The homeowner did not have a clean out installed on their property, which would have allowed the Town to “snake” out their drain.

During this time, he noted, he checked the main line himself and it was flowing properly.

In view of the above, Council denied the request for reimbursement for plumber costs due to a clogged drain on private property since it was determined the Town’s main line was open and

the homeowner did not have a cleanout available on their own property.

Town Manager Dovel reported he would be checking a local restaurant to ensure the proper grease trap has been installed to prevent problems at the Town sewer plant.

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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Former Board of Supervisor Member Carol Lee Strickler spoke regarding some of the accomplishments during her term on the county board. She noted several of her accomplishments included having lines painted for crosswalks in several locations near the Shenandoah Elementary School, providing many tons of gravel for Town projects, and continually requesting the school board to install flashing lighted signs for the safety of students along Maryland Avenue. In closing, she indicated her desire to remain involved in the community and to assist Council in all ways possible.

ADJOURN

There being no further discussions, a ***Motion*** was made by Councilman Sampson, ***seconded*** by Vice Mayor Kite, to adjourn the meeting at 8:27 p.m.

Members Vote was as follows:

☐ **YEA:** Vice Mayor Kite

NAY: None.

Councilman Comer

Councilman Pierce

Councilman Sampson

Councilwoman Switzer

□

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

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APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Juanita Roudabush, MMC