

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
October 9, 2018**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, October 9, 2018, at 7:00 pm, 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 Lynn Fox; David Hinkle; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: There were no Council Members absent during this meeting.

Other Town Officials present were: Juanita F. Roudabush, Town Manager/MMC; Sarah Dean, Town Clerk; and Paul Davis, Police Chief.

Citizens present were: Mike Uram and Eleni Brick.

Media Representatives: There were no Media Representatives present during this meeting.

RECEIVING OF VISITORS

Eleni Brick, with Thrasher Group, Inc., provided Mayor Lucas and Council with an update on the Preliminary Engineering Report they requested for improvements to be made to the Town's water and sewer system. She explained they are close to finishing the Report and will contact the Town to meet with the Council again once all reports and costs have been finalized.

Mayor Lucas expressed the Council's appreciation for this update.

September 25, 2018 PUBLIC HEARING MINUTES

A *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to approve the *Public Hearing Minutes* held on September 25, 2018, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

September 25, 2018 REGULAR MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on September 25, 2018, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Town Manager Roudabush noted there was an error in the warrant numbers approved on September 25, 2018.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to rescind their motion and second of September 25, 2018, which approved the bills in the **Combined Accounts Disbursement Warrant #36876 - #36908** in the amount of **\$70,529.66**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Following a brief discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve the bills, dated **September 25, 2018**, in the **Combined Accounts Disbursement Warrant #36876 - #36909** in the amount of **\$70,529.66**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve the bills, dated **October 9, 2018**, in the **Combined Accounts Disbursement Warrant #36910 - #36940** in the amount of **\$83,024.75**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

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 October 9, 2018.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to approve the October 9, 2018 Treasurer's report in the amount of \$1,355,443.11, as read.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: None
VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Christl McCoy, Systems Manager/Deputy Treasurer, provided Mayor Lucas and Council with a memorandum requesting authorization for Real Estate Tax Collection. This memorandum explained Christl has been in contact with James W. Elliot, Attorney at Law, regarding severely delinquent real estate tax accounts. She requested the implementation of the presented procedure, which included signing a contract with Mr. Elliot for his company to assist with the collection of these delinquent accounts.

Town Manager Roudabush explained the contract James W. Elliot provided is a generalized contract and he has offered to provide a more specific contract if the Council desires alternate wording on the terms. She also noted Mr. Elliot's assistance would be at no cost to the Town.

Following a brief discussion, the Council agreed not to make any motions until an updated contract is received from Mr. Elliot to include a more specific wording regarding the cost to the Town.

Item # 2 – Christl McCoy, Systems Manager/Deputy Treasurer, provided Mayor Lucas and Council with a memorandum requesting authorization for a Voice Over IP system to replace the current phone system at the Town Hall, the Public Works shop, and the Sewer Plant.

Councilman Jenkins explained the second option would create a new monthly cost for band width fees, whereas the first option would continue to offer free internet service. He also noted the first option has offered to upgrade the Town to a 5G network at no cost and replace the phones at a lower upfront cost to the Town. Councilman Jenkins explained this phone system replacement is needed as the current system is outdated and nonrepairable. This new system would not include the Police Department and the Computer Center since they must remain on a separate system, as they are connected to the Page County Emergency Communications Center.

Following a brief discussion, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to authorize HighSpeedLink to install a Voice Over IP system to replace the current phone system at the Town Hall, at an initial cost of \$100.00, plus monthly phone system fees.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilman Fox Councilman Hinkle Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Item # 3 – Mayor Lucas and Council received a Resolution proposal from the American Water Works Association for their “Imagine a Day Without Water” campaign.

Resolution for “Imagine a Day Without Water”

Recognizing the “**Imagine a Day Without Water**” campaign being held **October 10, 2018** which is an organized effort to highlight the critical importance of reliable access to clean water in our lives and the investment in infrastructure that is necessary to protect this valuable resource.

Whereas, the infrastructure that brings water to and from homes and businesses is essential to the quality of life and economic vitality of the Town of Shenandoah; and

Whereas, 2,373 residents utilize our municipal water system daily; and

Whereas, the Town of Shenandoah serves approximately 1,025 water customers monthly; 890 of which are also on the Town sewer system; and

Whereas, water crises across the country, ranging from contaminated water, to drought, to flooding, show the severe impacts of what can happen to the public health and well-being of a community without access to clean drinking water; and

Whereas, droughts and flooding and other weather-related challenges put pressure on water systems that are ill-equipped and ill-prepared to manage such extreme events; and

Whereas, utilities nationwide are grappling with aging infrastructure and lack reliable revenue and funding to maintain systems let alone upgrade their systems; and

Whereas, one-fifth of the U.S. economy would grind to a halt without a reliable and clean source of water; and

Whereas, managing water responsibly is critical to our nation's public and environmental health and to a high quality of life through economic commerce, power generation, and recreation; and

Whereas, investing in our drinking water and wastewater systems will secure a bright and prosperous future for generations to come; and

Whereas, innovation in water conservation and water reuse will drive job growth, economic development, and establish a 21st century paradigm of water management in the United States; and

Whereas, decentralized stormwater infrastructure will not only ease the burden on our sewers but will provide a maximum return in benefits to the public, the economy, and the environment; and

Whereas, for each job created in the water sector, another 3.68 jobs are added in the national economy. And for every \$1 spent on infrastructure improvements, the US generates \$6 in returns; and

Whereas, different regions face different water challenges, so the solutions to strengthen our drinking water and wastewater systems must be locally driven, but reinvestment in our water must be a national priority; now; therefore, be it

THEREFORE, BE IT RESOLVED, by Mayor Lucas and the Town Council, that the Town of Shenandoah recognizes that water is essential to the quality of life and economic competitiveness and acknowledges the importance of educating the public about the value of water through the “Imagine a Day Without Water” campaign.

FURTHER RESOLVED, that the Town of Shenandoah is dedicated to investing in safe and reliable water and wastewater infrastructure and calls on our federal partners to bring much-needed funding and innovation to protect and restore our critical water infrastructure.

Following a brief discussion, a *motion* was made by Councilman Lowe, *seconded* by Vice Mayor Kite, to adopt a Resolution for the “Imagine a Day Without Water” campaign, being held on October 10, 2018.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Item # 4 – The September 2018 Town Vehicle Gas Logs were provided for Council’s review.

Item # 5 – Mayor Lucas and Council received a thank you letter from the Shenandoah Valley Soil & Water Conservation District for the Town’s \$375.00 donation for the 2018-2019 Fiscal Year.

Item # 6 – Mayor Lucas and Council received notice that Choices, the Council on Domestic Violence for Page County, has provided the Town Hall with free purple ribbon pins to recognize October as Domestic Violence Awareness Month. The presented flyer also showed a list of free & confidential services Choices offers in Page County, including: a 24/7 Hotline, an Emergency Shelter, Support Groups, Legal Advocacy, Crisis Counseling, Peer Support, Community Education, Information, and Referrals.

Item # 7 – The Christ United Methodist Church provided information on their Potato Bar being held on October 14, 2018 from 12:00 pm to 2:00 pm. The cost is \$8 for adults and \$4 for children under the age of 12, and you will get a baked potato with all the trimmings, tossed salad, homemade desserts, and your choice of coffee, tea, or lemonade. This dinner is sponsored by the “Young at Hearts Group” and all profit will go towards their Lancaster, Pennsylvania trip.

Item # 8 – The Luray-Page County Chamber of Commerce provided a copy of their October 2018 Newsletter for the Council to review.

Item # 9 – Town Manager Roudabush provided Mayor Lucas and Council with information regarding the Luray-Page County Chamber of Commerce & Visitor Center’s 92nd Annual Banquet & Business Meeting being held on November 8, 2018 at the Mimslyn Inn, in Luray. She noted since the Town is a bronze sponsor, the Chamber has provided two complimentary tickets for Mayor Lucas or Council Members and their families to utilize. She noted she would need confirmation of any attendees as soon as possible to allow for proper RSVP time.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Vice Mayor Kite reported the Public Works employees have been working hard to repair numerous water leaks around Town.

Councilman Jenkins inquired about the Town’s plan of action to repair the issues found during smoke testing performed on the sewer lines.

Town Manager Roudabush explained detailed letters were sent to the affected homeowners requesting they immediately repair all issues and notify the Town when they have done so.

STREETS & PUBLIC PROPERTY

(Chairman Kite, Councilmen Fox, Hinkle, and Lowe)

Councilman Jenkins informed Mayor Lucas & Council of a report he had received of unusual flooding at a home in Town, stating the homeowner would like for the Town to construct a barrier to direct water away from their home. Mr. Jenkins stated he advised the homeowner to contact the Town Office regarding this concern to see if there was anything the Town could do to assist him.

Councilman Hinkle inquired about the status of replacement light bulbs being installed in street lights around Town.

Town Manager Roudabush stated Shenandoah Valley Electric Cooperative has changed all street lights in Town to LED light bulbs, with the exclusion of privately-owned street lights.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Councilman Fox reported a concern of four-wheelers being driven through the Town's Dog Park.

Councilman Jenkins explained he also received a report of a dirt bike being driven through a cemetery in Town.

Police Chief Davis noted he would look further into these concerns and do his best to find a solution to the issues.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce noted monthly budgets were received for review.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins noted he has looked into the possibility of expansion at the Veterans Park. He stated the only possible location for expansion in the Park would be along the back wall, which would require the removal of donor plaques along this wall and prevent the new section of the Park from being handicap accessible.

Town Manager Roudabush explained the Town has created a new donor plaque to be installed at the Veterans Park, which would allow for the previous donor plaques to be removed from the wall, if necessary.

Councilman Pierce noted the Town has created a waiting list for expansion and he believes it is in the best interest of the community to expand the Park and allow for more honoree plaques to be placed.

Mayor Lucas reminded Council he will be holding his annual Veterans Service on November 11, 2018 at 3:00 pm at the Veterans Park. He noted he would like to see all members of Council and the community in attendance to thank a veteran.

Chairman Jenkins inquired about the status of rental machines needed to repair of the roads in Big Gem Park and the Well access roads.

Town Manager Roudabush noted the machines needed would be a mini-hoe and a dozer to repair the roads and presented the Council with various pricing options for the rental of this equipment.

Following a brief discussion, a *motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, to authorize the Public Works Department to rent a mini-hoe and dozer from RentEquip to repair the roads in Big Gem Park and the Well access road at a cost up to \$3,000.00.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Town Manager Roudabush reported the Public Works employees have deposited pond dye and algae deterrent in the Big Gem Pond, however, these will not work to their full potential without the installation of a fountain pump. She explained the pump recommended by other localities is a commercial-grade 4400VFX aerating fountain pump found at Aquarius Supply.

Following a brief discussion, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to authorize the purchase of a commercial-grade 4400VFX aerating fountain pump, to be installed in the pond at Big Gem Park, at a cost of \$2,218.54.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Chairman Jenkins inquired about the status of the proposed Archery Range at Big Gem Park.

Town Manager Roudabush stated she has reached out to the committee in charge of the Archery Range to request updates but has not received a reply at this time.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported Southern Accents #2, specializing in small floral arrangements, will be opening at 601 S. Third Street on the tentative date of November 1, 2018. He noted this is the second location of Southern Accents and the owners of this business are Karla Kronstein and Angela Nauman who can be reached by phone at (540) 652-ROSE (7673).

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period.

PERSONNEL

(Chairman Pierce and Councilmen Hinkle and Jenkins)

There was nothing to report during this period.

POLICE REPORT

There was nothing to report during this period.

UNFINISHED BUSINESS

Councilman Jenkins inquired about an update on the franchise agreement between Page County Emergency Services and the Shenandoah Volunteer Rescue Squad.

Councilman Pierce reported the members of the Shenandoah Volunteer Rescue Squad would be meeting on October 10, 2018 to discuss and vote on a potential proposal to present to Page County Emergency Services.

Mayor Lucas inquired about the Stanley Rescue Squad's current operational status.

Mike Uram reported the Stanley Rescue Squad is back in operation after signing a franchise agreement with Page County Emergency Services. He also noted this is not an issue specific to Page County, and several other Counties are also facing this problem, as it is hard to obtain and keep volunteers for all departments.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush reported the rear end, brakes, rotors, hoses, and other essential parts, had to be replaced on the Town's 2004 Chevrolet utility truck. She noted this repair was completed by Blue Mountain Enterprise at a cost of \$540.00 for labor. She explained the parts were purchased at J & M Auto Parts, using the Town's account, at a cost up to \$1,869.63.

Councilman Fox requested all future repairs, with the exclusion of emergencies, be thoroughly discussed by Council prior to approval.

Following a brief discussion, a *motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, to authorize the transfer of funds from the Utility Capital Improvement Account to the Utility Fund Checking Account for payment up to \$2,409.63 to Blue Mountain Enterprise and J & M Auto Parts for the replacement of the rear end, brakes, rotors, hoses, etc. of the Town's 2004 Chevrolet utility truck.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Town Manager Roudabush reported Dixie Gas & Oil would be relocating the propane tank and line to make room for an addition to be added to the Town Maintenance Building on Long Avenue.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to authorize payment of \$537.00 to Dixie Gas & Oil to relocate the propane tank and line at the Town Maintenance Building.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Town Manager Roudabush informed Mayor Lucas and Council Christl McCoy, Systems Manager/Deputy Treasurer, is looking into a potential online payment option for utility and tax customers to be added to the Town's existing payment system, at no cost to the Town. She noted she would provide further updates on the status of this project at a later date, however, it should be simple to implement this option and any convenience fees would be collected directly by the company.

MAYOR'S REPORT

Mayor Lucas informed Council of a verbal request he received regarding the possibility of closing and vacating an alley between Back Road and Comertown Road.

Council agreed this alley could not be closed or vacated, as it provides Public access to a cemetery.

FOR THE GOOD OF THE TOWN

Mike Uram addressed Mayor Lucas and Council to suggest representatives from the Towns in Page County meet in the future to share ideas about enhancing the Veterans Services held within each of the Towns.

ADJOURN

There being no further discussion, a *motion* was made by Councilman Lowe, *seconded* by Vice Mayor Kite, to adjourn the meeting at 8:42 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk