

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
November 13, 2018**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, November 13, 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; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Councilman David Hinkle.

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

Citizens present were: Elizabeth (Effie) Dorrough, Linda Wood, and Lauren Williams.

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

RECEIVING OF VISITORS

Mayor Lucas presented an appreciation plaque to Effie Dorrough in recognition of Floral Expressions' 26 years of service to the citizens of the Town of Shenandoah and surrounding areas.

October 23, 2018 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on October 23, 2018, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilman Hinkle
VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Fox inquired about warrant #36998 for Blue Mountain Enterprise.

Town Manager Roudabush explained this bill was for labor from the work completed on the 1994 Ford dump truck. She noted warrant #37033 was to pay off the visa card where parts had to be ordered for the dump truck.

Councilman Jenkins inquired about warrant #37002 for Marlow Ford.

Town Manager Roudabush explained this was for the 2016 Ford F450 Truck's inspection and oil change to ensure the warranty of the vehicle.

Councilman Jenkins inquired about warrant #37005 for the water and sewer lines account.

Town Manager Roudabush explained the funds were moved to the savings account for the replacement of water and sewer lines.

There being no further questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to approve the bills, dated **November 13, 2018**, in the **Combined Accounts Disbursement Warrant #36980 - #37036** in the amount of **\$191,614.46**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilman Hinkle
VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for November 13, 2018.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve the November 13, 2018 Treasurer's report in the amount of \$1,294,964.79, as read.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilman Hinkle
VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Mayor Lucas and Council received a memorandum from Town Manager Roudabush requesting to follow past procedure and cancel the November 27 and December 25, 2018 Town Council meetings due to their proximity to the holidays.

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Councilman Pierce, to authorize the cancellation of the November 27 and December 25, 2018 Town Council meetings.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilman Hinkle
VOTE: Unanimous in favor of motion

Item # 2 – Planning Commission Chairman, I. Michael Lowe, provided Mayor Lucas and Council with a letter of recommendation for the approval of a zoning permit request from Roger and Valerie Wright for the consolidation of two (2) smaller lots into one (1) larger lot, as presented.

There being no questions, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Fox, to concur with the Planning Commission and approve a zoning permit request from Roger and Valerie Wright for the consolidation of their lots, identified by Tax Map Numbers 102A4-1-44-39 and 102A4-1-44-40.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

Item # 3 – Mayor Lucas and Council received a memorandum from Treasurer Cindy Breeden requesting authorization to increase the credit limit to \$5,000.00 for the Town Manager’s credit card, for larger purchases.

Town Manager Roudabush explained the Town was required to purchase VDOT approved equipment for the snow plowing vehicles, and two Town Visa credit cards had to be used due to the low credit limit on these cards.

There being no questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Vice Mayor Kite, to authorize an increase in the credit limit to \$5,000.00 for the Town Manager’s credit card.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

Item # 4 – The October 2018 Town Vehicle Gas Logs were presented for review.

Item # 5 – Mayor Lucas and Council received a thank you letter and information from Page One regarding their “Pennies for Page One” program as well as a Data Report for financial activity between January 1, 2018 and October 31, 2018.

Item # 6 – The Shenandoah Heritage Center provided information on their 12th Annual Stevens Cottage Lamplight Dinner. The dinner will be held Saturday, December 1, 2018 beginning at 6:00 pm. Tickets are \$30 per person and can be purchased at the Shenandoah General Store and from Shenandoah Heritage Center Members. The five-course menu includes: Shrimp Cocktail, Tomato Basil Soup, Garden Salad, Roast Pork Loin with Cinnamon-scented Cranapple Sauce, Whipped Potato Casserole, Holiday Green Beans, Cheesecake with Toppings, Warm Bread, Wassail Bowl, and Wine (limit 2 glasses), Tea, or Coffee.

Item # 7 – Mayor Lucas and Council received information on the Town’s annual Christmas Tree Lighting on Saturday, December 8, 2018 at 6:00 pm at Big Gem Park. To start the program, Mayor Lucas will read “The Legend of the Christmas Tree” and light the Tree, followed by Christmas Carols from the Shenandoah Elementary School Choir and the arrival of Santa Claus by Firetruck. While waiting for your child’s visit with Santa, you can enjoy Hot Chocolate with the Shenandoah Indians, Cookies with members of Christ & Fields UMC, and Marshmallow Roasting with the Lions’ Club. David Foltz Photography is offering optional \$5 photos with Santa this year, or parents can take their own photos with their camera or cell phone.

Item # 8 – Mayor Lucas and Council were provided with information on In Honor/In Memory Bows, sponsored by the Shenandoah Beautification Committee, to be placed at Big Gem Park. The cost for each bow is \$3 and names will be accepted until Friday, December 7, 2018. Forms are available at the Town Hall or from Shenandoah Beautification Committee Members. All proceeds will go towards the continued upkeep and beautification of the Town.

Item # 9 – Information was presented on Breakfast with Santa being held Saturday, November 24, 2018 at the Stevens Cottage on Maryland Avenue from 9:00 am until noon. Breakfast will be \$6 for adults and \$3 for children and proceeds will benefit the Shenandoah Heritage Center. Participants will also have the option to bring their personal camera/cell phone to take free photos of their child(ren) with Santa.

Item # 10 – The Council received information on Small Business Saturday. It was explained the Town would be participating on November 24, 2018 to encourage members of the Community to Shop Small in Page County. Passports can be picked up at the Welcome Booth at Stevens Cottage between 9:00 am and 12:00 noon, or at any participating businesses on November 24th and 25th. Participants will then need to get their passports stamped by the businesses they visit and return the completed passport to be entered to win a \$50 gift card. All passports must be turned in to the Town’s night deposit drop box by 8:30 am on Monday, November 26th for the drawing at the Luray-Page County Chamber of Commerce & Visitor Center.

Item # 11 – Mayor Lucas and Council received information on the Town of Stanley’s upcoming Christmas events. The Christmas parade will be held Saturday, December 1, 2018 at 6:00 pm, followed by the lighting of luminaries, and a fireworks display. All events will take place at Ed Good Memorial Park with food available beginning at 5:00 pm. David Foltz Photography will be offering \$5 photos with Santa. For more information, call the Stanley Town Office at (540) 778-3454 ext. 31 for Leon.

Item # 12 – Mayor Lucas and Council received information on the Town of Luray’s Christmas Parade being held Saturday, December 8, 2018, with lineup at 4:30 pm. The rain/snow date will be Tuesday, December 11, 2018. This year’s theme for the parade is “A Hometown Holiday.” There is no entry fee, and you can register online by visiting www.townofluray.com or visit the Luray Town Office to complete a registration form. For more information, contact the Luray Parks & Recreation Department at (540) 843-0770.

Item # 13 – The Luray-Page County Chamber of Commerce & Visitor Center provided their November 2018 Newsletter for review.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Pierce, to approve a water and sewer connection for Shane Rickel for his vacant lot on Maryland Avenue.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

Town Manager Roudabush explained Shane Rickel is working with the Virginia Department of Transportation to ensure the driveway at this new home construction meets their specifications. She also explained there is a concerned neighbor with current drainage issues on his property who fears a new home construction could make it worse, and this neighbor has requested the Town get involved to repair the current drainage issues and ensure no further damage is done.

Vice Mayor Kite noted the Town cannot repair any erosion issues on private property and the homeowner would need to make the necessary repairs himself or hire someone to fix it.

Councilman Pierce inquired about the possibility of a building permit being issued for the new home construction if it would cause drainage issues.

Town Manager Roudabush explained the Town is only responsible for zoning permits and erosion issues are up to the Page County Building Inspector to identify and correct.

STREETS & PUBLIC PROPERTY

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

Councilman Jenkins reported the meeting between the Town's Public Works employees and Rockingham County and the City of Harrisonburg's employees went well. He noted all departments agreed to continue helping each other as needed.

Town Manager Roudabush explained the City has a truck with a sewer line camera which they are willing to lend to the Town if needed, as well as an employee who can operate the camera to assist in any repairs.

Chairman Kite suggested the Public Works employees contact Harrisonburg to inquire about borrowing a truck to remove grass and leaves from entrances to storm drains around Town.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

There was nothing to report during this period.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

There was nothing to report during this period.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins noted the fountain for Big Gem has been delivered and the Public Works employees will be installing it soon.

Councilman Fox reported a four-wheeler has been driving through the Dog Park and a solution needs to be found to keep them out.

Vice Mayor Kite suggested a post be put in middle of the entrance to prevent vehicles from entering the Dog Park.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush reminded Mayor Lucas and Council Patton Gunsmith Works' Grand Opening and Ribbon Cutting Ceremony is being held Saturday, November 17, 2018 at 10:30 am.

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)

Town Manager Roudabush reported the Town Employee Luncheon will be held December 14, 2018 at 11:30 am at the Shenandoah Community Center.

POLICE REPORT

There was nothing to report during this period.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush provided an estimate of \$1,500.00 from Landes Heating and Air Conditioning to clean the ducts at Town Hall. She explained this job would require two men, and an estimate for a residential system from Landes is typically around \$750.00 for one man. She also noted Sullivan's Mechanical was contacted first but they are unable to complete this job at this time.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to authorize Landes Heating and Air Conditioning to clean the ducts at Town Hall at a cost of \$1,500.00.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

Town Manager Roudabush noted she will contact Landes Heating and Air Conditioning to schedule the cleaning, and it may be on a Saturday or after business hours, as it is a loud process and would interfere with the normal workday.

Councilman Jenkins inquired about the Council's opinion on replacing a computerized control box at the Town Sewer Plant. He explained it would be costly to replace the control box and the Town would have to pay the company to program it.

Town Manager Roudabush note the control box is not currently broken and replacing it would be a precautionary measure. She explained she is looking into other options and getting bids from various companies and will present more information at a later meeting.

Councilman Jenkins noted the installation of the new phone system may conflict with the running of the machine at the Sewer Plant.

Town Manager Roudabush explained they have considered that possibility and are looking into the options.

Councilman Pierce inquired about progress on the installation of the new phone system.

Councilman Jenkins explained there are trees preventing service being installed at the Sewer Plant. He noted Hensley Logging Company is willing to remove all trees in the way but are awaiting permission from the motel owners.

Police Chief Davis stated he will try to get in touch with the owners of the motel regarding the trees.

MAYOR'S REPORT

There was nothing to report during this period.

FOR THE GOOD OF THE TOWN

There was nothing to report during this period.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 7:46 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk