

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
March 26, 2019**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, March 26, 2019, at 7:05 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 Russell Comer, Jr.; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Councilman Fox

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, Whitley McCoy, Alyssa Gray, and Annie Pierce.

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

RECEIVING OF VISITORS

Russell Comer, Jr. provided Mayor Lucas and Council with an update on the status of the proposed Railroad Museum to be constructed on First Street. He presented a 3D plan for the Museum and noted it is designed to resemble the old train station in Town.

Mayor Lucas and Council noted their approval of the proposed design of the Railroad Museum.

Mr. Comer inquired about the necessary permit to place signs on the vacant lots on First Street to advertise for the future Museum.

Town Manager Roudabush stated the Town will not require a permit to place signs on the property where the Museum will be built.

Councilman Pierce inquired about the potential construction of a viewing tower on the vacant lots on First Street.

Mr. Comer stated, if built, the viewing tower would not be a part of the Museum building and the construction of this tower will depend on the amount of donations received.

Mike Uram noted the Railroad Museum is a great project to benefit members of the community, while also creating a tourism draw for Page County.

Annie Pierce reported she spoke with the owner of the lots adjacent to the Museum land and although the price is reasonable, the Committee is unable to purchase at this time without access to more funds.

Mayor Lucas inquired about the number of adjacent lots inquired about.

Annie Pierce stated the owner is willing to sell the two and a half lots adjacent to the Museum property.

Russell Comer, Jr. stated, if enough donations are collected, the adjacent lots would be purchased to utilize as parking. Mr. Comer explained the purchase and installation of advertisement signs to bring in more donations will be the next step in the Museum project.

Mayor Lucas expressed the Town's appreciation for the community support and committee dedication to the proposed Railroad Museum project.

MARCH 12, 2019 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Vice Mayor Kite, to approve the *Regular Meeting Minutes* held on March 12, 2019, as presented.

Members Vote was as follows:

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

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

MARCH 18, 2019 SPECIAL MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, to approve the *Special Meeting Minutes* held on March 18, 2019, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve the bills, dated **March 26, 2019**, in the **Combined Accounts Disbursement Warrant #37331 - #37367** in the amount of **\$72,300.54**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for March 26, 2019.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve the March 26, 2019 Treasurer's report in the amount of \$1,467,392.43, as read.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Mayor Lucas and Council were provided with a Land Use Permit Resolution with the Virginia Department of Transportation.

Councilman Lowe inquired about the purpose of this Resolution.

Town Manager Roudabush explained this is an updated resolution to have on file as a requirement for the Town to continue installing water and sewer taps across VDOT owned streets.

LAND USE PERMIT RESOLUTION

WHEREAS, it becomes necessary from time to time for the Town of Shenandoah to obtain land use permits from the Virginia Department of Transportation to install, construct, maintain and operate certain public works and public utilities projects along, across over and upon highway systems of the Commonwealth of Virginia; and,

WHEREAS, expense, damage or injury may be sustained by the Commonwealth of Virginia growing out of granting to the Town of Shenandoah by the Virginia Department of Transportation of said permits for the work aforesaid;

NOW, THEREFORE, BE IT RESOLVED by the Shenandoah Town Council this 26 day of March 2019:

Section 1: That in accordance with the provisions of Section 24VAC30-151-720 of the Land Use Permit Regulations of the Virginia Department of Transportation, the Town of Shenandoah does hereby grant assurances to the Virginia Department of Transportation (VDOT) that it shall in all respects comply with all of the conditions of the permit or permits that have been, or will be, granted to the Town of Shenandoah and guarantees the successful completion of the work, or, if appropriate, restoration of the right of way to its original condition.

Section 2: That the Town Mayor, or their designee, be, and hereby is authorized to execute on behalf of the Town of Shenandoah all land use permits and related documents of the Virginia Department of Transportation.

Section 3: That this resolution shall be a continuing resolution and shall not be revoked unless and until sixty (60) days written notice of any proposed revocation be submitted to the Virginia Department of Transportation.

Section 4: That the Town of Shenandoah shall, if requested by the Virginia Department of Transportation, provide a letter that commits to using the surety provided by its contractor or to have the contractor execute a dual obligation rider that adds the Virginia Department of Transportation as an additional obligee to the surety bond provided to the locality, with either of these options guaranteeing the work performed within state maintained right-of-way under the terms of the land use permit for that purpose.

BE IT STILL FURTHER RESOLVED that the Town Mayor, or their designee, be, and hereby is authorized and directed to procure insurance required by Section 1 herein.

The foregoing Resolution was adopted by the Shenandoah Town Council at its regular meeting held on this 26 day of March 2019 in Shenandoah, Virginia.

There being no further discussion, a *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to adopt an updated Land Use Permit Resolution with the Virginia Department of Transportation, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

Item # 2 – Mayor Lucas and Council received a list of Cruz-ins to be held at the Luray Burger King in 2019. The Cruz-ins will be held from 6-9 PM on April 6th, May 4th, June 1st, July 13th, August 3rd, September 7th, and October 5th. Registration is free and all makes and models are welcome. For more information, contact Frank Kibler at 540-742-3078.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Pierce reported a citizen concern regarding an unusable fire hydrant on Williams Avenue.

Chief Davis noted the hydrant is painted black to alert First Responders that the fire hydrant is inactive and cannot be used.

Vice Mayor Kite noted removing the fire hydrant would not be feasible as there is no valve on it and the whole water line would need to be taken out of service.

Town Manager Roudabush stated she will ask the Public Works employees to repaint the fire hydrant black again to ensure there is no confusion.

Councilman Jenkins suggested the Public Works employees also touch up the black paint on the fire hydrant at Denver Avenue and H Street.

STREETS & PUBLIC PROPERTY

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

There was nothing to report during this period.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis stated his Officers have been in contact with the owner of the reported vehicle on Shenandoah Avenue and gave them a 60-day notice to remove one unregistered vehicle from the property. He noted there was only one vehicle in violation, and he did not feel the reported vehicle was hindering access to the sidewalk. Chief Davis also reported the campers on the vacant lot at the intersection of Shenandoah Avenue and Third Street are not in violation of any code at this time, however, there is one unregistered vehicle on the property and his department is trying to locate the owner of this vehicle to have it removed from the property.

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 reported the access road at Big Gem Park was washed out with the last rain storm and will need to have gravel replaced.

Chairman Jenkins inquired about progress of redirecting drainage water from the alley at the Dog Park into the proper drainage ditch.

Town Manager Roudabush stated the Public Works employees have put down a layer of stone to begin the process of redirecting the drainage water and will continue working to get the issue resolved.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins informed Council the Grand Opening Ribbon Cutting Ceremony for Total Health, a bakery and juice bar, will be held on March 28, 2019 at 4:00 PM at 111 Pennsylvania Avenue.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

There was nothing to report during this period.

POLICE REPORT

There was nothing to report during this period.

UNFINISHED BUSINESS

Councilman Jenkins inquired about the Public Works employees' progress on cleaning out the gutters in various areas around Town.

Vice Mayor Kite stated they have not been cleaned out yet and are getting worse.

Mayor Lucas noted the culvert in front of Stevens Cottage on Maryland Avenue is also filling up quickly and stated the Town may need to contact VDOT for assistance in getting these cleaned out.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush informed Mayor Lucas and Council the Public Works employees demoed a Sewer Line Camera System this week and they believe it will be beneficial to purchase one immediately to help locate roots and other problems within the Town's sewer lines.

Councilman Jenkins explained he tried to compare prices for various models of the cameras but could not obtain enough information as he is not licensed as a dealer. However, he noted this model of camera is used and recommended by other localities.

Town Manager Roudabush noted the funds for the sewer line camera would come from the Utility Capital Outlay Water and Sewer Equipment line item.

Councilman Jenkins stated the camera system will also be helpful in the replacement of sewer lines in the future.

Following a brief discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to authorize the purchase of a Sewer Camera System from MT Electronics, Inc. at a cost of \$10,005.00, to be paid from the Utility Capital Outlay Water and Sewer Equipment line item.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

Town Manager Roudabush presented Mayor Lucas and Council with a new bid from Constable Construction for the replacement of a section of the sewer line from manhole 35 to manhole 36 on Junior Avenue.

Mayor Lucas noted Constable Construction is already at a nearby job site to replace the section of the sewer line from manhole 36 to manhole 38 on Junior Avenue and could begin this project immediately.

Following a brief discussion, a *motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, to authorize Constable Construction, Inc. to replace the section of the sewer line from manhole 35 to manhole 36 on Junior Avenue at a cost of \$3,700.00, to be transferred from the Water and Sewer Existing Line Replacement Account.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

Town Manager Roudabush reported one of the pumps at the Sewer Plant had to be immediately rebuilt by Lloyd's Electric.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to authorize the transfer of \$3,393.00 from the Utility Capital Improvement Account into the Utility Fund Checking Account for payment to Lloyd's Electric for the emergency rebuild of a pump at the Sewer Plant.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

Town Manager Roudabush noted the Town will also be receiving bills for electric wiring and panel work by Trumbo Electric at the Sewer Plant. She explained these bills will be discussed for approval at a later date, once they have been received.

Town Manager Roudabush reported there were price increases following the August 2018 approval of repairs to be made to the Town's 1994 dump truck and case tractor, and a counterweight for the new backhoe.

Vice Mayor Kite inquired about warrant #37356 to Blue Mountain Enterprise for the replacement of the clutch plate/flywheel for the case tractor.

Councilman Jenkins explained the bill from Blue Mountain Enterprise was for labor when they performed the repairs and the Town still had to order the necessary parts.

Town Manager Roudabush stated the Town is hoping to have the new employee perform mechanical repairs in the future.

Following a brief discussion, a *motion* was made by Councilman Comer, *seconded* by Councilman Pierce, to authorize an additional payment of \$592.84 for repairs to be made to the Town's 1994 dump truck and case tractor, and a counterweight for the new backhoe, due to price increases following the previous payment approval in August 2018.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

MAYOR'S REPORT

Mayor Lucas expressed his appreciation for the Public Works employees performing duties outside of their requirements.

FOR THE GOOD OF THE TOWN

Mike Uram expressed his appreciation for the support Mayor Lucas and Council have given to the Railroad Museum Committee during the design process.

Mayor Lucas thanked Mr. Uram for continuing to participate and support the Railroad Museum Committee and for being an advocate for the County.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 8:01 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk