

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
June 25, 2019**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, June 25, 2019, 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 Russell Comer, Jr.; Lynn Fox; Charles Jenkins in at 7:08 pm; and I. Michael Lowe.

Council Members absent were: Councilman Richard Pierce

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

Citizens present were: Chad Austin and Michael Baugher.

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

RECEIVING OF VISITORS

Mayor Lucas and Council were presented with a copy of a proposed lease between the Town and the Shenandoah Recreation League for use of the Batting Cage and Office area, located at 565 Long Avenue.

Town Manager Roudabush stated the Shenandoah Recreation League President, Bradford Comer, has approved and signed the original lease, as presented.

There being no further discussion, a *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to approve signing a one (1) year lease between the Town and the Shenandoah Recreation League, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilmen Pierce and Jenkins
VOTE: Unanimous in favor of motion

JUNE 11, 2019 REGULAR MEETING MINUTES

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Comer, to approve the *Regular Meeting Minutes* held on June 11, 2019, as presented.
Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilmen Pierce and Jenkins
VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Fox inquired about upgrading the Police Department and Computer Center phones to the Voice Over IP system installed at the Town Hall, Public Works shop, and Sewer Plant, to reflect a lower monthly cost for all departments.

Town Manager Roudabush explained the Police Department and Computer Center phones have recently been upgraded to the High Speed Link VOIP System.

Chief Davis noted the change in the invoices will be effective beginning July 1, 2019.

Councilman Lowe noted warrant #37575 to the Virginia Department of Motor Vehicles reflected a large amount of DMV Stops being collected.

Town Manager Roudabush explained the DMV charges \$50 to each customer with a DMV stop and the stops have been effective in helping to collect delinquent personal property taxes.

Clerk's Note: Councilman Jenkins in at 7:08 pm.

Following a brief discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to approve the bills, dated **June 25, 2019**, in the **Combined Accounts Disbursement Warrant #37553 - #37588**, in the amount of **\$70,139.06**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Pierce

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to approve the June 25, 2019 Treasurer's report, in the amount of \$1714,922.45, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Pierce

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Mayor Lucas was presented with a thank you letter from Jackie Sullivan-Smoot for the Town's donation of commemorative centennial items for her to gift to Sandra Gehr's family, following her passing. It was noted Mrs. Gehr was the winner of the centennial logo contest.

Item # 2 – Council received a proposed Resolution to adopt the 2018 Regional Mitigation Plan.

Councilman Jenkins inquired about the reasoning for the Town adopting this Resolution.

Town Manager Roudabush explained the Resolution must be adopted for the Town to be eligible for Disaster Relief and Emergency Assistance from FEMA.

Following a brief discussion, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Comer, to adopt a Resolution for the 2018 Regional Hazard Mitigation Plan, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Pierce

VOTE: Unanimous in favor of motion

Item # 3 – Information was provided on the Town of Luray’s Independence Day Celebration being held on July 4, 2019. More information on this event can be obtained by contacting Luray Parks & Recreation at 540-843-0770.

Item # 4 – The Stanley Homecoming Committee invited the Council to participate in the Parade on July 6, 2019 at 5 pm. The Committee also provided information on the 53rd Annual Stanley Homecoming being held July 3 thru July 6, 2019. More information can be found on the 53rd Annual Stanley Homecoming event page on Facebook.

Item # 5 – Mayor Lucas and Council received an invitation to the Main Street Bridge Grand Opening & Ribbon Cutting being held June 27, 2019 at 3:00 pm.

Item # 6 – The May 2019 Town Vehicle Gas Logs were presented for review.

Item # 7 – Mayor Lucas and Council received a thank you letter from Cadette Girl Scout Troop 40771 for the Town’s donation to their organization.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Chairman Kite presented Council with a request from Linda Batman-West for a sewer connection at her home at 715 Fourth Street. He explained the installation of the sewer line would require an easement from the adjacent property owners.

Town Manager Roudabush noted the homeowner is responsible for the purchase and installation of the line from the house to the main sewer line, where the Town will then make the connection.

Following a brief discussion, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to approve a sewer connection for Linda Batman-West at property identified by Tax Map # 102A3-A-104, subject to her obtaining an easement from the adjacent property owners to properly install the sewer line.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Pierce

VOTE: Unanimous in favor of motion

Councilman Jenkins inquired about the cause of the busted water line on Junior Avenue and Hockman Avenue.

Chief Davis reported they believe constant wear from a rock caused the pipe to burst.

Town Manager Roudabush informed Council of a homeowner expressing appreciation for T.A. Pendleton and the Public Works employees working diligently and quickly repairing this water leak, and for preventing any damages to their property and cleaning up the minimal amount of water and mud that did enter their parking area during the leak.

STREETS & PUBLIC PROPERTY

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

Mayor Lucas suggested the Town request inmate trustees to help Public Works employees with maintenance of the Town Parks before the upcoming holiday weekend.

Chief Davis noted he will work with Town Manager Roudabush to schedule a time for the inmate trustees to assist Public Works.

Mayor Lucas inquired about the American Flags placed on highway 340 throughout Town.

Town Manager Roudabush explained the Flags were placed on every other pole prior to Flag Day, but some have fell and the Public Works employees will be putting all flags back up prior to the 4th of July.

Councilman Fox suggested the Public Works employees cut out a section of the Town-owned portion of Junior Avenue, fill the section with cold patch, and tamper it down to repair the roughness of the street.

Councilman Lowe inquired about filling the section with asphalt rather than cold patch.

Councilman Fox explained the cold patch would be cheaper and as effective as asphalt. He also noted the Town is currently unable to get in contact with any of the paving contractors to allow them to replace this portion of Junior Avenue.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

There was nothing to report during this period.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Town Manager Roudabush provided a report from Systems Manager, Christl McCoy, regarding the collection of delinquent Real Estate Taxes, as follows:

TOTAL AMOUNT OF TAX ACCOUNTS IN COLLECTIONS: \$117,885.12

TOTAL AMOUNT COLLECTED (less write-off due to Page County sale): \$41,305.99

BALANCE DUE VIA TAX SALES BY JAMES ELLIOTT: \$76,579.13

Town Manager Roudabush stated the monthly budget for May 2019 has been presented for review. She noted although this budget does not include the last month of the Fiscal Year 18-19, it does reflect the Meals Tax amount is up from previous years.

Councilman Jenkins inquired about the regulations on Food Trucks.

Town Manager Roudabush explained, effective July 1, 2019, Food Trucks will not be required to pay the Town's Itinerant Merchants fee of \$500.00, if they are properly licensed through another locality and they have permission from the property owners to park at the location they choose. She explained the businesses will still be required to pay meals tax to the Town. She noted the Business License administrator for the Town, Christl McCoy, has provided registration to the first Food Truck in Town, American Fryer, and they will be setting up at 604 Fourth Street on June 26, 2019 around 10:30 am.

Town Manager Roudabush reported the Town is expecting to receive \$15,000 from the Page County Transient Occupancy Tax funds. She noted the Shenandoah Heritage Center is expecting to receive a separate \$5,000 from the TOT funds, which would allow for the Town to keep the entire amount received to use towards events, marketing, and tourism projects.

Councilman Comer noted the Railroad Museum Committee will not receive any amount of funding from the Page County Transient Occupancy Tax funds this year. Mr. Comer requested the Council consider utilizing a portion of the TOT funds received to begin construction of the Museum.

Councilman Fox suggested potentially utilizing a portion of these funds to construct a restroom at the WigWam Village Playground.

Town Manager Roudabush noted once official confirmation of funding is received from Page County, the Council can then discuss how the funds will be split among different projects.

Town Manager Roudabush reported Clerk Dean utilized \$400 from the TOT funds from the previous year to boost the 22nd Annual Memorial Festival event on Facebook and received 40,915 impressions.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported the Town received a \$15,000 donation from Steven and Nancy Jo Shelton, in memory of Linda Dovel and Elizabeth McDaniel-Shelton, to complete Phase II of the WigWam Village Playground equipment replacement. He explained the Town will be receiving the remainder of an HCAT grant and that, along with this donation, will cover the cost of a stationary train play structure and ADA compliant surfacing for the playground.

Town Manager Roudabush noted the purchase of this equipment was approved during the Council Meeting held on June 11, 2019. She explained the equipment and surfacing will need to be purchased after July 1, 2019, to meet the requirements of the HCAT grant.

Councilman Fox requested the curfew be posted at the Town's Dog Park to prevent unauthorized persons from being in the Park during certain times.

Chief Davis explained if the hours are not posted, his Officers are unable to enforce the curfew.

Following a brief discussion, the Council agreed to post signs, stating the curfew of 10 pm to 6 am, at the Town's Dog Park.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins informed Mayor Lucas and Council of the meeting on June 26, 2019 at 10 am to view and explore options for the Village Shopping Center.

Town Manager Roudabush explained she has found the Town could potentially be labeled a Food Desert, and she has reached out to legislators to request assistance with bringing a grocery store into Town by applying for grants to provide better incentives for a grocery store.

Councilman Comer provided Council with an update on the proposed Railroad Museum. He explained the Committee may be able to obtain approximately half of the necessary funding, through donations, to begin construction of the Museum, if the Council permits.

Following a brief discussion, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Fox, to authorize the Railroad Museum Committee to obtain the necessary donations to begin construction on the Museum.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Pierce

VOTE: Unanimous in favor of motion

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Town Manager Roudabush presented Mayor Lucas and Council with a request from the Shenandoah Volunteer Fire Company to allow campers to set up on their Carnival Ground lot during the Cooter's Good Ol' Boys Fest August 9-11, 2019. She explained the Festival is expected to bring in many tourists to Shenandoah and they are looking to provide adequate lodging for all visitors.

Following a brief discussion, the Council agreed to allow the Shenandoah Volunteer Fire Company to open their Carnival Ground lot to campers during the weekend of the Cooter's Good Ol' Boys Fest, August 9-11, 2019, contingent upon them also obtaining any required permits from Page County and/or the Health Department.

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

Town Manager Roudabush presented Mayor Lucas and Council with a request to purchase two belts and two batteries for the Twelfth Street Well and Sewer Plant generators, at a cost of \$400.00, plus shipping. She explained these parts are necessary for regular maintenance of the generators.

Following a brief discussion, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to authorize the purchase of two (2) belts and two (2) batteries for the Twelfth Street Well and Sewer Plant generators, at cost of \$400.00, plus the cost of shipping.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Pierce

VOTE: Unanimous in favor of motion

Town Manager Roudabush reported Shenandoah Machine Shop had to build and install a new hitch on the Chevy ton dump truck, following the old hitch pulling away from the truck frame. She explained this truck is used to pull the sewer machine and the ditch witch.

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to authorize payment of \$850.00 to Shenandoah Machine Shop for manufacturing and installing a new hitch on the Chevy ton dump truck.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Pierce

VOTE: Unanimous in favor of motion

Councilman Comer reported the Council's appreciation letter was well-received, however, the current conditions of the Shenandoah Volunteer Rescue Squad have not changed at this time.

NEW BUSINESS

Councilman Fox inquired about permits obtained for a storage building on Maryland Avenue.

Town Manager Roudabush explained a letter has been sent to the property owner informing them the storage building was constructed without the required permits and ordering them to immediately file for a zoning permit with the Town and contact the Page County Building Official's Office to obtain necessary permits from them as well.

TOWN MANAGER'S REPORT

Town Manager Roudabush informed Mayor Lucas and Council about several complaints received regarding the lack of mowing on certain vacant lots in Town. She explained she has sent a letter to the property owners letting them know they are in violation of the Town Code and were responsible for having the lots mowed by June 20, 2019. She noted she has been in touch with the property owners and they stated they are waiting for their current lawncare provider to mow the lots and they ensured her it would be within the upcoming weeks. She inquired about Council's opinion on pursuing further action to get the lots mowed.

Following a brief discussion, the Council agreed to allow the property owner until June 28, 2019, weather permitting, to have the vacant lots mowed before the Town contracts a lawncare service to mow the lots, with all expenses paid by the property owner, as stated in the original letter sent to the property owners.

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 8:18 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Pierce

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk