

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
July 23, 2019**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, July 23, 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; I. Michael Lowe; and Richard Pierce.

**Council Members absent were:** None.

**Other Town Officials present were:** Juanita F. Roudabush, Town Manager/MMC; Christl McCoy, Systems Manager/Deputy Treasurer; and Jeff Courtney, K-9 Officer.

**Citizens present were:** Mike Uram.

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

**RECEIVING OF VISITORS**

There were no visitors present.

**JULY 9, 2019 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Lowe, *seconded* by Council Fox, to approve the *Regular Meeting Minutes* held on July 9, 2019, as presented.

Members Vote was as follows:

<b>YEA:</b> Vice Mayor Kite	<b>NAY:</b> None
Councilman Comer	
Councilman Fox	
Councilman Jenkins	
Councilman Lowe	
Councilman Pierce	

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**APPROVAL OF BILLS**

The Council questioned the payment of \$450 to Town Attorney Blatt, since the Town had not contacted the Attorney for any pending litigation. Town Manager Roudabush stated the Town Attorney had been contacted by the attorney for a property owner, regarding an insurance claim.

Mayor Lucas asked if the annual tank inspection expense was necessary each year or could it be pushed to every two to three years. Town Manager Roudabush stated this is an annual requirement of the Department of Health.

There being no additional questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **July 23, 2019**, in the **Combined Accounts Disbursement Warrant #37629 - #37658** in the amount of **\$99,872.26**.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	<b>NAY:</b> None
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**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 July 23, 2019.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to approve the July 23, 2019 Treasurer's report in the amount of \$1,643,458.18, as read.

Members Vote was as follows:

<b>YEA:</b> Vice Mayor Kite Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	<b>NAY:</b> None
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**ABSTAIN:** Mayor Lucas  
**ABSENT:** None  
**VOTE: Unanimous in favor of motion**

**CORRESPONDENCE**

**Item # 1** – A memorandum was submitted by Chief Paul Davis requesting the purchase of one (1) radar unit for up to \$3,000. This item was included in the current Fiscal Year Budget under the Capital Outlay Police Equipment line item.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to authorize the purchase of one radar unit up to \$3,000.

Members Roll Call Vote was as follows:

<b>YEA:</b>	Vice Mayor Kite	<b>NAY:</b>	None
	Councilman Comer		
	Councilman Fox		
	Councilman Jenkins		
	Councilman Lowe		
	Councilman Pierce		

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

**Item # 2** – Received a letter from the Principal of Page County Middle School requesting a donation for the “Every Student, Every Day” initiative, which offers incentives for students and entire classrooms based on attendance.

Following a comment regarding rewarding students for attending school and confirmation there are available funds in the budget for scholastic donations, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to authorize the a donation to Page County Middle School in the amount of \$100 for the “Every Student, Every Day” initiative.

Members Vote was as follows:

<b>YEA:</b>	Vice Mayor Kite	<b>NAY:</b>	None
	Councilman Comer		
	Councilman Fox		
	Councilman Jenkins		
	Councilman Lowe		
	Councilman Pierce		

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**Item # 3** – Mayor and Council received a reminder of the Good Ol’ Boys Fest coming to the Shenandoah Speedway August 10th & 11th, 2019. The festival will feature original cast members from the Dukes of Hazzard to celebrate the Dukes 40th Anniversary. Tickets are on sale now and can be purchased at [www.GoodOlBoysFest.com](http://www.GoodOlBoysFest.com).

**Item # 4** - Mayor Lucas and Council received an invitation to the Luray Caverns Grand Opening and Dedication Ceremony for the new, handicap accessible entrance on Tuesday, August 13, 2019 at 11:00 a.m.

**Item # 5** – Mayor Lucas and Council received the Shenandoah Volunteer Fire Co Membership List for 2019-2020.

**Item # 6** - Mayor Lucas and Council received the June 2019 Police Department Activity logs for review.

**Item # 7** – Website Administrator, Joyce Fluharty, provided Mayor Lucas and Council with the Town website statistics for June 2019.

**Item # 8** – Mayor Lucas and Council received a Thank You for support of the Reading Road Show – Gus Bus program.

**Item # 9** – Councilman Pierce informed Mayor and Council Page County Triad, Sheriff’s Department and Shenandoah Police Department, as well as community businesses and organizations, will be collecting items for “Stuff the Cruiser” on Friday, September 6, 2019 at the Dollar General Store in Shenandoah. Basic needed items for seniors will be collected from 10:00 a.m. until 6:00 p.m. These items will be distributed on Saturday, September 7, 2019 from 10:00 a.m. until 2:00 p.m. at Town Hall. To receive items, you must be 60+ and present a valid Medicare and/or Medicaid card.

**Item # 10** – A memorandum was submitted by Treasurer Breeden regarding the replacement of the American Flags displayed along Route 340, Virginia Avenue and Maryland Avenue during holidays and special events. The Council requested the information to replace the existing flags with ones that will be more durable and not need to be replaced as often.

After a brief discussion of placement of the new flags on the utility poles, a *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite to authorize up to \$5,000 for the purchase of American flags with wooden poles to replace those currently displayed along Route 340, Maryland Avenue and Virginia Avenue during holidays and events.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite

**NAY:** None

Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

### **COMMITTEE REPORTS**

#### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Chairman Kite presented applications for water and sewer taps for a new house to be constructed by Bron Investments, LLC. The new house will be located on Second Street.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce to approve water and sewer taps for a new house to be constructed by Bron Investments, LLC on Second Street.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

Councilman Fox inquired about a potential water leak at Tenth Street and Ramona Avenue.

Town Manager Roudabush confirmed the water leak and stated Public Works is scheduled to work on several water leaks, beginning on Wednesday, July 24, 2019.

#### **STREETS & PUBLIC PROPERTY**

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

Councilman Pierce requested an update from the pond expert's visit to Big Gem Park. Town Manager Roudabush stated the pond expert advised the following to clean up and maintain the appearance and health of the pond: to control duckweed, skim the surface to remove the large

growth; chemicals need to be added after every heavy rain; additional fountains and aerators are needed to keep the water moving to inhibit the growth of duckweed and algae; add blue gill fish to eat the small duckweed and algae. All of these recommendations will increase the cost of and time it takes for pond maintenance.

Council asked when VDOT plans to mow along the right of way. Town Manager Roudabush stated VDOT has already mowed this area once this season and she has been told by VDOT they have not mowed at all in other localities. She has requested VDOT return to Town prior to the Good Ol' Boys Fest on the weekend of August 9, 2019. Public Works has been working overtime to try to get caught up but being short-handed with one full-time employee on medical leave and not having two trustees four days a week, it has been very difficult to keep up. Councilman Pierce asked if the Town can bill VDOT if Public Works mows their right of way.

Councilman Jenkins asked if Shenandoah Beautification Committee had any special plans in anticipation for the large number of visitors expected in August for the Good Ol' Boys Fest. Town Manager Roudabush isn't aware of their plans, but the Town has ordered banners and signs, and plans to leave the "Thank You Veterans" banner on the Elementary School fence. Both Town Manager Roudabush and Clerk Dean will be working at the Town's Welcome Booth onsite at the event all weekend. She also plans to contact VDOT to assist since they were available to Luray two years ago when the event was held there.

Councilman Fox noted a number of orange cones remain throughout the Town, specifically in the ditch on Ninth Street and on Wahnona Avenue. Town Manager Roudabush will have Public Works check on those areas however, cones are left behind at work areas until all the work has been completed, including grading and seeding which cannot be done for several weeks to allow for settling.

Councilman Fox asked the status of repairs on Junior Avenue. Town Manager Roudabush is waiting for an estimate from Jeff Good for the area of Junior Avenue, as well as Coverstone Lane and J Street. He was the only paver who responded thus far and would be able to complete the work in October.

Councilman Fox stated the street repairs need to be completed sooner than October and will provide Town Manager Roudabush will additional paving contacts.

Councilman Fox stated the problem area on Junior Avenue is made worse by run-off from a private driveway and per the Town Code, the property owner is responsible for repairs to prevent this issue. This matter will be researched further.

Town Manager Roudabush advised Council Pettit's Paving has been sold. Pettit's won the bid for sealing work in Town and sold before the work was done.

Councilman Pierce noted a large hole that needs to be filled in near the concrete at the entrance at Big Gem Park.

Town Manager Roudabush advised Mayor and Council of a meeting on Friday, July 26, 2019 at 10:00 a.m. at Town Hall regarding a potential lease agreement and invited them to attend.

Councilman Fox asked if the storage building on Maryland Avenue was in violation of zoning setbacks. Town Manager Roudabush stated the property owner applied for a zoning permit and the structure was found to meet Town Code. A copy of the zoning permit was sent to the Page County Building Official.

Town Manager Roudabush asked Mayor and Council for suggestions for the use of the \$15,000 in Transient Occupancy Tax "TOT" to be received from Page County in four installments. These funds must be used to promote tourism in Town. The Town must submit an itemized accounting of use of these funds annually to Page County. Misuse of the funds would probably result in denial of future requests.

Councilman Comer inquired about use of the funds to pay for estimates for the Railroad Museum construction. Town Manager Roudabush will check the State Code to see if funds could be allocated for a future tourist attraction.

Town Manager Roudabush stated previous TOT funds were requested and received for the construction of a public restroom at Big Gem Park, so perhaps funds could be used to build a public restroom at Wigwam Village, if not allowed for the future museum.

Town Manager Roudabush noted \$200 per year will be allocated from TOT funds to sponsor the Civil War trail marker at Stevens Cottage. State funding is no longer available and without a sponsor, the marker will be removed.

### **POLICE, SAFETY, & JUDICIAL**

(Chairman Kite and Councilmen Jenkins and Comer)

Councilman Fox reported a number of complaints of visibility issues on Maryland Avenue and Tenth Street due to trees in need of trimming. He asked if the Police Department could contact VDOT about this safety issue. A number of emails and phone calls have been made to VDOT by residents, Town Manager, and Council, but nothing has been done.

### **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)

Councilman Jenkins stated we will continue to treat the pond with chemicals after each heavy rain. It averages about \$300 per month to treat the pond.

Councilman Jenkins stated a skimmer has been ordered to remove the duck weed from the surface of the pond. This process is time-consuming and will take Public Works away from other projects.

Councilman Jenkins asked about the recommended purchase of additional fountains to keep the water moving and inhibit the growth of duck weed and algae. The cost of one fountain is approximately \$3,000. Councilman Lowe suggested this be tabled until next year, when it can be included in the 2020-2021 Fiscal Budget.

Councilman Jenkins asked for approval to stock the pond with blue gill fish. They must be transported from the nearest hatchery in WV and put in the pond within an hour. Cost is \$300 per batch. In addition to helping maintain the health of the pond, they are good sport fish for catch and release. Mayor Lucas suggested trying one batch to see if they will thrive in the pond. If the state will not stock the pond, Council should authorize the purchase of one batch.

A *motion* was made by Councilman Jenkins, **seconded** by Councilman Lowe to authorize the purchase of one batch blue gill fish to stock Big Gem pond at a cost of \$300.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

Councilman Jenkins stated the plants along the bank at Big gem did not grow. The bank needs to be sprayed to kill the weeds, trees cut, and possibly replaced with rock.

Councilman Jenkins has received complaints of the walking trails at Big Gem Park being overgrown. Town Manager Roudabush stated the trustees and the full-time employee on medical leave had been maintaining the walking trails and without them, Public Works has been unable to fit it into the schedule. Councilman Jenkins will contact the Newport Ruritans to see if they will volunteer to work at Big Gem Park.

Councilman Jenkins advised Mayor and Council of a possible grant opportunity thru Dupont. The grant would cover the cost of purchasing land for public park use or building a fishing dock at the River Park. The grant covers 100% of the cost, although the Town would be responsible for paying 50% of the cost upfront and being reimbursed for the cost upon completion of the project. Joyce Fluharty is working on the grant application which has an October 1, 2019



deadline. Council agreed available land purchase should be pursued, contingent upon grant funds being available. Land purchases would require 100% of cost to be paid by the Town upfront and then reimbursed with grant funds.

Town Manager Roudabush stated the Town owns all of the *riverfront* property along Morrison Road until you reach the property at the end of the road.

Councilman Fox asked the status of the sign for the Dog Park. Town Manager Roudabush has contacted Steve Showalter.

Town Manager Roudabush advised the equipment has been purchased with grant funds and generous donations from the community for Phase II of the Wigwam Village playground upgrade. Wigwam Village will be closed while the old wooden play structure is removed, and the new equipment is installed. Two localities have expressed interest in the old equipment for salvaging parts for their existing wooden structures. The Town will store the existing plastic slides for future use and the remainder of the structure will be sent to the landfill.

A celebration is planned for the new equipment and to show appreciation for the donors who have made the new playground possible. This will be held at Wigwam Village on Monday, August 19, 2019 at 1:00 p.m.

## **INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush reported she has been in contact with Richard Strickler and potential buyers or lessee for the commercial property he owns on South Third Street but believes the negotiations have stalled. Mr Strickler has done work in parts of the building to clean up and haul away old shelving and equipment.

Town Manager Roudabush spoke with Bill Holtzman to discuss prospects for opening a grocery store. This information will be forwarded to Mr. Strickler.

Council noted the Old Mill building on First Street is up for auction and hopes the new owners will retain the current businesses located there.

Councilman Pierce invited anyone who hasn't been to the newly renovated Box Car Deli and Four Seasons Gifts and Décor to check it out. The owners have done a great job and the expanded businesses seem to be doing well.

## **COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period. Chairman Kite advised he will have an item at the next Council meeting.

**PERSONNEL**

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce thanked Town Manager Roudabush for the extra hours Public Works has been working due to be short-staffed with one full-time employee being on medical leave. This employee has been responsible for the supervision on the Trustees for Page County Jail, who worked four days per week, weed-eating and mowing the parks and along the street rights-of-way. The employee is tentatively scheduled to return on August 16, 2019, pending doctor's release.

**POLICE REPORT**

There was nothing to report during this period.

**UNFINISHED BUSINESS**

Town Manager Roudabush will be meeting with Cyndy Hines from Rural Utility Services on July 25, 2019 at 10 a.m. to review recommendations made by The Thrasher Group and discuss potential grant and/or loan opportunities to replace aging water and sewer lines in Town.

Town Manager Roudabush also requested authorization to pay \$2,500 to The Thrasher Group for their completion of an environmental study for the Town. This amount was not included in the grant funds for the engineering study to replace the Town's water lines.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe to authorize the transfer of \$2,500 from the Replace Existing Water Lines Utility Account to the General Checking account and payment to The Thrasher Group for the environmental study.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

Town Manager Roudabush advised there will be Vendors meeting on Wednesday July 24, 2019 at 6:00 p.m. to 8 p.m. at Shenandoah Speedway for the upcoming Good Ol' Boys Fest.

Town Manager Roudabush informed Mayor and Council of a meeting on Friday, July 26, 2019

at 1:30 p.m. to discuss the flood review report and ensure the Town complies with state law regarding a flood plan, which impacts everyone's insurance rates.

Councilman Jenkins reported repainting and sealing of the mural on the wall at Veterans Park has been completed.

Councilman Jenkins again questioned the payment made to Town Attorney Blatt for his involvement in an insurance claim. Town Manager Roudabush stated Mr. Blatt was contacted by another attorney. The Town has submitted this claim to the Town's insurance company for review and would not have contacted Mr. Blatt. The Town's insurance company retains legal counsel to handle these matters.

Mayor Lucas and Council requested a letter be sent to Town Attorney Blatt reminding him of the procedure of handling litigation for the Town.

### **NEW BUSINESS**

There was nothing to report during this period.

### **TOWN MANAGER'S REPORT**

Town Manager Roudabush has received several complaints of lights being out at the Town's entrance signs. Upon inspection by Public Works, the wiring had been cut in several places at the entrance sign on the northern end of Town, perhaps by a tiller or shovel. Public Works has the replacement parts to make the necessary repairs and Town Manager Roudabush will advise the volunteers who maintain the entrance signs to use care when planting in those areas. The new wiring will be put in conduit to help protect it from future damage.

### **MAYOR'S REPORT**

There was nothing to report during this period.

### **FOR THE GOOD OF THE TOWN**

Mike Uram, Councilman for the Town of Stanley, addressed the Council. regarding a meeting he recently had with VDOT and his intention to include the Town of Shenandoah's road maintenance needs along with the Town of Stanley's when he meets with the Secretary of Transportation.

He complimented Town Clerk Sarah Dean for the excellent job she does with Town events, most recently "Movie Night", which was held July 19, 2019 at Page County High School (due to the extreme heat).

He also advised Mayor and Council regarding the use of "TOT" funds distributed by Page County to the three Towns. There should be a plan in place regarding marketing and tourism

within the Town prior to the request for funds.

Town Manager Roudabush stated the Town has a plan in place for the first \$5,000, which is the amount the Town has received in the past. This year however, the Town was fortunate enough to receive an additional \$10,000 and is evaluating the options for the best use of these funds.

Mayor Lucas and Council thanked Mr. Uram for his interest in the Town of Shenandoah.

**ADJOURN**

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 8:50 p.m.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Christl McCoy, Systems Manager