

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
September 10, 2019**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, September 10, 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.; Charles Jenkins; and Richard Pierce.

Council Members absent were: Councilmen Lynn Fox and I. Michael Lowe.

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

Citizens present were: Brittany Lawson, Trenton Rogers, Alivia Markham, Dolores Lackovitch, Debra Crawford, Rickey Shifflett, Eric Glover, Christina Cabbage, and Angela Chow.

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

RECEIVING OF VISITORS

Dolores Lackovitch provided information on the importance of Constitution Week and requested Mayor Lucas and Council adopt the following proclamation declaring September 17-23, 2019 Constitution Week.

**TOWN OF SHENANDOAH PROCLAMATION
Constitution Week 2019**

WHEREAS, September 17, 2019 marks the two hundred and thirty-second anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

WHEREAS, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

WHEREAS, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as constitution week;

NOW, THEREFORE, I, Clinton O. Lucas, the Mayor of the Town of Shenandoah, Commonwealth of Virginia, do hereby proclaim September 17 through 23, 2019 as:

CONSTITUTION WEEK

In the Town of Shenandoah and ask our citizens and schools to reaffirm the ideals the Framers of the Constitution had in 1787.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Jenkins, to adopt a proclamation declaring September 17-23, 2019 Constitution Week in the Town of Shenandoah.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilmen Fox and Lowe

VOTE: Unanimous in favor of motion

Debra Crawford addressed Council to inquire about the usage of the vacant lot she and Rickey Shifflett purchased on Shenandoah River Road. Ms. Crawford noted she had previously spoken with Town Manager Roudabush and most of her questions were answered during their phone conversation.

Councilman Jenkins noted Town Manager Roudabush is the Zoning Administrator and all questions can be directed to her.

Debra Crawford inquired about the placement of a single wide on their property on Shenandoah River Road.

Town Manager Roudabush explained the Town Code does not allow the placement of a single wide anywhere in Town. She stated the property in question is zoned R2 (residential) and a double-wide or modular home could be placed on the property with a permanent foundation, if the home meets setback requirements and a Town zoning permit is approved. Town Manager Roudabush also noted the property owners would need to contact the Page County Building Official for information on the building permits needed and to inquire about building in a flood zone.

Debra Crawford inquired about the installation of a well or connection to Town water services for their property.

Town Manager Roudabush stated the past policy has been for the property owners to pay the costs to install water and sewer lines to connect to the Town's lines. She noted this process would also require easements from surrounding property owners and the Virginia Department of Transportation. Town Manager Roudabush explained the sewer access will be easier to obtain and would not require easements, however, it may require the installation of a sewer pump by the property owners. She noted the property owners would need to contact the Health Department to inquire about the possibility of the installation of a well.

Debra Crawford inquired about any dollar value requirements on the house built or placed on the property.

Town Manager Roudabush explained the Town does not have covenants to dictate the value of the homes built or placed on properties.

Debra Crawford inquired about the requirements for remodeling a storage container into house.

Town Manager Roudabush explained Ms. Crawford would need to contact the Page County Building Official regarding the requirements utilizing a storage container as a house. She noted there is a requirement to elevate structures one (1) foot above the base flood elevation level, so it may be difficult to elevate a storage container.

Debra Crawford requested the Police Department watch for speeding vehicles on Junior Avenue and Shenandoah River Road.

Chief Davis noted he will have his officers patrol the area more frequently.

Debra Crawford inquired about any issues with them parking the camper on their vacant lot on Shenandoah River Road.

Rickey Shifflett explained they are not living in the camper and it is only being parked there.

Town Manager Roudabush explained there is no issue if they are not living in the camper, however, they should keep in mind the lot is in a flood zone and remove it before impending floods.

Debra Crawford inquired about building a home with a garage on the lower level.

Town Manager Roudabush explained the home would still need to meet the required setbacks per the Town Code, and Ms. Crawford would need to contact the Page County Building Official to determine the requirements of any structures, including flood plain regulations.

Debra Crawford inquired about the amount of lots she and Rickey Shifflett purchased. She explained they were previously told they purchase several lots.

Town Manager Roudabush explained they purchased only one lot as shown on the survey plat.

Debra Crawford inquired about the process for subdividing their lot on Shenandoah River Road.

Town Manager Roudabush explained each lot is required to be a minimum of 7,500 square feet and provide street frontage. She also noted the subdivision request will need to be recommended by the Planning Commission for the Council to approve.

Debra Crawford inquired about the vacant lot potentially being utilized as campsites.

Town Manager Roudabush explained utilizing the lot as campsites would require a special use permit and the property owners would also need to contact the Page County Health Department to determine any other requirements.

AUGUST 27, 2019 REGULAR MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Council Jenkins, to approve the *Regular Meeting Minutes* held on August 27, 2019, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilmen Fox and Lowe

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Jenkins inquired about the mower number for warrant #37765 for an Exmark 60” Deck Belt. He noted he thought equipment was going to be numbered to keep better track of repairs.

Town Manager Roudabush explained the mowers will be labeled with numbers. However, they have been delayed by a higher priority work load this Summer. She explained this is the only Exmark mower remaining.

Following a brief discussion, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to approve the bills, dated **September 10, 2019**, in the **Combined Accounts Disbursement Warrant #37735 - #37778** in the amount of **\$116,066.61**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilmen Fox and Lowe
VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Mayor Lucas and Council reviewed the Treasurer's Report, submitted by Cindy Breeden, for September 10, 2019.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to approve the September 10, 2019 Treasurer's report in the amount of \$1,631,783.29, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilmen Fox and Lowe
VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – The August 2019 Town Vehicle Gas Logs were provided for review.

Councilman Jenkins inquired about the Sewer Plant's 2000 Dodge pickup utilizing 0.0 gallons of gasoline.

Town Manager Roudabush noted she would confirm this vehicle's gasoline usage with the employees and let Councilman Jenkins know if it is accurate.

Councilman Jenkins inquired about getting rid of several unused vehicles listed on the log.

Town Manager Roudabush noted she will submit a list of vehicles after Public Works employees remove Town logos and usable parts.

Item # 2 – Mayor Lucas and Council received a thank you letter from the Shenandoah Area Agency on Aging for the Town’s \$100.00 donation.

Item # 3 – The Luray-Page County Chamber of Commerce & Visitor Center presented the Council with a copy of their September 2019 Newsletter.

Item # 4 – Information was provided on the 11th Annual Car and Truck Show being held at Mount Caramel Christian Academy September 21, 2019 from 10 am to 3 pm. Registration is \$15 per vehicle and includes a free t-shirt. For more information, call 540-743-9558 M-F from 8:30 am – 3 pm, or 540-778-2339/540-778-4646 during the evenings and weekends.

Item # 5 – Mayor Lucas and Council received information on Wine & Whiskers at Wisteria, a benefit for Page Paw, Inc. The event will be held Sunday, September 22, 2019 from 3 pm to 5 pm at Wisteria Farm & Vineyard. Tickets can be purchased at the Chamber of Commerce, Wisteria Vineyard, Lancaster Enterprises, Luray Copy Service, Inc., from Page Paws members, or call 540-244-7711.

Item # 6 – Information was provided on the Car Show being held at the Shenandoah Speedway on September 28, 2019 from 10 am to 3 pm. Registration is \$15 per car and ends at 12:30 pm September 28; there is no pre-registration for this event. Food will be provided by Christ United Methodist Church. There will be door prizes and a 50/50 raffle, with proceeds benefiting the Shenandoah Heritage Center/Stevens Cottage. For more information, call Ronnie Snoddy at 540-320-6971, or email RWSVRT@aol.com.

Item # 7 – Mayor Lucas and Council received information on the Blue Ridge Mountain Mudurance being held at Ralph H. Dean Recreation Park in Luray, on September 28, 2019. To register, or for more information, call the Luray-Page County Chamber of Commerce & Visitor Center at 540-743-3915, email events@luraypage.com, or visit raceluraypage.com.

Item # 8 – Town Manager Roudabush presented a Resolution of Support for Fishing Access/Creation/Improvement for the Shenandoah River Park and Landing.

A RESOLUTION IN SUPPORT OF RECREATIONAL FISHING ACCESS/CREATION/IMPROVEMENT

WHEREAS, the Shenandoah River Park and Landing is highly utilized by residents and tourists of Page County and members of surrounding communities for various gatherings and events; and

WHEREAS, the Shenandoah River Park and Landing provides many amenities including an ADA compliant restroom facility, paved walking trail, a picnic area equipped with tables and grills, a swing, and a gazebo; and

WHEREAS, the Shenandoah River Park and Landing is equipped with a public boat ramp, for watercraft access only, allowing for no area to fish from a dock; and

WHEREAS, fishing from the banks at the Shenandoah River Park and Landing is difficult due to the “Let it Grow” bank stabilization initiative in place; and

WHEREAS, the Town of Shenandoah desires to provide fishing access to all citizens and tourists through the installation of an ADA compliant fishing pier and ADA compliant fishing module area at the Shenandoah River Park and Landing; and

WHEREAS, the Town of Shenandoah desires to acquire properties surrounding the Shenandoah River Park and Landing to be used as other recreational spaces and for additional parking of vehicles and watercraft trailers; and

WHEREAS, Town of Shenandoah would also like to provide more bank stabilization and erosion prevention at the Shenandoah River Park and Landing; and

WHEREAS, the above projects will increase recreational opportunities for all citizens and tourists to the Town of Shenandoah.

NOW, THEREFORE, be it resolved the Mayor and Council of the Town of Shenandoah, Virginia, support the potential acquisition of surrounding properties and the installation of an ADA compliant fishing pier and an ADA compliant fishing module, and additional bank stabilization on properties at or near our Shenandoah River Park and Landing, 315 Morrison Road, Shenandoah, VA 22849.

Town Manager Roudabush explained this resolution could help the Town obtain a grant for the installation of an ADA compliant fishing pier and an ADA compliant fishing module at the Shenandoah River Park and Landing. She noted the Resolution is only to show the Council’s support and this project will not be completed without the Town obtaining the grant applied for.

Councilman Comer inquired about the ADA compliant fishing module.

Town Manager Roudabush explained the fishing module is a man-made dirt pad constructed to allow fishing from the bank of the Shenandoah River Park and Landing.

Following a brief discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to adopt the Resolution in Support of Recreational Fishing Access/Creation/Improvement for the Shenandoah River Park and Landing, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilmen Fox and Lowe

VOTE: Unanimous in favor of motion

Item # 9 – Councilman Pierce presented a report from the Stuff the Cruiser event held September 6th and 7th, 2019. The report stated approximately 2,680 items were collected at the Shenandoah Dollar General, with \$492.25 collected in the donation jar, a \$250.00 donation from VCM, and a \$290.45 donation from the Shenandoah CUMC Stepp Builders Class. All donations were used to purchase home, hygiene, and food items. 190 bags of donations were dispersed to senior citizens in need at the Town Office, the Mission House, Page One, Food for Friends, and through the Shenandoah Police Department. The Report expressed appreciation to the Town citizens, churches, members of the Shenandoah Police Department and Page County Sheriff's Department, the Town Office Staff, and the volunteers, as well as the employees at the Shenandoah Dollar General.

Item # 10 – Mayor Lucas and Council received information on the 2nd Annual First Responder's Day being held September 11, 2019 from 3 pm to 6 pm at Rudy's Diner. All First Responders in uniform will receive 10% off their meal and there will be a chance to win a \$25 gift certificate to Rudy's Diner.

Item # 11 – Information was provided on Edgefest being held at Christ United Methodist Church from 3 pm to 5 pm on September 22, 2019. This is a FREE community event with lots of family activities, including Mr. Ed's Barrel Train, Bingo, Pony Rides, a Cake Walk, Face Painting, Blow Ups, and Games. Mindi's Sweet and Spicy Concessions will also be there.

Item # 12 – John P. Baker sent the Town a thank you letter for the Shenandoah Police Department's exceptional service during the Cooter's Good Ol' Boys Fest held at the Shenandoah Speedway.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Chairman Kite commended the Public Works employees for their continued hard work around Town.

Councilman Pierce inquired about the replacement of existing water and sewer lines in Town.

Town Manager Roudabush explained she will be reaching out to contractors to obtain bids for the replacement of existing water and sewer lines in problem areas of Town.

Town Manager Roudabush reported a hole was found in the concrete and block box that encloses the Trenton Well. She noted she obtained a quote of \$350.00 from William D. Price to patch the hole in the box. Town Manager Roudabush explained the Council is not required to vote to approve the repair of this box as the cost is less than \$500.00.

Town Manager Roudabush reported the concrete flooring in the chemical building at the Town's Sewer Plant needs to be repaired. She presented the Council with a quote from William D. Price to repair the flooring of the chemical building at a cost of \$1,390.00.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to authorize payment of \$1,390.00 to William D. Price for the repair of flooring in the chemical building at the Town's Sewer Plant.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilmen Fox and Lowe

VOTE: Unanimous in favor of motion

STREETS & PUBLIC PROPERTY

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

Councilman Pierce reported he received citizen complaints received regarding boxes and trash at a home on First Street.

Mayor Lucas suggested contacting the property owners to have the boxes and trash removed as soon as possible.

Town Manager Roudabush informed Council the Deed of Trust needs to be released on properties on First Street, identified by Tax Map numbers: 102A3-1-C-3, 4, and 5. She explained the Council could follow past procedure and authorize Mayor Lucas to sign the release of the Deed of Trust in order for the property to be sold.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, to authorize Mayor Lucas to sign the release of a Deed of Trust on properties on First Street, identified by Tax Map numbers: 102A3-1-C-3, 4, and 5.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilmen Fox and Lowe

VOTE: Unanimous in favor of motion

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis suggested the Council consider amending the Town Code to include the prevention of archery hunting in Town.

Town Manager Roudabush explained the Council would need to hold a Public Hearing to amend the Town Code.

Councilman Comer suggested the Council consider including the prevention of pellet gun usage when amending the Town Code.

Mayor Lucas noted the Council can look into amending the Town Code in the future.

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)

There was nothing to report during this period.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins inquired about a potential buyer for the Village Shopping Center.

Town Manager Roudabush explained the shopping center is under contract but no details are being released at this time.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Chairman Kite noted he is continuing to look for properties to recommend for a Community Enhancement Award.

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

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 reported she has received two paving bids for various projects around Town. She explained she is still waiting for the other two bids to better compare the costs and will present them to the Council once she has received them.

Councilman Jenkins inquired about the list of projects given to pavers.

Town Manager Roudabush explained each paver received the same list of problem areas and was provided with the requirements for a Virginia Department of Transportation street repair. She noted she also drove each paver around Town to show them each problem area.

Town Manager Roudabush reminded Mayor Lucas and Council of the Joint Public Hearing being held September 24, 2019 at 7 pm at the Town Hall to consider the rezoning of properties, owned by the Town of Shenandoah, currently containing utilities, at 102 Back Road, in Shenandoah, identified by tax map numbers: 102A5-(1)- lots 4, 5, and 6, and 102A5-(1)- lots 13, 14, 15, and 16, from Residential (R2) to Industrial.

MAYOR'S REPORT

There was nothing to report during this period.

FOR THE GOOD OF THE TOWN

Dolores Lackovitch expressed traffic concerns on the south end of Town. She suggested the creation of a turning lane on S. Third Street where several businesses are located.

Mayor Lucas noted the Town can present her request to the Virginia Department of Transportation for them to consider the creation of a turning lane in this area of Town.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Jenkins, to adjourn the meeting at 8:10 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilmen Fox and Lowe

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk