

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
September 24, 2019**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, September 24, 2019, at 7:06 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.; I. Michael Lowe; Charles Jenkins; and Richard Pierce.

Council Members absent were: Councilman Lynn Fox.

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

Citizens present were: Sean Wheeler, Natalie Strickler-Alt, Arthur “Todd” Stroupe, Karen Comer, Luke McCoy, Ryan McMillen, Brian Samuels, Brittany Lawson, and Trenton Rogers.

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

RECEIVING OF VISITORS

There were no visitors present during this meeting.

SEPTEMBER 10, 2019 REGULAR MEETING MINUTES

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to approve the *Regular Meeting Minutes* held on September 10, 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

APPROVAL OF BILLS

Councilman Comer inquired about products purchased from Gilmer Industries.

Town manager Roudabush explained chemicals are purchased from Gilmer Industries for the Water and Sewer Departments.

There being no further questions, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to approve the bills, dated **September 24, 2019**, in the **Combined Accounts Disbursement Warrant #37779 - #37810** in the amount of **\$73,592.51**.

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 and Council reviewed the Treasurer's Report, submitted by Cindy Breeden, for September 24, 2019.

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce to approve the September 24, 2019 Treasurer's report in the amount of \$1,610,379.39, 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

CORRESPONDENCE

Item # 1 – Website Administrator, Joyce Fluharty, provided Council with the Town website statistics for August 2019.

Item # 2 – Mayor Lucas and Council reviewed the August 2019 Police Department Activity logs.

Item # 3 – The Council received letters from four (4) applicants to fill the two (2) vacancies on the Town Planning Commission. It was noted all applicants live in the Town limits and qualify for the vacant positions.

Chairman Jenkins inquired about the Planning Commission Members' recommendations for the received applications to fill the vacancies.

Commissioner Sean Wheeler requested addresses for the applicants.

Town Manager Roudabush provided street names for the applicants and explained all applicants are Town residents and qualify to fill the vacancies.

Councilman Pierce inquired about the training required to become a Planning Commission member.

Councilman Jenkins explained the Certified Planning Commissioner training is not required but is recommended for members of the Planning Commission.

Commissioner Sean Wheeler requested more information on the Certified Planning Commissioner training courses.

Town Manager Roudabush noted she would provide him with further information on the courses.

Commissioner Sean Wheeler recommended applicant Teresa Kite to fill a vacancy on the Town Planning Commission.

There being no questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Pierce to appoint Teresa Kite to fill the vacancy on the Town Planning Commission, with a term expiring 10/01/2020.

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

Commissioner Arthur “Todd” Stroupe recommended applicant Karen Comer to fill a vacancy on the Town Planning Commission.

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Comer to appoint Karen Comer to fill the vacancy on the Town Planning Commission, with a term expiring 10/01/2021.

Members Vote was as follows:

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

Item # 4 – Mayor Lucas and Council received a recommendation from the Planning Commission to approve a request for a zoning permit from Brenda Mercer (Trustee of the William L. Lam Trust) for the consolidation of three (3) small lots into two (2) larger lots, at 702 Fifth Street and adjacent lots, identified by Tax Map numbers: 102A3-(1)-1-14, 15, and 16.

Councilman Jenkins inquired about street frontage for the current home on the property.

Vice Mayor Kite explained the home fronts Fifth Street, and this would not change with the consolidation of lots.

Councilman Jenkins inquired about the home meeting the Town’s setback requirements.

Town Manager Roudabush explained the home is grandfathered in and does not have to meet the setback requirements.

Following a brief discussion, a *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to approve a zoning permit from Brenda Mercer (Trustee of the William L. Lam Trust) for the consolidation of three (3) smaller lots into two (2) larger lots, at 702 Fifth Street and adjacent lots, 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

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Vice Mayor Kite presented Council with a quote from Constable Construction, Inc. for an emergency sewer line replacement on Bank Street.

Town Manager Roudabush noted this price excludes rock removal, stone costs, and material costs.

Councilman Pierce inquired about the process of notifying the affected residents on Bank Street.

Town Manager Roudabush explained letters were mailed to residents on Bank Street to suggest they find alternate parking and home access during the sewer line replacement.

Sean Wheeler inquired about the repaving of Bank Street once the replacement is complete.

Mayor Lucas explained the quote from the contractor includes supplying and patching the road back with asphalt.

Councilman Comer inquired about contacting Jeff Vaughan about the KVK building on Bank Street.

Town Manager Roudabush explained she has contacted Mr. Vaughan and obtained permission for residents to utilize his lot on Bank Street and Hockman Avenue for alternate parking during the emergency sewer line replacement.

Following a brief discussion, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Comer, to authorize payment of \$13,000.00 to Constable Construction Inc. for an emergency sewer line replacement on Bank Street, to be transferred from the Water and Sewer Line Replacement account into the Utility Checking 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 issues with the pressure reducing station on Edgewood Drive created several water leaks on the north end of Town. She noted the Public Works employees are still working to locate the water leak on N. Fifth Street, near T-Bowl Lanes.

STREETS & PUBLIC PROPERTY

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

Town Manager Roudabush reported the Virginia Department of Transportation was in Town Friday following several requests. She reported they are reviewing Dolores Lackovitch's suggestion to create a turning lane on S. Third Street where several businesses are located. The Virginia Department of Transportation is also looking into requests to lower the speed limit on a section of N. Fifth Street in the area of Marcus Street. She also noted VDOT plans to fix the culvert at the intersection of 340 and Virginia Avenue and mow around the guard rails throughout Town soon.

Councilman Jenkins reported VDOT has already started mowing in Town.

Town Manager Roudabush also reported VDOT is exploring their options regarding the drainage issues at the intersection of Second Street and Virginia Avenue.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis reported his Officers will continue monitoring Junior Avenue and Shenandoah River Road for speeding vehicles, following the requests made at the last Council Meeting.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce noted the monthly budget for August 2019 was presented for review.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported the Public Works employees rented a small piece of equipment to clean the walking area at the River Park and Boat Landing.

Councilman Pierce inquired about the removal of duckweed from Big Gem Pond.

Town Manager Roudabush explained there is a process for removing the duckweed and it is almost time to put the chemicals in the Pond again. She explained the Public Works employees attempted to skim the duckweed from the Pond, but it was not successful. Town Manager Roudabush noted the Public Works employees are continuing to work on high-priority water leaks and will work to clear the Pond as soon as they can.

Chairman Jenkins inquired about any recent restroom vandalism at the Town Parks.

Chief Davis reported there have been no recent vandalism issues at the Parks.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported Paul Dovel and Scot Mealey have purchased the Village Shopping Center to relocate and expand Autodealz and help a local entrepreneur with a start up business.

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

Councilman Pierce informed Council the 5th Annual Fall Senior TRIAD Conference is being held on October 24, 2019 at the Christ United Methodist Church.

Councilman Jenkins informed Council the Luray-Page County Chamber of Commerce's October Business After Hours, sponsored by the Shenandoah Industrial Corporation and the Town of Shenandoah, is being hosted by T-Bowl Lanes on October 17, 2019 from 5:30 pm to 7:30 pm. He explained the Town restaurants will be showcasing their businesses by providing samples to the guests.

Town Manager Roudabush reminded Council of the Cruz in on First Street being held September 27, 2019 from 6 pm to 9 pm. She also reminded Council of the Car Show being held at the Shenandoah Speedway September 28, 2019 from 10 am to 3 pm.

TOWN MANAGER'S REPORT

Town Manager Roudabush reported the Town's Chevrolet Tracker has been losing fluids and is being worked on again.

Councilman Pierce suggested Town Manager Roudabush look into purchasing a newer vehicle to replace the Chevrolet Tracker.

Town Manager Roudabush explained a newer vehicle may need to be purchased in the upcoming years, but the Chevrolet Tracker is still drivable at this time.

Mayor Lucas inquired about the Town Manager's back up vehicle while the Chevrolet Tracker is being repaired.

Town Manager Roudabush explained she is utilizing the Town's Ford Taurus when needed.

Councilman Pierce suggested the Town Manager keep track of the cost of all repairs made to the Chevrolet Tracker to ensure the Town is not spending more in repairs than the vehicle is worth.

MAYOR'S REPORT

There was nothing to report during this period.

FOR THE GOOD OF THE TOWN

Pastor Todd Stroupe invited members of Council and the community to attend the Shenandoah Valley Church of God, where service starts at 10:30 am every Sunday in the cafeteria of the Shenandoah Elementary School. The Church offers Sunday School classes for all ages, including a nursery for infants.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to adjourn the meeting at 7:43 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: Councilmen Fox

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk