

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
APRIL 26, 2016**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, April 26, 2016, at 7:00 p.m., 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.; Councilmen Russell Comer, Jr.; Lynn Fox; David Hinkle; and Richard Pierce.

**Council Members absent were:** Vice Mayor William Kite and Charles Jenkins.

**Other Town Officials present were:** Larry E. Dovel, Town Manager; Juanita F. Roudabush, Assistant Town Manager/MMC; and Paul Davis, Chief of Police.

**Citizens present were:** Mike Uram and Ruth Reid.

**Media Representatives:** None.

**RECEIVING OF VISITORS**

There were no visitors signed up to speak during this period.

**APRIL 12, 2016, REGULAR MEETING MINUTES:**

A *Motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on April 12, 2016, as presented.

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Hinkle  
Councilman Pierce

**NAY:** None.

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite and Councilman Jenkins.

**VOTE:** **Unanimous in favor of motion.**

**APPROVAL OF BILLS:**

Mayor Lucas inquired about the donation to the Making a Difference program?

Assistant Town Manager Roudabush explained that was for the backpack program, where food is distributed in backpacks for local needy children for the weekends.

Councilman Pierce inquired if the Town would have an extra set of flags available after the new ones are put up for the festival?

Assistant Town Manager Roudabush responded yes, there is now an extra set available with this recent order.

Mayor Lucas noted the extra double-sided POW/MIA flag will be reimbursed to the Town from the festival funds.

Councilman Comer inquired about the payment for the public defender?

Chief Davis reported if a Town officer arrests someone who cannot afford an attorney, then the Town is responsible for the \$120 public defender fee. He noted this is a flat fee, but he still does not feel it is appropriate that the Towns are charged this fee, but that is how the system is set up.

There being no further questions, a *Motion* was made by Councilman Comer, *seconded* by Councilman Hinkle, to approve the bills, dated **April 26, 2016**, in the **Combined Accounts Disbursement Warrants #34531-34565** in the amount of **\$48,225.38**.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Hinkle  
Councilman Pierce

**NAY:** None.

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite and Councilman Jenkins.

**VOTE:** **Unanimous in favor of motion.**

**TREASURER'S REPORT:** Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for April 26, 2016.

A *Motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to approve the April 26, 2016 Treasurer's report in the amount of \$1,189,648.37, as read.

Members Vote was as follows:

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Hinkle  
Councilman Pierce

**NAY:** None.

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite and Councilman Jenkins.

**VOTE:** **Unanimous in favor of motion.**

**CORRESPONDENCE**

**Item # 1** – Mayor Lucas read the following Ordinance for the 2016 Real Estate and Mobile Home Tax Rate as follows:

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT  
AND ESTABLISHING THE TAX RATE FOR 2016  
SHENANDOAH CORPORATION TAXES**

**BE IT ORDAINED**, per Virginia State Code 58.1-3010 and 58.1-3000 and by the Council of the Town of Shenandoah, Virginia that:

1. The dollar assessment values established by the Commissioner of the Revenue of Page County, Virginia for Real Estate owned as of January 1, 2016, shall be used by the Town of Shenandoah for 2016 Corporation Tax purposes.
2. The Tax Rate assessed for 2016 will be:

**REAL ESTATE.....\$0.31 Per Hundred**

**MOBILE HOMES.....\$0.31 Per Hundred**

**ENACTED** by the vote of the Town Council of the Town of Shenandoah, Virginia, on the 26th day of April, 2016; the following members being present and voting as shown below:

A **Motion** was made by Councilman Hinkle, **seconded** by Councilman Pierce, to adopt the Ordinance for defining the Basis for Tax Assessment and Establishing the Tax Rate for 2016 for Real Estate and Mobile Homes in the Town of Shenandoah, as read.

Members Roll Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Hinkle  
Councilman Pierce

**NAY:** None.

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite and Councilman Jenkins.

**VOTE:** **Unanimous in favor of motion.**

**Item # 2** – Mayor Lucas read the following Ordinance for the 2016 Personal Property, Machinery and Tools, and Vehicle License Fees Tax Rates as follows:

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT  
AND ESTABLISHING THE TAX RATE FOR 2016  
SHENANDOAH CORPORATION TAXES**

**BE IT ORDAINED**, per Virginia State Code 58.1-3010, 46.2-752, and by the Council of the Town of Shenandoah, Virginia that:

3. The dollar assessment values established by the Commissioner of the Revenue of Page County, Virginia for tangible Personal Property and Machinery and Tools owned as of January 1, 2016, shall be used by the Town of Shenandoah for 2016 Corporation Tax purposes.
  
2. The Tax Rate assessed for 2016 will be:  
**UNEXEMPT TANGIBLE PERSONAL PROPERTY...\$0.40 Per Hundred**
  - Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief
  - Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for a tax relief at a percentage rate which will be decided by the Town Manager and Treasurer after vehicle totals are assessed by the Commissioner of Revenue and edited to see what percentage rate will apply.
  - Personal use vehicles valued at \$20,001 or more shall only be eligible for a tax relief at a percentage rate which will be decided by the Town Manager and Treasurer after vehicle totals are assessed by the Commissioner of Revenue and edited to see what percentage rate will apply on the first \$20,000 of value.

**MACHINERY and TOOLS.....\$0.40 Per Hundred**

**VEHICLE LICENSE FEES - CARS.....\$25.00 EACH**  
**VEHICLE LICENSE FEES - TRUCKS.....\$25.00 EACH**  
**VEHICLE LICENSE FEES - TRAILERS.....\$25.00 EACH**  
**VEHICLE LICENSE FEES - CAMPERS.....\$25.00 EACH**

**VEHICLE LICENSE FEES - MOTORCYCLE.....\$15.00 EACH**

A **Motion** was made by Councilman Comer, **seconded** by Councilman Pierce, to adopt the Ordinance for defining the Basis for Tax Assessment and Establishing the Tax Rate for 2016 for Personal Property, Machinery and Tools, and Vehicle License fees in the Town of Shenandoah, as read.

Members Roll Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Hinkle  
Councilman Pierce

**NAY:** None.

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite and Councilman Jenkins.

**VOTE:** **Unanimous in favor of motion.**

**Item # 3** – Mayor Lucas read a memorandum from Treasurer Breeden regarding amending budget line items reserved for contingencies and vehicle fuel to put in several current budget line items that are over the adopted budgeted amounts. The memorandum gave a full explanation of the line items.

Councilman Pierce stated the primary reason for the changes is the decrease in vehicle fuel.

Following a brief discussion, a **Motion** was made by Councilman Hinkle, **seconded** by Councilman Fox, to authorize amending the current fiscal year budget to move items reserved for contingencies and vehicle fuel to put in several current budgeted line items that are over the adopted budgeted amounts, as requested.

Members Roll Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Hinkle  
Councilman Pierce

**NAY:** None.

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite and Councilman Jenkins.

**VOTE:** **Unanimous in favor of motion.**

**Item # 4** – Mayor Lucas and Council Members received a letter from a resident on Tenth Street who has been inconvenienced with very low water pressure due to the Twelfth Street Water Tank maintenance.

Following a brief discussion, a *Motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to authorize a one-time credit to the water bills for an additional selected area from previous approvals, most affected by the water tank maintenance.

Members Roll Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Hinkle  
Councilman Pierce

**NAY:** None.

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite and Councilman Jenkins.

**VOTE:** **Unanimous in favor of motion.**

A brief discussion then ensued regarding the neighborhoods most affected by the very low water pressure during the tank maintenance. Council reviewed the affected area and felt it was only fair to credit those particular customer's bills for the past month. They noted this would be for a specific area only and would affect about 129 customers. The credit will be given on the May water bills for the April usage period. It was noted the Council previously authorized crediting the entire bill for the 18 residents who were without water at times, during this same month, which will not be affected by this secondary area being given a one-time partial bill credit. It was explained this credit will be for water only and sewer will be billed at regular rates and refuse will be billed at regular rates.

A *Motion* was made by Councilman Fox, *seconded* by Councilman Pierce, to authorize issuing a one-time \$19.65 credit on the May water bills for the April usage, which is the minimum usage fee, and any amount above the minimum usage will be billed at the regular rates, for residents only in the area designated by the Town, which mainly includes 9<sup>th</sup> Street East and from the 1000 Block of Junior Avenue to the East.

Members Roll Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Hinkle  
Councilman Pierce

**NAY:** None.

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite and Councilman Jenkins.

**VOTE:** **Unanimous in favor of motion.**

**Item # 5** – Mayor Lucas and Council received a letter from the Virginia Department of

Transportation regarding the Fiscal Year 2017-2022 Six-Year Improvement Program. Major street improvement requests may be submitted at the public hearing, on May 16, 2016, at Blue Ridge Community College or requests may be emailed or mailed until the deadline for submittals of May 27, 2016. Following a brief discussion, Council agreed the Town may submit items for VDOT consideration, including the street improvements needed in the railroad tunnel on Maryland Avenue and a signal at the traffic light for emergency vehicles.

**Item # 6** – The Town received a thank you letter from Choices for the donation to their organization. More information for Choices of Page County is available at their website: [www.choicesofpagecounty.org](http://www.choicesofpagecounty.org) or by calling 540-743-4474.

**Item # 7** – Mayor Lucas and Council Members received a notice the JMU Club Rowing Team is going to the National Competition for the Novice Women 4, which is an incredible accomplishment for this young team. They are accepting sponsors at \$30 each. Sponsors will get a shout-out on their Twitter and Facebook following the competition and they will also receive a poster of the team. Sponsorships are available by emailing them at [jmurowing@gmail.com](mailto:jmurowing@gmail.com).

Council noted this is one of the JMU teams that practice at the Shenandoah River Park and they hold events in Shenandoah, which brings tourists to our Town.

A **Motion** was made by Councilman Pierce, **seconded** by Councilman Comer, to authorize \$30 to sponsor the JMU Club Rowing Team in their bid for the National competition.

Members Roll Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Hinkle  
Councilman Pierce

**NAY:** None.

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite and Councilman Jenkins.

**VOTE:** **Unanimous in favor of motion.**

Chief Davis reported the Shenandoah Police Department would also donate an additional \$30 to sponsor this team.

**Item # 8** – The Town received information from Tim Bailey and was invited to the East Rockingham Business Council Event scheduled for May 17 at Noon at the Elkton Community Center. Shenandoah is adjacent to East Rockingham and everyone felt it would be in the best interest of the Town to send a few representatives to this meeting.

## **COMMITTEE REPORTS**

### **WATER & SEWER**

(Chairman Kite and Councilmen Comer and Jenkins)

Councilman Pierce inquired about the water leak on Junior Avenue?

Town Manager Dovel reported they are hoping to find the exact location of the leak soon. He noted the water tank is just now being refilled and the system should return to normal within a few days. It is hoped the Junior Avenue water leak will then come to the surface in its exact location.

Also regarding the water tank, Town Manager Dovel stated the Town learned during this tank maintenance period to *never* schedule spring cleanup in the same week. He noted the public works department was swamped with spring cleanup and were not able to repair water leaks until after the cleanup. Following spring cleanup, the public works department repaired about seven (7) water leaks, which then brought up the residents water pressure a little. He explained they are also looking into obtaining an air pressure release valve to install on a fire hydrant at the end of Back Road (in Town) to help keep the water pressure up in the future for tank maintenance.

A ***Motion*** was made by Councilman Comer, ***seconded*** by Councilman Fox, to approve the sewer connection application for Ronald and Trudy Comer for a rental house at 348 Massanutten Avenue.

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Hinkle  
Councilman Pierce

**NAY:** None.

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite and Councilman Jenkins.

**VOTE:** **Unanimous in favor of motion.**

Town Manager Dovel explained the Town will only be making the sewer tap at the main line and the homeowner would be paying to extend the line from the home to the main line.

### **STREETS & PUBLIC PROPERTY**

(Chairman Kite and Councilmen Comer and Hinkle)

Councilman Pierce mentioned a dangerous road condition on Shenandoah River Road, which should be reported to the Virginia Department of Transportation for immediate repairs.

Mayor and Council Members discussed this matter briefly and requested VDOT immediately take action to fill in the low shoulder along Shenandoah River Road. It was noted VDOT recently cleaned out the ditch area to carry away standing water, but left a 15” deep open ditch within 6 inches from the pavement on the roadway shoulder.

Mayor Lucas stated he recently heard of some parking issues at the Shenandoah Ballpark, but Chief Davis noted he believes the problem has been resolved now.

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

(Chairman Kite and Councilmen Hinkle and Jenkins)

Councilman Hinkle reported several residents have complained to him recently about the poor condition of several properties in Town.

Councilman Comer pointed out the Town does not have the legal money it would take to adopt and enforce the property maintenance codes. He noted other localities that have adopted the property maintenance codes, find them very expensive to enforce because the Town can never recoup the money spent to tear down some of the old buildings, even if a judge would rule they could be taken down.

Mayor Lucas and Council Members discussed this matter briefly and it was decided Mayor Lucas will contact the Page County Board of Supervisor Chairman to discuss the need for codes the Page County Building Official can regulate regarding dilapidated structures in Town and Page County. Also, Council discussed the fact Page County needs a Fire Marshall to assist with these type of structures.

Chief Davis reported the old police computers will not support the new Police Software and he requested to use police donations and equipment funds to purchase new ones.

A *Motion* was made by Councilman Fox, *seconded* by Councilman Comer, to authorize \$1,800, plus police donation funds, to purchase new computers for the police department.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Hinkle  
Councilman Pierce

**NAY:** None.

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite and Councilman Jenkins.

**VOTE:** **Unanimous in favor of motion.**

## **TAXATION & FINANCE**

(Chairman Pierce and Councilmen Fox and Kite)

Committee Chairman Pierce stated the upcoming fiscal year budget was advertised for public hearing at the May 10, 2016 meeting.

## **PARKS & RECREATION**

(Chairman Comer and Councilmen Pierce and Jenkins)

Committee Chairman Comer reported the following Parks and Recreation News: The new plants are scheduled to be installed along the bank at Big Gem Park to assist with erosion. The Town is awaiting approval from the telephone company before a new water line can be installed to serve a future restroom building. The water line will cross a phone company right-of-way.

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

(Chairman Jenkins and Councilmen Comer and Pierce)

Mayor Lucas and Council Members discussed North Side Diner has announced they will be closing the restaurant as of 5 p.m. on Sunday, May 1, 2016. The building with equipment is for sale or lease, and the contact person is Robbie Shenk at 540-652-1715 or 540-471-9043.

It was also noted Aaron's Auto Sales is closing and their building is for sale. Aaron's is moving to Luray.

## **COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

Councilman Pierce noted the Clean the Bay Day was successful with a total of 280 lbs. of debris and trash being picked up along the river banks. Mayor Lucas, Councilman Pierce, and Councilman Comer assisted a few other volunteers with this cleanup and noted the amount of refuse and debris was a lot less than last year, which could mean people are taking their own trash away now, rather than littering.

Mayor Lucas and Council Members also thanked Shenandoah River Adventures for sending their equipment and employees to assist with the Clean the Bay Day River Cleanup.

Councilman Pierce stated there is a nice walkway under the bridge, which also serves as a portage bath for small watercraft or people to get on the other side of the dam area. He suggested signage be installed, so visitors will know this is an area open to the public too.

## **PERSONNEL**

(Chairman Pierce and Councilmen Hinkle and Jenkins)

Committee Chairman Pierce stated the General Maintenance Worker applicant deadline is 5 p.m.

on Friday, April 29, 2016, and it is hoped enough applications are received for review. Otherwise, they may have to advertise the job opening again.

### **POLICE REPORT**

Chief Davis reported there have been several issues recently of people walking or standing on the bridge. Following a brief discussion Council authorized Chief Davis to request the Virginia Department of Transportation install new signage on the bridge to assist his department with people walking or standing on the bridge.

Councilman Fox inquired about the trucks parked along Maryland Avenue, so they can go in the Exxon convenience store. He noted they block the sight distance for people turning from the traffic light.

Chief Davis reported they painted the curb for no parking as far back to the intersection as the Virginia Department of Transportation would allow.

### **UNFINISHED BUSINESS**

There was nothing to report during this period.

### **NEW BUSINESS**

There was nothing to report during this period.

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

Mayor Lucas and Council Members noted it was good to have Town Manager Dovel from recent surgery on his knee.

Town Manager Dovel thanked Mayor Lucas and Council Members and noted he is finally pain free now.

Town Manager Dovel then reported the turbidity meter at the Trenton Street Well is about 15 years old. He noted this meter runs 24/7 and if the water becomes cloudy, it sends the water to waste and sends an alarm to employees phones to alert them there is a problem. He noted the meter is required by the Health Department and needs to be replaced.

A *Motion* was made by Councilman Fox, *seconded* by Councilman Hinkle, to authorize the purchase of a turbidity meter for use at the Trenton Street well in the amount of \$2,920.55.

Members Roll Vote was as follows:

**YEA:** Councilman Comer

**NAY:** None.

Councilman Fox  
Councilman Hinkle  
Councilman Pierce

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite and Councilman Jenkins.

**VOTE:** **Unanimous in favor of motion.**

**MAYOR'S REPORT**

There was nothing further to report during this period.

**FOR THE GOOD OF THE TOWN**

There was no one present desiring to speak during this period.

**ADJOURN**

There being no further discussion, a ***Motion*** was made by Councilman Fox, ***seconded*** by Councilman Pierce, to adjourn the meeting at 8:16 p.m.

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Hinkle  
Councilman Pierce

**NAY:** None.

**ABSTAIN:** Mayor Lucas.

**ABSENT:** Vice Mayor Kite and Councilman Jenkins.

**VOTE:** **Unanimous in favor of motion.**

APPROVED:

ATTESTED:

\_\_\_\_\_  
Clinton O. Lucas, Jr., Mayor

\_\_\_\_\_  
Juanita Roudabush, Clerk