

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
JUNE 14, 2016**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, June 14, 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.; Vice Mayor William Kite; Councilmen Russell Comer, Jr.; Lynn Fox; David Hinkle; Charles Jenkins; and Richard Pierce.

Council Members absent were: None.

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

Citizens present were: Mike Uram; Linda West; Terri May; Elizabeth Clements; Cathy Good; and Billie Rinaca.

Media Representatives: None.

RECEIVING OF VISITORS

Mayor Lucas presented the May Community Enhancement Award to Linda Batman West and David Batman for the improvements they made to their property at 715 Fourth Street. He noted the home looks very nice and is a great enhancement to the community.

Linda Batman West accepted the award on behalf of herself and her brother David. She thanked the Town for this recognition and noted the home is still a work in progress with plans for more improvements in the future.

Luray-Page Chamber President Gina Hilliard presented information and updates regarding the business initiatives from the chamber. She noted there has been increased traffic to their social media and website pages, the Chamber had 11 new members in April and 6 in May. Shen Valley Family Practice in Shenandoah just joined today and Tactical Walls is considering joining. The Chamber is holding sip and create events with more scheduled soon. More information is available on the Chamber website for the sip and create events and business training classes too. The 3rd Annual Mud Run is slated for October 1st and will be held at Ralph Dean Park. She explained holding the mud run at the Ralph Dean Park will make it less strenuous than previous years and they hope for more participation. She invited everyone to the Business After Hours, which is scheduled for Thursday at Faith Brooke Farm and Vineyards.

Councilman Jenkins inquired where the Town was listed on the Chamber website, as he noted the Town's website received 75 people from the Chamber site.

President Hilliard stated the Towns are each listed under the about Page County tab and are linked to each Town's website too.

Terri May presented concerns for vehicles traveling at a high rate of speed along Junior Avenue from Shenandoah River Road to the highway. She explained she has previously submitted complaints to the police department, especially in relation to the vehicles who are racing along this street. She expressed concern that either a resident living in this area or pedestrians and children who frequent the road on the way to the river are going to be injured by speeding vehicles. She requested Council's assistance in addressing this matter. Her daughter Cathy May Good also noted she has seen the vehicles racing in this area and it is a concern for everyone's safety.

Following questions, Chief Davis stated residents alert his department to increased speeding along Shenandoah River Road, but his department could not find any records of racing or speeding complaints along Junior Avenue to U.S. Highway 340. However, he noted now that he has been advised of this issue, he will ensure his department does more patrols in this area. They will also find the best area to set up the speed trailer to determine the statistics on speeding traffic in this area. Additionally, he noted the police department will contact her to determine if they can obtain more descriptions of the people or vehicles involved in the racing incidents.

Mayor Lucas noted Robert Teevans was scheduled to be present and request a peddler license fee be waived, but he called previously and noted he was not able to attend tonight. Mr. Teevans alerted staff he expects to attend the next meeting on June 28, 2016, to make this request.

MAY 24, 2016, PUBLIC HEARING AND REGULAR MEETING MINUTES:

A *Motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on May 24, 2016, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Pierce

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

APPROVAL OF BILLS:

Councilman Pierce inquired about warrant number 34653 and 34654 for police laptops?

Chief Davis explained they had to order new computers to support the new software they had to purchase. He noted it was put in two different warrant numbers because of the credit card limits.

Councilman Jenkins inquired about warrant number 34666 for legal fees?

Assistant Town Manager Roudabush stated each year the Town Attorney is required to submit a letter to the Town Auditor regarding any pending litigation, etc.

Councilman Pierce stated the Town has now started a program of tracking vehicle repairs for all departments to ensure mechanical repairs are not going beyond the value of the vehicle.

There being no further questions, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Hinkle, to approve the bills, dated **June 14, 2016**, in the **Combined Accounts Disbursement Warrants #34642-34699** in the amount of **\$113,653.05**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Pierce

NAY: None.

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 June 14, 2016.

A *Motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the June 14, 2016 Treasurer's report in the amount of \$1,437,674.02, as read.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox

NAY: None.

Councilman Hinkle
Councilman Jenkins
Councilman Pierce

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

CORRESPONDENCE

Item # 1 – Mayor Lucas read a memorandum from Councilman Pierce regarding several options for purchasing new police vehicles and the potential to pay-off the 2016 Ford truck loan.

Councilman Pierce stated the Town was on a schedule to replace police cars on a regular basis, but due to past budget constraints, they had just been repairing them rather than replacing the vehicles on the schedule. He also noted there is the potential to pay-off the loan for the 2016 Ford truck.

Following questions, Chief Davis explained they would remove equipment and lights from the older vehicles to install in the new ones. Also, his department recently sold a Unimog military surplus item for \$9,500, which will be used to offset the cost of a new police vehicle. Additionally, he noted if Council approved, he could advertise the old police vehicle for sealed bids and the amount received could further offset the cost of a new vehicle.

Following more discussion, it was the consensus of the Council to purchase just one police vehicle now and consider another one in the upcoming fiscal year. Council decided not to pay off the truck loan at this time. Councilman Pierce noted they would try to get back on rotation of replacing police vehicles in the near future.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Comer, to authorize the purchase of one police vehicle in the amount of \$25,800 total with a \$9,500 down payment, and to authorize advertising the old police vehicle for sealed bids.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Pierce

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

Item # 2 – Mayor Lucas and Council Members received a request to close the Town Hall to the public on Wednesday, Thursday, and Friday, July 6 – 8, 2016, to allow employees time to close out the current fiscal year books and set up the new fiscal year books.

A **Motion** was made by Councilman Fox, **seconded** by Vice Mayor Kite, to authorize closing Town Hall to the public on Wednesday, Thursday, and Friday, July 6-8, 2016, to allow employees time to close out the current fiscal year books and set up the new fiscal year books.

Members Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Fox Councilman Hinkle Councilman Jenkins Councilman Pierce	NAY: None.
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ABSTAIN: Mayor Lucas.

ABSENT: None.

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

Item # 3 – Mayor Lucas and Council Members received information regarding the VML Stairway to Success initiative, which encourages local governments to support early childhood education. They agreed to determine if this would be something the computer center staff had time to work on or if the library had programs that could be considered.

Item # 4 – Mayor Lucas and Councilman Hinkle noted they will ride in the Stanley Homecoming Parade on July 2nd at 6:30 p.m. They may also attend the reception at the Stanley Fire Hall prior to the parade at 4:30 p.m. Other Members may participate as well, but they needed to check their schedules.

Item # 5 – Mayor Lucas and Council Members received the May 2016 Town Vehicle Gasoline Log for review.

Item # 6 – Mayor Lucas and Council Members received the May 2016 Town Police Report for review.

Item # 7 – The May Town Website Statistics indicated 11,162 people visited the Town website during the month of May, with the events calendar being the most popular page visited, followed by the Town Business section.

Item # 8 - Mayor Lucas and Council Members received a thank you card from Girl Scout Troop 333 for the Town's support of their organization.

Item # 9 – Mayor Lucas and Council Members received a thank you letter from Jim Pierce for the Memorial Festival and the Town recognizing the sacrifices Veterans make to keep our country free. He also served as a parade judge and thanked the Town for the Mamma Mia gift card he received.

Item # 10 – A flyer regarding the Poker Run Fundraiser for Grace House was received as a reminder of the event, which is being held on Saturday, June 18, 2016, at the Shenandoah Speedway. Registration will begin at 9 a.m. with kickstands up at 11:00 a.m. \$20 per hand and \$15 additional hand. Contacts are S. Creech at 703-843-4492; Pat at 540-421-4595; or Grace House at 540-652-8926.

Item # 11- Town leaders and business owners received an invitation to the East Rockingham Business Council meeting, which is slated for June 21st at Noon at the Elkton Community Center. Some Members of Council may attend.

Item # 12 – Received a letter from the Christ United Methodist Church Auction Committee Co-Chair Annie Pierce, explaining the event will be held on Saturday, October 1, 2016, at 4 p.m. The event is invitation only and will help support the STEM/STEAM (Science, Technology, Engineering, Arts, and Math) being developed from scratch at the Shenandoah Elementary School. The church is accepting donations of items to be auctioned off and also monetary support as well. It was noted anyone desiring more information should contact Annie Pierce at 540-652-6277.

Item # 13 – Council briefly discussed several street improvement quotes from Hensil Good Paving, but did not take any action until further information could be obtained.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Comer and Jenkins)

Committee Chairman Kite reported the valve was sticking on the Tenth Street tank and the public works employees are operating it manually until it can be repaired.

Councilman Fox reported a possible water leak near the John Burner residence on Tenth Street.

STREETS & PUBLIC PROPERTY

(Chairman Kite and Councilmen Comer and Hinkle)

Councilman Jenkins reported the Shenandoah Valley Electric Co-op is scheduled to replace the street lights in Town with the new LED fixtures. This is being done at no cost to the Town and should provide better lighting, while decreasing the electric bill for the Town. The Town electric bills are about \$11,000 each month.

Repairs to the tunnel on Maryland Avenue have been delayed, but are still scheduled for the end of June.

Councilman Fox noted the owner of the property at the intersection of Third Street and Shenandoah Avenue needs to mow and finish clearing the burned debris.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

There was nothing further to report during this period.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Committee Chairman Pierce stated the May 2016 Budget Reports were received for review.

PARKS & RECREATION

(Chairman Comer and Councilmen Pierce and Jenkins)

Committee Chairman Comer reported the erosion control plants have been installed at Big Gem Park, along the bank near the gazebo.

He noted the paperwork for the easement needed with the phone company should be completed soon. The Town is awaiting a second bid for a surveyor to provide the legal description needed for this easement. He noted in addition to the new restroom building, they are also researching a water fountain that would be handicap accessible and provide a secondary lower fountain for pets.

Mayor Lucas and Council Members then reviewed the \$1,250 proposal from Hensil Good Paving for seal coating the asphalt walkway at the River Park. The Town will be responsible for weed-eating, cleaning, and pressure washing the walkway prior to the seal coating being installed. Any crack or asphalt repairs would be an additional expense to the Town.

Councilman Fox inquired if the Town Public Works Employees could do this job themselves?

It was noted they are working shorthanded right now, but it may be something they could do in the future, especially in light of the fact they would have to do all the prep work anyway. It was discussed the Town is planning to use \$500 in donated funds to offset the cost of this work. It was also noted the Town is trying to spend the funds in the current fiscal year for this project, but did not want to spend any more than the \$1,250 proposal, which seemed high for just seal coating.

Following a brief discussion, A *Motion* was made by Councilman Comer, *seconded* by

Councilman Pierce, to approve \$1,250 to Hensil Good Paving to seal coat the asphalt at the Town River Park Walking Track.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Pierce

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Comer and Pierce)

Committee Chairman Jenkins stated it was previously discussed the Town would begin to conduct grant research to determine if there are any that fit the Town needs. He explained there is a Grant Writing USA Seminar slated for the end of July and Joyce Fluharty is willing to attend on behalf of the Town.

Therefore, a **Motion** was made by Councilman Jenkins, **seconded** by Councilman Hinkle, to authorize Joyce Fluharty to attend the Grant Writing USA Seminar slated for July 28-29, 2016 in Loudon County for the amount of \$425, plus lodging and meals.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Pierce

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

It was noted Betty Knowles will be filling in at the Computer Center while Mrs. Fluharty is at the seminar.

Council Members discussed, the Shenandoah Exxon is upgrading their gasoline pumps, but there is still no word on any possible restaurants to fill the old McDonald's space. They noted there are several vacant buildings for a potential restaurant in Town, but no definite prospects on any of them.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

A *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Jenkins, to authorize the June Community Enhancement Award to the owner of 702 Sixth Street.

Members Vote was as follows:

YEA: Vice Mayor Kite	NAY: None.
Councilman Comer	
Councilman Fox	
Councilman Hinkle	
Councilman Jenkins	
Councilman Pierce	

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

This award will be presented at the June 28, 2016, Council meeting.

PERSONNEL

(Chairman Pierce and Councilmen Hinkle and Jenkins)

Committee Chairman Pierce reported they decided not to hire a full-time public works employee at this time, but will consider interviewing for a part-time position in the near future.

Following a brief discussion, it was the consensus of the Council for Town staff to conduct a salary survey of surrounding small Town's for entry level public works employees.

POLICE REPORT

There was nothing further 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

There was nothing further to report during this period.

MAYOR'S REPORT

Mayor Lucas noted he did not have anything further to report during this period.

FOR THE GOOD OF THE TOWN

Mike Uram expressed appreciation to the Town and everyone involved with the excellent Shenandoah Memorial Festival and Parade held recently.

ADJOURN

There being no further discussion, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Jenkins, to adjourn the meeting at 8:58 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Pierce

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Juanita Roudabush, Clerk