

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
AUGUST 9, 2016**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, August 9, 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; Dave Hinkle; and Richard Pierce.

Council Members absent were: Councilman Charles Jenkins.

Other Town Officials present were: Larry E. Dovel, Town Manager; Juanita F. Roudabush, Assistant Manager/MMC; and Jeff Courtney, Police Officer.

Citizens present were: Rev. Stephen Creech; Debbie Creech; Ashley Creech; and Mike Uram.

Media Representatives: Chris Slater, **The Page News & Courier.**

RECEIVING OF VISITORS

Mayor Lucas presented a plaque of appreciation to Reverend Stephen and Debbie Creech for their 19 years of service to the Shenandoah community through Fields and Christ United Methodist Churches. He noted they were very active in the community and will be missed.

Reverend Stephen and Debbie Creech accepted the plaque of appreciation and noted they are just learning about their new home community in Bridgewater, Virginia, but they will always miss Shenandoah. They noted they enjoyed serving Shenandoah and felt they did not deserve an award, as they appreciated Council's service to the community just as much.

JULY 26, 2016, REGULAR MEETING MINUTES:

A *Motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on July 26, 2016, as presented.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.
ABSENT: Councilman Jenkins.
VOTE: **Unanimous in favor of motion.**

APPROVAL OF BILLS:

Councilman Pierce inquired about bill for 40 American Flags?

Town Manager Dovel explained they were on sale for half price and they are needed to replace the worn flags that hang on the utility poles several times a year.

There being no further questions, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **August 9, 2016**, in the **Combined Accounts Disbursement Warrants #34838-34875** in the amount of **\$86,229.69**.

Members Roll Call Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.
ABSENT: Councilman Jenkins.
VOTE: **Unanimous in favor of motion.**

TREASURER'S REPORT: Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for August 9, 2016.

A *Motion* was made by Councilman Comer, *seconded* by Councilman Fox, to approve the August 9, 2016 Treasurer's report in the amount of \$1,287,772.13, as read.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.
ABSENT: Councilman Jenkins.
VOTE: **Unanimous in favor of motion.**

CORRESPONDENCE

Item # 1 – Mayor Lucas and Town Council Members received a memorandum from Town Manager Dovel indicating T. A. Pendleton, III passed his Waterworks III Operator License and is eligible for a five percent (5%) pay increase, effective with the next payroll.

Therefore, a **Motion** was made by Councilman Pierce, **seconded** by Councilman Hinkle, to authorize a five percent (5%) salary increase for T. A. Pendleton, III, for receiving his Waterworks III Operator License, effective with the next payroll.

Members Roll Call Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

Item # 2 – Mayor Lucas and Town Council Members received a report from Joyce Fluharty regarding the grant writing seminar she attended. Councilman Comer stated she is in the first stages of learning the process and researching grant opportunities on behalf of the Town. Mrs. Fluharty's report indicated setting up foundations is one way to receive funding for specified projects and this will be explored more in the future.

Mayor Lucas and Council Members thanked Mrs. Fluharty for her agreeing to do grant writing and research for the Town.

Item # 3 – Mayor Lucas and Town Council Members received the July 2016 Town Vehicle Gasoline Report for review.

Item # 4 – Mayor Lucas and Town Council Members received the July 2016 Town Website Statistics, which indicated pages were viewed 10,733 times, with 3,842 unique site visitors.

Item # 5 - The July 2016 Police Report was received for review.

Item # 6 – The Town received information that people can now text keyword PAGETIPS to #274637 to report illegal activities (or call 911 for emergencies) in Page County. The tip line is an initiative of PACA with more information at pagecoalition.org. Their main objective is to keep families and communities safe from underage drinking and drug abuse.

Item # 7 - Following a brief discussion, Mayor Lucas and Council agreed to accept handcrafted *adult made* holiday ornaments with a *train* theme. The Council will choose a winner and it will be forwarded to the state to be displayed on the tree in the Executive Mansion to represent Virginia Cities and Towns. The remaining ornaments will be displayed on a tree at Town Hall. The Guidelines for submitted ornaments include: This VML sponsored contest will be open to Shenandoah (or nearby) residents who are 18 years old or over, submit hand-crafted ornament in a train theme, no larger than six (6) inches in any dimension, and not too heavy to allow it to hang on the tree. The ornament material is the artisan's choice. Ornaments must be submitted to the Town Hall by 5 p.m. on Monday, October 3, 2016.

Item # 8 - The final draft of the proposed Short Term Rental Ordinance received as follows:

Recommendations for the Town Planning Commission 6/15/16 for the following revisions to the Town Code (with other amendments by Town Council):

Town Code Section 50-33 – Definitions.

(b) *Specific terms.* The following words, terms and phrases, when used in this article, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

Add:

***Short Term Rental* means a two-story building (excluding basement), other than hotel, where lodging, which may include meals, is provided for persons for compensation pursuant to previous arrangements, but not open to the public or transients, for a stay no longer than 21 consecutive days and for no more than 60 days per calendar year, with a maximum occupancy of 2 (two) persons per bedroom, plus 2 (two) additional people per unit. Owners of short term rentals shall obtain the required permits and/or licenses prior to rental each year and shall not be delinquent on payment of any required local, state, and federal taxes.**

Town Code Section 50-69 – General commercial district C.

(b) *Uses permitted by right.* In business district C, structures to be erected or land to be used shall be for one or more of the following uses:

Add:

(43) Short Term Rentals, on all floors, provided they shall meet the definition of a short term rental and shall have a common space entrance on the *front* street level that equals a minimum of 25 percent of the square footage of the lower units total floor area. Loitering

or use of the front street level common space area shall be prohibited daily between the hours of 11:00 p.m. and 6:00 a.m.

NOTE:

* two-story was added to above definition

* basement does *not* count as a story for the two-story requirement

* limitation on the number of people allowed to stay at the short term rental - 2 persons per bedroom and 2 additional people per unit total.

Following a brief discussion, a *Motion* was made by Councilman Hinkle, *seconded* by Vice Mayor Kite, to forward the draft Short Term Rental Ordinance to Town Attorney Blatt for review and comment, as reviewed above.

Members Roll Call Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

It was noted Mr. Blatt should be requested to make his review quickly so the joint public hearings between the Planning Commission and Town Council can be scheduled very soon and then the Ordinance adopted into the Town Code.

Item # 9 - The Town received information for Hunter Education Courses, which will be held 8:30 a.m. until 3:30 p.m. at the Luray VFW on September 18 & 25 and the Shenandoah VFW on October 16 & 23. More information at www.dgif.virginia.gov (under education tab) or Steve Rodgers at 540-471-2878 or 540-652-6393.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Comer and Jenkins)

Committee Chairman Kite stated two (2) new homes are being planned to be constructed in Shenandoah soon.

Therefore, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to approve water and sewer connections for a new house for James Shifflett at 918 Junior Avenue.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

A ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Hinkle, to approve water and sewer connections for a new house for James Shifflett at 252 High Knoll Terrace (Lot 25) in Forest Knolls Subdivision.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

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

Following questions, Town Manager Dovel reported several employees know how to run the backhoe for water leak repairs, but since they have been working so short handed lately only the leaks requiring immediate repair have been done. He noted Foreman Armentrout will return to work tomorrow and they will repair the leak on First Street then.

Councilman Pierce stated he agrees with Councilman Fox that the Town needs to find an engineering firm who can conduct a study of the Town's water system to determine a solution for continued water supply during the periods of time the water storage tanks are down.

Councilman Comer reported the well, owned by the Brown's, is not a viable option for additional water supply. He noted the main issues with this well, which the Brown's said the Town could use, is that it has a low gallons per minute ratio and there is no feasible way to obtain the 3-phase

electrical power that would be needed for municipal use. Additionally, the owners could not get the well to clear up in the past either.

Council briefly discussed this matter further and then authorized Town Manager Dovel to begin the search for an engineering firm capable of studying the Town's water system and present ways to gain access to more water to serve Town residents and businesses, especially during times when the water tanks are out of service for cleaning or repairs. It was noted the Page County GIS has already mapped the entire water and sewer system for the Town, which will assist in this process.

STREETS & PUBLIC PROPERTY

(Chairman Kite and Councilmen Comer and Hinkle)

Councilman Fox requested a work order for the Virginia Department of Transportation to trim more trees along Maryland Avenue after the Tenth Street intersection. He noted it is impossible to see down the road when pulling out onto Maryland Avenue from Tenth Street.

Vice Mayor Kite stated speeding is also a problem in this area of Maryland Avenue/Comertown Road and should be checked on regularly by the police.

Council discussed the potholes continue to reoccur in the street under the railroad tunnel on Maryland Avenue. It was noted the Virginia Department of Transportation has yet to find a solution to this problem where water constantly drips and causes the street pavement to erode.

Several Council Members felt there are simple solutions, but VDOT does not seem to want to try the suggestions for placing a grate in the roadway in this area so the water can flow through *or* milling it out and putting in a piece of metal so when the pavement erodes there is not a hole in the roadway until the pavement can be replaced each time.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Mayor Lucas thanked Officer Courtney for filling in for Chief Davis at the meeting tonight.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

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

PARKS & RECREATION

(Chairman Comer and Councilmen Pierce and Jenkins)

Councilman Fox reported the bus driver for the JMU students stated he has transported them to the Shenandoah River Park and Landing on several occasions and he wanted to congratulate the

Town on the beautiful park and amenities here.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Comer and Pierce)

Councilman Comer reported GT's Smoke Wagon held their grand opening and ribbon cutting today. He is currently open Monday through Saturday, but closed on Sunday as of now.

He also reported the Page County Board of Supervisors has given additional funding for the Small Business Development Center employees to spend more time in Page County to assist small businesses. He noted they have scheduled a meeting for Shenandoah area businesses on Friday, August 26, 2016 at 9:30 a.m. at the Shenandoah Community Center. All local business owners are encouraged to attend to learn more about the SBDC programs and voice their needs, concerns, or questions. Many of the SBDC programs are offered at no cost.

Mayor Lucas and Councilmen Comer, Fox, and Pierce noted their intentions to attend.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period.

PERSONNEL

(Chairman Pierce and Councilmen Hinkle and Jenkins)

There was nothing to report during this period.

POLICE REPORT

There was nothing further to report during this period.

UNFINISHED BUSINESS

There was nothing further to report during this period.

NEW BUSINESS

Mayor Lucas and Council Members agreed to send a get well card to Nancy Karnes who recently had shoulder surgery.

Mayor Lucas and Council Members discussed the 12 U Shenandoah All Star Girls Softball Team is competing in the World Series Championship in Florida. They previously won the Virginia State Title and the Southeast Regional Title. (NOTE: On Wednesday, August 10, 2016, the Shenandoah 12 U Girls won the World Series Championship!)

TOWN MANAGER'S REPORT

There was nothing to report during this period

MAYOR'S REPORT

There was nothing further to report during this period.

FOR THE GOOD OF THE TOWN

Mike Uram stated the Town of Stanley would provide any information available and engineering references to assist Shenandoah with their research of the Town's water system.

ADJOURN

There being no further discussion, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to adjourn the meeting at 7:44 p.m.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins

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

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Juanita Roudabush, MMC