

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
SEPTEMBER 13, 2016**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, September 13, 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 Charles Jenkins.

Council Members absent were: Councilman Richard Pierce.

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

Citizens present were: Dolores Lackovitch; Barbara Mozisek; Theresa Comer; Steve Hensley; Charlotte Stover; Judy Robertson; Bronson Caudill; Tiffany Watson; Nicole Eppard; Darin Price; and Brandy Frye.

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

RECEIVING OF VISITORS

1 - Dolores Lackovitch of the Shenandoah River Chapter of the Daughters of the American Revolution and Barbara Mozisek of the John Rhodes Chapter of the Daughters of the American Revolution presented Council with a Proclamation for consideration of Constitution Week, September 17-23, 2016. They also presented the Town with a framed copy of the Constitution of the United States for display at Town Hall.

On behalf of the Town, Mayor Lucas accepted the gift and noted it would hang at Town Hall for all to see. He then read the following Proclamation for consideration by Council:

**TOWN OF SHENANDOAH PROCLAMATION
Constitution Week 2016**

WHEREAS, September 17, 2016 marks the two hundred and twenty-ninth 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, Jr., the Mayor of the Town of Shenandoah, Commonwealth of Virginia, do hereby proclaim September 17 through 23, 2016 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.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Shenandoah on this thirteenth day of September in the year of our Lord two thousand sixteenth and of the Independence of the United States of America the two hundred and fortieth and of the Commonwealth of Virginia the four hundred and ninth.

A *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Hinkle, to approve the Proclamation, as above, recognizing September 17-23, 2016 as Constitution Week to remind citizens of the importance of the document.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce.

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

2 - Charlotte Stover and Judy Robertson addressed Council regarding their concerns for a neighbor's children's safety and well being. They explained the police have been called to this residence many times and they thanked the police officers for an excellent job. However, they noted their frustrations over the small babies and children living in this residence being allowed to roam the neighborhood, unattended, both night and day. They expressed fear the children were going to get hurt or hit by cars and after multiple calls to Social Services and the landlord, nothing is ever done about the situation. They also reported a large number of vehicles going in and out of the street to and from this same residence in the four hundred block of Sixth Street. Additionally, they noted the condition of the home is atrocious, but their calls to the landlord go unanswered.

Mayor Lucas and Council Members stated they understood Mrs. Stover's and Mrs. Roberston's concerns and if there was anything else the Town could do to assist with the matter, they would take action. However, he noted in many cases the Town must rely upon the other agencies to take action, especially for the complaints involving the children.

Mayor Lucas and Council Members stated, if it was deemed appropriate, the Town could write the landlord a letter informing the owner of the condition of the property and the need for action.

Chief Davis noted his department is doing all they can to assist with the situation and they have notified social services several times regarding this matter. He noted they will continue to monitor the situation and requested the neighbors call the police anytime they see a problem.

Mrs. Stover and Mrs. Robertson reiterated the Shenandoah Police Officers have been excellent and very responsive to their calls, but felt the Social Services Department is lacking in taking care of these small children before they get hurt wandering the streets.

3 - Since they were present tonight and had experienced delays from last month, Mayor Lucas and Council Members agreed to discuss the subdivision of lot request from Theresa Comer at this time rather than wait until the correspondence section of the agenda.

Mrs. Comer stated she is trying to have this large lot subdivided off into two (2) lots to allow for them to be sold and new homes constructed there.

Mayor Lucas read the Planning Commission's recommendation to approve this subdivision of lots request as it met all the requirements under the Town Code.

Councilman Jenkins inquired as to what size the adjacent lots are in this area?

Councilman Comer stated the adjacent properties had not been broken into lots yet.

There being no further discussion or questions, a **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Comer, to concur with the Planning Commission and approve the subdivision of lot request for Theresa Comer on property identified by tax map number 102A1-

(A)-8 lot 32, located on Central Avenue, as presented.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce.

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

Mayor Lucas noted he would need the original survey plat for his signature and then they could record the new deeds dividing this property into two (2) lots.

Mrs. Comer noted she would get the original survey to the Town Hall and she thanked Mayor Lucas and Council Members for their decision and time.

AUGUST 9, 2016, REGULAR MEETING MINUTES:

(Clerk's Note: The August 23, 2016, meeting was not held due to a lack of a quorum.)

A *Motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on August 9, 2016, as presented.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce.

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

APPROVAL OF BILLS:

There being no questions, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **September 13, 2016**, in the **Combined Accounts Disbursement Warrants #34876-34966** in the amount of **\$185,950.08**.

Members Roll Call Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce.

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

TREASURER'S REPORT: Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for September 9, 2016. (Clerk's Note: The Treasurer is on vacation and the reason the report is dated a few days before the meeting.)

A *Motion* was made by Councilman Comer, *seconded* by Councilman Fox, to approve the September 9, 2016 Treasurer's report in the amount of \$1,275,661.56, as read.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce.

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

CORRESPONDENCE

Item # 1 – Mayor Lucas and Town Council Members received a letter from the Planning Commission recommending the consolidation of lots request from the Gloria Jean Dovel Estate for Robert Gochenour be approved as presented.

Councilman Fox inquired about the location of this property?

Mayor Lucas explained it is on the right hand side of Maryland Avenue and are the vacant lots between Eighth and Ninth Streets.

There being no further questions, a *Motion* was made by Vice Mayor Kite, *seconded* by

Councilman Jenkins, to concur with the Planning Commission and approve the consolidation of lots request from the Gloria Jean Dovel Estate for Robert Gochenour, on property identified by tax map numbers 102A4-(1)-8 lots 5 thru 8, as presented.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce.

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

Item # 2 – Mayor Lucas and Town Council Members received a memorandum from Treasurer Breeden regarding payment for the new police vehicle recently ordered. She noted the Council previously approved purchase of the vehicle and using \$9,500 from the sale of the Unimog, leaving a balance of \$16,381, which is due now.

There being no questions, a **Motion** was made by Councilman Jenkins, **seconded** by Councilman Fox, to authorize transferring \$16,381 from the General Capital Improvement Checking Account to the General Fund Checking Account to pay the balance due on the 2016 Dodge Charger for the Police Department.

Members Roll Call Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce.

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

Item # 3 – Mayor Lucas and Town Council Members received a memorandum from Chief Davis indicating the need for Joyce Fluharty to attend a Records Management Software Seminar to learn more about the recently purchased police software. The seminar is being held October 25-27, 2016, in Myrtle Beach, SC.

Mayor Lucas and Council Members noted their appreciation of Mrs. Fluharty's willingness to

attend this seminar, which will be very beneficial in completing the required police reports and learning more about the new software.

There being no further comments, a **Motion** was made by Councilman Jenkins, **seconded** by Councilman Hinkle, to authorize Joyce Fluharty to attend the Records Management Software Seminar on October 25-27, 2016, in Myrtle Beach, SC, and to pay for or reimburse for seminar costs, meals, lodging and travel expenses.

Members Roll Call Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce.

VOTE: Unanimous in favor of motion.

Item # 4 – Mayor Lucas and Town Council Members received a thank you note from Choices for the Town sending a floral arrangement congratulating them on their new satellite office in the Town of Shenandoah, Page County. They noted Choices may be reached at 540-218-4028 or more information may be obtained at www.choicesofpagecounty.org.

Item # 5 - Mayor Lucas and Council Members received a memorandum from Assistant Town Manager Roudabush regarding the destruction of records, according to the regulations under the Virginia Records Management laws.

Mayor Lucas stated a copy of all the records to be destroyed were in the packets for Council's review and are being destroyed according the regulations.

There being no further comments, a **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Jenkins, to authorize the destruction of Town records, as presented.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce.

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

Item # 6 – The Town received a request from the Page County High School Robotics Team requesting the Town consider a donation to help support their upcoming competition.

Mayor Lucas noted the Town donated a \$100 for their previous competition and there are funds in the current budget under the scholastic line item for this type of request.

A **Motion** was made by Councilman Comer, **seconded** by Vice Mayor Kite, to authorize a donation in the amount of \$100 to the Page County High School Robotics Team for their upcoming competition.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce.

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

Item # 7 - The Town received a letter from Town Attorney Blatt regarding the proposed Short Term Ordinance. Mr. Blatt advised Council to remove the regulation for loitering in the proposed ordinance, as it has already been ruled unconstitutional in other cases. He provided those case studies for Council's review.

Following a brief discussion, a **Motion** was made by Councilman Hinkle, **seconded** by Vice Mayor Kite, to delete the portion of the proposed Short Term Rental Ordinance regarding loitering, and to authorize a joint public hearing to potentially adopt this ordinance into the Town Code.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce.

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

Item # 8 - Mayor Lucas and Council Members received a memorandum from Town Manager Dovel indicating Trey Pendleton passed his Waterworks IV Operator License and is now eligible for a five percent (5%) salary increase.

Therefore, a **Motion** was made by Councilman Fox, **seconded** by Councilman Comer, to authorize a five percent (5%) salary increase for Trey Pendleton, effective with the next payroll, for receiving his Waterworks IV Operator License.

Members Roll Call Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce.

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

Item # 9 - The Town received information regarding the newly resurfaced tennis courts. All the resurfacing work was funded by the Town and completed by the volunteers from the Page Valley Community Tennis Association. Mayor Lucas and Councilman Hinkle attended the Grand Re-opening of the Tennis Courts and noted the volunteers did an excellent job.

The Page Valley Community Tennis Association provided ideas they have for using the courts for multi-purposes, installing a backboard, and presented a plan for a third court that would allow them to host home games for Page County High School Tennis. The new court would be located on the hill behind the shelter at Wig-Wam Village Playground.

Following a brief discussion, it was the consensus of the Council the Page Valley Community Tennis Association if they pursued their own funding, there is no objection to them placing a third court to allow for high school tennis matches to be held in Shenandoah.

A **Motion** was made by Councilman Jenkins, **seconded** by Councilman Hinkle, to authorize the Page Valley Community Tennis Association to use the tennis courts for multi-purpose games, construct a new court whenever funds are raised by the group, and install a backboard.

Members Vote was as follows:

YEA: Vice Mayor Kite

NAY: None.

Councilman Comer
Councilman Fox
Councilman Hinkle
Councilman Jenkins

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce.

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

Item # 10 - Mayor Lucas and Council Members received a letter from Congressman Goodlatte noting the post office installed a drive up mail collection box on First Street. Mayor Lucas and Council Members thanked Congressman Goodlatte for his assistance in having this drive up mail collection box installed to assist elderly and handicapped for their outgoing mail.

Item # 11 - The Town received a thank you letter from the Shenandoah Valley Soil & Water Conservation District for the Town's donation to their organization. More info may be found at www.svsxcd.org

Item # 12 - Chief Davis provided the August 2016 Police Report for review.

Item # 13 - Received the August 2016 Town Website Report from Joyce Fluharty for review. There were 10,904 total page views for August and 4,943 unique visitors to the site. The Businesses link was the most popular page visited, followed by the Events/Calendar Page. More info at www.TownOfShenandoah.com

Item # 14 - Mayor Lucas and Council Members received the August 2016 Town Vehicle Gasoline Log for review.

Item # 15 - Mayor Lucas and Council Members received information regarding the First (possibly Annual) Scarecrow Contest. Businesses are encouraged to enter and display their business themed scarecrow at their business. Entry forms, with the complete **rules**, may be obtained at the Town Computer Center, 411 Second Street, Shenandoah, VA or Call 540-652-8773 for questions. Also, see www.TownOfShenandoah.com.

Item # 16 - Mayor Lucas and Council Members authorized the 2nd Annual Holiday Ornament Contest. The ornaments should be train themed and hand crafted by adults only. The ornament can be no larger than six (6) inches in any dimension and not too heavy to allow it to hang on a tree. The material is the artisans choice. The winner will be chosen by the Town Council and the winning ornament will be displayed on the tree in the Governor's Executive Mansion in Richmond. The remaining ornaments will be displayed on a tree at Town Hall. Contest is open to Shenandoah and nearby residents. Complete rules and entry forms are available at Town Hall, 426 First Street, Shenandoah, VA.

Item # 17 - The Town received a thank you letter from Combat Veterans Motorcycle Association, Chapter 27-2 for the Town's assistance with their 5th Annual Bull Run III Benefit

Motorcycle Ride from Manassas to the Town of Shenandoah on July 23, 2016. They were very appreciative of the exceptional work by Corporal Rodney Hensley and K-9 Officer Jeff Courtney who ensured they rode safely through Town en-route to the Shenandoah VFW.

Item # 18 - Mayor Lucas and Council Members received a thank you card from the family of Merle Manuel for the Towns memorial donation.

Item # 19 - The Town received information regarding the Evening with the Stars in celebration of Lord Fairfax Community College's 10 years in Page County. This event, held on September 15 at the Luray Caverns Burner Barn, is also a fundraiser for the college foundation. More information is available at www.lfccfoundation.org

Item # 20 - Received a flyer for a free Outdoor Movie Night to be held on September 17 at Mt. Carmel Athletic Fields, near the school. The free movie, popcorn and drink are sponsored by the Page Alliance for Community Action and the Page County Sheriff's Department.

Item # 21 - Mayor Lucas and Council Members heard there is a vacancy on the Page County Water Quality Advisory Committee to represent the Town. Council agreed to appoint either Rodney Turner or Betty Gochenour to serve as the Town's representative on the Water Quality Advisory Committee, if either of them are willing to accept this volunteer position. (Clerk's Note: Betty Gochenour agreed to accept this volunteer position.)

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Comer and Jenkins)

Committee Chairman Kite reported the public works department installed a new water line on Sixth Street.

Following reports of low water pressure and air in lines in several areas of Town, Council requested a work order to have the Public Works Department investigate this matter to determine the cause. (Clerk's Note: A major water leak was later discovered in Big Gem Park, which was causing the problems in the system.)

Mayor Lucas and Council Members reviewed a proposal received from an engineering firm to study 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. Council decided to table this project now and noted they will review other options since Page County GIS has already mapped the entire water and sewer system for the Town, which would assist the Town in this process. They may consider an independent contractor to assist with the program needed to complete this work. Surrounding Towns will be contacted to determine if they have the same needs for water system study and would consider sharing in the cost of purchasing the needed program.

STREETS & PUBLIC PROPERTY

(Chairman Kite and Councilmen Comer and Hinkle)

Councilman Fox stated the Town may have to hire additional part-time employees or something next year to maintain the mowing from curb to curb, especially along Route 340 and 602 in Town. He stated VDOT was very little help in keeping these areas mowed and the Town needs to ensure it is done regularly to keep the Town looking nice.

Chief Davis reported trustee inmate labor is available through the Sheriff's Department, but the Town needs to provide transportation, equipment, and meals for the workers.

Mayor Lucas stated he would inquire if the Town has enough weed-eaters and equipment needed and help determine a plan for the next mowing season.

Councilman Fox stated the Town has a leash law and all dogs are required to be contained on your property or on a leash whenever they are off your property. Chief Davis noted the Animal Control Officer will be called for animals off property without a leash and/or tickets will be issued.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Chief Davis commended his officers for the excellent job they are doing for the Town.

He then reported the problems being experienced by neighbors, who spoke earlier tonight, on Sixth Street have been an on-going issue for his department. He noted they have responded to every call and made calls of their own to social services regarding the problems at this particular house. He stated his officers and the school system all have made numerous calls to social services regarding the welfare of the children living here. He stated short of assigning an officer to this location for approximately a month working through all the state and local regulations, there really is not much more they can do at this point.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Vice Mayor Kite noted the August 2016 Budget Reports were received for review.

PARKS & RECREATION

(Chairman Comer and Councilmen Pierce and Jenkins)

The following was reported under Parks and Recreation News: Noted use of the river has increased over the years and many people are fishing and boating; Authorized a fishing tournament for children of Disabled Veterans at Big Gem Park in the near future. The group in

charge will stock the pond with farm-raised fish prior to the tournament.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Comer and Pierce)

Mayor Lucas and Council Members received information from the meeting on August 26, 2016, with representatives from the Small Business Development Center, Town business owners, and Town and County representatives to discuss economic development issues in Shenandoah. There was discussion regarding the assets and needs for businesses and industry in Town. There is the possibility of more meetings in the future.

Mayor Lucas and Council Members noted although funding is always a major concern for upgrades needed, there is still hope even small things can make a difference. The meeting in August with local business owners and representatives with the Small Business Development Center leading the discussions, seemed to bring the business owners together.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Following questions, Mayor Lucas stated the Columns Apartments has been sold and is being renovated by the current owner. This may be a location that could be nominated for a Community Enhancement Award in the future.

PERSONNEL

(Chairman Pierce and Councilmen Hinkle and Jenkins)

There was nothing further to report during this period.

POLICE REPORT

There was nothing further to report during this period.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

Councilman Comer stated there is a need for the bridge over the Shenandoah River to be repaired as quickly as possible to allow for continued operations of businesses in Town that require a higher weight limit on the bridge. VDOT recently lowered the weight limit on this bridge.

Councilman Comer also noted, if Council desired, he has a contact that may assist the Town in requesting VDOT to explore relocating the bridge since the weight limit has been lowered now

and the height limitations on the railroad tunnel at the current location also makes it difficult for large trucks to enter Town.

Mayor Lucas and Council Members authorized Councilman Comer to get in touch with his consultant and determine if he would be willing to assist the Town in this regard.

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

Mayor Lucas noted the Valley Banner Reporter Caleb Soptelean will be relocating to another state for an editor's position. Everyone noted he had been a fair reporter to the Town and they wished him well in his future endeavors.

ADJOURN

There being no further discussion, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to adjourn the meeting at 9:02 p.m.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Pierce

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

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Juanita Roudabush, MMC