

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
MARCH 14, 2017**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, March 14, 2017, 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 Lynn Fox; Dave Hinkle; Charles Jenkins; I. Michael Lowe; 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; David Wade; and Robert Warren.

Media Representatives: Dixie Tate, **The Page News & Courier.**

RECEIVING OF VISITORS

Mayor Lucas presented the March 2017 Community Enhancement Award to Dominion Worldwide Ministries for a home they own at 811 Maryland Avenue. The home was completely remodeled on the exterior and interior and has new landscaping too. Mayor Lucas thanked the church representatives present for their investment in our community and noted the improvements have made great enhancements to the neighborhood.

Pastor David Wade accepted the award on behalf of Dominion Worldwide Ministries. He noted they plan to have a family living in the home soon and it is hoped they, along with the newly remodeled home, will be a positive impact on the community. He thanked Mayor Lucas and Council Members for the award and noted they would like to remodel additional homes in the community in the future.

FEBRUARY 28, 2017, REGULAR MEETING MINUTES:

A *Motion* was made by Councilman Fox, *seconded* by Vice Mayor Kite, to approve the *Regular Meeting Minutes* held on February 28, 2017, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite

NAY: None

Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

APPROVAL OF BILLS:

There being no questions, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve the bills, dated **March 14, 2017**, in the **Combined Accounts Disbursement Warrants #35377-35411** in the amount of **\$74,721.53**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
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 March 14, 2017.

A *Motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the March 14, 2017 Treasurer's report in the amount of \$1,315,452.58, as read.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.
ABSENT: None.
VOTE: **Unanimous in favor of motion.**

CORRESPONDENCE

Item # 1 – Mayor Lucas read a memorandum from Treasurer Breeden requesting permission to add the Assistant Town Manager as another signatory to the Town’s checking account and certificates of deposit. The accounts require two (2) signatures. Currently the Mayor, Town Manager, and the Treasurer are the only authorized signatures.

There being no questions, a **Motion** was made by Councilman Lowe, **seconded** by Councilman Jenkins, to authorize adding the Assistant Town Manager as another signatory to the Town’s checking account and certificates of deposit.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.
ABSENT: None.
VOTE: **Unanimous in favor of motion.**

Item # 2 – Mayor Lucas read the following Resolution in Recognition of Shenandoah Resident Mary Sprowls 101st Birthday on March 15, 2017:

**RESOLUTION IN RECOGNITION OF THE 101st BIRTHDAY OF
SHENANDOAH RESIDENT MARY SPROWLS**

WHEREAS, Mary J. Sprowls was born March 15, 1916, in East Finley township, Pennsylvania, to Fredrick Franklin Chase and Cassandra E Grandon Chase, and she moved to Shenandoah, Virginia when she was 100 years old; and

WHEREAS, Education was important to her and she graduated from Lagonda Grade School, in Lagonda, Pennsylvania; and

WHEREAS, She was the dedicated wife of Harold R. Sprowls from April 20, 1936 until his passing in 1999, and during this time became a loving mother of five children, with only two of

them still living. Her family now includes 17 grandchildren, 52 great grandchildren, and 16 great-great grandchildren; and 1 great-great-great-grandson.

WHEREAS, She was a housewife for many years, later she was also employed cleaning houses for others; following that she became an Ordained Minister.

WHEREAS, She is an accomplished Co-Pastor and a faithful member of Roadside Chapel. She was a dedicated servant of the church for 49 years and many other civic organizations, and we as a community are glad to welcome her; and

WHEREAS, We the Town Council, in the regular Town Council Meeting on March 14, 2017, voted in a unanimous way, now,

BE IT RESOLVED, That the Mayor and Town Council of the Town of Shenandoah recognize the positive impact Mary J. Sprowls has had on us, her fellow Americans by raising a great family, and contributing to her community through her faith and her service, and we congratulate her on her 101st Birthday March 15, 2017.

A **Motion** was made by Councilman Fox, **seconded** by Councilman Lowe, to adopt the Resolution for Mary Sprowls 101st Birthday, as read.

Members Vote was as follows:

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

ABSENT: None.

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

Mayor Lucas noted the resolution will be framed and presented to Mrs. Sprowls at the next Council meeting.

Item # 3 – Mayor Lucas read the following Resolution in Recognition of Disability Awareness Week for April 8-14, 2017, as follows:

PROCLAMATION OF disABILITY AWARENESS WEEK 2017

WHEREAS, the United States Congress enacted the Americans with Disabilities Act in 1990, prohibiting discrimination against people with disabilities in employment, public

accommodations, transportation and telecommunications; and

WHEREAS, the Commonwealth of Virginia enacted the Virginians with Disabilities Act in 1985 to assure equal opportunity to persons with disabilities in the Commonwealth, and it is the policy of this Commonwealth to encourage and enable persons with disabilities to participate fully and equally in the social and economic life of the Commonwealth and to engage in remunerative employment; and

WHEREAS, people with disabilities often overcome common misunderstandings about their circumstances and make valuable contributions to their families and communities; and

WHEREAS, disability is a natural part of the human experience, and individuals with disabilities deserve the same rights as their peers to live independently, enjoy self-determination, make choices, contribute to society and participate fully in the American experience; and

WHEREAS, the community plays a central role in enhancing the lives of people with disabilities, and people with disabilities benefit from having a network of supportive friends and family, accommodating employers and community leaders who are aware of the needs and abilities of people with disabilities; and

WHEREAS, millions of people in the United States have disabilities, and we all must make a conscious effort to discover their functional abilities and to remove the barriers met in their effort to acquire independence; and

WHEREAS, it is the goal of Access Independence, Inc., to involve the community in all aspects of disability Awareness Week and establish an atmosphere that supports awareness and education of on-going initiatives to enhance public understanding of, and appreciation for, abilities possessed by those of use who experience life with disabilities.

NOW, THEREFORE, we the Mayor and Town Council do hereby proclaim April 8-14, 2017, as “Northern Shenandoah Valley disability Awareness Week 2017” and we call this observance to the attention of all of those people who live in the Town of Shenandoah to work together to raise awareness and understanding of the abilities of people with disabilities.

Passed and adapted by the Council of the Town of Shenandoah, Virginia, on March 14, 2017, by a unanimous affirmative vote of all members present.

A *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to adopt the Resolution recognizing April 8-14, 2017, as Disability Awareness Week, as read.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

Item # 4 – Mayor Lucas and Council Members received the February 2017 Website Statistics, which indicated there were 14,834 total page views and 7,558 unique visitors. Google was the most popular search engine bringing people to the Town’s website and the events calendar was the most popular page visited. www.TownOfShenandoah.com

Item # 5 – Mayor Lucas and Council Members received the February 2017 Town Vehicle Gasoline Log for review.

Item # 6 – Chief Davis presented the February 2017 Police Report for review. He also included the February Police Vehicle Gasoline Log for review, as well.

Item # 7 – The Town received the 2016 Annual Project XL Permit Progress Report for operations at the Merck Plant in Elkton, indicating their emissions were considerable less than the currently allowed amount.

Item # 8 - Council reviewed a donation request for the Caverns Shrine Club’s Voices for the Children competition that is a fundraising event showcasing local talent. All proceeds will be donated to the Shriner’s Hospitals for Children. Patron donations of \$100 - \$500 are being accepted to assist this cause. Council agreed to review the budget and determine if there are funds available for this donation at the next meeting.

Item # 9 – Mayor Lucas and Council Members received thank you letters from Choices of Page County and PCHS After Prom for the Town’s donations to these organizations.

Item # 10 – The Town received flyers to post regarding the Cooter’s Last Stand event being planned for July 29-30, 2017 at Cooter’s of Page County, located on US Hwy 211 in Luray.

Item # 11 – Mayor Lucas read the Ordinance for the 2017 Personal Property Tax Rates as follows:

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT
AND ESTABLISHING THE TAX RATE FOR 2017
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:

1. 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, 2017, shall be used by the Town of Shenandoah for 2017 Corporation Tax purposes.
2. The Tax Rate assessed for 2017 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

There being no questions, a *Motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to adopt the Ordinance setting the 2017 Personal Property Tax Rate, the same as last year, at \$.40 per hundred for personal property and machinery and tools and \$25 per vehicle license fee with the exception of motorcycles, which are \$15 per vehicle license fee.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite

NAY: None

Councilman Fox
Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

Item # 12 - Mayor Lucas read the Ordinance for the 2017 Real Estate Tax Rates as follows:

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT
AND ESTABLISHING THE TAX RATE FOR 2017
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:

- 2. The dollar assessment values established by the Commissioner of the Revenue of Page County, Virginia for Real Estate owned as of January 1, 2017, shall be used by the Town of Shenandoah for 2017 Corporation Tax purposes.
- 3. The Tax Rate assessed for 2017 will be:

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

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

There being no questions, a *Motion* was made by Councilman Fox, *seconded* by Vice Mayor Kite to adopt the Ordinance setting the 2017 Real Estate Tax Rate, the same as last year, at \$.31 per hundred for real estate and mobile homes.

Members Roll Call Vote was as follows:

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

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Committee Chairman Kite stated applications were received for water and sewer connections for two (2) new homes on Second Street.

Therefore, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Jenkins, to approve water and sewer connections for James Shifflett on Second Street for a new home to be constructed in the block between Maryland Avenue and Shenandoah Avenue.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas and Councilman Pierce.

ABSENT: None.

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

Councilman Pierce stated he previously owned the lots that Mr. Shifflett purchased and he felt the need to abstain from these votes.

A ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Jenkins, to approve water and sewer connections for Shane Rickel on Second Street for a new home to be constructed also in the block between Maryland Avenue and Shenandoah Avenue.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas and Councilman Pierce.

ABSENT: None.

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

Committee Chairman Kite then noted there are several obstacles to extending the sewer and water to service 11 potential new homes on Wahnona Avenue (currently undeveloped portion). One of the main obstacles is the slope of the land in this area and it appears the only way to have sewer at this location is through pumps. Additionally, he explained there is a power pole located in the middle of where the new street is and would need to be relocated. If pumping stations are required for new homes on Wahnona Avenue, there was a concern for potential smells and where they could be installed. Council agreed to ask the Town Manager to begin contacting engineers to determine the feasibility and estimated cost of extending sewer to this area at this time.

STREETS & PUBLIC PROPERTY

(Chairman Kite and Councilmen Fox, Hinkle and Lowe)

There was nothing further to report during this period.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Following questions, Chief Davis reported the Town, County, and State have been even more proactive in their work to combat illegal drug use in the community. Several arrests have been made and more are expected in the future.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Committee Chairman Pierce reported the February 2017 Budget Reports were received for review. He noted the Town Budget for the upcoming fiscal year is balanced and will be advertised for public hearing. Following questions, he stated the Town employees are expected to receive a three-percent (3%) salary increase this year with a small one-time bonus, as well.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Committee Chairman Jenkins reported a final price quote was received from Grace Custom Buildings for a new restroom at Big Gem Park. He noted the quote was higher because the town added a baseboard electric heater to allow for the building to be used during the winter events held here. The final quote was for \$7,100 or \$7,450 if they also paint the building.

Following a brief discussion, a *Motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to authorize Mayor Lucas to sign the contract with Grace Custom Buildings, LLC, in the amount of up to \$7,450, to construct the new restroom building at Big Gem Park, as presented on the contract.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

It was noted the Town will save the monthly portable toilet fees since they can be removed after this new restroom building is complete. The eventual plans include constructing a permanent restroom at Wig-Wam Village for use there and for the tennis court users too.

Committee Chairman Jenkins then reported the following Parks and Recreation News: Will obtain new signage for hiking and biking trail maps to be displayed at Big Gem Park for visitors; Will obtain a new sign for the gate at Big Gem Park when the park is closed for weather; Will obtain 2 price quotes to have the River Park walking trail resealed.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT (Chairman Jenkins and Councilmen Lowe and Pierce)

Committee Chairman Jenkins reported the Town received information and passed it on to local businesses for a state program for a jobs grant for those who qualify in certain types of manufacturing and business.

Following a discussion, it was noted the Town will set up an outreach program for local businesses to stay better in touch with their needs.

Mayor Lucas and Council Members then discussed the 7-Eleven seems to be flourishing under the new management. They have only received positive comments for the changes being made in the store.

COMMUNITY SERVICE (Chairman Kite and Councilmen Jenkins and Pierce)

A *Motion* was made by Vice Chairman Kite, *seconded* by Councilman Hinkle, to award the April 2017 Community Enhancement Award to Riverbank Apartments at 620 Maryland Avenue.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox

NAY: None

Councilman Hinkle
Councilman Jenkins
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

This plaque will be presented to the owners at the next Council meeting.

PERSONNEL

(Chairman Pierce and Councilmen Hinkle and Jenkins)

Committee Chairman Pierce stated Town Manager Larry Dovel submitted his retirement notice, after 41 years of full-time employment with the Town. His notice is effective March 31, 2017.

A *Motion* was made by Councilman Pierce, *seconded* by Councilman Hinkle, to accept the retirement notice of Larry Dovel, effective March 31, 2017, and to promote Juanita Roudabush to Town Manager, effective April 1, 2017, at a salary of \$65,000 per year.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

Committee Chairman Pierce stated Mrs. Roudabush would also continue to serve as the Town Clerk until a new person could be hired for this job.

Committee Chairman Pierce stated the new person hired as Clerk will have the main responsibilities of assisting customers, take and type minutes for meetings, attend and work events representing the Town, oversee records management, and Freedom of Information Act requests, etc. A full job description is available at Town Hall with the deadline to apply set at March 31, 2017. He explained it is hoped the new person could begin the duties, effective May 1, 2017.

A **Motion** was made by Councilman Pierce, **seconded** by Councilman Lowe, to authorize advertising for a Town Clerk with a starting salary of \$18,000, which includes paid health insurance, paid holidays, and vacation.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

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 requested permission to order a plaque for Terri Dovel, who is a long-time volunteer for the Shenandoah Recreation League. He noted the recreation league plan to honor her at the opening day ceremony's this year and he would like to also present an award from the Town at this same time.

Therefore, a **Motion** was made by Councilman Jenkins, **seconded** by Vice Mayor Kite to award a plaque of appreciation of service to Terri Dovel for her many years as a volunteer with the Shenandoah Recreation League.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

FOR THE GOOD OF THE TOWN

Mike Uram stated the Mayor and Town Council did an excellent job on the budget for the upcoming fiscal year. He noted though no one likes increases in taxes, they are sometimes necessary to plan for future upgrades of aging water and sewer equipment. He also noted new technology in the water and sewer equipment is astounding as to what all it can do now. (Note: Council did not increase any taxes or fees in the upcoming fiscal year budget, but concluded this may be something that will have to be done in future years to maintain required equipment and standards with the regulatory agencies.)

ADJOURN

There being no further discussion, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 8:17 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: None.

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

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Juanita Roudabush, MMC