

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
APRIL 25, 2017**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, April 25, 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 (arrived at 7:010 p.m.); Dave Hinkle; Charles Jenkins; and Richard Pierce.

Council Members absent were: I. Michael Lowe.

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

Citizens present were: Luray-Page Chamber President Gina Hilliard; Mike Uram; and two (2) Page County High School Government students.

Media Representatives: None.

RECEIVING OF VISITORS

Luray-Page Chamber of Commerce President Gina Hilliard presented the following updates:

With almost 400 members, the Chamber staff has been very busy making visits and promoting the members businesses; for the 7th consecutive year, the Chamber won the VTC Grant with this year's \$25,000 designated for their marketing campaigns; they have participated in many ribbon cuttings for grand openings and anniversaries, including Mamma Mia's 20th Anniversary celebration; they have held many other special events and regular meetings too; their tourists counts are up for walk-ins, call-ins, downloads, and mail out of the visitor's guides, their website traffic continues to increase with 40,000 web visitors; over 100 students recently attended the Chamber sponsored Job Fair; Shenandoah's 20th Anniversary Festival and Parade in honor of Memorial Day will be featured in an upcoming radio show and the Town is paying the small fee for the brochures of the event to be included in the Chamber Newsletter, which is mailed to almost 400 business members, the Chamber will have an entry in the parade too; Outdoor Movies are planned in Shenandoah, Stanley, and Luray beginning with the one in Shenandoah on June 24th, the movie will be shown on a large 26 foot screen and will be free. Each attendee will also receive a free popcorn and drink and there will be kid/family vendors prior to the movie being shown. The entire event is free thanks to many generous sponsors.

Mayor Lucas and Council Members thanked President Hilliard for the updates and noted their

appreciation for all their work in the Town of Shenandoah and on behalf of Page County.

APRIL 11, 2017, PUBLIC HEARING AND REGULAR MEETING MINUTES:

A *Motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, to approve the *Public Hearing Minutes* held on April 11, 2017, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Lowe.

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

A *Motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to approve the *Regular Meeting Minutes* held on April 11, 2017, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Lowe.

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

APPROVAL OF BILLS:

Councilman Jenkins inquired about warrant number 35485 for a hydrant relief valve.

Town Manager Roudabush stated it was for a new relief valve for the fire hydrant on Back Road and will be used the next time they drain the water tank for cleaning. It is hoped this will relieve the low water pressure problems experienced by residents in this area previously.

Councilman Fox inquired about warrant number 35487 and asked if that would be the last repair for this vehicle?

Chief Davis stated they will have one more invoice and it should be repaired and used as a spare car now.

Mayor Lucas inquired about two (2) invoices from two (2) different companies for the exterminating work done at Town Hall and the Police Department.

Chief Davis stated they spray all stories at his office building, including the basement, and this is the reason the invoice is higher than Town Hall. Also, another reason for the price difference is the Town Hall is sprayed monthly and the Police Department and Computer Center are sprayed quarterly.

There being no further questions, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Jenkins, to approve the bills, dated **April 25, 2017**, in the **Combined Accounts Disbursement Warrants #35475-35538** in the amount of **\$129,704.66**.

Members Roll Call Vote was as follows:

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

ABSENT: Councilman Lowe.

VOTE: Unanimous in favor of motion.

TREASURER'S REPORT: Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breedon, for April 25, 2017.

A ***Motion*** was made by Councilman Fox, ***seconded*** by Councilman Vice Mayor Kite, to approve the April 25, 2017 Treasurer's report in the amount of \$1,169,999.97, as read.

Members Vote was as follows:

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

ABSENT: Councilman Lowe.

VOTE: Unanimous in favor of motion.

CORRESPONDENCE

Item # 1 – Mayor Lucas read a memorandum from Treasurer Breeden requesting Council adopt the Fiscal Year Budget for 2017-2018 in the amount of \$2,183,913. The public hearing was held on April 11, 2017.

There being no questions, a **Motion** was made by Councilman Pierce, **seconded** by Councilman Fox, to adopt the Fiscal Year Budget for 2017-2018 in the amount of \$2,183,913, as presented.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Lowe.

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

Item # 2 – Mayor Lucas stated the Town received one bid for each surplus vehicle that had been advertised for sealed bids. Wayne Dovel bid \$152.50 for the 1987 Dodge Pickup and \$401.50 for the 1990 Chevy Pickup. Odell Dovel bid \$300 for the 1987 GMC Dump Truck for parts.

Following a brief discussion, a **Motion** was made by Councilman Jenkins, **seconded** by Councilman Fox, to accept the bid of \$401.50 from Wayne Dovel for the 1990 Chevy Pickup.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Lowe.

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

Following a brief discussion, a **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Pierce, to accept the bid of \$300.00 from Odell Dovel for the 1987 GMC Dump Truck for parts.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Lowe.

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

Following a brief discussion, it was the consensus of the Council to hold onto the 1987 Dodge Pickup for a while longer and reject the bid received for it.

Therefore, a **Motion** was made by Councilman Jenkins, **seconded** by Vice Mayor Kite, to reject the bid of \$152.50 from Wayne Dovel for the 1987 Dodge Pickup.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Lowe.

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

Item # 3 – Mayor Lucas and Council Members reviewed a copy of an article from Virginia Town & City regarding revitalization of communities from the Shenandoah Vision and Economic Team. Mayor Lucas stated the team members are almost at the point of holding community meetings to enlist the assistance of volunteers to begin work on specific topics to help grow the Shenandoah community for business and citizens benefit. More details will follow whenever the dates are set for the meetings.

Item # 4 – Mayor Lucas and Council Members received an invitation to the Annual Spring Dinner from the Northern Shenandoah Valley Regional Commission to be held on May 18th at 5 p.m. at Lord Fairfax Community College in Middletown.

Item # 5 – Mayor Lucas and Council Members received notice of the free community wellness and healthy living event to be held on Sunday, April 30th from 1 until 4 p.m. at the Stanley SDA School Gymnasium. Free health screenings, information on food and cooking, allergies, hearing

loss, and sleep apnea will be presented.

Item # 6 – Mayor Lucas and Council Members received a thank you card from Christi Reisinger for the Town sending a dish garden for her new business Custom Touches, which is located in the old mill building at 507 First Street. Custom Touches does window treatments, blinds, and upholstery work. Contact them today at: 540-820-5548 or customtouchesbyChristi@gmail.com

Item # 7 – Mayor Lucas and Council Members received a thank you card from Boy Scout Troop 8 for the Town's donation to their organization.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Committee Chairman Kite stated everyone received the Annual Drinking Water Quality Report for 2016. The report provides valuable information about the Town's drinking water quality. The report indicated the Town is in full compliance with all water quality, monitoring, and reporting requirements, and no violations occurred in 2016. This report is available at www.TownOfShenandoah.com under the Water Quality Report tab on the homepage or by calling Town Hall at 540-652-8164 to receive a paper copy by mail.

Following a brief discussion, a **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Fox, to approve water and sewer connections for Steve Good for a new home on lot 36 of the Forest Knolls Subdivision.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Lowe.

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

Following a brief discussion, a **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Pierce, to approve water connection for William Vaughan for an existing home at 429 Eleventh Street.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Lowe.

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

Town Manager Roudabush reported Mr. Lucke was having new concrete poured near his garage and reported a water leak. It was not a water leak, but rather either ground water drainage or drainage from old cistern on the property. However, during the search for the water problems, the water meter was relocated for Mr. Lucke on Shenandoah Avenue. The old meter had been installed in the yard of this home, near the back door, and the new meter now sits at the street.

Councilman Fox reported he is still having sporadic issues with low water pressure at his home and the neighbor down the street has also reported times of low water pressure, too.

Mayor Lucas noted this is something the Town will need to continue to monitor to determine the cause if possible.

STREETS & PUBLIC PROPERTY

(Chairman Kite and Councilmen Fox, Hinkle and Lowe)

Following questions, Town Manager Roudabush explained since the Good's were in Town doing the concrete work for Mr. Lucke, they also contracted with the Town and completed the sidewalk repairs on Seventh Street, down from the funeral home.

Town Manager Roudabush reported VDOT is expected to begin patch work on the streets in the near future, but we will have to request the use of Stanley's Street Sweeper, since VDOT's is not going to be available this year.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Chief Davis reported Crime Solvers has disbanded. This was an organization that helped law enforcement by offering rewards for information leading to arrests.

Chief Davis then requested permission to purchase a new cage for the canine unit. He noted the Town was offered a donated cage, but it was located out of state and when delivery expenses were calculated the new cage was only a few hundred dollars more. He noted there is the possibility donated funds will be received in the future to help offset the cost of the cage.

A **Motion** was made by Councilman Fox, **seconded** by Vice Mayor Kite, to authorize the purchase of a cage for the canine unit in the amount of \$2,000.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Lowe.

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

Chief Davis stated he would have the new car at the next Council meeting so everyone could see how nice it looks. He noted the oldest car now has just 58,000 miles, so he thinks his department should be okay for the vehicles for the near future.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

There was nothing to report during this period.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Committee Chairman Charlie Jenkins reported the following Parks and Recreation News: Clean the Bay Day was rained out, but the JMU Crew Club had previously collected 120 lbs of refuse as part of this event; adding electrical outlets at Veterans Park is being researched now; agreed to remove the shrubs from around the gazebo at Dog Park and stain the structures here; heard the pond fountain will be reinstalled soon, but they were hoping the new electrical boxes could be installed first.

Committee Chairman Jenkins stated a quote was received for the electrical work needed at the Big Gem Pond, gazebo, and flowerbeds in the amount of \$1,484. Following questions, he noted a local electrician could not be found to do the work.

Following a brief discussion, a **Motion** was made by Councilman Pierce, **seconded** by Vice Mayor Kite, to authorize \$1,484 to KD Electric for electrical work needed at Big Gem Park at the pond, gazebo, and flowerbeds.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Lowe.

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

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Committee Chairman Jenkins provided the following Economic Report: **Hopeful News:** A small light manufacturer of custom-made items is exploring a 2,000 square foot plant to be constructed on his industrially zoned land in Town. The company is currently located near northern Virginia and the owner has purchased a home in Shenandoah. He is now exploring relocating the business to our Town. The Enterprise Zone and other incentives were one of the deciding factors in the possible business relocation. He has obtained all information from the Town and County and is in the process of completing applications for water, sewer, zoning, building, and VDOT entrance permits. More details will be available if the applications are returned.; **Karen's Frozen Favorites is celebrating their 20th Anniversary in Town.** Details will follow soon as the events being planned, but one will be the anniversary ribbon cutting to be scheduled soon.; **The Shenandoah Economic/Vision Team Members (Volunteers)** are about to hold their last meeting and finalize details for a community meeting soon. They have decided two community meetings would be necessary and likely held on a weekday evening and a Saturday morning to try to garner volunteers from the community to work on the various categories they have outlined thus far. Notes from their last meeting are attached for everyone's review of the items this volunteer group has been working on in the past. Mayor and Council noted their appreciation to the Shenandoah Valley Small Business Development Center staff for facilitating these meetings and providing all the technical support. Additional thanks to the Page County Board of Supervisors for providing additional funding for the SBDC to do extra economic work in Page County; **Creation of a Technology Zone will be discussed again this year.** This would require public hearings to be included in the Town Code. Technology Zones would be located on commercial or industrially zoned properties where there is current development or the likelihood of future development. The incentives in a Technology Zone could be created on a case-by-case basis to meet the needs of a specific business.; **Reminder:** The Shenandoah Valley Small Business Development Center is ready to assist prospective and existing businesses. Most of their services are free and the contact information may be obtained at Town Hall. They have programs and ideas for the *struggling businesses* to the *entrepreneurs* or those just starting out in business.

He also noted the Town received invitations to the following Ribbon Cuttings: **May 3rd at 10 a.m.** - 5th Anniversary Ribbon Cutting of Syntelligent Analytic Solutions at 320 N. Hawksbill

Street in Luray; **May 6th at 10 a.m.** - Grand Opening for Cooter's Place in the Valley at 4768 US Hwy 211, with Tom Wopat and Shenandoah Jamboree performing in the evening.; **May 12th at 4 p.m.** Hawsbill Brewing Company at 22 Zerkel Street in Luray (Page County's first brewery).

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)

Committee Chairman Pierce reported the Personnel Committee interviewed four (4) great applicants for the Town Clerk position and it was a difficult choice to make, but they would like to recommend Council hire Sarah Dean with a six-month probationary period.

Therefore, a ***Motion*** was made by Councilman Pierce, ***seconded*** by Councilman Jenkins, to hire Sarah Dean as the Town Clerk, with a salary of \$18,000 per year, with full benefits.

Members Roll Call Vote was as follows:

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

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Lowe.

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

Councilman Fox stated the starting salary seemed low and wondered how a person could work full-time for those wages.

Councilman Jenkins reported the Town provides health insurance and it is fully paid for the employee, which is a huge benefit and expense to the Town, plus it is a good stable job for those passing their probationary period successfully.

Town Manager Roudabush explained the employees also have the retirement plan and paid holidays and vacations. Additionally, the majority of the work occurs Monday through Friday, and daylight hours, with the exception of Council meetings and some special events.

Councilman Hinkle stated the Town is fortunate to have long-term employees who seem to really

care about the jobs they do each day.

POLICE REPORT

There was nothing further to report during this period.

UNFINISHED BUSINESS

Vice Mayor Kite inquired about the status of the proposed extension of sewer to serve the lots on 11th Street?

Councilman Jenkins stated from his projections, it may not be feasible right now. He noted the Town could have a minimum of \$200,000 and that is if gravity feed is available. He explained it appears like it could be gravity fed, but there are some unknown portions too and this would require engineering to know for sure. Council did not take any action on whether or not to bid out for the engineering work needed.

The options of a pump station were discussed and it was noted Mr. Shifflett may have to give up one lot for the location of a pump station. It was also noted pump stations require ventilation and this could cause smells for the neighborhood at times.

In another matter, Council noted the E-911 Office previously requested and the Town approved an address change for a home with Coverstone Lane address, but the only driveway access is off Grandos Street. This was done for the safety of the residents and visitors at this address, especially since there have been issues with emergency services being able to find the property in the past.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush reported the 10th Street Water Tank inspection was all good and both tanks will be washed out again in 2018; the public works department has been extremely busy with spring time maintenance needs, and preparations for the 20th Annual Memorial Day Festival, in addition to their regular duties. Sheriff Cubbage has given the Town assistance with 2 inmate trustees, which has really helped the Town and saved a lot of money too.

Councilman Pierce stated the lease agreement has been finalized with the Post Office and the Town will purchase some gravel for the lot, but the Post Office will pay to have snow removed, in addition to the monthly lease fee of \$150.

MAYOR'S REPORT

Mayor Lucas stated he has received a request from the Shenandoah Recreation League to name one of the ballpark fields Cardin Field in memory of Roy Cardin who recently passed away. Mr. Cardin was heavily involved in the Shenandoah Recreation League and area sports for many years.

Following a brief discussion, it was noted the park name will remain the same Veterans Memorial Park, but Council is considering allowing one of the fields to be called Cardin Field. A decision should be made at the next Council meeting.

FOR THE GOOD OF THE TOWN

Mike Uram noted his appreciation for the Mayor and Council's work in Shenandoah. He stated he will attend the VDOT six-year plan meeting on Thursday, April 27 and he welcomed anyone from Shenandoah to attend with him. (Note: The bridge work needed in Shenandoah is supposed to be completed soon and is not part of the 6-year plan.)

ADJOURN

There being no further discussion, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Hinkle, to adjourn the meeting at 8:39 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Lowe.

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

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Juanita Roudabush, MMC