

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
May 9, 2017**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, May 9, 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 Dave Hinkle; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Councilman Lynn Fox.

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

Citizens present were: Mike Uram; Zach Williams; and Amy Williams.

Media Representatives: Dixie Tate, Page News & Courier.

RECEIVING OF VISITORS

There were no visitors present to speak during this period.

APRIL 25, 2017, REGULAR MEETING MINUTES:

A *Motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on April 25, 2017, as presented.

Members Vote was as follows:

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

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Fox.

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

APPROVAL OF BILLS:

Councilman Jenkins inquired about warrant number 35543 for the cleaning, repair, and welding of a large tank.

Town Manager Roudabush noted that it was for a large metal tank on one of the Town dump trucks that is used to wash the streets. .

Councilman Jenkins inquired about warrant number 35542 for the Virginia Department of Transportation.

Town Manager Roudabush stated that was for the land use permit to cut the road where water lines were installed on Eleventh Street.

Councilman Pierce inquired about a difference in warrants for entrance signs in the town.

Following a brief discussion, it was confirmed that the entrance sign on the south end of town is on a timer and uses less electricity.

There being no further questions, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to approve the bills, dated **May 9, 2017**, in the **Combined Accounts Disbursement Warrants #35539-35556** in the amount of **\$69,128.00**.

Members Roll Call Vote was as follows:

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

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Fox.

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

TREASURER'S REPORT: Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for May 9, 2017.

A ***Motion*** was made by Councilman Jenkins, ***seconded*** by Vice Mayor Kite, to approve the May 9, 2017 Treasurer's report in the amount of \$1,171,260.16, as read.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Fox.

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

CORRESPONDENCE

Item # 1 – Mayor Lucas read a proclamation for National Police Week 2017. National Police Week will be held May 15th-21st, 2017 to recognize the law enforcement officers serving in our community. The 29th Annual Candlelight Vigil to honor the officers killed in the line of duty will be held on May 13th, 2017 beginning at 8:00 PM at the National Mall in Washington D.C.. May 15th is designated as Peace Officers Memorial Day and U.S. flags should be flown at half staff to honor the fallen officers.

Proclamation for National Police Week 2017

To recognize National Police Week 2017 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Town of Shenandoah Police Department; and

WHEREAS, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries; and

WHEREAS, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

WHEREAS, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including officers killed in 2017 and the officers killed in previous years; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 28th Annual Candlelight Vigil, on the evening of May 13, 2017; and

WHEREAS, the Candlelight Vigil is part of National Police Week, which takes place this year on May 15-21, 2017; and

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half staff; and

THEREFORE, BE IT RESOLVED that the Shenandoah Mayor and Town Council formally designates May 15-21, 2017, as Police Week in Shenandoah Virginia, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Lowe, to adopt the proclamation as read.

Members Vote was as follows:

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

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Fox.

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

Item # 2 – Mayor Lucas read a proclamation for National Kids to Park Day. May 20th, 2017 will be a day to encourage your family to get outdoors and visit a neighborhood, state, or national park.

Proclamation for Kids to Parks Day 2017

WHEREAS, May 20th, 2017 is the seventh Kids to Parks Day organized and launched by the National Park Trust; and

WHEREAS, Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks; and

WHEREAS, it is important to introduce a new generation to our nation's parks; and

WHEREAS, we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus, hypertension and hypercholesterolemia; and

WHEREAS, Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and

WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and

NOW THEREFORE, We, the Mayor and Town Council of Shenandoah, Virginia do hereby proclaim to participate in Kids to Parks Day. We urge residents of Shenandoah to make time May 20th, 2017 to take the children in their lives to a neighborhood, state or national park.

A **Motion** was made by Councilman Pierce, **seconded** by Councilman Hinkle, to adopt the proclamation as read.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Fox.

VOTE: **Unanimous in favor of motion**

Item # 3 – Mayor Lucas read a memorandum from Councilman Pierce requesting that the Council authorize the hiring of Larry Dovel to work part time as the Assistant Town Manager.

Councilman Pierce noted that the Town does not currently have an Assistant Town Manager, and that Mr. Dovel will work with Mrs. Roudabush, as needed.

After a brief discussion, a **Motion** was made by Councilman Jenkins, **seconded** by Councilman Lowe, to hire Larry Dovel as Assistant Town Manager at \$20 per hour, as needed.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Fox.

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

Item # 4 – Mayor Lucas and Council Members reviewed the April 2017 Town Vehicle Gas Logs.

Item # 5 – Mayor Lucas and Council Members received an invitation to the Stanley Homecoming Parade held on July 1st, 2017 at 5:00 PM. The Town of Stanley also included an invitation to the reception for the Statewide Officials at the Stanley Fire Hall on July 1st, 2017 from 3-4 PM. RSVP's are due by June 16, 2017. Mayor Lucas requested everyone let Town Clerk Dean know prior to that date.

Item # 6 – Mayor Lucas read a memorandum from Councilman Jenkins requesting that the current lights at the tennis courts be replaced with more cost efficient and reliable lights. KD Electric estimated the cost to be \$2,588.58. The Page Valley Community Tennis Association will donate \$1,500.00 and the Town will pay the balance of \$1,088.58.

There being no questions, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to authorize KD Electric to replace tennis court lights, in the amount of \$2,588.58, with Page Valley Community Tennis Association donating \$1,500 of this cost, and the Town paying the balance.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Fox.

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

Item # 7 – Mayor Lucas and Council Members reviewed the April 2017 Town Website Statistics. The total page views came out to 18,145 with 9,767 Unique Visitors. The most popular search engine was Google with 1,742 uses.

Item # 8 – Mayor Lucas and Council Members recognized the Shenandoah Computer Center for winning the Wharton Aldhizer & Weaver Award for: Innovation in Utilization. The Computer Center received the award for outstanding commercial growth and achievement by an established company that either produces or markets high tech products or services. This award was presented during the Shenandoah Valley Technology Council's 17th Annual Tech Nite at the JMU Festival Conference Center. Joyce Fluharty is the Computer Center Supervisor and is

largely responsible for the Town receiving this award.

Item # 9 – Mayor Lucas and Council Members reviewed the April 2017 Police Activity Log and Vehicle Summary.

Item # 10 – Mayor Lucas and Council Members received an invitation from the Shenandoah Valley Tourist Partnership to attend a celebration on May 24, 2017 at the Shenandoah Valley Regional Airport to launch their new tourism marketing partnership. This partnership will provide a collaboration of communities who wish to promote the Shenandoah Valley as a year-round destination for visitors from around the world.

Item # 11 – Mayor Lucas and Council Members received an invitation from Lord Fairfax Community College Educational Foundation asking the council members to attend the 5th Annual Evening with the Stars event on June 22, 2017 at the Pavilion at Shenandoah Woods. Each attendee will receive one complimentary ticket and each ticket thereafter will be a charge of \$50 per guest. The Educational Foundation requests that a list of anticipated guests be given to them before the event. Mayor Lucas requested that everyone let Town Clerk Dean know if they plan to attend.

Item # 12 – Mayor Lucas and Council Members received a schedule of meetings for the Page County Economic Development Authority.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush reported that the water and sewer connections for two (2) homes and two (2) proposed homes on Second Street are in the process of being installed, and the water connection for William Vaughan has been completed.

STREETS & PUBLIC PROPERTY

(Chairman Kite and Councilmen Fox, Hinkle and Lowe)

Councilman Jenkins noted that there are several yards in Town that need mowing, especially 403 Seventh Street.

Town Manager Roudabush stated that the spring mowing letters will go out next week to inform property owners of the need to mow.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Chief Davis expressed his appreciation to the Council for approving the Police Week proclamation.

Chief Davis informed the Council that the new police vehicle has arrived and is available for viewing.

Chief Davis also noted that the police department has been busy with regular duties, including responding to complaints of trash and junk cars on Maryland Avenue, which will be taken care of in the upcoming weeks.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce inquired about the Personal Property payment percent increase for the April 2017 Budget.

Town Manager Roudabush noted that the increase is due to the enforcements of DMV stops.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Committee Chairman Charles Jenkins reported the following Parks and Recreation News: The walls of the restrooms at Big Gem Park are up and will be completed soon. The pond level at the park is up and the new fountain will be installed after the upgraded electrical work is complete.

Councilman Lowe noted that the trails at Big Gem Park need maintenance.

Town Manager Roudabush stated they plan to do this within the next few weeks.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

There was nothing to report during this period.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Councilman Jenkins suggested a Community Enhancement Award be given to a property owner who has been working hard to improve their home. The award will be presented at the Town Council meeting on May 23, 2017.

There being no questions, a **Motion** was made by Councilman Jenkins, **seconded** by Vice Mayor Kite, to authorize the May 2017 Community Enhancement Award to Page Valley Properties for improvements to their property at 711 Coverstone Lane.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Fox.

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

PERSONNEL

(Chairman Pierce and Councilmen Hinkle and Jenkins)

Chairman Pierce noted that the Town hired a part time worker to help out two days a week with Town property maintenance.

POLICE REPORT

Councilman Jenkins inquired about a warrant for \$1,999.00.

Chief Davis noted that the warrant was to purchase a new cage for the canine unit.

UNFINISHED BUSINESS

Councilman Pierce inquired about the name for the softball field at Veterans Memorial Park.

Mayor Lucas reminded the Council of the request that the name of the softball field #2, located at Veterans Memorial Park, be changed to Roy Cardin Field. Mr. Cardin, who recently passed away, was heavily involved in the Shenandoah Recreation League and area sports for many years

Councilman Pierce noted that the park name will remain the same Veterans Memorial Park.

Following a brief discussion, a **Motion** was made by Councilman Jenkins, **seconded** by Councilman Hinkle, to authorize the naming of field #2 located at Veterans Memorial Park, Roy Cardin Field.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Fox.

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

NEW BUSINESS

Councilman Pierce inquired about the entries for the Memorial Day Parade.

Councilman Hinkle reported that there have already been over 40 entries submitted for the Memorial Day Parade and noted that there are advertisements in all the weekly newspapers for the Festival. Mr. Hinkle also reminded the Council that the invites to the VIP luncheon have been mailed and he encourages everyone to let him know if they can make it. Councilman Hinkle informed the Council that the Page Youth Football League will be carrying the flag again this year; however they are still looking for a color guard to participate in the parade.

Council Members then held a brief discussion about the order in which they will ride through the parade and what vehicles will be used.

TOWN MANAGER'S REPORT

Town Manager Juanita Roudabush stated that the sewer plant is waiting on an invoice for new parts, but they are working very hard to keep up.

Councilman Richard Pierce informed the Council that there has been a special cancellation stamp made for Memorial Day and it is waiting for approval. If approved, the special cancellation stamp will be used on all letters mailed from Shenandoah on May 27th.

MAYOR'S REPORT

Mayor Lucas requested approval to purchase one dozen WWII Veteran baseball caps to give to the veterans participating in the Memorial service at the V.F.W. on May 27th, 2017. The amount for the hats totals \$179.80 and any hats left over will become property of the town.

There being no questions, a **Motion** was made by Councilman Jenkins, **seconded** by Councilman Lowe, to authorize this purchase.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Fox.

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

FOR THE GOOD OF THE TOWN

Mike Uram expressed his appreciation for the Mayor and Council's work in Shenandoah. Mr. Uram also noted that it was nice to see the Mayor and Board of Supervisors at the Grand Opening of Cooter's in Luray and urged the Mayor to contact him if any more WWII hats are needed. He also offered his gratitude for the hard work everyone is doing to put together the Memorial Festival and informed the Council that he had submitted seven names of veterans from Stanley to suggest they be included in the ceremony.

ADJOURN

There being no further discussion, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 7:52 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Fox.

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

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk