

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
June 13, 2017**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, June 13, 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; Lynn Fox; and Richard Pierce.

Council Members absent were: There were no Council Members absent during this meeting.

Other Town Officials present were: Juanita F. Roudabush, Town Manager/MMC; and Sarah Dean, Town Clerk.

Citizens present were: There were no Citizens present during this meeting.

Media Representatives: There were no Media Representatives present during this meeting.

RECEIVING OF VISITORS

There were no visitors present during this meeting.

May 23, 2017, REGULAR MEETING MINUTES:

A *Motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on May 23, 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:

Councilman Pierce inquired about warrant number 35644 for BR Communications.

Town Manager Roudabush stated it was for calibrating tuning forks for the Police Department.

There being no further questions, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Pierce, to approve the bills, dated **June 13, 2017**, in the **Combined Accounts Disbursement Warrants #35614-35670** in the amount of **\$108,757.31**.

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 June 13, 2017.

A ***Motion*** was made by Councilman Lowe, ***seconded*** by Vice Mayor Kite, to approve the June 13, 2017 Treasurer's report in the amount of \$1,452,642.21, 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 Cindy Breeden to close the Town Office July 11th through July 13th, 2017 in order to close out the books for Fiscal Year 2016-2017 and to set up the new Fiscal Year 2017-2018 and prepare for the Town’s audit.

A **Motion** was made by Councilman Jenkins, **seconded** by Councilman Fox, to authorize the closing of the Town Office July 11th through July 13th, 2017.

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.**

Item # 2 – Mayor Lucas and Council Members reviewed the May 2017 Town Vehicle Gas Logs.

Item # 3 – Mayor Lucas and Council Members reviewed the May 2017 Website Statistics. The total page views came to 11,162 with 4,524 Unique Visitors. The most popular search engine was Google with 2,024 uses.

Item # 4 – Mayor Lucas and Council Members reviewed the May 2017 Police Department Activity Log.

Item # 5 – Mayor Lucas and Council Members reviewed the May 2017 Police Vehicle Log.

Item # 6 – Mayor Lucas and Council Members received a letter of resignation from Cathy Breeden. Ms. Breeden will be stepping down as the volunteer host of the Motorcycle Show held during the Town’s Memorial Festival.

Item # 7 – Mayor Lucas and Council Members received an invitation to the Shenandoah Vision Team Meetings on Saturday, June 17, 2017 at 10:00 A.M. and/or June 29, 2017 at 6:30 P.M. The Vision Team is a group that meets to consider the future economic health of the Town of Shenandoah. Town residents, business owners, and all with interest in economic development in Page County, and specifically the Town of Shenandoah, are invited to one or both community meetings held at the Shenandoah Community Center.

Item # 8– Mayor Lucas and Council Member received information for the C.E.R.T Youth Emergency Preparedness Training, for ages 12-16. This free training will be held June 21st, 22nd, and 23rd, 2017 from 10:00 A.M. until 2:00 P.M. at the Page County Extension Office.

Item # 9 – Mayor Lucas and Council Members received an invitation to attend Bull Run III on July 29, 2017. All motorcycle riders are invited to ride from the Old Dominion Harley Davidson in Fredericksburg to the VFW Post 8613 in Shenandoah. A \$25 donation for the rider and \$10 donation for a passenger will be collected and all proceeds will be donated to the Virginia Veterans and Family Support Program. The donations include a complimentary lunch and riders can pre-register at www.bullruniii.org. (Note: This year’s route has been changed; instead of coming through Shenandoah from the North, the riders will be coming from the South up 340 N., turning right onto Maryland Avenue by the 7-Eleven, and left onto Eleventh Street to the V.F.W. Post 8613.)

Item # 10 – Mayor Lucas and Council Members received a thank you letter from The Gus Bus for the Town’s recent donation of \$200 to help support local literacy initiatives.

Item # 11 – Mayor Lucas requested an RSVP from the Council Members for the Stanley Homecoming Parade and Reception.

After a brief discussion it was noted that Mayor Lucas and several council members will be attending the Stanley Homecoming Parade at 5:00 P.M. on Saturday, July 1, 2017, as well as the reception to be held prior to the parade in the Stanley Fire Hall from 3:00-4:30 P.M.

Item # 12 – Mayor Lucas requested an RSVP to the Lord Fairfax Community College Education Foundation’s Evening with the Stars. Unfortunately, Mayor Lucas and Council have prior commitments that day and will not be able to attend this event.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Vice Mayor Kite read a request to approve water and sewer connection for Klass Homes at Lot 19 in the Forrest Knolls Subdivision.

A *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to authorize the connection of water and sewer on lot 19 in the Forrest Knolls Subdivision.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Hinkle

NAY: None

Councilman Jenkins
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: None

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

Councilman Fox requested an update on the progress of the sewer installment for the undeveloped areas of Wahnona Avenue.

Vice Mayor Kite noted he has not heard anything new from the developer regarding the sewer installment on Wahnona Avenue.

STREETS & PUBLIC PROPERTY

(Chairman Kite and Councilmen Fox, Hinkle and Lowe)

Councilman Pierce requested an update on information about the placement of business advertisement signs.

Town Manager Roudabush stated that she has contacted the Virginia Department of Transportation and has not yet received any further information from them regarding the placement of business signs.

Mayor Lucas informed the Council the Route 602 Bridge is scheduled for improvements in early 2018. The project will require six to eight months of work and, at times, will require closing one lane of the bridge. This work will be done to improve the capacity and extend the life of the bridge.

Councilman Pierce inquired about the paving done on Route 340.

Mayor Lucas stated he believes the paving is not complete yet due to the cautionary signs still being placed out.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Mayor Lucas noted Chief Davis was not able to attend this meeting and any questions regarding this Committee could be directed to him or Brandon Morris.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Councilman Pierce noted the positive variance in the Utility Fund Budget for Tap Fees.

Town Manager Roudabush stated the variance in these funds is expected to continue rising.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Committee Chairman Jenkins reported the following Parks and Recreation News: The new restroom at Big Gem Park will be completed soon. Once the ceiling has been put in and the final inspection is complete, the restroom will be open for use.

Councilman Lowe requested maintenance be done to the hiking trails at Big Gem Park.

Town Manager Roudabush noted the Public Works Department has begun maintenance to the trails and will continue working on clearing them out.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins informed the Council there will be workshops to support small business growth held in the month of June. The workshops are free and help business owners, managers, and employees to focus on getting found, capturing interest, and converting consumers to paying customers.

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 to report during this period.

UNFINISHED BUSINESS

Councilman Jenkins requested information on the objective and plan of action for the Shenandoah Vision Team.

Mayor Lucas stated the team is looking for ways to improve the community. The Mayor also noted he has attended several of the meetings and has been open about the funds available to the committee, but the members remain optimistic about the progress to be made.

Town Manager Roudabush explained the different categories the Vision Team is working on to improve the community; such as lodging, businesses, and marketing.

Mayor Lucas restated that anyone interested in being involved in this committee is welcome to attend the meetings on Saturday, June 17, 2017 at 10:00 A.M. and/or June 29, 2017 at 6:30 P.M. at the Shenandoah Community Center.

NEW BUSINESS

There was nothing to report during this period,

TOWN MANAGER'S REPORT

Town Manager Roudabush informed the Council almost all water leaks within the Town have been repaired. She also stated the parts needed for the sewer plant have been ordered and should be delivered by June 23rd.

Mayor Lucas noted the water lines are over 100 years old and the sewer lines are over 50 years old and may need to be completely replaced in an effort to prevent leaks.

Councilman Pierce suggested when the Town saves enough money to fund the replacements, they start replacing the worst lines first and progress as funds permit.

Town Manager Roudabush noted some plans for line replacement are already being constructed, but nothing is final at this time.

MAYOR'S REPORT

Mayor Lucas reported the Town received \$5,000 of the requested \$15,000 from Page County's Transient Occupancy Tax, to be used for marketing of the Town. The Board of Supervisors denied the Town's request of \$10,000 for upgrades in the Town parks. The Mayor also noted that there may be an additional \$2500 awarded to the Town, but it is unlikely.

Town Manager Roudabush announced the Shenandoah Heritage Association received the \$5,000 they requested from Page County's Transient Occupancy Tax.

FOR THE GOOD OF THE TOWN

There was nothing to report during this period.

ADJOURN

There being no further discussion, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 8:10 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

Sarah Dean, Clerk