

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
August 8, 2017**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, August 8, 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.; Councilmen Lynn Fox; Dave Hinkle; Charles Jenkins; and I. Michael Lowe

**Council Members absent were:** Vice Mayor William Kite and Councilman Richard Pierce.

**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, Matthew Queen, Judy Robertson, Justin Hayman, and Dan Hayman.

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

**RECEIVING OF VISITORS**

There were no visitors present during this meeting.

**July 25, 2017, REGULAR MEETING MINUTES:**

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

Members Vote was as follows:

<b>YEA:</b> Councilman Fox	<b>NAY:</b> None
Councilman Hinkle	
Councilman Jenkins	
Councilman Lowe	

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Pierce.

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

**APPROVAL OF BILLS:**

Councilman Jenkins inquired about warrant number 35800 for 2016 Charger wheel brake kits.

Chief Davis explained the invoice was for rotors for one of the police vehicles.

There being no further questions, a *Motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to approve the bills, dated **August 8, 2017**, in the **Combined Accounts Disbursement Warrants #35765-35801** in the amount of **\$80,565.16**

Members Roll Call Vote was as follows:

**YEA:** Councilman Fox  
Councilman Hinkle  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Pierce.

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

**TREASURER'S REPORT:** Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for August 8, 2017.

A *Motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to approve the August 8, 2017 Treasurer's report in the amount of \$1,372,111.70, as read.

Members Vote was as follows:

**YEA:** Councilman Fox  
Councilman Hinkle  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Pierce.

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

**CORRESPONDENCE**

**Item # 1** – Mayor Lucas and Council Members reviewed the July 2017 Police Department Activity Log.

**Item # 2** – Mayor Lucas and Council Members reviewed the July 2017 Police Vehicle Log.

**Item # 3** – Mayor Lucas and Council Members reviewed the July 2017 Website Statistics. The total page views came to 18,269 with 9,154 Unique Visitors. The most popular referring site was Google with 1,354 uses.

**Item # 4** – Mayor Lucas and Council Members received information on Karen’s Frozen Favorites 20-year celebration August 7<sup>th</sup>- 12<sup>th</sup>. There will be daily specials and drawings, with live music and children’s games on Friday and Saturday. There will also be a special Anniversary Ribbon Cutting Ceremony Friday, August 11<sup>th</sup>, 2017 at 4 p.m.

**Item #5** – Mayor Lucas and Council Members received information for Genealogy Workshops to be held at the Shenandoah Computer Center. The upcoming workshop will be “Spreading Branches” on Saturday, August 19, 2017 from 9 A.M. to 12 P.M. The workshop will cost \$10 to cover the facility and the handouts made available. Please call 540-652-8773 to make your reservation, as seating is limited.

**Item # 6** – Mayor Lucas and Council Members received an invitation for Mayor Lucas and Council Members to attend a picnic lunch and float down the Shenandoah River beginning at 12 p.m. on August 24, 2017 at the Downriver Canoe Company in Bentonville. This event is hosted by the Valley Conservation Council and the Shenandoah Valley Pure Water Forum. Reservations must be made by August 14<sup>th</sup> at <https://goo.gl/xzud2k>.

**Item # 7** – Mayor Lucas and Council Members received an invitation to Paws on the Plaza on September 9, 2017 from 2-6 p.m. This free event will include pet contests, raffles held by Page County SPCA and RuffWear, and hand-crafted pet products. Cat’s Cradle and Page Paws also plan to host a pet-adoption event. Johnny Peers and the Muttville Comix will take the stage at 5 p.m. to perform.

**Item # 8** – Mayor Lucas read a memorandum from Treasurer Cindy Breeden requesting the Council’s approval for the purchase of a shredder for the Town Office. The Memorandum explained the current shredder was purchased in 2011 and has not been functioning properly.

A **Motion** was made by Councilman Lowe, **seconded** by Councilman Hinkle, to approve the purchase of a shredder for the Town Office for approximately \$900.

Members Roll Call Vote was as follows:

**YEA:** Councilman Fox  
Councilman Hinkle  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Pierce.

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

**Item # 9** – Mayor Lucas and Council Members reviewed the July 2017 Vehicle Gas Log.

**COMMITTEE REPORTS**

**WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Fox inquired about maintenance to be done to the sewer plant.

Town Manager Roudabush stated all the parts needed for the sewer plant have been installed and are working properly.

Town Manager Roudabush read a request to approve water and sewer connections for Shane Rickel on Lot 32 and half of Lot 33 on Second Street.

A **Motion** was made by Councilman Jenkins, **seconded** by Councilman Fox, to approve the water and sewer connections on Lot 32 and half of Lot 33 on Second Street.

Members Vote was as follows:

**YEA:** Councilman Fox  
Councilman Hinkle  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Pierce.

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

Town Manager Roudabush read a request to approve water and sewer connections for Superior Siding and Home Improvement on Lot 34 and half of Lot 33 on Second Street.

A **Motion** was made by Councilman Jenkins, **seconded** by Councilman Lowe, to approve the water and sewer connections on Lot 34 and half of Lot 33 on Second Street.

Members Vote was as follows:

**YEA:** Councilman Fox  
Councilman Hinkle  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Pierce.

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

Councilman Jenkins reported there is a water leak on Fourth Street where the road had been previously patched, which will need to be repaired in the upcoming weeks.

Town Manager Roudabush noted she would inform the Public Works Department of the leak.

Town Manager Roudabush informed Mayor Lucas and Council Members there is a valve repair scheduled for August 9, 2017 beginning at 7 a.m., which may cause water to be off in Town. She explained the main areas affected will be Long Avenue, First Street, Second Street, Third Street, and Fourth Street, but it could potentially affect other parts of Town.

Councilman Fox inquired about notification to the Shenandoah Fire Company about the water being off in Town and the Fire Company needing a different source of water in the event of an emergency situation.

Town Manager Roudabush explained the Page County Emergency Communications Center and the Shenandoah Volunteer Fire Company were notified through phone calls and faxes. She also noted the potentially affected residents were notified through letters and all residents in Town will receive a reverse 9-1-1 phone call.

### **STREETS AND PUBLIC PROPERTY**

(Chairman Kite, Councilmen Fox, Hinkle, and Lowe)

Councilman Jenkins stated the drain pipe at the intersection of Virginia Avenue and Highway 340 has been cleaned out and did drain correctly during the recent storms.

Councilman Lowe suggested the Virginia Department of Transportation be notified of work needing to be done to the river bridge

Councilman Fox inquired about the Virginia Department of Transportation's schedule for paving the streets in Town.

Councilman Fox noted work is needed near the intersection of 10<sup>th</sup> Street and Denver Avenue.

Councilman Jenkins noted work is needed near the intersection of Pennsylvania Avenue and Denver Avenue.

Town Manager Roudabush explained she has given VDOT a list of streets in need of paving work and VDOT has said although they are unsure of an exact schedule; the work will be completed soon.

Councilman Fox inquired about a sidewalk repair needed on Virginia Avenue.

Town Manager Roudabush explained it has been reported part of the sidewalk in front of a vacant lot on Virginia Avenue is eroding and potentially dangerous.

Mayor Lucas noted if the sidewalk is a potential hazard to citizens, then it will need to be fixed as soon as possible.

Councilman Fox suggested the sidewalk in front of the vacant lot be removed and gravel be placed instead.

Councilman Lowe noted if the sidewalk is replaced with gravel, there is a chance weeds will grow through or the gravel may wash away; requiring more maintenance at that location.

Mayor Lucas suggested the Council look into the situation further and compare prices for sidewalk replacement.

Councilman Fox suggested the Council look at the previous agreement with the Virginia Department of Transportation to see if they are responsible for sidewalk repairs.

Councilman Jenkins noted he believes the agreement excludes sidewalks installed before the agreement was made, and VDOT will only assist in the repairs of streets and new sidewalks; but he agreed it would be a good idea to look into the agreement further.

### **POLICE, SAFETY, & JUDICIAL**

(Chairman Kite and Councilmen Hinkle and Jenkins)

Police Chief Davis reminded Mayor Lucas and Council Members to ensure car doors are locked at all times and valuables are left out of sight to prevent break-ins and promote the safety of valuables. Chief Davis also informed Mayor Lucas and Council Members the Police Department will need a new radio system in the future to meet new requirements, and he will provide Mayor Lucas and Council Members with more information as he receives it.

### **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 Charles Jenkins reported the following Parks and Recreation News: The lights at the tennis courts have been installed, but will need to be adjusted in order for them to provide light to the proper areas. Chairman Jenkins also stated the Public Works Department will

be receiving the help of inmate trustees to perform park maintenance. He noted the fountain at Big Gem Park will be repaired soon as well.

## **INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Committee Chairman Jenkins suggested the sale listing of the Village Shopping Center be posted on the Virginia State website

Town Manager Roudabush said she would need to contact Stephanie Lillard to get the ad posted on the state website.

Mayor Lucas inquired about the inclusion of the building currently housing Hammer's Insurance in the sale of the shopping center.

Committee Chairman Jenkins stated the building where Hammer's Insurance is located is not included in the shopping center and is not available for purchase.

Councilman Fox inquired about the possible franchise interested in bringing their business to the former McDonald's building.

Committee Chairman Jenkins stated he has not heard anything else from the franchise regarding the business moving into Town.

Town Manager Roudabush informed Mayor Lucas and Council Members it is possible there will be a new business coming to Quincy Avenue. She explained the potential business will be a nail salon, but the owner has not yet purchased their business license at the Town Hall.

## **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 brought the complaint of outdoor wood burning furnaces to the Council's attention. He explained his concern is the chimney on the furnace is not tall enough, which is causing the smoke to remain closer to the ground.

Judy Robertson stated the homeowner is burning trash and debris inside of the furnace rather than wood only, as he should be.

Councilman Hinkle stated only wood and not pollutants should be burned inside of the furnace.

Councilman Jenkins referred to the Town Code of Timberville, which states the only fuels permitted to burn inside of these furnaces are natural wood, wood pellets, corn products, biomass pellets, or other listed fuels specifically permitted by the manufacturer's instructions which are not prohibited.

Judy Robertson stated the wood burning furnace is too close to the neighboring homes and is blackening the siding of homes in the neighborhood. She noted she is also concerned about the smokes affect on their new neighbor, who has breathing complications.

Mayor Lucas stated the Timberville ordinance also states the wood burning furnace be 25 feet away from the property line and any existing structures.

Councilman Jenkins noted a new ordinance will only regulate the location of new wood burning furnaces and not the location of currently installed furnaces.

Judy Robertson stated she believes the homeowner is burning oil inside the outdoor furnace, as there are barrels of what is believed to be oil in the homeowner's yard.

Police Chief Davis stated he has received questions regarding the barrels of oil in the yard at this location and discovered the homeowner has used cooking oil to create biodiesel fuel for vehicles.

Mayor Lucas stated the Council will set up a workshop to create an ordinance to regulate the permitted fuels to be burned inside of an outdoor wood burning furnace and the setback requirements for these furnaces.

### **NEW BUSINESS**

Councilman Fox inquired about the collection of taxes on inoperable vehicles in Town.

Town Manager Roudabush stated she believes taxes are being collected if the vehicles are registered through the Department of Motor Vehicles.

Councilman Jenkins stated he believes once the vehicles are no longer registered at the DMV, they should be removed from the property. He suggested the Police Department check on the status of each vehicle and determine if the vehicle is being repaired or if it will continue to remain inoperable and take further actions as needed.

Police Chief Davis noted this is a very time consuming task for the Police Department, but they would check to ensure they have proper license and registration, or they are covered, per Town Code regulations.

Councilman Hinkle inquired about the Planning Commission having the responsibility of regulating the number of vehicles at a location.

Councilman Lowe explained the Planning Commission is not currently responsible for regulating the amount of vehicles at a location or verifying if the vehicles are deemed inoperable.

Police Chief Davis noted the Town Code does not regulate the number of vehicles permitted to be stored at one location.

Mayor Lucas suggested the Council refer any complaints of inoperable vehicles to Police Chief Davis for the Police Department to look into.

### **TOWN MANAGER'S REPORT**

Town Manager Roudabush informed Mayor Lucas and Council residents on Grandos Street are requesting a street light near the intersection of Wahnona Avenue. She explained the installation of this street light would increase the monthly electricity bill and along with a \$500 fee to install a secondary service.

Mayor Lucas noted these would be special circumstances and suggested the Council look into the request to see if the intersection of Grandos Street and Wahnona Avenue meets the requirements for the installation of a street light.

### **MAYOR'S REPORT**

Mayor Lucas informed Council the 2<sup>nd</sup> Annual Poker Run & Fundraiser to benefit The Grace House went well with 12 riders in attendance. Mayor Lucas also stated Bull Run III brought around 150 riders to the V.F.W. Post 8613 for a lunch; all proceeds for this event were donated to the Virginia Veterans and Family Support Program.

### **FOR THE GOOD OF THE TOWN**

Mike Uram expressed his appreciation for the Mayor and Council's work in Shenandoah. Mr. Uram also thanked Chief Davis for addressing the unlocked vehicles and for promoting safety in the Town. He informed Mayor Lucas and Council Members he will be meeting with the Virginia

Department of Transportation to address the safety and quality of the roads in Stanley, as well as making the sidewalks wheelchair accessible. Mr. Uram reminded the Council of the upcoming outdoor Movie Night on Saturday, August 12<sup>th</sup> at Hawksbill Recreation Park in Stanley. He noted the Movie playing will be Moana and will include a resource fair from 7-9 p.m. with free popcorn and a drink to all who attend.

**ADJOURN**

There being no further discussion, a ***Motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Lowe, to adjourn the meeting at 7:59 p.m.

Members Vote was as follows:

**YEA:** Councilman Fox  
Councilman Hinkle  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Pierce.

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

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Sarah Dean, Clerk