

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
August 22, 2017**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, August 22, 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; and Richard Pierce.

**Council Members absent were:** Councilmen Charles Jenkins; and I. Michael Lowe.

**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 and Matthew Queen.

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

**RECEIVING OF VISITORS**

There were no visitors present during this meeting.

**August 8, 2017, REGULAR MEETING MINUTES:**

Councilman Pierce noted the street names listed under the Water & Sewer Committee Report in the minutes of August 8, 2017, should read Second Street instead of Shenandoah Avenue and will need to be corrected.

A *Motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on August 8, 2017, as corrected.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilmen Jenkins and Lowe.

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

**APPROVAL OF BILLS:**

There being no questions, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Hinkle, to approve the bills, dated **August 22, 2017**, in the **Combined Accounts Disbursement Warrants #35802-35842** in the amount of **\$98,155.82**.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilmen Jenkins and Lowe.

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

**TREASURER'S REPORT:** Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for August 22, 2017.

A *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the August 22, 2017 Treasurer's report in the amount of \$1,345,187.34, as read.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilmen Jenkins and Lowe.

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

**CORRESPONDENCE**

**Item # 1** – Mayor Lucas read a resolution to designate the Town Clerk, Sarah Dean, as the FOIA Officer for the Town of Shenandoah, as follows:

**RESOLUTION  
DESIGNATING VIRGINIA FREEDOM OF INFORMATION ACT OFFICER  
FOR THE TOWN OF SHENANDOAH, VIRGINIA**

**WHEREAS**, the Virginia Freedom of Information Act (FOIA), located §2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees; and,

**WHEREAS**, the Virginia General Assembly on April 20, 2016 approved amendments to the Freedom of Information Act (FOIA), §§2.2-3704.1 and 2.2-3704.2; and,

**WHEREAS**, the revised statute requires all local public bodies that are subject to the provisions of §2.2-3700 et seq. of the Code of Virginia identify one or more Freedom of Information Act officers whose responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate the public body's compliance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS**, the person designated as the FOIA Officer must have specific knowledge of the provisions of FOIA and must be trained annually either by the Town Attorney or by the FOIA Advisory Council.

**NOW, THEREFORE, BE IT RESOLVED**, that the Council for the Town of Shenandoah, Virginia, hereby designates the Town Clerk, Sarah Dean, who has been trained on the Virginia Freedom of Information Act, as the FOIA Officer for the Town of Shenandoah; effective August 23, 2017.

Councilman Pierce inquired about whom in the Town Hall would handle FOIA requests if Town Clerk Dean is out of the office.

Town Manager Roudabush explained all full-time Town Hall employees have been trained on the Freedom of Information Act as well and will be able to provide assistance if Town Clerk Dean is not available.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Hinkle, to adopt the resolution designating the Town Clerk, Sarah Dean, who has been trained on the Virginia Freedom of Information Act, as the FOIA Officer for the Town of Shenandoah.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilmen Jenkins and Lowe.  
**VOTE:** **Unanimous in favor of motion.**

**Item # 2** – Mayor Lucas and Council Members received a request from Treasurer Cindy Breeden, to transfer funds from the Utility Capital Improvement Account into the Utility Fund Account in the amount of \$16,893.93, to pay the final invoice for the rotor repair at the wastewater treatment plant.

Councilman Fox inquired about the Town receiving a discount from the company due to their inefficiency.

Town Manager Roudabush explained the company did give a discount to the Town for the shipping of these products.

Councilman Fox suggested the Town use Shenandoah Machine Shop to create pieces needed in the future to enhance the local economy.

Town Manager Roudabush stated the Town does plan to order products from more local sources in the future, but the part needed was only available from Kruger this time.

Vice Mayor Kite inquired about the result of the repair at the wastewater treatment plant.

Town Manager Roudabush explained the sewer plant employees worked very hard on the repair and everything is working properly. She also noted the employee's efforts saved the Town several thousand dollars.

A **Motion** was made by Councilman Pierce, **seconded** by Vice Mayor Kite, to transfer funds from the Utility Capital Improvement Account into the Utility Fund Account in the amount of \$16,893.93 to pay the final invoice for the rotor repair at the wastewater treatment plant.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite Councilman Fox Councilman Hinkle Councilman Pierce	<b>NAY:</b> None
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**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilmen Jenkins and Lowe.  
**VOTE:** **Unanimous in favor of motion.**

**Item # 3** – Mayor Lucas and Council Members received information on the Page County Fair starting from August 20 until August 26, 2017.

**Item # 4** – Mayor Lucas and Council Members received information on a Valley Health Blood Drive on Monday, August 28, 2017 from 9:00 a.m. to 1:00 p.m. Appointments are preferred but walk-ins are welcome. To sign-up go to <https://donateblood.vablood.org>. Contact Ben Dolewaski at [bdolewsk@valleyhealthlink.com](mailto:bdolewsk@valleyhealthlink.com) with any questions.

**Item #5** – Mayor Lucas and Council Members received an invitation to attend a meeting with the Virginia Department of Transportation on October 10, 2017 beginning at 4 p.m. at the Blue Ridge Community College. This meeting will allow attendees to review multiple displays of maps and provide feedback on recently funded projects. VDOT also included information regarding the dates and locations of other upcoming Public Meetings for Funding the Right Transportation Projects.

Mayor Lucas inquired about the Virginia Department of Transportation's schedule to repair the River Bridge in Town.

Town Manager Roudabush explained VDOT has only stated the repair will happen in Spring of 2018 and has not set a specific date.

**Item # 6** – Mayor Lucas and Council Members received information on the 6<sup>th</sup> Annual Car, Truck, & Motorcycle Show hosted by the Shenandoah V.F.W. Post 8613 to benefit the veterans. The show will be held on September 2, 2017 from 11 a.m. to 2 p.m. This event is open to the public; however registration is required to qualify for a chance to win trophies and to be entered for a \$100 drawing. For more information, contact Tommy Jenkins at (540) 778-2519.

**Item # 7** – Mayor Lucas and Council Member received information on a Genealogy Workshop to be held at the Shenandoah Computer Center. The upcoming workshop will be Saturday, September 23, 2017 from 9 a.m. to 12 p.m. This workshop will cost \$10 to cover the facility and handouts. Please call 540-652-8773 to make your reservation, as seating is limited.

**Item # 8** – Mayor Lucas and Council Members received information on a BBQ Dinner to benefit the Shenandoah Heritage Center. The dinner will be Saturday, September 23, 2017 at Stevens Cottage. Dine in seatings are at 5 p.m. and 6:30 p.m. or carry out is available from 4-7 p.m. Tickets are available at the Shenandoah Town Hall and the Shenandoah General Store. The meals will be donated and prepared by County Treasurer Penny Gray and former Commissioner of Revenue Charles Campbell.

**Item # 9** – Mayor Lucas and Council Members received information on Caboose mugs being sold by the Shenandoah Heritage Center. The mugs are \$10 each and can be purchased at the Town Hall, Shenandoah General Store, or at one of the Shenandoah Heritage Center events. Profit from the mugs will go towards the Shenandoah Heritage Center's Caboose Project.

**Item # 10** – Mayor Lucas and Council Members received a request for a donation from the Town of Shenandoah to Page County Middle School's Every Student, Every Day program. This program will encompass weekly, monthly, and end of semester incentives for individual

students, as well as entire classrooms, based on their attendance.

Following questions, Town Manager Roudabush noted the Town's Scholastic Fund could be used to donate to the Every Student, Every Day program.

After a brief discussion, a **Motion** was made by Councilman Pierce, **seconded** by Vice Mayor Kite, to donate \$100 to Page County Middle School's Every Student, Every Day program.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilmen Jenkins and Lowe.

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

**Item # 11** – Mayor Lucas and Council Members received a request from Stephanie Lillard to authorize payment by the Town of Shenandoah to the Page County Economic Development Authority (EDA) for the Enterprise Zone agreement made with Tactical Walls, LLC.

Mayor Lucas noted the enterprise zone agreement with Tactical Walls, LLC, stated the Town would reimburse them partially for their business license purchased, as well as their real estate and machinery and tools taxes paid in 2017.

Town Manager Roudabush noted Tactical Walls, LLC, did not pay their real estate nor machinery and tools taxes by the due date as required in the agreement. However, she explained they did pay penalty and interest and the Town of Shenandoah is allowing a one-time waiver to this condition due to unforeseen circumstances with Tactical Walls finance department.

Councilman Pierce noted Tactical Walls, LLC, has brought many jobs to the area and is also helping other businesses in Town by providing them with new, frequent customers.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Fox, to approve payment by the Town of Shenandoah to the Page County Economic Development Authority (EDA) in the amount of \$3,682.96. This payment will be made according to the terms of the Enterprise Zone Performance Agreement between the Page County EDA and Tactical Walls LLC and/or RHB Real Estate LLC, in order to facilitate economic growth in the Town of Shenandoah. Once payments and all required documentation are received by the EDA, the EDA shall remit payment to Tactical Walls LLC and/or RHB Real Estate LLC.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilmen Jenkins and Lowe.

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

**Item # 12** – Mayor Lucas and Council Members received a request from residents at 810 Ninth Street to reimburse them for a plumber bill for a clogged sewer.

Town Manager Roudabush noted the residents only contacted the Public Works Department once did not call back once the problem was located.

Councilman Pierce inquired about whether the problem was found in the Town's lines or inside of the resident's home.

Town Manager Roudabush stated Public Works Foreman Mark Armentrout had already checked the clean-out at the home and confirmed there was nothing on the Town's side causing any problems for the residents. She also explained the bill stated the plumber pulled a toilet inside of the home before locating the problem, and Mr. Armentrout believes the problem was within the home rather than in the Town's lines.

Vice Mayor Kite stated the residents should have contacted the Public Works Department a second time if the plumber suggested the problem was being caused by roots in the Town lines. He also noted there are roots in several of the main lines in Town that do not cause problems.

After a brief discussion, a **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Pierce, to deny payment by the Town on a plumber bill for citizens at 810 Ninth Street.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilmen Jenkins and Lowe.

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

## **COMMITTEE REPORTS**

### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Chairman Kite inquired about the progress of the water leak on Fourth Street.

Town Manager Roudabush explained there was a break in the line during the repair, but this will be fixed as soon as possible.

Councilman Fox inquired about the progress of the water leak on Tenth Street.

Town Manager Roudabush stated the Town Maintenance Crew worked very hard to complete the repair of the water leak on Tenth Street.

Chairman Kite inquired about the progress of the installment of the new fountain at Big Gem Park.

Town Manager Roudabush stated the new, recently installed fountain at Big Gem Park is not working properly at this time and will need to be removed and inspected to see what is causing it to work incorrectly.

### **STREETS AND PUBLIC PROPERTY**

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

Councilman Pierce noted he was pleased to see the Virginia Department of Transportation fixed a culvert on Virginia Avenue and questioned if there will also be a repair made to the culvert on Fourth Street near the Shenandoah Baptist Church.

Town Manager Roudabush stated there are also other culverts in Town that need to be repaired, which she will address in her meeting with the Virginia Department of Transportation on the 24<sup>th</sup> of August, 2017. She also noted the Virginia Department of Transportation will be paving route 340 on the south end of Town, however, she is unsure of an exact date for this project at this time.

Councilman Fox inquired about the possible use of any money given from the Virginia Department of Transportation to the Town for street repairs.

Town Manager Roudabush stated the allotment from VDOT for street maintenance is for Page County and not only for the Town of Shenandoah.



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

(Chairman Kite and Councilmen Hinkle and Jenkins)

Councilman Fox suggested better enforcement of the speed limit on Maryland Avenue, as it is becoming a safety issue. Councilman Fox also reported he believes there is an unlicensed trailer on Pennsylvania Avenue needing to be removed.

Mayor Lucas inquired about residents living in the trailer.

Councilman Fox noted he is not aware of anyone living in the trailer at this time.

## **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)

Town Manager Roudabush reported inmate trustees helped the Public Works employees perform park maintenance, including the clearing of trails at the Big Gem Park. She noted they will also be helping with maintenance at the River Park and the Public Works shop in the upcoming weeks.

Councilman Fox inquired about special permissions given to the Boy Scout troop allowing them to stay overnight at the River Park.

Town Manager Roudabush explained the Boy Scout troop was granted special permission to stay overnight at the River Park throughout the year.

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

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Pierce reported a new nail salon, Jessnails, has opened at 507 First Street, Suites G&H.

Town Manager Roudabush noted there will also be another nail salon coming to Quincy Avenue, once they have purchased their business license at the Town Hall.

## **COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

Councilman Pierce suggested the Community Enhancement Award for the month of August be given to James Shifflett for his hard work in developing new homes in the Town of Shenandoah.

Mayor Lucas agreed James is doing a great job of developing new homes and bringing new residents to the Town.

There being no further discussion, a **Motion** was made by Councilman Jenkins, **seconded** by Vice Mayor Kite, to authorize the August 2017 Community Enhancement Award to James Shifflett for his new home developments in Shenandoah.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilmen Jenkins and Lowe.

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

#### **PERSONNEL**

(Chairman Pierce and Councilmen Hinkle and Jenkins)

Chairman Pierce inquired about how long Sarah Dean has been in the Town Clerk position.

Town Clerk Dean stated she has been employed with the Town for three months.

#### **POLICE REPORT**

There was nothing to report during this period.

#### **UNFINISHED BUSINESS**

Councilman Fox inquired about a citizen's request for the installation of a street light at the intersection of Grandos Street and Wahnona Avenue. Mr. Fox noted another resident on Grandos Street has a private pole light in front of their home, which should prevent the area from being completely dark for residents.

Councilman Pierce noted the request is for the intersection of Grandos Street and Wahnona Avenue and the Town's policy has always been to install street lights at intersections, when necessary.

Police Chief Davis stated the Police Department always recommends more lighting in neighborhoods to create a safer environment for residents.

Town Manager Roudabush explained the street light will cost an initial \$500 installation fee and will also increase the monthly electricity bill.

Mayor Lucas suggested the request be tabled until the next meeting when all members of Council are present to further discuss the request.

### **NEW BUSINESS**

There was nothing to report during this period.

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

Town Manager Roudabush informed Mayor Lucas and Council Members there has been one bid received for sidewalk replacement on a section of Virginia Avenue, and more bids are expected to be received in the upcoming weeks.

Councilman Pierce inquired about where the sidewalk replacement would be located on Virginia Avenue.

Town Manager Roudabush explained the sidewalk is in front of a vacant lot on Virginia Avenue and will need to be replaced due to erosion.

### **MAYOR'S REPORT**

There was nothing to report during this period.

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

Mike Uram expressed his appreciation for the Mayor and Council's work in Shenandoah. He updated Mayor Lucas and Council members of the success of his meeting with the Virginia Department of Transportation. He noted he received support from VDOT on most of his requests regarding the safety of the streets and sidewalks in Stanley and has hopes they will be able to move forward with the projects discussed.

### **ADJOURN**

There being no further discussion, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Hinkle, to adjourn the meeting at 8:02 p.m.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilmen Jenkins and Lowe.

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

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Sarah Dean, Clerk