

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
September 12, 2017**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, September 12, 2017, at 7:30 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 (Arrived at 8:11 p.m.); Councilmen Lynn Fox; Dave Hinkle; Charles Jenkins; I. Michael Lowe; 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; Paul Davis, Chief of Police; and Sarah Dean, Town Clerk.

**Citizens present were:** Matthew Queen, James Shifflett, Lori Shifflett, Shane Rickel, Dean Peterson, Amos Thomas, and Matthew Duck.

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

**RECEIVING OF VISITORS**

Mayor Lucas presented the August 2017 Community Enhancement Award to James Shifflett in appreciation for his new home developments in Shenandoah. The Mayor thanked him for investing in the Town.

James Shifflett mentioned to Mayor Lucas and the Town Council that he would like to build eleven homes and do all necessary excavation work to put in Wahnona Avenue, an undeveloped street, to Virginia Department of Transportation's specifications, at no cost to the Town. He requested the Town help with this project by providing this undeveloped area with water and sewer accessibility.

Mayor Lucas inquired about the need for a pump station in order to install sewer in the undeveloped area of Wahnona Avenue.

Councilman Jenkins stated he is unsure of the need of a pump station and this project will require an engineering study.

Councilman Fox noted there is water line connection availability in this area already, and only sewer lines would need to be installed.

Councilman Pierce inquired about which lots on Wahnona Avenue belong to Mr. Shifflett.

James Shifflett explained he currently owns lots 7, 8, 9, 10, 11, 12, 30, and 32; and he may purchase the remaining lots in the future.

Councilman Fox noted there are also other homeowners in the area who could utilize the water and sewer accessibility.

Councilman Jenkins stated a study is needed to obtain an estimate for the cost of the project, and this would help the Council determine if they could approve it.

Councilman Fox suggested the Town use the money being saved from paying off a previous loan, or take out a new loan for this project.

Councilman Pierce noted the money from the future loan payoff is earmarked to replace aging water and sewer lines serving current residents, as promised, due to older lines causing problems throughout Town. He noted using the funds saved after the loan payoff for new home development will leave existing residents with old lines that continue to break, and in some cases do not provide adequate fire protection due to undersized lines.

James Shifflett noted he believes this new home development is in the best interest of the Town, as it will help to generate revenue, taxes, and promote local business sales within the Town.

Councilman Jenkins suggested a Request for Proposal be created to advertise for an engineering study to further determine the feasibility of this project.

After a brief discussion, a ***Motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to authorize advertising a Request for Proposal for an engineering study to determine the cost and feasibility of installing utilities to an undeveloped area of Wahnona Avenue.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

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

**August 22, 2017, REGULAR MEETING MINUTES:**

A *Motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on August 22, 2017, as presented.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

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

**APPROVAL OF BILLS:**

Councilman Lowe inquired about warrant number 35878.

Town Manager Roudabush explained the warrant was for the reimbursement to a volunteer for a cell phone and thermos which was driven over by a Public Works employee during an event in Town.

After a brief discussion, a *Motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to approve the bills, dated **September 12, 2017**, in the **Combined Accounts Disbursement Warrants #35843-35882** in the amount of **\$96,115.79**.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

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

**TREASURER'S REPORT:** Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for September 12, 2017.

A **Motion** was made by Councilman Fox, **seconded** by Councilman Jenkins, to approve the September 12, 2017 Treasurer's report in the amount of \$1,312,369.61, as read.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

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

### **CORRESPONDENCE**

**Item # 1** – Mayor Lucas read a Memorandum from Personnel Committee Chairman Richard Pierce requesting the authorization of promoting Blake Wheeler from part-time status to full-time General Maintenance Worker at a salary of \$18,000 per year, with benefits, effective September 13, 2017. The memorandum explained Mr. Wheeler will be subject to a six (6) month probationary period and will be required to obtain his Commercial Driver's License within six (6) months.

A **Motion** was made by Councilman Pierce, **seconded** by Councilman Lowe, to authorize promoting Blake Wheeler from part-time status to full-time General Maintenance Worker at a salary of \$18,000 per year, with benefits, effective September 13, 2017.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

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

**Item # 2** – Mayor Lucas and Council Members reviewed the August 2017 Police Department Activity Log.

**Item # 3** – Mayor Lucas and Council Members reviewed the August 2017 Police Vehicle Log.

**Item # 4** – Mayor Lucas and Council Members reviewed the August 2017 Website Statistics. The total page views came to 19,988 with 5,496 Unique Visitors. The most popular referring site was Google with 1200 uses.

**Item #5** – Mayor Lucas and Council Members received information on an Introduction to Microsoft Word Class to be held at the Shenandoah Computer Center. The class will be given from 6 pm to 7 pm on Tuesdays and Thursdays for 5 weeks, beginning September 12, 2017. The instructor will be Bruce Arnold and the cost will be \$10. For more information or to register, call (540) 652-8773.

**Item # 6** – Mayor Lucas and Council Members received an invitation to a dedication ceremony for the Page Chimney Monument of the Blue Ridge Heritage Project at the Ed Good Memorial Park in Stanley on Sunday, September 17, 2017. This ceremony will begin at 3 pm and will be held rain or shine.

**Item # 7** – Mayor Lucas and Council Members received an invitation to the Page Valley Artisan Trail Inaugural Celebration. This event will be held at the Warehouse Art Gallery in Luray on Wednesday, September 20, 2017 from 6 pm to 7:30 pm. RSVP's are needed by Friday, September 15, 2017.

**Item # 8** – Mayor Lucas and Council Members received a flyer reminding businesses to decorate their windows in all things blue and white for PCHS Homecoming from October 9 – 13, 2017. Contact Juanita Roudabush for more information at JRoudabush@townofshenandoah.com.

## **COMMITTEE REPORTS**

### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush informed Mayor Lucas and Council Members the Public Works Department will be replacing a water line on Fourth Street, when best suitable for the Elementary School.

Mayor Lucas stated there is also a water leak on Quincy Avenue, which needs to be repaired.

### **STREETS AND PUBLIC PROPERTY**

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

Councilman Pierce inquired about a citizen's request for the installation of a street light at the intersection of Grandos Street and Wahnona Avenue. Mr. Pierce noted the area is very dark at night regardless of the small amount of light produced by a pole light at an adjacent resident's home on Grandos Street.

Town Manager Roudabush explained there are other residents near the intersection who would also like to see a street light installed at this location.

Councilman Lowe inquired about the placement of the pole for the proposed street light.

Mayor Lucas explained the pole for the street light is already in place near the intersection and the installation will only require the hook-up of a secondary service light, at the initial cost of approximately \$500.

After a brief discussion, a **Motion** was made by Councilman Pierce, **seconded** by Councilman Jenkins, to authorize the payment of a \$500 installation fee for the a street light at the intersection of Grandos Street and Wahnona Avenue.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

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

Councilman Pierce informed Mayor Lucas and Council Members of a garbage truck driver who did not have his load secured and lost several bags of trash in the streets throughout Town in the previous week.

Councilman Lowe inquired about the ownership of the garbage truck.

Town Manager Roudabush explained it was a commercial garbage truck, but it did not belong to the company that services the Town.

Councilman Pierce explained when the bags of trash were found; he and Sgt. Rodney Hensley stopped traffic to pick them up and were kindly helped by resident Steve Williams. He noted he would like to send a letter of appreciation to Mr. Williams for his volunteer service in helping remove the bags of trash from the street.

Mayor Lucas stated he is also very appreciative for Steve Williams' service and believes a thank you letter is necessary.

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

(Chairman Kite and Councilmen Hinkle and Jenkins)

Police Chief Davis noted he will look further into the unlicensed trailer reported on Pennsylvania Avenue.

## **TAXATION & FINANCE**

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce inquired about the estimated cost for the engineering study for the sewer installation on Wahnona Avenue.

Councilman Jenkins stated he estimates the cost of the study to be approximately \$5,000, although he is unsure until an actual bid is received.

Councilman Pierce reiterated the need for replacing aging water and sewer lines throughout Town and emphasized his opinion on the importance of saving money for this project, rather than funding a new project.

Councilman Lowe noted each project carries a high level of importance and he believes the Town should find a way to complete both projects.

**Clerk's Note: Vice Mayor Kite arrived at 8:11 p.m.**

## **PARKS & RECREATION**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins inquired about the removal of the fountain at Big Gem Park.

Town Manager Roudabush explained the fountain has not been removed yet, however, the Public Works employees believe it is not working due to a clog caused by low water levels.

Town Manager Roudabush reported the inmate trustees and Public Works employees have been working very hard to clear brush and perform other types of maintenance at each of the parks.

Mayor Lucas agreed the employees and inmate trustees have done a great job with park maintenance and suggested the Council Members ride through each of the parks to see the changes made.

Mayor Lucas informed Council Members of a problem with the public restrooms at the Parks in Town being made unusable by forms of vandalism. Mayor Lucas suggested locking the restrooms unless the park area is rented for an event.

Councilman Jenkins disagreed with locking the restrooms due to this making them unavailable to tourists and citizens who are utilizing the Town's Parks.

Town Manager Roudabush explained there will be cameras installed at the Parks to catch whoever is vandalizing the restrooms and attempt to prevent any future vandalism.

Councilman Lowe suggested the cameras be checked daily and the restrooms be checked more frequently.

Town Manager Roudabush noted the restrooms are being checked at least once daily at each park, and the cameras will be checked at the same time in an attempt to catch the person who is vandalizing the restrooms.

### **INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT** (Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Jenkins inquired about work being done at the 7-Eleven.

Police Chief Davis explained the 7-Eleven is updating their gas pumps due to a change in their regulations.

### **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**

Mayor Lucas informed Council Members of two bids received for sidewalk replacement on a section of Virginia Avenue.

Councilman Jenkins inquired about the bids including a solution for the lack of retaining wall in the area where the sidewalk would need to be replaced.

Town Manager Roudabush explained both bids would require the Town to do preparation work needed to correct any problems with the layout of the sidewalk.

After a brief discussion, a **Motion** was made by Councilman Lowe, **seconded** by Vice Mayor Kite, to authorized the transfer of funds from the General Capital Improvements Checking Account to the General Fund Checking Account and the Capital Outlay Street Improvement budget line item to pay low bidder William D. Price Backhoe Service and Concrete Work for sidewalk repair on Virginia Avenue, in the amount of \$8,680.

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.**

### **NEW BUSINESS**

There was nothing to report during this period.

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

Town Manager Roudabush informed Mayor Lucas and Council Members of her meeting on August 24<sup>th</sup> with the Virginia Department of Transportation to report various places in Town needing work.

Councilman Jenkins noted he also attended the meeting and felt the new VDOT employee was very helpful and open to fixing the items requested by the Town.

Town Manager Roudabush explained the River Bridge repair, scheduled for spring 2018, may cause nightly and weekend closures of the bridge.

Councilman Jenkins explained the Virginia Department of Transportation is not able to close only one lane due to the lack of work space on the bridge.

Councilman Fox inquired about the effect the closing would have on school bus routes.

Town Manager Roudabush explained the Virginia Department of Transportation will be working on the bridge during nights and weekends to avoid school hours, and will also be communicating with the Emergency Call Center to communicate the needs of emergency vehicles and determine alternate routes for them if needed.

Town Manager Roudabush explained a request for the transfer of approvals from the purchaser of 3.5 acres of land to be used for the building of 28 townhouses on Williams Avenue.

Councilman Pierce inquired about when the previous approval for the project of building 28 townhouses was made.

Town Manager Roudabush explained the previous project was approved in 2005 and the new owners would sign the same special use agreement and use the plans proposed by the previous owners, after receiving the engineer's approval.

Councilman Jenkins inquired about any changes in the Town's ordinances regarding the use of land and building of townhouses.

Town Manager Roudabush explained no changes have been made to Town ordinances regarding townhouses, however, the owners will need to contact Page County to see if they have had any changes in ordinances and also contact Racey Engineering to make certain they are able to use the previous owners proposed plans.

Councilman Lowe suggested the townhouse plan be brought before the Planning Commission to ensure no changes have been made to the previously approved plan.

### **MAYOR'S REPORT**

There was nothing to report during this period.

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

Dean Peterson, a member of the Republican Party and volunteer advocate for the Jill Vogel for Lieutenant Governor Campaign, addressed Mayor Lucas and Council Members to inform them of the new Campaign Headquarters in Shenandoah on South Third Street. He also informed Mayor Lucas and Council Members once the Campaign is over; he will be available to the Council as a point of contact for legislators regarding causes often overlooked in Town.

Amos Thomas informed Mayor Lucas and Council Members of the use of their photos in his upcoming book titled: Shenandoah - The Thomas Family Collection; Father and Son's Passion for Photography Preserve Town's History 1954 – 2017. The book will be completed in 2018 and will include all major events in the Town and also pictures of several historical locations within the Town.

**ADJOURN**

There being no further discussion, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to adjourn the meeting at 8:45 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:

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Clinton O. Lucas, Jr., Mayor

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Sarah Dean, Clerk