

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
October 24, 2017**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, October 24, 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; 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; Sarah Dean, Town Clerk; and Paul Davis, Chief of Police.

**Citizens present were:** Matthew Queen, April Queen, Melody Hensley, Kevin Zwanzig, and Kristin Zwanzig.

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

**RECEIVING OF VISITORS**

Mayor Lucas presented the September 2017 Community Enhancement Award to Kevin & Kristin Zwanzig in appreciation for work done to their home at 901 Coverstone Lane. The Mayor thanked them for investing in the Town.

Matthew Queen presented Mayor Lucas and Council Members with a slideshow of three proposed sites at Big Gem Park for the installation of a community archery range. Mr. Queen noted all three sites would allow for archers to shoot away from the existing walking trails at Big Gem Park. Matt also explained the use of broadhead arrows at the range would be prohibited, due to their wear on the targets and the increased risk for injuries.

Councilman Jenkins inquired about the use of a gate to control access to the range.

Matt suggested he would like to incorporate an archery club into the range and only allow access to members of the club; however, he is open to the idea of a public range as well.

Town Manager Roudabush noted there are sewer lines in the ground at Big Gem Park and any installations would need to allow access for workers to repair these lines in case of an emergency.

Police Chief Davis suggested the use of mobile or semi-mobile targets in the range, to allow movement in case vehicle access is needed for that area of the park.

Councilman Fox suggested the use of biodegradable targets, rather than the traditional Styrofoam targets, to better help preserve the park.

Matt explained targets made from other materials are available and can be used; however, this would require the purchase of more targets per year due to the wear on the targets from the weather.

Police Chief Davis stated his concern for the safety of visitors at the park walking onto the range, and suggested the Town check with the insurance company to see if an archery range on public property would be covered.

Councilman Lowe suggested the Town place an excessive amount of caution signs around the perimeter of the archery range to ensure any visitors of the park are aware of the location of the range.

After a brief discussion, the Council agreed they would need to schedule an on-site meeting to view one of the proposed sites and will be looking further into the insurance requirements for an archery range on Town property. Mr. Queen will advise Council when he has the proposed range area flagged.

**October 10, 2017, REGULAR MEETING MINUTES:**

A *Motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to approve the *Regular Meeting Minutes* held on October 10, 2017, as presented.

Members Vote was as follows:

<b>YEA:</b>	Vice Mayor Kite	<b>NAY:</b>	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 Lowe inquired about warrants listed with the description of “Deposit Refund for Water.”

Town Manager Roudabush explained these refunds were for deposits made by renters who have moved out of the properties and closed their utility billing accounts.

There being no further questions, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to approve the bills, dated **October 24, 2017**, in the **Combined Accounts Disbursement Warrants #35989-36031** in the amount of **\$74,542.10**.

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 October 24, 2017.

A *Motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, to approve the October 24, 2017 Treasurer’s report in the amount of \$1,239,606.53, 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 recommendation of approval from the Planning Commission for Melody Hensley, to consolidate eight (8) lots into two (2) lots, on properties located at 105 N. Fourth Street and 311 Central Avenue.

A **Motion** was made by Councilman Jenkins, **seconded** by Councilman Fox, to concur with the recommendation from the Planning Commission and allow Melody Hensley, to consolidate eight (8) lots into two (2) lots, on property identified by tax map numbers 102A1-(3)-3-17A and 102A1-(3)-3-15, as presented on the survey plat.

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 read a recommendation of approval from the Planning Commission for a zoning permit request from Don Meulenberg/Superior Buildings, LLC, to construct an industrial building at 506 Williams Avenue.

Councilman Fox inquired about the use of the industrial building.

Town Manager Roudabush explained the building would be used for storage with the possibility of being a production site in the future.

Councilman Fox inquired about a water and sewer connection for the building to later become a production site.

Mayor Lucas noted the owner will not need water and sewer connection for the storage building until he makes the final decision to make it a production site and it will then be his responsibility to contact the Town Hall.

Town Manager Roudabush noted the contractor does plan to stub-out connections for water and sewer capabilities in the future.

After a brief discussion, a **Motion** was made by Councilman Jenkins, **seconded** by Councilman Lowe, to concur with the recommendation from the Planning Commission and approve a zoning permit request from Don Meulenberg/Superior Buildings, LLC, for the construction of an industrial building at 506 Williams Avenue, on property identified by tax map number 102A1-A-54C.

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 # 3** – Mayor Lucas and Council Members received a memorandum from Town Manager Roudabush to follow past procedure and authorize the cancellation of the November 28 and December 26, 2017 Town Council meetings due to their proximity to the holidays.

A **Motion** was made by Councilman Jenkins, **seconded** by Vice Mayor Kite, to follow past procedure and authorize the cancellation of the November 28 and December 26, 2017 Town Council meetings.

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 # 4** – Councilman Pierce inquired about the date for the Town employee Christmas Dinner.

Town Manager Roudabush explained the Town employee Christmas Dinner will be held December 15, 2017 at the Shenandoah Community Center.

**Item # 5** – Mayor Lucas and Council Members received a memorandum from Town Manager Roudabush requesting the reappointment of Dorothy Pendley to another term on the Town Planning Commission through October 1, 2021.

A **Motion** was made by Councilman Pierce, **seconded** by Vice Mayor Kite, to reappoint Dorothy Pendley to another term on the Town Planning Commission through October 1, 2021.

Members Vote was as follows:

<b>YEA:</b>	Vice Mayor Kite	<b>NAY:</b>	None
	Councilman Fox		
	Councilman Hinkle		
	Councilman Jenkins		
	Councilman Lowe		
	Councilman Pierce		

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

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

**Item # 6** – Mayor Lucas and Council Members received thank you letter from Lexi Rucker regarding the Town’s donation of \$100.00 to CureSearch for Children’s Cancer. It was noted thanks to the Town’s donation and many other donations, Lexi had a total of \$23,640 in donations and was the top fund raiser for this event.

**Item # 7** – Mayor Lucas and Council Members received an invitation to Ghosts in the Belfry Halloween Festival at the Luray Singing Tower. This event will be held on October 28, 2017 from 2 pm to 6 pm. There will be Carillon Recitals, Carillon Tower Tours, and a Pumpkin Painting Contest with fun prizes! The cost is \$5 for children ages 5-12, \$10 for adults, or \$25 for families of four (4). For more information, call (540) 742-7273 or visit their website at [www.LuraySingingTower.com](http://www.LuraySingingTower.com).

**Item # 8** – Mayor Lucas and Council Members received an invitation to Boxcar Deli & Subs free kids pumpkin painting on October 30, 2017, from 5pm to 8 pm. Pumpkins & Paint will be provided by Boxcar Deli & Subs and all participants will receive a trick or treat grab bag and a children’s book (while supplies last.) All children will also get 50% off any kids’ meals with the purchase of an adult meal.

**Item # 9** – Mayor Lucas and Council Member received an invitation to Trick or Treat Main Street in Luray on October 31, 2017 from 4pm to 6 pm.

**Item # 10** – Mayor Lucas and Council Members received an invitation to the Luray-Page Chamber of Commerce’s 91<sup>st</sup> Annual Banquet & Business Meeting on November 2, 2017. This event will begin at 5:30 pm with Cocktail Hour & a Silent Auction, followed by a Welcoming and Business Meeting at 7 pm, and Dinner & an Awards Ceremony at 7:30 pm. Tickets are \$55 per person and the event will be held at the Mimslyn Inn in Luray.

Mayor Lucas explained he would not be able to attend this banquet but encouraged a member of Council to utilize the Town’s two complimentary tickets and show their support for the businesses and volunteers being recognized.

**Item # 11** – Mayor Lucas and Council Members received an invitation to the Veterans Service being held on November 5, 2017 at 3 pm at Veterans Park in Shenandoah. Join Mayor Lucas and other members of the Shenandoah community as they pay tribute to Veterans of the United States Military. For more information regarding this event, contact Mayor Lucas at (540) 652-6027 or the Town Hall at (540) 652-8164.

**Item # 12** – Mayor Lucas and Council Members received an invitation to a Thanksgiving dinner at Stevens Cottage on November 5, 2017. The dinner will begin at 12 pm and tickets will be \$12 a person. Tickets are available for purchase at the Town Hall or the Shenandoah General Store.

**Item # 13** – Mayor Lucas and Council Member received an invitation to An Evening on the Bridge on November 5, 2017 from 5 pm to 8 pm. The ticket price for this event is \$75 and includes dinner and one drink. For more information, contact Meredith Dees at [luraydowntown@gmail.com](mailto:luraydowntown@gmail.com).

**Item # 14** – Mayor Lucas and Council Members received information on Mamma Mia’s Thursday specials. Mamma Mia’s will be donating 10% of every mentioned check (Dine-in or Carry-out) back to Shenandoah Elementary School every Thursday. Mention your grade and teacher’s name when paying and each class will be entered to win a free pizza party right before winter break; the class with the most mentions wins. Thursdays are also Kids’ Nights where children eat for ½ price from the kids menu (4 pm to close, 12 & under, Dine-in only).

**Item # 15** – Mayor Lucas and Council Members received information on Private Tennis Lessons being offered at the Grove Hill School Gymnasium in Shenandoah. These lessons will be available for children from 5<sup>th</sup> grade to adults. The cost of these lessons will be \$10 per half hour for private lessons or \$7.50 per half hour for group lessons (maximum of 4 players.) For more information contact Kirk Comer at (540) 742-1323 or [kirkcomer@gmail.com](mailto:kirkcomer@gmail.com).

**Item # 16** – Mayor Lucas and Council Members received a copy of the Choices: Council on Domestic Violence for Page County, Inc. October 2017 Newsletter.

**Item # 17** – Mayor Lucas and Council Members received information for Page County Angel Tree sign-ups (for children birth to 17 years old who would not otherwise have Christmas presents.) Sign-ups will be at the Shenandoah Community Center on November 3, 2017 from 4 pm to 8 pm. For more information or to help, call (540) 843-3846 or email [laarel@yahoo.com](mailto:laarel@yahoo.com). Councilman Pierce also commended Treasurer Cindy Breeden for all the work she does with the Angel Tree Program.

**Item # 18** – Mayor Lucas and Council Members received an invitation to a Spaghetti Dinner at the Christ Church’s Fellowship Hall at 211 Central Avenue, in Shenandoah. The dinner will be held on November 4, 2017 from 4:30 pm to 6:30 pm. The cost will be \$8 for adults, \$4 for children ages 5 to 12, and Veterans and children under 5 eat for free. Carry-out dinners will be available.

## **COMMITTEE REPORTS**

### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

There was nothing to report during this period.

### **STREETS AND PUBLIC PROPERTY**

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

Councilman Jenkins informed Mayor Lucas and Council members the Town’s 1987 GMC dump truck, which is used for snow removal in the winter, is in need of replacement. He explained the cab mounts and floorboards are rusted and make it difficult for Public Works employees to utilize the truck safely.

Mayor Lucas suggested Council look into the budget for this fiscal year and see if there are allotted funds to provide a new dump truck for the Town.

Town Manager Roudabush also explained the Town’s backhoe, which is used frequently for various jobs throughout Town, is also in need of replacement.

Councilman Jenkins suggested a representative attend the State’s vehicle sale in the summer to find low-cost replacement vehicles, if necessary.

Police Chief Davis stated he will look into the availability of surplus military equipment and inform the Council of any used vehicles that may suit the needs of the Town.



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

(Chairman Kite and Councilmen Hinkle and Jenkins)

Police Chief Davis reminded Council Members Halloween Trick or Treating in Shenandoah will be held on Tuesday, October 31, 2017 beginning at dusk and ending prior to the Town's curfew at 10pm.

### **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)

Chairman Jenkins informed the Council the fence near the playground at Big Gem Park is down and will need to be put back up by the Public Works employees. He also encouraged the Council to look for an article done by TV3 on the JMU Crew Club's work at the River Park, which included several pictures of the Park.

Councilman Lowe inquired about the installation status of the new fountain at Big Gem Park.

Town Manager Roudabush explained the shaft on the old fountain was broken and a new fountain has been ordered, using the free replacement warranty. She also explained the Public Works employees will be waiting until spring to install the new fountain due to the cold weather approaching.

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

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported there is a new business located at 215 Quincy Avenue. Asian Nails 2 opened with a ribbon cutting ceremony on October 19, 2017 and will be open Monday-Saturday from 9am to 7 pm and closed every Sunday. Mr. Jenkins also reminded Mayor Lucas and Council Members JessNails also opened in August 2017.

Town Manager Roudabush explained JessNails is open only by appointment and the owner was not interested in doing a ribbon cutting ceremony, however, the owner may hold an Open House in the future.

**COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

A *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, for a Community Enhancement Award to be given to Thelma St. Clair for her hard work to improve her home. The award will be presented at the November 14, 2017 Council Meeting.

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.**

**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 Pierce suggested Mayor Lucas and Council members read an article in the Daily News Record regarding back yard poultry farms being directly connected to illnesses.

**NEW BUSINESS**

There was nothing to report during this period.

**TOWN MANAGER'S REPORT**

Town Manager Roudabush reported the Public Works employees are working hard to remove the old sidewalk on Virginia Avenue. She also informed Mayor Lucas and Council Members of a complaint received from a citizen regarding a retaining wall in front of their home on Third Street which needs repaired.

Councilman Jenkins inquired about ownership of the retaining wall.

Town Manager Roudabush explained the retaining wall is in the right of way, but the Virginia Department of Transportation will not pay for the repair.

Mayor Lucas noted the Town has repaired the wall in the past and suggested contacting the property owners to discuss the possibility of them splitting the cost of the repair with the Town.

Police Chief Davis noted the wall behind the Elementary School is also in need of repair and suggested the Council look into that repair, as well.

### **MAYOR'S REPORT**

There was nothing to report during this period.

### **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 8:13 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