

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
November 14, 2017**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, November 14, 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 Richard Pierce.

**Council Members absent were:** Vice Mayor William Kite and Councilman I. Michael Lowe.

**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, Mike Uram, Russell Comer, Jr., and Nancy Karnes.

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

**RECEIVING OF VISITORS**

Mayor Lucas recognized Thelma St. Clair as the recipient of the October 2017 Community Enhancement Award for work she has done to her home, although she was unable to attend the Council meeting to receive her plaque.

Russell Comer, Jr. presented Mayor Lucas and Council Members with new information regarding a plan for a proposed historic/railroad museum in Town. He explained he has also approached the Shenandoah Heritage Center regarding the location for the potential museum to be located on the grounds of Stevens Cottage. He noted this location would require a detailed agreement between the Town and the Shenandoah Heritage Center, but it is a possibility.

Nancy Karnes, Vice President of the Shenandoah Heritage Center, was present and stated the Heritage Center is very supportive of the historic/railroad museum and the members are looking forward to discussing an agreement with the Town for its potential location on the grounds at Stevens Cottage.

After a brief discussion, it was decided Mayor Lucas and Council Members will schedule a meeting with the members of the Shenandoah Heritage Center in early January 2018 to discuss an agreement on the location of the museum.

**October 24, 2017, REGULAR MEETING MINUTES:**

A *Motion* was made by Councilman Fox, *seconded* by Councilman Jenkins, to approve the *Regular Meeting Minutes* held on October 24, 2017, as presented.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Vice Mayor Kite and Councilman Lowe  
**VOTE:** **Unanimous in favor of motion.**

**APPROVAL OF BILLS:**

Councilman Pierce inquired about duplicate invoices for Rent-Equip.

Town Manager Roudabush explained warrant number 36054 was voided due to an incorrect payment amount and two new checks were written to replace it.

Councilman Jenkins inquired about the use of the Bobcat rented from Rent Equip.

Police Chief Davis noted the invoice was for the rental of an attachment for the Town's Bobcat.

Town Manager Roudabush explained the Bobcat attachment was needed for sidewalk removal on Virginia Avenue.

There being no further questions, a *Motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to approve the bills, dated **November 14, 2017**, in the **Combined Accounts Disbursement Warrants #36032-36080** in the amount of **\$106,709.35**.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Vice Mayor Kite and Councilman Lowe  
**VOTE:** **Unanimous in favor of motion.**

**TREASURER'S REPORT:** Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for November 13, 2017.

A *Motion* was made by Councilman Fox, *seconded* by Councilman Pierce, to approve the November 13, 2017 Treasurer's report in the amount of \$1,237,968.21, as read.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Lowe

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

### **CORRESPONDENCE**

**Item # 1** – Mayor Lucas and Council Members reviewed the October 2017 Vehicle Gas Log.

**Item # 2** – Mayor Lucas and Council Members received an invitation to the Turkey Trot 5K/1K on the Greenway on November 18, 2017 beginning at 9:30 am. This is an event organized by Page County Public Schools and Page Alliance for Community Action. Registration is \$20 for the 5K Run/Walk and \$10 for the Kids 1K Run/Walk. Registration forms and payments can be mailed to Page Alliance for Community Action at P.O. Box 72, Luray, VA 22835 or made online at [www.pagecoalition.org](http://www.pagecoalition.org).

**Item # 3** – Mayor Lucas and Council Members received an invitation to the Artistic Expressions Annual Craft Show and Open House at The Art Warehouse in Luray on Saturday, November 18<sup>th</sup> from 10 am to 4 pm; Sunday, November 19<sup>th</sup> from 1 pm to 4 pm; and Saturday, November 25<sup>th</sup> from 10 am to 4 pm.

**Item # 4** – Mayor Lucas and Council Members received an invitation to a Thanksgiving Day Brunch and Dinner on Thursday, November 23, 2017 to benefit the Page Free Clinic. Brunch will be served at 11 am and dinner will be served at 3 pm. The cost will be \$25 per person for brunch and \$40 per person for dinner with tickets at half price for kids ages 6-12 and children 5 & under eating free. Tickets are available at Main Street Bakery, Page County Chamber of Commerce, or online at [pagefreeclinic.org](http://pagefreeclinic.org). For more information, visit [pagefreeclinic.org](http://pagefreeclinic.org) or contact Faithbrooke Barn & Vineyards at [info@faithbrooke.com](mailto:info@faithbrooke.com), or (540) 743-1207.

**Item # 5** – Mayor Lucas and Council Members received an invitation to the 18<sup>th</sup> Annual Thanksgiving Day Dinner on November 23, 2017 from 1 pm to 3 pm at the American Legion Building in Luray. Any church, business, or individual wanting to donate money, food, paper items, or to assist in serving, please contact: Debi Spinner at (540) 743-1559, Betty Knowles at (540) 742-1697, Ed Dwyer at (540) 778-1703, Michael Painter at (540) 244-6749, or Jeff and Mary Turner at (540) 743-7648.

**Item # 6** – Mayor Lucas and Council Members received information on Breakfast with Santa on Saturday, November 25, 2017 from 9 am to 11 am at the Historic Stevens Cottage in Shenandoah. The breakfast will be \$6 per adult and \$3 per child and includes sausage, bacon, gravy, scrambled eggs, biscuits, and a drink.

**Item # 7** – Mayor Lucas and Council Members received information on Small Business Saturday on November 25, 2017. Pick up a passport at a welcome center or any participating business and get your passport signed by at least four (4) participating businesses, then return your passport to the local Welcome Center by 2 pm on Saturday or drop in your Town’s overnight drop box or at the Chamber of Commerce & Visitor Center by noon on Monday, November 27<sup>th</sup> to be entered for a chance to win a \$50.00 gift certificate to a local business. For more information, contact Sarah or Juanita at the Town Office at (540) 652-8164.

**Item # 8** – Mayor Lucas and Council Members received an invitation to the 3<sup>rd</sup> Annual Chamber Holiday Open House on Friday, December 1, 2017 from 4 pm to 7 pm. Bring pet food or \$5 donation to have your picture taken with Santa. All proceeds will go to Page Paws.

**Item # 9** – Mayor Lucas and Council Members received an invitation to the 11<sup>th</sup> Annual Stevens Cottage Lamplight Dinner Sponsored by the Shenandoah Heritage Center. The dinner will be held on Saturday, December 2, 2017 at 6:00 pm. Tickets are limited at \$30 per person and are available at the Shenandoah General Store, Shenandoah Town Office, or from any Shenandoah Heritage Center Member. Proceeds from this dinner will benefit restoration projects at the Stevens Cottage.

**Item # 10** – Mayor Lucas and Council Members received an invitation to the 2<sup>nd</sup> Annual “Christmas in Stanley.” Enjoy the Christmas Parade on Saturday, December 2, 2017 at 6 pm followed by the lighting of the luminaries at the Ed Good Park. Photos with Santa Claus will be available with food and drinks beginning at 5 pm. Contact the Stanley Town Office at 540-778-3458 for more information regarding your entry in the parade.

**Item # 11** – Mayor Lucas and Council Member received an invitation for Mayor Lucas and Council Members for a reception hosted by Governor and Mrs. Terence McAuliffe at the Executive Mansion on Monday, December 4, 2017.

**Item # 12** – Mayor Lucas and Council Members received an invitation to the Luray Christmas Parade on December 9, 2017 at 6 pm (rain/snow date: Tuesday, December 12<sup>th</sup> at 6:00 pm.) Line up for the parade will begin at 4:30 pm. (Exact parade line-up information will be announced at a later date.) There is no entry fee for this parade and cash prizes will be awarded. The entry deadline for this parade will be December 4<sup>th</sup>. For more information contact the Luray Town Office at 743-5511 or email at [lowery@townofluray.com](mailto:lowery@townofluray.com), or the Luray Parks & Recreation Office at 843-0770 or email at [pobrien@townofluray.com](mailto:pobrien@townofluray.com).

**Item # 13** – Mayor Lucas and Council Members recognized Shenandoah River Adventures for winning the Hospitality Business of the Year for 2017 at the 91<sup>st</sup> Luray-Page Chamber of Commerce Annual Banquet and Awards Ceremony.

**Item # 14** – Mayor Lucas and Council Members received a memorandum from Town Manager Roudabush requesting the reappointment of Larry Dovel and Sean Wheeler to another term on the Town Planning Commission.

A **Motion** was made by Councilman Pierce, **seconded** by Councilman Jenkins, to reappoint Larry Dovel to another term on the Town Planning Commission through November 15, 2021 and Sean Wheeler to another term on the Town Planning Commission through November 30, 2021.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Lowe

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

## **COMMITTEE REPORTS**

### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Following questions regarding a sewer issue at Fields United Methodist Church, Town Manager Roudabush stated there was a sewer line clog that backed up into the Church basement. The Church plans to submit a claim to the Town's insurance company for their deductible reimbursement.

Councilman Fox suggested more frequent checks of problem manholes.

Town Manager Roudabush noted the Town employees do frequently check problem areas, and will add the Fields United Methodist Church to the list.

### **STREETS AND PUBLIC PROPERTY**

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

Councilman Fox stated there are streetlights out on First Street, and the streetlight at the intersection of Grandos Street and Wahnona Avenue has not been installed.

Town Manager Roudabush noted she will contact Shenandoah Valley Electric Company again regarding the replacement and installation of these streetlights.

Councilman Jenkins inquired about the request made to the Town regarding the repair of a retaining wall in front of a residence.

Town Manager Roudabush explained the retaining wall, located in front of 316 Third Street, is pulling away from the bank and the homeowner is concerned for the safety of other residents.

Councilman Jenkins inquired about the footage of this retaining wall.

Town Manager Roudabush stated the footage of the wall is approximately 120 feet.

Councilman Jenkins stated he has looked at the wall and agrees it is unsafe and will need to be repaired.

Councilman Fox suggested the Town remove the wall and level the ground where it sits.

Councilman Jenkins stated there are Town water meters located near the wall which would need to be relocated if the wall is removed. He also noted the removal of the wall would create a steep incline and affect the stability of the sidewalk in front of the residences.

Councilman Fox inquired about the ownership of the retaining wall.

Councilman Jenkins stated the Virginia Department of Transportation did not design or build the wall and is not taking responsibility for its repair at this time.

Town Manager Roudabush also noted the homeowner does not own the wall and does not want to fund the repair.

Councilman Fox suggested looking into the agreement between the Town and the Virginia Department of Transportation to find the stated ownership of items located in the right of way.

Councilman Fox inquired about an update on the replacement of the Town's 1987 GMC dump truck.

Councilman Jenkins suggested the Town will keep the 1987 GMC dump truck to use as a backup for snow removal.

Town Manager Roudabush suggested the Town wait on the replacement of this dump truck due to the backhoe needing repair or replacement. She explained the Town is eligible to apply for a loan and grant combination to cover up to 15% of the cost of a new backhoe, if the Council is interested in purchasing a new one, as well as repairing the current backhoe.

Mayor Lucas suggested the Town purchase another Case brand backhoe, as they seem to be efficient and have worked well for the Public Works employees in the past.

Town Manager Roudabush explained the grant and loan combination will only cover manufacturers within the state contract, or the lowest bid for a backhoe.

After a brief discussion, a **Motion** was made by Councilman Fox, **seconded** by Councilman Pierce, to authorize up to \$4,000 for repair to the Town's backhoe.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Lowe

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

Councilman Fox suggested the Town also rebuild their zero-turn lawn mowers to make them more efficient, rather than purchasing new ones as previously discussed.

Town Manager Roudabush stated she will get tentative prices on the repair of the Town's zero-turn lawn mowers. She inquired about the Council's opinion on applying for a grant and loan application to replace the Town's backhoe and zero-turn lawn mowers.

Councilman Jenkins suggested Town Manager Roudabush look further into the grant and loan application and determine if the brand of backhoe the Town currently uses is on the state contract.

After a brief discussion, it was determined Town Manager Roudabush would present more information regarding the grant and loan application process at the Council meeting on December 12, 2017.

**POLICE, SAFETY, & JUDICIAL**

(Chairman Kite and Councilmen Hinkle and Jenkins)

Councilman Fox inquired about an update on the removal of an unlicensed trailer on Pennsylvania Avenue.

Police Chief Davis noted he is still working on the removal of this trailer.

Councilman Pierce stated there is also a loader that appears to be located in the alley on Osceola Avenue, and if so, it will need to be removed.

Police Chief Davis stated he has previously looked into this matter and the loader is not in the alley.

**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 reported the fence at Big Gem Park has been repaired.

Councilman Pierce inquired about any updates on vandalism in the park restrooms.

Town Manager Roudabush explained vandals did remove a tank from the River Park toilet, but no new vandalism has occurred.

Councilman Jenkins stated the potential archery range location has been marked at Big Gem Park and is ready for Mayor Lucas and Council Members to view.

Mayor Lucas and Council Members received a copy of an email from the Town's insurance provider regarding requirements for the installation of an archery range at Big Gem Park. These requirements include, but are not limited to: no broadheads on the arrows or bolts, clearly mark the shooting line so those waiting know where to safely stand, and place signage to alert any hikers in the park they are about to enter an archery range.

Matthew Queen noted the archery range is marked in intervals from 10 yards to 80 yards; however, the 80-yard target may require some excavating. He previously provided area photos and explained he is willing to walk through the range with any of the Council Members to show them the exact plan for the set up of the range.

There being no questions, a **Motion** was made by Councilman Jenkins, **seconded** by Councilman Pierce, to authorize the establishment of an archery range where Matthew Queen has marked at Big Gem Park, subject to compliance with the Town's insurance requirements.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Lowe

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

Councilman Fox inquired about the curfew at the Town parks.

Police Chief Davis noted each park has a different curfew, but the curfew at Big Gem Park is currently midnight.

Councilman Fox inquired about the process required to change the curfew at the parks.

Police Chief Davis explained the Council would only have to vote to change the regulations and no legal action is required.

After a brief discussion, a **Motion** was made by Councilman Fox, **seconded** by Councilman Pierce, to authorize a new curfew at Big Gem Park from 10 pm to 6 am.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Lowe

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

Councilman Pierce inquired about relocating or replacing the current plaques recognizing the Veterans Park donors. He explained the plaques are on the retaining wall and are hidden from view.

Mayor Lucas suggested installing a new permanent marker, after obtaining a cost estimate.

Town Manager Roudabush stated she will ask Systems Manager/Deputy Treasurer Christl McCoy to provide plaque and kiosk suggestions, with price estimates, to present at the next Council meeting on December 12, 2017.

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

Chairman Jenkins informed the Council the new Burger King location is proposed to open in early 2018. He noted the owners have been working hard to restore the building and create a better business environment.

Town Manager Roudabush noted the owners of Burger King have not yet received a business license from the Town Hall, and have also not given a specific timeline for their opening.

**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)

Mayor Lucas and Council Members received a memorandum from Chairman Pierce to authorize a five percent salary increase for Town Clerk, Sarah Dean, as she passed her probation period on November 8, 2017.

A *Motion* was made by Councilman Pierce, *seconded* by Councilman Hinkle, to authorize Sarah Dean for a five percent salary increase, retroactive to November 8, 2017.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Vice Mayor Kite and Councilman Lowe  
**VOTE:** **Unanimous in favor of motion.**

**POLICE REPORT**

There was nothing to report during this period.

**UNFINISHED BUSINESS**

There was nothing to report during this period.

**NEW BUSINESS**

There was nothing to report during this period.

**TOWN MANAGER'S REPORT**

Town Manager Roudabush reminded Mayor Lucas and Council Members of Small Business Saturday on November 25, 2017. She explained there are 17 businesses participating in this evening and several prizes to be given after a drawing at the Chamber.

**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. Mr. Uram noted his excitement for the Shenandoah Vision Team's progress and explained his involvement in the museum committee.

Mayor Lucas and Council Members thanked Mr. Uram for all of his volunteer efforts in our community.

Councilman Jenkins commended Mayor Lucas on the excellent job he did at the Town's Veterans Day Service at Veterans Park on November 5, 2017.

**ADJOURN**

There being no further discussion, a *Motion* was made by Councilman Fox, *seconded* by Councilman Hinkle, to adjourn the meeting at 8:59 p.m.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman 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