

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

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, December 12, 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; and Richard Pierce.

Council Members absent were: Councilman I. Michael Lowe.

Other Town Officials present were: Juanita F. Roudabush, Town Manager/MMC; Sarah Dean, Town Clerk; and Jeff Courtney, K-9 Officer.

Citizens present were: Mike Uram, Russell Comer, Jr., Gina Hilliard, and David Huffman.

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

RECEIVING OF VISITORS

Gina Hilliard provided Mayor Lucas and Council Members with an update on the Luray-Page Chamber of Commerce. There have been 24 new memberships, bringing the total memberships to 406, with 167 active members. The statistics given for July 2017-November 2017 were: 936 Local Calls, 1,540 Local Walk-ins, 719 Tourist Calls, 7,664 Tourist Walk-ins, 77,671 Unique Website hits, 659 Visitor Guide Downloads, and 3,939 Bulk Mailings. The Luray-Page Chamber of Commerce Website Statistics for July 2017-November 2017 were 85,562 sessions, with 66,865 users, and 276,627 page views. The highlights provided for July 2017-November 2017 were: Clancey Arnold hired as a new Chamber & Tourism Associate, Kalee Lowman interning at the Chamber of Commerce from Luray High School, and the launch of the Elf on the Shelf Campaign to promote local businesses. Gina also informed Mayor Lucas and Council Members the 2018 Guide to Page County will be out at the end of January, the 2018 Visitor Guide will be released in March, and the new Website will launch on March 5th, 2018. Gina presented the Mayor and Council with several outreach programs and events the Chamber of Commerce has been involved with, along with a list of upcoming events in the community.

November 14, 2017, REGULAR MEETING MINUTES:

A *Motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on November 14, 2017, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman 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 Fox, to approve the bills, dated **December 12, 2017**, in the **Combined Accounts Disbursement Warrants #36081-36113** in the amount of **\$131,123.21**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

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

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

A *Motion* was made by Councilman Fox, *seconded* by Vice Mayor Kite, to approve the December 12, 2017 Treasurer's report in the amount of \$1,389,863.14, as read.

Members Vote was as follows:

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

NAY: None

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

CORRESPONDENCE

Item # 1 – Mayor Lucas and Council Members received an application from the Shenandoah Volunteer Fire Company for a 2018 Bingo Permit.

A **Motion** was made by Councilman Pierce, **seconded** by Councilman Hinkle, to approve the 2018 Bingo Permit for the Shenandoah Volunteer Fire Company.

Members Vote was as follows:

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

NAY: None

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

Item # 2 – Mayor Lucas and Council Members received an application from the Shenandoah Volunteer Fire Company for a 2018 Raffle Permit.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Pierce, to approve the 2018 Raffle Permit for the Shenandoah Volunteer Fire Company.

Members Vote was as follows:

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

NAY: None

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

David Huffman expressed his appreciation for the Mayor and Council's support for the Shenandoah Fire Company. Mr. Huffman also informed Council Members the SVFC has received a grant to purchase a new tanker, but will be keeping their current tanker as a back-up for emergency situations.

Item # 3 – Mayor Lucas and Council Members were presented with the November 2017 Town Website Statistics. The total page views came to 15,708 with 8,876 Unique Visitors. The most popular referring site was Google with 1,001 users.

Item # 4 – Mayor Lucas and Council Members received the November 2017 Police Department Activity and Vehicle Logs.

Item # 5 – Mayor Lucas and Council Members reviewed the November 2017 Vehicle Gas Log.

Item # 6 – Mayor Lucas and Council Members received a thank you letter from the Shenandoah Page One for the Town's yearly donation to their agency.

Item # 7 – Mayor Lucas and Council Members received a memorandum from Town Manager Roudabush and Treasurer Breeden requesting the authorization to submit an application for a Rural Utility Services loan and grant program to replace the Town's backhoe and zero-turn lawn mowers.

There being no questions, a **Motion** was made by Councilman Pierce, **seconded** by Councilman Jenkins, to authorize the application for a Rural Utility Services loan and grant program to replace the Town's backhoe and zero-turn lawn mowers.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

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

Councilman Pierce noted the loan and grant recipient will be chosen in the early months of 2018, therefore, the application will need to be submitted in early January for the Town to be considered.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Pierce expressed his appreciation for the Public Works employees' quick response and hard work to open a clogged sewer on Seventh Street.

Councilman Jenkins inquired about the repair of the Town's small sewer machine.

Town Manager Roudabush explained machine has been repaired and noted the problem was inside the motor.

Councilman Jenkins inquired about a schedule to clean out the water tanks in Town.

Town Manager Roudabush explained there is a plan to wash out the Twelfth Street well, but she will check to determine a schedule for the remaining tanks.

Town Manager Roudabush noted there have been several water leaks reported in Town, which will be repaired as soon as possible. She reminded everyone to report any potential leaks to the Town Hall to ensure they are repaired quickly.

STREETS AND PUBLIC PROPERTY

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

Councilman Jenkins inquired about the status of repair to the Town's backhoe.

Town Manager Roudabush stated the backhoe has been repaired, and did not need a new pump as believed before. She noted because of this, the repair will be less than \$4,000, but the Town has not received an invoice for the repair at this time

Councilman Fox inquired about the Town's responsibility for paving Junior Avenue from Highway 340 to J Street intersection.

Councilman Jenkins stated he believes the Town would be responsible for any patching or paving on this section, which is not owned by the Virginia Department of Transportation.

Town Manager Roudabush noted there is research being done in the Town Hall to find the original agreement between the Town and the Virginia Department of Transportation regarding the ownership of the streets and sidewalks in Town.

Councilman Jenkins noted each area receives an allotted amount of money each year from the Virginia Department of Transportation for repairs to streets and sidewalks, and it is necessary to plan large projects ahead of time in order to be placed on VDOT's schedule.

Mayor Lucas inquired about the repair of a retaining wall located in front of 316 Third Street.

Town Manager Roudabush noted the retaining wall is not on the homeowner's property and the Town or the Virginia Department of Transportation would be responsible for any repairs or replacements made.

Councilman Fox suggested the retaining wall be removed and the ground be leveled to match the water meters at this location.

Town Manager Roudabush stated preliminary reviews indicated this may not be possible, but she will continue research to find the documented ownership of the retaining wall.

Mayor Lucas stated the Council will need to come to a decision in early 2018 regarding the replacement or repair of this retaining wall.

Town Manager Roudabush inquired about scheduling a meeting between the Council and the Shenandoah Heritage Center regarding the placement of the potential Town historical museum.

After a brief discussion, it was agreed Town Manager Roudabush will be in contact with the members of the Shenandoah Heritage Center to schedule an evening meeting with the Council in January 2018 and will notify everyone once a time and date have been confirmed.

Councilman Fox inquired about a Town Ordinance regarding the use of large shipping containers as storage on properties in Town, as there is one being used at a home on Highway 340.

Councilman Jenkins noted the Town does not have an ordinance regarding the use of shipping containers for storage.

Councilman Fox suggested the Page County Building Inspector be contacted to inform them of the installation of this storage container.

Town Manager Roudabush stated she will be in contact with the Page County Building Inspector, and noted if the homeowners plan to keep the shipping container as a permanent storage building, the owners will at least need a zoning permit from the Town.

POLICE, SAFETY, & JUDICIAL
(Chairman Kite and Councilmen Hinkle and Jenkins)

There was nothing to report during this period.

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)

Mayor Lucas and Council Members received a memorandum from Systems Manager/Deputy Treasurer Christl McCoy requesting the authorization of Veterans Park Donations to be used for updates to the Park.

After a brief discussion, a ***Motion*** was made by Councilman Pierce, ***seconded*** by Councilman Jenkins, to authorize the use of up to \$5000 from Veterans Park Donations to purchase one large plaque for donor and contributor information, a kiosk to display a directory of the location of each brick, and the engraving of numbers on the current walls to make the bricks easier to locate.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

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

Councilman Pierce noted the location of all items purchased has not been determined at this time; however, all items will be impermanent in case of later expansion to the Park.

Town Manager Roudabush inquired about authorization for closing the restrooms at Big Gem Park and River Park until spring of 2018.

Mayor Lucas and Council Members agreed the restrooms should be closed for the season and reopen in spring of 2018.

Councilman Pierce noted the Town will be leaving the flags on First Street up year-round, unless they become damaged and need to be replaced.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush informed Mayor Lucas and Council Members there is a potential new restaurant coming to Quincy Avenue, however, the Town Hall has not received any confirmation of the business at this time.

Vice Mayor Kite informed everyone KVK Precision Specialties reached their 40th Anniversary in Town during the month of October 2017.

Town Manager Roudabush suggested an anniversary ribbon cutting ceremony be held or a congratulatory plaque be awarded to the owner of KVK Precision Specialties to celebrate this achievement. She also noted there are other businesses in Town who will need to be recognized for reaching anniversaries in 2017 or 2018.

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)

Councilman Jenkins informed everyone Treasurer Cindy Breeden will be celebrating her 25th work anniversary with the Town in the upcoming weeks.

After a brief discussion, Mayor Lucas and Council Members authorized recognizing employees for their 25th work anniversary by providing them with a small gift and letter of appreciation, which will be presented each year at the Annual Town Christmas Dinner.

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 presented Mayor Lucas and Council Members with an invoice from Hensil Good Paving for the cost of pavement patching on Highway 340, after an emergency water leak, and on Shenandoah Avenue for a new home.

There being no questions, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to authorize payment of \$2,100 to Hensil Good Paving for the cost of pavement patching on Highway 340 and Shenandoah Avenue.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

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

Town Manager Roudabush stated the Sewer Plant employees have requested approval to purchase a back-up flow meter, to keep on hand for emergency situations.

There being no questions, a **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Jenkins, to authorize the purchase of a back-up flow meter at the approximate cost of \$958.92.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

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

MAYOR'S REPORT

Mayor Lucas reminded everyone of the employee Christmas Dinner on Friday, December 15, 2017, beginning at 11:30 am.

FOR THE GOOD OF THE TOWN

Mike Uram addressed Mayor Lucas and Council Members to inform them of the success of Small Business Saturday in Page County. He noted he loved seeing the participant's pictures on the Town of Shenandoah's website and was very proud of the amount of participation in the community. Mr. Uram also stated he is planning to meet with the Virginia Department of Transportation in early 2018 regarding road conditions in Stanley and suggested the Council also schedule a meeting with VDOT to discuss the road and sidewalk conditions in Shenandoah.

ADJOURN

There being no further discussion, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to adjourn the meeting at 8:05 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion.

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk