

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
January 9, 2018**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, January 9, 2018, 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; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Vice Mayor William Kite.

Other Town Officials present were: Juanita F. Roudabush, Town Manager/MMC; Sarah Dean, Town Clerk; and Paul Davis, Police Chief.

Citizens present were: Judy Robertson.

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

RECEIVING OF VISITORS

There were no visitors present during this meeting.

December 12, 2017, REGULAR MEETING MINUTES:

A *Motion* was made by Councilman Hinkle, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on December 12, 2017, as presented.

Members Vote was as follows:

YEA: Councilman Fox	NAY: None
Councilman Hinkle	
Councilman Jenkins	
Councilman Lowe	
Councilman Pierce	

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS:

Councilman Fox inquired about warrant #36123 to Villager Newspapers, LLC.

Town Manager Roudabush explained this was to place an ad for the Town in the Massanutten Vacationer newspaper. She also noted this ad was paid for using marketing funds received from the Page County Transient Occupancy Tax and helps to bring tourists to the Town from Massanutten Resort.

Councilman Fox inquired about warrant #36125 to Partners 1st Federal Credit Union.

Town Manager Roudabush explained the amount listed is employee paid and is taken out of each employee's payroll checks to deposit in their own accounts.

Councilman Fox inquired about warrant #36131 to Carrington Mortgage Services.

Town Manager Roudabush explained this was for a real estate tax overpayment for an account escrowed by the mortgage company.

There being no further questions, a ***Motion*** was made by Councilman Lowe, ***seconded*** by Councilman Jenkins, to approve the bills, dated **January 9, 2018**, in the **Combined Accounts Disbursement Warrant #36114-36203** in the amount of **\$207,475.36**.

Members Roll Call Vote was as follows:

YEA: Councilman Fox Councilman Hinkle Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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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 January 9, 2018.

A ***Motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to approve the January 9, 2018 Treasurer's report in the amount of \$1,373,911.15, 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 –The December 2017 Police Department Activity and Vehicle Logs were presented for review.

Item # 2 – Computer Center Supervisor/Website Administrator Joyce Fluharty provided Council with the December 2017 Town Website Statistics. The total page views came to 16,596 with 8,876 Unique Visitors. The most popular referring site was Google with 1,201 users.

Item # 3 – Mayor Lucas and Council Members also reviewed the 2017 Yearly Town Website Statistics. The total page views for 2017 came to 210,891 with 155,149 hits on the home page and 101,222 unique visitors. The most popular referral site was Google with 18,002 users.

Item # 4 –The Shenandoah Computer Center Report for July-December 2017 was presented for review. The computer center provided services for 1,640 customers, with 600 customers utilizing the computer center for internet access.

Item # 5 – Mayor Lucas and Council Members received a thank you letter from the family of Gary Morris for a flower arrangement the Town sent with condolences for his funeral services

Item # 6 –A list of Town accomplishments for 2017 was presented to the Council for review. These accomplishments included new home constructions, new businesses, and various events held in Town.

Item # 7 – Councilman Pierce reminded Mayor Lucas and Council Members of the 3rd Annual First Responders Dinner to be held on January 20, 2018 at 6:00 pm in the Fellowship Hall of Christ United Methodist Church. He noted the Town co-sponsors this event, and Mayor Lucas will be speaking, but it would be nice to see members of Council there to show their appreciation to the Town's first responders, as well.

Item # 7 – Mayor Lucas and Council Members received a letter of resignation from First Sgt. William Wheeler to explore other career objectives.

Personnel Committee Chairman Richard Pierce also provided a memorandum requesting the Council accept Mr. Wheeler's resignation, effective March 15, 2018. The memorandum explained due to accumulated vacation and leave time, First Sgt. Wheeler's official end date will be March 15th, but his last day of actual work for the department will be January 26, 2018.

A **Motion** was made by Councilman Pierce, **seconded** by Councilman Fox, to accept First Sgt. William Wheeler's resignation, effective March 15, 2018.

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.

Item # 8 – Personnel Committee Chairman Richard Pierce provided a memorandum advising Council to follow with past policy, and promote part-time Police Officer Nicholas “Nick” Weaver to full-time status to fill the open position from First Sgt. Wheeler's resignation.

A **Motion** was made by Councilman Pierce, **seconded** by Councilman Fox, to authorize the promotion of part-time Police Officer Nicholas Weaver to full-time status, at a salary of \$33,000 a year, effective January 25, 2018.

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

Members of Council noted although they are very upset to see First Sgt. Wheeler resign, they understand his desire to pursue other career objectives, and are looking forward to welcoming Officer Weaver to the Police Department.

Item # 9 – Mayor Lucas and Council Members received a copy of a thank you letter to the Shenandoah Police Department, expressing appreciation for Officer Jeff Courtney and K9 “Allen’s” continued assistance to the Luray Police Department.

Item # 10 – Officer Jeff Courtney provided a list of Police K9 “Allen’s” statistics and accomplishments for 2017 for Mayor Lucas and Council Members to review.

Item # 11 – Police Chief Davis presented information regarding an online fundraiser to purchase a heat alarm system for the Town’s K9 patrol vehicle. Information regarding this fundraiser can be found at <https://www.crowdrise.com/o/en/campaign/k9-allen-virginia/protection4paws> and <https://www.protection4paws.com>

Item # 12 – Mayor Lucas and Council Members received an invitation to a “Meeting of the Minds” on January 31st, 2018 in the Page County Board of Supervisor Room, located at 103 South Court Street, Luray VA, from 9 am until noon. This meeting will serve as a way for community leaders to share information and ideas contributing to present and future economic development in Page County.

Item # 13 – Treasurer Cindy Breeden provided Mayor Lucas and Council Members with a memorandum requesting their authorization to schedule the Town’s spring clean up for April 2 – 13, 2018.

There being no questions, a **Motion** was made by Councilman Pierce, **seconded** by Councilman Jenkins, to authorize the Town’s spring clean up to be scheduled for April 2 – 13, 2018.

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

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush reported the Town's Public Works employees have been working hard to thaw out and install proper insulation around frozen meters in Town. She also noted there have been a few water leaks reported, which will be repaired once the ground becomes manageable.

Councilman Fox inquired about a possible leak in the Village Shopping Center parking lot.

Town Manager Roudabush explained the leak was not on the Town lines and the water came from a frozen pipe that burst inside of the garage. She noted the Public Works employees have spread salt to thaw the ice caused by the burst pipe and the water supply to the garage has been cut off. Vice Mayor Kite was instrumental in locating the origins of this leak.

Town Manager Roudabush presented Mayor Lucas and Council Members with an invoice for J-Rex Burner Plumbing & Heating for an emergency repair to the heating system at the Town Sewer Plant. She noted this unit is approximately eight years old and the warranty only lasted for the first five years.

A **Motion** was made by Councilman Fox, **seconded** by Councilman Lowe, to authorize payment of \$1,415 to J-Rex Burner Plumbing & Heating.

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

STREETS & PUBLIC PROPERTY

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

Councilman Pierce requested the Town Public Works employees pick up a television which was dropped on the side of Shenandoah River Road.

Councilman Pierce stated he has heard several compliments from residents about the Public Works employees' hard work and diligence to repair water leaks in Town, and noted he is very proud of these employees.

Councilman Fox suggested the Virginia Department of Transportation be contacted to secure a metal plate at the intersection of Fifth Street and Maryland Avenue.

Town Manager Roudabush noted she has informed VDOT of this issue, but will email them again as a reminder.

Councilman Jenkins explained the Town staff is continuing research to determine the ownership of the streets, sidewalks, and retaining walls in Town and the Council will be notified if any documented agreement is found. He explained research thus far has determined a program, funded by the federal government, was used to install sidewalks, curb, gutter, walls, and streets beginning in the late 1920's and early 1930's and continuing through the 1960's.

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)

Chairman Jenkins informed Mayor Lucas and Council Members the WigWam Village playground will need to be replaced soon.

Following a brief discussion, it was agreed the Council will be looking into future plans and obtaining estimates on the replacement of the playground.

Councilman Fox stated the grass area between the Town's Dog Park and the alley that exits on Denver Avenue is being used inappropriately and suggested the Town create a gravel path to designate an area of use. He noted currently citizens have made two separate exits across this lot.

Town Manager Roudabush noted she will look further into finding a solution to this problem.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Jenkins inquired about an update on the opening of the new Burger King in Town. 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. They have started to accept employment applications.

Councilman Jenkins inquired about an update on the potential new restaurant coming to Quincy Avenue.

Town Manager Roudabush stated the potential restaurant owners have inquired about remodeling the interior of the building and have set up a utility billing account in their names, but have not yet received a business license or given a specific timeline for their opening.

Councilman Fox inquired about the potential relocation of the Family Dollar in Town.

Town Manager Roudabush explained she has provided the owners with a list of available properties, however, she has not heard any updates on their relocation at this time.

Councilman Jenkins inquired about the Town's application for Page County Transient Occupancy Tax funding.

Town Manager Roudabush requested the Town apply for \$5,000 of the Page County Transient Occupancy Tax funds for welcome booths and marketing purposes. She explained the Shenandoah Heritage Center will be applying for TOT funds in the amount of \$5,000 to support the Memorial Festival. They will also apply for TOT funds to restore the caboose and develop handicap accessibility for its visitors. Based off the Railroad Museum Committee recommendations, she requested the Town apply for \$30,000 from the TOT funds to purchase a lot for the future construction of a Railroad Museum in the Town's Historic District, with First Street lots as a first choice.

A **Motion** was made by Councilman Jenkins, **seconded** by Councilman Lowe, for the Town to apply for \$5,000 from Page County Transient Occupancy Tax to be used for welcome booths and marketing purposes by the Town.

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

A *Motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, for the Town to apply for \$30,000 from Page County Transient Occupancy Tax to be used for the purchase of a lot for a future Railroad Museum in the Town's Historic District, preferably on First Street.

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

Mayor Lucas suggested each member of Council attend the TOT fund meeting to advocate for the Town to receive the requested funds.

Town Manager Roudabush noted she is unsure of the meeting date at this time, but once it is confirmed, she will notify all members of Council.

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)

Town Manager Roudabush inquired if the Council desired to schedule joint meetings between the Shenandoah, Luray, and Stanley Town Councils throughout the year to discuss issues specific to the County. She noted the Town of Stanley has requested to host the first joint meeting of 2018.

Following a brief discussion, it was agreed Town Manager Roudabush would communicate with the other Towns to schedule the joint meetings and will notify all Council members, media, and Town residents once dates and locations have been confirmed.

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

Councilman Fox inquired about the status of the application for a Rural Utility Services loan and grant program to replace the Town's backhoe and zero-turn lawn mowers.

Town Manager Roudabush explained the application has been submitted, but we will not know until March whether the Town receives the loan and grant.

MAYOR'S REPORT

Mayor Lucas suggested the Town look into purchasing additional Christmas Decorations to place on the electric poles throughout Town.

FOR THE GOOD OF THE TOWN

Judy Robertson voiced concern regarding the use of an outdoor wood burning furnace in Town.

Following a brief discussion, it was decided Mayor Lucas and Council Members will continue to look for a resolution to this problem and will be inquiring with the Town's attorney about the requirements for an ordinance to regulate the use of outdoor wood burning furnaces.

ADJOURN

There being no further discussion, a *Motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, to adjourn the meeting at 8:17 p.m.

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.

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk