

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
February 13, 2018**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, February 13, 2018, at 7:00 p.m., with Vice Mayor William Kite, presiding.

The meeting began with the Pledge of Allegiance.

ATTENDANCE

Council Members present were: Vice Mayor William Kite.; Councilmen Lynn Fox; Dave Hinkle; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Mayor Clinton O. Lucas, Jr.

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

Citizens present were: Mike Uram, Monica Brewer, Phil Secrist, and other Leaders, Parents & Members of the Shenandoah Boy Scouts Troop 8.

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

RECEIVING OF VISITORS

There were no visitors present during this meeting.

January 9, 2018 REGULAR MEETING MINUTES

A *Motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to approve the *Regular Meeting Minutes* held on January 9, 2018, as presented.

Members Vote was as follows:

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

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a *Motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to approve the bills, dated **February 13, 2018**, in the **Combined Accounts Disbursement Warrant #36204-36313** in the amount of **\$212,136.68**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Vice Mayor Kite read the Treasurer's report, submitted by Treasurer Cindy Breeden, for February 13, 2018.

A *Motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to approve the February 13, 2018 Treasurer's report in the amount of \$1,325,416.93, as read.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – The Council was presented with a request from the Shenandoah Volunteer Fire Company to accept their elected officers for 2018. The elected officers were presented as follows: President: Andy Andrews, Vice President: Jamie Harris, Secretary: Roy Smith, Jr., Treasurer: David Huffman, Chaplain: Ernie Shifflett, Chief: Dustin Lucas, Assistant Chief:

James Williams, Captain: Eric Painter, First Lt.: Zack Wells, Second Lt.: Ernie Shifflett, Third Lt.: Andrew Miller, Chief Truck Driver: Gary Taylor, EMS Officer: Dustin Lucas, Chief Fire Warden: Billy Foltz, Wardens: Bobby Comer, Sr., John Jenkins, and N.L. Clem, Jr.

A **Motion** was made by Councilman Jenkins, **seconded** by Councilman Fox, to approve the Shenandoah Volunteer Fire Company elected officers, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

Item # 2 – Vice Mayor Kite informed Council the Shenandoah Volunteer Fire Company has sold their previous tanker, as part of their grant agreement to purchase the new tanker for the Company.

Item # 3 – The December 2017 and January 2018 Town Vehicle Gas Logs were presented for review.

Item # 4 – Computer Center Supervisor/Website Administrator Joyce Fluharty provided Council with the January 2018 Website Statistics. The total page views came to 17,209 with 10,319 Unique Visitors. The most popular referring site was Google with 745 users.

Item # 5 –Boxcar Deli provided information on their Free Valentine’s Kids’ Night on Monday, February 12, 2018 from 5 to 7 pm.

Item # 6 – Mamma Mia Italian Restaurant provided information on their Valentine Dinner Date for Two, including two entrees, bread, salads, and a dessert, for \$29.99. This special will continue from February 13th to February 18th.

Item # 7 – The Luray-Page Chamber of Commerce provided the Council with a list of Valentine’s Day specials for various restaurants in Page County.

Item # 8 – The Council received an invitation to the 7th Annual Wedding Open Forum being held Thursday, February 22, 2018 at Faithbrooke Barn & Vineyards in Luray. The event will be held from 4 to 6 pm with doors opening at 3:30 pm. RSVP’s should be made to Gina Hilliard at events@luraypage.com or (540) 743-3915 by Tuesday, February 20, 2018.

Item # 9 – The Shenandoah Volunteer Fire Company provided a flyer to inform all members of the community there is a 4 pm Burning Law in effect from February 15th to April 30th. The maximum fine is \$500.00. To receive more information regarding this burning law, contact the Virginia Department of Forestry, or visit www.dof.virginia.gov.

Item # 10 – The Council received information on Pickleball Open Courts being held in the Page County High School Gymnasium. The Open Courts will be held from 7 to 9 pm on the following dates: 2/24, 3/3, 3/10, 3/17, 3/24, and 3/31. Any high school student aged person to senior citizens is welcome to play. The cost is \$1 for high school and college students; and \$3 for all other adults. If you have any questions contact Kirk Comer at 540-742-1323 or visit www.pvcta.usta.com.

Item # 11 – Vice Mayor Kite and Council Members reviewed a list of Commercial and Industrial Properties for sale/lease/rent in Shenandoah.

Item # 12 – The Council received information regarding the Luray-Page County Chamber of Commerce receiving a \$10,000 grant from the Virginia Tourism Corporation’s “Crush Friday” Program Marketing Fund. For more information on this program, contact Gina Hilliard at (540) 743-3915 or via email at events@luraypage.com.

Item # 13 – The Luray-Page Chamber of Commerce provided a copy of their February 2018 Newsletter for the Council to review.

Item # 14 – The Council received a thank you letter from Shenandoah Page One for the Town’s donations to their program.

Item # 15 – The Council received a thank you letter from the family of Jack Rinaca for a flower arrangement the Town sent with condolences for his funeral services.

Item # 16 – The Council received a thank you letter from the Shenandoah Lions Club for the Town’s donation to their 2017 Lions Club Christmas Cheer boxes.

Item # 17 – The Council received a thank you letter from the family of Wayne Comer for a flower arrangement the Town sent with condolences for his funeral services.

Item # 18 – Personnel Committee Chairman Richard Pierce provided a memorandum requesting the Council authorize Officer Jeff Courtney receive a salary increase of \$1,000, as he has been with the Shenandoah Police Department for two years. The memorandum also stated Officer Courtney’s new title will be Corporal following this promotion.

A **Motion** was made by Councilman Pierce, **seconded** by Councilman Fox, to authorize Officer Jeff Courtney for a salary increase of \$1,000, and a title change to Corporal.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

Item # 19 – Vice Mayor Kite and Council Members received a letter of recommendation from the Town Planning Commission, to approve a request for a zoning permit from Dale and Nancy Karnes for the construction of a storage building on their industrial zoned property at 408 Long Avenue.

Councilman Fox inquired about the Town Code permitting the construction of storage buildings on industrial zoned properties.

Town Manager Roudabush stated the Town Code does allow the construction of a storage building in an industrial zone, as long as it meets all set-back requirements, as this building does. She also noted the building could be used industrially in the future, but current owners have stated they only need it for storage.

Councilman Fox suggested the Council look into rezoning this industrial zoned portion of Town to avoid future confusion.

Town Manager Roudabush explained the Council can look into amending the Town's zoning map in the future, if rezoning is desired.

Following a brief discussion, a **Motion** was made by Councilman Jenkins, **seconded** by Councilman Pierce, to approve a zoning permit request from Dale and Nancy Karnes for the construction of a storage building on their industrial zoned property at 408 Long Avenue.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

Item # 20 – The Christ & Field’s United Methodist Churches provided a summary of expenses for the 3rd Annual First Responders Appreciation Dinner held on January 20, 2018.

Item # 21 – Treasurer Cindy Breeden provided a memorandum requesting the Council authorize to amend the current Fiscal Year 17-18 budget line items, as presented.

Town Manager Roudabush explained the request is to transfer funds from reserved for contingencies and other items to several line items falling short, as shown on the request.

Councilman Pierce noted this amendment approval is required by the Town’s auditors and will not change the budget totals, only the line items presented.

Councilman Fox suggested the Town use this amendment as a guide while planning the FY 18-19 Budget.

Following a brief discussion, a ***Motion*** was made by Councilman Pierce, ***seconded*** by Councilman Lowe, to authorize Treasurer Cindy Breeden to amend the current Fiscal Year 17-18 budget line items, as presented.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Pierce reminded Council the first Budget Workshop for the Fiscal Year 18-19 Town Budget will be held at the Town Hall on March 13, 2018, at 6 pm.

Councilman Pierce noted the Town's Suntrust loan will be paid off June 2018. He suggested once this loan has ended, the Council consider moving these monthly funds into a separate budget line item to be strictly used for replacing aging water and sewer lines in Town.

Town Manager Roudabush explained the replacement of existing water and sewer lines in Town is highly recommended by the Department of Environmental Quality. She noted DEQ suggests the Town begin with replacing aging sewer lines and follow with replacing the existing water lines.

Councilman Jenkins read a request to approve water and sewer connection for Steve Good on Lot 41 on Locustdale Loop.

A **Motion** was made by Councilman Jenkins, **seconded** by Councilman Fox, to authorize the connection of water and sewer on Lot 41 on Locustdale Loop.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

Councilman Jenkins read a request to approve water and sewer connection for James Shifflett on Lot 33A on Coverstone Lane.

A **Motion** was made by Councilman Jenkins, **seconded** by Councilman Fox, to authorize the connection of water and sewer on Lot 33A on Coverstone Lane.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

Councilman Jenkins informed Council the Public Works Employees utilized safety equipment, such as tripods and safety harnesses, to enter the manholes on First Street and locate a blockage in the sewer lines.

Town Manager Roudabush noted this safety equipment was purchased with funds received from a VML safety grant.

Councilman Jenkins informed Council the Town of Elkton provided their cameras to help locate the blockage inside the sewer lines. He explained the cameras showed clear images of the accumulations inside of the lines. He also noted Norfolk Southern will be installing a new sewer line on their property to replace their collapsed line.

Town Manager Roudabush expressed her appreciation for the Town of Elkton's willingness to help Shenandoah when they are needed.

Councilman Fox requested the Public Works Employees replace a meter lid that has fallen off one of the Town's meters on Tenth Street.

Town Manager Roudabush noted she would create a work order to request the employees replace this meter lid.

Town Manager Roudabush noted the water line on Morrison Road will need to be replaced soon in order to prevent future water leaks. She explained this would require the purchase of approximately 1,000 feet of line and the rental of a trencher for two days, at a total cost of \$914.00.

A **Motion** was made by Councilman Jenkins, **seconded** by Councilman Lowe, to authorize the replacement of water line on Morrison Road, at a total cost of \$914.00.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

STREETS & PUBLIC PROPERTY

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

Councilman Fox inquired about an area of pavement, which was previously patched at the intersection of 10th Street, Denver Avenue, and Wahnona Avenue, needing repaired.

Town Manager Roudabush stated the Town has spoken with the Virginia Department of Transportation and they have added this location to a list of repairs to be made in Town. She noted until this repair is made, the Town will need to continue filling the hole with gravel or cold patch.

Councilman Jenkins noted there are other locations in need of patching or repaving as well.

Town Manager Roudabush explained it will need to be determined if the streets needing repair are owned by the Town or by VDOT, and repairs will be made accordingly.

Councilman Fox stated the street light in front of 424 First Street is out and will need to be repaired.

Town Manager Roudabush noted she will contact Shenandoah Valley Electric Company to request they repair the mentioned street light.

Councilman Fox requested the Town Public Works Employees remove an overgrown hedge at the Town's Dog Park.

Town Manager Roudabush stated she will create a work order to request this hedge be removed.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Police Chief Davis presented the Council with a request to pay a bill in the amount of \$3,644.50 to Dick Myers for repairs made to the 2011 Police Charger.

Following a brief discussion, a ***Motion*** was made by Councilman Lowe, ***seconded*** by Councilman Hinkle, to authorize payment of \$3,644.50 to Dick Myers for repairs made to the 2011 Police Charger.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

Chief Davis informed Council the Virginia Department of Transportation will be changing the speed limit on Route 340 from Williams Avenue to Edgewood Drive from 45 MPH to 35 MPH in the upcoming weeks.

Police Chief Davis wanted to remind all members of the community to keep their home and vehicle doors locked and valuables out of sight. He noted if you see any suspicious activity; please contact the Shenandoah Police Department. Chief Davis also noted any callers may request to be kept anonymous when calling the Shenandoah Police Department.

Chief Davis also expressed his appreciation for the Town and Christ & Field's United Methodist Churches for holding the 3rd Annual First Responders Appreciation Dinner.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce suggested the Council review the January 2018 General and Utility Fund Budgets, provided by Treasurer Cindy Breeden.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins requested the Public Works Employees clear Big Gem Pond of excessive growth occurring inside of the pond.

Councilman Pierce noted the level of the Big Gem Pond is slowly decreasing and requested the Public Works Employees look for a solution to this problem.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins provided the following Economic Report: The **Grand Opening and Ribbon Cutting Ceremony for the new Burger King** was held Monday, February 5, 2018. The ceremony had a large amount of community presence to welcome and show support to the new business. The following businesses will be holding **Ribbon Cutting Ceremonies** in 2018: Signs R Us, Mr. Garcia's Mexican Grille & Cantina, and Custom Touches by Christi. Details regarding the Ribbon Cuttings will be released as soon as official dates are set. Tactical Walls has now leased all their vacant space and the new tenant is **Glass & Metals**. More information to come soon on this new business. The 2nd **Outdoor Movie Night** is scheduled for June 29th (rain date June 30th) at the Shenandoah Ball Park. The family-oriented resource fair will be held prior to the start of the movie and everything is **free** to all attendees. **Liz Lewis is the new Page County**

Economic Development Director and Tourism Coordinator. She has toured Shenandoah and visited some of our businesses with the Town Manager. Liz is working to help market the vacant industrial/commercial properties and is listing them on more websites. She is also actively working towards bringing more tourists to our Town and recently held a meeting to hear ideas from leaders throughout Page County. The **Shenandoah Economic/Vision Team Members** (Volunteers) are working toward holding more events in Town. One idea is **themed days for each restaurant in Town**. They are currently planning a First Responders' Dinner at Rudy's Diner on 9/11/2018. A Train-themed event is being planned for Boxcar Deli & Subs and different themes are being developed for Mamma Mia's and Mr. Garcia's Mexican Grille & Cantina. **The Archery Range at Big Gem Park is planned to open in March 2018.** More details will be released when an official opening date is set. **Creation of a Technology Zone will be discussed again this year.** This would require public hearings to be included in the Town Code. Technology Zones would be located on commercial or industrial-zoned properties where there is current development or the likelihood of future development. The incentives in a Technology Zone could be created on a case-by-case basis to meet the needs of a specific business. The **Shenandoah Valley Small Business Development Center** is ready to assist prospective and existing businesses. Most of their services are free and the contact information may be obtained at Town Hall. They have programs and ideas for the struggling businesses to the entrepreneurs or those just starting out in business.

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

Town Manager Roudabush explained the Town received a letter of recommendation from the Town's Attorney, advising against the creation of an ordinance to regulate existing outdoor wood burning furnaces, due to the necessary inclusion of a grandfather clause.

Following a brief discussion, it was concluded the Town will not be able to create an ordinance to regulate the existing outdoor wood burning furnaces.

NEW BUSINESS

Town Manager Roudabush reminded Council Members the Town Elections will be held November 6, 2018. She noted each candidate will need to collect 50 signatures from registered Town voters to be included on the ballot. She stated the terms expiring are Mayor Lucas, Vice Mayor Kite, and Councilmen Fox and Jenkins.

TOWN MANAGER'S REPORT

There was nothing to report during this meeting.

MAYOR'S REPORT

There was nothing to report during this period.

FOR THE GOOD OF THE TOWN

Monica Brewer addressed the Council regarding a noise complaint in her neighborhood.

Following a brief discussion, Police Chief Davis advised Mrs. Brewer and her neighbors need to contact the Shenandoah Police Department at the time the noise is being made in order to move forward in the complaint process.

Phil Secrist informed the Council the Boy Scouts Troop 8 has been in the area for 76 years and is always actively performing community service, including delivering food to families in the community, and holding the flag retirement ceremony during the Annual Memorial Festival. Mr. Secrist stated the Troop retired 50 flags at the 2017 ceremony and he is accepting damaged flags for the 2018 ceremony. He noted these flags may be delivered to him or left at the Town Hall for pick up. Mr. Secrist finished by stating his appreciation for the Council allowing the Troop to sit in on a meeting and helping them earn their communication merit badge.

Received a note from Leah Pence, a member of the Luray Town Council, stating she was pleased with her visit to Shenandoah and wishes the Town continued success. Leah is also involved with several businesses in Luray, such as: Hotel Laurance, the Chapman House, and Another Wild Hare. She noted it was nice to see the shops in Shenandoah full with inventory, and to be greeted by friendly workers and owners in each business.

Councilman Hinkle informed Council the Memorial Committee will be meeting at 7 pm on the 2nd and 4th Thursday of every month at the Town Hall, beginning February 22, 2018. Mr. Hinkle also stated the Memorial Committee is looking for a volunteer host for the Motorcycle Show held during the Annual Festival, as well as a Color Guard for the Parade. He noted if you are interested in hosting the Motorcycle Show, being a color guard, or participating in the planning of the Festival, you can contact him at 540-421-4077, or attend the Memorial Committee meetings.

ADJOURN

There being no further discussion, a *Motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to adjourn the meeting at 8:27 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

William Kite, Vice Mayor

Sarah Dean, Clerk