

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

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, March 13, 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., Vice Mayor William Kite; Councilmen Lynn Fox; I. Michael Lowe; and Richard Pierce.

**Council Members absent were:** Councilmen David Hinkle and Charles Jenkins.

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

**Citizens present were:** Mike Uram.

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

**RECEIVING OF VISITORS**

There were no visitors present during this meeting.

**February 27, 2018 REGULAR MEETING MINUTES**

A *Motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on February 27, 2018, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilmen Hinkle and Jenkins

**VOTE: Unanimous in favor of motion**

### **APPROVAL OF BILLS**

There being no questions, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve the bills, dated **March 13, 2018**, in the **Combined Accounts Disbursement Warrant #36335-36354** in the amount of **\$89,172.00**.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilmen Hinkle and Jenkins  
**VOTE: Unanimous in favor of motion**

### **TREASURER'S REPORT**

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for March 13, 2018.

A *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to approve the March 13, 2018 Treasurer's report in the amount of \$1,309,831.67, as read.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilmen Hinkle and Jenkins  
**VOTE: Unanimous in favor of motion**

### **CORRESPONDENCE**

**Item # 1** – Mayor Lucas and Council Members received a memorandum from the Page County Economic Development Authority, requesting approval of payment by the Town to the Page County Economic Development Authority in the amount of \$925.09 per the terms of the Enterprise Zone Grant Back Program Agreement for Tactical Walls, LLC.

Councilman Pierce inquired whether the Town would send this reimbursement to the Page County EDA as a check, or apply a credit to Tactical Walls, LLC's business account.

Town Manager Roudabush stated, if approved, a check would be sent to the Page County Economic Development Authority and they will remit payment to Tactical Walls, LLC and/or RHB Real Estate, LLC.

Councilman Pierce inquired about the percentages used to calculate the reimbursement amount.

Town Manager Roudabush explained the amounts are based on 75% of the total real estate, machinery, and tools taxes paid for 2017, as well as 80% of the Business, Professional, and Occupational Taxes paid for 2017. She noted 2018 is the second year of this agreement with Tactical Walls, LLC, and the percentage used for the BPOL portion of the reimbursement will decrease each year, per the details of the Enterprise Zone Grant Back Program Agreement.

Mayor Lucas noted the Enterprise Zone Grant Back Program is the incentive that brought Tactical Walls, LLC to Shenandoah and noted his appreciation for their business in Town.

Following a brief discussion, a ***Motion*** was made by Councilman Pierce, ***seconded*** by Vice Mayor Kite, to approve payment by the Town of Shenandoah to the Page County Economic Development Authority in the amount of \$925.09 for 75% of the total real estate, machinery, and tools taxes, and 80% of the Business, Professional, and Occupational taxes paid by Tactical Walls, LLC to the terms of the Performance Agreement between the Page County Economic Development Authority and Tactical Walls, LLC and RHB Real Estate, LLC in order to facilitate economic growth in the Town of Shenandoah.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilmen Hinkle and Jenkins

**VOTE: Unanimous in favor of motion**

**Item # 2** – The February 2018 Website Statistics were presented to the Council for review. The total page views came to 18,018 with 8,755 Unique Visitors. The most popular referring site was Google with 840 users.

**Item # 3** – Mayor Lucas and Council Members reviewed the Town Vehicle Gas Logs for February 2018.

**Item # 4** – Mayor Lucas and Council Members reviewed the February 2018 Police Department Activity and Vehicle Logs for review.

**Item # 5** – The Council was presented with a resolution to accept a Rural Utility Services loan and grant combination in the amount of \$108,000.00, to replace the Town’s backhoe and zero-turn lawn mowers.

Following a brief discussion, a **Motion** was made by Councilman Lowe, **seconded** by Councilman Fox, to adopt a Resolution to accept a Rural Utility Services loan and grant combination in the amount of \$108,000.00, as presented.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilmen Hinkle and Jenkins

**VOTE: Unanimous in favor of motion**

**Item # 6** – Boxcar Deli provided a flyer to inform Council of their Easter Craft Night to be held on Monday, March 26, 2018 from 5 pm to 8 pm. The flyer noted all materials will be provided for your children to design a bunny hat with ears as well as a bunny face, and each child will also receive a free bag of Easter candy (while supplies last) and be entered into the grand prize drawing for an Easter basket. No purchase is required, but all Kids’ meals will be 50% off.

**Item # 7** – Mayor Lucas and Council Members received invitations to a reception to welcome Lord Fairfax Community College’s new President, Dr. Kimberly Blosser. This reception will be held Thursday, March 22, 2018 from 5:30 pm to 7:00 pm at the Stanley Fire Hall.

**Item # 8** – The Luray-Page County Chamber of Commerce & Visitor Center provided the Council with a copy of their March 2018 Newsletter for review.

**Item # 9** – Mayor Lucas and Council Members received a flyer for a St. Patrick’s Day Dance being held at the Hawksbill Recreation Park on March 17, 2018 from 8 pm to midnight. Tickets can be purchased at the Stanley Town Office and are \$25 for a couple and \$15 for singles. You must be at least 21 years of age to attend.

**Item # 10** – Information was provided to the Council regarding The Festival of the Arts being held in Downtown Luray from March 23 to March 25, 2018. For more information on this Festival, visit [PageValleyArtsCouncil.org](http://PageValleyArtsCouncil.org).

**Item # 11** – Mayor Lucas and Council Members were presented with information on the 2<sup>nd</sup> Annual Spring into Stanley event to be held April 28, 2018 from 10 am to 5 pm. This event will be at the Ed Good Memorial Park in Stanley and admission is free. There will be several vendors set up and all proceeds are to fund the Stanley Homecoming Entertainment.

**Item # 12** – Mayor Lucas and Council Members viewed information from Bright Radio, station 105.7, on the benefits of using the radio for advertisement.

**Item # 13** – Information was provided about a Home Buyer Workshop being held at the Hawksbill Brewing Company on March 22, 2018 from 6:30 pm to 8:00 pm.

**Item # 14** – Mayor Lucas and Council Members received a memorandum requesting authorization for the transfer of funds from the Capital Improvement Checking Accounts into the General and/or Utility Checking Accounts for the purchase and replacement of essential items presented to the Council, in the current fiscal year, when funds are available, in the total amount of \$75,678.78.

Councilman Fox suggested the Town ask the employees at the Shenandoah Machine Shop to create some of the parts listed for the Sewer Plant.

Town Manager Roudabush expressed her concern that the machine may be down too long if the Machine Shop cannot create the parts immediately. She also noted the prices listed are overestimated and she will be looking for lower prices for each item on the list.

Councilman Fox noted he does not feel the expense for electrical work for Christmas Decorations on electric poles throughout Town is justified or necessary at this time.

Town Manager Roudabush stated the electric connections for the decorations are outdated and becoming unsafe for the Town Employees to work on. She noted if the Council would like, the Town can go without putting up the Christmas decorations this year.

Vice Mayor Kite and Councilman Pierce stated the decorations are an annual tradition and the Town needs to continue putting them up on the electric poles.

Councilman Fox stated he believes the need for new water and sewer lines in Town is greater than the need for repair of the Christmas decorations, and does not believe this is an essential cost at this time.

Councilman Pierce noted there will be funds in the new Fiscal Year 18-19 Budget for the repair and/or replacement of existing water and sewer lines, and the cost of the items presented would be taken out of the Fiscal Year 17-18 Budget.

Town Manager Roudabush also noted Shenandoah Valley Electric may perform the electrical work at a lower cost than what was presented, and the estimate given was on the higher end.

Councilman Lowe inquired about the need for a new blower motor at the Sewer Plant.

Town Manager Roudabush explained the items listed for the Sewer Plant are very outdated and needed immediately.

Councilman Fox inquired about the need for a snow blower.

Town Manager Roudabush explained a snow blower is needed for the Sewer Plant employees to clear paths to the well stations and around the Sewer Plant. She noted again, these costs are overestimated and she is looking for cheaper options.

Following a brief discussion, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to authorize the transfer of funds from the Capital Improvement Checking Accounts into the General and/or Utility Checking Accounts for the purchase and replacement of essential items, as presented, in the total amount of \$75,678.78.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Lowe  
Councilman Pierce

**NAY:** Councilman Fox

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilmen Hinkle and Jenkins

**VOTE: 3 to 1**

**Item # 15** – Mayor Lucas and Council Members were presented with a resolution for Land Purchase for a future, Town owned, Railroad Museum.

Councilman Lowe inquired if the land would be deeded to the Town.

Councilman Pierce stated the Town would own the land and the Museum.

Councilman Lowe inquired about the cost to the Town for the purchase of the land.

Councilman Pierce explained the land will be purchased using donations and will not be an expense to the Town.

Councilman Lowe inquired about consolidating the lots, to make the two lots into one.

Town Manager Roudabush explained once the property has been purchased, a consolidation of lots request could be presented to the Town Planning Commission for review.

Following a brief discussion, a **Motion** was made by Councilman Lowe, **seconded** by Vice Mayor Kite, to adopt the resolution for Land Purchase for a future Town owned Railroad Museum, using donated funds, and to authorize Mayor Lucas to sign all the required deeds and closing documents on behalf of the Town.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilmen Hinkle and Jenkins  
**VOTE: Unanimous in favor of motion**

Town Manager Roudabush suggested and the Council agreed to revise the request for \$30,000.00 from the Page County Transient Occupancy Tax funds, to state the request is for site preparation and other needs for the Town's Historic Railroad Museum.

### **COMMITTEE REPORTS**

#### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Vice Mayor Kite stated the Town's Public Work Employees have been working very hard to repair leaks around Town.

Town Manager Roudabush informed Council the 12th Street well pump repair cost was covered by the Town's insurance due to a tree falling on nearby power lines and causing the surge at the well station. She noted the Trenton well pump will also need to be replaced soon.

Mayor Lucas reminded Council to continue watching for leaks, so the Public Works Department can repair them as soon as possible.

#### **STREETS & PUBLIC PROPERTY**

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

Councilman Fox inquired about cones left at the intersection of Williams Avenue and Highway 340.

Town Manager Roudabush noted the cones were used to mark a leak in the area and they will be removed once the Public Works Department repairs the leak.

Vice Mayor Kite explained the leak in the area of Williams Avenue is a very complex leak and will take time to repair. He noted this leak repair requires coordination with the Police Department for traffic control along Highway 340.

### **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)

Town Manager Roudabush informed Council the Public Works employees have began clearing out the Town Parks and getting the restrooms ready to open to the Public. She noted the Restroom at River Park had pipes burst due to the extreme cold weather. She also informed Council there is an opportunity for the Town to receive a grant to replace the play structure at the WigWam Village Playground.

Mayor Lucas inquired about the replacement of the play structure being included in the Fiscal Year 18-19 Town Budget.

Town Manager Roudabush explained the replacement was not included in the presented budget, but the Council could look into the process and inquire about cost estimates to see if it is feasible to get a new play structure, once more is known about grant funding.

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

(Chairman Jenkins and Councilmen Lowe and Pierce)

There was nothing to report during this period.

### **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**

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 informed Council of a grant possibility for a study to see which new businesses will be best supported in the Town.

**MAYOR'S REPORT**

Mayor Lucas informed the Council of a possible grant from Rural Utility Services to replace existing water and sewer lines throughout Town. He noted this grant would cover up to 45% of the cost of the work needed for these replacements.

Town Manager Roudabush stated this grant would be possible for a future fiscal year.

Mayor Lucas inquired about existing drawings of water and sewer lines throughout Town.

Town Manager Roudabush stated the Town does have maps of the existing water and sewer lines to provide, however, the engineers will want to start over and create their own drawings due to changes and to better understand the placement of these lines.

Councilman Pierce inquired about the raising of utility bill costs for residents, if the Town does apply for and receive this grant from Rural Utility Services.

Town Manager Roudabush stated there would be an increase in utility bills for residents if this grant is received, however, it would not be a sudden increase and would occur over a three to four year period.

Mayor Lucas explained the utility bills in Town are lower than some local Towns, and as rates have not been raised in previous years, it may be worth the increase in order to receive the grant.

**FOR THE GOOD OF THE TOWN**

Mike Uram commended Mayor Lucas and Council Members for supporting the Shenandoah Vision Team's Museum Committee's plan to construct a Historical Railroad Museum in Town. He also informed the Council of several open grant opportunities for the Town to apply for in the future.

**ADJOURN**

There being no further discussion, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 7:53 p.m.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilmen Hinkle and Jenkins

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

---

Clinton O. Lucas, Jr., Mayor

---

Sarah Dean, Clerk