

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
March 27, 2018**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, March 27, 2018, at 7:04 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; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Councilman David Hinkle.

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

Citizens present were: There were no citizens present during this meeting.

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

RECEIVING OF VISITORS

There were no visitors present during this meeting.

March 13, 2018 REGULAR MEETING MINUTES

A *Motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on March 13, 2018, as presented.

Members Vote was as follows:

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|-----------------------------|------------------|
| YEA: Vice Mayor Kite | NAY: None |
| Councilman Fox | |
| Councilman Jenkins | |
| Councilman Lowe | |
| Councilman Pierce | |

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Pierce inquired about Warrant #36386 for K9 Software.

Police Chief Davis explained the Police Department used donations to purchase Software to create statistic reports of Corporal Jeff Courtney and K9 Allen's work in the Community.

Following a brief discussion, a ***Motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to approve the bills, dated **March 27, 2018**, in the **Combined Accounts Disbursement Warrant #36355-36406** in the amount of **\$83,161.19**.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for March 27, 2018.

A ***Motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox, to approve the March 27, 2018 Treasurer's report in the amount of \$1,347,806.01, as read.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Mayor Lucas read the Ordinance for the 2018 Real Estate Tax Rates as follows:

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT
AND ESTABLISHING THE TAX RATE FOR 2018
SHENANDOAH CORPORATION TAXES**

BE IT ORDAINED, per Virginia State Code 58.1-3010 and 58.1-3000 and by the Council of the Town of Shenandoah, Virginia that:

1. The dollar assessment values established by the Commissioner of the Revenue of Page County, Virginia for Real Estate owned as of January 1, 2018, shall be used by the Town of Shenandoah for 2018 Corporation Tax purposes.
2. The Tax Rate assessed for 2018 will be:

REAL ESTATE.....\$0.31 Per Hundred

MOBILE HOMES.....\$0.31 Per Hundred

There being no questions, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe to adopt the Ordinance setting the 2018 Real Estate Tax Rate, the same as last year, at \$.31 per hundred for real estate and mobile homes.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

Councilman Pierce suggested the Council consider increasing the Real Estate and Mobile Home tax rates in 2019, as they have not been raised in several years.

Item # 2 – Mayor Lucas read the Ordinance for the 2018 Personal Property Tax Rates as follows:

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT
AND ESTABLISHING THE TAX RATE FOR 2018
SHENANDOAH CORPORATION TAXES**

BE IT ORDAINED, per Virginia State Code 58.1-3010, 46.2-752, and by the Council of the Town of Shenandoah, Virginia that:

3. The dollar assessment values established by the Commissioner of the Revenue of Page County, Virginia for tangible Personal Property and Machinery and Tools owned as of January 1, 2018, shall be used by the Town of Shenandoah for 2018 Corporation Tax purposes.

2. The Tax Rate assessed for 2018 will be:
UNEXEMPT TANGIBLE PERSONAL PROPERTY...\$0.40 Per Hundred
 - Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief
 - Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for a tax relief at a percentage rate which will be decided by the Town Manager and Treasurer after vehicle totals are assessed by the Commissioner of Revenue and edited to see what percentage rate will apply.
 - Personal use vehicles valued at \$20,001 or more shall only be eligible for a tax relief at a percentage rate which will be decided by the Town Manager and Treasurer after vehicle totals are assessed by the Commissioner of Revenue and edited to see what percentage rate will apply on the first \$20,000 of value.

| | |
|---|---------------------------|
| MACHINERY and TOOLS..... | \$0.40 Per Hundred |
| VEHICLE LICENSE FEES - CARS..... | \$25.00 EACH |
| VEHICLE LICENSE FEES - TRUCKS..... | \$25.00 EACH |
| VEHICLE LICENSE FEES - TRAILERS..... | \$25.00 EACH |
| VEHICLE LICENSE FEES - CAMPERS..... | \$25.00 EACH |
| VEHICLE LICENSE FEES - MOTORCYCLE..... | \$15.00 EACH |

There being no questions, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Jenkins, to adopt the Ordinance setting the 2018 Personal Property Tax Rate, the same as last year, at \$.40 per hundred for personal property and machinery and tools and \$25 per vehicle license fee with the exception of motorcycles, which are \$15 per vehicle license fee.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

Councilman Pierce suggested the Council consider increasing the Personal Property and Machinery and Tools tax rates in 2019, as they have not been raised in several years.

Item # 3 – Mayor Lucas and Council Members received a memorandum from Clerk Sarah Dean, requesting permission to follow the Town’s regular records management program and shred the presented list of outdated files to allow for extra storage space.

There being no questions, a **Motion** was made by Councilman Pierce, **seconded** by Vice Mayor Kite, to authorize Town employees to shred the presented list of records to comply with Records Management laws for timely destruction.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

Item # 4 – Mayor Lucas and Council Members received a Memorandum from Town Manager, Juanita Roudabush, requesting authorization to allow Blake Wheeler a salary increase of \$1,000 per year for passing and acquiring his Commercial Driver’s License within his 6-month probationary period, as well as a 5% pay increase for passing his 6-month probationary period.

There being no questions, a **Motion** was made by Councilman Lowe, **seconded** by Councilman Fox, to authorize Blake Wheeler a salary increase of \$1,000 per year for passing and acquiring his Commercial Driver’s License within his 6-month probationary period, as well as a 5% pay increase for passing his 6-month probationary period.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

Item # 5 – Mayor Lucas and Council Members received information on an Easter Egg Hunt held at the Rivercrest Farm and Event Center on Sunday, March 25, 2018 from 1:00 pm to 3:00 pm.

Item # 6 – Mayor Lucas and Council Members received information on the Luray Earth Day 5K/1K on the Greenway to be held Saturday, April 21, 2018. The Kids 1K Run/Walk begins at 9:30 am and the 5K Run/Walk, for all ages, begins at 10:00 am.

Item # 7 – Grace Fellowship Church provided information on their Easter Miracle Services held March 30, 31, and April 1, 2018. The Holy Communion and Healing Service was held Friday night at 7:30 pm. A Celebration of Praise was held Saturday night at 7:30 pm. Easter Morning Service was held at 11:00 am and Easter Night Service was held at 6:00 pm on Sunday. Members carried the Cross from the Church to Big Gem Park, beginning at 11:00 am on Friday, followed by a service at the Park at 12:30 pm.

Item # 8 – Christ United Methodist & Fields United Methodist Churches provided information on their Easter Egg Hunt at Big Gem Park held at 12:00 pm on Saturday, March 31, 2018.

Item # 9 – Mayor Lucas and Council Members were presented with information stating Rudy's Northside Diner was closed on Sunday, April 1, 2018 in observance of Easter.

Item # 10 – The Shenandoah Volunteer Fire Company provided information on their Easter Breakfast held on Sunday, April 1, 2018 from 6:30 am to 11:00 am.

Item # 11 – Computer Center Supervisor/Website Administrator Joyce Fluharty provided Council with information on a scheduled clean-up of the Fields Methodist Church Cemetery at Maryland Avenue/Morrison Road on Saturday, April 7, 2018.

Item # 12 – The Shenandoah Volunteer Fire Company provided a flyer to inform Mayor Lucas and Council Members they are selling raffle tickets for a Pedal Car. The tickets are \$2.00 per envelope (2 tickets enclosed in each envelope) and the drawing will be held Saturday, May 26, 2018. For more information contact any member or call the Fire Company at (540) 652-8888.

Item # 13 – Mayor Lucas and Council heard the Town received a great audit and each member was presented with a copy of the adjusting journal entries from the auditors for review.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

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

Town Manager Roudabush informed Council the Town Employees have repaired a leak at the intersection of Trenton Avenue and Highway 340, and explained the weather has caused delays in the repair of the water leak at the intersection of Williams Avenue and Highway 340.

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)

Vice Mayor Kite requested the Town's Public Works Employees remove rocks from Liberty Avenue, which he believes were displaced by snow plows.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Police Chief Davis informed Council Page County Sheriff Chad Cabbage will be holding a Community Meeting at the Shenandoah Town Hall on May 16, 2018 at 7:00 pm.

Town Manager Roudabush noted this meeting will be an opportunity for citizens of Shenandoah to voice concerns directly to the Sheriff.

Councilman Jenkins inquired about the Shenandoah Police Department receiving a portion of the communication grant Page County received.

Police Chief Davis explained the grant received was distributed to the Fire and Rescue Departments in the County.

Chief Davis informed Council Corporal Courtney and K9 Allen are doing a great job answering calls in the community.

Chief Davis requested permission from Mayor Lucas and Council to contact the Town Attorney for advice on how to handle specific psychiatric situations.

Following a brief discussion, a ***Motion*** was made by Councilman Lowe, ***seconded*** by Vice Mayor Kite, to allow Chief Davis to communicate with the Town Attorney for advice on procedures to follow in certain psychiatric situations.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilman Hinkle
VOTE: Unanimous in favor of motion

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)

There was nothing to report during this period.

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

Councilman Fox inquired about information on the opening of Mr. Garcia's Mexican Grille and Cantina.

Town Clerk Dean stated the scheduled opening day was April 2, 2018; however, this date has been pushed back due to complications. She noted she will be in contact with the owners to get a new opening date and schedule a Ribbon Cutting.

Councilman Pierce inquired about the Council's opinion on changing the Town's Itinerant Merchant's fee.

Councilman Jenkins stated the Council previously agreed to discuss changes to the Itinerant Merchant's fee with the Towns of Stanley and Luray at their Upcoming Joint Meeting.

Councilman Pierce noted the Town of Stanley has proceeded with making changes to the classifications for Mattie's Soft Serve to visit in their Town, and he believes the Council should come to an agreement to present to the owner of Mattie's Soft Serve immediately.

Town Manager Roudabush explained the Town of Stanley has not changed their Town Code at this time and has only changed the category, and therefore lowered the fee Mattie's Soft Serve pays to set up at Ed Good Park.

Vice Mayor Kite inquired about the number of Itinerant Merchants and Peddlers in Town.

Town Manager Roudabush noted there are very few, mainly due to the \$500.00 per year fee. She noted any changes to this fee would require amending the Town Code, but the Town Code is clear in that those without a permanent place of business are required to be classified as Itinerant Merchants.

Councilman Lowe inquired about the requirements for Mattie's Soft Serve to receive a regular Town Business License, rather than an Itinerant Merchant or Peddler License.

Town Manager Roudabush explained Mattie's Soft Serve does not currently meet the requirements for a regular Town Business License fee, as they do not have a permanent location and they only set up in Town a few times during the season. She noted if Mattie's Soft Serve wanted to leave their bus at one location in Town, the business could be reclassified, however, this would prevent them from moving the bus in and out of Town.

It was discussed changing the Itinerant Merchant and Peddler fee for Mattie's Soft Serve would also allow all Itinerant Merchants to pay lower fees, including door to door sales.

Mayor Lucas stated he believes it would be unfair to the permanent businesses in Town to lower the Itinerant Merchant and Peddler fee to benefit one business.

Following a brief discussion, Council agreed to leave the Itinerant Merchant and Peddler fee at \$500.00 per year, as stated in §18-34 of the Town Code, and not pursue any changes to the Town Code at this time.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Mayor Lucas reminded Members of the Council to continue watching for completed Community Enhancement projects.

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 Mayor Lucas and Council work to repair the River Bridge will begin in April and last for approximately 8 months. She noted the traffic on Maryland Avenue/East Point Road will be slowed down as there will only be one lane of the bridge available at a time. She explained there will also be several weekends where the bridge is completely closed to thru traffic.

Councilman Fox suggested the exact dates of closures and delays be presented to the local school systems.

Councilman Lowe also suggested the Volunteer Fire and Rescue Departments be notified of the delays and closings beforehand, to request assistance from other local departments.

Vice Mayor Kite inquired about the dates of the Town's Spring Clean Up.

Town Manager Roudabush stated the Town's Spring Clean Up is scheduled for April 2 – 13, 2018.

MAYOR'S REPORT

Mayor Lucas informed Council of the Bull Run III Motorcycle Ride to be held on July 28, 2018. This ride is held by the Combat Veterans Motorcycle Association yearly as a fundraiser for wounded warriors.

FOR THE GOOD OF THE TOWN

There was nothing to report during this period.

ADJOURN

There being no further discussion, a *Motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 7:51 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Hinkle

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk