

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
April 10, 2018**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, April 10, 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; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Mayor Clinton O. Lucas, Jr.; and 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: Judy Robertson, Charlotte Stover, Gina Hilliard, and Mike Uram.

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

RECEIVING OF VISITORS

Luray-Page Chamber of Commerce President, Gina Hilliard, provided the Council with a quarterly report for the Chamber. Gina explained there are 26 new memberships with the Chamber, bringing the total membership number to 414. She presented several Community Outreach and Past Events the Chamber has participated in, as well as a list of Future Events. The Council also received a copy of the LPCCC & Visitor Center's April 2018 Newsletter for review.

March 27, 2018 PUBLIC HEARING MINUTES

A *Motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to approve the *Public Hearing Minutes* held on March 27, 2018, as presented.

Members Vote was as follows:

YEA: Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

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

March 27, 2018 REGULAR MEETING MINUTES

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

Members Vote was as follows:

YEA: Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

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

APPROVAL OF BILLS

There being no questions, a *Motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to approve the bills, dated **April 10, 2018**, in the **Combined Accounts Disbursement Warrant #36407-36435** in the amount of **\$96,166.78**.

Members Vote was as follows:

YEA: Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

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

TREASURER'S REPORT

Vice Mayor Kite read the Treasurer's report, submitted by Treasurer Cindy Breeden, for April 10, 2018.

A *Motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to approve the April 10, 2018 Treasurer's report in the amount of \$1,307,005.04, as read.

Members Vote was as follows:

YEA: Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas and Councilman Hinkle

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Treasurer Cindy Breeden provided the Council with a memorandum requesting adoption of the proposed FY 2018-2019 Budget in the amount of \$2,414,510.00. The memorandum explained the Public Hearing for the Proposed Budget was held on March 27, 2018.

There being no questions, A **Motion** was made by Councilman Pierce, **seconded** by Councilman Jenkins, to adopt the proposed FY 2018-2019 Budget in the amount of \$2,414,510.00.

Members Roll Call Vote was as follows:

YEA: Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas and Councilman Hinkle

VOTE: Unanimous in favor of motion

Item # 2 – The Council received information on an Introduction to Microsoft Word class to be held at the Shenandoah Computer Center every Tuesday and Thursday evening from 6:00 pm to 7:00 pm, starting on April 24, 2018 and lasting until May 24, 2018.

Item # 3 – The Council was provided with information on the 5th Annual Miss and Master Shenandoah Fire Chief Benefit Pageant held on Sunday, April 15, 2018 at the Shenandoah Community Center.

Item # 4 – Choices, the Council on Domestic Violence for Page County, provided a copy of their April 2018 Newsletter for the Council to review. This included information on their free and confidential Support Group for women affected by sexual violence. The support group meets on Thursday mornings from 10:00 am to 11:00 am. They also hold a Support Group for women every Tuesday at 6:30 pm. For more information on these groups, call 540-743-4414. Choices will also be holding a Mother’s Day Kaffee und Kuchen on Sunday, May 13, 2018 from 12:00 pm to 4:00 pm.

Item # 5 – Vice Mayor Kite and Council Members received information on the opening of the Luray Branch of ALCOVA Mortgage. Their office is located at 1 Painter Street and the person of contact is Leslie Currel at 540-669-5936 or lcurrel@alcovamortgage.com.

Item # 6 – Computer Center Supervisor/Website Administrator Joyce Fluharty provided the Council with the March 2018 Website Statistics. The total page views came to 20,317 with 10,344 Unique Visitors. The most popular referring site was Google with 947 users.

Item # 7 – The March 2018 Police Department Activity and Vehicle Logs were presented for review.

Item # 8 – The Council reviewed the Town Vehicle Gas Logs for March 2018.

Item # 9 – Vice Mayor Kite reminded Council the last day to schedule a Town Spring Clean-Up pick up is April 12, 2018 at 5 pm, and the final day of the pick-up is April 13, 2018.

Item # 10 – Town Manager Roudabush provided the Council with a memorandum requesting authorization to purchase one (1) Case 580N Backhoe from the lower bidder, Lawrence Equipment, in the amount of \$80,000 and two (2) Ferris Zero-Turn Lawn Mowers from the lower bidder, Louderback Implement, in the amount of \$19,600 minus the trade in of one (1) Exmark 2007 with 2199 hours in the amount of \$2,600 for the total price of \$17,000 using the grant/loan funds from Rural Utilities Services.

There being no questions, A **Motion** was made by Councilman Pierce, **seconded** by Councilman Jenkins, to authorize the purchase of two (2) Ferris Zero-Turn Lawn Mowers from the low bidder, Louderback Implement, minus the trade in of one (1) Exmark 2007, for the total price of \$17,000 using the grant/loan funds from Rural Utilities Services.

Members Roll Call Vote was as follows:

YEA: Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas and Councilman Hinkle

VOTE: Unanimous in favor of motion

Councilman Jenkins inquired about a model number, specifications, and warranty information on the backhoe from Lawrence Equipment.

Town Manager Roudabush explained a book of specifications was provided for the Case 580N Backhoe and can be made available for the Council to review, if they wish.

Town Manager Roudabush noted the Town will be keeping the current backhoe to use if needed.

Following a brief discussion, a *Motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to authorize the purchase of one (1) Case 580N Backhoe from the lower bidder, Lawrence Equipment, in the amount of \$80,000 using the grant/loan funds from Rural Utilities Services.

Members Roll Call Vote was as follows:

YEA: Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas and Councilman Hinkle

VOTE: Unanimous in favor of motion

Vice Mayor Kite inquired about an expected delivery date of the new backhoe from Lawrence Equipment, once the equipment has been purchased.

Town Manager Roudabush explained the closing of the grant/loan with Rural Utilities Services will not occur until June 2018. She noted she will need to speak with Lawrence Equipment regarding the delivery date of the backhoe and will inform Council when she receives that information.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush stated the Public Works Employees have been made aware of several water leaks in Town, and will be repairing them immediately following the Town's Spring Clean-Up.

STREETS & PUBLIC PROPERTY

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

Councilman Jenkins inquired about an update on suggestions made for water tank security.

Town Manager Roudabush explained the Town Well Inspections came back excellent, and the inspectors were impressed with how clean the water tanks and well houses were. She noted the inspectors did suggest the Watercress tank have a fence installed around it to provide better security and protect the Town's water lines from potential damage due to large equipment being brought through the area. She also noted she is looking to apply for a grant to help fund the cost of the fence installation and will notify Council if she finds any grants available.

Councilman Fox inquired about the billing process for water haulers who utilize the 10th Street water tank.

Town Manager Roudabush explained each water hauler has a meter at the water tank and is billed monthly for the water they use.

Councilman Jenkins inquired about security measures to ensure only the water haulers are utilizing their meters.

Town Manager Roudabush explained the meters and the building are locked and can only be accessed by the water haulers.

Councilman Jenkins inquired about how many meters are available to water haulers.

Town Manager Roudabush explained she is unsure of the exact number of meters being utilized at this time; however, she will look into it and provide the Council with that information at a later date. She also noted there is a waiting list for water haulers who would like to reserve a meter in the future.

Councilman Pierce inquired about the possibility of expanding the meter availability at the 10th Street well to accommodate the waiting list.

Town Manager Roudabush noted expansion is not a possibility at this time.

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)

Councilman Jenkins inquired about long-term plans for the Town's Budget growth.

Councilman Pierce suggested the Council look into gradually increasing Town tax rates for the FY 19-20 Budget, as no changes have been made to the tax rates in several years.

Councilman Jenkins agreed a gradual increase of Town tax rates would be a good alternative to a sharp increase in upcoming years, and would allow for growth in the Town's Budget for necessary repairs.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Pierce informed Council the directory kiosk has been installed at Veteran's Park to allow for easier locating of individuals' bricks. He expressed his appreciation for Deputy Treasurer Christl McCoy and the Public Work Employee's assistance in getting the kiosk delivered and installed. Councilman Pierce noted the waiting list for bricks at the Park is growing and the Town may need to look into expansion of the Park in the future. He also noted the new donor recognition plaque has been designed and will be ordered in the upcoming weeks.

Councilman Jenkins inquired about preparations being made for the Town's Memorial Festival on May 25 and 26, 2018.

Town Manager Roudabush explained the Public Works Employees have been communicating with Shenks Services, Inc. to get correct mulch for Veterans Park and working hard to ensure all Town Parks are prepared for visitors. She noted the Town will need to borrow a street sweeper prior to the Memorial Festival. Town Manager Roudabush also informed Council of a compliment the Town received from a visitor on the accessibility of the trails at Big Gem Park.

Councilman Jenkins inquired about the Council's opinion on leaving the small amount of natural algae floating in the Big Gem Pond.

Councilman Pierce suggested leaving the growth to keep a more natural habitat for the fish who occupy the Pond.

Councilman Jenkins advised it is only a small amount of algae and it is not covering the entirety of the pond.

Vice Mayor Kite inquired about an expected time for installation of the replacement fountain in Big Gem Pond.

Town Manager Roudabush explained the Public Works Employees are waiting on the weather to improve before installing the replacement fountain.

Councilman Pierce informed Council the water spigot at Big Gem Park is leaking and will need to be repaired.

Town Manager Roudabush stated she will inform the Public Works Employees of the leak and ask them to repair it as soon as they get a chance.

Councilman Pierce reminded Council the Town's Clean the Bay Day will be held April 21, 2018 from 9:00 am to 12:00 pm at the River Park and Boat Landing.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported there have been three Ribbon Cuttings to welcome new businesses into Town in the first weeks of April. He explained the new businesses are: Signs R Us at 704 S. Third Street, Emily's Essential Massage (in with Country Cuts) at 507 First Street, and Mr. Garcia's Mexican Grille & Cantina at 211 Quincy Avenue.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

A *Motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, for a Community Enhancement Award to be given to Joshua and April Fahrney for their hard work to improve their home at 500 Third Street. The award will be presented at the April 24, 2018 Council Meeting.

YEA: Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas and Councilman Hinkle

VOTE: Unanimous in favor of motion

Councilman Jenkins suggested the Town begin providing yard signs for Community Enhancement Award winners for more recognition in the community, as he has seen other areas do.

Vice Mayor Kite agreed the Council should consider purchasing the yard signs to provide extra recognition to the winners for all of the hard work done to their homes.

PERSONNEL

(Chairman Pierce and Councilmen Hinkle and Jenkins)

Vice Mayor Kite stated the Public Works employees have been working very hard and staying busy with the Town's Spring Clean-Up.

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 reminded the Town Council there will be a Joint Council Meeting with the Stanley and Luray Town Councils at the Stanley Fire Hall on April 25, 2018 at 7:00 pm to discuss issues in the County.

MAYOR'S REPORT

There was nothing to report during this period.

FOR THE GOOD OF THE TOWN

Judy Robertson inquired about the availability of the FY 2018-2019 Budget for her to review.

Town Manager Roudabush explained a copy of the Budget is available in the Town Office.

ADJOURN

There being no further discussion, a *Motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to adjourn the meeting at 7:57 p.m.

Members Vote was as follows:

YEA: Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas and Councilman Hinkle

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

William Kite, Vice Mayor

Sarah Dean, Clerk