

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
May 22, 2018**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, May 22, 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; David Hinkle; Charles Jenkins; and Richard Pierce.

Council Members absent were: Councilman I. Michael Lowe.

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

Citizens present were: Russell Comer, Jr. and Kimberly Blosser.

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

RECEIVING OF VISITORS

Russ Comer provided the Council with an update on the proposed Historical Railroad Museum. Russ explained the Museum Committee has requested funds from the Page County Transient Occupancy Tax to be put towards the building of this museum and is awaiting approval from the Page County Board of Supervisors. He stated the committee plans to continue their fundraising efforts to make this museum possible and encourages members of the community to make a contribution if they can. Russ requested the Council's opinion on purchasing the plans for the museum, at an approximate cost of \$24,750.00, once the committee has raised the funds needed.

The Council agreed the plan should be purchased, once the committee has raised the amount of funds needed, for advertising and marketing purposes to encourage further donations towards the construction of the museum.

Lord Fairfax Community College's President, Kim Blosser, addressed the Council to request a donation from the Town towards LFCC's Luray-Page County Center Building project. She explained this project would greatly benefit Shenandoah and Page County by providing an alternate Community College for the local students who already attend Lord Fairfax. She explained the requested donation of \$25,000.00 could be paid in full, or it can be pledged for as much as five years.

Mayor Lucas stated the Town is very supportive of the Community College's new building project and will look further into the Town's budget to determine if a donation can be made in the future.

May 8, 2018 REGULAR MEETING MINUTES

A *Motion* was made by Councilman Fox, *seconded* by Vice Mayor Kite, to approve the *Regular Meeting Minutes* held on May 8, 2018, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the bills, dated **May 22, 2018**, in the **Combined Accounts Disbursement Warrant #36493-36535** in the amount of **\$84,076.10**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for May 22, 2018.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Pierce, to approve the May 22, 2018 Treasurer's report in the amount of \$1,322,742.81, as read.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Mayor Lucas and Council Members reviewed the Town's 2017 Annual Drinking Water Quality Report, which indicated no violations in the water provided.

Item # 2 – Town Manager Roudabush provided Council with a memorandum requesting approval to repair and purchase several signs for the Town from Signs R Us, in the amount of \$1,632.14.

Mayor Lucas inquired about the reason for repairing and purchasing these signs.

Town Manager Roudabush explained several of the signs in Town have faded and need to be repainted. She also explained the purchase of the yard signs is per Council's request to provide for the Community Enhancement Award Winners.

Police Chief Davis noted it was recommended by a representative of the Town's insurance company to repaint the No Trespassing signs in the Parks, for safety reasons.

Following a brief discussion, a **motion** was made by Councilman Pierce, **seconded** by Councilman Jenkins, to authorize the repair and purchase of several signs from Signs R Us in the amount of \$1,632.14.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

Item # 3 – Mayor Lucas and Council Members received an invitation to the 1st Annual Page Mountain Family Celebration at the BRHP Page Chimney Monument at the Ed Good Park in Stanley. The Celebration will be held on Saturday, June 2, 2018 from 7 pm to 10 pm. The invitation noted to bring a dish to share and lawn chairs for a potluck dinner on the pavilion. The celebration will include a clogging demonstration and lesson at the chimney site by the Shenandoah Valley Cloggers, followed by singing around the campfire. The Memorial Luminaries will be lit at 9 pm.

Item # 4 – Mayor Lucas and Council received information on the Shenandoah Hydroelectric Project from the Federal Energy Regulatory Commission.

Item # 5 – Town Manager Roudabush provided a quote from Tim Brown for the repair of mortar on the wall separating the Town Hall roof sections, at a cost not to exceed \$1,250.00. She noted the loose mortar is causing rain water to leak into the Town Hall.

There being no discussion, a *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to authorize the repair of mortar on the wall separating the Town Hall roof sections by Tim Brown, at a cost not to exceed \$1,250.00.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

Item # 6 – Town Manager Roudabush informed Council the Town received a grant from Healthy Community Actions Team to replace the Wig-Wam Village playground equipment in two phases, allowing for \$7,007.00 in grant funds for phase one (2018), and \$7,125.00 in grant funds for phase two (2019.) She explained the HCAT grant requires the Town to agree to the timeline presented.

Councilman Pierce inquired about materials to be used in the new equipment.

Councilman Jenkins explained the new equipment would not be made of wood and would use other materials recommended by the company.

Mayor Lucas inquired about the Public Work Department's ability to follow the timeline provided, as required by Health Community Actions Team.

Town Manager Roudabush stated foreman Mark Armentrout has agreed to follow the timeline provided.

Town Manager Roudabush explained she will continue gathering price quotes for the new playground equipment, including adaptive equipment, and will present this information to the Council once she gets more details on the HCAT grant requirements. She stated the project is scheduled to begin July 2018 and be completed by September 2019.

Item # 7 – Town Manager Roudabush provided a memorandum requesting Council's approval to receive a Preliminary Engineering Report (PER) based on the quotes provided from two different engineering firms. She explained a PER is required for the Town to apply for a grant and loan combination from Rural Utilities Services for improvements to be made to the Town's water and sewer system. Town Manager Roudabush also noted if this grant and loan combination is received, the Town could qualify for up to 45% of the cost of the repairs in grant funds.

Councilman Pierce inquired about the possibility of applying the \$8,500.00 per month, originally designated to replace the current water and sewer lines in Town, towards the cost of the PER and later reestablishing that amount once the grant and loan combination is received.

Councilman Jenkins explained Thrasher Group, Inc. is not requiring upfront payment for the PER and will allow the Town to repay the amount quoted once the grant and loan combination is received from Rural Utilities Services.

Town Manager Roudabush clarified the Town will still have to pay the amount quoted if the grant and loan combination is not received.

Councilman Fox inquired about the different services each engineering firm has quoted.

Councilman Jenkins stated both engineering firms are aware of the qualifications of the PER and have provided quotes for the same reports.

Mayor Lucas noted the past policy has been to accept the lowest bid.

Following a brief discussion, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Fox, to authorize the lowest bid, Thrasher Group, Inc., to set framework and develop a Preliminary Engineering Report (PER) for improvements to be made to the Town's water and sewer system, at a cost not to exceed \$25,000.00.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

Item # 8 – Town Manager Roudabush provided Mayor Lucas and Council with a memorandum requesting authorization for the transfer of funds from the Capital Improvement Checking Account into the General Checking Account for the purchase of a new police vehicle and heating and cooling system at the police department in the total amount of \$41,466.24.

Councilman Fox inquired about the reason for not replacing the 2010 Dodge Charger with a newer Dodge Charger, rather than a Ford SUV.

Police Chief Davis explained the vehicle being replaced is the K9 vehicle and due to the back half being blocked off for the K9, there is not enough room in the vehicle for other Police equipment and hauling.

Councilman Pierce noted the heating and cooling system being replaced services the Police Department and the Computer Center.

Police Chief Davis explained he requested quotes for this replacement from two different companies; however, the second company was unable to provide a quote prior to this Council meeting for approval.

Following a brief discussion, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Vice Mayor Kite, to authorize the transfer of funds from the Capital Improvement Checking Account into the General Checking Account for the purchase of a new Police K9 Vehicle and heating and cooling system at the Shenandoah Police Department in the total amount of \$41,466.24.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

Item # 9 – Mayor Lucas and Council Members received an invitation to the 52nd Annual Stanley Homecoming event and parade happening July 4 through July 7, 2018.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Fox reported a potential water leak on Eleventh Street.

Town Manager Roudabush noted she would inform the Public Work Employees of this potential leak and make sure it is repaired as soon as possible.

STREETS & PUBLIC PROPERTY

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

Councilman Fox requested Public Works employees weed-eat all areas possible rather than have areas sprayed with weed killer.

Town Manager Roudabush noted she would speak with the Public Works employees regarding this concern.

Councilman Jenkins suggested the Town borrow a street sweeper, prior to the Memorial Festival, to remove gravel washed into the streets during recent storms.

Town Manager Roudabush explained VDOT has already swept the streets and the Town is unable to obtain the street sweeper a second time. She stated the Public Works employees will rinse the streets with water to remove the remaining gravel.

Councilman Fox informed Council of a complaint he received regarding red clay left in the street following a water leak repair at the intersection of Williams Avenue and Highway 340. He also noted members of Page Valley Health Center were unhappy they were not informed their water would be shut off for a portion of the repair of this leak.

Police Chief Davis explained the water was shut off due to an emergency situation during the leak repair, and the Town did not have time to notify anyone prior to the emergency shut off.

Town Manager Roudabush stated Public Works would notify businesses in the future of any potential water loss in their area, when possible.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Police Chief Davis reported the Police K9, Allen, will be receiving a heating alarm system using the funds raised by the JEEP foundation. He noted Allen may also receive a bullet-proof vest and trauma kit from this foundation as well.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce noted monthly budgets were received for review.

Councilman Jenkins noted the cigarette tax is lower than the projected amount.

Town Manager Roudabush explained there is still time in the Fiscal Year for the line items to meet the projected amounts and noted several companies purchase cigarette stamps towards the end of each Fiscal Year.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins informed Mayor Lucas and Council Big Gem Park had to be closed due to flooding from recent storms.

Town Manager Roudabush explained the Park will be reopened once the water level is down.

Councilman Pierce inquired about the placement of the alphabetical directory in the kiosk at Veteran's Park.

Town Clerk Dean stated the directory would be in place prior to the Memorial Festival.

Councilman Jenkins reminded Mayor Lucas and Council of all of the events occurring during the Memorial Festival and encouraged attendance.

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

Police Chief Davis informed Council the Police Department has obtained a free trailer for the Public Works Department from military surplus.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

There was nothing to report during this period.

MAYOR'S REPORT

There was nothing to report during this period.

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 Jenkins, to adjourn the meeting at 8:43 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk