

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
August 28, 2018**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, August 28, 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; I. Michael Lowe; and Richard Pierce.

**Council Members absent were:** There were no Council Members absent during this meeting.

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

**Citizens present were:** Mike Uram, Annie Pierce, and Russell Comer, Jr.

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

**RECEIVING OF VISITORS**

Russell Comer, Jr. provided Mayor Lucas and Council with an update on the status of the proposed Railroad Museum to be constructed on First Street. He explained the preliminary drawings provided for the museum show the building will be 100 feet long and 40 feet wide, with an observation tower in the second level. He noted the preliminary drawings provided by the architect did not meet the expectations of the Committee, as the architect has slightly changed the design and building materials originally requested. Mr. Comer inquired about the Council's opinion on the design and structure of the building.

Mayor Lucas and Council agreed the Railroad Museum Committee should contact the architect to revise the drawings to match the originally requested structure and design.

Russell Comer, Jr. informed Council the architect will not finalize drawings for the Railroad Museum unless the Town creates an Overlay District Ordinance for the Historic District of Town to lessen the parking restrictions in this area. He noted the Town of Luray has created a similar Ordinance, which could be used as a basis for the Town's Ordinance.

Town Manager Roudabush explained the current code requires a certain amount of parking spots per square foot of a building, which cannot be met with the size of lot the Railroad Museum will be built on. She noted if the Council authorizes her to create an Overlay District Ordinance, it would then need to be presented to the Town Planning Commission for review, followed by a Public Hearing.

Councilman Fox inquired about the current businesses in the Historic District of Town not requiring extra parking.

Town Manager Roudabush explained the current businesses are grandfathered in and this code only affects new constructions. She noted the Overlay District Ordinance would only cover the Historic District of Town, and any businesses created in other areas of Town would need to abide by the current code restrictions.

Mayor Lucas inquired about the potential purchase of adjacent properties to allow for the installation of a large parking lot alongside the Railroad Museum.

Railroad Museum Committee member, Annie Pierce, informed Council she has reached out to the owner of the adjacent lots and plans to discuss the purchase of these lots to install a parking lot with him in the upcoming weeks.

Councilman Pierce suggested the Town move forward with creating an Overlay District Ordinance regardless of any extra lots purchased for the Railroad Museum, to benefit all future businesses created in the Historic District area of Town.

Following a brief discussion, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Pierce, to authorize Town Manager Roudabush to create an Overlay District Ordinance for the Historic District of Town, to be presented to the Town's Planning Commission for review.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

Mayor Lucas expressed his appreciation for the Railroad Museum Committee's hard work and dedication to this project.

**August 14, 2018 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on August 14, 2018, as presented.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**APPROVAL OF BILLS**

Councilman Jenkins inquire about warrant #36803 for cement, lubricant, and nozzles.

Town Manager Roudabush explained these were materials purchased by Public Works Employees to complete a job.

Following a brief discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve the bills, dated **August 28, 2018**, in the **Combined Accounts Disbursement Warrant #36794 - #36827** in the amount of **\$78,960.54**.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**TREASURER'S REPORT**

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for August 28, 2018.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the August 28, 2018 Treasurer's report in the amount of \$1,378,626.19, as read.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**CORRESPONDENCE**

**Item # 1** – Page County Economic Development and Tourism Coordinator, Liz Lewis, provided Mayor Lucas and Council with a memorandum requesting authorization of payment from the Town to the Economic Development Authority, who will then remit payment to Tactical Walls, LLC. and/or RHB Real Estate, LLC. per the terms of the Page County Enterprise Zone

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, to approve payment by the Town of Shenandoah to the Page County Economic Development Authority in the amount of 75% of the 2018 real estate, and machine and tools tax, and 60% of the Business, Professional, and Occupational License paid by Tactical Walls, LLC. to the terms of Performance Agreement between the Page County Economic Development Authority and Tactical walls, LLC. and RHB Real Estate, LLC. to facilitate economic growth in the Town of Shenandoah.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**Item # 2** – Mayor Lucas and Council received an invitation to Lord Fairfax Community College’s Evening with the Stars, being held on September 13, 2018 at the Luray Caverns from 5:30 pm to 8:00 pm. Tickets to this event are \$50.00 each (\$30 tax deductible) and are available to purchase at the LFCC Luray-Page County Center or the Luray-Page County Chamber of Commerce, or online at [www.lfccfoundation.org](http://www.lfccfoundation.org). Checks can be mailed to LFCC Foundation at 173 Skirmisher Lane Middletown, VA 22645.

Town Manager Roudabush explained the Town has received several complimentary tickets for the Evening with the Stars event. She noted Mayor Lucas and Council will need to let Town Clerk Dean know if they plan to attend prior to the RSVP date of September 6, 2018.

**Item # 3** – Town Manager Roudabush provided Mayor Lucas and Council Members with information on the potential Phase II options for the WigWam Village Playground equipment replacement. She explained the Town will be receiving the second part of the HCAT grant in 2019, which will help to fund a portion of the equipment replacement, however, the Town is still accepting donations and applying for further grants to improve the playground.

Councilman Lowe inquired about the age group the presented Phase II options would be designated for.

Town Manager Roudabush explained the larger equipment recently installed is designed for five to twelve-year-old’s, and the Phase II equipment would be smaller to benefit the two to five-year-old’s. Town Manager Roudabush also explained the need for the ADA-compliant wood fiber surface to allow for the playground to be wheelchair accessible.

Mayor Lucas noted the Town has applied for a Wal-Mart grant to assist in funding this project and is waiting to hear back from them, as well as another potential donor, before deciding on which option would best suit the playground in Phase II.

**Item # 4** – Town Manager Roudabush provided Council with three bids for the construction of an addition on the Town’s Public Works maintenance building, to allow for adequate storage for the Town’s smaller equipment.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, to authorize Treasurer Cindy Breeden to transfer funds from the General Capital Improvement Checking Account to the General Fund Checking Account to allow the lowest bid, Stoneburner, Inc., to construct an addition on the Town’s Public Works maintenance building at a cost of \$14,850.00.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

### **COMMITTEE REPORTS**

#### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Jenkins inquired about a camera system the Public Works employees recently used to view the interior of water and sewer lines in Town.

Town Manager Roudabush explained the camera system was brought by the Virginia Rural Water Association to assist the Public Works Department in locating roots within the Town's sewer lines.

Mayor Lucas suggested Town Manager Roudabush look into grant funding to purchase a similar camera system in the future.

Vice Mayor Kite noted the only way to fully remove the roots from the Town's sewer lines would be to replace the existing lines completely.

Town Manager Roudabush explained the Town has received a grant and loan combination to fund a Preliminary Engineering Report to replace the existing water and sewer lines and plans to move forward with this project once the grant and loan combination is finalized.

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

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

Councilman Pierce informed Council of negative comments made on social media regarding the placement a Town Business' sign at the River Park.

Town Manager Roudabush explained the sign was placed there as a thank you to all community members who participated in the fishing tournament the business sponsored to benefit a local fire fighter who is battling cancer and was removed from the Park less than two days after the event.

Councilman Pierce reported a concerned citizen contacted the Page County Sheriff's Department, after Town Hall hours, regarding certain materials left in the street in front of their home. He noted this call was directed to the Town's Public Works employees and treated as an emergency, although it was not, and cost the Town unnecessary money for employees to be sent out. He requested a letter be sent to the caller asking them not to call the Sheriff's Department for non-emergency situations, to prevent further instances similar to this one.

Following a brief discussion, the Council agreed to postpone contacting the citizen unless the calling becomes habitual.

Police Chief Davis suggested the Town contact the Sheriff's Department and the Emergency Call Center to have them redirect roadway hazard calls to the Police Department rather than the Public Works Department, to allow for proper screening by the on-duty Officer.

Mayor Lucas requested Town Manager Roudabush contact the Virginia Department of Transportation regarding water erosion at a home on Maryland Avenue, caused by a lack of proper drainage installation by the street.

#### **POLICE, SAFETY, & JUDICIAL**

(Chairman Kite and Councilmen Hinkle and Jenkins)

Councilman Jenkins inquired about Chief Davis' knowledge of a code to prevent grass clippings being thrown into the roadway, as it is a hazardous condition for motorcyclists.

Police Chief Davis noted at this time the Shenandoah Police Department is unaware of any codes specific to grass clippings. He explained there is a code regarding hazardous materials in the roadway, however, this code is left up to officer interpretation and provides a gray area for certain cases. Chief Davis noted his Department is still awaiting a copy of the new code book for laws that became effective as of July 1, 2018 and may learn of a new law once they receive those copies.

Councilman Fox reported a large number of unregistered vehicles in Town.

Chief Davis explained the Police Department handles these cases on a complaint basis. He noted each case can take ten or more days to resolve. He explained his Officers have been working to clear the reported cases and will continue working on them as time allows.

#### **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)

Chairman Jenkins inquired about an update on the status of Big Gem Pond.

Town Manager Roudabush explained the old pump was removed and a new part was installed, however, the new part has melted. She noted the Town Public Works employees visited with the Rockingham County Public Works employees to discuss a new brand of pump the Town is now looking into purchasing. Town Manager Roudabush explained the employees cannot use algae removing chemicals to clear the pond until a new pump is installed, since the aerator currently in the pond will not provide as much movement as is needed.

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

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported Cox Fed Law, LLC is officially open for business at 422 First Street. He also informed Mayor Lucas and Council there is a new Tattoo/Barber Shop opening at 418 First Street in the upcoming weeks.

Town Manager Roudabush explained the Barber Shop portion of this business will open prior to the Tattoo Shop portion, which will not open until the owner receives his state license for tattooing.

Councilman Jenkins stated the Luray-Page County Chamber of Commerce's Business After Hours, co-hosted by the Town, the Shenandoah Heritage Center, and the Shenandoah Industrial Corporation, was very successful in showcasing the venue, Rivercrest Farms and Event Center, as well as the various restaurant options the Town has to offer.

Town Manager Roudabush expressed her appreciation to Vice Mayor Kite for attending the Business After Hours, as Mayor Lucas was unable to make it due to prior commitments.

Councilman Jenkins expressed appreciation from the Council to the Town's Restaurateurs for providing samples of what each of their restaurants have to offer.

Town Manager Roudabush expressed the Town's appreciation for the Shenandoah Industrial Corporation providing a small stipend to each restaurant in attendance.

## **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 informed Mayor Lucas and Council of Romeo Pugliese's suggestion of recommending Ian Rudolph to fulfill his unexpired term on the Page County Economic Development Authority.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to recommend Ian Rudolph to the Page County Board of Supervisors to fulfill Romeo Pugliese's unexpired term on the Page County Economic Development Authority as the Town of Shenandoah's representative.

Members Vote as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**NEW BUSINESS**

There was nothing to report during this period.

**TOWN MANAGER'S REPORT**

Town Manager Roudabush requested authorization to purchase a new level meter for the Town's Sewer Plant. She noted this piece is needed following the malfunction of the surge protector used to power the previous level meter, and the cost of this purchase will be turned into the Town's insurance company with hopes of a full refund.

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Vice Mayor Kite, to authorize the purchase of a new level meter at the Town's Sewer Plant from EI Tech Services at a cost of \$3,425.50.

Members Roll Call Vote as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

Town Manager Roudabush informed Council the Town's 1994 dump truck and case tractor are both in need of a clutch, the Town's GMC dump truck needs a fourth gear replacement, and the Town's new backhoe needs a counterweight on the front to prevent accidents.

Following a brief discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to authorize \$2,700.00 for repairs to be made to the Town's 1994 dump truck and case tractor, and the purchase of a counterweight for the new backhoe.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

### **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 Lowe, to adjourn the meeting at 8:45 p.m.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Sarah Dean, Clerk