

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
October 23, 2018**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, October 23, 2018, at 7:00 pm, 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 Paul Davis, Police Chief.

Citizens present were: Mike Uram and Gregory Shomo.

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

RECEIVING OF VISITORS

There were no visitors present during this meeting.

October 9, 2018 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on October 9, 2018, as presented.

Members Vote was as follows:

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

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Lowe inquired about warrants #36976 for a trailer to pick up a van and #36972 to tow a van to the maintenance shop.

Police Chief Davis explained the trailer was used to pick up a free van, for Town use, from military surplus and take it to the Police Department. He explained once the trailer had been returned, it was realized they would need to tow it to the maintenance shop for repairs.

There being no further questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to approve the bills, dated **October 23, 2018**, in the **Combined Accounts Disbursement Warrant #36941 - #36979** in the amount of **\$78,838.75**.

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 October 23, 2018.

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to approve the October 23, 2018 Treasurer's report in the amount of \$1,343,918.55., 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 – Christl McCoy, Systems Manager/Deputy Treasurer, provided Mayor Lucas and Council with an updated agreement from James W. Elliot, Attorney at Law, to assist the Town with the collection of severely delinquent Real Estate Taxes, as requested.

Mayor Lucas noted there will be no upfront charges to the Town, as all fees will be collected following the sale of the property.

Town Manager Roudabush noted Mr. Elliot is the same Attorney utilized by Page County for the collection of delinquent real estate taxes.

There being no further questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to authorize Mayor Lucas to sign an agreement with James W. Elliot, Attorney at Law, to assist the Town with the collection of severely delinquent Real Estate Taxes.

Members Roll Call Vote was as follows:

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

ABSTAIN: Mayor Lucas
ABSENT: None
VOTE: Unanimous in favor of motion

Item # 2 – Mayor Lucas and Council received a recommendation from the appointed Citizens Review Committee regarding Gregory and Carol Shomo’s request to close and vacate several alleys and portions of alleys, as well as a portion of an undeveloped street, adjacent to their property.

Councilman Fox inquired about the properties meeting all code requirements with the Committee’s recommendation.

Town Manager Roudabush explained the recommendations states all actions are contingent with Mr. and Mrs. Shomo paying to have the portions of these alleys assessed, paying the Town the fair market value, and applying for and obtaining Town approval for the consolidation of their lots as stated in the recommendation, paying additional fees for all procedures and surveys, and getting the appropriate deed put on record at the Page County Circuit Court.

Councilman Fox inquired about the need for cul-de-sacs at the end of the closed and vacated alleys suggested by the Committee.

Town Manager Roudabush explained cul-de-sacs are not required for the alleys listed in the recommendation for approval. Town Manager Roudabush also noted she provided Mayor Lucas and Council Members with a copy of Mr. Shomo's comments regarding the Committee's recommendation, as he requested.

There being no further questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to concur with the Citizen Committee's recommendation to deny most of Gregory and Carol Shomo's request to close and vacate several alleys and portions of alleys, as well as a portion of an undeveloped street, adjacent to their property, and to approve for Mr. and Mrs. Shomo to close and vacate a small portion (10' x145') of the alley that divides lots 1, 2, 3, and 4 in block 46, and a small portion (10' x 145') of the alley that divides lots 4, 5, 6, and 21 in block 47. These approvals are contingent upon the Shomo's paying to have the portions of these alleys assessed, paying the Town the fair market value, and applying for and obtaining Town approval for the consolidation of their lots 1 through 7 in block 46 as one parcel, lots 21 through 23 in block 46 as one parcel, lots 4 through 6 and 21 through 23 in block 47 as one parcel, and lots 1 through 3 in block 47 as one parcel, which requires additional fees and procedures, including additional surveys, at the positive conclusion of which will require the Shomo's to have the consolidated land, including the small sections of alleys described above, and as seen on the presented map, incorporated into two parcels and appropriate deed put on record at the Page County Circuit Court.

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

Item # 3 – Information was provided on the 4th Annual Fall Senior TRIAD Conference being held on October 25, 2018 at the Christ United Methodist Church beginning with registration at 8 am and the program from 9 am until 2 pm. The TRIAD is a free program to provide seniors with valuable information, activities, and available community services. The Panel Discussions include Alzheimer’s – A Personal View, Newest Senior Scams, Healthy Steps, and Five Wishes. The contact for this program is Deputy Brian Caviness of the Page County Sheriff’s Office at 540-244-0822.

Item # 4 – Information was presented on the Turkey Trot 5K/1K On the Greenway is being held on November 17, 2018 at the Luray Greenway Mechanic Street Parking Lot. The 1K begins at 9:30 am and the 5K begins at 10:00 am. The cost for the 5K Run/Walk (for all ages) is \$25.00 if you register between October 26th and November 17th. The cost for the 1K Run/Walk (for children 8 and under) is \$10.00 if you register between October 26th and November 17th. To register, return a completed form and payment to Page Alliance for Community Action, P.O. Box 723, Luray, VA 22835, or register online at www.pagecoalition.org. Registration closes at 9 am on race day.

Item # 5 – Mayor Lucas and Council received a flyer for the Shenandoah Heritage Center’s Dinner being held at the Stevens Cottage on November 4, 2018 starting at noon. Tickets are \$12.00 per person and can be purchased at the Town Hall or the Shenandoah General Store. The menu for this Dinner includes: Turkey, Stuffing, Mashed Potatoes, Gravy, Green Beans, Cranberry Relish, Assorted Desserts, Tea, and Coffee.

Item # 6 – Mayor Lucas and Council received an invitation to the Luray-Page County Chamber of Commerce & Visitor Center’s 92nd Annual Banquet & Business Meeting on November 8, 2018 at 5 pm at the Mimslyn Inn in Luray. Tickets for the Banquet are \$55.00 per person and can be purchased at the Luray-Page County Chamber of Commerce & Visitor Center. For more information, email events@luraypage.com or call 540-743-3915.

Town Manager Roudabush reminded Mayor Lucas and Council the Town is a bronze sponsor of this event and receives two free tickets each year. She explained one ticket has already been claimed by Councilman Lowe, but the other is still available to anyone who can attend.

Mayor Lucas noted the Town must RSVP to the Luray-Page County Chamber of Commerce & Visitor Center by October 26, 2018.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Mayor Lucas and Council were presented with a water and sewer connection application for Roger and Valerie Wright.

Mayor Lucas noted the Mr. and Mrs. Wright plan to consolidate the lots listed on the application at a later date, and the Council will then be provided with further information regarding a recommendation from the Planning Commission.

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to approve water and sewer connection for Roger and Valerie Wright for their vacant lots, identified by Tax Map numbers 102A4-1-44-39 and 40, on Massanutten Avenue.

Members Vote was as follows:

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

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Vice Mayor Kite stated he has noticed potential water leaks in Town and will contact the Town Office with more information.

Town Manager Roudabush noted the Public Works employees have been working hard to repair all reported leaks in Town and will continue to do so as weather permits.

STREETS & PUBLIC PROPERTY

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

Councilman Fox inquired about approval for the installation of a culvert in front of a vacant lot on Maryland Avenue.

Town Manager Roudabush explained the consolidation of lots at this property was approved in 2016, however, no other building or zoning permits have been issued at this time. She noted the Virginia Department of Transportation has been made aware of the installation of the culvert and representatives are checking into it.

Councilman Jenkins inquired about the status of the paving list provided to the Virginia Department of Transportation.

Town Manager Roudabush explained she has provided the list to the Virginia Department of Transportation and is awaiting actions from them. She also noted she has been working with Councilman Jenkins to find information on the requirements and approval of VDOT's ownership of the streets and sidewalks in Town.

Mayor Lucas noted representatives of other Towns have also reported not receiving the amount of work from the Virginia Department of Transportation equal to the funds allotted for the maintenance of the streets VDOT owns in their Town.

Councilman Jenkins stated the Town needs to create and implement a plan for the repair of the Town-owned streets to be completed by Town paid contractors.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Councilman Fox inquired about the level of interest shown in part-time Officers to assist full-time Officers with the large number of unregistered vehicles in Town.

Chief Davis reported he has not received any confirmation from the part-time Officers at this time, but he is continuing to pursue potentially interested members.

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 the status of the repair of the road at Big Gem Park.

Town Manager Roudabush explained the Public Works employees have not started this repair yet, as they have been working to repair water leaks around Town.

Councilman Hinkle inquired about the status of the fountain ordered for the Big Gem Pond.

Town Manager Roudabush explained the fountain has been ordered and should be delivered in the upcoming weeks. She noted the Public Works employees have already deposited pond dye and algae deterrent in the Pond and will install the fountain upon delivery.

Councilman Pierce inquired about approval needed for Halloween Trick-or-Treating in Town.

Town Manager Roudabush explained Trick-or-Treating was previously approved to be on the night of October 31 every year.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush informed Mayor Lucas and Council the Town will be participating in Small Business Saturday on November 24, 2018 to encourage members of the Community to Shop Small in Page County. She explained this event will begin with Breakfast with Santa at the Stevens Cottage on Maryland Avenue from 9:00 am until noon. Breakfast will be \$6 for adults and \$3 for children and proceeds will benefit the Shenandoah Heritage Center. Participants will also have the option to bring their personal camera/cell phone to take free photos of their child(ren) with Santa. She noted if you are not interested in the Breakfast but would still like to participate in Small Business Saturday, you can stop by the Welcome Booth at Stevens Cottage between 9:00 am and 12:00 noon, or at any participating businesses on November 24th and 25th, to pick up a passport to get stamped by the businesses you visit, then return your completed passport to be entered to win a \$50 gift card! All passports must be turned in to the Town's night deposit drop box by 8:30 am on Monday, November 26th for the drawing at the Luray-Page County Chamber of Commerce & Visitor Center.

Town Manager Roudabush informed Mayor Lucas and Council there will be a Ribbon Cutting in the upcoming months to welcome Southern Accents #2 to Town. She explained they would be notified once an official date and time has been set.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Mayor Lucas suggested a letter and plaque be presented to Effie and Nelson Dorrough for the recognition of their business, Floral Expressions, operating in Town for 26 years, following their recent closure.

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Pierce, to authorize an appreciation plaque to be presented to Effie and Nelson Dorrough for their 26 years of operation in Town.

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 requested authorization to purchase medallions to give to Veterans in attendance at the Town's 7th Annual Veterans Service being held on November 11, 2018 at 3:00 pm. He provided different pricing options from D & L Trophy for the medallions and suggested ordering a large amount to allow for extras to be used at future services.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to authorize the purchase of 100 medallions at a cost of \$2.75 each, for a total cost of \$275.00 to present to Veterans in attendance at the Town's Veterans Service.

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

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

Councilman Jenkins inquired about updates on the status of the Shenandoah Volunteer Rescue Squad.

Vice Mayor Kite informed Mayor Lucas and Council no agreement was made, and all paid staff was moved to a vacant building in Grove Hill.

Councilman Pierce stated the volunteers of the Shenandoah Rescue Squad voted against the agreement proposal made at their meeting.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush presented Mayor Lucas and Council with information on two dump trucks the Town is interested in purchasing.

Mayor Lucas explained the dump trucks are used but have been well maintained by the current owners.

Councilman Lowe inquired about the use of these trucks for snow removal in Town.

Town Manager Roudabush explained if purchased, the dump trucks would be fully set up to remove snow during the winter months at minimal, if any, cost to the Town.

Following a brief discussion, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to authorize the transfer of \$34,000 from the General Capital Improvement Checking Account to the General Fund Checking Account and \$4,000 from the General Fund Reserve from Contingency budgeted line item to purchase a 1994 International 4900 dump truck and a 1995 International 4900 dump truck at a total cost of \$38,000.

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

Mike Uram provided Mayor Lucas and Council with information regarding the unemployment numbers for the Town of Shenandoah and all of Page County. Mr. Uram also took this time to express his appreciation for Mayor Lucas and the Town honoring Veterans at their Annual Veterans Service and informed the Council that Stanley is holding a Veterans Service on Saturday, November 10, 2018, from 10:00 am to 12:00 noon at the Ed Good Park.

Gregory Shomo inquired about work being done to the Town's sewer system.

Town Manager Roudabush noted the Town is awaiting finalization of the Preliminary Engineering Report from the Thrasher Group, Inc. as a PER is required to apply for a grant/loan combination for water and sewer line replacement and expansion.

Gregory Shomo also inquired about neighboring Towns receiving funds from the Virginia Department of Transportation for street maintenance.

Councilman Jenkins explained VDOT has ownership of, and maintains, most of the streets in Town, therefore, no funding is received from them for street maintenance.

Gregory Shomo inquired about which personnel handles grant applications.

Councilman Jenkins stated the Administrative Supervisor of the Town's Computer Center, Joyce Fluharty, typically handles grant applications.

Gregory Shomo inquired about the Town's familiarity with HUBZone's.

Town Manager Roudabush explained all of Page County, including each of the Towns, is a HUBZone. She noted each Town also has designated areas as an Enterprise Zone and representatives throughout the County, and Towns, are also looking into becoming a Technology Zone.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 7:56 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:

Clinton O. Lucas, Jr., Mayor

Sarah Dean, Clerk