

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
April 9, 2019**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, April 9, 2019, 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 in at 7:08 pm; Councilmen Russell Comer, Jr.; Lynn Fox; I. Michael Lowe; and Richard Pierce.

**Council Members absent were:** Charles Jenkins

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

**Citizens present were:** Jennifer Hammer, Amanda May, Danika Hammer, Brianna Thompson, Gina Hilliard.

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

**RECEIVING OF VISITORS**

Luray-Page County Chamber of Commerce President, Gina Hilliard, provided Mayor Lucas and Council with highlights from the first quarter of 2019, including the hiring of the new Chamber and Tourism Assistant, Joanne Kane. During her presentation, she also touched on current membership numbers, retention numbers for 2018, website statistics from March 2018 to March 2019, and social media statistics. The Council also had a chance to view the new 2019 Luray-Page County Community Guide & Business Directory showcasing Shenandoah on the cover.

Cadette Members Brianna Thompson and Danika Hammer, of Girl Scout Troop 40771, presented Mayor Lucas and Council with a proposal for their Take Action Project to earn their Silver Award. They requested Council's approval to install a free library, for children to borrow, read, return, and/or donate books, at WigWam Village.

Following a brief discussion, a *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to authorize the Girl Scouts Troop 40771 to place a free library at WigWam Village following a meeting with Public Works employees and other Town representatives to agree on a location within the Park.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**

### **MARCH 26, 2019 PUBLIC HEARING MINUTES**

A *motion* was made by Councilman Lowe, *seconded* by Vice Mayor Kite, to approve the *Public Hearing Minutes* held on March 26, 2019, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**

### **MARCH 26, 2019 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on March 26, 2019, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

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

**APPROVAL OF BILLS**

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **April 9, 2019**, in the **Combined Accounts Disbursement Warrant #37368 - #37411** in the amount of **\$116,468.32**.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

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

**TREASURER'S REPORT**

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for April 9, 2019.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the April 9, 2019 Treasurer's report in the amount of \$1,458,913.38, as read.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

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

**CORRESPONDENCE**

**Item # 1** – Treasurer Cindy Breeden provided the Council with a memorandum requesting adoption of the proposed FY 2019-2020 Budget in the amount of \$2,570,470. The memorandum explained the Public Hearing for the Proposed Budget was held on March 26, 2019.

There being no questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Comer, to adopt the proposed FY 2019-2020 Budget in the amount of \$2,570,470.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**

**Item # 2** – Computer Center Supervisor, Joyce Fluharty, provided Mayor Lucas and Council with a memorandum requesting the purchase of an Epson ET07750 Eco-Tank Printer, with 2 years of ink, for the Computer Center. She noted since January 2, 2019, the Computer Center has printed 885 pictures, sizes 4x6 to 11x7.

There being no questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Vice Mayor Kite, to authorize the purchase of an Epson ET-7750 Eco-Tank printer for the Computer Center at a cost up to \$800.00

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**

**Item # 3** – Mayor Lucas and Council received the March 2019 Town Vehicle Gas logs for review.

**Item # 4** – Website Administrator, Joyce Fluharty, provided Mayor Lucas and Council with the Town website statistics for March 2019.

**Item # 5** – Mayor Lucas and Council received information on the Festival of the Arts being held April 12-14, 2019 in Luray and Shenandoah. The flyer explained the festival will include 60+ free artisan demonstrations.

**Item # 6** – Mayor Lucas and Council received an invitation to the Virginia Department of Transportation’s Public Meetings to discuss funding transportation projects. The Staunton District meeting will be held Monday, April 22, 2019 at 4 pm at Blue Ridge Community College.

Town Manager Roudabush stated she has been in contact with a representative from the Virginia Department of Transportation and hopes to meet with them later in the week to discuss the needs in Town.

Mayor Lucas noted if any member of Council would like to attend the meeting on April 22, 2019 to let him know.

**Item # 7** – Liz Lewis, with the Page County EDA, provided a memorandum to Mayor Lucas and Council requesting payment in the amount of 75% if the total tax paid for 2018 for real estate and machinery and tools taxes, per the terms of the Page County Enterprise Zone.

Town Manager Roudabush noted the amount paid back to Tactical Walls, LLC and/or RHB Real Estate, LLC for BPOL will be decreasing each year and all will be completely phased out after 5 years.

Following a brief discussion, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to approve payment by the Town to the Page County Economic Development Authority in the amount of 75% of the 2018 machine and tool tax paid by Tactical Walls, LLC to the terms of the Performance Agreement between the Page County Economic Development Authority and Tactical Walls, LLC and RHB Real Estate, LLC in order to facilitate growth in the Town of Shenandoah. Once payment is received by the EDA, the EDA shall remit payment to Tactical Walls, LLC and/or RHB Real Estate, LLC.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

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

**Item # 8** – Mayor Lucas read the Ordinance for the 2019 Real Estate Tax Rates as follows:

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT  
AND ESTABLISHING THE TAX RATE FOR 2019  
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, 2019, shall be used by the Town of Shenandoah for 2019 Corporation Tax purposes.
2. The Tax Rate assessed for 2019 will be:

**REAL ESTATE.....\$0.34 Per Hundred**

**MOBILE HOMES.....\$0.34 Per Hundred**

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox to adopt the Ordinance setting the 2019 Real Estate Tax Rate, at a \$0.03 per hundred increase from last year, at \$0.34 per hundred for real estate and mobile homes.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

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

**Item # 9** – Mayor Lucas read the Ordinance for the 2019 Personal Property Tax Rates as follows:

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT  
AND ESTABLISHING THE TAX RATE FOR 2019  
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:

1. 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, 2019, shall be used by the Town of Shenandoah for 2019 Corporation Tax purposes.
2. The Tax Rate assessed for 2019 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 Councilman Comer, *seconded* by Councilman Pierce, to adopt the Ordinance setting the 2019 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 Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**

**Item # 10** – Mayor Lucas and Council received an invitation to Tech Nite 19 being held on April 29, 2019 at 5:30 pm at the James Madison University Festival Center. Tickets are \$75 each and include dinner. Reserve by April 24, 2019 at [www.SVTC-VA.org](http://www.SVTC-VA.org) or by calling (540) 568-7882.

**Item # 11** – Information was provided on the Good Ol’ Boys Fest which will be coming to the Shenandoah Speedway August 10<sup>th</sup> & 11<sup>th</sup>, 2019. The festival will feature original cast members from the Dukes of Hazzard to celebrate the Dukes 40<sup>th</sup> Birthday. Early bird tickets are on sale now and can be purchased at [www.GoodOlBoysFest.com](http://www.GoodOlBoysFest.com).

### **COMMITTEE REPORTS**

#### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush presented Mayor Lucas and Council with a request to pay Trumbo Electric for the replacement wiring done to Pump #2 at the Sewer Plant. She noted Shenandoah Valley Electric Cooperative also installed a voltage spike meter to Pump #2 to determine if there is any underlying reason for problems occurring with this pump.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to authorize the transfer of \$1,110.50 from the Utility Capital Improvement Checking Account into the Utility Checking Account to pay Trumbo Electric for the replacement wiring done to Pump #2 at the Sewer Plant.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**

Town Manager Roudabush reported Constable Construction will have the work on Junior Avenue completed in the next week. She explained this project took a little longer, due to a citizen tearing up the area they had finished, graded, and seeded.



Councilman Fox reported there have been complaints of four-wheelers seen riding through Town again.

Chief Davis stated he will inform the other Officers of the complaint and encourage them to watch for the four-wheelers.

Town Manager Roudabush reported the inactive fire hydrant at Williams Avenue does not have a valve and therefore cannot be removed. She noted the Public Works employees did touch up the black paint on the hydrant to ensure there was no confusion with first responders.

Councilman Fox reported a potential water leak at the Dog Park.

Town Manager Roudabush explained when the Public Works employees checked before, they could not identify a water leak at the Dog Park. She noted she will do a work order to have them check for a leak again.

### **STREETS & PUBLIC PROPERTY**

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

Councilman Fox reported a complaint of red clay from the water and sewer tap installed for the new house at 8<sup>th</sup> Street and Maryland Avenue. He suggested the Public Works employees utilize dump trucks to remove red clay from these sites in the future.

Mayor Lucas noted the Public Works employees plan to clean up the area and replace the clay with top soil once Spring Clean Up is over.

Town Manager Roudabush explained the Public Works employees were planning to let the site settle before adding any soil.

Councilman Fox suggested the Public Works employees utilize a tamper to help the sites settle faster.

Mayor Lucas inquired about the requirements of putting asphalt back where the water and sewer taps are installed.

Town Manager Roudabush explained the Public Works employees will be fixing the site back to its original state to the best of their ability and a contractor will be needed to replace asphalt in the street to VOT specs.

Vice Mayor Kite inquired about the Public Works employees digging through property owners' yards to install water and sewer taps for new houses.

Town Manager Roudabush explained the digging was in the Town's right of way and not on anyone's property, and was only done to connect to the main line to install the water and sewer taps for the new house and to plan for the vacant lot where the property owner plans to build in the future.

Town Manager Roudabush inquired about the Council's opinion on putting gravel in the unopened alley at the Dog Park while repairing the current water problem at the Park.

Following brief discussion, the Council agreed to only repair the current problem at the Dog Park and not put gravel in the remainder of the unopened alley.

Vice Mayor Kite inquired about a property owner installing a fence near an adjacent property on Liberty Avenue.

Town Manager Roudabush stated the fence was placed on the property owners' lot line and is not in violation of any Town codes. She explained the properties in this part of Town are not laid out correctly and this problem is not fixable, which causes some confusion on lot lines, however, this instance is a civil matter and does not require Town involvement.

Councilman Fox inquired about maintenance required for a trailer on Trenton Avenue.

Town Manager Roudabush noted the Town can write a letter requesting any junk be cleaned up around the property, but cannot request maintenance to the trailer itself as the Town does not currently have a building maintenance code.

Councilman Pierce inquired about a potentially hazardous house on S. Second Street.

Town Manager Roudabush explained the Health Department was previously contacted regarding this home.

Chief Davis explained the Town would need to adopt a building maintenance code for any actions to be taken on these properties.

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

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis reported he is still actively pursuing his options to remove vehicles and campers from a vacant lot at the intersection of Shenandoah Avenue and Third Street.

### **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)

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 Jenkins and Comer)

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**

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 Lowe, to adjourn the meeting at 8:30 p.m.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Jenkins

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Sarah Dean, Clerk