

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
August 13, 2019**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, August 13, 2019, at 7:00 pm, with Vice Mayor William Kite presiding.

The meeting began with the Pledge of Allegiance.

ATTENDANCE

Council Members present were: Vice Mayor William Kite; Councilmen Russell Comer, Jr.; Lynn Fox; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Mayor Clinton O. Lucas, Jr.

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

Citizens present were: Gina Hilliard, Mike Hendricksen, Peter Laver, and Ted Hayes.

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

RECEIVING OF VISITORS

Luray-Page County Chamber of Commerce President, Gina Hilliard, provided the Council with highlights from the second quarter of 2019, including the hiring of the new Administrative & Events Assistant, Danae Alger, the promotion of Edie Emmons to Social Media & Marketing Assistant, and the promotion of Joanne Kane to Communications & Marketing Assistant. During her presentation, she also touched on current membership numbers, past and future events, new marketing designs, and website statistics from August 2018 to August 2019.

Mike Hendricksen and Peter Laver presented the Council with drainage concerns near their property at 208 Virginia Avenue. Mr. Laver provided a history of the property, which they purchased in April 2005, with no history of prior water issues provided to them. Mr. Hendricksen stated previous tenants had reported the basement flooding in 2015, which was quickly resolved when the drainage system surrounding the property was cleared of all debris and the Shenandoah Volunteer Fire Company helped to pump the remaining water out of the basement apartment. He stated the basement then proceeded to flood two more times in the following years, with the second time leaving the basement apartment in disrepair until all drainage issues can be resolved. Mr. Hendricksen provided the Council with photos of the 2019 damages to the basement floor of their property. Mr. Hendricksen explained he believed the culvert which travels under the property had become blocked again and caused the water pressure to build up and crack part of the basement floor of this property. He noted he immediately contacted the Town Office regarding the damages and scheduled an on-site meeting with Town Manager Roudabush and the

Public Works employees, where he learned the culvert was not installed or maintained by the Town of Shenandoah and he would need to investigate the drainage system further. Following this discussion with the Town employees, Mr. Hendricksen involved his lawyer to discuss their options to obtain more information regarding this drainage system. This contact resulted in a FOIA request where the Town of Shenandoah provided work orders that showed requests made regarding the drainage system, but no work was shown completed, as the Town does not own or maintain the culverts in this area and would have had to have contacted the Virginia Department of Transportation for the completion of these requests. Mr. Hendricksen stated after alternate investigative methods, and several denied camera requests, a plumber was finally able to locate a large amount of gravel in the culvert on Second Street, which they believe could have potentially caused the water to back up and result in the damages to the basement floor at 208 Virginia Avenue. Mr. Hendricksen and Mr. Laver requested the Town assist them by contacting the Virginia Department of Transportation to request they immediately investigate and resolve any drainage issues in this area to prevent further damage to their property.

Following this presentation, the Council agreed Town Manager Roudabush could contact the Virginia Department of Transportation to inform them of the issues found in their drainage system in this area of Town.

JULY 23, 2019 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Council Fox, to approve the *Regular Meeting Minutes* held on July 23, 2019, as presented.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to approve the bills, dated **August 13, 2019**, in the **Combined Accounts Disbursement Warrant #37659 - #37708** in the amount of **\$140,831.53**.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Vice Mayor Kite presented the Treasurer's Report, submitted by Cindy Breeden, for August 13, 2019.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to approve the August 13, 2019 Treasurer's report in the amount of \$1,638,068.67, as presented.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

CORRESPONDENCE

Item # 1 – Liz Lewis, with the Page County Economic Development Authority (EDA), provided Council with a memorandum regarding the Enterprise Zone agreement with Tactical Walls, LLC. and RHB Real Estate, LLC.

Councilman Lowe inquired how often Tactical Walls, LLC. is eligible to receive the grant back.

Town Manager Roudabush explained the Town is required to authorize payments to the Page County Economic Development Authority, to remit to Tactical Walls, LLC. and/or RHB Real Estate, LLC., twice a year for a five-year period.

Following a brief discussion, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Lowe, to authorize payment by the Town of Shenandoah to the Page County Economic Development Authority in the amount of 75% of the 2019 machine and tools tax and 40% of the BPOL 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 economic 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: Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

Item # 2 – The Council received a flyer for the Grand Opening Ribbon Cutting Ceremony being held August 19, 2019 at 1:00 pm, to celebrate the completion of Phase II of the WigWam Village Playground equipment replacement.

Town Manager Roudabush explained the Ribbon Cutting may be rescheduled due to a delay in the delivery of the equipment.

Item # 3 – The Council reviewed the June and July 2019 Town Vehicle Gas Logs.

Item # 4 – The July 2019 Police Department Activity Log was presented for review.

Item # 5 – Website Administrator, Joyce Fluharty, provided the Council with the July 2019 Town Website Statistics. The total page views came to 12,121 with 4,274 Unique Visitors.

Item # 6 – The Shenandoah Volunteer Fire Company provided the Council with a copy of their updated membership list for 2019-2020.

Item # 7 – The Council was presented with a copy of the Luray-Page County Chamber of Commerce & Visitor Center’s August 2019 Newsletter to review.

Item # 8 – The Council received a thank you letter from the James Madison University Foundation, Inc. for the Town’s donation of \$200.00 toward the Reading Road Show Fund.

Item # 9 – A thank you letter was presented for the Town’s donation of \$100.00 towards Page County Middle School’s Attendance Initiative, to reduce chronic absence.

Item # 10 – The Council received a thank you letter from the Shenandoah Valley Soil & Water Conservation District for the Town’s donation of \$375.00 to support the District’s programs and services for the 2019-2020 fiscal year.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Jenkins reported a potential water leak at the intersection of Coverstone Lane and H Street.

Councilman Fox reported a potential water leak at the intersection of Tenth Street and Ramona Avenue.

Town Manager Roudabush reported the Tenth Street water tank will need to be drained and repaired. She explained Public Works employees will begin draining the tank on August 16, 2019, and residents may have low water pressure until August 26, 2019.

Town Manager Roudabush informed Council she is still waiting to receive finalized numbers from the USDA for the Preliminary Engineering Report. She explained after speaking with a representative from the USDA, she found the Town may only qualify for low interest loans and may not be eligible to receive grant funding from them, as previously thought. Town Manager Roudabush noted she would provide further information on the finalized numbers once she receives them.

Councilman Pierce suggested the Town continue saving funds for existing water line replacement and prioritize to replace the worst lines first.

Councilman Pierce inquired about relining the existing water lines in the problem areas.

Chairman Kite explained if roots are the main problem in any of these areas the lines will have to be dug up and cannot be relined.

The Council agreed Town Manager Roudabush is authorized to obtain estimates for replacing existing water lines in Town.

STREETS & PUBLIC PROPERTY

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

Town Manager Roudabush requested permission to begin the process of rezoning the Twelfth Street water tank from residential or industrial for current and future use.

The Council authorized Town Manager Roudabush to begin the rezoning process for the Twelfth Street water tank.

Town Manager Roudabush reported she has received several complaints from neighbors regarding a property needing mowed. She explained the property is currently in foreclosure, so she has reached out to the property management company but has not received a response. Town Manager Roudabush noted if the Town mows the property and adds the mowing expense to the real estate taxes, payment will not be received until the buyer takes ownership and pays the real estate taxes in full.

The Council agreed Public Works should mow the property and collect the mowing expenses with the real estate taxes once the property sells.

Town Manager Roudabush reported residents utilizing the alley from Senior Avenue to North Second Street are requesting the alley be graveled. She explained the Town has never put gravel on this alley before and if the Council chooses to do so they will be requested to gravel other grass alleys in the future.

The Council agreed to follow previous policy and not put gravel in the grass alley between Senior Avenue and Second Street.

Councilman Fox inquired about progress on pavers being contacted for various projects around Town.

Town Manager Roudabush explained she has not reached out to all the pavers yet but will try to contact them to obtain bids in the upcoming weeks.

POLICE, SAFETY, & JUDICIAL
(Chairman Kite and Councilmen Jenkins and Comer)

Councilman Jenkins reported shrubs needing trimmed at the intersection of Virginia Avenue and Highway 340.

Councilman Jenkins stated property owners will need to be contacted regarding trimming the trees covering the sidewalks between Fifth Street and Sixth Street.

Councilman Jenkins inquired about gravel used in place of concrete where a water leak was repaired on Pennsylvania Avenue between Fifth Street and Sixth Street.

Chairman Kite suggested Town Manager Roudabush obtain estimates to refill the mentioned area on Pennsylvania Avenue with concrete.

Councilman Pierce inquired about a property owner potentially living in a camper.

Councilman Lowe noted the mentioned property owner is not living in the camper and is only using it for short term stays on their lot across from the river.

Councilman Jenkins inquired about the police cars at JR's.

Chief Davis noted some of the spare police vehicles and Sgt. Hensley's car are getting routine maintenance or inspections.

Councilman Fox reported the trees on Maryland Avenue have been trimmed as he requested.

Chief Davis reported the trees on Virginia Avenue have also been trimmed as requested.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce noted the monthly budgets for June and July 2019 were presented for review.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported the Public Works employees have put dye in the Big Gem Pond and are working hard to remove the duck weed. Chairman Jenkins also inquired about the Virginia Department of Game and Inland Fisheries stocking the pond with fish.

Town Manager Roudabush stated they will be delivering fish as time allows and she is unsure of an exact delivery date at this time.

Chairman Jenkins reported the foot bridge at Big Gem Park has been removed due to its deterioration.

Chairman Jenkins inquired about the repair of electrical issues at the Town's entrance signs.

Town Manager Roudabush explained the electric at the entrance signs has been restored, and it was discovered one line had previously been cut with a tiller.

Councilman Fox inquired about the Public Works employees washing off the walkway at River Park.

Town Manager Roudabush noted this is on their list of projects to be completed as soon as possible.

Councilman Fox noted he understands water leaks and other larger projects do take priority over the washing of the walkway.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins inquired about progress on finding buyers or commercial tenants for the Village Shopping Center.

Councilman Comer reported several people have shown interest in the property but there are no buyers at this time.

Town Manager Roudabush reported the Old Mill building has been purchased through an auction. She noted there are some business vacancies within the building if Council knows of anyone looking to start a new business or relocate their current business to a new location.

Chairman Jenkins inquired about a meals tax report to reflect sales made during the Cooter's Good Ol' Boys Fest.

Town Manager Roudabush noted the monthly budget for August 2019 will reflect the meals tax sales and can be compared to the August 2018 monthly budget.

Chief Davis reported the Cooter's Good Ol' Boys Fest was a success, and the Shenandoah Speedway provided adequate space for such a large-scale event.

Town Manager Roudabush reported the Cruz-in and World Premiere of Hazard Nation on First Street also went well. She noted everyone was very impressed with the Shenandoah Police Department, Town employees, and volunteers who helped with the event.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Chairman Kite reported he is continuing to keep an eye on work being done on a property in Town and will inform Council when it is complete to recommend the property owners for a Community Enhancement Award.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce suggested Council authorize a small purchase for Town employees who worked to make the Cooter's Good Ol' Boys Festival a success.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to authorize a small lunch or gift card purchase for Town employees who assisted with the Cooter's Good Ol' Boys Festival August 9, 10, and 11, 2019.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

POLICE REPORT

There was nothing to report during this period.

UNFINISHED BUSINESS

Councilman Jenkins inquired about the progress of mowing the reported lots in the Forest Knolls subdivision.

Councilman Lowe reported the lots in the subdivision have been mowed.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush reported the 1997 Case Backhoe needs an oil and transmission cooler and two bump stops.

Councilman Jenkins noted he also looked at the backhoe and can confirm the parts are needed.

There being no further discussion, a *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to authorize replacement of the oil and transmission cooler and 2 bump stops on the 1997 Case Backhoe at a cost up to \$1,500.00.

Members Roll Call Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

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

MAYOR'S REPORT

There was nothing to report during this period.

FOR THE GOOD OF THE TOWN

Ted Hayes addressed Council to see if any members have a recorded copy of the Shenandoah song written by him.

Vice Mayor Kite stated he does not have a recorded copy, but he does have a copy of the music which he would be glad to get Mr. Hayes as soon as he finds it.

ADJOURN

There being no further discussion, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to adjourn the meeting at 8:46 p.m.

Members Vote was as follows:

YEA: Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Vice Mayor Kite
ABSENT: Mayor Lucas
VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

William Kite, Vice Mayor

Sarah Dean, Clerk