

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING
DECEMBER 8, 2015**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, December 8, 2015, 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 Russell Comer, Jr.; Lynn Fox; David Hinkle; Charles Jenkins; and Richard Pierce.

Council Members absent were: None.

Other Town Officials present were: Larry Dovel, Town Manager; Juanita F. Roudabush, Assistant Town Manager/MMC; and Paul Davis, Chief of Police.

Citizens present were: Johnny Woodward, Page County Board of Supervisor Chairman; Amos Thomas; David Huffman; Ruth Reid; and Charlene Courtney.

Media Representatives: Chris Slater, **The Page News & Courier**.

RECEIVING OF VISITORS

Page County Board of Supervisor Chairman Johnny Woodward presented Shenandoah Council with a plan for the Page County Board of Supervisors and the Town Councils of Shenandoah, Stanley, and Luray to meet jointly in January. He also noted the plan includes the County and Town Planning Commissions to meet on this same date, too. The meeting will be facilitated by Mike Chandler of the Virginia Planning Association and the topic will be Economic Development. He explained the tentative plan is for the Planning Commissioners to meet in the morning of January 29th and the Board and Councils to meet the afternoon of January 29th. He said the tentative location is the Mimslyn Inn in Luray and he also plans to ask the school board to participate, since the school system is one of the primary concerns for enticing new businesses.

Mayor Lucas and Council Members agreed a joint meeting to discuss economic development issues will be worthwhile and is very much needed. They noted similar meetings were held years ago and it is very helpful when everyone is working together for the same initiatives. They thanked Chairman Woodward for organizing this meeting and noted they would be available on January 29th and would inform the Planning Commission Members, as well.

David Huffman of the Shenandoah Volunteer Fire Company presented applications for renewals of their bingo and raffle permits. Following questions, he explained bingo is all digital now and

only takes about 5 or 6 people to run the games. They have been averaging 72 players per game and this is a fundraiser to replace their 1982 tanker truck, which is expected to cost \$370,000.

A **Motion** was made by Councilman Hinkle, **seconded** by Councilman Comer, to authorize the renewal of the Bingo Permit for the Shenandoah Volunteer Fire Company, through December 2016.

Members Vote was as follows:

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

ABSTAIN: Mayor Lucas.

ABSENT: None.

VOTE: **Unanimous in favor of motion.**

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Hinkle, to authorize the renewal of the Raffle Permit for the Shenandoah Volunteer Fire Company, through December 2016.

Members Vote was as follows:

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

ABSTAIN: Mayor Lucas.

ABSENT: None.

VOTE: **Unanimous in favor of motion.**

Mr. Huffman thanked Council for these renewals. He noted they do have one other issue and they would like for the Town to install an additional pole light on Second Street, which would be near the Community Center for better pedestrian lighting in this area. He noted the fire company installed a new light on their lot at the carnival grounds, but the area is still dark.

Mayor Lucas stated they would review this matter and make a decision at a later date.

NOVEMBER 10, 2015, REGULAR MEETING MINUTES:

A ***Motion*** was made by Councilman Jenkins, ***seconded*** by Vice Mayor Kite, to approve the ***Regular Meeting Minutes*** held on November 10, 2015, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Fox Councilman Hinkle Councilman Jenkins Councilman Pierce	NAY: None.
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ABSTAIN: Mayor Lucas.

ABSENT: None.

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 **December 8, 2015**, in the **Combined Accounts Disbursement Warrants #34136 - #34211** in the amount of **\$162,646.03**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Fox Councilman Hinkle Councilman Jenkins Councilman Pierce	NAY: None.
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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 December 8, 2015.

A ***Motion*** was made by Councilman Comer, ***seconded*** by Councilman Pierce, to approve the December 8, 2015 Treasurer's report in the amount of \$1,390,899.28, as read.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: None.

VOTE: Unanimous in favor of motion.

CORRESPONDENCE

Item # 1 – Mayor Lucas and Council Members received the November 2015 Town Vehicle Gasoline Log for review

Item # 2 - Mayor Lucas and Council Members received information regarding the Page One Christmas Party, which is scheduled for December 12 and they are still in need of food, candy, and gifts for the children. Their food pantry is in desperate need of canned and boxed foods. The contact number is 540-652-8780 or 540-742-8403.

Item # 3 – Mayor and Council Members received notice that Gary Morris' term expires on the Page County Economic Development Authority on January 31, 2016. It was noted Mr. Morris is interested in retaining this position, if Council recommends him and the Board of Supervisors is willing to reappoint him.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Fox, to recommend the Page County Board of Supervisors reappoint Gary Morris to serve another term on the Page County Economic Development Authority.

Members Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: None.

VOTE: Unanimous in favor of motion.

Item # 4 – Mayor Lucas and Council Members received a special event application for a Community Easter Egg Hunt on March 26, 2016 from Noon until 2 p.m. The event is sponsored by the charge of Christ United Methodist and Fields United Methodist Churches of Shenandoah. They also requested the rental fees be waived and the event be approved on an annual basis, which will always be the Saturday before Easter. They will need the park reserved for the entire day to allow time for set up and take down of the event.

A **Motion** was made by Councilman Hinkle, **seconded** by Vice Mayor Kite, to approve the Community Easter Egg Hunt on an Annual basis each year, the Saturday before Easter, at Big Gem Park for Shenandoah Christ United Methodist and Fields United Methodist Churches, with park rental fees waived.

Members Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Fox Councilman Hinkle Councilman Jenkins Councilman Pierce	NAY: None.
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ABSTAIN: Mayor Lucas.

ABSENT: None.

VOTE: **Unanimous in favor of motion.**

Item # 5 - Mayor Lucas and Council Members received a refund request from William Shuler, II, of A & B Developments for fees paid in June of 2006 for water and sewer connections. The proposed home was not constructed and now the company owner is no longer building homes. Therefore, the company is requesting a refund of the \$13,000 for fees paid at the time.

Following a brief discussion, it was noted legal counsel advised the Town is under no obligation to refund these fees, due to them being paid more than three (3) years ago.

Council Members discussed whenever the lot is sold, the owners will be able to recoup the \$13,000 at that time. It was noted the property was outside the Town limits in 2006, but was brought into Town under the Boundary Line Adjustment in 2007. In 2006, the fees were \$13,000 for connections outside the Town limits, but they would only be \$9,000 now since the property is within the corporation limits of Town.

In view of the above, a **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Jenkins, to deny the refund request of A & B Developments for fees paid in 2006.

Members Roll Call Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: None.

VOTE: **Unanimous in favor of motion.**

Item # 6 – Mayor Lucas and Council Members received information on the following events: December 10th from 2 p.m. until 4 p.m. Reception to Honor Clerk of the Court Ron Wilson and Commissioner of the Revenue Charlie Campbell on their upcoming retirements. The event will be held in the Board of Supervisors Room in Luray and is sponsored by the Page County Board of Supervisors. All local leaders and staff are invited.; December 10th from 4 p.m. until 5:30 p.m. Annual Community Events Calendar meeting at the Chamber offices in Luray.; December 10th Shenandoah Elementary School Choir will sing carols at the Shenandoah Town Hall parking lot. The trees along First Street were decorated by the students and Christ United Methodist and Fields United Methodist Churches will provide hot chocolate and cookies. Dot Pendley of the Shenandoah Improvement Team organizes this event.; December 12th the Annual Christmas Tree Lighting Ceremony will be held at Big Gem Park. The event is sponsored by the Town and Shenandoah Indians Baseball; December 12th at 7 p.m. is the Annual Christmas Tour of Churches sponsored by the Shenandoah Ministerial Association; December 18th is the Town Employee Christmas Luncheon (NOTE: Town Hall will be closing at 11:30 a.m. on this date.)

It was noted Amos Thomas of Shenandoah Newz is helping the Town to find a Santa for the December 12th program by posting the announcement on Shenandoahnewz Facebook.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilmen Comer and Jenkins)

Following questions, Town Manager Dovel stated Virginia Rural Water helped locate the leak on Route 340 near Williams Avenue and it will be repaired soon. He explained they have been busy repairing water leaks and still have a few others to complete in the next few days.

Vice Mayor Kite requested the Public Works Department regularly inspect the sewer system on South Second Street, where grease recently clogged up this line.

STREETS & PUBLIC PROPERTY

(Chairman Kite and Councilmen Comer and Hinkle)

Following questions, Town Manager Dovel reported the Virginia Department of Transportation approved the Town's patch work on US Hwy 340 where the water leaks were repaired. It was noted the area under the railroad tunnel needs to be patched again.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Hinkle and Jenkins)

Chief Davis reported he has not received a written resignation from Chad Cubbage yet, but did receive a verbal resignation. Mr. Cubbage was elected Sheriff of Page County and will begin those duties on January 1, 2016. Therefore, Chief Davis recommended the Council promote Jeff Courtney to full-time status with full benefits. He noted Mr. Courtney has done an excellent job working with the department on a part-time basis, and will be a good fit within the department and the community.

Mayor Lucas and Council Members noted their appreciation of Chief Davis recommendations.

There being no further discussion, a ***Motion*** was made by Councilman Hinkle, ***seconded*** by Councilman Jenkins, to promote Jeff Courtney to full-time status with the Shenandoah Police Department at a salary of \$35,000 per year, with full benefits, effective January 1, 2016.

Members Roll Call Vote was as follows:

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

ABSTAIN: Mayor Lucas.

ABSENT: None.

VOTE: **Unanimous in favor of motion.**

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

There was nothing further to report during this period.

PARKS & RECREATION

(Chairman Comer and Councilmen Pierce and Jenkins)

Committee Chairman Comer reported the following Parks and Recreation News: Tree is up and lights are ready for the tree lighting on December 12 at 6 p.m. The electric has been upgraded and should work well for the ceremony, which has been moved to the area at the picnic shelter this year.

Committee Chairman Comer thanked the Town Public Works Department and the Shenandoah Beautification Committee for all the decorations in Town. He stated both departments worked hard in decorating all areas of Town and it looks great.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Comer and Pierce)

Committee Chairman Jenkins reported the following Economic Development News:

1. Red, White, & Brew grand opening was held on Friday, November 20th. They are located within Enchanting Floral, Gifts, & Boutiques, and sell craft beers and wines, associated supplies, wine accessories, etc.
2. Grand opening was held at Berries, Stars & Burlap on Saturday, November 21st. They are located beside JR's Tire Center and sell Country Decor, Furniture, & Antiques.
3. Shen Valley Family Practice is now taking new patients, checkup or illness. Call 24/7 to schedule an appointment. They are located at 422 First Street. 540-652-2015.
4. Shenandoah General Store is slated to hold a ribbon cutting ceremony/grand re-opening in the near future for their newly expanded store, which is located next door to their existing building on Maryland Avenue. They are open now at both locations.
5. Creation of an official Technology Zone will be discussed in the near future. This would be something that may require public hearings, especially if it is included in the Town Code. Technology Zones may be located on commercial or industrially zoned properties or where there is current development or the likelihood of future development. The incentives in a Technology Zone could be created on a case by case basis to meet the needs of a specific business.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Vice Mayor Kite stated he would like to nominate Shenandoah General Store for all the improvements they made at their new location.

A **Motion** was made by Vice Mayor Kite, **seconded** by Councilman Pierce, to authorize a business Community Enhancement Award for Shenandoah General Store's new location.

Members Roll Call Vote was as follows:

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

NAY: None.

ABSTAIN: Mayor Lucas.

ABSENT: None.

VOTE: **Unanimous in favor of motion.**

PERSONNEL

(Chairman Pierce and Councilmen Hinkle and Jenkins)

Committee Chairman Pierce reminded everyone the Town employee Christmas luncheon is scheduled for Friday, December 18th at the Community Center. The luncheon will begin at 11:30 a.m.

Mayor Lucas and Council Members wished Councilman Fox well on his upcoming knee replacement surgery. Mr. Fox thanked everyone and noted the first replacement went well and he hopes for a quick recovery period again. He noted he would not be able to make the luncheon this year though.

POLICE REPORT

There was nothing further 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 further to report during this period.

MAYOR'S REPORT

Mayor Lucas reported he attended the Stanley Christmas Parade, but would not be able to attend

the Luray Parade due to the Town's tree lighting ceremony on this same night.

FOR THE GOOD OF THE TOWN

There was no one present to speak 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 8:01 p.m.

Members Vote was as follows:

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

ABSTAIN: Mayor Lucas.

ABSENT: None.

VOTE: **Unanimous in favor of motion.**

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Juanita Roudabush, Clerk