

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
June 22, 2021**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, June 22, 2021, at 7:02 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.; Councilmen Russell Comer, Jr.; Charles Jenkins; I. Michael Lowe and Richard Pierce.

**Council Members absent were:** Vice Mayor William Kite; Councilman Lynn Fox.

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

**Citizens present were:** Storm Hammer.

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

**RECEIVING OF VISITORS**

Storm Hammer of 815 Ninth Street signed up to speak on behalf of the residents of Ninth Street about the condition of Ninth Street pavement.

Mr. Hammer passed around images of Ninth Street and asked what could be done because the road condition was getting worse?

Town Manager Roudabush stated Ninth Street had a valve replaced a few months ago, which left the road needing to be paved. The paving company was booked up and could not get to Ninth Street until possibly September of this year. Recently, the Public Works patched the road with cold patch. Town Manager Roudabush stated she contacted VDOT on June 4<sup>th</sup> via e-mail to see if they could put down slurry mix until Ninth Street could be paved, but VDOT has not responded. Town Manager Roudabush stated she would contact VDOT again.

Councilman Jenkins stated the Town is at the mercy of the paving company.

Mr. Hammer asked if it normally takes months for paving to occur in the Town of Shenandoah?

Councilman Jenkins stated to get on pavers schedules sometimes goes into the next year and pavers like to combine jobs and not just do small jobs, like Ninth Street would be considered.

Councilman Comer stated it is not unusual for paving companies to be six months or more contracted out.

Mr. Hammer asked if there were any grants the Town could apply for to help with paving the roads or water and sewer projects?

Councilman Jenkins stated grants now want matching funds or the Town to pay a large percentage and the Town can not pay that large sum for roads or water and sewer.

Mr. Hammer asked what paving company the Town uses?

Councilman Jenkins stated Hensil Good Paving.

Mr. Hammer asked if the residents of Ninth Street could call Hensil Good Paving to nudge them to come sooner.

Mayor Lucas stated they could, but it may have no bearing since Hensil Good Paving has other jobs they have been contracted to do.

### **JUNE 8, 2021 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to approve the *Regular Meeting Minutes* held on June 8, 2021, as presented.

Members Vote was as follows:

<b>YEA:</b> Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce	<b>NAY:</b> None
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**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite; Councilman Fox

**VOTE: Unanimous in favor of motion**

### **APPROVAL OF BILLS**

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Pierce, to approve the bills, dated **June 22, 2021**, in the **Combined Accounts Disbursement Warrant #39257 - #39289** in the amount of **\$94,658.58**.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite; Councilman Fox

**VOTE: Unanimous in favor of motion**

### **TREASURER'S REPORT**

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for June 4, 2021.

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, to approve the June 18, 2021 Treasurer's report in the amount of \$2,315,232.07, as read.

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite; Councilman Fox

**VOTE: Unanimous in favor of motion**

### **CORRESPONDENCE**

**Item # 1** – Mayor and Council received a recommendation from the Planning Commission to approve a request from Sean Wheeler and Rickel Contracting, Inc. for the resubdivision of lots, identified by Tax Map numbers: 102A1-(7) lots 51 and 53, in Forest Knolls subdivision.

Councilman Jenkins asked if Mr. Wheeler's house was on lot 53?

Councilman Lowe stated Mr. Wheeler's lot was on 53 and Mr. Wheeler wanted to shift the property line to have his outbuilding comply with the Town's zoning law.

Mayor Lucas asked what the unnumbered lot was on the map in front of lot 51, and 53?

Town Manager Roudabush stated lot number 52 and Mr. Wheeler owns this lot, as well.

There being no other questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Comer, to accept the recommendation from the Planning Commission and approve the request from Sean Wheeler and Rickel Contracting, Inc for the subdivision of lots, identified by Tax Map numbers: 102A1-(7) lots 51 and 53, as per the attached plats.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite; Councilman Fox

**VOTE: Unanimous in favor of motion**

**Item # 2** – Mayor Lucas and Council received a copy of the Town’s Annual Drinking Water Quality Report for calendar year 2020.

Town Manager Roudabush stated there were no drinking water violations reported.

**Item # 3** – Mayor Lucas and Council received a thank you card from the Comer family for the Town’s donation to the Lois Jean Comer Memorial Fund in memory of Buddy Comer.

**Item # 4** – Mayor Lucas and Council received a thank you card from the Luray-Page Chamber of Commerce for the Town’s Bronze Sponsorship of the Annual Chamber Banquet.

Councilman Comer stated it was a nice event, and well worth going.

Councilman Lowe agreed, and stated Stan Price was very surprised when his business was announced as a Chamber award winner.

Town Manager Roudabush stated Stan Price’s business, Riverside Camping, LLC, won the Hospitality Business of the Year Award, and Amos Thomas won the Mary Lee Bryant Volunteer of the Year Award.

**Item # 5** –Mayor Lucas and Council received a flyer for the 7<sup>th</sup> Annual Shenandoah Moose Lodge 2176 Car Show. The Car Show will be held on July 10<sup>th</sup> from 10 a.m.-2 p.m. at the Shenandoah Moose Lodge (1675 US Hwy 340 S, Shenandoah, VA 22849). There will be concessions, music, and prizes. For more information call (540) 578-5820.

**Item # 6** – Mayor Lucas and Council received a flyer from Skyview Springs Rehab & Nursing Center about their free Swayze Outdoor Summer Movie Series. They will have their first movie, Dirty Dancing, on Saturday, June 26 at 8:30 p.m. at 30 MontVue Drive, Luray, VA 22835.

Popcorn and snacks will be provided, bring lawn chairs or blankets. The next dates are July 17, August 14, and September 11. For more information, call (540) 743-4571 or e-mail emiller@skyviewsprings.com.

**Item # 7** – Mayor Lucas and Council received the Luray-Page County Chamber of Commerce June 2021 Newsletter.

### **COMMITTEE REPORTS**

#### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Jenkins asked if Tenth Street tank cleaning went well?

Town Manager Roudabush stated yes, it went well, and she received a report there was very little sediment. Town Manager Roudabush stated she has a copy of the report at Town Hall if anyone would like to see it. Town Manager Roudabush stated Twelfth Street tank is next on the list to be drained and cleaned.

Councilman Jenkins asked if the leak repair estimates for Maryland Avenue have been scheduled yet?

Town Manager Roudabush stated it is scheduled for review next week.

Town Manager Roudabush submitted an application for water and sewer connections for the construction of a new home on lot 18 in the Forest Knolls Subdivision for Thicket Ridge, LLC, to be built in 2021.

A ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Jenkins, to approve a water and sewer application for construction of a new home on lot 18 in the Forest Knolls Subdivision for Thicket Ridge, LLC, to be built in 2021.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite; Councilman Fox

**VOTE: Unanimous in favor of motion**

Town Manager Roudabush submitted an application for water and sewer connections for the construction of a new home on lot 33 in the Forest Knolls Subdivision for Thicket Ridge, LLC, to be built in 2021.

A *motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to approve a water and sewer application for construction of a new home on lot 33 in the Forest Knolls Subdivision for Thicket Ridge, LLC, to be built in 2021.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite; Councilman Fox

**VOTE: Unanimous in favor of motion**

Councilman Pierce asked if the water and sewer tap fees collected from those applications would be on the current budget year or next fiscal budget year?

Town Manager Roudabush stated the fees collected are in the current budget year.

### **STREETS & PUBLIC PROPERTY**

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

Councilman Jenkins stated the Town should get an update on Hensil Good's Paving schedule to see when they could get to Ninth Street.

Mayor Lucas asked if Pettit Paving was still in business?

Town Manager Roudabush stated the Town would have to check.

Councilman Jenkins asked if a property owner was still parking on Town Property at the Tenth Street Well?

Town Manager Roudabush stated she explained in person and provided a written, hand delivered certified letter, that they were not to park on Town Property. Town Manager Roudabush stated they complied for awhile but they are inching back. Town Manager Roudabush stated the Town needs to install a fence around the well head, and believes the fence could be paid for by a grant.

Councilman Jenkins asked if there were any access issues on Twelfth Street?

Town Manager Roudabush stated there were no problems on Twelfth Street.

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

(Chairman Kite and Councilmen Jenkins and Comer)

Councilman Jenkins asked if the new officer on duty?

Chief Davis stated yes, his start date was Monday, June 21<sup>st</sup>.

Councilman Pierce asked if Chief Davis was aware of a chicken problem on Second Street?

Chief Davis stated it was his understanding the residents were getting rid of the chickens.

Councilman Pierce stated the chickens were still there this past weekend and a resident told him the chickens were waking them up in the morning.

Chief Davis stated he would have Corporal Courtney check into the situation.

### **TAXATION & FINANCE**

(Chairman Pierce and Councilmen Fox and Kite)

Town Manager Roudabush stated she attended webinars to learn more about the American Rescue Plan Act (ARPA) funds and eligible uses. Town Manager Roudabush had written notes for the Council Members and passed those out.

Chairman Pierce stated he would like to have any organization receiving money from the Town from the ARPA funds, show an accounting of how they used their money.

Town Manager Roudabush stated it would be up to the Council which organizations receive the money and the Council would have to decide what rules to implement. Town Manager Roudabush stated currently if the Town gives a donation to an organization in the adopted budget, the Town asks for a financial statement from the organization.

Chairman Pierce stated organizations who receive money from the American Rescue Plan funds should show receipts to the Town.

Councilman Comer stated organizations should tell the Town what the money is being used for.

Mayor Lucas stated all organizations should receive the same amount to make it more equitable, and if there is any money left over, the organization could apply for more.

Councilman Jenkins asked if Town Manager Roudabush needed to hire someone to help administer the ARPA funds?

Town Manager Roudabush stated no, she and Treasurer Cindy Breeden would be able to handle the administration and bookkeeping.

Mayor Lucas stated the Council would need to have a work session one evening to discuss the ARPA funding and priority use.

Town Manager Roudabush stated she would have more information about the ARPA in the next Council Packet.

A Public Hearing for a proposed FY 2020-2021 Budget Amendment to incorporate funding, not to exceed \$411,659.00 used from the Coronavirus Aid, and Economic Securities Act to offset expenditures incurred due to the public health emergency with respect to the Coronavirus disease 2019 (COVID-19) was held June 22, 2021 prior to the regular Council meeting.

There being no questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Pierce, to adopt the proposed FY 2020-2021 Budget Amendment to incorporate funding, not to exceed \$411,659.00 used from the Coronavirus Aid, and Economic Securities Act to offset expenditures incurred due to the public health emergency with respect to the Coronavirus disease 2019 (COVID-19).

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite; Councilman Fox

**VOTE: Unanimous in favor of motion**

## **PARKS & RECREATION**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins asked if the Council had any objections to the Shenandoah Fire Department using Big Gem Park for UTV training and for forest fire line and chainsaw training. Chairman Jenkins stated they would not be using fire, the training would consist of demonstrations on how to use equipment and how to do firebreaks, and use of chainsaws.

Town Manager Roudabush noted this training would be conducted on the trail system to help.

The Council had no objections to the Shenandoah Fire Department using Big Gem Park for training.

Chairman Jenkins stated the WigWam Village playground equipment is almost installed and there will be a dedication ceremony soon.

Chairman Jenkins stated the entrance to WigWam and the fence will eventually be changed as well.

Chairman Jenkins asked if Public Works had torn down the fence at the dog park?

Town Manager Roudabush stated yes, it was taken down and reused in other areas.

Chairman Jenkins stated the 2001 and 2004 Chevrolet Utility vehicles are wearing out and need to be replaced.

Town Manager Roudabush stated it is possible to buy a used 4 door 4 wheel drive vehicle with grant money.

Mayor Lucas stated the Town could also use a bucket truck so we did not have to borrow from the Town of Stanley or the Town of Elkton.

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

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated there will be a ribbon cutting for the Town's newest business, Peep Show Esthetics. The ribbon cutting will be held on Tuesday, June 29<sup>th</sup> at 6:00 p.m. at 422 First Street, Shenandoah, VA 22849. Peep Show Esthetics is owned by Jessica Good. She offers waxing, lash extensions, lip filling, brow tinting, brow lamination, and henna brows. The phone number is (407) 335-7378. She is closed on Sundays and Mondays. She is open on Tuesday 9-5, Wednesday 2-8, Thursday 2-5, Friday 12-5, and Saturday 9-5. The Peep Show Esthetics Facebook page is [www.facebook.com/vabeautyguru](http://www.facebook.com/vabeautyguru).

Town Manager Roudabush stated Jade and Grace LLC is growing and will now have three employees.

## **COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

Councilman Jenkins stated the Boy Scouts landscaped the Shenandoah Community Library as a Scout project and it looks good.

## **PERSONNEL**

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce stated the Town needs to hire part time help in Town Hall and a Full Time Parks and Rec/Public Works employee.

Town Manager Roudabush stated the Parks and Rec employee would work in the Spring, Summer, and Fall as a Parks and Rec maintenance employee, but in the Winter would work with the Public Works Department.

Chairman Pierce stated the Town is required to advertise for the Full Time position, but not the part time position.

With no other questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to approve an advertisement for a Full Time Parks and Rec maintenance employee.

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite; Councilman Fox

**VOTE: Unanimous in favor of motion**

### **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**

Mayor Lucas stated a resident of Junior Avenue complained about receiving a mowing letter from the Town. The resident stated the area is too rough to mow due to a previous sewer line the Town's Contractor installed.

Town Manager Roudabush stated she would have Public Works look at the area.

Mayor Lucas stated an anonymous person called him and thought the Town should do something

to honor Kate Gordon for being in the 2021 Women's College World Series. Mayor Lucas stated the Council can discuss this at the next meeting, and everyone agreed recognition is in order.

**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 Councilman Lowe, *seconded* by Councilman Jenkins, to adjourn the meeting at 8:47 p.m.

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Jenkins  
Councilmen Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite; Councilman Fox

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Lora Jenkins, Clerk