

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
November 9, 2021**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, November 9, 2021, 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.; Councilmen Russell Comer, Jr.; Lynn Fox; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

**Council Members absent were:** Vice Mayor William Kite.

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

**Citizens present were:** Romano DAlessandro, Miriam DAlessandro, David Pooler, Flora Pooler.

**Media Representatives:** None.

**AWARD PRESENTATION**

Mayor Lucas presented the November 2021 Community Enhancement Award to Tremendous Investments LLC, 203 N Third Street, Shenandoah, VA 22849.

Romano DAlessandro and David Pooler accepted the award on behalf of Tremendous Investments LLC.

**RECEIVING OF VISITORS**

There were no visitors in attendance.

**OCTOBER 26, 2021 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on October 26, 2021, as presented.

Members Vote was as follows:

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

**NAY:** None

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

### **APPROVAL OF BILLS**

There being no other questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Pierce, to approve the bills, dated **November 9, 2021**, in the **Combined Accounts Disbursement Warrants #39655 - #39693** in the amount of **\$104,867.73**.

Members Roll Call Vote was as follows:

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

**NAY:** None

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

### **TREASURER'S REPORT**

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to approve the November 5, 2021 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,524,466.34, as presented.

Members Vote was as follows:

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

**NAY:** None

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

### **CORRESPONDENCE**

#1 – Mayor Lucas and Council received a memorandum requesting they follow with past procedure and authorize the cancellation of the November 23<sup>rd</sup> and December 28<sup>th</sup> Town Council meetings, due to their proximity to the holidays.

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to authorize the cancellation of the November 23<sup>rd</sup> and December 28<sup>th</sup>, 2021 Town Council meetings, due to their proximity to the holidays.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

#2 – Mayor Lucas and Council received a memorandum from Town Clerk Jenkins requesting the reappointment Ira Michael Lowe to the Industrial Development Authority (IDA) from November 13, 2021 through November 13, 2025.

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Councilman Pierce, to reappoint Ira Michael Lowe to another term to the Industrial Development Authority (IDA) from November 13, 2021 through November 13, 2025.

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas; Councilman Lowe

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

#3 – Mayor Lucas and Council received two estimates from Trumbo Electric and Vector Security to update the alarm system at the Sewer Plant to prevent overflows. The first estimate was a wireless option in the amount of \$2,415.00 with an additional charge of \$5.00 per month for the phone service. The second estimate was a wired option costing from \$2,965.00 to \$3065.00 depending on the upgrades to LTE.

Town Manager Roudabush stated the security alarm has not been working right, and it needs to be fixed so it can trip the alarm if there are any overflows. Town Manager Roudabush stated Chief Wastewater Operator Trey Pendleton prefers the wireless option.

Councilman Pierce asked if both wastewater operators would be comfortable with the wireless option?

Town Manager Roudabush stated Trey was comfortable with the wireless and will teach Alice how to use it. Trey likes that the wireless option will have an app so he will be able to see what is going on at the Sewer Plant remotely.

Mayor Lucas stated since the first estimate is cheaper and Chief Wastewater Operator Trey Pendleton is in favor of it, he would support the first estimate.

There being no other questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Pierce, to authorize the upgrade of the Sewer Plant alarm to a wireless alarm by Trumbo Electric and Vector Security in the amount of \$2,415.00 with an additional charge of \$5.00 per month for the phone service. Amount to be paid from the Utility Fund Capital Outlay Water and Sewer equipment budgeted line item.

Members Roll Call Vote was as follows:

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

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

**#4** – Mayor Lucas and Council received an estimate from Landes Heating and Air Conditioning to repair the heat pump at 507 First Street in the amount of \$2,241.00.

Town Manager Roudabush stated Landes was also going to give an estimate for replacement of the heat pump, but she had not received that estimate yet.

Mayor Lucas stated Landes recommends replacement since the unit is 17 years old.

Town Manager Roudabush stated the Council can table discussion on the heat pump until Landes gives the estimate for replacement.

**#5** – Mayor Lucas and Council received two quotes for fencing around the Town's Dog Park. The first quote was from C. W. Freeze in the amount of \$13,245.00. The second quote was from Deep South Fencing LLC in the amount of \$9,582.00.

Councilman Fox checked at Lowe's and chain link fence is cheaper to buy it from Lowe's, and he feels that the labor charge was too high. Public Works could install it much cheaper.

Town Manager Roudabush stated she did not want to speak for Public Works saying if they could install a chain link fence. They have installed wood fences and metal farm gates in the past, but not chain link fencing.

Councilman Fox asked why the Town was looking into this when there would only be three people who use the Dog Park?

Town Manager Roudabush stated she was asked by Council to get quotes for the fencing.

Councilman Jenkins stated if the Dog Park was fenced in, more people would use it. Councilman Jenkins stated he would bring his dogs to the Dog Park if it was fenced in.

Councilman Pierce asked if a five foot fence was high enough for a Dog Park?

Councilman Lowe stated the standard height for chain link fencing is four feet, so this is another foot to the height to help keep dogs in.

Councilman Jenkins stated larger dogs like German Shepherds may be able to jump a five foot fence, but it's standard height for dog parks.

Mayor Lucas stated he would like to see other jobs done by Deep South Fencing LLC.

Councilman Pierce asked if the Town could use ARPA funds for the Dog Park fencing?

Town Manager Roudabush stated it would be an ARPA eligible expense because it would be used for outdoor recreation.

Councilman Lowe stated Deep South Fencing LLC's quote was equivalent to \$18.86 per linear foot.

Councilman Pierce asked if Deep South would be using nine gauge chain link?

Councilman Lowe stated nine gauge is standard for chain link.

Town Manager Roudabush stated she will ask Deep South if nine gauge chain link would be used.

Mayor Lucas stated the Council can table the discussion until Spring.

**#6** – Mayor Lucas and Council received a letter from the Commonwealth of Virginia Department of Criminal Justice Services stating the Town of Shenandoah was awarded \$500.00 from the Byrne Justice Assistance Grant Program which helps support localities efforts to reduce crime and improve public safety.

Councilman Pierce congratulated Chief Davis on the award and asked if the money could be used for anything the department needs?

Chief Davis stated it can, and the Shenandoah Police Department uses it for office supplies.

Mayor Lucas asked if there were checks and balances in place to see how the money is spent?

Chief Davis stated the Shenandoah Police Department has to ask for approval before they buy anything with the grant money.

**#7** – Mayor Lucas and Council received a letter from the Commonwealth of Virginia Department of Housing and Community Development stating the Town of Shenandoah was awarded \$2,368.47 in Federal State and Local Fiscal Recovery Funds (SLFRF) through the American Recovery Plan Act (ARPA) for the COVID-19 ARPA SLFRF Municipal Utility Assistance Program. The award shall assist utility customers of the Town with arrearages greater than 60 days for the time period between March 12, 2020 and August 31, 2021.

Town Manager Roudabush stated this money comes from a different pot of ARPA funding and can only be used for people who fell behind in their utilities. The actual amount awarded to the Town will be around \$1,800.00 because refuse was originally counted in the arrearages, and it is not an allowable expense.

Mayor Lucas asked if residents come into Town Hall to apply the money to their account?

Town Manager Roudabush stated no, the residents who receive credit on their utility bills has been determined because it was only arrearages between March 12, 2020 and August 31, 2021. The credit will show on their utility bill.

**#8** – Mayor Lucas and Council received an estimate from Mountain Moving LLC to pick up and deliver free office furniture donated to the Town in the amount of \$3,500.00.

Councilman Comer stated the office furniture is from banks that had closed in Colonial Beach, VA and Troy, VA. They are offering all office furniture, and a copier for free, and he figures it is about \$9,000.00 worth of furniture in excellent shape.

Councilman Pierce stated there is also a large conference table that could be used at 507 First Street and the Town could have a conference room for different organizations.

Councilman Jenkins stated he was concerned that the Town would have to take every item because there were some items that did not seem useful to the Town.

Councilman Comer stated he was hoping to use some items to trade with other businesses for display cases or other items needed for the museum.

Councilman Pierce asked where the items would be unloaded.

Councilman Comer stated at 507 First Street, the Museum building.

There being no other questions, a *motion* was made by Councilman Comer, *seconded* by

Councilman Lowe, to have Mountain Moving LLC pick up and deliver free office furniture in the amount of \$3,500.00. Amount to be paid from the American Rescue Plan Act.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

**#9** – Mayor Lucas and Council received a draft copy of the Exclusive Electric Vehicle Charging Services Agreement with Blink Network, LLC.

Town Manager Roudabush stated this draft copy was for the Council to look over and decide if they want the Town Attorney to look at it. She has a copy of Blink Network’s agreement with Blacksburg, VA and the Council could use Blacksburg’s agreement as a guide instead of consulting but may need legal advice too. However, she had questions on whether or not Blacksburg had to have a Public Hearing over the agreement.

Councilman Jenkins asked if anyone had contacted Blacksburg about their agreement with Blink Network?

Town Manager Roudabush stated no, no one had contacted Blacksburg yet.

Councilman Fox stated he would like more information before signing the agreement.

It was noted the recently passed infrastructure funds may include EV chargers too.

**#10** – Mayor Lucas and Council received a letter from CenturyLink stating there will be a new dialing procedure beginning May 14, 2022 where you must dial the area code + telephone number on all calls, including calls within the same area code. Beginning June 14, 2022, a new area code (826) will be assigned to **new** lines, and you must dial 826 + telephone number on all calls with that area code.

Mayor Lucas asked if you had to dial the area code for local calls?

Town Manager stated, yes, you have to dial the area code for local calls.

**#11** – Mayor Lucas and Council received the October 2021 Vehicle Gas Logs for review.

#12 – Mayor Lucas and Council received the October 2021 Shenandoah Police Department Vehicle Activity Log for review.

#13 – Mayor Lucas and Council received the October 2021 Shenandoah Police Department Activity Log for review.

#14 – Mayor Lucas and Council received the Town’s October 2021 website statistics for review.

#15 – Mayor Lucas and Council received a thank you letter from the Shenandoah Community Library for the Town’s annual donation.

#16 – Mayor Lucas and Council received a flyer announcing a Holiday Decorating Contest for all residents and businesses within the Shenandoah Town Limits. Prizes will be awarded for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place. Prizes will be gift cards to the Town Business of your choice. 1<sup>st</sup> place will receive \$75.00, 2<sup>nd</sup> place will receive \$50.00, and 3<sup>rd</sup> place will receive \$25.00. Please come to Town Hall or call Town Hall (540) 652-8164 ext 100 or e-mail Lora Jenkins, Town Clerk [ljenkins@townofshenandoah.com](mailto:ljenkins@townofshenandoah.com) **by 5:00 p.m. Friday December 3, 2021 if you wish to enter your home or business to be in the contest.** Judging will be on Monday, December 6, 2021, please have your lights on by 6:00 p.m. The winners will be announced at the Town’s Christmas Tree Lighting on Saturday, December 11<sup>th</sup>.

#17 – Mayor Lucas and Council received a flyer announcing the Town’s Christmas Tree Lighting will be on December 11, 2021 at 6:00 p.m. at Big Gem Park (736 Fourth Street, Shenandoah, VA 22849). Santa will be there on a firetruck. Shenandoah Elementary will be singing carols. Cookies and candy canes will be given away as supplies last and the winners of the Town’s Holiday Decorating Contest will be announced.

#18 – Mayor Lucas and Council received a flyer for Small Business Saturday will begin on Saturday, November 27, 2021, but Page County will extend the event until December 19, 2021. Enter to win a \$500.00 shopping by saving receipts from your favorite businesses in Page County. Online purchases count. Email copies of the receipts to [events@luraypage.com](mailto:events@luraypage.com) with contact info (name and phone number) or bring your receipts to the Chamber (18 Campbell Street, Luray, VA 22835). Winners will be drawn on Monday, December 20, 2021. For more information visit [www.pagecountybuyslocal.com](http://www.pagecountybuyslocal.com) or contact the Chamber at [events@luraypage.com](mailto:events@luraypage.com) or (540) 743-3915. This is a collaborative effort between the Towns, Chamber, and Page County Economic Development.

#19 – Mayor Lucas and Council received the Luray-Page Chamber of Commerce & Visitor Center November 2021 Newsletter for review.

#20 – Mayor Lucas and Council received a flyer from Mt. Carmel Regular Baptist Church (2331 US Hwy Bsn 340, Luray, VA 22835) announcing several events. On November 12<sup>th</sup> there will be a Veterans Breakfast at 9:00 a.m. in they gym and the Christian Academy will have a presentation. Also on November 12<sup>th</sup>, Mt. Carmel will be hosting a Community Gospel Sing at Ruffner Plaza in Luray from 6:00 p.m. to 7:30 p.m. On November 13<sup>th</sup> 6<sup>th</sup>-12<sup>th</sup> graders are invited to Mt. Carmel for a Youth Rally. November 14-16 Encounter Revival Ministries will be hosting

a revival meeting at Mt. Carmel. For more information visit their website: [www.mcrbc.org](http://www.mcrbc.org) or call (540) 743-5645.

**#21** – Mayor Lucas and Council received a flyer that Page One will be having a Holiday Treasure Sale November 13-14 from 10:00 a.m. to 4:00 p.m. at the American Legion Building (106 Zerkel Street, Luray, VA 22835). For more information call (540) 743-4863 or email [admin@vapageone.org](mailto:admin@vapageone.org).

**#22** – Mayor Lucas and Council received a flyer for the Turkey Trot 5K/1K On the Greenway is being held on November 20, 2021 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 \$20.00 if you register by October 27<sup>th</sup> and will be \$25.00 October 28<sup>th</sup> through race day. The cost for the 1K Run/Walk (for children 8 and under) is \$5.00 if you register by October 27<sup>th</sup> and will be \$10.00 October 28<sup>th</sup> through race day. Page County Elementary/Middle School Aged children are free. 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.paca-event.com](http://www.paca-event.com). Registration closes at 9:00 a.m. on race day.

**#23** – Mayor Lucas and Council received a flyer from Faithbrooke Barn and Vineyards who will be sponsoring the Page Free Clinic’s Annual Thanksgiving Day Fundraising Dinner. The dinner will be held on Thursday, November 25, 2021 starting at 3:00 p.m. Pickup dinners are from 2:00 p.m. to 2:30 p.m. Cost is \$40 for adults, children ages 6-12 will be \$20, and 5 and under are free. To purchase tickets, visit [www.pagefreeclinic.org](http://www.pagefreeclinic.org). For more information contact Faithbrooke Barn and Vineyards at (540) 743-1207 or [info@faithbrooke.com](mailto:info@faithbrooke.com). Masks will be required.

**#24** – Mayor Lucas and Council received a flyer about the Annual Christmas in Stanley being held Saturday, December 4, 2021, The “A Bell Ringing Christmas” Parade will begin at 6:00 p.m. and Christmas in Stanley will be held at Ed Good Park (332 East Main Street, Stanley, VA 22851) from 6:30 p.m. until 8:00 p.m. Anyone interested in entering the parade or purchasing luminaries and/or ornaments can contact the Stanley Town Office at (540) 778-3454.

## **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Jenkins stated a 6” line cracked on Denver Avenue. Public Works were able to put a clamp on it.

## **STREETS & PUBLIC PROPERTY**

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

Councilman Jenkins asked if the Museum Committee had a floor plan for the Museum?

Councilman Comer stated they had nothing on paper.

Councilman Jenkins asked what is the next step with the Museum moving forward?

Councilman Comer stated the Museum needs eight display cases which are very heavy and expensive. The floor to the Museum needs to be checked to see how much weight it can hold.

Town Manager Roudabush stated Racey Engineering could do a bid to see about the floor.

Councilman Lowe stated it has a solid support system from what he can see in the bottom level in the Shenandoah Gym.

Councilman Comer asked if Councilman Jenkins could make up a floor plan drawing?

Councilman Jenkins stated he could.

Mayor Lucas wanted to reiterate that the Museum Committee had to come to Council to get approval for anything to do with the Museum.

Town Manager Roudabush stated the Town is getting quotes on repairing the retaining wall near the Shenandoah Gym entrance that is leaning.

Councilman Jenkins stated the Computer Center will be shut down, as Joyce Fluharty will be moved to the Musuem. The computers at the Computer Center are old and have no value.

Town Manager Roudabush stated the Police Department wants at least four to seven of the computers for training purposes.

Councilman Jenkins asked if there would be public access to computers at the Museum?

Town Manager Roudabush stated there will be no public access to computers at the Museum. The employees will take two from the Computer Center and have another two for backup. Two more computers will be brought down from the Computer Center to be used for train simulations.

Councilman Jenkins asked if Chief Davis would want use of the bottom level where the Computer Center is located?

Chief Davis stated he would like to use the bottom level for a training room, command post, kitchenette area, and two offices. He would then free up an area upstairs to have a designated interview room with audio and video recording which is a requirement.

Councilman Jenkins asked if there would be any up towards the front where Joyce had her desk?

Chief Davis stated there would be no one up front, it would be just like evenings, holidays, and weekends now where there is no one up front. If no one is in the building, it is locked and there is a sign on the door with a number to call to reach an officer.

Councilman Jenkins asked if Chief Davis would keep the projector and screen at the Computer Center?

Chief Davis stated that Joyce Fluharty was taking the projector, but he has another and a screen he could use.

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

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis stated he would like to advertise the vacant position at the Shenandoah Police Department.

There being no questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Comer, to advertise for the vacant position at the Shenandoah Police Department.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

Councilman Jenkins asked if Joyce Fluharty would be paid from the Police Department's budget once she moves to the Museum?

Chief Davis stated according to Treasurer Cindy Breeden Joyce Fluharty will not be on the police budget, since officers will take over the required reporting.

### **TAXATION & FINANCE**

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce stated the Council received the October 2021 Monthly Budget for review.

Chairman Pierce asked why the budget percentages were high on some items?

Town Manager Roudabush stated it was from insurance claim payouts for the well pump and the police car.

### **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)

Chairman Jenkins stated the Town will co-host a **Business After Hours** with Shenandoah Industrial Corporation at the T-Bowl Lanes (414 N Fifth Street) on November 18<sup>th</sup> from 5:30 p.m. to 7:00 p.m. Catering for this event will be provided by Rudy's Diner.

Chairman Jenkins stated the Town has been allocated \$25,000.00 from TOT funds from the County but will be limited on how to spend the money. It can only be used on tourism advertisements to comply with State Law. The Town will redo the website since it is not optimized for mobile use, the social media pages will be revamped, and will be redoing the rack cards.

Town Manager Roudabush stated the portion allocated to the Town will be taken out by the County and will not affect the Town's budget since it will not come directly to the Town.

Councilman Fox asked if the social media pages had to be revamped?

Town Manager Roudabush stated marketing experts are saying the Town is missing out by having a private group page instead of a public page. Town Manager Roudabush said she has FOIA concerns due to requirements for retention of public records, but the majority of localities have a public page.

### **COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

Mayor Lucas stated the Council should keep their eyes open for possibilities for Community Enhancement Awards.

Councilman Pierce stated it was good to see Tremendous Investments LLC enthusiastic about their award.

Councilman Fox stated he thinks Community Enhancement Awards should go to individuals living here in our community and not renovators. Although, he is thankful for their improvements, he would rather see the award go to someone who is not doing it for the money.

(The program is set up so that residents and businesses are eligible to receive the award if nominated by a Council member).

### **PERSONNEL**

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce asked if Public Works was back to full staff?

Town Manager Roudabush stated there have been a few off for vacation, but one will be off for an extended period for knee surgery soon. Another employee was off on quarantine too.

Councilman Jenkins asked if a budget amendment would need to be made to switch Joyce Fluharty's salary from being paid by the Police Department to being paid by the Town?

Town Manager Roudabush stated she believes Joyce's salary would at first be paid by ARPA funds, but Treasurer Cindy Breeden would figure it out and let us know.

### **UNFINISHED BUSINESS**

Councilman Jenkins asked when Don Largent would be finished with the Town Hall roof?

Town Manager Roudabush stated they would be finished in two days.

Councilman Jenkins asked who took care of the wiring on the roof of the Town Hall?

Town Manager Roudabush stated Trey Pendleton disconnected what he could, but some wires he left because he was unsure of what they powered.

### **NEW BUSINESS**

There was nothing to report during this period.

### **TOWN MANAGER'S REPORT**

Town Manager Roudabush stated new meter reading system is scheduled to be installed by Vanguard Utility Service, Inc. starting on November 29<sup>th</sup>. The installation is estimated to take six weeks. Vanguard employees will be knocking on doors prior to the change-out or leaving door hangers with contact information if no one is at home. This system will streamline meter readings, improve accuracy, and provide detailed customer reports.

Town Manager Roudabush stated she has an estimate from Southern Software to update the Town's system to include the new meter reading system in the amount of \$3,600.00.

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Jenkins, to have Southern Software update the Town's system to include the new meter reading system in the amount of \$3,600.00. The amount is to be transferred from the Utility Capital Improvement checking account to the Utility Fund Capital Improvement account line item.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

Town Manager Roudabush stated she has an estimate from Burner Well Drilling to install new well pump and pipes in the amount of \$46,000.00. Following installation, there will be further costs in the future for the required 72 hour testing and paperwork to the Health Department; connection to the main line, electrical to site and connection, construction of well house building, and fencing.

Town Manager Roudabush stated the Town has \$271,733.81 left that was earmarked from the ARPA reimbursement monies for the new well.

Councilman Comer asked how much money has the Town paid so far for the new well?

Town Manager Roudabush stated around \$90,000.00 had been spent on the new well.

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to have Burner Well Drilling install new well pump and pipes in the amount of \$46,000.00. Amount to be paid from the American Rescue Plan Act reimbursement monies.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

Town Manager Roudabush stated the skid loader will need replacing and the Town could look into a USDA grant/loan to cover some of the cost.

Councilman Fox asked if Public Works had ordered a pavement cutter?

Town Manager Roudabush stated the cutter has been ordered but it will not ship until January.

Town Manager Roudabush stated Public Works is looking at pricing a jack hammer to help break up asphalt after deep cuts.

### **MAYOR'S REPORT**

Mayor Lucas stated he presented the proclamation making November 6, 2021 Tatum Sheppard Day at the Rivercrest Farm & Event Center's: A Night of Inspiration to benefit Big Brothers/Big

Sisters of Harrisonburg-Rockingham County. Tatum Sheppard is Miss Virginia 2021.

Mayor Lucas reported he had the Town's Veterans Service on Sunday, November 7<sup>th</sup> at Veterans Park at 3:00 p.m. Mayor Lucas stated approximately 30 people were in attendance.

**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 Fox, to adjourn the meeting at 8:52 p.m.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Lora Jenkins, Clerk