

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
July 27, 2021**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, July 27, 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.; Vice Mayor William Kite; Councilmen Russell Comer, Jr.; Lynn Fox; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: None.

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

Citizens present were: None.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

There were no visitors in attendance.

JULY 13, 2021 REGULAR MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to approve the *Regular Meeting Minutes* held on July 13, 2021, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite	NAY: None
Councilman Comer	
Councilman Fox	
Councilman Lowe	
Councilman Pierce	

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins (Arrived at 7:11 p.m.)

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Mayor Lucas asked why the toilet paper on invoice # 10-672-0000 was \$472.03?

Town Manager Roudabush stated the toilet paper is 8 cases of the bigger rolls that goes into the restrooms at the Parks. Town Manager Roudabush stated people use a lot of toilet paper in the restrooms at the Parks with River Park being busiest.

There being no more questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **July 27, 2021**, in the **Combined Accounts Disbursement Warrants #39382 - #39419** in the amount of **\$131,509.47**.

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 (Arrived at 7:11 p.m.)
VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Councilman Pierce asked if the American Rescue Plan Act (ARPA) funds were in the checking account?

Town Manager Roudabush stated, yes, the ARPA funds are in the checking account and Treasurer Cindy Breeden has a tally at the bottom of the Treasurer's Report showing the expenses paid from the ARPA funds and the current balance of the ARPA funds.

There being no more questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Lowe, to approve the July 23, 2021 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$3,040,179.50, 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 (Arrived at 7:11 p.m.)

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received a memorandum from I. Michael Lowe, Chairman of the Planning Commission, recommending the appointment of Jessica Karnes to the Town Planning Commission to fill the vacant seat of Natalie Strickler-Alt through November 30, 2022.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to appoint Jessica Karnes to the Town Planning Commission to fill the vacant seat of Natalie Strickler-Alt through November 30, 2022.

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 (Arrived at 7:11 p.m.)

VOTE: Unanimous in favor of motion

Council noted their appreciation to everyone expressing interest in this position serving our community.

#2 – Mayor Lucas and Council received a notice from Attorney James Elliott there will be a public auction of real estate held on August 5th at 1:00 p.m. at the Page County Courthouse 116 South Court Street for 3 parcels in the Town and others in Page County to be sold for the collection of delinquent real estate taxes.

#3 – Mayor and Council received a flyer for Music in the Park at Big Gem (736 Fourth Street, Shenandoah, VA 22849) on July 30, 2021 from 7:00 p.m. to 9:00 p.m. with Mountain High Rise performing.

#4 – Mayor and Council reviewed the June 2021 Vehicle Gas Logs.

#5 – Mayor and Council received a thank you from the Shenandoah Valley Soil & Water Conservation District for the Town's yearly donation.

#6 – Mayor Lucas and Council received a flyer from the Substance Abuse and Mental Health Services Administration (SAMHSA) on Tips for Teens: The Truth About Marijuana. To learn more, contact SAMHSA 1 (877) 726-4727 or visit www.samhsa.gov. It was noted all Marijuana

is still illegal in Virginia for those under 21 years old.

Councilman Jenkins arrived at 7:11 p.m.

#7 – Mayor Lucas and Council received a flyer from the Page Alliance for Community Action (PACA) inviting High School Juniors, Seniors, Recent Graduates and their Parents and Guardians to an event at the Hawksbill Recreation Park at Stanley, VA on August 17th from 6:30 p.m. to 9:00 p.m. to discuss Youth Alcohol Use and the Post High School Experience. There will be a bonfire with s’mores and free night swimming for participants. For more information, visit: www.pagecoalition.org or e-mail pageallianceforcommunityaction@gmail.com.

#8 – Mayor Lucas and Council received a flyer about the Town of Shenandoah’s Golden Rock Treasure Hunt. There are 12 golden rocks hidden within Town Limits on Public Property. If someone brings in a golden rock they find into the Town Hall, they can claim a “sweet” prize. The ice cream prizes were sponsored by Karen’s Frozen Favorites and Boxcar Deli & Subs.

#9 – Mayor Lucas and Council received a proposal for a Dell Latitude Rugged 5420 Laptop from Form Networks for the Police Department in the amount of \$4,667.49.

Town Manager Roudabush stated the Council could use ARPA funds for the purchase of the laptop and this computer is specially designed and can be utilized for many aspects of police duties, including printing reports from the vehicle.

Vice Mayor Kite stated he is in favor to use this fiscal year’s budget to purchase the laptop.

Councilman Fox asked why the laptop is only 16GB of RAM?

Chief Davis stated Councilman Jenkins said 16GB of RAM is sufficient, especially since the Police Department keeps storage on the laptop at a minimum.

There being no other questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to purchase the Dell Latitude Rugged 5420 Laptop from Form Networks for the Police Department in the amount of \$4,667.49, to be transferred from the General Capital Improvement checking account into the General Fund checking account.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

#10 – Mayor Lucas and Council received a softball autographed by Kate Gordon, which will be placed in the Town Museum. Kate Gordon, who lives in the Town of Shenandoah, played softball with JMU and competed in the 2021 Semifinal Game of the Women’s College World Series. Aside from being a member of our community her entire life and a successful athlete since her youth, Kate also volunteers her time in youth sports and programs to the benefit of youth and teens, while working full time as a real estate agent.

Mayor Lucas stated he and Vice Mayor Kite met with Jackie Sullivan-Smoot, and Mrs. Sullivan-Smoot would like to form a committee to plan some form of recognition from the Town for Kate Gordon, T. R. Williams, and the 8u Softball Team. Mayor Lucas stated Mrs. Sullivan-Smoot will be in touch when the committee has something planned.

#11 – Mayor Lucas and Council read the Joint Resolution received from Senator Obenshain and Delegate Gilbert in Memory of former Council Member and Community Volunteer Dave Hinkle.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Chairman Kite asked if there were plans for Public Works to fix the leak on Route 340?

Town Manager Roudabush stated the parts have come in and now Public Works has to set up a date with the Police Department to assist with traffic control.

Councilman Jenkins asked if the patching had taken place on Ninth Street?

Town Manager Roudabush stated Public Works used cold patch on Ninth Street temporarily until it could be paved.

STREETS & PUBLIC PROPERTY

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

Chairman Kite stated Public Works had been on Kenesaw Avenue to put rocks down to help build up the shoulders of the newly paved street, but only put rocks down in front of houses. Chairman Kite stated the whole length of the road needs gravel.

Town Manager Roudabush stated Public Works ran out of gravel, but will be back to finish off the rest of the road soon.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Councilman Pierce asked if Chief Davis had been to look at sight distance issues when pulling from Seventh Street onto Shenandoah Avenue yet?

Chief Davis stated he looked at the area yesterday and would review the matter with him later.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

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

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Pierce asked if Town Manager Roudabush could get an estimate on a restroom to be installed at WigWam Village?

Town Manager Roudabush asked if the Council wanted a single bathroom at WigWam Village?

Chairman Jenkins stated Town Manager Roudabush could start with pricing a single, but could also get prices for a double and triple bathrooms. Chairman Jenkins stated he had looked into prefabricated single room bathrooms and the price was around \$30,000.

Councilman Lowe stated a single bathroom would suffice, since right now the Town only provides a single porta-john.

Councilman Pierce asked if the bathroom should have a baby changing station?

Chief Davis stated parents with small children would appreciate a baby changing station.

Chairman Jenkins stated the bathroom should be handicap accessible and vandal proof.

Town Manager stated the bathroom should have a commode and urinal, along with a sink at a minimum.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush stated some things are in discussion, but there is nothing to report yet.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Town Manager Roudabush stated Page County Public Schools and the Shenandoah High School Alumni Association had the retaining wall in front of Shenandoah Elementary School power washed and patched and it looks good. Also, Public Works cleaned and stained the cannon wheels in front of the school.

Councilman Comer stated Page County Public Schools and the Shenandoah High School Alumni Association deserves recognition since the cleaning and patching of the wall has enhanced the Town.

Mayor Lucas stated the Town should send them a letter.

Vice Mayor Kite stated Dan and Brenda Haggett should get a Community Enhancement Award for cleaning off the vacant lots on First Street they purchased beside Boxcar Deli.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce stated the Personnel Committee will review applications to choose several to interview for the Full Time Park General Maintenance position.

Town Manager Roudabush stated in the next five years, there will likely be more positions to fill due to retirement and the Council should plan accordingly.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated Page Alliance for Community Action (PACA) would like to plant a Community Garden sponsored by Valley Health in Shenandoah and wanted to know Council's opinion on a location. PACA thought maybe the lot on First Street where the future train museum is to be built.

Councilman Jenkins asked if the garden would be planted next year?

Town Manager Roudabush stated, yes, it would be planted next year.

Councilman Jenkins stated the lot on First Street is probably too rocky and clay packed.

Town Manager Roudabush stated PACA could take a look at the soil to see if a garden would work there.

Mayor Lucas stated there should be better locations than the First Street lot.

Councilman Fox asked since it is sponsored by Valley Health, why not use the land around Valley Health?

Councilman Lowe stated the garden would get more sun at Valley Health.

Town Manager Roudabush stated she would talk to PACA and suggest the Valley Health location.

Town Manager Roudabush stated DEQ approved the Town's Sewer Plant permit for the five year renewal.

Councilman Jenkins asked if the permit requires any facility upgrades?

Town Manager Roudabush stated there was no mention of upgrades, but a few new tests are required. There will be an inspection of the Sewer Plant and the inspectors will be pleased with the new electrical and other upgrades since the last inspection.

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 7:50 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk