

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
August 10, 2021**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, August 10, 2021, at 7:00 p.m., 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 Roudabush, Town Manager/MMC; Lora Jenkins, Town Clerk; and Paul Davis, Police Chief.

Citizens present were: Derek Taylor and family.

Media Representatives: None.

AWARD PRESENTATION

Vice Mayor Kite presented the August 2021 Community Enhancement Award (Residential) to Derek Taylor, 400 Fifth Street. Mr. Taylor and his family were present to accept the award.

Vice Mayor Kite and Council thanked the Taylors for their hard work to improve the appearance of the Town.

RECEIVING OF VISITORS

There were no visitors in attendance.

JULY 26, 2021 SPECIAL MEETING MINUTES

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to approve the *Special Meeting Minutes* held on July 26, 2021, as presented.

Members Vote was as follows:

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

NAY: None

Councilman Pierce

ABSTAIN: None

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

JULY 27, 2021 REGULAR MEETING MINUTES

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to approve the *Regular Meeting Minutes* held on July 27, 2021, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

AUGUST 2, 2021 SPECIAL MEETING MINUTES

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to approve the *Special Meeting Minutes* held on August 2, 2021, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to approve the bills, dated **August 10, 2021**, in the **Combined Accounts Disbursement Warrants #39420 -**

#39454 in the amount of **\$117,732.78**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to approve the August 6, 2021 Treasurer's report, submitted by Cindy Breeden, in the amount of \$3,015,070.59, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Council received a memo from Councilman Pierce to consider hiring Curtis Conley as a full time Parks and Maintenance worker with a starting salary of \$25,000.00, with \$1,000.00 raise after obtaining his CDL License, and a 5% raise after passing his probation.

A *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to authorize hiring Curtis Conley to full time Parks and Maintenance worker with a starting salary of \$25,000.00, with \$1,000.00 raise after obtaining his CDL License, and a 5% raise after passing his probation.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

The memo stated Council would need to authorize funding for this position which could either be funded for 2 years using ARPA funds or transferring budgeted lines with the second year needing to be budgeted.

Councilman Jenkins suggested using Parks Salaries budgeted lines first and then use ARPA funds for the remainder of the fiscal year.

Councilman Pierce stated wages could only be paid with ARPA funds and not benefits.

Town Manager Roudabush stated both wages and benefits could be paid with ARPA funds, but the accounting software does not have the ability to show auditors the benefits coming out of ARPA funds.

Councilman Fox stated he thought this position was budgeted for this fiscal year.

Councilman Jenkins stated a part time position was budgeted for this fiscal year, not a full time position.

Vice Mayor Kite asked if this full time position would bring the Town back up to full staff?

Town Manager Roudabush stated this position would bring the Town back up for Parks staff and Mr. Conley will help Public Works in the Winter.

Councilman Fox asked what happened to the Public Works full time position budgeted in the past?

Town Manager Roudabush stated for more than four years the salary was absorbed into the General Fund since there was no mention to hire a full time Parks position by the Council until now.

Councilman Fox asked how much ARPA funds would be left after using the funds for this position?

Town Manager Roudabush stated Treasurer Cindy Breeden would have that information, once the Parks Salaries line item was used.

There being no other questions, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Pierce, to authorize using Parks Salaries budgeted line item first and then use ARPA funds for the remainder of the fiscal year to fund the full time position wages.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

#2 – Council received the July 2021 Vehicle Gas Logs for review.

#3 – Council received the July 2021 Computer Center Stats for review.

#4 – Council received the July 2021 Vehicle Activity Log for the Shenandoah Police Department.

Councilman Pierce asked if the Police Department filled up vehicles at the Maintenance Shop?

Town Manager Roudabush stated the Police Department has their own gas tanks, and provides Council with a separate report of use.

#5 – Council received a flyer for the Porch Visit program, sponsored by PACA, Healthy Families Page County, Page County Public Schools Nutritional Services, and Virginia Cooperative Extension to provide meals along with weekly porch visits. Families who participate in the program can receive help with utilities, rent, and other household expenses in addition to the food deliveries each week. For more information call (540) 742-9386 or email pageallianceforcommunityaction@gmail.com.

#6 – Council received a flyer for EPIC Fest Beer and Wine Festival held on August 14 from 1-6 p.m. at 15880 Old Spotswood Trail, Elkton, VA 22827. EPIC Fest benefits the Elkton Progressive Improvement Committee. There will be live music, food, and numerous local vendors. Advanced tickets are \$10, day of event tickets are \$15, and drink tickets are \$5. For more information email elktonpicfest@gmail.com or visit their Facebook page www.facebook.com/itsepic

#7 – Council received a flyer from Skyview Springs Rehab & Nursing Center about their free Swayze Outdoor Summer Movie Series. They will be showing Ghost, on Saturday, August 14 at

8:30 p.m. at 30 MontVue Drive Luray, VA 22835. Popcorn and snacks will be provided, bring lawn chairs or blankets. For more information, call (540) 743-4571 or e-mail emiller@skyviewsprings.com.

#8 – Council received the Luray-Page County Chamber of Commerce August 2021 Newsletter.

#9 – Council received a flyer announcing the Page Cooperative Farm Bureau, Inc will be having it's 100 Year Celebration with two days of events. On Friday, August 13th, there will be door prizes awarded every hour and Carol's County Cook'in food truck will be there from 11:00 a.m. to 2:00 p.m. On Saturday, August 14th, there will be door prizes awarded every hour and Triple Crown Barbeque will have pork sandwiches from 11:00 a.m. to 2:00 p.m. Bluegrass band Virginia Rain will also be performing on Saturday, August 14th from 11:00 a.m. to 2:00 p.m. Events will be held at the Page Cooperative on 127 Big Oak Road, Luray, VA 22835. For more information call (540) 743-5194.

#10 – Council received information on the 8th Annual Pickin' at the Post Blue Grass Weekend will be September 3rd, 4th, and 5th at the Luray VFW Comer Jones Post 621 at 218 Veterans Lane, Luray, VA 22835. A 3 day pass is \$25 or \$10 daily for walk-ins. 100% of the proceeds benefit the VFW and veterans. For more information call (540) 742-4031 or (540) 742-2338. Music starts at 1:00 p.m. on Friday, September 3rd and starts at noon on both Saturday, September 4th and Sunday September 5th. The last band starts performing at 9:00 p.m. all three evenings.

#11 – Council received information on Wine & Whiskers at Wisteria, a benefit for Page Paws, Inc. The event will be held Sunday, September 19, 2021 from 3:00 p.m. to 5:00 p.m. at Wisteria Farm & Vineyard, 1126 Marksville Road, Stanley, VA 22851. The event is \$20 per ticket. Tickets can be purchased at the Chamber of Commerce, Wisteria Vineyard, Lancaster Enterprises, Luray Copy Service, Inc., from Page Paws members, or call 540-244-7711.

#12 – Council received an invitation to attend the presentation of the plaque to T. R. Williams announcing Monday, August 16th as T. R. Williams Day. The presentation will be held on Sunday, August 15th at 3:00 p.m. at the Shenandoah Memorial Ballpark, 1101 Junior Avenue, Shenandoah, VA 22849. In the event of rain, the presentation will be held at Town Hall, 426 First Street, Shenandoah, VA 22849.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Jenkins stated the 12 inch line originally was thought to be not in use, is being used to service Junior Avenue East and West. The line then reduces down in size into a pressure reducing station feeding Eppard's Subdivision.

Councilman Fox stated he thought the Town had a study which said it was a stagnant line.

Town Manager Roudabush stated the people who did the study may have been told it was

stagnant because it was the understanding at the time, but it does show in maps the line is being used now and has always been connected to these other areas serving businesses and residences.

Councilman Fox stated the 12 inch line should be utilized more to help increase volume in other areas too.

Councilman Jenkins stated he, Town Manager Roudabush, Director of Public Works T. A. Pendleton and Chief Waste-Water Operator Trey Pendleton met with an Engineer yesterday and they seem to be well versed on how to proceed with all water and sewer lines.

Town Manager Roudabush stated an Engineer would need to review how new homes affect the water and sewer lines.

Councilman Jenkins stated the Engineers have computer programs which they can feed information to produce models/simulations for the Town.

Councilman Fox asked if contractors had contacted the Town about Maryland Avenue?

Town Manager Roudabush stated she had given the contractors hand drawn maps, but no contractors had responded. She noted the Town could use ARPA funds to have the Engineers draw up plans to help with Maryland Avenue's inflow and infiltration issues, and to bid this project out.

Councilman Fox stated Maryland Avenue needs to be a priority.

Town Manager Roudabush agreed Maryland Avenue's issues needed to be addressed.

Councilman Comer asked if an Engineer would be able to help?

Councilman Jenkins stated Engineers are well versed on water, sewer, and electrical problems and can use their computer programs to give the Town rough estimates on pricing for projects.

Council received a memo from Councilman Pierce to consider hiring Racey Engineering as the Town's On-Call Architectural and Engineering firm for one year, with the option for a three-year renewal.

Councilman Jenkins stated interviews were conducted by the Personnel Committee, Town Manager Roudabush, Director of Public Works T. A. Pendleton and Chief Waste-Water Operator Trey Pendleton on Monday, August 9, with 4 architectural and engineering firms.

Councilman Jenkins stated they were all capable firms, but the Racey was ranked the highest due to their proximity to the Town, their rate fees being the lowest, and they have more than adequate and qualified staff to fulfill the current needs of the Town.

Town Manager Roudabush stated there is no fee for the contract unless the Town decides to conduct a project and then a fee would be negotiated per project cost and another vote of Council

would be required at that time.

Councilman Lowe stated their primary job would be to draw up plans so the jobs could be bid out.

Councilman Jenkins stated Racey also has experience in researching grants for jobs.

Town Manager Roudabush stated Racey applied for and received multiple grants for the Luray bridge project.

Councilman Comer stated Racey has a good relationship with VDOT.

There being no questions, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Pierce, to hire Racey Engineering as the Town's On-Call Architectural and Engineering firm for one year, with the option for a three-year renewal. There is no fee for the contract unless the Town decides to conduct a project and then a fee would be negotiated per project cost and another vote would be required at that time.

Members Roll Call Vote was as follows:

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

ABSTAIN: None

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

Councilman Jenkins stated Town Manager Roudabush knows the priorities of the Town includes the altitude valve at the Tenth Street tank, getting a hydraulic study done, the replacement of water and sewer pipe replacement or extensions, getting the new well online, etc.

Town Manager Roudabush stated the turbidity meter went out at the Twelfth Street well and needs to be replaced. Town Manager Roudabush had a quote from EI Technical Services in the amount of \$7,864.00 to replace the turbidity meters, plus labor.

Councilman Jenkins stated he thought the meters had already been replaced and were used models when installed back then.

Town Manager Roudabush stated no, they have been in use for at least 20 years.

Councilman Fox asked if the Town had to have a turbidity meters?

Town Manager Roudabush stated under Health Department regulations, a municipal well could

not be used without turbidity meters.

There being no other questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to authorize the purchase of turbidity meters from EI Technical Services for the Twelfth Street well in the amount of \$7,864.00, to be paid from Utility Capital Outlay Water and Sewer Equipment budgeted line item.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

STREETS & PUBLIC PROPERTY

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

Councilman Jenkins asked if Hensil Good Paving had looked at the South section of Sixth Street?

Town Manager Roudabush stated they had looked, but have not given estimates.

Town Manager Roudabush stated Pettit's Paving will also be requested to give estimates.

Town Manager Roudabush stated there is still a connection that needs to be made on Sixth Street before Public Works can cold patch the street in this area.

Town Manager Roudabush stated cold patching causes pavement estimates to be higher because the pavers have to dig up the cold patch but provides for a smoother street until paving can be done.

Councilman Jenkins stated Racey Engineering could take a look at Junior Avenue and give suggestions on how to fix that section of road.

Councilman Jenkins stated a section of sidewalk on Virginia Avenue has buckled from tree roots. This section runs beside a home of a resident who has to use a wheelchair to access his vehicle. The family is having a hard time getting the wheelchair over the buckled concrete.

Town Manager Roudabush had 2 quotes from William D. Price Backhoe Service to remove old concrete, prep, and pour concrete for a new sidewalk. The first quote was for a 4 ft x 24 ft section in the amount of \$2,400.00. The second quote was for a 4 ft x 66 ft section in the amount of

\$4,700.00.

Councilman Lowe stated it would be more cost effective to have the 66 ft section fixed.

Councilman Fox asked if the tree was on the Town or on the resident?

Town Manager Roudabush stated it was on the right of way between the sidewalk and street.

Councilman Comer asked if VDOT would fix it?

Town Manager Roudabush stated VDOT would not fix it.

Councilman Fox asked if VDOT had put that sidewalk in?

Town Manager Roudabush stated the sidewalk predated the VDOT organization and was paid for by federal funds.

Vice Mayor Kite asked how big were the trees?

Town Manager Roudabush stated they were approximately 6 to 8 inches round.

There being no other questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to authorizing the replacement of a 4 feet x 66 feet section of sidewalk on Virginia Avenue in the amount of \$4,700.00, to be paid from General Fund Capital Outlay Street Improvement budgeted line item. Work will be completed by William D. Price Backhoe Service.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

There was nothing to report during this period.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

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

Chairman Pierce asked if the Council would like to discuss allocating ARPA funds for organizations?

Councilman Lowe stated he would rather wait for the full Council to be together. (Note: Mayor Lucas was absent).

Councilman Fox stated he would rather wait until all the costs to get the new well online were in.

Councilman Comer stated Racey Engineering had worked with the Town of Stanley to get their new well online, so they should be a good resource for our new well too.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins announced the large chair at Shenandoah River Park and Landing has been painted brown. (This was a JMU surplus chair and cost just \$4.00).

Councilman Fox stated the gazebo at the Dog Park looks nice since Public Work re-shingled the roof and painted it brown.

Councilman Lowe asked if the duckweed in the Big Gem Pond had been treated?

Town Manager Roudabush stated it has not been treated and the new full time Parks and Maintenance worker will learn how to treat Big Gem Pond as part of his job.

Councilman Pierce asked if Town Manager Roudabush had priced bathrooms for WigWam Village?

Chairman Jenkins stated Racey Engineering would be able to use a computer program to give the Town estimates based on the square footage of the bathroom.

Chairman Jenkins stated the 2 shelters at WigWam need shingles too.

Councilman Fox stated a metal roof would be more cost saving due to its longevity.

Town Manager Roudabush stated a metal roof is much more expensive and since they already have some leftover shingles, they may use them for both shelters this time.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated Page County Economic Development (PCED) is looking into initiatives to have wait staff of local restaurants relay events to tourists who come into the restaurant.

Town Manager Roudabush stated the Town's restaurants are having a hard time finding workers and are having to close early or even close for the whole day, which is very concerning.

Chairman Jenkins stated PCED is also looking into ways to help local businesses with the lack of workers and to encourage current employees.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, for a September 2021 Commercial Community Enhancement Award for improvements made to the Shenandoah Community Library at 418 South Third Street.

Members Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

The awards will be presented at the September 14, 2021 Council meeting.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

There was nothing 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 to report during this period.

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 Councilman Lowe, *seconded* by Councilman Jenkins, to adjourn the meeting at 8:20 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

William Kite, Vice Mayor

Lora Jenkins, Town Clerk