

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
September 14, 2021**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, September 14, 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.; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Councilman Lynn Fox.

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

Citizens present were: Ruth Reid, Librarian at Shenandoah Community Library; Colin Reid; Rochelle Reid; Mary Golden Hughes; and Alice Pence.

Media Representatives: None.

AWARD PRESENTATION

Mayor Lucas presented the September 2021 Community Enhancement Award (Commercial) to the Shenandoah Community Library 418 S Third Street, Shenandoah, VA 22849. Ruth Reid and Colin Reid (Ruth's grandson) were present to accept the award. Colin Reid's Scout Project was to help landscape around the Library.

Mayor Lucas and Council thanked Mrs. Reid and her grandson for their hard work landscaping around the Library.

Mary Golden Hughes, Director of Advancement with Massanutten Regional Library, thanked the Shenandoah Library for their enhancement and thanked the Town for recognizing the Library as September's Community Enhancement Award Winner.

RECEIVING OF VISITORS

There were no visitors in attendance.

AUGUST 24, 2021 REGULAR MEETING MINUTES

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on August 24, 2021, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Pierce asked why there were pre-payments refunds for tax accounts?

Town Manager Roudabush stated the refund payments are required by the State for accounts that are inactive with credit balances.

Councilman Lowe asked why invoice number 39517 fuel bill to Holtzman Oil Corp was so high?

Chief Davis stated \$2,579.37 was supreme fuel for the Police Department vehicles.

Town Manager Roudabush stated \$2,579.37 was for two deliveries in August.

There being no more questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **September 14, 2021**, in the **Combined Accounts Disbursement Warrants #39479 - #39532** in the amount of **\$134,094.38**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, to approve the September 10, 2021 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,954,688.20, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received an invitation to attend the presentation of the plaque to Kate Gordon announcing Monday, September 20th as Kate Gordon Day. The presentation will be held on Sunday, September 19th at 7:00 p.m. at the Shenandoah Memorial Ballpark, 1101 Junior Avenue, Shenandoah, VA 22849. In the event of rain, the presentation will be held at Page County High School, 184 Panther Drive, Shenandoah, VA 22849. Everyone is invited to attend.

#2 – Mayor Lucas and Council received the August 2021 Vehicle Gas Logs for review.

#3 – Mayor Lucas and Council received the Shenandoah Police Vehicle Activity Log for August 2021.

Councilman Lowe asked why the 2020 Explorers showed a discrepancy in gas used? He added the gas used should not be that high compared to the miles driven.

Chief Davis stated it was probably a typo, and he would check on it.

#4 – Mayor Lucas and Council reviewed the Shenandoah Police Department’s Activity Log for August 2021.

#5 – Mayor Lucas and Council received the Town website statistics for August 2021.

#6 – Mayor Lucas and Council received a thank you letter from Shenandoah Page One for the Town’s donation of \$11,700 from the Town’s allocated ARPA funds to Page One for a supplemental food program for needy families where gift cards will be purchased from a local restaurant.

#7 – Mayor Lucas and Council received a thank you card from Saint Paul Evangelical Lutheran Church for the Town’s donation in memory of David Shuler.

#8 – Mayor Lucas and Council received a thank you letter from Friends of the Shenandoah River for the Town’s annual donation.

#9 – Mayor Lucas and Council received a thank you card from Boy Scout Troop 8 for the Town’s annual donation.

#10 – Mayor Lucas and Council received an e-mail from Landes Heating and Air Conditioning recommending the Town Hall’s air conditioner evaporator coil be cleaned and a drain safety switch be installed to prevent future leaks in Town Hall. The coil cleaning and installation of the drain safety switch would cost \$633.00. Landes had come out in August because the air conditioner unit had clogged, causing water to leak into a bathroom at Town Hall.

Councilman Pierce stated the coil cleaning and installation of the drain safety switch is preventative maintenance and he would be in favor of Landes doing the work.

Councilman Lowe agreed with Councilman Pierce.

There being no other questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Lowe, to have Landes Heating and Air clean the Town Hall’s air conditioner evaporator coil and install a drain safety switch in the amount of \$633.00, to be taken from Town Hall Building Maintenance budgeted line item.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

#11 – Mayor Lucas and Council received an invoice from Burner Well Drilling, Inc in the amount of \$14,569.86.

Town Manager Roudabush stated the bill was for a new well pump, motor, and installation.

Vice Mayor Kite asked which well needed the new pump?

Town Manager Roudabush stated it was for the Trenton Street well. Town Manager Roudabush also noted that it was almost a 6 week wait for the well pump and a claim has been made to the insurance company and hopefully the Town will be reimbursed minus the deductible.

Councilman Jenkins asked if the Town would be able to salvage the old part?

Town Manager Roudabush stated to rebuild a pump would cost as much as a new pump, but the

Town of Stanley does keep a new one on a shelf for emergencies.

Councilman Comer asked if there was a problem with the pump or the motor?

Town Manager Roudabush stated it was a problem with both and both were replaced.

Councilman Jenkins asked if the wells could use the same pump?

Town Manager Roudabush stated the Trenton Street and Tenth Street wells use a 25 horsepower pump, but Twelfth Street well uses a 30 horsepower pump. Town Manager Roudabush stated the Health Department has to be notified if a well pump motor has a horsepower change, and they have to approve it.

Councilman Pierce asked why does the Health Department need to be notified over a horsepower change?

Town Manager Roudabush stated she did not know, but it is part of the regulations.

Councilman Comer asked if the controls have to be changed?

Town Manager Roudabush stated she did not think so.

Councilman Jenkins stated when the new well goes online it will offset if another well pump would go out.

Councilman Pierce stated it would be good for the Town to have an extra pump on hand.

Vice Mayor Kite stated it is not good to get one early because the warranty could expire.

Mayor Lucas stated maybe the ARPA funds could be used to buy an extra pump or if the insurance reimbursed the Town now, those funds could be used to buy an extra to have on hand.

There being no other questions, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to pay Burner Well Drilling, Inc. in the amount of \$14,569.86.00 for the well motor and pump and installation for the Trenton Street well, which will be transferred from the Utility Fund Capital Improvement checking account into the Utility Fund checking account.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Jenkins asked if the valve was replaced on Pennsylvania Avenue.

Town Manager Roudabush stated, yes, the valve and water line was replaced, and the area needs to be cold patched until paving could be done.

Councilman Lowe asked if Public Works was aware of a leak at Junior Avenue and Bank Street?

Town Manager Roudabush stated it is on the list to be repaired as soon as possible.

Councilman Jenkins inquired if the pavement cutting machine, that was approved for purchase by the Council for Public Works, had been ordered yet?

Town Manager Roudabush stated it is out of stock. She noted that Public Works has been renting or making do with the small pavement cutting machine the Town owns, but it is wearing out.

Chairman Kite submitted an application for water connection for the construction of a new home on Maryland Avenue and 11th Street, identified by tax map number 102A4-1-23-38, for David Van Fossen and Lori Pettit, to be built in 2021. He noted this property will have an onsite septic system as Town sewer is not available on this lot.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve a water application for the construction of a new home on Maryland Avenue and 11th Street, identified by tax map number 102A4-1-23-38, for David Van Fossen and Lori Pettit, to be built in 2021.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

STREETS & PUBLIC PROPERTY

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

Councilman Jenkins stated during the last rain storm the Town Hall roof leaked and a roofer was

called.

Town Manager Roudabush stated the roofers made repairs and had taken pictures of the damage around the seams, but it should not leak now. A bill will be coming soon for this work.

Town Manager Roudabush stated she attended a webinar about railroad safety, and she asked if there could be an inspection on the tunnels on Junior Avenue and Route 602. SCC's Division of Utility and Railroad Safety conducted an inspection of the tunnels at Junior Avenue and Route 602 and found the tunnels to be structurally sound with only cosmetic repairs needed. These repairs will be made in the near future. The SCC told Town Manager Roudabush that ballast has been lost and once it is fixed it will help with water in the tunnels too, but drips are normal.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis stated Sergeant Rodney Hensley was involved in a not at fault accident which totaled the Police vehicle. Thankfully Sergeant Hensley is ok. A search is underway for a replacement vehicle, but there is a shortage of vehicles in the nation, and it may take a while to find one. In the meantime, Chief Davis gave Sergeant Hensley his vehicle to use. Chief Davis is driving the rental vehicle, which is paid for by Town's insurance.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

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

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated the new Parks and Maintenance employee has started. He has been busy mowing and painting benches. Donnie Jewell assisted with the bench painting.

Councilman Pierce stated they did a good job on the benches.

Councilman Pierce noted the algae in the Big Gem pond is not completely going away.

Town Manager Roudabush stated the pond chemicals may work better in the Spring than in the Fall.

Councilman Lowe stated a freeze will kill the algae off soon enough.

Chairman Jenkins asked the Council if they wanted to pay up to \$700 for rental equipment to maintain the area designated as a future ballpark in Big Gem Park?

Councilman Lowe stated the Town should clear it and then stay on top of the maintenance.

Mayor Lucas agreed the work and maintenance should be done.

Vice Mayor Kite asked if the Shenandoah Indians baseball team still existed?

Chairman Jenkins stated the Shenandoah Indians still have a charter.

There being no more questions, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Lowe, to authorize up to \$700.00 in rental equipment for the future ballpark at Big Gem Park to be cleared and then maintained by regular bush hogging.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

Chairman Jenkins stated Joyce Fluharty applied for and the Town was awarded the Virginia Department of Conservation and Recreation 2021 Trail Access Grant. The Trail Access Grant program is a 100% reimbursement program up to \$43,000.00 for trail projects that increase access to trail opportunities for people with disabilities. The grant is only for existing land and water trails and trail features.

Chairman Jenkins had received an estimate to see how much it would be to pave all of Big Gem Park parking lot and one trail, and it would cost \$90,000.00. Chairman Jenkins stated Council would need to decide if they would want to pay above the \$43,000.00 grant to have the whole Big Gem Park parking paved, along with trail.

Town Manager Roudabush stated Public Works would provide labor to have the areas of Big Gem Park prepped and ready for paving. The trail would be around ½ mile and would have wide areas and benches for handicapped accessibility.

Chairman Jenkins stated the area set aside for a dog park still needs a fence and gates. Chairman Jenkins said he was asked by tourists about the Town's Dog Park and they were disappointed there was no fence with gates.

Councilman Comer stated he also was approached by tourists about the Dog Park and he has noticed more people are using the Dog Park and to check for possible grant funding.

There being no more discussion, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Jenkins, to get an estimate for fencing with double entry gates for the Dog Park.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated Town Hall staff have been working with Page County Economic Development to come up with a marketing plan to best utilize the TOT funds allocated to the Town. Chairman Jenkins noted the TOT funds have to be utilized to increase tourism in the County and bring in more tourists for overnight visits.

Chairman Jenkins stated that he along with Councilman Comer and Town Manager Roudabush met on September 2nd at the Stanley Fire Hall at 7:00 p.m. with the Town Managers, Mayors, and Council members of Luray, and Stanley, as well as Page County Board of Supervisors, and the Director of Page County Economic Development. There will be quarterly meetings, and the group decided two elected of each Town should be appointed to attend as well as the Town Managers. He noted most will send their Mayor and one Council Member to fill the elected officials part of this groups quarterly meetings.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, for an October 2021 Commercial Community Enhancement Award for improvements made to 731 Fourth Street by R. C. Gochenour & Sons Plumbing.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

The awards will be presented at the October 12, 2021 Council meeting.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

There was nothing to report during this period.

UNFINISHED BUSINESS

Councilman Jenkins stated he has been in meetings with Page County Economic Development (PCED) team, and they have goals of adding more housing around towns in the County. Councilman Jenkins stated he thinks the Town should work in conjunction with the County's goals and make sure the Town can handle more housing.

Town Manager Roudabush stated the Town's Planning Commission review the Town's Comprehensive Plan every 5 years and it is now time to review it for any needed updates. However, it has been the Council's policy for developers to pay for all infrastructure needed for housing developments.

Councilman Lowe stated if a development is out of Town limits, then the Council has no purview, and would only be involved if Town water and sewer are needed.

Councilman Jenkins stated the Town needs to be proactive and plan for the future and possible housing or business expansions that may occur.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated she had an estimate from Hensil Good Paving to patch and re-seal the parking lots at the Police Department/Computer Center and at Town Hall in the amount of \$7,650.00 total. The Town Hall lot is \$1,500.00 with the remaining to cover the Police Department/Computer Center.

Councilman Jenkins asked if it could be done this year?

Chief Davis stated he spoke with Jeff Good from Hensil Good Paving and Mr. Good stated they could not get the whole project done this year, they may be able to patch the cracks but they could not seal until the Spring.

There being no more questions, a *motion* was made by Councilman Lowe, *seconded* by Vice Mayor Kite, to have Hensil Good Paving patch and re-seal the parking lots at the Police

Department/Computer Center and at Town Hall in the amount of \$7,650.00. The work may not be completed until 2022. Funds to be paid from the General Fund Capital Outlay Street Improvement budgeted line item.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

Town Manager Roudabush stated Treasurer Cindy Breeden applied for and the Town was awarded a VML Safety Grant in the amount of \$2,000.00. This grant will be used to purchase a small Honda generator, submersible pump, 36" portable blower fan, and hose reel cart.

MAYOR'S REPORT

Mayor Lucas stated trash at a business located within Town limits has received a lot of attention. The business owner was sent a letter and the owner of the property also has been notified of the situation.

Town Manager Roudabush stated she spoke with the property owner's property Manager and they can not take immediate action but it will be resolved in the future. Town Manager Roudabush stated she will call the business owner and also see if the Town Police Officer that has a rapport with the business owner will also speak with the business owner.

Mayor Lucas stated he and Chief Davis attended a meeting recently regarding solar farm in Page County. They wanted to ensure the Page County Supervisor that represents Shenandoah knows the opinions of the residents and officials of the Town about the solar farm. This solar company plans to make donations to all first responders in the Towns and County.

Mayor Lucas also met with the Shenandoah Elementary PTO and they are fundraising to retrofit 2 of their water fountains into bottle filling stations. Students and staff are not allowed to use water fountains due to Covid-19. The retro fit costs \$1,100.00 plus installation.

Mayor Lucas asked if the Town would be able to use the Town's allocated ARPA funds to help pay for the retro fits?

Town Manager Roudabush stated Page County Public Schools received their own ARPA funds, but she would have to research whether the Town could give ARPA funds to someone who has already received ARPA funds.

Mayor Lucas stated the matter will be tabled until Town Manager Roudabush conducts research.

Mayor Lucas stated he wanted to thank Public Works for their weeding around Town.

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 8:37 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk