

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
March 8, 2022**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, March 8, 2022, 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; Lynn Fox; and Richard Pierce.

Council Members absent were: I. Michael Lowe.

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

Citizens present were: Alana Housden; Brett Jenkins; Courtney Nelson.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

Alana Housden and Courtney Nelson asked Council's approval to use Big Gem Park as a potential location for a Farmer's Market with a lot on First Street being a backup location. They also wanted approval to work with the Town for advertising the Farmer's Market on the electronic signboard and using the Town logo for merchandise. They plan on forming a non-profit business, and still need a Treasurer. Their goal is to have a Farmer's Market from April to September on the 1st and 3rd Sundays from 8:00 a.m. to 1:00 p.m. They would like to have local farmers as vendors as well as local crafters. They also want to have a subscription service, where people could, for a fee, pick up boxes of local produce at the Farmer's Market.

Councilman Pierce stated he had concerns with the hours. He stated he would not be able to shop at the Farmer's Market because of attending church.

Ms. Housden stated they had discussed the church overlap.

Mayor Lucas stated if they wanted to get the people on their way home from church, maybe they should think about their hours being from 10:00 a.m. to 2:00 p.m.

Councilman Pierce asked if there is still going to be Music in the Park this year?

Town Manager Roudabush stated there will still be Music in the Park, but that is on Saturdays. Town Manager Roudabush noted the Town would work with the Farmer's Market for scheduling in Big Gem Park, but there may already be some people who have signed up for the Sundays they want to use for the Farmer's Market. She noted the Town logo is copyrighted, so use for this purpose only.

Councilman Fox asked what about the lot near Valley Health?

Councilman Jenkins stated there is no bathroom there.

Ms. Nelson stated they liked the idea of Big Gem Park because it has the shelter, picnic tables, and a bathroom.

Chief Davis voiced concern over First Street being the backup due to street having to be closed. He suggested instead of using the street, using the grassy lot that the Town owns close to Virginia Avenue.

Town Manager Roudabush stated the owners of Boxcar Deli and Four Seasons Gifts and Décor have two lots beside their building and have expressed those lots would be a great spot for a Farmer's Market. Town Manager Roudabush stated they could talk to the owners to see if the lots could be used as a backup, as well.

Councilman Jenkins stated there is a porta-john at the Town Hall parking lot from May to September for events, and so there would be a bathroom facility for the Farmer's Market, if they needed to use First Street.

There being no more questions, a *motion* was made by Councilman Fox *seconded* by Councilman Jenkins, to authorize Courtney Nelson and Alana Housden the use of Big Gem Park with a lot on First Street as a backup for a potential Farmers Market, provided they carry their own insurance and list the Town as a payee.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe
VOTE: Unanimous in favor of motion

FEBRUARY 22, 2022 REGULAR MEETING MINUTES

A *motion* was made by Councilman Fox, *seconded* by Councilman Jenkins, to approve the *Regular Meeting Minutes* held on February 22, 2022, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilman Lowe
VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Jenkins asked about warrant #39935 why there was an invoice in the amount of \$749.35 for a portable projector, hard drive, etc?

Chief Davis stated the Police Department needed a projector for training after Joyce Fluharty had taken her projector to the Train Museum/Welcome Center/Covid-10 Information Center. He noted the projector was funded by a grant.

There being no more questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **March 8, 2022**, in the **Combined Accounts Disbursement Warrants #39932 - #39972** in the amount of **\$153,434.79**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilman Lowe
VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Councilman Fox asked if the \$256,414.56 in the Checking Account for ARPA Funds has been obligated?

Town Manager Roudabush stated yes, the balance left on ARPA Funds, which has not been obligated, is \$72,311.13.

There being no other questions, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to approve the March 4, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,559,070.63, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received a memo from Taxation & Finance Committee Chair Richard Pierce to authorize an increase in the credit limit for the total of all credit cards issued to the Town by Pioneer Bank. It was noted the Town will be purchasing display cases which will be more than the current total credit limit and there are many vendors who only take credit cards for purchasing items.

Councilman Fox asked what is the current limit?

Town Manager Roudabush answered his question.

Councilman Pierce stated the current limit has caused problems with purchases in the past.

There being no further discussion, a *motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to increase the credit limit for the total of all credit cards issued to the Town by Pioneer Bank.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

#2 – Mayor Lucas and Council received a memo from Personnel Committee Chairman Richard Pierce asking Council to authorize promoting John Fry from part-time patrolman to full-time patrolman starting March 14, 2022 with a beginning salary of \$41,000 a year and a 5% pay increase after passing his 6 months' probation.

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Vice Mayor Kite, to promote John Fry from part-time patrolman to full-time patrolman starting March 14, 2022 with a beginning salary of \$41,000 a year and a 5% pay increase after passing his 6 months' probation.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

It was noted that normally Officers are eligible for a rank increase after 2 years, but with no pay increase; however, Chief Davis has a new program in place for the criteria which Officers can be considered for a promotion in Rank and Council will authorize the promotion and salary increase.

#3 – Mayor Lucas and Council received a memo from Personnel Committee Chairman Richard Pierce asking Council to authorize a 5% pay increase beginning February 28, 2022 for Curtis Conley for passing his 6 months' probation.

It was noted Mr. Conley was a good worker.

Councilman Fox asked if Mr. Conley was getting his CDL?

Town Manager Roudabush stated he was not at this time.

There being no other questions, a ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Comer, to authorize a 5% pay increase beginning February 28, 2022 for Curtis Conley for passing his 6 months' probation.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

#4 – Mayor Lucas and Council received a Project Programming Submittal from Racey Engineering for construction of a retaining wall and brick repair, replacement, refacing, and sealing at the Train Museum/Welcome Center/Covid-19 Information Center at 507 First Street in the estimated amount of \$137,500.00.

Councilman Comer stated he has been speaking with the Page County Building Inspector about this project, and the inspector told him the Town could have a poured concrete wall which would be a considerable savings to the Town.

Councilman Jenkins stated he thought the Town had to have an engineered wall since it is over 2 feet tall?

Councilman Comer stated the inspector told him if the Town did a poured concrete wall, then an engineered plan was not required.

Mayor Lucas stated if an inspector will approve a poured wall, then it makes financial sense to take out bids for a poured wall.

Councilman Pierce asked what about the brick repair over the doorway?

Councilman Comer stated the Town can get bids for that project too.

Everyone was in agreement to bid out the poured wall project and to bid out the brick repair, replacement, refacing, and sealing project.

#5 – Mayor Lucas and Council received the February 2022 Vehicle Gas Logs for review.

#6 – Mayor Lucas and Council received the February 2022 Shenandoah Police Department Activity Log for review.

#7 – Mayor Lucas and Council received the February 2022 Shenandoah Police Department Vehicle Gas Log for review.

#8 – Mayor Lucas and Council received the Town’s February 2022 website statistics for review.

#9 – Mayor Lucas and Council received a flyer for the Household Hazardous Waste Collection Day to be held for Page County residents only on March 26, 2022 from 8:00 a.m. to 3:00 p.m. at the Page County Landfill (219 Landfill Drive, Luray, VA 22835). Acceptable items include: small batteries, fluorescent bulbs, motor oil, paint etc. For more information contact Jeff Blevins at (540) 743-3854.

#10 – Mayor Lucas and Council received a flyer from the Luray-Page County Chamber of Commerce announcing March 13-19 is Page County Restaurant Week. For more information call Town Hall (540) 652-8164, visit www.facebook.com/dineoutpagecounty or visit the Chamber’s eat and drink section on their website at <https://www.visitluraypage.com/eat-and-drink/> .

#11 – Mayor Lucas and Council received a flyer from Shenandoah Pentecostal Church announcing their Dinner and Music fundraiser to benefit Operation Christmas Child Shoeboxes on March 19th starting at 5:00 p.m. The meal will consist of baked spaghetti, salad, roll, and drink \$12 for adults, \$7 for ages 4-11, and free for ages 3 and under. Music will be by Virginia Bluegrass Band. Carryout will be available. The Shenandoah Pentecostal Church is located at 300 Shenandoah Avenue, Shenandoah, VA 22849. For more information call (540) 652-0005 or e-mail secretary@shenphc.org.

#12 – Mayor Lucas and Council received a flyer for the Town of Shenandoah Spring Cleanup. Cleanup will be from April 4th through April 14th except on Wednesdays, Saturdays, and Sundays that fall during that span. Call Town Hall (540) 652-8164 to schedule a pickup. Each household is allowed one dump truck load. Items not accepted: tires, brush, paint/chemicals, or remodeling debris.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush reported the new meter system is 80% installed.

Councilman Jenkins asked if they were able to read the new meters yet?

Town Manager Roudabush stated no, not yet, but Systems Manager Christl McCoy and Public Works Director T. A. Pendleton are working with United Systems and FMS Software to do test readings with the new system.

Councilman Fox asked if Public Works checked on the leak on Maryland Avenue?

Town Manager Roudabush stated yes, Public Works tried a quick fix, but it did not work. They will go back to fix it.

STREETS & PUBLIC PROPERTY

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

There was nothing to report during this period.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Councilman Jenkins stated there is a home located at Coverstone Lane and H Street which neighbors have complained the doors are open, and the smoke alarms keep going off. There is also furniture which is being piled outside the home.

Town Manager Roudabush stated we will find out who owns the house.

Councilman Fox stated he feels Rodney Hensley should receive a \$1,000 salary increase for being promoted.

Councilman Jenkins asked when Rodney was promoted?

Chief Davis stated two months ago.

Mayor Lucas asked what is his rank?

Chief Davis stated Lieutenant.

There being no further discussion, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to increase Lieutenant Rodney Hensley salary by \$1,000 in response to his promotion to Lieutenant.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce stated the Council received the February 2022 Monthly Budget for review and reminded Council there will be a budget workshop at Town Hall on March 22, 2022 at 6:00 p.m.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated he went to the River Park to look at possible locations for Nathaniel Brewer's Eagle Scout Project, but wanted to know if the Council had any suggestions.

Mayor Lucas stated he would like to meet with Chairman Jenkins at the River Park to look at locations.

Chairman Jenkins stated they would get together soon to go to the River Park.

Chairman Jenkins asked if the Town still received an allotment of gravel from the Department of Wildlife Resources for the Parks?

Town Manager Roudabush stated yes, Public Works will call to determine when the gravel is available.

Chairman Jenkins asked if there was anything else needed to get the Parks ready for the upcoming season?

Town Manager Roudabush stated she would like to replace the entrance sign at the River Park.

Chairman Jenkins agreed and noted the sign is rotting.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

There was nothing to report during this period.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period.

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

Town Manager Roudabush stated she received information today on water project funding available from the Department of Health. The Department of Health is offering 20-30 year loans at 1% with partial principal forgiveness. The loans are not 100%, most are 50/50 and 6 months after the completion of a qualifying project, the Town would have to pay. The application deadline is April 8, 2022. Town Manager Roudabush stated she would look over the application to see what the Town could apply for.

Councilman Jenkins asked how could the Town budget for this funding?

Town Manager Roudabush stated ARPA funding could help pay for expenses, but that is a decision for Council.

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 Jenkins, to adjourn the meeting at 8:25 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk