

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
January 10, 2023**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, January 10, 2023, 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; Council Denise Cave; Russell Comer, Jr; Lynn Fox; 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, Chief of Police.

Citizens present were: Aaron Cubbage, Travis Hoke, Amos Thomas, Bob Zirkle, and Sue Zirkle.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

Travis Hoke of Luray spoke to the Council about his interest in purchasing the Shenandoah Assembly of God Church at 712 Maryland Avenue. Mr. Hoke stated the building is 10,000 square feet and has 3 levels, if he purchases the property, he was thinking about renting to a startup church on one level, but also have a daycare facility and apartments in the other levels. Mr. Hoke asked the Council if they would be opposed to those ideas or if they would rather see the building stay as a church? Mr. Hoke says he has a list of people who wanted to rent the Shenandoah Assembly of God Church as a church, but the Shenandoah Assembly of God is a non-profit and could not take any rent. If the Council, wants the building to remain a church, he does have the list to call those who wanted to rent it.

Town Manager Roudabush stated the property is zoned R-2, and if it remains a church, it would be grandfathered in the zoning. The other ideas such as a daycare facility and apartments would require rezoning and a special use permit. Town Manager Roudabush stated the property has plenty of parking and the Town has never received complaints about the parking at the property.

Mayor Lucas stated any permitted use would be great and he is happy for Mr. Hoke's interest in the property.

Councilman Pierce stated as long as Mr. Hoke meets all the zoning requirements, he has no problem with the ideas for usage Mr. Hoke presented.

Vice Mayor Kite stated he does not believe the property has to stay as a church.

Councilman Comer asked how would the Town zone for three different businesses?

Town Manager Roudabush stated once Mr. Hoke has purchased the property and has decided which type of businesses, he will have there, he will need to go through the process of rezoning, and he would have to acquire a special use permit.

Councilman Fox inquired if it could be zoned Commercial?

Town Manager Roudabush stated the Town cannot spot zone, but it would be ok to rezone based on the usage since the lots are large enough and the road is heavily travelled. Plus, there are other businesses on Maryland Avenue.

Mr. Hoke stated he would be in touch and would go through the necessary requirements to have businesses in the building.

DECEMBER 13, 2022 REGULAR MEETING MINUTES

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to approve the ***Regular Meeting Minutes*** held on December 13, 2022, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Pierce, to approve the bills, dated **January 10, 2023**, in the **Combined Accounts Disbursement Warrants #40711 - #40734** in the amount of **\$179,332.83**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

There being no questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilman Fox, to approve the January 6, 2023 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$3,140,553.05, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received the December 2022 Vehicle Gas Logs for review.

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

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

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

#5 – Mayor Lucas and Council received the December 2022 Town of Shenandoah Museum and Welcome Center attendance record and revenue for review. There were 61 visitors to the Museum and Welcome Center in December. Total revenue collected for printing services in

December was \$561.65.

Town Clerk Lora Jenkins stated she received an e-mail from Museum Curator Joyce Fluharty stating since the opening in June of 2022, there have been 616 patrons and visitors and total revenue collected has been \$3,222.29.

Mayor Lucas stated the Museum and Welcome Center is off to a good start and should continue to attract visitors this coming year.

Councilman Comer reminded the Council, he and Town Manager Roudabush are going to look at a model train display which was specially made for the North & Western Railroad office in Roanoke, VA. Once they have seen the display, they will report to Council whether the Museum would want to take it into their collection.

#6 – Mayor Lucas and Council received the 2022 Park Rentals spreadsheet for review.

#7 – Mayor Lucas and Council received a thank you letter from Massanutten Regional Library for the Town's annual donation to the Shenandoah Community Library.

#8 – Mayor Lucas and Council received a thank you letter from Shenandoah Community Library Branch Manager Ruth Reid for the Town's annual donation to the Shenandoah Community Library.

#9 – Mayor Lucas and Council received a memo from Town Clerk Lora Jenkins to reorganize the Town Council Committees.

Mayor Lucas told the Council to look over the Committee list and at the next meeting, they can decide which committee positions they would like to fill.

#10 – Town Clerk Jenkins told the Mayor Lucas and Council the Luray-Page Chamber of Commerce will host an Elected Officials Meet and Greet at The Valley Cork 55 E Main Street, Luray, VA on January 19, 2023 from 8:00 a.m. to 9:30 a.m. Council Members will need to RSVP to events@luraypage.com or (540) 743-3915 by Monday, January 16th. Chamber Members and Potential Chamber Members are welcome to come. The cost is \$15.00 for Chamber Members and \$20.00 for Potential Chamber Members.

Town Manager Roudabush stated if the Mayor or Council would like to attend, they will need to tell Town Clerk Jenkins by 5:00 p.m. on Friday, January 13th since Town Hall is closed on Monday, January 16th in observance of Martin Luther King, Jr. Day.

WATER & SEWER

(Chairman Kite and Councilman Lowe)

Town Manager Roudabush stated Public Works has repaired leaks and relaced a 1" water line which ran across an alley. By replacing the water line, it fixed a total of four problems in the area. Town Manger Roudabush stated she appreciated Public Works for replacing the line instead

of doing a temporary fix. It was an all day job and they stayed after hours to replace the line.

STREETS & PUBLIC PROPERTY

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

There was nothing to report during this period.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilman Comer)

Councilman Pierce asked what was the status of the insurance claim for the 2020 Explorer?

Chief Davis stated the insurance is paying \$16,672.83 to repair the 2020 Explorer.

Chief Davis stated now the Police Department is down a vehicle they would like to purchase a vehicle prisoner cage to be installed in the 2014 Explorer. The cost of the cage is \$2,273.00. However, there is still insurance money left over from the not-at-fault accident Sergeant Hensley had in 2021 in the 2016 Dodge Charger which would cover the cost of the cage.

Councilman Pierced asked if you can take a cage out and use it in another vehicle?

Chief Davis stated sometimes they can be used in vehicles with a similar body style.

Councilman Comer asked who does the installation?

Chief Davis stated sometimes the Police Department will install the cages, but they have also used a company in Harrisonburg to install them.

There being no other questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Vice Mayor Kite, to purchase a vehicle prisoner cage in the amount of \$2,273.00 for the 2014 Ford Explorer. Payment amount will be taken from the General Fund Refund/Claims budgeted line item.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce stated the Council received the December 2022 Monthly Budgets for review.

PARKS & RECREATION

(Councilmen Lowe and Pierce)

Town Manager Roudabush stated the ramp to the gazebo at the River Park was replaced. The wood had rotted. Public Works replaced it and saved the Town money. Town Manager Roudabush had a quote of \$1800.00, but Public Works was able to replace it for \$400.00.

Town Manager Roudabush stated PACA has a grant for \$6,000 which would be for playground equipment. WigWam Village is out of room for additional equipment, so this grant could be for equipment at Big Gem Park. Currently, there is \$544.00 in donations for Big Gem Park and \$305.00 in donations for WigWam Village. The grant and donations are not enough to pay for commercial playground equipment.

Councilman Comer asked if the grant could go towards the fence at Big Gem? He noted he rode by and seen Public Works was fixing it.

Town Manager Roudabush stated Public Works had made some repairs to the fence. However, the grant money is only for playground equipment. The grant stipulates the playground equipment must be purchased and installed by the end of June 2023.

Town Manager Roudabush stated a restroom still needs to be built for WigWam Village. Currently, the Town pays for one portable toilet for WigWam. There are more people using WigWam due to the new playground equipment installed.

Town Manager Roudabush noted Council still has \$10,611.13 still not obligated from the first tranche of ARPA funds. This money can be used and if the Council wanted to resend the motion to obligate \$10,000.00 for the Dog Park fence, they would have \$20,611.13 to spend towards playground equipment or the restroom for WigWam.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Councilmen Lowe and Pierce)

Councilman Fox asked what is the status on the new business coming to Town?

Town Manager Roudabush stated the company was going to call her, but has not, and has not answered her text. She noted the property has been surveyed, and all appears to be moving forward.

Town Manager Roudabush stated she has spoken to a contact at Holtzman's and they do not have a signed contract for any business going into the former Burger King location yet.

COMMUNITY SERVICE

(Chairman Kite and Councilman Pierce)

Councilman Fox stated the home on Tenth Street which burned needs to be boarded up or torn down. He says there are people going inside the building.

Town Manger Roudabush stated the Town sent a letter to the property owner we had on file; however, they had sold the property. The County was able to provide us with the new owner's information, and they were sent a letter. Town Manager Roudabush asked Chief Davis if there was anything else the Town could do since there was a fire here?

Chief Davis said he would look into it.

Town Clerk Jenkins asked the Council if they would be opposed to not giving plaques anymore to Community Enhancement Award winners? She noted plaque quality has not been up to standards lately.

Mayor Lucas asked if she had something else in mind to give out?

Town Clerk Jenkins stated she would like to give out a gift card to a Town business, she would keep a list of businesses with gift cards, and make sure to rotate it so it would be fair to the businesses in Town. She would also like to have yard signs made to put out in the winner's lawn.

Vice Mayor Kite asked if the Town would pick up the yard signs after a length of time?

Town Clerk Jenkins stated she was thinking she could pick them up after two weeks.

Mayor Lucas asked how much was the Town paying for plaques?

Town Manger Roudabush stated \$50.00.

Councilman Lowe stated the gift card would make sense to be \$50.00.

There being no other questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Vice Mayor Kite, in lieu of a plaque, to give a \$50.00 gift card to Community Enhancement Award winners and have a yard sign for their lawn.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Town Clerk Jenkins asked if the Council would like Blue Ridge Bank to receive a Community Enhancement Award. It was mentioned at the last meeting they had painted the exterior and it looked good.

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Pierce, to award Blue Ridge Bank a Community Enhancement Award.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Town Clerk Jenkins noted, she will notify Blue Ridge Bank when the yard signs have been delivered to Town Hall.

PERSONNEL

(Chairman Pierce and Councilman Comer)

Chairman Pierce stated there have been no complaints and everything is all right.

Town Manager Roudabush stated everything is all right.

UNFINISHED BUSINESS

Mayor Lucas stated he reviewed some of the Town Code, and realized it will be an extensive process. He stated he would like the Council to have workshops to review the Town Code and asked if Tuesday, January 17th at 7:00 p.m. would work for the first workshop.

Councilwoman Cave stated she has a work obligation and cannot make it Tuesday.

Town Clerk Jenkins asked Mayor Lucas if he wanted the Planning Commission to conduct the Town Code review and make recommendations to the Council.

Mayor Lucas stated no, he would like to have workshops with the Council.
The first workshop will be on Tuesday, January 17th at 7:00 p.m. in Town Hall.

Vice Mayor Kite asked what Racey Engineering was doing about the sewer replacements on Maryland Avenue?

Town Manager Roudabush stated Racey Engineering had submitted the grant to the DEQ on December 15th; however, localities will not know if they won the grant until March. All reports Racey had conducted on the sewer lines were sent to the DEQ for the grant. Racey Engineering estimated the replacement of the sewer lines in Maryland Avenue would be around two million dollars. If the Town is not approved, the Council was saving the second tranche of ARPA funds for the sewer, but the second tranche is not near two million dollars. Hopefully, the Town will receive the grant.

Councilman Comer asked how is the Town paying Racey?

Town Manager Roudabush stated Racey has given a preliminary statement but has not sent the Town a bill. She noted if the Town is awarded the grant, Racey could be paid from the administrative portion or from ARPA funds.

Councilman Pierce asked about the status of the new well?

Town Manager Roudabush stated she is waiting on the power company.

Councilman Fox stated he watched a video on a different type of sewer line which bored through existing line and created a new liner.

Town Manager Roudabush stated the sewer line was not recommended to be a candidate for relining.

Councilman Fox stated this video showed if a pipe was completely collapsed the machine would bore through the collapsed pipe and make another pipe. He said he would find the video and show her.

Town Manager Roudabush stated the Town of Stanley had bids on relining sewer line or replacing sewer line, and replacing was the cheaper option.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated the steps and decking at the Sewer Plant Digester are made of wood and have to be replaced. She had bids for metal replacements, but the cost would be

between \$50,000 to \$90,000. She stated Public Works could replace it with wood, and the cost would be closer to \$2,000.00.

Councilman Fox asked if composite would be an option?

Town Manager Roudabush stated composite would be too expensive, especially since metal would be a more permanent solution once prices come down. Repairs are needed now though.

There being no other questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Pierce, to approve up to \$2,000.00 for wooden steps and decking replacement at the Sewer Plant.

Members Roll Call Vote was as follows:

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

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Town Manager Roudabush stated the Town Museum and Welcome Center is a member of the American Association for State and Local History (AASLH) which allows for a discount on museum software. Museum Curator Joyce Fluharty found software (Past Perfect 5.0) which helps catalog museum collections through the AASLH in the amount of \$2,111.00 (discount price). ARPA funds already budgeted for the Town Museum and Welcome Center would pay for the software.

Councilman Comer stated now is a good time to buy the software, the museum has received a lot of donations and the software is the answer to help catalog those donations.

There being no questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilwoman Cave, to approve the purchase of software to help with cataloging museum collections in the amount of \$2,111.00. Payment amount will be from ARPA funds already budgeted for the Town Museum and Welcome Center.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite	NAY: None
Councilwoman Cave	
Councilman Comer	
Councilman Fox	

Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Town Manager Roudabush stated the Shenandoah Beautification Committee has run out of space to store their decorations. They have items in the Parks and Rec building and the Town Museum and Welcome Center, but cannot get to the items easily. The Town has a concrete pad which once had a storage building. The dimensions are 17x29 and sits behind the Police Department. She was looking at storage buildings from the supplier in Luray, and found a 10x20 building for \$4,335.00 and Public Works could install shelves to help with the Beautification Committee's storage issues.

Councilman Comer stated he was all for buying a storage building for the Beautification Committee, but he feels it needs to be larger than 10x20.

Mayor Lucas agreed, he has a 12x20 building and it is not large enough. He suggested Town Manager Roudabush look at 16x20 buildings.

Councilman Comer stated there appears to be used storage buildings for sale at the Luray supplier, and Town Manager Roudabush should price those to see how much they cost.

Town Manager Roudabush stated she will get quotes on larger building and see how much the used buildings are for the next meeting.

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 Comer, to adjourn the meeting at 8:05 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Comer
Councilman Fox

NAY: None

Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk