

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
February 28, 2023**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, February 28, 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 Corporal Jeff Courtney.

Citizens present were: Tim Bailey; T. A. Pendleton; Jaxon Staples; Arthur “Todd” Stroupe; Amos Thomas; Bob Zirkle; and Sue Zirkle.

Media Representatives: None.

AWARD PRESENTATION

Mayor and Council presented the February 2023 Community Enhancement Award to the Shenandoah Branch of Blue Ridge Bank, 600 South Third Street. Branch Manager Tim Bailey accepted the award.

RECEIVING OF VISITORS

There were no visitors signed up to speak during this period.

FEBRUARY 14, 2023 REGULAR MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Councilman Cave, to approve the *Regular Meeting Minutes* held on February 14, 2023, 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

Mayor Lucas asked why warrant #40862 had 1 case of 14 mil latex gloves for the sewer plant in the amount of \$280.18 and warrant #40869 had 2 cases of 14 mil latex gloves for the sewer plant in the amount of \$399.00.

Town Manager Roudabush stated the gloves were from two different vendors. The higher order was due to availability and need.

There being no other questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Comer, to approve the bills, dated **February 28, 2023**, in the **Combined Accounts Disbursement Warrants #40833 - #40869** in the amount of **\$116,765.64**.

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

Councilman Fox stated he had talked to Town Treasurer Cindy Breeden about the CDBG Revolving Loan Certificate of Deposit and what could be done with it.

Town Manager Roudabush stated originally it was given to the Town 20 years ago as block grant funds.

Vice Mayor Kite stated businesses along First Street used it mainly for business or building improvements, a lot of those improvements were destroyed by fire.

Town Manager Roudabush stated she could ask for permission to release the funds since the Town has had it for so long and no other businesses has asked to use the block grant.

There being no other questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Vice

Mayor Kite, to approve the February 24, 2023 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,895,912.74, as presented.

Members Vote was as follows:

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

ABSENT: None

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received a memo from Councilman Pierce authorizing the promotion of Lora Jenkins as the Town of Shenandoah Museum Curator effective March 13, 2023, with a starting salary of \$35,360.00. She will be eligible for a 5% pay increase after a six-month probationary period.

Councilman Pierce noted the Personnel Committee were all in agreement with the promotion.

There being no questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to approve the promotion of Lora Jenkins as the Town of Shenandoah Museum Curator effective March 13, 2023, with a starting salary of \$35,360.00 and to be eligible for a 5% pay increase after a six-month probationary period.

Members Roll Call Vote was as follows:

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

ABSENT: None

VOTE: Unanimous in favor of motion

#2 – Mayor Lucas and Council received a letter from the Shenandoah Planning Commission, Chairman I. Michael Lowe, recommending the Town Council review, make any needed corrections and set a public hearing date for the Comprehensive Plan.

Town Clerk Jenkins noted it would be April when the Joint Public Hearing could occur.

Town Manager Roudabush stated there will be a draft copy of the Comprehensive Plan at Town Hall so residents may review it, or they may request it be e-mailed to them. Public input is encouraged.

Town Clerk Jenkins stated she will also upload the draft to the Town's website.

There being no questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilwoman Cave, to set the Joint Public Hearing in April.

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

#3 – Mayor Lucas and Council received a notice from Sean Wheeler resigning from the Planning Commission as he no longer lives within the Town limits. There are two vacancies on the Planning Commission. If anyone who lives within Town limits is interested in becoming a member of the Planning Commission, please turn in a resume at Town Hall.

#4 – Mayor Lucas and Council received a flyer about the Job Fair and Workshop to be held on March 8th from 10:00 a.m. to 4:00 p.m. at the Laurel Ridge Community College located at 200 College Drive, Luray, VA 22835. There will be 30+ employers there as well as assistance with resume building, job search assistance, application help, and GED assistance. For more information email events@luraypage.com or call (540) 743-3915.

#5 – Mayor Lucas and Council received a flyer about Page County Restaurant Week which will be held March 12-18. This year if you dine in any Page County restaurant during Restaurant Week, you must save your receipt and send it to events@luraypage.com or drop the receipt off in person at the Chamber of Commerce (18 Campbell Street, Luray) to enter to win a \$250.00 dining spree at various restaurants throughout Page County. The prize is sponsored by Page County Economic Development & Tourism. You may enter as many receipts as you like, but the receipts must be from a Page County restaurant during Restaurant Week.

#6 – 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 18th

from 5:00 p.m. to 7:00 p.m. The meal will consist of hot dog, vegetable beef soup, drink, and dessert for \$10. Music will be by Virginia Bluegrass Band. 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.

#7 – Mayor Lucas and Council received a flyer about Laurel Ridge Community College’s Commercial Driver’s License CDL-A program (automatic transmissions only). To complete the Commercial Driver’s license program, you must possess a Class A CDL Learner’s Permit. Laurel Ridge is offering a 4-hour test prep course on April 1, 2023 starting at 9:00 on the Luray Campus for free. Laurel Ridge is located at 200 College Drive, Luray, VA 22835. For more information, call (540) 868-7021 or visit www.laurelridgeworkforce.com/CDL. Laurel Ridge will also be offering the CDL-A weekday class from April 24 through June 1 Monday through Thursday 7:00 a.m. to 5:30 p.m. at the Luray Campus.

#8 – Town Manager Roudabush stated at the last meeting, the Council received a donation request from the Shenandoah Elementary School PTO for their courtyard rehabilitation project. She stated there is \$1,000.00 left in scholastic donations and \$1,400.00 left in miscellaneous. In the past the Council would donate \$100.00 to school groups.

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Pierce, to donate \$100.00 to the Shenandoah Elementary School PTO for their courtyard rehabilitation project. Donation will be paid from the General Fund Donation budgeted line item under scholastic donations.

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

#9 – Town Manager Roudabush stated the Council also received a donation request from PACA at the last meeting. She noted PACA has given the Town at least \$15,000.00 from grants and PACA currently has a \$6,000.00 grant for the Town for playground equipment at Big Gem.

Mayor Lucas stated he thought \$500.00 would be fine for a donation. The rest of the Council agreed with \$500.00.

There being no questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilwoman

Cave, to donate \$500.00 to PACA. Donation will be paid from the General Fund Donation budgeted line item under miscellaneous donations.

Members Roll Call Vote was as follows:

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

ABSENT: None

VOTE: Unanimous in favor of motion

WATER & SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Town Manager Roudabush stated she has a met with the Health Department for the annual well inspection and the Town has passed. The inspector has decided to have the Town on a 3 year inspection instead because the Town's employees have done a great job maintaining the wells.

Town Manager Roudabush stated she received an estimate from SVEC for providing power to the new well site in the amount of \$50,000.00. This estimate includes installing poles, overhead wires, and cutting trees/debris along the 900 foot run. The Town would have to dig a 4" conduit, and removal of the logs.

The \$50,000.00 would only cover power to the well, there would need to be a wellhouse built, and metered, but without knowing what treatment, if any, the new well would need, there is no way of knowing the size building the Town would need. The well has to be tested for treatment, and the Health Department will be back for testing.

Councilman Comer asked if there was an estimate of time when the new well would be operational?

Town Manager Roudabush stated once the power is installed the other work will go quickly.

Mayor Lucas asked if SVEC has given a timeline when they would start?

Town Manager Roudabush stated SVEC has a work order, but was waiting on the Council to vote to get started.

There being no other questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Comer, to pay SVEC \$50,000.00 to provide power to the new well. Payment will be made from the Utility Fund ARPA reimbursement for the new well.

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

Town Manager Roudabush stated while Public Works was fixing a leak on Route 340, there were many times cars did not slow down. There were signs about roadwork ahead and the police had their cars parked with their lights on and drivers still did not slow down.

Town Manager Roudabush stated \$10,000.00 of the first tranche ARPA funds was allocated for the fence at the Dog Park. Since the contractor who originally quoted the fence cannot be reached, she would like to see the vote for the money allocated to the fence be rescinded, and the part of the first tranche money left be used to purchase rumble strips. She has a quote of \$11,150.00 for 6 rumble strips. The additional \$1,150.00 would come from the remaining ARPA first tranche.

Councilwoman Cave stated she would like to invest in a fence for a dog park provided the space was large enough.

Town Manager Roudabush stated the area now dedicated as the dog park would have just enough space just not the size you would see in other localities. She noted Council could review the matter later when funds are available.

Councilman Pierce stated the River Park may be another option for a dog park, it is level and has ample space.

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilwoman Cave, to rescind the vote to allocate \$10,000.00 of the first tranche ARPA funds for a dog park fence.

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

Councilman Fox asked if Town Manager Roudabush checked on any other prices for the rumble strips?

Town Manager Roudabush stated the company in Fishersville selling the rumble strips meet VDOT specs and the price had actually gone down on the strips, but she could check on other prices.

There being no other questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Comer, to purchase six rumble strips in the amount of \$11,150.00.

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

Town Manager Roudabush noted now the first tranche of ARPA funds has \$4,889.13 left and asked if the Council would approve the remainder along with the \$6,000.00 grant from PACA to go towards the purchase of a piece of playground equipment at Big Gem Park?

Vice Mayor Kite asked if this would wrap up the first tranche?

Town Manager Roudabush stated yes, it would finish the first tranche and help with the reporting requirements.

Town Manger Roudabush noted the \$6,000.00 grant stipulates the playground equipment must be assembled and set by June 30, 2023.

There being no other questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to approve \$4,889.13 of the first tranche of the ARPA funds plus the \$6,000.00 grant from PACA to purchase a piece of playground equipment for Big Gem Park.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave

NAY: None

Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

STREETS & PUBLIC PROPERTY

(Chair Fox, Vice Mayor Kite, Councilmen Comer, and Lowe)

Chair Fox asked if VDOT has notified the Town about any paving projects?

Town Manager Roudabush stated she has not heard anything from VDOT.

Chair Fox stated there are streets which really need to be paved in Town.

Chair Fox asked what was the status on the stop signs for Junior Avenue?

Town Manager Roudabush stated Chief Davis had a hard time getting some, but they will be coming soon.

Chair Fox asked if Public Works could scrape Junior Avenue to fix the rough areas?

Town Manager Roudabush stated contractors have looked at the area and stated unless the underlying problem is fixed, the road will continue to be washed out. The contractors told her the underlying problem is fairly simple to fix, but the Town would have to pay.

Chair Fox said this has been going on too long and needs to be fixed.

Town Manager Roudabush stated she needed guidance from the Council, do they want to repave it and see how long it will last before it gets washed out, take legal action against the homeowners, or spend the money to fix the underlying problem.

Chair Fox stated he wanted to get a price for fixing it.

Councilman Comer agreed the Town needed to do something.

Following discussion, Council authorized just fixing the pavement and seeing how long it lasts.

Chair Fox asked when the asphalt would be patched at Route 340 and Pulaski Avenue?

Town Manager Roudabush stated she has one quote for those patches and is waiting on a second quote unless the Council wanted to go with the one quote.

Chair Fox stated he would prefer to wait on the second quote.

POLICE, SAFETY, & JUDICIAL

(Chair Kite, Councilmen Comer, and Lowe)

There was nothing to report during this period.

TAXATION & FINANCE

(Chair Pierce, Councilmen Fox, and Kite)

There was nothing to report during this period.

PARKS & RECREATION

(Chair Comer, Councilmen Lowe, and Pierce)

Chair Comer asked Town Manager if she had an idea what the cost of the Big Gem Park restroom cost because WigWam Village needs a restroom.

Town Manager Roudabush stated the Big Gem Park restroom is a very simple restroom and she thought WigWam Village would need a larger restroom, especially if the new tennis court is built to hold tournaments.

Chair Comer stated it may take a while to build the tennis court, so could Town Manager Roudabush check on a price for a simpler restroom like at Big Gem Park?

Town Manager Roudabush stated she would check on prices.

Town Manager Roudabush stated the Town received two sealed bids up until 2:00 p.m. today for paving the ADA trail and handicap parking spots at Big Gem Park. The bids were opened at 2:00 p.m. today, and Pettit Paving's bid was for \$37,190.00 and Hensil Good Paving's bid was \$67,000.00. The grant for the trail is a reimbursable grant and it was in the amount of \$43,000.00 and the project has to be completed by April. Pettit Paving and Hensil Good Paving both submitted their insurance and contractor's license. The Town has had good experiences with both companies.

Mayor Lucas stated since the grant was in the amount of \$43,000.00, it would be best to go with the low bid.

There being no other questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Vice Mayor Kite, to have Pettit Paving pave the ADA trail and handicap parking spots in the amount of \$37,190.00.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Comer

NAY: None

Councilman Fox
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Town Manager Roudabush stated the swing at Big Gem Park is getting a sign made by a local woodworker and all he wanted in exchange for his work was a replacement board. If the Council would question a purchase of a single board, this was the reason.

Town Manager Roudabush stated the sign that holds the electrical service at Big Gem Park is rotting away. Public Works will be replacing the sign and completing most of the electrical work. The kiosk at Big Gem Park will also be moved and rebuilt.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe, and Pierce)

Chair Cave stated the Shenandoah Industrial Corporation has confirmed the Business After Hours will be held in the Museum in August. The Shenandoah Industrial Corporation will decide how much funds to allocate to Business After Hours closer to August.

Councilman Fox has asked if there has been any word on a restaurant going into the former Burger King?

Town Manager Roudabush stated the Holtzman Organization who manages the building, is looking for a national chain to replace Burger King. However, it may be a while before anything can be allowed to be in the building due to ongoing legal issues.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave, and Councilman Pierce)

Mayor Lucas stated the resident on Quincy Avenue has really been bringing in fill dirt to an area which has always been swampy.

Town Manager Roudabush stated he is also meeting with VDOT to see what he can do about the swampy area for better drainage.

PERSONNEL

(Chair Pierce, Councilman Comer, and Councilwoman Cave)

Town Manager Roudabush stated she would need the Council's approval to advertise for the Town Clerk position since Lora has been promoted to Museum Curator. The position's salary would be \$27,040.00 plus benefits.

Councilwoman Cave asked where does the Town advertise positions?

Town Manager Roudabush stated the Town advertises in local newspapers like The Valley Trail and Page News and Courier, and the Town's website and social media. All other advertising ideas are welcomed.

Town Clerk Jenkins stated the Town has also advertised jobs on the electronic sign boards.

There being no other questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilwoman Cave, to advertise the position of Town Clerk.

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

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

Town Clerk Jenkins stated March is normally when the Council has budget workshops, and she wanted to know if the Council would like to fit in Town Code workshops with the budget workshops.

Council members agreed to resume the Town Code workshops in April, and have the Budget workshops in March.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated with the assistance of Racey Engineering, the Town was one of four localities to receive a grant from VDOT. The grant will be used to update intersections and provide a school crossing. More information on the grant will be forthcoming.

Town Manager Roudabush stated she has been communicating with Town Attorney Blatt to address the situations at Second Street and at the old High's building, and both issues are progressing forward.

MAYOR'S REPORT

Mayor Lucas asked if the Town was planning anything for Joyce Fluharty since she was retiring?

Town Manager Roudabush stated Joyce is a very private person and did not want anything big done on her behalf, but a small gathering is planned.

FOR THE GOOD OF THE TOWN

Arthur "Todd" Stroupe asked if there were any restrictions in the Town Code for flag poles at residences?

Town Manager Roudabush stated residents should first call Miss Utility to mark for utility lines before digging, but the Town did not have any permit requirements on flag poles. Town Manager Roudabush asked what the height of the flagpole would be?

Mr. Stroupe stated it would be 20 feet tall and the pole was telescopic.

ADJOURN

There being no further discussion, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to adjourn the meeting at 8:28 p.m.

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

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk