

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
March 14, 2023**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, March 14, 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 Members Denise Cave; Russell Comer, Jr; Lynn Fox; and Richard Pierce.

Council Members absent were: Councilman I. Michael Lowe.

Other Town Officials present were: Juanita Roudabush, Town Manager/MMC; Lora Jenkins, Town Clerk; and Corporal Jeff Courtney.

Citizens present were: Mike Cirigliano; and Jaxon Staples.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

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

FEBRUARY 28, 2023 REGULAR MEETING MINUTES

A ***motion*** was made by Councilman Pierce, ***seconded*** by Vice Mayor Kite, to approve the ***Regular Meeting Minutes*** held on February 28, 2023, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Comer, to approve the bills, dated **March 14, 2023**, in the **Combined Accounts Disbursement Warrants #40870 - #40900** in the amount of **\$120,571.69**.

Members Roll Call Vote was as follows:

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

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

There being no questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilwoman Cave, to approve the March 10, 2023 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,939,221.27, as presented.

Members Vote was as follows:

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

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received a playground equipment proposal for Big Gem Park from Playground Specialists Inc in the amount of \$13,557.00.

Town Manager Roudabush stated this piece of equipment was normally \$18,076.00, but she was able to get it on sale for \$13,557.00 with free shipping. The Council previously approved and allocated \$11,433.00 \$6,000.00 to be paid from the PACA grant and \$4,889.13 from the ARPA

first tranche funds. \$544.15 will be paid from Big Gem donations and \$2,123.72 will be paid from Parks and Rec budgeted line item. Public Works will install the equipment, which will save about \$8,000.00. Playground surface will be purchased later under the Parks and Rec budget for park maintenance.

There being no questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Vice Mayor Kite, to approve the purchase of playground equipment for Big Gem Park in the amount of \$13,557.00 from Playground Specialists Inc. \$11,433.00 was previously approved and allocated \$6,000.00 to be paid from the PACA grant and \$4,889.13 from the ARPA first tranche funds. \$544.15 will be paid from Big Gem donations and \$2,123.72 will be paid from Parks and Rec budgeted line item.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

#2 – Mayor Lucas and Council received the February 2023 Vehicle Gas Logs for review.

#3 – Mayor Lucas and Council received the February 2023 Shenandoah Police Department Activity Log for review.

#4 – Mayor Lucas and Council received the February 2023 Shenandoah Police Department Vehicle Gas Log for review.

#5 – Mayor Lucas and Council received the February 2023 Town of Shenandoah Museum and Welcome Center attendance record and revenue for review. There were 68 visitors to the Museum and Welcome Center in February.

#6 – Mayor Lucas and Council received a flyer for the Meet the Author event at Shenandoah Community Library. Author M. S. Marangione will be at the Shenandoah Community Library on March 18th at 1:00 p.m. The title of her book is *Across the Blue Ridge Mountains*. The Shenandoah Community Library is located at 418 S Third Street, Shenandoah, VA 22849.

WATER & SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Town Manager Roudabush stated she received a true estimate from SVEC for providing power to

the new well site in the amount of \$78,200.00. The tree cutting alone was \$46,200.00. Public Works has taken on the task of removing the trees to cut costs. Their cost of equipment rented, and fuel is approximately \$6,000.00, which has saved the Town \$40,000.00.

Mayor Lucas stated it is good the Town has such conscientious employees who are willing to help save the Town money.

Councilman Fox asked why Town Manager Roudabush was reading meters instead of Public Works?

Town Manager Roudabush stated she is reading them temporarily during Public Works busiest season. The Public Works Director is fully trained on how to use the new meter reading system, and other Public Works employees will be trained as well. She noted this was a good opportunity for her to catch up on phone calls since the new meter reading system is radio read and all she has to do is drive by the meters. She also noted she is returning calls over the speaker phone which was hands free. Meter reading takes about three hours now with the new system.

STREETS & PUBLIC PROPERTY

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

Chair Fox asked who was responsible for ditches along Maryland Avenue from the tunnel to Route 340?

Town Manager Roudabush stated VDOT is responsible for the ditches. They will cut down the growth usually once a year.

Chair Fox stated there are trees starting to grow and it does not reflect well on the Town.

Town Manager Roudabush stated she would call VDOT and let them know.

POLICE, SAFETY, & JUDICIAL

(Chair Kite, Councilmen Comer, and Lowe)

Chief Davis stated he has noticed fuel costs have been cut since the Police Department switched gas grades from premium to regular. He also noted he has not seen an effect on the police vehicles from the switch.

Chief Davis reported the 2020 Ford Explorer has not been repaired yet. There is a dispute between the insurance adjuster and body shop on whether or not the Explorer is totaled.

Chief Davis stated he is still waiting on two critical signs in order to install the stop signs on Junior Avenue, but they should be coming anytime now.

Councilman Pierce asked if there will be signs which say stop sign ahead?

Chief Davis stated those were the signs he was waiting on.

Chief Davis stated he and Town Manager Roudabush were working on a grant in the amount of \$152,000.00 which if the Town was awarded, would purchase two more police vehicles and ballistic shields. This grant is a no match grant, but is very competitive.

Councilman Comer asked how long would it take to get a new police cruiser in because he remembered the Town had trouble the last time finding one in stock?

Chief Davis stated he is in contact with a salesman in another state who has cruisers already in stock. Once he found this contact, the salesman was able to ship a cruiser to the Town within 3-4 days last time.

TAXATION & FINANCE

(Chair Pierce, Councilmen Fox, and Kite)

The Council received the February 2023 Monthly Budgets for review, and the Budget Workshop was held prior to this meeting. The next Budget Workshop will be on March 28, 2023 at 6:00 p.m.

PARKS & RECREATION

(Chair Comer, Councilmen Lowe, and Pierce)

Town Manager Roudabush stated the rumble strips have been purchased and Public Works have picked them up. The Town of Stanley does not have rumble strips and the Town is happy to share them with Stanley since Stanley shares their bucket truck with the Town.

Councilman Pierce stated Christ United Methodist Church Community Focus Group will be holding their Easter Egg Hunt for ages 2 through 12 at Big Gem Park at 1:00 pm on Saturday, April 8, 2023. This Hunt is free to all. Participants will need to bring their own basket to collect eggs.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe, and Pierce)

Chair Cave stated there is a possible candidate for her District 5 position on the Page County Economic and Development Authority. She will be speaking with the candidate and, if they would like to proceed, she will have District 5 Supervisor Jeff Vaughan nominate them. Once everything is confirmed she will be reporting back to the Council.

Chair Cave noted the Daughter of the Stars Farmers Market plans to resume this year starting in May and going until November. She noted thanks to Courtney Nelson who will head up the market again.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave, and Councilman Pierce)

There was nothing to report during this period.

PERSONNEL

(Chair Pierce, Councilman Comer, and Councilwoman Cave)

Chair Pierce stated there were eleven applications received for the Town Clerk position. The Personnel Committee will meet and will likely pick three out of the eleven to interview.

After a short discussion, the Personnel Committee has chosen to meet on Thursday, March 16 at 8:30 a.m. at Town Hall. Chief Davis will also attend to give the results of the background checks.

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 Vice Mayor Kite, ***seconded*** by Councilman Fox, to adjourn the meeting at 7:30 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVED:

Clinton O. Lucas, Jr., Mayor

ATTESTED:

Lora Jenkins, Clerk