

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
FEBRUARY 13, 2024**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, February 13, 2024, at 7:00 p.m., with Mayor Clinton O. Lucas, Jr. presiding.

ATTENDANCE:

Council Members present were: Mayor Clinton O. Lucas, Jr.; Vice Mayor William Kite; Council Members Denise Cave; Lynn Fox; I. Michael Lowe; Richard Pierce; and Christopher Reisinger.

Council Members absent were: None

Other Town Officials present were: Charles Jenkins, Town Manager; Paul Davis, Police Chief; Tonya Southers, acting Town Clerk; and Angie Schrimsher, Town Clerk.

Citizens present were: Chad Austin, Regina Hilliard, Brian Dibb, Brennan Welch, and Dorothy Welch.

Media Representatives: None

AWARD PRESENTATION

None during this period.

RECEIVING OF VISITORS

#1 - Regina Hilliard, President of Luray-Page County Chamber of Commerce, gave a presentation on the Luray-Page County Chamber of Commerce. She stated they are working on their three year plan and re-branding the Chamber and are hoping to launch this in July or August. She also added they have a new addition this year – Industrial Council – and they are partnering together with all the industries in the county to determine each industry’s need and work on each of those needs.

Councilwoman Cave inquired about the new series, the Industrial Council, and how others can be involved.

Regina Hilliard stated Council members from Luray attended the last meeting, but Council members from each Town are welcome to attend any time. She added the Chamber would welcome any feedback. Regina Hilliard informed Council they had their Business Networking Breakfast and it was very successful. She added the Chamber requested to have State Officials Todd Gilbert and Mark Obenshein attend the breakfast, but it did not work out this year due to the timing. She also stated both of their offices stated they would love to attend this in the future.

Regina Hilliard added they are having a Job Fair & Workshop on March 14, 2024 from 10:00 a.m. to 4:00 p.m. at Laurel Ridge Community College, located at 200 College Drive, Luray, VA. She added this Job Fair & Workshop provides local students assistance with building their resumes and mock interviews. Regina Hilliard added there are over 30 businesses who participate in the Job Fair.

Town Manager Charles Jenkins stated the Personnel Committee just went through an interview process to hire someone for an open position with the Town of Shenandoah and some of the interviewees were young and could have benefitted from the mock interview at the Job Fair.

Regina Hilliard stated the Chamber is adding more events during the year to help with income. She informed Council the events for this year include the Annual Banquet in May, they will be doing the Golf Tournament again this year, their Holiday Festival in December, and they added "Valor Works" in which they will have one representative from each of the Fire Department, Police and Rescue to decide how they can hold an event, what awards to give and how to apply for the awards. Regina Hilliard stated the Chamber is offering an all-inclusive trip to Italy this year for \$3,399 for Chamber Members and \$3,499 for potential members. She stated the Non-Profit Council has been a great way to collaborate with non-profits and how the Non-Profit Council has discussed options about possibly buying items in bulk. She also added they are looking into buying items in bulk due to most all non-profits buying the same items.

#2 - Chad Austin, President of the Shenandoah Recreation League, spoke to the Council and thanked them for the \$30,000.00 ARPA donation two years ago and explained what the Shenandoah Rec League was able to purchase with these funds. He stated they were able to purchase new signs and equipment, upgrades to the concession stand including a new floor, a new mower, a pressure washer, scoreboard hookup, and supplies for the season among other items. Chad Austin added the Shenandoah Rec League has been offered the opportunity to host the 2024 Virginia Babe Ruth Softball State Tournament. He added there will be around 20 teams participating in this tournament which will bring income to the Town of Shenandoah. Chad Austin stated to be able to host the tournament, there is some work needing to be done to the fields, including permanent fencing between Fields 2 & 3 as well as 20 tons of dirt per field. He added these fields are in need of these upgrades to ensure they are safe for the kids. He stated the Shenandoah Rec League would appreciate anything the Council can give to help with these upgrades.

Mayor Lucas stated the Council cannot share any of the ARPA 2nd Tranche funds due to the numerous infrastructure needs within the Town. He added the Town will continue to allot money from the budget for the Shenandoah Rec League, as has been done in the past. Mayor Lucas added there is a lot of old infrastructure within the Town in need of upgrading. He added for Chad or any representative from the Shenandoah Rec League to come back around budget time and the Council will be more than glad to re-look at the allotment for the Shenandoah Rec League.

#3 - Brennan Welch, from Boy Scout Troop 8, stated he wished to propose a plan for his Eagle Scout Project to the Council. He stated he wished to build and place bat boxes at Big Gem Park

as well as the River Park. He added the bats will help to reduce the amount of bugs in the areas where they're placed since bats feed on them. Brennan Welch added people do enjoy watching bats.

Mayor Lucas stated he thinks this is a great idea.

Councilman Reisinger asked Brennan Welch how many of these boxes he has planned to make and set up.

Brennan Welch stated he does not have any set number, but has planned on placing five to ten at first. He stated he has done quite a lot of research on these bat boxes and informed Council they do not pose a disturbance to the area where they are placed nor do they place a risk to the bird population. He added there is a wire-like material birds do not like, but bats hang from it.

Councilman Pierce inquired of the size of the boxes.

Brennan Welch stated they are considered a medium size and hold anywhere from 100-120 bats per box. He added he will be fundraising to offset the cost of these.

Councilman Pierce inquired if they would need to be cleaned out on occasion.

Brennan Welch stated these boxes do not require any cleaning out and the only time they would need to be touched is in the case of needing repaired. He informed Council once completed, he will furnish a map of the placement of the boxes so people can know where they are and watch them.

Council informed Brennan Welch this was a great idea and he has the support of the Council.

January 23, 2024 REGULAR MEETING MINUTES

Councilman Reisinger stated he wished to amend the minutes by striking a sentence from them. He stated on page 12 of the Regular Meeting Minutes from January 23, 2024, he wished to strike the sentence that states "Chair Reisinger stated they do have a private donor who would be willing to donate a large portion of the costs."

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Pierce, to approve the ***Regular Meeting Minutes*** held on January 23, 2024, as amended by striking the sentence on page 12 that states "Chair Reisinger stated they do have a private donor who would be willing to donate a large portion of the costs."

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Fox
Councilman Lowe

NAY: None

Councilman Pierce
Councilman Reisinger

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilwoman Cave, to approve the bills, dated **February 13, 2024**, in the **Combined Accounts Disbursements Warrants #41799 - #41840** in the amount of **\$131,496.78**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to approve the **February 13, 2024** Treasurer's Report, submitted by Treasurer Christl Huddle, in the amount of **\$2,610,714.39**, as presented.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Received the January 2024 Shenandoah Police Department Activity Log for review.

#2 – Received the January 2024 Shenandoah Police Department Vehicle Gas Log for review.

#3 – Town of Shenandoah Museum and Welcome Center Curator, Lora Jenkins, reported 147 visitors to the Museum and Welcome Center in January. This included 29 who attended the Local History Program about St Peter Lutheran Church on January 20, 2024 and 29 who attended the Live Music at the Museum featuring Austin Shifflett.

#4 – Received a list of 2023 Accomplishments including Town, Infrastructure, and Equipment Upgrades, Parks and Recreation news, and a list of Events held in Town. The list also included the Town had 5 new home constructions and 13 new businesses.

#5 – Received a budget estimate from Racey Engineering for their part of the Well #1 Project. The estimated total is \$18,750.00 and includes schematic drawings, ODW reviews, final installation inspection and engineering oversight during construction and installation.

Town Manager Charles Jenkins informed Council the Office of Drinking Water does not require treatment for this water.

Town Manager Charles Jenkins noted Racey has done a lot of behind the scenes work which is included in this figure. He added there is \$89,000.00 left in the budgeted amount for this well project and with the addition of the building, costing about \$25,000.00, and the electronics needed, we will be close to the \$89,000.00.

A ***motion*** was made by Richard Pierce, ***seconded*** by Vice Mayor Kite, to approve the estimate from Racey Engineering for their part of the Well #1 Project in the amount of \$18,750.00.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

#6 – Received a memo from Town Manager Charles Jenkins regarding the Town Crew using a tethered camera system to inspect sewer lines and their need for a more accurate way to trace the

camera head. It stated the current system shows a theoretical distance the camera is in the system, but it does not show the location of the head. Town Manager Charles Jenkins stated any variance side to side can mean we are several feet off in the location.

Town Manager Charles Jenkins stated MT Electronics offers a Camera Head tracker for following the camera head above ground and more accurately pinpoint its location. The cost of the tracker is \$2,290.00. Town Manager Charles Jenkins stated this would be a much needed piece of equipment as the Town Crew marks laterals, pipe issues or obstructions on the ground so they know where to dig. He added this amount can be paid from either ARPA or CIP funds.

Councilman Fox inquired if this will work with the camera the Town currently has.

Town Manager Charles Jenkins stated it will work with the camera the Town currently has.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to approve the purchase of a Camera Head tracker from MT Electronics at a price of \$2,290.00 to be paid from CIP Funds.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

#7 – Received a memo from Town Manager Charles Jenkins regarding a large white pine tree in the alley behind 121 Pulaski Avenue. The adjacent homeowner is afraid the tree will fall on his house and the homeowner requested the Town remove it.

Tow Manager Charles Jenkins informed the Council he received several estimates from local tree companies to remove this tree. He added this tree is approximately 80 feet tall and would cause significant damage to the home if it fell.

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Reisinger, to go with Dinges Tree Service to remove the white pine tree in the alley behind 121 Pulaski Avenue at a cost of \$2,500.00.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

#8 – Received a memo from Town Manager Charles Jenkins regarding the Old Public Works Building. He stated in recent years, the building has been used for Drug Dog training. He also added he was in need of equipment storage space for the Town and will be taking over this building to get equipment under cover and in above freezing temperatures.

Town Manager Charles Jenkins stated he will need to add a garage door to the front of the building to regain access to the large room. He added Door Gorilla quoted him a price of \$3,350.00 for an insulated garage door which includes installation. He also added the money for this purchase will come from the Maintenance Line Item.

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to approve the purchase of an insulated garage door from Door Gorilla, in the amount of \$3,350.00, to be installed on the Old Public Works Building, to be paid from the Maintenance Line Item.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

#9 – Received a memo from Town Manager Charles Jenkins regarding an invoice from J & J Auto and Truck Service for \$9,378.10 for repairs to the 1994 International 4900 Dump Truck. He added this amount was \$2,252.71 above the original estimated cost of \$7,125.39, which was approved at the December 12, 2023 Council Meeting. Town Manager Charles Jenkins informed

Council the additional expense for this repair will be taken from the Sale of Capital Equipment proceeds.

Town Manager Charles Jenkins also informed Council the Town Crew said this dump truck drives and shifts better than before.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to approve the additional \$2,252.71 to J & J Auto and Truck Service for repairs to the 1994 International 4900 Dump Truck to be paid from the Sale of Capital Equipment proceeds.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

#10 – Received a memo from Town Manager Charles Jenkins regarding the VFW's request for an allowance to implement a shooting range on their property. The memo stated each shooter would be coached by a trained Firearm Safety Person and they would be using low power Shotgun Shells. The range would be 50 meters with a berm on three sides. The memo added the shoot times would be announced to let the public know but would not be an everyday activity.

Councilman Pierce inquired which lot numbers they owned.

Town Manager Charles Jenkins stated they own lots 7-13 and 21-27.

Councilman Reisinger inquired where the actual range would be.

Town Manager Charles Jenkins stated the range would be on lots 21-22 and facing lots 12-13. He added there is a big gulley and there are currently no homes around the proposed range location, but if this changes, the range would be stopped. He also added there would be a yearly check and renewal as long as nothing changes.

Vice Mayor Kite stated he does not have any issues with a shooting range, however, it is in the vicinity of the Shenandoah Rec League ball parks. He stated the VFW would need to coordinate with the Shenandoah Rec League to ensure there is no one at the fields before they use the range.

Councilwoman inquired about what type of instructor there would be.

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Town Manager Charles Jenkins stated Charlie Price is a former Marine and shooting instructor and would be the instructor for the range.

Councilman Fox stated he is afraid this shooting range is a fad since they have had one in the past and the interest faded out.

Councilman Reisinger inquired about the noise.

Vice Mayor Kite asked about the low power shotgun shells and what they were.

Town Manager Charles Jenkins stated there should only be pops from the shots and he was not familiar with low power shotgun shells.

Mayor Lucas stated he believes we need to look more into the shells as well as check with adjoining property owners.

Councilman Reisinger stated he fully supports shooting ranges, but believes this is not the place for it with the vicinity to the Shenandoah Rec League fields.

Town Manager Charles Jenkins stated the VFW does have a contractor who has volunteered to build the berm.

Vice Mayor Kite inquired if the berm would reduce the noise.

Mayor Lucas stated the Council should table this until we can get more information and coordinate with the Shenandoah Rec League.

#11 - Received a donation request from Page County High School After-Prom Committee. They stated this year's after prom celebration will be on April 20, 2024 and although fundraising efforts are well underway, they are still seeking donations from local businesses and organizations for co-sponsoring of the event.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to approve a \$100 donation to the Page County High School After-Prom Committee to be paid from the school donation fund.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

#12 - Received a request from Kendra Piscitelli, Director of Fine Arts at Page County High School, for a possible sponsorship for their upcoming musical.

A ***motion*** was made by Councilwoman Cave, ***seconded*** by Councilman Reisinger, to approve a donation to the Page County High School music department in the amount of \$100 to be paid from the school donation fund.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite

NAY: None

Councilwoman Cave

Councilman Fox

Councilman Lowe

Councilman Pierce

Councilman Reisinger

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

#13 - Received a donation request from Brenda Haggett, Shenandoah Beautification Committee, for \$3,500.00 for the fiscal year 24/25. She stated prices continue to rise and there is continued replacement and expansion of decorations and plants around the Town. She added they are having a hard time planting live plants due to the lack of a vehicle to use to water them regularly, which is why they are using more artificial items. Council decided to table this request until budget time and they will look over it then.

#14 - Received a donation request from Shenandoah Valley Soil & Water Conservation District. They are requesting \$375 in support of their programs and activities for Fiscal Year 24/25 Budget. Council decided to table this request until budget time and will look over it then.

#15 – Received a Thank You card from Pioneer Bank in regards to the Town of Shenandoah having been a loyal customer of 45 years.

#16 - Heard the 4:00 p.m. Burn Law will be back in effect starting February 15th, 2024 through April 30th, 2024. No burning until after 4:00 p.m. if the fire is within 300 feet of woodland, brushland, or fields containing dry grass or other flammable material. The fire must be attended at all times if the fire is within 150 feet of woodland or other dry fuel leading to woodland. No fuel may be added or fire started after midnight. Law applies to campfires, warming fires, brush piles, household trash, stumps, fields of dry grass and brush, or anything capable of spreading

fire. The maximum fine is \$500. For more information or to contact the Virginia Department of Forestry, please visit www.dof.virginia.gov.

#17 - Heard there is a free Community Service Program sponsored by the Shenandoah River Chapter DAR on Saturday, February 17, 2024 at 10:30 a.m. at the Town of Shenandoah Museum and Welcome Center located at 507 First Street, Shenandoah, VA. Mary Ann Stripling is helping people get their “Ducks in a Row” with her many years of professional experience as both a teacher and a counselor. This experience has given Mary Ann the practical skills needed for helping people get their affairs in order, while personal experience has given her an understanding for the importance of leaving your “Ducks in a Row.” Mary Ann Stripling has a Ph.D. in Family Studies from Virginia Tech, an M.Ed in Counselor Education from the University of Virginia, and a B.A. in English from Texas Tech. She has been a high school teacher, a high school head counselor, and an assistant professor of Counselor Education at Eastern Mennonite University.

#18 - Heard Shenandoah Storyteller Susan Clark will be back by popular demand. The Town of Shenandoah Museum and Welcome Center will once again host Susan Clark on February 17, 2024 at 2:00 p.m. You will not want to miss this captivating storyteller. The Town of Shenandoah Museum and Welcome Center is located at 507 First Street, Shenandoah, VA.

#19 - Heard there is a local history virtual program being held on February 15, 2024 at 7:00 p.m. at the Town of Shenandoah Museum and Welcome Center. This virtual program will occur via a zoom link provided by the Shenandoah Valley Black Heritage Project. Dr. Jennifer Blair, University of Ottawa, will share her research discovered while studying the letters of Bethany Veney, an enslaved woman in Page County. The Town of Shenandoah Museum and Welcome Center is located at 507 First Street, Shenandoah, VA.

#20 - Heard the Town of Shenandoah Museum and Welcome Center is raffling off a 65” X 80” quilt. The quilt top was made by Ruth Zirkle Righter and quilted by the Shenandoah Quilters. The quilt was donated by the Shenandoah Quilters. Tickets are \$5.00 each or five (5) for \$20.00 and can be purchased at the Town of Shenandoah Museum and Welcome Center Monday through Saturday 10:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. The raffle will benefit the Town of Shenandoah Museum and Welcome Center.

#21 - Heard Page County Landfill will be hosting the Household Hazardous Waste Collection Day on Saturday, March 30, 2024 from 8:00 a.m. to 2:30 p.m. Acceptable items include: paint, polishes & varnishes; paint related materials; turpentine; motor oil; fuel additives; household cleaners; batteries; pesticides; pool chemicals and more. Items not accepted include: commercial/industrial waste; 55 gallon drums of material; radioactive material; explosives and bullets. The Page County Landfill is located at 219 Landfill Drive, Luray, VA.

#22 – Received a memo from Councilman Richard Pierce with the Personnel Committee’s recommendation to hire Nicholas Chacon for the open position at the Wastewater Treatment Plant at a salary of \$33,280.00 per year with a six-month probationary period.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Lowe, to approve hiring Nicholas Chacon for the open position at the Wastewater Treatment Plant at a salary of \$33,280.00 per year with a six-month probationary period.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

#23 – Received a Thank You card from former Town Manager Juanita Roudabush for the card and gift card she received upon her retirement. She stated she appreciated working for the Town and having leaders who care about our community as much as she did.

#24 - Received an estimate from Security Alarm Systems of Virginia for motion sensor alarms for the Town Museum and Welcome Center.

Police Chief Paul Davis stated this would be for after hours when there is no one there. The estimate is for labor, installation, system setup, training and support in the amount of \$705.00 plus \$20.95 per month monitoring.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Pierce, to purchase the motion sensor alarm system from Security Alarm Systems of Virginia for the Town Museum and Welcome Center in the amount of \$705.00 for the initial system setup, labor and installation and a recurring amount of \$20.95 per month for monitoring.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

#25 - Received a letter from Police Chief Paul Davis requesting the purchase of a 40' X 22' metal garage from Alan's Factory Outlet to be placed at the Police Department in the amount of \$15,058.18.

Police Chief Paul Davis stated the garage will allow the Police Department to store the two (2) spare vehicles the Department currently has as well as the rescue boat obtained from the Fire Department. He added the listed items are currently parked in the parking lot, uncovered. Police Chief Paul Davis stated the garage will allow us to store the items inside, protected from the weather and will be placed within the fenced in area of the parking lot on the asphalt. He noted the garage could be purchased using the funds from the sale of surplus items.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Reisinger, to approve the purchase of a 40' X 22' metal garage from Alan's Factory Outlet in the amount of \$15,058.18 to be paid from the funds from Sale of Capital Equipment.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

#26 - Received a memo from Town Manager Charles Jenkins regarding meter replacements and inventory. He stated an order has been placed with United Systems to purchase new radio-read meters, as well as retrofit parts for the meters updated to work with the new system. The new meters will replace the last of the outdated meters still in service. Town Manager Charles Jenkins stated the quote was \$6,200.00, excluding shipping costs. He added the Town will need to place an additional order for new meters to replace the original meters that were retrofitted when the original update took place. He also stated this was an estimated cost of \$32,300.00. Town Manager Charles Jenkins added a number of the retrofitted meters are not registering correctly with the retrofit and need to be replaced with new meters. He requested an authorization to transfer up to \$40,000.00 from the Utility CIA Checking Account into the Utility Fund to pay for the meters, parts, and shipping costs.

Councilman Fox inquired why the Town should be responsible for the retro-fitted meters not working.

Town Manager Charles Jenkins stated most of the meters were too deep or inaccessible at the time. He added there are 112 meters not currently working. Town Manager Charles Jenkins noted the Town Crew tried to splice a new meter head onto them and it did not seal correctly.

Vice Mayor Kite stated this happened around 10-12 years ago when we started the change over.

Town Manager Charles Jenkins stated the Town Crew used to have touch wands to read the meters. He added on the original contract for installation they only allowed so much time per meter and once they were out of time, the company stopped installation and this left the Town Crew to finish the job.

Vice Mayor Kite inquired if the new ones were like the ones installed in the South end of Town.

Town Manager Charles Jenkins stated yes.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Pierce, to approve the transfer of up to \$40,000.00 from the Utility CIA Checking Account into the Utility Fund to pay United Systems for the purchase of new radio-read meters, parts, and pay shipping costs.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite

NAY: None

Councilwoman Cave

Councilman Fox

Councilman Lowe

Councilman Pierce

Councilman Reisinger

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

#27 - Received a request from Town Manager Charles Jenkins for the purchase of a 72" brush cutter attachment for the skid steer in the amount of \$1,500.00. He added the Town Crew has to rent one at a cost of \$300 per day to do things like clearing brush for rights-of-way. He also added the Town spent \$1,100.00 last year just on renting this piece of equipment. Town Manager Charles Jenkins stated this brush cutter is a rotary style cutter and is capable of cutting brush or trees up to 4" in diameter.

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilwoman Cave, to purchase a 72" brush cutter attachment for the skid steer at a cost of \$1,500.00.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite

NAY: None

Councilwoman Cave

Councilman Fox

Councilman Lowe

Councilman Pierce
Councilman Reisinger

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

WATER AND SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Town Manager Charles Jenkins informed Council the Town Utilities Crew did smoke testing once again and had 33 violation letters sent. He added most were for broken cleanout caps and informed the residents this issue can allow dirt and debris into the sewer system and can cause backups.

Town Manager Charles Jenkins informed Council during the smoke testing, a residence at the corner of Virginia Avenue and First Street had a lot of water in the storm drain. He said they had a camera system go in the storm drain to check out why there was so much water going through there and everything looked fine. He also added they saw a cap with a blank on it for any future connections.

Councilman Fox inquired how the sewer line construction was going.

Town Manager Charles Jenkins stated it is going good. He added they had to stop due to all the rain. He also noted for the line replacement, they may go 3' further down and tie in to remain within the easement.

STREETS & PUBLIC PROPERTY

(Chair Fox, Vice Mayor Kite, and Councilman Lowe)

Councilman Fox stated there is a home within the Town limits who has a large amount of junk on their property and this needs to be removed.

Mayor Lucas stated he has seen the property recently and the junk seems to be stacked and looking less of a mess, however, it still does need to be all removed.

Town Manager Charles Jenkins stated he will go by and speak with the residents and let them know.

Councilwoman Cave inquired about roadside trash pickup, especially in the Cheney Hollow area.

Town Manager Charles Jenkins stated there is someone who picks up trash 2-3 days per week. He also noted VDOT does do a volunteer program. He added Cheney Hollow is not within Town limits.

POLICE, SAFETY & JUDICIAL

(Chair Kite, Councilman Lowe, and Councilman Reisinger)

None during this period.

TAXATION & FINANCE

(Chair Pierce, Vice Mayor Kite, and Councilman Fox)

Town Manager Charles Jenkins informed Council the Auditors will be done with the FY 21/22 Audit on February 15, 2024 and the estimated cost will be \$10,000.00. He added he called around to local town managers and the majority of them use Robinson, Farmer and Cox Associates. Town Manager Charles Jenkins stated he called them and they stated they could have the Town caught up and finish the FY 22/23 Audit by May at a cost of \$23,000.00.

A ***motion*** was made by Councilman Lowe, ***seconded*** by Councilwoman Cave, to go with Robinson, Farmer and Cox Associates to catch the Town up by doing the FY 22/23 Audit at a cost of \$23,000.00.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

Councilwoman Cave inquired about the restricted funds for the Big Gem Ball Park. She asked if those funds could be used towards the Shenandoah Rec League's request.

Town Manager Charles Jenkins informed Council these fund were restricted to ONLY be used for building a field at Big Gem Park when they were donated. He added there was only one person who could give permission for these funds to be released for any other purpose.

PARKS & RECREATION

(Chair Reisinger, Councilman Lowe and Pierce)

Chair Reisinger stated he met with the PCHS Tennis coach and they stated the issues they see with the tennis courts are mainly the lights and poles needing to be repaired. He added there have been some of the cracks on the court fixed, but there are more.

Town Manager Charles Jenkins noted the Town is trying to fix everything. He noted the larger cracks require putty and it is expensive and hard to work with.

Mayor Lucas asked if fixing the cracks are beyond the Town Crew's capabilities, could we check on the cost to repair from a company who deals with this.

Town Manager Charles Jenkins noted he has checked on this before and the cost was close to \$50,000.00.

Chair Reisinger stated he has noticed the poles are bowing in.

Town Manager Charles Jenkins stated when the poles were installed, the tension was made too tight. He added there was money donated for the repairs for the courts, however it is not enough to get things done.

Chair Reisinger stated we need to trim the pine trees hanging over the courts. He added they are not in the way, but they soon will be.

Councilman Fox stated he has seen interlocking mats for sale on FaceBook Marketplace. He added they are the perfect shape.

Town Manager Charles Jenkins asked if the mats meet Tennis Association Regulations.

Councilman Fox stated they do meet Tennis Association Regulations.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe and Pierce)

Chair Cave stated she will send out an email about the Tourism Summit she attended. She noted there were close to 80 attendees. She also added it was interesting to hear about how tourism helps with an influx of money within the area.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave and Councilman Pierce)

Chair Kite noted Lester Hensley has redone the siding to his home on Massanutten and it looks wonderful.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to approve Lester Hensley for the first quarter Community Enhancement Award for 2024.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

PERSONNEL

(Chair Pierce, Councilwoman Cave, Councilmen Lowe and Reisinger)

Chair Pierce noted he is excited about hiring Nicholas Chacon for the Wastewater Treatment Plant. He noted he was a trustee and is highly motivated.

UNFINISHED BUSINESS

Councilman Pierce inquired about how many Council Members are coming to the First Responder's Dinner this weekend.

Councilman Fox, Reisinger and Councilwoman Cave all noted they would come.

NEW BUSINESS

None during this period.

TOWN MANAGER'S REPORT

Town Manager Charles Jenkins informed Council there were roots found in the system. He included a picture showing a 20' long root string pulled from a pipe in Town.

Town Manager Charles Jenkins informed Council on the situation with 802 Eighth Street. He stated he spoke with Denny Price, who did the repair work, and he stated Denny was unsure of who may have been at fault with the issue of the cleanout repair. Town Manager Charles Jenkins stated on new construction homes there is a cleanout at the property line as well as one next to the house, however around 90% of homes in Town do not have the cleanout at the property line. He added the cleanout next to the house can be cleared with the jetter machine. Town Manager Charles Jenkins stated this is where the camera tracker machine will come in handy. He stated they will use the camera to find the blockage, mark the ground where the blockage is, and if it is

on the homeowner's side they will be responsible. In the case of 802 Eighth Street, the Town has been called there eight (8) times since 2009 for blockages. Town Manager Charles Jenkins also noted the homeowner was charged \$575.00 for the work Denny Price completed.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to pay the homeowner of 802 Eighth Street half of what he was charge, a total of \$287.50.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

Town Manager Charles Jenkins stated he followed up with the Thompsons and the storage containers have been moved. He noted it was finally dry enough for them to get the containers moved.

Town Manager Charles Jenkins inquired about flags for President's Day.

Mayor Lucas noted we are at the Town of Stanley's mercy since we borrow their lift truck to put flags or decorations on the poles up.

Town Manager Charles Jenkins stated he did not think we have enough poles to do street side flags.

Mayor Lucas stated he is still researching street side flags but was unable to find anything in the catalogs at the Town Office.

Town Manager Charles Jenkins informed Council the Town of Elkton came down with their bucket truck and fixed the tennis court lights. He noted Public Works Director, Thomas Pendleton coordinated this.

Town Manager Charles Jenkins stated he received a call from the Page County Landfill Manager stating the landfill is overflowing with leachate. He noted the Manager is calling all the local town managers to see if they would allow Page County Landfill to dump leachate into our Wastewater Treatment Plant to be treated. Town Manager Charles Jenkins stated they emailed him the chemical makeup of the leachate and he is not interested in taking any of it.

Mayor Lucas noted the problems would not override any payment we would receive.

Town Manager Charles Jenkins stated there is a landowner who lives on River Road and wants to get connected to Town water. He said she informed him she believes she should be grandfathered in. Town Manager Charles Jenkins stated she said she signed an agreement but no longer has a copy of the agreement. He noted the document gave an easement to the Town.

Town Manager Charles Jenkins informed Council the Town Utilities Crew have been working to find leaks around Town. He added Rural Water came to help find leaks, were not able to find anything but they do sell equipment to help find leaks. He also added Rural Water informed him about a worry they have at the 10th Street Tank and they hear noises and this could possibly be something bad. Town Manager Charles Jenkins stated the ground around the 10th Street Water Tank stays mushy and a few of the residents who have basements and live near the 10th Street Tank have informed the Town Utilities Crew they are constantly running their sump pumps.

Mayor Lucas inquired about covering the cost for this equipment.

Town Manager Charles Jenkins noted there is ARPA money to purchase the equipment. He added the cost of the equipment is around \$12,999.00.

Councilman Lowe noted if the Town is losing money from the difference in the amount of water the Town is pumping versus the amount the Town is being paid for would probably pay for this equipment over time.

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Reisinger, to approve Town Manager Charles Jenkins to spend up to \$13,000.00 to purchase leak finding equipment.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

Town Manager Charles Jenkins added they will concentrate on the 10" line to find any possible leaks.

Town Manager Charles Jenkins informed Council he spoke to MuniCode and their rate is anywhere from \$18-\$20 per page to review. He added this does not include any legal review. He did include MuniCode stated they will get us an estimate in the next month or so.

MAYOR'S REPORT

Nothing during this period.

FOR THE GOOD OF THE TOWN

None during this period.

ADJOURN

There being no further discussion, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Reisinger, to adjourn the meeting at 9:29 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Tonya Southers, acting Town Clerk