MINUTES TOWN COUNCIL TOWN OF SHENANDOAH January 11, 2022

<u>CALL TO ORDER</u>: The Shenandoah Town Council held its regular meeting on Tuesday, January 11, 2022, at 7:00 p.m., with Mayor Clinton O. Lucas, Jr., presiding.

The meeting began with the Pledge of Allegiance.

ATTENDANCE

Council Members present were: Mayor Clinton O. Lucas, Jr.; Councilmen Russell Comer, Jr; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Vice Mayor William Kite; Lynn Fox.

Other Town Officials present were: Juanita Roudabush, Town Manager/MMC; Lora Jenkins, Town Clerk; Lieutenant Rodney Hensley, Town of Shenandoah Police Department.

Citizens present were: Storm Hammer; Jackie Sullivan-Smoot.

Media Representatives: None.

AWARD PRESENTATION

Mayor and Council were scheduled to present the January 2022 Community Enhancement Award to Stephanie Dean, 101 N Second Street. Ms. Dean was unable to attend, and arrangements will be made for her to receive her plaque.

RECEIVING OF VISITORS

Citizen Jackie Sullivan-Smoot addressed the Council and asked the Council to consider having a seasonal garden in honor of the former Shenandoah Beautification Committee members. She also asked the Council to consider having a designee from either the Council or Town Employees who will attend funerals of former Town Employees to make sure the Town is represented.

DECEMBER 14, 2021 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, to approve the *Regular Meeting Minutes* held on December 14, 2021, as presented.

Members Vote was as follows:

YEA: Councilman Comer Councilman Jenkins Councilman Lowe NAY: None

Councilman Pierce

ABSTAIN: Mayor Lucas ABSENT: Vice Mayor Kite; Councilman Fox VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Pierce questioned where the Amerigas tank was located which was on warrant # 39774?

Mayor Lucas asked if the tank was at the maintenance shop?

Town Manager Roudabush stated it was located at the maintenance shop.

Mayor Lucas asked if it was a new tank?

Town Manager Roudabush stated it was an annual fee to rent the tank.

There being no other questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Pierce, to approve the bills, dated January 11, 2022, in the Combined Accounts Disbursement Warrants #39773 - #39815 in the amount of \$165,307.70.

Members Roll Call Vote was as follows:

YEA: Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce NAY: None

ABSTAIN: Mayor Lucas **ABSENT:** Vice Mayor Kite; Councilman Fox **VOTE:** Unanimous in favor of motion

TREASURER'S REPORT

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to approve the January 6, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,673,484.19, as presented.

Members Vote was as follows:

YEA: Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce NAY: None

ABSTAIN: Mayor Lucas **ABSENT:** Vice Mayor Kite; Councilman Fox **VOTE:** Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received a thank you letter from the Shenandoah Lions Club for the Town's donation towards the 2021 Lions Club Cheer Boxes.

#2 - Mayor Lucas and Council received a letter from Officer Dakota Alger resigning his full time position with the Shenandoah Police Department to explore other career objectives, effective January 16, 2022. Officer Alger wishes to work part time for the Shenandoah Police Department, as needed.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to accept Officer Dakota Alger's resignation from the Shenandoah Police Department effective January 16, 2022.

Members Vote was as follows:

YEA: Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce NAY: None

ABSTAIN: Mayor Lucas **ABSENT:** Vice Mayor Kite; Councilman Fox **VOTE:** Unanimous in favor of motion

Applications are being accepted for both certified and uncertified candidates.

#3 – Mayor Lucas and Council received a memo from Russell Comer, Jr. Councilman/Railroad Committee Chairman who had three bids to replace the retaining wall at 507 First Street which is leaning.

Councilman Comer asked the Council to table the vote because he found out the bids do not qualify. According to the Building Inspector all new walls over 2 feet need to have an engineering drawing.

Mayor Lucas asked if Racey Engineering was aware the Town needs an engineered drawing.

Councilman Comer stated he just found out today, but Racey will be made aware. The wall design may increase the engineering fees.

#4 – Mayor Lucas and Council reviewed the ARPA fund request from the Shenandoah Rec

League for equipment and upgrades at the Shenandoah Ball Park.

Mayor Lucas stated the Town currently has \$102,311.13 left of the first allotment from ARPA and the request from the Shenandoah Rec League totals \$56,000.

Councilman Jenkins stated \$30,000 would cover some of the larger items on their list and allow the Town to keep some cushion for unexpected needs in other departments.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to approve a \$30,000 donation to the Shenandoah Rec League. Amount to be paid from the American Rescue Plan Act (ARPA).

NAY: None

Members Roll Call Vote was as follows:

YEA: Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce

ABSTAIN: Mayor Lucas **ABSENT:** Vice Mayor Kite; Councilman Fox **VOTE:** Unanimous in favor of motion

Councilman Pierce stated he would like to also see a third tennis court built in Town. If there was a third court, tournaments could be held. He mentioned that \$5,223.46 is in a CD for a new tennis court which could be used, as well as ARPA funds to build a new court.

Councilman Lowe asked if there was room for a third court?

Town Manager Roudabush stated the Tennis Association said there is room behind the WigWam picnic shelters.

Councilman Jenkins stated the Town would need to get bids.

Councilman Comer asked who built the two existing courts?

Town Manager Roudabush stated she was unsure. She had records on who resurfaced the courts, but that company is now out of business. She would check with other localities to see who they used to build their courts.

There being no more questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Jenkins, to approve Town Manager Roudabush to bid a third tennis court.

Members Vote was as follows:

YEA: Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce

ABSTAIN: Mayor Lucas **ABSENT:** Vice Mayor Kite; Councilman Fox

VOTE: Unanimous in favor of motion

#5 – Mayor Lucas and Council received a letter from Brenda Haggett Shenandoah Beautification Committee (SBC) Chairman requesting \$2,500 to purchase new decorations for Big Gem Park, First Street, and entrance sign areas.

NAY: None

Mayor Lucas asked if Mrs. Haggett was aware \$3,022.68 from the former Shenandoah Beautification Committee's checking account was given to the new Committee recently.

Town Manager Roudabush stated the new Chair of the Committee was aware. The \$2,500 could not come from current ARPA funds, but can be taken from the ARPA reimbursements. Currently, the Town has \$253,453.41 in ARPA reimbursements, which was previously specified for the completion of the new well.

Councilman Jenkins stated he has looked at the current decorations and they look worn out.

Town Manager Roudabush stated the SBC Committee is looking at purchasing vinyl Winter banners for First Street and showed the Council a photo of a banner with a train and winter scene.

Councilman Jenkins stated the reimbursements were set aside for the new well, but does the Town have an idea how much that will cost?

Councilman Comer stated he thinks if any ARPA request would interfere with the getting the new well online, he would vote no.

There is no exact cost estimates yet for completion of the new well, but it was determined \$2,500 would not have an adverse effect.

There being no other questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to donate \$2,500 to the Shenandoah Beautification Committee. Amount to be paid from ARPA reimbursements.

Members Roll Call Vote was as follows:

YEA: Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce NAY: None

ABSTAIN: Mayor Lucas **ABSENT:** Vice Mayor Kite; Councilman Fox **VOTE:** Unanimous in favor of motion

#6 – Mayor Lucas and Council received a quote on a piece of playground equipment in the amount of \$6.694.

Mayor Lucas asked if the equipment was for WigWam Village or Big Gem Park.

Town Roudabush stated it was for WigWam Village and also mentioned \$5,000 would be coming from private individual's donation and \$3,000 would be from a PACA grant. Any monies leftover will go towards benches. Also, another organization stated they would like to purchase a bench.

Councilman Pierce asked if this would make WigWam Village complete?

Town Manager Roudabush stated this purchase would complete the playground equipment; the next phase will focus on a restroom. Also, the wood planks at the entrance of WigWam will be removed and replaced with a handicap accessible entranceway.

There being no other questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to purchase the playground equipment in the amount of \$6,694. It was noted this purchase is subject to the Town's grant from PACA and a planned citizen donation. Any leftover monies will be used toward the purchase of benches.

Members Roll Call Vote was as follows:

YEA:	Councilman Comer	NAY: None
	Councilman Jenkins	
	Councilman Lowe	
	Councilman Pierce	

ABSTAIN: Mayor Lucas **ABSENT:** Vice Mayor Kite; Councilman Fox **VOTE:** Unanimous in favor of motion

#7 – Mayor Lucas and Council received quote from Blauch Brothers, Inc to jetter pipes and run a camera to access damage in sewer pipes located at First and Maryland, Third and Maryland, and Fifth and Maryland in the amount of \$1,200.00.

Town Manager Roudabush stated she thought the Town could get the camera video for free but was unable to. The camera will look for trouble spots in the sewer line to see if it can be relined or if it has to be replaced.

Councilman Jenkins stated the next allotment of ARPA funds is for infrastructure and can be used

to reline or replace these lines.

Councilman Comer asked which companies reline sewer lines?

Town Manager Roudabush stated there are a couple local companies and Blauch Brothers also relines, but the Town will pursue other bids too.

There being no other questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to have Blauch Brothers, Inc to jetter pipes and run a camera to see damage in sewer pipes located at First and Maryland, Third and Maryland, and Fifth and Maryland in the amount of \$1,200.00. Amount to be transferred from the Water/Sewer line account to the Utility Fund.

Members Roll Call Vote was as follows:

YEA: Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce NAY: None

ABSTAIN: Mayor Lucas ABSENT: Vice Mayor Kite; Councilman Fox VOTE: Unanimous in favor of motion

#8 – Mayor Lucas and Council received a Proposal for Professional Services from Racey Engineering to provide an engineering review of 507 First Street's structural integrity in the amount of \$1,150.00.

Councilman Pierce asked if this price includes the retaining wall?

Town Manager Roudabush stated no, it does not include the retaining wall. The retaining wall will have to be added for an additional fee.

Councilman Jenkins asked if this payment could come from the ARPA funds set aside for 507 First Street?

Town Manager Roudabush stated it could come from the ARPA funds set aside for 507 First Street and currently the Town has \$160,797.81 in that account.

There being no other questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Lowe, to have Racey Engineering provide an engineering review of 507 First Street's structural integrity in the amount of \$1,150.00 as well as adding reviewing and creating a replacement drawing for the retaining wall for an additional fee onto this Proposal for Professional Services. Amount to be paid from the American Rescue Plan Act.

Members Roll Call Vote was as follows:

YEA: Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce

ABSTAIN: Mayor Lucas **ABSENT:** Vice Mayor Kite; Councilman Fox **VOTE: Unanimous in favor of motion**

#9 – Mayor Lucas and Council received an invoice from East Point Repair Services, Inc for replacement of the clutch and other items on the International dump truck in the amount of \$4,127.55.

Town Manager Roudabush stated the Council discussed this matter at the August 24, 2021 meeting and it has now been replaced and the invoice sent.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to pay the invoice from East Point Repair Services, Inc for replacement of the clutch and other items on the International dump truck in the amount of \$4,127.55. Payment will be transferred from the General Capital Improvement Account to the General Fund Checking Account.

Members Roll Call Vote was as follows:

YEA: Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce NAY: None

NAY: None

ABSTAIN: Mayor Lucas ABSENT: Vice Mayor Kite; Councilman Fox VOTE: Unanimous in favor of motion

#10 – Mayor Lucas and Council received an invitation to the Business Networking Breakfast from the Luray-Page Chamber of Commerce to welcome new and returning elected officials for breakfast and conversation. The breakfast will be held on January 13, 2022 from 7:30 a.m. to 9:00 a.m. at The Valley Cork (55 East Main Street, Luray, VA 22835). The price for the meal will be \$15.00 for chamber members and \$20.00 for non-members.

Town Clerk Lora Jenkins stated that elected official's breakfast is free, and to let her know if they wanted to attend so she could give the Chamber a number for the food count.

#11 – Mayor Lucas and Council received the December 2021 Vehicle Gas Logs for review.

#12 – Mayor Lucas and Council received the December 2021 Shenandoah Police Department Activity Log for review and the Shenandoah Police Department 2021 Cumulative Activity Log was also received for review.

#13 – Mayor Lucas and Council received the December 2021 Shenandoah Police Department Vehicle Activity Log for review.

#14 – Mayor Lucas and Council received the Town's December 2021 website statistics for review.

#15 – Mayor Lucas and Council received a flyer from the Shenandoah Beautification Committee announcing their Valentine's fundraiser. For \$10, the committee will personalize hearts that will be displayed around the Town. Proceeds will go towards purchasing decorations that the committee will use throughout the year in Town. Contact Brenda Haggett for more information (540) 652-2261 or e-mail efgva@vahoo.com.

#16 – Mayor Lucas and Council received information on the 2022 Cruz-In being held Friday from 6-9 p.m. on First Street. Dates include: May 27th (rain or shine) sponsored by JR's Tire Service, June 10th (Rain Date June 17th) sponsored by Shenandoah Machine Shop, July 8th (Rain Date July 15th) sponsored by J&M Auto Parts, August 5th (Rain Date August 12th) sponsored by May's Recycling, and September 16th (Rain Date September 23rd) sponsored by Blue Ridge Bank on First Street in Shenandoah. There are no registration fees, and all makes, models, and years are welcome! Registered cruisers will have chances to win cash prizes of \$50 or \$100, as well as door prizes, and 50/50 ticket sales. For more information contact Nancy Karnes (540) 742-1141.

#17 – Mayor Lucas reminded the Council of the February 3rd Joint Meeting at the Stanley Fire Hall at 7:00 p.m. with the County of Page, Town of Luray, Town of Shenandoah, and Town of Stanley.

Town Manager Roudabush stated if anyone wanted to carpool, she would be leaving Town Hall at 6:30 p.m.

#18 – Mayor Lucas and Council received a letter from Matthew Delafield, co-founder and COO of Renewable Energy Services. The letter was to notify property owners within 1 mile of 8040 Freeze Farm Lane, Elkton, VA 22827 of a proposed solar project on that property. Also, there will be an informal public information meeting held virtually and by conference call from 7-8 p.m. on January 12, 2022.

Councilman Comer asked if the Town of Shenandoah was within 1 mile of 8040 Freeze Farm Lane?

Town Manager Roudabush stated properties within 1 mile had to receive this letter to be made aware of the meeting.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Jenkins asked if there has been a log kept of water line repairs made in 2021 and if the repairs have been successful?

Town Manager Roudabush stated yes, the repairs have been successful since the lines have been replaced all at one time in sections that go across the road. This has cut down on the number of times Public Works has to go back to repair the same area.

Councilman Jenkins asked if the Virginia Rural Water representative had any suggestions to find leaks?

Town Manager Roudabush stated she met with the new representative, and Virginia Rural Water has several programs the Town could utilize. Some programs are free, and some will cost the Town, such as a water loss report.

STREETS & PUBLIC PROPERTY

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

Councilman Jenkins noted the snow crew did a good job.

Town Manager Roudabush stated the crew was short staffed, but they still did a very good job.

Mayor Lucas stated it will be more difficult to obtain a CDL license with new regulations by the State.

Town Manager Roudabush stated starting in February, in order to obtain a CDL license, applicants must attend a class. Currently, there are 3 Town employees who wish to obtain their CDL. The cost is \$500 to train 3 for the learner's CDL Class B and the CDL class is \$2,100 for 3 people. Blue Ridge Community College offers a grant for the learner's portion of the CDL as well as the CDL class. The 3 employees would be required to take a DOT drug test which is \$50.00 per person. For the 3 employees, it would be up to \$3,000 for their learner's, CDL Class B, and the drug testing.

Mayor Lucas stated the Town should invest in CDL drivers so during snow storms the Town will have adequate coverage to plow snow.

Town Manager Roudabush stated the learner's takes around 2-3 hours, and the license class takes 8-10 days, plus provides training.

Councilman Pierce asked if all 3 employees would take the class as the same time?

Town Manager Roudabush stated she spoke to Public Works Director T. A. Pendleton and he said he would prefer the 3 go at the same time.

There being no other questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to authorize 3 employees to obtain required tests and attend both CDL learners and CDL Class B training at Blue Ridge Community College in the amount up to \$3,000. Amount to be paid from General Fund Training budgeted line item, Miscellaneous budgeted line item, and Snow Removal Expense budgeted line item.

Members Roll Call Vote was as follows:

YEA: Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce

ABSTAIN: Mayor Lucas **ABSENT:** Vice Mayor Kite; Councilman Fox **VOTE: Unanimous in favor of motion**

Employees attending will be required to complete the pre-requisite tests, attend all classes, and sign a length of service contract.

Councilman Pierce stated the trash at an Apartment Building has become a problem again.

Mayor Lucas stated the owner of the building needs to be notified that either a larger dumpster is needed, or the dumpster needs to be picked up more often.

Councilman Pierce stated it has become a health hazard.

Town Manager stated she will contact the owner of the building again.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Councilman Jenkins asked Lieutenant Hensley how the Police Department has been able to handle coverage with a short staff?

Lieutenant Hensley stated it has been difficult.

Town Manager Roudabush stated there have been very few applicants interested in the open positions at the Police Department. One of the applicants is certified.

Lieutenant Hensley stated the next Academy starts in July; therefore, if the Town hires any uncertified applicants, they will have to wait until July's Academy to become certified.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce stated the Council received the December 2021 Monthly Budget for review.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Pierce asked if Town Manager Roudabush had spoken to Page County Public Schools about the Town acquiring some of their used playground equipment?

Town Manager Roudabush stated she had spoken to the school system, and the Town will be utilizing some of the equipment.

Councilman Lowe asked who normally takes the rope out of the Shenandoah River near the dam because it collecting a lot of debris?

Mayor Lucas stated that power company takes it out.

Councilman Lowe stated it seems like it is taken out in the Fall, but no one has taken it out.

Mayor Lucas stated his grandson, Nathaniel Brewer, would like to build a small picnic shelter for an Eagle Scout project at River Park and would like for the Council's permission. Mayor Lucas stated the Council would have the final say in the location of the shelter.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to allow Nathaniel Brewer to build a small picnic shelter for an Eagle Scout project at River Park. It was noted Council would have the final say in the location of the shelter.

Members Vote was as follows:

NAY: None

YEA: Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce

ABSTAIN: Mayor Lucas ABSENT: Vice Mayor Kite; Councilman Fox VOTE: Unanimous in favor of motion

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated short term rentals in the Town have really taken off. There are currently 7 in the Town. The Town benefits from their business license fees where they pay on gross receipts, the lodging tax they pay, and the tourists they attract who utilize local restaurants and

shops.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

There was nothing to report during this period.

UNFINISHED BUSINESS

Councilman Comer had an estimate from Mountain Moving LLC, to pick up office furniture for the Police Department from 56 miles away in the amount of \$1,825.20. However, furniture would not be ready for pickup until the end of February. Councilman Comer stated the Council could discuss this item at another date.

Councilman Jenkins stated Rockingham County's Real Estates Assessments came in at 40% higher and warned that Page County may have a higher assessment in the future.

Mayor Lucas stated Rockingham County did reduce rates due to the higher assessment.

Town Manager Roudabush stated Treasurer Cindy Breeden had checked into the cost of VRS to conduct an Enhanced Hazardous Duty Retirement Plan actuarial study to determine the cost of the program's implementation. VRS stated the actuarial study would cost the Town up to \$3,0000.

Councilman Pierce stated all the surrounding localities have Enhanced Hazardous Duty Retirement Plans for their Police Department's and because the Town does not have it, we are having a hard time hiring for the open positions at the Police Department.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to authorize VRS to conduct an Enhanced Hazardous Duty Retirement Plan actuarial study in the amount up to \$3,0000 to determine the cost of the program's implementation. Payment to be taken out of General Fund Capital Outlay Reserved for Contingency budgeted line item.

Members Roll Call Vote was as follows:

YEA: Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite; Councilman Fox **VOTE: Unanimous in favor of motion**

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

Citizen Jackie Sullivan-Smoot stated Jett Bricker was part of building the Town's tennis courts. She stated Page County High School is traveling to Shenandoah County for meets/tournaments since there is not a third court in Town. She also noted Pickleball has become more popular, and the game also uses tennis courts.

Citizen Storm Hammer asked if the \$2,673,484.19 in the Treasurer's Report is what the Town had on hand?

Town Manager Roudabush stated some items on the Treasurer's Report are restricted to specific purposes, some items are in CD's; therefore, not everything is on hand.

Mr. Hammer also suggested that if the third tennis court is built, the Town should consider painting a paw print or Indian head.

Councilman Pierce stated the Town Council will consider what to put on the tennis court.

Mr. Hammer asked if there will be any benefit to the Town if the solar project on Freeze Farm Lane gets approved?

Councilman Jenkins stated he believes the solar project would not affect us locally in Page County.

ADJOURN

There being no further discussion, a *motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, to adjourn the meeting at 8:26 p.m.

Members Vote was as follows:

NAY: None

YEA: Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce

ABSTAIN: Mayor Lucas ABSENT: Vice Mayor Kite; Councilman Fox VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk