

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
April 26, 2022**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, April 26, 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.; Vice Mayor William Kite; Councilmen Russell Comer, Jr; I. Michael Lowe; Charles Jenkins; and Richard Pierce.

Council Members absent were: Councilman Lynn Fox.

Other Town Officials present were: Juanita Roudabush, Town Manager/MMC; Lora Jenkins, Town Clerk; Paul Davis, Police Chief.

Citizens present were: None.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

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

APRIL 12, 2022 REGULAR MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to approve the *Regular Meeting Minutes* held on April 12, 2022, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite	NAY: None
Councilman Comer	
Councilman Jenkins	
Councilman Lowe	
Councilman Pierce	

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Pierce asked why the Town uses tuning forks?

Chief Davis stated the tuning forks are used to calibrate radar every 6 months.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **April 26, 2022**, in the **Combined Accounts Disbursement Warrants #40056 - #40066** in the amount of **\$45,946.39**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Lowe, to approve the April 26, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,420,536.77, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received an estimate from Racer's Fire Extinguisher, LLC for installation of 3 fire extinguishers at 507 First Street. Racers also suggested the fire extinguisher in the rear of the gym needed to be serviced. Total price for 3 fire extinguishers, installation,

shipping, and servicing the existing fire extinguisher in the gym is \$1,620.66.

Councilman Comer stated Racer's will fill the extinguishers if they are ever used, but if the extinguishers were purchased by another company, they may not offer to fill the extinguishers.

There being no questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilman Pierce, to approve the purchase of 3 fire extinguishers for 507 First Street, installation, shipping and servicing the existing fire extinguisher in the gym in the amount of \$1,620.66. Payment will be from the ARPA funds already budgeted for The Railroad Museum/Welcome Center.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

#2 – Mayor Lucas and Council received a flyer about the Discovery Hike taking place in Big Gem Park on the Clinton Lucas, Jr. Trail on May 21 from 10:00 a.m. – 12:00 p.m. All ages are welcome to join in the hike. The hike will be led by Mara Meisel who is a retired Shenandoah National Park Ranger-Naturalist with 30 years' experience. Ms. Meisel will be pointing out the native and non-native plants and the wildlife along the trail. The Clinton Lucas, Jr. Trail is a 1 mile loop trail and is rocky and uneven with an elevation gain of about 100 feet, so please wear sturdy shoes. Don't forget to bring your sunscreen, bug spray, and binoculars. No pets please.

#3 – Mayor Lucas and Council received for the Town of Shenandoah 2022 Memorial Festival Events. May 15th is the **Memorial Festival Pageant** at Grove Hill Community Center at 11:00 a.m. May 27th has two events: the **Cruz-in** on First Street from 6:00 p.m.-9:00 p.m. and the **Flag Retirement Ceremony** by Boy Scout Troop 8 at Veterans Park from 7:00 p.m.-8:30 p.m. On May 28th events include: a **Yard and Bake Sale** at the Shenandoah Pentecostal Holiness Church from 8:00 a.m. to 1:00 p.m., the **Memorial Service** led by Mayor Lucas at the Shenandoah VFW from 10:00 a.m.-11:00 a.m., a **Tractor Show** at the Carnival Grounds from 10:00 a.m. to 3:00 p.m. a **Book Sale** at the Shenandoah Community Library from 10:00 a.m. to 2:00 p.m., the **Children's Parade *new event*** at the River Park at 1:00 p.m., a **Memorial Walk *new event*** at Big Gem Park at 2:00 p.m., the **Parade** at 4:00 p.m. and the **Car Show** on First Street 6:00 p.m.-9:00 p.m. For more information contact Town Hall (540) 652-8164 or Nancy Karnes (540) 742-1141. For parade entries call Brenda Haggett (540) 742-4081.

Councilman Pierce asked what is the parade route for this year?

Chief Davis stated the lineup will start on Virginia Avenue from Fifth and Eighth Streets, then

turn on Route 340 South towards the traffic light, and then the parade will turn right onto Maryland Avenue, and then turn right onto First Street, and go up Virginia Avenue back up to Route 340.

#4 – Mayor Lucas and Council received a Thank You from The Gideons International for the Town’s donation in Memory of Larry Daniel.

#5 – Mayor Lucas and Council received a flyer about the Job Fair and Workshop sponsored by the Luray-Page County Chamber of Commerce on April 29th from 10:00 a.m.-6:00 p.m. at Lord Fairfax Community College (275 College Drive, Luray, VA 22835). For more information contact the Luray-Page County Chamber of Commerce at events@luraypage.com or (540) 743-3915.

Town Manager stated several Shenandoah businesses will be setup at the Job Fair.

#6 – Mayor Lucas and Council received a flyer for the Grand Opening of the Imagination Station (Ralph H. Dean Recreation Park, 625 6th Street, Luray, VA 22835) on Saturday May 7th at 9:00 a.m. The event is sponsored by Town of Luray Parks and Recreation Department, PACA, and Luray-Page Chamber of Commerce. There will be free cupcakes.

#7 – Mayor Lucas and Council received a memo from Personnel Committee Chairman Richard Pierce asking Council to authorize promoting Eric Painter from part-time patrolman to full-time patrolman starting April 27, 2022 with a beginning salary of \$43,000 a year..

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Vice Mayor Kite, to promote Eric Painter from part-time patrolman to full-time patrolman starting March 14, 2022 with a beginning salary of \$43,000 a year.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

#8 – Mayor Lucas and Council received a letter from the Vickie Greene Memorial Foundation about the golf tournament it will be holding on June 18th at the Caverns Country Club. Sponsorship for a hole is \$75.00. The golf tournament will raise money to offer a scholarship at Page County High School.

Town Manger stated the budget has a scholastic donation line item, if the Council wishes to

donate to the Vickie Green Memorial Foundation.

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to approve \$75 to sponsor a hole at the Vickie Greene Memorial Foundation's Golf Tournament. Payment to be made from the General Fund Scholastic Donations budgeted line item.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

#9 – Mayor Lucas and Council received a memo from Town Manger Roudabush and Treasurer Cindy Breeden explaining the Standard Allowance/Revenue Recovery reporting requirements for ARPA funds. This is an option for localities who received less than \$10,000,000 to simplify reporting to lessen the burden on local governments and the federal government.

Councilman Lowe stated the reporting agency must be overwhelmed.

Town Manager Roudabush stated the Standard Allowance/Revenue Recovery does loosen guidelines to report ARPA funds being used towards Revenue Recovery instead of reporting the use of funds into separate categories, but if Council wishes, the Town could still do the long reporting. The Town will still keep detailed reports of how the funds were allocated.

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Comer, to approve the Standard Allowance/Revenue Recovery option for reporting requirements for the American Rescue Plan Act Funds.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Pierce asked how the new well was proceeding?

Town Manager Roudabush stated the Town Attorney is still reviewing the paperwork with the other party's attorney. Once the paperwork is ready, all it needs is signatures. After the paperwork is finished the pump can be installed, and Shenandoah Valley Electric will be notified to start the process for the pump.

Councilman Pierce asked if the Town has its spare pump?

Town Manager Roudabush stated she will check to see if it has been ordered.

Chairman Kite stated he noticed water running on the road around Rudy's Diner.

Councilman Lowe stated it looks like it is a leak because it is coming from the pavement.

STREETS & PUBLIC PROPERTY

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

Councilman Pierce stated there are still cones at Shenvadel Avenue and Fifth Street.

Town Manager Roudabush stated she will check to see if they are still needed there.

Councilman Pierce asked why there was a hole on Shenandoah Avenue near Hunter Lucke's property?

Town Manager Roudabush stated there is a sewer problem on the property owner.

Town Manager Roudabush stated Town Hall Parking Lot has been patched, except for one area. Hensil Good Paving found an area about 12' x 12' near the telephone pole/wall in our lot that is broken up a lot and really should be fixed. Hensil Good Paving said if it is not fixed, the water will just undermine the patch. It would add another \$900 to the cost to fix the 12' x 12' area.

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Vice Mayor Kite, to approve \$900 for a 12' x 12' asphalt repair by Hensil Good Paving in the Town Hall parking lot. Payment to be made from the Capital Outlay Street Improvement budgeted line item.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer

NAY: None

Councilman Jenkins
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Councilman Lowe stated he was glad to see a police officer running radar as speeding is a problem on Route 340 early in the morning.

Other areas of Town will have speed checks too.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

There was nothing to report during this period.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

There was nothing to report during this period.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

There was nothing to report during this period.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Jenkins, to approve 511 S. Second Street (Keith and Dee Sampson) for a Residential Community Enhancement Award.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce stated the Town is still down one full time Police Officer.

Chief Davis stated he can interview uncertified applicants, and if an uncertified applicant is a good fit, the Town can hire and send them to the Academy in July.

Councilman Comer asked how the actuarial study for the Enhanced Hazardous Duty Retirement Plan for the Town's Police Officers was proceeding?

Chief Davis said the study was submitted and he is just waiting to hear back.

Councilman Pierce said it may take 60 to 90 days for the study to conclude.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated Vector Security upgraded the alarms at the Sewer Plant and Wells from 3G to 4G. They had to do the upgrades because the alarms would not work since 3G would be turned off soon. It cost approximately \$300 for each alarm to be upgraded.

MAYOR'S REPORT

Mayor Lucas stated Nathaniel Brewer's Eagle Scout project is awaiting approval from the Boy Scout Council before he can start on the 12' x 20' shelter at Shenandoah Landing & River Park.

Anyone wanting to donate materials or volunteer to assist with construction may contact Lee Brewer at (540) 908-1055 or lee.brewer@us.bosch.com or contact Monica Brewer at (540) 742-1081 or m_brewer073104@yahoo.com. Mr. Brewer has received over \$1,000 in monetary donations and a \$500 donation for building materials from Dean Home Center. Rockingham Redi-Mix has agreed to discount the concrete, and Page Meadows has agreed to provide the finishing work on the concrete for free. Once completed, a plaque will be at the shelter listing donors.

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 Lowe, to adjourn the meeting at 7:40 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk