

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

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, July 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; Russell Comer, Jr; Lynn Fox; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

Council Members absent were: None.

Other Town Officials present were: Juanita Roudabush, Town Manager/MMC; Lora Jenkins, Town Clerk; and Lieutenant K. Brandon Morris.

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.

JULY 12, 2022 REGULAR MEETING MINUTES

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

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Mayor Lucas asked if there were four Big Gem signs purchased because warrant #40356 has two signs and warrant #40365 has two?

Town Manager Roudabush stated there was only two purchased warrant #40356 was voided because Treasurer Breeden noticed two Glock pistols was accidentally placed on warrant #40356. Warrant #40356 was voided and recreated on warrant #40365. The two Glock pistols were paid on warrant #40366.

Vice Mayor Kite asked why there were three SVEC bills for the Town Museum and Welcome Center on warrant #40311?

Town Manager Roudabush stated there are three separate meters at the Town Museum and Welcome Center. The building used to have separate businesses, and each had their own separate electric meter.

There being no other questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Comer, to approve the bills, dated **July 26, 2022**, in the **Combined Accounts Disbursement Warrants #40310 - #40366** in the amount of **\$153,406.26**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

There being no questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Comer, to approve the July 20, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,413,551.19, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer

NAY: None

Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas read the following Resolution To Designate The Town Manager As The Administrator For Subdivisions:

A RESOLUTION TO DESIGNATE THE TOWN MANAGER
AS THE ADMINISTRATOR FOR SUBDIVISIONS UNDER
ARTICLE III-SUBDIVISIONS, OF CHAPTER 50 OF THE CODE OF
THE TOWN SHENANDOAH, VIRGINIA

Whereas, Section 50-246 of The Code of the Town of Shenandoah, Virginia provides that the town council may appoint an Administrator as the representative and agent of the town council to administer Article III-Subdivisions, of Chapter 50 of The Code of the Town of Shenandoah, Virginia, and

Whereas, Section 50-246 of The Code of the Town of Shenandoah, Virginia, further provides that "the administrator may be but is not limited to the town clerk or the town manager, town secretary, etc., if officially designated as such", and

Whereas, the town council has determined that the town manager be officially designated as the administrator as the representative and agent of the town council to administer Article III-Subdivisions, of the The Code of the Town of Shenandoah, Virginia, for all purposes,

NOW THEREFORE, it is hereby resolved by the town council of the Town of Shenandoah that the town manager is officially designated as the administrator to act as the representative and agent of the town council for all purposes to administer the provisions of Article III-Subdivisions of The Code of the Town of Shenandoah, Virginia.

Enacted by the vote of the town council of the Town of Shenandoah, Virginia, on the ____ day of July, 2022; the following members being present and voting as shown:

Yes

No

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPROVED:

Clinton O. Lucas, Jr., Mayor

ATTEST:

Lora Jenkins, Clerk

Town Manager Roudabush stated the resolution will make the designation official and according to Town Attorney Blatt will make the designation legal.

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Comer, to adopt the Resolution to Designate The Town Manager As The Administrator For Subdivisions Under Article III-Subdivisions, Of Chapter 50 Of The Code Of The Town of Shenandoah, Virginia.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

#2 – Mayor Lucas and Council received a letter from the Office of the Comptroller of the Commonwealth of Virginia stating the Town of Shenandoah’s ARPA second tranche distribution in the amount of \$971,574.00 was distributed by the Commonwealth of Virginia. Town Manager Roudabush provided Council with an updated list of needs and ideas of possible ways the Town could use the funds. The funds can only be used for items that meet the final rules of the U.S. Department of Treasury. All ARPA funds must be spent or obligated by contracts by December 31, 2024. All projects that utilized ARPA funds must be completed by December 31, 2026.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Fox asked when the leak on Ramona Avenue would be fixed?

Town Manager Roudabush stated it is on the list for Public Works to fix. Public Works previously had dug in three different spots but could not find the source of the leak. Currently, Public Works are working on water pressure issues on the North end of Town. Residents were having problems with their pressure, so Public Works are slowly increasing pressure to see if it helps with the issues.

Councilman Jenkins asked if the North end water line comes from a 6” line?

Town Manager Roudabush stated it comes off a 12” line and goes down into a 6” line.

Councilman Fox stated on July 4th there were two separate leaks on Tenth Street and three Public Works employees came out to fix both leaks. Councilman Fox stated he did not see a need for more than three Public Works employees to be on one water leak job.

Town Manager Roudabush stated there should be a minimum of five on a leak, but in this emergency situation, on a holiday, they did what they had to. Two should be in the hole at the leak, one should work the backhoe, one should operate the ditch witch, and there should be one runner who gets parts as needed. Public Works now have less employees than ever before. In the past, Public Works had 5 full-time employees, 7 part-time employees, and also used trustee labor. Two of the part-time employees worked 30 hours a week each in just the parks. Currently, Public Works have 5 full-time employees, 1 full-time parks employee, and 2 part-time employees.

Councilman Fox stated he has seen different trucks going to get water at the water hauling station.

Town Manager Roudabush stated the water is locked and metered. Water haulers would have to give their key to someone else to access the water. Either way it is metered, and the water haulers are paying for the water that goes through their assigned meter.

STREETS & PUBLIC PROPERTY

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

Councilman Pierce stated the trash at a commercial building in Town has not been removed. Councilman Pierce stated a letter should be sent to the property owner to remove the trash.

Councilman Jenkins asked if the Town should consult the Town Attorney?

Town Manager Roudabush stated the fees from the attorney are \$350.00 an hour. The Health Department told Town Manager Roudabush they would send a letter, but it would refer to Town Code and back to Town for enforcement.

Mayor Lucas stated a letter to the property owner would be worth a try since the letters to the tenant have had no effect.

Town Manager Roudabush stated the tenant would not pick up the certified letter at the Post Office, so the Police Department hand delivered the letter. The tenant has ignored the letter.

There being no other questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox, to send a letter to the property owner requesting the trash be removed.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Councilman Fox asked if there was an inventory list of what tools/equipment was at the Maintenance Shop?

Town Manager Roudabush stated yes, there is a list, and she can send it to the Council members if they would like a copy.

Councilman Jenkins stated the list was created when there was a change in Public Works Directors.

Councilman Fox stated the change in Directors was a long time ago, are they keeping the list up to date?

Councilman Lowe stated it should be easy to update the list-just take off what they do not have anymore and add what is new.

Councilman Fox stated Public Works needs to keep up with the cones and barrels which are located around Town. Councilman Fox stated there are barrels on Tenth Street which do not need to be there.

Town Manager Roudabush stated she will ask them about the barrels on Tenth Street.

Mayor Lucas said he has seen items purchased for Public Works and was wondering if Public Works are not taking care of tools and thus leading to purchase them sooner.

Town Manager Roudabush asked if Mayor Lucas could give an example of an items which were purchased too soon.

Mayor Lucas stated shovels seem to be purchased too soon.

Town Manager Roudabush stated the Town now purchases shovels with a lifetime warranty. Just recently, Town Manager Roudabush stated she had taken two shovels which were broken and had the lifetime warranty back to the store for replacement. The store replaced them, no questions asked.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chairman Kite asked if Lieutenant Morris had heard anything about the foxes which were shot on the South end of Town?

Lieutenant Morris stated he had not heard anything about the foxes.

Town Manager stated she would call the Health Department to see if there is any reports on the foxes.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce stated the Town has received its second ARPA allotment and the Council would need make a decision on how it is spent.

Town Manager Roudabush stated ARPA funds must be spent or obligated by contracts by December 31, 2024. All projects that utilized ARPA funds must be completed by December 31, 2026.

Vice Mayor Kite asked if the Town has any news on fixing the Maryland Avenue sewer line?

Town Manager Roudabush stated she received notice from Racey Engineering and they hope to have a plan by August 15th.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins asked Mayor Lucas if he has heard the status on his grandson's Eagle Scout project in River Park?

Mayor Lucas stated the next step is having the concrete poured; however, the concrete contractor is very busy with a large scale project. The concrete contractor said he needs to find time. The concrete contractor is pouring and finishing the concrete for free. The Town crew dug out the base and added stone. The stone was donated by Frazier Quarry.

Councilman Fox asked what the status was for the Big Gem fence?

Chairman Jenkins stated there will be new split rail fence installed by Public Works. The existing split rail fence will be taken down and repurposed at the River Park to curtail parking on the grass at the River Park.

Councilman Fox asked if the 12-Year-Olds Major 60 baseball team had received money from the Town for travel expenses to the Babe Ruth Cal Ripken World Series?

Town Manager Roudabush stated yes, the baseball team received the same amount as the 12U softball team.

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)

Mayor Lucas stated the Council should drive by and consider nominating 309 Pulaski Avenue for a Community Enhancement Award.

Councilman Jenkins stated 309 Pulaski Avenue looks great and is being used as a short term rental.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

There was nothing to report during this period.

UNFINISHED BUSINESS

Councilman Comer asked if Town Manager Roudabush had a bid for painting the Town Museum and Welcome Center?

Town Manager Roudabush stated she needed to know the trim paint color.

Councilman Comer stated the Train Museum Committee will be meeting on Monday, August 1st and will discuss a trim color.

Councilman Comer asked if the contractor had been paid for the retaining wall work at the Town Museum and Welcome Center?

Town Manager Roudabush stated the Town had received the invoice but had not paid the contractor.

Councilman Lowe asked when the contractor will back fill and finish around the retaining wall?

Councilman Comer stated he did not know when the contractor will be back to finish.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated she met with a VDOT Administrator and Engineers to discuss grants for intersection upgrades. They looked at five different intersections.

Councilman Comer asked if they would paint a crosswalk to the Town Museum and Welcome Center?

Town Manager Roudabush stated she did mention a crosswalk to VDOT for the Town Museum

and Welcome Center.

Town Manager Roudabush stated she is also having a meeting with two contractors and a call into a third contractor for issues on Junior Avenue.

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 Councilman Lowe, ***seconded*** by Vice Mayor Kite, to adjourn the meeting at 7:53 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk