

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
April 11, 2023**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, April 11, 2023, at 7:05 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.; Council Members Denise Cave; Russell Comer, Jr; Lynn Fox; I. Michael Lowe; and Richard Pierce.

Council Members absent were Vice Mayor William Kite.

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

Citizens present were: Jaxon Staples.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

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

MARCH 28, 2023 JOINT PUBLIC HEARING MEETING MINUTES

A *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to approve the *Joint Public Hearing Meeting Minutes* held on March 28, 2023, as presented.

Members Vote was as follows:

YEA: Councilwoman Cave
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

MARCH 28, 2023 REGULAR MEETING MINUTES

A ***motion*** was made by Councilwoman Cave, ***seconded*** by Councilman Fox, to approve the ***Regular Meeting Minutes*** held on March 28, 2023, as presented.

Members Vote was as follows:

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

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilman Pierce, to approve the bills, dated **April 11, 2023**, in the **Combined Accounts Disbursement Warrants #40975 - #41042** in the amount of **\$114,548.87**.

Members Roll Call Vote was as follows:

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

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

There being no questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilwoman Cave, to approve the April 6, 2023 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,815,646.55, as presented.

Members Vote was as follows:

YEA: Councilwoman Cave	NAY: None
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Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received notice from Storm Hammer who wants to resign his position on the Planning Commission due to his work schedule.

There being no questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilwoman Cave, to accept Storm Hammer's notice to resign from the Planning Commission.

Members Roll Call Vote was as follows:

YEA: Councilwoman Cave
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

#2 – Mayor Lucas and Council received a letter from Jaxon Staples expressing the need for teen activities in the Town.

Councilman Pierce stated a skatepark and basketball court at the Police Department used to be available, but it was hard to find volunteers to keep those activities going.

Councilwoman Cave suggested someone reach out to the Tennis League to see if they could host tennis events or pickleball events for teens.

Town Manager Roudabush stated Kirk Comer would have contacts to reach out to the Tennis League, but finding volunteers is the hardest part for activities.

Councilwoman Cave also suggested reaching out to the Outfitters store in Luray and Elkton to see if they know of any bicycle/mountain bike clubs who could do demonstrations for teens.

Councilman Pierce asked if Town Manager Roudabush still had the contact information for those who hosted the bicycle races in Town?

Town Manager Roudabush stated she had the contact information, but due to family obligations, the host was no longer doing the races.

#3 – Mayor Lucas and Council received the March 2023 Vehicle Gas Logs for review.

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

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

#6 – Mayor Lucas and Council received the March 2023 Town of Shenandoah Museum and Welcome Center attendance record for review. There were 134 visitors to the Museum and Welcome Center in March. Museum Curator Lora Jenkins also noted a high-definition camera to livestream the railyard was installed and went live on March 31, 2023. To view the livestream go to <https://youtube.com/live/9d1sZB-e37A> or go to the Town's website at www.townofshenandoah.com (select "visitors" from the primary navigation and then "live railyard camera" from the dropdown menu). Museum Curator Jenkins stated she is opening a children's room in the museum and more details will be forthcoming on the opening date.

#7 – Mayor Lucas and Council received a proposal from the Daughter of the Stars Farmer's Market Board of Directors for funding to support the creation of a paid Farmer's Market Manager position for 2023.

Councilman Pierce asked if there was any money in the donations budget to go towards helping fund the market manager position?

Town Manager Roudabush stated there is money under miscellaneous donations.

Councilwoman Cave said she believes the best option is for the Farmer's Market to hire an intern possibly from the Community College to be the market manager. A Community College student would like to have the experience, and an internship does not have all the tax regulations like an employee would.

After a short discussion, Council decided to take no action until they know what the other localities will be doing.

WATER & SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Councilman Comer asked if efforts were made to fix the drainage problem on Junior Avenue?

Town Manager Roudabush stated Public Works will start on the Junior Avenue Project after Spring Cleanup is finished.

STREETS & PUBLIC PROPERTY

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

Chair Fox asked when he would get information from VDOT?

Town Manager Roudabush stated she would send him the information via e-mail tomorrow.

POLICE, SAFETY, & JUDICIAL

(Chair Kite, Councilmen Comer, and Lowe)

Chief Davis stated the Police Officers have been very proactive and are doing a great job with their duties.

Mayor Lucas stated Sheriff Cubbage commended the Shenandoah Police Department for their actions at Shenandoah Elementary School on March 30th.

Chief Davis stated four officers quickly responded to the incident due to an app Page County Public Schools have to alert police and EMS.

Chief Davis stated many other law enforcement officers were on the scene quickly due to the app. He noted the Shenandoah Police Department has been well trained in emergency situations at schools, and is prepared to handle them.

Councilman Fox asked if Chief Davis knew anymore on the stop signs going up on Junior Avenue?

Chief Davis stated he would check on their status tomorrow.

TAXATION & FINANCE

(Chair Pierce, Councilmen Fox, and Kite)

Chair Pierce stated the Proposed FY 2023-2024 will be adopted at the next Council meeting on April 25, 2023.

PARKS & RECREATION

(Chair Comer, Councilmen Lowe, and Pierce)

Chair Comer asked if Town Manager Roudabush had a price on a restroom for WigWam Village?

Town Manager Roudabush stated she could get bids but contractors are only keeping prices for 30-60 days out. She did speak to the Terry Pettit, the Town Manager in Stanley, and Stanley has purchased concrete buildings from Midway in the amount of \$17,000.00. However, this price did not include the concrete slab for flooring and to plumb out the building. She also did not know if the building had wider doors and was large enough to accommodate wheelchairs, but it is being reviewed.

Chair Comer asked how the price of the Midway building compared to the price of the restroom at

Big Gem Park?

Town Manager Roudabush stated the restroom at Big Gem Park was built in 2017 and it cost \$10,000; however, it was partially done as a favor. It would have cost double in 2017 if it was not partially done as a favor.

Councilman Lowe asked if it would be far to tie in the water and sewer to a restroom at WigWam Village?

Town Manager Roudabush stated if the restroom goes near where the port-a-john is now, it would not be far to tie into the Town's water and sewer lines. There is a manhole located at the corner of the property and water line is located near the picnic shelter.

Town Manager Roudabush stated Pettit Paving has dug out the entire length of the ADA trail at Big Gem Park and will be working on the parking area and an ADA path to the picnic shelter this week. Pettit Paving widened the trail head and parking area at no additional cost.

Chair Comer asked if the electric was finished at Big Gem Park near the pond?

Town Manager Roudabush stated the Town may have to have a certified electrician do the work. The electrical panel was installed on a wooden panel which is rotting.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT (Chair Cave, Councilmen Lowe, and Pierce)

Chair Cave stated there is a business for sale on First Street which has two buildings. She noted she has forwarded this information on to others to help get the word out about this opportunity.

Chair Cave asked Town Manager Roudabush if other Town Councils were notified of this property for sale?

Town Manager Roudabush stated the Town Managers were notified via e-mail, but she can send the information to the Council Members.

Mayor Lucas asked which business was for sale?

Town Manager Roudabush stated it is Box Car Deli and Four Seasons Gifts and Decor. The owners wish to retire.

Town Manager Roudabush noted they also have a piece of vacant property next to the businesses, and there are grants available to start from design to building, if someone wished to build a new apartment/commercial combo building on the vacant lot.

Mayor Lucas asked if the Town owns the vacant lot where a proposed museum was going?

Town Manager Roudabush stated the Town did purchase the lot.

Mayor Lucas stated the Council should think about selling the lot since the Town now has the museum at 507 First Street.

Councilwoman Cave asked where was the vacant lot?

Mayor Lucas stated it is the lot where the former Strickler Hardware Store was located on First Street.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave, and Councilman Pierce)

Councilwoman Cave asked if individuals could receive a Community Enhancement Award?

Town Manager Roudabush stated typically it has been for commercial and residential properties.

Councilwoman Cave stated she would like to see individuals recognized as well for their efforts to enhance the community by their volunteer service.

Mayor Lucas stated the Town has recognized Shenandoah Rec. League volunteers, Shenandoah Fire Company volunteers, and have had special days for individuals like Phyllis Robertson, T. R. Williams, Kate Gordon, and Lexi Rucker.

Councilwoman Cave asked if the Council could nominate individuals and give them a certificate and gift card every quarter?

The Council was in agreement to implement Community Service (or volunteer) Awards to individuals.

PERSONNEL

(Chair Pierce, Councilman Comer, and Councilwoman Cave)

Chair Pierce stated the Personnel Committee held interviews for the Town Clerk position and had chosen Tonya Southers to recommend to the Council to hire for the position.

Town Manager Roudabush stated the Personnel Committee found Ms. Southers to have direct experience, her background check was clear, and her references were excellent.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Lowe, to hire Tonya Southers as Town Clerk starting on or before April 24th, 2023 with a starting salary of \$13.00 per hour plus full benefits.

Members Roll Call Vote was as follows:

YEA: Councilwoman Cave
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

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 the ARPA funds given to Food for Friends will runout sometime in October and will runout sometime in November for Page One. This food program allowed Food for Friends to purchase meals from local restaurants to distribute to those in need and allowed Page One to buy restaurant gift cards to distribute.

Councilman Pierce stated, before the ARPA funding, it was local churches who would cook the meals for Food for Friends; however, there are not many churches who have the volunteers to cook anymore.

Town Manager Roudabush stated there are grants they can pursue, but without funding these programs will likely cease to exist.

MAYOR'S REPORT

Mayor Lucas noted he was absent at the last meeting and Vice Mayor Kite was absent this meeting, and in the past when both would be absent, former Councilman Charles Jenkins would preside over meetings. Mayor Lucas asked who would be interested in presiding over meetings of the Council when he and Vice Mayor Kite would be absent?

Councilman Lowe stated he could preside over the meetings.

Mayor Lucas stated in the event he and Vice Mayor Kite would be absent Councilman Lowe would preside over Council meetings.

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 Fox, ***seconded*** by Councilman Lowe, to adjourn the meeting at 8:11 p.m.

Members Vote was as follows:

YEA: Councilwoman Cave
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk