

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
April 25, 2023**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, April 25, 2023, at 8:26 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; Russell Comer, Jr; Lynn Fox; I. Michael Lowe; and Richard Pierce.

**Council Members absent were:** None.

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

**Citizens present were:** Jaxon Staples; and Jeffery Staples.

**Media Representatives:** None.

**AWARD PRESENTATION**

None presented.

**RECEIVING OF VISITORS**

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

**APRIL 11, 2023 PUBLIC HEARING MEETING MINUTES**

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox, to approve the ***Public Hearing Meeting Minutes*** held on April 11, 2023, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

### **APRIL 11, 2023 REGULAR MEETING MINUTES**

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to approve the ***Regular Meeting Minutes*** held on April 11, 2023, as presented.

Members Vote was as follows:

<b>YEA:</b> Vice Mayor Kite Councilwoman Cave Councilman Comer Councilman Fox Councilman Lowe Councilman Pierce	<b>NAY:</b> None
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**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

### **APPROVAL OF BILLS**

Councilman Pierce asked if warrant #41048 should be a plaque for Timmy Williams and not Timmy Kite?

Mayor Lucas stated it was correct as it was for a plaque for Timmy Kite to recognize his 25 plus years of service to the Shenandoah Rec League.

There being no other questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilwoman Cave, to approve the bills, dated **April 25, 2023**, in the **Combined Accounts Disbursement Warrants #41043 - #41089** in the amount of **\$77,781.76**.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite Councilwoman Cave Councilman Comer Councilman Fox Councilman Lowe Councilman Pierce	<b>NAY:</b> None
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**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

### **TREASURER'S REPORT**

Councilman Fox asked if Town Manager Roudabush had found out anything about the CDBG

Revolving Loan Grant?

Town Manager Roudabush stated the grant funding agency is going to check into all the options, but usually the options are to use the grant for its intended purpose or give the unused money back.

There being no other questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to approve the April 21, 2023 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,807,572.03, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**CORRESPONDENCE**

**#1** – Mayor Lucas and Council received a memo from Town Treasurer Cindy Breeden requesting adoption of the proposed FY 2023-2024 Budget in the amount of \$2,995,107.00. The memorandum explained the Public Hearing for the Proposed Budget was held on April 11, 2023.

There being no questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Pierce, to adopt the proposed FY 2023-2024 Budget in the amount of \$2,995,107.00.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#2** – Mayor Lucas and Council received a memo from Town Manager Roudabush requesting the hiring of JCS to assist with extra projects.

Town Manager Roudabush stated JCS was Jenkins Computer Service.

There being no questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilman Lowe, to hire Jenkins Computer Service to assist with extra projects. Payment to be taken from the Utility Administration Salaries and moved to the Utility Fund Consultant budgeted line item.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#3** – Mayor Lucas and Council received a reminder notice for second tranche ARPA funds which must be spent or obligated by contracts by December 31, 2024 and all projects utilizing ARPA funds must be completed by December 31, 2026.

Town Manager Roudabush stated the Town was not awarded the grant for the Maryland Avenue sewer project. The grant had 183 applicants applying for a grant which had funds totaling \$65,000,000 to give out and over \$600,000,000.00 in applications. It just came down to not enough funds to give out and the Town was not under any consent orders from the DEQ. Town Manager Roudabush will have a conference call to explore other grant opportunities on Friday. If there are no other avenues, the Town will likely have to use a portion of the ARPA money for the project and focus on the worst areas first.

**#4** – Mayor Lucas and Council received a Bingo/Raffle Application from the Shenandoah Volunteer Fire Company, Inc.

Town Manager Roudabush stated this is a yearly permit, so the Fire Company would have to apply again next year if they still want to have any bingo games or raffles.

There being no questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Fox, to approve the Bingo/Raffle Application from the Shenandoah Volunteer Fire Company, Inc, expires April 25, 2024.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer

**NAY:** None

Councilman Fox  
Councilman Lowe  
Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#5** – Mayor Lucas and Council received a memo from Planning Commission Chairman I. Michael Lowe, recommending the appointment of Tim Seal to the Town Planning Commission to fill the vacant seat of Storm Hammer through November 15, 2025 and also the appointment of MacKenzie Watson to the Town Planning Commission to fill the vacant seat of Sean Wheeler through November 30, 2025.

There being no other questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to appoint Tim Seal to the Town Planning Commission to fill the vacant seat of Storm Hammer through November 15, 2025.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

A ***motion*** was made by Councilman Comer, ***seconded*** by Councilwoman Cave, to appoint MacKenzie Watson to the Town Planning Commission to fill the vacant seat of Sean Wheeler through November 30, 2025.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

#6 – Mayor Lucas and Council received a timeline concept proposal for the Town of Shenandoah Museum and Welcome Center designed by Webb Richards Designs. The first concept was a total cost of \$3,292.00, the second concept was \$3,977.00, and the third concept \$4,612.00.

Museum Curator Lora Jenkins stated she has wanted a professionally made timeline of Town History in the museum and asked where the Luray Museum and the Andrew Jackson School had their boards done. Both had used Webb Richards Designs from Lynchburg, VA. Webb Richards Designs came to the museum free of charge and made the proposed concepts.

Councilman Pierce asked if the timeline would be placed along the top of the steps going down to the gym?

Museum Curator Jenkins stated, yes, it would be attached to the short wall opposite the steps.

Councilman Lowe asked where the money for the timeline would come from?

Museum Curator Jenkins stated it would be from ARPA money allocated to the museum.

Councilwoman Cave stated in other museums the timelines are spread out through the rooms, but this timeline would be one long piece, and asked could the timeline be split up into other rooms?

Museum Curator Jenkins stated there is not a lot of wall space left to hang anything in the museum. Webb Richards Designs looked at all the rooms and found the space along the short wall to be the best spot. It is noted Webb Richards Designs also looked at hanging it from the ceiling.

Mayor Lucas was concerned there would be too much information on the timeline and the print would be too small to read it. He asked if Webb Richards Designs could show what the print would look like.

Museum Curator Jenkins stated she would speak to the company and see if they would be able to provide something to show the Council.

The matter will be discussed again at the next upcoming meeting.

#7 – Mayor Lucas and Council received a request from the Luray Middle School Musical Theater for a donation for an upcoming musical.

The Council was in agreement to only donate money to the local schools.

#8 – Mayor Lucas and Council received a donation request from the Shenandoah Rec League for their Chinese Auction.

The Council was in agreement not to donate money since the Town budgets an annual donation to the Shenandoah Rec League.

#9 – Mayor Lucas and Council received thank you card from Phyllis Robertson for the Town's Phyllis Robertson Day Celebration held on March 25, 2023.

#10 – Mayor Lucas and Council Received a thank you letter from the Shenandoah Elementary School PTO for the Town's donation.

#11 – Mayor Lucas and Council received a memo from Town Treasurer Cindy Breeden to approve amending the current FY 22-23 budget to correct line items which are over budget, as presented.

There being no questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilman Lowe, to amend the current FY 22-23 budget to correct line items which are over budget.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite Councilwoman Cave Councilman Comer Councilman Fox Councilman Lowe Councilman Pierce	<b>NAY:</b> None
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**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

#12 – Mayor Lucas and Council received a letter from the Vickie Greene Memorial Foundation about the golf tournament it will be holding on July 8<sup>th</sup> 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 \$900.00 left in the 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 Vice Mayor Kite, ***seconded*** by Councilman Lowe, 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:

<b>YEA:</b> Vice Mayor Kite Councilwoman Cave Councilman Comer Councilman Fox Councilman Lowe Councilman Pierce	<b>NAY:</b> None
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**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#13** – Mayor and Council received a flyer announcing a Grand Opening and Ribbon Cutting for the 2023 season of the Daughter of the Stars Farmers Market and for the new paved ADA Trail at Big Gem Park. The first ribbon cutting will be take place at the picnic shelter in Big Gem Park for the Daughter of the Stars Farmers Market at 10:00 a.m. and the second ribbon cutting will take place immediately following at the beginning of the trail at Big Gem Park. Big Gem Park is located at 736 Fourth Street, Shenandoah, VA 22849. For more information call Lora Jenkins (540) 652-8773 or e-mail Lora at [ljenkins@townofshenandoah.com](mailto:ljenkins@townofshenandoah.com).

### **WATER & SEWER**

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Town Manager Roudabush stated the new well is pumping 200 gallons per minute and Burner Well Drilling hopes it will pump 250-275 gallons per minute. In comparison, the Twelfth Street well pumps 120 gallons per minute for use per day.

Mayor Lucas asked if the Twelfth Street well pumped the most.

Town Manager Roudabush stated it could be more at Twelfth Street, but 120 gallons per minute is all the Town needs for the amount used.

### **STREETS & PUBLIC PROPERTY**

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

Vice Mayor Kite asked what happened with the tractor and trailer blocking Route 340 at Quincy Avenue?

Chief Davis stated the trailer came unlocked from the tractor.

### **POLICE, SAFETY, & JUDICIAL**

(Chair Kite, Councilmen Comer, and Lowe)

Councilman Fox asked what the status of the police car was at the body shop?

Chief Davis stated it will be ready any day now.

### **TAXATION & FINANCE**

(Chair Pierce, Councilmen Fox, and Kite)

Chair Pierce stated the Council received the March 2023 monthly budget for review.



**PARKS & RECREATION**

(Chair Comer, Councilmen Lowe, and Pierce)

There was nothing to report during this period.

**INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chair Cave, Councilmen Lowe, and Pierce)

There was nothing to report during this period.

**COMMUNITY SERVICE**

(Chair Kite, Councilwoman Cave, and Councilman Pierce)

There was nothing to report during this period.

**PERSONNEL**

(Chair Pierce, Councilman Comer, and Councilwoman Cave)

There was nothing to report during this period.

**UNFINISHED BUSINESS**

There was nothing to report during this period.

**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**

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 Fox, to adjourn the meeting at 9:05 p.m.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE:** Unanimous in favor of motion

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Lora Jenkins, acting Town Clerk