

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
June 13, 2023**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, June 13, 2023, at 7:39 p.m., with Mayor Clinton O. Lucas, Jr., presiding. (The Pledge of Allegiance was held at the public hearings.)

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; Tonya Southers, Town Clerk; and Paul Davis, Chief of Police.

Citizens present were: Carol Sue Zirkle, Robert P. Zirkle, Keith Sampson, Dee Sampson, Jackie Shuler, Stephanie Richards, Jeff Grimsley, and Jaxon Staples.

Media Representatives: Amos Thomas (Shenandoah Newz).

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

None.

MAY 23, 2023 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on May 23, 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

APPROVAL OF BILLS

Councilman Lowe inquired on page 54 – for #41222 and #41226, if these were duplicates.

Town Manager Roudabush stated it was for 2 separate loads of handicapped approved material for Big Gem Park and Wig-Wam Village Playground.

Vice Mayor Kite inquired about page 48, the 2 phone entries look identical.

Town Manager Roudabush informed them this was from HighSpeedLink for all the Town's phone lines for June and July. She stated they pay us a rental/franchise fee and they had gotten behind. We held out paying them to check and see if we could just take that amount off the phone bill. Once everything was straightened out, the 2 months were paid simultaneously.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Comer, to approve the bills, dated **June 13, 2023**, in the **Combined Accounts Disbursement Warrants #41158 - #41226** in the amount of **\$196,245.32**.

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

TREASURER'S REPORT

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilwoman Cave, to approve the **June 9, 2023** Treasurer's Report, submitted by Treasurer Cindy Breeden, in the amount of **\$3,137,087.95**, as presented.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite

NAY: None

Councilwoman Cave
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: None.

VOTE: Unanimous in favor of motion

CORRESPONDENCE:

#1 – A letter from Town Manager Roudabush was read regarding the Family Dollar/Dollar Tree site plan. The Planning Commission recommended approval of this site plan.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Pierce, to concur with the Planning Commissions approval of the site plan for the Family Dollar/Dollar Tree to be located at 420 S. Third St., Shenandoah, identified by tax map number 102A4-A-11, 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

#2 - Received Estimates from Racey Engineering on the Maryland Avenue Sewer Repair Plan. Town Manager Roudabush informed the Council, as previously discussed, the money for this project will be paid from the ARPA 2nd Tranche.

A ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Fox, to authorize Racey to move forward on their proposal.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Comer
Councilman Fox

NAY: None

Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: None.

VOTE: Unanimous in favor of motion.

#3 - Received bids from Pettit Paving, as well as Hensil Good Paving Inc, for drainage repairs on Junior Avenue and paving a section of the roadway on Junior Avenue.

Councilman Fox inquired as to why the Town was spending more money on paving this since we have already spent money on gravel and pipe for this.

Town Manager Roudabush stated this will fix the issues with washing out that still remain.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to go with Hensil Good Paving's bid in the amount of \$7,000.00.

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.

#4 – Received a memo from Councilman Pierce about hiring Kevin Clem as a full-time patrolman starting June 14, 2023. Mr. Clem was selected following advertising the vacancy.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Lowe, to approve hiring Kevin Clem as a full-time patrolman starting June 14, 2023 with a starting salary of \$40,000 per year and a 5% pay increase after passing his 6 months' probation.

Members Roll Call Vote was as follows:

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

NAY: None

Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: None.

VOTE: Unanimous in favor of motion.

#5 - Received the May 2023 Vehicle Gas Logs for review.

#6 - Received spreadsheet containing all town owned vehicles and equipment for review, indicating most public works vehicles are more than 20 years old and in need of repair.

#7 - Received the May 2023 Shenandoah Police Department Activity Log for review.

#8 - Received the May 2023 Shenandoah Police Department Vehicle Gas Log for review.

#9 - Town of Shenandoah Museum and Welcome Center Curator, Lora Jenkins reported 244 visitors to the Museum and Welcome Center in May. A breakdown of visitors included 52 visitors from the Model T Ford Club International's visit on May 14th; 58 visitors from Shenandoah Elementary School First Graders and Adults on May 19th; and 29 visitors on the Memorial Day Festival on May 27th, plus the month-long walk-ins.

#10 - Received email from Massanutten Regional Library in regard to their Community Input Meetings being held over the summer. They are holding one at Shenandoah Community Library on June 20th from 6:00 to 8:00 p.m. Participants will learn more about MRL's Strategic Planning Process and be given the opportunity to provide feedback on a number of strategic priorities. It is very important community leaders and citizens attend this meeting, to show the importance of the Library.

#11 - Received flyer about Stanley Homecoming taking place at Ed Good Memorial Park from Wednesday, June 28th through Saturday, July 1st. The Carnival begins nightly at 6:00 p.m. with live music Thursday through Saturday nights starting at 7:00 p.m. The Parade is 5:00 p.m. Saturday evening with fireworks at 9:30 p.m. There is also a reception at 3:00 p.m. which Mayor and Council members may attend.

#12 - Received a flyer about the First Anniversary of the Town of Shenandoah Museum and Welcome Center. The Open House and Celebration will be held on June 21st from 1:00 p.m. to 5:00 p.m. at 507 First Street. Come see the Children's Room and enter to win one of 2 LEGO sets – one for children ages 2 to 5 and one for children aged 6 or older. Light refreshments will be served.

#13 - Received a flyer about Page County Department of Social Services Open House and Touch A Truck being held on June 14th from 1:00 p.m. to 4:00 p.m at 215 West Main Street, Stanley. Activities will include Touch A Truck, Games, Face Painting, Food and a Bounce House. For more information, call 540-778-7212 or email Amy Huffman at amy.huffman@dss.virginia.gov

#14 - Received a flyer about a Remote Area Medical free clinic being held at Luray High School 243 Bulldog Drive, Luray from September 30th through October 1st. This is a completely free, first come, first served event to include medical, dental and vision. For more information, go to www.ramusa.org or call 865-579-1530.

#15 - Received a thank you letter from Courtney Nelson for the Town's donation of \$2,500.00 towards the hiring of a Market Manager for the Daughter of the Stars Farmers Market.

#16 - Received memorandum from Treasurer Cindy Breeden in regard to the \$152,000 reimbursable ARPA Police grant for equipment and supplies.

A ***motion*** was made by Councilman Lowe, ***seconded*** by Councilwoman Cave, to approve accepting and spending the \$152,000 in ARPA funds to purchase police equipment and supplies.

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.

#17 - Received quotes from Mountain Valley Home Comfort and Landes Heating & Air for replacing the heat/ac unit at the Sewer Plant located at 219 Long Avenue.

Town Manager Roudabush stated the old unit is out of warranty. She stated it had been fixed while it was within the warranty, but immediately went out. It was then fixed once more and immediately went out.

A ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Fox, to go with Landes Heating & Air for replacing the heat/ac unit at the Sewer Plant with the funds to be paid from Utility Capital Outlay – Sewage Plant Budgeted Line Item in the amount of \$1,850.00.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Comer
Councilman Fox

NAY: None

Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: None.

VOTE: Unanimous in favor of motion.

WATER & SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Town manager Roudabush stated they are ready to start testing on the new well. She informed the Council Burner Well Drilling will start their 48-hour test as soon as their supplies come in.

She also noted the Town Crew have been busy fixing some water leaks around town.

STREETS & PUBLIC PROPERTY

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

Chairman Fox inquired as to whether we have sent information to VDOT regarding the trees on Maryland Avenue.

Town Manager Roudabush informed him we have but have yet to hear back from them.

Chairman Fox also inquired as to the containers at the Old Batman House.

Town Manager Roudabush stated until she can get there, she cannot say whether he has room.

Councilman Comer asked what was in them.

Town Manager Roudabush stated she was unsure.

Councilwoman Cave inquired about a status update on William D. Price to clean out the ditch line between Sixth Street and Seventh Street.

Town Manager Roudabush said she will call and get an update.

Councilman Comer inquired about the newer building on property just before the entrance to the Tactical Walls building.

Town Manager Roudabush informed him the owner had planned on moving in his business of making dog friendly couches, but he has yet to purchase his business license.

Councilman Comer stated he knew of someone possibly interested in buying the building.

Town Manager Roudabush stated she would give Councilman Comer the owner's contact

information.

POLICE, SAFETY & JUDICIAL

(Chair Kite, Councilmen Comer and Lowe)

Chief Davis introduced Kevin Clem, the Town of Shenandoah's new full-time patrolman.

TAXATION & FINANCE

(Chair Pierce, Vice Mayor Kite, and Councilman Fox)

Nothing to report – just review the budget reports given.

PARKS & RECREATION

(Chair Comer, and Councilman Lowe and Pierce)

Heard movie night had 41 people and it went well.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe and Pierce)

Town Manager Roudabush stated a meeting was held with Town, County, and State representatives to introduce the new owner(once it closes in July) of BoxCar Deli buildings and vacant lots. The new owner is very excited about the potential uses for the vacant lots and he is pursuing potential people to lease BoxCar Deli & Subs as a turnkey operation. The new owner is a builder/developer and does not have time for the restaurant, but he is actively pursuing a new tenant for it.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave and Councilman Pierce)

Councilwoman Cave is going to send out an email in regards to their next nomination for the new award for the July Council meeting.

PERSONNEL

(Chair Pierce, Councilman Comer and Councilwoman Cave)

Nothing at this period.

UNFINISHED BUSINESS

Nothing at this period.

NEW BUSINESS

Nothing at this period.

TOWN MANAGER'S REPORT

Nothing to report during this period.

MAYOR'S REPORT

Nothing to report during this period.

FOR THE GOOD OF THE TOWN

Amos Thomas asked about what was going on with South End Convenience.

Town Manager Roudabush informed him someone is renting the building, but they have not come in to get their business license.

Amos also inquired about getting a sign for the museum.

Town Manager Roudabush informed him that Museum Curator Jenkins is working with a few companies as far as designs and concept.

Amos asked about the old sign shop and if they have reopened anywhere.

Councilman Pierce informed him all their vehicles had been moved to Tactical Walls, but the business does not have an active license to operate.

Keith Sampson inquired about the Town Code for inoperable vehicles. He stated AutoDealz has a lot of them on the VDOT right of way.

Town Manager Roudabush stated we have spoken to the owner before about this issue. She stated she will follow up and talk to him about removing the inoperable vehicles.

Stephanie Richards made a statement about her appreciation of the steam engine that came into town last week. She stated it would be amazing for the kids if something like that could come here once a year.

Mayor Lucas stated Norfolk Southern does not like the complications of steam engines on the tracks.

Keith & Dee Sampson submitted concerns about a few things they have noticed in and around Town:

- a. The large number of inoperable vehicles, as well as the length of time they have been there, at AutoDealz.
- b. Multiple areas throughout town, on private property, with inoperable or unlicensed vehicles sitting around.

- c. Weeds and grass growing in sidewalks
- d. Lawns on private property needing to be mowed in multiple areas around Town
- e. As well as unsightly tree branches and logs laying in a yard on Route 340 just as you come into Town (near Marcus Street).

It was noted the Town writes letters to owners about mowing violations every Spring and Summer and will follow up with their other complaints.

ADJOURN

There being no further discussion, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to adjourn the meeting at 8:53 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:

Clinton O. Lucas, Jr., Mayor

Tonya Southers, Town Clerk