

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
August 8, 2023**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, August 8, 2023, 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; Council Members Denise Cave; Lynn Fox; and Richard Pierce.

Council Members absent were: I. Michael Lowe; one vacant position on Council

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

Citizens present were: Christal Hensley; Brenda Haggett; Carol Zirkle; and Robert Zirkle.

Media Representatives: Amos Thomas with Shenandoahnewz.com

AWARD PRESENTATION

Mayor Clinton O. Lucas, Jr. presented Brenda Haggett for this quarter's CEA Service Award.

RECEIVING OF VISITORS

Christal Hensley brought up a concern over the new trash service. She stated she is being charged twice for trash pickup – once for her actual Town trash pickup and once when she has to take her business trash to the dump. She stated the new bins for the Town's pickup will not do her any good since most of her trash does not fit in bins and the trash company will not pick it up. She stated this is not cost effective for her.

Town Manager Roudabush informed Ms. Hensley the Town Council only received two bids from trash companies and the Council went with the lower of the two bids. Both bidders required bins.

Christal Hensley stated again her business should not have to pay for trash pickup when it is not beneficial to have.

Town Manager Roudabush informed Ms. Hensley all dual use customers have to pay \$25 for trash pickup. Town Manager Roudabush also informed Ms. Hensley she does not pay for residential service, although she does have residential pickup. Town Manager Roudabush stated

if Ms. Hensley wanted to leave the trash service as is, she would have to pay \$25 for her business as well as \$12.50 for her residence.

Christal Hensley stated she does not want trash service at her business because her trash does not fit.

Town Manager Roudabush informed Ms. Hensley if she wanted to terminate her business trash pickup, she can bring in a valid dumpster contract and we will be more than happy to remove her trash fee for the business.

Councilman Pierce asked Ms. Hensley if she could get a dumpster company to just bring her a dumpster for her larger trash.

Ms. Hensley informed Council this option is not cost effective for her either since she only does a clean out about three or four times per year. She asked Council if the Town charges all other businesses/storage businesses these rates?

Town Manager Roudabush informed Ms. Hensley all businesses pay for dual use refuse pickup.

Councilman Fox stated his business will have the same issue once the bins are delivered. He stated his business trash will not fit into the two bins being provided. He stated he will have to start taking all his trash to the landfill while still paying for refuse removal to the Town.

Councilwoman Cave inquired what the change in policy would be if Council voted to allow businesses to opt out of trash pickup.

Town Manager Roudabush informed the Council the trash company was only going to pick up what would fit in the bins once they were delivered.

Councilman Fox stated if the Town were to only charge businesses regular refuse instead of dual use, they would only use one bin.

Christal Hensley stated her business, as well as all the other businesses, pay taxes and should be able to opt out of trash service.

Town Manager Roudabush stated if the Council wanted to, they can change the Code for refuse and not have any refuse removal for certain businesses. She stated they can just have one bin for their residence refuse.

Councilman Fox stated they could talk more about this subject during new business later in the meeting.

Mayor Lucas informed Ms. Hensley the Council will talk about the subject later in the meeting. He stated the Council cannot promise anything. He also stated the Town cannot start allowing people to opt out of trash service. Mayor Lucas also stated if Council allowed people to just opt

out of trash removal, the Town would be forced to raise taxes because the refuse contracted amount still has to be paid. He stated they could possibly decide to do this on a case by case basis.

Assistant Town Manager Jenkins stated with his business, he has trash that doesn't fit in the bins. He stated Ms. Hensley sets out trash weekly, not just when she does her clean outs three to four times per year. He stated he cannot follow her logic for not wanting trash pickup for her business. Assistant Town Manager Jenkins stated it will be a change for everyone when the new bins arrive.

Town Manager Roudabush stated the Council can think about it, talk about it, and make a decision at the next Council meeting.

Mayor Lucas asked Councilman Fox if the Town would take trash service away, would his business take its trash to the landfill.

Councilman Fox stated he would absolutely take his trash to the landfill.

Mayor Lucas stated the Council can discuss it and possibly make a decision at the next Council meeting.

July 25, 2023 REGULAR MEETING MINUTES

A ***motion*** was made by Councilman Fox, ***seconded*** by Vice Mayor Kite, to approve the ***Regular Meeting Minutes*** held on July 25, 2023, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: I. Michael Lowe and Vacant

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Pierce, to approve the bills, dated **August 8, 2023**, in the **Combined Accounts Disbursements Warrants # 41358 - #41380** in the amount of **\$99,987.88**.

Members Roll Call Vote was as follows:

Regular Meeting Town Council Minutes
August 8, 2023

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: I. Michael Lowe and Vacant

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilwoman Cave, to approve the **August 4, 2023** Treasurer's Report, submitted by Treasurer Cindy Breeden, in the amount of **\$2,868,585.98**, as presented.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: I. Michael Lowe and Vacant

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 - Received June and July 2023 Town of Shenandoah Vehicle Gas Logs for review.

#2 – Received the July 2023 Shenandoah Police Department Activity Log for review.

#3 – Received the July 2023 Shenandoah Police Department Vehicle Gas Log for review.

#4 – Town of Shenandoah Museum and Welcome Center Curator, Lora Jenkins reported 158 visitors to the Museum and Welcome Center in July. This includes 13 visitors from the Page Senior Center. Business After Hours was held in the Museum on July 20th and there was 21 in attendance. BoxCar Deli loaned the Museum murals which were hanging in BoxCar and they are now on display at the Museum. Caroline Janney will be speaking at the Museum on August 12th at 1:30 p.m.

#5 – Received a flyer about Guest Speaker Caroline E. Janney speaking at the Town of Shenandoah Museum and Welcome Center on August 12th at 1:30 p.m. Caroline Janney's talk is titled "Going Home: Disbanding the Remnants of Lee's Army in the Shenandoah Valley". Mrs. Janney is the John L. Nau III Professor of the American Civil War and Director of the John L.

Nau Center for Civil War History at the University of Virginia. The Town of Shenandoah Museum and Welcome Center is located at 507 First Street, Shenandoah, VA.

#6 - Received a project timeline from Racey Engineering for the Maryland Avenue Sewer Project. The timeline shows the initiation of the project on June 14, 2023 after authorization to proceed was received from the Town. The engineer scope and schedule determination was completed on July 7, 2023 and the estimated time for completion for the project is March 31, 2024.

#7 - Received a flyer from the Shenandoah Compacting/Recycling Site with information about what is and is not accepted at the Compacting/Recycling Sites. It states plastics (#1 and #2), cardboard and mixed paper, scrap metal (small in size), glass/ceramics, and aluminum cans are all accepted. The flyer also states Page County residents can dispose of bagged, residential waste at no charge at the Compactor Sites. There are some prohibited wastes at the Compactor Sites. These prohibited wastes include trees/brush/wood/yard waste; tires, asbestos containing materials, drums or pesticide containers; large-sized scrap metals and appliances; construction and demolition debris; furniture; household hazardous waste including paint, thinners, or cleaners; explosive materials; regulated medical waste; and polychlorinated biphenyls (PCBs) contaminated soils, or radioactive materials. Most of the above items not accepted at the Compactor Sites can be taken to the Battle Creek Landfill – some of these items will be charged a fee for disposal.

#8 - Received a flyer from Moving Mountains Academy for Early Learning Daycare Center soon to be opening in Shenandoah. Their facility will be accepting subsidy payments, which is childcare assistance from the government, for qualified families who otherwise would be unable to afford high-quality care. If enough interest is received, they will be offering FREE childcare for children aged 3-4 through their mixed delivery program. They will also be offering before and after school care for those parents who work longer hours. Meals and snacks will be included for EVERY child. If you would like more information about childcare or before and after school care, contact movingmountainsaoel@gmail.com or message them on Facebook.

#9 - Received a flyer from Moving Mountains Academy and Charlie's Guiding Light Early Learning Center (Luray) about their Twisted BINGO event being held on Sunday, August 20th. This event is being held at the Shenandoah Community Center located at 300 First Street, Shenandoah, VA. Twisted BINGO is where you get to choose your prize. There will be over 20 prizes on stage to choose from. Presale tickets are four cards for \$25 (to be paid in full by August 25th) or cards available at the door – four cards for \$30 or \$10 each. Food will be provided at the event as well. For more information, please call Pamela Houck at 540-294-4166 (please no voicemails).

#10 - Received flyer from Court Square Theater for the play, Can't Feel At Home. This is an original play by John T. Glick, adapted and directed by Stanley W. Swartz. It is a story of families displaced from the Blue Ridge Mountains in the 1930s to allow for the construction of Shenandoah National Park and the Skyline Drive. Show times are August 31st through September 2nd and September 7th through 9th at 7:30 p.m. as well as September 2nd, 3rd, 9th and 10th at 3:00

p.m. Tickets are \$25 in advance and \$30 at the door. For more information go to www.courtsquaretheater.org or you can call 540-433-9189.

#11 - Received a request from Town of Shenandoah Museum and Welcome Center Curator Lora Jenkins for a working three foot by nine foot N Scale model train display. The train display is for sale for \$1,200 at the Blue Mountain Barn in the River Ridge Mall in Lynchburg, VA. The entire setup has two tracks, light up street lights, lighted cars, and a train whistle. It also includes engines and extra train cars as well as two power packs. Town Museum and Welcome Center Curator Jenkins stated she would like to purchase this for the Museum as it would be a great piece for our historic railroad town. Curator Jenkins also stated Webb Richards Design from Lynchburg, VA is willing to bring it to the Museum for \$500. She stated they have an enclosed trailer which would accommodate the display easily.

Mayor Lucas inquired to whether there is money left in the Museum Fund.

Town Manager Roudabush stated there is plenty left in the account. She stated the Museum and Welcome Center will need a new roof and A/C Unit, but there is enough money in there to cover everything.

Councilman Pierce stated they wanted to get a train display before, but it fell through.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox, to purchase the N Scale Model train display from Blue Mountain Barn in Lynchburg, VA for a total price of \$1,700.00 to be paid from ARPA funds.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: I. Michael Lowe and Vacant

VOTE: Unanimous in favor of motion

Vice Mayor Kite stated the Museum and Welcome Center will run out of room soon after putting the train display in.

Town Manager Roudabush informed Council the display will go where the conference table is sitting in the Museum now and the conference table will be sold as surplus.

WATER & SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Chair Kite informed Council there have been some water leaks around Town and the Town Crew has been working hard to fix them. He stated the most recent leak was on Osceola Avenue.

Town Manager Roudabush stated the Town had received an unpaid water tap application from someone who lives close to where PENAC installed the water line. She stated the homes with wells had TCE contamination. Town Manager Roudabush stated PENAC did not go left with the water lines. She stated the Town has told applicants there is an \$8,000.00 water tap fee, however, there is no main line nearby to tap. Town Manager Roudabush stated the applicant contacted the environmental company, but they are not willing to pay anything nor are they willing to run a line left. She stated the applicant could dig a well, if approved by the Health Department.

Assistant Town Manager Jenkins stated there is an added expense to run the line, which the applicant also has to pay to extend Town water to his property.

Town Manager Roudabush stated the applicant stated they are Town tax payers and there are other people around me who have water service, but not sewer.

Mayor Lucas stated it would not be feasible for the Town to pay the added expense just for one customer to get water.

Assistant Town Manager Jenkins stated he is not sure how much the applicant has pushed the company to run the line.

Town Manager Roudabush stated the applicant does have a cistern.

Vice Mayor Kite inquired what was wrong with the cistern.

Town Manager Roudabush stated she was not sure, but owners may have future development plans.

Mayor Lucas asked how much money this would cost the Town.

Assistant Town Manager Jenkins stated we just got the application the other day and have not had a chance to run possible numbers.

Councilwoman Cave asked why would we pay all this money and go to all this trouble for just one customer.

Town Manager Roudabush stated this could be opening a door we may not want to open. She recommended not doing it, but stated the final decision was up to Council.

Councilwoman Cave stated we have followed policy in the past and we should continue to follow policy on this.

Town Manager Roudabush informed Council a neighboring Town Manager gave her some information on a premade well house. The company is Smith Midland Precast. Their building would be in an acceptable price range. Town Manager Roudabush stated we do have money left in the account for this type of purchase, once it is determined the size needed.

STREETS & PUBLIC PROPERTY

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

Town Manager Roudabush stated we have encountered an issue on Shenandoah Avenue, at the intersection on First Street. She stated there was a sinkhole forming with no real reason of what caused it. Town Manager Roudabush also stated it does follow the old sewer line. She stated the Town Crew has used the camera on it but will do this again tomorrow to ensure there is nothing wrong – there are some pretty big craters in the road. Town Manager Roudabush stated as of right now, there is no solution, but VDOT feels it is either Town water or sewer or drainage causing the issue.

Vice Mayor Kite inquired if the road was caved in.

Town Manager Roudabush stated there were large dips in the area and the Town Crew have it petitioned off for safety.

Town Manager Roudabush informed Council they were given a list of vehicles and who drove them back in June. She noted the current Public Works Director inherited these old vehicles when he came on board.

Assistant Town Manager Charlie Jenkins presented the Council with a slideshow of all the vehicles and equipment the Town owns and the current conditions they are in. The presentation noted several Public Works vehicles are out of commission until the brakes and other safety items are repaired. This makes it difficult to perform all daily duties without needed equipment. After the presentation, Assistant Town Manager Jenkins asked the Council if they wanted him to get a list together of all the vehicles and equipment the Town no longer has use for or is no longer in working condition and advertise them to be sold by sealed bids or public auction.

A ***motion*** was made by Councilman Fox, ***seconded*** by Vice Mayor Kite, for Assistant Town Manager Jenkins to compose a master list of Town owned vehicles and equipment no longer needed or in working condition and sell at auction or by sealed bids.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Fox

NAY: None

Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: I. Michael Lowe and Vacant

VOTE: Unanimous in favor of motion

Assistant Town Manager Jenkins stated they are still actively searching for an F250 truck. He stated nearly every day, Public Works gets calls after hours and of those calls, TA has to respond to nearly every one since he is the Director and his assistance is always required.

Town Manager Roudabush stated the crew cannot find a suitable vehicle for \$18,000, which is what is left of the amount Council approved for the purchase of the skid steer, trailer and truck. She stated the Town can apply for a USDA Grant/loan and can get a \$15,000 grant.

Mayor Lucas stated we should allow them to look for a new vehicle since it will have a warranty with it.

Councilman Pierce agreed with Mayor Lucas and stated to have the crew look for a new truck.

Councilman Fox stated there is a place in Winchester selling new vehicles.

Assistant Town Manager Jenkins stated they have a great maintenance program in place now.

Mayor Lucas inquired as to what the dire need is now.

Public Works Director TA Pendleton stated because the Town has to pick up trash from Parks and Town owned facilities on Monday, the dump truck will be full and then it has to be taken to the Landfill. He stated the bed of the dump truck is in great shape and there is a possibility they could just swap out the truck bed onto a new truck.

Town Manager Roudabush stated Public Works Director TA Pendleton is on call 24/7 and drives his own vehicle – using his own gas, putting wear and tear on his own personal vehicle as well as when he works on these calls, it is unclean conditions and then his children get in the same vehicle.

Councilwoman Cave inquired if we would draw money from where we purchased the trailer.

Town Manager Roudabush stated yes, plus the grant would include a repayable loan with low interest.

Council stated for the Town Staff to continue to review used vehicles and also look for a vehicle they would want to purchase and return with a price for them to discuss and possibly vote on a plan to purchase one vehicle now.

POLICE, SAFETY & JUDICIAL

(Chair Kite, Councilman Lowe)

Police Chief Davis informed the Council a few months ago he had inquired about the Explorer with the blown motor and what the Council wanted him to have done to it. Chief Davis informed Council the Explorer has been at the repair shop since May and they needed to make a decision. He informed Council J&M Auto Parts could get a motor for around \$4,500. Chief Davis also stated Bethel Bend Farm can get a new motor and install it for \$7,508.

Assistant Town Manager Jenkins informed Council Explorers have an internal water pump and this is why you should not purchase a use motor; he stated you do not know what condition the internal water pump is in.

Chief Davis stated there is enough in the Police Department's budget to install the new motor, but the budget has to also last the rest of the fiscal year, until June 30, 2024.

Councilwoman Cave inquired if this vehicle was needed.

Chief Davis stated no, but would be a good backup vehicle and again, it has been at the repair shop since May and there needs to be a decision made as to what to do with it. He stated it is a 2014 with no other issues; it is road ready and if it is sold/auctioned, we would have to transfer all the equipment in it to another vehicle if it would fit.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to purchase a new motor for the 2014 Ford Explorer from Bethel Bend Farms and have them do the installation as well, at a cost of \$7,508.00, to be paid from General Fund Capital Outlay Police Equipment and Police Maintenance of Equipment budgeted line items.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: I. Michael Lowe and Vacant

VOTE: Unanimous in favor of motion

Councilman Fox asked Chief Davis if there were any new developments as far as who was putting off the fireworks in Town.

Chief Davis stated they did not have any information yet. He stated once they find someone they think is doing it, they cannot get them to open their door.

TAXATION & FINANCE

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

Chair Pierce stated the bills are all being paid and within budget.

PARKS & RECREATION

(Councilman Lowe and Pierce)

Town Manager Roudabush presented premade building options for WigWam restrooms from \$45,000 to \$85,000.

Councilman Fox inquired if we could use the shelter already at WigWam Village for a restroom conversion.

Town Manager Roudabush stated we could look into that option and get bids for stick built as well.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe and Pierce)

Councilman Pierce inquired as to how the Family Dollar/Dollar Tree project is going.

Town Manager Roudabush informed Council the owners were hoping to give the Town the application for Council to review for the division of property. She stated the company wants all their permits to be in place before the property changes hands.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave and Councilman Pierce)

Chair Kite stated he would like to get the address of the property on Comertown Road who has made improvements to their property. He also stated there are quite a few other properties within the Town making great improvements.

PERSONNEL

(Chair Pierce, Councilwoman Cave)

Chair Pierce stated the Personnel Committee gave permission to the Town to hire a part-time employee to replace Cindy Good who retired last month. He stated the Town decided to hire Romina Murray.

UNFINISHED BUSINESS

Councilman Fox stated on the Town Code, even though we are meeting twice a month to go over the Code and adjust it accordingly, there are about 12-14 items left to go over. Would the Council want to do two or three, three to four hour sessions to go ahead and wrap it up?

A couple of the Council members stated they have to work during the day and would not be available to accomplish this.

NEW BUSINESS

Nothing during this period.

TOWN MANAGER'S REPORT

Nothing during this period.

MAYOR'S REPORT

Nothing for this period.

FOR THE GOOD OF THE TOWN

Nothing during this period.

ADJOURN

There being no further discussion, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilwoman Cave, to adjourn the meeting at 9:09 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: I. Michael Lowe and Vacant

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Tonya Southers, Town Clerk