

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
August 22, 2023**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, August 22, 2023, at 7:00 p.m., with Vice Mayor William Kite, presiding.

The meeting began with the Pledge of Allegiance.

ATTENDANCE:

Council Members present were: Vice Mayor William Kite; Council Members Denise Cave; Lynn Fox; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Mayor Clinton O. Lucas, Jr; and 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: Brenda Haggett.

Media Representatives: Amos Thomas with Shenandoahnewz.com

AWARD PRESENTATION

None during this period.

RECEIVING OF VISITORS

None during this period.

August 8, 2023 REGULAR MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on August 8, 2023, as presented.

Members Vote was as follows:

YEA: Councilwoman Cave
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Clinton O. Lucas, Jr. and Vacant
VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

A ***motion*** was made by Councilman Lowe, ***seconded*** by Councilwoman Cave, to approve the bills, dated **August 22, 2023**, in the **Combined Accounts Disbursements Warrants #41381 - #41436** in the amount of **\$138,274.00**.

Members Roll Call Vote was as follows:

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

ABSTAIN: Vice Mayor Kite
ABSENT: Mayor Clinton O. Lucas, Jr. and Vacant
VOTE: Unanimous in favor of motion

TREASURER'S REPORT

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to approve the **August 18, 2023** Treasurer's Report, submitted by Treasurer Cindy Breeden, in the amount of **\$2,828,138.56**, as presented.

Members Roll Call Vote was as follows:

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

ABSTAIN: Vice Mayor Kite
ABSENT: Mayor Clinton O. Lucas, Jr. and Vacant
VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Received recommendation for a consolidation of lots request from the Planning Commission for Clara Wyant Secrist on property identified by tax map numbers 102A6-1-89-9 and 10, located on Liberty Avenue (address TBD).

Councilman Lowe informed Council the property is near the dead end on Liberty Avenue.

A ***motion*** was made by Councilwoman Cave, ***seconded*** by Councilman Fox, to approve the consolidation of lots request for Clara Wyant Secrist on property identified by tax map numbers 102A6-1-89-9 and 10, located on Liberty Avenue, as proposed.

Members Vote was as follows:

YEA: Councilwoman Cave
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Clinton O. Lucas, Jr. and Vacant

VOTE: Unanimous in favor of motion

#2 – Received flyer and letter from Jackie Thomas regarding a fundraiser for a service dog for her son, Jamison. Jamison was diagnosed with autism a few years ago and Jackie began looking into getting Jamison a service dog. The service dog would help Jamison by means of deep pressure therapy, behavior disruption as well as a social bridge. A fully trained service dog covered under the American with Disabilities Act (ADA) requires extensive training. Jackie found a trainer in Ohio whose business was created “around the idea and goal of placing service dogs with children and Veterans with disabilities.” The cost associated with all aspects of training and raising a service dog can be upwards of \$20,000.00. Jackie is planning on a BINGO/Chinese Auction to help offset the cost of the service dog. If you have a business or would like to make a donation to help with the fundraiser, please contact Jackie at (540) 435-3158 or email jackiestaples98@gmail.com.

#3 – Received a memo from Town Treasurer Cindy Breeden regarding the Town of Shenandoah having received a reimbursable VRSA safety grant in the amount of \$2,000.00. Treasurer Breeden stated she had spoke to TA Pendleton, Public Works Director, and he is in need of a dumping hopper with steel caster wheels for the sewer plant. He also is in need of a hand cart with pneumatic wheels at the 12th Street Well. The total cost of the items is \$2,000.00 plus shipping and handling.

Town Manager Roudabush stated the VRSA grant limits what can be purchased, as well as, how often.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Lowe, to approve the purchase of a dumping hopper with steel caster wheels as well as a hand cart with pneumatic wheels for Public Works in the amount of \$2,000 to be paid from the VRSA grant monies and the shipping and handling to be paid from the Utility Fund Sewer plant budgeted line item.

Members Roll Call Vote was as follows:

YEA: Councilwoman Cave

NAY: None

Councilman Fox
Councilman Lowe
Councilman Pierce

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Clinton O. Lucas, Jr. and Vacant

VOTE: Unanimous in favor of motion

#4 – Received monthly budget from Treasurer Cindy Breeden for the month of July 2023. This budget includes items in the General Fund as well as in the Utility Fund.

WATER & SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Town Manager Roudabush stated the Town Crew fixed the water leaks on Pennsylvania Avenue and Sixth Street.

Town Manager Roudabush informed Council Assistant Town Manager Charles Jenkins is researching motors needed for the ditches as well as pumps for the sewer plant. She stated the valve is not working on the blue tank which is used to empty the tank when it is time to clean it. Town Manager Roudabush stated the crew is scheduled to clean this tank in November. She stated the valve is very expensive and will include installation.

Town Manager Roudabush informed Council they will be turning in bids for these three sewer pumps so they can have three on standby. They rotate their use. These pumps are required and used every day.

Town Manager Roudabush also stated there is not currently a schedule for the testing of the new well. She stated they are filling out an insurance claim for the well pump on Trenton Avenue, since the amperage issues began during a large lightning storm.

Town Manager Roudabush informed Council they are waiting on the new well pump for the Trenton Avenue well. She stated it is supposed to be delivered soon, and once it arrives, the new well testing should begin.

Town Manager Roudabush stated she was going to go look at pre-fab well house buildings. She stated once the size is known, she is going to look at all the sizes they offer and see what size would work best for this new well.

STREETS & PUBLIC PROPERTY

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

Councilman Pierce stated the roadside near the Baptist Church needs to be paved soon.

Town Manager Roudabush reported the Williams Avenue connections were too deep for the Town to handle repairing, so we had to get another company to handle the work.

Town Manager Roudabush reminded Council we will get the bill for the repair work done on 340 North, 340 South, North Fourth Street and Williams Avenue sometime in the near future.

Town Manager Roudabush stated a Bank Street resident, inquired about the possibility of vacating the alley and he wants to purchase the alley. She said there is a house on Hockman who uses the alley to park and there are old motors and such in the alley causing it to look junked up. She stated the Town does have control of the alley. Town Manager Roudabush stated the gentleman will ask the owners of the home on Hockman if they want to purchase the portion of the alley. If the adjacent landowners can come to an agreement, the Town may receive the application in the future.

Town Manager Roudabush stated no one else has the need for the alley other than the two houses using it currently. She stated if the Council chooses not to allow the alley to be vacated, the gentleman would like the Town to clean it up.

Councilman Lowe stated he saw no issues with allowing the alley to be vacated.

Town Manager Roudabush informed Council the Junior Avenue winning bidder, Hensil Good Paving, was having health issues and could not get to the job until October.

Chair Fox stated he has compassion for Mr. Good, but we also need to get someone out there to get the job done.

Town Manager Roudabush stated the only other bidder for the Junior Avenue paving project was higher and she would have to check with them as far as their availability.

Town Manager Roudabush stated the work done so far, has held back the gravel from running into the street.

Councilman Fox stated we should get it done and fixed and asked if the Council would need to put it out for bids again or could we vote and contact the other bidder.

Town Manager Roudabush stated this decision was up to Council and she could get numbers and availability of the other bidder before the next Council meeting.

Town Manager Roudabush reported on the sink hole on Shenandoah Avenue. She stated the Town got approval for putting stone in and re-paving. She stated the cost to replace the sewer line and redo the street too would have been over \$100,000.00. She informed Council the Town of Elkton came to see if they could video anything causing the sink hole. She stated they could not find anything wrong – it was not near the water lines; however, it was above the sewer line, but no one can determine the cause. The street will be repaired and repaved soon.

POLICE, SAFETY, & JUDICIAL

(Chair Kite, Councilman Lowe)

Chief of Police Paul Davis stated the department has seven portable and seven mobile radios they are no longer in need of due to the purchase of new ones. He stated they could be reprogrammed and used for the Town employees to have better communication, especially if cellular service is down (i.e. the earthquake years ago when no cell phones would work). Chief Davis stated he spoke with Clear Communications and they can reprogram the radios as well as reprogram the repeater on the water tower to work with these radios. Clear Communications stated they could do all the work at a price not to exceed \$1,500.00.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Lowe, to approve the reprogramming of the radios and the repeater on the water tower to improve every day and emergency communication with the Town Crew for a price not to exceed \$1,500.00.

Members Roll Call Vote was as follows:

YEA: Councilwoman Cave
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Clinton O. Lucas, Jr. and Vacant

VOTE: Unanimous in favor of motion

TAXATION & FINANCE

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

Chair Pierce brought up the trash pickup fees discussed at the last Council meeting. He stated if the fees were eliminated for some businesses, the Town would lose money each month due to still having to pay for the contracted amount of trash customers with Updike Industries. He also stated the Council should follow code and not change anything as far as trash pickup is concerned.

Chair Pierce also stated the price per month for refuse should remain the same as far as residential staying at \$12.50 with one bin being provided and businesses being \$25.00 with two bins provided as well as any additional bins requested costing \$12.50 each, per month.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilwoman Cave, to leave the pricing for the trash the way it currently is at \$12.50 per bin.

Members Roll Call Vote was as follows:

YEA: Councilwoman Cave

NAY: None

Councilman Fox
Councilman Lowe
Councilman Pierce

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Clinton O. Lucas, Jr. and Vacant

VOTE: Unanimous in favor of motion

PARKS & RECREATION

(Councilman Lowe and Pierce)

Councilman Pierce stated he wished to thank the Public Works Department for doing extra work to clear more brush at Big Gem Park; which now allows better visibility from 340.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe and Pierce)

Chair Cave announced the expansion of AutoDealz. She stated they are expanding their business across the street to 704 South Second Street. She stated there is also expansion plans for their current location at 607 South Third Street. Chair Cave informed Council these plans include cleaning all vehicles from the Pulaski Avenue side and reworking this area into Shoppes at Town Center with small village buildings. This will give entrepreneurs an opportunity to showcase their small business in a “village” setting, while keeping commercial space rental costs affordable for these startups.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave and Councilman Pierce)

Councilwoman Cave stated Paul Dovel and Scot Mealey’s remodel of the house on 402 Fifth Street took a house that was condemned and not safe for use, into a great looking, usable home. She also stated it would be an AirBnB house.

Chair Cave recommended Paul Dovel and Scot Mealey for the Community Enhancement Award for September.

A ***motion*** was made by Councilwoman Cave, ***seconded*** by Councilman Pierce, to award Paul Dovel and Scot Mealey the CEA for September.

Members Vote was as follows:

YEA: Councilwoman Cave
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Clinton O. Lucas, Jr. and Vacant

VOTE: Unanimous in favor of motion

Councilman Pierce also noted there was great work being done on the house on Virginia Avenue and Third Street maybe a future CEA winner.

PERSONNEL

(Chair Pierce, Councilwoman Cave)

None during this period.

UNFINISHED BUSINESS

Town Manager Roudabush stated Assistant Town Manager Charlie Jenkins left her a note with a few items on it. She stated the utility truck used for sewer is in need of a power steering pump and the cost is around \$300.00. She also noted the motor for this truck was no longer running. She stated the Public Works Director is researching prices for used motors.

Vice Mayor Kite stated we don't really want to put more money into this truck due to its age.

Town Manager Roudabush informed Council Assistant Town Manager Jenkins got a quote for a new motor. The price would be \$7,600.00 if there were no other problems with install. However, the company who gave the estimate stated these models have issues with manifolds. Council will make a decision at their next meeting.

Town Manager Roudabush stated the international dump truck needed an adjustment on the clutch. She also stated this adjustment was done in house and they ordered new hoses for this truck as well.

NEW BUSINESS

Town Manager Roudabush stated the staircase at the sewer plant needs to be replaced. She also stated we will send out bids; one for a wood staircase and one for a metal staircase. She said we may need plans to send it out for bids.

TOWN MANAGER'S REPORT

Nothing during this period.

MAYOR'S REPORT

Nothing during this period.

FOR THE GOOD OF THE TOWN

Amos Thomas inquired about the status of the Family Dollar/Dollar Tree project.

Town Manager Roudabush informed Amos Thomas she spoke to the owner and they plan on closing on the property by no later than December. Town Manager Roudabush also stated they are planning on possibly having the doors open by July 2024. She informed Council they cannot start construction until after they close on the property. She also said she is unsure of their process, but does know they want to have all their permits and such in place before closing on the land.

Councilman Pierce stated he attended the event at the Museum with speaker Caroline Janney. He stated there was a good turnout and the Civil War history presentation she gave was very nice.

Vice Mayor Kite stated everyone felt when Lee surrendered, the war was over; the renegades continued fighting. He also stated they had to capture those renegades before they could accept the surrender.

Amos Thomas stated he found out why there was a Civil War marker at Page County High School. He stated the marker was placed between Summer and Koontz burial sites.

ADJOURN

There being no further discussion, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to adjourn the meeting at 7:54 p.m.

Members Vote was as follows:

YEA: Councilwoman Cave
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Vice Mayor Kite

ABSENT: Mayor Clinton O. Lucas, Jr. and Vacant

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Tonya Southers, Town Clerk