

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
OCTOBER 10, 2023**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, October 10, 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 Lynn Fox; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Councilwoman Denise Cave and one vacant position.

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

Citizens present were: Jaxon Staples.

Media Representatives: None present.

AWARD PRESENTATION

None during this period.

RECEIVING OF VISITORS

None during this period.

September 26, 2023 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on September 26, 2023, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Councilwoman Cave and Vacant

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve the bills, dated **October 10, 2023**, in the **Combined Accounts Disbursements Warrants #41519 - #41539** in the amount of **\$80,042.27**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

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

TREASURER'S REPORT

A *motion* was made by Councilman Fox, *seconded* by Vice Mayor Kite, to approve the **October 10, 2023** Treasurer's Report, submitted by Treasurer Cindy Breedon, in the amount of **\$2,646,752.28**, as presented.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

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

Vice Mayor Kite inquired if the balance was easing down.

Town Manager Roudabush stated it was and most of the balance was ARPA funds, but we will be billing out taxes soon.

CORRESPONDENCE

#1 - Received the September Shenandoah Police Department Activity Log for review.

#2 – Received the September 2023 Shenandoah Police Department Vehicle Gas Logs for review.

#3 – Town of Shenandoah Museum and Welcome Center Curator, Lora Jenkins reported 119 visitors to the Museum and Welcome Center in September. The Museum received a donation in the amount of \$1,000.00 from William and Imogene Purkey in memory of William’s grandfather, John Benjamin Reynolds. Mr. Reynolds was a resident of Shenandoah for many decades and was the Wreck-Master for the N&W Railway. Curator Jenkins also reported on October 28th, 2023, from 1:30 p.m. – 2:15 p.m., the Museum will have **Ghost Stories with Susan Clark**. Susan Clark has been telling stories and teaching people to tell stories for more than 30 years through her career as a children’s librarian and continuing into her retirement. Her favorite tales come from the Appalachian Mountain regions and Native American traditions. She is most well known for her ghost tales which she shares at libraries and campgrounds around the state. Using voice inflection and body movement, Susan weaves a story that brings a thrill of suspense and a shiver or two to all who listen, the scarier the better! Intended for ages 7 and up.

#4 – Received a memo from Assistant Town Manager Charlie Jenkins regarding a 2024 Chevrolet Silverado 4 X 4 regular Cab Truck. At a previous Council meeting, the Council approved \$32,800 from the ARPA 2nd Tranche funds for a truck, which the Town did not purchase. Assistant Town Manager Jenkins found this vehicle with an 8-foot service body for \$64,208.00. He requested an additional \$42,200.00 from the ARPA 2nd Tranche funds for a total of \$75,000.00 for the Chevrolet truck and a snow blade package also from Shade Equipment with the remaining monies.

Town Manager Roudabush informed Council the new truck has to have running boards and certain lights on it, too.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Vice Mayor Kite, to approve an additional \$42,200.00 for a total of \$75,000.00 for the purchase of a 2024 Chevrolet Silverado 4 X 4 truck and a snow blade to be paid from ARPA 2nd Tranche.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Councilwoman Cave and Vacant

VOTE: Unanimous in favor of motion

#5 – Received a memo from Councilman Pierce in regards to Town Clerk, Tonya Southers, successfully passing her probation period on October 19, 2023. Councilman Pierce requested an authorization to increase her pay by 5% beginning on the next payroll.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Councilwoman Cave and Vacant

VOTE: Unanimous in favor of motion

#6 – Received information from Town Manager Juanita Roudabush and Assistant Town Manager Charlie Jenkins regarding two bids received for stairway and platform replacement at the wastewater treatment plant.

Town Manager Roudabush informed Council bids were sent out via newspaper ad, on the Town's website as well as emailing some contractors who may be interested in bidding. She stated there were no bids received to replace the steps and platform in wood, only in metal. She informed Council they can re-bid the steps for only wood if they would like.

Mayor Lucas stated after looking at the staircase, it can be refurbished since prices for metal are currently higher than normal. He stated they could be shored up with concrete and redone.

Councilman Fox stated we need to possibly develop a database to be able to send out bid requests to companies. He stated no one really reads newspapers or looks at the Town website any more.

Town Manager Roudabush stated this would be a great idea to implement.

Mayor Lucas stated they should have wood contractors look at the steps and platform and see what needs to be done.

Town Manager Roudabush stated we had a trustee who could do this type of work, however, the employees worried about the inmate's ability to finish the work due to the possibility of being held at the jail. She stated if this happened, the crew would have to climb a ladder to get to the digester.

Councilman Fox stated we should ensure "repair or replace" is in the bid request for the wood stairs.

Council decided to re-bid this out and try to get bids on the repair OR replacement of the stairs with wood due to the cost of replacing the steps with metal ones.

#7 – Received information from Town Manager Juanita Roudabush and Assistant Town Manager Charlie Jenkins regarding bid proposals received for a replacement roof and HVAC unit replacements at the Town Museum and Welcome Center.

Councilman Fox stated the bid received for replacing the roof seemed a little excessive for either replacement, shingles or metal.

Town Manager Roudabush stated we did send out information to a few local contractors and actually had one state he did not have time to work up the bid and submit it in time, but he would definitely bid if the Council decides to re-bid it.

Councilman Fox inquired if the shingles are in bad condition.

Town Manager Roudabush said the roof is from 2003. She stated there was a leak at one of the dormers and one of the trustees, at the time, went inside and sealed/patched what he could. She said there are ARPA funds set aside in the amount of \$69,352.40 and if they are not used for the Museum, they can be used somewhere else. She stated the regulations for those funds states we either need to be under contract for those funds by next year or we have to return the funds. She also stated the A/C units are in need of replacement at the Museum as well.

Vice Mayor Kite inquired if the A/C units really needed replacing.

Town Manager Roudabush informed Council four of the five units are in need of replacement. She stated the only one not in need of replacement is from 2020.

Councilman Lowe stated we should have the HVAC work done now and re-bid the roof.

Council agreed to re-bid the roof.

Town Manager Roudabush stated both bidders for the HVAC units had good units for replacement.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to go with low bidder Mountain Valley Home Comfort to replace four HVAC units at the Town Museum and Welcome Center at a cost of \$30,638.00 to be paid from the ARPA – Museum funds.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite

NAY: None

Councilman Fox

Councilman Lowe

Councilman Pierce

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Councilwoman Cave and Vacant

VOTE: Unanimous in favor of motion

#8 – Received a Thank You note from former Town Attorney Steven M. Blatt. Mr. Blatt stated he appreciated the cards he received as well as the \$100 gift card from the Town. Mr. Blatt also wrote how he obtained a Master of Public Administration degree after he finished law school and how the Town gave him the opportunity to be of service for 48 years.

#9 – Received a flyer from **Christ United Methodist Church** in regards to a Soup, Sandwich & Dessert taking place at their Fellowship Hall on Saturday, October 14th, 2023 from 4:00 p.m. to 6:00 p.m. Their Fellowship Hall is located at 211 Central Avenue, Shenandoah, VA. Come join us for free food and good fellowship.

#10 - Received a flyer from the **Town of Stanley** regarding their **Halloween Block Party** on October 28th, 2023 from 6:00 p.m. to 8:00 p.m. The block party is being held from Honeyville Avenue to the railroad tracks and is for kids aged 12 and under for the Trick or Treating. There will also be a barrel train ride, costume judging, and door prizes.

#11 - Received a flyer from the **Town of Luray** regarding their **Trick-Or-Treat Main Street** on Tuesday, October 31st, 2023 from 5:00 p.m. to 7:00 p.m. There will be a costume contest at 5:00 p.m. at the Antique Warehouse with 13 & Under, Pet, and Family/Group categories; Trick or Treating is from 5:00 p.m. to 7:00 p.m.; as well as a candy check at Town Hall, located on Main Street, by the Luray Police Department. Anyone interested in becoming a candy vendor, contact Luray Downtown Initiative at (540) 743-7700 or email luraydowntown@gmail.com .

#12 - Received a flyer from **Moving Mountains Academy for Early Learning** ribbon cutting on October 16th, 2023 at 3:00 p.m. This will be held at their center located at 300 First Street, Shenandoah, VA.

#13 - Received a flyer from **Page County TRIAD** regarding their 19th Annual Senior Safety Crime Prevention Fall Conference happening Thursday, October 26th, 2023 from 8:00 a.m. to 1:00 p.m. at Christ United Methodist Church, located at 211 Central Avenue, Shenandoah, VA. Check-in will be at 8:00 a.m. and the program will begin at 9:00 a.m. Enjoy a free lunch and refreshments, give-aways, door prizes, and a 50/50 raffle (\$1 per ticket, \$5 for 6 tickets) to benefit TRIAD. Special topics include fire safety and emergency medical services; local scams panel; living your best healthy life; and “Help Us Help You.” Come out to eat good food, have fun, fellowship, and learn something new. For more information and transportation scheduling from Stanley and Luray, contact Courtney Lafkin-Coffman of the Page County Sheriff’s Office at (540) 843-3305 or clafkin-coffman@pagesheriff.com .The Page County TRIAD is committed to improving the quality of life for our seniors by enhancing their health, safety, and security through communication, education, and outreach.

#14 - Received a flyer from the **Town of Shenandoah Museum and Welcome Center** in regards to a Veteran’s Service being held on November 11th, 2023 at 3:00 p.m. at the Museum and Welcome Center, located at 507 First Street, Shenandoah, VA.

WATER AND SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Town Manager Roudabush informed Council there was an advertisement placed in the Page News & Courier as well as an email sent out last week regarding the possibility of low water pressure starting on Wednesday, October 12th and going through Thursday, October 19th. This is to allow for Utility Tank Service to drain, clean, and refill the 12th Street/Back Road Water Tank. She stated they may see a slight drop in water pressure during this time. Town Manager Roudabush also informed Council the target, which shows the level of water in the tank, was broken and this was the best time to replace it since the tank will be empty. She also stated the Tenth Street tank is scheduled to be done on October 31st, and valves in front of this tank will be replaced at the same time.

Town Manager Roudabush said we are waiting for the contractor to bore under the road to allow the Town Crew to get the leak near Sullivan's fixed.

Regarding North End low pressure, Town Manager Roudabush said the Town Crew will isolate the pressure to help see what could be causing the issue of some homes not having enough pressure to run water after flushing their toilets until after the toilet tank refills.

Councilman Fox stated he had seen a wet spot in the road at the intersection of Tenth Street and Denver Avenue. Town Manager Roudabush stated we would put in a work order and have the Crew fix the leak.

Town Manager Roudabush stated the water haulers have been asking for the station to be reopened due to having to pay higher rates in Elkton. She said they state they have to then transfer those higher rates to their customers. Town Manager Roudabush informed the water haulers because we are still under a drought warning, we could not risk opening the water hauler station just yet due to risking the water levels going down too low. She also noted Council may consider increasing the water hauling rates during next budget session.

STREETS & PUBLIC PROPERTY

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

Chair Fox stated on Junior Avenue where Hensil Good Paving has paved looks very nice.

Town Manager Roudabush received an invoice from Hensil Good Paving for the work done on Junior Avenue. She stated the invoice was higher than the bid due to the first line of the bid being misread. She said the first line of the bid was to pave the alleyway with three inches of asphalt and compact at a cost of \$2,500.00. Town Manager Roudabush also stated the bid showed "Our bid: \$7,000.00" and it was assumed this figure included the paving of the alleyway and it did not. She also included the invoice was for an extra patch, but they were still the low bidder on the project.

Councilman Fox stated from now on, any bids we receive should be itemized with a grand total at the bottom – to which the Council agreed. Town Manager Roudabush stated future paving bids will also include paint markings in the street to ensure all are measured the same.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Lowe, to pay the additional \$2,500, for a grand total of \$9,900.00 to Hensil Good Paving for the work on the alleyway on Junior Avenue, to be paid with a transfer from General Capital Improvements checking account into General Fund.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Councilwoman Cave and Vacant

VOTE: Unanimous in favor of motion

Chair Fox inquired whether VDOT will tar and gravel patch anything within the Town.

Town Manager Roudabush informed Council we have had VDOT representatives here and we rode them around Town and showed them areas of concern. She stated they informed her they are planning on paving Virginia Avenue and Pennsylvania Avenue next year.

POLICE, SAFETY & JUDICIAL

(Chair Kite, Councilman Lowe)

Police Chief Davis informed Council they have received the Explorer back with the new motor and it is doing great.

TAXATION & FINANCE

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

Chair Pierce stated to look at the budget report for the last 2 months, which are pretty good per line item. However, funds are lower than normal.

PARKS & RECREATION

(Councilman Lowe and Pierce)

Town Manager Roudabush informed Council the Town Crew has been busy around Town. She stated they were working on fixing the cracks at the tennis courts, although more is needed along with some work on the lights. She also informed Council they have repainted the gazebo as well as rebuilt the deck on the outside of the gazebo and trimmed trees and trails at Big Gem.

Town Manager Roudabush also informed Council there were two JMU students who, as part of their Capstone Project, restored a portion of the riverbank at the Shenandoah River Park – Erin Early and Annalise Henzler. She stated they were able to complete this project with five loads of the bigger stone, donated from Frazier Quarry. She also stated how the ladies did such a great job on this project. The Public Works Department hauled the stone and dirt they needed.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe and Pierce)

Town Manager Roudabush informed Council of an upcoming rezoning request. She stated it would be a Joint Public Hearing with the Planning Commission on November 14th and they are requesting to be rezoned from R1 to R3. She stated their next step, if approved, would be to apply for a special use permit for apartments and this was why there is even more urgency to fix the pressure issue on the North End of Town.

Town Manager Roudabush also informed Council there was going to be a hearing of the Board of Zoning Appeals on November 1st, 2023 at 7:00 p.m. regarding a carport, already being constructed without any permits, which does not meet setback requirements.

Town Manager Roudabush stated she is working on a vacate alley request and this may be a while getting to Council due to the process being a little lengthier for surveying, appraisal, and committee report needed.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave and Councilman Pierce)

Nothing during this period.

PERSONNEL

(Chair Pierce, Councilwoman Cave and Councilman Lowe)

Chair Pierce stated the Town is losing another employee to retirement as of July 1st, 2024. He stated Alice Pence is retiring. He inquired if the Council wanted to hire someone now and train them or would they like to wait until she retires. He informed Council Trey Pendleton had transitioned into the Chief Operator position years ago to plan for this.

Town Manager Roudabush informed Council the last time we advertised for a position at the Wastewater Treatment Plant we only received one retiree applicant who was not certified and they only wanted to work for 10 years. She stated it takes four years to get certified.

Councilman Lowe stated we should advertise and see what we get.

Chair Pierce stated there is no firm date for Alice's retirement, but she did stated around the end of June or first of July 2024.

Town Manager Roudabush stated Alice will work at least one day a week while Trey is here. She stated Alice will also cover for Trey if he needs an extended period of time off, but will be using up her unused vacation, etc. until her actual retirement date.

UNFINISHED BUSINESS

None during this period.

NEW BUSINESS

None during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush informed Council she has an estimate to replace the valves in front of the Tenth Street tank and they are checking on the cost of materials to update this estimate. She stated the replacement would take place at the same time the tank is being cleaned.

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve this estimate, not to exceed \$15,000.00 from A-Team Construction to be paid from ARPA 2nd Tranche Water and Sewer line expense.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Councilwoman Cave and Vacant

VOTE: Unanimous in favor of motion

MAYOR'S REPORT

Nothing during 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 Councilman Lowe, to adjourn the meeting at 8:10 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Councilwoman Cave and Vacant

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Tonya Southers, Town Clerk