

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
SEPTEMBER 26, 2023**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, September 26, 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; I. Michael Lowe; and Richard Pierce.

Council Members absent were: 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: Robert and Sue Zirkle.

Media Representatives: Amos Thomas with Shenandoahnewz.com

AWARD PRESENTATION

None during this period.

RECEIVING OF VISITORS

None during this period.

September 12, 2023 REGULAR MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to approve the *Regular Meeting Minutes* held on September 12, 2023, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilwoman Cave, to approve the bills, dated **September 26, 2023**, in the **Combined Accounts Disbursements Warrants #41464 - #41518** in the amount of **\$93,214.53**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: 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 **September 22, 2023** Treasurer's Report, submitted by Treasurer Cindy Breeden, in the amount of **\$2,785,590.21**, as presented.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Received recommendation of approval from the Planning Commission for a subdivision of lots request from Sullivan Group, LLC and TRC Shenandoah, LLC on property identified by tax map number 102A4-A-11, located at 420 South Third Street, Shenandoah, VA.

Regular Meeting Town Council Minutes
September 26, 2023

Town Manager Roudabush informed Council they are donating 1.051 acres to the Shenandoah Library, retaining acreage for the Family Dollar/Dollar Tree and a third lot for future development.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Pierce, to approve the subdivision of lots request for Sullivan Group, LLC and TRC Shenandoah, LLC on property identified by tax map number 102A4-A-11, located at 420 South Third Street, Shenandoah, VA, as proposed.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

#2 – Received an invoice from Bethel Bend Farm, Inc. in the amount of \$2,128.70.

Police Chief Davis stated this invoice is for a repair of the 2016 Dodge Charger's A/C and radiator. He also informed Council Mr. Heatwole called to apologize for the price being slightly higher than estimated due to having to remove the bumper and brush guard, causing more labor to complete the work.

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to approve this invoice with payment to be a transfer of funds from **General CIA Checking Account to General Fund Checking Account.**

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

#3 – Received invoice from Shenandoah Machine Shop Inc. in the amount of \$770.00.

Regular Meeting Town Council Minutes
September 26, 2023

Town Manager Roudabush informed Council this was for a repair of the backhoe bucket. The pin holding the bucket on was in need of replacement.

A ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Fox, to approve payment for this invoice with payment to be made from a transfer of funds from **General Capital Improvement Checking Account into General Fund Account.**

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

#4 – Received request from Assistant Town Manager Jenkins for the purchase of a Wolverine Box Broom Sweeper. On the description provided, this sweeper attaches to the skid steer.

Assistant Town Manager Jenkins stated this will work with the skid steer recently purchased and will make cleanup of the streets as well as cleaning any spilled gravel on the road quicker, easier, and safer for the Town Crew. He also stated the Town does not currently have a working sweeper and relies on VDOT once per year to clean the streets, which is typically before the Memorial Festival.

Police Chief Davis stated this would be beneficial in cases where there was a traffic accident and there is glass or metal on the roadway, the sweeper would make quick work of it.

Assistant Town Manager Jenkins also stated in cases where the quarry trucks spill gravel all over the road at the stop light intersection, these types of spills would need to be quickly taken care of due to the traffic and safety hazards they can cause. He stated the Town Crew has been having to be in the middle of the road, sweeping the gravel into the loader and this process takes quite a while.

Councilman Fox commented by the time we rent one of these a few times, we could have had this paid for.

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Pierce, to approve the purchase of a Wolverine Box Broom Sweeper in the amount of \$2,100.00 with funds to be paid from a transfer of funds from **General CIA Checking Account into General Fund Account.**

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

#5 - Received a flyer about **Ghost Stories at the Museum** featuring Susan Clark who is a member of the Virginia Storytelling Alliance. This event is taking place on October 28th, 2023 from 1:30 – 2:15 at the Town of Shenandoah Museum and Welcome Center located at 507 First Street, Shenandoah, VA. This event is intended for ages seven and over.

#6 - Received a flyer about a **Halloween Costume Parade** being held from 4:00 p.m to dusk at the Shenandoah Landing & River Park on October 31st, 2023. Come by for food and candy starting at 4:00 p.m. Costume parade starts at 4:30 p.m. Free hot dogs, hamburgers and water while supplies last. Food is being provided by the Milnes Chapter No. 3 Order of the Eastern Star. Poppy's Coffee Camper will be there with hot chocolate and poppy cakes. Shenandoah Landing & River Park is located at 315 Morrison Road, Shenandoah, VA.

#7 - Received a flyer about a **Remote Area Medical Clinic** being held from September 30th – October 1st, 2023 at Luray High School, 243 Bulldog Drive, Luray, VA. Services will include dental (cleanings, fillings, extractions and x-rays), vision (complete eye exams, eye health evaluations, and prescription glasses made on site), and medical (physical exams, RX consultations, women's health exams and more). This clinic is completely free; no ID or eligibility requirements; and is on a first come, first served basis. For more information, please visit www.ramusa.org or call 865-579-1530.

WATER AND SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Town Manager Roudabush stated the crew has been repairing water leaks. She said the crew also replaced the water line between Osceola Avenue and Eighth Street as well as repaired a water leak on Grandos Street and once this settles, the Town Crew will go back and grade and seed it.

Mayor Lucas stated the water line on Pulaski Avenue will eventually have to be moved.

Assistant Town Manager Jenkins stated the water line on Pulaski Avenue is almost seven feet deep and near a buried electrical line, which will have to be redone.

STREETS & PUBLIC PROPERTY

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

Councilwoman Cave inquired about the status of the Assembly of God church. She stated she's seen a For Sale sign in front of it now.

Town Manager Roudabush informed Council she spoke with the owner and he was looking for a church to possibly lease it. She also stated he no longer has time to do the original renovation.

Councilman Pierce questioned if the property would now revert back to taxable.

Town Manager Roudabush informed Council it would revert back to taxable since it is currently privately owned.

POLICE, SAFETY & JUDICIAL

(Chair Kite, Councilman Lowe)

Police Chief Davis stated he spoke with the shop who was installing the motor in the 2014 Explorer and they informed him the motor was installed and they have test driven it as of yesterday. He said they informed him they still had a few things to double check, then they would deliver it, possibly tomorrow.

TAXATION & FINANCE

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

Nothing during this period.

PARKS & RECREATION

(Councilman Lowe and Pierce)

Town Manager Roudabush informed Council VML/VRSA completed the Town's playground inspection and other than a few minor, easily corrected issues, they passed all requirements. In fact, WigWam Village will be used as an example for others on proper placement of equipment for safety.

Town Manager Roudabush also stated on October 8th, several JMU students will complete their capstone project by doing some restoration work at the River Park.

Town Manager Roudabush also informed Council the bids are out to replace the HVAC units and roof on the Town of Shenandoah Museum and Welcome Center as well as for the replacement of the steps at the sewer treatment plant.

Town Manager Roudabush also shared someone in Town constructed an illegal carport. She stated she denied their zoning permit and they are now applying for a variance. She stated they

did not follow the procedure for building a structure and, worst case, they could be asked to tear the carport down. The Board of Zoning Appeals will be making a decision on this request.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe and Pierce)

Chair Cave stated she attended the Community Partnership Forum held at Page County High School. She stated there were about 50 in attendance. She reported the schools received a \$500,000.00 grant they will use to focus on absenteeism in the schools. She stated they have applied for a \$2.5 million grant and will find out in December if they were approved.

Chair Cave also mentioned they talked about the need for affordable housing in the County, as well as, the need for income-based housing. She said they also talked about all the Airbnb rentals opening within the County, whether good or bad, as well.

Chair Cave reported there is another meeting in either November or December she plans to attend.

Chair Cave stated the ribbon cutting for the Moving Mountains Early Learning Academy will be on October 16th, 2023 at 3:00 p.m.

Chair Cave mentioned the ribbon cutting for the Thrift Store is on hold. She said they informed her they were still waiting on a few things before they wanted to schedule their Grand Opening/Ribbon Cutting.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave and Councilman Pierce)

Nothing during this period.

PERSONNEL

(Chair Pierce, Councilwoman Cave and Councilman Lowe)

Nothing during this period.

UNFINISHED BUSINESS

Assistant Town Manager Jenkins reported they went to Kenco and looked at the truck Council had approved for possible purchase. He stated it looked and drove great, however, upon checking the vehicle history, it had the equivalent of 260,000 miles on the motor from over 7,000 hours of just idling. He informed Council they made the decision to not purchase the truck due to these findings.

Mayor Lucas informed Council he went and looked at the equipment the Town Crew currently has and they are in need of better equipment, especially trucks. He stated it would be better at this point to buy new and get 20+ years use out of it.

Councilman Pierce inquired if we could buy new and finance.

Town Manager Roudabush stated we could possibly get a grant/loan for \$15,000 and finance the remaining balance.

Assistant Town Manager Jenkins informed Council he has been looking at Chevrolet and Ford dealers online and he stated they will advertise for a truck pictured with a utility bed for \$56,000.00 and then when he calls them, they inform him this price does not include the utility bed.

Councilman Fox asked if you could purchase a truck with a regular bed and then put the utility bed from the current one the Town has onto the new one.

Assistant Town Manager Jenkins said utility beds have different wiring compared to regular beds. He stated switching out the beds could possibly void the warranty of the new truck. He also stated prices have gone up over \$6,000.00 compared to prices last year at this time.

Police Chief Davis stated the dealers his department uses do state contracts and he stated they either get the vehicles from IG Burton or La Porte and they both look like they have good inventory.

Assistant Town Manager Jenkins inquired if we buy through a state contract, could we buy from the current inventory.

Police Chief Davis stated they have went through Sheehy Ford and ordered a Dodge through the state contract and they get them from IG Burton.

Town Manager Roudabush stated if we got the grant, we can use the money towards loan and then later use ARPA funds to pay off the loan.

Councilman Fox stated see what they have available and let the Council know.

Assistant Town Manager Jenkins stated it has been very hard trying to find vehicles with low supply and the current auto workers strike.

NEW BUSINESS

None during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush informed Council the Museum had a visitor come in last week and give a \$1,000.00 donation. She stated the visitor graduated from here and was very impressed with the Museum and felt compelled to donate.

Town Manager Roudabush informed Council she has had a few people state they are trying to find place to do meet and greets for the political candidates. She stated Town Museum and Welcome Center Curator Lora Jenkins had a request from a candidate to use the Museum for one of their meet and greets. Town Manager Roudabush stated the Community Center is not available due to the daycare being there. She stated this would possible get more people into the Museum and Lora could do a presentation before the meet and greet, if desired.

Town Manager Roudabush inquired if we really wanted to open this up to political parties. She stated then we would almost have to allow all groups to be able to use the Museum or set aside for Town sponsored events only.

Councilman Pierce stated he would not be in favor to opening the Museum to groups, not even political groups.

Mayor Lucas stated there could be items in the Museum broken and there are too many keepsake, antique items in the Museum we do not want to risk being broken.

Vice Mayor Kite stated we need to keep it like it is because it is too good of a place to possibly have anything messed up.

It was the consensus of the Council to only use the Museum for Town sponsored events.

Town Manager Roudabush informed Council this was why we stopped allowing groups to use Town Hall. She stated there was destruction of property and no one wanted to offer to pay for fixing or replacing what was broken.

Town Manager Roudabush informed Council she was notified of the resolution with the residents at 313 Second Street. She stated the judge signed the order and it stated the Lozano's have 30 days from the date of the order to remove the nuisances from the property. She said the Lozano's would be responsible for all the fees including all the Town Attorney fees. If the fees are not paid, a lien will be attached to the property.

Town Manager Roudabush stated she will be in court on October 26th for a case with citizens who have tampered with their water meters after it was disconnected for non-payment.

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 7:58 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Vacant

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Tonya Southers, Town Clerk