

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
OCTOBER 24, 2023**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, October 24, 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.; Council Members Denise Cave; Lynn Fox; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Vice Mayor William Kite and one vacant position on Council.

Other Town Officials present were: Charlie Jenkins, Assistant Town Manager; Paul Davis, Police Chief; and Tonya Southers, Town Clerk.

Citizens present were: Jaxon Staples.

Media Representatives: None

AWARD PRESENTATION

None during this period.

RECEIVING OF VISITORS

None during this period.

October 10, 2023 REGULAR MEETING MINUTES

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to approve the ***Regular Meeting Minutes*** held on October 10, 2023, as presented.

Members Vote was as follows:

YEA: Councilwoman Cave
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Vacant

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

A ***motion*** was made by Councilwoman Cave, ***seconded*** by Councilman Pierce, to approve the bills, dated **October 24, 2023**, in the **Combined Accounts Disbursements Warrants #41540 - #41584** in the amount of **\$251,696.25**.

Members Roll Call Vote was as follows:

YEA: Councilwoman Cave
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite 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 **October 20, 2023** Treasurer's Report, submitted by Treasurer Cindy Breeden, in the amount of **\$2,614,790.43**, as presented.

Members Roll Call Vote was as follows:

YEA: Councilwoman Cave
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Vacant

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Received the September 2023 Vehicle Gas Logs for review.

#2 – Received a memo from Assistant Town Manager Charlie Jenkins in regards to a request for a possible purchase of ArcGis Software and an iPad 11 for water/sewer line updates. Assistant Town Manager Jenkins wrote in the past with the help of Page County GIS and former Town Manager Larry Dovel, the Town was able to list all its water and sewer systems on the Page County GIS system. He also wrote we currently have to rely on a part time employee at Page County to provide us with GIS maps for the Town water and sewer systems. He said they are very helpful, but since the employee is only part time, this can cause a delay in a time of immediate need. Assistant Town Manager Jenkins stated when the Town Crew are in the field, they cannot make changes to the system, such as adding the installation of a new water line, nor

can they immediately identify locations of valves and lines. He stated there have been times where the Town Crew has spent five hours searching for a valve. He also informed Council the first year cost of the software, additional software for field work and iPad 11 would be \$2,034.00, but in upcoming years, the cost would only be the annual software at \$935 to maintain and access the system. After a short discussion, Council unanimously approved the purchase of an iPad 11 for up to \$1,099.00, the ArcGIS – Creator Software for \$550, plus an additional \$385 for field work access, for a total first year cost of \$2,034.00 plus future annual cost of \$935, to maintain and access the system to be paid from a transfer from Utility Capital Improvements checking account into the Utility Fund.

#3 – 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 free event is intended for ages seven and older.

#4 – 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 free 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.

#5 – Received a flyer about **PromisedLand Quartet** in concert on Sunday, November 19th, 2023 at 6:30 p.m. This event is being held at Elkton Pentecostal Church, located at 16704 East Summit Avenue, Elkton, VA. For more information, please call (540) 298-2121.

WATER AND SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Assistant Town Manager Jenkins informed Council the Town Crew fixed a water leak on Junior Avenue. He stated the leak was found almost 20 feet from where the water was seen coming from. He also stated the Crew had to close a section of the road, cut the road to access the leak, and was able to fix it.

Councilman Fox inquired whether the leak on Grandos had been fixed.

Assistant Town Manager Jenkins stated the Town Crew have not yet been able to get there to fix it.

Councilwoman Cave inquired about whether we have a timeline of delivery for bins from Updike. She stated she knows there are quite a few who are using similar bins until they receive the Updike bin as well as others who have requested additional bins.

Assistant Town Manager Jenkins stated we did not have a timeline from Updike yet. He asked Town Clerk Tonya Southers if she had heard any different, since she has been in charge of keeping Updike informed of issues, requests for bins, etc.

Town Clerk Southers informed Council she had spoken to our Updike Representative a week or so ago and they stated they do have a shipment of bins ordered, but have not been given a delivery timeline.

STREETS & PUBLIC PROPERTY

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

Councilman Lowe inquired as to what happened to the street light on First Street near the insurance company.

Chief Davis stated there had been a traffic crash where they struck two light poles, destroying one and just damaging the other.

Assistant Town Manager Jenkins stated the replacement pole we have is two feet shorter than the original ones and it does not match. He stated he is working with the Town Crew to determine what can be done.

Councilman Pierce inquired if there were fiber optic lines being installed within the Town.

Assistant Town Manager Jenkins stated the company had recently done a survey of the Town and figured they would need around 16 miles of lines. He also stated the person he spoke to informed him they should have the lines installed and online in a few months.

POLICE, SAFETY & JUDICIAL

(Chair Kite, Councilman Lowe)

Nothing during this period.

TAXATION & FINANCE

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

Chair Pierce informed Council there was nothing to report during this period other than the taxes are being printed and will be sent out in the coming weeks.

PARKS & RECREATION

(Councilman Lowe and Pierce)

Nothing during this period.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe and Pierce)

Nothing during this period.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave and Councilman Pierce)

Councilwoman Cave stated Nancy Karnes has been President of the Shenandoah Heritage Center for several years. She also stated Nancy has been in charge of Cruz-Ins as well as having volunteered around the community for well over 20 years. Councilwoman Cave stated she would like to nominate Nancy Karnes for the Community Enhancement Award for November. Councilwoman Cave had also mentioned to Town Manager Roudabush about the possibility of having a plaque on display with name plates of winners of the CEA. She stated we would also do the gift certificate just as we have been doing, but something to display the winners would be nice. She stated the plaque with the name plates could be put on display at the Town Museum and Welcome Center.

A ***motion*** was made by Councilwoman Cave, ***seconded*** by Councilman Lowe, to award Nancy Karnes the CEA for November as well as display a plaque in the Town Museum and Welcome Center with nameplates of CEA winners.

Members Vote was as follows:

YEA: Councilwoman Cave
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Vacant

VOTE: Unanimous in favor of motion

PERSONNEL

(Chair Pierce, Councilwoman Cave)

None during this period.

UNFINISHED BUSINESS

Councilman Fox inquired about the Town's Ford Explorer with a bad transmission. He asked if it had been looked at further because it would be a good vehicle for Public Works Director TA Pendleton to run.

Assitant Town Manager Jenkins stated he was unsure if the issue had been figured out. He stated he had driven it and it was still slipping, so it may need a new transmission.

Mayor Lucas inquired about what year the Explorer was.

Chief Davis informed Council the Explorer was a 2003.

Assistant Town Manager Jenkins stated he can check on prices for a transmission.

NEW BUSINESS

Nothing during this period.

TOWN MANAGER'S REPORT

Assistant Town Manager Jenkins reminded Council the total amount left in ARPA funds for the Museum. He stated they were waiting for the re-bids to come back for the Museum roof replacement in hopes they would be below what was left.

Assistant Town Manager Jenkins also informed Council there was \$323,818.00 left in the ARPA 2nd Tranche.

Assistant Town Manager Jenkins stated the cleaning and service of the 12th Street Tank went well and it was now up and running.

Assistant Town Manager Jenkins also informed Council the Town Crew is in the process of draining the 10th Street Tank so it can also be cleaned and serviced. He said some areas of Town may begin to experience low water pressure this week and by Monday, there will be a few homes on Seventh Street who will not have any water due to the replacement of the valves in front of this tank. He also stated these few people have been called and given a heads up regarding this and they should only be out of water between 9:00 a.m. and 2:00 p.m. on Monday.

Assistant Town Manager Jenkins reported the Family Dollar/Dollar Tree Company received their erosion permit and would begin demolition of the old pharmacy building soon.

Assistant Town Manager Jenkins also reminded Council of the upcoming Joint Public Hearing with the Planning Commission on November 14th, 2023 regarding the possible rezoning of land in Eppard Subdivision.

Councilman Fox asked if there had been any headway made with the water pressure issues near Eppard Subdivision.

Assistant Town Manager Jenkins stated the Town Crew found a valve that can be shut off. He stated they had found there were two systems and were going back and forth. He stated when the Town Crew cuts off this valve, it should help with the pressure. Assistant Town Manager Jenkins also said the replacement on the main valves in front of the 10th Street Tank should help with the pressure issues as well.

Councilman Fox inquired as to whether the Town sewer could handle any more in this area.

Assistant Town Manager Jenkins informed Council we would possibly have to have an engineer do a study to check on this.

Assistant Town Manager Jenkins also stated Genie may be doing a separate system to handle their water. They are testing the system to see if they can take out water and put it back in instead of putting the water into our system.

Assistant Town Manager Jenkins informed Council the new owners of the old BoxCar Deli have had the area between their building and the insurance building graded to make it look better.

Assistant Town Manager Jenkins reported the Town Sewer Treatment employee was retiring in July 2024 and the Town was going to advertise for the position. He stated the position would be for someone to get their foot in the door and can take their first two years in the position to attain their certification. He stated he has looked at other locations hiring for this position, as far as salary is concerned, and what we would offer for salary is on point with other locations.

Assistant Town Manager Jenkins informed Council he is in the process of getting the dump truck fixed. He stated they do have a starter for it.

Councilman Fox inquired about the Chevrolet truck having brake issues and whether those issues have been fixed.

Assistant Town Manager Jenkins stated it is at the dealer and they experienced the brake issue. He stated they were waiting on a part to come in. He also said the dealer informed him the booster was faulty, so this would have been the second booster we have tried that has been faulty.

Councilman Fox inquired whether the booster had been rebuilt or was new.

Assistant Town Manager Jenkins noted the first one purchased from CarQuest here in Town was rebuilt. He stated it had sat in the truck while they were trying to figure out what was wrong, it had went past the time to be able to return it as faulty.

MAYOR'S REPORT

Mayor Lucas stated when Wayne Comer passed away, he felt as if the Town should send a memorial gift. He asked Council how they felt about this since Wayne had done a lot for the Town.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Lowe, to send a \$100 memorial donation to Wayne Comer's church, New Life Gospel, in Shenandoah.

Members Roll Call Vote was as follows:

YEA: Councilwoman Cave
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Vacant

VOTE: Unanimous in favor of motion

FOR THE GOOD OF THE TOWN

Nothing during this period.

ADJOURN

There being no further discussion, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilwoman Cave, to adjourn the meeting at 7:48 p.m.

Members Vote was as follows:

YEA: Councilwoman Cave
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite and Vacant

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Tonya Southers, Town Clerk