

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
DECEMBER 12, 2023**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, December 12, 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; Richard Pierce; and Christopher Reisinger.

**Council Members absent were:** None.

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

**Citizens present were:** Jaxon Staples; Jaylin Staples; Carol Zirkle; and Robert Zirkle.

**Media Representatives:** Amos Thomas with Shenandoahnewz.com and Randy Arrington with Page News and Courier.

**AWARD PRESENTATION**

None during this period.

**RECEIVING OF VISITORS**

None during this period.

**November 14, 2023 JOINT PUBLIC HEARING MEETING MINUTES**

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to approve the ***Joint Public Hearing Meeting Minutes*** held on November 14, 2023, as presented.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

### **November 14, 2023 REGULAR MEETING MINUTES**

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox, to approve the ***Regular Meeting Minutes*** held on November 14, 2023, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite

**NAY:** None

Councilwoman Cave

Councilman Fox

Councilman Lowe

Councilman Pierce

Councilman Reisinger

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**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 **December 12, 2023**, in the **Combined Accounts Disbursements Warrants #41630 - #41683** in the amount of **\$229,413.87**.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite

**NAY:** None

Councilwoman Cave

Councilman Fox

Councilman Lowe

Councilman Pierce

Councilman Reisinger

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

Councilman Fox inquired about some of the bills paid by ARPA funds.

Assistant Town Manager Jenkins stated those were from the ARPA 2<sup>nd</sup> Tranche and were set aside for the water and sewer department.

Councilman Fox stated we must ensure these funds are replaced due to not having received the invoice for the Maryland Avenue sewer project.

Assistant Town Manager Jenkins stated he will speak with Treasurer Breeden and ensure these funds are being replaced.

### **TREASURER'S REPORT**

A ***motion*** was made by Councilman Fox, ***seconded*** by Vice Mayor Kite, to approve the **December 12, 2023** Treasurer's Report, submitted by Treasurer Cindy Breeden, in the amount of **\$2,723,713.39**, as presented.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

### **CORRESPONDENCE**

**#1** – Received a memo from Councilman Pierce with Personnel Committee recommending Charles Jenkins be hired for Town Manager, effective January 1, 2024, at a salary of \$80,000 per year with eligibility for a 5% salary increase after a six-month probationary period.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox, to hire Charles Jenkins as Town Manager, effective January 1, 2024, as a salary of \$80,000 per year with eligibility for a 5% salary increase after a six-month probationary period.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#2** – Received resignation from Treasurer Cindy Breeden, effective December 31, 2023. She stated after working in local government for 42 years, 31 of which has been for the Town of Shenandoah, she is ready to retire and begin the next chapter of her life.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by I. Michael Lowe, to accept the resignation of Cindy Breeden as Treasurer, effective December 31, 2023.

Members Vote was as follows:

**YEA:** Vice Mayor Kite

Councilwoman Cave

Councilman Fox

Councilman Lowe

Councilman Pierce

Councilman Reisinger

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#3** – Received a memo from Councilman Pierce with Personnel Committee's recommendation to hire Christl McCoy as Town Treasurer, effective January 1, 2024, at a salary of \$60,000 per year with a six-month probationary period.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox, to hire Christl McCoy as Town Treasurer, effective January 1, 2024, at a salary of \$60,000 per year with a six-month probationary period.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite

Councilwoman Cave

Councilman Fox

Councilman Lowe

Councilman Pierce

Councilman Reisinger

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#4** – Received a memo from Councilman Pierce with Personnel Committee recommending to advertise for the Deputy Treasurer/Clerk position.

A ***motion*** was made by Councilwoman Cave, ***seconded*** by Councilman Lowe, to approve advertising for the Deputy Treasurer/Clerk position.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#5** – Received a memo from Town Manager Juanita Roudabush stating since our Town Auditors have delayed finalizing our audit for FY 21-22, one of our grant/loan funding agencies has now had no choice but to list us in noncompliance until it is received from the Auditors. She stated she has made it **VERY** clear to the Auditors, in writing on multiple occasions, we were going to be placed on the noncompliance list if we did not soon receive this audit report to send to the agencies who need it. Town Manager Roudabush also stated being on noncompliance will likely make it difficult to impossible for the agency to approve any future requests for grants/loans. She added the Auditors sent the agency a letter several months ago it was their fault our audit was not complete and they would have it soon. Town Manager Roudabush stated we have prepared all documents to this date for FY 22-23 and are waiting on them. She added Council may want to consider what direction to go in the future.

Assistant Town Manager Jenkins stated there is another Town who has went through this previously, hired another agency, and the cost was much higher. He stated he will check into another agency.

**#6** – Received a memo from Town Manager Roudabush regarding the Train Museum donations. The memo stated the Town still owns a lot on First Street. Town Manager Roudabush inquired if the Council wished to keep this lot or sell it. She stated if the Council chose to keep it, Town Museum Curator Lora Jenkins and herself would like to get electric ran to the land with the possibility of installing an Electric Vehicle (EV) charging station and use the lot for outdoor movie nights and events. She added if Council wished to sell it, the proceeds could possibly go towards operations at the Museum since the funds were donated by the Stricklers and Bob Smith to purchase land for the Museum when we thought we would initially build there.

Councilman Pierce asked if we did use it for an EV lot, would we have to pay for the power? He stated there is nowhere else in Town to ask about this.

Councilman Fox stated there is not a lot of room in the Town Parking lot.

Councilman Lowe stated he did not see any practical use for the EV station.

Vice Mayor Kite noted installation of an EV station would be opening the Town up to something we do not want to deal with.

Mayor Lucas stated he did not see a lot of need for an EV station.

Councilwoman Cave also noted using an entire lot for this would be a waste of space.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilwoman Cave, to sell the lot on First Street owned by the Town and allow Assistant Town Manager Jenkins to research this procedure.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#7** – Received a memo from Town Manager Roudabush regarding the donations received as well as expenses incurred for Veteran's Park since the beginning. She added this is for the upkeep of Veteran's Park as well as repairs, landscaping, upgrades, etc.

**#8** – Received a list of Town owned streets in priority order for 2023.

Assistant Town Manager Jenkins stated Pocahontas, on the bottom of the list, has a possibility of VDOT taking it over. He stated he is unsure if they will accept it as is or if there would be work needed before they accept it.

**#9** – Received the November 2023 Vehicle Gas logs for review

**#10** – Received the November 2023 Shenandoah Police Department Activity Log for review.

**#11** – Received the November 2023 Shenandoah Police Department Vehicle Gas Log for review.

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**#12** – Town of Shenandoah Museums and Welcome Center Curator, Lora Jenkins, reported 102 visitors came to the Museum and Welcome Center in November. This included the 37 who attended the Veteran’s Service.

**#13** – Received a memo from Assistant Town Manager Jenkins stating the bids for the salvage items were opened and the following list was for Council to accept or reject the high bids for each item. The total of all the bids was \$46,263.00. Winning bids shown in **BOLD**.

<u>Item</u>	<u>Amount bid</u>	<u>Bidder</u>
<b>Brush Chipper</b>	<b>\$425.00</b>	<b>Kevin Comer</b>
Brush Chipper	\$400.00	Brad Comer
Brush Chipper	\$225.00	Scott Alexander
Brush Chipper	\$212.00	Ben Hedrick
Brush Chipper	\$207.50	Ian Rudolph
Brush Chipper	\$175.01	Billy Gordon
<b>Brush Cutter</b>	<b>\$557.00</b>	<b>Robbie Jenkins</b>
Brush Cutter	\$509.50	Ian Rudolph
Brush Cutter	\$450.00	Brad Comer
Brush Cutter	\$373.00	Dewayne Breeden
Brush Cutter	\$312.00	Ben Hedrick
<b>Butler Trailer</b>	<b>\$800.00</b>	<b>Joe Foltz</b>
Butler Trailer	\$700.00	Buck Turner
Butler Trailer	\$407.50	Ian Rudolph
Butler Trailer	\$210.00	Ben Hedrick
<b>Chevy Tracker</b>	<b>\$325.00</b>	<b>O &amp; W Towing</b>
<b>Crown Vic</b>	<b>\$1,801.00</b>	<b>Daniel Urban</b>
Crown Vic	\$750.00	Kevin Comer
Crown Vic	\$585.00	O & W Towing

<b>Diesel Gator</b>	<b>\$3,117.00</b>	<b>Robbie Jenkins</b>
Diesel Gator	\$1,077.00	Jeffrey Breeden
Diesel Gator	\$1,001.00	Danuel Urban
Diesel Gator	\$700.00	Sam Good II
Diesel Gator	\$650.00	Joseph Walker
Diesel Gator	\$400.00	Joe Foltz
Diesel Gator	\$212.00	Ben Hedrick
<b>Dr Pepper Machine</b>	<b>\$125.00</b>	<b>Brent Fries</b>
Dr Pepper Machine	\$76.50	Paul Price
<b>Fontaine Trailer</b>	<b>\$4,500.00</b>	<b>Buck Turner</b>
Fontaine Trailer	\$4,105.00	Ambrose Moore
Fontaine Trailer	\$1,500.00	Joe Foltz
Fontaine Trailer	\$1,352.50	Greg Dean
Fontaine Trailer	\$1,011.00	Ben Hedrick
Fontaine Trailer	\$601.00	Daniel Urban
Fontaine Trailer	\$260.00	Timmy Turner
<b>Ford Taurus</b>	<b>\$627.00</b>	<b>Colin Roudabush</b>
Ford Taurus	\$515.00	Steven Shifflett
Ford Taurus	\$405.00	O & W Towing
Ford Taurus	\$300.00	Brad Comer

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<b>Freightliner</b>	<b>\$23,710.00</b>	<b>Matt Smith</b>
Freightliner	\$18,555.00	Ambrose Moore
Freightliner	\$16,754.00	Criders Excavating
Freightliner	\$15,000.00	Active Farm & Truck Service
Freightliner	\$15,000.00	Brett Fox
Freightliner	\$10,001.00	Daniel Urban
Freightliner	\$5,550.00	Forrest Dunn
Freightliner	\$5,160.00	Ben Hedrick
Freightliner	\$4,120.00	Joseph Walker
Freightliner	\$4,012.50	Greg Dean
Freightliner	\$1,760.00	Timmy Turner
Freightliner	\$1,500.00	Sam Good II
<b>Gas Gator</b>	<b>\$2,117.00</b>	<b>Bod Goodman</b>
Gas Gator	\$801.00	Daniel Urban
Gas Gator	\$650.00	Joseph Walker
Gas Gator	\$377.00	Jeffrey Breeden
Gas Gator	\$250.00	Billy Gordon
Gas Gator	\$212.00	Ben Hedrick
<b>Light Bar</b>	<b>\$901.00</b>	<b>Daniel Urban</b>
Light Bar	\$217.00	Dewayne Breeden
Light Bar	\$165.00	Brent Fries
Light Bar	\$100.00	Joe Foltz
<b>Motor Home</b>	<b>\$2,001.00</b>	<b>Billy Gordon</b>
Motor Home	\$201.51	Ian Rudolph
<b>Poinsettias</b>	<b>\$35.00</b>	<b>Brent Fries</b>

<b>Snowflakes</b>	<b>\$200.00</b>	<b>Sam Good II</b>
Snowflakes	\$70.00	Darrell Walters
<b>Steel Water Tank</b>	<b>\$207.50</b>	<b>Ian Rudolph</b>
Steel Water Tank	\$50.00	Brent Fries
<b>Street Sweeper</b>	<b>\$515.00</b>	<b>Kevin Comer</b>
Street Sweeper	\$257.00	Dewayne Breeden
<b>Vulcan Trailer</b>	<b>\$4,500.00</b>	<b>Buck Turner</b>
Vulcan Trailer	\$2,500.00	Joe Foltz
Vulcan Trailer	\$1,511.00	Ben Hedrick
Vulcan Trailer	\$1,150.00	Joseph Walker
Vulcan Trailer	\$1,112.75	Greg Dean
Vulcan Trailer	\$1,000.00	Sam Good II
Vulcan Trailer	\$360.00	Timmy Turner
<b>Blackberries (8)</b>	<b>No bids</b>	
Defibrillator	No bids	
Docking Station	No bids	
Fingerprint Scanner	No bids	
Handycam	No Bids	
Sony HDV	No Bids	
Snow Plow 7.5'	No bids	
Snow Plow 8'	No bids	
Webcam (4)	No bids	



A ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Fox, to accept all high bids for each surplus item.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

Councilman Fox inquired if these monies would go into the account for Parks & Rec.

Police Chief Davis stated he would like to get a portion of these funds for the Police Department since a lot of the equipment sold were items he acquired for the Police Department.

**#14** – Received a memo from Assistant Town Manager Charles Jenkins regarding the 2003 Chevrolet Duramax. He stated the Duramax was taken to Shenandoah Valley Diesel to have the brakes and wiring issues repaired. The cost of the repair was \$2,957.41.

A ***motion*** was made by Councilman Fox, ***seconded*** by Vice Mayor Kite, to pay the Invoice from Shenandoah Valley Diesel in the amount of \$2,957.41 to be made from a transfer from General Fund Capital Improvement Checking account into the General Fund.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#15** – Received a memo from Assistant Town Manager Charles Jenkins regarding a clogged sewer line on First Street. on November 21, 2023. He stated something clogged the sewer line up and they contacted Moyer Brothers to clear the blockage. He added it was a five gallon container and the Town's jet sprayer would not have even been able to move the item. Assistant Town Manager Charles Jenkins added this was an emergency service.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox, to pay the invoice from Moyer Brothers in the amount of \$1,780.00 for the emergency service to be paid from ARPA 2<sup>nd</sup> Tranche Water/Sewer budgeted line item.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#16** – Received a letter from Assistant Town Manager Charles Jenkins regarding the 1994 International dump truck and a transmission issue where third gear was becoming hard to engage. The issue has now moved into second gear. He added there have been clutch issues since it was replaced a few years back and would like to get this replaced at the same time. Assistant Town Manager Charles Jenkins stated J & J Auto and Truck Service can get to it sooner and the price does include a clutch. He added Highway motors wouldn't be able to get to it for a while and their price did not include the clutch.

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to go with J & J Auto and Truck Service since they can get it sooner and includes a clutch at a price of \$7,125.39 to be transferred from the General Fund Capital Improvement into the General Fund.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#17** – Received a memo from Assistant Town Manager Charles Jenkins regarding the Sewer Plant's lift pumps. He stated we have been able to refurbish these pumps in the past, but have found out the current pump housings are no longer rebuildable. He added these pumps need to be drop-in replacements able to be bolted to the existing mounts and the lead time to get one is 22-25 weeks. Assistant Town Manager Charles Jenkins stated these are critical assets and we must have a replacement on hand in the event one of our current pumps fail. He added both estimates

are drop-in replacements capable of hooking up to the existing mounts with the same specifications. He stated the 22 week lead time worries him – he stated he would like to get one ASAP to keep as backup.

A ***motion*** was made by Councilman Lowe, ***seconded*** by Vice Mayor Kite, to go with United Flo at a cost of \$21,109.60 per motor plus \$975 each for shipping to be paid from Utility Capital Outlay Sewage Plant budgeted line item.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#18** – Received a memo from Assistant Town Manager Charles Jenkins regarding the Sewer Plant motors on the Oxidation Ditches. He stated these motors work to constantly mix the waste and the ones we have are the original units and have provided great service. Assistant Town Manager Charles Jenkins added they are critical assets and a replacement on hand is required in case of failure. He stated they stressed these needed to be drop-in replacements with the ability to hook up to the existing mounts.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilwoman Cave, to purchase a motor from iMotion at a cost of \$4,103.83 to be transferred from Utility Capital Improvement Checking account into the Utility Fund.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Reisinger

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr. and Councilman Pierce

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#19** – Received a notification from Shenandoah Valley Electric Cooperative regarding their January 2, 2024 application to the State Corporation Commission for a streamlined increase in its electricity delivery rates. They stated their application for relief under the rules set forth by the Virginia Administrative Code (20 VAC 5-200-21) and will request total base rate revenue

increase of approximately 3.87%. They stated the average residential customer who uses 1000kWh per month will see an increase in their total monthly bill of about \$6.24, or approximately 4.5%.

**#20** – Received a letter from Xfinity regarding rising programming costs, mostly notable for broadcast TV and sports, being the biggest factors driving price increases. They stated they will absorb some of these costs, these fee increases will affect service pricing. The note also added starting December 20, 2023, prices for certain services and fees will be increasing, including the Broadcast TV Fee and the Regional Sports Network Fee.

**#21** – Received a flyer from **Page One** regarding making preparations for Christmas 2023 activities. Last year they distributed 110 Christmas Food Boxes containing a turkey, ham and other traditional food items to use in preparation for Christmas holiday meals. On the same day parents come to Page One to pick up their Christmas Food Boxes, they will also distribute to their children, the new gifts which have been donated to Page One for this purpose. Parents may also select for their children gently-worn winter coats. If you or your church or organization would like to contribute gifts for children ages infant through 5<sup>th</sup> grade, please call (540) 652-8780 to request a particular age group. If you choose to wrap the gift, please indicate on the gift tag whether it is for a boy or girl and the age. Shenandoah Page One hours are 10-3 M-F and 9-12 Saturday for anyone to call or stop by. They are also continuing their Penny Drive which has been a tradition for almost 39 years. Every penny counts and is used for children's Christmas gifts and food for their clients.

**#22** – Received a flyer regarding Merry Grinchmas movie night being held on Friday, December 15<sup>th</sup>, 2023 from 6:00 p.m. to 9:00 p.m. at Hawksbill Park in the upstairs hall. Hawksbill Park is located at 205 Pool Drive, Stanley, VA. There will be hot cocoa, cookies, milk and special guest appearance. Movie will start at 6:30 p.m.

**#23** – Received a flyer from Choices regarding their First Annual Masquerade Ball (formal attire required) being held at the Mimslyn Inn, located at 401 W. Main Street, Luray, VA on January 27, 2024 from 6:00 p.m. to 10:00 p.m. There will be a cash bar and live auction. The cost is \$75 per attendee, with dinner and admission included. Please call (540) 743-4414 for tickets.

**#24** – Received a Thank You card from the family of Wayne Comer regarding the donation in memory of Wayne to New Life Gospel Church. They stated Wayne loved this church and was very dedicated to the work there. His wife wrote how they would have been married 61 years next month.

**#25** – Received a memo from Assistant Town Manager Charles Jenkins regarding having Junior's Tree Service to grind up some stumps at Big Gem Park on December 2, 2023. He stated the stumps were a safety hazard.

A ***motion*** was made by Councilman Fox, ***seconded*** by Vice Mayor Kite, to approve paying Junior's Tree Service in the amount of \$1,150.00 for grinding the stumps to be paid from Parks Maintenance budgeted line item.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#26** – Received information regarding the passing of Richard Strickler. He was an active member and resident of the Town of Shenandoah. His obituary stated in lieu of flowers, donations be made to Shenandoah Volunteer Fire Department.

Mayor Lucas recommended at least a \$200 donation.

A ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Pierce, to make a donation in memory of Richard Strickler to Shenandoah Volunteer Fire Department.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#27** – Assistant Town Manager Charles Jenkins informed Council he applied for and was awarded a \$103,000.00 principal forgiveness loan/grant from the Virginia Department of Health. These funds are to be used to assist him in doing the Lead & Copper Service Line Inventory, which is required to be completed by October 2024.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to accept this principal forgiveness funding and to authorize Assistant Town Manager Charles Jenkins to iron out any issues that may arise.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#28** – Received an invoice from Valley Automation for \$5,125.00 for installation and startup of a Turbidity meter. Assistant Town Manager Charles Jenkins informed Council this was for the Trenton Well. He stated it measures the turbidity (cleanliness) of the water and the one we had has been acting up and was in need of replacement.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilwoman Cave, to pay the invoice from Valley Automation in the amount of \$5,125.00 for the installation and startup of a Turbidity meter to be paid from a transfer from Utility Capital Improvement checking account into the Utility Fund.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite

**NAY:** None

Councilwoman Cave

Councilman Fox

Councilman Lowe

Councilman Pierce

Councilman Reisinger

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

### **WATER AND SEWER**

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Chair Kite stated they received the report from Utility Tank Services on the 12<sup>th</sup> Street Water Tank. He said the tank received a good rating. Chair Kite added the access hatch had some minor corrosion and there was a very minor issue on the roof, but they will keep an eye on these items.

Assistant Town Manager Charles Jenkins stated the Public Works crew have been boring under the road at Sullivan's to fix the feeder line due to it deteriorating. He added the work was not going as smooth as desired, but they should finish by tomorrow.

Vice Mayor Kite informed Assistant Town Manager Charles Jenkins he has noticed a wet spot in the road at the corner of South Second Street, past Mr. Garcia's restaurant. Assistant Town Manager Charles Jenkins stated he will have the Public Works Crew check this out.

### **STREETS & PUBLIC PROPERTY**

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

Chair Fox stated there was a trailer down from his home where the deck is falling off the home. He stated the trailer is located on Maryland Avenue.

Assistant Town Manager Charles Jenkins informed Chair Fox he will take a look and then write a letter to the owner.

## **POLICE, SAFETY & JUDICIAL**

(Chair Kite, Councilman Lowe)

Police Chief Paul Davis got a quote for a silent alarm for the Town Hall and Town Museum and Welcome Center. He stated the installation for each location is a one time fee of \$495 per location and monthly monitoring would be \$24.95 per location. He added these alarms are in need due to recent events at Town hall.

Assistant Town Manager Charles Jenkins stated each location would prefer to have two buttons.

Police Chief Davis stated the only additional cost would be the initial cost of the extra buttons. He added one button would be permanently mounted and one would be mobile at each location.

Councilman Fox inquired as to what each location preferred.

Police Chief Davis stated there was no preference.

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Reisinger, to approve the purchase of a silent alarm for the Town Museum and Welcome Center as well as Town Hall in the amount of \$495 + monthly fee of \$24.95 for the Museum to be paid from ARPA – Museum expenses and the amount of \$495 + Monthly fee of \$24.95 for Town Hall to be paid from Municipal Building Telephonenumber budgeted line item.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

### **VOTE: Unanimous in favor of motion**

Police Chief Davis informed the Council there is a family of beavers at Big Gem Park. He added they are a nuisance and the Game Warden informed him due to their being a nuisance, they can be disposed of.

A ***motion*** was made by Councilwoman Cave, ***seconded*** by Vice Mayor Kite, to dispose of the family of beavers at Big Gem in a humane way.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

### **TAXATION & FINANCE**

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

Nothing during this period.

### **PARKS & RECREATION**

(Councilman Lowe and Pierce)

Councilman Lowe stated they had a good turnout for the Reindeer Run. He added there were about 25 people who participated.

Assistant Town Manager Charles Jenkins stated the parking issues causing congestion at Veteran's Park is being handled. He stated there is a sign VDOT is ordering stating there is only 30 minute parking allowed between the hours of 8:00 a.m. and 5:00 p.m.

### **INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chair Cave, Councilmen Lowe and Pierce)

Assistant Town Manager Charles Jenkins informed Council the developer for the property on First Street, the old BoxCar Deli building, is looking to meet with the Planning Commission regarding his plans.

Councilman Fox inquired if the funding leftover from the CDBG Grant could be utilized by them.

Assistant Town Manager Charles Jenkins stated he will look into this. He added the owner would like to do a façade to fit in with the rest of the area.

### **COMMUNITY SERVICE**

(Chair Kite, Councilwoman Cave and Councilman Pierce)

Councilwoman Cave inquired about the presentation for Nancy Karnes, who won the Volunteer Award. She just wanted to know when her gift card would be presented.

Assistant Town Manager Jenkins stated he would check on this.

### **PERSONNEL**



(Chair Pierce, Councilwoman Cave and Councilman Lowe)

Chair Pierce stated they were going to review applications for the WasteWater position at their Committee meeting on January 4<sup>th</sup>, and then begin interviews soon after.

### **UNFINISHED BUSINESS**

Councilman Lowe inquired on the status of the home with the shipping containers. Mayor Lucas stated it looks as though stone has been placed in the back and there looks to be improvements made.

Town Clerk Southers informed Council they had submitted a zoning permit application for one of the containers to be placed in the rear of the home and it had been approved.

### **NEW BUSINESS**

Nothing during this period.

### **TOWN MANAGER'S REPORT**

Assistant Town Manager Charles Jenkins stated in 2019 the Town bought wooden poles for the Veteran's Park flags. He asked the Council if they would like to get wood to replace the current ones or would the Council like for him to estimates on metal poles?

Mayor Lucas stated due to not having a bucket truck, businesses would be responsible for displaying flags. He added the Town would purchase the flags and businesses would be instructed when to display the flags.

### **MAYOR'S REPORT**

Nothing during this period.

### **FOR THE GOOD OF THE TOWN**

Amos Thomas asked if his trash bin overflows, would he be allowed to take the extra to the recycling center right outside Town?

Assistant Town Manager Charles Jenkins informed him he was definitely allowed to take his trash to the recycle center.

### **ADJOURN**

There being no further discussion, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to adjourn the meeting at 8:28 p.m.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Tonya Southers, Town Clerk