**MINUTES**

**TOWN COUNCIL**

**TOWN OF SHENANDOAH**

**August 9, 2022**

**CALL TO ORDER**: The Shenandoah Town Council held its regular meeting on Tuesday,

August 9, 2022, 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; Councilmen Russell Comer, Jr; Lynn Fox; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

**Council Members absent were:** None.

**Other Town Officials present were:** Juanita Roudabush, Town Manager/MMC; Lora Jenkins, Town Clerk; and Paul Davis, Chief of Police.

**Citizens present were**: Storm Hammer; and Seth Maynard.

**Media Representatives**: None.

**AWARD PRESENTATION**

None presented.

**RECEIVING OF VISITORS**

There were no visitors signed up to speak during this period.

**JULY 26, 2022 REGULAR MEETING MINUTES**

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Pierce, to approve the ***Regular Meeting Minutes*** held onJuly 26, 2022, as presented.

Members Vote was as follows:

**YEA:**  Vice Mayor Kite **NAY**: None

Councilman Comer

Councilman Fox

Councilman Jenkins

Councilman Lowe

Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:**  None

**VOTE: Unanimous in favor of motion**

**APPROVAL OF BILLS**

There being no questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Vice Mayor Kite, to approve the bills, dated **August 9, 2022**, in the **Combined Accounts Disbursement Warrants #40367 - #40403** in the amount of **$123,772.48.**

Members Roll Call Vote was as follows:

**YEA:**  Vice Mayor Kite **NAY**: None

Councilman Comer

Councilman Fox

Councilman Jenkins

Councilman Lowe

Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:**  None

**VOTE: Unanimous in favor of motion**

**TREASURER'S REPORT**

There being no questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Fox, to approve the August 5, 2022 Treasurer’s report, submitted by Treasurer Cindy Breeden, in the amount of $3,404,267.11, as presented.

Members Vote was as follows:

**YEA:**  Vice Mayor Kite **NAY**: None

Councilman Comer

Councilman Fox

Councilman Jenkins

Councilman Lowe

Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:**  None

**VOTE: Unanimous in favor of motion**

**CORRESPONDENCE**

**#1 –** Mayor Lucas and Council received the July 2022 Vehicle Gas Logs for review.

**#2 –** Mayor Lucas and Council received the July 2022 Town of Shenandoah Museum and Welcome Center Attendance record for review. The first full month open was July and there were 93 visitors to the Museum.

**#3 –** Mayor Lucas and Council received a memo from Chairman of the Personnel Committee Councilman Richard Pierce stating Steve Breeden and Josh Lam have passed the CDL course at Blue Ridge Community College and both have obtained their Commercial Driver’s License. The memo asked for Council’s authorization for a $1,000 pay increase for both Steve and Josh effective August 1, 2022.

Mayor Lucas asked if this was a condition of their employment?

Town Manager Roudabush stated yes, and just like other departments when they obtain a new certification, they receive a pay increase.

There being no other questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox to approve the $1,000 pay increase for Steve Breeden and Josh Lam effective August 1, 2022 for obtaining their Commercial Driver’s License.

Members Roll Call Vote was as follows:

**YEA:**  Vice Mayor Kite **NAY**: None

Councilman Comer

Councilman Fox

Councilman Jenkins

Councilman Lowe

Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:**  None

**VOTE: Unanimous in favor of motion**

**#4 –** Mayor Lucas and Council received a flyer from the Virginia Cooperative Extension about their gardening mini-series being held in the Shenandoah Community Garden on August 16th at 5:30 p.m. The series is entitled Planning Your Fall Garden. The end of summer doesn’t have to mean the end of fresh produce. Join us to plan your fall garden. For more information, contact the Virginia Cooperative Extension at (540) 778-5764. The Shenandoah Community Garden is located at 505 Williams Avenue, Shenandoah, VA 22849.

**#5 –** Mayor Lucas and Council received a flyer from the Virginia Cooperative Extension about their Spotted Lanternfly Information Sessions. These sessions are designed to equip homeowners, farmers, and other organizations in the county with the information they need to help manage this invasive insect. There will be a session on August 16 at 6:30 at the Page Extension Office (215 W Main Street, Stanley, VA 22851). The other session will be on August 18 at 6:30 p.m. at the Town of Shenandoah Museum and Welcome Center (507 First Street, Shenandoah, VA 22849). For more information, contact the Virginia Cooperative Extension at (540) 778-5764.

**#6 –** Mayor Lucas and Council received a flyer from the Page County Ruritans announcing their Walk for Mental Health on September 10. The walk will be held on the Luray Greenway and will kick off at the Park and Ride at 9:00 a.m. The Page County Ruritans hope to increase awareness about youth mental health and suicide. Donations can be sent to Zone 5 Ruritans c/o David Naser, Treasurer 1029 Harper Valley Road, Luray, VA 22835. If you have questions about the event call Dennis Donak (540) 244-9617, David Naser (540) 742-0199, Matt Hammer (540) 244-7097, Jacob Baugher (540) 742-9308, Tim Rocke (540) 244-6606, or Dan Mowery (703) 945-8195. Shirts can be purchased online at walkformentalhealth.itemorder.com.

**#8 –** Town Clerk Jenkins stated the Page Valley Agricultural and Industrial Fair is celebrating its 70th Anniversary. There will be a parade on August 22, 2022 at 6:00 p.m. starting at Blue Ridge Bank in Luray and heading on Main Street to Blue Bell Avenue. If anyone would like to participate in the parade, call Elvina Price (540) 860-2796. The parade entry deadline is August 12th. If anyone on the Council would like to participate in the parade, they will need to let me know.

**#9 –** Town Clerk Jenkins stated the next Joint Meeting with the Towns and Page County officials will be August 18th at the Stanley Fire Department starting at 7:00 p.m. If any of the Council would like to carpool with Town Manager Roudabush, please let me or Town Manager Roudabush know.

**WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush stated there was an emergency sewer line replacement on North Fourth Street. Tree roots clogged the line. The roots were so thick, Public Works kept getting the cutter head stuck, and Seal’s Septic said they had nothing to cut through the roots either. The Contractor, while on site, has been asked to replace the entire problem line. Invoices will be forth coming and will be paid from the Water/Sewer Line Replacement account. This includes pavement repair too.

Councilman Lowe asked where on North Fourth Street was the clog?

Town Manager Roudabush stated on North Fourth Street between Junior Avenue to Central Avenue.

Councilman Jenkins stated there are hardly any trees in that area.

Town Manager stated trees and roots are visible there, in yards on both sides of this street.

Councilman Jenkins asked how deep is the line there?

Town Manager Roudabush stated it somewhere between 6 and 10 feet deep.

Councilman Jenkins asked if the manholes needs to be replaced?

Town Manager Roudabush stated no, just the pipe needed to be replaced. The contractor will also pave the area that is cut.

Councilman Pierce stated a resident on A Street is having water run into their basement.

Town Manager Roudabush stated Public Works had checked A Street for leaks but could not find any visible water. She will have them check in this area again.

Town Manager Roudabush stated a water leak was fixed on Ramona Avenue and two leaks on Third Street were fixed. Ramona Avenue will need to be repaved.

**STREETS & PUBLIC PROPERTY**

(Chairman Kite, Councilmen Comer, Fox, and Lowe)

Councilman Pierce stated his displeasure for a business which has not picked up its trash dumped on their lot.

Town Manager Roudabush stated a certified letter, signed by Mayor Lucas, was sent to the owner of the property, and it was signed for on August 1st. However, no response has been received by the Town from the property owner.

**POLICE, SAFETY, & JUDICIAL**

(Chairman Kite and Councilmen Jenkins and Comer)

Councilman Jenkins asked if all the radios were working and installed.

Chief Davis stated all the mobiles in the vehicles are done, but the system has not gone live yet.

Next month, they will be trained on the walkies. The last he heard; the system would go live in October. The County was still installing the towers/infrastructure for the system.

Town Manager Roudabush asked if Chief Davis had heard when the Town would be billed for the new radio system?

Chief Davis stated he had not heard when the County will bill the Town.

**TAXATION & FINANCE**

(Chairman Pierce and Councilmen Fox and Kite)

There was nothing to report during this period.

**PARKS & RECREATION**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated the Music in the Park was held on July 30th at Big Gem Park and Daughter of the Stars Farmer’s Market was held on August 6th at Big Gem Park and both were well attended.

Chairman Jenkins asked the Council if they had any objections with him bidding for a dumpster unit for Parks and Rec? Parks and Rec are making several trips a week to the landfill and a dumpster will cut down the landfill runs.

Councilman Lowe stated a dumpster will help keep gas consumption down too.

Councilman Fox asked if Parks and Rec could just load up a dump truck and take it to the dump when it’s full?

Councilman Jenkins stated with the number of stray cats near the Parks and Rec building, it would not be feasible to have trash exposed in a dump truck.

The Council had no objections to Chairman Jenkins bidding for a Parks and Rec dumpster.

Councilman Pierce stated a pickleball tournament was held on the Tennis Courts on First Street, Saturday, August 6th. Pickleball groups from Shenandoah, Harrisonburg, and Staunton came to play.

Town Clerk Jenkins stated she spoke to Eric Benson who scheduled the Tournament and said every Wednesday at 5:00 p.m. a pickleball group meets at the Tennis Courts on First Street to play. Pickleball has become very popular. The Town of Luray just hosted an intro to pickleball class. Mr. Benson said he would like to have more tournaments in Shenandoah in the future.

Councilman Pierce reiterated the need for a third tennis court so the Page County Public School Tennis Team could host matches locally.

Town Manager Roudabush asked if Council had any objections to bid out having the tennis courts resurfaced, they had not been resurfaced since 1999, along with the new court.

The Council had no objections to bid out resurfacing the tennis courts, and a new court.

Chairman Jenkins stated PACA has a $6,000 grant for the Town to use toward replacement playground equipment at Big Gem Park. The money has to be used by June 30, 2023.

Mayor Lucas asked if there was any playground equipment around $6,000.00?

Town Manager Roudabush stated the Town could possibly buy a dome, but no other commercial playground equipment would be available for $6,000.00.

Chairman Jenkins stated the National Park Service sprayed for wavy-leaf basket grass in Big Gem Park on August 4th. This was free to the Town and was paid for through a grant from Blue Ridge Prism. Wavy-leaf basket grass is a highly invasive plant, and the seeds are easily dispersed by people and animals.

**INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Following questions, Town Manager Roudabush stated there are two businesses which are interested in coming to Shenandoah. She will have more details as they begin to apply for permits.

**COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period.

**PERSONNEL**

(Chairman Pierce and Councilmen Jenkins and Comer)

There was nothing to report during this period.

**UNFINISHED BUSINESS**

Councilman Comer asked Town Manager Roudabush if she is still going to Waynesboro to pick up Irvin Judd’s train set supplies for the Museum?

Town Manager Roudabush stated she will be able to pick up the train set supplies soon.

Councilman Comer asked Town Manger Roudabush to call Irvin Judd to let him know when she was coming.

Town Manager Roudabush stated she would call Mr. Judd.

**NEW BUSINESS**

Councilman Pierce stated he would like to see ARPA funds used for the Food for Friends/Page One meals program, which also helps all locally owned restaurants.

Mayor Lucas asked what will happen to the program when there is no more ARPA money?

Councilman Pierce stated some of the churches in the area would help.

Councilman Jenkins stated the Town has some items which are costly coming up like replacing the Maryland Avenue sewer line, and paying for the Police radios. The Town will need to watch how it spends its money. ARPA funds cannot be used for Enhanced Hazardous Duty Retirement Plan; however, Councilman Jenkins noted the Town will need to decide if that is going to be funded and where those funds can be found.

Councilman Lowe stated replacing the Maryland Avenue will probably take all of the ARPA second tranche.

Councilman Fox stated the meals program is a good cause, but the Town needs to focus on taking care of its infrastructure.

Councilman Jenkins asked when Racey Engineering would have a cost report for the Maryland Avenue sewer line replacement?

Town Manager Roudabush stated Racey was hoping to have the report done the week of August 15th.

Councilman Jenkins asked Councilman Pierce if it would be ok to see how much the Maryland Avenue sewer line replacement would be before voting about using ARPA for the Food for Friends/Page One meals program?

Councilman Pierce stated he had no objection waiting for the Racey Engineering report.

**TOWN MANAGER’S REPORT**

Town Manger Roudabush stated the air conditioner went out at Town Hall this afternoon. Landes was coming Wednesday morning to fix it.

Town Manager Roudabush stated Town Staff and Museum Committee Chairman Comer has keys to the Museum building and if any other members of Council desire keys, they should let her know. The Town Museum is open Monday through Saturday 10:00 a.m. to 5:00 p.m. and the Museum Curator works Monday through Thursday 8:00 a.m. to 7:00 p.m. When the Museum is not opened the doors are alarmed. If any of the Council would like to get into the building after hours, they should let her know so she can show them how to disarm the alarm.

Town Manager Roudabush stated the Museum Committee chose paint colors for the exterior of the Museum. They picked white for the dormers, black for the trim, and gray for the exterior walls. The paint scheme is similar to the current paint on the old Clapper’s building on Maryland Avenue. They also chose Sherwin Williams paint.

A rendering of the building with the chosen paint scheme was passed around. The Council had no objection to the paint scheme.

Councilman Lowe asked if the new retaining wall would be painted the same gray?

Councilman Comer stated yes, the retaining wall would be painted gray like the building.

Town Manger Roudabush stated she would be getting bids to paint the exterior and the retaining wall.

Councilman Comer asked Councilman Lowe if he had any objection to removing the Shenandoah Gym sign off the building?

Councilman Lowe stated he would not want it removed as it is his only advertising for the Shenandoah Gym on First Street.

Town Manager Roudabush stated a tenant, and the property owner were sent letters for violations to Town Code. The tenant, and the property owner have not complied. Town Manager Roudabush asked the Council if they would approve her contacting the Town Attorney for legal assistance on this property in violation of Town Code?

Councilman Jenkins asked what he would do differently?

Town Manager Roudabush stated Town Attorney Blatt would research State law, and case law and a letter would be sent from his office to the tenant, and the property owner telling them to comply based on up-to-date law. Our current Town Code will go through a review process soon to get it up to date.

Vice Mayor Kite stated the Town Attorney’s legal assistance on this property would be helpful for other properties not complying with Town Code.

There being no other questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to contact the Town Attorney for legal assistance on this property in violation of Town Code.

Members Roll Call Vote was as follows:

**YEA:**  Vice Mayor Kite **NAY**: None

Councilman Comer

Councilman Fox

Councilman Jenkins

Councilman Lowe

Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:**  None

**VOTE: Unanimous in favor of motion**

Town Manager Roudabush stated she had the draft agreement for the new well from the Town Attorney, and once the other parties’ attorney approves, the Council will vote to authorize signing of the agreement and deeds.

**MAYOR’S REPORT**

Mayor Lucas stated he was called about someone who wanted water service to a property on Shenandoah River Road and wanted to know more information.

Town Manger Roudabush stated she spoke to the individual, they can easily get sewer service with the aid of a pump; however, they would have to pay to have the line laid to have water service. They would also be required to obtain easements from VDOT and the two adjoining property owners for the line to be installed. The existing water line on Shenandoah River Road takes a right off of Williams Avenue and this individual’s land is off to the left. The individual was not happy hearing this, but it has been Town policy for those who want water/sewer service they must pay for the line and tap to get the service to their property.

**FOR THE GOOD OF THE TOWN**

Storm Hammer asked how long has the Town been operating on an outdated Town Code?

Town Manager Roudabush stated the whole code was reviewed in the 90’s but, there have been amendments made since then.

Storm Hammer asked who is responsible for updating the Town Code?

Town Manger Roudabush stated the Town initiates and can make changes; however, the Town would need the services of the Northern Shenandoah Valley Regional Commission, Municipal Code Corporation, and the Town Attorney to help with the legal aspects. If there are Charter changes, it must be voted on by the General Assembly. Town Manager Roudabush stated she looked at an estimate for review of the Town Code back in 2017 and it would be around $9,000.00 at that time.

Storm Hammer wanted to thank the Council for patching Ninth Street. He had attended Council Meetings in the past and voiced concern over the patching needs of Ninth Street, and noted areas patched went above and beyond his original requests.

**ADJOURN**

There being no further discussion, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to adjourn the meeting at 8:11 p.m.

Members Vote was as follows:

**YEA:**  Vice Mayor Kite **NAY**: None

Councilman Comer

Councilman Fox

Councilman Jenkins

Councilman Lowe

Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:**  None

**VOTE: Unanimous in favor of motion**

APPROVED: ATTESTED:

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### Clinton O. Lucas, Jr., Mayor Lora Jenkins, Clerk