

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
December 13, 2022**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, December 13, 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; 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: Debbie Hansbrough; George Hansbrough; and Amos Thomas.

Media Representatives: None.

AWARD PRESENTATION

Mayor and Council Presented a plaque to Councilman Charles Jenkins for his 22 years of dedicated service. Councilman Jenkins' term ends on December 31, 2022, he did not seek reelection.

RECEIVING OF VISITORS

Councilman Comer stated an estate in Roanoke has a model train display, which was custom built for the former N & W office in Roanoke, and would like to loan it to the Town of Shenandoah Museum and Welcome Center.

Councilman Comer asked George Hansbrough, who is the Executor of the estate, and Deborah Hansbrough to come to the Council Meeting to answer questions about the model train display.

Councilman Jenkins asked what was the scale of the train?

Mr. Hansbrough stated the vast majority is HO scale. Mr. Hansbrough stated there are two layouts to the display measuring 8' x 16'. Mr. Hansbrough stated it took six men to move the display from the N & W office to the estate.

Councilman Jenkins asked what time frame would Mr. Hansbrough like for the Town to move the display?

Mr. Hansbrough stated he would like to be able to clear the house as soon as possible in order to put it on the market.

Councilman Jenkins asked Councilman Comer if he still was interested in building an elevated track in the Museum?

Councilman Comer stated with this display, he did not see a need to have an elevated track.

Mr. Hansbrough stated he would loan the display and other train memorabilia with the stipulation the display and memorabilia would not be stored, and it could be seen.

Mrs. Hansbrough noted the collection was too large to display all at one time, and she knew the Museum would not be able to show all pieces at one time.

Mr. Hansbrough stated he spoke to the Museum Curator Joyce Fluharty and she said she would rotate the collection so it can be seen.

Mr. Hansbrough invited the Mayor and Council to come to Roanoke and look at the collection.

The Mayor and Council were in agreement the collection would be worth having at the collection for the Museum.

OCTOBER 25, 2022 REGULAR MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to approve the *Regular Meeting Minutes* held on October 25, 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

Mayor Lucas noted several of the bills were automotive related, and asked why other companies

were handling the maintenance and not the Town Mechanic?

Town Manager Roudabush stated the Town Mechanic also helps with water and sewer leaks, and certain vehicles are still under warranty which is why other companies are handling the maintenance. The Town Mechanic will change the oil and make repairs on other vehicles when he can.

Mayor Lucas asked if Town Manager Roudabush found out if the Town has a contract with Dodson Pest Control?

Town Manager Roudabush stated she thought the Town did not have a contract with Dodson Pest Control.

Mayor Lucas asked if the Council would be okay with hiring a local company over Dodson Pest Control to exterminate the Town Hall?

Councilman Fox asked if the work would have to be bid out?

Town Manager Roudabush stated the exterminators charge a nominal fee for each visit, so it would not need to be bid out.

Chief Davis stated the local company is the exterminator at the Police Department and has always done a good job.

Town Manager Roudabush stated she would find out the cost for the local company.

Vice Mayor Kite asked why warrant #40641 to Dick Myers for 2 batteries, 12 gallons of oil, and fuel filters for a 2019 Dodge pickup was so high?

Councilman Lowe stated oil for diesels is really high.

Chief Davis stated it was probably high because of the cost of the batteries.

Councilman Pierce asked why the landfill charged \$27.60 for warrant #40652?

Town Manager Roudabush stated Public Works hauled the Town's old wood and construction debris to the landfill and the landfill charged a fee for disposal.

Councilman Comer asked who was Wex Bank for warrant #40709?

Councilman Lowe stated Wex Bank handles fuel cards, the company he works for uses Wex Bank too.

Town Manager Roudabush stated it is the Fire Company fuel card, which is reimbursed to us.

There being no other questions, a *motion* was made by Councilman Comer, *seconded* by Vice

Mayor Kite, to approve the bills, dated **December 13, 2022**, in the **Combined Accounts Disbursement Warrants #40604 - #40710** in the amount of **\$446,807.19**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

There being no questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to approve the December 9, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$3,141,815.74, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received a letter from Chairman of the Planning Commission Mike Lowe which states the Planning Commission recommends the consolidation of two (2) lots into one (1) lot request for the Shenandoah Volunteer Fire Co Inc, located at 201 Pennsylvania Avenue/420 Second Street, identified by Tax Map numbers: 102A3-(1)-E lot 9 and 102A3-(1)-E lot 10.

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Comer, to approve the consolidation of two (2) lots into one (1) lot request for the Shenandoah Volunteer Fire Co Inc, located at 201 Pennsylvania Avenue/420 Second Street, identified by Tax Map numbers: 102A3-(1)-E lot 9 and 102A3-(1)-E lot 10.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

#2 – Personnel Chairman, Richard Pierce, provided Mayor Lucas and Council with a memorandum requesting Officer John Fry receive a five percent (5%) pay increase for passing his probationary period, retroactive to September 14, 2022.

There being no questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Vice Mayor Kite, to authorize Officer John Fry for a five percent (5%) pay increase, for passing his probationary period, retroactive to September 14, 2022.

Members Roll Call Vote was as follows:

YEA: Vice-Mayor Kite
Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

#3 – Personnel Chairman, Richard Pierce, provided Mayor Lucas and Council with a memorandum requesting Officer Eric Painter receive a five percent (5%) pay increase for passing his probationary period, retroactive to October 27, 2022.

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to authorize Officer Eric Painter for a five percent (5%) pay increase for passing his probationary period, retroactive to October 27, 2022.

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 – Personnel Chairman, Richard Pierce, provided Mayor Lucas and Council with a memorandum requesting Officer William Sargeant receive a five percent (5%) pay increase for passing his probationary period, beginning on January 1, 2023.

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Councilman Comer, to authorize Officer William Sargeant for a five percent (5%) pay increase for passing his probationary period, beginning on January 1, 2023.

Members Roll Call Vote was as follows:

YEA: Vice-Mayor Kite
Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT:

VOTE: Unanimous in favor of motion

#5 – Mayor Lucas and Council received the October and November 2022 Vehicle Gas Logs for review.

#6 – Mayor Lucas and Council received the October and November 2022 Shenandoah Police Department Activity Log for review.

#7 – Mayor Lucas and Council received the October and November 2022 Shenandoah Police Department Vehicle Gas Log for review.

Chief Davis noted the November report for the 2020 Explorer was wrong. It was not driven 225,660 miles.

#8 – Mayor Lucas and Council received the October 2022 Town of Shenandoah Museum and Welcome Center attendance record and donations for review. There were 161 visitors to the Museum and Welcome Center. There were 26 people who attended the first seminar on the

Shenandoah National Park on October 22nd and 32 who attended the seminar about the Flood of 1870 on October 29th. The museum's monetary donations totaled \$121.49. Four ornaments and 3 greeting cards were sold.

#9 – Mayor Lucas and Council received a flyer about Small Business Saturday. Small Business Saturday was held on Saturday, November 26, 2022, but Page County will extend the event until December 18, 2022. Enter to win a \$500.00 shopping by saving receipts from your favorite businesses in Page County. Online purchases count. Email copies of the receipts to events@luraypage.com with contact info (name and phone number) or bring your receipts to the Chamber (18 Campbell Street, Luray, VA 22835). Winners will be drawn on Monday, December 19, 2022. For more information visit www.pagecountybuyslocal.com or contact the Chamber at events@luraypage.com or (540) 743-3915.

#10 – Mayor Lucas and Council received a thank you letter from the American Macular Degeneration Foundation for the Town's donation in memory of Clyde Sours, Jr.

#11 – Mayor Lucas and Council received a card from the Family of Clyde Sours, Jr for the Town's donation to the American Macular Degeneration Foundation in memory of Clyde Sours, Jr.

#12 – Mayor Lucas and Council received a thank you card from the Luray Volunteer Rescue Squad for the Town's donation in memory of Luray's former Mayor Barry Allan Presgraves.

#13 – Mayor Lucas and Council received a letter from Seniors First: The Shenandoah Area Agency on Aging asking for monetary support from the Town of Shenandoah to help provide services.

Mayor Lucas stated the Council could consider giving to Seniors First: The Shenandoah Area Agency on Aging for next year's budget.

#14 – Mayor Lucas and Council received a letter from Comcast informing customers of Xfinity service and pricing increases effective December 20, 2022.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush stated Public Works dug up a leak on Ninth Street and found a lot of clamps on the line. Public Works did a quick fix, but will need to come back in the Spring to replace the entire line. Luckily, the line is on the side of the road, therefore; the roadway would not have to be disturbed.

Town Manager Roudabush stated she has sent everything to Racey Engineering to prepare the sewer grant for the Town. Racey Engineering will send a draft to Town Manager Roudabush. The grant's deadline is Thursday, December 15th.

Town Manager Roudabush stated the Town will be asking for a large sum to help repair/replace sewer lines in Town. The grant did not ask for matching money, but she thought it would look better for the Town to put on the grant application the Town would be able to provide \$265,000

towards sewer projects. The \$265,000 would be paid with ARPA funds and water/sewer replacement account savings.

Councilman Jenkins asked when would the Town be notified if it was awarded the grant?
Town Manager Roudabush stated the Town would be notified in Spring of 2023.

Councilman Jenkins asked if this would cut in the timeframe requirements for spending ARPA funds?

Town Manager Roudabush stated ARPA funds had to be allocated in 2024 and spent by 2026, so the sewer project should fit in the ARPA timeframe requirements.

Councilman Fox asked where are we at for the new well?

Town Manager Roudabush stated Racey Engineering marked where the electrical lines were going today, and they have the schematic for the well building. Shenandoah Valley Electric will come in once the lines are marked and start the electrical work.

Councilman Jenkins asked if the new well would have to be chlorinated?

Town Manager Roudabush stated the well drilling company will have to do a 48 hour test for the Health Department to determine if it needs to be chlorinated. She noted she will do all that's possible to not have to chlorinate.

Mayor Lucas stated there were two issues with residents and asked Town Manager Roudabush to tell the Council what happened and what would be the Council's pleasure regarding each situation.

Town Manager Roudabush stated a young couple who were new homeowners had a guest bathroom toilet which kept running for a month and a half. 94,900 gallons of water went through the meter the month of November and an additional 43,500 gallons went through the meter the beginning of December. The bill for November's usage is \$895.90. Normally, the couple's utility bill runs \$76.00.

Town Manager Roudabush stated in the past, residents have been told they have to pay for the water which ran through the meter. The Town would set them up on a payment plan to help so defer the cost.

The Council agreed to go with past precedent and grant/loan requirements to have the residents pay for the water which ran through the meter and to have the Town setup an extended payment plan.

The second resident issue occurred with sewer problems. The resident called to unclog their sewer. Town Hall has some of the locations of sewer cleanouts. The drawing for the sewer cleanout indicated it was inside the home and the sewer was installed in the 1960's. Public Works are not allowed to go in resident's homes due to liability issues. Public Works told the resident the clean out was in their home, and they would need to install a new cleanout outside of the home. The resident hired a contractor to dig a new cleanout. The residents had to cut down a tree in their yard

to get the equipment in their yard to install the new cleanout. Cutting down the tree and installing the new cleanout cost around \$1200.00. There were still sewer problems even with the new cleanout. Public Works went with a camera and discovered tree roots were blocking the sewer line. The residents hired another contractor to dig up the roots. The second contractor found a different cleanout in front of the home, which was covered up by a shrub. The residents are upset they had to pay \$1200.00 to install a new cleanout when one already existed outside the home. Public Works said the property owner's tree roots caused the sewer problems, so the tree roots had to be cleared anyway.

Councilman Jenkins asked if the residents want the Town to pay the \$1200.00 bill?

Town Manager Roudabush stated yes, they want the Town to pay at least a portion or all the bill. They believe it is the fault of the Town for not finding the cleanout, which was covered by a shrub.

Mayor Lucas said locations of the cleanouts are the homeowner's responsibility.

Councilman Fox stated the precedent has been on the burden of the homeowner to pay from the line to their home.

The Council agreed to go with past precedent and have the residents pay for the tree to be cut down and the new cleanout installed in their yard.

STREETS & PUBLIC PROPERTY

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

Town Manager Roudabush stated Pettit Paving has finished all the asphalt patches on the list, and a few other additional patches, which were under \$500 each.

Mayor Lucas stated after seeing the \$4,000.00 bill to fix driveways which were dug up by Public Works to fix leaks, the Town should not pay to fix areas that are in the Town's right-of-way.

Councilman Fox stated it would need to be put in the Town Code.

Town Manager Roudabush stated the past policy was not to fix the areas in the right-of-way, but Council voted to fix the last two driveways.

Town Manager Roudabush stated she spoke to CivicPlus/Municode about recodifying the Town Code. The first step is to send them a draft and then they will review it and give an estimate. Tentatively, they stated to plan spending \$15,000.00 for the process.

Town Manager Roudabush stated Town Attorney Blatt will also have to help in the process so Council will need to budget for his legal fees.

Councilman Fox asked who was CivicPlus/Municode?

Town Manager Roudabush stated they host our Town Code online. We have used them in the past

when changes needed to be made to the Town Code. The company has Virginia lawyers who will review our draft when it is ready, which should cut down on our legal expenses by the Town Attorney.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis stated a Shenandoah Officer was called to assist with a call in Luray Monday evening. Our officer set out spike strips to stop a vehicle, but the vehicle kept going. In order to stop the suspect from getting into a residential area, our officer used a pit maneuver to disable the vehicle. Our vehicle was damaged during the pit maneuver. It is unknown at this time whether the vehicle is repairable or totaled.

Mayor Lucas asked which vehicle was damaged?

Chief Davis stated it was the 2020 Explorer, and an insurance claim will be filed.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce stated the Council received the October and November 2022 Monthly Budgets for review.

Chairman Pierce noted the cigarette tax has dropped off.

Town Manager Roudabush stated the companies who purchase the cigarette stamps usually buy them at the end of the fiscal year before taxes are increased so sales may increase towards June.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins asked if the Big Gem Park restroom door had been fixed?

Town Manger Roudabush stated the door had been kicked in, but now it is fixed.

Chairman Jenkins asked if the restroom had been winterized yet?

Town Manager Roudabush said the interior was being painted today. Once they are finished painting, they will close it for the winter.

Town Manger Roudabush stated Public Works has installed a swing at Big Gem Park. The swing was originally at the River Park but was broken. Public Works replaced the one at the River Park and fixed the broken swing to put at Big Gem. Town Manager Roudabush stated she would like to see a board placed on top of the swing which would say "Big Gem Shenandoah, VA" so people can take pictures and tag the Town in their social media accounts.

Councilman Pierce noted Big Gem Pond looked low.

Councilman Lowe stated we have not had any rain for a while.

Councilman Fox asked when the fence around the gazebo at Big Gem Park would be replaced?

Chairman Jenkins stated the fence would probably be replaced in the Spring.

Town Manager Roudabush stated if there are any good weather days in the Winter, Public Works could start on the fence this Winter.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated Burger King is no longer in business.

Town Manger Roudabush stated the Manager of the building, Holtzman Oil Corp, is in talks with another national chain to come to Shenandoah.

Town Manager Roudabush stated she spoke to the owner of the Old Verbena Lodge, and they are getting their demolition permits from the County the beginning of the new year.

Councilman Fox asked if there is any word on the new business coming to Town?

Town Manager Roudabush stated the lawyers of both parties are talking and are coming to a resolution.

Chairman Jenkins asked if Town Manager Roudabush had heard anything about South End Convenience?

Town Manager Roudabush stated they are going to close at the end of the year, according to the current owner. Holtzman owns the building and possibly has someone to run it.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Chairman Kite stated Blue Ridge Bank is being painted and it looks good.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce stated the Town has a great bunch of employees and they are all nice.

Town Manager Roudabush stated the employees are very dedicated too.

UNFINISHED BUSINESS

Councilman Fox stated work needs to get started on the Town Code.

Town Manger Roudabush stated a preliminary is being done and will go out after first of the year to begin a new draft.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated she was contacted this week by someone who was looking for commercial space and there are actually 2 potential new retail businesses that could arise from the business deals on the South end of the Town.

Vice Mayor Kite asked if there had been any more complaints about the AirBnB in Forest Knolls?

Town Manager Roudabush stated she has not heard anything, but we notify owners if we receive valid complaints.

MAYOR'S REPORT

There was nothing to report during this period.

FOR THE GOOD OF THE TOWN

There was nothing to report during this period.

ADJOURN

There being no further discussion, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to adjourn the meeting at 8:38 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVED:

Clinton O. Lucas, Jr., Mayor

ATTESTED:

Lora Jenkins, Clerk