

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

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, January 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.; Vice Mayor William Kite; Council Denise Cave; Russell Comer, Jr; Lynn Fox; 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: Aaron Cabbage; Jaxon Staples; Amos Thomas; Bob Zirkle; Sue Zirkle.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

Aaron Cabbage, candidate for Page County Sheriff, 2023, introduced himself to the Mayor and Council and spoke briefly on some initiatives he would pursue if elected as sheriff, such as: common sense budgeting, having more Sheriff's Deputies in all areas of Page County, and establishing a satellite office so, as Sheriff, he could have office hours in the Towns.

Mr. Cabbage asked if anyone had any questions for him?

Councilman Comer asked Mr. Cabbage what the Sheriff's Office could do to have a better relationship with the County Administrator?

Mr. Cabbage stated there needs to be mutual respect earned between the two and that takes an effort from both the Sheriff and the County Administrator.

Councilman Fox asked what could be done to avoid lengthy mental health transports for our officers?

Mr. Cabbage stated he has spoken to other localities, and they have designated officers who are assigned to follow up with mental health transports. These designated officers build a rapport with

the former mental health transports which the localities have noticed causes a noticeable decrease in repeat mental health transports. Mr. Cubbage also stated, if elected, he would like to see Page County Sheriff's Deputies helping Town's by running the transports since the Sheriff's office has more employees and it would allow the Town's officers to stay within the Town, if possible.

Councilman Fox commented officers need to be trained on how to handle dementia patients.

Mr. Cubbage stated there are Crisis Intervention Trainings for officers, which are useful to help officers handle many mental health situations.

Mr. Cubbage stated he will have new announcements on his new website and will have a flyer about his background and initiatives soon.

JANUARY 10, 2023 REGULAR MEETING MINUTES

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

Members Vote was as follows:

YEA: Vice Mayor Kite Councilwoman Cave Councilman Comer Councilman Fox Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Councilman Fox asked why the Town went all the way to Skyline Paint & Hardware for the paint for a bench when they could have gone to Ace Hardware in Elkton?

Town Manger Roudabush stated Skyline Paint & Hardware is located in Luray, and the Town likes to support Town and Page County businesses when possible. Also, the paint was delivered; however, Public Works goes to Luray most days to pick up and return the Trustees back to the jail, so it they could easily pick up items in Luray if needed.

Mayor Lucas asked if Town Manager Roudabush spoke to Dodson Pest Control to let them know we were going with another company?

Town Manager Roudabush stated the local pest control company came into Town Hall to do a test spot spray to make sure the chemicals would not irritate the employees. Once it was determined

the local company spray was not irritating, Dodson's was told the Town was going with another company.

Town Manager Roudabush noted there will be one more bill from Dodson's.

There being no other questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **January 24, 2023**, in the **Combined Accounts Disbursement Warrants #40735 - #40776** in the amount of **\$109,535.03**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Comer
Councilman Fox
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 Comer, *seconded* by Councilman Lowe, to approve the January 20, 2023 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$3,094,748.69, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received an invoice from the Page County Finance Department for the new emergency radio system in the amount of \$81,690.18.

Mayor Lucas noted the new radio system was a requirement which the Council was aware of, and it was already planned for in the budgets.

Councilman Pierce asked what was the difference between a portable radio and a mobile radio?

Chief Davis stated a portable radio is in the officer's vehicle, and a mobile radio is handheld.

There being no other questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Fox, to authorize payment in the amount of \$81,690.18. Payment will be transferred from the General Capital Improvement checking account to the General Fund checking account.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilwoman Cave Councilman Comer Councilman Fox Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

#2 – Mayor Lucas and Council received an invoice from Racey Engineering for professional services through January 15, 2023 in the amount of \$6,782.24. Services included grant writing and some schematics needed for a DEQ grant application for the Maryland Avenue sewer replacement.

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilwoman Cave, to authorize payment in the amount of \$6,782.24. Payment will be transferred from the Utility Capital Improvement checking account to the Utility Fund checking account.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilwoman Cave Councilman Comer Councilman Fox Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

#3 – Mayor Lucas and Council were presented with a request from the Shenandoah Volunteer Fire

Company to accept their elected officers for 2023. The elected officers are as follows: President: Gary Taylor, Vice President: Billy Foltz, Secretary: Heather Greene, Treasurer: David Huffman, Chaplain: Roy Smith, Jr., Chief: Dustin Lucas, Assistant Chief: James Williams, Captain: Dylan Hensley, First Lt.: Zack Wells, Second Lt.: Lester Hensley, Third Lt.: Lucas Cardin, Chief Truck Driver: Gary Taylor, EMS Officer: Dustin Lucas, Chief Fire Warden: Billy Foltz, Wardens: Bobby Comer, Sr., Bobby Comer, Jr., and Joe Stover.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to accept the Shenandoah Volunteer Fire Company elected officers for 2023.

Members Vote was as follows:

YEA: Vice Mayor Kite Councilwoman Cave Councilman Comer Councilman Fox Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Mayor and Council thanked the volunteers for their service.

#4 – Mayor Lucas and Council received a memo from Town Clerk Lora Jenkins to recommend to the Page County Circuit Court Jennifer Bowling to serve a five year term (2/23/2023-2/23/2028) on the Town of Shenandoah Board of Zoning Appeals.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilwoman Cave, to recommend to the Page County Circuit Court Jennifer Bowling to serve a five year term (2/23/2023-2/23/2028) on the Town of Shenandoah Board of Zoning Appeals.

Members Vote was as follows:

YEA: Vice Mayor Kite Councilwoman Cave Councilman Comer Councilman Fox Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

#5 – Mayor Lucas and Council received a letter from Shenandoah Beautification Committee Chair Brenda Haggett asking the Council to resend the vote of \$10,000.00 for the Dog Park fence and instead reappropriate the \$10,000.00 so the Shenandoah Beautification Committee could donate up to \$2,000 to the Shenandoah Heritage Center to help with the Memorial Festival, look into replacing brackets and banners for Route 340 that have been damaged and are faded, and continue adding seasonal decorations, flowers, shrubbery throughout the Town.

Town Manager Roudabush noted if the Council wanted to give any extra funds to the Shenandoah Heritage Center, they could donate directly to the Shenandoah Heritage Center.

She also noted Elkton, whose street is wider along 340 than Shenandoah, paid \$6,000-\$8,000 for their brackets and some are broken. Shenandoah relies on Stanley to provide one of their employees to operate Stanley's bucket truck when Shenandoah needs to hang up and take down decorations. Right now, the priority for the Town is a skid loader over a bucket truck. The Town's skid loader which is used every day was donated used from military surplus and it is worn out.

Town Manager Roudabush stated the Shenandoah Beautification Committee wants a building to store their decorations so they can get to them easily. She went to Mountain View Sheds in Luray and looked at a used building on the lot which was too large and oriented wrong for the concrete pad. She priced a 10x16 building new on the lot with double doors, a metal roof, 8 foot walls, and had two windows. The 10x16 was \$4,572.00 which includes a \$508.00 discount. Mountain View Sheds would also deliver the shed for free. Town Manager Roudabush noted if the Shenandoah Beautification Committee were ever to disband, the shed would belong to the Town, and will sit on Town Property.

Councilman Comer asked if the building was in stock?

Town Manager Roudabush stated yes, since it is on the lot, it is on sale. It has never been used, and includes a floor.

Councilman Fox asked if Town Manager Roudabush had checked in Harrisonburg or Craigs List?

Town Manager Roudabush stated no, she checked only with the local company so far.

Councilman Pierce stated the flags could be placed on the sidewalk side of 340.

Councilman Fox stated Elkton uses a platform on back of a truck to hang their banners.

Mayor Lucas stated he would like to see the flags hung lower and have volunteers hang them, but when they were lower, they were stolen.

Councilman Pierce stated no matter what you do, there will be damage.

Mayor Lucas stated he attended the Shenandoah Heritage Center's Memorial Festival meeting last night and heard the Shenandoah Heritage Center has \$4,000 available for this year's festival and they were planning fundraising events. In his opinion, the storage building would be what is most

needed now.

Councilman Fox stated he would like to see the \$10,000 reappropriated for the fence at Big Gem.

Mayor Lucas stated maybe instead of putting a fence around the Dog Park, the Town could install a dog run.

Councilman Fox stated the Town could buy used kennels and put metal posts in the ground and tie the kennel panels to the metal posts.

Town Manager Roudabush stated when the Council meets for the budget workshop, they could discuss increases in donations to the Shenandoah Heritage Center and Shenandoah Beautification Committee.

Councilman Comer stated he sees an immediate need for the storage building.

There being no other questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilman Pierce, to purchase a 10x16 storage building from Mountain View Sheds in the amount of \$4,572.00. Payment will be taken from the ARPA first tranche under Parks and Rec and Economic Development category.

Members Roll Call Vote was as follows:

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

NAY: Councilman Fox

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Motion carried by 5-1 vote

#6 – Mayor Lucas and Council received a flyer about the First Responders Dinner which will be held on Saturday, February 18th at 6:00 p.m. at the Christ United Methodist Church Fellowship Hall (211 Central Avenue, Shenandoah, VA 22849). RSVPs are due by Wednesday, February 8th. First Responders in Shenandoah are invited, as well as a guest. Please RSVP to Billy Foltz (540) 652-6180, Matt Cronin (540) 742-9667, or Chief Paul Davis (540) 652-8193. (Mayor and Council may attend).

#7 – Mayor Lucas and Council received a list of 2022 Accomplishments including Town, Infrastructure, and Equipment Upgrades, Parks and Recreation News, and a list of Events held in Town. It also included the Town had 3 new home constructions and 14 new businesses.

#8 – Mayor Lucas and Council received a thank you card from the Shenandoah Lions Club for the Town's annual donation.

#9 – Mayor Lucas and Council received a thank you letter from Where Angels Play Foundation for the Town’s donation towards the playground in Stanley dedicated to the memory of Stanley Officer Nick Winum.

#10 – Mayor Lucas and Council received a flyer from the Page County Economic Development Team announcing the Launch Party of the new Page Valley Tourism website. The Launch Party will be held on February 23, 2023 in the Blue Ridge Room at the Mimslyn Inn from 4:00 p.m.-6:00 p.m. All tourism based business owners are welcome to attend. Attendees must RSVP to ehenry@pagecounty.virginia.gov by February 9th.

WATER & SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Town Manager Roudabush stated she has a meeting with the Health Department the end of February for routine inspections and they will also look at the new well site.

Councilman Fox asked where are we with the new well?

Town Manager Roudabush stated the electric company will have to setup electricity, also Burner’s Electric is going to install a soft start motor which is required.

STREETS & PUBLIC PROPERTY

(Chair Fox, Vice Mayor Kite, and Councilmen Comer and Lowe)

There was nothing to report during this period.

POLICE, SAFETY, & JUDICIAL

(Chair Kite, and Councilmen Comer, and Lowe)

Chief Davis stated the new radio system is officially online, and has noticed it is already an improvement from the old system. There has not been any problems and it was money well spent.

Mayor Lucas asked how long does Chief Davis anticipate it will be for upgrades since technology changes often?

Chief Davis stated under the contract the upgrades are covered for five years, and the radios will be the same price for ten years.

Councilman Fox asked Chief Davis what was the latest news on the damaged police vehicle?

Chief Davis stated it was at Top Gun Autobody and Top Gun has not started repairs.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

There was nothing to report during this period.

PARKS & RECREATION

(Chair Comer, and Councilmen Lowe and Pierce)

There was nothing to report during this period.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe and Pierce)

Town Manager Roudabush stated the new business going in at the Old Pharmacy was unsure where the property lines were, and now the property has been surveyed, and all appears to be moving forward. The earliest closing date would be June and the latest would be in August, followed by demo of the old building and construction of a new retail building.

Mayor Lucas asked if Town Manager had heard anything from the owners of the Old Lodge property?

Town Manager Roudabush stated when she last spoke to the owners, they were waiting on the cost of building materials to go down. Town Manager Roudabush told them they could still demo the property at any time.

Vice Mayor asked if Town Manager Roudabush has heard anything from Mr. Hoke who was possibly going to buy the old Shenandoah Assembly of God Church at 712 Maryland Avenue?

Town Manager Roudabush stated Mr. Hoke came to Town Hall to pickup applications, but he has not turned them in.

Councilwoman Cave stated she is the District 5 representative for the Page County Economic Development Authority and her term expires January 31, 2025. She will be stepping down from that position since she has now been elected to the Shenandoah Town Council. If you live in District 5, and would like to take over Councilwoman Cave's unexpired term, please call Town Hall (540) 652-8164 and speak to Town Clerk Lora Jenkins or e-mail ljenkins@townofshenandoah.com to get on a list to be recommended to Page County Board of Supervisor Jeff Vaughn. County EDA members are appointed by the Board of Supervisors.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave, and Councilman Pierce)

There was nothing to report during this period.

PERSONNEL

(Chair Pierce, Councilman Comer, and Councilwoman Cave)

There was nothing to report during this period.

UNFINISHED BUSINESS

Councilman Pierce stated he would like to schedule the Town Code Workshops an hour before Council meetings.

Mayor Lucas stated that would be a good idea.

Town Clerk Lora Jenkins stated the next Council meeting would be on February 14th, so the Town Code Workshop would be 6:00 p.m. on February 14th.

The Council agreed to have a Town Code Workshop on February 14th at 6:00 p.m.

Mayor Lucas stated at the last meeting it was brought up to reorganize the Council Committees since there was a new Council member from the last election.

After a short discussion, the following 2023 Council Committees were organized:

Water & Sewer: Chair William Kite, Councilwoman Denise Cave, and Councilman Mike Lowe; **Streets & Public Property:** Chair Lynn Fox, Vice Mayor William Kite, and Councilmen Russ Comer and Mike Lowe; **Police, Safety & Judicial:** Chair William Kite, Councilmen Russ Comer and Mike Lowe; **Taxation & Finance:** Chair Richard Pierce, Vice Mayor William Kite, and Councilman Lynn Fox; **Parks & Recreation:** Chair Russ Comer, Councilmen Mike Lowe and Richard Pierce; **Industrial, Economic Development & Procurement:** Chair Denise Cave, Councilmen Mike Lowe and Richard Pierce; **Community Service:** Chair William Kite; Councilwoman Denise Cave, and Councilman Richard Pierce; **Personnel:** Chair Richard Pierce, Councilwoman Denise Cave, and Councilman Russ Comer.

NEW BUSINESS

Town Clerk Jenkins stated she was asked by a resident if the electronic signboards could be used for birthday announcements. She told the resident she would ask the Council, since the electronic boards were paid for with CARES Act grant funds and originally were to be used for pandemic messages. Now the pandemic has lessened, the sign boards have been used to announce Town events.

Town Manager Roudabush stated it would difficult to have Town events and birthday messages and would put Town Clerk Jenkins in a position where people would be mad at her because she would have to say no they could not have their message on the boards at certain times which would conflict with other preplanned or needed messages.

Councilman Fox agreed and he felt the boards should just be for Town events.

Mayor Lucas also agreed it would cause people to be mad at Town Clerk Jenkins because she would not always be able to put their message on the boards.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated there will be a joint meeting with officials from Page County, Town of Luray, Town of Shenandoah, and Town of Stanley on February 2, 2023 at 3:00 p.m. at the Stanley Fire Hall. Council members are invited to attend, and if they would like to carpool, Town Manager Roudabush will be leaving Town Hall at 2:30 p.m. on February 2nd.

Councilwoman Cave asked how often are these joint meetings?

Town Manager Roudabush stated they are quarterly meetings.

MAYOR'S REPORT

Mayor Lucas asked Councilman Lowe if he had any interest in reinstating the run/walk in Town?

Councilman Lowe stated he had organized the event for ten years, and had no desire to reinstate it at this time.

Town Manager Roudabush stated the Town tried to get other organizations to take it over for their fundraisers, but no one wanted to.

FOR THE GOOD OF THE TOWN

Amos Thomas noted there was a snowflake still on a utility pole in Town.

Town Manager Roudabush stated the bucket truck was unable to get the snowflake because the ground around the utility pole was too soft and the Town did not want to get Stanley's bucket truck stuck.

Amos Thomas stated he noticed the museum signs under the historic railroad signs throughout Town, and is hoping it will bring more visitors to the museum. He noted he asks museum visitors how they heard about the museum, and a lot have told him they see the historic railroad signs and head down the street to see what is there.

Town Manager Roudabush stated Public Works and Trustees made the museum signs in house.

Councilman Comer stated he, Councilman Pierce, and Town Manager Roudabush went to Roanoke to look at the train display; however, it is too large for the museum.

Councilman Pierce stated the Army flag at the Veterans Park is down. Public Works is working on a way to put up a new rope, but the power line is causing a problem.

Town Manager Roudabush stated Public Works is going to try renting a scissor lift and see if they

can get under the power line to put the rope and flag back up.

Amos Thomas asked how soon will the museum have a sign on the building itself?

Councilman Comer stated the Train Museum Committee has it on their list to discuss.

Councilman Fox thanked the Council for their condolences and cards sent after the loss of his father.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 8:18 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk