

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
February 14, 2023**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, February 14, 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; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Councilman Lynn Fox.

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

Citizens present were: Jaxon Staples, Bob Zirkle, and Sue Zirkle.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

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

JANUARY 24, 2023 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on January 24, 2023, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **February 14, 2023**, in the **Combined Accounts Disbursement Warrants #40777 - #40832** in the amount of **\$283,552.59**.

Members Roll Call Vote was as follows:

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

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Councilman Pierce asked if there was any discussion to whether the New Ballfield Big Gem Park CD Restricted in the amount of \$11,476.41 could be closed, and the amount be transferred to the Town's Parks and Rec budget?

Mayor Lucas asked what was the purpose of the money?

Town Manager Roudabush stated it was money donated for the sole purpose of building a ballfield for an adult league like the Shenandoah Indians at Big Gem Park, and that is why it is in a restricted cd. Town Manager Roudabush stated the Town could ask the donors if they would be ok with closing the cd and transferring the funds to the Town's Park and Rec budget.

Mayor Lucas stated the Town could look into it.

There being no other questions, a *motion* was made by Councilman Comer, *seconded* by Councilwoman Cave, to approve the February 6, 2023 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,939,762.55, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite Councilwoman Cave Councilman Comer Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas
ABSENT: Councilman Fox
VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received the January 2023 Vehicle Gas Logs for review.

#2 – Mayor Lucas and Council received the January 2023 Shenandoah Police Department Activity Log for review.

#3 – Mayor Lucas and Council received the January 2023 Shenandoah Police Department Vehicle Gas Log for review.

#4 – Mayor Lucas and Council received the January 2023 Town of Shenandoah Museum and Welcome Center attendance record and revenue for review. There were 40 visitors to the Museum and Welcome Center in January. Total revenue collected for printing services in January was \$146.65. Two books were sold for a total of \$33.50. Two ornaments were sold for a total of \$20.00 and donations totaled \$32.00.

#5 – Mayor Lucas and Council received a letter from Page Alliance for Community Action (PACA) with their comprehensive list of activities and community involvement.

Mayor Lucas asked if PACA is on the Town’s budget list for an annual donation?

Town Manager Roudabush stated she will have to check. Town Manager Roudabush noted PACA does provide many community services. They have a \$6,000 grant for the Town to provide playground equipment for Big Gem Park, they have organized the Community Garden, and have many initiatives to inform children about the adverse effects of alcohol/drug use.

Mayor Lucas stated the Council can discuss what is available in the budget for a donation to PACA at the next meeting.

#6 – Mayor Lucas and Council received a letter from the Shenandoah Elementary School Parent Teacher Organization’s President Shana Pennington and Treasurer April Amend requesting the Town donate toward renovating Shenandoah Elementary School’s courtyard.

Mayor Lucas asked what the Council would like to do?

Councilman Pierce asked where was the school’s courtyard?

Chief Davis stated it was near the front parking lot of the school behind a chain link fence.

Mayor Lucas stated the Council can discuss what is available in the budget at the next meeting.

WATER & SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Councilman Lowe asked what happened to cause a leak near the bank?

Town Manager Roudabush stated a resident did not call Miss Utility and dug up a 4" waterline. Town Manager Roudabush noted the resident will be sent a bill for the repairs the Town had to make. This leak potentially caused the leak close to the bank. Public Works had a hard time finding the valves, and when they did find them, the valves were hard to shut off. A contractor was called to bore under 340 and the line was sleeved without having to tear up the asphalt across 340. There are small areas of asphalt that will need to be patched once the asphalt companies open for the season.

Chair Kite asked if there was a leak this morning?

Town Manager Roudabush stated there was a leak at the pressure station on Trenton Avenue which was fixed today.

Mayor Lucas noted this is the time of year for freezing and thawing and if anyone on the Council did see any evidence of a leak, to let Town Manager Roudabush know about it.

Chair Kite stated there is an area at the intersection of Quincy Avenue and South Second Street which stays wet.

Town Manager Roudabush stated Public Works will check on it.

STREETS & PUBLIC PROPERTY

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

There was nothing to report during this period.

POLICE, SAFETY, & JUDICIAL

(Chair Kite, Councilmen Comer, and Lowe)

Chief Davis stated he will be switching the gas at the Police Department from premium to regular. Chief Davis stated he looked to see if any of the police vehicles required premium, and none required premium. By switching to regular, it will save \$1.12 per gallon.

Chief Davis stated the Route 602 bridge received damage from a single vehicle accident when the bridge was icy yesterday. VDOT will be making repairs to the bridge soon. VDOT said the damage was not structural.

TAXATION & FINANCE

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

Chair Pierce stated the Council received the January 2023 Monthly Budgets for review, and the fiscal year 23-24 budget workshops will start in March.

Vice Mayor Kite asked what was the status on the Maryland Avenue sewer line project?

Town Manager Roudabush stated Racey Engineering submitted the grant application for the project and winners of the grant will be notified in March. Racey said the grant officials have called them to ask questions. It is a very competitive grant.

Vice Mayor Kite asked if there was a blockage near 7-Eleven?

Town Manager Roudabush stated there was a manhole cover which kept getting knocked off near 7-Eleven, but was not aware of any other issues near 7-Eleven.

PARKS & RECREATION

(Chair Comer, Councilmen Lowe, and Pierce)

Chair Comer stated he agreed with Councilman Pierce and the New Ballfield Big Gem Park CD restricted should be closed, and the amount be placed in the Town's Parks and Rec budget, if possible.

Vice Mayor Kite asked if the ballfield area was still maintained?

Town Manager Roudabush stated it has been bushhogged and is open.

Town Manager Roudabush stated an ad for sealed bids has been placed in the Thursday, February 17th Daily News Record. The bid is to grade, pave, and stripe a 36 inch wide trail and access connector and parking to meet the Americans with Disabilities Act and Section 504 of the Rehabilitation Act for Accessibility Trail in Big Gem Park, 736 Fourth Street, Shenandoah, Virginia. Deadline for the sealed bids is Tuesday, February 28, 2023 at 2:00 p.m.

Town Manager Roudabush stated the Town won a reimbursable grant for the ADA trail. At first, the trail was going straight back, but once the Town found out bridges would have to be built to support the weight of paving trucks, the ADA trail will now go partially on the Clinton Lucas, Jr. Trail. Charles Jenkins of JCS Detailing is helping with the design.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, and Councilmen Lowe and Pierce)

Chair Cave stated the Shenandoah Industrial Corporation met February 7th. The Shenandoah Industrial Corporation has changed their bylaws to allow for business operators within Town limits to become members. Previously, the bylaws stated only business operators who lived within Town limits were allowed to be members. The Shenandoah Industrial Corporation also discussed

coordinating with the Chamber of Commerce for Business After Hours. They also discussed the need for a grocery store in Shenandoah.

Mayor Lucas stated a grocery store is wanted by all residents; however, it has been really hard to find a box grocery store to come to Town and mom and pop grocery stores are struggling financially.

Note: Taste the Southern Market does sell a small variety of grocery items, including some meat and vegetables.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave, and Councilman Pierce)

Councilman Comer stated there is a home on Eighth Street which he is keeping his eye on for a Community Enhancement Award. Councilman Comer stated once all the improvements have been made, he will let the Council know.

Councilman Lowe stated there is a vacant home on N. Second Street which needs to be secured.

Town Manager Roudabush stated the home was sold at a tax sale and the contractor who bought it is usually quick with remodels. She will call the contractor to notify him the home needs to be secured.

Town Manager Roudabush noted the home on Tenth Street which was destroyed by a fire, has now been secured. The new owner plans to tear down the home and rebuild.

PERSONNEL

(Chair Pierce, Councilwoman Cave, and Councilman Comer)

Town Manager Roudabush stated Joyce Fluharty has decided to retire, and her last day will be March 9, 2023. Town Clerk Lora Jenkins will be cross training with Joyce to help out at the Museum. Town Manager Roudabush will be meeting with the Personnel Committee to discuss job description changes for the Museum Curator position.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

There was nothing to report during this period.

MAYOR'S REPORT

There was nothing to report during this period.

FOR THE GOOD OF THE TOWN

Jaxon Staples asked if there was anything going into the old Chinese restaurant/old Tastee-Freez building?

Town Manager Roudabush stated currently the building is leased by another Town business. Councilwoman Cave stated the building is primarily used for storage.

Jaxon Staples stated, in the Summer, the Big Gem trails need to be cleared of thorny vines. He has ridden his bike on the trails and the thorns have popped his tires.

Town Manager Roudabush stated the vines/grass grows so quickly and it is up to the one Parks and Rec employee to maintain all the parks. Sometimes the Parks and Rec employee gets help from Trustees, but it is still difficult to keep the trails clear while performing all the other Parks and Rec duties. This employee also assists in Public Works major projects too.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 7:45 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Fox

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk