

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
March 28, 2023**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, March 28, 2023, at 7:05 p.m., with Vice Mayor William Kite, presiding.

The meeting began with the Pledge of Allegiance.

ATTENDANCE

Council Members present were: Vice Mayor William Kite; Council Members Denise Cave; Lynn Fox; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Mayor Clinton O. Lucas, Jr.; and Councilman Russell Comer, Jr.

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

Citizens present were: Courtney Nelson; Donna Rosenberger; Jackie Sullivan-Smoot; and Jaxon Staples.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

Jackie Sullivan-Smoot spoke about Healthy Families Page County who is sponsoring the pinwheel campaign for Child Abuse Awareness Month in April. Pinwheels will be distributed to businesses and schools around Page County. Healthy Families Page County is located at 294 E Main Street, Stanley, VA 22851. Healthy Families Page County offers information and support to help prepare for the birth and care of a child up until kindergarten. They also help parents with career goals. For more information call Healthy Families Page County (540) 778-4061 or follow them on their Facebook page.

MARCH 14, 2023 REGULAR MEETING MINUTES

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

Members Vote was as follows:

YEA: Vice Mayor Kite

NAY: None

Councilwoman Cave
Councilman Fox
Councilman Lowe
Councilman Pierce

ABSTAIN: None

ABSENT: Mayor Lucas; and Councilman Comer

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a *motion* was made by Councilwoman Cave, *seconded* by Councilman Lowe, to approve the bills, dated **March 28, 2023**, in the **Combined Accounts Disbursement Warrants #40901 - #40974** in the amount of **\$151,549.05**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas; and Councilman Comer

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

Councilman Fox asked Town Manager Roudabush if she had checked on the revolving cd?

Town Manager Roudabush stated she had not yet had time.

There being no other questions, a *motion* was made by Councilman Lowe, *seconded* by Councilwoman Cave, to approve the March 24, 2023 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,847,914.73, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas; and Councilman Comer
VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received an invoice from Bethel Bend Farm, Inc in the amount of \$1,716.46 for installation of remanufactured ACDelco ABS module, new ACDelco brake line kit, brake master cylinder, and brake booster on the 2003 Chevrolet Silverado 3500.

Vice Mayor Kite asked if the repair had been made?

Town Manager Roudabush stated the truck had been taken to two other garages and they could not fix it, but suggested Bethel Bend Farm, who was able to make the repairs. Because the Town would be paying by check, Bethel Bend Farm would give a \$85.82 deduction, so the amount to be paid is \$1,630.64.

There being no other questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Pierce, to approve the payment to Bethel Bend Farm, Inc. in the amount of \$1,630.64 for installation of remanufactured ACDelco ABS module, new ACDelco brake line kit, brake master cylinder, and brake booster on the 2003 Chevrolet Silverado 3500, to be paid from the Utility Fund Water Department Vehicle Supplies and Maintenance budgeted line item.

Members Roll Call Vote was as follows:

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

ABSENT: Mayor Lucas; and Councilman Comer
VOTE: Unanimous in favor of motion

#2 – Mayor Lucas and Council received an invoice from William D. Price Backhoe Service in the amount of \$750.00 for repair to a waterline.

Vice Mayor Kite asked if the water line had been repaired?

Town Manager Roudabush stated Public Works did not have the equipment for this repair in a wooded steep area, plus they were working on the waterline on Route 340, so Denny Price was able to come and do the repair.

There being no other questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilwoman Cave, to approve the payment to William D. Price Backhoe Service in the amount

of \$750.00 for repair to a waterline. Payment to be transferred from the Water/Sewer Line Checking Account into the Utility Fund Checking Account.

Members Roll Call Vote was as follows:

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

ABSTAIN: Mayor Lucas

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

#3 – Council was presented with a proposed ordinance defining the basis for tax assessment establishing the Real Estate and Mobile Home tax rates for 2023.

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT
AND ESTABLISHING THE TAX RATE FOR 2023
SHENANDOAH CORPORATION TAXES**

BE IT ORDAINED, per Virginia State Code 58.1-3010 and 58.1-3000 and by the Council of the Town of Shenandoah, Virginia that:

1. The dollar assessment values established by the Commissioner of the Revenue of Page County, Virginia for Real Estate owned as of January 1, 2023, shall be used by the Town of Shenandoah for 2023 Corporation Tax purposes.

2. The Tax Rate assessed for 2023 will be:

REAL ESTATE.....\$0.31 Per Hundred

MOBILE HOMES.....\$0.31 Per Hundred

ENACTED by the vote of the Town Council of the Town of Shenandoah, Virginia, on the 28th day of March, 2023; the following members being present and voting as shown below:

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox, to adopt an ordinance defining the basis for tax assessment and establishing the Real Estate and Mobile Home tax rates for 2023, as presented.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas; and Councilman Comer

VOTE: Unanimous in favor of motion

#4 – Council was presented with a proposed ordinance defining the basis for tax assessment and establishing the Machinery and Tools and Personal Property tax rates for 2023.

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT
AND ESTABLISHING THE TAX RATE FOR 2023
SHENANDOAH CORPORATION TAXES**

BE IT ORDAINED, per Virginia State Code 58.1-3010, 46.2-752, and by the Council of the Town of Shenandoah, Virginia that:

1. The dollar assessment values established by the Commissioner of the Revenue of Page County, Virginia for tangible Personal Property and Machinery and Tools owned as of January 1, 2023, shall be used by the Town of Shenandoah for 2022 Corporation Tax purposes.
2. The Tax Rate assessed for 2023 will be:
UNEXEMPT TANGIBLE PERSONAL PROPERTY...\$0.60 Per Hundred
 - Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief
 - Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for a tax relief at a percentage rate which will be decided by the Town Manager and Treasurer after vehicle totals are assessed by the Commissioner of Revenue and edited to see what percentage rate will apply.
 - Personal use vehicles valued at \$20,001 or more shall only be eligible for a tax relief at a percentage rate which will be decided by the Town Manager and Treasurer after vehicle totals are assessed by the Commissioner of Revenue and edited to see what percentage rate will apply on the first \$20,000 of value.

MACHINERY and TOOLS.....\$0.60 Per Hundred

VEHICLE LICENSE FEES - CARS.....\$25.00 EACH

VEHICLE LICENSE FEES - TRUCKS.....\$25.00 EACH

VEHICLE LICENSE FEES - TRAILERS.....\$25.00 EACH

VEHICLE LICENSE FEES - CAMPERS.....\$25.00 EACH

VEHICLE LICENSE FEES - MOTORCYCLE.....\$15.00 EACH

ENACTED by the vote of the Town Council of the Town of Shenandoah, Virginia, on the __28th__ day of _March___, 2023; the following members being present and voting as shown below:

There being no questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilwoman Cave, to adopt an ordinance defining the basis for tax assessment and establishing the Machinery and Tools and Personal Property tax rates for 2023, as presented.

Members Roll Call Vote was as follows:

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

ABSENT: Mayor Lucas; and Councilman Comer

VOTE: Unanimous in favor of motion

#5 – Mayor Lucas and Council received a reminder to set the joint public hearing date for the adoption of the 2022 Comprehensive Plan.

Vice Mayor Kite asked what was the procedure to have the hearing?

Town Manager Roudabush stated it must be advertised two consecutive weeks in a local newspaper and the hearing must take place between 5-21 days after the last advertisement.

Town Clerk Jenkins stated the date of April 25th would meet the procedural requirements.

Council agreed to advertise the joint public hearing for April 25th. A copy of the 2022 Comprehensive Plan is at Town Hall, and on the Town’s website www.townofshenandoah.com under the Residents tab. If anyone wishes to have the draft e-mailed to them, contact Town Clerk Lora Jenkins at ljenkins@townofshenandoah.com.

WATER & SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Town Manager Roudabush stated Public Works had finished the tree cutting so SVEC could install power lines to the new well. The area they had to cut was 60 feet wide, so there will be a lot of wood available soon. Anyone wanting firewood will need to sign a waiver at Town Hall and schedule pickup with the Public Works Director.

SVEC will start installing the power lines soon, they did want the payment up front, so Council will see an invoice and check soon, but Public Works did save the Town \$40,000.00 by cutting the trees

down. Burner Well Drilling will be digging around the well head, and testing the new well soon.

Councilman Fox asked if the cones on Route 340 belong to the Town?

Town Manager Roudabush stated yes, they belong to the Town.

Councilman Fox asked when the cones could be picked up?

Town Manager Roudabush stated Public Works is still waiting on the ground to settle, and then they will fill, grade, and seed the area.

Town Manager Roudabush submitted an application for water and sewer connections for the construction of a new home on lot 17 on Williams Avenue for Ronnie Meyerhoffer, to be built in 2023.

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to approve a water and sewer application for construction of a new home on lot 17 on Williams Avenue for Ronnie Meyerhoffer, to be built in 2023.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas; and Councilman Comer

VOTE: Unanimous in favor of motion

STREETS & PUBLIC PROPERTY

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

Town Manager Roudabush stated she received two bids on asphalt patches on Pulaski Avenue. Pettit Paving's bid was \$2,000.00 and Hensil Good Paving's bid was \$1,150.00. The asphalt plant will not open until April 12, so the patch work would not start until after the 12th.

Councilman Lowe stated the Town should go with the less expensive bid.

There being no questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Fox, to accept the bid of Hensil Good Paving in the amount of \$1,150.00 for the asphalt patches on Pulaski Avenue, to be paid from the General Fund Capital Outlay Street Improvement budgeted line item.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Mayor Lucas; and Councilman Comer

VOTE: Unanimous in favor of motion

Town Manager Roudabush stated Public Works will start work on the problem area on Junior Avenue after Spring Cleanup is over. VDOT had given ideas on what might help the problem on this Town owned street.

Chair Fox asked what is Public Works going to do?

Town Manager Roudabush stated they will install a pipe and the water will be diverted across the street. Homeowners will need to sign a form for Public Works to work on their property.

Chair Fox stated the Town should look at tar and chip over asphalt for streets the Town owns.

Town Manager Roudabush stated she could get some quotes.

POLICE, SAFETY, & JUDICIAL

(Chair Kite, Councilmen Comer, and Lowe)

Chief Davis passed around a copy of a thank you card the Police Department received from the Stepp Family for their assistance during a funeral procession.

Town Manager Roudabush stated the Town has received lots of verbal praise over the Police Department, as well as written.

Chief Davis reported the 2020 Ford Explorer is being repaired, and the body shop is waiting on a door.

Chief Davis stated the grant he and Town Manager Roudabush worked on was submitted on Thursday. If the Police Department is awarded the grant, they would purchase two more police vehicles and other equipment items. This grant is a no match grant, but is very competitive. The grant winners will be announced on May 11th.

Councilman Fox asked if the Police Department was still getting the building from the Fire Company?

Chief Davis stated, no, the Fire Company is moving the building to the Carnival Grounds.

Councilman Fox stated he had complaints of speeding on Tenth Street and Grandos Street.

Chief Davis stated the Police will take care of it.

TAXATION & FINANCE

(Chair Pierce, Councilmen Fox, and Kite)

Chair Pierce stated the budget workshops have concluded.

Town Manager Roudabush stated there will be a real estate tax sale on April 6th at the Courthouse in Luray for properties who have been delinquent on their real estate taxes for the past 3 years. The County has 16 delinquent parcels up for sale and the Town has two.

PARKS & RECREATION

(Chair Comer, Councilmen Lowe, and Pierce)

Councilman Pierce asked if Public Works could clean up the Veterans Park?

Town Manager Roudabush stated they will be starting to mow and weed eat soon.

Town Manager Roudabush stated she has not had a chance to get a quote for the WigWam Village Playground restroom. She noted Big Gem Park's restroom cost \$10,000.00, but the Council should expect more than \$10,000.00 for a restroom at WigWam Village.

Town Manager Roudabush stated work on the ADA trail in Big Gem Park will start next week depending on the weather.

Councilman Pierce asked if this would affect the Easter Egg Hunt?

Town Manager Roudabush stated the paving company would be digging the trail first, so it would affect the Clinton Lucas, Jr. Trail on the right-hand side.

Councilman Pierce stated the church hides eggs on that side of the trail for older kids.

Town Manager Roudabush stated the left side of the main entrance trail should be ok to hide eggs on April 8th.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe, and Pierce)

Chair Cave stated there is a business for sale on First Street which has two buildings. She noted she has forwarded this information on to others to help get the word out about this opportunity. She will continue to work to help market this property.

Town Manager Roudabush noted after speaking with Chair Cave, she has forwarded the information about this business to potential investors and local business owners by email.

Councilman Pierce asked if Chair Cave had spoken to the General Manager of Dollar General?

Chair Cave stated she has not been able to speak to the General Manager.

Councilman Pierce said the employees told him there are staffing issues which is why the products are in the aisles and not on the shelves.

Chair Cave said Dollar General made national news because of their staffing issues.

Councilman Pierce asked if there was anything happening with a commercial building with a trash problem?

Town Manager Roudabush stated the landlord's attorneys are handling the situation.

Councilman Pierce asked if there were homes being built behind Emma Shifflett's home on Pulaski Avenue?

Town Manager Roudabush stated someone has shown interest in building behind Emma Shifflett's.

Councilman Fox asked if there was any word on the new business coming to the Old Pharmacy?

Town Manager Roudabush stated it is still in the works.

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)

Councilwoman Cave stated the interviews for the open Town Clerk position will be on Thursday, March 30th at 4:00 p.m.

Town Manager Roudabush stated she will have more details for the Council about an Assistant Town Manager at a future meeting.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated the Town of Shenandoah Museum and Welcome Center has received 50,000 views on Google. Also, new marketing initiatives are underway like the live stream camera on the railyard has been installed.

Town Clerk Jenkins stated she will send out a press release soon about the camera.

Councilman Pierce stated the Town should look into an emergency alarm system for the Museum.

Chief Davis agreed there should be an emergency alarm which alerts 911.

Town Manager Roudabush stated there is another truck which is having transmission problems. It has 215,000 miles and is 23 years old. The Council should not be surprised to see an invoice for this truck in the future.

MAYOR'S REPORT

There was nothing to report during this period.

FOR THE GOOD OF THE TOWN

Courtney Nelson, President of the Daughter of the Stars Farmer's Market, spoke about the need for a market manager for this upcoming market season. Ms. Nelson will be unable to oversee the market due to school obligations. She believes she could find a part-time manager and pay them \$5,000.00 but would need funding.

Councilwoman Cave stated she appreciated having the farmer's market in Town and feels it is a nice addition. Councilwoman Cave suggested Ms. Nelson speak to college students who may want to gain experience and have the opportunity to manage the farmer's market to put in their portfolio. Councilwoman Cave also suggested presenting the funding request to the Page County Economic Development Authority.

Town Clerk Jenkins stated there will be a meeting on April 6th at 3:30 at the Chamber of Commerce about the farmer's market. Town Clerk Jenkins will attend the meeting.

ADJOURN

There being no further discussion, a *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to adjourn the meeting at 8:25 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave
Councilman Fox

NAY: None

Councilman Lowe
Councilman Pierce

ABSTAIN: None

ABSENT: Mayor Lucas; and Councilman Comer

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk