

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
July 23, 2024**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, July 23, 2024 at 7:07 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 Members Denise Cave; Lynn Fox; Richard Pierce; and Christopher Reisinger.

Council Members absent were: I. Michael Lowe

Other Town Officials present were: Charles Jenkins, Town Manager; Paul Davis, Chief of Police and Angie Schrimsher, Town Clerk.

Citizen's present were: Robert Zirkle, Sue Zirkle, Brittaney Sutherland, Brenda Haggett, Martha Comer, Donald Comer, Mary Queen, and Charles Thomas.

Media Representatives: None

AWARD PRESENTATION

None during this period.

RECEIVING OF VISITORS

None during this period

July 09, 2024 REGULAR MEETING MINUTES

A *motion* was made by Councilman Fox, *seconded* by Councilwoman Cave, to approve the *Regular Meeting Minutes* held on July 09, 2024, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.
ABSENT: Councilman Lowe
VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the bills, dated July 09, 2024, in the **Combined Accounts Disbursements Warrants #42214 - #42252** in the amount of **\$201,615,54** as presented.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilwoman Cave Councilman Fox Councilman Pierce Councilman Reisinger	NAY: None
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ABSTAIN: Mayor Clinton O. Lucas, Jr.
ABSENT: Councilman Lowe
VOTE: Unanimous in favor of motion

TREASURER'S REPORT

A *motion* was made by Councilman Fox, *seconded* by Councilman Reisinger, to approve the July 09, 2024 Treasurer's Report, submitted by Treasurer Christl Huddle, in the amount of **\$2,166,191.48**, as presented.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilwoman Cave Councilman Fox Councilman Pierce Councilman Reisinger	NAY: None
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ABSTAIN: Mayor Clinton O. Lucas, Jr.
ABSENT: Councilman Lowe
VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1- Received a memo regarding the free outdoor movie night on July 26, 2024 at Big Gem Park starting at 8:30 p.m. This was rescheduled from July 5, 2024. The featured movie will be Clifford the Big Red Dog and is sponsored by Kimberly Sampson in honor of her Mother's

birthday. Big Gem Park is located at 736 Fourth Street, Shenandoah, VA.

#2- Received a flyer regarding the Car Show being held at the Moose Bottom on Saturday, August 3, 2024 from 10:00 am to 3:00 pm. The Moose Bottom is located at 1675 US Highway 340 South Shenandoah, VA 22849. There is a \$10.00 registration fee; all makes/ models/years are welcome with prizes consisting of \$250.00 best in show, \$150.00 best engine, \$100.00 best paint, a plaque top 25, and a 50/50 drawing.

#3- Received a flyer with information about the National Night Out Ice Cream Social on August 6, 2024 from 6:30 p.m.-7:30 p.m. There will be free ice cream while supplies last at the Town of Shenandoah Police Department located at 411 Second Street, Shenandoah, VA.

#4-Received a flyer about Mason Cooper, member of the Norfolk and Western Historical Society and member of the Winchester Chapter, National Railway Historical Society, speaking about the sites Shenandoah crews worked from Hagerstown, MD to Shenandoah, VA. He will be at the Town of Shenandoah Museum and Welcome Center on Saturday, August 3, 2024 at 2:00 p.m., 507 First Street, Shenandoah, VA.

#5-Received a memo stating The Town of Shenandoah Museum and Welcome Center was a finalist in the Daily News Record's Best of the Valley contest.

#6-Received a memo from Mount Carmel Christian Academy asking the Town of Shenandoah for donations to help with their athletic program. The Town Council decided not to make a donation at this time.

A *motion* was made by Vice Mayor Kite *seconded* by Councilman Reisinger, to approve not participating in donating at this time.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

#7-Town Manager Charlie Jenkins stated he has received a quote for the repair of the retaining wall on Third Street, however he is still checking for other quotes at a reasonable cost.

#8- Received a memo from Town Manager Charlie Jenkins regarding having AED devices in Town buildings, noting we are required to have someone certified for their use. He added the

American Heart Association Heartsaver First Aid/CPR/AED training is close to 6 hours, depending on the size of the group. Town Manager Charlie Jenkins stated the cost is typically \$125.00 per person with a minimum of eight people. He added there is a discount available for 13 or more participants in one class which would be \$1,430 for 13 people and we would require two groups. Town Manager Charlie Jenkins informed Council this class covers numerous First Aid topics as well as AED training.

Town Manager Charlie Jenkins added the American Heart Association Heartsaver CPR/AED training is around 2.25-2.5 hours, depending on the size of the class. He added the cost is \$65.00/person with an eight person minimum charge and they have a discounted price for 13 or more participants in one class. Town Manager Charlie Jenkins stated the cost would be \$845 for 13 people and we would need to do two groups, however, this class only covers AED use.

Town Manager Charlie Jenkins stated Page County EMS uses Zoll AEDs and it is recommended we have training compatible with them, making it so the patient could instantly transfer over for transport. He added Zoll AEDs cost around \$2021.00 plus shipping and we would need two. Town Manager Charlie Jenkins will discuss it with the Town employees and will readdress it at a future meeting.

#8- Town Manager Charlie Jenkins discussed the Water Pressure Station on Trenton Avenue. He noted the problems with low water pressure on the South End of Town were reviewed and the original pipe installation should have included a valve to turn the main water off. Town Manager Charlie Jenkins stated a new 10-inch valve was installed by a contractor but issues arose with the new valve sealing properly. He noted the Town's main water line was cut off to remove the valve and seal it, adding the Crew was able to finish fixing the two-inch line around 5:30 p.m. Tuesday and installed the six-inch valve the next day. Town Manager Charlie Jenkins informed Council he has received reports from residents noting improvement in their water pressure.

#9-Received a memo stating in 2023, the previous Treasurer suspended the monthly transfers from the Town's checking account to Capital Improvement and Water and Sewer Lines Replacement Accounts. The memo noted these accounts were set up to designate funds for special purposes, adding Blue Ridge Bank had notified the Town one of these accounts will soon go dormant due to lack of activity. The memo stated making monthly transfers to both accounts will ensure regular activity in the accounts and resume the designation of funds for both Capital Improvement projects and replacement of Water and Sewer Lines. The memo also informed Council a monthly transfer of \$5000.00 to the Capital Improvement checking account and \$5000.00 to the Water and Sewer Lines Replacement Account will begin July 25, 2024.

A *motion* was made by Councilman Fox, *seconded* by Councilman Reisinger, to approve to keep Capital Improvement and Water and Sewer accounts opened.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilwoman Cave

NAY: None

Councilman Fox
Councilman Pierce
Councilman Reisinger

ABSTAIN: Mayor Clinton O. Lucas, Jr. and Councilman Lowe

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

#10-Received a memo noting the Town utilizes trustee labor from the Page County Jail on a regular basis, which is normally two trustees and they each average 1,264 hours per fiscal year. The FY 2024-2025 budget includes \$7500.00 to provide one meal per day and water for the trustees and the employee responsible for them while they are working for the Town, noting trustees must be supervised at all times. If the Town were to hire two part-time workers for the same labor, the cost to the Town would be the average salary of \$15/hour, approximately 2,528 total hours worked. For 1,264 hours/employee, the gross salary would be a total of \$37,920.00 (\$18,960 per employee) plus the cost for the Town's share of Social Security and Medicare \$3,034.00 (\$1,517.00 per employee) for a total of \$40,954.00 (\$20,477/employee).

WATER AND SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Chair Kite noted he had a water and sewer application for Gene Knight at 1700 Marigold Circle, Harrisonburg, VA 22801 and had requested water and sewer connection on Quincy Avenue in Shenandoah, VA.

A *motion* was made by Chair Kite, *seconded* by Councilman Reisinger, to approve the application for Gene Knight for water and sewer connection on Quincy Avenue, Shenandoah, VA.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr. and Councilman Lowe

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

STREETS & PUBLIC PROPERTY

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

Chair Fox stated for the Maryland Avenue project , a lump sum of \$42,977.17 needed to be moved from Maryland Ave project account to the Well House account.

A *motion* was made by Chair Fox, *seconded* by Vice Mayor Kite, to approve moving a lump sum of \$42,977.17 from the Maryland Ave project to the Well House account.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr. and Councilman Lowe

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

Town Manager Charlie Jenkins noted Public Works needs concrete forms and they are looking to buy or borrow them, possibly from Daniel Grimsley. He added the cost would be \$8000.00 and the Public Works crew can use what is needed and sell what they do not need.

A *motion* was made by Chair Fox, *seconded* by Councilman Reisinger, to approve the purchase of concrete forms from Daniel Grimsley for \$8000.00.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr. and Councilman Lowe

ABSENT: Councilman Lowe

VOTE: Unanimous in favor of motion

Town Manager Charlie Jenkins stated the water line at the Baptist Church has been repaired three times near Virginia and Pennsylvania Avenue. He stated they are currently looking at ideas on how to permanently fix the line.

POLICE, SAFETY & JUDICIAL

(Chair Kite, Councilman Lowe, and Councilman Reisinger)

Police Chief Paul Davis stated due to recent inquiries about the number of cars the Police Department has, he noted they have seven cars in use and only one of the cars they are using has been purchased by the Town of Shenandoah – the 2017 Ford Explorer. He added the remaining vehicles have been purchased through Federal Grants.

Police Chief Paul Davis also commented about the cell phone usage and their fourteen lines, noting each Officer is assigned a cell phone and computer. He added each computer has a card which allows them to do calls, run license plates and obtain any other information needed. Police Chief Paul Davis noted the card is considered cellular service and it is provided through AT&T FirstNet Federal Government for emergency services. He stated these cell phones come with free unlimited service for the benefit of the Police Department.

Police Chief Paul Davis also discussed animal control within the Town. He added the County is asking the Town potentially take back animal control, noting the problem with this is the Town would need trained Animal Control Police Officers and would have no where to keep the animals. Police Chief Paul Davis noted the Town will look into other options.

TAXATION & FINANCE

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

Chair Pierce noted the credits given to the residents who returned their Lead & Copper surveys and received a \$35 credit on their water bill cost around \$10,900.00 and the Town will receive the reimbursement for this some time in the future.

PARKS & RECREATION

(Chair Reisinger, Councilman Lowe and Pierce)

Councilman Fox asked to make a notation on the Big Gem pavilion rental for people to park in the parking lot, and not on the grass.

Councilman Fox asked to remove ballfield and tennis amounts from the treasurer reports since it is not Town money.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe and Pierce)

Chair Cave asked for Town of Shenandoah Museum and Welcome Center Curator Lora Jenkins to do some fundraiser events for the Museum as well as ask for donations at events.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave and Councilman Pierce)

None during this period.

PERSONNEL

(Chair Pierce, Councilwoman Cave, Councilmen Lowe and Reisinger)

None during this period

UNFINISHED BUSINESS

None during this period

NEW BUSINESS

None during this period

TOWN MANAGER'S REPORT

Town Manager Charlie Jenkins informed Council the group, ARISE, from Luray would like to use some office space at the Town Office to help the homeless fill out paperwork. He noted they are asking for two days a month from 9:00 a.m. to 12:00 p.m.

Town Manager Charlie Jenkins informed Council the Shenandoah Volunteer Fire Departments is having a National Fire Day open house for Fire Prevention Week in October. He noted the Community Enhancement Award plaque will be given to the Shenandoah Fire Department at this event.

Town Manager Charlie Jenkins stated the dump truck is in need of a replacement tire and the estimated cost is \$200.00 - \$300.00. He noted a bed tarp is also needed for the dump truck and this will cost around \$2,500.00, adding this is a requirement.

Town Manager Charlie Jenkins informed Council the Town Chevrolet pickup truck is in need of an oil change with a local dealer wanting to service the truck as well.

Town Council made the decision to allow the Town Crew to service the truck.

MAYOR'S REPORT

Mayor Lucas inquired about companies knocking on doors around Town and requiring a permit to do so.

FOR THE GOOD OF THE TOWN

Brittany Sutherland does not feel that the Town Council agrees with the Town coming together as a community and helping the Town to lower the budget cost.

Councilman Fox stated we are required to follow state guidelines when it comes to feeding the inmates. He asked how the Town residents could help in this matter and follow state guidelines as well.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to adjourn the meeting at 8:21 p.m.

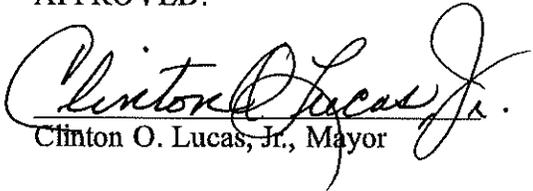
Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.
ABSENT: Councilman Lowe
VOTE: Unanimous in favor of motion

APPROVED:


Clinton O. Lucas, Jr., Mayor

ATTESTED:


Angela Schrimsher, Town Clerk