

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
August 13, 2024**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, August 13, 2024, 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 Members Denise Cave; Lynn Fox; I. Michael Lowe; Richard Pierce; and Christopher Reisinger

Council Members absent were: None during this period

Other Town Officials present were: Charles Jenkins, Town Manager; Jeff Courtney, Shenandoah Police Department K-9 Officer; and Angie Schrimsher, Town Clerk.

Citizens present were: Jennifer Morris, Diane D. Shifflett, Sue Zirkle, Robert Zirkle, Brittany Sutherland, Gary Bauserman, Brenda Haggett.

Media Representatives: None

AWARD PRESENTATION

None at this time

RECEIVING OF VISITORS

Brittany Sutherland asked Council if her children could place small American flags at Big Gem Park in honor of the Veterans. Brittany Sutherland also mentioned she will remove the flags.

Town Council approved Brittany Sutherland's request.

July 23, 2024 JOINT PUBLIC HEARING MINUTES

A motion was made by Councilman Fox, ***seconded*** by Councilman Pierce to approve the ***Joint Public Hearing Minutes*** held on July 23, 2024, as presented.

Members Vote was as follows:

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

NAY: None

Councilman Reisinger

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

July 23, 2024 REGULAR MEETING MINUTES

A *motion* was made by Councilwoman Cave, *seconded* by Vice Mayor Kite to approve the *Regular Meeting Minutes* held on July 23, 2024, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the bills, dated August 13, 2024, in the **Combined Accounts Disbursements Warrants #42253 - #42309** in the amount of **\$155,608.07**, as presented.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

A *motion* was made by Councilman Lowe, *seconded* by Vice Mayor Kite, to approve the August 8, 2024 Treasurer's Report, submitted by Treasurer Christl Huddle, in the amount of \$2,165,456.62 as presented.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 - Received the July 2024 Shenandoah Police Department Activity Log for review.

#2 - Received the July 2024 Shenandoah Police Department Vehicle Gas Log for review.

#3 - Received a memo regarding the Board of Zoning Appeals Joint Public Hearing on Wednesday September 4, 2024 at 7:00 p.m. at Town Hall, 426 First Street, Shenandoah, VA. This is for a variance request from Blue Stone Designs, LLC on property located on North Fourth Street, Shenandoah, VA.

#4 - Town of Shenandoah Museum and Welcome Center Curator, Lora Jenkins reported 190 visitors to the Town of Shenandoah Museum and Welcome Center in July. A geocache was placed outside the Museum on July 12th by Beth Hildebrand. A geocache is a hidden object with coordinates on the internet. The object stays in place so many people can try to find it. The website for the geocache is <https://www.geocaching.com/geocache/GCAV3MC> . Boy Scout Troop 48 from Mt. Crawford, VA came to the Museum on July 19th to earn their Railroad Merit Badge. Town Museums and Welcome Center Curator, Lora Jenkins created a database of 563 N&W Railroad employees who worked at the Shenandoah Yard based on N&W employees who worked at Shenandoah Yard based on N&W magazines donated to the Museum. Town Museums and Welcome Center Curator, Lora Jenkins noted if anyone has any N&W magazines, especially from 1957, please bring them to the Museum, so she can continue adding to the database.

#5 - Received a memo for the 2000 GMC 3500 Series truck. The memo stated the truck failed inspection and needs repairs before it can become roadworthy. The estimated cost for parts is \$4200.00, labor is \$2000.00 and an estimate for a new transmission is \$2600.00. The truck currently has 216,000 miles on it.

Town Council decided to table the discussion for the 2000 GMC 3500 Series for two weeks.

#6 - Received a memo from the Shenandoah Valley Soil & Water Conservation District thanking the Town of Shenandoah for its financial contribution of \$375.00 to support the district's programs and services for the 2024-2025 fiscal year.

#7 - Received a thank you card from Page Alliance for Community Action (PACA) representative Megan Gordon for the donation and continued support.

#8 - Received a memo from Treasurer Christl Huddle noting the Daily News Record will be publishing an Honoring Our First Responders special section on September 11th. The memo has an attached flyer with the rates listed, as well as the ad the Town placed last year. Town Treasurer Christl Huddle noted the Town of Shenandoah placed two ads last year for a total of \$176 (\$88 per ad). The rates are much higher this year. She also noted if the Council would like to place one ad, the cost for an eighth of a page is \$200.00 or for an ad a sixteenth of a page is \$142.00. The deadline to place an ad is August 28, 2024.

Council decided not to place an ad but will instead give a donation directly to the Shenandoah Volunteer Fire Department.

Councilman Reisinger spoke to Chief Dustin Lucas from the Shenandoah Fire Department. He noted Dustin Lucas would like to use the \$200.00 donation towards equipment and supplies needed.

Councilwoman Cave suggested having the Town Council present the \$200.00 in honor of September 11th during Fire Prevention Week.

A *motion* was made by Councilman Lowe, *seconded* Councilman Reisinger, to approve the \$200.00 donation to the Shenandoah Volunteer Fire Department for equipment and supplies needed.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

#9 - Received a flyer from the Daughter of the Stars Farmers Market. They will now be having the Farmers Market at the Shenandoah Landing River Park, located at 315 Morrison Road Shenandoah, VA 22849 from 9:00 a.m. to 12:00 p.m. The remaining dates for the Farmer's Market are August 10 & 24, September 14 & 28, and October 12 & 26.

#10 - Received a flyer regarding the Benefit/Fundraiser Cruz-In for Kendall McAlister on Sunday, August 18, 2024 (Rain Date is Sunday August 25, 2024) at KVK Precision Specialties parking lot located at 425 Quincy Avenue Shenandoah from 3:00p.m.-6:00 p.m. There will be food, music, door prizes, and trophies. There are no entry fees, but donations are accepted.

#11 - Received a flyer about the Discovery Hike taking place in the Big Gem Park on the Clinton O. Lucas, Jr. Trail on Saturday, August 24, 2024 from 10:00 a.m. – 12:00 p.m. All ages are welcome to join in the free hike. The hike will be led by volunteer Mara Meisel who is a retired Shenandoah National Park Ranger-Naturalist with 30 years' experience. Ms. Meisel will be pointing out the native and non-native plants and the wildlife along the trail. The Clinton O. Lucas, Jr. Trail is a 1 mile loop trail containing rocky and uneven surfaces with an elevation gain of about 100 feet, so please wear sturdy shoes. Don't forget to bring your water bottle, sunscreen, bug spray, and binoculars. No pets please.

WATER AND SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Town Manager Charlie Jenkins ordered a PRV valve for Junior Avenue. He noted the cost is \$7500.00 and added the valve has not been updated since 1984. Town Manager Charlie Jenkins informed Council the pressure is a lot better on the South side of Town. He stated he has checked with Country Cuts and Mr. Garcia's regarding the water pressure, noting it is about 55 pounds of pressure. Town Manager Charlie Jenkins stated we have been waiting on a new sewer pump since December 2023 and it has been on back order from Germany. He added we should have the third pump back from Lloyd's Electric next week. Town Manager Charlie Jenkins informed Council the Public Works Crew have been rotating pumps to keep them from overheating until the new pump comes in.

STREETS & PUBLIC PROPERTY

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

Town Manager Charlie Jenkins informed Council the renters for the AirBnB house on Morrison Road are entering and exiting through the Town gate. He noted there could be a problem if the water reaches high levels and we would have to lock the gate for safety issues. Town Manager Charlie Jenkins stated he will get with VDOT and asked if they could put up signs warning high water for the renters 'safety.

Town Manager Charlie Jenkins informed Council the Shenandoah Fire Department cleaned up the dock at the Shenandoah Landing River Park. They noted there was a lot of debris in the water and the wire holding the Dam Safety buoys was broken.

Town Manager Charlie Jenkins stated Virginia Avenue and Third Street gutter inlets are clogged. He added Public Works was called out on Thursday for this issue, noting VDOT will have the gutters vacuumed.

Diane Shifflett spoke about having her gutter cleaned out.

Chair Fox inquired about the trash pickup, asking Town Manager Charlie Jenkins if Updike is

improving.

Town Manager Charlie Jenkins stated Updike uses the GPS system and a small truck is used once the main truck falls behind. He noted he asked Updike about looking into a route map of the Town to ensure trash doesn't get missed.

POLICE, SAFETY & JUDICIAL

(Chair Kite, Councilman Lowe, and Councilman Reisinger)

Councilman Fox inquired about the juveniles riding around Maryland Avenue and Tenth Street on their bicycles. He added the boys were riding around with no reflectors and no helmets as well as riding around into traffic and throwing rocks at windows.

Police Chief Paul Davis informed Council the National Night Out Ice Cream Social held at the Shenandoah Police Department on August 6 was a success. He noted they served 88 bowls of ice cream and had 100 visitors attended the event.

TAXATION & FINANCE

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

Chair Pierce reported Rural Broadband Network Services is still \$1,622.00 behind on their payments. He added they are making efforts to try to catch up.

PARKS & RECREATION

(Chair Reisinger, Councilman Lowe and Councilman Pierce)

Chair Reisinger spoke with Brandon Welsh who is an Eagle Scout. He stated Brandon Welsh continues to work on the bat house project and is raising money to finish the project.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilman Lowe and Councilman Pierce)

Town Manager Charlie Jenkins stated he continues to promote the Town businesses and find potential investors for vacant properties.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave and Councilman Pierce)

Chair Kite suggested Jamie Eppard for the Community Enhancement Award, stating they live across from Virginia Avenue. Chair Kite also recommended James and Carolyn Lam for their home and property on Corcoran Street.

PERSONNEL

(Chair Pierce, Councilwoman Cave and Councilman Lowe)

Chair Pierce noted Town Clerk Angela Schrimsher will pass her probation period August 31, 2024 and requested an authorization to increase her pay 3% beginning on the following pay period.

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve a 3% percent pay increase for Town Clerk Angela Schrimsher.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

UNFINISHED BUSINESS

Town Manager Charlie Jenkins informed Council the retaining wall on Third Street near the First Christian Church is starting to fall and needs to be repaired. He noted he received three estimates to repair the wall. Town Manager Charlie Jenkins added there are two options: the first being the wall could be torn down and slope the hill or the second option would be to build a new wall.

Councilman Fox stated concrete blocks could be an option to support the weight of the hill. He added to replace the wall is an estimated cost of \$16,000.00.

A *motion* was made by Councilman Fox, *seconded* by Councilman Reisinger, to approve tearing down the wall on Third Street near the First Christian Church and sloping the hill.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

NEW BUSINESS

Councilman Reisinger inquired about VDOT cleaning up the bank across from the school.

TOWN MANAGER'S REPORT

Town Manager Charlie Jenkins discussed the sidewalk at 404 Virginia Avenue. He noted there was a large part of the sidewalk broken and needed to be removed, adding gravel was placed in the area. Town Manager Charlie Jenkins informed Council the estimated cost would have been between \$11,000 to \$16,000 to replace the sidewalk. He noted they plan to fix a portion of the area with concrete curb and add a mow strip. Town Manager Charlie Jenkins noted the rest of the sidewalk is the homeowner's responsibility to fix.

Town Manager Charlie Jenkins informed Council eight employees would want to take the first aid training. He noted the training is 6 hours long and the estimated cost for eight people is around \$880.00. Town Manager Charlie Jenkins stated the \$2,000.00 safety grant will cover the cost. He stated he will check with Rockingham County EMS to see if they have training available.

Town Manager Charlie Jenkins noted the well house is waiting on piping, noting the remaining parts should be in sometime this week. He added contractors will come and start the building for the well house after the piping is in place.

Town Manager Charlie Jenkins informed Council there was an E.coli scare in the Town of Stanley's water. He noted the sample was accidentally contaminated by an employee. Town Manager Charlie Jenkins stated a water boil notice was sent out for a couple of days. He added he went over safety precautions when handling water samples with the Public Works Crew.

Town Manager Charlie Jenkins noted the VDOT snow contract for 2024 needed approval from Council.

A *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, for the approval of the VDOT snow contact for 2024.

Members Vote was as follows:

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

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: None

VOTE: Unanimous in favor of motion

Town Manager Charlie Jenkins informed Council the Page County Tourism Board is asking for a volunteer from our district to service on the board. Anyone interested should contact the Town Office.

Town Manager Charlie Jenkins stated there is a church in Town who would like to rent out their basement to a separate business to help with the Church's income. He added the Church is having a hard time financially and is looking for ways to help. Further discussion on zoning/planning will need to be researched.

Town Manager Charlie Jenkins stated SERCAP is reviewing household incomes for the Town of Shenandoah. He added the average income is around \$64,410.00 which is considered too high for grant funding from the USDA, RUS and other Federal Agencies.

Town Manager Charlie Jenkins noted the Town of Shenandoah has some existing retaining walls built back in the 1930's to 1960's. He added there is no record of who or how the walls were constructed. Town Manager Charlie Jenkins added he is working on a retaining wall policy that will outline who is responsible for walls, the Town or the Homeowner. He hopes to have this done soon.

MAYOR'S REPORT

None at this period.

FOR THE GOOD OF THE TOWN

Diane Shifflett stated a new sidewalk was constructed at the First Christian Church not too long ago. She suggested the money for the church retaining wall should go towards the Elementary School wall or sidewalk. Diane Shifflett spoke about how the USDA/Federal Agencies needs to make an agreement regarding the Median Household income and getting grants. Diane Shifflett is concerned about the wall in front of her house along the roadway. She had mentioned that property deeds should show the property owner is responsible for repairing the wall if it occurs on their lot.

Town Manager Charlie Jenkins stated it is the owners responsible to have the wall fixed if it occurs on their land but some of the walls were built on Town Property with no agreement in place who is responsible for them.

Diane Shifflett disagreed about possibly using the lower portion of the church as a business. She also noted the drug problem in the Town and how it needs to be addressed. Diane Shifflett inquired about the Audits and if the Town is in compliance now.

Town Manager Charlie Jenkins stated the audit was just complete and we are waiting for the documents to come back.

Diane Shifflett stated now the Town can apply for grants. She commended Brittaney Sutherland for finding the missing woman in Town and noted it was not the Police who found the missing woman. Diane Shifflett inquired about visitors from the Museum walking on the railroad tracks if the Council thought of a solution.

Town Manager Charlie Jenkins informed Diane Shifflett of the research for signage to put up to inform people the dangers of walking the railroad tracks.

Diane Shifflett mentioned the resurgence of Covid and inquired if the Covid center will open its' doors again and have free Covid testing available.

Town Manager Charlie Jenkins stated the Visitors Center is also used as a Covid center. He added he will look into free Covid testing.

Diane Shifflett inquired about money used for Covid and inquired if there was any left to fix the sewer lines?

Town Manager Charlie Jenkins said all the money was used for Covid supplies and other items as outlined in that agreement.

Diane Shifflett mentioned how important it is to have first aid training. She stated she was injured at the Town Museum and Welcome Center and didn't think she received proper medical attention.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilwoman Cave, to adjourn the meeting at 8:23 p.m.

Members Vote was as follows:

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

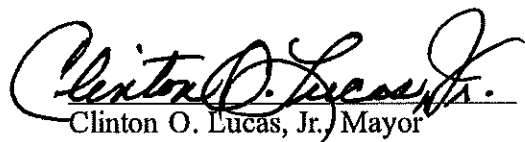
NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

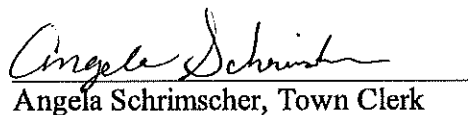
ABSENT: None

VOTE: Unanimous in favor of motion

APPROVED:


Clinton O. Lucas, Jr., Mayor

ATTESTED:


Angela Schrimsher, Town Clerk