

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
REGULAR MEETING  
May 25, 2021**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, May 25, 2021, at 7:00 pm, 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.; Councilmen Russell Comer, Jr.; Councilmen Lynn Fox; Charles Jenkins and Richard Pierce.

**Council Members absent were:** Vice Mayor William Kite and I. Michael Lowe

**Other Town Officials present were:** Juanita Roudabush, Town Manager/MMC; Lora Jenkins, Town Clerk; and Lieutenant Brandon Morris, Town of Shenandoah Police Department.

**Citizens present were:** Phil Secrist.

**Media Representatives:** There were no media representatives present during this meeting.

**RECEIVING OF VISITORS**

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

**MAY 11, 2021 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to approve the *Regular Meeting Minutes* held on May 11, 2021, as presented.

Members Vote was as follows:

<b>YEA:</b> Councilman Comer Councilman Fox Councilman Jenkins Councilman Pierce	<b>NAY:</b> None
---	------------------

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Lowe

**VOTE: Unanimous in favor of motion**

Councilman Comer asked if the meter lids that were approved for purchase at the May 11, 2021

Council Meeting had holes predrilled in them?

Town Manager Roudabush stated the lids are supposed to be fitted for new system.

Councilman Comer stated the drill jig in the Public Works maintenance shop will need to be ready in case the lids do not have holes.

### **APPROVAL OF BILLS**

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Fox, to approve the bills, dated **May 25, 2021**, in the **Combined Accounts Disbursement Warrant #39194 - #39223** in the amount of **\$152,557.81**.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Lowe

**VOTE: Unanimous in favor of motion**

### **TREASURER'S REPORT**

Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for May 21, 2021.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Fox, to approve the May 21, 2021 Treasurer's report in the amount of \$1,989,729.90, as read.

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilman Lowe

**VOTE: Unanimous in favor of motion**

Councilman Pierce asked if the Restricted New Ballfield Big Gem Park CD account and the

Restricted New Tennis Court CD account were on CD's?

Town Manager Roudabush stated, yes, they are on long term CD's.

Councilman Comer asked if CD's are like checking accounts and have penalties for not using them?

Town Manager Roudabush stated the CD allows for one withdraw penalty free, but there are no other fees, only interest earned.

Councilman Fox asked if the money in the CD could be used for other purposes?

Town Manager Roudabush stated the money in the CDs were raised specifically for a new tennis court and ball field, if the Council would want to use the money for a different purpose, the groups who raised the money would have to be asked for permission.

Councilman Pierce stated money from the American Rescue Plan could possibly be used for recreation projects, but Town Manager Roudabush would need to check to make sure.

Councilman Fox stated the money from the American Rescue Plan should not be used for a new tennis court, but for the water and sewer lines or other major infrastructure needs.

### **CORRESPONDENCE**

**Item # 1** – Mayor Lucas and Council received a memo from Treasurer Cindy Breeden regarding the current fiscal year donation of \$2,500 to the Shenandoah Heritage Center for the Memorial Parade. The memo asked since there is not going to be a parade this year, did the Town Council wish to donate \$2,500.

Councilman Jenkins stated the Shenandoah Heritage Center is counting on the \$2,500 and they use the money for the car show prizes too.

Mayor Lucas stated he did not want to put the Shenandoah Heritage Center in a predicament if they were counting on the money.

Town Manager Roudabush stated the car show has a sponsor, which may have paid for some of the prizes, but there may be other expenses.

There being no other questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to donate \$2,500 to the Shenandoah Heritage Center for needed expenses related to the annual Memorial Festival.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilmen Lowe

**VOTE: Unanimous in favor of motion**

**Item # 2** – Mayor Lucas and Council received a thank you from the Elkton Town Council, Elkton Mayor, Elkton Town Manager, and Elkton Public Works for “always being a great friend and partner with the Town of Elkton.” The Town of Elkton Public Works also made a bench for the Town of Shenandoah and installed it at the Shenandoah Landing and River Park.

**Item # 3** – Mayor Lucas and Council received a letter from Eckert Seamans Attorneys At Law notifying of Shenandoah Valley Electric Cooperative’s application with the Virginia State Corporation Commission for an increase in electric rates.

**Item # 4** – Mayor Lucas and Council received a flyer for the Memorial Festival Events in the Town of Shenandoah on May 28<sup>th</sup> and May 29<sup>th</sup>. On Friday, May 28<sup>th</sup>, there will be a Cruz-In from 6-9 p.m. on First Street and the Flag Retirement Ceremony from 7-8:30 p.m. at Veterans Park on Virginia Avenue. On Saturday, May 29<sup>th</sup>, there will be a yard and bake sale at Shenandoah Pentecostal Holiness Church from 8 a.m.-1 p.m. A Memorial Service will be held at the VFW from 10-11 a.m. A book sale will be at the Shenandoah Community Library from 10 a.m.-2 p.m. A car show will be on First Street from 5-9 p.m.

**Item # 5** – Mayor Lucas and Council received a flyer for the 2021 Memorial Festival Car Show on May 29<sup>th</sup> from 5-9 p.m. on First Street. The Car Show is sponsored by Strategic Financial Group, LLC. There will be (4) \$250.00 drawings, door prizes and 50/50 drawing. For more information call Nancy Karnes, (540) 742-1141 or visit their Facebook page: [www.facebook.com/Town-Of-Shenandoah-Cruz-In-Fridays](http://www.facebook.com/Town-Of-Shenandoah-Cruz-In-Fridays).

**Item # 6** – Mayor Lucas and Council received a flyer for the Town of Shenandoah Free Movie Nights on First Street starting at 8:30 p.m. The schedule includes: “The Land Before Time” June 4 Sponsored by Blue Ridge Bank (rain date June 25); “Ratatouille” July 23 Sponsored by PACA (rain date July 30); and “Monsters Inc” August 20 sponsored by the Town of Shenandoah (rain date August 27). Attendees should bring a chair or blanket. Free popcorn and drinks will be offered, while supplies last.

**Item # 7** – Mayor Lucas and Council a flyer for the Veterans Classic Super Cup Stock Car Series race at the Shenandoah Speedway on June 5, 2021. Veterans, Active Duty Military, Wounded Warriors and First Responders get in free. Racing starts at 6:00 p.m. For more information visit their Facebook page: <https://www.facebook.com/shenandoahspeedway.com>.

**Item # 8** – Mayor Lucas and Council received an invitation to participate in the Stanley Homecoming Parade on July 3, 2021 at 5 pm. Also, received information on the 54<sup>th</sup> Annual Stanley Homecoming being held June 30 thru July 3, 2021. For more information, and a full list of events, look at the Town of Stanley Homecoming page on Facebook: [www.facebook.com/StanleyHomecoming](http://www.facebook.com/StanleyHomecoming) or call the Town of Stanley (540) 778-3454.

**Item # 9** – Mayor Lucas and Council received a flyer on how individuals can access benefits under President Biden’s American Rescue Plan. For more information visit their website: <https://www.whitehouse.gov/american-rescue-plan/>.

**Item # 10** – Mayor Lucas and Council received a save the date for the Lord Fairfax Community College Luray-Page County Center Jenkins Hall Grand Opening and Ribbon Cutting Ceremony to be held on September 10<sup>th</sup> at 11:00 a.m. For more information e-mail [agyurisin@lfcc.edu](mailto:agyurisin@lfcc.edu) or call (540) 868-4077.

## **COMMITTEE REPORTS**

### **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Jenkins asked if the leak on 340 had been repaired?

Town Manager Roudabush stated it had not been repaired and another leak is now on Eighth Street.

Councilman Fox asked if it was time to replace the line on Eighth Street?

Town Manager Roudabush stated yes, it is time to replace the line.

Mayor Lucas asked why there were water issues last week?

Town Manager Roudabush stated the fire hydrants were open full blast, which allows the sediment that settles around the hydrants to flow back a little.

Councilman Fox stated Tenth Street hydrants should be the only hydrants used for fire company training since they are connected to a bigger line.

Councilman Pierce asked if the new line had been installed on Sixth Street?

Town Manager Roudabush stated it has not been replaced yet, but soon after Memorial Day it would be done.

Councilman Pierce stated that a resident wanted to pave his driveway on Sixth Street, but cannot

until the line is replaced.

Councilman Fox asked what happened in front of the tank at Tenth Street?

Town Manager Roudabush stated it was a leak in a line that had to be repaired.

### **STREETS & PUBLIC PROPERTY**

(Chairman Kite, Councilmen Comer, Fox, and Lowe)

Councilman Jenkins asked if all the paving is done.

Town Manager Roudabush stated Coverstone Lane was paved from Jr's Tire to Denver Ave. There is still a small section on Coverstone to be paved, but the Town will need to bid for that section in the next fiscal year.

Councilman Fox asked why Coverstone Lane was paved?

Town Manger Roudabush stated it was constantly being graded and gravel spread but potholes kept popping up due to the amount of use for business and residents. Also, there will be two new houses built there soon. Denver Avenue residents use this lane too.

Councilman Fox asked when Junior Avenue would be paved?

Town Manger Roudabush stated possibly the next budget year.

Councilman Fox asked if VDOT has taken a look at the drainage on Ramona Avenue?

Town Manager Roudabush stated VDOT said that their responsibility is to keep water off the road.

Councilman Fox stated the health department needs to be involved for the amount of standing water causing mosquitoes.

Councilman Fox stated the ordinance for mowing should be amended to once a month April to November.

Town Manager Roudabush stated there would need to be a Public Hearing to amend the ordinance.

Councilman Fox asked if the Maryland Avenue sewer was going to be inspected and replaced?

Town Manager Roudabush stated someone was coming June 7<sup>th</sup> to determine if it can be relined first.

## **POLICE, SAFETY, & JUDICIAL**

(Chairman Kite and Councilmen Jenkins and Comer)

Lieutenant Morris thanked the Mayor and Council for the gift cards to the Town of Shenandoah Police Officers in honor of National Police Week.

Councilman Fox stated he appreciated the help of the Town of Shenandoah Police and the State Trooper who blocked the road while a 50 foot tractor trailer made a delivery to a business.

## **TAXATION & FINANCE**

(Chairman Pierce and Councilmen Fox and Kite)

Town Manager Roudabush stated the Virginia Municipal League has sent over more information on the American Rescue Plan and the cap for localities is 75% of their budget as of January 27, 2020. The remaining 25% will be sent back to the federal government. Council will need to review eligible uses and make decisions on what to fund.

Councilman Comer asked if any localities had received any money?

Town Manager Roudabush stated no, no localities have received money. Town Manager Roudabush stated half of the money will come 30 days after the State receives it and the second half comes either Spring or Summer of 2022.

## **PARKS & RECREATION**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated the new bench from the Town of Elkton is a big hit.

Mayor Lucas stated the Town should have a plaque placed on the bench, so people know it was donated by the Town of Elkton.

Town Manager Roudabush stated Music in the Park will be held at Big Gem Park (736 Fourth Street) on June 25<sup>th</sup> with Blue Ridge Thunder from 7-9 p.m. and July 30<sup>th</sup> with Mountain High Rise from 7-9 p.m. Music in the Park is a free event.

Councilman Fox stated the dog park board fence needs to be taken down.

Town Manager Roudabush stated there may be a grant so a new fence for the dog park could be installed to make it an official dog park.

## **INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins had a quote for electrical repair for Town Hall from KTD Electric LLC to

keep fuses from blowing during events. The amount of the quote is \$2,788.07.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to authorize the payment to KTD Electric LLC in the amount of \$2,788.07 for electrical repairs at Town Hall.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilmen Lowe

**VOTE: Unanimous in favor of motion**

Authorized payment to be taken from the Parks and Rec budgeted line item.

#### **COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

A *motion* was made by Councilman Pierce, *seconded* by Councilman Kite, to present BP & Son Ventures LLC at 412 Maryland Avenue with a Commercial Community Enhancement Award.

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilmen Lowe

**VOTE: Unanimous in favor of motion**

#### **PERSONNEL**

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce stated a part time Parks and Rec employee will need to be hired to make sure the Parks are kept up during the weekend.

Town Manager Roudabush stated the current budget allows for a part time employee for 16 hours a week and the new budget starting July 1, 2021 allows for 8 hours a week.



Town Manager Roudabush stated there may be money from the American Rescue Plan to pay a part time Parks and Rec employee too.

**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**

There was nothing to report during this period.

**ADJOURN**

There being no further discussion, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to adjourn the meeting at 8:07 p.m.

Members Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Vice Mayor Kite and Councilmen Lowe

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

---

Clinton O. Lucas, Jr., Mayor

---

Lora Jenkins, Clerk