

**SPECIAL MEETING MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
July 26, 2021**

**CALL TO ORDER:** The Shenandoah Town Council held a special meeting on Monday, July 26, 2021, 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; Councilmen Russell Comer, Jr.; Lynn Fox; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

**Council Members absent were:** None.

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

**Citizens present were:** None.

**Media Representatives:** None.

**PURPOSE – DISCUSSION OF THE AMERICAN RESCUE PLAN ACT FUNDS TO INCLUDE POSSIBLE ACQUISITION OF PROPERTY**

Council has been advised the Town received \$971,574 in the first allocation of the American Rescue Plan Act (ARPA) funds with a second amount expected to arrive in May or June of 2022. Council noted a closed session would be needed to discuss possible acquisition of property, possibly using some of these funds. The ARPA funds come with guidelines for eligible expenditures with reports due to the United States Treasury Department at least once every October. The funds are required to be used or allocated by contract/agreements by December 31, 2024 with all projects to be completed by December 31, 2026.

Therefore at 7:03 p.m., a *motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to enter into a closed session for the purpose of possible acquisition of property, as permitted by Code of Virginia, 1950, as amended, Section 2.2-3711, (A), (3).

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

At 7:48 p.m., a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Comer, to return to open session and certify that to the best of our knowledge only matters lawfully exempted from open meeting requirements under the Code of Virginia, 1950, as amended, Section 2.2-3711, (A), (3), and only such matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered in the meeting by the Town Council.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

### **ACTION**

Mayor Lucas inquired if there was any action as a result of the closed session?

A ***motion*** was then made by Councilman Comer, ***seconded*** by Councilman Pierce, to authorize using up to \$400,000 of the American Rescue Plan Act funds to purchase the building, modify and remodel the building and grounds, provide furnishings and fixtures and other expenses related to the building at 507 First Street to be used as a Pandemic/COVID-19 Information Center/Welcome Center/Town Museum to enhance services to local citizens and tourists too.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Pierce

**NAY:** Councilman Fox  
Councilman Jenkins

**ABSTAIN:** Mayor Lucas; Councilman Lowe

**ABSENT:** None

**VOTE: Motion carried by 3-2 vote.**

Following more discussion on the American Rescue Fund Act funds, Councilman Jenkins asked how much money is left now of the first payment allocation of the ARPA funds?

Town Manager Roudabush stated the Council has previously voted to spend \$50,000 of the ARPA funds for Food for Friends, \$11,700 to Page One for a supplemental food program for needy families, and with the purchase of the building at 507 First Street in the amount up to \$400,000, the amount left now is \$509, 874.00 of this first allocation of ARPA funds.

Town Manager Roudabush stated there is a bill for over \$60,000 the Town received for the new water meter system that needs to be paid, but would require the money to be transferred from the general checking account to the utility checking account. However, she noted ARPA allows for reimbursements on eligible expenses from March 3, 2021. The Town is permitted to reimburse itself for those eligible expenses and then use the reimbursement to pay for other expenses as desired.

Councilman Fox asked if there had been any installation of the new meter system?

Town Manager Roudabush stated, no, but the equipment is ready to be installed possibly next month.

Councilman Lowe stated he thought using the reimbursements towards the utility account would be ok with him.

Councilman Jenkins noted he feels there should be restrictions to the reimbursements, so the money could only be spent on certain line items like finishing the new well.

Councilman Fox asked what is the estimate to get the new well online?

Town Manager Roudabush stated a rough estimate for a pump and a test from Burners Well Drilling was around \$65,000.00 to get the new well online.

Councilman Jenkins asked if this estimate included a well house?

Town Manager Roudabush stated, no, the estimate did not include a well house, electric, fencing or a possible generator.

Councilman Fox stated the Town needs to get an estimate on the well house and fence.

Councilman Lowe asked how far would it be to connect the new well to the main line?

Town Manager Roudabush stated it would not be far, the main line is very close to the new well.

Mayor Lucas asked if a generator was needed at all the wells?

Town Manager Roudabush stated the Town has a generator at the Twelfth Street Well and one is going in now for the Trenton Well. She noted it is optimal for all the wells to have a generator, but may be needed in the event of a prolonged power outage and if one pump goes out, you could move on to the next well, etc.

Mayor Lucas asked what the Council wanted to do with the other organizations requests for money?

Town Manager Roudabush reported the Shenandoah Volunteer Fire Company representatives indicated they may be willing to give the Town their 1994 Chevrolet utility truck with 109,000 miles if the Town would donate enough of the ARPA funds to replace it and also are willing to donate their existing search and recovery boat and trailer if the Town would donate enough of the ARPA funds for the swift water rescue boat and trailer they just bought. Town Manager Roudabush stated the Town is in desperate need of a 4x4 four-door truck and used prices are around \$20,000 plus. Additionally, the police department needs the older search and recovery boat in the event of incidents in the river and it would be expensive to purchase one outright.

Councilman Fox asked why the Town needed a truck?

Town Manager Roudabush stated Public Works and the trustee inmate crew have to haul weed-eaters and gas tanks in an old van and the fumes are noxious. Also, she noted the new Parks and Maintenance Employee would need a vehicle to drive.

Councilman Fox stated the Town should consider buying a trailer for the van to haul the weed-eaters and gas tanks.

Town Manager Roudabush stated she did not know if the old van had a trailer hitch or even if the motor and transmission would be able to handle towing a trailer with mowers and equipment.

Chief Davis stated this was a rough military surplus van and Public Works employees are worried if the van will keep making the run to Luray to pick up the Trustees from the jail.

With no other discussion, a *motion* was made by Councilman Lowe, *seconded* by Councilman Comer to authorize using up to \$335,000 of the American Rescue Plan Act (ARPA) funds to be reimbursed to the Town's accounts for infrastructure (water, sewer, paving, etc.) expenses already incurred and paid from March 3, 2021 to June 30, 2021 and to use \$61,027.06\* of this reimbursement to pay the first payment due now of the water meter reading system replacement, with the remainder of the reimbursed funds to be earmarked specifically for upcoming expenses to be incurred for the new Town well\*\* which was recently drilled and will eventually serve residents and businesses in Town.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer

**NAY:** None

Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

Note: \*It is estimated the total cost of the new water meter reading system will be approximately \$244,000, with more invoices coming in the future. \*\*Prices have not been obtained yet for everything needed to complete the new well and these earmarked funds may not cover total expenses. Completion of the new well includes a pump, piping, electrical, required testing, wellhouse building, fencing, and possibly a generator.

**ADJOURN**

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 8:37 p.m.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Lora Jenkins, Clerk