

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
December 14, 2021**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, December 14, 2021, at 7:00 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; Councilmen Russell Comer, Jr.; Lynn Fox; Charles Jenkins; I. Michael Lowe; and Richard Pierce.

**Council Members absent were:** Mayor Clinton O. Lucas, Jr.

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

**Citizens present were:** Woody Brown, Page County Director of Emergency Services; Ashley Morris, high school student.

**Media Representatives:** None.

**AWARD PRESENTATION**

None presented.

**RECEIVING OF VISITORS**

Woody Brown, Page County Director of Emergency Services stated the Shenandoah Rescue Squad, Inc has disbanded. All assets will revert to the Shenandoah Volunteer Fire Department. The volunteers plan to form a new entity Shenandoah Volunteer Rescue Squad, LLC to have an organization to be affiliated for licensing. In the meantime, Page County Emergency Services will continue to have an ambulance and EMS staff 24/7 in Shenandoah, and they hope to carry out services in the same building.

Councilman Jenkins asked if the volunteers could still assist Page County Emergency Services?

Mr. Brown stated the volunteers are not licensed since they do not have an organization to be affiliated for licensing.

Councilman Jenkins asked if the age of the ambulances now owned by the Shenandoah Volunteer Fire Department was sustainable for use?

Mr. Brown stated the ambulances were not new but had low miles.

Councilman Comer asked if there was a time limit on the contract with the Shenandoah Rescue Squad, Inc for use of the Rescue Squad building by Page County Emergency Services?

Mr. Brown stated there was not a time limit on the contract, but the Shenandoah Rescue Squad, Inc and Page County Emergency Services were to meet every 3 months and both sides were given a 6 month revocation option regarding the building.

Vice Mayor Kite stated he would like to see Page County Emergency Services stay in the building in Shenandoah.

### **NOVEMBER 9, 2021 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on November 9, 2021, as presented.

Members Vote was as follows:

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

**ABSTAIN:** Vice Mayor Kite

**ABSENT:** Mayor Lucas

**VOTE: Unanimous in favor of motion**

### **APPROVAL OF BILLS**

Councilman Fox asked what warrant #39727 in the amount of \$66.56 was for?

Town Manager Roudabush stated that was paint for a cutout to take photos at the River Park during the Halloween event.

Councilman Fox stated he thought \$171.25 for a battery for the generator in warrant #39732 was too high.

Councilman Lowe stated he paid that much for a truck battery.

Councilman Fox asked what warrant #39764 in the amount of \$990.00 was for?

Treasurer Breeden stated it was to show income from the purchase of 507 First Street since the previous owners paid the Town the rent and deposits at closing.

Councilman Jenkins asked why payment to the VML was so high?

Treasurer Breeden stated she pays VML for insurance twice a year, and it's for all the Town's

insurance.

There being no other questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to approve the bills, dated **December 14, 2021**, in the **Combined Accounts Disbursement Warrants #39694 - #39772** in the amount of **\$332,713.47**.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Vice Mayor Kite

**ABSENT:** Mayor Lucas

**VOTE: Unanimous in favor of motion**

### **TREASURER'S REPORT**

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to approve the December 10, 2021 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,685,821.23, as presented.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Vice Mayor Kite

**ABSENT:** Mayor Lucas

**VOTE: Unanimous in favor of motion**

### **CORRESPONDENCE**

#1 – Mayor Lucas and Council received a memorandum from Councilman/Personnel Committee Chairman Richard Pierce in regard to a one-time hazardous duty bonus for full time employees up to \$20,000 (which would be equal to one week's salary), and the implementation of a new payroll structure for the first paycheck in January 2022.

Town Manager Roudabush stated currently the payroll structure has employees turn in time sheets for a week they have not worked yet, causing a payroll nightmare. The new payroll structure will be for actual days worked.

Councilman Comer asked if the bonus would be paid with ARPA Funds?

Treasurer Breeden stated it would be taken from reimbursements through the ARPA Funds.

Councilman Fox asked what is in place to make sure employees time sheets are correct?

Town Manager Roudabush stated each Supervisor must check over the time sheets and sign off on the time sheets. Once the payroll schedule is changed to reflect actual time worked, rather than advance pay, there will not be any back tracking.

Councilman Jenkins asked when is payroll prepared?

Treasurer Breeden stated usually on Mondays prior to payday. Payday is biweekly on Fridays.

Councilman/Personnel Committee Chairman Pierce stated this bonus will ensure employees receive the same amount of pay that they are accustomed to during the payroll schedule changeover.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to approve a one-time bonus up to \$20,000.00 to be paid on the first paycheck in January. Approved up to \$20,000 to be taken from reimbursements through the American Rescue Plan Act Funds to pay for the one-time bonus.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Vice Mayor Kite

**ABSENT:** Mayor Lucas

**VOTE: Unanimous in favor of motion**

#2 – Mayor Lucas and Council received a recommendation from the Planning Commission to approve a request from Sean Wheeler and Rickel Contracting, Inc. for the subdivision of a lot, identified by Tax Map numbers: 102A1-(7) lot 52, in Forest Knolls subdivision.

Councilman Jenkins asked did we do this before?

Councilman Lowe stated the Council approved for the subdivision of lot 51 and 53.

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to accept the recommendation from the Planning Commission and approve the request

from Sean Wheeler and Rickel Contracting, Inc for the subdivision of a lot, identified by Tax Map numbers: 102A1-(7) lot 52, as per the attached plat.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Vice Mayor Kite

**ABSENT:** Mayor Lucas

**VOTE: Unanimous in favor of motion**

**#3** – Mayor Lucas and Council received quotes to replace two exhaust fans and two louver actuators at the Sewer Pump House. The first quote from Blauch Brothers, Inc. was in the amount of \$5,210.00. The second quote from Sullivan Mechanical Contractors, Inc. was in the amount of \$8,425.00.

Councilman Jenkins stated this was a safety issue and needs to be done.

Councilman Comer stated Sullivan Mechanical gave a time frame of 4-6 weeks to get the job done, but there was nothing from Blauch Brothers regarding timing.

Town Manager Roudabush stated Blauch Brothers told her they could get to it fairly quickly.

There being no other questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, to have Blauch Brothers replace two exhaust fans and two louver actuators at the Sewer Pump House in the amount of \$5,210.00. Amount to be paid from the American Rescue Plan Act.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Vice Mayor Kite

**ABSENT:** Mayor Lucas

**VOTE: Unanimous in favor of motion**

**#4** – Mayor Lucas and Council received a quote from Hensil Good Paving in the amount of \$325.00 to patch a 10'x 6' area of Fourth Street that was dug up to fix a water leak.

Councilman Jenkins asked when would the paving company be able to get to it?

Town Manager Roudabush stated if the asphalt plant stays open, they can get to it quickly.

A *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to have Hensil Good Paving patch a 10'x 6' area of Fourth Street in the amount of \$325.00. Authorized payment to be taken from General Capital Outlay Street Improvements budgeted line item.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Vice Mayor Kite

**ABSENT:** Mayor Lucas

**VOTE: Unanimous in favor of motion**

#5 – Mayor Lucas and Council received two quotes for fencing around the Town's Dog Park. The first quote was from C. W. Freeze in the amount of \$13,245.00. The second quote was from Deep South Fencing LLC in the amount of \$9,582.00.

Councilman Pierce stated the money is available for the fencing and the Council had discussed putting a fence around the Dog Park many times and now was the time to either take action or let it go.

Councilman Fox stated he thought the labor on the quotes was too high and believes that the Dog Park is a luxury the Town does not need to spend money on, and water and sewer projects should come first.

Councilman Pierce stated the quote was good for 30 days which had long passed.

A *motion* was made by Councilman Pierce, *seconded* by Councilman Jenkins, to have Deep South Fencing install fence around the Dog Park in the amount up to \$10,000.00 (if the price had increased). This amount to paid by the American Rescue Plan Act Funds.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Jenkins  
Councilman Lowe  
Councilman Pierce

**NAY:** Councilman Fox

**ABSTAIN:** Vice Mayor Kite

**ABSENT:** Mayor Lucas

**VOTE: Motion carried by 4-1 vote.**

#6 – Mayor Lucas and Council received the November 2021 Vehicle Gas Logs for review.

#7 – Mayor Lucas and Council received the Town’s November 2021 website statistics for review.

#8 – Mayor Lucas and Council received a letter from Phyllis Robertson of Page One of Shenandoah stating Christmas food boxes will be handed out to families on December 10<sup>th</sup> and 11<sup>th</sup> as well as new gifts to children which had been donated to Page One. On December 17<sup>th</sup> winter coats, hats, and other assorted items will be handed out to children of their clients. Page One was able to provide the Christmas food boxes, toys, and winter weather clothing thanks to the Shenandoah Lion’s Club, Page One’s Penny Drive, and donations from individuals, churches, and organizations.

#9 – Mayor Lucas and Council received a letter from Comcast informing customers of Xfinity service and pricing increases effective December 20, 2021.

## **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush stated the leak on Eighth Street has been fixed twice and now Public Works will run a new line beside the road. This will cause the street to be shut down so Public Works will start replacing the line at the beginning of the year.

Town Manager Roudabush stated the new meter reading system retrofits has started to be installed. Public Works was working on moving meters that were too deep or were in problem areas.

Councilman Jenkins asked if any testing had been done of the new meter reading system?

Town Manager Roudabush stated the testing has to wait until a certain percentage of meters have been installed. Vanguard has been taking before and after pictures of the installation, so the Town has more information than it has ever had on the meters.

Councilman Jenkins stated the Town should be prepared for customers asking questions.

Councilman Fox asked what was the status of the Ramona Avenue leak?

Town Manager Roudabush stated Public Works have dug in 3 different areas and can not find the leak. Public Works will do more exploratory digging after the holidays to avoid messing up yards.

Councilman Jenkins asked if the new home on Back Road would be tying into the Town’s water and sewer system?

Town Manager Roudabush stated the new home would be the last home tied into the system on that street.

Councilman Pierce asked what was going on with lots on Maryland Avenue?

Councilman Comer stated those lots were recently purchased and the new owners were clearing the lots.

### **STREETS & PUBLIC PROPERTY**

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

Councilman Jenkins asked if there would be an auction for the surplus vehicles?

Town Manager Roudabush stated Chief Davis was filling out the forms and she had a training session scheduled. She said she was looking at the green truck, 2 camo trucks, and the van along with other items to be listed on govdeals.com for public auction.

Councilman Fox asked if the grader would be put up for auction?

Town Manager Roudabush stated if the Council wanted it to be auctioned, she could add it to the site at any time.

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

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis stated he advertised the vacant position at the Shenandoah Police Department, and it was getting harder to hire anyone since the Department does not offer Enhanced Hazardous Duty Retirement Plan. He will now advertise in an ad that he will accept uncertified applicants.

Town Manager Roudabush stated the Town of Stanley had just started with the Enhanced Hazardous Duty Retirement Plan and it was costing the Town of Stanley about \$65,000.00 extra a year. This fee increases every year for 20 years.

Councilman Jenkins asked if the Town would pay for the Academy training if the Town were to hire an uncertified applicant?

Chief Davis stated the Town pays for 7 positions for Academy training already for the whole year.

Councilman Jenkins stated the Town should look into seeing how much it would cost for the Enhanced Hazardous Duty Retirement Plan Actuarial Report for the Retirement Plan study and the time frame it would take for the study.

Town Manager Roudabush said she would have Treasurer Breeden look into the cost of the study and time frame for the completion of the study for the next Council Meeting.



## **TAXATION & FINANCE**

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce stated the Council received the November 2021 Monthly Budget for review.

Chairman Pierce asked why the budget revenue percentages were high on some items?

Town Manager Roudabush stated it was from insurance claims for the well pump and the police car.

## **PARKS & RECREATION**

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins commended the Town employees for the good job decorating the Town and for the good turnout at the Town's Christmas Tree Lighting.

Chairman Jenkins also stated the Shenandoah Beautification Committee had disbanded, Brenda Haggett had mentioned to him they wanted to form another group and take over duties of the former Shenandoah Beautification Committee.

Town Manager Roudabush stated the former committee received \$2,500.00 every fiscal year from the Town. The former committee wrote a check to the Town in the amount of \$3,022.68, thus closing their checking account.

Councilman Comer asked what the Town was going to do with the money?

Town Manager Roudabush stated the money is currently in the Parks donation budget, but it was up to the Council to decide what to do with the money. Her idea would be to use some of the money to purchase Winter banners for First Street.

Councilman Jenkins had photos of various Winter banners and showed them to the Council.

Councilman Lowe stated the new group that wants to take over the duties of the former Shenandoah Beautification Committee should get the \$3,022.68.

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to give the \$3,022.68 to the new group that wants to take over the duties of the former Shenandoah Beautification Committee, once they have a checking account in place.

Members Roll Call Vote was as follows:

**YEA:** Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

Councilman Pierce

**ABSTAIN:** Vice Mayor Kite

**ABSENT:** Mayor Lucas

**VOTE: Unanimous in favor of motion**

Councilman Comer stated he had 3 items to look into at 507 First Street: there are exposed brick walls, which have loose bricks which he feels are a safety hazard. The retaining wall outside near the Shenandoah Gym entrance needs to be fixed, and the floor needs to be tested to see if it can handle the load of the display cases.

Town Manager Roudabush stated she had two quotes on the retaining wall and was waiting on a third. She also stated Chief Davis had met with a company about installing security cameras, but prices are high, and Council may need to consider other options.

Chairman Jenkins stated the exposed brick walls give the building character and they look nice to him. He noted with vibrations from the trains, you will get some loose bricks.

Councilman Pierce stated he thought the Town should have Racey Engineering conduct an overall health check on the building and determine if the floor is able to support the expected weight.

Town Manager Roudabush stated she will call Racey Engineering to get a quote for an overall health check.

Chairman Jenkins asked if Mountain Valley had responded back about the AC unit at 507 First Street?

Town Manager Roudabush stated she is waiting on them to get back to her, but she will have quotes from Landes, Star Heating and Cooling, and Mountain Valley regarding repairing versus replacing the AC unit at 507 First Street. Sullivan's was contacted for a quote, but has not responded yet.

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

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated the Town and Chamber of Commerce co-hosted a **Business After Hours** with Shenandoah Industrial Corporation at the T-Bowl Lanes (414 N Fifth Street) on November 18<sup>th</sup>. There were around 18 in attendance. T-Bowl Lanes employees gave a behind the scenes tour of the bowling alley machinery.

## **COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

A *motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, for a January 2022 Residential Community Enhancement Award for improvements made to 101 N Second Street by Stephanie Dean.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Vice Mayor Kite

**ABSENT:** Mayor Lucas

**VOTE: Unanimous in favor of motion**

The award will be presented at the January 11, 2022 Council meeting.

**PERSONNEL**

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce stated in the next 3-5 years there may be several Town employees retiring.

Councilman Jenkins asked how do you plan to fill those positions?

Town Manager Roudabush stated she was getting more information about an apprenticeship program to train someone for a Water/Sewer Treatment Plant operator.

Councilman Jenkins stated if any employee would want to get a CDL, they will be required to take a course starting in February.

Town Manager Roudabush stated Blue Ridge Community College will offer the course and potential scholarships.

**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 Fox, *seconded* by Councilman Lowe, to adjourn the meeting at 8:57 p.m.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Vice Mayor Kite

**ABSENT:** Mayor Lucas

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

\_\_\_\_\_  
William Kite, Vice Mayor

\_\_\_\_\_  
Lora Jenkins, Clerk