

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
February 22, 2022**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, February 22, 2022, 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; Charles Jenkins; Lynn Fox; 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; Paul Davis, Police Chief.

Citizens present were: Nathaniel Brewer, Phil Secrist, Dennis Zimmerman.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

Nathaniel Brewer, Troop 8 Boy Scout Member, and Phil Secrist, Troop 8 Scout Master, came to speak to the Mayor and Council for approval to build a 12 x 20 shelter at the Shenandoah Landing & River Park. He had a picture of a structure similar to what he planned to build and a picture of a possible area where the structure could go. Mr. Brewer also asked if the Council would be willing to make a donation to his project.

Councilman Jenkins stated he would like to see the structure not being in the middle of the green space since families like to use that space for activities.

Mr. Secrist stated the Council could stake off an area where they would like to see the structure located.

Councilman Lowe was concerned about flooding and asked how Mr. Brewer was planning to anchor the structure so it would not be lost in a flood.

Mayor Lucas stated he spoke to Mr. Brewer's father and his father stated they will set posts in the ground to anchor the structure.

Councilman Jenkins asked what was Mr. Brewer's estimated cost of this project?

Mr. Brewer stated it would be around \$2,500, but he was still getting estimates on materials.

Councilman Jenkins asked Mr. Brewer how much of a donation did he want from the Council?

Mr. Brewer stated whatever the Council deemed, and any amount would be appreciated.

Councilman Lowe asked what Mr. Brewer's time frame would be for construction?

Mr. Brewer stated he would like to start late April to mid-May.

Mr. Secrist asked if the Parks and Rec had any funds available?

Councilman Jenkins stated Parks and Rec had some funds available.

Mr. Secrist asked if the Town would be able to dig the foundation?

Mayor Lucas stated the Town could dig the foundation and it would be an in-kind donation.

Mr. Secrist asked if Mr. Brewer would need a building permit?

Town Manager Roudabush stated the Town would waive the zoning permit fees, but Mr. Brewer would have to speak to Page County's Building and Zoning Department to see what they require.

There being no other questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve Nathaniel Brewer's Eagle Scout project to build a 12 x 20 shelter at the Shenandoah Landing & River Park.

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

Parks and Recreation Council Committee Chairman Jenkins will meet with Mr. Brewer to determine where to place the shelter.

Dennis Zimmerman of the Christ United Methodist Church Community Focus Group asked if the Mayor or Council could see any conflict for the First Responders Meal to be held on April 30th at 6:00 p.m. at Christ United Methodist Church.

The Mayor or Council did not see any conflicts with April 30th being the date for the First Responders Meal.

Mr. Zimmerman invited the Mayor and Council to attend the First Responders Meal with a guest.

FEBRUARY 8, 2022 REGULAR MEETING MINUTES

A *motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on February 8, 2022, as presented.

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

APPROVAL OF BILLS

Councilman Jenkins asked about warrant #39914 why there was an invoice in the amount of \$1,583.84 for snow removal exp-brake boosters, hydraulic fluid and then another invoice in the amount of \$497.41 for hyd fluid, cable ties, gloves, pulleys etc?

Town Manager Roudabush stated snow removal expense is separated for accounting purposes.

Councilman Pierce asked why \$950 was paid to Municode on warrant #39917?

Town Manager Roudabush stated it is a yearly fee to Municode for hosting the Town's Code

online.

There being no more questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the bills, dated **February 22, 2022**, in the **Combined Accounts Disbursement Warrants #39906 - #39931** in the amount of **\$78,909.99**.

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

TREASURER'S REPORT

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to approve the February 17, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,551,974.82, as presented.

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

CORRESPONDENCE

#1 – Mayor Lucas and Council received a recommendation from the Planning Commission to approve a request from Superior Siding & Home Improvements for the consolidation of three (3) lots into one (1) larger lot located at 102 Grandos Street identified by Tax Map numbers: 102A2-(1)-21 lots 10, 11, and 12.

Councilman Fox asked if there would be enough room to build a home?

Councilman Lowe stated Superior Siding requested a variance for setbacks for a future home and will go before the Town's Board of Zoning Appeals to determine if they will approve it.

Councilman Jenkins stated the old distribution box does not look like it is on these lots.

Councilman Lowe stated the distribution box is not completely on the lots.

Councilman Pierce asked if this was the property where the home burned down?

Mayor Lucas stated yes, the existing home had burnt.

Councilman Lowe stated there is an on-site septic system approved by the Page County Health Department.

There being no other questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Vice Mayor Kite, to accept the recommendation by the Planning Commission to approve a request from Superior Siding & Home Improvements for the consolidation of three (3) lots into one (1) lot located at 102 Grandos Street identified by Tax Map numbers: 102A2-(1)-21 lots 10, 11, and 12, as per the attached plat.

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

#2 – Mayor Lucas and Council received a recommendation from the Planning Commission to approve a request from STR Shenandoah LLC for the subdivision of one (1) existing lot into two (2) building lots, located at 101 Second Street identified by Tax Map numbers: 102A3-(A)-4, as per the attached plat.

Councilman Jenkins asked if Second Street would be affected by the subdivision?

Councilman Lowe stated there is plenty of room to meet setbacks.

There being no other questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to accept the recommendation from the Planning Commission and approve the request from STR Shenandoah LLC for the subdivision of lots, identified by Tax Map numbers: 102A3-(A)-4, as per the attached plat.

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

#3 – Mayor Lucas and Council received a resignation letter effective March 14, 2022 from Officer Anthony Cubbage who has accepted a position with the federal government.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to accept Officer Cubbage’s resignation effective March 14, 2022.

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

#4 – Mayor Lucas and Council received an adjusted bill from Mountain Moving LLC in the amount of \$761.24. The increase was due to unanticipated extra weight from the office furniture they moved from Louisa.

Councilman Comer stated he was unaware there would be additional charges and the weight method of charging was not used from the other two deliveries Mountain Moving had conducted for the Town.

Councilman Pierce stated whenever he moved in the past, the moving company gave him an estimate, but once it was loaded and weighed, the final cost would be more than the estimate.

Councilman Comer stated Mountain Moving did not charge any extra for moving 4 file cabinets in Town Hall.

There being no other questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to pay the additional \$761.24 owed to Mountain Moving, LLC.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Jenkins asked if the Town received the sewer line video from Blauch Brothers?

Town Manager Roudabush stated yes, and the supervisor on site thought the sewer lines were candidates for relining. There was too much flow to see the lines on Long Avenue. Blauch Brothers could come back when the flow has gone down. Racey Engineering would need to get plans drawn up to put the relining out for bids.

Councilman Comer asked if Racey was needed?

Town Manager Roudabush stated Public Works does not have all the equipment for this kind of job.

Councilman Jenkins stated we need Racey so we have plans (drawings) to go by to put out bids.

Councilman Pierce asked how much would it be to replace the sewer lines?

Town Manager stated we would have to bid it out and see what bids come in, also there is a preliminary report that can be referred to which may reduce the cost.

Councilman Lowe stated the Town should put bids out to reline and replace the sewer lines to compare the difference in amounts.

Mayor Lucas agreed two bids would be a good idea.

Chairman Kite asked how deep was the sewer line?

Town Manager Roudabush stated she would have to look it up.

Councilman Jenkins asked when the next round of ARPA funding would come in because it could be used for the replacement or relining of the sewer line?

Town Manager Roudabush stated sometime in May or June.

There being no other questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to have Racey Engineering to draw up plans to replace the sewer line and reline the sewer line in order to put out bids.

Members Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Chairman Kite stated an application for water and sewer connections was submitted for the construction of two new homes on lots 15 and 16 on Eighth Street for Litten Contracting, to be built in 2022.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to approve a water and sewer application for construction of two new home on lot 15 and 16 on Eighth Street for Litten Contracting, to be built in 2022.

Members Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: None

VOTE: Unanimous in favor of motion

Councilman Fox asked when the leak would be fixed on Maryland Avenue because it is worse?

Town Manager Roudabush stated she would let Public Works know it is worse.

Councilman Jenkins asked if the cones on the stumps near the sidewalk on Pennsylvania Avenue could be put away?

Town Manager Roudabush stated she would inquire with the Public Works Director.

Councilman Jenkins stated the home on the 400 block of Seventh Street was sold and appears someone was moving in.

Councilman Pierce asked if the temporary front porch supports on the home on the 700 block of Fifth Street was safe?

Town Manager Roudabush stated the owners have a building permit and there are contractors working there.

Councilman Pierce asked if there was any news on the new well?

Town Manager Roudabush stated she was waiting on the title search to end and will be able to update the Council once the title search was completed. There are legal questions involved now but she will update Council as soon as she hears.

STREETS & PUBLIC PROPERTY

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

Councilman Fox stated there is a pothole on Eleventh Street near Maryland Avenue.

Town Manager Roudabush stated we will do a work order for Public Works to take care of it.

Councilman Fox asked if the cones at Grandos Street were picked up?

Town Manager Roudabush stated yes, the cones were picked up.

Councilman Fox asked why there has been a cone on John Burner's meter for awhile and does it still need to be there?

Town Manager Roudabush stated she would get Public Works to check it out.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis stated a golf cart ordinance cannot be adopted in Town limits due to State Code § 46.2-916.3 which states a golf cart or utility vehicle may be operated only on designated public highways where the posted speed limit is 25 miles per hour or less and may only cross a highway at an intersection controlled by a traffic light if the highway has a posted speed limit of no more than 35 miles per hour. Since Maryland Avenue and Route 340 (Fourth Street) are posted 30 miles per hour or higher, golf carts driven on those roads would violate State Code, so there is no way to get to the traffic light to legally cross over 340 (Fourth Street). Therefore, since golf carts would be prohibited on Maryland Avenue, then citizens would be blocked off to driving golf carts into 4 small areas of Town, and could not drive to convenience stores, restaurants, banks, and other commercial businesses. State Code exempts local government employees operating golf carts to fulfill a government purpose.

Councilman Fox asked where were we on the Enhanced Hazardous Duty Retirement Plan for the Town's Police Officers?

Chief Davis stated the study has come to a halt because there are open positions within the department. Once the positions are filled, the study can resume because they need to know about all the employees to get an accurate quote for the cost of the Enhanced Hazardous Duty Retirement Plan. He has told prospects the Town was looking into the cost to implement it.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

There was nothing to report during this period.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins asked if there is a date for the Dog Park fence installation?

Town Manager Roudabush stated she has not heard back from the fencing company.

Chairman Jenkins stated he would be willing to meet with Nathaniel Brewer to find a location for the shelter at the River Park.

Chairman Jenkins asked if the bathroom at Big Gem Park was open because he has been seeing cars parked beside it?

Town Manager Roudabush stated it was winterized and should not be open. She will send Public Works to check to make sure it was still locked.

Councilman Pierce stated the low guide wire blocking the restroom access road at River Park has lost the tape on it which is a liability.

Town Manager Roudabush stated Public Works will put up new tape.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush stated there are a couple more potential vacation rentals in Town limits.

Chairman Jenkins asked if the Town has a list of how long the businesses in Town have been in business? It would be nice for the Town to recognize them.

Town Manager Roudabush stated we can get a list.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce stated two new part-time police officers were hired.

UNFINISHED BUSINESS

There was nothing to report during this period.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated Chairman of the Shenandoah Beautification Committee, Brenda Haggett, had given her pictures of potential train banners for First Street for the Summer and wanted the Council's approval on the designs. Town Manager Roudabush showed the pictures to the Mayor and Council. She noted Council already approved the Winter design.

Councilman Fox stated he would like to see the banners look more like the old N & W trains, like the 611.

Other Council members agreed a design with a train that actually ran here for N & W would be best.

Town Manager Roudabush stated she would tell Mrs. Haggett to search further for other designs for the Summer banner.

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 Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 8:17 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:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk