

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

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, March 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.; Councilmen Russell Comer, Jr; Lynn Fox; I. Michael Lowe; Charles Jenkins; and Richard Pierce.

Council Members absent were: Vice Mayor William Kite

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

Citizens present were: None.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

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

MARCH 8, 2022 REGULAR MEETING MINUTES

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

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Lowe, to approve the bills, dated **March 22, 2022**, in the **Combined Accounts Disbursement Warrants #39973 - #39998** in the amount of **\$93,673.63**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

There being no other questions, a *motion* was made by Councilman Fox, *seconded* by Councilman Pierce, to approve the March 18, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,523,449.83, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Council received a memo from the Page County Economic Development Authority requesting rebate payment to the Page County Economic Development Authority for \$1,506.37 for Tactical Walls LLC and RHB Real Estate LLC, per the terms of the Enterprise Zone Performance Agreement.

Town Manager Roudabush stated this was the last year for the rebate payment.

A ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Comer, to approve payment by the Town of Shenandoah to the Page County Economic Development Authority in the amount of \$1,506.37 (75% of the 2021 machine and tools tax paid by Tactical Walls LLC) to the terms of the Performance Agreement between the Page County Economic Development Authority and Tactical Walls LLC and RHB Real Estate LLC in order to facilitate economic growth in the Town of Shenandoah. Once payment is received by the EDA, the EDA shall remit payment to Tactical Walls LLC and /or RHB Real Estate LLC.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

#2 – Mayor Lucas and Council received an invoice from Racey Engineering in the amount of \$1,000.00 for professional fees incurred.

Town Manager Roudabush stated the invoice is for Racey’s design development for the repair around the entry door at 507 First Street, and for the design development of the retaining wall at 507 First Street.

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Pierce, to pay the invoice from Racey Engineering in the amount of \$1,000.00 for design development. Payment will be from the ARPA funds already budgeted for The Railroad Museum/Welcome Center.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

#3 – Mayor Lucas and Council received a Termite Soil Treatment Estimate from Dodson Pest Control in the amount to \$2,000.00 for 507 First Street.

Town Manager Roudabush stated Dodson Pest Control had in their records they last did a termite treatment at 507 First Street in 2011.

Councilman Comer asked if it needs a termite treatment?

Town Manager Roudabush stated this was just a recommendation.

Councilman Lowe stated he has never seen a termite in the Shenandoah Gym.

Council decided to take no action on this matter.

#4 – Mayor Lucas and Council received a Pest Control estimate from Dodson Pest Control. Dodson Pest Control found evidence to indicate an infestation of rodents and spiders.

Councilman Lowe stated there is definitely a spider infestation in the building.

Mayor Lucas stated paying in advance would save money.

Councilman Pierce stated he was worried about the Museum's collection, especially paper items, and wanted to know if the spray would also affect ants, roaches, and silverfish?

Town Manager Roudabush stated she would ask Dodson Pest Control.

Chief Davis asked if there were any other bids received?

Councilman Comer stated Dodson was asked for a bid since they already come to the Town Hall for pest control.

Chief Davis stated he has another company come every quarter to the Police Department and they may be cheaper.

Town Manager Roudabush stated she could call for another bid.

Council was in agreement to have another bid placed for pest control at 507 First Street.

#5 – Mayor Lucas and Council received a flyer about the First Responders Dinner which will be held on Saturday, April 30th at 6:00 p.m. at the Christ United Methodist Church Fellowship Hall (211 Central Avenue, Shenandoah, VA 22849). RSVPs are due by Wednesday, April 20th. First Responders in Shenandoah are invited as well as a guest. Please RSVP to Billy Foltz (540) 652-6180, Matt Cronin (540) 742-9667, or Chief Paul Davis (540) 652-8193. (Mayor and Council may attend).

#6 – Mayor Lucas and Council received a flyer about the Shenandoah Garden Workday on March 26th from 9:00 a.m. to 2:00 p.m. at 505 Williams Avenue, Shenandoah, VA 22849 (near Valley Health). The Community Garden is sponsored by Page Alliance for Community Action (PACA). For more information, call Megan Gordon (540) 742-9386 or e-mail

pageallianceforcommunityaction@gmail.com.

Town Manager Roudabush stated PACA bought the materials for the raised beds, and Public Works built the boxes for the raised beds.

#7 – Mayor Lucas and Council received a flyer from JMU Club Rowing who will be hosting a Mock Regatta on Sunday, March 27th from 11:00 a.m. to 3:00 p.m. at the Shenandoah Landing & River Park (315 Morrison Road, Shenandoah, VA 22849). For more information, or to express interest in attending, please visit their website at www.jmurowing.com.

#8 – Mayor Lucas and Council received the Town of Shenandoah Photo Scavenger Hunt flyer. All photos were taken on public property or at local businesses. Flyers will be at the Shenandoah Post Office, Town Hall or you can e-mail Town Clerk Lora Jenkins for a flyer at ljenkins@townofshenandoah.com. Get the locations of each photo correct and you might win a prize! Turn in the flyer by May 6, 2022 at Town Hall.

#9 – Mayor Lucas and Council received a flyer for the Christ United Methodist Church Easter Egg Hunt for ages 2 through 12 at Big Gem Park at 1:00 pm on Saturday, April 16, 2022. This Hunt is free to all, and light refreshments will be handed out. Participants will need to bring their own basket to collect eggs.

#10 – Mayor Lucas and Council received an invitation for an Appreciation Luncheon by Lord Fairfax Community College Foundation. This reception will be held Friday, April 15, 2022 at 12:00 pm at the Corron Community Development Center at the Middleton Campus 173 Skirmisher Lane, Middletown, VA 22645.

#11 – Mayor Lucas and Council received a bid for the replacement of the retaining wall and repair of the wall around entry door and office at 507 First Street by William D. Price in the amount of \$17,430.00 Train Master.

Councilman Lowe asked if the retaining wall belonged to the Town since it's not within the survey markers?

Town Manager Roudabush stated there is an easement on file and the retaining wall is included in the easement.

Mayor Lucas asked if Norfolk and Southern was notified about the upcoming work on the retaining wall?

Town Manager Roudabush stated she will notify Norfolk and Southern.

Mayor Lucas asked if there were any other bids?

Town Manager Roudabush stated A Team Construction responded they do not have the time to do the work now, and Turner Concrete told them they would have been able to do the work in February, but now they are too busy.

There being no other questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Councilman Lowe, authorizing William D. Price to replace the retaining wall and repair the wall around the entry door and office at 507 First Street in the amount of \$17,430.00. Payment will be from the ARPA funds already budgeted for The Railroad Museum/Welcome Center.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

#12 – Mayor Lucas and Council received a projected estimate from Racey Engineering for replacement of the sewer line in certain sections of Maryland Avenue in the amount of \$568,000. Racey Engineering stated it would be \$32,815 for them to finish the plans for bids.

Town Manager Roudabush stated this would be for the problem areas on Maryland Avenue and would be a little over 1200 feet of line to be replaced.

Councilman Lowe asked if this would be a spot fix?

Mayor Lucas asked if it would be a continuous fix?

Town Manager Roudabush stated it is not a continuous fix, it would be the line from Fifth Street to Sixth Street on Maryland Avenue and from First Street to Third Street on Maryland Avenue.

Councilman Jenkins asked if any other parts of the line were inspected?

Town Manager Roudabush stated no other parts were inspected. These sections have been known as problem areas and were smoke tested, and in these sections the line was videoed.

Councilman Fox asked where the sewer line starts for these sections?

Town Manager Roudabush said for these sections the sewer line should start at Ninth Street.

Councilman Fox expressed his concern if there could be more problem areas above and below these sections.

Councilman Lowe stated the Town will have to get bids before any action is taken.

Town Manager Roudabush stated Racey told her the Town would be lucky to get a contractor for such a small job.

Councilman Jenkins noted he thought Racey's projected estimate for asphalt seemed too low.

Councilman Pierce asked what about the cost of relining instead of replacing?

Town Manager Roudabush stated Racey can be asked.

Councilman Jenkins stated Town Manager Roudabush would have to check with VDOT's paving schedule to make sure this project would not interfere with their schedule.

There being no other questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Lowe, authorizing Racey Engineering to finish the plans for bid in the amount of \$32,815.00. Payment will be transferred from the Utility water and sewer replacement line account to the Utility Fund.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

#12 – Mayor Lucas and Council received an e-mail from Town Attorney Blatt about a legal matter regarding tax map #102A4-(A)-15.

After a brief discussion, a *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to accept the terms of the agreement and authorize payments in the amount of \$11,150 plus taxes, and for Town Attorney Blatt to draft the agreement.

Members Roll Call Vote was as follows:

YEA: Councilman Fox
Councilman Jenkins
Councilman Lowe

NAY: Councilman Comer
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Motion carried by 3-2 vote.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush reported the Virginia Department of Health Inspector will be here on Thursday, March 24.

Councilman Jenkins asked if they inspect the water hauling station?

Town Manager Roudabush stated yes, they inspect the water hauling station. She noted there is now a notice to water haulers they can no longer leave their hoses connected at the station. If they do, the Town will take the hose down and the water haulers can pick up their hose at Town Hall.

Councilman Fox stated the hole on Maryland Avenue is getting bigger.

Town Manager Roudabush stated the gravel does not last long, but she will put out for patch bids soon, and will cold patch ASAP.

Councilman Pierce stated the pothole below Virginia Avenue around Second Street is getting worse.

Town Manager Roudabush stated she will notify VDOT again about the situation.

STREETS & PUBLIC PROPERTY

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

Councilman Comer stated a neighbor asked him if he could pave 2 car widths into the right-of-way leading to his garage off Wahnona Avenue.

Councilman Lowe stated as long as it did not affect traffic, he would see no problem with allowing the paving.

Mayor Lucas stated a resident was allowed to pour concrete in an alleyway, but a letter was written notifying them if the Town had the right to dig up the concrete to work on sewer or water pipes.

Town Manager Roudabush stated a letter would be written to inform the resident that the area paved is still a right-of-way.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

There was nothing to report during this period.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Council was presented with a proposed ordinance defining the basis for tax assessment establishing the Real Estate and Mobile Home tax rates.

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT
AND ESTABLISHING THE TAX RATE FOR 2022
SHENANDOAH CORPORATION TAXES**

BE IT ORDAINED, per Virginia State Code 58.1-3010 and 58.1-3000 and by the Council of the Town of Shenandoah, Virginia that:

1. The dollar assessment values established by the Commissioner of the Revenue of Page County, Virginia for Real Estate owned as of January 1, 2022, shall be used by the Town of Shenandoah for 2022 Corporation Tax purposes.

2. The Tax Rate assessed for 2022 will be:

REAL ESTATE.....\$0.31 Per Hundred

MOBILE HOMES.....\$0.31 Per Hundred

ENACTED by the vote of the Town Council of the Town of Shenandoah, Virginia, on the 22nd day of March, 2022; the following members being present and voting as shown below:

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to adopt an ordinance defining the basis for tax assessment and establishing the Real Estate and Mobile Home tax rates for 2022, as presented.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

Council was presented with a proposed ordinance defining the basis for tax assessment and establishing the Machinery and Tools and Personal Property tax rates for 2022.

**AN ORDINANCE DEFINING THE BASIS FOR TAX ASSESSMENT
AND ESTABLISHING THE TAX RATE FOR 2022
SHENANDOAH CORPORATION TAXES**

BE IT ORDAINED, per Virginia State Code 58.1-3010, 46.2-752, and by the Council of the Town of Shenandoah, Virginia that:

1. The dollar assessment values established by the Commissioner of the Revenue of Page County, Virginia for tangible Personal Property and Machinery and Tools owned as of January 1, 2022, shall be used by the Town of Shenandoah for 2022 Corporation Tax purposes.
2. The Tax Rate assessed for 2022 will be:
UNEXEMPT TANGIBLE PERSONAL PROPERTY...\$0.40 Per Hundred
 - Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief
 - Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for a tax relief at a percentage rate which will be decided by the Town Manager and Treasurer after vehicle totals are assessed by the Commissioner of Revenue and edited to see what percentage rate will apply.
 - Personal use vehicles valued at \$20,001 or more shall only be eligible for a tax relief at a percentage rate which will be decided by the Town Manager and Treasurer after vehicle totals are assessed by the Commissioner of Revenue and edited to see what percentage rate will apply on the first \$20,000 of value.

MACHINERY and TOOLS.....\$0.40 Per Hundred

VEHICLE LICENSE FEES - CARS.....\$25.00 EACH

VEHICLE LICENSE FEES - TRUCKS.....\$25.00 EACH

VEHICLE LICENSE FEES - TRAILERS.....\$25.00 EACH

VEHICLE LICENSE FEES - CAMPERS.....\$25.00 EACH

VEHICLE LICENSE FEES - MOTORCYCLE.....\$15.00 EACH

ENACTED by the vote of the Town Council of the Town of Shenandoah, Virginia, on the 22nd day of March , 2022; the following members being present and voting as shown below:

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Pierce, to adopt an ordinance defining the basis for tax assessment and establishing the Machinery and Tools and Personal Property tax rates for 2022, as presented.

Members Roll Call Vote was as follows:

YEA: Councilman Comer

NAY: None

Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated he met with Eagle Scout candidate Nathaniel Brewer and the 12 x 20 picnic shelter location at River Park was staked out by Nathaniel Brewer, and Council was notified to look at the potential location.

Chairman Jenkins asked if Council had any objections to the location?

There were no objections from the Council.

Chairman Jenkins asked if Town Manager checked with the building inspector?

Town Manager Roudabush stated she sent in the application today.

Chairman Jenkins stated WigWam playground's wooden entryway has been removed, and the totem pole has been taken down to repaint. The toddler wall has been delivered and Public Works will install it soon. Park benches and ADA picnic tables are needed for WigWam Village, if anyone would like to donate towards a bench or picnic table, contact Town Hall. Plaques will be ordered for those who paid for an entire bench or picnic table or benches with engraved names will be ordered.

Chairman Jenkins received a quote on a new entry sign to be made for the Shenandoah Landing & River Park by Showalter Signs in the amount of \$650.00. It is ½" thick made of solid PVC, to add a ¼" more thickness will cost \$200 more.

Council was in agreement ½" thick would suffice.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Comer, to purchase a new entry sign for the Shenandoah Landing & River Park by Showalter Signs in the amount of \$650.00.

Members Roll Call Vote was as follows:

YEA: Councilman Comer

NAY: None

Councilman Fox
Councilman Jenkins
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

Chairman Jenkins stated a new photo op sign will be placed at the River Park near the gazebo soon. The sign was made and donated by Page County artist, Ched Hall.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

There was nothing to report during this period.

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)

There was nothing to report during this period.

UNFINISHED BUSINESS

Mayor Lucas stated there is an individual who has expressed interest in paying for the majority of a third tennis court in Town.

Councilman Lowe asked if a third court would fit near the WigWam picnic shelters or would the shelters have to be moved?

Town Manager Roudabush stated Kirk Comer has measured and there is enough space behind the WigWam picnic shelters.

Town Manager Roudabush stated she is concerned about the restroom and parking situation for tournaments.

Councilman Jenkins stated his children played tennis and there were hardly ever restrooms near the tennis courts.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated the Town owns an old VDOT grader which has not been used in 10 years. The Public Works crew prefers to use the tractor with a grade box instead of the old VDOT grader. There have been people who have approached her wondering if it is for sale. Would the Council want to put it out for bid or keep it?

Councilman Lowe stated he was for putting it out for bid.

Councilman Fox stated it would cost more to keep it and get it running.

Town Manager Roudabush stated another possible option would be to trade the grader in for a truck.

Councilman Lowe asked if a truck was needed?

Town Manager Roudabush stated the truck currently being used by Public Works is having mechanical issues and does not think it will last long taking the Parks trash 3 times a week to the landfill. Someone has a truck for sale with 12,000 miles on a new motor and transmission, she has not seen the truck, but they possibly want to trade.

Council were in agreement to place the grader out for bids or trade for a decent truck.

MAYOR'S REPORT

Mayor Lucas stated Larry Daniel who was a Police Officer for the Town has passed away. He will attend the funeral on behalf of the Town tomorrow. The family asks in lieu of flowers to send a donation to various charities.

Mayor Lucas asked the Council if sending \$100 to Gideon's International in memory of Larry Daniel was ok with them?

The Council agreed to send a \$100 donation to Gideon's International in memory of Larry Daniel.

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 Lowe, *seconded* by

Councilman Fox, to adjourn the meeting at 8:30 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk