

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
April 12, 2022**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, April 12, 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; Lynn Fox; I. Michael Lowe; Charles Jenkins; 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: None.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

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

MARCH 22, 2022 REGULAR MEETING MINUTES

A *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to approve the *Regular Meeting Minutes* held on March 22, 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

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the bills, dated **April 12, 2022**, in the **Combined Accounts Disbursement Warrants #39999 - #40055** in the amount of **\$160,956.17**.

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 April 8, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,450,090.70, 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 and Council received two bids for pest control at 507 First Street. C&C Exterminating bid was for \$660.00 and Dodson Pest Control's bid was for \$760.00.

There being no questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Comer, to approve C&C Exterminating's bid in the amount of \$660.00. Payment will be from the ARPA funds already budgeted for The Railroad Museum/Welcome Center.

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

#2 – Mayor Lucas and Council received an estimate from Racer's Fire Extinguisher, LLC for installation of fire extinguishers at 507 First Street. Racers also suggested the fire extinguisher in the rear of the gym needed to be serviced.

There was confusion over the actual pricing of the new extinguishers, and there was not a price to have the gym's fire extinguisher serviced.

Town Manager Roudabush stated she would call Racer's Fire Extinguisher to confirm the pricing and to also get a price to have the gym's fire extinguisher serviced.

#3 – Mayor Lucas and Council received a flyer from VDOT for the Watch for Children Sign Program. Localities can purchase a Watch for Children Sign in the amount of \$850 per sign. Installation is done by the locality after filling out an agreement with VDOT.

Town Manager Roudabush stated residents at Back Road, Corcoran Avenue, and Forest Knolls Subdivision have requested these signs. There has also been a request to have a sign installed at WigWam Village Playground.

Chief Davis stated people are not obeying speed limit signs and likely would not pay attention to these expensive signs either. Chief Davis stated more police patrols will be conducted in those areas.

Vice Mayor Kite stated in the South end of Town he has noticed residents who have bought their own signs and placed them in their yard.

#4 – Mayor Lucas and Council received the March 2022 Vehicle Gas Logs for review.

#5 – Mayor Lucas and Council received the March 2022 Shenandoah Police Department Activity Log for review.

#6 – Mayor Lucas and Council received the March 2022 Shenandoah Police Department Vehicle Gas Log for review.

#7 – Mayor Lucas and Council received the Town’s March 2022 website statistics for review.

#8 – Mayor Lucas and Council received a letter from the Federal Energy Regulatory Commission informing the Town PE Hydro Generation, LLC’s license applications fail to conform to the requirements of the Commission’s regulations. PE Hydro has 90 days from the date of the letter to correct deficiencies in their applications.

Town Manager Roudabush stated this letter was not about dam safety, it was just about deficiencies with an application PE Hyrdo had filed with the Federal Energy Regulatory Commission.

Mayor Lucas stated this letter was sent just because the Town has a dam in the area.

#9 – Mayor Lucas and Council received a flyer from the Luray-Page County Chamber of Commerce announcing their 96th Annual Banquet & Awards on Thursday, June 2, 2022 at River’s Bend Ranch (397 Rivers Bend Road, Stanley, VA 22851). Doors open at 5:00 p.m. The cost is \$75.00 per person. This year’s theme is Off to the Races.

Town Manager Roudabush stated the Town received two free tickets for the banquet.

Councilman Lowe and Councilman Comer volunteered to represent the Town at the banquet.

#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 memo from Town Manager Roudabush on three items needing the Council’s vote:

1. The purchase of a 2000 GMC 3500 4-door 4x4 Crew Cab Pickup truck with 1,200 miles on a rebuilt motor and transmission for use in the Public Works Department in the amount of \$3,000.00 plus trading the old surplus camo pickup truck, camo blazer, and old grader.

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to authorize the purchase of a 2000 GMC 3500 Pickup truck. Payment amount will be transferred from the General Capital Improvements checking account to the General Fund.

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. The purchase of a Kirby Built 4 foot bench and mounting kit, plus shipping in the amount of \$966.23 using donated funds.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to authorize the purchase of a Kirby Built 4 foot bench and mounting kit, plus shipping in the amount of \$966.23 using donated funds for WigWam Village Playground.

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. The purchase of an ADA compliant picnic table in the amount of up to \$1,496 using donated funds for WigWam Village Playground.

Councilman Pierce asked if the price included freight?

Town Manager Roudabush stated the price includes freight.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to authorize the purchase of an ADA compliant picnic table in the amount of up to \$1,496 using donated funds for WigWam Village Playground.

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

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush reported the Virginia Department of Health Inspector came to inspect the wells. The report will be coming shortly, but everything looks good.

Town Manager Roudabush stated the Tenth Street tank was painted.

Town Manager Roudabush stated the leak on Maryland Avenue has hopefully been fixed for good.

Town Manager Roudabush stated paving bids will be coming soon.

Councilman Fox asked if the paving bids would include Denver Avenue where two new houses were built?

Town Manager Roudabush stated yes, the bids would include those areas.

Mayor Lucas stated he noticed possible leaks on Eighth Street.

Councilman Fox stated the cones can be picked up at Maryland Avenue.

Town Manager Roudabush stated she would let Public Works know about the possible leak and the cones.

STREETS & PUBLIC PROPERTY

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

Councilman Pierce stated a pothole on Central Avenue is getting bigger.

Councilman Fox stated there is a large pothole at Tenth Street and Denver Avenue and another one on Eleventh Street.

Town Manager Roudabush stated she would let Public Works know about the potholes.

Mayor Lucas stated the curb at the Fire Department is crumbling.

Town Manager Roudabush stated VDOT has been notified about the curb.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Town Manager Roudabush stated the Fire Department has a 2 car metal garage and they would like to possibly trade the metal garage for a generator which is not in use at the Police Department. The Fire Department was going to bring up the trade at their meeting, and Town Manager Roudabush wanted to make sure the Council agreed with the trade, if the Members do too.

Chief Davis stated the garage measures 25'x25'x14', and it would be used at the Police Department to store the Police Department's boat. The generator is a 3 phase generator and is not used by the Police Department. Chief Davis stated he was looking at the cost to move the building from the Fire Department's property to the Police Department.

Council members agreed with the trade, if the Fire Department agrees.

Councilman Pierce suggested if the Fire Department did not vote in favor for the trade at their meeting, the Police Department could sell the generator and buy a building.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Mayor and Council received two bids for the Town's refuse collection. Waste Movers' first year bid was \$112,266.00 for either a 3 year or 5 year contract with cans being \$1.00 extra per unit if the Town wanted them provided. Waste Management's first year bid was \$144,342.00 for either a 3 year or 5 year contract with cans provided. Each bid goes up each year of the contract.

Councilman Jenkins asked if there could be a clause in the contract which would negate the contract if the Town were dissatisfied with the company?

Town Manager Roudabush stated a clause is in the contract.

Mayor Lucas stated his only problem with Waste Movers is they regularly miss residents, and they would have to be told the Town is dissatisfied with their prior service.

Chairman Pierce stated he thought Waste Management's trucks could not fit in our alleys.

Town Manager Roudabush stated Waste Management had a lot of different equipment, but never said anything about having a problem with the Town's alley. Waste Management is aware of the alleys and Long Avenue.

There being no other questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to accept the low bid for a 5 year contract at \$9.45 per unit for the first year and no cans provided with the following years being as presented in the bid.

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

Councilman Fox asked what was happening with the Town's legal matter for the well?

Town Manager Roudabush stated it is done, but just waiting on the Town's Attorney to get the documents together.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Fox stated the fence around the gazebo at Big Gem Park was looking poor.

Chairman Jenkins stated one section of the fence is leaning, and Public Works will look at it to see if they can repair it.

Councilman Fox asked if there was any news on the Dog Park fence?

Town Manager Roudabush stated the low bidder has not returned her calls.

Councilman Fox stated he thinks the fence is unnecessary because he believes no one will use the Dog Park.

Chairman Jenkins stated once it is fenced in, it would encourage more people to use the Dog Park the winning bidder will be given 30 days or the approval for the fence will be voided.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins reported the Town will co-host a **Business After Hours** with Shenandoah Industrial Corporation at The Railroad Museum/Welcome Center (507 First Street) on June 16th from 5:30 p.m. to 7:00 p.m. Catering for this event will be provided by Shenandoah Heritage Center.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Councilman Pierce asked how many new homes were being built on Eighth Street?

Town Manager Roudabush stated there are two homes being built.

Councilman Pierce stated it looks like more than two, as they have moved a lot of dirt with heavy equipment.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

There was nothing to report during this period.

UNFINISHED BUSINESS

Councilman Jenkins asked if Public Works ever received the asphalt saw?

Town Manager Roudabush stated they did receive the saw and they love it.

Councilman Pierce asked Town Manager if there was enough room for a tennis court near the WigWam Shelter?

Town Manager Roudabush stated yes, it has been measured, and there is enough room for a third tennis court.

Councilman Pierce asked Town Manager Roudabush if she has been in contact with anyone to construct the tennis court?

Town Manager Roudabush stated no, she has not prepared those bid documents.

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

Mayor Lucas asked if there could be a message on the Town's electronic sign board for Teacher Appreciation Week?

Chief Davis looked up Teacher Appreciation Week and it is May 2-6, 2022.

Town Clerk Jenkins will make sure there will be a message on the board for Teacher

Appreciation Week.

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 Vice Mayor Kite, to adjourn the meeting at 7:54 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