

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
June 14, 2022**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, June 14, 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; Charles Jenkins; I. Michael Lowe; 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; and Paul Davis, Chief of Police.

Citizens present were: Courtney Nelson, Daughter of the Stars Farmer's Market.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

Courtney Nelson with the Daughter of the Stars Farmer's Market stated the Farmer's Market will now be on the first and third Saturdays of the month from July to November at Big Gem Park from 10:00 a.m. to 2:00 p.m. The Farmer's Market has also been highlighted on WHSV because WHSV had seen a post on the Town's social media about the Farmer's Market.

Ms. Nelson wanted to ask the Council if they would approve a sign on the restroom at Big Gem designating it has the restroom, if a changing table could be installed at the restroom, and if the Council would approve a mural on the restroom building.

Councilman Jenkins stated he thought there was a sign on the restroom, but since it was missing, the Town could order another sign.

Councilman Jenkins stated the changing table is a good idea since there are families who come to the park, and he thinks the mural would be fine.

Ms. Nelson asked if the mural should be on the inside or outside of the restroom building?

Councilman Lowe stated the outside would be a better idea.

Councilman Jenkins stated he prefers the outside too, if the mural was on the inside it could be vandalized easier.

Ms. Nelson asked if there was a particular wall the mural should go on?

Councilman Jenkins stated a possible location could be on the left side of the door, or use the wall with door and incorporate the door in some way.

Ms. Nelson also said she was looking for a food thermometer and a scale to have on hand at the Farmer's Market for vendor use. The scale has to be calibrated to the Virginia Department of Agriculture and Consumer Services.

Town Manager Roudabush asked if vendors selling food would need a permit from the Virginia Department of Health?

Ms. Nelson said she thought if vendors sold \$2,500.00 or less in a year, they would possibly not need a permit, but she would check her paperwork to make sure.

Ms. Nelson said Page County Public Schools would be at the Farmer's Market in July and August to give out free food to children 18 and under.

Councilman Jenkins asked Ms. Nelson if Page Economic Development Authority was providing flags for the Farmer's Market?

Ms. Nelson stated the EDA is buying two feather signs, one says "open" and the other one says, "farmer's market." These signs are available for all County Farmer's Markets.

MAY 24, 2022 JOINT PUBLIC HEARING REZONING REQUEST MINUTES

A *motion* was made by Councilman Fox, *seconded* by Councilman Pierce, to approve the *Joint Public Hearing Rezoning Request Minutes* held on May 24, 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

MAY 24, 2022 REGULAR MEETING MINUTES

A *motion* was made by Councilman Fox, *seconded* by Councilman Comer, to approve the *Regular Meeting Minutes* held on May 24, 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 **June 14, 2022**, in the **Combined Accounts Disbursement Warrants #40160 - #40206** in the amount of **\$137,822.81**.

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

Councilman Lowe asked if the two Public Works employees had finished their CDL class?

Town Manager Roudabush stated they have their learners, they will need to take a drug test, and then take their CDL class which will take between 8-10 days and begins the first part of July.

There being no other questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the June 8, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,717,093.20, 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 – Mayor Lucas read the following Resolution of Respect for Philip Moyer Secrist, Jr.:

***RESOLUTION OF RESPECT FOR PHILIP MOYER SECRIST, JR.
FEBRUARY 10, 1942-MAY 26, 2022***

WHEREAS, God in His Infinite Wisdom, has called from our midst Philip Moyer Secrist, Jr. on May 26, 2022,

WHEREAS, He graduated from Elkton High School (1960), and Elon College (1964), and University of Virginia (1969), and

WHEREAS, He served as Teacher and Coach of Page County High School for three years, and

WHEREAS, He served as Principal of Stanley Elementary for one year, and

WHEREAS, He served as Principal of Page County High School from 1974 to 1992, and

WHEREAS, He served as Principal of Page County Technical Center until 2008 when he retired, and

WHEREAS, He served as Scoutmaster of Boy Scout Troop 8 for 39 years, and

WHEREAS, He was an active community member involved in many organizations, and was a member of Christ United Methodist Church, now,

BE IT RESOLVED, That the sympathy of the Mayor and the Town Council is extended to his family in their great loss.

Respectfully,

Attested

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk

A ***motion*** was made by Councilman Jenkins, ***seconded*** by Councilman Lowe, to adopt the Resolution of Respect for Philip Moyer Secrist, Jr., as read.

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

#2 – Mayor Lucas and Council received the May 2022 Vehicle Gas Logs for review.

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

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

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

#6 – Mayor Lucas and Council received a flyer stating vendors are needed for the Daughter of the Stars Farmer’s Market. The Farmer’s Market will be at Big Gem Park (736 Fourth Street, Shenandoah, VA 22849) on the first and third Saturdays of July to November from 10:00 a.m. to 2:00 p.m. For more information e-mail daughterofthestarsfm@gmail.com. Vendor applications are also at Town Hall.

#7 – Mayor Lucas and Council received a thank you card from Page County Habitat for Humanity for the Town’s annual donation.

#8 – Mayor Lucas and Council received an estimate to replace the belt, radiator hoses, heater hoses and coolant for the Shenandoah Wastewater Treatment Plant generator by Fidelity Power Systems in the amount of \$843.64.

Town Manager Roudabush stated Public Works had replaced a generator belt before, but they do not have the time to do all the work at this time.

There being no other questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Fox, to approve the replacement of the belt, radiator hoses, heater hoses, and coolant for the Shenandoah Wastewater Treatment Plant generator by Fidelity Power Systems in the amount of \$843.64, to be paid from the Capital Outlay Utility Water and Sewer Equipment budgeted line item.

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

#9 – Mayor Lucas and Council received a memo from Treasurer Cindy Breeden stating the current FY 2-22 Budget has several line items over budget. In order to correct this issue, please approve amending those line items in the current FY 21-22 budget.

Mayor Lucas asked if this would require more money?

Town Manager Roudabush stated no, there were other line items which were under budget, so this amendment would balance using the line items already under budget.

There being no other questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve amending the budgeted line items in the current FY 21-22 Budget which were over budget.

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

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Jenkins asked if the leak on Ramona Avenue was fixed?

Town Manager Roudabush stated she thought Public Works had not been there yet.

Councilman Fox stated it is leaking good now.

Town Manager Roudabush stated the weir has been fixed. The Wastewater Treatment employees were coming in every four hours to take care of it until the weir was fixed.

Town Manager Roudabush said she was waiting on a quote for replacement parts for the weir, which is over 30 years old.

Councilman Jenkins asked if Racey Engineering has an engineer drawing for the Sewer line on Maryland Avenue?

Town Manager Roudabush stated Racey is still working on an engineer drawing.

STREETS & PUBLIC PROPERTY

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

Councilman Fox asked what was the status on the patch work?

Town Manager Roudabush stated she has two bids for patch work and paving Town streets, has been waiting to see if Royal Paving submits a bid. She noted if Council does not soon decide, the Town will not get anyone scheduled this year.

Councilman Fox stated the Town needs to get on the list of a paver.

Town Manager Roudabush stated she has the two bids, which Council can review.

Town Manager Roudabush stated the two bids for asphalt patches were from Pettit Paving and Hensil Good Paving. Pettit Paving's bid was \$26,200.00 and Hensil Good Paving's bid was \$8,665.00.

Town Manager Roudabush stated the bids will actually be cheaper because two areas were patched by Public Works.

The Council were in agreement the patching needed to be done as quickly as possible and there should be a stipulation the work would need to be done by August 31st or the contract would be nullified.

There being no questions, a ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe, to authorize Hensil Good Paving for asphalt patches in the amount of \$8,665.00 with the stipulation the work will need to be done by August 31st or the contract will be nullified, to be paid from the Capital Outlay General Street Improvement budgeted line item.

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

Councilman Fox stated Trenton Avenue has gravel in the pothole, but it needs to be patched.

Town Manager Roudabush stated Trenton Avenue was on the patch list.

Mayor Lucas stated the VFW told him they have potholes near their stop sign.

Town Clerk Jenkins stated there is a work order with Public Works to fill the potholes near the VFW.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis stated he was meeting with the Page County Public Schools Superintendent on Tuesday, and she has asked if the Town was going to provide a School Resource Officer for Shenandoah Elementary.

Councilman Fox stated Page County Public Schools should fund the SRO.

Mayor Lucas asked what does Luray and Stanley do?

Chief Davis said he believes Luray Elementary and Shenandoah Elementary are the only two without an SRO. Luray provides their schools with an SRO, and Stanley uses a grant to help pay for their SRO.

The Council was agreement to tell the Superintendent the Town could not provide an SRO.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce stated the Council received the May 2022 Monthly Budget for review.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated Music in the Park will be held at Big Gem Park (736 Fourth Street) on June 25th with Don Smiley from 6-8 p.m. Music in the Park is a free event. So Mote It Beef BBQ will be at Music in the Park selling chicken quarters, pulled pork sandwiches, chips, and a drink.

Chairman Jenkins stated the Shenandoah Landing & River Park was getting a lot of use.

Councilman Pierce stated there is still \$72,311.13 of ARPA funds not allocated. Councilman Pierce stated he would like to see the funds be used for playground equipment at Big Gem, and a restroom at WigWam Village Playground.

Town Manager Roudabush stated PACA will give the Town a Healthy Families grant in the amount of \$6,000.00 towards the playground equipment at Big Gem after July 1st.

Chairman Jenkins stated he looked into restroom prices, and they were expensive, but Councilman Pierce can also look for prices.

Councilman Comer asked if Town Manager Roudabush has received any prices on a third tennis court?

Town Manager Roudabush stated she does not have any tennis court prices yet.

Councilman Fox asked what was the status of the fence at Big Gem?

Chairman Jenkins stated the fence will need to be moved because the bank is eroding. Chairman Jenkins also stated there will also need to be something planted on the bank to keep the bank erosion at bay. Some of the fence posts will need to be replaced because they have rotted.

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.

Chairman Jenkins stated the Town Museum Donor Reception was held on June 11th and there was a great turnout.

Mayor Lucas stated when the public sees it on Saturday, June 18th for the Grand Opening and

Ribbon Cutting, there will be more items donated.

Councilman Comer stated the donor's reaction to the Museum was great.

Councilman Pierce stated the Council will need to discuss an entrance fee for the Museum.

Councilman Comer stated Denny Price will be working on the retaining wall next week.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

Council Members discussed several properties to look at for the Community Enhancement Award.

714 Denver Avenue owned by Timothy Williams was nominated for the July CEA to be presented at the July 12th Council Meeting.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Mayor Lucas and Council received a memo from Personnel Committee Chairman Richard Pierce asking Council to authorize hiring William Sargeant as a full-time patrolman starting July 1, 2022 with a beginning salary of \$40,000 a year and a 5% pay increase after passing his 6 months' probation.

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Lowe, to authorize hiring William Sargeant as a full-time patrolman starting July 1, 2022 with a beginning salary of \$40,000 a year and a 5% pay increase after passing his 6 months' probation.

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

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 submitted applications for water and sewer connections for the construction of a new home at 293 High Knoll Terrace for Ronnie Meyerhoeffer, to be built in 2022.

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve a water and sewer application for construction of a new home at 293 High Knoll Terrace for Ronnie Meyerhoeffer, to be built in 2022.

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

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 Comer to adjourn, the meeting at 8:28 p.m.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox
Councilman Jenkins
Councilman Lowe

NAY: None

Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk