

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

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, July 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; Charles Jenkins; Councilman Richard Pierce.

**Council Members absent were:** Councilmen Lynn Fox and I. Michael Lowe.

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

**Citizens present were:** None.

**Media Representatives:** None.

**AWARD PRESENTATION**

Mayor and Council were scheduled to present the July 2022 Community Enhancement Award to Timothy Williams, 714 Denver Avenue. Mr. Williams was unable to attend, and arrangements will be made for him to receive his plaque.

**RECEIVING OF VISITORS**

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

**JUNE 28, 2022 PUBLIC HEARING MEETING MINUTES**

A *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to approve the *Public Hearing Meeting Minutes* held on June 28, 2022, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Jenkins  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilman Fox and Councilman Lowe  
**VOTE: Unanimous in favor of motion**

**JUNE 28, 2022 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Jenkins, *seconded* by Vice Mayor Kite, to approve the *Regular Meeting Minutes* held on June 28, 2022, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Jenkins  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilman Fox and Councilman Lowe  
**VOTE: Unanimous in favor of motion**

**APPROVAL OF BILLS**

Vice Mayor Kite asked why warrant #40274 and warrant #40295 had the same amount for police cell phones?

Town Manger Roudabush stated they were for two different invoices.

Councilman Pierce asked why warrant #40274 in the amount of \$407.98 and warrant #40295 in the amount of \$407.50 both said damaged toner will be credited on next Visa bill?

Town Manager Roudabush stated Treasurer Cindy Breeden realized there was a mistake and warrant #40274 should have been for lights for the Town Museum and warrant #40295 is for the damaged toner.

There being no other questions, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite to approve the bills, dated **July 12, 2022**, in the **Combined Accounts Disbursement Warrants #40269 - #40309** in the amount of **\$230,314.15**.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Jenkins  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilman Fox and Councilman Lowe  
**VOTE: Unanimous in favor of motion**

**TREASURER'S REPORT**

Vice Mayor Kite asked why the General Fund checking account for ARPA funds had \$216,284.69, but the balance of ARPA funds is \$72,311.13.

Town Manager Roudabush stated of the \$216,284.69, \$143,973.56 has been obligated and approved but not spent, and \$72,311.13 has not been allocated.

There being no other questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to approve the July 8, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,540,807.62, as presented.

Members Vote was as follows:

<b>YEA:</b> Vice Mayor Kite Councilman Comer Councilman Jenkins Councilman Pierce	<b>NAY:</b> None
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**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilman Fox and Councilman Lowe  
**VOTE: Unanimous in favor of motion**

**CORRESPONDENCE**

#1 – Mayor Lucas and Council received a notice from the Virginia Alcohol Beverage Control Authority for the application of an alcohol license for Rudys Enterprise LLC dba Rudys Diner at 418 N Fifth Street, Shenandoah, VA 22849.

Mayor Lucas asked if the Town is able to comment on the alcohol license?

Town Manager Roudabush stated if the Council were to wish to make a comment, she would see how to do that.

Mayor Lucas stated he was just curious if the Town could make a comment.

Councilman Comer asked if the Virginia ABC deny the request over one objection?

Town Manager Roudabush stated she doubted one objection would deny the request and the businesses are trying to find ways to stay in business. Most restaurants in Town already have their ABC license which now allows on/off premises sales.

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

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

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

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

#6 – Mayor Lucas and Council received a flyer from Page County Public Schools for the Summer 2022 Meals on the Bus Schedule. Page County Public Schools will serve breakfast and lunch to any child 18 and under on a first come, first serve basis. No registration is required. The bus will be in Shenandoah at various locations on Tuesdays and Thursdays starting on July 7<sup>th</sup>. For more information, contact the Department of Nutritional Services at (540) 743-6533.

#7 – Mayor Lucas and Council received a flyer about the **Discovery Hike** taking place in Big Gem Park on the Clinton Lucas, Jr. Trail on July 23 from 10:00 a.m. – 12:00 p.m. All ages are welcome to join in the hike. The hike will be led by Mara Meisel who is a retired Shenandoah National Park Ranger-Naturalist with 30 years’ experience. Ms. Meisel will be pointing out the native and non-native plants and the wildlife along the trail. The Clinton Lucas, Jr. Trail is a 1 mile loop trail and is rocky and uneven with an elevation gain of about 100 feet, so please wear sturdy shoes. Don’t forget to bring your sunscreen, bug spray, and binoculars. No pets please.

#8 – Mayor Lucas and Council received a thank you letter from Page One for the Town’s annual donation

#9 – Mayor Lucas and Council received a thank you letter from Choices for the Town’s annual donation.

#10 – Mayor Lucas and Council received a thank you letter from the Page Free Clinic for the Town’s annual donation.

#11 – Mayor Lucas and Council received a thank you card from the family of Philip Moyer Secrist, Jr. for the Town’s gift of flowers.

## **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Jenkins asked if there was anything back from Racey Engineering for the plans to replace the sewer line on Maryland Avenue?

Town Manager Roudabush stated Racey Engineering is still working on the report.

### **STREETS & PUBLIC PROPERTY**

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

Town Manager Roudabush stated Hensil Good Paving has completed almost all the asphalt patches on the list.

Councilman Pierce asked if the Sixth Street patching was complete?

Town Manager Roudabush stated the street is patched, but Hensil Good Paving will be back to complete the patching to the driveways on Sixth Street.

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

(Chairman Kite and Councilmen Jenkins and Comer)

Mayor Lucas asked if the new police officer started July 1st?

Chief Davis stated, yes, Officer Will Sargeant started July 1<sup>st</sup>.

### **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 stated the first Daughter of the Stars Farmer's Market was held on July 2<sup>nd</sup> at Big Gem Park and there was a lot of people coming in and out to see what was offered.

Mayor Lucas asked how many vendors were at the Farmer's Market?

Town Clerk Lora Jenkins stated there were 4 vendors with more expected to come.

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

(Chairman Jenkins and Councilmen Lowe and Pierce)

Chairman Jenkins stated Peep Show Esthetics moved their business from Shenandoah to McGaheysville and Wendy Brown was in the process of selling her home which is zoned Commercial and only allows businesses on the first floor.

### **COMMUNITY SERVICE**

(Chairman Kite and Councilmen Jenkins and Pierce)

Chairman Kite stated the Spotted Lantern Fly nymphs are in the South end of Town. He called the

cooperative extension in Stanley, and they are sending him information from the United States Department of Agriculture and the Virginia Department of Agriculture and Consumer Services.

Town Manager Roudabush stated Survey and Treatment Release Agreement Forms from the United States Department of Agriculture (USDA) and the Virginia Department of Agriculture and Consumer Services (VADACS) are in Town Hall. Signing the agreement does not guarantee treatment. Due to limited resources, treatments will be prioritized. However, survey and possible treatment activities cannot be carried out without a signed agreement. There are no fees for treatments.

### **PERSONNEL**

(Chairman Pierce and Councilmen Jenkins and Comer)

There was nothing to report during this period.

### **UNFINISHED BUSINESS**

There was nothing to report during this period.

### **NEW BUSINESS**

Councilman Comer asked how long the actuarial study for the Enhanced Hazardous Duty Retirement Plan would be good for until a new study would have to be done?

Town Manager Roudabush stated the actuarial study is good for one year. The actuarial study has been completed for the cost of the Enhanced Hazardous Duty Retirement Supplement for the Shenandoah Police Department. The initial payment to begin offering the Enhanced Hazardous Duty Retirement Supplement is unfunded and will cost \$253,256.00. The Town is looking into grants and other methods to pay the fee. The Town is the only locality without the Retirement Supplement, and offering the Retirement Supplement helps with retention of officers.

Councilman Jenkins asked if the initial payment is to put money immediately in the Retirement Plan?

Town Manager Roudabush stated yes, since it is an unfunded liability, the initial payment is needed. There would also be an annual fee to keep the Retirement Plan going.

Mayor Lucas asked if there would be any other surprise costs?

Town Manager stated no, the initial payment amount is good for one year, but the annual fee fluctuates.

### **TOWN MANAGER'S REPORT**

There was nothing to report during this period.

**MAYOR'S REPORT**

Mayor Lucas stated he was recently made aware that the fire hydrants needed regular servicing to ensure they can be easily opened.

Town Manager Roudabush stated Public Works had ordered the oil and will order a gauge and once a year will service the fire hydrants. They will oil the caps, check the pressure, and paint and color code the fire hydrants based on pressure.

Mayor Lucas asked why the outlet would seize?

Vice Mayor Kite stated they can seize due to non-use.

**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 Comer, to adjourn the meeting at 7:56 p.m.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Jenkins  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Fox and Councilman Lowe

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Lora Jenkins, Clerk