

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
June 28, 2022**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, June 28, 2022, at 7:02 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; Russell Comer, Jr; Lynn Fox; Charles Jenkins; and I. Michael Lowe.

**Council Members absent were:** Councilman Richard Pierce.

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

**Citizens present were:** Caroline Zimmerman and Dennis Zimmerman.

**Media Representatives:** None.

**AWARD PRESENTATION**

Mayor Lucas presented a Resolution of Respect to the family of Philip Moyer Secrist, Jr.; Caroline Zimmerman and Dennis Zimmerman accepted the Resolution of Respect on behalf of the Philip Moyer Secrist, Jr. family.

**RECEIVING OF VISITORS**

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

**JUNE 14, 2022 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Fox, *seconded* by Councilman Comer, to approve the *Regular Meeting Minutes* held on June 14, 2022, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilman Pierce  
**VOTE: Unanimous in favor of motion**

**APPROVAL OF BILLS**

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite to approve the bills, dated **June 28, 2022**, in the **Combined Accounts Disbursement Warrants #40207 - #40268** in the amount of **\$184,916.16**.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilman Pierce  
**VOTE: Unanimous in favor of motion**

**TREASURER'S REPORT**

Councilman Lowe asked when the second allotment of ARPA funds were coming?

Town Manager Roudabush stated the Commonwealth of Virginia has not received the ARPA funds yet. The federal government first gives the money to the states, and then the states send it to the localities. The Town will be notified when the Commonwealth of Virginia receives the ARPA funds.

There being no other questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the June 24, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,652,570.23, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** Councilman Pierce  
**VOTE: Unanimous in favor of motion**

**CORRESPONDENCE**

#1 – Mayor Lucas and Council received a memo from Town Treasurer Cindy Breeden to approve the FY 2021-2022 budget amendment, to incorporate funding, not to exceed \$420,000.00 used from the American Rescue Plan Act (ARPA) of 2021 to offset expenditures incurred.

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Councilman Comer, to approve the FY 2021-2022 budget amendment, to incorporate funding, not to exceed \$420,000.00 used from the American Rescue Plan Act (ARPA) of 2021 to offset expenditures incurred.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Pierce

**VOTE: Unanimous in favor of motion**

#2 – Mayor Lucas and Council received a letter of resignation from James Campbell, Jr. from the Town of Shenandoah Planning Commission. This leaves a vacancy on the Town Planning Commission and anyone within the Town limits who is interested in volunteering should submit their resume to Town Hall for Council’s consideration.

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to accept the resignation of James Campbell, Jr from the Planning Commission.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Pierce

**VOTE: Unanimous in favor of motion**

#3 – Mayor Lucas and Council received a repair bill to an actuator of the sewer weir at the Wastewater Treatment Plant by The Perkinson Company in the amount of \$3,990.00.

Vice Mayor Kite asked if this bill was for the temporary fix?

Town Manager Roudabush stated yes, it was for the temporary fix and employees no longer had to come in every 4 hours 24/7.

There being no other questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to authorize the payment for the repair bill to an actuator of the sewer weir at the Wastewater Treatment Plant by The Perkinson Company in the amount of \$3,900.00, to be paid from the Capital Outlay Utility Sewer Plant budgeted line item.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe	<b>NAY:</b> None
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**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Pierce

**VOTE: Unanimous in favor of motion**

**#4** – Mayor Lucas and Council received an estimate for the replacement and installation of two actuators at the Wastewater Treatment Plant by The Perkinson Company in the amount of \$13,830.00.

Town Manager Roudabush stated these are two new parts, which will take the place of the temporary fix. The old part will be kept as a backup for the future.

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Vice Mayor Kite, to authorize the replacement and installation of two actuators at the Wastewater Treatment Plant by The Perkinson Company in the amount of \$13,830.00, to be paid from the Capital Outlay Utility Sewer Plant budgeted line item.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite Councilman Comer Councilman Fox Councilman Jenkins Councilman Lowe	<b>NAY:</b> None
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**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Pierce

**VOTE: Unanimous in favor of motion**

**#5** – Mayor Lucas and Council received an invoice for the purchase of a repair kit for the pump at the pumphouse by Lloyd Electric Company of Harrisonburg, Inc. in the amount of \$4,300.00.

Town Manager Roudabush stated the repair kit was needed for another pump, and it took months for this repair kit to come in.

Councilman Jenkins asked how much would a new part cost versus a rebuilt part?

Town Manager Roudabush stated she could ask the company for a quote.

Councilman Jenkins stated the repair part for the actuator was \$3,990.00 and the new actuator was \$6,915.00, so it would have been better to buy the new part instead of making the repair. However, the repair had to be done to keep the 24/7 4 hour schedule from happening.

Councilman Comer stated it would also be a good idea in the future to see if Shenandoah Machine Shop would be able to look at these older parts to see if they would be able to machine them.

There being no other questions, a ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Comer, to authorize the payment for purchase and installation of a repair kit for the pump at the pumphouse by Lloyd Electric Company of Harrisonburg, Inc. in the amount of \$4,300.00, to be paid from the Capital Outlay Utility Sewer Plant budgeted line item.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Pierce

**VOTE: Unanimous in favor of motion**

**#6** – Mayor Lucas and Council received a flyer for the Town of Shenandoah Free Movie Night on First Street starting at 8:30 p.m. Moana will be showing on July 1<sup>st</sup> with a rain date of July 22<sup>nd</sup>. The movie is sponsored by Hammer Insurance Agency and Erie Insurance. Attendees should bring a chair or blanket. Free popcorn and drinks will be offered, while supplies last.

**#7** – Mayor Lucas and Council received a flyer stating the Daughter of the Stars Farmer’s Market is open for business on July 2<sup>nd</sup> and July 16<sup>th</sup>. 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](mailto:daughterofthestarsfm@gmail.com). Vendor applications are also at Town Hall.

**#8** – Mayor Lucas and Council received a flyer from PACA announcing the Free Market Fridays at the Stanley and Shenandoah Community Gardens. Free produce will be given to any age and meals will be given to children 18 and under from 10 a.m. to 12 p.m. Stanley’s Community Garden is located at 235 Medical Drive, Stanley, VA 22851 and their Free Market Fridays will be July 1<sup>st</sup>, and August 5<sup>th</sup>. Shenandoah’s Community Garden is located at 505 Williams Avenue, Shenandoah, VA 22849 and their Free Market Fridays will be July 8<sup>th</sup>, and August 12<sup>th</sup>. For more information, call Megan Gordon (540) 742-9386 or e-mail [pageallianceforcommunityaction@gmail.com](mailto:pageallianceforcommunityaction@gmail.com).

**#9** – Mayor Lucas and Council received a flyer about the Free Clinic which will be held July 9-10 at Luray High School (243 Bulldog Drive, Luray, VA 22835) sponsored by Remote Area Medical (RAM) and the Page Free Clinic. Free dental, vision, and medical care will be provided. Additional licensed dental, vision, and medical professionals are still needed. For more information visit [ramusa.org](http://ramusa.org) or call (865) 579-1530. You can also email RAM’s Volunteer Manager Mary Brown at [marybrown@ramusa.org](mailto:marybrown@ramusa.org).

## **WATER & SEWER**

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Fox stated the leak on Ramona Avenue was getting worse.

Town Manager Roudabush stated it is on the list for Public Works to fix. They are working on a leak on Maryland Avenue as the next on the list.

Councilman Fox stated there is a leak at the intersection of Denver Avenue and Third Street.

Town Manager Roudabush stated the leak keeps coming to the surface, but then it goes away, Public Works has to figure out where to dig for the leak.

Mayor Lucas stated there is a leak on Eighth Street.

Town Manager Roudabush stated the leak is at the meter. There are several leaks at meters due to the meter upgrades, they are on Public Works list for repair.

Councilman Fox asked what the status was on the new well?

Town Manager Roudabush stated the Town Attorney is reviewing a change, and will hopefully have an answer tomorrow on how to proceed.

## **STREETS & PUBLIC PROPERTY**

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

Councilman Fox asked who did the asphalt patch on Denver?

Town Manager Roudabush stated Hensil Good Paving did the patch, and has completed several asphalt patches on the list.

Town Manager Roudabush stated there has been a few areas where Public Works had to dig up driveways to fix leaks. These driveways were paved to the street which is in the right-of-way. The residents have asked if the Town would replace the pavement.

Councilman Lowe stated most people would not want to pave their driveway to a right-of-way and leave the rest to the street unpaved.

Mayor Lucas stated the residents understand the driveways may have to be dug up for Public Works to access leaks.

The Council agreed the Town should fix back the driveways since it was the Town who had to dig them up.

Town Manager Roudabush stated Hensil Good Paving asked if the Council would approve additional cost of \$300.00 patching and sealing of the Town Hall lot and \$600.00 towards the patching and sealing of the Police Department lot since material costs have tripled. The additional \$900.00 would allow Hensil Good Paving to break even on those jobs and his bid noted prices are subject to change.

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to pay Hensil Good Paving an additional \$900.00 to offset increased material costs, to be paid from the Capital Outlay General Street Improvement budgeted line item.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Pierce

**VOTE: Unanimous in favor of motion**

Councilman Fox asked what the status was for Junior Avenue?

Town Manager Roudabush stated VDOT sent detail about what is normally required for asphalt repair. The VDOT rep is going to meet at Junior Avenue to discuss what can be done for the drainage issues.

Councilman Fox stated something needed to be done, even if Public Works could cut out the area and put new asphalt down.

Town Manager Roudabush stated something needs to be done with the drainage too because new

asphalt would be damaged if the drainage problem is not fixed.

Councilman Comer agreed with Councilman Fox, something needs to be done like Public Works putting down new asphalt.

Mayor Lucas stated the VDOT rep is coming, and we will see what he has to say since he has experience with drainage issues.

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

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis stated the new radio system was installed in all the Police Department vehicles. The next step will be the replacement of the portable radios. The new radio system could go live as early as October 2022.

Chief Davis also wanted to express his appreciation for Town Administration. He stated he was glad to work with everyone who makes the Police work less complicated.

Councilman Jenkins asked if the new radio system in the Police Department vehicles had GPS capabilities?

Chief Davis stated all Town Police Department vehicles have GPS with the new system.

### **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 Music in the Park will be held at Big Gem Park on June 25<sup>th</sup> went well and had a good turnout.

Chairman Jenkins reminded the Council of the Daughter of the Stars Farmer's Market being held in Big Gem Park on Saturday, July 2<sup>nd</sup> from 10:00 a.m. to 2:00 p.m. Chairman Jenkins stated there are a few vendors who have filled out a vendor application.

### **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)

Town Manager Roudabush stated two Public Works employees have taken their drug test to start their CDL course. They will be out two weeks for the course beginning July 11<sup>th</sup> so the Public Works department will be down to 3 since one is still out for surgery.

**UNFINISHED BUSINESS**

There was nothing to report during this period.

**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 would be anyway to fix the loose American flags on Route 340.

Town Manager Roudabush stated the Town of Stanley will need use of their bucket truck to prepare for the Stanley Homecoming, and at this time, there is no one to ask at the Town of Elkton.

Mayor Lucas stated he would like to see more flags out, he counted and there were only 20 flags on Route 340.

Councilman Jenkins stated he noticed a broken flag bracket on Route 340. The poles in Shenandoah are closer to the road, and the brackets get damaged sooner than other towns.

Councilman Fox stated he went through a Town, and they had flags not over the street but over the sidewalk, maybe Shenandoah should consider attaching the flags on the opposite side.

**FOR THE GOOD OF THE TOWN**

Councilman Comer stated he has heard so many great comments about the Donor Reception and the Grand Opening at the Town Museum and the Town Museum is getting more and more calls from people who want to loan or donate items. A seven foot locomotive will be donated to be displayed in the Town Museum once it is completed.

Mayor Lucas stated he talked to a resident who wants to put up a carport near the end of his driveway.

Town Manager Roudabush stated he would need a zoning permit and she would come out to see if it meets setbacks and to make sure it would not be in the way of snowplows.

Town Manager Roudabush stated the Town applied for a community grant from Norfolk Southern in the amount up to \$5,000.00. If the grant is awarded to the Town, it will be used for displays and special events at the Town Museum.

**ADJOURN**

There being no further discussion, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to adjourn the meeting at 8:00 p.m.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilman Comer  
Councilman Fox  
Councilman Jenkins  
Councilman Lowe

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** Councilman Pierce

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Lora Jenkins, Clerk