

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
August 23, 2022**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, August 23, 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; and Richard Pierce.

Council Members absent were: Councilmen Charles Jenkins 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: Jeff Grimsley; Storm Hammer; Seth Maynard; Stephanie Richards; and Jackie Shuler.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

Seth Maynard, 311 Second Street, addressed the Council for his concerns over a neighbor's yard and other items and its correlation to what he felt is the lack of responsible enforcement of the Town Code. Mr. Maynard requested the Council to take action to address the Town Code concerns.

AUGUST 9, 2022 REGULAR MEETING MINUTES

A *motion* was made by Councilman Fox, *seconded* by Vice Mayor Kite, to approve the *Regular Meeting Minutes* held on August 9, 2022, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox

NAY: None

Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins and Councilman Lowe

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Pierce to approve the bills, dated **August 23, 2022**, in the **Combined Accounts Disbursement Warrants #40404 - #40439** in the amount of **\$72,622.48**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins and Councilman Lowe

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to approve the August 19, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$3,405,867.90, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins and Councilman Lowe

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received a proposal from Town Manager Roudabush and Chief Davis for two new stop signs at the intersection of Hockman Avenue and Junior Avenue and J Street and Junior Avenue due to excessive speed and number of accidents. There was also a copy of an e-mail from resident Mike Cirigliano who voiced his concern over the excessive speed on

Junior Avenue and advocated additional stop signs.

Chief Davis stated he has received many complaints in this area due to speeding and there have also been many citations written. He noted additional stop signs may deter speeding.

Mayor Lucas asked if the Town would need permission from VDOT to place the new stop signs?

Chief Davis stated the Town owns the portion of Junior Avenue where the proposed stop signs would be placed, and the Town would not need permission from VDOT.

Vice Mayor Kite asked if people were not paying attention to the current signs?

Chief Davis stated since the Police Department could not be there 24/7 it would help mitigate some of the speeding.

Councilman Fox asked if additional stop signs would help?

Chief Davis stated a citation for not stopping at a stop sign has more bite than a speeding ticket, and this is a good possible solution for the speeding.

Councilman Comer asked if the stop signs would have to be purchased through VDOT?

Chief Davis stated no they did not have to be purchased through VDOT, the stop signs could possibly be free for the Police Department.

There being no other questions, a *motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, to approve the new stop sign proposal at the intersection of Hockman Avenue and Junior Avenue and J Street and Junior Avenue due to excessive speed and number of accidents.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins and Councilman Lowe

VOTE: Unanimous in favor of motion

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

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

#4 – Mayor Lucas and Council received a memorandum from Town Clerk Lora Jenkins, recommending the appointment of Storm Hammer to the Town Planning Commission to fill the vacant seat of James Campbell, Jr. through November 15, 2025.

Councilman Pierce asked if anyone knew if Chairman of the Planning Commission, I. Michael Lowe, had recommended Mr. Hammer?

Town Clerk Jenkins stated Chairman Lowe told her to bring Storm Hammer’s appointment before the Council.

There being no other questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to appoint Storm Hammer to the Town Planning Commission to fill the vacant seat of James Campbell, Jr. through November 15, 2025.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilman Comer Councilman Fox Councilman Pierce	NAY: None
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ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins and Councilman Lowe

VOTE: Unanimous in favor of motion

#5 – Mayor Lucas and Council received a letter from a resident requesting the Town’s ARPA allotment to be used towards replacing the Pennsylvania Avenue and Denver Avenue sidewalks. The signature of the resident was unrecognizable and there was not a return address on the letter or envelope.

Mayor Lucas stated the Council will take the request into consideration when they start making decisions on how the second ARPA tranche allotment will be spent.

#6 – Mayor Lucas and Council received bids for painting the exterior of the Town of Shenandoah Museum and Welcome Center.

Mayor Lucas noted Hepler Painting was the cheapest bid both with rolling on the paint at a cost of \$5,200.00 and spraying the paint at a cost of \$4,500.00.

Councilman Comer stated he has seen work by Hepler Painting and is impressed with their work. Hepler Painting also told him they would not need to rent a bucket truck which helps keep the cost down.

Councilman Pierce asked Councilman Comer if he prefers rolling on the paint or spraying the paint?

Councilman Comer stated he prefers the paint to be rolled on and there will be two coats rolled on.

There being no other questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Pierce, to accept a bid from low bidder Hepler Painting in the amount of \$5,200.00 to paint the exterior of the Town of Shenandoah Museum and Welcome Center by roller. Payment will be from the ARPA funds already budgeted for The Museum/Welcome Center.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins and Councilman Lowe

VOTE: Unanimous in favor of motion

#7 – Mayor Lucas and Council received a report from Town Engineer Racey Engineering who gave a preliminary project estimate to replace the sewer line along Maryland Avenue from Long Avenue to Sixth Street. Racey Engineering’s preliminary estimate is \$1.5 million to \$2.0 million, this excludes street repair costs.

Town Manager Roudabush stated the Town and Racey Engineering are researching grants. Racey Engineering explained to Town Manager Roudabush the cost is so high because traffic control, since VDOT will not allow the traffic light to be shut down at Maryland Avenue, and whoever will do the work will need to bore under the railroad tracks and Route 340 intersection.

Councilman Pierce asked if the Town could use the grants/loans from the previous study done years ago?

Town Manger Roudabush stated the Preliminary Engineering Study done years ago was not for grants nor the Maryland Avenue area.

Councilman Pierce asked if the Town could reapply for the grant?

Town Manager Roudabush stated the Preliminary Engineering Study done years ago was not for a grant. She noted it was paid for by a SERCAP grant but was for other areas of Town.

Councilman Comer asked how Racey Engineering would know the exact cost of the Maryland Avenue Sewer Line project?

Town Manager Roudabush stated this was a preliminary budget but they know the square feet of the pipe and the cost of material so they can get a general idea of cost and then the project will be

put out for bids, once the Town is ready.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush stated the combo air vac valve was broken on the Tenth Street Well that needs to be replaced. The cost of replacement is \$1,200.00.

Councilman Pierce asked if Public Works could replace it?

Town Manager Roudabush stated yes, they could replace it.

There being no other questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to purchase the combo air vac valve in the amount of \$1,200.00 for the Tenth Street well, to be paid from the Water/Sewer Line Replacement budgeted line item.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins and Councilman Lowe

VOTE: Unanimous in favor of motion

Town Manager Roudabush stated a valve on the Junior Avenue pressure reducing station is broken, which is causing low pressure on the north end of town because the 6" line is not allowed to open. The cost of replacement is \$2,999.00 and Public Works can replace it.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to purchase a valve in the amount of \$2,999.00 for the Junior Avenue pressure reducing station, to be paid from the Water/Sewer Line Replacement budgeted line item.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins and Councilman Lowe

VOTE: Unanimous in favor of motion

STREETS & PUBLIC PROPERTY

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

Councilman Fox asked when is the Town going to have the asphalt repairs done?

Town Manager Roudabush stated she will get bids for the areas needing repair. Ramona Avenue's leak was just fixed and needs repair, and there is an area behind Shenandoah Elementary School. North Fourth Street will be patched by the contractor who has done work, the contractor was pulled away from the job, but will be back to finish installing the sewer line and do the asphalt patching.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis stated school started back yesterday, and the students go half the day this week, but will go to their normal schedule next week. Also, Chief Davis noted the Page County Sheriff's Office and Page County Public Schools secured grant funding to hire two additional school resource officers in Page County. There is now a School Resource Officer in Shenandoah Elementary School. The grant will fund the position for four years. Chief Davis stated he has been involved in monthly meetings about school safety with the Superintendent of Page County Public Schools.

Mayor Lucas stated there has been a vehicle parked for two weeks near the funeral home and does not know if it is operable.

Chief Davis stated he would check on the vehicle.

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)

Town Manger Roudabush stated the swing at the Shenandoah Landing and River Park has been replaced. The swing was worn out and broken from use over time.

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)

Councilman Pierce noted there was a house on Junior Avenue which had installed solar panels on their roof, and has also done some exterior work. The Council may want to check on this house for a Community Enhancement Award.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

There was nothing to report during this period.

UNFINISHED BUSINESS

Councilman Pierce stated at the last Council meeting the discussion to use ARPA money for the Food for Friends Program and for Page One food gift card program was tabled. Councilman Pierce stated Food for Friends will use the last of the ARPA next week, and if nothing is done, the program will not be able to continue.

Mayor Lucas stated he does not see how the Town could allot more money to the programs with the expenditures coming up for infrastructure improvements for sewer and water.

Councilman Fox stated he agreed with Mayor Lucas. He noted he knows there is a need, but money is needed for the Town's infrastructure.

Vice Mayor Kite stated the meals provided from Food for Friends are the only good meal people in need get all week.

Councilman Pierce stated due to the Covid-19 pandemic there are only three churches who are willing to prepare meals, in the past there were eight or nine churches who offered assistance either with meal preparation or money to fund Food for Friends. Food for Friends will fold if there is no help to prepare the meals. Food for Friends receives a name of a person in need, and they go and visit with them to see if they qualify for the program.

Town Manager Roudabush stated currently with the ARPA money, Food For Friends pays Boxcar Deli, Mamma Mia's, Rudy's Diner, and Taste: The Southern Market to prepare 15 meals apiece each week and Food for Friends volunteers will deliver the meals (a total of 60 meals). Food for Friends was given \$50,000.00 from the Town's ARPA allotment last year. Since most of the people have dietary restrictions, Page One was given \$11,700.00 to buy gift cards from Mr. Garcia's each month to provide meals to the needy. Phyllis Robertson with Page One determines who qualifies for the gift cards, and this program ensured all locally owned restaurants were included in the funding.

There being no other questions, a *motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, to approve two food programs which will fill needs and provide a set weekly income

to assist the Town's five restaurants. \$50,000 of the Town's allocated American Rescue Plan Act (ARPA) funding would go to Food For Friends who provides meals for 60 people in need or elderly each week. Also, approved \$11,700 of the Town's allocated ARPA to Page One for a supplemental food program for needy families where gift cards will be purchased from a local restaurant.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins and Councilman Lowe

VOTE: Unanimous in favor of motion

During this year, research will be done to determine if any grants are available to continue the program next year.

NEW BUSINESS

Councilman Fox asked if the Council was going to address the issues brought up by Seth Maynard?

Mayor Lucas stated the Town has been advised by legal counsel the matter is under legal investigation, and therefore, no comments can be made. The Town Attorney wrote a letter with all the details in this matter.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated Town Hall has had many issues with the internet connection such as slow internet download and upload speeds, the credit card terminal not working or batching, and not being able to get on websites needed for daily work, and High Speed Link, the Town Hall's internet provider, has advised the rewiring of internet cables in Town Hall. Jenkins Computer Services has a quote to rewire the internet cables in Town Hall in the amount of \$1,500.00.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to approve the rewiring of internet cables in Town Hall, by Jenkins Computer Services in the amount of \$1,500.00. Half will be paid from the General Fund Computer Equipment and Support Fees budgeted line item and the other half will be paid from the Utility Fund Computer Equipment and Support fees budgeted line item.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins and Councilman Lowe

VOTE: Unanimous in favor of motion

MAYOR'S REPORT

There was nothing to report during this period.

FOR THE GOOD OF THE TOWN

Seth Maynard asked if he correctly understood the position of the Town was his concerns would not be discussed?

Mayor Lucas stated under the advisement of the Town Attorney, the Council can hear the concerns from Mr. Maynard, but cannot comment.

Mr. Maynard asked if the Council is aware of the problems with the Town Code?

Mayor Lucas stated the Council is aware the Town Code needs to be addressed.

Mr. Maynard stated the Town Manager could not be allowed to pick and choose which of the Town Code can be enforced.

Both Vice Mayor Kite and Councilman Comer stated an attack on Town Manager Roudabush was in poor taste, and the Town has obtained legal advice in this matter.

Mr. Maynard asked when could the Town Code be addressed?

Town Manager Roudabush stated once the Comprehensive Plan Review is complete, the Town Planning Commission will begin review of the Town Code for needed amendments and a review of potentially adopting the State Property Maintenance Code. There will be multiple agencies involved to work toward the goal of reviewing the Town Code, including the Town Attorney. She noted the Code has been marked for areas of known changes so portions are almost ready for legal review once the Planning Commission and Council can begin, which is likely the first of next year.

Stephanie Richards stated she was frustrated with the landlord of the property adjacent to her father's home. The landlord has allowed the property to get to the state it is in. Mrs. Richards also stated she would encourage the Town to continue having activities, like the golden rock hunt, which encourages youth. She stated she misses the basketball court at the Police Department.

Chief Davis stated he received many complaints about the language coming from the basketball court from the neighbors. He has given all the basketball equipment to the Shenandoah Rec. League, as they were supposed to install it at the ballpark.

Town Manager Roudabush stated she has been trying to get volunteers to revive the Riverfront Run/Walk and also a youth fishing tournament, but cannot find an interested person or organization yet.

Storm Hammer wanted to thank the Council for continuing the Food for Friends program, and also wanted to thank the Council for his Planning Commission appointment. Mr. Hammer noted he understands his frustration from Mr. Maynard and Mr. Grimsley, as his grandparents live in the same neighborhood. However, Mr. Hammer was optimistic everything would work out in the end.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to adjourn the meeting at 8:30 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Pierce

NAY: None

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

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk