

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
SEPTEMBER 27, 2022**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, September 27, 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.; 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: None.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

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

SEPTEMBER 13, 2022 REGULAR MEETING MINUTES

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on September 13, 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

Councilman Fox noted after seeing warrant #40500 from Route 11 Equipment Sales, the Town has to do better at buying from local businesses. He also noted it may be a conflict of interest on his part, but he supports shopping locally.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Councilman Lowe, to approve the bills, dated **September 27, 2022**, in the **Combined Accounts Disbursement Warrants #40494 - #40525** in the amount of **\$62,506.85**.

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 Fox asked if the first tranche ARPA funding had all been appropriated?

Town Manager Roudabush stated there is still a balance of \$10,611.13 of the first tranche which has not been obligated.

Councilman Pierce noted if there is money obligated to the New Well which is not used, the Council will have to vote to decide what to do with the leftover funds.

Councilman Comer asked when does the ARPA money have to be spent?

Town Manager Roudabush stated the Town has until December 31, 2024 to get projects under contract, and until 2026 to have the projects completed and ARPA funds spent. Town Manager Roudabush noted contracts take time so the Council needs keep in mind the timeframe of projects.

There being no other questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, to approve the September 27, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$3,255,025.49, 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 and Council received a recommendation from the Planning Commission to approve a request from Infinity Properties, LLC for the subdivision of lots located at 319 Quincy Avenue identified by Tax Map numbers: 102A6-(A) lot 4 and a portion of lot 12, as per the attached plat.

Councilman Pierce asked where is this located?

Councilman Lowe stated it is the wooded area near Shenandoah Machine Shop.

Councilman Comer asked if this is a boundary line adjustment?

Councilman Lowe stated Infinity Properties is vacating lot 4 and creating a new plat with a portion of lot 12 which will be triangular shaped and sold to the adjacent property owner. Infinity Properties will retain the remainder of lot 12.

Councilman Fox asked why is this a subdivision of lots?

Councilman Lowe stated Infinity Properties was incorporating a small lot into a portion of their existing lot and then selling off the triangle from a larger piece of land.

There being no other questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Comer, to accept the recommendation from the Planning Commission and approve the request from Infinity Properties, LLC for the subdivision of lots located at 319 Quincy Avenue identified by Tax Map numbers: 102A6-(A) lot 4 and a portion of lot 12, as per the attached plat.

Members Vote was as follows:

YEA: Councilman Comer
Councilman Fox

NAY: None

Councilman Jenkins
Councilman Lowe
Councilman Pierce

ABSTAIN: Mayor Lucas

ABSENT: Vice Mayor Kite

VOTE: Unanimous in favor of motion

#2 – Mayor Lucas and Council received notice from Jessica Karnes that her term on the Planning Commission expires on November 30, 2022 and she wishes not to be reappointed due to her work schedule.

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to accept Jessica Karnes’ notice to not be reappointed to the Planning Commission after her November 20, 2022 term expires.

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

#3 – Mayor Lucas and Council received an ARPA fund request from Shenandoah Rec League President Joy Williams for upgrades at the Shenandoah Ball Park.

Councilman Fox stated the Council agreed the second tranche ARPA funds would only be for water and sewer projects.

Councilman Lowe stated yes, the second tranche would be for infrastructure projects.

Mayor Lucas stated all ARPA fund requests will have to be declined due to the many infrastructure needs.

#4 – Mayor Lucas and Council received a flyer announcing Guest Speaker Ellen Kaylor will be at the Town of Shenandoah Museum and Welcome Center October 29th from 1:00 p.m. to 2:00 p.m. to discuss The Flood of 1870 and How it Affected Shenandoah. This event is hosted by the Shenandoah River Chapter of the Daughters of the American Revolution and the Town of Shenandoah. The Town of Shenandoah Museum and Welcome Center is located at 507 First Street, Shenandoah, VA 22849. For more information call Museum Curator, Joyce Fluharty at (540) 652-8773 or e-mail Joyce at jfluharty@townofshenandoah.com.

#5 – Mayor Lucas and Council received a flyer announcing the Town of Shenandoah will be hosting a **Halloween Costume Parade** at **Shenandoah River Park** 315 Morrison Road, Shenandoah, VA 22849 at **4:00 p.m. on Monday, October 31st**. At 4:15 p.m. Massanutten Regional Library will have a story time. The costume parade begins at 4:30 p.m. Bring your bikes, wagons, and strollers for the parade or you can walk. After the parade there will be free hot dogs, drinks, and candy while supplies last. The Little Red Snack Shack will be selling food and giving out free hotdogs, and Poppy’s Coffee Camper will be selling coffee and will have hot chocolate. There will also be a Fall scene for pictures. For more information call Town Hall (540) 652-8164. **Trick-or-treating will be observed on Monday, October 31st with a curfew of 10:00 p.m.**

Councilman Pierce asked if the Council voted to have Halloween observed each year on October 31st?

Town Manager Roudabush yes, the Council voted to observe Halloween on October 31st. Town Manager Roudabush also stated Town Clerk Lora Jenkins is having signups for businesses and organizations to setup at the Halloween Costume Parade.

#6 – Mayor Lucas and Council received a flyer announcing the Town of Shenandoah Train Theme Ornament Decorating Contest for children 13 and under. Ornaments are due to the Town Hall by 5:00 p.m. December 2, 2022. There will be a prize for winners. All ornaments will be hung on the Christmas Tree at the Town of Shenandoah Museum and Welcome Center at 507 First Street, Shenandoah, VA 22849. For more information call Town Clerk Lora Jenkins (540) 652-8164 or e-mail Lora at ljenkins@townofshenandoah.com.

Councilman Pierce asked when will the Christmas Tree Lighting take place at Big Gem Park?

Town Clerk Jenkins stated the Christmas Tree Lighting will be on December 10th.

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush stated Junior Avenue had a 6” water main break which took Public Works 12 hours to repair. They started at 3:30 a.m. Town Manager Roudabush noted this was an older plastic line which split 6 feet. It was not installed in a bed of stone, so the split may have been caused by jagged rocks.

Councilman Lowe asked where on Junior Avenue was the leak?

Town Manager Roudabush stated it was near Kirk Comer’s home.

Councilman Lowe asked when did it happen?

Town Manager Roudabush stated Public Works received the call at 3:00 a.m. and they started the repair at 3:30 a.m. She noted Public Works had no breakfast or lunch until 3:30 p.m. Public Works was scheduled to fix a leak at N. Fourth Street and Senior Avenue Tuesday, but the 6" water main break took precedence over the N. Fourth Street and Senior Avenue leak.

Town Manager Roudabush stated she will meet with Racey Engineering Thursday to speak about a DEQ grant she has just been notified about. There is \$75 million available from this grant to be awarded. Town Manager Roudabush stated if the Town is awarded this grant money, the Town could possibly offer sewer hookups to those residents with septic systems on the East end of Town, and sewer line replacements, like Maryland Avenue. The grant will be needed because the Wastewater Treatment Plant has had several costly equipment issues lately.

Councilman Jenkins stated grant applications can be sent in starting October 15th and the Town should get an application in sooner rather than later.

Town Manager Roudabush stated she hopes by already procuring Racey Engineering as the Town Engineer, the Town will not have to go through a procurement process if Racey Engineering's schedule will allow them to get documents ready to send in the grant application in a timely manner.

Councilman Fox asked if the second tranche ARPA funds were transferred to the Utility Fund Water/Sewer checking account?

Town Manager Roudabush stated, yes, and for accounting purposes it is shown separately on the Treasurer's Report under ARPA.

STREETS & PUBLIC PROPERTY

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

Councilman Jenkins asked if Town Manager Roudabush thought any paving would be done this year?

Town Manager Roudabush stated she is still waiting on bids, but Hensil Good Paving did say they would probably not be able to fit in any paving for the Town this year.

Councilman Jenkins asked if Town Manager Roudabush asked for a bid from Pettit Paving who had paved the Museum parking lot?

Town Manager Roudabush stated yes, she had asked Pettit Paving to place a bid.

Councilman Lowe stated he received a resident complaint about the proposed stop signs going up on Junior Avenue.

Town Manager Roudabush stated she does not think the residents understand where the stop signs are going to be placed. She had received a call from a resident who thought there would be two

stops off Hockman Avenue.

Mayor Lucas stated he also received a complaint about the proposed stop signs.

Councilman Comer asked if there were enough accidents to warrant placing the stop signs?

Chief Davis stated it is not the number of accidents, but the number of complaints about speeding from residents who live on Junior Avenue.

Councilman Lowe stated he thinks the proposed stop signs are a good idea, and the Town should at least give it a try.

Mayor Lucas stated the Town can see how many complaints there are once the signs go up.

Councilman Fox asked if Public Works had trimmed trees and shrubs along Junior Avenue?

Town Clerk Jenkins stated yes, they have trimmed along Junior Avenue.

Chief Davis said they probably used a sickle to trim.

Councilman Fox stated it needs to be cut back as far as it can go.

Town Manager Roudabush stated she will let Public Works know, but the sickle bar is all we have unless they can find time to hand cut.

POLICE, SAFETY, & JUDICIAL
(Chairman Kite and Councilmen Jenkins and Comer)

Chief Davis said he is waiting on answers to see if the Town could hire the Rockingham County Fire Marshall part-time to help enforce fire hazards. He wanted Council to know he was working on it.

Councilman Fox asked if an abandoned vehicle on Maryland Avenue could be impounded?

Chief Davis stated he has to go through the Town Code process for inoperable vehicles, but the process is almost over, and then the vehicle can be towed.

Councilman Pierce stated he received a complaint about 4-wheelers on Grandos.

Chief Davis stated he would look into it.

Councilman Fox asked why were the police involved with the leak at the Rescue Squad?
Councilman Fox stated Public Works should have used their vehicles to block the road, and used detour signs.

Town Manager Roudabush stated the street is too busy to shut it down and the police officers were needed to direct traffic. She explained signs were up in the required areas.

Councilman Fox asked why does Public Works not direct traffic?

Town Manager Roudabush stated there is not enough crew to direct traffic.

Councilman Fox stated the police should not be tied up with leaks, the police have other matters to attend.

Councilman Pierce asked Town Manager Roudabush if the Town used to employ 14 Public Works employees?

Town Manager Roudabush stated the Town had 12 to 14 Public Works employees in the past.

Councilman Pierce asked how many are there now?

Town Manager Roudabush stated there are 5 full-time Public Works employees and 2 part-time now. The Town never hired to replace the vacant positions. Chief Sewer/Water Operator Trey Pendleton must help with leaks from time to time.

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 asked Mayor Lucas if there was going to be a plaque placed on the new shelter built by Nathaniel Brewer as his Eagle Scout project.

Mayor Lucas stated the Brewers' are working with Isaac Smelser to create a plaque. There will also be a ceremony when Nathaniel dedicates the picnic shelter over to the Town.

Chairman Jenkins stated he has only received one bid for the gazebo ramp at the River Park. When he gets more bids, he will bring them before the Council.

Chairman Jenkins stated the Shenandoah Rec League asked if the Town could mow/weed eat the outside of the ballpark. Chairman Jenkins said he was hesitant to tell the Rec League yes, knowing what all Public Works must mow/weed eat now.

Mayor Lucas stated we are short-handed and really can not take on more mowing.

Town Manager Roudabush stated the Town in the past increased the annual donation to the Rec League to compensate for mowing.

Chairman Jenkins stated he is looking into a grant for a third tennis court.

Town Manager Roudabush stated some grants have eligibility requirements like having a Program Manager. Currently, there is only one Parks and Rec Department employee, and he does not have time to be a Program Manager for the tennis courts.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Fox asked when the Council would find out what new large scale business was possibly coming to Town?

Town Manager Roudabush stated there are still negotiations and one last hurdle needs to be jumped, but once it is settled, the information will be released to the Council quickly.

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)

Chairman Pierce stated he had nothing to report but stated employees are doing lot more work in Town with less staff.

UNFINISHED BUSINESS

Councilman Fox asked when would the Council start reviewing the Town Code?

Councilman Jenkins stated the Town Manager is going to be busy with the DEQ grant.

Councilman Pierce stated the review should go through the Planning Commission.

Councilman Lowe stated the Planning Commission is waiting to finish the Comprehensive Plan review.

Councilman Fox stated the Council can not keep waiting to start the review process.

Councilman Jenkins stated he would rather the Town Manger focus on the DEQ grant than the Town Code to not miss this funding opportunity.

Mayor Lucas stated the DEQ grant opens on October 15th; the Council can see if the Council can start reviewing the Town Code after the deadline passes.

NEW BUSINESS

There was nothing to report during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated VDOT will be installing new signs and painting crosswalks at three intersections to make those intersections more pedestrian friendly. The Town is reviewing grant funding for two (2) more intersection upgrades.

Councilman Fox asked where the signs and crosswalks would be going?

Town Manager Roudabush stated at the tunnel on 602 and several areas near the Shenandoah Elementary School for a total of 9 new or upgraded signs and 4 areas of newly painted crosswalks.

MAYOR'S REPORT

Mayor Lucas stated Clyde Sours, Jr. passed away; he had assisted the Mayor with cleaning up the River Park. His obituary listed memorial contributions may be made to National Kidney Foundation or American Macular Degeneration Foundation. Mayor Lucas asked if the Council would mind giving a \$50.00 memorial contribution.

There being no questions, a *motion* was made by Councilman Jenkins, *seconded* by Councilman Lowe, to send a \$50.00 memorial contribution in honor of Clyde Sours, Jr.

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

Mayor Lucas stated he met with Museum Curator Joyce Fluharty concerning the Veterans Service. The Veterans Service will be inside of the Town of Shenandoah Museum and Welcome Center. Also, The Shenandoah River Chapter of the Daughters of the American Revolution will be co-hosting the Veterans Service along with the Town. The date and time will be forthcoming.

Mayor Lucas stated a portion of the program will have veterans speaking about their experiences.

If there is any veteran who would like to speak at the Veterans Service, please contact Joyce Fluharty at (540) 652-8773 or e-mail Joyce at jfluharty@townofshenandoah.com.

FOR THE GOOD OF THE TOWN

Councilman Comer stated Museum Curator Joyce Fluharty's husband, Jim Pierce, had listed the Town of Shenandoah Museum and Welcome Center on Google. The Town of Shenandoah Museum and Welcome Center has received 10,000 views on Google.

ADJOURN

There being no further discussion, a *motion* was made by Councilman Lowe, *seconded* by Councilman Jenkins, to adjourn the meeting at 8:26 p.m.

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

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk