

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
October 25, 2022**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, October 25, 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 Lynn Fox; I. Michael Lowe; Richard Pierce.

Council Members absent were: Councilmen Russell Comer, Jr. and Charles Jenkins

Other Town Officials present were: Juanita Roudabush, Town Manager/MMC; Lora Jenkins, Town Clerk; and Officer John Fry.

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.

OCTOBER 11, 2022 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on October 11, 2022, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Comer and Councilman Jenkins

VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to approve the bills, dated **October 25, 2022**, in the **Combined Accounts Disbursement Warrants #40556 - #40603** in the amount of **\$408,700.13**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Comer and Councilman Jenkins

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Vice Mayor Kite, to approve the October 20, 2022 Treasurer's report, submitted by Treasurer Cindy Breeden, in the amount of \$2,972,343.92, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Comer and Councilman Jenkins

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1 – Mayor Lucas and Council received a flyer about the Town's Annual Veterans Service to be held November 5, 2022 at 3:00 pm inside the Town of Shenandoah Museum and Welcome Center (507 First Street, Shenandoah, VA 22849). Mayor Clinton Lucas, Jr and members of the Shenandoah River Chapter of the DAR will lead this event. Everyone is invited to attend this service and thank a Veteran.

#2 – Mayor Lucas and Council received a flyer about ornaments for sale at the Town of Shenandoah Museum and Welcome Center. Ornaments are \$10. Contact Museum Curator Joyce Fluharty for more information at (540) 652-8773 or jfluharty@townofshenandoah.com.

#3 – Mayor Lucas and Council received an invoice in the amount of \$1,120.00 from Lloyd Electric Company for the housing around the pump at the Sewer Plant.

There being no questions, a ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox, to authorize the payment in the amount of \$1,120.00 to Lloyd Electric Company for the housing around the pump at the Sewer Plant. Amount to be paid from Utility Capital Outlay Sewer Plant budgeted line item.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Comer and Councilman Jenkins

VOTE: Unanimous in favor of motion

Town Manager Roudabush stated the housing around the pump is installed and is working great.

#4 – Mayor Lucas and Council received an invoice in the amount of \$4,300.00 from Lloyd Electric Company for repair to pump #1 at the Sewer Plant.

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to authorize the payment in the amount of \$4,300.00 to Lloyd Electric Company for repair to pump #1 at the Sewer Plant. Amount to be paid from Utility Capital Outlay Sewer Plant budgeted line item.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Comer and Councilman Jenkins

VOTE: Unanimous in favor of motion

#5 – Mayor Lucas and Council received two bids for various asphalt patches. Pettit Paving’s bid was in the amount of \$12,810.00 and Hensil Good Paving was in the amount of \$13,100.00. A difference of \$290.00.

Councilman Lowe asked who would be able to get started first?

Town Manager Roudabush stated each company said they would be able to complete this year, weather permitting. She noted both companies have done jobs for the Town: Pettit Paving did the parking lot at the Museum and Hensil Good Paving has done the asphalt patches and has paved Town owned roads in the past. Both have good reputations and have done excellent work for the Town.

Councilman Pierce asked if the paving would be done all at one time?

Town Manager Roudabush stated she did not ask, but they would try to finish all patches before the end of the year.

Mayor Lucas stated it would be fiscally responsible to go with the low bidder.

There being no other questions, a *motion* was made by Councilman Lowe, *seconded* by Vice Mayor Kite, to accept the low bid in the amount of \$12,810.00 from Pettit Paving. Amount to be transferred from the General Capital Improvements checking account to the General fund.

Members Roll Call Vote was as follows:

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

ABSENT: Councilman Comer and Councilman Jenkins

VOTE: Unanimous in favor of motion

#6 – Mayor Lucas and Council received a bid for a driveway/street repair at 620 Sixth Street in the amount of \$4,000.00 by Hensil Good Paving.

Town Manager Roudabush stated Hensil Good Paving was the only bid for this project. Hensil Good Paving will also do another driveway repair in this area and the work there will lead into the work at 620 Sixth Street.

There being no other questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to accept the bid in the amount of \$4,000.00 from Hensil Good Paving for a driveway/street repair at 620 Sixth Street. Amount to be transferred from the General Capital Improvements checking account to the General fund.

Members Roll Call Vote was as follows:

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

ABSENT: Councilman Comer and Councilman Jenkins

VOTE: Unanimous in favor of motion

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Town Manager Roudabush stated Valley Automation was able to replace the PLC battery at the Sewer Plant. The battery had been flashing for a while, and originally it was believed only Kruger could fix it. Valley Automation was able to fix it cheaper than Kruger's trip charges, and it is working great.

Town Manager Roudabush stated EI Tech has also come to the Sewer Plant to replace DO meters and related equipment.

Town Manager Roudabush stated there is a new mandate from the EPA which requires all localities to conduct a lead service line inventory by October 16, 2024. She listened to a webinar about the mandate, and is gathering more information, and looking into grant funding to help with the inventory and replacements.

Town Manager Roudabush stated Public Works is working on the pressure reducing stations. Once they are completed, Racey Engineering, the Town's Engineer, will come and check to see how the modifications are reacting and if it increases the water pressure on the North end of Town. The potential developments on the North end will need the increased pressure.

STREETS & PUBLIC PROPERTY

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

There was nothing to report during this period.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

Officer Fry stated there was an accident at the intersection of Maryland Avenue and Route 340. He stated VDOT has not placed another sign to yield to oncoming traffic at the traffic light since there was work done on the traffic light.

Town Manager Roudabush stated she will ask VDOT about the sign. VDOT has been in Town looking at pedestrian crossings at intersections, including this one. VDOT agreed to upgrade 3 of the 5 areas of concern and Town Manager Roudabush is pursuing grant funding for this intersection and another area of concern.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Chairman Pierce stated Council received the September 2022 Monthly Budget for review and he noticed there was an increase in lodging tax payments.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush stated the Town purchased 8 picnic tables from the Shenandoah Volunteer Fire Company. The picnic tables will be used in the parks.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Councilman Fox asked if there was any news on the new large scale business possibly coming to Town?

Town Manager Roudabush stated she is not allowed to say anything yet, everything is up to the property owners now, but negotiations should be over soon.

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 the Town is accepting applications for the position of Wastewater plant/water supply operator. Town Manager Roudabush stated if there are no applicants who are not certified; then the Town would have to hire someone who would need to go through an apprenticeship program.

Mayor Lucas stated the Town Council needs to begin to explore a succession plan for all key positions in Town to include hiring a full time Assistant Manger to be prepared whenever the Town Manager retires. There are several large projects in the planning stages and it will take a while to train someone on all duties.

UNFINISHED BUSINESS

Mayor Lucas asked if the Town has contracts with the two exterminators who spray at the Police Department, Town Hall, and the Museum?

Town Manager Roudabush stated she would check and let the Council know.

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 read a letter thanking Sergeant Rodney Hensley for his help in a matter involving a scam.

Mayor Lucas asked if the Council wanted to authorize a \$50 donation to the Luray Rescue Squad in memory of former Town of Luray Mayor Barry Presgraves.

The Council agreed to authorize a \$50 donation to the Luray Rescue Squad in memory of former Town of Luray Mayor Barry Presgraves

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 Pierce, to adjourn the meeting at 7:47 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Comer and Councilman Jenkins

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Lora Jenkins, Clerk