

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
June 27, 2023**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, June 27, 2023, at 7:20 p.m., with Mayor Clinton O. Lucas, Jr., presiding (The Pledge of Allegiance was held at the public hearing.)

**ATTENDANCE**

**Council Members present were:** Mayor Clinton O. Lucas, Jr.; Vice Mayor William Kite; Council Members Denise Cave; Russell Comer, Jr.; Lynn Fox; I. Michael Lowe; and Richard Pierce.

**Council Members absent were:** None

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

**Citizens present were:** Jeff Grimsley

**Media Representatives:** None

**AWARD PRESENTATION**

None presented.

**RECEIVING OF VISITORS**

None.

**JUNE 13, 2023 JOINT PUBLIC HEARING MINUTES – REZONING REQUEST  
SUPERIOR SIDING**

A *motion* was made by Councilman Fox, *seconded* by I. Michael Lowe, to approve the *Joint Public Hearing Minutes – Rezoning Request Superior Siding* held on June 13, 2023, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None.

**VOTE: Unanimous in favor of motion**

**JUNE 13, 2023 JOINT PUBLIC HEARING MINUTES – REZONING REQUEST SUNNY MEHTA, LLC**

A *motion* was made by Councilman Pierce, *seconded* by Councilwoman Cave, to approve the *Joint Public Hearing Minutes – Rezoning Request Sunny Mehta LLC* held on June 13, 2023, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite

**NAY:** None

Councilwoman Cave

Councilman Comer

Councilman Fox

Councilman Lowe

Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:** None.

**VOTE: Unanimous in favor of motion**

**JUNE 13, 2023 JOINT PUBLIC HEARING MINUTES – SPECIAL USE PERMIT REQUEST**

A *motion* was made by Councilman Fox, *seconded* by Vice Mayor Kite, to approve the *Joint Public Hearing Minutes – Special Use Permit Request* held on June 13, 2023, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite

**NAY:** None

Councilwoman Cave

Councilman Comer

Councilman Fox

Councilman Lowe

Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:** None.

**VOTE: Unanimous in favor of motion**

**JUNE 27, 2023 – REGULAR MEETING MINUTES**

A *motion* was made by Councilman Comer, *seconded* by Councilman Lowe, to approve *Regular Meeting Minutes* held on June 13, 2023, as presented.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None.

**VOTE: Unanimous in favor of motion**

### **APPROVAL OF BILLS**

Councilman Lowe inquired on page 1 about the miscellaneous water delivery (#41231).

Town Manager Roudabush stated there are three houses on the corner of Pennsylvania and Fourth not connected to the main line in the alley and were not made to connect years ago. She stated they are in a “dead area” which causes water loss to the other houses when any of them try to fill a pool. To subdue the issues with this, we had a water hauler fill the pool for them.

A *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to approve the bills, dated **June 27, 2023**, in the **Combined Accounts Disbursement Warrants #41227 - #41275** in the amount of **\$92,922.57**.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None.

**VOTE: Unanimous in favor of motion**

### **TREASURER’S REPORT**

A *motion* was made by Councilman Lowe, *seconded* by Councilwoman Cave, to approve the **June 23, 2023** Treasurer’s Report, submitted by Treasurer Cindy Breeden, in the amount of

**\$3,164,818.06**, as presented.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None.

**VOTE: Unanimous in favor of motion**

### **CORRESPONDENCE**

#1 – Mayor Lucas and Council received a memo from Town Treasurer Cindy Breeden to approve the FY 2022-2023 Budget Amendment, to incorporate funding, not to exceed \$971,574.00 used from the Coronavirus Aid and Economic Securities Act (ARPA) to offset expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Vice Mayor Kite, to approve the FY 2022-2023 Budget Amendment, to incorporate funding, not to exceed \$971,574.00 used from the Coronavirus Aid and Economic Securities Act (ARPA) to offset expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None.

**VOTE: Unanimous in favor of motion**

#2 – Mayor Lucas and Council received a letter of resignation from Russell Comer, Jr. from the Town Council. This leaves a vacancy on the Town Council. Candidates must be registered voters and live within the Town Corporation limits. Following appointment, they would serve through

the special election. Resumes will be accepted via email at [townhall@townofshenandoah.com](mailto:townhall@townofshenandoah.com) or at Town Hall, 426 First Street, Shenandoah, VA 22849.

A *motion* was made by Councilman Fox, *seconded* by Councilwoman Cave to set the deadline for resumes for 5:00 p.m. July 10, 2023 to be considered to temporarily fill the vacancy on the Town Council until the next special election in November.

Councilwoman Cave inquired what happens after we receive all the resumes?

Town Manager Roudabush informed her the Council will have a closed session to discuss. After you finish with closed session, everyone will come downstairs and return to regular session. If Council is ready to make an appointment, then they could vote to appoint a candidate.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

As long as we have met the deadlines, we will have paperwork for Mr. Blatt to review and submit to the court (pending a decision is made at the next meeting).

**#3** – Mayor Lucas and Council received two bids for refuse removal for the Town. The two companies who submitted bids were Updike Industries and Waste Management.

Councilman Fox inquired what this will do to dual use customers who would need more than one cart or who have items too large to fit in the container.

Town Manager Roudabush stated if you looked through the bids, the residents would pay the same rate they have been paying. She also stated the Town Manager for the Town of Stanley stated there is a learning curve for the carts, but once they got used to them, the residents started recycling as well as having their refuse fit into just one cart. She stated the Town Manager for the Town of Stanley feels better about the carts as there is not trash sitting out everywhere. She stated Updike Industries will handle Long Avenue with a vendor as large trucks will not be able to get their trucks through the tunnel. She also stated Waste Management is \$2 more for their second cart. Their prices will go up yearly. And most households can get by with just one cart.

Councilman Pierce stated unless we modify the Town's budget, we will lose a significant amount of money per week if we go with Waste Management.

Councilman Lowe inquired as to how many dual use customers were being charged in Town.

Town Manager Roudabush stated since the landfill agrees our refuse service is bringing county residents trash there, they are not charging the Town the tipping fee. She stated Rockingham County sells their metal and cardboard and she believes Page County does too.

Mayor Lucas stated we need to figure out how to handle the dual use trash pickup.

Town manager Roudabush stated we would either pass the charges on to the customer or find somewhere in the budget.

Councilman Lowe suggested we start with giving the dual use customers 2 carts and see how it goes.

Town Manager Roudabush informed the Council, the Town of Stanley began seeing less trash due to having to pay for their second cart.

Councilman Pierce stated we should get letters out to the Town citizens informing them of the upcoming changes.

Town Manager Roudabush stated once the Council decides on the company we are going with, we will start a social media campaign with updates to inform them of the changes.

Councilman Pierce stated since Updike is cheaper from the beginning, as well as cheaper as time goes on.

Town Manager Roudabush stated other towns have been happy with Updike's services.

A *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to go with Updike Industries and provide dual use customers with two carts to begin with.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#4** – Mayor and Council received bids from Riverside Woodworks, Letter Perfect and Muddy Feet Graphics for outdoor signs for the Museum and Welcome Center.

A *motion* was made by Councilman Pierce, *seconded* by Councilwoman Cave, to go with the low bidder Riverside Woodworks to do the outdoor signs for the Museum and Welcome Center in the amount of \$1,005.00 for all wood signs to be paid from ARPA Museum Budget line item.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite	<b>NAY:</b> None
Councilwoman Cave	
Councilman Comer	
Councilman Fox	
Councilman Lowe	
Councilman Pierce	

**ABSTAIN:** Mayor Lucas

**ABSENT:** None.

**VOTE: Unanimous in favor of motion**

**#5** – Mayor and Council received bids from Webb Richards Design, Standout Arts, LLC, and Hopewell Manufacturing for a map of Big Gem Park with trail signs.

Councilman Pierce inquired where the signs would be placed.

Town Manager Roudabush stated there was nothing at the entrance of the trail showing the trail system or length of trails, so it would be placed there.

Councilwoman Cave stated the Lynchburg company (Webb Richards Designs) is currently working on a project for the Museum.

Vice Mayor Kite inquired as to whether Lora has any suggestions.

Town Manager Roudabush stated she has seen the work of Webb Richards Designs in person and likes their work.

A *motion* was made by Councilwoman Cave, *seconded* by Vice Mayor Kite, to go with the low bidder Webb Richards Designs for the Big Gem signs at a cost of \$1,053.00 to be paid from Parks & Recreation.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite	<b>NAY:</b> None
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Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:** None.

**VOTE: Unanimous in favor of motion**

#6 – Mayor and Council received a thank you letter from Page Free Clinic for the Town’s donation of \$100. Their mission is to provide quality medical services to those who do not have access to affordable health care. Through the generous donations from the Town of Shenandoah, along with other generous donations, Page Free Clinic was able to provide over 150 visits in the first three months of 2023. To find out more about their organization, visit [www.pagefreeclinic.org](http://www.pagefreeclinic.org).

#### **WATER & SEWER**

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Councilman Pierce asked about the water leak between Councilwoman Cave’s home and her neighbors.

Councilwoman Cave stated the cones are still there.

Town Manager Roudabush informed Council the town workers will have to dig up the street and are waiting on parts to finish the fix.

Chair Kite stated he needed approval for four houses on South Second Street from Superior Siding & Home Improvements for water and sewer hookups.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to approve hookups for water and sewer connections for the four houses on South Second Street for Superior Siding & Home Improvement.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas



**ABSENT:** None

**VOTE:** Unanimous in favor of motion

### **STREETS & PUBLIC PROPERTY**

(Chair Fox, Vice Mayor Kite, and Councilmen Comer and Lowe)

Chair Fox inquired why there were no silt fences up on the corner of Fifth and Maryland. He stated there is a lot of stuff washing into the ditch.

Town Manager Roudabush stated she will inform them of that issue.

Councilman Pierce inquired about the phone lines in the road up to Big Gem Park.

Chief Davis stated they have been notified.

Chairman Fox also inquired about whether we have sent something to AutoDealz.

Town Manager Roudabush stated we did contact them and they have contacted a salvage company and are also looking at a property to possibly move them to. She stated they are aware of the regulations. She also stated the differences between garage versus auto sales regulations needs to be ironed out with the Town Attorney.

Councilman Pierce inquired about the trailers on the old Batman house lot.

Town Manager Roudabush informed Council the owners have been notified – they were sent a certified letter which they did not sign for from the post office. We then had a Town Officer hand deliver the letter, which the owners were not happy about. They are currently on their 10-day time allotment to fix the issue.

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

(Chair Kite, Councilmen Comer and Lowe)

Town Manager Roudabush wanted to thank Chief Davis for sending officers to attend the funeral for the Wintergreen Officer. She also thanked him for the Town Police presence at Officer Nick Winum's bridge dedication on the same day.

Chief Davis stated the department has two new patrol cars they have been able to purchase through ARPA funds grant. He also stated six of the last seven police vehicles have been purchased through grants.

### **TAXATION & FINANCE**

(Chair Pierce, Vice Mayor Kite, and Councilman Fox)

Nothing to report – just review the budget reports given.

**PARKS & RECREATION**

(Chair Comer, and Councilman Lowe and Pierce)

Town Manager Roudabush informed Council of Public Works diligence in installing the playground at Big Gem and they will hopefully have it finished by this weekend. She stated they hit a lot of rocks while digging which slowed their efforts quite a bit. This project is made possible by grants from Page Alliance For Community Action, private donations, and Town funds and labor.

Town Manager Roudabush also informed Council Public Works has been busy picking up missed trash and they will be picking it up again this week. They also had to pick up between 40 & 50 stops on Long Avenue each week.

**INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chair Cave, Councilmen Lowe and Pierce)

Chair Cave stated they attended the Library meeting for Massanutten Regional Library to look at strategic planning. Councilman Lowe, Town Manager Roudabush and Councilwoman Cave attended the meeting. She stated there was a survey the library was asking everyone to fill out. This anonymous survey assists the Library to form a new Strategic Plan to best serve the community for the next five years. The online survey can be found at <https://www.surveymonkey.com/r/FVQGZYN>. For those who would prefer to do a paper survey, they can be found at Town Hall. The deadline for this survey is July 31, 2023.

**COMMUNITY SERVICE**

(Chair Kite, Councilwoman Cave and Councilman Pierce)

Chair Cave informed Council to think about possible award recipients for next Council meeting.

Chair Cave also reported Business After Hours will be held July 20<sup>th</sup> from 5:30 p.m. to 7:00 p.m. at the Town Museum and Welcome Center.

**PERSONNEL**

(Chair Pierce, Councilman Comer and Councilwoman Cave)

Chair Pierce stated they held a meeting last evening and interviewed three attorneys. He stated they were recommending Daniel Rose of Litten & Sipe. He stated their firm has seven attorneys, so if Rose is not available, any of the others can assist.

A *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to hire Daniel P. Rose of Litten & Sipe to fulfill the duties of Town Attorney at the rate of \$215 per hour.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite

**NAY:** None

Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:** None.

**VOTE: Unanimous in favor of motion**

Town Manager Roudabush added Mr. Rose came highly recommended by former Town Attorney Blatt as well as Senator Obenshain.

Councilman Comer informed Council during attorney interviews Monday evening, the attorneys all had so many good things to say about our Town. He stated it “did me good to hear them say those nice things”.

### **UNFINISHED BUSINESS**

None at this period.

### **NEW BUSINESS**

Councilman Fox inquired about the Town previously sending out a Town Newsletter.

Town Manager Roudabush informed him we had in the past, but Lora now does an electronic version that can be subscribed to. She also stated the paper copy got too expensive and wasn't read by many people.

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

Town Manager Roudabush informed the Council the Town was in dire need of a used vehicle and she has been searching for one. She stated due to not having any approval yet to make any purchases, the Town has not been able to acquire anything. We need a skid loader and a truck, especially since the skid loader is used daily. Public Works Director T.A. Pendleton has been driving his personal vehicle due to not having a Town vehicle to use. A trailer to haul the skid loader is also needed.

Councilwoman Cave inquired about an estimated cost.

Town Manager Roudabush stated they had found a skid loader for around \$20,000.00 and a 2017 F250 truck in Culpepper for \$38,000.00. She stated they had also found a 2013 F250 with a tool body in Staunton for \$19,200.00. She stated without preapproval, we miss out on purchasing anything. Town Manager Roudabush also stated if we can get approval up to a certain amount, we can have them look and possibly purchase.

Vice Mayor Kite inquired about where the funds would come from.

Town Manager Roudabush informed him the funds would come from Capital Improvements or there is around \$398,000 remaining from ARPA 2<sup>nd</sup> tranche.

Councilman Fox stated it was agreed the ARPA funds were only to be used for Water/Sewer.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilwoman Cave, to approve up to \$50,000.00 for purchase of a truck, skid loader and, if possible, a trailer to be transferred from General Capital Improvement Checking Account to the General Fund.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Lowe  
Councilman Pierce

**NAY:** Councilman Fox

**ABSTAIN:** Mayor Lucas

**ABSENT:** None.

**VOTE: 5 to 1 in favor of motion**

## **MAYOR'S REPORT**

The Mayor informed Council the upstairs A/C window unit has gone out and, since the Council uses that room a lot, the unit would need replaced.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilwoman Cave, to spend up to \$500.00 for a new A/C window unit.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None.

**VOTE: Unanimous in favor of motion**

**FOR THE GOOD OF THE TOWN**

Nothing at this period.

**ADJOURN**

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Lowe, to adjourn the meeting at 8:51 p.m.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave  
Councilman Comer  
Councilman Fox  
Councilman Lowe  
Councilman Pierce

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Tonya Southers, Town Clerk