

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
July 11, 2023**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, July 11, 2023, 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; Council Members Denise Cave; Lynn Fox; and Richard Pierce.

**Council Members absent were:** I. Michael Lowe as well as 1 vacant position on Council

**Other Town Officials present were:** Juanita Roudabush, Town Manager/MMC; and Tonya Southers, Town Clerk.

**Citizens present were:** Jaxon Staples and Charlie Jenkins

**Media Representatives:** None

**AWARD PRESENTATION**

None presented.

**RECEIVING OF VISITORS**

None.

**June 27, 2023 JOINT PUBLIC HEARING MINUTES – SPECIAL USE PERMIT  
PAMELA HOUCK**

A *motion* was made by Councilman Fox, *seconded* by Councilwoman Cave, to approve the *Joint Public Hearing Minutes – Special Use Request Pamela Houck* held on June 27, 2023, as presented.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** I. Michael Lowe and Vacant

**VOTE: Unanimous in favor of motion**

**June 27, 2023 PUBLIC HEARING MINUTES – BUDGET AMENDMENT**

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to approve the *Public Hearing Minutes – Budget Amendment* held on June 27, 2023, as presented.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** I. Michael Lowe and Vacant  
**VOTE: Unanimous in favor of motion**

**June 27, 2023 REGULAR MEETING MINUTES**

A *motion* was made by Councilwoman Cave, *seconded* by Councilman Fox, to approve the *Regular Meeting Minutes* held on June 27, 2023, as presented.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** I. Michael Lowe and Vacant  
**VOTE: Unanimous in favor of motion**

**APPROVAL OF BILLS**

A *motion* was made by Vice Mayor Kite, *seconded* by Councilwoman Cave, to approve the bills, dated **July 11, 2023**, in the **Combined Accounts Disbursements Warrants #41276 - #41320** in the amount of **\$205,172.72**.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** I. Michael Lowe and Vacant  
**VOTE: Unanimous in favor of motion**

### **TREASURER'S REPORT**

A *motion* was made by Councilman Fox, *seconded* by Vice Mayor Kite, to approve the **July 7, 2023** Treasurer's Report, submitted by Treasurer Cindy Breeden, in the amount of **\$3,052.086.86**, as presented.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** I. Michael Lowe and Vacant  
**VOTE: Unanimous in favor of motion**

### **CORRESPONDENCE**

**#1** – Received a memo from Councilman Pierce about hiring Charles Jenkins as a part-time Assistant Town Manager at \$20.00 per hour. He and Assistant Town Manager Dovel will share the budgeted hours.

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to hire Charles Jenkins as a part-time Assistant Town Manager at \$20.00 per hour starting immediately. He and Assistant Town Manager Dovel will share the budgeted hours.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** I. Michael Lowe and Vacant  
**VOTE: Unanimous in favor of motion**

**#2** – Received the June 2023 Shenandoah Police Department Activity Log for review.

**#3** – Received the June 2023 Shenandoah Police Department Vehicle Gas Log for review.

**#4** – Town of Shenandoah Museum and Welcome Center Curator, Lora Jenkins reported 207 visitors to the Museum and Welcome Center in June. This includes the 31 guests who came to the 1-year Anniversary Open House on June 21, 2023. On July 5th, Jacob Fife, Digital Content Producer at WHSV came by the Museum and interviewed Curator Jenkins. He is doing a photography and travel series that will air as digital reports every week. Jacob Fife stated he will try and get it on the air, but the intended purpose is for WHSV's social media and website. Curator Jenkins will let everyone know when the interview is uploaded. Curator Jenkins also stated Webb-Richards Design will be at the museum on July 17th to install the timeline board. Curator Jenkins also mentioned the Luray-Page Chamber of Commerce Business After Hours will be held July 20th at the museum from 5:30 p.m. to 7:00 p.m.

**#5** - Received a flyer about the Discovery Hike taking place in the Big Gem Park on the Clinton Lucas, Jr. Trail on July 22nd from 10:00 a.m. – 12:00 p.m. All ages are welcome to join in the free hike. The hike will be led by volunteer Mara Meisel who is a retired Shenandoah National Park Ranger-Naturalist with 30 years' experience. Ms. Meisel will be pointing out the native and non-native plants and the wildlife along the trail. The Clinton Lucas, Jr. Trail is a 1 mile loop trail containing rocky and uneven surfaces with an elevation gain of about 100 feet, so please wear sturdy shoes. Don't forget to bring your water bottle, sunscreen, bug spray, and binoculars. No pets please.

**#6** – Received a thank you letter from Boy Scout Troop 8 for the Town's donation to the troop.

**#7** – Received a Save the Date from Laurel Ridge Community College for September 14, 2023 for their Party in the Garden Fundraiser, starting at 5:30 p.m. Proceeds will support the Laurel Ridge Foundation. Contact Andy Gyurisin at [aguyrisin@laurelridge.edu](mailto:aguyrisin@laurelridge.edu) or 540-664-5027 for more information.

**#8** – Received a thank you letter from Page One for the Town's donation of \$1,650.00 to help with community efforts. During the month of June, Page One's food pantry served 108 households which included 312 individuals. In addition, their Family Assistance program continues to help those with a verified need in the areas of electricity, water, rent, medical & pharmaceutical needs.

## **WATER & SEWER**

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Assistant Town Manager Jenkins informed Council the water leak on Route 340 at the Baptist Church has been fixed.

Assistant Town Manager Jenkins also informed Council the Fire Department hit a water line and a lot of water leaked. He also stated they were able to find the valve and turn it off.

Councilwoman Cave stated she was following up on something from last Council meeting regarding the recycling contract with the company from Northern Virginia. She stated they bring trash down to our landfill, they pick up our recycling and take it back with them. She stated they informed her anything coming through the recycling center does get recycled.

Assistant Town Manager Jenkins inquired if they were taking everything.

Councilwoman Cave stated everything separated gets taken to be recycled.

Councilman Fox asked Councilwoman Cave who she spoke to in regard to this information.

Councilwoman Cave stated she spoke to Tobey Longanecker who then reports to Amity Moler.

### **STREETS & PUBLIC PROPERTY**

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

Chair Fox stated there was a big pothole on the corner of Maryland Avenue and Tenth Street.

Assistant Town Manager Jenkins stated there was a sinkhole on First and Shenandoah and VDOT had put a cold patch on it.

Councilman Pierce stated the hole on the corner of Shenvadel and Sixth was getting bigger.

Assistant Town Manager Jenkins informed Council Pulaski Avenue was getting patched tomorrow.

Councilwoman Cave informed Council she was contacted by a citizen regarding speeding on Denver Avenue.

Assistant Town Manager Jenkins stated we had addressed this with VDOT years ago. He also stated VDOT did not want to do a one-way street back then.

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

(Chair Kite, Councilman Lowe)

Assistant Town Manager Jenkins informed Council the two new police cars have arrived and are awaiting installation of cages and such to make them road ready. These vehicles were paid for by an ARPA grant.

### **TAXATION & FINANCE**

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

Chair Pierce stated someone has inquired about a possible rate increase in the water and trash bills. He informed them it will not be any increase this year. He also stated there was some concern about having to use Updike's cans. Chair Pierce also stated there should probably be a letter sent to all the customers regarding information about the containers.

### **PARKS & RECREATION**

(Councilman Lowe and Pierce)

Councilwoman Cave stated the new swing set at Big Gem and the trails are being heavily used.

Assistant Town Manager Jenkins stated the Government has been spraying invasive grass at the park. He stated this was why it has been closed for the last several days.

Assistant Town Manager Jenkins informed Council Town Manager Roudabush had stated something about possibly acquiring a prefab restroom for the parks. Assistant Town Manager Jenkins checked into it and found a company out of Texas, CorWorth Restroom Facilities, sent a floor plan as well as an estimate of one of their prefab facilities. Their estimate was \$169,469.00. After a short discussion, it was decided to continue looking into other options as well as checking with local contractors.

## **INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chair Cave, Councilmen Lowe and Pierce)

Chair Cave informed Council Steve's Archery was having their 40<sup>th</sup> Anniversary Customer Appreciation Day on July 22<sup>nd</sup> from 11:00 a.m. to 6:00 p.m. A ribbon cutting ceremony will be held at 11:00 a.m. Steve's Archery is located at 261 Massanutten Avenue, Shenandoah, VA.

Chair Cave also informed Council the Thrift Store going into the old South End Convenience store would possibly like a Grand Opening ribbon cutting ceremony. They are still unsure about an opening date.

Chair Cave stated the Family Dollar/Dollar Tree store was moving along slowly.

Chair Cave informed Council the meat processing facility planning on coming to town had hit an unknown snag.

Chair Cave also stated there were two people pursuing a lease on BoxCar Deli & Subs.

## **COMMUNITY SERVICE**

(Chair Kite, Councilwoman Cave and Councilman Pierce)

Councilwoman Cave stated they were going to approve a citizen, but due to applicants to fill Council vacancy, this will be put on hold.

## **PERSONNEL**

(Chair Pierce, Councilwoman Cave)

Chair Pierce stated they needed to review applicants for the Council vacancy.

At 7:37 p.m., a ***motion*** was made by Chair Pierce, ***seconded*** by Councilman Fox to enter into a closed session for the purpose of personnel matters dealing with the vacant Town Council, as permitted by Code of Virginia, 1950, as amended, Section 2.2-3711 , (A), (1).

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite  
Councilwoman Cave

**NAY:** None

Councilman Fox  
Councilman Pierce

**ABSTAIN:** Mayor Lucas

**ABSENT:** I. Michael Lowe and Vacant

**VOTE: Unanimous in favor of motion.**

At 7:51 p.m., a *motion* was made by Chair Pierce, *seconded* by Vice Mayor Kite, to return to open session and certify that to the best of our knowledge only matters lawfully exempted from open meeting requirements under the Code of Virginia, 1950, as amended, Section 2.2-3711, (A), (1), and only such matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the meeting by Town Council.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** I. Michael Lowe and Vacant

**VOTE: Unanimous in favor of motion.**

Councilman Pierce stated since the special election will be held so soon, Council decided to not fill the Council vacancy at this time.

Council reviewed the following resolution, prepared by Town Attorney Daniel P. Rose:

### **RESOLUTION**

#### **A RESOLUTION TO PETITION A WRIT OF ELECTION TO FILL THE VACANCY CAUSED BY RESIGNATION OF COUNCIL MEMBER RUSSELL J. COMER, JR.**

WHEREAS, Russell J. Comer, Jr. was elected to the Town Council for the Town of Shenandoah, Virginia in November 2020, for a four-year term ending December 31, 2024;

WHEREAS, Mr. Comer resigned from the Town Council effective June 30, 2023; and

WHEREAS, Virginia Code § 24.2-226 requires the Town Council to petition the Circuit Court to issue a writ of election to fill the vacancy caused by Mr. Comer's resignation;

Now, therefore, be it **RESOLVED** that the Town Council for the Town of Shenandoah, Virginia, directs the Town Attorney to petition the Circuit Court to issue a writ of election and order that a special election to fill the vacancy be held on the date of the next general election.

Adopted by the Council of the Town of Shenandoah, Virginia, this 11th day of July, 2023.

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Pierce, to adopt the resolution to file for a special election caused by the resignation of Town Council Member Russell J. Comer, Jr.

Members Roll Call Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas

**ABSENT:** I. Michael Lowe and Vacant

**VOTE: Unanimous in favor of motion.**

#### **UNFINISHED BUSINESS**

Nothing at this period.

#### **NEW BUSINESS**

Nothing at this period.

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

Councilman Pierce inquired as to how Racey is coming along with the replacement sewer pipes on the 600 block of First Street.

Assistant Town Manager Jenkins stated they will be on site to do some manhole measurements. As far as a preliminary schedule of the work, the way it is going now, they are expecting to have it completed by next Spring. He stated they are going to do most of the work at night.

Assistant Town Manager Jenkins informed Council Junior Avenue is waiting on Hensil Good to pave.

Assistant Town Manager Jenkins also stated as far as the new well was concerned, we are waiting on Burner's Well Drilling to get there and bring everything online.

Assistant Town Manager Jenkins informed Council the Trenton well keeps kicking offline – they are getting an over amperage error. He stated there is a pump on order as a backup in case that one does become unfixable. This way we will have it on hand and will not have to wait 6 months for a replacement to be delivered.

Assistant Town manager Jenkins also informed Council the A/C was replaced at the Sewer Treatment Plant and the employees are very thankful.



Assistant Town Manager Jenkins stated the Town recently purchased a skid loader at a cost of \$22,700 which included a \$200 delivery fee. He stated it has already been put to use and doing well. He also stated they are still on the lookout for a trailer to haul the heavy equipment.

Mayor Lucas questioned if the Town is also looking for a truck, if it is only going to be used as transportation for the employee, could the purchase be for a small truck or SUV?

Assistant Town Manager Jenkins stated for a 2013/2014 F250 Ford Truck with around 50,000 miles, the cost would be around \$27,000 and the truck would be prepped for a snow plow. He stated they would not be able to purchase a truck and trailers with what was left of the pre-approved \$50,000.00.

Councilwoman Cave stated it sounds like our immediate need is a trailer to haul the heavy equipment. If we have a log of vehicles that the Town owns and how each is being used, it would help the Council discern where the funding would go.

Assistant Town Manager Jenkins stated they checked on the Town's XMark mower and it does not have power to go up hills.

Councilman Fox stated it sounds as though it is heating up. He inquired as to what type of oil was put in it at the last service. He stated if the Town could bring it to his shop, he will service it and put the correct oil in it and check if this is what is causing the loss of power.

Assistant Town Manager Jenkins stated the Town has an old VDOT tractor with a sickle bar – the clutch went out of it. He stated while replacing the clutch, the hoses for the sickle mower were found to have dry rotted, so they replaced those as well. These repairs, done in house, was about \$3,000.00 for parts.

Assistant Town Manager Jenkins also informed Council there was now a Federal Government mandate about having knowledge of the possibility of lead pipes in Town and having to replace them. He informed Council we would have to know this information by October 2024. He stated there was no employee who had knowledge about any lead pipes having been used. There could be several locations having “goosenecks” (small sections of lead pipe which is bendable). He stated the Town will have to do a survey of the entire Town and identify any homes having lead pipes.

Assistant Town Manager Jenkins stated Philips North American Corporation is being mandated by DEQ to remediate the contamination in the ground at the old Genie plant. He stated they are requesting to pump out the aquifer daily – it comes out contaminated, it is then treated, then it is supposedly drinkable. They are requesting anywhere between 20,000 to 30,000 gallons per day which will go to the sewer plant. He also stated they can either run it to our wastewater treatment facility or run it to the river. He stated they can run it to a wet stream, but would need more water to dilute it. The Town has all this under review and PENAC will be responsible for paying all involved.

Councilman Fox inquired as what the owners are offering the Town.

Assistant Town Manager Jenkins stated we are working with an environmental lawyer on that as well as any other issues this could bring up.

Mayor Lucas inquired how would this affect the sewer treatment plant.

Assistant Town Manager Jenkins stated our plant can average 120 per day – he stated 160 is optimal. He said he is unsure if we are getting 30,000 gallons more if it will stress the system. He stated he is still negotiating with Philips North American. He said they are only paying minimal charges as of right now. He stated this is projected to be a 5 year project. There are no Virginia localities having done this exact project, but one with a similar project has lasted 20 years rather than its initial five year plan.

Councilwoman Cave stated if we go the sewer plant route, we would need to obviously keep checking the flow.

Assistant Town Manager Jenkins stated it was all automated, but he would want an independent test to ensure all is well. He stated if we got a substantial rainfall, it could possibly overload the plant.

Councilman Fox stated he did not feel we, as a Council, should get involved.

Councilman Pierce stated since the DEQ is driving this, if we refuse, they can find ways to fine us.

Assistant Town Manager Jenkins stated he will work on it more.

## **MAYOR'S REPORT**

Nothing this period.

## **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 Councilwoman Cave, to adjourn the meeting at 8:47 p.m.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Lucas  
**ABSENT:** I. Michael Lowe and Vacant  
**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