

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
July 25, 2023**

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

Council Members absent were: One vacant position on Council

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

Citizens present were: Robert and Gale Thompson and CAPT Marvin H. Heinze, USN (Ret.).

Media Representatives: Amos Thomas with Shenandoahnewz.com

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

Although they had not signed up by the deadline, Council agreed to let Richard and Gale Thompson speak at this time so they would not have to wait through the entire meeting to speak.

Mrs. Thompson stated they live on Fourth Street in Shenandoah and received a certified letter regarding complaints of the two shipping containers in their front yard. Mrs. Thompson also stated before they purchased the containers, they spoke to the Town of Shenandoah Zoning Department in December and she stated she informed them they were to be used as storage. She also stated when she spoke to the department, no one knew any information about this and stated they would check into it. Mrs. Thompson stated she received a call on the following Monday stating it would be OK to put them in her driveway. She then stated she received a certified letter stating they needed to be moved. Mrs. Thompson stated she was not told they had to be placed in behind their home.

Town Manager Roudabush stated the Town operates off of complaints and informed Mrs. Thompson she was unaware of who she spoke to before purchasing the containers, but there was no one in the office who would have given her this wrong information. Town Manager

Roudabush informed Mr. & Mrs. Thompson there have been calls received at the Town Office in regards to the smaller pods people have used while remodeling – these are fine due to the shortness of time used.

Mrs. Thompson asked the Council to reconsider due to the extreme cost of having to have these moved to their back yard.

Town Manager Roudabush informed the Thompsons the Town Code requires the containers to be moved, as well as maintain all requirements for setbacks off property lines as well as purchase the required zoning permits.

Mrs. Thompson stated they would not have purchased them had they known this because they will not fit in their back yard.

Town Manager Roudabush stated the Thompson's property is used for residential and they have to abide by those codes.

Mrs. Thompson asked how they could get changed to a business.

Town Manager Roudabush informed her there could not be any living on the first floor and they would have to purchase a business license.

Mrs. Thompson reiterated they were not originally told where they had to be placed.

Town Manager Roudabush informed her she treated everyone the same and could not make any exceptions.

Mr. Thompson stated most of the contents of the containers were from their parents estates.

Town Manager Roudabush informed the Thompsons she could allow them some time to correct the issue with the containers.

Mrs. Thompson informed they were working with a local auction company, Green Valley, and they would only take one truck load per month.

Town Manager Roudabush stated the Town could allow a short amount of time for them to correct the issue.

Mrs. Thompson inquired how long they could have.

Town Manager Roudabush informed her the normal time given to everyone is no more than 30 days.

Councilman Lowe inquired of Mrs. Thompson what type of time frame they were looking at for the issues to be corrected.

Mrs. Thompson stated the rate Green Valley was taking their items, it would be at least a year. She also stated the containers cannot be moved while full, so they would have to make significant progress with the auction.

Councilman Lowe asked Mrs. Thompson if they could consolidate into one container.

Mrs. Thompson stated consolidation was possible.

Mayor Lucas suggested the Thompsons be given six months and get it down to one container and have it moved to the back within regulations. He stated they wanted to be a little lenient.

Council unanimously agreed to give the Thompsons six months to fix the issues.

Councilman Lowe asked the Thompsons if they could have everything consolidated into one container within the six months.

Mrs. Thompson stated Green Valley will only take one truck load per month, she is unsure why they will not take more. She stated they are picky with what they take.

Mayor Lucas informed the Thompsons he had ridden by one day and saw them open and they were completely full. He stated it needed to be kept neat and it also needed to be placed in the back of the home. He informed them they would possibly need to get a pad poured in the back of the home.

Town Manager Roudabush informed the Thompsons before anything was poured or placed in the back, they needed to stake everything off so it can be checked to ensure it meets the set back requirements. She also stated once they get it staked off, they need to come into the Town Hall and apply for a zoning permit, which also requires a Miss Utility check as well.

Mr. & Mrs. Thompson agreed to all of the regulations set forth by Council.

July 11, 2023 REGULAR MEETING MINUTES

A *motion* was made by Councilman Fox, *seconded* by Councilman Pierce, to approve the *Regular Meeting Minutes* held on July 11, 2023, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: 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 25, 2023**, in the **Combined Accounts Disbursements Warrants #41321 - #41357** in the amount of **190,624.82**.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

A *motion* was made by Councilwoman Cave, *seconded* by Councilman Lowe, to approve the **July 21, 2023** Treasurer's Report, submitted by Treasurer Cindy Breeden, in the amount of **\$2,913,397.06**, as presented.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

CORRESPONDENCE

#1- Received report from Treasurer Breeden on Public Investment in Zone for Calendar Year 2022 for the Town. This report shows total investment in areas such as Infrastructure; Public Buildings; and Parks and Schools, with a more precise breakdown within each area.

#2 – Received letter from Stephanie Richards expressing her interest in becoming part of the Planning Commission. After a short discussion with Planning Commission Chair Lowe, he made a suggestion to Council to vote her on to the Planning Commission.

A ***motion*** was made by Mike Lowe, ***seconded*** by Councilman Pierce, to appoint Stephanie Richards to the vacant seat on the Planning Commission, to serve the unexpired part of the term through November 20, 2026.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

#3 – Received flyer from Town of Shenandoah Police Department in regards to the 40th National Event of National Night Out Ice Cream Social. This event will take place on Tuesday, August 1st from 6:30 p.m. to 7:30 p.m. There will be free ice cream, including toppings, while supplies last at the Town of Shenandoah Police Department, located at 411 Second Street, Shenandoah.

#4 – Received a flyer for Music In The Park being held on July 29th from 6:00 p.m. to 8:00 p.m. at Big Gem Park, 736 Fourth Street, Shenandoah. Music will be provided by Isaac Stroupe and food will be for sale by So Mote It Beef BBQ.

#5 – Received a flyer for Evenings on Main, a free concert series held at Ruffner Plaza with a rain venue of Performing Arts Luray (PAL). The next event features Cazhmire, *Radio Hits* and is scheduled for August 4th from 7:00 p.m to 9:00 p.m. Events are subject to change. For more info call (540) 843-0770 or visit www.townofluray.com.

WATER AND SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Chair Kite stated the Council received an invoice from Burner Well Drilling, Inc. for a replacement pump, labor and parts to be installed for the Trenton Well in the amount of \$22,527.02. Chair Kite stated at the previous Council meeting, Assistant Town Manager Charlie Jenkins notified the Council the Trenton Well was having problems and having amperage errors, caused by lightning.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Fox, to pay the invoice to Burner Well Drilling, Inc. for a replacement pump, labor and parts to be installed on the Trenton

Well in the amount of \$22,527.02 to be paid from a transfer of funds from Utility Capital Improvements account to Utility Fund Checking Account.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

Councilman Lowe inquired if the old pump/motor is being rebuilt and brought back to the Town.

Councilman Pierce inquired if the old pump/motor could be used on another well.

Town Manager Roudabush informed the Council it can be used for another well as long as the horsepower matches.

Councilman Fox inquired what Racey has gotten done thus far on the Maryland Avenue sewer project.

Town Manager Roudabush stated the surveying is done and they are in the process of getting plans out for bids. She also stated Racey has promised to be done by the Fall.

Town Manager Roudabush informed Council the test kits they had ordered for the 48 hour test at the new well had arrived. She stated Burner Well Drilling, Inc are slightly delayed, but will get to this test as soon as possible. She also stated the cost of the bottles will be paid out of funds set aside for the new well.

Town Manager Roudabush stated the sewer taps work on Williams Avenue, as well as South Second Street were too deep and had to be contracted out. She stated these areas will be paved too.

Town Manager Roudabush informed Council William D. Price has been working on the ditch clean out on Sixth Street and found grey water coming out. She stated it was never reconnected by the owner. The Town will send a letter to the property owner informing them of this.

STREETS & PUBLIC PROPERTY

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

Chair Fox informed Council VDOT had not yet trimmed the trees down from his shop and are still causing traffic issues due to them being in the way of seeing oncoming traffic.

Town Manager Roudabush stated they have sent pictures and as soon as VDOT can get equipment that will go high enough to trim them, they will finish the job, according to the local VDOT area manager.

Chair Fox inquired as to when Hensil Good Paving would be here to pave Junior Avenue.

Town Manager Roudabush stated it would be mid-August on his schedule.

POLICE, SAFETY & JUDICIAL

(Chair Kite, Councilman Lowe)

Chief Davis stated Assistant Town Manager Jenkins had inquired about what the grant had covered for the Town's two new police vehicles. Chief Davis informed the Council the grant covered the cost of both vehicles as well as all the equipment needed to get them road ready.

Councilman Fox inquired whether the camera systems were interchangeable or not.

Chief Davis informed him they were, however, it has to be professionally done.

Chief Davis also informed the Council he has had many complaints of the police cars being left running. He stated the computer as well as the other systems within the car run off the car's battery. He stated the computers were used to dispatch the officers on the calls and if the car is turned off, there is no longer power to the computers and they will die.

TAXATION & FINANCE

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

Chair Pierce stated the bills are all being paid and within budget.

PARKS & RECREATION

(Councilman Lowe and Pierce)

Mayor Lucas stated Vice Mayor Kite has served over 33 years. He stated Big Gem Park has a Clinton O. Lucas, Jr. Trail. Mayor Lucas stated he thinks we need a picnic area in Big Gem Park named after Vice Mayor Kite. Mayor Lucas stated he would like approval to fundraise to pay for this picnic area.

A *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to approve a fundraiser to help pay for a picnic area at Big Gem Park and name it after Vice Mayor Kite.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

Town Manager Roudabush noted this picnic grove will be located off the new ADA trail and have at least one ADA picnic table.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe and Pierce)

Chair Cave stated she has been in contact with a candidate who is interested in serving as the District Five Representative on the County EDA.

Chair Cave informed the Council Business After Hours was nice. Town Museum and Welcome Center Curator Lora Jenkins helped host the event and everyone stated the timeline looked very nice.

Mayor Lucas informed the Council the ribbon cutting ceremony for Steve's Guns and Archery's 40 year Customer Appreciation Day went well. He stated there was a good turn out and good representation for the Town.

The new owner of BoxCar Deli building and lots is still working to find someone to lease the restaurant part of the business. They are slated to close this week.

Councilman Fox inquired if there was any forward motion with the new Family Dollar/Dollar Tree site.

Town Manager Roudabush informed Council their attorneys are going over things for a proposed land division. She also stated Family Dollar/Dollar Tree developer will eventually gift the library some land as they begin moving forward with construction.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave and Councilman Pierce)

Councilwoman Cave stated she would like to nominate Brenda Haggett for the Community Enhancement Service Award. She stated Brenda Haggett has been operating her business for 13 years, she has helped with the Shenandoah Beautification Committee, Food for Friends, and the Shenandoah Vision Team.

A *motion* was made by Councilman Lowe, *seconded* by Councilwoman Cave, to nominate Brenda Haggett for the Community Enhancement Service Award.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

Dan and Brenda Haggett have donated murals and paintings to be used at the Museum.

PERSONNEL

(Chair Pierce, Councilwoman Cave)

Chair Pierce stated Assistant Town Manager Charlie Jenkins has been working around three to four hours in the office each day.

Town Manager Roudabush stated she gave him several projects including lead service line grant funding and Assistant Town Manager Jenkins has worked on applications. Town Manager Roudabush also stated she gave Assistant Town Manager Jenkins the lead pipe surveys, as well as the Genie plant project. She stated Assistant Town Manager Jenkins is learning as he is going, but is helping with the work load.

UNFINISHED BUSINESS

None during this period.

NEW BUSINESS

None during this period.

TOWN MANAGER'S REPORT

Town Manager Roudabush thanked Council on behalf of the Town Crew for the skid loader and trailer. She stated they are being put to good use.

Town Manager Roudabush stated the sludge cleanup of the Sewer Plant used to take the whole crew about 4 hours with shovels. She stated this past time, it took one of the town crew one hour

to complete cleanup and they did not have to wear a mask since the skid loader has an enclosed cab.

Town Manager Roudabush also stated the Town Crew are still on the lookout for a truck. She stated they would like to at least get an F-250 so they can plow snow in the winter. She informed Council the 2003 truck is still running, however, it smokes a lot but is good enough to run around town for now.

Councilman Fox inquired as to whether they have looked at replacing the motor. Town Manager Roudabush informed the Council the frame on this truck is going bad and Assistant Town Manager Jenkins is taking the lead at searching for a truck.

Councilwoman Cave inquired about having a list of vehicles as well as the age and use.

Town Manager Roudabush informed Council she gave them a list early last month. She stated Assistant Town Manager Jenkins is working on expanding the list by noting the operating condition of each vehicle and piece of equipment.

Mayor Lucas inquired about redirecting the roadway on Big Gem.

Town Manager Roudabush stated most people are respectful when it comes to driving by the shelter and trying not to kick up the dust. The Town Crew is working on redirecting the road closer to the tree line. She stated the other issue was with children having to run across the road from the shelter to the playground, which caused a safety hazard.

Vice Mayor Kite inquired about the incident in Forest Knolls with the water.

Town Manager Roudabush stated new volunteers with the Fire Department opened the hydrant, not realizing they were not supposed to do this, and pulled chlorine into some homes. She stated it also caused some murkiness and cloudiness. The issue went away fairly quickly once they let their water run inside their homes.

Town Manager Roudabush stated they do random monthly tests in homes. She stated the new Health Department Inspector refers to a homeowners guide for test results. Town Manager Roudabush stated if we chlorinated our water the way the regulations are being interpreted, everyone in Town would smell and taste the Chlorine. Now there is someone else in the Health Department reviewing the regulations, which always used test results at the entry point.

MAYOR'S REPORT

Nothing for this period.

FOR THE GOOD OF THE TOWN

CAPT Marvin H. Heinze, USN (Ret.) stated he is excited to be a part time resident of the Town of Shenandoah. He also stated he wanted to become a helpful part of Town. CAPT Marvin H. Heinze, USN (Ret.) was a part of his local government in Coronado, California. He stated his wife still works in California and until she retires, they will only be part-time residents of the Town of Shenandoah.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to adjourn the meeting at 8:08 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Vacant

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Tonya Southers, Town Clerk