

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
September 12, 2023**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, September 12, 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, Police Chief; and Tonya Southers, Town Clerk.

Citizens present were: Dolores Lackovitch; Sue Zirkle; Robert Zirkle; Jaxon Staples; Edison Emmons; Courtney Nelson; and Scot Mealey.

Media Representatives: None

AWARD PRESENTATION:

Paul Dovel III and Scot Mealey received the Community Enhancement Award for September 2023. The home they purchased, which had been deemed unfit for habitation, has been remodeled into a beautiful residence currently for sale. The home is located at 402 Fifth Street and has made a great enhancement to our community.

RECEIVING OF VISITORS

Dolores Lackovitch spoke on the importance of reminding our citizens to remember the Constitution. She noted the US Constitution begins with the words “We the People” and our founding fathers were thinking of We the People when they were writing the Constitution. Mrs. Lackovitch also noted this year is the 236th Anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention. The adoption of the Constitution and the independence guaranteed to all American citizens should be celebrated.

Mayor Lucas thanked Mrs. Lackovitch for coming each year to remind us about Constitution Week.

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox, to make a proclamation stating Constitution Week in the Town of Shenandoah, for the week of September 17th through September 23rd, 2023.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Vacant

VOTE: Unanimous in favor of motion

Councilman Pierce stated the Council owes a thank you to the Town Office Staff for all their hard work handling the trash calls and issues. Mayor Lucas and Councilman Pierce both stated how the staff has been bombarded with calls and visits from customers having issues, with some of those customers being rude and using vulgar language at them – with Vice Mayor Kite seeing this behavior first hand.

August 22, 2030 REGULAR MEETING MINUTES

A *motion* was made by Councilman Lowe, *seconded* by Vice Mayor Kite, to approve the *Regular Meeting Minutes* held on August 22, 2023, as presented.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

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 **September 12, 2023**, in the **Combined Accounts Disbursements Warrants #41437 - # 41463** in the amount of **\$144,985.20**.

Councilman Fox inquired about Invoice #246502 – a Lexus inspection.

Police Chief Davis stated this was a vehicle the Police Department received through asset forfeiture – it was surrendered to the department. He stated they have been waiting for the court date to finalize everything and they have \$20 invested in the vehicle.

Councilman Fox also inquired about invoice from September 12, 2023 for the bush hog repair.

Assistant Town Manager Jenkins stated the bush hog was in need of a replacement blade, seals on the gear box as well as having a bearing replaced. He stated the repairs were done in house and the funds for the cost were split between Parks Department and the Sewer Plant.

Mayor Lucas inquired about check number 41448 to Penn Laird Towing in the amount of \$300.00.

Town Manager Roudabush informed Council this was for a repair of the dump truck. She stated Penn Laird Towing came to us to fix the brakes and hoses.

Mayor Lucas also questioned about the cost of the case of toilet paper for the Museum.

Twon Manager Roudabush stated this toilet paper only fits on the special dispenser and normal rolls of toilet paper do not fit.

Councilman Fox inquired about the Credit Memo REFUND 10-509-0000.

Town Manager Roudabush informed Council this was refunded money back to the Town in the amount of \$319.06 from the original purchase of a manifold gauge set and pump.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite Councilwoman Cave Councilman Fox Councilman Lowe Councilman Pierce	NAY: None
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ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Vacant

VOTE: Unanimous in favor of motion

TREASURER'S REPORT

A *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to approve the **September 8, 2023** Treasurer's Report, submitted by Treasurer Cindy Breeden, in the amount of **\$2,803,422.78**, 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 Clinton O. Lucas, Jr.

ABSENT: Vacant

VOTE: Unanimous in favor of motion

Councilman Fox inquired what could be done with the CDBG loan.

Town Manager Roudabush stated it was a grant the Town received for businesses who may need a micro loan within the commercial downtown historic district and was repayable to the Town.

Councilman Fox asked what should we do with it beings as there is no sense in showing we have the money and not using it.

Town Manager Roudabush informed Council we can send the original amount of \$10,000.00 back to the state or we can wait to see if there could be another business who could qualify for the loan and would need it in the downtown historical commercial district.

Councilwoman Cave asked about what type of interest the loan had.

Town Manager Roudabush stated the loan would have very low interest, and the Micro Enterprise Board would review any applications for approval or denial.

Councilman Lowe said we should leave it there and let it earn money.

Town Manager Roudabush stated we have put it on a CD with a one time, penalty free withdrawal, to continue to earn interest until it's needed.

CORRESPONDENCE

#1 – Received the August 2023 Town of Shenandoah Vehicle Gas Logs for review.

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

#3 – Received the August 2023 Shenandoah Police Department Vehicle Gas Logs for review.

#4 – Town of Shenandoah Museum and Welcome Center Curator, Lora Jenkins reported 162 visitors to the Museum and Welcome Center in August. This includes the 39 visitors who came to hear guest speaker Caroline Janney on August 12th. She also reported the new museum signs were installed on August 11th and the model train layout was delivered on August 21st.

#5 – Received a memo from Councilman Pierce in regards to Town of Shenandoah Museum and Welcome Center Curator, Lora Jenkins, passing her probation period on September 13th, 2023. Councilman Pierce requested an authorization to increase her pay by 5% beginning on the next payroll.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilwoman Cave, to approve a 5% pay raise for Town of Shenandoah Museum and Welcome Center Curator, Lora Jenkins, starting on the next payroll.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Vacant

VOTE: Unanimous in favor of motion

#6 – Received a memo from Councilman Pierce in regards to a request from Public Works Director, Thomas Pendleton III, to transfer any budgeted savings by the Town Crew in the Street, Water, and Sewer Departments in June of each year, if there are funds available, to a savings account and/or certificate of deposit for future expenditures.

Town Manager Roudabush informed Council the Public Works Department is saving the Town money each year, as they have been below budget. She stated if they are below budget at the end of each fiscal year (in June), they would like to transfer the saved amount into a savings account and/or a certificate of deposit to purchase needed items in the future. This account savings would be earmarked specifically for Public Works equipment, vehicles, etc. if funds are available.

A ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Fox, to approve establishing of a savings account and/or a certificate of deposit for Public Works and transfer any budgeted savings by the Town Crew in the Street, Water and Sewer Departments, if there are funds available, into this account in June of every fiscal year.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Vacant

VOTE: Unanimous in favor of motion

#7 – Received an invoice from Fidelity Power Systems in the amount of \$3,411.66.

Town Manager Roudabush informed Council this invoice is for an emergency repair for the sewer plant generator.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to approve payment to Fidelity Power Systems in the amount of \$3,411.66 to be paid from Utility Fund Capital Outlay Sewer Plant Budgeted Line Item.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite

Councilwoman Cave

Councilman Fox

Councilman Lowe

Councilman Pierce

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Vacant

VOTE: Unanimous in favor of motion

#8 – Received a flyer from **Page County General Registrar Carol Gaunt** in regards to a public notice for a special election on November 7th, 2023. This election will be to fill the vacant seat on the Shenandoah Town Council. In-person, early voting for Page County voters will be available at 103 South Court Street, lower level, beginning Friday, September 22nd, and ending Saturday, November 4th. The hours for this voting are Monday – Friday, 8:30 to 4:30 and Saturdays, October 28th, and November 4th, from 8:30 – 5:00. Ballot dropboxes will be available the same dates and times in the General Registrar’s office at the same address above, and on Monday and Tuesday, November 6th & 7th. These dropboxes will also be available at all regular polling places on Election Day, November 7th, from 6:00 a.m. to 7:00 p.m.

#9 – Received a flyer about the Discovery Hike taking place in the Big Gem Park on the Clinton O. Lucas, Jr. Trail on October 7th 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 O. 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.

#10 - Received a flyer about **Page County Relay for Life**, being held on September 16th, 2023 at Ed Good Park in Stanley, VA from 3:00 p.m. to 11:00 p.m. Relay for Life is an annual community event to raise money and awareness for cancer. Businesses, corporations, schools, churches, community groups, family and friends form teams, raise money, and come out to participate in the event. For the last 100 years, the American Cancer Society has been working tirelessly to transform cancer from deadly to preventable. Any donation to Relay for Life of Page County will help move the American Cancer Society one step closer to their goal of preventing cancer and creating a world with more survivors. Donations may be made in the following ways: cash donations, please contact (540) 778-1887; check donations made payable to American Cancer Society with Page County, VA 2023 in the memo line and mailed to P.O. Box 217, Stanley, VA 22851; or any Chinese auction item(s).

#11 - Received a flyer from **Luray-Page County Chamber** in regards to a non-profit seminar. There will be two seminars, one on Wednesday, September 13th, 2023 at Luray High School auditorium and the other on Thursday, September 14th, 2023 at Page County High School auditorium – both seminars will be held from 11:50 a.m. to 12:30 p.m. each day. Seniors at both high schools are required to complete 15 community service hours before graduation. This is a great chance for your organization to showcase everything you do for the community and to attract students as volunteers. If your organization would like to present, please call (540) 743-3915.

#12 - Received a flyer from **Luray-Page County Chamber of Commerce** about their **First Annual Chamber Golf Classic** being held at the Caverns Country Club Resort on Wednesday, October 11th, 2023. The Caverns Country Club Resort is located at 910 T.C. Northcott Boulevard, Luray, VA 22835. Registration starts at 9:00 a.m., with a shotgun start at 10:00 and a catered lunch from 2:30 to 3:30. The price is \$300 for a foursome and \$5 for red tee mulligans and registration includes green & cart fees, door prize ticket, a goodie bag and catered lunch. The event includes door prizes, closest to pin, longest drive, \$10,000 Hole in One, Potty Shot, 50/50 Raffle and a ball drop. For more information, call (540) 743-3915, email events@luraypage.com or visit their website at www.visitluraypage.com.

#13 - Received a flyer about a **Fall Festival** on Saturday, September 30th, 2023 from 10:00 a.m. to 3:00 p.m. at Ed Good Memorial Park in Stanley, VA. The event will include vendors, a craft show, bounce house, balloon twisting, corn hole, elephant ears, and food. Free hot dogs provided by Bethlehem Church. Bring your chairs for live music from Kevin Johnson & Augusta Blue. To sign up as a vendor/crafter, please call Leon at (540) 778-3454, Teri at (540) 244-7128 or Rhonda at (540) 669-7046.

WATER & SEWER

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Town Manager Roudabush stated the Town Crew has been busy fixing many water leaks. She also informed Council we are doing good with water levels in the Town wells with the current drought situation after closing the water hauling station.

Town Manager Roudabush briefed Council testing for the new well is on hold until the drought situation is better due to the fact they will have to pump for 48 hours constantly and we do not want to run the risk of lowering our water levels more than necessary. She said once the drought situation is better, we will give them the green light for testing since they are ready whenever we are.

Town Manager Roudabush also informed Council as far as the prefabricated well house, we are waiting to look at what is available and what size would best fit our needs, after the testing is complete.

STREETS & PUBLIC PROPERTY

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

Town Manager Roudabush notified Council the Town Crew have completed a lot of in house street repairs. She stated Shenandoah Avenue was filled in and paved and North Fourth looked good as well.

Town Manager Roudabush also informed Council updates for the Junior Avenue paving project - Town Crew will install the pipe the week of September 18th and the contractor will then pave the week of September 27th.

Chair Fox mentioned about getting a proper lock for the restroom in the Town Office. He stated the door handle did not latch and the lock was hard to operate.

POLICE, SAFETY & JUDICIAL

(Chair Kite, Councilman Lowe)

Councilman Fox inquired as to how close the department was to getting the new cars on the road.

Chief Davis stated they are waiting on some backstocked equipment.

Chief Davis also informed Council he has not heard any information about the motor on the 2014 Explorer.

TAXATION & FINANCE

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

Chair Pierce stated the bills are all being paid and within budget, but funds are low.

PARKS & RECREATION

(Councilman Lowe and Pierce)

Town Manager Roudabush informed Council of an incident at Big Gem last evening where a child was stung ten to fifteen times by bees. She stated the Town Office took a report from the parents over the phone and the Town Crew found the nest in the ground and have sprayed it.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chair Cave, Councilmen Lowe and Pierce)

Chair Cave informed Council the Thrift Store (beside Mamma Mia's) has opened and they are coordinating a ribbon cutting for their Grand Opening.

Chair Cave also stated the Planning Commission is having a meeting on Wednesday, September 20th, 2023 regarding subdivision of the property for the new Family Dollar/Dollar Tree project. It will be at the next Council Meeting.

Chair Cave also mentioned she has been invited to the Community Partnership Forum at Page County High School on September 26th at 6:00. The purpose of this forum is to gather a variety of community members from local agencies, nonprofits, and community groups to partner with the school division to constructively identify problems and seek solutions to better align resources to provide wrap-around services in support of students, families, our schools and our entire Page County community. She stated she will represent the Council at this meeting.

COMMUNITY SERVICE

(Chair Kite, Councilwoman Cave and Councilman Pierce)

Nothing during this period.

PERSONNEL

(Chair Pierce, Councilwoman Cave and Councilman Lowe)

Chair Pierce stated since Russ Comer, Jr. resigned, it has left the Personnel Committee one person short. He stated Councilman Lowe has agreed to serve on this committee.

Mayor Lucas stated and Council agreed if Councilman Lowe was willing to serve, then he is more than welcome to do so.

UNFINISHED BUSINESS

Town Manager Roudabush thanked Council for hiring Assistant Town Manager Jenkins. She stated he has been a great asset to the Town, and helping oversee some major projects.

Assistant Town Manager Jenkins informed Council we would either have to purchase a truck with a utility bed or switch the bed from the one they have now onto a newer truck. He stated another option would be to replace the motor in the current truck. He also stated the body of the truck is in good shape, especially for a 20 year old vehicle. He said if we do replace the motor, the cost would be around \$5,000.00.

Councilman Lowe inquired if this cost was for a used motor.

Assistant Town Manager Jenkins stated yes and he has looked at used motors having 140,000 – 160,000 miles on them and there would be uncertainty of their history as far as maintenance, use, etc. He also stated the sewer truck is needed due to the fact of all the equipment needed to handle any sewer issues are on this truck.

Mayor Lucas stated if we purchased a new truck, we could get more use out of it.

Assistant Town Manager Jenkins showed some examples of new and used trucks he has found while searching online. He stated there was a few new ones he found where the regular bed of the truck could be removed and replaced with the utility bed from the sewer truck and possibly sell the bed from the new truck.

Mayor Lucas inquired if we were financially set up to purchase a new truck.

Town Manager Roudabush informed Council we have allocated ARPA Funds that have not been spent. She informed Council the deadline to spend allocated ARPA funds is the end of the year, next year.

Vice Mayor Kite stated it seems Racey Engineering is slowing progress on the Maryland Avenue project.

Town Manager Roudabush stated Racey Engineering is on time with the schedule Council approved. She stated by Spring of next year, we will have bids on the project, and it should begin.

Town Manager Roudabush informed Council our immediate need is a sewer truck, specifically for cross contamination reasons. She stated we do not work on water issues with sewer equipment.

Councilman Fox asked how the truck would be set up.

Assistant Town Manager Jenkins stated the Dodge is already set up for water, but there is a real need for a sewer truck too.

Councilman Fox asked about the truck with the bed already on it in the examples Assistant Town Manager Jenkins provided. He stated we could move ARPA money previously allocated for water and sewer to pay for the truck, and try to get the price down.

Town Manager Roudabush informed Council there is still some money left from the original \$50,000.00 approved for the purchase of a skid steer, trailer and truck, but other invoices to come on vehicle repairs.

Assistant Town Manager Jenkins stated that truck we have been having issues with, and no other mechanic could find the cause for, was taken to another mechanic and he found what was causing the issues and has fixed them, but is still working on other issues.

Councilman Lowe stated he agreed with Councilman Fox with regards to the used truck with the utility bed already on it. He stated to go look at it, test drive it, and see if we can get the price down.

Councilman Fox inquired about the other Town truck with the busted brake lines and if it was rusted out.

Assistant Town Manager Jenkins stated it was definitely rusted out and is now safe, but not suitable for anything other than short trips around town.

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the purchase of a 2017 F250 from Kenco Trucks and Equipment, pending the truck is in good shape, with a purchase price up to \$32,800.00 to be paid with ARPA Second Tranche funds.

Members Roll Call Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Vacant

VOTE: Unanimous in favor of motion

Assistant Town Manager Jenkins mentioned to the Council if we got the Duramax back, it would need a new seat on the driver's side which would cost around \$350.00. Council noted to go ahead and order seats for anything needing one.

Assistant Town Manager Jenkins also wanted to thank the Town Office employees for all the trash issues they have been dealing with over the last several weeks.

NEW BUSINESS

Town Manager Roudabush mention to Council Assistant Town Manager Jenkins took his personal vehicle out last week and got the missed trash stops. She stated it ended up being so much trash, Assistant Town Manager Jenkins had to come back and transfer the trash to one of the Town trucks and pick up the remaining trash. The Town Crew took all the trash to the landfill the next day.

Town Manager Roudabush stated the trash company was here until 10:00 p.m. Friday night. She stated they will only pick up what is in their bins and they will not pick anything up off the ground. She also informed Council Updike is working hard to get everyone a bin and this will eventually happen once they get more bins in stock.

Town Manager Roudabush mentioned Updike is going through some alleys for those homes who have high walls or steps in front and cannot otherwise get their trash to the curb. She stated they are putting their bins all on the same side of the alleys to ensure a quick pickup for Updike.

Councilwoman Cave stated trash pickup has improved and the cans along the street look much better than before.

TOWN MANAGER'S REPORT

Nothing during this period.

MAYOR'S REPORT

Nothing during this period.

FOR THE GOOD OF THE TOWN

Mayor Lucas stated Bob and Sue Zirkle have donated a hand made replica of a barge like the ones used on the Shenandoah River to transport goods. He stated this replica is on display at the Town of Shenandoah Museum and Welcome Center.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to adjourn the meeting at 8:28 p.m.

Members Vote was as follows:

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

NAY: None

ABSTAIN: Mayor Clinton O. Lucas, Jr.

ABSENT: Vacant

VOTE: Unanimous in favor of motion

APPROVED:

ATTESTED:

Clinton O. Lucas, Jr., Mayor

Tonya Southers, Town Clerk