

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
JUNE 10, 2025**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, June 10, 2025, 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 Kite; Council Members Denise Cave; Lynn Fox; Brenda Haggett; and I. Michael Lowe.

**Council Members absent were:** Council Member Chris Reisinger

**Other Town Officials present were:** Charlie Jenkins, Town Manager, Rodney Hensley, Police Captain; and Angie Schrimsher, Town Clerk.

**Citizens present were:** Storm Hammer, Jennifer Morris, Diane Shifflett, and Brittaney Sutherland.

**Media Representatives:** None

**AWARD PRESENTATION**

None during this period.

**RECEIVING OF VISITORS**

None during this period.

**MAY 27, 2025 REGULAR MEETING MINUTES**

A *motion* was made by Council Member Fox, *seconded* by Council Member Lowe to approve the *Regular Meeting Minutes* held on May 27, 2025

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Council Member Cave  
Council Member Fox  
Council Member Haggett  
Council Member Lowe

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr  
**ABSENT:** Council Member Reisinger  
**VOTE: Unanimous in favor of motion**

### **APPROVAL OF BILLS**

Council Member Haggett inquired about the bills on page 11 under Legal Services. What were the Legal Services for.

Town Manager Charlie Jenkins mentioned Legal Services for Animal Ordinances, FOIA training for the Town Clerk, Zoning Cost, Inoperable Vehicles research, and review on the Chicken Ordinances.

A ***motion*** was made by Vice Mayor Kite ***seconded*** by Council Member Fox, to approve the bills, dated **June 10, 2025**, in the **Combined Accounts Disbursements Warrants #43050 - #43081** in the amount of **\$101,737.61** as presented.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite	
Council Member Cave	<b>NAY:</b> None
Council Member Fox	
Council Member Haggett	
Council Member Lowe	

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.  
**ABSENT:** Council Member Reisinger  
**VOTE: Unanimous in favor of motion**

### **TREASURERS REPORT**

A ***motion*** was made by Council Member Haggett, ***seconded*** by Council Member Fox, to approve the **June 05, 2025**, Treasurer's Report, submitted by Treasurer Christl Huddle, in the amount of **\$2,503,849.98** as presented.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite	
Council Member Cave	<b>NAY:</b> None
Council Member Fox	
Council Member Haggett	
Council Member Lowe	

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.  
**ABSENT:** Council Member Reisinger  
**VOTE: Unanimous in favor of motion**

### **CORRESPONDENCE**

**#1-**Received May 2025 Shenandoah Police Department Activity Log for review.

**#2-**Received May 2025 Shenandoah Police Department Vehicle Summary Log for review.

**#3-** Town of Shenandoah Museum and Welcome Center Curator, Lora Jenkins, reported 297 visitors to the Museum in May. This includes 21 First Graders, staff, and chaperones from Shenandoah Elementary School. The drawing for the quilt raffle was held on May 16. Bennie Jarrells of Shenandoah won the quilt. The quilt raised \$450.00 for the Museum. Big Red's Washing LLC won second place in the Town of Shenandoah Memorial Festival Parade; they donated their \$50.00 prize to the Town of Shenandoah Museum.

**#4-**Received a flyer Historic First Street Walking Tour with Waymie Comer. Meet at the Museum at 507 First Street, Shenandoah, VA 22849 at 10:00A.M. June 21, 2025.

**#5-**Received a memo from Town Manager Charlie Jenkins regarding String trimmers for Public Works. The Public Works department needs to replace 5 Echo 26cc string trimmers that were purchased in 2016. The first quote is from Dean Home Center-Ace Stihl FS91R-28.4cc 12.1 lbs. \$359.99 each total \$1799.95, Stihl MS251 18' Chain Saw \$399.99, Stihl BG50 Leaf Blower \$159.99, total of \$2359.93 with 20% discount = \$1887.95. The second quote is from Louderback Implement Stanley Echo SRM-2620-25.4cc 12.1 lbs. \$379.99 each total \$1899.95, Echo CS-4920 18' Chain Saw \$399.99, Echo PB-2520 Leaf Blower 211.94, total of \$2511.88 with 25% discount = \$1883.91.

A ***motion*** was made by Council Member Fox, ***seconded*** by Council Member Cave to approve the quote from Louderback's Implement Stanley for \$1883.91.

Members Vote was as follows:

**YEA:** Vice Mayor Kite  
Council Member Cave  
Council Member Fox  
Council Member Haggett  
Council Member Lowe

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr  
**ABSENT:** Council Member Reisinger  
**VOTE: Unanimous in favor of motion**

### **WATER AND SEWER**

(Chair Kite, Council Member Cave, and Council Member Lowe)

Vice Mayor Kite spoke about the water service application for Benjamin Bonham and asked the Town Council if they would approve the water application 473 Pocahontas Avenue.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Council Member Fox, to approve the water application for Benjamin Bonham at 473 Pocahontas Avenue.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite	
Council Member Cave	<b>NAY:</b> None
Council Member Fox	
Council Member Haggett	
Council Member Lowe	

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.  
**ABSENT:** Council Member Reisinger  
**VOTE: Unanimous in favor of motion**

Vice Mayor Kite spoke about the sewer application for Kenneth and Pam Switzer at Lot 9 in Eppard's subdivision and asked the Town Council if they would approve the application.

A ***motion*** was made by Vice Mayor Kite, ***seconded*** by Council Member Lowe, to approve the sewer application for Lot 9 in Eppard's Subdivision for Kenneth and Pam Switzer.

Members Roll Call Vote was as follows:

<b>YEA:</b> Vice Mayor Kite	
Council Member Cave	<b>NAY:</b> None
Council Member Fox	
Council Member Haggett	
Council Member Lowe	

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** Council Member Reisinger

**VOTE:** Unanimous in favor of motion

Vice Mayor Kite spoke about the water and sewer application for ITC Enterprises, LLC. and Equity Trust Company in Mount Jackson Lot 34 Locust Dale Loop Forest Knolls and asked the Town Council if they would approve the two applications.

A *motion* was made by Vice Mayor Kite, *seconded* by Council Member Haggett, to approve the water and sewer application for ITC Enterprises, LLC. Equity Trust Company in Mount Jackson Lot 34 Forest Knolls.

Members Roll Call Vote was as follows:

**YEA:** Vice Mayor Kite

Council Member Cave

Council Member Fox

Council Member Haggett

Council Member Lowe

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.

**ABSENT:** Council Member Reisinger

**VOTE:** Unanimous in favor of motion

Town Manager Charlie Jenkins spoke about Marcus Street where Public Works replaced 100 feet of two-inch water line. Several leaks have occurred on this line and due to the paving of the subdivision planned for the summer, the line was replaced.

Council Member Fox inquired about Mr. Garcia's water lines.

Town Manager Charlie Jenkins mentioned that in August, Mr. Garcia's will close for a week, the laterals will be replaced in the locations needed.

### **STREETS & PUBLIC PROPERTY**

(Chair Fox, Vice Mayor Kite, and Council Member Lowe)

Council Member Fox inquired about the Thrift Store on the South side of Town and if it was still in business.

Town Manager Charlie Jenkins spoke to Holtzman's Real estate Representative and the tenants are up to date on their rent. Holzman was not aware the tenants were not operating the business.

**POLICE, SAFETY & JUDICIAL**

(Chair Kite, Council Member Lowe, and Council Member Reisinger)

None during this period.

**TAXATION & FINANCE**

(Chair Fox, Vice Mayor Kite, and Council Member Haggett)

Council Member Fox mentioned that the budgeted money left in any accounts will go back to general funding July 1st. The money should be set aside for water/sewer line replacement.

**PARKS & RECREATION**

(Chair Haggett, Council Member Lowe and Council Member Reisinger)

Council Member Fox mentioned that the area where the old truck is at Big Gem need bush hogged and the remaining stumps removed or cut off.

Town Manager Charlie Jenkins mentioned a fence railing around the Big Gem Gazebo has been removed.

**INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chair Cave, Council Member Lowe and Council Member Haggett)

Chair Cave spoke about how T-Mobile grant application information for the Tennis Courts has been collected and the application would be finalized soon.

Chair Cave spoke about how she attended the Virginia Hunt State Policy Fellows meeting in Roanoke. The topics that were discussed were K-12 funding, Teacher shortages and teacher retention challenges on mental health. The last session will be in August in Williamsburg on higher education.

Chair Cave mentioned she and Council Member Mike Lowe will be attending the Chamber of Congress banquet on Thursday evening she will be representing the Town of Shenandoah.

**COMMUNITY SERVICE**

(Chair Kite, Council Member Cave and Council Member Haggett)

Chair Kite nominated John and Jamie Shifflett for Community Enhancement Award.

**PERSONNEL COMMITTEE**

(Chair Reisinger, Council Member Cave, Council Member Lowe and Council Member Haggett)

None during this period

**UNFINISHED BUSINESS**

Town Manager Charlie Jenkins mentioned to the Council about reviewing the Occupation Business License permitting process and the possible ways to simplify the application process. This is an ongoing review process and more information will be provided.

Town Manager Charlie Jenkins spoke about PHI Care for all employees the cost is \$1300.00 per year. The Council mentioned looking into other air care services to see what benefits they have to offer. Will discuss it at the next meeting.

### **NEW BUSINESS**

None during this period

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

Town Manager Charlie Jenkins stated the blower went out on the air conditioning at the Town Office. Mountain Valley came out and did a service call and the replacement cost will be around \$1113.00.

Town Manager spoke about the concern from developers about new service rates for water and sewer inhibiting housing development in town. Currently our rates are higher than in surrounding towns.

Town Manager Charlie Jenkins spoke that the new well pump was turned on and was running at about 350 gallons per minute, which meets the specifications. This well will be used at 200 gallons per minute during service time.

### **MAYOR'S REPORT**

The Mayor asked the council to review the subdivision ordinances changes and be prepared for the joint meeting with the planning commission on June 24.

### **FOR THE GOOD OF THE TOWN**

Storm Hammer inquired about the bills for United Systems Software, INC in the amount of \$3515.76.

Town Manager Charlie Jenkins mentioned United Systems Software, INC is who we purchase our water meters from.

Storm Hammer also inquired about the bills for South Accents dish garden for Mike Lowe.

Mayor Lucas explained that it was a flower arrangement ordered for Council Member Lowe due to the passing of his father.

Storm Hammer inquired about the developer who wanted to bring in 200 homes and the cost was around 3 million to add sewer and water connections.

Town Manager Charlie Jenkins noted that yes with 200 houses, the connection costs would be over \$3 million, and these funds would be used to upgrade the treatment plant to handle the added flow.

Diane Shifflett spoke about the check list for the bill not having inmate meals.

Vice Mayor Kite mentioned we didn't have inmates this month.

Diane Shifflett mentioned that this was due to an issue with inmates in Shenandoah.

Diane Shifflett inquired about the special use permit for Home Based business and if it applies to a person who works for another company that is not located in Town.

Town Manager Charlie Jenkins noted that if the business was not based in Town, then that person would be a remote employee of that business.

Diane Shifflett inquired about the fencing at 800 10<sup>th</sup> St and what the rules are for fencing. It appears to cattle fencing.

Town Manager Charlie Jenkins noted that currently we have limited rules on the type of fence that can be installed

Diane Shifflett inquired about the new meat processing plant will affect the Town sewer system.

Town Manager Charlie Jenkins noted that the packaging plant would need to meet all State and Town regulations on what can be disposed of into the sewer.

Diane Shifflett inquired about the boys in Town on bicycles.

Town Manager Charlie Jenkins noted that the parents or guardians of the boys have been spoken to about their behavior

Brittany Sutherland inquired about the Feral cats in Town.

Town Manager Charlie Jenkins noted that there are currently groups such as Page Paws that will help get the animals fixed but they are then returned to the location they are found. This will eventually decrease the population over time.

Storm Hammer inquired about having a garden club.



Town Manager Charlie Jenkins mentioned there is a community garden located near Valley Health on Williams Avenue that he may want to look into.

**ADJOURN**

There being no further discussion, a ***motion*** was made by Council Member Cave, ***seconded*** by Council Member Fox, to adjourn the meeting at 7:56 p.m.

Members Vote was as follows:

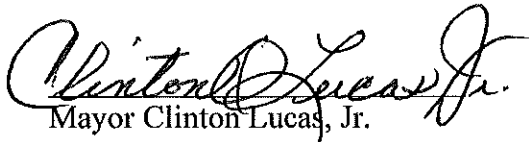
**YEA:** Vice Mayor Kite  
Council Member Cave  
Council Member Haggett  
Council Member Lowe

**NAY:** None

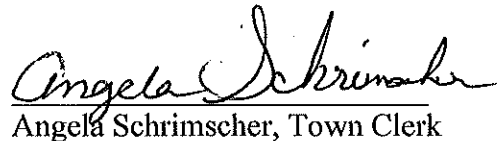
**ABSTAIN:** Mayor Clinton O. Lucas  
**ABSENT:** Council Member Reisinger

**VOTE: Unanimous in favor of motion**

APPROVED:

  
Mayor Clinton Lucas, Jr.

ATTESTED:

  
Angela Schrimsher, Town Clerk