

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
July 22, 2025**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, July 22, 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 William Kite; Council Members Denise Cave; Lynn Fox; Brenda Haggett; I. Michael Lowe; and Christopher Reisinger.

**Council Members absent were:** None

**Other Town Officials present were:** Charles Jenkins, Town Manager; Paul Davis, Police Chief; and Angie Schrimsher, Town Clerk.

**Citizens present were:** Frank Graney

**Media Representatives:** None

**AWARD PRESENTATION**

None during this period

**RECEIVING OF VISITORS**

None during this period

**JULY 08, 2025 REGULAR MEETING MINUTES**

A *motion* was made by Council Member Lowe, *seconded* by Council Member Haggett to approve the *Regular Meeting Minutes* held on July 08, 2025, as presented.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr  
**ABSENT:** None  
**VOTE:** Unanimous in favor of motion

### **APPROVAL OF BILLS**

A *motion* was made by Vice Mayor Kite *seconded* by Council Member Fox, to approve the bills, dated **July 22, 2025**, in the **Combined Accounts Disbursements Warrants #43156 -#43189** in the amount of **\$158,637.13** as presented.

Members Roll Call Vote was as follows:

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

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.  
**ABSENT:** None  
**VOTE:** Unanimous in favor of motion

### **TREASURERS REPORT**

A *motion* was made by Vice Mayor Kite, *seconded* by Council Member Reisinger, to approve the **July 18, 2025**, Treasurer's Report, submitted by Treasurer Christl Huddle, in the amount of **\$2,322,854.62** as presented.

Members Roll Call Vote was as follows:

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

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.  
**ABSENT:** None  
**VOTE:** Unanimous in favor of motion

## **CORRESPONDENCE**

**#1-** Received a memo from Personnel Committee Chair Chris Reisinger regarding the resignations of Officers Sargeant and Fry, noting William Hammer, Jr. was hired as part-time officer to help cover those vacancies. Personnel Committee Chair Reisinger is requesting the Council to authorize promoting William Hammer, Jr. from part-time officer to full-time officer, effective July 28, 2025, with a beginning salary of \$44,553.60 per year.

A ***motion*** was made by Council Member Fox, ***seconded*** by Council Member Haggett, to approve promoting William Hammer, Jr. from part-time Officer to full-time Officer.

Members Roll Call Vote was as follows:

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

**NAY:** None

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

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

**#2-**Received first estimate from Mountain Valley Home Comfort for the downstairs air conditioning unit at the Shenandoah Police Department located at 411 Second Street. Replacing the frigate has a leak. Mayor Lucas suggested waiting for the second estimate and have the Council compare the two estimates at the next meeting.

**#3-** Received a flyer for **National Night Out Ice Cream Social** happening on August 5, 2025, from 6:30 p.m. to 7:30 p.m. at the Town of Shenandoah Police Department located at 411 Second Street, Shenandoah, VA 22849. There will be free ice cream while supplies last.

## **WATER AND SEWER**

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

Town Manager Charlie Jenkins spoke about a small leak on Quincy Avenue. Town Manager Charlie Jenkins is making plans to have the long section line replaced.

Town Manager Charlie Jenkins spoke about a water leak that Council Member Fox discovered on Ramona Avenue. Town crews will be onsite to repair the line.

Town Manager Charlie Jenkins mentioned a drill and bore will be done under route 340 at Quincy Avenue for a water line replacement. Some of the residents will be notified that their water will be cut off for a couple of hours.

Council Member Fox inquired about when Mr. Garcia's Restaurant will be drilled and bored.

Town Manager Charlie Jenkins mentioned the drill and bore at Mr. Garcia's Restaurant will start around the last week of August.

Town Manager Charlie Jenkins mentioned having smoke testing and using the cameras to determine where the excessive running water is coming from at some of the locations in Town.

Town Manager Charlie Jenkins spoke about having some of the large trees removed along Big Gem Parks drainage area. He noted the line is elevated and the trees could cause damage to Big Gem's drainage line.

#### **STREETS & PUBLIC PROPERTY**

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

Chair Fox inquired about the potholes on Denver Avenue and Junior Avenue on the Town's side of the street.

Town Manager Charlie Jenkins added this to the list of roadway repairs.

Council Member Fox inquired about the Town's digital signs.

Town Manager Charlie Jenkins stated the company still has not submitted a proposal due to engineering issues.

#### **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)

None during this period.

#### **PARKS & RECREATION**

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

Chair Haggett mentioned Public Works will be rearranging the flower bed around the old truck at Big Gem Park.

**INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

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

None during this period

**COMMUNITY SERVICE**

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

Chair Kite nominated Laura Schwister at 406 South Second Street for the Community Enhancement Award for the third quarter of 2025.

Chair Kite mentioned that 416 South Second Street needs a trash can.

Town Manager Charlie Jenkins mentioned Updike was contacted and the resident is on a waiting list.

**PERSONNEL COMMITTEE**

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

None during this period

**UNFINISHED BUSINESS**

Council Member Cave inquired about small business licenses, and what would be the next step.

Town Manager Jenkins mentioned waiting on input on legal review and once done a public hearing will be done with the changes.

Council Member Haggett inquired about the Town brush clean up.

Town Manager Charlie Jenkins mentioned he would like to have a brush cleanup sometime in the fall. Town Council agreed to the idea.

A ***motion*** was made by Council Member Lowe, ***seconded*** by Council Member Fox, to approve to have a brush clean up in the fall.

Members Vote was as follows:

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

**NAY:** None

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

**ABSENT:** None

**VOTE: Unanimous in favor of motion**

Town Manager Charlie Jenkins said he would contact the resident to remove the tires.

**NEW BUSINESS**

Council Member Fox inquired about adding prayer to open Council meetings.

**TOWN MANAGER'S REPORT**

None during this period.

**MAYOR'S REPORT**

Mayor Lucas mentioned a local food truck would like to use the park lot next to the carwash for business.

Town Manager mentioned they would need to get permission from Holtzman, have a valid inspection from the health department, and a business license would be required.

**FOR THE GOOD OF THE TOWN**

None during this period.

**ADJOURN**

There being no further discussion, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Council Member Lowe, to adjourn the meeting at 7:40 p.m.

Members Vote was as follows:

**YEA:** Vice Mayor Kite

Council Member Cave

Council Member Fox

Council Member Haggett

Council Member Lowe

Council Member Reisinger

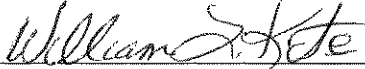
**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas


**ABSENT:** None

**VOTE: Unanimous in favor of motion**

APPROVED:

  
Vice Mayor, William Kite

ATTESTED:

  
Angela Schrimsher, Town Clerk