

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
June 25, 2024**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, June 25, 2024, at 7:00 p.m., with Mayor Clinton O. Lucas, Jr. presiding.

**ATTENDANCE:**

**Council Members present were:** Mayor Clinton O. Lucas, Jr.; Council Members Denise Cave; Lynn Fox; I. Michael Lowe; Richard Pierce; and Christopher Reisinger

**Council Members absent were:** Vice Mayor William Kite;

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

**Citizen's present were:** None

**Media Representatives:** None

**AWARD PRESENTATION**

None at this time

**RECEIVING OF VISITORS**

None at this time

**May 28, 2024 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Lowe, *seconded* by Councilwoman Cave to approve the *Regular Meeting Minutes* held on May 28, 2024, as presented.

Members Vote was as follows:

**YEA:** Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.  
**ABSENT:** Vice Mayor Kite  
**VOTE: Unanimous in favor of motion**

### **APPROVAL OF BILLS**

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox, to approve the bills, dated **May 28, 2024**, in the **Combined Accounts Disbursements Warrants #42098 - #42127** in the amount of **\$158,978.79**, as presented.

Members Roll Call Vote was as follows:

**YEA:**  
Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

**NAY: None**

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.  
**ABSENT:** Vice Mayor Kite  
**VOTE: Unanimous in favor of motion**

The second set of bills A *motion* was made by Councilman Fox, *seconded* by Councilwomen Cave to approve the bills, dated **June 25, 2024** in the **Combined Accounts Disbursements Warrants #42128-42156** in the amount of **\$418, 037. 31** as presented.

Members Roll Call Vote was as follows:

**YEA:**  
Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

**NAY: None**

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.  
**ABSENT:** Vice Mayor Kite  
**VOTE: Unanimous in favor of motion**

### **TREASURER'S REPORT**

A *motion* was made by Councilman Lowe, *seconded* by Councilman Pierce, to approve the **June 25, 2024** Treasurer's Report, submitted by Treasurer Christl Huddle, in the amount of **\$2,431,149.84** as presented.

Members Roll Call Vote was as follows:

**YEA:** **NAY:** None

Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

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

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

### CORRESPONDENCE

#1- Councilman Christopher Resinger attended the Council meeting by electronic zoom call. A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox to approve Councilman Christopher Reisinger to attend the meeting by electronic zoom call.

Members Roll Call Vote was as follows:

**YEA:** **NAY:** None

Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

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

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

#2 –Received the May 2024 Shenandoah Police Department Activity Log for review.

#3 –Heard There were 324 visitors came to the Town of Shenandoah Museum and Welcome Center in May 2024. This includes the 58 Shenandoah Elementary School First Graders and their Chaperones on May 16, 2024 and the 75 who attended the event on May 18, 2024 with Guest Speaker Robert Moore, II. On June 25, we will find out the results of the Daily News Record's Best of the Valley voting.

#4-Heard An Ordinance Establishing the Tax Rate for Food and Beverage Tax. Per Shenandoah Town Code 62.152. There is hereby imposed and levied by the Town on each person a tax at the rate of 8% on the amount paid for meals purchased from any food establishments, whether prepared in such food establishments or not whether consumed on the premises or not, including mobile food trucks. Such tax shall be collected from each at the time and in accordance with the article.

A ***motion*** was made by Councilman Fox, ***seconded*** by Councilman Lowe to approve  
Establishing the Tax Rate for Food and Beverage 8% Tax Rate increase Town Code 62.152

Members Roll Call Vote was as follows:

**YEA:** Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

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

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

#5-Heard An Ordinance Establishing the Tax Rate for Transient Occupancy Tax. Per Shenandoah Town Code 62.188 and by the Council of the Town of Shenandoah Virginia, that: There is hereby imposed and levied by the Town on each transient person a lodging tax in the amount of 10% of the charge made for each room rented to such transient. Such tax shall be collected from such transient at the time and in accordance with this article.

A ***motion*** was made by Councilman Pierce, ***seconded*** by Councilman Fox to approve  
Establishing the Tax Rate for Transient Occupancy 10% Tax Rate increase Town Code 62.188

Members Roll Call Vote was as follows:

**YEA:** Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

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

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

#6- Heard on Virginia Avenue, starting from First, Street we need to replace the Curb before VDOT paves Virginia Avenue. On the South side of the road, there is about 140' of curb along with a property entrance that needs to be replaced. We have contacted several local concrete contractors and only 1 responded with a quote to do the work. Denny Price submitted a price of \$3800.00 to do the work. This money would come from the ARPA funds.

A *motion* was made by Councilman Lowe, *seconded* by Councilman Reisinger to approve replace Curb on Virginia Avenue starting on First, Street on the South side 140 feet. \$3800.00 by Denny Price.

Members Roll Call Vote was as follows:

**YEA:** **NAY:** None

Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

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

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

Town Manager Charlie Jenkins stated he found 7-inch concrete forms starting bid \$650.00 10 in a stack. Town Council decided to table this request for a later time.

#7- Received a memo from Treasure Christl Huddle Racey Engineering submitted invoice for payment from Viola Engineering, PC, for engineering expenses related to the Maryland Sewer Line project that were not included in the amount allocated for engineering for this project. Allocate an additional \$22, 291.00 to ARPA 2<sup>nd</sup> Tranche Maryland Avenue Sewer Line Project for this expense. An additional invoice from Racey Engineering for \$6,942.63 total \$29,291.89

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox to approve for the Maryland Sewer Line project Voted to Pay Viola Engineering \$29,234.52 for Maryland Avenue Sewer project for Construction Materials Testing. ARPA account.

**YEA:** **NAY:** None

Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

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

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

Tabled request for sidewalk replacement at Shenandoah Baptist Church along Pennsylvania Avenue. Need to contact Church regarding cost sharing.

#8-Received a wonderful card in the mail from a visitor to the Shenandoah Museum Center They commented on how awesome The Shenandoah Museum Center was and how wonderful Lora Jenkins was during their visit.

#9- Received a flyer 2024 Town of Shenandoah Movie Nights starts at 8:30 p.m. movie is free. Free popcorn and drink while supplies last. Held at Big Gem Park 736 Fourth Street June 21, 2024 Honey, I Shrunk The Kids Sponsored by a former Town Resident. Rain date June 28, 2024. July 5<sup>th</sup> 2024 Clifford The Big Red Dog Sponsored by Kimberly Sampson In honor of her mother Lucille Cardin Sampson's 97 th birthday rain July 26, 2024. August 16 th 2024 The Super Mario Bros. Movie sponsored by PACA rain date August 23, 2024.

#10- Received a flyer for 2024 Music In The Park at Big Gem Park 736 Fourth Street Shenandoah, Virginia 22849 from 6: 00p.m to 8:00 p.m. June 29, 2024 Austin Shifflett Americana Roots and Blues Music. July 27, 2024 Philly Born Americana Music. August 31, 2024 Backyard Band Country and Southern Gospel Music. There will be food for sale by So Mote It Beef BBQ. For more information, visit the Town of Shenandoah's Facebook page, website, or contact Town Hall (540) 652-8164.

#11- Received an email from Phil Thompson to inform The Town of Shenandoah Virginia Regional Transit has been awarded funding for the transit study to assist the County of Page, Town of Shenandoah and surrounding areas for funding amount of \$1500.00. Virginia Regional Transit is requesting from County of Page an amount of at least \$5500.00 for the project as well. The Council decided not to participate at this time.

#12-Updike sent an invoice for the amount of \$2558.00 for the April 4, 2024, and April 11, 2024, and April 18, 2024, and April 24, 2024, for not getting to the landfill on time because of Truck break downs. This is not part of our contact between the Town and Updike. Town Council agreed that the Town was not at fault. Refuse to pay the invoice.

#13- Received a letter for recommendation from the Planning Commission to the Town Council to approve the subdivision lots for SPC, LLC (Paul Dovel, Manager) on property identified by tax map number 102A1-A-35, located at 110 N. Fourth Street. At our June 12, 2024, meeting, the Planning Commission voted unanimously to recommend approval of the subdivision of lots requested, as presented. Town Council have decided to approve the subdivision lots 102A1-A-35.

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox to approve the subdivision lots on 110 N. Fourth Street map number 102A1-A-35

Members Roll Call Vote was as follows:

YEA:

Councilwoman Cave

NAY: None

Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

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

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

**#14-** Received a memo from Town Manager Charlie Jenkins for a Compactor purchase from Harbor Freight for \$699.99 for gravel and sewer waterline project.

A *motion* was made by Councilman Fox, *seconded* by Councilwoman Cave to approve the Compactor purchase for \$699.99 from Harbor Freight.

Members Roll Call Vote was as follows:

**YEA:**

Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

**NAY:** None

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

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

**#15-** Received a letter from Commonwealth of Virginia a waterworks construction permit to continue construction at Well #4 permit plans Town of Shenandoah, Well House Lane on Quincy Avenue, Shenandoah, VA 22849

### **WATER AND SEWER**

(Chair Kite, Councilwoman Cave, and Councilman Lowe

Town Manager Charlie Jenkins stated Maryland Avenue construction is moving along. The main manhole was replaced, and they are now replacing 104 feet of line. Once replaced they will move to the next section.

Town Manager Charlie Jenkins inquired about steps at the Shenandoah sewer plant needing panel hand rule for the new steps installed.

State issued a moderate drought for Page County. Voluntary water restrictions issued to citizens to Voluntary reduce water consumption. Next step is to go the restriction use minatory

A ***motion*** was made by Councilman Lowe, ***seconded*** by Councilman Reisinger to approve the Voluntary water restrictions next step to restriction of use minatory.

Members Roll Call Vote was as follows:

**YEA:**

Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

**NAY:** None

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

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

Councilman Fox would like Shenandoah Fire Department to issue a burn ban during drought.

Town Manager Charlie Jenkins received the 10-inch valve that was ordered. The contractor will install the value at the pressure station for the South side of Town.

Council Members agreed to cancel the road change at Big Gem to go around the Picnic shelter, Preference is to keep it as is. Asked Public Works Department to implement watering the road during events to keep dust down.

Mayor asked if Strickler brother donations have been sent? (Treasurer to awswer)

### **STREETS & PUBLIC PROPERTY**

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

Councilman Fox inquired about the dust from the gravel roads at Big Gem Park during movie night asked if Public Works Department could spray water on them to keep dust down.

Denied Updike invoice for \$2,558.40 for additional cost related to trash tonnage for April. After reviewing to contract, there is no section noting that the town is responsible for added cost for tonnage.



Councilmember Fox asked for developer of house behind Autodealz to erect privacy fence to shield business from houses. TM to get with owners. (was there an agreement to do this?)

Councilmember Cave asked that Autodealz uphold the agreement to remove old cars from the side lot. TM to get with owner, (Was this voted on last year?)

Councilman Pierce asked Public Works Department to paint parking lines at Post Office.

Town Manager Charlie Jenkins meet with assist president engineer of VDOT last week to ride around to check for property deeded to VDOT at Virginia Avenue and Pennsylvania Avenue sidewalks and right of way areas. Retaining wall VDOT will not construct they need to be certified. VDOT will contact Town Manager Charlie Jenkins in two weeks and will look into historical data.

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

(Chair Kite, Councilman Lowe, and Councilman Reisinger)

Police Chief Davis stated speeding on Maryland Avenue 15 hours 10 minutes of radar one ticket was given out fastest speed as 37 miles per hour.

Police Chief Davis reported K-9 Allen passed away Friday from cancer. He was retired from the Police force for some time.

### **TAXATION & FINANCE**

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

There will be a Public Hearing Tuesday July 9, 2024 at Town Hall on the new water rates.

### **PARKS & RECREATION**

(Chair Reisinger, Councilman Lowe and Pierce)

Councilman Reisinger stated he wants to meet with the Public Works Department and cut and clean near Big Gem Park where the old truck is located.

Councilman Pierce spoke about a family from Iowa complemented how clean and beautiful the Town of Shenandoah parks are.

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

(Chair Cave, Councilmen Lowe and Pierce)

Councilmember Cave asked for an update on the old Pharmacy location redevelopment last contact with the owner was in May. The Town Manager Charlie Jenkins will contact the owner for an update.

**COMMUNITY SERVICE**

(Chair Kite, Councilwoman Cave and Councilman Pierce)

None during this time.

**PERSONNEL**

(Chair Pierce, Councilwoman Cave, Councilmen Lowe and Reisinger)

Town Manager Charlie Jenkins will receive a 5% pay increase after July 1<sup>st</sup> 2024

A *motion* was made by Councilman Lowe, *seconded* by Councilman Fox to approve the 5% pay increase after July 1<sup>st</sup> 2024 for Town Manager Charlie Jenkins.

Members Roll Call Vote was as follows:

**YEA:**

**NAY:** None

Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

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

**ABSENT:** Vice Mayor Kite

**VOTE:** Unanimous in favor of motion

**UNFINISHED BUSINESS**

Town Manager Charlie Jenkins stated Town codification funding will be \$10,000.00 this year next year \$17899.00 with Municode Civicsplus. It will take 18 months to make all the changes.

A *motion* was made by Councilman Fox, *seconded* by Councilwoman Cave to approve the \$17,899.00 funding for code updates with Municode Civicplus.

Members Roll Call Vote was as follows:

**YEA:**

**NAY:** None

Councilwoman Cave  
Councilman Fox

Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.  
**ABSENT:** Vice Mayor Kite  
**VOTE: Unanimous in favor of motion**

Councilman Pierce inquired about the fencing height on Comer Lane. Town Manager Charlie Jenkins stated Tonya Souther will start proceedings with the paperwork.

Town Manager Charlie Jenkins stated with an approval with the Department of Health for a building for the Well House. Building options to do a precast building estimate cost is around \$41,236.00. If Town crew can build the building the cost is around \$30,000.00. Mountain Valley Services estimates cost is around \$30,000.00 for the entire structure. Town Manager said the Department of Health suggested to build a block building did not recommend a metal building due to humidity concerns. Mountain Valley Services \$30,000 for concrete and finished block building exterior brick metal roofing. Asking for down payment half \$11236.00 ARPA account.

A *motion* was made by Councilman Pierce, *seconded* by Councilman Fox to approve the to accept quote from Mountain Valley Services for new well house construction with the amount of \$30,000 ARPA account.

Members Roll Call Vote was as follows:

**YEA:**  
Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.  
**ABSENT:** Vice Mayor Kite  
**VOTE: Unanimous in favor of motion**

Voted **NEW BUSINESS**

None during this time.

### TOWN MANAGER'S REPORT

Town Council Charlie Jenkins stated about a texting service to citizens website information alerts them of issues in Town. Cost is \$300.00 a month \$1800.00 set up. Police Chief Davis stated in the past the County offers unlimited texting service they have certain parameters for example road construction effecting roads water leaks would effect the roads. Manager Charlie Jenkins stated he will look into the unlimited service.

### MAYOR'S REPORT

Fourth of July parade will be held in Stanley Virginia any volunteers would be gladly appreciated. Memorial Contributions for the Fire Dept and the Field Church.

### FOR THE GOOD OF THE TOWN

Brittany Sutherland spoke about the safety and concerns of her children while playing at home on Maryland Avenue. She noted that radar needs to be done. Brittany Sutherland also stated police officers intend to hang out at the Seven Eleven or at people's houses. Chief Police Paul Davis stated Police officers are entitled to have a 20-minute break Chief Police Paul Davis gets upset when all he hears is negative reports on the Police Department. Brittany Sutherland also stated her son had a fundraiser and raised \$800.00 dollars for the police department. Police Chief Paul Davis stated he really appreciated Brittany's son raising the money for the Police Department. Brittany Sutherland asked about a new radar sign. The Chief of Police stated the cost would be around \$40,000 to \$50,000 dollars. Brittany Sutherland also stated that she would like to see a bigger school zone sign and the crosswalk redone.

### ADJOURN

There being no further discussion, a *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to adjourn the meeting at 8:31 p.m.

Members Vote was as follows:

**YEA:**  
Councilwoman Cave  
Councilman Fox  
Councilman Lowe  
Councilman Pierce  
Councilman Reisinger

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas, Jr.  
**ABSENT:** Vice Mayor Kite  
**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

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Clinton O. Lucas, Jr., Mayor

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Angela Schrimsher, Town Clerk