

**MINUTES  
TOWN COUNCIL  
TOWN OF SHENANDOAH  
MARCH 11, 2025**

**CALL TO ORDER:** The Shenandoah Town Council held its regular meeting on Tuesday, March 11, 2025 at 7:23 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.; Council Members Denise Cave; Lynn Fox; Brenda Haggett; I. Michael Lowe; and Christopher Reisinger.

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

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

**Citizens present were:** Brittaney Sutherland, and Prabhasa Ishaya.

**Media Representatives:** None

**AWARD PRESENTATION**

None during this period.

**RECEIVING OF VISITORS**

None during this period.

**FEBRUARY 25, 2025 REGULAR MEETING MINUTES**

A *motion* was made by Councilman Fox, *seconded* by Councilman Reisinger to approve the *Regular Meeting Minutes* held on February 25, 2025, as presented.

Members Vote was as follows:

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

**NAY:** None

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

### APPROVAL OF BILLS

A *motion* was made by Councilwoman Haggett, *seconded* by Councilman Fox, to approve the bills, dated **March 11, 2025**, in the **Combined Accounts Disbursements Warrants #42810 - #42847** in the amount of **\$140,689.75** as presented.

Members Roll Call Vote was as follows:

<b>YEA:</b> Councilwoman Cave	<b>NAY;</b> None
Councilman Fox	
Councilwoman Haggett	
Councilman Lowe	
Councilman Reisinger	

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

### TREASURERS REPORT

A *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to approve the **March 11, 2025**, Treasurer's Report, submitted by Treasurer Christl Huddle, in the amount of **\$2,160,187.00** as presented.

Members Roll Call Vote was as follows:

<b>YEA:</b> Councilwoman Cave	<b>NAY;</b> None
Councilman Fox	
Councilwoman Haggett	
Councilman Lowe	
Councilman Reisinger	

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

### CORRESPONDENCE

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

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

#3- Town of Shenandoah Museum and Welcome Center Curator, Lora Jenkins, reported 117 visitors to the Museum and Welcome Center in February. This includes the 22 who attended the Local Black History Program. The Museum was nominated for Best Museum in the Shenandoah Valley Best Contest. Voting ended March 5<sup>th</sup>, 2025. Winners will be announced on May 22, 2025.

#4 –Received a Thank You Card in Loving Memory of Rebecca Elaine Comer. From John and Jamie Shifflett.

### **WATER AND SEWER**

(Chair Kite, Councilwoman Cave, and Councilman Lowe)

Councilman Lowe inquired about the backhoe digging on Junior Avenue.

Town Manager Charlie Jenkins stated the homeowner on F Street is adding an addition to the house.

Town Manager Charlie Jenkins stated that the sewer line behind the Shenandoah Baptist Church, 415 Fifth Street is scheduled to be replaced as soon as the contractor can mobilize and get onsite. He added the line near 226 N. Fifth Street will be next on the schedule to be looked at and repaired.

Mayor Clinton O. Lucas, Jr. mentioned if anyone sees anything pertaining to water and sewer around Town please report it to the Town Manager Charlie Jenkins.

### **STREETS & PUBLIC PROPERTY**

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

Councilwoman Cave inquired about an update about the disabled vehicles along Shenandoah Avenue.

Town Manager Charlie Jenkins stated the owner has removed three vehicles from the front of the house, noting that the son of the owner is on duty in the Naval Reserves and cannot remove one of the vehicles at this time. Town Manager Charlie Jenkins stated the RV will need to be removed with a large wrecker. The owner has requested the Council give him more time to remove the rest of the vehicles. Town Manager Charlie Jenkins did inform the Council that the Van and the Suburban are licensed at this time.

Mayor Clinton O. Lucas, Jr. mentioned about the new revamp of the electrical substation on Junior Avenue and how this upgrade will provide better service to the town.

**POLICE, SAFETY & JUDICIAL**

(Chair Kite, Councilman Lowe, and Councilman Reisinger)

None during this period.

**TAXATION & FINANCE**

(Chair Fox, Vice Mayor Kite, and Councilwoman Haggett)

Town Manager Charlie Jenkins stated 67% of the budget is complete. He noted there will be another budget session next Tuesday March 18, 2025, at 6:00p.m. at the Town Hall.

Chair Fox inquired about electronic payments and would like to request electronic billing for our vendors.

Town Manager Charlie Jenkins mentioned some do not use electronic billing, but will request it.

**PARKS & RECREATION**

(Chair Haggett, Councilman Lowe and Councilman Reisinger)

Councilwoman Haggett mentioned that she talked to Kirk Comer about transferring money for the ballpark and using the money toward a third tennis court.

Councilwoman Haggett stated Kirk Comer wants to keep the money on hold for the ballpark.

Councilwoman Cave inquired about the money toward the tennis courts.

Councilwoman Haggett mentioned the \$5,000.00 could still be used on a new tennis court, however, Kirk Comer does not want to use the money towards the repairs to the two old tennis courts. This money was donated with the specific request that it goes to a new court.

Councilwoman Haggett suggested to Kirk Comer to take the \$10,000.00 for the ballpark and use it toward a third tennis court. This would give us \$15,000.00 toward a third tennis court. However, Kirk Comer didn't want to use the \$10,000.00 toward the Tennis Court as that money was donated with the specific requirement that is for a new ballfield.

**INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT**

(Chair Cave, Councilmen Lowe and Councilwoman Haggett)

Chair Cave mentioned she met with Shenandoah Industrial Corporation last Monday night and noted she would like to meet with them twice per year. She also mentioned that Richard Pierce has resigned, the Shenandoah Industrial Corporation wants to add another person to replace him.

Chair Cave mentioned the Shenandoah Industrial Corporation discussed the possibility of adding a local grocery store.

Chair Cave mentioned she talked about the tennis courts in the meeting with the Shenandoah Industrial Corporation and Councilman Fox provided two additional contractors who worked with East Rock and Spotswood. Chair Cave stated she sent the two contractors all the information and details on the tennis court. Chair Cave noted the two contractors are planning to come and make a site visit. She did inform Council at this time there are two proposals and hopefully two more to consider.

Once a proposal is selected, Chair Cave and Town Manager Charlie Jenkins will go forward on the Grant submittal.

Mayor Clinton O. Lucas, Jr. inquired if there is a deadline on the grant application.

Town Manager Charlie Jenkins mentioned they accept applications quarterly.

Chair Cave mentioned Partners First in Shenandoah will be closing April 11, 2025. The Shenandoah Staff will be moving to the Luray location.

Town Manager Charlie Jenkins mentioned Sullivan's Corporation properties are for sale and has had calls from people interested in the properties. The 737 S. Third St property is due to be closed on soon with a new business locating there.

Town Manager Charlie Jenkins stated the Old Pharmacy property will proceed with the closing in 60 days or less. Once that is done, development plans for the property will continue to proceed in coordination with Page Co. Economic Development and EDA.

### **COMMUNITY SERVICE**

(Chair Kite, Councilwoman Cave and Councilwoman Haggett)

Town Manager Charlie Jenkins mentioned the First quarter for the Community Enhancement award is complete.

Councilman Fox inquired about whether the Town could give the Community Enhancement Award winner a choice between a visa gift card or a restaurant gift card from one of the businesses in Shenandoah.

Councilwoman Haggett mentioned the prepaid Visa and Mastercard gift cards usually have a fee associated with them.

Mayor Lucas noted that the town normally gives out the restaurant gift cards on a rotating basis to keep the business in town.

### **PERSONNEL COMMITTEE**

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

None during this period.

**UNFINISHED BUSINESS**

None during this period.

**NEW BUSINESS**

Town Manager Charlie Jenkins noted the Council needs to vote on the lot consolidation for Benjamin Bonham at (TBD) Pocahontas Avenue.

A *motion* was made by Councilman Fox, *seconded* by Councilwoman Haggett, to concur with the Planning Commission and approve the consolidation of lots for Benjamin Bonham at address TBD Pocahontas Avenue tax map number 102A4-1-44-26 and 27.

Members Roll Call Vote was as follows:

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

**NAY:** None

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

**ABSENT:** Vice Mayor Kite

**VOTE:** Unanimous in favor of motion

**TOWN MANAGER'S REPORT**

Town Manager Charlie Jenkins mentioned the Town Dump Truck was taken to Highway Motors Inc. in Harrisonburg due to the truck's transmission slipping out of third gear and needs to be repaired. Town Manager Charlie Jenkins stated they did a diagnostic road test. He informed Council that the truck needs two rear motor mounts, repair the clutch linkage, and replace two mirrors. Town Manager Charlie Jenkins stated the total cost was \$2,463.60 for parts and labor

A *motion* was made by Councilwoman Cave, *seconded* by Councilman Reisinger, to approve the invoice amount from Highway Motors Inc for \$2,463.60 for the repairs to the 1996 Dump Truck.

Councilman Fox inquired about the cost for the two spot mirrors and inquired if the Town could order the spot mirrors from J&M Auto Parts and have the Public Works install them.

Town Manager Charlie Jenkins stated he will ask to have the \$273.21 for the spot mirrors removed on the invoice.

The motion was tabled pending further information on the repair.

Town Manager Charlie Jenkins received an invoice from HIVAC for a sewer hose in the amount of \$3,330.00. Town Manager Charlie Jenkins mentioned the sewer machine needs a new sewer

hose. He added it would need a ¾" hose, 600' with a 2500 psi rating. The last hose was purchased twelve years ago and due to wear and tear, it needs to be replaced.

Councilman Fox mentioned a company HWC Jetter's has a hose for sale for \$2,399.95

A *motion* was made by Councilman Fox, *seconded* by Councilman Reisinger, to approve the \$2,399.95 to HWC Jetter for the purchase of a new ¾", 600' sewer hose for the sewer machine.

Members Roll Call Vote was as follows:

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

**NAY:** None

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

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

Town Manager Charlie Jenkins stated most of the hydraulic seals on the 1996 Case 580L Backhoe are leaking and need new seal kit for the lift, bucket, and swing arm rams. Town Manager Charlie Jenkins noted we have a quote from Lawrence Equipment, Inc for \$4,215.36 and the amount includes labor and transporting the backhoe.

A *motion* was made by Councilman Fox, *seconded* by Councilman Reisinger, to approve the \$4,215.36 for the new seal kit for the 1996 Backhoe.

Members Roll Call Vote was as follows:

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

**NAY:** None

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

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

### MAYOR'S REPORT

Mayor Clinton O. Lucas, Jr. spoke to Wayne Printz about the updates to the Shenandoah Car Wash. He noted Wayne Printz is asking for 60 days' time to repair the Shenandoah Car Wash.

**FOR THE GOOD OF THE TOWN**

Brittaney Sutherland spoke to the Town Council about how the Shenandoah Rec League would not allow her son to play T-ball because of her son's special needs. She stated her son has played with the Shenandoah Rec League for several years. Brittaney Sutherland stated she had to enroll her son in Elkton Little League so he could continue to play T-ball. Brittaney Sutherland also feels that the donations are not being used towards the repairs for the Shenandoah Ball Park, stating she noticed that the dugout seats are loose and need to be bolted down to the ground.

Citizen (Name not noted) asked the Town Council talked about the possibility of paving Junior Avenue. It was noted that the town is planning to budget money for repairs.

**ADJOURN**

There being no further discussion, a *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to adjourn the meeting at 7:59 p.m.

Members Vote was as follows:

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

**NAY:** None

**ABSTAIN:** Mayor Clinton O. Lucas

**ABSENT:** Vice Mayor Kite

**VOTE: Unanimous in favor of motion**

APPROVED:

ATTESTED:

\_\_\_\_\_  
Mayor Clinton O. Lucas, Jr.

\_\_\_\_\_  
Angela Schrimsher, Town Clerk