

**TOWN OF GROTTUES**  
**TOWN COUNCIL WORKSESSION AGENDA**  
**January 13, 2025**  
**6:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

1. Discussion regarding Pool
2. Discussion on abandoned vehicles
3. Discussion on revised job descriptions
4. Planning Commission applicants – interview schedule
5. Discussion on the 2025 Committees Assignments
6. Set date for 2025 Council Retreat

**ADJOURN**

**TOWN OF GROTTUES  
TOWN COUNCIL MEETING AGENDA  
January 13, 2025**

**CALL TO ORDER – MAYOR PLASTER**

**CALLING OF THE ROLL BY THE CLERK**

**WELCOME CITIZENS**

**APPROVAL OF MINUTES – MEETINGS OF DECEMBER 9, 2024**

**PRESENTATION OF PETITIONS AND CLAIMS (PUBLIC COMMENT)**

**REPORTS OF THE STANDING COMMITTEES:**

**Finance – Council member Raynes, Chair**

1. Approval of Financial Reports

**Water and Sewer – Council member Bailey, Chair**

**Ordinance, Health, and Property – Council member Kohl, Chair**

**Streets and Street Lights – Council member Justis, Chair**

**Parks, Recreation and Public Facilities – Council member Chittum, Chair**

1. Consideration of the Grottoes Community Little League Contract

**Special Events - Council member Leeth, Chair**

**Personnel, Fire and Police Protection – Mayor Plaster, Chair**

1. Approval of 2025 Officers for the Grottoes Volunteer Fire Department
2. Consideration of the revised job descriptions.

**STAFF REPORTS:**

Town Manager

Town Attorney

Treasurer

Assistant Town Manager

Chief of Police

Parks and Tourism Director – Pool

**NEW BUSINESS**

1. Reorganization of Council
  - a. Election of Vice Mayor
  - b. Setting of Meeting Schedule and Inclement Weather Policy
2. 2025 Committee Assignments
3. Code of Conduct and Ethics for the Members of the Grottoes Town Council

**OLD BUSINESS**

**ADJOURN**

December 9, 2024

A work session of the Town Council of the Town of Grottoes was held on Monday, December 9, 2024, at the Grottoes Town Hall, Grottoes, Virginia.

Mayor Plaster called the work session of December 9, 2024, of the Grottoes Town Council to order at 6:00 p.m.

ATTENDANCE: Council Members present: Mayor Jo Plaster, David Raynes, Joshua Bailey, Eddie Chittum, Tim Leeth, and Michael Kohl. Council member Jim Justis arrived at 6:03 p.m.

Other Town Officials present were: Town Manager Kyle O'Brien, Attorney Caleb Routhier, Assistant Town Manager Tara Morris, Treasurer Rhonda Danner, Administrative & Finance Assistant Crystal Ortiz, Park Director Austin Shank, and Police Chief Jason Sullivan.

#### **6<sup>TH</sup> STREET WATER LINE REPLACEMENT BIDS.**

Manager O'Brien informed the council that the town received three bids for the 6<sup>th</sup> Street Water Line Replacement Project. The lowest bid was from Atkins Excavating at a cost of \$553,000. Asst. Manager Morris stated that Atkins Excavating completed the 7<sup>th</sup> Street and 13<sup>th</sup> Street waterline replacement projects. Manager O'Brien asked the council to approve this bid at the regular meeting and allow him to enter into a contract with Atkins Excavating.

#### **LAGOON DEWATERING BIDS.**

Manager O'Brien informed the council that the town received three bids for the Lagoon Dewatering Project. The bid received from Inboden Environmental was the lowest at \$177,200. Manager O'Brien asked the council to approve this bid at the regular meeting and allow him to enter into a contract with Inboden Environmental.

#### **TAX & FEE SCHEDULE.**

Assistant Manager Morris informed the Council that the fees for removal of abandoned and inoperable vehicles and the daily storage of vehicles was left off the approved Tax & Fee Schedule. She asked the Council to amend the Tax & Fee Schedule to include \$225 per vehicle for removal of abandoned and inoperable vehicles and \$50 per day per vehicle for storage. Asst. Manager Morris said this is an action item on her staff report.

#### **JOB DESCRIPTIONS.**

Manager O'Brien reported that Interim Town Manager Joe Paxton had worked on changes to the job descriptions with the restructuring of public works and with the new Assistant Town Manager position. He said he is still reviewing them and will bring them to council in January.

**LOOKING AHEAD FOR THE REMAINDER OF FY25.**

Town Manager O'Brien reported that he is making sure everyone is aligned on expenses and is familiarizing himself with all the approved projects.

Council member Justis mentioned that he would like to see the upgrades to the lighting throughout the town, Manager O'Brien said Asst. Manager Morris is already working on that project.

Mayor Plaster mentioned having a Council retreat in February 2025 and asked council to check their calendars for possible dates.

Manager O'Brien spoke to Alan Wolverton, retired WWTP operator, about coming back on a part-time basis but his proposal was not financially feasible. Manager O'Brien said currently Josh Smith and Patrick Bruce are doing a great job at operating the WWTP. He said he talked with the Town's previous operator Bob Smith who is willing to come back and help us with the operations at the plant. Manager O'Brien is checking into renewing his Class 3 WWTP license.

At 6:23 p.m. Mayor Plaster adjourned the work session.

ATTEST:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mayor

December 9, 2024

A regular session of the Town Council of the Town of Grottoes was held on Monday, December 9, 2024, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the regular session of December 9, 2024, Grottoes Town Council to order at 7:01 p.m. Mayor Plaster asked for a roll call.

**ATTENDANCE:** Council Members present: Eddie Chittum, Joshua Bailey, Jim Justis, Mayor Jo Plaster, David Raynes, Michael Kohl, Tim Leeth.

Other Town Officials present: Attorney Caleb Routhier, Town Manager Kyle O'Brien, Assistant Town Manager Tara Morris, Treasurer Rhonda Danner, Parks Director Austin Shank, Police Chief Jason Sullivan, Administrative & Finance Assistant Crystal Ortiz acting as Clerk.

### **APPROVAL OF MINUTES**

On motion by Council member Raynes, seconded by Council member Leeth, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE; the Council approved the minutes of the Special Called meeting on November 7, 2024 and the meetings on November 13, 2024.

### **ADMINISTRATION OF OATH FOR OFFICE**

April Wolverton of the Rockingham County Clerk's Office was present to swear in the newly elected Mayor and members of the Town Council. Mayor Jo Plaster and Council members Eddie Chittum, Michael Kohl, and Maite Taylor took the Oath of Office for terms running from January 1, 2025 to December 31, 2028.

### **PRESENTATION OF PETITIONS AND CLAIMS (public comment)**

Joy Loving spoke that although she is not a Town of Grottoes resident, she would like to see the town support the Rockingham County Transit Project and Valley Interfaith Action (VIA). Ms. Loving supports this because there is no public transit available to residents in Rockingham County to get to doctor appointments as they age in their current homes. She left a letter that she would like the Council to submit before Wednesday's Board of Supervisors meeting.

Mary Alice Robertson of Edgewood Street also spoke that she wants a public transportation option as she ages, and that there are a significant number of elderly in our community. She mentioned that the comprehensive plan should include something for aging in place, and with no doctor in town asks Council to support a public transit service as Grottoes could be a considered a "special needs area".

Gleamer Sullivan of 17<sup>th</sup> Street said that she hopes the Council will be more proactive. She stated that the “Wastewater Treatment Plant Operator position was due to a lack of planning” and wondered why the Planning Commission vacancies have not been filled, as well as why the Town of Grottoes is suddenly rushing to spend ARPA funds when we have had them for 3 years. She stated that she is looking forward to seeing the new Town Manager Kyle O’Brien and Councilmember Maite Taylor bring change to the town and that we are in crisis mode. Mayor Jo Plaster thanked her for her comments but responded that we are not in crisis mode.

**REPORTS OF STANDING COMMITTEE:**

**FINANCE** – On a motion by Council member Raynes, seconded by Council member Leeth and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; LEETH - AYE, to approve the financial reports for the month of November 2024.

**WATER AND SEWER** – On a motion by Council member Bailey, seconded by, seconded by Council member Justis, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, to have the Town Manager contract with Atkins Excavating for the 6<sup>th</sup> Street waterline replacement bid in the amount of \$553,000.00.

On a motion by Council member Bailey, seconded by Council member Leeth, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, to have the Town Manager contract with Inboden Environmental for the Lagoon dewatering project for the bid amount of \$177,200.00.

Council member Bailey said both bids will be covered by remaining ARPA funds.

**ORDINANCE, HEALTH, AND PROPERTY** – No report.

**STREET AND STREET LIGHTS** – No report.

**PARKS, RECREATION AND PUBLIC FACILITIES** – No report. Council member Chittum did extend thanks at this time to Council member Leeth for his service to the town.

**SPECIAL EVENTS** – Council member Leeth spoke that the Christmas Parade yesterday was a wonderful event and thanked everyone who helped make that happen.

**PERSONNEL, FIRE AND POLICE PROTECTION** – Mayor Plaster recommended to appoint Administrative & Finance Assistant Crystal Ortiz to Deputy Clerk of the Council. Council member Leeth replied so moved, seconded by Council member Justis, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, to approve the appointment of Crystal Ortiz to Deputy Clerk.

**STAFF REPORTS**

TOWN MANAGER. Manager O'Brien stated that he was happy to be back in Grottoes, it has been a busy first week but sees great things in the community. He stated his report is in the packet and has nothing further to add unless someone has questions.

ATTORNEY. No report.

TREASURER. A written report was provided. There were no additional comments from staff and no questions or comments from Council members.

ASSISTANT TOWN MANAGER. On a motion by Council member Justis, seconded by Council member Raynes, carried by a vote of 6-0, recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, to amend the Fee and Tax Schedule to include the fees for removal of inoperable and abandoned vehicles and fees for daily storage of those vehicles.

**TOWN OF GROTTUES TAX & FEE SCHEDULE**

**FY25 Approved**

<b>TAXES:</b>	<b>FY25 Approved</b>	<b>Additional Fees and/or Notes</b>
Real Estate Tax	\$0.10	Per \$100.00 assessed value
Personal Property Tax	\$0.38	Per \$100.00 assessed value
Machinery and Tools Tax	\$0.38	Per \$100.00 assessed value
Farm Machinery Tax	\$0.38	Per \$100.00 assessed value
Mobile Home Tax	\$0.10	Per \$100.00 assessed value
Communication Tax		Set by State Code 58.1-622
Utility Tax		Set by State Code 58.1-2900
Bank Stock Tax	80%	On Net Capital of the State Rate of the Franchise Tax
Motor Vehicle Licensing Fee (Automobiles)	\$20.00	
Motor Vehicle Licensing Fee (Motorcycles)	\$7.50	
Motor Vehicle Licensing Fee (Trailers Under 1,500 lbs.)	\$6.50	
Motor Vehicle Licensing Fee (Trailers Over 1,500 lbs.)	\$15.00	
Golf Cart / UTV Registration	\$25.00	
Meals Tax	6%	based on gross receipts for prepared meals
Cigarette Tax	\$0.30	Per Pack
Transient Occupancy Tax	2%	On the amount paid for short term rental
<b>Business License/ Occupation Tax:</b>		
Solicitors	\$25.00	



Bill Posters	\$30.00	
Carnivals/Circuses/ Animal Shows	\$100.00	Per Day
Coin-Operated Machines or Devices	\$10.00	Per Machine(Not to Exceed \$200 Annually)
	\$0.12	Per \$100.00 of Gross Receipts
Contractors	\$0.12	Per \$100 of Gross Receipts (Minimum \$25) (Based on \$25,000 or Greater Project)
Financial, Real Estate, & Other Professional Services	\$0.30	Per \$100.00 of Gross Receipts
Fortune Tellers	\$100.00	Per Week
Peddlers	\$500.00	
Repair, Personal, & Business Services	\$0.20	Per \$100 of Gross Receipts (Minimum \$25)
Retail Merchants	\$0.15	Per \$100 of Gross Receipts (Minimum \$50)
Direct Sellers (for sales exceeding \$4,000)	\$0.20	Per \$100 of Retail Sales, OR
	\$0.05	Per \$100 of Wholesale Sales; whichever is applicable
Telephone and Telegraph Companies	0.50%	of Gross Receipts
Water, Heat, Light & Power Companies	0.50%	of Gross Receipts
Wholesale Merchants	\$0.05	Per \$100 of Purchases (Minimum \$25)
Hobby Horses/ Merry-Go-Rounds	\$30.00	
Shooting Galleries	\$30.00	
Photographer (w/no place of business)	\$10.00	
Retail Sellers of Alcoholic Beverages	\$10.00	In addition to Retail Merchant Taxation
Junk Dealers	\$50.00 +\$25.00	For license for transacting business; For doing business at premise other than listed on the license
Itinerant (Precious Metals/Gems) Dealer	\$ 50.00	Per Day
Taxicab Driver's License	\$0.50 +\$5.00 +\$5.00 +\$1.50 +\$1.00	Each Application Form; Each Fingerprinting by the Police Department; For Making of Photographs by the Police Dept; For Each License Issued; For Each License Renewal
<b>ADMINISTRATIVE FEE SCHEDULE:</b>		
Return Check Fee	\$30.00	
Hard Copy of Large Town Map	\$10.00	
Hard Copy of Zoning Ordinance	\$20.00	
Parking Tickets:		
Handicapped Zone	\$100.00	
Fire Lane	\$50.00	
No Valid Inspection	\$25.00	
Fire Hydrant	\$50.00	
No Valid Plates/License	\$25.00	
No Parking Zone/Painted Curb	\$20.00	

Blocking Establishment/Driveway	\$20.00	
DMV Processing Administrative Fee	\$30.00	
Towing/Removal Inoperable Vehicle	\$250.00	Per Vehicle
Daily Storage Fee of Inoperable Vehicle	\$50.00	Per Day / Per Vehicle
<b>ZONING/PLANNING FEE SCHEDULE:</b>		
Zoning Permit	\$2.50	Per \$1,000 of Value (Minimum \$30.00)
Conditional/Special Use Application	\$200.00	(Plus Cost of Zoning Permit)
Variance Application	\$250.00	(Before BZA)
Rezoning	\$250.00	plus \$10 per lot
Site Plan Application & Review		
Residential	\$250.00	Plus \$10 per unit, if applicable
Commercial	\$250.00	Plus \$10 per 1/4 acre
Subdivision Plat		
Preliminary	\$250.00	Plus \$10 per lot
Final	\$150.00	
Lot Line Adjustment (Deed Exception)	\$100.00	
Approved Plan Amendment or Revision	\$100.00	
Comprehensive Plan Amendment	\$250.00	
<b>FACILITY FEE SCHEDULE:</b>		
Community Room	\$150.00	Per Day (Includes \$50.00 Refundable Deposit)
John E. Painter Park:		
Small Shelter	\$45.00	Per Day
Large Shelter	\$55.00	Per Day
Shifflett Field Light Usage	\$10.00	Per Hour (Excludes RCBL and GCLL Teams)
Grand Caverns Park:		
Shelter #1	\$75.00	Per Day
Shelter #2	\$90.00	Per Day
Shelter #3	\$75.00	Per Day
Shelter #4	\$75.00	Per Day
Shelter #5	\$60.00	Per Day
Miniature Golf	\$3.00	1st Game (\$2.00 each game after)
<b>Grand Caverns:</b>		
Regular Adult Admission	\$ 27.00	
Regular Child Admission	\$ 17.00	Ages 3-12 (Ages 2 & Under Not Allowed)
Grottoes Resident Rate	\$ 17.00	Proof of Residency Required
Grottoes Resident Child Rate	\$ 14.50	
Senior Citizen Rate	\$ 25.00	age 60+
AAA Adult Rate	\$ 24.50	Card Required
AAA Child Rate	\$ 14.50	
Military/Public Servant Adult Rate	\$ 24.50	Proper ID Required (Fire, Police, & Rescue)
Military/Public Servant Child Rate	\$ 14.50	

AARP Member Rate	\$ 24.50	Card Required
Rock Bottom Tour	\$65.00	
Rock Bottom Tour - student	\$55.00	
Grottoes Crawl Tour	\$80.00	
The Gauntlet Tour	\$120.00	
<b>Grand Caverns Private Tour Rates:</b>		
Regular Walking Tour	\$475.00	25 person maximum
Regular Walking Tour	\$650.00	35 person maximum
Regular Walking Tour	\$550.00	non-profit/collegiate 35 person maximum
Rock Bottom Private Tour	\$675.00	15 person maximum
Grottoes Crawl Private Tour	\$675.00	12 person maximum
The Gauntlet Private Tour	\$900.00	10 person maximum
Youth Regular Walking Tour	\$365.00	(Ages 3-12) 25 person maximum
Youth Regular Walking Tour	\$500.00	(Ages 3-12) 35 person maximum
Youth Regular Walking Tour	\$425.00	(Ages 13-19) 25 person maximum
Grade Specific Walking Tour	\$220.00	(Ages 3-12   1st - 5th grade) 25 person maximum
Grade Specific Walking Tour	\$300.00	(Ages 13-19   6th - 12th grade) 25 person maximum
Grade Specific Walking Tour	\$260.00	(Ages 3-12) 35 person maximum
<b>Grand Caverns Rental:</b>		
First 2 hours	\$500.00	(Minimum Charge)
Additional per hour charge:	\$100.00	
<b>Weddings in the Cave:</b>		
Rental Fee	\$1,500.00	Package # 1
Rental Fee	\$2,500.00	Package # 2
Rental Fee	\$3,500.00	Package # 3
Tip Fee	\$50.00	Per Tour Guide (1 Guide per 25 Persons)
<b>Public Works Labor Charges:</b>		
Mowing Fees	\$100.00	Per Hour (Minimum \$100.00)
Removal of Junk	\$60.00	Per Hour (Minimum \$50.00)
<b>Trash Collection:</b>		
Regular Rate	\$39.00	Bi-Monthly per customer (was \$36.50; WM Rate Increase)
Additional Trash Can	\$1.50	Per month charge
<b>Water &amp; Sewer Fund:</b>		
Water Account Deposit	\$75.00	
Sewer Account Deposit	\$75.00	
Service Reconnection Fee (Regular Hours)	\$35.00	
Service Reconnection Fee (After Hours)	\$70.00	
<b>WATER RATES:</b>		
Base Rate (Based on 2,000 Gallons of Usage)	\$25.63	Bi-Monthly
Rate per 1,000 Gallons of Consumption	\$2.08	Bi-Monthly

Standpipe Fees	\$15.84	Per Load (Plus Base Water Rate)
Senior Citizen Reduction	\$2.25	Bi-Monthly
Meter Testing	\$5.00	
<b>SEWER RATES:</b>		
Base Rate (Based on 2,000 Gallons of Usage)	\$59.05	Bi-Monthly
Rate per 1,000 Gallons of Consumption	\$3.88	Bi-Monthly
Senior Citizen Reduction	\$2.25	Bi-Monthly
Septic Tank Pumping	\$300.00	Per Pumping (If Not on Municipal System)
<b>WATER CONNECTION FEE:</b>		
Residential	\$5,000	
Commercial	\$6,500	
<b>SEWER CONNECTION FEE:</b>		
Residential	\$5,000	
Commercial	\$6,500	
<b>ONLINE PAYMENT FEE:</b>		
Transaction fee	3% (\$2.95 minimum)	Per transaction (E-checks \$2.25 flat)

**POLICE CHIEF.** On a motion by Council member Leeth, seconded by Council member Bailey, and carried by a vote of 6-0, recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, to approved the request from Chief Sullivan to sale the 2004 Ford Explorer with the proceeds going back to the Police Department for other equipment.

**PUBLIC WORKS.** No report.

**RECREATION AND TOURISM DIRECTOR.** A written report was provided. Parks Director Shank shared that revenue was up 31% over November 2023, with an average of 24% growth each month the past year. He also reported that the pool is now full of water, and they will be tracking water levels for leaks.

### **NEW BUSINESS**

Council member Justis asked about the letter Council was asked to send to the Board of Supervisors. Mayor Plaster said that the town did not receive the information until Friday and there were two competing proposals and does not feel that we have enough information to take action on this at this time. No action was taken.

Mayor Plaster presented a gift of gratitude to Council member Tim Leeth, who is ending his 8 years of service to the Grottoes Town Council.

**ADJOURNMENT**

Mayor Plaster declared the meeting adjourned at 7:25 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



LICENSE AGREEMENT

THIS AGREEMENT is made and entered this \_\_\_\_ day of \_\_\_\_\_, 2025, between THE TOWN OF GROTTOES VIRGINIA, a municipal corporation of the Commonwealth of Virginia, hereinafter being called the “Town”, and GROTTOES COMMUNITY LITTLE LEAGUE, INC., a Virginia nonstock corporation, hereinafter called the “League”. This Agreement shall supersede all past Agreements between the Town and the League.

WITNESSETH:

**WHEREAS**, the Town is the owner of a certain tract or parcel of land located at the end of 20<sup>th</sup> Street, in the Stonewall District of Rockingham County, Virginia, being Tax Map No. 160-(A)-L8A., Which parcel includes three baseball fields and one tee ball field but does not include Shifflett Field. In addition, the League usage shall include: (1) the existing access road from 20<sup>th</sup> Street to the Property for ingress and egress to the Property, (2) the existing parking facilities, and (3) the park restrooms; and

**WHEREAS**, the Grottoes Community Little League “League” is a baseball and softball organization which is a member of the Little League International District 3. The League shall use the property solely for the purpose of operating a first-class Little League baseball/softball facility. The Little League International based in Williamsport, Pennsylvania, has no authority over the use or control of the property; and

**WHEREAS**, the Town Council has prioritized field usage in the following order: (1) League season games, practices, and sanctioned events, (2) travel teams with players who reside in Grottoes, (3) other travel teams, and (4) any other use; and

**WHEREAS**, the Town and the League are desirous of entering into a specific written agreement governing the use of the Property by the League; and

**NOW THEREFORE**, in consideration of the mutual covenants, terms and conditions contained herein, the parties hereto mutually covenant and agree as follows:

- (1) Term of License. The term of this Agreement for use of the Property shall be for one year commencing on January 1, 2024, through December 31, 2024.
  
- (2) Field/Facilities Use.
  - a. The League's use of the fields shall commence annually during the term of this license. In the event that no specific starting or concluding date is set forth herein, the League has established a starting date of February 15, 2024, and concluding date of July 31, 2024, for the use of fields by the League. Further the League shall notify the Town no later than August 15, 2024, if it determines to schedule a fall season for the period September 1, 2023, through October 31, 2024. Notice of change to such schedules must be forwarded to the Town Council liaison to the League with ten (10) days' notice.
  - b. The League shall have exclusive use of the fields during its season as identified in the preceding paragraph.
  - c. The League shall have the right to provide concessions at all tournaments held at the Town fields and may refuse the use of the concession stand by other persons during travel baseball tournaments. Should the League choose not provide concessions and subsequently not allow use of the concession stand, teams may establish a separate concession stand, with the prior approval of the Town.
  - d. The League may at its own expense sub-contract concessions to a third party, provided it obtains advance approval in writing from the Town. In such case, the League will be responsible for maintaining the premises so that it will not present a health, safety, or aesthetic nuisance. If state, county, or town officials deem there to be a nuisance, mitigation will be the responsibility of the League.
  - e. The ballfield restrooms shall be available whenever Rockingham County Baseball League (RCBL) or Mary Baldwin University (MBU) baseball games, or other approved games and tournaments are scheduled. The Town is responsible for cleaning, repair, restocking of supplies for the restrooms, and removal of trash after such use.
  - f. The Press Box shall be made available for MBU to permit game officials' use as a private space before and after games, only so long as the League is not using the space for its use during that time. MBU shall be responsible to clean the space after each use.

- g. A facility checklist shall be provided by the League to the Town as a guide to check the facility and monitor inventory before and after Town scheduled non-League usage.
- h. A reservation is not required for Town residents and their guests to use the Property for “casual use” if the field is not previously scheduled by the League or the Town.  
However, such users shall not damage the field and are expected to clean up all debris and trash created during such use. The Town shall post a monthly schedule at each field to advise residents of field availability. On each posted schedule, the notice shall include a statement that there is to be no usage of the field three hours prior to a scheduled game, or if the field has already been prepared for a game. “Casual use” is defined as any use other than practice or a game for a League or travel team or other similar group where a reservation is required.

(3) Time Schedule/Cancellation of Games.

- a. The League shall make their best and reasonable efforts to end all games played at said facilities and cause the crowds to be disbursed from the complex area not later than **10:00 p.m.** each night when not prevented by circumstances beyond their control.
- b. The League reserves the right to cancel games at any time.

(4) Compensation.

- a. The League shall not pay a -fee to the Town for the use of the Property.
- b. Fees may be established by the Town for the use of the Property by persons, teams, or groups other than the League. The Town agrees to pay the League fifty percent of the fees collected; however, by prior mutual agreement between the Town and the League any fee for field use, or portion thereof, may be waived by the Town.

- (5) Insurance. The League shall obtain and maintain Comprehensive General Liability Insurance covering operations and premises, complete operations and products liability and contractual liability, all with minimum bodily injury limits of Five Hundred Thousand Dollars (\$500,000.00) each person, One Million Dollars (\$1,000,000.00) each occurrence, and a minimum property damage limit of One Hundred Thousand Dollars (\$100,000.00) each occurrence. The insurance shall name the Town as an additional insured and shall be primary as to any other existing, valid and collectible insurance. The League shall furnish the Town with a certificate of such insurance which provide coverage will not be canceled or materially changed prior to 30 days’ advance written notice to the Town. The League shall be responsible for insuring its personal property and



may, at its discretion, purchase hazard insurance and flood insurance on the improvements to the property.

(6) Maintenance. The League agrees to perform the following maintenance tasks to the fields during the contract period stated above, subject to limitations imposed by seasonal and daily weather conditions.

- a. Smooth drag each field daily, if played, unless inclement weather cancels play/game.
- b. Fill holes in infield area, pitching mounds and home plate daily, if played.
- c. No practices should occur on fields prepared for scheduled games.
- d. Provide and add ball field mix as determined to be needed by League officials.
- e. Purchase and apply turface, or similar product, as determined to be needed by League officials.
- f. Provide bases and other equipment necessary for its use of the Property.
- g. To generally maintain the ball fields in a safe and usable condition.
- h. The League agrees that it will keep clean the grounds, stands, parking lot, when used by it, in good condition, and that it will clean up all trash and paper within twelve (12) hours after each game (immediately if a game is scheduled the same day). When used by the League, the premises, including restrooms and the concession stand, shall always be maintained so that it does not present a health, safety, or aesthetic nuisance.
- i. All equipment must be put away following the last game of the day.
- j. The League shall pay for all utilities serving the Property, including but not limited to telephone, electricity, gas. The League will receive from the Town a one-time payment of \$500.00 for electric expenses. The League will not receive a utility bill from the Town for water, sewer and trash service. The League shall be responsible for making any additional requests for financial reimbursement to the Town Council.
- k. The League shall be responsible for the repair and upkeep of the lights and poles installed by the League. The Town agrees to be responsible for up to 40% of the expenses associated with the repair and upkeep of the lights and poles, if such repairs and expenses are submitted and approved in advance of any expenditure by the League. Any expenses incurred without prior written approval by the Town will be ineligible for contribution and shall be the League's sole responsibility.

The Town agrees to perform the following maintenance tasks during the contract period stated above, subject to limitations imposed by seasonal and daily weather conditions.

- l. Weed control of turf with materials provided by the League.
  - m. Mow the areas outside and inside of the fenced areas.
  - n. Maintain and repair the entrance road and parking area.
  - o. The Town shall take responsibility for the fields and facilities during all scheduled practices, games and events scheduled by the Town for users other than the League. However, this excludes maintenance of the infield, which remains the League's responsibility. The League shall provide the Town with keys and/or combinations to the restrooms.
  - p. Remove leaves from ball fields and facility area.
  - q. Unless freezing temperatures modify plans, winterize bathrooms by November 1<sup>st</sup> and de-winterize bathrooms by March 1<sup>st</sup>.
  
- (7) Maintenance and Repair. Consistent with the foregoing provisions, any and all maintenance and repairs not otherwise expressly addressed shall be the responsibility of the League. This includes maintaining and repairing the playing fields, the buildings on the property, and the lights and poles installed by the league. Any request from the League for monetary assistance must be presented to the Grottoes Town Council for consideration.
  
- (8) Sports Equipment.
  - a. All sporting equipment used for baseball and softball shall be supplied solely by the League. All risk of loss or damage to such equipment shall be borne by the League.
  - b. The Town will provide bases, rakes, chalk marker, and chalk for all Town scheduled non-League usage.
  
- (9) Improvements. The League may at its own expense make such improvements and alterations on the premises as desired, provided it obtains advance approval in writing from the Town.
  
- (10) Adult Supervision. The League shall supply adequate adult supervision at all times during their use of the Property.
  
- (11) Conduct. The League shall be responsible for the conduct of its coaches, players, parents, agents and volunteers and their compliance with state and local rules.

11/14/2024

- (12) Representation. For purposes of discussing the terms and conditions of this agreement, the President will represent the League, and the Town will represent the Town Manager.
- (13) Liaison. The Town will assign a liaison that shall be invited and given reasonable notice of League board meetings to promote a strong relationship between the Town and the League. The liaison's contact information shall be included on the League's website and in the field use policy.
- (14) Hold Harmless. The League does specifically agree that it will indemnify, hold harmless and defend the Town, its employees and volunteers from any and all injuries to persons or property, including the public and Little League players and personnel, as the result of the use of the fields.
- (15) Transferability. This Agreement shall not be transferred to any other party.
- (16) Termination. If at any time the League a) ceases to use the Property for a Little League Ball Park or b) defaults in the performance or compliance with any term or condition of this Agreement, then this Agreement, at the option of the Town, shall terminate and be forfeited, and the Town may reenter and remove all persons from the property. The League shall be given thirty (30) days' notice of any default or breach in termination and forfeiture of this Agreement shall not result, if, within such period the League has corrected the default or breach or has taken action reasonably likely to effect such corrections within a reasonable time.

This Agreement contains the entire agreement by and between the parties hereto and shall be binding upon the parties hereto, their heirs, successors and assigns.

IN WITNESS WHEREOF, the Town and the League have caused this instrument to be executed under seal by their duly authorized agents.

TOWN OF GROTTUES, VIRGINIA  
a Virginia municipal corporation

GROTTUES COMMUNITY LITTLE LEAGUE  
INC., a Virginia non-stock corporation

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_



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# GROTTOES COMMUNITY LITTLE LEAGUE FACILITY CHECKLIST

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This checklist has been provided by the GCLL for town staff and/or third parties to follow whenever non-GCLL use of John E. Painter Park ball fields occur. This checklist is intended to provide instruction on how to best leave ball fields and facilities for GCLL. This checklist should be strictly followed.

## 1. FIELDS

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- Remove bases and place in the Press Box.
- Install base plugs.

## 2. PRESS BOX

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- Return bases to the Press Box if used
- Turn interior lights off.
- Lock all external doors.
- Heating/air is not to be used
- Turn exterior lights off, if used

## 3. BATHROOMS

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- Remove all trash.
- Clean toilets, urinals, & sinks.
- Restock paper products and soap

## 4. TRASH

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- Check dugouts and walkways for trash.
- Take all trashcans to the dumpster and remove trash.
- Return trashcans to original locations.

# Grottoes Volunteer Fire Department

## 2025 Officers

Chief – Andrew Holloway  
Asst. Chief – Jeff Morris  
Captain – Ben Brown  
Lieutenant – Hunter Garrison  
Lieutenant – Donald Simmons  
EMS officer – Mike Arbaugh

President – Linda Kegley  
Vice President – Megan Roach  
Secretary – Rebecca Acker  
Treasurer – Lisa Ruhlman  
Chaplain – Connie Morris  
Historian – Jeanne Kirby

## TOWN MANAGER

*Dept: Administration*

*FLSA Status: Exempt*

### **General Definition of Work**

Serves as the administrative head of the Town. Performs complex executive work directing daily operational activities and administration of Town, ensuring professional administration of Town affairs, implementing Town ordinances, regulations, and policies, preparing reports, and related work as apparent or assigned by Town Council. Work involves recommending policies and goals to Town Council. Organizational supervision is exercised over all departments and personnel within the organization. Serves at the pleasure of Council.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

#### Town Management

Oversee and manage the day-to-day operations of the Town; manage major projects and perform contract and certification administration on behalf of the Town.

See that all ordinances, resolutions, directives and orders of the Town Council and all laws of the Commonwealth required to be enforced through the Town subject to the control of the Council are faithfully executed.

Make reports to the Council from time to time as required or deemed advisable upon the affairs of the Town.

Receive reports from and give directions to department heads and employees.

#### Financial Management

Submit to the Town Council a proposed annual budget, in accordance with general law, and with recommendations.

Execute the budget as adopted by the Council.

Work closely with the Treasurer to monitor financial status. Keep the Town Council advised on the locality's financial condition and its future financial needs.

#### Personnel

Appoint, supervise, and dismiss all officers and employees of the Town, including but not limited to the police chief and treasurer, if any. The Town Manager may authorize the head of an office or department to appoint, supervise, and discipline subordinates in such office or department subject to review and approval by the Town Manager.

Administer the Town's performance management system.

### Economic Development

Serve as primary point of contact for economic development activities in the Town. Work closely with developers as point of contact between Town Council and the prospective business entity.

### Public Information

Serve as public information officer for the Town; engage citizens; receive research and respond to citizen and media inquiries.

### Other Duties

Perform such other duties as may be prescribed by the Town Council.

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of municipal finance practices, human resources, public works, public safety and community development; comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation; ability to prepare and present complex and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans; ability to interpret Town and State ordinances and codes, contracts, plan specifications, maps and surveys, personnel manuals, deeds, easements and other legal documents; ability to meet the public and discuss and resolve inquiries and complaints; ability to coordinate the work of a local government; ability to establish and maintain effective working relationships with associates, elected and other government officials, and the general public.

### **Education and Experience**

Bachelor's degree with coursework in business management, political science, public administration, or related field and extensive experience in local government in a leadership role, or equivalent combination of education and experience. Master's degree in related field is preferred.

### **Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking and sitting and occasionally requires standing, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license in the State of Virginia.

Last Revised: 12/09/24

## ASSISTANT TOWN MANAGER

Dept: Administration

FLSA Status: Exempt

### **General Definition of Work**

Under the general direction of the Town Manager, develops, coordinates, and prepares significant administrative projects; responsible for the oversight of the Town's land development process; provides highly complex administrative and management support for the operations of the Town Manager's Office including management and supervision of safety programs and procurement, coordination of special programs and projects, and oversight responsibility for assigned programs and projects.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

#### Land Development

Serve as Zoning Administrator; administer planning and zoning regulations; provide direction and assistance to the public regarding zoning related matters; ensure compliance with applicable laws and ordinances.

Administer fees for zoning permits, water and sewer connections, and other zoning-related matters.

Attend meetings and provide technical assistance to the Planning Commission and the Board of Zoning Appeals.

#### Safety

Serve as risk management coordinator; plan, implement, and coordinate safety programs and training; develop loss control policies for recommendation to Council, and ensure compliance with safety procedures.

#### Procurement

Serve as purchasing agent, responsible for compliance with Town's procurement policy. Prepare bid and request for proposal documents for the purchase of services and equipment.

#### Project Management

Assist Town Manager in supervising the completion of projects within the Town.

#### Town Management

Serve as Town Manager in absence of Town Manager. Perform such other duties as may be prescribed by the Town Manager.

#### Other Duties

Performs other duties as may be assigned by the Town Manager.



**Knowledge, Skills and Abilities**

Thorough knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Town; thorough knowledge of the principles, methods and practices of accounting; thorough knowledge of the Town's Zoning Ordinances; thorough knowledge of modern business management and office practices, procedures and equipment; thorough knowledge of correspondence and report formatting and presentation is necessary; ability to read and interpret blueprints, site plans and architectural designs and to ensure compliance with appropriate codes and ordinances; general knowledge of legal procedures related to enforcement of laws and ordinances and regulations; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to solve problems within scope of responsibility; general knowledge of payroll terminology, methods, and procedures; ability to establish and maintain effective working relationships with elected officials, associates, contractors, and the general public.

**Education and Experience**

Bachelor's degree in local government administration or equivalent preferred; High school diploma and significant experience in local government operations and land use, or equivalent combination of education and experience may be considered in lieu of degree. Working knowledge of the operations of local government and land use planning is preferred.

**Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and walking and occasionally requires reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic), with many interruptions.

**Special Requirements**

Valid driver's license in the Commonwealth of Virginia

Notary public license in the Commonwealth of Virginia

Last Revised: 12/09/24

## TREASURER

Dept: Administration

FLSA Status: Exempt

### **General Definition of Work**

Performs complex advanced financial and administrative work planning, organizing, managing, and participating in the financial activities and financial reporting for the Town, managing billing and collections operations, and related work as assigned. Primarily responsible for preparation and processing of journal entries, and payroll and related activities. Supervision is exercised over accounting technician and administrative assistant. Work is performed under the direction of the Town Manager.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

#### General Accounting

Plan, direct, and manage the general accounting functions of the Town in compliance with general accepted accounting standards established by the Governmental Accounting Standards Board (GASB). Supervision and direction exercised over accounts payable, procurement, revenue billing and collection, and capital asset management functions, primary responsibility for general ledger/journal entries and corrections;

Ability to process accounts payable and revenue billing and collection is absence of Accounting Technician;

Prepare accounts receivable refunds and write-offs for approval by Town Manager;

Enter a variety of data related to general accounting operations (journal entries, etc.) into computer; verifies data for accuracy and completeness; enter and retrieve sensitive and restricted information in the computer system;

Responsible for maintenance and update of accounting system, including testing and installation of new releases or modules;

Make recommendation to the Town Manager for the development of accounting policies, procedures and practices;

Direct, train, and inspect the work of personnel;

Assist the Town Manager with preparation of annual operating and capital improvement budgets and capital improvement plan; prepare revenue estimates; review and prepare budget amendments, as necessary;

Prepare financial reports for Town Manager and Town Council, as requested;

Collaborate with Town Manager to reconcile bank statements monthly and balance to general ledger;

Manage annual independent audit, schedule workflow; request audit-related information from other departments; prepare required schedules, reports and work papers; review final report for accuracy before final report issued;

Assist Town Manager and Council Finance Committee to oversee the investment of the Town's idle funds.

Oversees preparation of grant reimbursement requests and other required financial information to grantor agencies.

Assist Town Manager to recommend property and liability insurance coverage.

Attends Town Council meetings, as directed.

### Payroll

Primarily responsible to prepare and process payroll; upload payroll and tax information into banking system; balance payroll and benefits accounts;

Maintain and update a variety of databases and required reporting documentation including contractor/vendor, payroll, and Virginia Retirement System (VRS) database;

Prepare and distribute W2s, 1099s, and other Federal and State required forms;

Work with Town Manager and department head to conduct new employee orientation;

Serve as liaison for the employee health insurance and benefits programs;

Other duties as may be assigned.

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of general accepted accounting procedures governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of budgeting; thorough knowledge of the principles and practices of a municipal investment of funds; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to analyze financial data and prepare informative financial reports; ability to plan, organize, direct and evaluate the work of

subordinate employees; ability to establish and maintain effective working relationships with associates, consultants, auditors, elected and appointed officials and the general public.

### **Education and Experience**

High school diploma or GED and significant experience in general accounting practices required. Bachelor's with coursework in accounting, finance, or related field and considerable experience in governmental fund accounting and finance administration including supervisory experience, or equivalent combination of education and experience is preferred.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Required to meet bonding requirements established in the Code of Virginia for Treasurer.

Last Revised: 12/09/24



**ACCOUNTING TECHNICIAN/  
CLERK TO COUNCIL**

*Dept: Administration*

*FLSA Status: Non-Exempt*

**General Definition of Work**

Performs intermediate administrative and accounting support work assisting with billing, collecting, processing, and recording for water, sewer and trash collection fee revenues, taxes and various other fees, processing payments, ~~preparing connection, disconnection and transfer of service orders~~, preparing and maintaining records and files, entering data related to all aspects necessary for payment of accounts payable, assisting the public, receives and processes incoming calls, and related work as apparent or assigned. Work is performed under the supervision of the Treasurer.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

**Essential Functions**

Financial

Receive and respond to customer inquiries or complaints regarding utility bills and other collectibles in person or via telephone and email;

Process accounts payable, print checks, prepare documentation for approval, file for council meeting, and mail;

Reconcile and enter credit card expenses;

Prepare and process purchase orders for the Town, and enter a variety of data related to this process into the financial system;

Serve as backup to Treasurer for payroll, requires periodic processing of payroll;

Assist Treasurer with preparing and processing property tax, motor vehicle license fees, and business license statements;

Maintain cost and inventory records for utility systems;

Review, validate, and deliver bank deposits;

~~Process adjustments and abatements to utility accounts after approval by Treasurer or Town Manager;~~

Enter a variety of data related to accounts payable and general accounting operations into financial management system; verifies data for accuracy and completeness; enter and retrieve sensitive and restricted information in the computer system;

Prepare reports and other types of correspondence;

Prepare and maintain financial files and records consistent with general accepted accounting practices for local government operations;

Serve as backup for the Treasurer, as required;

### Clerk to Council

Serve as Clerk to Town Council; work with Town Manager to prepare and distribute meeting agendas and packets; attend Council and other meetings;

Take, transcribe and maintain minute books for the public record; maintain public meeting notices in accordance with state law and other prescribed guidelines;

**Maintains and updates Town of Grottoes Code Book.**

Other duties as may be assigned.

### **Knowledge, Skills and Abilities**

General knowledge of accounting terminology, methods, procedures and equipment; thorough knowledge of bookkeeping terminology, methods, procedures and equipment; thorough knowledge of standard office procedures, practices and equipment; ability to use word processing and spreadsheet software, skill in the use of a variety of office machines and good typing ability; ability to understand and follow oral and written directions; ability to follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to establish and maintain effective working relationships with department heads, associates, State agency representatives, vendors, auditors and the general public.

### **Education and Experience**

High school diploma or GED with coursework in accounting, or related field and moderate experience in accounting, customer service, or equivalent combination of education and experience.

## **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## **Special Requirements**

Valid driver's license in the Commonwealth of Virginia.

Notary public license in the Commonwealth of Virginia.

Last Revised: 12/17/2024





## ADMINISTRATION & FINANCE ASSISTANT

Dept: Administration

FLSA Status: Non-Exempt

### General Definition of Work

Primary responsibility to greet visitors to Town Hall. Performs intermediate administrative support work for the administration and finance department; greeting visitors, receiving, and processing incoming calls and walk-in customers; handle inquiries regarding utility payments; collect, process and record utility payments; process incoming and outgoing mail daily; preparing and maintaining records and files; balance cash drawer, prepare bank deposits and file receipts; collecting, processing, and recording taxes and business licenses; typing a variety of documents, creating public works work orders; and related work as apparent or assigned. Work is performed under the supervision of the Treasurer.

### Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or abilities required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### Essential Functions

#### Administrative

Initial point of contact for public; answer telephone; provide information; assist the public with the completion of standardized records or documents, payments and inquiries;

Prepare and maintain calendars for town activities and functions; schedule use of town-owned facilities;

Assist with preparing documents including correspondence, lists, labels, reports, requisitions, memoranda, etc.; check work to ensure grammatical accuracy and completeness;

Retrieve and process daily mail;

Order office supplies and maintain supply inventory;

Responsible for the text alert system;

Update the LED sign in front of Town Hall daily;

Town Newsletter – I would also add that the pamphlet for new residents is kept up to date and available.

Monitor, maintain, and update Town website and social media;

Prepares the Town newsletter and assures that the Town information packet is up-to-date for all new and existing residents;

Takes the lead on special events as required.

### Finance

Utility billing preparation including preparation for meter reading, entering/uploading readings, evaluating consumption report, printing and processing bills, compiling 2<sup>nd</sup> notices, evaluating delinquent accounts, coordinating with public works crew for meter re-reads, cut-offs and cut-ons;

Prepare connection, disconnection and transfer of service orders.

Process adjustments and abatements to utility accounts after approval by Treasurer or Town Manager;

Receive and respond to customer inquiries or complaints regarding utility bills and other collectibles in person or via telephone and email.

Enter data, research billings, process payments, and generate reports within the financial management system;

Prepare, process and collect payments for utility accounts, taxes, licenses and other fees and charges; post payments;

Assist Treasurer with preparing and processing property tax, motor vehicle license fees, and business license statements;

Balance cash drawer and prepare bank deposits;

Serve as backup for the Accounting Technician, as necessary.

Other duties as may be assigned.

### **Knowledge, Skills and Abilities**

Excellent customer service skills; ability to deal with the public under stressful conditions and remain calm; general knowledge of accounting terminology, methods, procedures and equipment; bookkeeping terminology, methods, procedures and equipment; knowledge of standard office procedures, practices and equipment; ability to use word processing and spreadsheet software, including some knowledge of applicable software packages; skill in the use of a variety of office machines and good typing ability; ability to understand and follow oral and written directions; ability to follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to establish and maintain effective

working relationships with department heads, associates, State agency representatives, vendors, and the general public.

### **Education and Experience**

High school diploma or GED and moderate experience in general office administration work, or equivalent combination of education and experience. Prefer an associate's degree or higher in office and/or business management, or accounting.

### **Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and walking and occasionally requires reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic), with many interruptions.

### **Special Requirements**

Valid driver's license in the Commonwealth of Virginia.

Notary public license in the Commonwealth of Virginia.

Last Revised: December 9, 2024



## **PUBLIC WORKS DIRECTOR**

*Dept: Public Works*

*FLSA Status: Exempt*

### **General Definition of Work**

Performs difficult advanced technical work supervising the day-to-day operations and maintenance of water and wastewater treatment systems, refuse collection, and other facilities, structures and grounds as assigned. Departmental supervision is exercised over all personnel within the department. Work is performed under the direction of the Town Manager.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

Plan, administer, direct, and supervise buildings and grounds maintenance, street maintenance, leaf pick-up, and water and sewer operations;

Gather and analyze information, prepare recommendations and reports; establish operating procedures and recommend operating policies.

Assist in long range planning, daily scheduling and on-site supervision of projects.

Submit to Town Manager department operating and capital budgets; monitor expenditures for compliance with budget;

Coordinate operations with other Town functions and government agencies; coordinate operations and ensure appropriate personnel, materials and equipment are provided for projects and special events;

Supervise and inspect field work to ensure compliance with safety and OSHA requirements.

Receive and respond to customer inquiries;

Recruit, select, and hire department personnel with approval of Town Manager;

Recommend promotions, transfers, suspensions, demotions, and terminations to the Town Manager;

Assign, direct, train, and inspect the work of personnel; develop staff schedule;

Plan and coordinate preparations for snow removal and ice control, including equipment and material preparation;

Inspect water and wastewater line installations and connections to ensure work is in compliance with the Town's standards and specifications;

Oversee the construction of new streets in the Town to ensure that the work is consistent with Town and state regulations;

Oversee safety training; ensure staff are equipped with proper protective and safety gear.

Attend workshops and training related to governmental safety, water utility operations, and other areas as necessary or required.

### **Knowledge, Skills and Abilities**

Thorough knowledge of the principles and practices of civil and sanitary engineering; through knowledge of municipal public utilities administration, planning, and design; thorough knowledge of the installation and maintenance of water/sewer lines and water and wastewater treatment plants; general knowledge of the machines, tools, equipment, and materials used in operation, maintenance, and repair of water, sewer, and wastewater systems; comprehensive knowledge of local, State, and Federal regulations related to utilities; thorough knowledge of the principles and best practices of governmental construction projects and programs including contract negotiation and administration; ability to review and analyze plans and specifications for the construction of public utilities facilities; ability to formulate comprehensive operational policies and procedures; ability to prepare technical reports; ability to communicate effectively, both orally and in writing; ability to direct the work of a large staff; ability to establish and maintain effective working relationships with elected officials, associates, contractors, vendors, regulatory agencies, engineers, developers, and the general public.

### **Education and Experience**

High school diploma or GED and extensive experience in public works operations and considerable supervisory experience, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne

particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

**Special Requirements**

Virginia Pesticide Applicator certification (Commercial)

Valid Commercial Driver's License (CDL) in the Commonwealth of Virginia.

Last Revised: 12.17.2024





**MAINTENANCE TECHNICIAN I  
(PUBLIC WORKS)**

*Dept: Public Works*

FLSA Status: *Non-Exempt*

**General Definition of Work**

Performs semiskilled work performing a variety of water and sewer line, building and grounds, and streets maintenance and repair assignments, and related work as assigned. Work is performed under the supervision of a Maintenance Crew Leader and the Director of Public Works.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

**Essential Functions**

Assist with collection of leaf collection and chipping of brush pick up;

Assist with landscape-related duties for ground maintenance such as mowing grass, edging sidewalks and curbs, operating weed trimmers, trims trees and shrubs;.

Assist with setup, tear down, and janitorial work related to the Town's parks and special events;

Assist with snow removal and ice control;

Assist with preventive maintenance on equipment and facility maintenance;

Operate a variety of light and heavy equipment in street, sanitation, water and sewer repair work;

Assist with the maintenance and repair of the Town's water and sewer system, including the pumping and maintenance of septic tanks;

Assist with the reading of water meters;

Assist with the replacement and maintenance of street signs;

Required to be available to work outside normal work hours in on-call status and in emergency call-back incidents; and

Other duties as may be assigned.

**Knowledge, Skills and Abilities**

Thorough knowledge of the methods, materials, tools and equipment used in building maintenance and repair; thorough knowledge of hazards and safety precautions associated with

type of work assigned; skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems; ability to follow oral and written instructions; ability to make decisions within scope of responsibility; ability to establish and maintain effective working relationships with associates.

### **Education and Experience**

High school diploma or GED and minimal experience in custodial and building maintenance work, or equivalent combination of education and experience. Experience in water and sewer maintenance and repair is a preferred.

### **Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires stooping, kneeling, crouching or crawling and reaching with hands and arms and occasionally requires sitting, climbing or balancing, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements (successful completion with 12 months of hire)**

Virginia Pesticide Applicator certification (commercial)

Valid Commercial Driver's License (CDL) in the Commonwealth of Virginia. (eligible for \$1/hour increase in hourly rate upon completion of CDL)

Last Revised: 11.13.2024

## MAINTENANCE TECHNICIAN II (WATERWORKS OPERATOR)

Dept: Public Works

FLSA Status: Non-Exempt

### **General Definition of Work**

Performs semiskilled work performing a variety of water and sewer line, building and grounds, and streets maintenance and repair assignments, and related work as assigned. Perform skilled work related to waterworks operations. Work is performed under the supervision of a Maintenance Crew Leader and the Director of Public Works.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

#### Water System Operations

Make regular inspections of water system and equipment; make changes in processes as necessary to improve system efficiency;

Operate, maintain, and replace valves, pumps, and equipment as needed;

Collect and deliver samples for testing; perform tests and record results relating to water system operations;

Check biological and chemical systems for proper operation and take necessary corrective actions;

Read meters, gauges, and other instrumentation; maintains logs of readings;

Perform routine service and preventative maintenance of equipment; maintain files for each location to ensure adequate preventative maintenance is performed;

Perform minor system maintenance;

#### Public Works Operations

Assist with collection of leaf collection and chipping of brush pick up;

Assist with landscape-related duties for ground maintenance such as mowing grass, edging sidewalks and curbs, operating weed trimmers, trims trees and shrubs;.

Assist with setup, tear down, and janitorial work related to the Town's parks and special events;

Assist with snow removal and ice control;

Assist with preventive maintenance on equipment and facility maintenance;

Operate a variety of light and heavy equipment in street, sanitation, water and sewer repair work;

Assist with the maintenance and repair of the Town's water and sewer system, including the pumping and maintenance of septic tanks;

Assist with the reading of water meters;

Assist with the replacement and maintenance of street signs;

Required to be available to work outside normal work hours in on-call status and in emergency call-back incidents; and

Other duties as may be assigned.

### **Knowledge, Skills and Abilities**

Thorough knowledge of the methods, materials, tools and equipment used in building maintenance and repair; thorough knowledge of hazards and safety precautions associated with type of work assigned; skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems; ability to follow oral and written instructions; ability to make decisions within scope of responsibility; ability to establish and maintain effective working relationships with associates.

### **Education and Experience**

High school diploma or GED and minimal experience in custodial and building maintenance work, or equivalent combination of education and experience. Experience in water and sewer maintenance and repair is a preferred.

### **Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires stooping, kneeling, crouching or crawling and reaching with hands and arms and occasionally requires sitting, climbing or balancing, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious

places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

**Special Requirements**

Virginia Class IV Waterworks Operator license

**Successful completion with 12 months of hire:**

Virginia Pesticide Applicator certification (commercial)

Valid Commercial Driver's License (CDL) in the Commonwealth of Virginia. (eligible for \$1/hour increase in hourly rate upon completion of CDL)

Last Revised: 11.13.2024



## MAINTENANCE TECHNICIAN I

### (PARKS)

*Dept: Public Works/Parks*

*FLSA Status: Non-Exempt*

#### **General Definition of Work**

Performs semi-skilled technical work in the operation and maintenance of the Town's public works, parks, and facilities, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the direction of the Recreation Director related to tasks at the Parks, and the Public Works Director for other duties.

#### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

#### **Essential Functions**

##### Parks Operations

Lead responsibility for the maintenance of facilities and grounds at Grand Caverns Park and Painter Park;

Maintain records and documentation necessary for proper management and scheduling of routine maintenance of parks, facilities and equipment;

Supervise maintenance technicians related to completing park related work;

Maintains maintenance inventory for park-related equipment, materials, and systems;

Maintain facilities and parks to provide a healthy and clean environment for guests;

Recommend to Director of Public Works additions, alternatives, and programs to enhance security and safety;

Assist with park related special events;

##### Public Works operations

Assists with other Public Works projects, maintenance and repairs as assigned by the Director of Public Works or Maintenance Crew Leader;

Required to be available to work outside normal work hours in on-call status and in emergency call-back incidents; and



Other duties as assigned

### **Knowledge, Skills and Abilities**

Ability to direct the work of a staff; general knowledge of the machines, tools, equipment, and materials used in operation, maintenance, and repair of building maintenance; some knowledge of small engine repair is helpful; ability to detect flaws in the operation of equipment and to determine proper remedial measures; ability to keep routine records and reports; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios, and percentages; ability to establish and maintain effective working relationships with associates, vendors, and the general public.

### **Education and Experience**

High school diploma or GED and experience in the general building and related equipment maintenance and repair, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires stooping, kneeling, crouching or crawling and reaching with hands and arms and occasionally requires sitting, climbing or balancing, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

Obtain Pesticides certification within six months.

Valid commercial driver's license (CDL) in the Commonwealth of Virginia.

Last Revised: 11.13.2024

## WASTEWATER PLANT OPERATOR

Dept: Public Works

FLSA Status: Non-Exempt

### **General Definition of Work**

Performs difficult skilled technical work overseeing, supervising, and participating in the operation and maintenance of a wastewater treatment plant, making daily inspections to ensure plant and equipment are in proper working order, performing preventative maintenance on equipment within and around the plant, preparing and maintaining appropriate records and files, preparing reports, and related work as apparent or assigned. Limited supervision is exercised over part-time plant operators. Work is performed under the supervision of the Public Works Director.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

Oversee, operate and monitor plant operations, and adjust as necessary to maintain licensed treatment process; recommend to Public Works Director changes to improve the efficient plant operation; provide direction to plant operators;

Inspect machinery and instrumentation to ensure proper operating conditions; supervise and perform maintenance on equipment;

Ensure operators comply with standard safety practices and plant procedures; counsel and train plant employees on safe practices and procedures; ensure laboratory testing procedures meet the required quality control and quality assurance (QA/QC) protocols;

Prepare Discharge Monitoring Report (DMR) monthly, annual sludge report, maintain documentation of all bench sheets, spreadsheets and other information necessary to prepare the reports;

Make recommendations to Director of Public Works for the purchase of new equipment, system changes and other upgrades, as required to meet state and federal regulations and to maintain a high level of plant efficiency and operation;

Perform laboratory and field testing to monitor treatment plant efficiency as required for reporting purposes to regulatory agencies;

Review, prepare, and maintain plant operation reports and records;

Order chemicals and supplies; maintain inventory;

Performs landscape-related duties for ground maintenance such as mowing grass, edging sidewalks and curbs, operating weed trimmers, trims trees and shrubs;

Assist with the maintenance and repair of the Town's water and sewer system;

Required to be available to work outside normal work hours in on-call status and in emergency call-back incidents.

### **Knowledge, Skills and Abilities**

Thorough knowledge of the principles, practices, equipment, and methods used in wastewater treatment operations; thorough knowledge of the operating characteristics and maintenance requirements of a wastewater treatment plant; thorough knowledge of the occupational hazards connected with plant operations and related activities and of necessary safety precautions; thorough knowledge of chemistry as applied to wastewater treatment; thorough knowledge of federal and state regulations governing wastewater treatment systems; skill in the use and care of hand tools; ability to adjust water pumps, chemical feed machines, and other plant equipment; ability to plan, schedule and direct plant operations; ability to detect flaws in the operation of equipment and to determine proper remedial measures; ability to take accurate readings and to keep routine records and reports; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios, and percentages; ability to establish and maintain effective working relationships with associates, vendors, and the general public.

### **Education and Experience**

High school diploma or GED and considerable experience in wastewater plant operations including some supervisory experience, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting and occasionally requires sitting, climbing or balancing and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to toxic or caustic chemicals and exposure to outdoor weather conditions; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

Possession of Virginia Class III Wastewater plant operator license or higher upon hire.  
Valid vehicle operator's license in the Commonwealth of Virginia.

## **POLICE CHIEF**

*Dept: Police*

*FLSA Status: Exempt*

### **General Definition of Work**

Performs complex advanced protective services and administrative work planning, organizing and directing police operations, ensuring that laws, regulations, ordinances and procedures are followed, and related work as apparent or assigned. Departmental supervision is exercised over all personnel within the department. Work is performed under the direction of the Town Manager.

### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions**

Plan, direct, coordinate and supervise the operation of the Police Department; ensures compliance with all legal requirements;

Serve as Code Enforcement Official of the Town to ensure all ordinances are being adhered to, including abandoned vehicles, grass ordinance and sidewalk snow removal, among others.

Coordinate work with Town Manager and other Town Departments; Assists Town Manager in recommending mission and goals to Town Council;

Recruit, select, and hire department personnel with approval of Town Manager;

Recommend promotions, transfers, suspensions, demotions, and terminations to the Town Manager for action;

Assign, direct, train, and inspect the work of personnel; Develops staff schedule;

Prepare department activity report as requested by the Town Manager;

Notify Town Manager immediately following any officer/employee activity requiring disciplinary action;

Serves as a liaison between local, federal and state law enforcement officials.

Assist Town Manager in recommending short- and long-term strategic goals and objectives to Town Council for approval. Implement action steps to help Town meet adopted goals and objectives;

Conducts regular police duties which include routine patrol to observe areas and situations; assists in responding to various calls for service;

Supervise, coordinate, and participate in criminal investigations;

Develop and maintain departmental standards, policies and procedures for the review and approval of the Town Manager, and Town Council, if required;

Serve as public information officer for law enforcement incidents which occur in the Town;

Prepare and submit annual operating and capital improvement budgets to Town Manager; monitor expenditures to assure compliance with budget;

Prepare for review and approval of the Town Manager grants to assist in the operation of the department; administer and monitor grant funding.

Oversee and manage department equipment and supplies, order inventory and materials in accordance with the procurement policy, schedule routine maintenance and repair of vehicles and equipment.

Prepare reports and other types of correspondence.

Other duties as directed by the Town Manager.

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of the laws, rules and regulations relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication; comprehensive knowledge of controlling laws and ordinances; thorough knowledge of the geography of the Town and location of important buildings; demonstrated ability to lead and direct the activities of law enforcement personnel; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to communicate complex ideas effectively in both oral and written formats; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; demonstrated integrity; tact; ability to establish and maintain effective working relationships with associates, elected and appointed officials, outside law enforcement agency representatives, and the general public.

### **Education and Experience**

High school diploma or GED and extensive experience in law enforcement including administration, operations, and supervisory experience, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision;

vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Possession of the Virginia Basic Law Enforcement Training (BLET) certification upon hire. Must meet and maintain all department and State training and education requirements for position.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 12/09/24



**POLICE SERGEANT**  
**SERGEANT**

*Dept: Police*

FLSA Status: *Non-Exempt*

**General Definition of Work**

Performs intermediate protective service work supervising the assigned programs and activities within the Police Department, undertaking special assignments that require extensive training and special expertise, maintaining records and files, preparing reports, and related work as apparent or assigned, and assists with the supervision, training, and scheduling of subordinate department personnel. Operational supervision is exercised over department personnel in the absence of the Police Chief. Work is performed under the direction of the Police Chief. Generally, works a schedule of Monday through Friday 3 pm-11 pm, off every weekend unless coverage is needed to fill vacant shifts.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

**Essential Functions**

Assist with planning, directing, and coordinating the daily operations of the department; ensure compliance with policies, general orders, and Federal, State, and local laws;  
Assist in supervising and instructing subordinate officers on work assignments and procedures; supervise and/or conduct field training of police officers;  
Assists Police Chief with Code enforcement/ordinance regulations.  
Makes recommendations to the Chief of Police regarding disciplinary actions of Officers  
Assist with the recruitment and selection of department personnel;  
Review daily reports, incident reports, arrest reports, and other paperwork for accuracy and completeness; assist in pretrial case preparation;  
Oversee repair, and maintenance of department equipment; oversee fleet vehicle maintenance and repair; maintain appropriate records;  
Research grant opportunities; oversee, monitor, and coordinate departmental grant programs;  
At the direction of Chief, attend meetings and public functions including Council meetings, special events, and special events;  
Perform all duties of Police Officer; patrol streets; serve warrants; investigate traffic accidents; respond to calls for service; works normal patrol shift;  
Prepares work schedule for department employees  
Assume command of the department in the absence of the Police Chief;  
Other duties as may be assigned.

**Knowledge, Skills and Abilities**



Thorough knowledge of police methods, supervisory practices and procedures; thorough knowledge of the rules and regulations of the Police Department; thorough knowledge of the geography of the Town and location of important buildings; demonstrated ability to lead, manage and direct the activities of law enforcement personnel; ability to effectively evaluate the quality and quantity of work of employees; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surround hazards and circumstances; skill in the use of firearms and the operation of motor vehicles; ability to establish and maintain effective working relationships with associates, law enforcement representatives, Town officials and the general public.

### **Education and Experience**

High school diploma or GED and considerable experience in law enforcement with some supervisory experience, or an equivalent combination of education and experience.

### **Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Possession of the Virginia Basic Law Enforcement Training (BLET) certification upon hire. Must meet and maintain all training and education requirements for position.

Valid driver's license in the Commonwealth of Virginia.

Professional development in successful completion specialized courses and certifications as needed.

# TOWN OF GROTTOS

Staff Report #1



January 9, 2025

## MEMORANDUM:

**TO:** Town Council

**FROM:** Kyle D. O'Brien, Town Manager

**SUBJECT:** Staff Report – January 2025

### 1. Wastewater Treatment Plant Operations (Follow-Up)

**A. Operations proceeding smoothly.** As previously mentioned in an update, the Town has brought former wastewater operator (Bob Smith) to work one day a week to continue to train Patrick (trainee) as well as sign off on monthly DMR's. This continues to work out very well and satisfies the Town's short- and long-term solutions for the WWTP at the lowest possible cost.

### 2. Pool Discussion:

- A. Pool deck consideration:** The bid tabulations have been forwarded to Council for consideration. The Pool Committee has \$18,000 to contribute to this project, but obviously the Town did not budget for this project in this fiscal year, so if the Council wants to move forward, the funds will have to be taken from the reserves, and a budget amendment would be needed prior to July 1, 2025.
- B. Leak:** The majority of the leak has been repaired with the replacement of the expansion joint, but there still is a small leak likely located in one of the return lines. National Pools is still conducting additional monitoring, but it will probably be another month or so until the extent of which is determined, once the weather begins to warm.
- C. Pool opening date:** Based on discussions, it appears the expectation is for the pool to open Memorial Day weekend of 2025. This needs to be confirmed in order that staff is aware of how to proceed for this summer.

- D. Staffing:** If the intention is to open this summer, the Town must move quickly to either procure part-time staffing for pool management and lifeguards or enter into a contract with a third party to manage and staff the pool. Staff will need to understand the Council's expectations regarding this issue.
- 3. Abandoned Vehicles:** Please see the attached proposed updated abandoned vehicle list for consideration to bring the Town's ordinance inline with the Commonwealth's statute. Please let me know if you have any questions following review, and it can be placed on the Council's agenda for February.
- 4. Updated Job Descriptions:** Attached are the updated job descriptions for various positions based on the recent administrative realignment.
- 5. County-wide Transportation Proposal:** It is not anticipated that there will be representatives in attendance at this meeting since the County has shot down the proposal for a second time.
- 6. Web site:** The Town is under contract to switch website providers in order to make the site more functional as well as to update it easier in house.

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Please let me know if you have any questions regarding these matters.

Respectfully submitted,

Kyle D. O'Brien



## ITB Pool Concrete Decking Replacement 2024 Bid Tabulation 12/19/2024

The following bids are organized from lowest to highest. The Town of Grottoes will review each bid to see if it meets the eligibility criteria provided in the ITB Pool Concrete Decking Replacement 2024. As stated in the *ITB Procurement Guidelines, subsection 1. Awarding the Contract*, "The town shall endeavor to award the contract within sixty (60) days from receipt of bids. Notice of award will be mailed to the successful bidder." Under the *ITB Procurement Guidelines, subsection 2. Rejection of Bids*, "The Town reserves the right, at any time prior to award of the contract, to reject any and all bids, or any part thereof, to make no award, and/or to issue a new ITB, or make modifications, corrections, or additions to the information contained herein."

- 1) ELY'S HOME IMPROVEMENTS INC
  - a) Option 1: Full pool deck replacement of 7,300 SF
    - i) Total Cost \$78,080.00
    - (1) Labor \$14,500.00
    - (2) Materials \$43,080.00
  - b) Option 2: Demolition and replacement of deep-end area of 2,500 SF
    - i) Total Cost \$28,950.00
    - (1) Labor \$4,800.00
    - (2) Materials \$13,740.00
- 2) STONE HILL CONSTRUCTION, INC
  - a) Option 1: Full pool deck replacement of 7,300 SF
    - i) Total Cost \$96,950.00
    - (1) Labor \$38,947.00
    - (2) Materials \$58,003.00
  - b) Option 2: Demolition and replacement of deep-end area of 2,500 SF
    - i) Total Cost \$38,300.00
    - (1) Labor \$17,496.00
    - (2) Materials \$20,804.00

3) CREATIVE CONCRETE LLC

a) Option 1: Full pool deck replacement of 7,300 SF

- i) Total Cost \$109,500.00
- (1) Labor \$ NOT PROVIDED
- (2) Materials \$ NOT PROVIDED

b) Option 2: Demolition and replacement of deep-end area of 2,500 SF

- i) Total Cost \$37,500.00
- (1) Labor \$ NOT PROVIDED
- (2) Materials \$ NOT PROVIDED

4) VIVA POOLS LLC

a) Option 1: Full pool deck replacement of 7,300 SF

- i) Total Cost \$113,296.00
- (1) Labor \$64,871.00
- (2) Materials \$48,425.00

b) Option 2: Demolition and replacement of deep-end area of 2,500 SF

- i) Total Cost \$37,950.00
- (1) Labor \$22,011.00
- (2) Materials \$15,939.00

5) IMPERIO CONSTRUCTION LLC

a) Option 1: Full pool deck replacement of 7,300 SF

- i) Total Cost \$145,635.00
- (1) Labor \$87,381.00
- (2) Materials \$58,254.00

b) Option 2: Demolition and replacement of deep-end area of 2,500 SF

- i) Total Cost \$53,418.75
- (1) Labor \$32,051.25
- (2) Materials \$21,367.50

6) MILLENNIUM POOLS & SPAS LLC

a) Option 1: Full pool deck replacement of 7,300 SF

- i) Total Cost \$149,831.25
- (1) Labor \$ NOT PROVIDED
- (2) Materials \$ NOT PROVIDED

b) Option 2: Demolition and replacement of deep-end area of 2,500 SF

- i) Total Cost \$66,712.50
- (1) Labor \$ NOT PROVIDED
- (2) Materials \$ NOT PROVIDED

## CHAPTER 95: INOPERABLE MOTOR VEHICLES

### § 95.01 RESPONSIBILITY OF OWNERS TO REMOVE INOPERABLE MOTOR VEHICLES

No person shall keep an inoperable motor vehicle in a residential zoning district for any period, or within a commercial zoning district for more than a two (2) week period, unless it is either within a fully enclosed building or structure, or otherwise shielded or screened from view.

### § 95.02 TOWN REMOVAL OF INOPERABLE MOTOR VEHICLES

If an owner violates § 95.01 and the Town Manager determines that it is advisable for the Town's agents to remove the inoperable motor vehicle, he shall notify the owner that such owner must remove the vehicle, and if the owner fails to do so within the times described in this paragraph, the Town's agents will do so. Such notice shall be either by certified or registered mail, return receipt requested, to the property owner at the address maintained by Rockingham County's Commissioner of the Revenue, and may also be at any other such address as the Town Manager believes is reasonably calculated to provide actual notice to the property owner; or, in lieu of notice by mail, may be by personal and actual service of such notice on the property owner by a Town police officer or appropriate Sheriff's deputy. If the property owner is an entity, such service may be on a registered agent or other agent authorized under applicable law to receive service on behalf of an entity. Seven days after the delivery of such notice or the return of such notice as undeliverable by certified or registered mail, the Town Manager may cause such inoperable motor vehicle to be removed. Seven days after providing additional notice on the same terms, the Town Manager may dispose of such vehicle in any reasonable manner.

### § 95.03 CHARGES CONSTITUTE LIEN

All costs associated with action authorized under this Chapter, together with civil penalties duly assessed hereunder, shall constitute a lien on any property on which the inoperable vehicle was situate, on parity with tax liens, and may be collected in a manner identical to the manner in which real estate tax liens are collected. Such costs shall also be a personal obligation of the owner of such property, and of the owner of the vehicle so removed, and may be collected any way that taxes are collected. In addition, and for the recovery of the same costs, the Town shall have a lien against the proceeds (if any) from the disposal of any vehicle removed under this Chapter.

### § 95.04 DEFINITIONS

- (a) For the purposes of this Chapter 95, "inoperable motor vehicle" means
  - (i) any motor vehicle which is not in operating condition;
  - (ii) any motor vehicle which for a period of 60 days or longer has been partially or totally disassembled by the removal of tires and wheels, the engine, or other essential parts required for operation of the vehicle; or

**§ 93.05 CIVIL PENALTY**

Any person who violates this chapter shall also be liable for a civil penalty of \$1,000 per violation.

**CHAPTER 94: DEFACEMENT OF BUILDINGS AND STRUCTURES**

**§ 94.01 RESPONSIBILITY OF OWNERS TO REMOVE DEFACEMENTS**

The Town Manager shall be responsible for ensuring the prompt removal of all defacements from public property. Upon notification from the Town Manager, the owners of private property shall promptly remove all defacements from such private property when such defacements are visible from a public right of way.

**§ 94.02 REMEDIATION OF DEFACEMENTS**

If the owner of private property fails to comply with a notification from the Town Manager under § 94.01, the Town may remove such defacements through its own agents. No such removal shall take place until fifteen (15) days have passed after final notice to the landowner of the Town's proposed removal action. Such notice shall consist either of notice in writing mailed by certified or registered mail, return receipt requested, to the property owner at the address maintained by Rockingham County's Commissioner of the Revenue, and at any other such other address as the Town Manager believes is reasonably calculated to provide actual notice to the property owner of the Town's proposed action, or of personal and actual service of such notice on the property owner by a Town police officer.

**§ 94.03 CHARGES CONSTITUTE LIEN IF PERMITTED**

To the full extent permitted by state law, all costs associated with action authorized under this Chapter shall constitute a lien on any property on which the defacement was situate, on parity with tax liens, and may be collected in a manner identical to the manner in which real estate tax liens are collected. Such costs shall also be a personal obligation of the owner of such property to the full extent permitted by state law.

**§ 94.04 DEFINITION OF DEFACEMENT**

For the purposes of this Chapter, "defacement" means the unauthorized application by any means of any writing, painting, drawing, etching, scratching, or marking of an inscription, word, mark, figure, or design of any type.

(iii) any motor vehicle on which there are displayed neither valid license plates nor a valid inspection decal.

Notwithstanding the foregoing, this definition shall not include any motor vehicle on the property of a licensed business that, on June 26, 1970, was regularly engaged in business as an automobile dealer, salvage dealer, or scrap producer.

(b) For the purposes of this Chapter 95, "shielded or screened from view" means not visible by someone standing at ground level from outside of the property on which the subject vehicle is located.

#### **§ 95.04 PENALTY**

(a) Civil Penalty. Any person who violates § 95.01 shall be subject to a civil penalty of \$200 for the initial summons and \$500 for each additional summons. Each day during which the violation is found to have existed shall constitute a separate offense. However, specified violations arising from the same operative set of facts shall not be charged more frequently than once in any 10-day period. A series of specified violations arising from the same operative set of facts shall not result in civil penalties which exceed a total of \$5,000.

(b) Criminal Penalty. Any person who violates § 95.01 after three civil penalties have previously been imposed against such person within a twenty-four (24) month period under § 95.04(a) shall be guilty of a Class 3 misdemeanor and upon due conviction thereof shall be fined an amount not to exceed \$500. To support a conviction under this paragraph, the three previous civil penalties must not have arisen from the same set of operative facts. If this paragraph applies, a criminal penalty for the conduct described shall be in lieu of a civil penalty for the same violation.

(c) Remedies Cumulative. Except as otherwise provided in §§ 95.04(b) and 95.05, the remedies and penalties provided in this Chapter are cumulative to any other remedy available to the Town under the law of nuisance or otherwise.

#### **§ 95.05 AUTHORITY OF TOWN MANAGER TO FACILITATE VOLUNTARY REMOVAL OF VEHICLES**

In the event that the owner of an inoperable motor vehicle wishes to remove and abandon the vehicle but has not done so, such owner may request the Town to remove the vehicle and dispose of it. If the Town Manager believes that the removal of the vehicle would promote the public welfare, he is authorized to accept the title to such vehicle in the name of the Town, and shall promptly cause the removal of such vehicle and dispose of it. The Town shall bear the costs of such removal and disposal, and shall be entitled to reimburse itself for the costs of such removal and disposal from any proceeds generated by the disposal of the vehicle. The Town shall return the remainder of any such proceeds to the former owner of the vehicle, and an appropriation is hereby made for the purposes described in this paragraph. The provisions of §§ 95.02 and 95.04 shall not apply to a removal under this paragraph.

### **CHAPTER 97: PUBLIC ASSEMBLAGE**





**Treasurer's Staff Report**

**January 2025**

**Audit**

We have received an email from our auditors that the FY21 audit will be completed 1/17/2025. We will receive the financial reports shortly after.

**Maximum Investment Sweep Account**

For the month of December, we have earned \$7,018.56. The interest rate was 2.40%.

**Highway**

We received our second quarterly payment from VDOT in December totaling \$201,664.98 for FY25.

**Taxes**

Both real estate and personal property bills have been mailed. Taxes are due February 5<sup>th</sup>. Remember, all payments can now be made by card in the office and online.

RE Tax bills printed and mailed: 4,218

Total Billing Amount: \$317,488.56

PP Tax bills printed and mailed: 2,577

Total Billing Amount: \$188,484.02

**Utility Billing**

Billing Period: 10/15/2024 – 12/15/2024

Total Billing Amount: \$215,217.15

Billing Date: 1/6/2025

Due Date: 2/5/2025

Number of Bills Generated: 1418

Number of Bills Printed: 1050

Number of Bills Emailed: 368

**Accounts Payable**

Number of December Checks: 70

Total December AP Expense: \$135,962.07



**Land Development Staff Report  
January 2025**

**Zoning Permits issued (December 2024)**

- 10 Permits
- 3 Single-Family
- 6 Town houses
- 0 Duplex
- 1 Fence

**2024 total to date**

58 Total Permits

**2024 Total Dwellings**

13 Single-Family  
9 Townhouse units  
1 Duplex

**Six-unit Townhouse project (Aspen Avenue)** – Zoning permits have been issued for the 6 townhouses along Aspen Avenue. The developer is still working to get the building permits at Rockingham County.

**Trash Collection Bid** – The current contract with Waste Management ends June 30, 2025. Staff will send out a new trash collection bid for FY26 beginning on July 1, 2025. This bid will be contracted for three years and will assist with keeping rate increases to a minimum.

**Engineering Bid** – Staff will be sending out a bid for Civil Engineering Services. The Town's contract with Mangrum Consulting ended December 31, 2024. This bid will allow staff to use the awarded contract for engineering services as needed.

**LED Street Light Project** – Staff has completed all documentation for the submittal of the first part of the streetlight conversion. Staff is currently waiting on pricing from Dominion Energy on additional poles and the relocation of light poles to see how the committee wants to proceed.

Respectfully submitted:  
Tara Morris  
Assistant Town Manager

**Grottoes Police Department**  
**Staff Report**  
**January 2025**  
Staffing

	<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>
Chief	1	1	0
Sergeant	1	1	0
Officer	4	4	0

All full-time positions in the police department remain filled.

**Chapter 53 Violation**

**403 8<sup>th</sup> Street – Inoperable Vehicles**

**Background**

The first notice of violation was sent on July 2, 2024, by certified mail and was signed by a property owner on July 5, 2024. The letter stated what vehicles were in violation and how the vehicles were in violation.

On Friday, September 6, 2024, a 60-day inspection of the property located at 403 8th St was conducted by Chief Sullivan. A certified letter was sent to Mr. Thomas Atkins, owner of the property. The owner lives in Staunton. He received his first 60-day notice on July 5, 2024, as indicated on the certified mail receipt.

Mr. Atkins was sent a 30-day notice by certified mail on September 10, 2024. The letter was signed by Mr. Atkins as received on September 13, 2024, at 6:20 pm. The letter advised him that he was in violation of Chapter 53 of the Code of the Town of Grottoes and that if he did not come into compliance, the Town of Grottoes would take steps to remove the inoperable vehicles from his property and he would be subject to a civil penalty.

On October 29, 2024, Chief Sullivan visited Mr. Thomas Atkins at his residence located in Staunton VA. He was advised of the possible cost of towing and storing the vehicles, and the actions the Town of Grottoes may take to recoup the funds for bringing his property into compliance.

As of today, Mr. Atkins has not brought the property into compliance with the ordinance. There are a total of 16 vehicles on the property in violation of the Town ordinance by not being in running condition, having an expired Virginia registration, and or an expired inspection. Some of the vehicle registrations have expired for an extended period; as a result, the vehicles are no longer active with The Department of Motor Vehicles.

### **Cost for Compliance**

Jarret's Towing was contacted to obtain the cost of removing the vehicles and the storage fee for the vehicles. Jarret Towing is in the Town of Grottoes.

#### **Pricing:**

Tow/Impound fee per vehicle: \$225.00

Storage of the vehicle: \$ 50.00 per day starting the day after the tow.

The total to tow all 13 vehicles will be about \$2,925.00.

The storage for the 13 vehicles at \$50.00 per day is \$650.00 a day.

According to Chapter 53, the Town is required to provide the owner with notice stating that, if after 30 days, the owner has not claimed the vehicles and paid the amount due to the Town, the Town of Grottoes has the authority to dispose of the vehicles.

- The total cost to tow/impound 13 vehicles: \$2,925.00
- Storage fee for 30 days on 13 vehicles: \$19,500.00
- The total amount due if the property owner does not come into compliance within 30 days: is \$22,425.00. Anything less than thirty days the storage fee will be less.
- Price does not include the cost of any fees from DMV the Town of Grottoes may incur to obtain a title to the vehicle, if required for auction purposes.

The fee for the removal of abandoned or inoperable vehicles     \$ 225.00   per vehicle

The fee for storage of vehicles removed from the property     \$ 50.00   per vehicle per day

The recommended fees are the current charges established by the local towing and storage company in the Town for this service. Fees assessed under Chapter 53 constitute a lien on the property from which the vehicles were taken.

1. The initial thirty-day notice required in Chapter 53 has lapsed. Therefore, the Council is requested to direct the Zoning Administrator to take all actions necessary to remove the vehicles from the

property and to store such vehicles. Chapter 53 further states that vehicles removed must be stored until either the property owner settles the claim for all costs incurred by the Town or thirty days, whichever is less.

2. If the owner does not reclaim the vehicles and pay all costs, the Zoning Administrator will take steps to sell the vehicles. All net proceeds of the sale shall be used to repay the Town for its costs. The balance of any payment shall continue to be a lien on the property.
3. The vehicles to be removed are:

#### List of Vehicles

##### 2013 Chevrolet Silverado

TVA-DCA

Last 4 of Vin: 6750

Expired tags

1966 Dodge

2565Z Antique tag

Last 4 of Vin: 4554

No operable

##### 1198 Chevrolet Camero

ALL-4-TOM

Last 4 of Vin: 2953

Expired inspection 09/22

1997 Chevrolet

UBL-6089

Last 4 of Vin: 2739

Expired tags 2022

No inspection

##### Dodge Dakota

VLD-7937

Last 4 of Vin: 8573

Inactive tags and expired

No inspection

1997 Chevrolet 1500

UBL-6092

Last 4 of Vin: 0336

Expired tags 2022

No inspection

##### Dodge Charger

JAV-598

Unable to get Vin.

Expired tags 1986

No inspection

2005 Chevrolet Avalanche

UAG-2028

Last 4 of Vin: 1461

Expired tags 2023

Expired inspection 2019

No inspection

Chevrolet 3500 Tow truck body

Sierra 1500

TLD-8127

Tow Truck Body

Last 4 of Vin: 4983

Last 4 of Vin:8072

The tag belongs to a Dodge Ram

No tags

No inspection Motor not running

No inspection

80's model White Chevrolet

Monte Carlo

Respectfully submitted:

Super Sport

Jason Sullivan

XGG-8866

Chief of Police.

Tags Inactive

No inspection

2002 Harley Davidson Motorcycle

9365743

Last 4 of Vin: 8542

Expired tags 2002

No inspection

2006 BUELL Motorcycle

W40329

Last 4 of Vin: 2775

Expired tags 2002



### Grotooes Police Department Monthly Activity Log

Calendar Year 2024	2024												
	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Hrs. Assist Other Agency	4	5	2	2	2	0	8	12.5	23	3	7	7	93.50
Hrs. In Court	14	5	3	5	3.5	3	7	37	6	6	9	4	98.50
Hrs. Training	104	28	16	24	0	44	37	0	36	80	0	0	369.00
Hrs. Special Assignment	0	0	2	2	8	108	44	35	13	50	4	34	300.00
Funeral Escorts	1	0	2	0	1	1	0	3	0	1	0	0	9.00
Security Checks	712	512	796	564	619	607	813	644	1157	1525	1135	1459	10543.0
Calls For Service	247	272	121	120	323	427	289	123	380	221	118	148	2716.0
Hours Investigation	123.5	98	75	82	91	35	36	28	55	56	65	57	801.50
Reports Written	8	12	2	8	10	18	14	8	8	16	20	9	133.00
Warrants Obtained	4	0	2	7	0	4	2	2	2	2	8	7	40.00
Warrants Served	6	6	6	5	6	7	6	7	6	8	0	8	71.00
Felony warrants obtained	0	0	1	0	0	1	1	0	1	0	8	4	16.00
Felony Warrants Served	0	0	0	0	0	1	0	0	1	1	2	5	10.00
Misdemeanor Warrants Obtained	0	0	0	0	0	0	1	2	1	2	0	3	9.00
Misdemeanor Warrants Served	6	6	6	5	6	6	6	7	6	7	6	3	70.00
Active Warrants	0	0	0	0	0	0	0	0	0	0	0	0	-
Petitions Obtained	2	0	0	0	1	0	0	0	0	0	0	1	4.00
Petitions Served	0	0	0	0	1	1	0	0	0	0	0	1	2.00
ECO Served	1	0	1	0	0	0	0	0	1	0	0	0	3.00
Hours ECO	6	0	15	0	0	0	0	0	4	0	0	0	25.00
Directed Patrol	55	15	71	27	45	27	1	101	0	107	238	126	813.00
South River Elementary School	12	15	15	6	13	2	0	10	22	24	41	14	174.00
Accidents Worked	1	0	1	0	3	2	0	1	2	2	3	3	18.00
Assist Motorist	2	2	2	0	0	1	0	1	1	1	1	2	13.00
Traffic Stops	33	29	52	31	55	85	168	144	114	108	72	97	988.00
Summonses Issued	16	17	42	17	31	70	137	87	78	78	39	52	664.00
Parking Tickets	0	0	0	3	3	2	4	3	3	0	0	3	21.00
DUI Arrests	0	1	0	1	1	0	0	0	0	0	0	0	3.00
Other Arrests	0	0	0	0	1	4	1	0	2	2	0	3	13.00
Fuel (gallons)	335.6	325	295	245	315	354	761.8	655	702	745	724	715	6,172.40
Miles Driven	3,854	3,280	3,352	3,883	4,186	3,789	4,150	3,950	4,152	4,015	4,256	4,564	43,876.00

Calls Handled by RCSO




**Parks & Tourism Staff Report  
December 2024**

<b>Staffing:</b>	<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>
Parks & Tourism Director	1	1	0
Parks & Tourism Assistant Director	1	1	0
Parks Coordinator	1	1	0
Park Ranger II	2	2	0
Park Ranger I	11	10	1
Park Aide	2	1	1

- *Park Aide and Park Ranger I positions replace the prior terminology of Tour Guide. Previously, there were 21 authorized tour guide positions. Staff will determine employee numbers once each position type is filled. With this improved staffing structure, we anticipate needing fewer overall employees.*

**Revenue:**

Parks & Tourism generated \$93,124.44 in revenue for the month of December. This is a \$36,255.32 (64%) increase from December 2023, which also makes it the new record high for the month. This increase is mostly from general admissions (+11.4K), adventure tours (+3K), and Subterranean Sound sales (+38.7K).

Total revenue generated over the 2024 calendar year reached \$974,637.89, a 30% increase from the 2023 calendar year.

Calendar Year Total Revenue

2024: \$974,637.89

2023: \$750,994.43 (2 months of revenue loss August & September) (Phase 2 Communications project)

2022: \$731,452.01

2021: \$665,340.72 (3 months of revenue loss January – March) (Covid – 19)

2020: \$383,603.23 (10 months of revenue loss March – December) (Covid – 19)

2019: \$594,152.94

2018: \$639,665.78

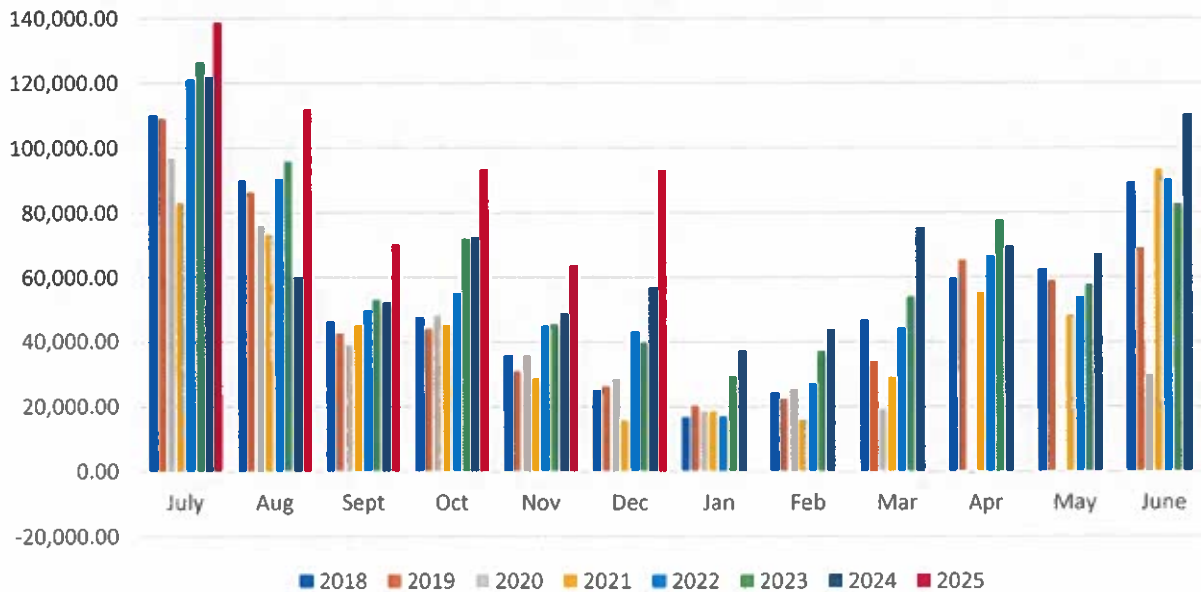
2017: \$606,380.28

1. **Pool:** The pool water levels have continued to drop since 12/11/24. Staff have been monitoring and documenting the rate of change. National Pools sent a diver on 12/18/24 to conduct a dye test. The leak location was not identified but it appears to drop 1" every 48 hours. During the dye test National Pools plugged the return lines that were underwater to rule out this as a source. Since that time, the water had only dropped about 0.25" before precipitation raised the water levels 12/28 – 12/30. National Pools has advised staff to start monitoring anew and document any changes from 1/2/25 – 1/9/25.

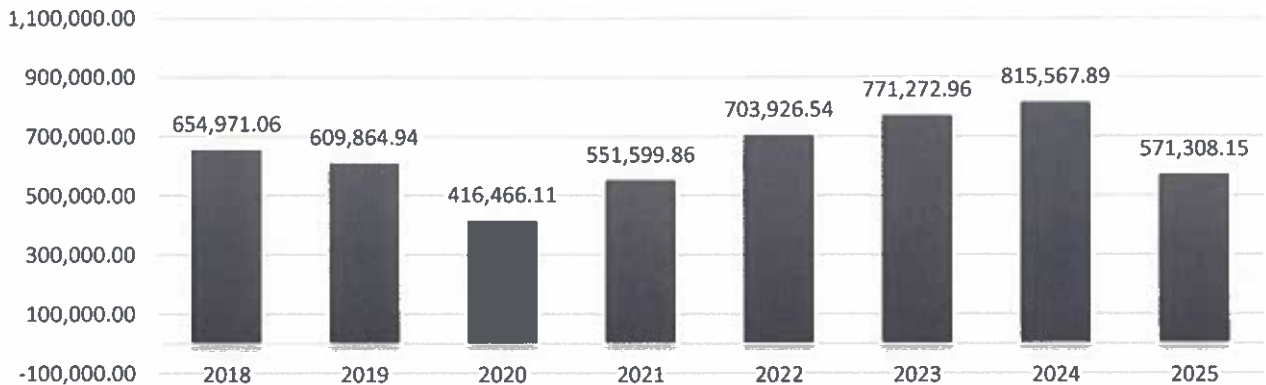
The Town received six (6) bids for the ITB Pool Decking Replacement 2024 and were unsealed on 12/18/2024. The lowest bid was \$78,080.00 and the highest bid was \$149,831.25.

2. **Caroling in the Caverns:** Caroling in the Caverns 2024 was successful in selling out nearly every showtime, ultimately generating \$5,567.92. As has been done before, \$3,000 will be provided to the South River Boys & Girls Club, and the remaining \$2,567.92 going to the Grand Caverns Playground Fund.
3. **Subterranean Cinema:** This debuted event/program was met with reasonable success. Staff has learned much from its inaugural season and is looking for it to return in April – June, and then again for September – October. Staff intends to advertise 60 days in advance for those anticipated periods.
4. **Subterranean Sound:** Tickets went on sale 12/18/2024 and generated \$29,689.83 on its first day, selling 469 of 975 available tickets. We did sell out 1 show within the first hour. Now a total of six shows have sold out.

Revenue per Month by Fiscal Year								
	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
July	109,906.75	109,049.62	96,790.05	83,045.02	121,183.39	126,333.08	121,896.53	138,668.44
August	90,052.60	86,369.02	75,955.14	73,099.04	90,498.86	95,857.62	60,252.18	112,013.21
September	46,500.01	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49	52,043.89	70,317.75
October	47,728.97	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43	72,362.94	93,423.55
November	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	48,813.49	63,760.76
December	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13	56,869.12	93,124.44
January	16,933.85	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19	37,149.92	
February	24,394.21	22,570.37	25,357.98	16,009.96	27,089.55	37,269.68	43,610.16	
March	46,890.09	33,851.06	19,130.58*	28,944.34*	44,157.10	54,117.45	75,431.34	
April	59,677.04	65,301.31	-777.78	55,284.51	66,405.33	77,696.74	69,633.56	
May	62,606.36	58,972.15	50.60	48,287.55	53,997.59	57,678.58	67,238.58	
June	89,339.00	68,952.85	29,959.89	93,205.09	90,247.33	82,750.64	110,266.18	
<b>Total</b>	<b>654,971.06</b>	<b>609,864.94</b>	<b>416,466.11</b>	<b>551,599.86</b>	<b>703,926.54</b>	<b>771,272.96</b>	<b>815,567.89</b>	<b>571,308.15</b>



### Total Revenue



**RESOLUTION**  
**#20250113-01**

**ORDINANCE AND RESOLUTION TO ESTABLISH THE DATES AND TIMES OF THE  
WORK SESSIONS AND REGULAR MEETINGS OF THE TOWN COUNCIL OF THE  
TOWN OF GROTTUES, VIRGINIA, FOR THE CALENDAR YEAR 2025**

**WHEREAS** the Charter of the Town of Grottoes, Virginia (the “Town”) requires the Town Council (the “Council”) of the Town approve an ordinance to set forth the regular meeting times of the Council; and

**WHEREAS** Va. Code § 15.2-1416 requires the Council to pass a resolution establishing such regular meeting times at the organizational meeting of the Council following the election of the new members thereof.

**THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN  
OF GROTTUES, VIRGINIA, to-wit:**

1. A) Meeting Date and Times for 2025. In accordance with the Town Charter, beginning January 13, 2025, and the second Monday of each month thereafter, the meeting of the Council shall commence with a work session at 6:00 p.m., followed at 7:00 p.m. by the regular meeting, with the following exception: the meeting in October shall be held on Wednesday, October 15, 2025, beginning at 6:00 p.m.

B) Inclement Weather Policy for Council Meetings for 2025. If a meeting cannot be held due to inclement weather or for any reason as determined by the Mayor, or the Vice-Mayor if the Mayor is not available, the meeting will be held at the scheduled time on the following Monday, unless otherwise determined by the Council.

PASSED BY THE COUNCIL

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

Town of Grottoes  
2025 Meeting Dates

	Work Session 6:00pm	Town Council 7:00 pm	Planning Commission 6:00pm
Jan	13	13	28
Feb	10	10	
Mar	10	10	25
Apr	14	14	
May	12	12	27
Jun	9	9	
Jul	14	14	29
Aug	12	12	
Sept	8	8	23
Oct	15*Wednesday	15	
Nov	10	10	25
Dec	8	8	

Unless otherwise posted all Council meetings are held at 7:00 p.m. in the Council Chambers of the Town Hall. Work session meetings will be held at 6:00 pm, prior to the council meetings. The Planning Commission will meet at 6:00 p.m. on their scheduled date. If you have any questions, please call the Town Office at 540-249-5896.

Thank you!

## 2025 Committee Assignments

### FINANCE COMMITTEE

Chair: David Raynes  
Jo Plaster  
Jim Justis

### PERSONNEL, FIRE AND POLICE PROTECTION COMMITTEE

Chair: Jo Plaster  
David Raynes  
Maite Taylor

### ORDINANCE, HEALTH AND PROPERTY COMMITTEE

Chair: Michael Kohl  
Joshua Bailey  
Maite Taylor

### SPECIAL EVENTS COMMITTEE

Chair: Maite Taylor  
Jo Plaster  
Eddie Chittum

### WATER & SEWER COMMITTEE

Chair: Joshua Bailey  
Eddie Chittum  
Michael Kohl

### PARKS, RECREATION AND PUBLIC FACILITIES COMMITTEE

Chair: Eddie Chittum  
Michael Kohl  
Jim Justis

### STREETS AND STREET LIGHTS COMMITTEE

Chair: Jim Justis  
Joshua Bailey  
David Raynes

**RESOLUTION**  
**20250113-02**

**A RESOLUTION TO REAFFIRM AND ADOPT A CODE OF CONDUCT AND ETHICS FOR THE MEMBERS OF THE GROTTOS TOWN COUNCIL**

**WHEREAS**, the Town of Grottoes Council has previously determined that the adoption of a Code of Conduct and Ethics is important to emphasize the imperatives of integrity, fairness, and accountability in local government.

**NOW THEREFORE, BE IT RESOLVED** by the Grottoes Town Council this 13th day of January 2025, the following Code of Conduct and Ethics, including Conduct and Ethical Standards, are hereby reaffirmed, and adopted:

**GROTTOS TOWN COUNCIL CODE OF CONDUCT AND ETHICS**

**PREAMBLE.**

The citizens of Grottoes are entitled to fair, ethical, accountable, and effective local government. Such a government requires that public officials:

- Comply with both the letter and the spirit of the laws, ordinances, and policies affecting government.
- Be independent, impartial, and fair in their judgment and actions.
- Use their public office for the public good, not for personal gain.
- Conduct public deliberations and processes openly.
- Act with respect and civility.

To this end, the Grottoes Town Council has adopted this Code of Conduct and Ethics to emphasize the imperatives of integrity, fairness, and accountability in local government.

**1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, Council Members shall work for the common good of the people of Grottoes and not for any private or personal interest. They will treat all persons, claims, and transactions in a fair and equitable manner.

**2. Conduct of Members**

Council Members shall at all times restrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the Town Council, boards, commissions, committees, staff, or the public.



### **3. Respect for Process**

Council Member duties shall be performed in accordance with the processes and rules established by the Town Council. A Council Member shall respect a decision once it has been made by the majority of Council.

### **4. Communication**

It is the responsibility of Council Members to share substantive information that is relevant to a matter under consideration that they have received from sources outside of the decision-making process with all other Council Members.

Council Members shall interact with one another honestly, forthrightly, and respectfully. Discussions shall focus on issues, policies, and other substantive matters relating to the function of Town government.

### **5. Confidential Information**

Council Members shall respect and preserve the confidentiality of information provided to them concerning the matters of the Town. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or private interests.

### **6. Advocacy**

To the best of their ability, Council Members shall represent the official policies and positions of the Town Council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the Council or the Town.

### **7. Positive Work Environment**

Council Members shall support and maintain a positive and constructive environment for residents, businesses, Town employees, and others involved in Town activities.

### **8. Compliance**

The Grottoes Town Council Code of Conduct and Ethics expresses standards of ethical conduct expected of Members of the Grottoes Town Council.

Members of the Council have the primary responsibility to ensure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the Town Council.

## **TOWN OF GROTTOS, VIRGINIA**

### **Conduct and Ethical Standards Guidelines and Suggestions to Maintain Good Working Relationships**

#### **1. Relationships with other Council Members**

A Council Member wants to be a success in getting certain policies approved and carried out. The most important factor in determining whether this will happen is the attitude of other Council Members. They are a crucial audience.

Questions you need to ask yourself:

- Do you act in a way that suggests you are concerned primarily with your own benefit (or a select group)? Or does your behavior convince your colleagues that you are acting in the best interest of the entire town?
- Do you help your colleagues obtain the information they need to participate effectively? Or do you try to look good at their expense?
- Do you try to get everyone trying to agree on an issue? Or are you satisfied once you know the majority is achieved?
- In short: Do you compete or cooperate?

A Council Member will be respected by colleagues if the Member behaves in a way that is seen as fair as well as effective. Knowing and understanding your colleagues is central to establishing, building, and maintaining effective relationships.

Keys to working well together:

- Be willing to listen to others.
- Respect others' skills and attitudes.
- Keep an open mind.
- Disclose yourself to others openly and freely. Express your opinion and let colleagues learn why you think the way you do on issues.
- Make a conscientious effort to be well prepared for each meeting.
- Offer criticism of colleagues only in private meetings with appropriate individuals or in closed meeting.
- **ADHERE TO THE ESTABLISHED CODE OF CONDUCT AND ETHICS**

#### **2. Remember the Rule of Four!**

When it comes to adopting policy or getting any item approved in our community, you need to remember the Rule of Four. A simple question you need to ask is, "How many citizens does it take to get any policy or action item approved?" The answer is four. The point is the three additional citizens you convince have to currently share a position with you on the Council or one of them be the Mayor. Obviously, your own mind is made up on an issue, if you persuade three other Council Members or two and

the Mayor (in case of ties) in your favor, then the motion will pass. So, although the citizens are very important in what we do, when it comes to approving policy and items at hand, you need to convince your colleagues. It is easier to accomplish this by working with them instead of alienating them.

### **3. Management of Conflict**

Council Members who don't think and act as part of a team, who are difficult to get along with, most often become ineffective. They are left out of the decision-making process, which is a loss to the entire Council. Disagreements among Council Members are inevitable, and a normal part of any decision-making process. It is important that disagreements do not interfere with cooperative processes. The most serious paralysis a Council can have is the inability of Members to work with one another. This inability becomes visible to the community and reduces the Council's political authority within the community. The interests of individual Members become personal and apparently more important than the interests of other citizens. To manage conflict constructively may require that ground rules be established, so that an atmosphere can be created where differences can be raised, and respectful dialogue can occur.

### **4. Relationships with Town Staff**

Staff bashing is tempting for a Council Member who wants to look good to those who are complaining. But the local government pays a heavy price for such behavior. The morale of town employees is likely to decline if the Council expects the laws to be enforced, but then publicly jumps on those responsible for enforcement. Therefore, Council Members should be careful about how they deal with specific complaints about staff expressed at a public meeting.

Things to remember about staff relationships:

- Treat all employees with courtesy and respect.
- Avoid publicly criticizing any employee in any way that reflects on the competence and integrity of the employee.
- Don't try to resolve controversies during a public meeting.
- Make clear to a citizen that the complaint will be addressed and ask the Town Manager to appoint a staff member to contact the citizen.
- Don't let the staff be blamed for major policies, since those are the responsibility of the Council.
- Remember that the success of every policy depends on its implementation by an effective staff.
- If there is a problem with a staff person, resolve it in private rather than at a public meeting (or the press). Raise concerns about employees with the Town Manager, and concerns about the Town Manager with the Mayor.

## **Town Manager- Council Relationships**

- Council Members must understand that their role is to develop policy, not get involved in administration. Such activity can erode the manager's authority with staff members and often lead to morale and productivity problems within the staff.
- Council Members should maintain consistent positions in both their public declarations and their private discussions with the Town Manager. Our actions can increase or minimize the quality of work by our Town Manager and Staff.
- All dealings with town staff should be handled via the Town Manager, unless he or she prescribes otherwise.

## **5. Relationships with the Media (Print, Radio, TV, Websites)**

- When talking with the media, avoid attacking others, even if they attacked you. Don't let an aggressive reporter or citizen lure you into battle. Fighting with a citizen, staff member, or fellow Council person can make you look small minded and divert attention from what you were elected to do. Resist the urge to be vindictive.
- While Facebook, blogs, wikis and other forms of online discourse are individual interactions, please remember that to our citizens, you are always a representative of the Town of Grottoes. We have an official Town website and Face book page for our town and that content is controlled by Town Staff
- Please refrain from conducting any town related business on personal websites. If you receive questions via personal websites, please direct people to our official Town website or Facebook page to find information and/or post comments.

## **6. Relations with the Public (Citizens)**

- Avoid a private lifestyle that casts public doubt upon the integrity and competence of the town government
- Pay all taxes due to the county, state, or national government.
- Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.
- Be tolerant. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
- Be respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel or colleagues.
- When making comments, make sure you clarify when you are speaking individually and not for the Council as a whole.

- There will be times when we are asked to speak at public meetings, with the media, post comments on websites, etc. If you are sharing your personal thoughts and/or opinions, you need to make this clear to your audience by stating your comments do not represent the Council as a whole.
- Reflect on your comments before you speak to make sure they cannot be misinterpreted. Comments based on fact and forethought will hopefully eliminate any possible misunderstandings.
- Serious issues should be discussed as a whole (Council and Staff) before public comments are made.
- Remember that even though you are an individual, in the eyes of the public and media, you represent the Council and our community. Choose your words wisely and make decisions appropriately.

PASSED BY THE COUNCIL

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jo Plaster, Mayor

\_\_\_\_\_  
David Raynes,

\_\_\_\_\_  
Maite Taylor

\_\_\_\_\_  
Michael Kohl

\_\_\_\_\_  
Jim Justis

\_\_\_\_\_  
Joshua Bailey

\_\_\_\_\_  
Eddie Chittum