

TOWN OF GROTTUES
TOWN COUNCIL WORKSESSION AGENDA
October 16, 2024
5:30 P.M.

CALL TO ORDER – MAYOR PLASTER

CLOSED SESSION - pursuant to section 2.2-3711A, Code of Virginia, subparagraph (1) regarding the discussion of prospective candidates for the Town Manager position and pursuant to section 2.2-3711A, Code of Virginia, subparagraph (7) for consultation with legal counsel.

ADJOURN

TOWN OF GROTTOS
TOWN COUNCIL MEETING AGENDA
October 16, 2024
7:00 P.M.

CALL TO ORDER – MAYOR PLASTER

ROLL CALLING – DEPUTY CLERK WHETSEL

WELCOME CITIZENS

APPROVAL OF MINUTES – MEETINGS OF SEPTEMBER 9, 2024 AND THE SPECIAL CALLED MEETING ON SEPTEMBER 20, 2024.

RECESS REGULAR MEETING
PUBLIC HEARING

1. Dominion Energy Franchise Agreement.
 - Bid Opening
 - Speaking FOR
 - Speaking AGAINST
 - Council Comments

PUBLIC HEARING:

2. Request to vacate a public right-of-way located behind Augusta Ave.
 - Speaking FOR
 - Speaking AGAINST
 - Council Comments

ADJOURN PUBLIC HEARINGS AND RETURN TO REGULAR MEETING

PRESENTATION OF PETITIONS AND CLAIMS (PUBLIC COMMENT)

REPORTS OF THE STANDING COMMITTEES:

1. Finance – Council member Raynes, Chair
 - a. ACTION - Approval of Financial Reports
2. Water and Sewer – Council member Bailey, Chair

3. Ordinance, Health, and Property – Council member Kohl, Chair
 - a. ACTION – to consider a six-unit townhouse complex on Aspen Ave.
 - b. ACTION – to amend Chapter 160 section 160-38 Penalty for nonpayment
4. Streets and Street Lights – Council member Justis, Chair
5. Parks, Recreation and Public Facilities – Council member Chittum, Chair
6. Special Events - Council member Leeth, Chair
7. Personnel, Fire and Police Protection – Mayor Plaster, Chair
 - a. ACTION – consideration of the resolution to reappoint David Gorjup to the BZA.

STAFF REPORTS:

1. Town Manager
2. Town Attorney
3. Treasurer
4. Assistant to Town Manager
5. Police Chief
6. Public Works
7. Parks and Tourism Director

NEW BUSINESS

1. ACTION - Consideration of the Dominion Energy Virginia Franchise Agreement
2. ACTION – Consideration on vacating public-right-of-way located behind Augusta Ave.
3. ACTION – Berkley Group work order extension for Interim Town Manager Services

OLD BUSINESS

ADJOURN

RULES FOR PUBLIC HEARINGS

Persons wishing to speak at the hearing must sign-up prior to the start of the meeting.
The Council/Commission/Board will hear up to 3 speakers from each side (FOR/AGAINST).
Each speaker is limited to 3 minutes, whether speaking on behalf of a group or as an individual.
Repetitive testimony is discouraged.
All comments shall be directed to the Town Council.
Debate is prohibited.
Mayor/Chairman shall have the authority to end a presentation that violates these rules.

September 9, 2024

A work session of the Town Council of the Town of Grottoes was held on Monday, August 12, 2024, at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the work session of August 12, 2024, of the Grottoes Town Council to order at 6:00 p.m.

Mayor Plaster said Council member Justis would like to participate in the meeting by phone and she asked for a motion on the request. Council member Raynes made the motion, Council member Bailey seconded, and the motion carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE.

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

Other Town Officials present were: Town Attorney Michael Helm, Clerk Tara Morris, Administrative Assistant Crystal Ortiz, Treasurer Rhonda Danner, Park Director Austin Shank, and Police Chief Jason Sullivan.

Pool Preservation Committee

Maite Taylor said they have a quote from National Pools for \$29,000.00 to repair the water stop and expansion joint. She said this also includes recaulking, repairing tiles and acid washing to get rid of staining. Ms. Taylor said town staff would need to monitor the water levels to make sure it is not leaking. She said they are going to pressure test to check all plumbing and to check areas for voids. Ms. Taylor said it will take 3-4 weeks to complete the work and they want to get this done before winter to prevent any further damage. She said she knows there are other things that need to be done before the pool can open but completing this now is the first step and will help preserve the plaster in the pool.

Nadina Pupic requested a vote to approve the quote saying the foundation has raised over \$36,000.00 and have all agreed to spend the money for the first step of repairs knowing there is no guarantee.

Berkley Wentz said she runs the social media account and is the secretary for the foundation. She said they have several more fundraisers planned and have also partnered with Grand Caverns on their Fall Festival on November 2, 2024.

Attorney Helms said the project would have to follow the procurement process, which requires a sealed bid since the expected amount is over \$25,000.00. He explained, if Council approves, the

action today should be to authorize the bidding process. Nadina replied yes, they would want to begin the bidding process.

On a motion by Council member Kohl, seconded by council member Leeth, and carried by a vote of 6-0, roll call vote recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, JUSTIS- AYE, staff was directed to begin the bid process for this project and have it posted on September 10, 2024.

On a motion by Council member Kohl, seconded by council member Leeth, and carried by a vote of 6-0, roll call vote recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, JUSTIS- AYE, a special called meeting was scheduled for Friday, September 20, 2024 at 5:30 p.m. for the purpose to review and consider award of a bid.

Demonstration of new Grand Caverns Website

Director Shank gave a presentation of the new Grand Caverns website. He said this is not a single page website and they now can include what is happening in the parks, not just information on the cave. He said it can be customized for events or any other advertisements. They can change pages and pictures, and the editor portion is very user friendly.

At 6:50 p.m. Mayor Plaster adjourned the work session.

ATTEST:

Clerk

Mayor

September 9, 2024

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

CALL TO ORDER

Mayor Plaster called the regular session of September 9, 2024, of the Grottoes Town Council to order at 7:00 p.m. Mayor Plaster asked for a roll call.

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

Other Town Officials present: Attorney Michael Helm, Clerk Tara Morris, Administrative Assistant Crystal Ortiz, Treasurer Rhonda Danner, Parks Director Austin Shank, and Police Chief Jason Sullivan.

APPROVAL OF MINUTES

On motion by Councilmember Raynes, seconded by Councilmember Kohl, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; Leeth – AYE, the Council approved the minutes of the meetings on August 12, 2024, and the special meetings on July 30, 2024, and August 20, 2024.

Mayor Plaster asked for a motion to amend the agenda for a special presentation. Council member Bailey replied so moved. Council member Leeth seconded the motion, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; Leeth – AYE.

Delegate Chris Runion read Resolution 74 - Celebrating the Life of Douglas W. Shifflett Sr., former mayor of the Town of Grottoes and presented the resolution to the Shifflett family.

At 7:08 pm the session was recessed by Mayor Plaster and called upon the Planning Commission to call its meeting to order for the scheduled joint public hearing.

At 7:08 pm Chair Dylan Nicely called the Planning Commission to order.

ATTENDANCE: Brooke Haas, Rene Ehlenfeldt, Dylan Nicely, Michael Kohl and Maite Taylor.

At 7:09 pm Mayor Plaster opened the joint public hearing for public input regarding amending chapter 100 – Land Development, Article XII Section 100-45 (B).

Speaking FOR: none

Speaking AGAINST: none

Council comments: none

At 7:10 pm Mayor Plaster closed the public hearing and referred it to the Planning Commission for a recommendation.

Chair Nicely asked if the commission was ready to act on the amendment.

On motion by Commissioner Ehlenfeldt, to recommend approval to rezone block 523 lots 18-26 from R1 to B1, seconded by Commissioner Taylor, and carried a vote of 4-0. Voting was recorded as follows: HAAS – AYE; EHLENFELDT – AYE; NICELY – AYE; KOHL – AYE; TAYLOR – AYE. Motion carries.

At 7:12 pm Chair Nicely declared that the Planning Commission was adjourned.

At 7:12 pm Mayor Plaster opened a public hearing for the 2024-2025 Budget Amendment.

Speaking FOR: none

Speaking AGAINST: none

Council comments: none

Mayor Plaster adjourned the public hearing and called the regular session back to order at 7:13 pm

PRESENTATION OF PETITIONS AND CLAIMS (public comment)

Gleamer Sullivan asked to speak that she forgot to sign up. Mayor Plaster allowed it. Ms. Sullivan stated that over a month ago Commission member Jean Stoll resigned from the planning commission and there was no mention of the vacancy in the council chatter. She asked how long the vacancy will remain. Mayor Plaster informed Ms. Sullivan that we are aware of the vacancy, and we are working on it.

REPORTS OF STANDING COMMITTEE:

FINANCE – On motion by Council member Raynes, seconded by Councilmember Leeth, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, Council approved the financial reports for the month of August 2024.

On motion by Council member Raynes, seconded by Councilmember Leeth, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, Council approved the FY 24/25 Budget Amendment.

WATER AND SEWER – Council member Bailey made a motion to accept the insertion valve bid from Core and Mane for the Team valves. He said we chose this valve because of how it operates and the functionality of the valve. Council member Bailey said we will use the ARPA money that was allocated for this project. Seconded by Council member Leeth. Council member Bailey amended the motion to add using the remaining ARPA funds allocated for this project to

purchase three 2” valves and with the balance of the three valves coming from the water fund. Council member Leeth seconded the amendment, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; Leeth – AYE.

ORDINANCE, HEALTH, AND PROPERTY – On a motion by Council member Kohl, and seconded by Council member Raynes, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; Leeth – AYE, Council approved an amendment to Chapter 100 Article XII Section 100-45(B).

STREET AND STREET LIGHTS – Council member Bailey said the streets committee is recommending changing the streetlights from the mercury vapor lights to LED lights. He said they are recommending starting with the main throughways through town to include, Dogwood Avenue, 6th Street from Aspen Avenue to Dogwood Avenue, Third Street and Augusta Avenue. He stated that some poles may need arm extenders added, and we are looking to move a few poles, but we are still waiting on the cost for that. On a motion by Council member Bailey, seconded by Council member Raynes, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; Leeth – AYE, Council approved the LED streetlight conversion project with Dominion Energy for the streets discussed not to exceed \$10,000.00

On a motion by Council member Bailey, seconded by Council member Leeth, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; Leeth – AYE, Council awarded the paving bid to Rhodes Excavation and Paving for the projects listed totaling \$110,966.00, with additional work at cost of \$113.00 per ton. The contract has an renewal option for up to five years.

PARKS, RECREATION AND PUBLIC FACILITIES – no report

SPECIAL EVENTS – Council member Leeth announces that the Grottoes Ruritan’s is hosting a meet the candidates on September 12th from 7:00 to 9:00 p.m. He said the senior citizens lunch is on October 12th and that we are needing volunteers to help serve and deliver meals. Council member Leeth said the first responders’ event is October 26th from 3:00 to 6:00 p.m. at Grand Caverns Park. He said this is a good way for the citizens to meet the first responders serving our town.

PERSONNEL, FIRE AND POLICE PROTECTION –

STAFF REPORTS

TOWN MANAGER. Clerk Morris pointed out the Waste Management cost increase for extra toters and asked the council to adopt a policy which passes this cost onto the citizens that have these extra toters. She also informed the council that Waste Management will provide a service

to come get and return the totter for the disabled that cannot get their totters to the curb. Mayor Plaster asked for a motion to adopt a policy to pass the cost of additional totters onto the citizens requesting the totters. Council member Leeth made a motion to approve the policy, seconded by Council member Raynes, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; Leeth – AYE

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

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

PUBLIC WORKS – No report

RECREATION AND TOURISM DIRECTOR. Director Shank pointed out that last month was another record month in revenue for the park. He stated that the work approved last month to tear out, stabilize and pour the concrete pad at shelter 4 has been completed. He said he does have a quote from R & L Construction to repair the middle section of the chicken shack which includes replacing a support beam to secure the structure and tearing out, stabilizing and pouring concrete to level the floor at a cost of \$5,000.00. Director Shank said the money for the repair will come from the General Fund reserve. Council member Chittum made a motion, seconded by Council member Leeth, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; Leeth – AYE, to award the bid for the repair to R & L Construction, with funding from the General Fund reserve.

NEW BUSINESS - None

OLD BUSINESS - None

Mayor Plaster declared the meeting adjourned at 7:28 p.m.

Mayor

Clerk

September 20, 2024

A Special Meeting of the Town Council of the Town of Grottoes was held on Friday September 20, 2024, at 5:30 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the special meeting of September 20, 2024 of the Grottoes Town Council to order at 5:30 p.m.

ELECTRONIC PARTICIPATION FOR MEETING BY COUNCIL MEMBER JUSTIS

Mayor Plaster said Council member Justis would like to participate by phone in this meeting and asked for a motion. Council member Leeth made a motion to approve the participation. Council member Raynes seconded the motion, the vote was 6-0, roll call vote as follows: CHITTUM - AYE; BAILEY - AYE; JUSTIS – AYE; KOHL - AYE; LEETH-AYE; RAYNES-AYE.

ATTENDANCE: Council Members present: Eddie Chittum, Joshua Bailey, David Raynes, Michael Kohl, Tim Leeth, and Jim Justis by phone.

Other Town Officials present were Clerk Tara Morris and Police Chief Jason Sullivan.

Council member Kohl made a motion to accept the bid from National Pools for pressure testing and the pool expansion joint repair in the amount of \$29,974.10, seconded by Council member Leeth, the vote was 6-0, roll call vote as follows: CHITTUM - AYE; BAILEY - AYE; JUSTIS – AYE; KOHL - AYE; LEETH-AYE; RAYNES-AYE. Funding for the project will be provided to the Town by the Pool Preservation Committee.

ADJOURNMENT

Mayor Plaster declared the meeting adjourned at 5:32p.m.

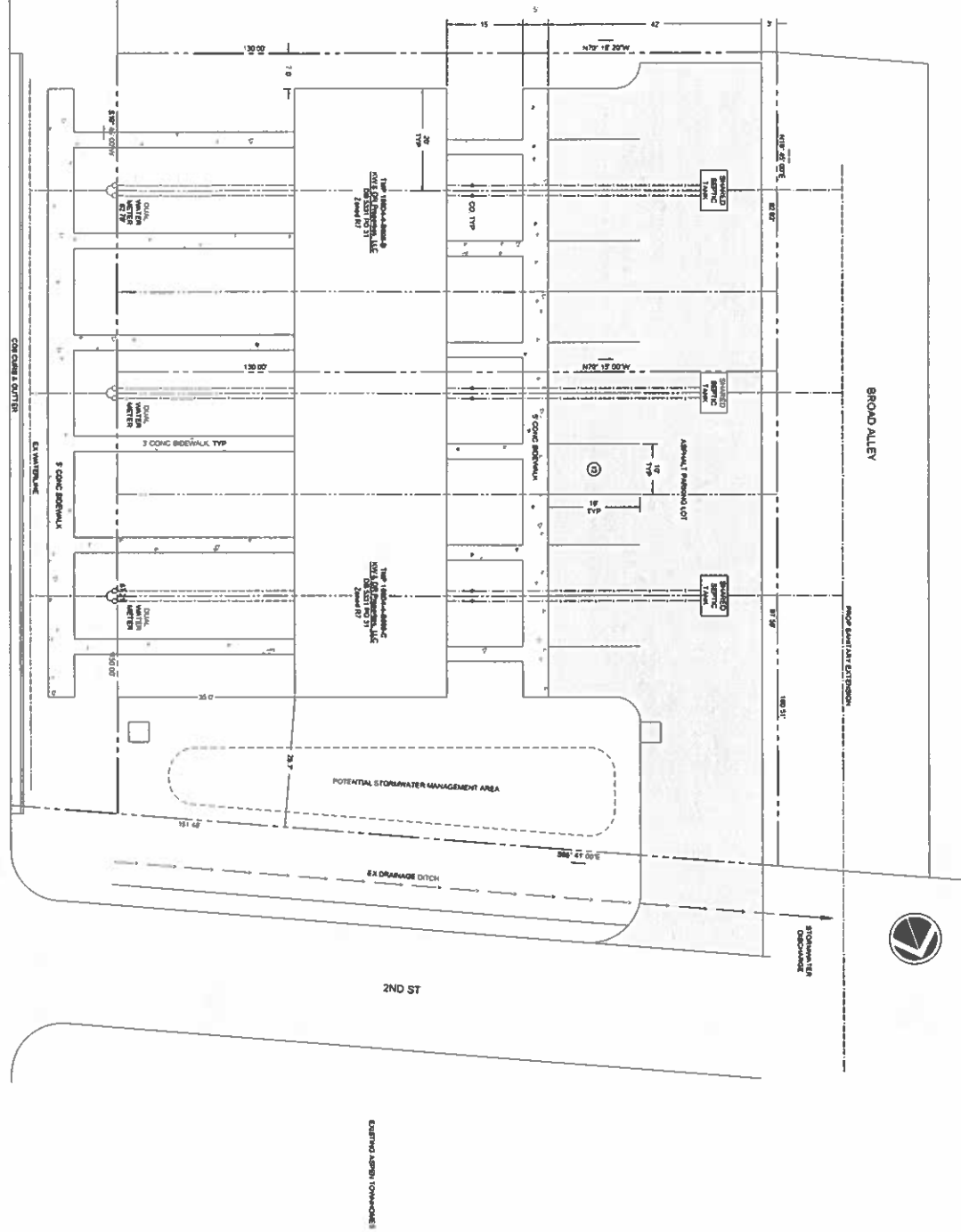
Attest

Mayor

Clerk

1400 WOODLAND AVE
 New River Community
 DEVELOPMENT, INC.
 1000 WOODLAND AVE
 Zoned R7

1 PRELIMINARY SITE PLAN
 SCALE: 1"=10'



ASPEN TOWNHOMES
 GROTTOS, VIRGINIA
 PRELIMINARY SITE PLAN

TERRA ENGINEERING AND LAND SOLUTIONS, PC
 PLANNING
 LAND SURVEYING
 CIVIL ENGINEERING
 3374 STUARTS DRAFT HIGHWAY
 STUARTS DRAFT, VIRGINIA 24477
 PH: 540-337-4591 FAX: 540-337-5291



SCALE: AS NOTED
 DESIGNED: AS NOTED
 DRAWN: AS NOTED
 CHECKED: AS NOTED
 REVISIONS: AS NOTED
 SLID: AS NOTED

SHEET 2 OF 2

Draft revision to Section 160-38. Penalty for nonpayment.

§ 160-38. Penalty for nonpayment.

- A. If any bill for utility service, including charges for the provision of water, wastewater services, and trash removal, is not paid within 30 days after the issue date, as set forth herein, the Town shall assess a penalty charge of 10% of the total bill. After this date, the Town shall provide notice by either mail, email, text, phone call or door hanger that service may be cutoff if the bill remains unpaid 45 days after the issue date.
- B. The Town Manager, acting in their sole discretion, may extend the delinquent payment period due to extenuating circumstances. Any aggrieved person may seek review of any such decision with the Town Council.

REVISION TO CHAPTER 160 – WATER & SEWER
Code of the Town of Grottoes, Virginia

Current Town code pertaining to notices and cut-off of services to customers

§ 160-38. Penalty for nonpayment. [Amended 9-9-1986]

If any water bill is not paid within 30 days after having been mailed by the Treasurer, a penalty charge shall be assessed in the amount of 10% of the total water, sewer, if applicable, and trash removal, if applicable, billing. If any water bill is not paid within 10 days after having been mailed a past due notice and assessment of penalties, water services to the premises in question may be discontinued, unless precluded by extenuating circumstances at the discretion of the Town Council.

Changes to the notice provisions and the cutoff policy of Town driven by this new law effective July 1st:

HB906 (Shin)/ SB480 (Aird) Residential Utility Disconnection Standards

- Prohibits disconnection until residential customer account is 45 days in arrears.
- Requires customer notice must be given using at least one of the following methods: mail, email, text message, phone call, or door hanger.
- Requires disconnection policies be provided to customers when they create a new residential account, when a disconnection due to nonpayment is scheduled, and on your utility website and these notices must be in English and Spanish and include payment plan information as well as state/federal utility assistance programs and information about utility assistance programs.
- Disconnections can also not occur, depending on the type of utility, when certain high or low temperatures are forecasted within 24 hours
- Water and Wastewater service cannot be disconnected when temperatures are forecasted to be above 92 degrees within 24 hours after the scheduled disconnection.
- Additionally, no utility service can be disconnected on Fridays, weekends, state holidays or the day prior to state holidays.

#7 a.

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF GROTTUES,
VIRGINIA, REGARDING APPOINTMENT OF A MEMBER OF THE BOARD
OF ZONING APPEALS OF THE TOWN
RESOLUTION 20241016**

WHEREAS Section 100-112 of the Grottoes Town Code provides for the appointment by the Circuit Court of Rockingham County of the Board of Zoning Appeals of the Town of Grottoes (the “Board”);

WHEREAS, the respective term of David Gorjup, member of the Board, will expire on December 31, 2024:

WHEREAS the Council has agreed on a recommendation for appointment of this member to the Board of Zoning Appeals.

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF GROTTUES, to-wit:

1. Recommendation. The Town Council recommends that David Gorjup, a resident of the Town of Grottoes, be reappointed to the Board of Zoning Appeals for a term which will end December 31, 2028.
2. Effective Date. This resolution shall take effect immediately.

PASSED BY THE COUNCIL this _____ day of _____, 2024.

Mayor

CERTIFICATES OF VOTES

The following is a record of the roll-call by the Town Council of the Town of Grottoes, Virginia regarding the forgoing Ordinance entitled, **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF GROTTUES, VIRGINIA, REGARDING REAPPOINTMENT OF DAVID GORJUP, MEMBER OF THE BOARD OF ZONING APPEALS OF THE TOWN** at a regular meeting of the Council held on October 16, 2024:

	AYE	NAY	ABSTAIN	ABSENT
Eddie Chittum				
Joshua Bailey				
Jim Justis				
David Raynes				
Michael Kohl				
Tim Leeth				

[SEAL]

Dated: _____

Town Clerk
Town of Grottoes, Virginia

TOWN OF GROTTOS



October 8, 2024

MEMORANDUM:

TO: Town Council

FROM: Interim Town Manager

SUBJECT: Staff Report – October

1. Amendment to Chapter 160 – Water & Sewer

In the last session of the Virginia General Assembly, the legislature passed HB906/SB480 which prohibits the disconnection of residential customers unless the account is 45 days or more in arrears. Currently, the Town sends cutoff notices after thirty days when the 10% penalty is assessed for past due payment.

The proposed ordinance amendment changes the language of the Town's current statute to reflect that bills are due upon issuance and that the 10% penalty will be assessed thirty days after that date. Further, the Town will provide notice by "mail, email, text, phone call or door hanger that service *may* be cutoff if the bill remains unpaid 45 days after the issue date."

The term "may" is included to provide flexibility for the Town Manager to make exceptions in extenuating circumstances. Any aggrieved person may appeal the Manager's decision to Council.

2. Wastewater Treatment/Stormwater

An email was sent to Council recently outlining some stormwater issues identified after the recent storms. The Town's previous public works management team had begun work to develop a plan to identify and address the inflow and infiltration (I&I) problems with the Town's wastewater system. A I&I flow meter was installed in the sewer manhole on Holly Avenue just before the intersection with

19th Street on the east side of the street. This meter has been used to identify significant impacts from spot storms this past summer. I&I is a significant problem, which adds unnecessarily to the volume of water being treated in the lagoons. As noted in the earlier email, staff believes this meter works very well in identifying issues during spot events, but the recent heavy storms extending several days overwhelmed the meter.

Staff is planning to meet next week with the Town's engineering consultant and the I&I meter supplier to continue discussion to develop a plan to address this issue. Staff will follow up with the water & sewer committee.

3. Potential Annexation Request.

The Town has been contacted by a local developer about the possibility of the Town annexing a parcel adjacent to the Town east of Augusta Avenue near 2nd Street and Cary Street. Staff has requested additional information for the proposal. An email was sent to Council advising you of this request. We will keep you informed as this project progresses.

4. Staffing – Public Works.

The Town has been successful in recruiting and filling the vacant maintenance technician positions. We are working with the new employees for the OSHA and technical training necessary to be successful. We have received comments from the community for their great efforts during the recent storms.

The Director of Public Works position remains vacant. We continue to recruit for candidates. It is a difficult position to fill.

Please let me know if you have any questions regarding these matters. I will be checking email on a regular basis.

Respectfully submitted,



Joseph S. Paxton

Treasurer's Staff Report October 2024

Audit

I received and completed the final audit request list. FY21 financials should be completed this month. For FY24 the town spent more than \$750,000 in ARPA funds. This requires the town to complete a single audit. We have sent all the expense information to our auditors, and I have completed the certification form. This will be completed by December 31, 2024. We will also have to complete a single audit for APRA expenditures in FY25.

Maximum Investment Sweep Account

For the month of September, we have earned \$7,263.04 in interest. The interest rate was 2.40%.

Highway Funds

We received our first FY25 highway quarterly payment in the amount of \$201,664.98. This is an increase of \$21,185.52 from the previous FY.

Utility Billing

Second notices for delinquent accounts have been sent out. The due date for the 163 notices will be October 24th and cut-offs will happen October 28th.

Taxes

We received our real estate tax file from Rockingham County on October 7th. I have sent the file to Southern Software to begin the conversion process. We should receive the personal property tax file later this month. Taxes are mailed out on or before January 5th and due February 5th.

Accounts Payable

Date: September 2024

Number of Checks: 135

Total March AP Expense: \$181,444.36



Land Development Staff Report October 2024

Zoning Permits issued (September 2024)

- 6 Permits
 - 3 Single-Family
 - 0 Town houses
 - 0 Duplex
 - 2 Fence
 - 1 rough in - 2nd floor

2024 total to date

42 Total Permits

2024 Total Dwellings

10 Single-Family

0 Townhouse units

1 Duplex

Six-unit Townhouse project (Aspen Avenue) – KW & DR Properties has submitted a site plan for a six-unit townhouse project. This is located just south of Second Street on Aspen Avenue. The Ambrosia Townhouses are to the north of Second Street. Staff have worked with the engineer on the current site plan, and it meets all town requirements and zoning requirements. The plan was presented to the Planning Commission at their September 24, 2024 meeting. One suggestion the commission made was to ask the developer to extend the front sidewalk north to Second Street. The plan was recommended unanimously to the Town Council for their approval.

Clerk Information – The current term for BZA member David Gorjup will expire on December 31, 2024. He has notified me that he would like to serve another term on the BZA. I have prepared a resolution for his reappointment, if the council wishes to reappoint him. The attorney can prepare the order to go before the court for approval.

As you are aware, in August Commissioner Jean Stoll resigned from the Planning Commission. Her term expires in December 2024. The Council will need to advertise in the November Council chatter to fill her vacancy, which the position should start January 1, 2025. With Michael Kohl and Maite Taylor both running in the Council election in November, if both are elected to council Maite will have to resign her position on the Planning Commission, as only one member of council can serve on the commission. If Council member Kohl remains the liaison, then the Council will reappoint him in January. If Maite takes the liaison position, the council will appoint her as liaison and the planning commission term will run with the council term. So, in January the council will have to select the liaison and look to fill Maite's Planning Commission term that runs until December 31, 2026.

Respectfully submitted:
Tara Morris, Assistant to Town Manager

Grottoes Police Department

Staff Report

October 2024

Staffing

	Authorized	Filled	Vacant
Chief	1	1	0
Sergeant	1	1	0
Officer	4	4	0

Ofc. J Browning started with the Grottoes Police Department on October 1, 2024. He is certified and will be completing a one-month Field Training Program before he is released to Solo Patrol.

Ofc. D Funk has completed his one-month field training and is now released to solo patrol.

Grants:

The police department was awarded the Department of Motor Vehicle Grant again this year. This year the police department was awarded enough money under the equipment portion of the grant to order two new radar units to replace aging units that the police department currently has in service.

Chapter 53 Violations:

On Friday, September 6, 2024, a 60-day inspection of the property located at 403 7th St. A certified letter was sent to Mr. Thomas Atkins who owns the property but lives in Staunton. He received his first 60-day notice on July 5, 2024, as indicated on the certified mail receipt. So far, he has not come into compliance with the ordinance. I have also spoken to him in person at the property located at 403 7th St.

As of now, he has not come into compliance with the ordinance. Currently, he has a total of 16 vehicles that are in violation by not being in running condition, expired Virginia registration, and or expired inspections. Some of the registrations are so far out of date that they do not even return through the Department of Motor Vehicles.

Mr. Atkins was sent a 30-day notice by certified mail on September 10, 2024. A signed receipt has yet to be returned by the Postal Service.

Jarret's Towing was contacted about prices for removing the vehicles and the storage of the vehicles. I did not contact any other tow companies but Jarret's since the business is in the town.

The pricing is as follows:

Tow/Impound fee per vehicle: \$225.00

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

The total to tow all 16 vehicles will be about \$ 3,600.00.

The storage for the 16 vehicles at \$50.00 per day, and per vehicle is \$800.00 per day.

According to Chapter 53-4 titled "Removal," I interpret the section stating that 30 days after the removal is when the Town can dispose of the vehicles.

- The total amount of tow/ Impound of 16 vehicles: \$4,000.00
- Storage fee for 30 days on 16 vehicles: \$24,000.00
- The total possible amount if the property owner does not come into compliance: is \$28,000.00

I have contacted a couple of Auctioneers and just asked generic questions. I was informed that the auctioneers will take anywhere from 10%-20% of the sale price and that the timeline for the auction varies and depends on what other auctions they have going.

Parking Enforcement:

703 Dogwood Ave.

- 8 parking violations were addressed. Compliance with Compact Car signs has started to improve.

78 Augusta Ave.

- 1 parking violation

300 Aspen Ave.

- 1 parking violation

Special Events:

Lil Gus's Annual Car Show (September 22, 2024)

- 1 officer was assigned to work this event. The 700 Block of Dogwood Ave was closed at 12:45 p.m. and reopened at approx. 4:20 pm.

Grand Caverns Signature 5k. (September 27, 2024)

- Officers were assigned to work traffic control for this event, but due to a large amount of rainfall officers had to shift their attention to flooded roadways, and stranded motorists.

Upcoming Events:

South River Elementary School will be hosting a Fall Festival for the students and their families on October 24, 2024 from 5:pm-8 pm. The event will include Hayrides that will exit the school grounds onto 20th St. Members of the police department will be working the event to help with traffic control on 20th St. between Elm Ave and Forrest Ave when the Hay Wagon exits the school's grounds.

A member from the police department will be attending the Grottoes Rescue Squad open house on October 26th from 11:am-2:00 pm. The officer will be distributing goodie bags to the children, and handing out literature on Identity theft and internet safety for children. The police department will also have cable gun locks provided by Project Child Safe available for free to the public.

Respectfully submitted:
Jason Sullivan
Chief of Police.

Grottoes Police Department Monthly Activity Log

	Calendar Year 2023												2024 Totals
	January	February	March	April	May	June	July	August	September	October	November	December	
Hrs. Assist Other Agency	4	5	2	2	2	0	8	12.5	23				
Hrs. In Court	14	5	3	5	3.5	3	7	37	6				
Hrs. Training	104	28	16	24	0	44	37	0	36				
Hrs. Special Assignment	0	0	2	2	8	108	44	35	13				
Funeral Escorts	1	0	2	0	1	1	0	3	0				
Security Checks	712	512	796	564	619	607	813	644	1157				
Calls For Service	247	272	121	120	323	427	289	123	380				
Hours Investigation	123.5	98	75	82	91	35	36	28	55				
Reports Written	8	12	2	8	10	18	14	8	8				
Warrants Obtained	4	0	2	7	0	4	2	2	2				
Warrants Served	6	6	6	5	6	7	6	7	6				
Felony warrants obtained	0	0	1	0	0	1	1	0	1				
Felony Warrants Served	0	0	0	0	0	1	0	0	1				
Misdemeanor Warrants Obtained	0	0	0	0	0	0	1	2	1				
Misdemeanor Warrants Served	6	6	6	5	6	6	6	7	6				
Active Warrants	0	0	0	0	0	0	0	0	0				
Petitions Obtained	2	0	0	0	1	0	0	0	0				
Petitions Served	0	0	0	0	1	1	0	0	0				
ECO Served	1	0	1	0	0	0	0	0	1				
Hours ECO	6	0	15	0	0	0	0	0	4				
Directed Patrol	55	15	71	27	45	27	1	101	0				
South River Elementary School	12	15	15	6	13	2	0	10	122				
Accidents Worked	1	0	1	0	3	2	0	1	2				
Assist Motorist	2	2	2	0	0	1	0	1	1				
Traffic Stops	33	29	52	31	55	85	168	144	114				
Summonses Issued	16	17	42	17	31	70	137	87	78				
Parking Tickets	0	0	0	3	3	2	4	3	3				
DUI Arrests	0	1	0	1	1	0	0	0	0				
Other Arrests	0	0	0	0	1	4	1	0	2				
Fuel (Gallons)	335.6	325	295	245	315	354	761.8	655	702				
Miles Driven	3,854	3,280	3,352	3,883	4,186	3,789	4,150	3,950	4,152				
Bridgewater Police	1,057	1,016	1,001	995	1,098	895	1,042	820	867				
Broadway Police	729	630	652	567	482	400	375	450	412				
Dayton Police	531	705	778	521	661	626	554	542	512				
Elkton Police	868	690	886	776	605	694	894	748	566				
Grottoes	959	784	923	695	1,002	1,119	1,271	1,676	1,651				
Timberville Police	1,457	983	1,155	695	948	1,169	989	849	432				

	Calls Handled by RCSO												



Parks & Tourism Staff Report September 2024

Staffing:	Authorized	Filled	Vacant
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	2	0

- *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.*

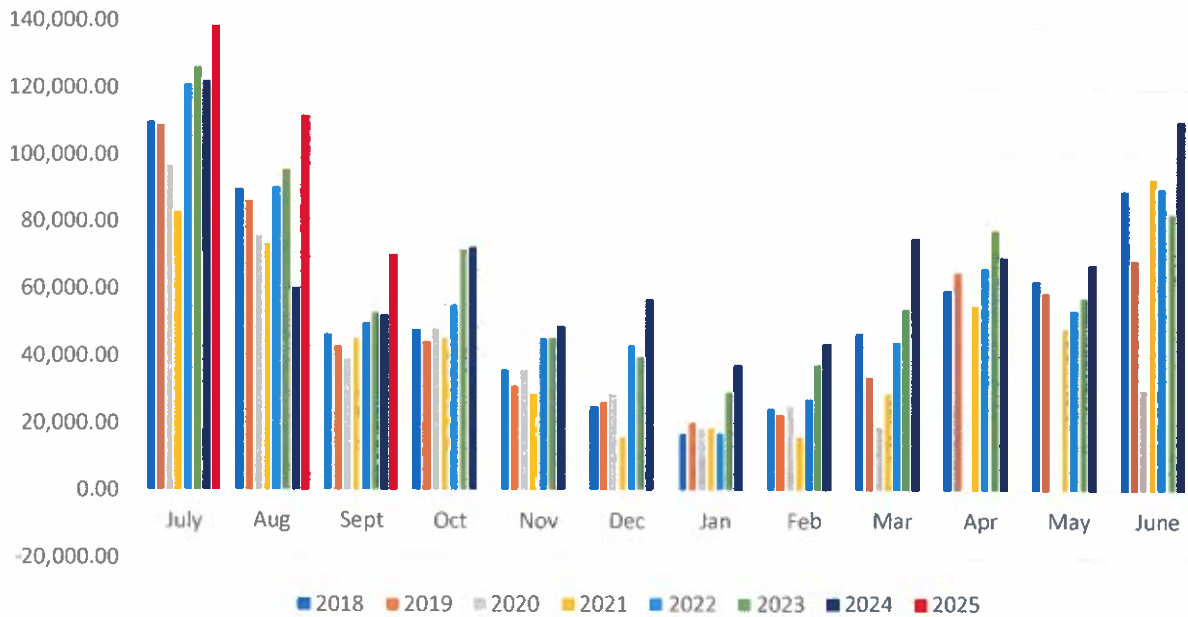
Revenue:

Parks & Tourism generated \$69,909.00 in revenue for the month of September. This is an \$18,273.86 increase from September 2023, which also makes it the new record high for the month. This increase is mostly from tour admissions.

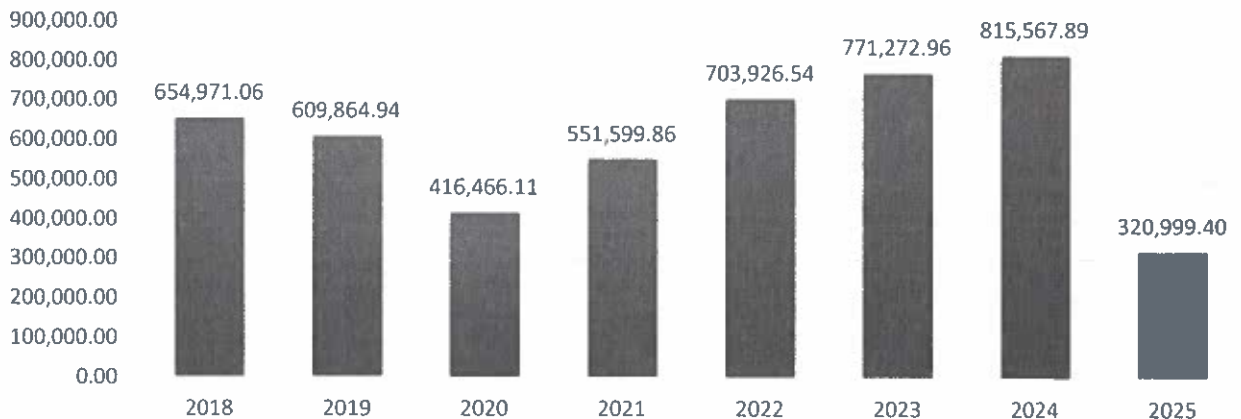
1. **Grant Opportunity:** The Parks Committee met on 9/30th to discuss Painter Park improvements with community partners. A grant opportunity from Rockingham County was identified and preliminary discussions were held on what could be included before the 11/15/2024 application submission deadline. Town staff is working closely with the Parks Committee and community partners and will present our recommendation for council's approval at the next Council meeting.
2. **Cave Electric Repair:** Cave electric repair is tentatively scheduled for Monday 10/21st. As a reminder, this is to replace a 500' stretch of high voltage line approximately 2/3rds of the way into Grand Caverns. To facilitate, we'll need to keep the cave closed from the public and shut down the power. We anticipate reopening later that same day once the work is successfully completed.
3. **The Blue Ridge Heritage Project:** Update; Work began on the monument the week of July 21st. The masonry component is completed, leaving only the installation of the plaque. Staff is working with the BRHP Augusta Co. Committee to wrap up this project. Staff will keep Council updated as we anticipate an unveiling/ribbon cutting ceremony.
4. **Painter Park Picnic Shelters 4 & 5 Update:** Work inside the shelter is expected to resume shortly but was delayed. R & L Construction had been unavoidably tied up with hurricane damage related work but has reassured town staff of their return.

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	
November	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	48,813.49	
December	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13	56,869.12	
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	
Total	654,971.06	609,864.94	416,466.11	551,599.86	703,926.54	771,272.96	815,567.89	320,999.40



Total Revenue



**AN UNCODIFIED ORDINANCE TO ESTABLISH
A FRANCHISE FOR
VIRGINIA ELECTRIC AND POWER COMPANY**

This Uncodified Ordinance shall establish and grant to Virginia Electric and Power Company d/b/a Dominion Energy Virginia, a Virginia public service corporation ("Grantee") a franchise pursuant to Virginia Code § 15.2-2100, *et seq.*

RECITALS:

- A. That the following Uncodified Ordinance is hereby adopted:
- B. That Grantee intends to use the streets, alleys and public places of the Town of Grottoes, Virginia (the "Town") to acquire, erect, install, maintain and use, and if now constructed to maintain and use, poles, towers, wires, cables, conduits, ductways, manholes, handholes and appliances; , together with the right to attach, operate, and maintain, additional cables including but not limited to fiber optic cables, wires, attachments and other transmission facilities in the public rights of way (defined as lands owned or controlled by the Town of Grottoes, Virginia ("the Town") in which the Town has a property interest and only those rights which the Town has the undisputed right and power to grant easements) within the Town for the purpose of distributing, transmitting and selling electric current for light, heat and power, and for the purpose of transmitting voice, text, data, internet services, and other communications services; the right to lease or license the right to transmit signals, data, or other communications through Broadband Facilities, in whole or in part to third parties as may be useful or practical, including the rights to transmit third party data and the right to lease or license surplus communications capacity to third parties through such Broadband Facilities.

C. That the Franchise is authorized by this Ordinance enacted by the Town Counsel of Grottoes, Virginia in the manner provided by Virginia Code § 15.2-2100, *et seq.*

NOW, THEREORE, BE IT ORDAINED BY THE TOWN COUNCIL OF GROTTOES, VIRGINIA AS FOLLOWS:

1. The Recitals above are adopted and incorporated herein.
2. The mutual covenants and terms set forth in the Franchise Agreement dated the 16th day of October, 2024, by and between the Town of Grottoes, Virginia, a municipal corporation and Virginia Electric and Power Company are hereby adopted and made a part of this Ordinance, a copy of said Agreement is attached.
3. The Town reserves the right to enforce the Franchise Agreement, including its termination should Grantee fail to meet its obligation or fail to correct any defaults in its performance of the obligations as set forth in the Franchise Agreement.
4. The Town Council has determined the Franchise and the Agreement are in the best interest of the citizens of the Town.
5. This Ordinance shall become effective upon its passage.
6. The Mayor and Town Manager, either of whom may act, are hereby authorized to take any actions reasonably necessary to effectuate this Ordinance.

Ordained this 16th day of October, 2024.

Jo Plaster, Mayor, Town of Grottoes

Attest:

Tara Morris, Clerk

NB. #2

AN UNCODIFIED ORDINANCE
TOWN OF GROTTOS, VIRGINIA

WHEREAS, pursuant to and in accordance with Virginia Code §15.2-2006, public rights-of-way may be vacated upon motion of such governing body of the jurisdiction in which the public right-of-way exists.

WHEREAS, a prospective business does desire to construct and operate in an area in which a public right-of-way exists.

WHEREAS, the Town of Grottoes, Virginia does thereby desire to vacate the public right-of-way identified on those certain lots or parcels identified on the attached Exhibit A, in the location as shown on the attached survey of Howard G. McIlvried, Virginia Licensed Land Surveyor No. 2019 dated April 16, 2024, identified as "Assumed Alley to be Vacated", a copy of which is attached hereto and incorporated herein as Exhibit B. The vacation of the public right-of-way is subject to the express reservation of a fifteen (15') foot wide public utility/sanitary sewer easement, the location of which is identified on the attached Exhibit B as a 6" PVC sanitary sewer.

WHEREAS, the vacation of this public right-of-way should not impair any neighboring land owners and is otherwise in the interests of the general welfare of the Town of Grottoes.

WHEREAS, the vacation of this public right-of-way is conditioned upon the prospective business commencing development in the designated location not later than September 30, 2025. Failure to commence such development may render the vacation, at the option of the governing body, void, pursuant to the authority set forth in Va. Code §15.2-2006.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Grottoes, Virginia that the foregoing recitals are hereby adopted and incorporated herein by reference, and that a public utility/sanitary sewer easement is hereby reserved over and upon the lands identified in the attached Exhibit A, and as more specifically located and identified on the attached survey prepared by Howard G. McIlvried, Virginia Licensed Land Surveyor No. 2019 dated April 16, 2024, a true and accurate copy of which is attached hereto as Exhibit B.

BE IT FURTHER RESOLVED that the public right-of-way located in the area identified on the attached Exhibit B on the parcels described in the attached Exhibit A are hereby vacated, subject to the conditions set forth herein.

This Ordinance shall be recorded in the land records of Rockingham County, Virginia in the name of the Town of Grottoes, Virginia upon satisfaction of the terms and conditions herein, in accordance with §15.2-2006.

Adopted on this ____ day of _____, 2024.

Mayor, Jo Plaster

ATTEST: _____
Town Clerk

NB. #3



September 24, 2024

Town of Grottoes
Attn: Jo Anne Plaster, Mayor
601 Dogwood Avenue
Grottoes, VA 24441

RE: Work Order #1: Interim Town Manager Services; Addendum #1

Dear Ms. Plaster

Berkley Group is pleased to present the associated scope and fee to extend Interim Town Manager Services for the Town of Grottoes, VA. If you have any questions or need additional information, please feel free to contact me at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew D. Williams". The signature is fluid and cursive.

Andrew D. Williams
Chief Executive Officer

I have reviewed the scope and fee for the associated work order and I hereby give the consultant notice to proceed for the work described herein.

Ms. Jo Anne L. Plaster, Mayor

Date

I. SCOPE OF SERVICES

Berkley Group will provide Interim Town Manager Services to the Town of Grottoes, Virginia. Mr. Joseph S. Paxton, Executive Manager, will be the individual assigned to provide these services. Interim Town Manager responsibilities will include the following:

- Manages major projects and performs contract and certification administration on behalf of the Town.
- Assigns, directs, reviews, and trains staff work.
- Reviews and recommends proposed departmental operating budgets; prepares and submits the proposed Town budget to the Council; administers approved budgets; authorizes approved expenditures.
- Serves as liaison on behalf of the Town; engaging citizens; receives, researches, and responds to citizen complaints and inquiries.
- Attends and participates in Town Council meetings, advising and providing necessary information.
- Identifies and forecasts future needs of the Town; advises the Council regarding policy decisions; engages in research and development of policy and implementation of policy changes across the organization.

Assumptions: In accordance with the contract, the Town shall defend the Berkley Group and its respective staff in any legal proceedings by a third party arising out of the performance of duties on behalf of the Town.

II. TERM OF SERVICE

Beginning no earlier than September 17, 2024, it is anticipated that Mr. Paxton will be available to deliver services up to 20 hours of on-site work per week and additional off-site work, as needed. This work order will remain in effect until December 31, 2024. This work order may be extended or terminated upon mutual agreement by both parties.

III. FEE

The hourly rate for this work is \$135/per hour. Mileage to and from Mr. Paxton's residence in Broadway, VA will be reimbursed at the prevailing IRS rate. If any lodging is needed, it will be reimbursed at direct cost. Interim Town Manager Services will be invoiced twice monthly.