

**TOWN OF GROTTUES  
TOWN COUNCIL WORKSESSION AGENDA  
November 13, 2024  
6:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

CLOSED SESSION - pursuant to section 2.2-3711A, Code of Virginia, subparagraph 1 for discussion relating to personnel.

**ADJOURN**

**TOWN OF GROTTOS**  
**TOWN COUNCIL MEETING AGENDA**  
**November 13, 2024**  
**7:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

**ROLL CALLING – CLERK MORRIS**

**WELCOME CITIZENS**

**APPROVAL OF MINUTES – MEETINGS OF OCTOBER 16, 2024.**

**CONSIDERATION OF APPOINTMENT OF TOWN MANAGER**

**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 – recommendation on lot line revision for the Morris property
  - b. ACTION – recommendation on lot line revision for the Shreckhise property
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

**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. Approval submission of the Rockingham County Recreations and Tourism Grant Program.

**OLD BUSINESS**

**ADJOURN**

A work session of the Town Council of the Town of Grottoes was held on Wednesday, October 16, 2024, at the Grottoes Town Hall, Grottoes, Virginia.

Mayor Plaster called the work session of October 16, 2024, of the Grottoes Town Council to order at 5:44 p.m.

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

Other Town Officials present were: Interim Town Manager Joseph Paxton, Town Attorney Michael Helm, Deputy Clerk Jennifer Whetzel, Administrative Assistant Crystal Ortiz, Treasurer Rhonda Danner, Park Director Austin Shank, and Police Chief Jason Sullivan.

Council member Leeth made a motion to go into closed session pursuant to section 2.2-3711A, Code of Virginia, subparagraph (1) regarding the discussion of prospective candidates for the Town Manger position and to also include representatives of the Berkely Group. Council member Kohl seconded, and the motion carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE; JUSTIS – AYE.

At 7:09 pm the Council returned from closed session. Council Member Leeth made a motion, Council Member Justis seconded, and the motion carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE; JUSTIS – AYE, that the council return to open session.

The Town of Grottoes reconvened from a closed meeting and Section 2.2-3712 of the Code of Virginia requires a certification by the Town Council that such matters were conducted in conformity with Virginia statutes. Mayor Plaster read the certification that, to the best of each member’s knowledge only public business matter lawfully exempted from open meeting requirements were discussed; and only such public business matters that were identified in the motion convening this closed meeting were heard, discussed, or considered by the Town Council” Deputy Clerk Whetzel took a roll call, E. Chittum; so certified, J. Bailey; so certified, J. Justis; so certified, J. Plaster; so certified, D. Raynes; so certified, T. Leeth; so certified, M. Kohl, so certified.

At 7:10 PM. Mayor Plaster adjourned the work session.

ATTEST:

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Mayor

October 16, 2024

A regular session of the Town Council of the Town of Grottoes was held on Wednesday, October 16, 2024, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the regular session of October 16, 2024, of the Grottoes Town Council to order at 7:10 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, and Tim Leeth.

Other Town Officials present: Attorney Michael Helm, Interim Town Manager Joseph Paxton, Deputy Clerk Jennifer Whetzel, Treasurer Rhonda Danner, Administrative Assistant Crystal Ortiz, Parks Director Austin Shank and Police Chief Jason Sullivan.

### **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 meetings on September 9, 2024, and the special called meeting on September 20, 2024.

At 7:11 pm the regular session of the Town Council was recessed by Mayor Plaster for the scheduled public hearings and called the first public hearing to order.

### **Public Hearing**

#### **Dominion Energy Franchise Agreement**

Mayor Plaster announced that the Town had received a bid from Virginia Electric and Power Company (Dominion Energy Virginia). The bid was opened and a check in the amount of \$1,000 was submitted with the bid. No one spoke for or against the agreement. Council member Kohl asked if this was new or a renewal of an existing agreement. Sarah Hackney, a representative from Dominion Energy Virginia, spoke stating that this is a renewal of the electric Franchise Agreement which will allow the company to install and provide broadband service within the town. Dominion stated they will secure the agreement with a \$25,000 bond.

At 7:14 pm Mayor Plaster adjourned the 1<sup>ST</sup> Public Hearing, and called the 2<sup>nd</sup> Public Hearing to order.

### **PUBLIC HEARING**

**Request to vacate a public right-of-way located behind Augusta Ave.**

Mayor Plaster stated that no one has signed up to speak for or against the request to vacate a 434 foot public right-of-way located behind a section of Augusta Avenue between Cary Street and 2<sup>nd</sup> Street. There were no comments from Council.

**NOTICE OF PUBLIC HEARING  
TOWN COUNCIL FOR THE  
TOWN OF GROTTUES, VIRGINIA**

**AN ORDINANCE TO VACATE A PUBLIC RIGHT-OF-WAY**

**PLEASE TAKE NOTICE:** That the Town Council of the Town of Grottoes, Virginia shall hold a public hearing on **October 16, 2024, at 7:00 p.m.** at 601 Dogwood Avenue, Grottoes, Virginia for the purpose of a public hearing on the proposed ordinance to vacate a certain public right-of-way, approximately 434.00 feet in length and located behind Augusta Avenue and in a certain area between Cary Street and 2<sup>nd</sup> Street, Grottoes, VA.

The full text of the proposed Ordinance and attached survey showing the specific right-of-way to be vacated may be viewed and inspected at the Town Office located at 601 Dogwood Avenue, Grottoes, Virginia.

The public is invited to attend this public hearing to express their views thereon.

The Notice is given pursuant to §15.2-2204 and §15.2-2006 of the Code of Virginia (1950), as amended.

**TOWN COUNCIL  
TOWN OF GROTTUES, VIRGINIA**

**ADJOURN PUBLIC HEARING AND RETURN TO REGULAR MEETING**

At 7:15 PM Mayor Plaster closed the public hearings and reconvened the regular session of the Town Council.

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

None

**REPORTS OF STANDING COMMITTEE:**

**FINANCE** - Council member Raynes made a motion, 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 September 2024.

**WATER AND SEWER** – Council member Bailey stated there would be a Water & Sewer Committee meeting on Monday, October 28, 2024.

**ORDINANCE, HEALTH, AND PROPERTY** – Council member Kohl made a motion to approve the six-unit townhouse complex on Aspen Avenue with extending the sidewalk north to 2<sup>nd</sup> Street, seconded by Council member Justis, voting was recorded as follows: KOHL – AYE; JUSTIS – AYE; CHITTUM – AYE; BAILEY – AYE; LEETH – AYE; RAYNES – AYE, vote carries 6-0.

Council member Kohl made a motion to approve the amendment of Chapter 160, Section 160-38, Penalty for Non-payment, seconded by Council member Bailey, voting was recorded as follows: KOHL – AYE; JUSTIS – AYE; CHITTUM – AYE; BAILEY – AYE; LEETH – AYE; RAYNES – AYE, vote carries 6-0.

**ORDINANCE TO AMEND**  
**CHAPTER 160 (“WATER AND SEWERS”)**  
**SECTION 38 (“PENALTY FOR NONPAYMENT”)**  
**OF THE GROTTOS TOWN CODE**

**WHEREAS**, by Ordinance duly adopted, the Town Council of the Town of Grottoes, Virginia adopted Chapter 160, Water and Sewers, of the Grottoes Town Code, which chapter has been amended from time to time; and

**WHEREAS**, upon mature consideration the Town Council has determined it is in the best interest of the Town to further amend said Chapter.

**NOW THEREFORE BE IT RESOLVED** and ordained by the Town Council of Grottoes, Virginia, that section 38, penalty for nonpayment, set forth in Chapter 160, shall hereby be amended to read as follows:

**§ 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.

**Except as amended above, the Grottoes Town Code shall remain in full force and effect.**

**This Ordinance shall be in full force and effect from and after the passage hereof as provided by Virginia Law.**

Adopted on this \_\_\_\_ day of \_\_\_\_\_, 2024.

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Mayor, Jo Plaster

ATTEST: \_\_\_\_\_

Town Clerk

**STREET AND STREET LIGHTS – no report**

**PARKS, RECREATION AND PUBLIC FACILITIES – Parks Director Shank stated his report was included but wanted to update Council on the Chicken Shack facility at Painter Park that needs repair. Staff is working with the GVFD to and has requested input from a local**



architect for suggestions and costs estimates for the repair. He also stated that staff is preparing a grant application to the County for financial assistance to repair some of the aging structures in the parks.

**SPECIAL EVENTS** – Council member Leeth said that the Senior Citizens Luncheon went well with over 40+ dine-in meals and 80+ deliveries. October 26<sup>th</sup> is the 1<sup>st</sup> Responders Ceremony at Grand Caverns Park from 3-6pm and the Veterans Day Ceremony would be November 11, 2024, at Town Hall at 11am.

**PERSONNEL, FIRE AND POLICE PROTECTION** – Council member Justis made a motion for the consideration of the resolution to reappoint David Gorjup to the BZA, seconded by Council member Leeth, voting was recorded as follows: KOHL – AYE; JUSTIS – AYE; CHITTUM – AYE; BAILEY – AYE; LEETH – AYE; RAYNES – AYE, vote carries 6-0.

## **STAFF REPORTS**

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

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

RECREATION AND TOURISM DIRECTOR. - Director Shank spoke on the 30+% increase in revenue that Grand Caverns has seen this September compared to last September 2023. He stated that this increase is mostly from tour admissions. He also noted that The Blue Ridge Heritage monument project should be complete before Thanksgiving, and they are looking at a November 2024 dedication. The project was possible with a \$14,000 grant from Augusta County, with no cost to the town.

Director Shank also spoke on the current status of the pool. He stated that Phase A- a pressure test for unknown leaks was done and that the good news was that there is no major damage. He stated that due to skimmer line damage, the pool wall and deck will need to be cut to do a

skimmer line investigation. The cost is \$2,500.00, which was originally going to be used for voids, but will now be used for this. The Save the Pool Committee stated they will be paying this cost back. Work will begin within the next two weeks.

## **NEW BUSINESS**

### **Franchise Agreement – Virginia Electric and Power Company.**

Council member Justis made a motion to accept the ordinance establishing a franchise for Virginia Electric and Power Company. 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.

Council member Justis made a motion to amend his motion to include the acceptance of the Broadband Franchise Agreement between the Town of Grottoes, Virginia and Virginia Electric and Power Company, and accept the \$1,000 cash bid submitted by the Company. Seconded by Council member Raynes and carried by a vote of 6-0 voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE.

## **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 Council 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 16<sup>th</sup> 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 16<sup>th</sup> day of October, 2024.

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Jo Plaster, Mayor, Town of Grottoes

Attest:

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Tara Morris, Clerk

## **Vacation of Right-of-Way.**

Council member Raynes made a motion to approve vacating the public right-of-way located behind Augusta Ave. 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.

### **AN UNCODIFIED ORDINANCE TOWN OF GROTTUES, 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

**Extension of Contract – Interim Manager Services**

Council member Kohl made a motion to accept the Berkey Group work order extension for Interim Town Manager services. 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.

There being no further business, Mayor Plaster declared the meeting adjourned at 7:33 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Clerk

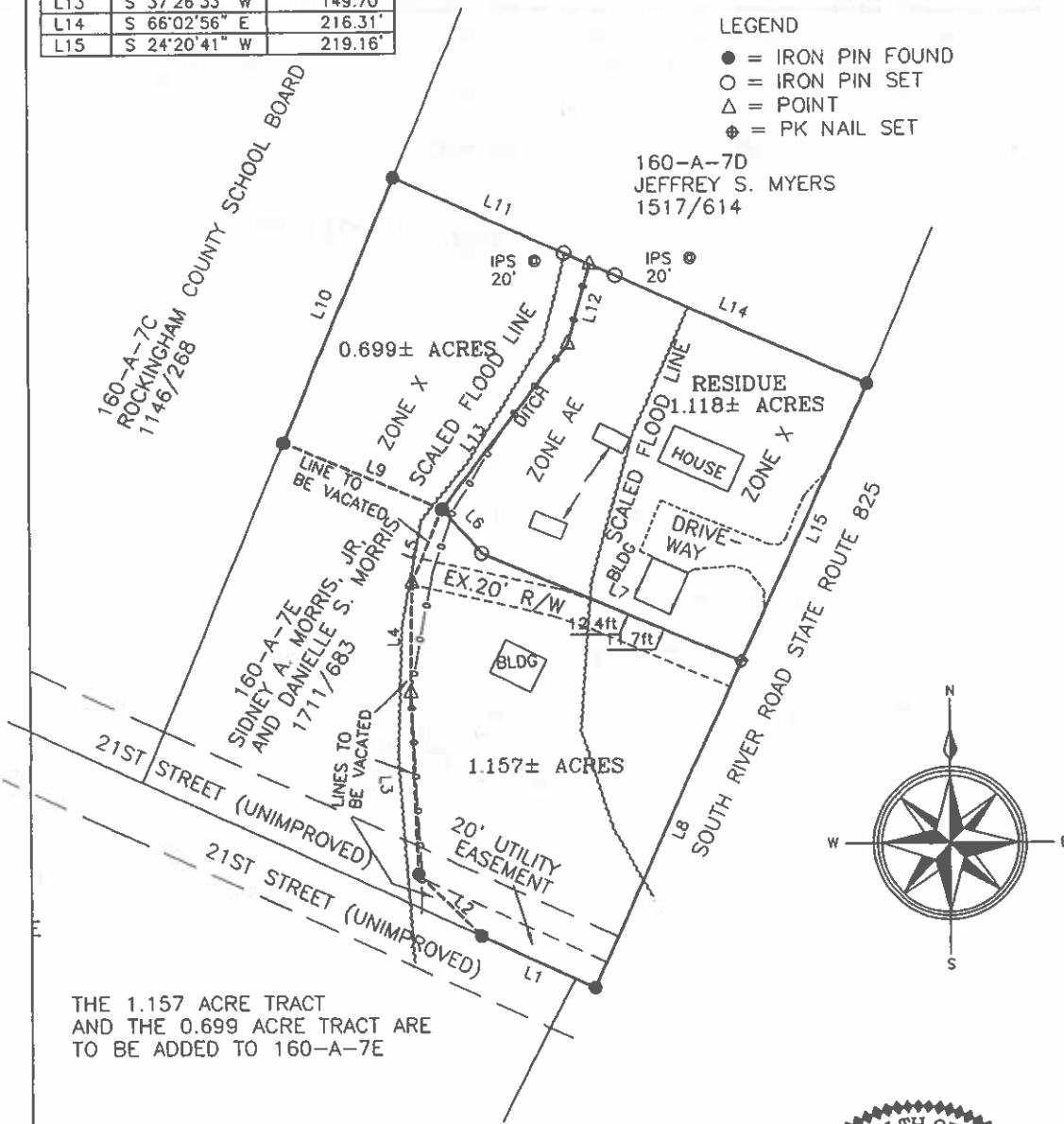
ORD. HEALTH + PROP.  
A.

LINE	BEARING	DISTANCE
L1	N 65°29'30" W	89.50'
L2	N 45°31'21" W	63.67'
L3	N 02°08'28" W	132.57'
L4	N 01°07'09" E	78.25'
L5	N 22°43'43" E	57.71'
L6	S 42°06'23" E	43.54'
L7	S 66°58'45" E	201.02'
L8	S 24°20'41" W	257.67'
L9	N 67°16'14" W	124.39'
L10	N 22°43'43" E	207.45'
L11	S 66°02'56" E	154.78'
L12	S 15°21'57" W	59.85'
L13	S 37°26'33" W	149.70'
L14	S 66°02'56" E	216.31'
L15	S 24°20'41" W	219.16'

- 1 = BEARINGS ARE MAGNETIC
- 2 = SCALE 1" = 100'
- 3 = TAX MAP = 160-A-7
- 4 = DATUM AS SHOWN HEREON IS ACCORDING TO RECORDED INFORMATION AND IS A CURRENT FIELD SURVEY.
- 5 = NO TITLE REPORT FURNISHED
- 6 = OTHER RIGHTS OF WAY AND EASEMENTS IF ANY, ARE NOT SHOWN

LEGEND

- = IRON PIN FOUND
- = IRON PIN SET
- △ = POINT
- ⊕ = PK NAIL SET



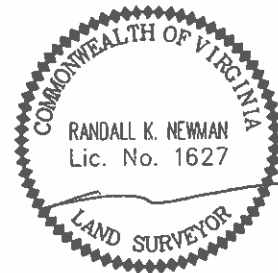
160-A-7D  
JEFFREY S. MYERS  
1517/614

THE 1.157 ACRE TRACT  
AND THE 0.699 ACRE TRACT ARE  
TO BE ADDED TO 160-A-7E

BOUNDARY LINE ADJUSTMENT SURVEY OF TAX  
PARCELS 160-A-7 AND 7E

LOCATED IN THE TOWN OF GROTTOS  
ROCKINGHAM COUNTY, VIRGINIA.

OWNER: SIDNEY A. AND DORIS S. MORRIS  
REFERENCE: DEED BOOK 690. PAGE 743



NEWMAN SURVEYING  
Licensed Land Surveyor  
GROTTOS, VIRGINIA 24441  
(540) 421-6232

OWNER'S CONSENT AND DEDICATION

Knowr by all men by these present, that the subdivision of land as shown on this plat and designated as the Plat showing a Boundary line adjustment of tax map parcels 160-A-7 and 7E and situated in the Town of Grottoes in the county of Rockingham, Virginia, is with the free consent and in accordance with the desires of the undersigned owners thereof; the said land is hereby subdivided, having been conveyed to Sidney A. and Doris S. Morris, by deed dated and recorded in Deed book 690, page 743, and recorded in the clerk's office of Rockingham County, Virginia.

Given under our hands this 24 day of September 2024

Sidney A. Morris

\_\_\_\_\_  
(SEAL)

COMMONWEALTH OF VIRGINIA AT LARGE

The foregoing instrument was acknowledged before me in the jurisdiction aforesaid, this 24 day of September

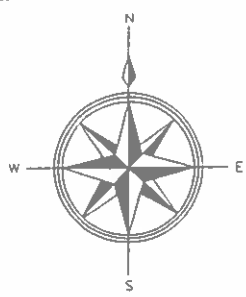
My commission expires 11/30/2025

Korena Ann C Breeden  
Notary Public

KORENA ANN C BREEDEN  
NOTARY PUBLIC  
Commonwealth of Virginia  
Reg. # 166769  
My Commission Expires 11/30/2025



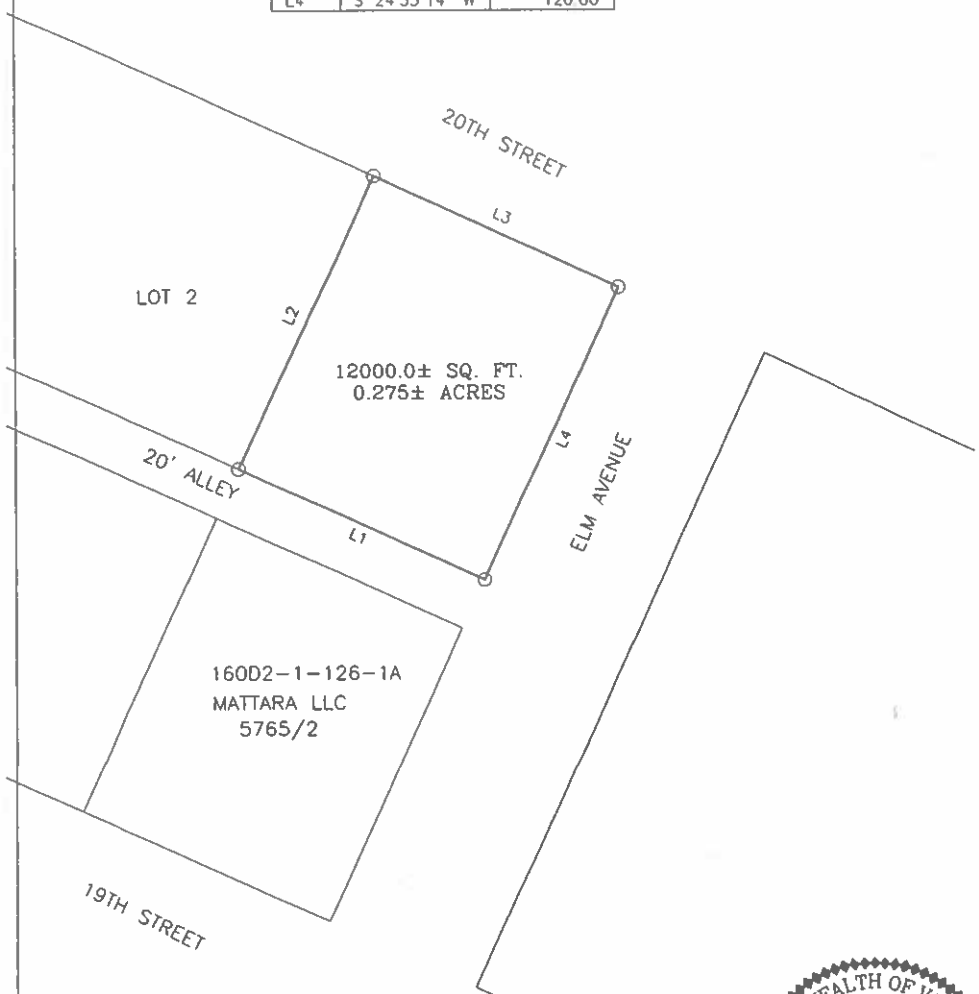
ORD. HEALTH + PROP.  
B.



- 1 = BEARINGS ARE MAGNETIC
- 2 = SCALE 1" = 50'
- 3 = TAX MAP = 160D2-1-B126-2
- 4 = DATUM AS SHOWN HEREON IS ACCORDING TO RECORDED INFORMATION AND IS A CURRENT FIELD SURVEY.
- 5 = NO TITLE REPORT FURNISHED
- 6 = OTHER RIGHTS OF WAY AND EASEMENTS IF ANY, ARE NOT SHOWN

LINE	BEARING	DISTANCE
L1	N 65°26'46" W	100.00'
L2	N 24°33'14" E	120.00'
L3	S 65°26'46" E	100.00'
L4	S 24°33'14" W	120.00'

LEGEND  
○ = IRON PIN SET



SUBDIVISION OF A PORTION OF LOT 2 OF BLOCK 126 OF THE TOWN OF GROTTOS

LOCATED IN THE TOWN OF GROTTOS ROCKINGHAM COUNTY, VIRGINIA.

OWNER: SHRECKHISE BROTHERS, INC.  
REFERENCE: DEED BOOK 777. PAGE 418



**NEWMAN SURVEYING**  
Licensed Land Surveyor  
GROTTOS, VIRGINIA 24441  
(540) 421-6232

JOB NO. 19TH AND ELM      DATE: SEPTEMBER 30, 2024

OWNER'S CONSENT AND DEDICATION

Known by all men by these present, that the subdivision of land as shown on this plat and designated as the Subdivision of a portion of Lot 2 in Block 126 of the Town of Grottoes and situated in the Town of Grottoes in the county of Rockingham, Virginia, is with the free consent and in accordance with the desires of the undersigned owners thereof: the said land is hereby subdivided, having been conveyed to Schreckhise Brothers, inc by deed dated and recorded in Deed book 777, page 418, and recorded in the clerk's office of Rockingham County, Virginia.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
(Seal)

COMMONWEALTH OF VIRGINIA AT LARGE

The foregoing instrument was acknowledged before me in the jurisdiction aforesaid, this \_\_\_\_\_ day of \_\_\_\_\_.

My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

SURVEYOR'S CERTIFICATE

I hereby certify that to the best of my knowledge and belief, all of the requirements of the board of supervisors and ordinances of the Town of Grottoes, Virginia, regarding the platting of subdivisions within the county, have been complied with.

Given under my hand this 30th date of September, 2024.

\_\_\_\_\_  
Randall K. Newman  
Licensed Land Surveyor

# TOWN OF GROTTOES

Staff Report #1



November 4, 2024

## MEMORANDUM:

**TO:** Town Council

**FROM:** Interim Town Manager

**SUBJECT:** Staff Report – November 2024

### 1. Wastewater Treatment Plant Operations

**A. Licensed Plant Operator.** As previously discussed, the Town's wastewater treatment plant licensed operator retired this past Thursday, and the part-time operator (no license) resigned as of the end of October as well. Staff worked with the Water & Sewer Committee to keep them informed of the progress to keep the plant operational. The Town's crew leader, Josh Smith, has experience operating the plant, but is not licensed. He is currently on-site each weekday to perform routine operations. A second town employee is working with him to learn plant operations.

Town staff evaluated several options for licensure oversight:

1. HRRSA (regional sewer authority) in Mt. Crawford was contacted, but current staffing levels there did not provide the ability to assist the Town.
2. A meeting was held with Inboden, the Town's testing contractor, to obtain pricing for privatizing this service. Should the Town approve this option it would require a significant increase in the cost for residents to offset the higher cost. Inboden recently contacted the Town to advise that it had priced the services as a 24-hour, 365 facility and would be revising their proposal.
3. Rockingham County Department of Public Works was contacted for assistance. The County has two licensed operators and offered to assist the Town temporarily to

601 Dogwood Avenue • P.O. Box 146 • Grottoes, Virginia 24441  
Telephone 249-5896 • 249-0256 • Fax 249-5726  
[www.ci.grottoes.va.us](http://www.ci.grottoes.va.us)

ensure that the plant has licensed oversight. The cost to the Town will be the hourly rate for the employee that provides the oversight.

Longer-term, the staffing plan is to train a current employee to operate the plant and work with him to acquire his state license. The Town's plant requires the operator to have at least a Class III license, which requires passing the state licensure test, and a minimum of one year in supervision.

A solution for licensure oversight on a long-term basis is expected to be developed in the next thirty to forty-five days.

- B. Septic Tank Clean-out.** The Town currently has a pump, haul and dispose contract with Cline Septic Service at a flat rate of \$500 per 2,000 gallons (two homes per load). There is currently a backlog of approximately 775 tanks which meet a threshold of being pumped every five years. There are a total of 1,307 tanks in town. The Town has a listing of tanks by property address scheduled to be pumped each year. There are 247 tanks where it has been ten years or more since the tank has been pumped.

The backlog has existed for some time, but it has recently been further complicated by turnover on the public works crew, two breakdowns with the pump truck, water line breaks, day to day maintenance responsibilities, and multiple competing priorities in water and sewer (install new water meters and insertion valves).

Also, when a new employee is hired, the employee is required by OSHA to have hepatitis vaccinations, prior to assisting with this work. All current employees are now cleared to work in this area.

Last month, staff advised the Water & Sewer Committee that the Town is contracting with Cline Septic Service in Weyers Cave to supplement the Town's workforce to reduce the tank pumping backlog. Cline's price is \$500 per tank truck load (2,000 gallons – two households per truck) to pump, haul and dispose of the waste at HRRSA. Cline pumped twenty-two tanks from the 2006-2007 "pump years" for a total cost \$5,500.

The proposal is for the Town to contract with Cline to pump, haul and dispose of the 247 septic tanks from years 2008 through 2014 (ten years back from this year), at a cost not to exceed \$61,750. Staff contacted Cline to see if "quantity" discount pricing is available for this number of tanks; updated information is expected for the Council meeting next Wednesday. There is no funding in the current year's budget for this expense. To approve a contract for 247 tanks, a budget amendment in the amount of \$61,750 is necessary, with funding from the Sewer Fund Reserve.

***Action is necessary from Town Council to approve this request.***

## **2. Stormwater I&I**

Last month staff reported on the stormwater issues that were brought back to the forefront with the early October storms. Staff met with the Town's engineering consultant and a meter supplier that sells I&I equipment to continue discussion on developing a comprehensive plan to address this issue. With the immediate staffing needs at the wastewater plant, staff's attention to this project has been delayed. The public works team was directed to advise the new employees and outside contractor to check, and replace if necessary, the seal on the septic tanks when pumped. This is an important first step to prevent stormwater leaching into the sewer system.

## **3. Staffing – Public Works.**

The Town has posted the vacant wastewater treatment(WWT) plant operator and the Director of Public Works positions on the Virginia Rural Water web site. There are thirteen vacant WWT plant operator positions advertised state-wide.

A comprehensive staffing approach will be presented in the work session prior to the meeting.

\*\*\*

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

Respectfully submitted,

Joseph S. Paxton

## **Treasurer's Staff Report November 2024**

### **Audit**

The FY21 audit is currently in the review process. We are expected to start FY22 in December.

### **Maximum Investment Sweep Account**

For the month of October, we have earned \$7862.43 in interest. The interest rate was 2.40%.

### **Utility Billing**

Billing Period: 08/15/2024-10/15/2024

Billing Date: 11/05/2024

Due date: 12/05/2024

Total Billing Amount: \$220,373.69

Number of bills Generated: 1401

Number of bills emailed: 365

Number of cut-offs for 10/5/2024 due date: 12

### **Taxes**

The real estate and personal property files received from Rockingham County have been sent to Southern Software for the conversion process. This usually takes 30 days or less. Once returned we will print and prepare the bills for mailing. Taxes are mailed out on or before January 5<sup>th</sup> and due February 5<sup>th</sup>.

### **Accounts Payable**

Date: October 2024

Number of Checks: 101

Total AP Expense: \$315,324.69



## Land Development Staff Report November 2024

### Zoning Permits issued (September 2024)

- 3 Permits
  - 0 Single-Family
  - 0 Town houses
  - 0 Duplex
  - 1 Generator
  - 1 Finish basement
  - 1 Roof over patio

### 2024 total to date

45 Total Permits  
**2024 Total Dwellings**  
 10 Single-Family  
 0 Townhouse units  
 1 Duplex

**Six-unit Townhouse project (Aspen Avenue)** – Staff continues to work with the engineer and developers to complete the final plan and permitting process for the townhouse project.

**Lot Line Revision for the Morris Property** – Prior to this property being annexed into the Town, an additional house was built on the property and a lot was created for that house. However, the driveway and septic field for the “new” house is not included in the created lot. Therefore, the Morris family is requesting to vacate two lot lines on the property to permit the septic field and driveway to be a part of the “new” house property. The original house would still have approximately 47,000 square feet, which is more than the 12,000 the town requires. The new lot is adding 1.856 acres to the existing lot.

**Lot Line Revision for the Shreckhise Property** – Shreckhise Brother’s owns the entire Block of 126 from 19<sup>th</sup> to 20<sup>th</sup> Street between Elm and Forest Avenue. They are requesting to add a lot line to form a 12,000 square foot building lot for a house. This property is zoned R-2 and permits which allow single family residential.

Respectfully submitted:  
 Tara Morris, Assistant to Town Manager

# Grottoes Police Department

## Staff Report

### October 2024

#### Staffing

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

.All positions in the police department have been filled and all new officers have completed a modified Field Training Program and have been released to solo Patrol.

#### **Training:**

Ofc. D. Alger is scheduled to attend Glock Armour school on December 10, 2024.

The Police department is awaiting the release of the training schedule from Central Shenandoah Criminal Justice Academy for 2025. Due to a young police force most of the training will be focused on officer skills development.

#### **Community Involvement / Special events**

On October 24, 2024, two members of the police department assisted with traffic control for South River Elementary's Fall Festival. No incidents occurred at this event to report.

On October 31, 2024, two members of the Police department handed out candy in front of the town hall while two other members conducted patrol, a safety operation.

Due to the call volume that was received on Halloween night, 2 officers were on duty until 0300 hrs. Calls that were handled were suspicious people. Suspicious vehicles and 1 domestic assault where the victim needed medical attention.

The police department is currently reviewing and updating the action plan for the 2024 Town of Grottoes Christmas parade.

Respectfully submitted:  
Jason Sullivan  
Chief of Police.





**Parks & Tourism Staff Report  
October 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 \$93,352.08 in revenue for the month of October. This is a \$20,989.14 (29%) increase from October 2023, which also makes it the new record high for the month. This increase is mostly from general admissions (+15.6K) and adventure tours (+7.6K). Haunted Cave had a reduced footprint this year with only 1 day of operation instead of 2, which resulted in 3.6K less in revenue.

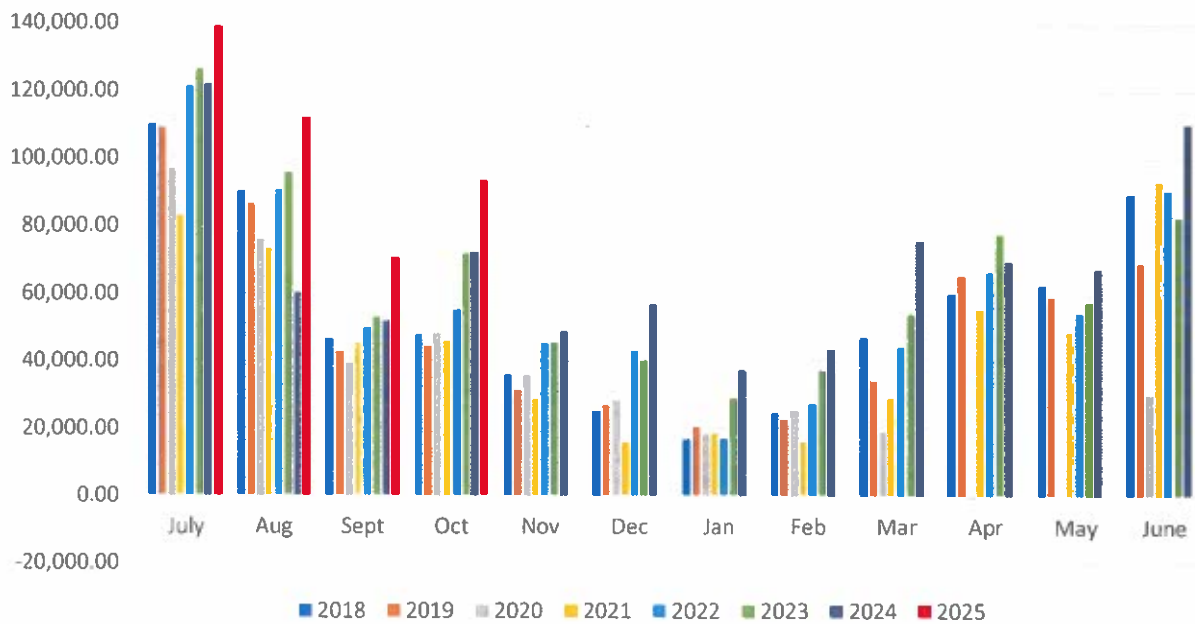
Your Parks & Tourism Department has sustained an extended period of revenue growth since the COVID-19 pandemic, but particularly over the last 11 months. Since the announcement of Subterranean Sound in December of 2023, this department has averaged a 23% growth in revenue. While there are compounding reasons why staff believes growth has been sustained, this milestone is one of the most direct correlations that have been identified.

Another lens worth looking through is the calendar year versus the fiscal year. Through a period of sustained growth, the calendar year revenues serve as a mid-point when forecasting the remaining fiscal year revenues. For example, FY21 \$703,926.54 – Calendar Presently, with 2 months remaining in the calendar year, 2024 is already 9% higher than calendar year 2023. In fact, 1/24 – 10/24 (\$817,681.22) is already higher than all FY24 (\$815,567.89), something that is completely unprecedented.

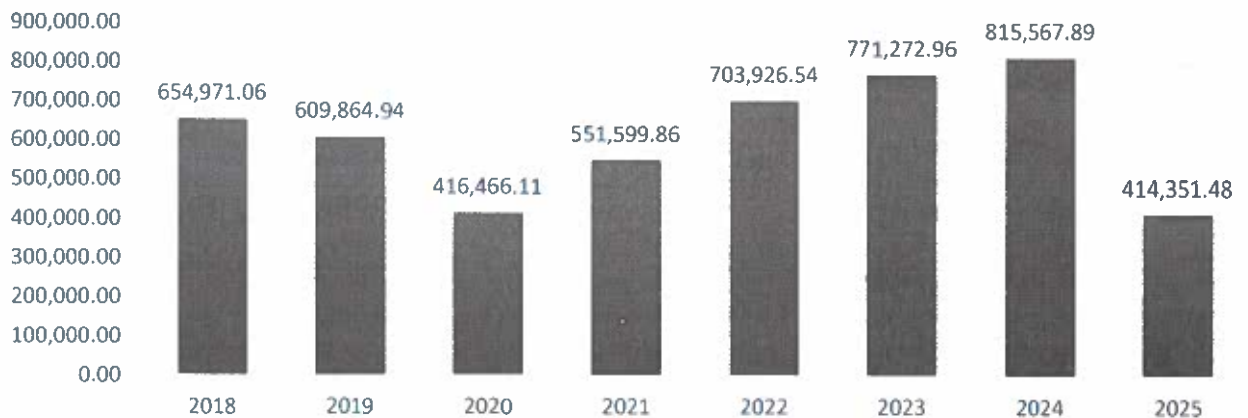
- 1. Grant Opportunity:** The Parks Committee met on 9/30<sup>th</sup> to discuss Painter Park improvements with community partners. A grant opportunity from Rockingham County was identified and preliminary discussions were held on what could be included before the 11/15/2024 application submission deadline. Town staff presents the attached application for your review.
- 2. Cave Electric Repair:** Cave electric repair was successfully completed on Monday 10/21<sup>st</sup>. As a reminder, this replaced a 500' stretch of high voltage line approximately 2/3rds of the way into Grand Caverns.
- 3. The Blue Ridge Heritage Project:** Town staff is working with BRHP Augusta County committee to excavate around the memorial so the proposed concrete pad can be poured.

### 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	93,352.08
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	
<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>414,351.48</b>



### Total Revenue



NEW BUSINESS

1

# Rockingham County

2025-2026

## CIVIC AND COMMUNITY ORGANIZATIONS

## FUNDING APPLICATION PACKET



**APPLICATIONS DUE BY  
FRIDAY, NOVEMBER 15, 2024 5:00 P.M.**

**AT**

**Finance Department  
20 East Gay St.  
Harrisonburg, Virginia 22802  
Phone: (540) 564-3010 Fax: (540) 564-1433**

## GENERAL APPLICATION INFORMATION

1. This application should be used by any organization or agency requesting funding from the County's General Fund Budget. The purpose of this application is to assist the County in determining the most effective use of County funds.
2. Applications are due to the Finance Department at 20 East Gay Street, Harrisonburg, Virginia, 22802, by 5:00 P.M. Friday, November 15, 2024. *This is not a postmark deadline. If sending application via U.S. Mail, please allow sufficient time for delivery to ensure that applications are RECEIVED by the deadline.*
3. **Private individuals are not eligible to submit project applications.** Projects must benefit a group of people and be administered by an agency, organization, or business (i.e., a legal entity).
4. The application must stand alone and will serve as the primary vehicle for applicants to provide information on their request. However, applicants may also be asked to submit additional information. Note: An appropriation of funds in one fiscal year does not imply a commitment by the County to provide funds in subsequent years.
5. The application evaluation will include a review committee. The review committee will advance to the Finance Committee and County Administrator recommendations on which requests should be incorporated into the County Administrator's budget. The Finance Committee and County Administrator will determine which recommendations to include in the budget as is feasible based on financial constraints.
6. Funding disbursements will be made on a yearly basis. The yearly disbursements will be disbursed after notification from the agency is received by e-mail, letter, or fax. The County reserves the right to adjust the yearly payments should state or local budgetary circumstances so require.
7. Submit **one (1) original copy** of the application. Note: All attachments to the application must be included in the original. You may send your application electronically in pdf format to [tdavidson@rockinghamcountyva.gov](mailto:tdavidson@rockinghamcountyva.gov), regular mail, or hand delivery.
8. The application package must include the following:
  - i. IRS 501(C) Tax Exemption Determination Letter (if applicable)
  - ii. Current List of the Organization's Board of Directors (if applicable) indicating their addresses, telephone numbers, and terms of appointment
  - iii. Organization's most recent audit if one is performed
  - iv. Organization's written financial statement showing the sources of revenue and actual expenditures for its current fiscal year
  - v. State Corporation Commission Certificate and Evidence of Current Renewal (if applicable)
  - vi. IRS Form W-9
  - vii. IRS Form 990

9. The Rockingham County Board of Supervisors has identified 4 focus areas in which to provide funding support. The committee will look strongly at how funds will be used with a focus on community outreach. They consist of the following:

**A. Crisis Intervention and Diversion**

Services provided to individuals and families in crisis to overcome immediate problems and reduce or prevent further escalation to more restrictive and expensive higher-level services. This includes homelessness and self-sustainability.

**B. Improved Quality of Human Services**

Services and opportunities provided to individuals, organizations, and communities that enhance the quality, accessibility, accountability and coordination of services provided by community organizations.

**C. Cultural Development**

Providing opportunities for individuals to enhance their cultural experiences. Includes things like museums, art and music.

**D. Civic and Community Involvement**

Activities that promote and support community activities and events.

**Rockingham County  
Funding Application Form  
For Fiscal Year July 2025-June 2026**

**Name of Applicant:** Town of Grottoes

**Applicant Contact Information:**

Project Manager Austin Shank Email ashank@ci.grottoes.va.us

Phone Number 540-236-2041 Fax Number \_\_\_\_\_

Mailing Address: PO BOX 478 Grottoes VA 24441

Physical Address (if different than mailing address):

601 Dogwood Avenue Grottoes, VA 24441

**Amount of County Funds Requested:** \$ \$126,099.00

**Total Annual Operating Budget:** \$ \$4,392,381.44

**Description of activity, including the design, goals, and benefits to be gained:**

The Town of Grottoes is seeking this grant money to improve the quality of services at John E. Painter Park that would equally benefit the civic and community involvement and cultural development for Rockingham County residents. Specifically, the Town seeks grant money to improve the following areas.

1: Pave, paint, and fence the parking lot at the ballfields. Smith's Paving quoted \$95,000 to pave/paint. Town staff would install the fencing with materials costing \$3,000.

2: Upgrade the stage with recess lighting, staging area for the bands, steps for additional stage access, improved electrical service, tongue and groove poplar backdrop and ceiling to improve acoustics. Community partners Roger Randall and Caleb Bailey, who provide annually free Bluegrass in the Park events, along with Town Staff would provide the labor. Materials cost \$3,500.

3: Remove existing and installation of new green metal roofing for 5 picnic shelters to extend lifespan and in keeping with other park structures. Holloway Roofing quoted \$24,599.00.

The immediate goal of these improvements is to extend the usability and lifespan of these amenities. The parking lot is shared simultaneously amongst different community groups which often leads to confusion and unsafe conditions. This would not only extend but maximize its use while simultaneously promoting vehicle & pedestrian safety. The upgrades to the stage improve the quality of programming already making use of the stage, but also vastly improve its appeal to both performers and attendees for future use. The new roofing on the remaining structures comes at a time when the existing composite shingles are reaching the end of their lifetime. Replacing the plywood sheeting and new green metal roofing on top not only dramatically extends the use of the structures, but creates a continuity of materials and identity, in keeping with the green roofed stage and bathroom structure nearby. All three of these areas of improvements build upon each other and creates a cohesive improved quality of services, encouraging civic and community involvement, while promoting established and new opportunities for cultural events.

**Based on your 2023 data, please provide the number of your clients who reside within Rockingham County and the total number of clients your agency serves:**

The Town of Grottoes has a rapidly growing population and currently provides services for 2,899 residents. There are about 34,000 county residents living within a 10-mile radius of the town.

The Grottoes Community Little League, based in John E Painter Park, serves youth within the District 3 League which stretches from Staunton to just outside of Harrisonburg, east to the Blue Ridge Mountains, and then South to Waynesboro.

Annually, the Town owned Grand Caverns Park attracts over 70,000 visitors.

**Explain why financial assistance from the County is necessary to provide these services, including supporting statistical evidence and statements from authorities:**

County funding through this grant is ultimately necessary because the Town of Grottoes has no funding available in the current or future budgets for our proposed projects.

**Describe your prior experience in the same or similar activities as proposed, including years of experience.**

The Town of Grottoes developed John E. Painter Park in the early 2000s without any county assistance. The planning, execution, and funding was provided exclusively by the Town. For the last twenty years, Rockingham County residents within a 10-mile radius have enjoyed this community amenity.



**Explain the effect upon these services if the County does not fund your request or if the award is less than requested:**

If the County does not fund our request, then the property will continue to deteriorate until the town finds a way to provide funding itself. Current financial projections do not provide timely funding. If the County were to award less than requested then the Town would diminish the scope of the project to fall within the award amount.

**How does this program create a unique and valuable impact in our County?**

John E. Painter Park has provided a comprehensive list of amenities and opportunities of use for over twenty years, at no cost to the county, making it unparalleled in Rockingham County. Rockingham Park at the Crossroads, ten miles away, has an excellent ballfield complex but no stage/field for large scale events. Augusta County's Natural Chimneys Park, twenty miles away, provides the annual Red Wing Roots festival with their improved stage/special event area, but with no ballfield complex or cross country meet opportunities.

This investment provides unique and valuable opportunities for larger scale community and cultural events, like the Red Wing Roots Festival, within our County. This, in harmony with Grand Caverns tourism, can even facilitate economic development.

**Explain how your activity contributes to the fulfillment of the focus areas of the County listed on Page 3.**

These improvements satisfy three of the four focus areas; Improved Quality of Human Services, Cultural Development, Civic and Community Involvement. John E. Painter Park is used heavily by a variety of community, volunteer, and government entities.

These include the Rockingham County Baseball League at the Grottoes Cardinals' home baseball field, Mary Baldwin University's Fighting Squirrels home baseball field, the Grottoes Community Little League's activities and tournaments hosted by the park's ballfields, Rockingham County Public School system's middle school and high school cross country meets hosted inside the park – Improving Quality of Human Services with the use of parking lot, picnic shelters, and stage.

Roger Randall's Concert Series Bluegrass in the Park and the Town's own Party in the Park – promoting live music through Cultural Development.

Grottoes Volunteer Fire Department's Lawn Party and the Town's own Kids Fish Day – facilitating Civic and Community Involvement. These three focus areas are interwoven amongst two, sometimes three of these uses.

Looking to the future, the Town of Grottoes' Parks & Tourism Department seeks to expand cultural development, beyond the community partnership with Caleb Bailey and Roger Randall's Bluegrass series, through large scale music festivals and special events coordinated by third party partners and by the Town.

**List other funding sources that are being sought and/or will be leveraged from the applicant's own resources along with this request for County funding:**

The Town of Grottoes is not seeking any additional funding sources outside of the Town's. Town staff's labor will offset cost for both the parking lot fencing and stage updates with further reduction possible from community volunteerism.

**If you received funding from the County in the past two years, explain how the funding has helped you either expand your services or reach more individuals or improve the programs and services offered.**

The Town of Grottoes received a \$50,000 tourism development grant during the 2023 fiscal year to improve the four main entryways into the town. This included beautification landscaping and new "Welcome to the Town of Grottoes" signage. These entrances and exits are essential to forming visitors' opinions and impressions. These portals provide visitors with an unconscious message that they're entering a community that cares. This has an implicitly positive impact on the residents and to the regional, national, and international visitors that frequent the Town of Grottoes to visit Grand Caverns.

\_\_\_\_\_  
Signature: Applicant Authorized Representative

\_\_\_\_\_  
Date