

**TOWN OF GROTTUES**  
**TOWN COUNCIL WORKSESSION AGENDA**  
**June 10, 2024**  
**6:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

1. Closed Session pursuant to section 2.2-3711(A)7 for consultation with legal counsel and 2.2-3711(A)1 for discussion of individual personnel.
2. Discussion of the Shentel Franchise
3. WWTP Study Executive Summary review.

**TOWN OF GROTTUES**  
**TOWN COUNCIL MEETING AGENDA**  
**June 10, 2024**  
**7:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

**ROLL CALLING – CLERK MORRIS**

**WELCOME CITIZENS**

**APPROVAL OF MINUTES – MEETINGS OF MAY 13, 2024.**

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**RECESS REGULAR MEETING**

**PUBLIC HEARING:**

1. Shentel Franchise Agreement
  - Presentation
  - Speaking FOR
  - Speaking AGAINST
  - Council Comments

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

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

**REPORTS OF THE STANDING COMMITTEES:**

1. Finance – Council member Raynes, Chair
  - a. ACTION - Approval of Financial Reports
  - b. ACTION - Approval of the FY24-25 Annual Budget and Fee Schedule.
2. Water and Sewer – Council member Bailey, Chair
3. Ordinance, Health, and Property – Council member Kohl, Chair
  - a. ACTION – Consideration of the Shentel Franchise Agreement
  - b. ACTION – Set the date for joint public hearing for rezoning.
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. David Bradley request for alley purchase

**OLD BUSINESS**

**ADJOURN**

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**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.

May 13, 2024

A work session of the Town Council of the Town of Grottoes was held on Monday, May 13, 2024, at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the work session of May 13, 2024, of the Grottoes Town Council to order at 6:00 p.m.

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

Other Town Officials present were: Town Attorney Michael Helm, Town Manager Stefanie McAlister, Deputy Clerk Jennifer Whetzel, Treasurer Rhonda Danner, Public Works Director AJ Hummel, and Police Chief Jason Sullivan.

Mayor Plaster stated that a motion would need to be made to go into closed session.

At 6:01 pm Council member Leeth made a motion to go into Closed Session per Closed Session pursuant to Section 2.2-3711(A)7 for consultation with legal counsel and 2.2-3711(A)5 for discussion of prospective business where no previous announcement has been made of the business for interest in locating in the community. Motion was seconded by Council member Justis and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; KOHL – AYE; LEETH– AYE; JUSTIS – AYE, to go into closed session.

At 6:38 p.m. a motion was made by Council member Leeth to adjourn from closed session, seconded by Council member Justis, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; KOHL – AYE; LEETH– AYE; JUSTIS – AYE.

Mayor Plaster reopened the meeting and read the following certification of the closed session “to the best of our knowledge that only public business matter lawfully exempted from open meeting requirements under section 2.2-3711(A)7 and section 2.2-3711(A)5 of the Code of Virginia, as only public business matters that were identified in the motion by which a closed meeting were heard, discussed, or considered in the closed meeting”. Deputy Clerk Whetzel takes 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.

Mayor Plaster said the next discussion is the FY25 Proposed Annual Budget.

Manager McAlister stated she has a presentation to be given at the Council Meeting tonight and asked if there were any questions or comments she could answer before the public hearing.

Council member Bailey stated that in order to keep up with inflation, he suggests that the town base raises on a 3% across the board and the remaining 2% based on merit. Council member Chittum asked "How do we get to that point?" Council member Justis stated that they need to set a deadline to do something regarding this. He stated possibly October. Manager McAlister stated that the Personnel Committee had been asked to schedule a time to discuss this for next year's budget. Mayor Plaster suggested setting a meeting for late June. Council member Raynes and Kohl suggested a retreat for discussion. Manager McAlister told the council that in her opinion, raises for Town Employees would become stagnant over the next few years as revenue is not projected to increase. Council member Kohl said he doesn't believe that merit-based raises will work.

Mayor Plaster adjourned the meeting at 6:55 p.m.

ATTEST:

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Deputy Clerk

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Mayor

May 13, 2024

A regular session of the Town Council of the Town of Grottoes was held on Monday, May 13, 2024, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the regular session of May 13, 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, Jim Justis, Mayor Jo Plaster, David Raynes, Michael Kohl, and Tim Leeth.

Other Town Officials present: Attorney Michael Helm, Town Manager Stefanie McAlister, Deputy Clerk Jennifer Whetzel, Treasurer Rhonda Danner, Public Works Director A.J. Hummel, 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 April 8, 2024.

At 7:01 pm the Regular Meeting of the Town Council was recessed by Mayor Plaster and the Public Hearing ensued.

### **Public Hearing**

Manager Stafanie McAlister gave a presentation on the FY 24-25 Annual Budget and Proposed Fee Schedule. There were no comments from the council. At 7:21 pm Mayor Plaster adjourned the public hearing and returned to the regular meeting.

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

Charlie Lawhorne addresses the council regarding Kid's Fish Day. He pointed out that although it was a gloomy day, it was a good turnout. He stated that Chief Sullivan let him take the 'Deuce' down to the park and that it ran like never before. He said that Kid's Fish Day was a tremendous success, he thanked Chief Sullivan for having everything in order. He said the parks never looked better and thanked the maintenance department for having the "Deuce" running great. He wanted to thank the council, the Chief and the Town for making the 29<sup>th</sup> Kid's Fish Day a success.

Gleamer Sullivan spoke next and wanted to give huge accolades for the new town calendar on our website. She stated she had no idea so many things were going on in our town and wanted to thank the town for the calendar.

#### **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 April 2024.

**WATER AND SEWER** – no report

**ORDINANCE, HEALTH, AND PROPERTY** – Council member Kohl move to adopt the resolution to amend Chapter 144, Section 64 of the Grottoes Code pertaining to the levy rate imposed on the sale of cigarettes as more fully set forth in the Ordinance to Amend Chapter 144. Seconded by council member Chittum 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 Kohl moved to adopt the resolution to amend Chapter A171 of the Grottoes Code to repeal the previously adopted fees set forth therein, to be replaced with the updated schedule of fees which have been set and established by Council, as more fully set forth in the Ordinance to Amend Chapter A171. 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.

**STREET AND STREET LIGHTS** – Council member Justis said they will be installing the 4-way stop signs on Forest Avenue the 1<sup>st</sup> week in June.

**PARKS, RECREATION AND PUBLIC FACILITIES** – no report

**SPECIAL EVENTS** – Council member Leeth said the Memorial Day ceremony will be held on Memorial Day at 11:30 am with guest speaker Jason Cotton with the Living Waters Program. He stated the Grottoes Blue Grass Festival will be May 16-18<sup>th</sup> and Party in the Park is June 15<sup>th</sup>, there will be 3 food vendors along with several beer & wine vendors and bands. Grottoes Cardinals games will begin in the next few weeks so be on the lookout for their schedule. Mayor Plaster commented on the donations received for Party in the Park and stated they will go towards funding the event.

**PERSONNEL, FIRE AND POLICE PROTECTION** – Mayor Plaster said she would be scheduling a committee meeting for personnel in the coming month. She also gave a special thanks to Public Works Director, AJ Hummel for his service to the town and wished him good luck in his future journey.

## **STAFF REPORTS**

TOWN MANAGER. Manager McAlister touched on her staff report regarding remote participation. She said the code states before a public body allows this, they must adopt a policy. Manager McAlister also stated that the Comprehensive Plan survey has received over 230 responses and that on May 16<sup>th</sup>, there would be an open house from 5-7pm at Town Hall. Next, she said that the chicken shack at Painter Park has a structural issue and that new footers would be needed to reinforce it. Lastly, she stated that Mangrum Engineering is working on the Well Engineering and WWTP evaluation report.

ATTORNEY. No report.

TREASURER. Treasurer Danner said she is working on the final requests for the 2021 audit.

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. Parks and Tourism Director Austin Shank wanted to point out item #3 on his staff report. He wanted the council to hear from him that over the past 3 years, they have been working a lot on quality and improving processes and adding new revenue streams. He also wanted to point out the budget shortfall of roughly \$56,000, \$35,000 of which was during the 23 days the Caverns were closed for renovations and repairs inside Grand Caverns and the remaining 2.4% was general and not specific. He stated that they are poised and equipped to capture more business than before, just need to find a way to drive back business to Grand Caverns. Early in the next fiscal year he will be bringing up a proposal to the Parks Committee and Council that will seek to drive more business to Grand Caverns. The proposal will focus on branding and advertising strategy.

## **NEW BUSINESS**

Council member Justis made a motion to adopt the Remote Participation Policy. 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.

Mayor Plaster declared the meeting adjourned at 7:38 p.m.

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Mayor

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Deputy Clerk





## MEMORANDUM

**TO:** Mayor and Town Council  
**FROM:** Stefanie McAlister, Town Manager  
**DATE:** June 7, 2024  
**SUBJECT:** Staff Report

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### 1. Fiscal Year 2024-2025 Budget

Each year starting in January the town manager and department heads begin planning for the upcoming fiscal year by determining needs and prioritizing those needs. In March, staff begins putting the proposed budget together by determining revenue and spending trends, figuring in the operational needs for the coming year and assigning budgetary numbers. The proposed budget is presented to the Council's finance committee for review and input before it is presented to all of Council for discussion in April. A public hearing occurs in May. In this year's process, from the April council meeting forward, no adjustments to the proposed budget have been suggested by council or made by the town manager. Town Council will take action on adopting the FY2024-2025 budget and fee schedule during the June 10<sup>th</sup> meeting.

### 2. Shentel Franchise Agreement

Town Council will hear public comments and afterwards consider an ordinance granting a franchise to Shenandoah Cable Television, LLC (ShenTel) for the operation of a cable television system within the town. This includes the right to install, use, maintain, and replace such a system. Any party may make a bid on the franchise.

If granted to ShenTel, they will utilize their fiber network recently installed in town, to provide their cable television service. The draft ordinance is attached for your reference.

### 3. Rezoning Request – Set Joint Public Hearing

The town is initiating a rezoning process for lots 160D4-(6)- B523 L21-26 owned by Donna Miller and located east of Augusta Avenue and its intersection with 3<sup>rd</sup> Street. The request is to rezone from R1 to B1. The property owner supports this rezoning request. Most of the lots under request are part of a larger site which the property owner intends to sell to a business entity. The request includes all lots owned by Ms. Miller east of the right of way. See attached map.

The planning commission has heard this request and recommends to council that a joint public hearing be set for July 8<sup>th</sup> during Council's regular session.

#### **4. WWTP Study**

Engineer Rob Mangrum has completed his study of the town's wastewater treatment plant. The executive summary is attached. In short there is an imminent need to reduce the amount of sludge in the lagoons and to upgrade the UV processing unit. Once these items are completed, the plant's capacity, if infiltration and inundation does not increase above current levels, is about 368 connections. The required work is costly, estimates are provided in the full report which will be shared with council once finalized later in the week of June 10<sup>th</sup>.

#### **5. 3<sup>rd</sup> Well Project**

Engineer Rob Mangrum has completed all preliminary work and drawings for the 3<sup>rd</sup> well tie-in project. He is currently working on getting the bid package together. The bid for the work will be a complete package of work including access on the well lot, placement of a manufactured building, well metering, purchase of pipe, valves and associated fittings, excavation and placement of the line and tie-in to the current line. A cost estimate will be provided soon. The town will use ARPA-SLFRF money it received to fund this project. The project should be able to be completed by the end of the year.

**AN UNCODIFIED ORDINANCE TO ESTABLISH  
A FRANCHISE FOR  
SHENANDOAH CABLE TELEVISION, LLC**

This Uncodified Ordinance shall establish and grant to Shenandoah Cable Television, LLC, a Virginia limited liability company (“Shentel”), a Cable Franchise, pursuant to Virginia Code § 15.2-2100, *et seq.*

**RECITALS:**

A. That the following Uncodified Ordinance is hereby adopted:

B. That Shentel intends to install a Cable System 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 providing Cable service, the terms and definitions of which are more fully set forth in the Franchise Agreement dated the \_\_\_\_ day of \_\_\_\_\_, 2024.

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, THEREFORE, 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 \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Town of Grottoes, Virginia, a municipal corporation and Shenandoah Cable Television, LLC, a Virginia limited liability company

("Shentel") 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 Shenandoah Cable Television, LLC ("Shentel"), 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 \_\_\_\_ day of June, 2024.

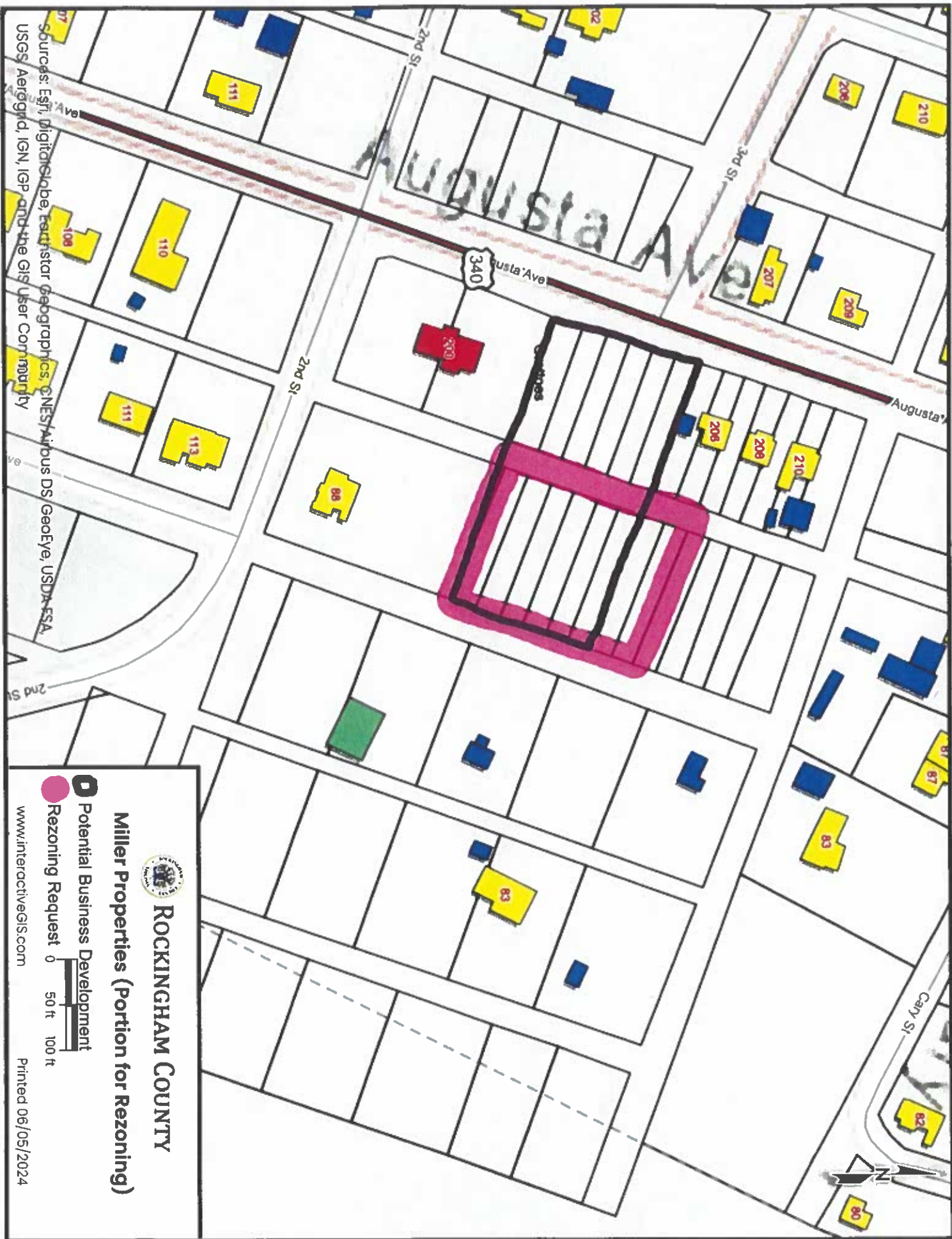
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Jo Plaster, Mayor, Town of Grottoes

Attest:

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Tara Morris, Clerk



Sources: Esri, DigitalGlobe, GeoStar, Geographics, CNES/Airbus DS, GeoEye, USDA/FSA, USGS, AeroGRID, IGN, IGP, and the GIS User Community

**ROCKINGHAM COUNTY**  
**Miller Properties (Portion for Rezoning)**

- Potential Business Development
- Rezoning Request



[www.interactivegis.com](http://www.interactivegis.com) Printed 06/05/2024

# Executive Summary for Town of Grottoes WWTP Study

## ES Item 1: Accumulated Sludge

The Grottoes Wastewater Treatment Plant (GWWTP) faces an existential threat from accumulated sludge. Lagoon No.1 has approximately 44 years of residual biological sludge dating back to 1980 plant construction, and approximately 9 years of residual phosphorus sludge dating back to the inception of chemical phosphorus removal in 2015. Lagoon No.2 has approximately 22 years of residual biological sludge dating back to 2002, and approximately 9 years of residual phosphorus sludge dating back to the inception of chemical phosphorus removal in 2015.

The lagoon system has/is storing all generated sludge from plant inception because there are not any facilities at the plant to perform sludge thickening/dewatering which would allow removal of sludge from the GWWTP. Biologically derived sludge partially degrades within aerated Lagoon systems which typically requires a sludge removal frequency of 10 to 15 years to sustain optimum performance. Since the GWWTP receives septic tank effluent only (which has already received a basic form of settling within the septic tanks) the expected sludge removal frequency could be extended to every 20 to 30 years. These cleaning frequencies are for facilities that do not send tertiary sludge (chemical phosphorus removal generated sludge) to the Lagoon system. Unlike biologically generated sludge, chemical phosphorus sludge is completely inert and does not degrade within the Lagoon system. Chemical phosphorus sludge is also fluffy in nature and does not settle/compact like other sludges.

Measurements taken by plant staff from both Lagoons in 2023 indicate excessive amounts of residual solids in both Lagoons. The ramifications of high amounts of accumulated solids have begun to impact plant operations this year. Since early 2024, there has been an increasing trend of TSS leaving in the Lagoon effluent which is then pumped to the chemical clarifier for phosphorus removal and then to UV disinfection. Testing of these solids indicates that nearly all of the TSS leaving the Lagoon system is chemical phosphorus sludge. The TSS/solids in the Lagoon effluent are 350% higher in phosphorus content than a residual biological sludge which clearly indicates the source of the TSS leaving the Lagoon system. These solids are beginning to marginalize/overload the tertiary clarifier (chemical phosphorus removal) system.

The increasing trend of phosphorus laden solids leaving the Lagoon system has the near-term potential to compromise at least three (3) different permit limits; (1) TSS limits; (2) the ability to adequately disinfect (TSS reduces the efficacy of UV disinfect); and, (3) the Total Phosphorus limit. Immediate is required to minimize the risks of permit non-compliance. The recommended immediate action plan involves the following:

**Phase Ia:** Immediately (summer of 2024) remove approximately 750 wet tons of sludge from Lagoon B Cell 2. This amount is estimated to be approximately 25% of the accumulated sludge currently residing in Lagoon B Cell 2. The opinion of probable cost for performing this work is **\$350,000**.

**Phase Ib:** During the summer of 2024, commission a preliminary engineering report (PER) to evaluate options to capture chemical sludge from the chemical clarifier for onsite thickening and holding/storage without recycling the chemical sludge back to the Lagoon system. The outcome of the PER will shape the decisions on how much additional sludge removal from the Lagoon system is required to be

performed during the summer of 2025. The engineering cost to perform the PER is estimated to be **\$35,000**.

**Phase II:** In summer of 2025, remove an additional 850 wet tons of sludge from Lagoon B Cell 2. The goal of Phase II would be to have removed a sufficient amount of sludge from Lagoon B Cell 2 cumulatively in Phases I and II such that accumulated sludge represents a maximum of 15 % of the total volume in Lagoon B Cell 2. It is noted that accelerated additional sludge accumulation will continue to occur between the summer of 2024 and summer of 2025 until a means for capturing the chemical sludge (and not returning to the Lagoon system) is implemented. The opinion of probable cost for performing this work is **\$400,000**.

**Phase III:** In summer of 2026, the quantity of additional sludge removal will be determined based on the results/findings from sludge removal performed in Phase Ia and Phase II and in conjunction with the outcome and direction of the Phase Ib PER.

## ES Item 2: Permit Rated Plant Capacity and Available Connections

The DEQ issued permit stipulates that the GWWTP has a permit rated capacity of 400,000 gpd. This flow rate corresponds to the basis for determining effluent permit limits for the treatment facility (dilution with the receiving stream etc.) and is not a representation per se as to the actual treatment capacity of the facility. The regulatory landscape has dramatically changed since the construction of the original plant in the early 1980's and the 22 years since its expansion in 2002 to 400,000 gpd. Specifically, ammonia removal requirements could arrive for the GWWTP within the next permitting cycle (i.e., next year, September 2025).

The 400,000 gpd permit rated capacity refers to a sustained 3-month average plant flow, it does not pertain to maximum day or peak flows leaving the plant. The facility is allowed to discharge associated maximum day and peak flows that can be adequately treated by installed components in accordance with design criteria outlined in the Sewage Collection and Treatment Regulations (VAC 9VAC25-790).

Forgoing the issue of ES Item 1 described above, the GWWTP has the unusual situation where the effluent UV disinfection system is a single train system sized for only 400,000 gpd volume or maximum rate which is the plant's average permit rated day capacity. This limits the amount of flow that GWWTP can process during high flow events and impacts operations. It is customary for treatment plants to have allowable maximum day discharges of 1.5 to 3.0 times the plants permit rated capacity. Until recently, this issue has been accommodated at the plant level, however, as flows have increased over time (new connections, and future connections) the plant's ability to live up to its permit rated capacity is limited by the current maximum capacity (400,000 gallons volume or rate) of the UV disinfection system. The chemical phosphorus removal system installed in 2015 was sized for average flow of 400,000 gpd with a maximum day flow of 600,000 gpd. The UV system is nearing the end of its useful life and as part of normal equipment replacement (ie, no impact to DEQ permit) the UV should be replaced with a system that has a maximum day flow capacity of at least 600,000 gpd. The equipment cost for a new UV system sized for 600,000 gpd maximum flow with 100% redundancy (which is a betterment than the current single train system with no redundancy) is **\$110,000** equipment only price for a Trojan UV 3000PTP Model 3600K In Series.

In so doing, and forgoing ES Item 1, the new UV system would allow the GWWTP to live up to its permitted plant capacity in regards to additional available connections. As detailed in the report below,

when the UV system has been replaced with a higher maximum day capacity unit, which at least matches the chemical phosphorus removal system/pump station, it is estimated that there will be 368 available connections based on 2024 flows and 217 gpd/connection and assuming no increases in baseflow inflow and infiltration.

### ES Item 3: Future Permit Limits

DEQ adopted new water quality standards for ammonia-nitrogen in June 2023 which took nearly a decade to promulgate. As a result, all VPDES permits issued/re-issued after June 2023 utilize more stringent criteria for potentially establishing year-round ammonia limits. These new standards have proven in many cases to require year-round ammonia limits for facilities that previously either had no ammonia limits or had only seasonal (ie., dry period/warmer weather) ammonia limits. For facilities that had existing year-round ammonia limits, the new standards are resulting in new discharge limits for ammonia that are approximately half of their current year-round ammonia limit.

The GWWTP currently does not have any ammonia or TKN effluent limits. It is unknown whether the new ammonia standards will affect GWWTP's effluent limits during the next permitting cycle (renewal application will be due to DEQ by March 2025). Any new ammonia or TKN limits would be of high concern because the existing aerated Lagoon system basically cannot meet any year-round ammonia discharge requirements and would thus require a significant plant process upgrade.



## **Treasurer's Staff Report**

### **June 2024**

#### **Audit**

I am finishing up on the final request list of items needed for FY21. There have been a few items added to the list as we are nearing completion. I expect this to be completed by the end of this month. I will continue to keep you updated.

#### **Maximum Investment Sweep Account**

For the month of May, we have earned \$7,763.08 in interest. The interest rate was 2.40%.

#### **Taxes**

The revenue totals below are as of May 31, 2024:

Real Estate: \$283,000 Budgeted: 110% Collected \$310,360  
Personal Property: \$87,908 Budgeted: 105% Collected \$92,338  
Vehicle License Fee: \$45,000 Budgeted: 107% Collected \$49,547

#### **Utility Billing**

As of 6/6/2024 there were 214 unpaid utility accounts. Utility bills were due 6/5/2024 and second notices were mailed out on 6/6/2024. Water cut off for non-payment will be 6/20/2024.

#### **Accounts Payable**

Date: May 2024

Number of Checks: 123

Total March AP Expense: \$177,425.17

#### **Business License**

Business license renewal letters were mailed 4/1/2024. Business licenses are due yearly on July 1.

Total revenue as of May 31, 2024: \$93,000 Budgeted: 68% Collected \$63,684



**Land Development Staff Report  
June 2024**

**Zoning Permits issued (May 2024)**

- 6 Permits
- 0 Single-Family
- 0 Town houses
- 4 Fence
- 1 Garage
- 1 Solar Panel

**2024 total to date**  
23 Total Permits  
**2024 Total Dwellings**  
7 Single-Family  
0 Townhouse units

**Forest Station - (21<sup>st</sup> Street)** – Construction of the first group of six townhouses is near completion. The road will be paved before the last group on the street is completed, this was the recommendation from the public works staff and the paving company, so the road does not get wavy from all the trucks.

**R-7 Zoned area east of Cherry Avenue** – Single family residential development continues. The developers are running all service lines and constructing the roads to state standards. This development is not considered a subdivision since the streets are already platted and the developer is following the town code for zoning and land use.

**Shendun Hills Subdivision** – The site plan for the subdivision has been submitted, staff has reviewed the plan and responded with a few changes that need to be made. Rockingham County and VDOT have also reviewed the plans and sent back their responses. Once the changes have been made and accepted the project will be ready to move forward.

Respectfully submitted:  
Tara Morris, Assistant to Town Manager

# Grottoes Police Department

## Staff Report

### June 2024

#### Staffing

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

The Police department has hired two full-time officers to fill the vacant officer positions.

Ofc. Huyard is an uncertified officer and will attend the 151st Basic Law Enforcement class at the Central Shenandoah Criminal Justice Academy. He starts his academy training on July 8, 2024, which will last 20 weeks. His anticipated graduation date from the academy is November 21, 2024. After he completes his academy training, he is required to complete a 12-week field training program before he can be released to solo patrol.

Ofc. Alger is a Virginia certified police officer. He will complete a two-month field training program with the police department before he will be released on solo patrol. His start date is June 10, 2024.

#### **Equipment:**

The 2003 Ford Explorer has been taken out of police service. All police emergency equipment had been removed from the vehicle. The Police decals will be removed and the vehicle will be put back into service for use by the town employees as a civilian vehicle.

Respectfully submitted:  
Jason Sullivan  
Chief of Police.



## Parks & Tourism Staff Report June 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	-	10	-
Park Aide	-	0	-

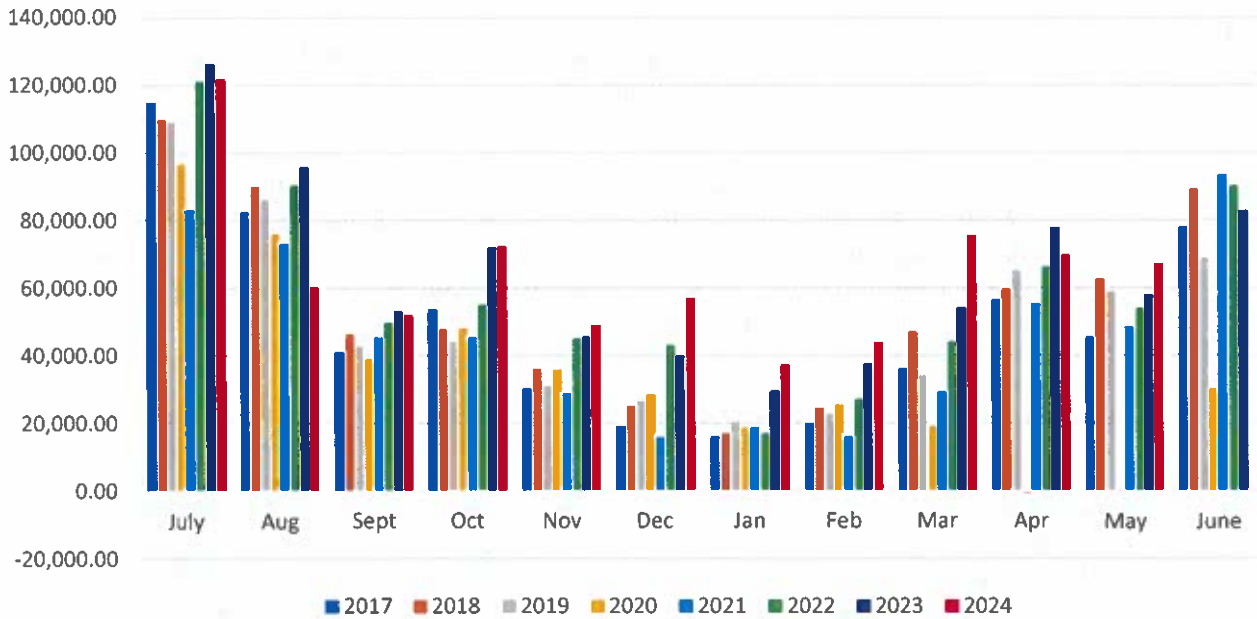
- Park Aide and Park Ranger I positions replace the prior terminology of Tour Guide. Previously, there were 21 authorized tour guide positions. Staff will determine employee numbers once each position type is filled. With this improved staffing structure, we anticipate needing fewer overall employees.

### Revenue:

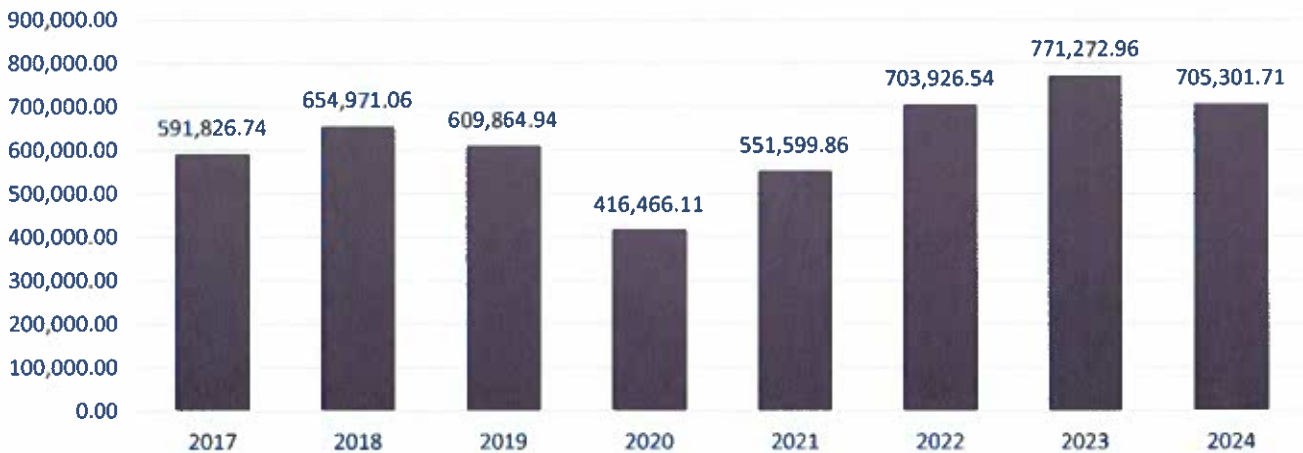
Parks & Tourism generated \$67,238.58 in revenue for the month of May. This is a \$9,560.00 increase from May 2023, which also makes it a new record high for the month.

1. **Cave & Karst Expo 2024:** We are gearing up for our 2<sup>nd</sup> annual Cave & Karst Expo for the last day of National Cave Week, Saturday, 6/8<sup>th</sup>. We had an exceptional debut at this event in 2023 wherein 13 partners provided educational booths and activities for the 400 members of the public who attended. We are hoping to increase the number of partners to 20+ with a commiserate increase in public attendance. I'll report back to the Town Council on how it goes.
2. **The Blue Ridge Heritage Project:** As you may recall, Council approved the construction of a monument in Grand Caverns Park, in the form of a chimney. BRHP has recently reconnected with Town Staff to announce its capacity to finish this project thanks to a successful, although admittedly longer than anticipated fundraising campaign. Attached to my staff report is the detailed, formal engineered plan for their monument. Once Town staff finalize their permitting, we'll begin construction. As a reminder, all materials, planning, and labor are to be covered by BRHP. However, should there be a cost-saving service that Town Staff can provide, this will allow their funding to stretch even further. I'll report back to council on this projects progress.

Revenue per Month by Fiscal Year								
	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
July	114,666.02	109,906.75	109,049.62	96,790.05	83,045.02	121,183.39	126,333.08	121,896.53
August	82,400.00	90,052.60	86,369.02	75,955.14	73,099.04	90,498.86	95,857.62	60,252.18
September	40,864.00	46,500.01	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49	52,043.89
October	53,621.00	47,728.97	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43	72,362.94
November	29,960.14	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	48,813.49
December	19,065.81	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13	56,869.12
January	15,989.60	16,933.85	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19	37,149.92
February	19,589.22	24,394.21	22,570.37	25,357.98	16,009.96	27,089.55	37,269.68	43,610.16
March	35,916.00	46,890.09	33,851.06	19,130.58	28,944.34	44,157.10	54,117.45	75,431.34
April	56,393.64	59,677.04	65,301.31	-777.78	55,284.51	66,405.33	77,696.74	69,633.56
May	45,428.42	62,606.36	58,972.15	50.60	48,287.55	53,997.59	57,678.58	67,238.58
June	77,932.89	89,339.00	68,952.85	29,959.89	93,205.09	90,247.33	82,750.64	
<b>Total</b>	<b>591,826.74</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>705,301.71</b>



### Total Revenue

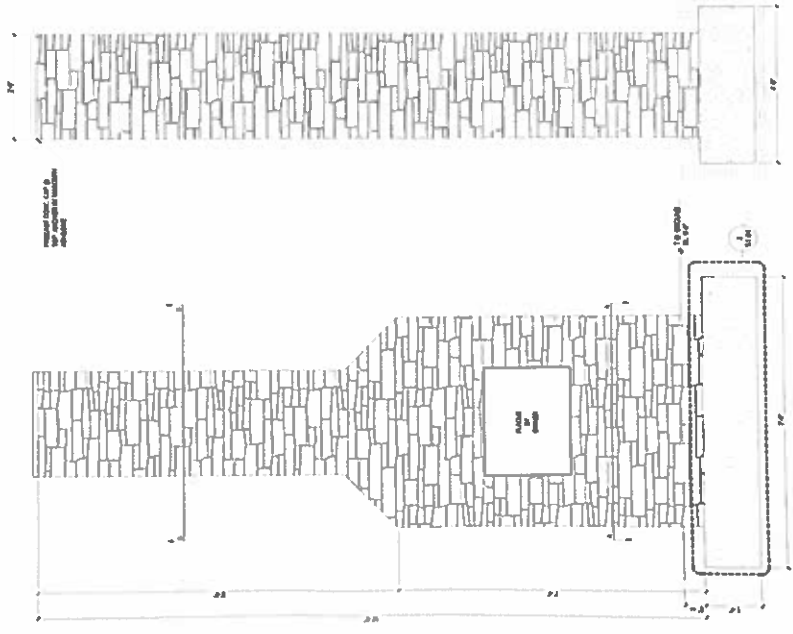


**DESIGN LOAD SCHEDULE (2018 VCC)**

BASED ASSUMED FOR FOUNDATION

LOAD TYPE	UNIFORM LOAD (PSF)	POINT LOAD (KIP)
DEAD (D)	10	10
LIVE (L)	20	20
WIND (W)	15	15
SEISMIC (S)	10	10
ICE (I)	10	10
OVERHEAD (O)	10	10
CRANE (C)	10	10
TRUCK (T)	10	10
RAILROAD (R)	10	10
BOAT (B)	10	10
WIND (W)	15	15
SEISMIC (S)	10	10
ICE (I)	10	10
OVERHEAD (O)	10	10
CRANE (C)	10	10
TRUCK (T)	10	10
RAILROAD (R)	10	10
BOAT (B)	10	10

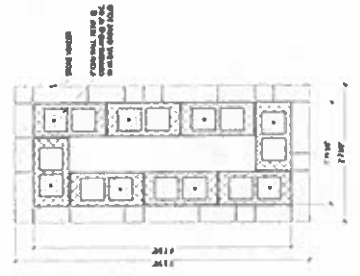
1. FOUNDATION DESIGN SHALL BE BASED ON THE DESIGN LOADS AND CONDITIONS SET FORTH IN THE DESIGN LOAD SCHEDULE (2018 VCC) AND THE FOUNDATION DESIGN MANUAL (2018 VCC).
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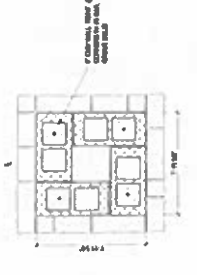
**MEMORIAL FTG.**  
 1/2" = 1'-0"



**FTG. REINFORCEMENT**  
 1/2" = 1'-0"



**VIEW A-A**  
 1/2" = 1'-0"



**VIEW B-B**  
 1/2" = 1'-0"