

July 30, 2024

A Special Meeting of the Town Council of the Town of Grottoes was held on Monday, Tuesday July 30th 2024 at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the special meeting of July 30, 2024 of the Grottoes Town Council to order at 6:02 p.m. Mayor Plaster requested roll call.

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

Other Town Officials present were: Interim Town Manager Joseph Paxton, Deputy Clerk Jennifer Whetzel, Treasurer Rhonda Danner and Police Chief Jason Sullivan.

CONSIDERATION OF ADOPTION OF VOLUNTARY WATER USAGE WITHIN THE TOWN

On motion by Council member Leeth, seconded by Council member Bailey, and carried by a vote of 5 to 0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE; approved the adoption of voluntary water consumption within the town.

REVIEW OF WASTEWATER STUDY WITH ROB MANGRUM AND CONSIDERATION OF AUTHORIZATION TO MOVE FORWARD WITH PHASE I-ROB MANGRUM

Rob Mangrum spoke about the WWTP study and what was involved with the study of the WWTP, the removal of sludge, removal of ammonia, the possibility of a sludge dewatering onsite, permit renewal with the DEQ that may require the town to be subject to new conditions that they were not previously subjected to. Mr. Mangrum and Interim Town Manager Paxton spoke to the council about the waterlines in town and explained that the WWTP needed immediate attention and work that requires several hundred of thousands of dollars in costs and that the money originally going to be used for Well Lot #3 to be used for the WWTP instead. Mr. Mangrum and Interim Town Manager Paxton agreed to get together to get better numbers for the cost of the project. It was agreed by council that no action would be taken on the matter tonight.

DISCUSSION OF TOWN MANAGER SEARCH PROCESS-DOUG WALKER

Doug Walker with the Berkley Group was present to speak to council about the search for the new Town Manager. Mr. Walker stated that he would be the point-of-contact for The Berkely Group and that Mayor Plaster would be the point-of-contact for the Town. He also spoke about how confidentiality about Town Manager candidates is critical during the hiring process. Council provided their thoughts of the town that should be shared with the potential candidates, the town's priorities, the challenges, opportunities and projects for the town manager as well as the attributes that they are looking for in the next Grottoes Town Manager. Mr. Walker discussed the timeline of the hiring process and aimed for a mid-August date for the release of the recruitment profile.

ADJOURNMENT

Mayor Plaster declared the meeting adjourned at 8:03 p.m.

August 12, 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 6:01 p.m.

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

Other Town Officials present were: Town Attorney Michael Helm, Clerk Tara Morris, Treasurer Rhonda Danner, and Police Chief Jason Sullivan.

Police Pact Resolution

Chief Sullivan explained this resolution is to allow the surrounding towns to call on each other for assistance without having to go through the Sheriff first. He stated this would allow any off-duty officer to work a special event for another agency at that agency's expense.

Street Light Project

Council member Justis informed the council that we had a team's meeting with Dominion Energy to discuss changing the streetlights from the mercury vapor and high-pressure sodium vapor to LED lights. Council member Justis said this will be an upfront cost at first but would be cost saving for the town afterwards. He said to convert all the streetlights in town to LED the cost would be \$31,720.00. Council member Justis said the committee is going to meet to discuss this further and bring a recommendation back to the council at the September meeting.

Painter Park Shelter Repair

Council member Chittum said we got quotes to repair the concrete slab that is sinking on the west side of the chicken shack shelter. He said we received one from R & L Construction for \$9,200.00 and one from Creative Concrete for \$11,180.00. Council member Chittum said R & L Construction has already completed one repair on that shelter and will recommend accepting their quote to repair the concrete slab.

At 6:12 p.m. Mayor Plaster adjourned the work session.

August 12, 2024

A regular session of the Town Council of the Town of Grottoes was held on Monday, August 12, 2024, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the regular session of August 12, 2024, of the Grottoes Town Council to order at 7:01 p.m. Mayor Plaster asked for a roll call.

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

Other Town Officials present: Attorney Michael Helm, Clerk Tara Morris, Treasurer Rhonda Danner, and Police Chief Jason Sullivan.

APPROVAL OF MINUTES

On motion by Council member Raynes, seconded by Council member Justis, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE the Council approved the minutes of the meetings on July 8, 2024.

PRESENTATION OF PETITIONS AND CLAIMS (public comment)

Mark Keeler addressed the council and said the Grottoes Ruritan Club is going to host a meet the candidate night on Thursday, September 12, 2024 starting at 7:00 pm at the Grottoes Town Hall. He said all the candidates have or will be invited and this will give the citizens a chance to meet and talk to the candidates running for the town council before they vote.

REPORTS OF STANDING COMMITTEE:

FINANCE – On a motion by Council member Raynes, seconded by Council member Kohl and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE, to approve the financial reports for the month of July 2024.

WATER AND SEWER – Council member Bailey said the Council met with Engineer Rob Mangrum, he completed a comprehensive study on the wastewater treatment plant. Council member Bailey said we will reallocate money in the budget amendment to complete some of the work needed for the wastewater treatment plant.

ORDINANCE, HEALTH, AND PROPERTY – Council member Kohl made a motion, seconded by Council member Justis and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE, to set a

joint public hearing for September 9, 2024 at 7:00 pm to consider amending Article XII Chapter 100-45 (B).

STREET AND STREET LIGHTS – Council member Justis informed the council that he participated in a teams meeting with Dominion Energy about switching the streetlights to LED lights, which would be a cost savings to the town. Council member Justis said the street and streetlights committee will meet on Monday, August 26, 2024 at 2:00 p.m. to discuss this project further.

PARKS, RECREATION AND PUBLIC FACILITIES – Council member Chittum made a motion, seconded by Council member Raynes and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE, to accept the quote from R & L Construction for \$9,200.00 to tear out the concrete pad and reinstall.

SPECIAL EVENTS – No report

PERSONNEL, FIRE AND POLICE PROTECTION – No report.

STAFF REPORTS

TOWN MANAGER. A report was provided by email.

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. Chief Sullivan informed the Council that Lil Gus's is planning to have their car show on September 22nd with a rain date of September 29th.

PUBLIC WORKS. No report.

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

NEW BUSINESS

Police Assistance Pack Resolution – Council member Kohl made a motion, council member Justis seconded the motion. A roll call vote was called by the clerk and recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE, to adopt the Police Assistance Pack Resolution.

ADJOURNMENT

Mayor Plaster declared the meeting adjourned at 7:16 p.m.

August 20, 2024

A Special Meeting of the Town Council of the Town of Grottoes was held on Tuesday August 20, 2024, at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the special meeting of August 20, 2024 of the Grottoes Town Council to order at 6:00 p.m. Mayor Plaster requested roll call.

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

Other Town Officials present were: Interim Town Manager Joseph Paxton, Deputy Clerk Jennifer Whetzel, and Police Chief Jason Sullivan.

WATER & SEWER COMMITTEE RECOMMENDATIONS

Staff has reviewed the ARPA funds remaining to be spent and the previous allocations made by Council, and worked with the Town's consulting engineer, Mangrum Consulting to provide a recommendation to the Committee which will:

1. Provide the first steps to address capacity issues at the WWTP; and,
2. Identify a water project that will meet a critical need to strengthen the Town's water system.

The recommended projects also will permit the use of the remaining ARPA funds in a time-sensitive manner to meet federal guidelines.

The Committee recommends Council authorize the following projects:

- a. Prepare and issue a bid for sludge removal from Cell B (also known as Cell 2). Bid will be on a "per ton" basis with minimum and maximum amounts for tonnages in the bid form. The contract will be capped at \$350,000. By providing a maximum amount of tonnage, the bid could be utilized in the case where other projects are delayed and additional ARPA funds need to be committed by end of the year. This project is discussed further at the July 30 meeting and in the WWTP plant study provided previously to Council.
- b. Authorize a contract in the amount of \$30,000 with Mangrum Consulting for a preliminary engineering report (PER) to develop an immediate solution to prevent phosphorus laden sludge generated within the treatment process from being

returned to the lagoon (which adds loading and waste that is not biodegradable), and a long-term approach for the removal of sludge on a periodic basis, which will allow a buffer for the increasing number of connections within the Town. Exact scope of work for the PER will be described/laid out in a task order.

- c. Authorize Mangrum Consulting to prepare documents and solicit bids for the installation of a 12” water line along 6th Street between Aspen and Dogwood, including three new fire hydrants. This is an important project is to strengthen the backbone of the water distribution system; increasing fire flow capacity and resilience by providing better connectivity between the Town’s existing wells. The estimated cost of the project is \$550,000 (including a 10% construction contingency).

The total cost of the three projects is \$ 930,000. The Committee recommends that the ARPA funds previously allocated by Council to the development of the third well and to fund the escrow account for a pending economic development project (\$675,703.93) be reallocated to the following projects, with direction that these projects are to be under contract no later than December 31, 2024:

	<u>BALANCE</u>
ARPA	\$ 675,703.93
Sludge removal	\$ 350,000.00
PER	\$ 30,000.00
12” Water line	\$ 295,703.93

The balance of the water line project (\$254,296.07) is recommended to be funded from the Water Fund Reserve. The estimated undesignated balance in the Fund at the end of June, 2024 was \$1,042,513.67.

Motion to approve the Committee’s recommendation by Councilmember Bailey, seconded by Councilmember Leeth , the vote was 5-0, voting recorded as follows: CHITTUM - AYE; BAILEY -AYE; KOHL - AYE; LEETH-AYE; RAYNES-AYE.

The Committee also reminded Council that in addition to the projects previously discussed, the Town has \$256,222.74 in additional ARPA funds committed to the following projects.

1. Contract was issued in September 2022 for a 2024 Freightliner M2 Business Class Plow Truck under Virginia state contract in the amount of \$147,685.00. ARPA funds are being used for this purchase. Staff contacted the contractor, Excel Corporation, this past week for a definitive shipment date and were advised that the truck chassis should be delivered in about 4 weeks. This purchase meets ARPA guidelines since it is under contract for purchase.
2. \$108, 537.74 remains committed to purchase and install insertion valves in strategic places in town. The items are currently being purchased under a contract with Core & Main. The company will return later this month to install a valve that was defective. In accordance with the Town purchasing ordinance, and to meet federal guidelines for ARPA funds, staff solicited bids for the remainder of this project. A recommendation for bid award will be presented at the September meeting.

All ARPA funds must be expended by December 31, 2026.

ADJOURNMENT

Mayor Plaster declared the meeting adjourned at 6:09p.m.