

TOWN OF GROTTUES
TOWN COUNCIL WORKSESSION AGENDA
September 9, 2024
6:00 P.M.

CALL TO ORDER – MAYOR PLASTER

1. Pool Preservation Committee
2. Grand Caverns New Website Demonstration

TOWN OF GROTTOS
TOWN COUNCIL MEETING AGENDA
September 9, 2024
7:00 P.M.

CALL TO ORDER – MAYOR PLASTER

ROLL CALLING – CLERK MORRIS

WELCOME CITIZENS

APPROVAL OF MINUTES – MEETINGS OF AUGUST 12, 2024 AND THE SPECIAL CALLED MEETING ON JULY 30, 2024 and AUGUST 20, 2024.

**RECESS REGULAR MEETING
JOINT PUBLIC HEARING**

1. Amending Chapter 100 – Land Development, Article XII Section 100-45 (B).
 - Speaking FOR
 - Speaking AGAINST
 - Council Comments

PUBLIC HEARING:

2. 2024-2025 Budget Amendment
 - Speaking FOR
 - Speaking AGAINST
 - Council Comments

ADJOURN PUBLIC HEARINGS AND RETURN TO REGULAR MEETING

PRESENTATION OF PETITIONS AND CLAIMS (PUBLIC COMMENT)

REPORTS OF THE STANDING COMMITTEES:

1. Finance – Council member Raynes, Chair
 - a. ACTION - Approval of Financial Reports
 - b. ACTION - Approval of the FY24-25 Budget Amendment.
2. Water and Sewer – Council member Bailey, Chair
 - a. ACTION – Insertion valve bids

3. Ordinance, Health, and Property – Council member Kohl, Chair
 - a. ACTION – Consideration amending Chapter 100 Article XII Section 100-45(B)
4. Streets and Street Lights – Council member Justis, Chair
 - a. ACTION – Streetlight LED conversion project
 - b. ACTION – Street paving bids
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
 - a. ACTION – Shelter repair at Painter Park

NEW BUSINESS

OLD BUSINESS

ADJOURN

RULES FOR PUBLIC HEARINGS

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

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 towns 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.

Attest

Mayor

Clerk

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.

ATTEST:

Clerk

Mayor

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; LEETH – 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 6:00 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.

Mayor

Clerk

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.

Attest

Mayor

Clerk

PH #2
#1 Finance b.

Town of Grottoes
FY 2024-2025 Budget Amendment

General Fund

Revenue

Unexpended ARPA-SLRF Funding \$503,040
Unallocated Fund Reserve \$339,607

Transfer In

PF ARPA-SLRF Funding \$320,349

Total Sources

\$1,162,996

Expenditures

Economic Development Project \$323,400
Capital Equipment-Highways \$147,000

Transfer Out

Water Fund \$296,389
Sewer Fund \$380,000
Parks Fund \$ 16,207

Total Uses

\$1,162,996

Water Fund

Revenue

Unexpended ARPA-SLRF Funding \$108,538
Unallocated Fund Reserve \$253,611

Transfer-in

GF ARPA-SLRF Funding \$296,389

Total Sources

\$ 658,538

Expenditures

Insertion Valve Project \$108,538
Water Line Project \$550,000

Total Uses

\$ 658,538

Sewer Fund

Transfer-in		
GF ARPA-SLRF Funding	\$380,000	
Total Sources		\$ 380,000
Expenditures		
WWTP Project	\$380,000	
Total Uses		\$ 380,000

Parks Fund

Revenue		
Unexpended ARPA-SLRF Funding	\$320,349	
Transfer		
General Fund	\$ 16,207	
Total Sources		\$ 336,556
Expenditures		
Park Shelter Project	\$ 16,207	
Transfer		
General Fund	\$320,349	
Total Uses		\$ 336,556

1. Insertion Valves. The Town received bids from the following firms to submit and install the following size insertion valves:

	Core & Main		Garrison
	Team	AVT	
6"	\$10,300	\$ 9,086	\$ 9,305
8"	\$12,373	\$ 9,767	\$10,405
10"	\$18,952	\$14,368	
12"	\$22,405	\$16,127	\$18,105

Additional information:

Includes mobilization and one (8-hour) day per valve.	Furnish labor and equipment for
Additional labor billed at \$75/\$100 ST/OT	installation
Additional equipment rental \$1,750/day	

Insertion valves are used to allow the Town to isolate areas during repairs to the water system. There have been line breaks in the past that have required large areas of the town to be without water for an extended period. When this project is complete this should eliminate those issues. There are two types of insertion valves – (1) the top of the pipe is cut, the valve is sleeved over the line, leaving the bottom of the pipe. There is a “door” that slides down inside the valve to open and shut water flow; (2) the pipe is cut and a small portion removed. The unit is installed and the bolted on either side split mega lugs. The unit controls the water flow. Two advantages of the second style are water shut-off is more “complete” due to the self-contained mechanism; and the unit can be removed later if needed and reinstalled in another location (this is not possible with the first type)

Based on this analysis, Staff recommends awarding the bid to Core & Main for the Team valves as follows:

#	Valve Size	Locations	Cost	Total
1	6"	308 6 th Street	\$10,300	10,300
5	8"	Five (5) 5 th Street and Aspen, on the line exiting vault at elevated tank, between vault and tank at tank, before existing valve at entrance to well, at the ground tank	\$12,373	61,865
1	12"	on 12" line from ground tank to replace existing by river	\$22,405	<u>22,405</u>
			Total	\$94,570

The bids from Garrison for Insta-Valve and Core & Main for ATV are lower rejected because of the type of valve bid.

The Town will also save money on the installation cost for this project as the prep site work will be completed by Town staff.

\$108,537 remains in ARPA funding allocated for this work. The contract for the above items will be executed in September, with the work done later as it can be scheduled. The balance of the ARPA funding (\$13,967) will fund the installation of valves on 2" lines in strategic locations. Team does not manufacture that size valve and Garrison's supplier Insta-Valve likewise only supplies 4" to 12" valves. Core & Main's other supplier, ATV, manufactures 2" valves, (\$5,200 each). There are three areas of the town where this size valve is necessary and important until the Town can replace the 2" service lines. The remaining ARPA funds will be used to purchase the three valves, with the balance (\$1,633) coming from the Water Fund budget.

ORDINANCE TO AMEND

**CHAPTER 100 (“Land Development”),
Article XII (“Planned Unit Development District R-7”)
Section 45 (“Permitted Uses”)**

OF THE GROTTOS TOWN CODE

WHEREAS, by Ordinance duly adopted, the Town Council of the Town of Grottoes, Virginia adopted Chapter 100, Land Development, 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 Chapter 100 (Land Development), Article XII (Planned Unit Development District R-7), Section 45 (Permitted Uses), Sub-part B shall be amended as follows:

§100-45. Permitted Uses.

B. Two-Family dwellings that can be sold as single-family dwellings, with lot requirements being the same as those in the R-3 District.

Except as amended above, Chapter 100 of 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.

Mayor, Jo Plaster

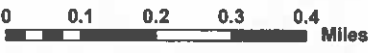
ATTEST: _____
Town Clerk

#4 Streets a. Streetlights



- 11
- 14
- 13
- 19

The Town of Grottoes
Contract # 375330



CREATED BY GIS SERVICES
7/31/2024



LED flat fee \$130.00 + TERF (5%)
Approx 150.00
Total

57 Total
x 150.00

\$ 8,550.00

* This doesn't include relocating poles or any additional poles

10/10/12
01/01/12

10/10/12

10/10/12
10/10/12
10/10/12

TOWN OF GROTTOS

#4 Streets + Streetlights b.

601 Dogwood Avenue - P.O. Box 146 – Grottoes, VA 24441

Phone 540-249-5896 / Fax 540-249-5726



STREET PAVING BID

Project # 2024-01

9/5/2024 @ 2:00 pm

Company Name

Rhodes Excavating & Paving, LLC
3937 Cannery Woods Drive
Dayton, VA 22821

Cost per Ton

\$113.00



August 29, 2024

MEMORANDUM:

TO: Town Council
FROM: Interim Town Manager
SUBJECT: Staff Report – September

1. Trash Collection Tote Charge

Earlier this month, I sent an email to Council regarding the Town's contract for trash collection services with Waste Management (WM). As noted, the contract expires June 30, 2025; staff will begin the bid process later this fall.

During our meeting with the WM representative, he advised staff that, if notified in advance by the Town or a resident, the WM driver will provide curbside service; stop the truck, go to the house, get the tote, bring it to the truck from the house, dump the tote, and return it to the property. This is a little-known service; however, it could be very important for some of the Town's older or disabled residents. Staff will post this information online and advise residents with related issues or concerns of this option.

Staff also discussed with the representative a concern over the rising cost of leasing the "2nd tote". He advised that the price is set to allow WM to cover the cost of the tote and the additional minimal labor of staff, and the wear and tear on equipment.

Staff's concern is there is a discrepancy between the cost to the Town, \$2.31 per additional tote per month, versus the Town's fee to residents, \$1.50. There are 243 households with at least one additional tote, resulting in an additional cost to the Town of almost \$2,400 per year. Staff recommends Council approve a policy stipulating that residents requesting more than one tote pay the fee charged to the Town by the contractor (in this case, WM). This change is recommended to be

effective October 15, 2025, which will allow for advance notice of the change to the public and will coincide with the next billing cycle.

In the next contract, staff recommends including a 60 days' notice provision prior to an increase in cost. This notice period provides the Town the opportunity to notify residents.

Should Council concur with this recommendation, staff will post information on the website regarding this change, and will send a notice to persons that lease the additional totes, giving them time to return the tote if desired.

2. Mary Baldwin (MBC) Baseball.

Staff and the Mayor met with representatives of the Grottoes RCBL team and MBC to discuss future use of the field by MBC. The college has an interest in renewing the use and has some suggestions on improvements to the field and complex. It appears to be a win-win for all parties. Staff is working on the pricing for the improvements and will meet the Parks Committee to review this information later in September.

3. Lead Survey.

You may hear some information about localities being required to survey and report lead service lines to the Virginia Department of Health (VDH). The Town has completed the survey and submitted it this week to VDH, 45 days early. Kudos to town staff for this work. The great news is the Town does not have any lead service lines! Staff is not aware of any lead lines from the meter base to the house. Staff attended a video conference to obtain more information.

4. FY 24-25 Budget Amendment.

Attached is a copy of the advertisement that will appear in Friday's paper for an amendment to the FY 2024-2025 Budget, and the supporting excel file which provides the cost of each project. Approval of the amendment re-allocates the remaining ARPA funds with the intent that all funds be under contract no later than December 31, 2024. The ARPA funds proposed to be reallocated were originally allocated to - electrical work at the Caverns (\$320,349), which was to be transferred to the General Fund for the utility escrow (\$323,400); and the third well project (\$352,989). There are ARPA funds which will remain allocated in the General Fund (\$147,000) for the truck purchase and in the Water Fund (\$108,538) for the insertion valve project.

As shown in the advertisement, the ARPA funds are allocated as follows:

1. Purchase a new snow removal dump truck (\$147,000)
2. Partially fund the 12" water line construction on 6th Street between Aspen and Dogwood (\$296,389)
3. Complete the Insertion Valve project (\$108,538)
4. Implement the first phase of the wastewater treatment plant study improvements (\$380,000)

The remaining sources necessary to complete the listed projects will come from:

1. Fund reserve in the General Fund (\$339,607) for the park pavilion repairs (\$16,207) and for the escrow account (\$323,400) for utility improvements for the economic development project
2. Fund reserve in the Water Fund (\$253,611) for the balance of funding required for the water line project

The contract for the engineering services for the water line construction and the wastewater treatment plant projects was signed last week, and work is underway on those projects. The dump truck has been ordered under state contract and delivery is expected in 2024. Bids were opened today for the insertion valve project. A recommendation to award the project will be sent to the Water & Sewer Committee for Council action at the September meeting.

The repair of the concrete at the pavilion has been authorized. Staff met with the contractor today to review the proposal for the chicken shack area. Staff is preparing a recommendation for this work.

5. Bids

The Town has received bids for the following projects and services:

1. Custodial Services. The Town received four bids - . The bids are as follows:

Company	Weekly		Monthly		Total
Clean Haven	\$ 150	\$ 7,800	\$ 225	\$ 2,700	\$ 10,500
Specialty	\$ 185	\$ 9,620	\$ 740	\$ 8,880	\$ 18,500
Green Nest	\$ 250	\$ 13,000	\$ 325	\$ 3,900	\$ 16,900
Dean's	\$ 345	\$ 17,940	\$ 345	\$ 4,140	\$ 22,080

	Windows	Carpet
Clean Haven	NA	NA
Specialty	\$ 300	\$ 350
Green Nest	NA	\$ 200
Dean's	NA	NA

Based on bids received and since the purchase amount is less than \$50,000, the contract will be awarded to Clean Haven Cleaning Service. The new contract will begin as soon as possible.

2. Insertion Valves. The Town received bids from the following firms to submit and install the following size insertion valves:

	Core & Main		Garrison
	Team	AVT	
6"	\$10,300	\$ 9,086	\$ 9,305
8"	\$12,373	\$ 9,767	\$10,405
10"	\$18,952	\$14,368	
12"	\$22,405	\$16,127	\$18,105

Additional information:

Includes mobilization and one (8-hour) day per valve.

Furnish labor and equipment for installation

Additional labor billed at \$75/\$100 ST/OT

Additional equipment rental \$1,750/day

Insertion valves are used to allow the Town to isolate areas during repairs to the water system. There have been line breaks in the past that have required large areas of the town to be without water for an extended period. When this project is complete this should eliminate those issues. There are two types of insertion valves – (1) the top of the pipe is cut, the valve is sleeved over the line, leaving the bottom of the pipe. There is a “door” that slides down inside the valve to open and shut water flow; (2) the pipe is cut and a small portion removed. The unit is installed and the bolted on either side split mega lugs. The unit controls the water flow. Two advantages of the second style are water shut-off is more “complete” due to the self-contained mechanism; and, the unit can be removed later if needed and reinstalled in another location (this is not possible with the first type)

Based on this analysis, Staff recommends awarding the bid to Core & Main for the Team valves as follows:

#	Valve Size	Locations	Cost	Total
1	6”	308 6 th Street	\$10,300	\$10,300
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Total				\$94,570

The bids from Garrison for Insta-Valve and Core & Main for ATV are lower rejected because of the type of valve bid.

The Town will also save money on the installation cost for this project as the prep site work will be completed by Town staff.

\$108,537 remains in ARPA funding allocated for this work. The contract for the above items will be executed in September, with the work done later as it can be scheduled. The balance of the ARPA funding (\$13,967) will fund the installation of valves on 2" lines in strategic locations. Team does not manufacture that size valve and Garrison's supplier Insta-Valve likewise only supplies 4" to 12" valves. Core & Main's other supplier, ATV, manufactures 2" valves, (\$5,200 each). There are three areas of the town where this size valve is necessary and important until the Town can replace the 2" service lines. The remaining ARPA funds will be used to purchase the three valves, with the balance (\$1,633) coming from the Water Fund budget.

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

Respectfully

Joe Paxton

Treasurer's Staff Report September 2024

Audit

We are still in the process of tying up loose ends for the FY21 audit. I will keep you updated on the progress.

Maximum Investment Sweep Account

For the month of August, we have earned \$7,633.05 in interest. The interest rate was 2.40%.

Utility Billing

Billing Period: 06/15-08/15

Bill Date: 09/05/2024

Due Date: 10/05/2024

Total billing amount: \$224,528.88

Number of bills generated: 1378

Number of bills printed: 1016

Number of bills emailed: 362

Number of cut-offs for 08/05/2024 utility billing due date: 28

Business License (July 1 – June 30)

We currently have eight delinquent accounts. Certified notices have been sent out to each of these businesses. The last step will be having the police department notify businesses to cease operation due to non-valid license on September 16th.

Taxes

It is getting close to tax time again. We will be receiving our real estate and personal property conversion files from Rockingham County next month. Taxes are mailed out yearly on 1/5 and due on 2/5 for the previous calendar year.

Accounts Payable

Date: August 2024

Number of Checks: 47

Total March AP Expense: \$86,358.38



Land Development Staff Report September 2024

Zoning Permits issued (August 2024)

- 5 Permits
 - 0 Single-Family
 - 0 Town houses
 - 0 Duplex
 - 2 Fence
 - 1 electrical
 - 1 addition to accessory building
 - 1 Sign

2024 total to date

36 Total Permits

2024 Total Dwellings

7 Single-Family

0 Townhouse units

1 Duplex

Forest Station - (21st Street) – The first six townhouses are being completed daily and residents are starting to move in. This is the first six of the 33 approved townhouses for the block. The street is completed with the base, it was the recommendation from the public works staff and the paving company to delay the paving, so the road does not get wavy from all the trucks.

Chapter 100 – Land Development – In 2006 the R-7 zoning was amended to add “two-family dwellings that can be sold as single-family dwellings with lot requirements of 62.5 feet of frontage per unit”. At that time, it was thought that a duplex could not be sold individually and that the owner needed to live in one side and could rent out the other side. In 1998 a note was added to the Lot regulations table item (L) stating “In any zoning district where attached duplexes are permitted, there should be a zero-foot setback from the interior side lot line so that either side may be sold”. This note allows the sale of any duplex in any zoning where duplexes are allowed. The Council is asked to set a joint public hearing to amend Chapter 100 section 100-45 to read “Two-family dwellings that can be sold as single-family dwellings, with lot requirements being the same as those in R-3 District or to repeal sub-part B altogether.

Respectfully submitted:
Tara Morris, Assistant to Town Manager

Grottoes Police Department

Staff Report

September 2024

Staffing

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

Ofc. J. Shipley resigned from the Grottoes Police Department. He accepted a position with Piedmont Virginia Community College. The position that was accepted is for a Campus Police Officer, he received approximately \$2,500.00 raise and a better work/ home life schedule.

The police department hired Ofc. D. Funk. Officer Funk comes to us with approximately 6 years of Law Enforcement experience. His start date was September 3, 2024. Ofc. Funk will have a one-month Field Training program before he will be released to solo patrol.

A job offer has been given to a Certified Police Officer His projected start date is October 1, 2024, if the offer is accepted.

Grants:

The police department applied for and was awarded a \$2,000.00 grant through the Virginia Risk Sharing Association. The grant is to help minimize workman compensation claims. LED. Lighted traffic vests have been ordered for the Police Department and Town maintenance employees to be utilized during low-light operations.

Training:

Ofc. T.L. Good completed the Department of Criminal Justice Field Trainer certification training at the Central Shenandoah Criminal Justice Academy. He is now a DCJS Filed Training officer.

Parking Enforcement:

13 parking violations were handled by the police department in the month of August.

- 11 violations at 703 Dogwood Ave
- 2 violations at 83 Augusta Ave.

Respectfully submitted:

Jason Sullivan
Chief of Police.

Grottoes Police Department Monthly Activity Log

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

Calls Handled by RCSO



Parks & Tourism Staff Report August 2024

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

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

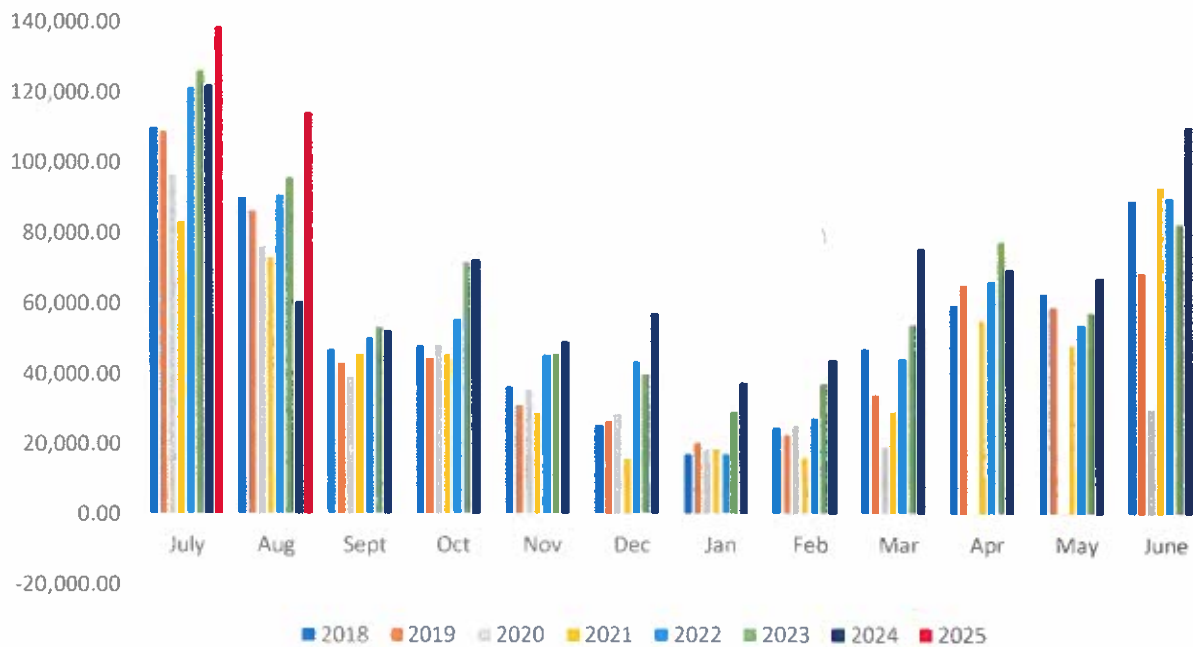
Revenue:

Parks & Tourism generated \$114,000.00 in revenue for the month of August. This is an \$18,000.00 increase from August 2022, which also makes it the new record high for the month. This increase is mostly from tour admissions.

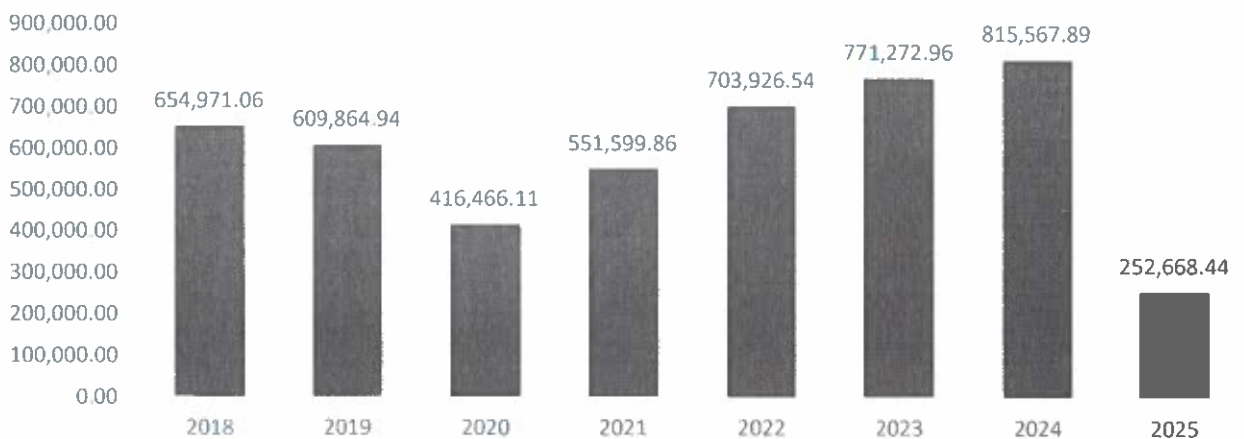
1. **The Blue Ridge Heritage Project:** Update; Work began on the monument the week of July 21st. The masonry component is largely completed, leaving only the installation of the plaque and any finishing touches. Staff continues to anticipate full completion at the end of September.
2. **Painter Park Picnic Shelters 4 & 5 Update:** Work on the eastern end, shelter #4, began 8/30th, and likely to be completed from the time this report was submitted. R & L Construction has submitted an additional quote for the northern side of the “chicken shack”, that is the enclosed area between shelters #4 & #5.

R & L Construction are prepared to begin work sometime between 9/11 – 9/13 to remediate as provided. Just as before, this work was not budgeted and, while there is some funding for maintenance in the budget, it will not cover the cost of these repairs. If Council authorized the repair, the funding would come from the General Fund reserve.

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	114,000.00
September	46,500.01	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49	52,043.89	
October	47,728.97	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43	72,362.94	
November	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	48,813.49	
December	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13	56,869.12	
January	16,933.85	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19	37,149.92	
February	24,394.21	22,570.37	25,357.98	16,009.96	27,089.55	37,269.68	43,610.16	
March	46,890.09	33,851.06	19,130.58	28,944.34	44,157.10	54,117.45	75,431.34	
April	59,677.04	65,301.31	-777.78	55,284.51	66,405.33	77,696.74	69,633.56	
May	62,606.36	58,972.15	50.60	48,287.55	53,997.59	57,678.58	67,238.58	
June	89,339.00	68,952.85	29,959.89	93,205.09	90,247.33	82,750.64	110,266.18	
Total	654,971.06	609,864.94	416,466.11	551,599.86	703,926.54	771,272.96	815,567.89	252,668.44



Total Revenue





R&L CONSTRUCTION, INC.

215 Dry River Road
Bridgewater VA 22812
Phone (540) 879-3370
Email office@rlincva.com

Proposal

September 03, 2024

**Town of Grottoes
601 Dogwood Ave
Grottoes, Va 24441**

540-249-5896 Ext. 302

tmorris@ci.grottoes.va.us

**Job Site Address
Chicken Shack**

We hereby submit specifications and estimates for:

Repair middle pier post of the chicken shack

- All labor, tools, materials, and equipment needed to complete project
- Cut & remove concrete to do repair of approx. 8x8 area
- Remove old pier
- Raise new section, to the best of our abilities
- Remove approx. 2 sheets of T-11 siding
- Repair section of concrete, possibly flash coat new section to existing section
- Proposal is for 2 full days and 2 workers

Contract Does Not Include:

- Engineering fees
- Building permits
- Electrical work
- Plumbing

Notes:

- Any deviations from the above scope of work may result in additional charges
- This proposal may be withdrawn by us if not accepted within 30 days

We appreciate the opportunity to bid on this project!

R&L Construction Inc. proposes hereby to furnish material and labor - complete in accordance with these specifications, for the sum of: \$5,000.00.

Payment to be made as follows: 50% when contract is signed, 50% upon completion. Payments are due upon receipt.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices, any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature _____

Randall Campbell

Acceptance of Proposal: The prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date _____

Signature _____

Date _____