

January 5, 2021

A Special Meeting of Town Council of the Town of Grottoes was held on Tuesday, January 5, 2021 at 5:30 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the special meeting of January 5, 2021 meeting of the Grottoes Town Council to order at 5:31 p.m. and welcomed citizens. The special meeting was called by Mayor Plaster for the organization of Council for 2021 and to accept and discuss a vacancy on Council. In the absence of Town Clerk Morris, Mayor Plaster appointed Interim Town Manager Paxton as Clerk and requested roll call.

ATTENDANCE: Council Members present: Michael Kohl, Tim Leeth, David Raynes, and Mark Sterling; Council member absent: C.W. Stephenson.

Other Town Officials present were: Town Attorney Nathan Miller, Interim Manager Joseph S. Paxton, and Police Chief Timothy Carroll.

ELECTION OF VICE MAYOR.

Mayor Plaster advised Council member Raynes currently serves as Vice Mayor and asked if anyone would like to make a nomination for Vice Mayor.

Council member Leeth nominated David Raynes for Vice Mayor, seconded by Council member Kohl.

Hearing no other nominations, Mayor Plaster closed the nominations and called for a vote for the election of David Raynes as Vice Mayor for 2021.

Voting to affirm Council member Raynes as Vice Mayor – Council member Kohl, Council member Leeth, Council member Sterling; Abstaining from the vote – Council member Raynes.

SETTING OF DATE AND TIME OF MEETING.

On motion by Council member Leeth, seconded by Council member Raynes, and carried by a vote of 4 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STERLING – AYE, the Council approved Resolution #20210105-01 pertaining to the Meeting Date and Times for 2021 and Inclement Weather Policy

RESOLUTION

#20210105-01

ORDINANCE AND RESOLUTION TO ESTABLISH THE DATES AND TIMES OF THE WORK SESSIONS AND REGULAR MEETINGS OF THE TOWN COUNCIL OF THE TOWN OF GROTTUES, VIRGINIA, FOR THE CALENDAR YEAR 2021

WHEREAS the Charter of the Town of Grottoes, Virginia (the “Town”) requires the Town Council (the “Council”) of the Town approve an ordinance to set forth the regular meeting times of the Council; and

WHEREAS Va. Code § 15.2-1416 requires the Council to pass a resolution establishing such regular meeting times at the organizational meeting of the Council following the election of the new members thereof.

THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GROTTUES, VIRGINIA, to-wit:

1. A) Meeting Date and Times for 2021. In accordance with the Town Charter, beginning January 11, 2021, and the second Monday of each month thereafter, the meeting of the Council shall commence with a work session at 6:00 p.m., followed at 7:00 p.m. by the regular meeting, with the following exception: the meeting in October shall be held on Wednesday, October 13, 2021, beginning at 6:00 p.m.
2. B) Inclement Weather Policy for Council Meetings for 2021. If a meeting cannot be held due to inclement weather or for any reason as determined by the mayor, of the Vice-Mayor if the Mayor is not available, the meeting will be held at the scheduled time on the following Monday, unless otherwise determined by the Council.

ACCEPTANCE OF RESIGNATION – COUNCIL MEMBER PLASTER.

Town Council was presented with the resignation from JoAnne Lowery Plaster as a council member for the Town effective December 31, 2020 at 11:59:59 p.m. EST.

On motion by Council member Raynes, seconded by Council member Leeth, and carried by a vote of 4-0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STERLING – AYE, Council accepted the resignation of JoAnne Lowery Plaster as a council member for the Town of Grottoes.

2021 COMMITTEE ASSIGNMENTS.

Mayor Plaster distributed a proposed assignment for Council Committees for 2021 and asked if any member had any comments or requests to change assignments.

Councilmember Sterling requested to be placed on the Personnel, Fire and Police Protection given his background in public safety. Council member Leeth advised that he was fine with moving off that committee and asked that he be moved to the Water & Sewer Committee.

Mr. Leeth recommended that Council member Sterling be assigned as Chair of the Ordinance, Health and Property Committee given his previous experience on Council and that the new member to be appointed by the Chair of the Parks, Recreation & Public Facilities Committee.

With those changes, on motion by Council member Leeth, seconded by Council member Raynes, and carried by a vote of 4 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STERLING – AYE, the Council approved the following

committees for 2021 with the vacancies to be filled by the person appointed to fill the vacant seat:

2021 COUNCIL ASSIGNMENTS

Finance Committee

David Raynes, Chair
Tim Leeth
Jo Plaster

Personnel, Fire and Police Protection Committee

Jo Plaster, Chair
Mark Sterling
Michael Kohl

Ordinance, Health and Property Committee

Mark Sterling, Chair
Michael Kohl
Vacant

Special Events Committee

Tim Leeth, Chair
Mark Sterling
Vacant

Water & Sewer Committee

C.W. Stephenson, Chair
David Raynes
Tim Leeth

Parks, Recreation & Public Facilities

Vacant, Chair
Jo Plaster
C.W. Stephenson

Streets and Street Lights Committee

Michael Kohl, Chair
C.W. Stephenson
David Raynes

CODE OF CONDUCT AND ETHICS.

On motion by Council member Leeth, seconded by Council member Raynes, and carried by a vote of 4 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STERLING – AYE, the Council approved Resolution #20210105-02 reaffirming and readopting a Code of Conduct and Ethics for the Members of the Grottoes Town Council, as follows:

**RESOLUTION
20210105-02**

**A RESOLUTION TO REAFFIRM AND ADOPT A CODE OF CONDUCT AND
ETHICS FOR THE MEMBERS OF THE GROTTOS TOWN COUNCIL**

WHEREAS, the Town of Grottoes Council has previously determined that the adoption of a Code of Conduct and Ethics is important to emphasize the imperatives of integrity, fairness, and accountability in local government.

NOW THEREFORE, BE IT RESOLVED by the Grottoes Town Council this 5th day of January 2021, the following Code of Conduct and Ethics, including Conduct and Ethical Standards, are hereby reaffirmed, and adopted:

GROTTOS TOWN COUNCIL CODE OF CONDUCT AND ETHICS

PREAMBLE.

The citizens of Grottoes are entitled to fair, ethical, accountable, and effective local government. Such a government requires that public officials:

- Comply with both the letter and the spirit of the laws, ordinances, and policies affecting government.
- Be independent, impartial, and fair in their judgment and actions.
- Use their public office for the public good, not for personal gain.
- Conduct public deliberations and processes openly.
- Act with respect and civility.

To this end, the Grottoes Town Council has adopted this Code of Conduct and Ethics to emphasize the imperatives of integrity, fairness, and accountability in local government.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, Council Members shall work for the common good of the people of Grottoes and not for any private or personal interest. They will treat all persons, claims, and transactions in a fair and equitable manner.

2. Conduct of Members

Council Members shall at all times restrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the Town Council, boards, commissions, committees, staff, or the public.

3. Respect for Process

Council Member duties shall be performed in accordance with the processes and rules established by the Town Council. A Council Member shall respect a decision once it has been made by the majority of Council.

4. Communication

It is the responsibility of Council Members to share substantive information that is relevant to a matter under consideration that they have received from sources outside of the decision-making process with all other Council Members.

Council Members shall interact with one another honestly, forthrightly, and respectfully. Discussions shall focus on issues, policies, and other substantive matters relating to the function of Town government.

5. Confidential Information

Council Members shall respect and preserve the confidentiality of information provided to them concerning the matters of the Town. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or private interests.

6. Advocacy

To the best of their ability, Council Members shall represent the official policies and positions of the Town Council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the Council or the Town.

7. Positive Work Environment

Council Members shall support and maintain a positive and constructive environment for residents, businesses, Town employees, and others involved in Town activities.

8. Compliance

The Grottoes Town Council Code of Conduct and Ethics expresses standards of ethical conduct expected of Members of the Grottoes Town Council.

Members of the Council have the primary responsibility to ensure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the Town Council.

TOWN OF GROTTUES, VIRGINIA

Conduct and Ethical Standards Guidelines and Suggestions to Maintain Good Working Relationships

1. Relationships with other Council Members

A Council Member wants to be a success in getting certain policies approved and carried out. The most important factor in determining whether this will happen is the attitude of other Council Members. They are a crucial audience.

Questions you need to ask yourself:

- Do you act in a way that suggests you are concerned primarily with your own benefit (or a select group)? Or does your behavior convince your colleagues that you are acting in the best interest of the entire town?
- Do you help your colleagues obtain the information they need to participate effectively? Or do you try to look good at their expense?
- Do you try to get everyone trying to agree on an issue? Or are you satisfied once you know the majority is achieved?
- In short: Do you compete or cooperate?

A Council Member will be respected by colleagues if the Member behaves in a way that is seen as fair as well as effective. Knowing and understanding your colleagues is central to establishing, building, and maintaining effective relationships.

Keys to working well together:

- Be willing to listen to others.
- Respect others' skills and attitudes.
- Keep an open mind.
- Disclose yourself to others openly and freely. Express your opinion and let colleagues learn why you think the way you do on issues.
- Make a conscientious effort to be well prepared for each meeting.
- Offer criticism of colleagues only in private meetings with appropriate individuals or in closed meeting.
- **ADHERE TO THE ESTABLISHED CODE OF CONDUCT AND ETHICS**

2. Remember the Rule of Four!

When it comes to adopting policy or getting any item approved in our community, you need to remember the Rule of Four. A simple question you need to ask is, "How many citizens

does it take to get any policy or action item approved?" The answer is four. The point is the three additional citizens you convince have to currently share a position with you on the Council or one of them be the Mayor. Obviously, your own mind is made up on an issue, if you persuade three other Council Members or two and the Mayor (in case of ties) in your favor, then the motion will pass. So, although the citizens are very important in what we do, when it comes to approving policy and items at hand, you need to convince your colleagues. It is easier to accomplish this by working with them instead of alienating them.

3. Management of Conflict

Council Members who don't think and act as part of a team, who are difficult to get along with, most often become ineffective. They are left out of the decision-making process, which is a loss to the entire Council. Disagreements among Council Members are inevitable, and a normal part of any decision-making process. It is important that disagreements do not interfere with cooperative processes. The most serious paralysis a Council can have is the inability of Members to work with one another. This inability becomes visible to the community and reduces the Council's political authority within the community. The interests of individual Members become personal and apparently more important than the interests of other citizens. To manage conflict constructively may require that ground rules be established, so that an atmosphere can be created where differences can be raised, and respectful dialogue can occur.

4. Relationships with Town Staff

Staff bashing is tempting for a Council Member who wants to look good to those who are complaining. But the local government pays a heavy price for such behavior. The morale of town employees is likely to decline if the Council expects the laws to be enforced, but then publicly jumps on those responsible for enforcement. Therefore, Council Members should be careful about how they deal with specific complaints about staff expressed at a public meeting.

Things to remember about staff relationships:

- Treat all employees with courtesy and respect.
- Avoid publicly criticizing any employee in any way that reflects on the competence and integrity of the employee.
- Don't try to resolve controversies during a public meeting.
- Make clear to a citizen that the complaint will be addressed and ask the Town Manager to appoint a staff member to contact the citizen.
- Don't let the staff be blamed for major policies, since those are the responsibility of the Council.
- Remember that the success of every policy depends on its implementation by an effective staff.

- If there is a problem with a staff person, resolve it in private rather than at a public meeting (or the press). Raise concerns about employees with the Town Manager, and concerns about the Town Manager with the Mayor.

Town Manager- Council Relationships

- Council Members must understand that their role is to develop policy, not get involved in administration. Such activity can erode the manager's authority with staff members and often lead to morale and productivity problems within the staff.
- Council Members should maintain consistent positions in both their public declarations and their private discussions with the Town Manager. Our actions can increase or minimize the quality of work by our Town Manager and Staff.
- All dealings with town staff should be handled via the Town Manager, unless he or she prescribes otherwise.

5. Relationships with the Media (Print, Radio, TV, Websites)

- When talking with the media, avoid attacking others, even if they attacked you. Don't let an aggressive reporter or citizen lure you into battle. Fighting with a citizen, staff member, or fellow Council person can make you look small minded and divert attention from what you were elected to do. Resist the urge to be vindictive.
- While Facebook, blogs, wikis and other forms of online discourse are individual interactions, please remember that to our citizens, you are always a representative of the Town of Grottoes. We have an official Town website and Face book page for our town and that content is controlled by Town Staff
- Please refrain from conducting any town related business on personal websites. If you receive questions via personal websites, please direct people to our official Town website or Facebook page to find information and/or post comments.

6. Relations with the Public (Citizens)

- Avoid a private lifestyle that casts public doubt upon the integrity and competence of the town government
- Pay all taxes due to the county, state, or national government.
- Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.
- Be tolerant. Allow citizens, employees, or colleagues sufficient opportunity to present their views.

- Be respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel or colleagues.
- When making comments, make sure you clarify when you are speaking individually and not for the Council as a whole.
- There will be times when we are asked to speak at public meetings, with the media, post comments on websites, etc. If you are sharing your personal thoughts and/or opinions, you need to make this clear to your audience by stating your comments do not represent the Council as a whole.
- Reflect on your comments before you speak to make sure they cannot be misinterpreted. Comments based on fact and forethought will hopefully eliminate any possible misunderstandings.
- Serious issues should be discussed as a whole (Council and Staff) before public comments are made.
- Remember that even though you are an individual, in the eyes of the public and media, you represent the Council and our community. Choose your words wisely and make decisions appropriately.

ADJOURNMENT.

Mayor Plaster declared the meeting adjourned at 6:03 p.m.

January 11, 2021

A work session of Town Council of the Town of Grottoes was held on Monday, January 11, 2021 at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the work session of January 11, 2021 of the Grottoes Town Council to order at 6:03 p.m. ATTENDANCE: Council Members present: Michael Kohl, Tim Leeth, David Raynes, C.W. Stephenson, and Mark Sterling; Council members absent: None

Other Town Officials present were: Michael W. Helm, for Town Attorney Miller, Interim Manager Joseph S. Paxton, Treasurer Rhonda Danner, Parks/Tourism Director Ashley Collier and Police Officer Sullivan.

CHAPTER 4 REVISIONS

The first item for discussion was the proposed revision to Chapter 4 of the Grottoes Town Code pertaining to Administration. Mayor Plaster stated the amendment is under consideration for adoption this evening after second reading and asked if anyone had questions or comments.

Interim Manager Paxton noted there were two new council members that had not been part of the previous discussion and there was one remaining issue at the last meeting relating to Section 4-13 Order of Proceedings. The discussion at the meeting was, under the code as presented, changes to a meeting agenda that alter the order of proceeding would require an amendment to the Code rather a consent of Council at a meeting. In the alternative, Council could delete the section and revise the agenda form by majority of council.

After some discussion, Mr. Helm offered an amendment that removes the current language in Section 4-13 Order of Proceedings and replaces it as follows: *The order of proceedings at a regular meeting of the Council shall follow the order established on the official meeting agenda published prior to the meeting. The order of business shall not be departed from except by the vote of two-thirds (2/3) of the members of the Council present.*

On motion by Council member Sterling, seconded by Council member Leeth, and carried by a 5-0 vote, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE, the Council approved the amendments to Chapter 4 – Administration of the Grottoes Town Code, with the revision to Section 4-13 provided by Mr. Helm.

CHAPTER 4
ADMINISTRATION OF GOVERNMENT

ARTICLE I

General Accounting Provisions

§ 4-1. Deposit of funds.

Town funds shall be deposited by the Treasurer in accordance the provisions outlined in the Code of Virginia.

§ 4-2. Fiscal year.

The fiscal year of the Town shall begin on the first day of July of each year and shall end on the following 30th day of June.

§ 4-3. Annual audit.

An audit of the financial and administrative affairs of the Town shall be completed annually by a qualified and competent certified public accountant.

§ 4-4. Authority to sign checks.

Two signatures are required for all checks issued by the Town. The Treasurer and the Mayor or Finance Committee Chair are hereby authorized to sign checks for duly authorized disbursements of the Town's funds.

ARTICLE II

Mayor and Vice Mayor

§ 4-5. Powers and duties.

The Mayor shall be the Town's Chief Executive Officer and perform the duties as established in the Virginia Code, the Town Charter, and the Town Code. The Mayor shall exercise general supervision of the Town's rights, franchises, properties, and affairs, and shall perform other duties and functions as may be prescribed by the Council. In the absence of the Mayor, or inability to act, the Vice Mayor shall fulfill all the duties and responsibilities of the Mayor.

ARTICLE III

Meetings

§ 4-6. Meeting time.

The Council shall convene in regular monthly meetings. The dates, times and places shall be set by resolution adopted at the first meeting or organizational meeting of the Council for the coming year.

§ 4-7. Special meetings.

A special meeting of the council shall be held when called by the mayor, or when requested by three or more of the members of council. The call or request shall be made to the clerk and shall specify the matters to be considered at the meeting. Upon receipt of such call or request, the clerk of council, after consultation with the mayor, shall immediately notify each member of council and the town attorney in writing delivered in person, or to his place of residence or business or, if so requested by the member of the governing body, by electronic mail or facsimile, to attend such meeting at the time and place stated in the notice. Such notice shall specify the matters to be considered at the meeting. No matter not specified in the notice shall be considered at such meeting unless council by unanimous consent agrees to consider additional matters.

§ 4-8. Quorum.

A. For properly called and noticed Council meetings four members, exclusive of the Mayor, shall constitute a quorum for the transaction of business. If for any reason the office of Mayor is vacant or the Mayor is not present for a meeting, four members of the Council shall constitute a quorum.

B. If a quorum of the members of the Council fails to attend within 30 minutes after the appointed time of meeting, those present may adjourn to such time as they may deem proper, and the Clerk shall enter the names of those present and those absent on the journal.

§ 4-9. Robert's Rules of Order.

Unless otherwise provided by ordinance or resolution of Council, meetings shall be governed by Robert's Rules of Order.

§ 4-10. Motions.

A. When a question is under debate, no motion shall be entertained unless specifically provided for, except that the following shall take precedence in the order given:

- (1) To adjourn, to be made without preliminary remarks and decided without debate.
- (2) To lay on the table, to be decided without debate.
- (3) For the previous question, to be decided without debate. To postpone, either indefinitely, or to a day or hour certain.
- (4) To refer or recommit.
- (5) To substitute or amend.
- (6) To adopt or approve.

B. Any member of the Council who obtains the floor during the debate and submits no other motion or remark may move the previous question, which motion, if seconded, shall forthwith be put to the Council for a vote.

§ 4-11. Motion to adjourn.

A motion to adjourn shall always be in order, except when a member has the floor, when the Council is engaged in voting, when the previous question has been ordered, or when the motion to adjourn has been put and lost and no other business has intervened.

§ 4-12. Dissent; Motion to reconsider.

A. Dissent. Any member of the Council may dissent from any ordinance, resolution or order of the Council and have the reason for such dissent recorded in the minutes.

B. Reconsideration. A motion to reconsider an action of Council may only be entertained if made by a Council member who voted with the prevailing side. A majority of those present may agree to reconsider a vote; however, the motion to reconsider shall be made at the same Council session during which the vote being reconsidered was taken. A motion to reconsider shall have precedence over all other questions, and if such reconsideration fails, it may not be renewed.

§ 4-13. Order of proceedings.

The order of proceedings at a regular meeting of the Council shall follow the order established on the official meeting agenda published prior to the meeting. The order of business shall not be departed from except by the vote of two-thirds (2/3) of the members of the Council present.

§ 4-14. Order of speaking.

A. The member first rising and addressing the Mayor, or other presiding officer, shall speak first; but if two or more members rise at the same time, the Mayor, or other presiding officer, shall name the member to speak.

B. No member shall speak more than once on the same question until every member wishing to speak shall have done so, nor more than twice, nor for a greater length of time than 15 minutes on any question without permission of the Council. The member shall confine the remarks to the question before the Council and avoid personal or indecorous language. No member shall interrupt another while speaking except to make a point of order to the Mayor, or other presiding officer.

§ 4-15. Enforcement of Rules.

The Mayor, or other presiding officer, shall enforce the Rules and Code of Ethics of the Council and decide questions of order.

§ 4-16. Presentation of materials to Council.

No communications, petitions or requests to the Council shall be entertained unless the same are in writing, which shall be filed with the Clerk.

§ 4-17. Members absent from meetings.

No Council member who has been recorded as present shall, without permission of the Council, leave such meeting until its adjournment.

§ 4-18. Nonmembers addressing Council.

Persons, not a member of the Council, shall orally address Council until leave to do so has been applied for through a member of the Council and granted by the Council, or until invited to do so by the presiding officer. Each non-member permitted to speak shall be allotted three (3) minutes to make their comments.

§ 4-19. Amendment or repeal of ordinances.

Ordinances shall be adopted, amended, or repealed in accordance with the procedures established in the Code of Virginia.

§ 4-20. Voting.

In all matters pending before the Council, a majority vote of members present is required to approve a motion, except as otherwise provided in this section. No tax shall be levied, or corporate debt contracted, except by a 2/3rd vote of Council, which vote shall be by roll call vote recorded in the minutes. Every member present when a motion is considered shall vote, unless personally interested or excused by the Council.

ARTICLE IV

Committees

§ 4-21. Committees.

A. As soon as possible after the organization of the Council, the Council shall appoint members to the following standing Committees based on the recommendation of the Mayor with input from the current Council members: (1) Finance Committee; (2) Personnel, Fire and Police Protection Committee; (3) Ordinance, Health and Property Committee; (4) Special Events Committee; (5) Water and Sewer Committee; (6) Parks, Recreation, Public Facilities Committee; and (7) Streets and Streetlights Committee.

B. Each Committee shall have three members, one of which may be the Mayor. Additional Council members or the Mayor may attend Committee meetings (open or closed); however, the additional members or Mayor attending shall only observe and monitor proceedings; however, they shall not be permitted to discuss or interact with the Committee or participants.

C. The Committees shall make recommendations to the Council.

§ 4-22. Temporary committees.

The Mayor may appoint such committees, other than those established in § 4-21, as may be appropriate.

ARTICLE V

Employees

§ 4-23. Reserved.

§ 4-24. Defense and Indemnification of Town Employees.

The Town may defend and/or indemnify any officer, employee or member of the governing body as provided in the Code of Virginia.

ARTICLE VI

Emergency Council

§ 4-25. Powers and duties.

If normal maintenance of the Town government, as provided by existing law, is rendered impossible by an emergency, natural or otherwise, the following provisions shall be effective:

1. Those members of Council surviving and able to perform their functions as such shall constitute the Emergency Council.
2. A quorum of the Emergency Council shall consist of 2/3 of the members thereof.
3. The duties and powers of the Emergency Council shall be consistent with those specified by the existing charter, ordinances and state and federal law.
4. The functions of the Emergency Council shall cease not more than six months after the disaster occurs. If vacancies shall then exist in the Town Council, they shall be filled according to the Charter and permanent ordinances of the Town.

ARTICLE VII

Town Attorney

§ 4-26. Appointment and Attendance at Council meetings.

The Town Council shall appoint a Town Attorney who shall attend Town Council meetings when requested by the Mayor, a member of the Town Council, or the Town Manager.

§ 4-27. Reports.

When requested, the Town Attorney shall make a report to the Council providing a condensed statement of the work done for the Town. Such report shall also contain a statement of the unfinished business in the hands of the Town Attorney.

§ 4-28. Compensation and expenses.

The Town Attorney pay shall be in such amounts as may be mutually agreed upon by the Town Attorney and the Town Council.

ARTICLE VIII

Town Treasurer

§ 4-29. Appointment and Bond.

The Town Council shall appoint a Town Treasurer. Before entering on the duties of the office, the Treasurer shall execute an official bond, with satisfactory surety, in such amount as the Council may prescribe.

§ 4-30. Powers and duties.

A. Town funds collected by the Treasurer or other departments of the Town shall be deposited in accordance with § 4-1.

B. The Treasurer shall keep suitable books in which all receipts and disbursements shall be properly entered and in which the accounts of all persons accountable to the Town shall be kept. Each fund shall be separated. All accounts of the Town shall be kept correctly and plainly and according to generally accepted accounting principles (GAAP) and the guidelines established by the Virginia Auditor of Public Accounts.

ARTICLE IX

Town Clerk

§ 4-31. Appointed Powers and duties.

A. The Town Council shall appoint the Town Clerk and the Town Clerk shall be the Clerk of the Town Council and shall attend every meeting of the Council. Council may appoint, as it determines, deputy town clerks to serve in the absence of the Clerk.

B. The Clerk shall keep accurate minutes of the proceedings of Council meetings and shall file and preserve all papers which may be received by the Town as part of such meetings. The Clerk shall attest and publish all ordinances or other papers, or proceedings as required by the Code of Virginia.

C. In addition to the books of account and records provided for in this article, the Clerk shall keep such other books and records as may be necessary to the discharge of the functions of his or her office.

D. The books and papers of the Clerk shall, at all times, be subject to examination by the Mayor, any member of the Council or any committee of the Council.

§ 4-32. Recording of ordinances; numbering.

A. A copy of all ordinances passed by the Town Council shall be posted on the Town website and entered in a book which shall be known as "Official Ordinances of the Town of Grottoes.", otherwise known as the Grottoes Town Code.

B. The Town Code shall be kept accurate and up to date by the Town Clerk. The Town Clerk shall make the proper changes in the Code.

C. All ordinances of the Town shall be consecutively numbered by the Town Clerk in annual series, the number of a particular ordinance to consist of the year in which passed and the consecutive number of the ordinance.

ARTICLE X

Chief of Police

§ 4-33. Appointment and Term of Office.

The Town Council shall appoint a Chief of Police who shall qualify as the Council may require. The Chief of Police shall be vested with the powers of a conservator of the peace and shall have the same powers and perform the same duties within the corporate limits of the Town and beyond as set forth in the Virginia Code, the Town Charter and the Town ordinances.

§ 4-34. Responsibilities.

The Chief of Police shall direct and manage the Police Department and its employees in regard to the enforcement of laws, ordinances, the prevention of crime, protection of life and property.

The Chief of Police shall perform such other duties as set forth by the Town Council or the Town Manager.

ARTICLE XI

Town Manager

§ 4-35. Employment and Term of Office.

The Town Council may appoint a Town Manager, who shall serve at the pleasure of Council. Council may establish a term for such appointment.

§ 4-36. Responsibilities.

A. The Town Manager shall be the administrative head of the Town and shall be responsible to the Town Council for the proper management of all the affairs of the Town which the Council has authority to control.

B. The Town Manager shall, unless it is otherwise provided by state law, charter or by ordinance or resolution of the Town Council:

1. See that all ordinances, resolutions, directives and orders of the Town Council and all laws of the Commonwealth required to be enforced through the Council or its officers subject to the control of the Council are faithfully executed;

2. Make reports to the Town Council from time to time as required or deemed advisable upon the affairs of the locality under the manager's control and supervision;
3. Receive reports from, and give directions to, all heads of offices, departments, and boards of the Town under the manager's control and supervision;
4. Submit to the Town Council a proposed annual budget, in accordance with general law, with the manager's recommendations;
5. Execute the budget as finally adopted by the Town Council;
6. Keep the Town Council fully advised on the Town's financial condition and its future financial needs;
7. Appoint all officers and employees of the Town, except the manager may authorize the head of an office, department, and board responsible to the manager to appoint subordinates in such office, department and board;
8. Perform such other duties as may be prescribed by the Town Council.

ARTICLE XII

Reserved

ARTICLE XIII

Purchases

§ 4-41. Procedures.

All purchases shall be in compliance with the Town's Procurement Policy.

§ 4-42. Purchase & Disposal of Town's assets (property).

Supplies, tools, vehicles, and equipment purchased by or through the Town shall be for the sole use of the Town. Other local governments may, where permitted by state law, cooperatively purchase under contracts issued by the Town. Town property, upon being

declared surplus by Council, may be disposed of in accordance with the requirements of the Virginia Code.

PERSONNEL COMMITTEE

REVISION TO POSITION DESCRIPTIONS

Mayor Plaster, on behalf of the Committee, presented four position descriptions to Council for their review and approval – Administrative Assistant (Police), Accounting Technician, Assistant to the Town Manager and Treasurer. Mayor Plaster reviewed each position. Interim Manager Paxton advised that he had been asked by the previous Mayor and Personnel Committee to review the positions before the vacant office assistant position was filled to determine if a full-time position was necessary and if so, what job duties should be assigned to the position. One of the principal goals of the revisions is to better distribute the accounting workload and to provide job titles that better reflected job duties.

Mr. Paxton noted that there no pay adjustments are proposed at this time. There will be further discussion with the Personnel Committee prior to the upcoming budget after review of the other positions in the Town.

Council raised a concern about persons, such as the Clerk, being appointed by Council but reporting to the Town Manager. Mr. Paxton responded that for the duties as clerk the person reports to Council, and all other duties reports to the Manager. It is common in local government for the clerk to report to council, since that person is the custodian of the council's records, but this is only a portion of that person's duties.

It was pointed out that many localities have moved other positions, such as Treasurer and Police Chief, to report to the Town Manager to remove possible conflicts that may occur. That change requires a charter amendment.

There was a question about the level of payroll work that will be required of the Assistant to the Town Manager. Mr. Paxton noted that the critical aspects of the bi-weekly payroll will be shared with the Treasurer. While the Assistant to the Town Manager will likely assist with the quarterly and annual payroll reporting to understand the process, it is not expected to be a regular duty.

On motion by Council member Sterling, seconded by Council member Leeth, and carried by a 5-0 vote, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE, the Council approved the following job descriptions – Administrative Assistant, Accounting Technician, Assistant to the Town Manager, and Treasurer.

ADMINISTRATIVE ASSISTANT

Dept: Police

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative support work for the police department, providing administrative support, greeting visitors, receiving and processing incoming calls, preparing and maintaining records and files, typing a variety of documents, preparing reports, and related work as apparent or assigned. Work is performed under the supervision of the Police Chief.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Initial point of contact for public; answer telephone; provide information; assist the public with the completion of standardized records or documents;

Assist with preparing documents including correspondence, lists, labels, reports, requisitions, memoranda, etc.; check work to ensure grammatical accuracy and completeness;

Enter data into computer; verify statistical and other records for accuracy and completeness; enter and retrieve sensitive and restricted information in the computer system; maintain Incident Based Reporting (IBR) and Tyler Technologies systems;

Retrieve and process daily mail;

Assist with the purchase of materials and supplies for department;

Assist with the preparation of the department's budget and monitoring of approved budget;

Provide information to and assist the Commonwealth's Attorney's Office, insurance companies and other public safety related organizations as needed;

Coordinate officer training with the Central Shenandoah Police Training Academy;

Other duties as may be assigned.

Knowledge, Skills and Abilities

Thorough knowledge of standard office practices, procedures, equipment and program assistance techniques; thorough knowledge of correspondence and report formatting and presentation is

necessary; general knowledge of bookkeeping terminology, methods, procedures and equipment; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; ability to keep detailed and complex records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare reports and other types of correspondence; ability to operate standard office equipment and personal computers including some knowledge of applicable software packages; ability to perform mathematical computations with speed and accuracy; ability to deal with the public under stressful conditions and remain calm; ability to establish and maintain effective working relationships with associates, elected officials, vendors, and the general public.

Education and Experience

High school diploma or GED and moderate experience in general office administration work, or equivalent combination of education and experience. Working knowledge of the operations of a police department is preferred.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and walking and occasionally requires reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic), with many interruptions.

Special Requirements

Working knowledge of Police Department interoffice procedures; NCIC VCIN certified; Grant writing experience; Familiarity with electronic policy programs; Knowledge of police department accreditation process and requirements

Last Revised: 1.11.21

ACCOUNTING TECHNICIAN

Dept: Administration

FLSA Status: Non-Exempt

General Definition of Work

Primary responsibility to greet visitors to the Municipal Building, receiving and processing incoming calls, performs intermediate administrative and accounting support work assisting with billing, collecting, processing, and recording for water, sewer and trash collection fee revenues, taxes and various other fees, processing payments, preparing connection, disconnection and transfer of service orders, preparing and maintaining records and files, entering data related to all aspects necessary for payment of accounts payable, assisting the public, and related work as apparent or assigned. Work is performed under the supervision of the Town Treasurer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Initial point of contact for public; answer telephone; provide information; assist the public with the completion of standardized records or documents;

Receive and respond to customer inquiries or complaints regarding utility bills and other collectibles in person or via telephone.

Assist Treasurer with preparing and processing property tax, motor vehicle registration and business license statements.

Prepare, process and collect payments for utility accounts, taxes, licenses and other fees and charges; post payments;

Maintain cost and inventory records for utility systems;

Balance cash drawer and prepare bank deposits;

Process adjustments and abatements to utility accounts after approval by Treasurer and Town Superintendent.

Enter a variety of data related to accounts payable and general accounting operations into computer; verifies data for accuracy and completeness; enter and retrieve sensitive and restricted information in the computer system;

Prepare reports and other types of correspondence;

Prepare and maintain financial files and records consistent with general accepted accounting practices for local government operations.

Serve as backup for the Assistant to Town Manager, as required.

Other duties as may be assigned.

Knowledge, Skills and Abilities

General knowledge of accounting terminology, methods, procedures and equipment; thorough knowledge of bookkeeping terminology, methods, procedures and equipment; thorough knowledge of standard office procedures, practices and equipment; ability to use word processing and spreadsheet software, skill in the use of a variety of office machines and good typing ability; ability to understand and follow oral and written directions; ability to follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to establish and maintain effective working relationships with department heads, associates, State agency representatives, vendors, auditors and the general public.

Education and Experience

High school diploma or GED with coursework in accounting, or related field and moderate experience in accounting, customer service, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 1/11/2021

ASSISTANT TO TOWN MANAGER

Dept: Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs high level administrative support work for the Town Manager, providing administrative support, preparing and maintaining records and files, typing a variety of documents, preparing reports, assisting with land use matters, and related work as apparent or assigned. Work is performed under the supervision of the Town Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Administrative:

Secondary point of contact for public; answer telephone; provide information; assist the public with the completion of standardized records or documents;

Assist with preparing documents including correspondence, lists, labels, reports, requisitions, memoranda, etc.; check work to ensure grammatical accuracy and completeness;

Coordinate and prepare newsletter and reports; assist in collecting information from a variety of sources and compiling data.

Serve as Clerk to Town Council; work with Town Manager to prepare and distribute meeting agendas and packets; attend Council and other meetings;

Take, transcribe and maintain minutes for the public record; maintain public meeting notices in accordance with state law and other prescribed guidelines;

Prepare and maintain calendars for town activities and functions; schedule use of town-owned facilities;

Enter data into computer; verify statistical and other records for accuracy and completeness; enter and retrieve sensitive and restricted information in the computer system;

Responsible for maintaining and updating the town's website and Facebook page;

Order office supplies and maintain inventory;

Retrieve and process daily mail;

Assist with special events as required;

Land Development (Zoning):

Assist Town Manager in administering the planning and zoning regulations within the Town;

Provide direction and assistance to the public regarding zoning related matters; process and issue zoning permits; ensure compliance with applicable laws and ordinances;

Administer fees for zoning permits, water and sewer connections, and other zoning-related matters.

Attend meetings and provides technical assistance to the Planning Commission and the Board of Zoning Appeals.

Prepares the agenda for meetings, takes, transcribes and maintains minutes;

Accounting and Safety:

Prepare and process purchase orders for the Town, and enter a variety of data related to this process into the financial system;

Serve as backup to Treasurer for payroll, requires periodic processing of payroll;

Report Worker's Compensation claims; assist employee with reporting claims; maintain records and related information.

Maintain records and files related to inspection and maintenance of Town safety such as automated external defibrillator (AED), first aid stations, fire extinguishers, smoke alarms, and strobes.

Other duties as may be assigned.

Knowledge, Skills and Abilities

Thorough knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Town; thorough knowledge of the principles, methods and practices of accounting; thorough knowledge of the Town's Zoning Ordinances; thorough knowledge of modern business management and office practices, procedures and equipment; thorough knowledge of correspondence and report formatting and presentation is necessary; ability to read and interpret blueprints, site plans and architectural designs and to ensure compliance with appropriate codes and ordinances; general knowledge of legal procedures related to enforcement of laws and ordinances and regulations; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to solve problems within scope of responsibility; general

knowledge of payroll terminology, methods, and procedures; ability to establish and maintain effective working relationships with elected officials, associates, contractors, and the general public.

Education and Experience

High school diploma or GED and significant experience in general office administration work, or equivalent combination of education and experience. Working knowledge of the operations of local government and land use planning is preferred.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and walking and occasionally requires reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic), with many interruptions.

Special Requirements

Valid driver's license in the Commonwealth of Virginia

Notary public license in the Commonwealth of Virginia

Last Revised: 1.11.21

TREASURER

Dept: Administration

FLSA Status: *Exempt*

General Definition of Work

Performs complex advanced financial and administrative work planning, organizing, managing, and participating in the financial activities and financial reporting for the Town, managing billing and collections operations, and related work as assigned. Primarily responsible for preparation and processing of journal entries, and payroll and related activities. Supervision is exercised over accounting technician. Treasurer is appointed by Town Council. Work is performed under the direction of the Town Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or

ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

General Accounting

Plan, direct, and manage the general accounting functions of the Town in compliance with general accepted accounting standards established by the Governmental Accounting Standards Board (GASB). Supervision and direction exercised over accounts payable, procurement, revenue billing and collection, and capital asset management functions, primary responsibility for general ledger/journal entries and corrections;

Ability to process accounts payable and revenue billing and collection is absence of Accounting Technician;

Prepare accounts receivable refunds and write-offs for approval by Town Manager;

Enter a variety of data related to general accounting operations (journal entries, etc.) into computer; verifies data for accuracy and completeness; enter and retrieve sensitive and restricted information in the computer system;

Responsible for maintenance and update of accounting system, including testing and installation of new releases or modules;

Make recommendation to the Town Manager for the development of accounting policies, procedures and practices;

Direct, train, and inspect the work of personnel;

Assist the Town Manager with preparation of annual operating and capital improvement budgets and capital improvement plan; prepare revenue estimates; review and prepare budget amendments, as necessary;

Prepare financial reports for Town Manager and Town Council, as requested;

Collaborate with Town Manager to reconcile bank statements monthly and balance to general ledger;

Manage annual independent audit, schedule workflow; request audit-related information from other departments; prepare required schedules, reports and work papers; review final report for accuracy before final report issued;

Assist Town Manager and Council Finance Committee to oversee the investment of the Town's idle funds.

Oversees preparation of grant reimbursement requests and other required financial information to grantor agencies.

Assist Town Manager to recommend property and liability insurance coverage.

Attends Town Council meetings, as directed.

Payroll

Primarily responsible to prepare and process payroll; upload payroll and tax information into banking system; balance payroll and benefits accounts;

Maintain and update a variety of databases and required reporting documentation including contractor/vendor, payroll, and Virginia Retirement System (VRS) database;

Prepare and distribute W2s, 1099s, and other Federal and State required forms;

Work with Town Manager and department head to conduct new employee orientation;

Serve as liaison for the employee health insurance and benefits programs;

Other duties as may be assigned.

Knowledge, Skills and Abilities

Comprehensive knowledge of general accepted accounting procedures governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of budgeting; thorough knowledge of the principles and practices of a municipal investment of funds; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to analyze financial data and prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with associates, consultants, auditors, elected and appointed officials and the general public.

Education and Experience

High school diploma or GED and significant experience in general accounting practices required. Bachelor's with coursework in accounting, finance, or related field and considerable experience in governmental fund accounting and finance administration including supervisory experience, or equivalent combination of education and experience is preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately,

loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Required to meet bonding requirements established in the Code of Virginia for Treasurer.

Last Revised: 1.11.21

WORK ORDER – BERKLEY GROUP – TOWN MANAGER SEARCH

Mayor Plaster advised that after the special meeting last week several Council members requested that the Town revisit the issue of using the Berkley Group to assist with the search process for the new Town Manager. She noted that the Town is currently only under contract with the Berkley Group to provide interim services until the middle of April, and to date the Town has not received many qualified applicants for review. She noted that the Town needs to decide how to proceed before the end of the month to provide enough time to get a person hired prior to the end of the interim management contract.

There was a general discussion regarding the fee for the work order and the salary range for the manager position. Mayor Plaster noted that the time for the work session had expired and that this matter would be brought up for further discussion under committee reports later in the meeting.

Mayor Plaster adjourned the work session.

January 11, 2021

A regular session of Town Council of the Town of Grottoes was held on Monday, January 11, 2021 at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the regular session of January 11, 2021 of the Grottoes Town Council to order at 7:03 p.m. In the absence of Town Clerk Morris, Mayor Plaster appointed Interim Town Manager Paxton as Clerk and requested roll call.

ATTENDANCE: Council Members present: Michael Kohl, Tim Leeth, David Raynes, C.W. Stephenson, and Mark Sterling; Council member absent: None. One council seat is vacant.

Other Town Officials present: Michael W. Helm, for Town Attorney Miller, Interim Manager Joseph S. Paxton, Treasurer Rhonda Danner, Parks/Tourism Director Ashley Collier and Police Officer Sullivan.

APPROVAL OF MINUTES.

On motion by Council member Raynes, seconded by Council member Leeth, and carried by a vote of 5 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE, the Council approved the minutes of the regular meeting of December 14, 2020 and the special meeting of January 5, 2021.

PRESENTATION OF PETITIONS AND CLAIMS

Noting that no one had signed up to speak, Mayor Plaster asked if there was any member of the public that would like to speak. There was no one.

REPORTS OF STANDING COMMITTEE:

FINANCE – Council member Raynes made a motion, seconded by Council member Kohl, and carried by a vote of 5 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE, the Council accepted the financial report for December 2020.

On motion by Council member Raynes, seconded by Council member Kohl, and carried by a vote of 5 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE, the Council approved the payments of bill for December and the bills as of January 11, 2021.

WATER AND SEWER – no report

ORDINANCE, HEALTH AND PROPERTY - no report

STREET AND STREET LIGHTS - no report

PARKS, RECREATION AND PUBLIC FACILITIES – the Chair of this Committee is currently vacant. Parks/Tourism Director Collier had no report.

SPECIAL EVENTS – no report

PERSONNEL, FIRE AND POLICE PROTECTION

Mayor Plaster continued the discussion of accepting the work order from the Berkley Group. She noted that she had asked Mr. Williams regarding any kind of insurance or protection if the person hired does not work out. She noted that the Group does not provide such but does try to take every precaution to make sure it is a good fit for the community. She also noted that the Group specifies to each candidate that there should be a minimum of a two-year commitment.

The Council was provided a list of the persons that had applied to date.

Council member Kohl raised a concern about the Town’s ability to meet that payment and to provide the increase in pay for the manager that will likely be necessary to attract a qualified applicant. Council members Leeth and Raynes responded that the Town has the necessary funds to meet the expense, although the budget would likely need to be revised.

After further discussion, the Council decided to delay action of the work order and refer it to the January 25 special meeting that is to be scheduled to interview town council candidates. Action will be taken at that meeting.

SPECIAL ORDER OF BUSINESS

NEW BUSINESS

OLD BUSINESS

CLOSED SESSION - On motion by Council member Leeth, seconded by Council member Raynes, and carried by a vote of 5 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE; the Council recessed the meeting from 7:31 p.m. to 8:31 p.m., for a closed meeting pursuant to Section 2.2-3711.A(1), Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, and (3) to discuss matters relating to the disposition of publicly owned property, because public discussion of that matter would adversely affect the towns bargaining position and negotiating strategy.

On motion by Council member Leeth, seconded by Council member Sterling, and carried by a vote of 5 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE; the Council returned to open session.

Mayor Plaster read the certification of the closed session to the best of your knowledge that only public business matters lawfully exempted from open meeting requirements under section 2.2-3711(A)1 and section 2.2-3711(A)3, of the Code of Virginia, as only such public business matters that were identified in the motion by which a closed meeting were heard, discussed, or considered in the closed meeting. Interim Clerk Paxton took a roll call. M. Kohl; so certified, T. Leeth; so certified, D. Raynes; so certified, C. Stephenson; so certified; M. Sterling; so certified; J. Plaster; so certified.

ADJOURNMENT.

Mayor Plaster declared the meeting adjourned at 8:33 p.m.

January 25, 2021

A Special Meeting of Town Council of the Town of Grottoes was held on Tuesday, January 25, 2021 at 5:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the special meeting of January 25, 2021 meeting of the Grottoes Town Council to order at 5:00 p.m. and welcomed citizens. The special meeting was called by Mayor Plaster for the discussion related to security work of Town Hall, discussion on contracting with the Berkeley Group to assist with Town Manager Search, and a closed session for the interview of candidates for the vacancy on town council, and the discipling or resignation of specific employees. Mayor Plaster requested roll call.

ATTENDANCE: Council Members present: Mark Sterling, Tim Leeth, David Raynes, Michael Kohl, and C.W. Stephenson.

Other Town Officials present were: Town Attorney Nathan Miller, Interim Manager Joseph S. Paxton, and Clerk Tara Morris.

Mayor Plaster asked that we amend the agenda to discussion of the condemnation of an alley between 11th and 12th Street. Interim Manager Paxton explained that for the Town to permit a contractor to extend water and sewer lines in that area, the Town needs to grant an easement. However, that is currently not possible since staff has not been able to establish who owns the property Mr. Paxton advised that state law provides a quick take process that allows local governments to obtain land for such purposes. The process includes a survey, appraisal, posting a bond in the amount of the appraisal, and making a good faith effort to ascertain ownership. Time being of the essence, staff is requesting the Council to add this item to the agenda this evening.

Council member Leeth made a motion, seconded by Council member Stephenson, and carried by a 5-0 vote, to amend the agenda voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE, to amend the agenda to add discussion of the condemnation of railroad alley.

SECURITY OF TOWN HALL

Interim Town Manager Paxton explained that the remodel of the front office did not include the installation for data line drop. He explained that in order to relocate the computers this work needs to be completed.

Council member Stephenson made a motion, seconded by Council member Leeth, and carried by a vote of 5 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE;

STEPHENSON – AYE; STERLING – AYE, to accept the quote from Advanced Telephone to install the data port.

TOWN MANAGER SEARCH

Interim Manager Paxton informed the Council the Town has received eight applicants for the Town Manager position, and out of those applicants, there is the potential that three may be qualified. He said of those three the salary requirement is significantly higher than what the Town previously paid. Interim Manager Paxton asked the Council if they were willing to pay the salary for an experienced Town Manager. Council member Kohl said if we are going to pay that kind of salary, he would like to spend the extra and have the Berkley Group assist with the search. After further discussion, Council deferred action of this matter until the Finance Committee meets on Thursday to discuss the Town's financial position and provide a recommendation for the salary range for the Town Manager position.

CONDEMNATION OF ALLEY

Attorney Miller explained the process and stated that Council is required to approve a resolution for public hearing to proceed with the quick take condemnation of railroad alley. If Council is inclined to proceed, the property will need to be surveyed and an appraisal completed. Attorney Miller estimated the cost at approximately \$8,000.00. Interim Manager Paxton advised that this work would be funded by the Water and Sewer Funds. Attorney Miller requested a motion to permit the Town Attorney and Interim Town Manager to proceed with the quick take condemnation of railroad alley.

Council member Kohl made a motion, seconded by Council member Leeth, and carried by a vote of 5 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE, the Council authorized the Town Attorney and Interim Town Manager to proceed with the condemnation of the section of the Town known as "Railroad Alley" located between 11th Street and 12th Street. The first step is to obtain a survey of such location, obtain appraisal and advertise for public hearing the acquisition of the property using "quick take" provisions as provided in the state law.

Mr. Paxton noted that the estimated cost of \$8,000.00 does not include a escrow bond placed with the Circuit Court of Rockingham County in the amount of the appraisal. This property will be used by the Town for the water and sewer access.

CLOSED SESSION

On motion by Council member Leeth, seconded by Council member Raynes, and carried by a vote of 5 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE; the Council recessed the meeting from 5:46 p.m. to 7:54 p.m., for a closed meeting pursuant to Section 2.2-3711.A(1), Discussion, consideration, or

interviews of prospective candidates for Council; and, discipling or resignation of specific employees.

On motion by Council member Leeth, seconded by Council member Sterling, and carried by a vote of 5 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE; the Council returned to open session.

Mayor Plaster read the certification of the closed session – “to the best of your knowledge that only public business matters lawfully exempted from open meeting requirements under section 2.2-3711(A)1 of the Code of Virginia, as only such public business matters that were identified in the motion by which a closed meeting were heard, discussed, or considered in the closed meeting”. Clerk Morris took a roll call. M. Kohl; so certified, T. Leeth; so certified, D. Raynes; so certified, C. Stephenson; so certified; M. Sterling; so certified; J. Plaster; so certified.

On a motion by Council member Sterling, seconded by Council Member Kohl, and carried by a vote of 5 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE; to appoint James C. Justis to fill the vacant Council seat until the next general election held November 2, 2021.

ADJOURNMENT.

Mayor Plaster declared the meeting adjourned at 8:00 p.m.

January 29, 2021

A Special Meeting of Town Council of the Town of Grottoes was held on Friday, January 29, 2021 at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the special meeting of January 29, 2021 meeting of the Grottoes Town Council to order at 7:01 p.m. The special meeting was called by Mayor Plaster to discuss the Town Manager vacancy and engaging a firm to assist Council in the search. In the absence of Town Clerk Morris, Mayor Plaster appointed Interim Town Manager Paxton as Clerk and requested roll call.

ATTENDANCE: Council Members present: James Justis, Michael Kohl, Tim Leeth, David Raynes, C.W. Stephenson, and Mark Sterling.

Other Town Officials present were: Interim Manager Joseph S. Paxton.

TOWN MANAGER SEARCH.

Mayor Plaster called on Finance Committee Chair Raynes to report on the discussions of the Committee. Mr. Raynes advised that the Committee had met with the Treasurer and Interim Manager to review the Towns' financial position as of the end of December. He noted that the Committee felt given the balance in the Town's pooled cash account that there were sufficient funds to increase the Manager's salary if necessary and to pay the cost of the search. The Committee recommended that the maximum salary for the position be increased to \$95,000.

Interim Manager Paxton noted that the General Fund would be responsible for only a portion of the new salary for the Manager, as the position is currently split between the General, Highway, Water and Sewer Funds. For the upcoming year, a portion of the salary should also be paid by the Park Fund.

On motion by Council member Kohl, seconded by Council member Leeth, and carried by a vote of 6 to 0, voting recorded as follows: JUSTICE – AYE; KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE, the Council accepted the recommendation of the Finance Committee and increased the salary range to \$95,000 for the position.

Regarding engaging the firm of Berkley Group, LLC. to provide services for the executive search for town manager, Council member Justis made a motion to approve Work Order 2: Scope of Services for Executive Search for Town Manager in the amount of \$20,000, seconded by Council member Raynes.

During discussion, Council member Justis noted that the work order provides an option for onboarding support, if necessary. He noted that in the interview process Council may determine that such would be important for the candidate selected. He suggested that \$5,000 be added for this purpose.

Council member Kohl noted that there may be some cost for travel for the candidates.

Council member Justis made a substitute motion to approve Work Order #2 and to include up to \$5,000 for onboarding services, if such is authorized by Council, seconded by Council member Leeth, and carried by a 6 to 0 vote, voting recorded as follows: JUSTICE – AYE; KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE, Council approved Work Order 2: Scope of Services for Executive Search for Town Manager in the amount of \$20,000 and up to \$5,000 in addition for onboarding as outlined in the Work Order.

ADJOURNMENT.

Mayor Plaster declared the meeting adjourned at 7:33 p.m.