

February 8, 2021

A work session of Town Council of the Town of Grottoes was held on Monday, February 8, 2021 at 5:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the work session of February 8, 2021 of the Grottoes Town Council to order at 5:01 p.m. ATTENDANCE: Council Members present: Michael Kohl, Tim Leeth, Jim Justis, David Raynes, and Mark Sterling; Council members absent: Council member C.W. Stephenson

Other Town Officials present were: Town Clerk Tara Morris.

Mayor Plaster stated the purpose of the work session is to meet with the Berkley Group to discuss what Council is looking for in the next town manager. Mayor Plaster welcomed them and asked them to introduce themselves.

Drew Williams, the CEO of the Berkley Group, said they are looking forward to assisting the town in the search for a new town manager.

Karen Edmonds, Human Resource Executive Manager at the Berkley Group, will be assisting in the search and will be the main point of contact for this project.

Kim Payne, Executive Manager with the Berkley Group, is looking forward in assisting the town.

Eric Salemi, Public Safety Director for the Berkley Group, will be assisting the team with the search for a town manager.

Mr. Payne and Ms. Edmonds asked Council members questions to assist the firm in building the recruitment profile for the Town Manager position.

The Berkley Group and the Council agreed to a compressed timeline to meet the town's need for a mid to late April start date for the new manager as follows: February 19, 2021 – The Berkley Group will advertise the town manager position, March 12, 2021 – The Berkley Group will interview candidates. March 18, 2021 at 5:00 p.m. – The Berkley Group will meet with the Town Council to review the candidates that were interviewed, March 29, 2021 – The Berkley Group and Town Council will hold interviews of the candidates and if a candidate is selected, contract approval by the April 12, 2021 Town Council Meeting.

Mayor Plaster thanked them for meeting with the Council and adjourned the work session at 6:39 p.m.

February 8, 2021

A regular session of Town Council of the Town of Grottoes was held on Monday, February 8, 2021 at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the regular session of February 8, 2021 of the Grottoes Town Council to order at 7:02 p.m. Mayor Plaster asked Clerk Morris for a roll call.

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

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 Director of Public Works AJ Hummel.

### **APPROVAL OF MINUTES.**

On motion by Council member Raynes, seconded by Council member Leeth, 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 minutes of the regular meeting of January 11, 2021. Council member Justis abstained.

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; JUSTIS – AYE; STERLING – AYE, the Council approved the minutes from the special meetings on January 25, 2021 and January 29, 2021.

### **PRESENTATION OF PETITIONS AND CLAIMS**

There was no one.

### **REPORTS OF STANDING COMMITTEE:**

**FINANCE** – Council member Raynes made a motion, seconded by Council member Justis, and carried by a vote of 5 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; JUSTIS – AYE; STERLING – AYE, the Council accepted the financial report for January 2021.

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; JUSTIS – AYE; STERLING – AYE, the Council approved the payments of bill for January and the bills as of February 8, 2021.

## **WATER AND SEWER –**

Interim Manager Paxton informed the Council that the Water and Sewer Committee has not met, but they have several items to discuss.

## **ORDINANCE, HEALTH AND PROPERTY –**

On motion by Council member Sterling and seconded by Council member Leeth, and carried by a vote of 5 to 0, voting recorded as KOHL – AYE; LEETH – AYE; RAYNES – AYE; JUSTIS – AYE; STERLING, the Council approved the subdivision request on 20<sup>th</sup> Street and 21<sup>st</sup> Street by Mr. Jimmie Propst.

On motion by Council member Sterling and seconded by Council member Leeth, and carried by a vote of 5 to 0, voting recorded as KOHL – AYE; LEETH – AYE; RAYNES – AYE; JUSTIS – AYE; STERLING, the Council approved the call for a joint public hearing for March 8, 2021 to hear the Planning Commission's recommendation allow short term rentals as a permitted use in B-3 zoning.

## **STREET AND STREET LIGHTS - no report**

## **PARKS, RECREATION AND PUBLIC FACILITIES –**

Council member Justis informed the Council that the committee will meet tomorrow.

## **SPECIAL EVENTS –**

Council member Leeth informed the Council that the Special Events Committee met last week and discussed some events. He stated that we will not be doing events cards and will advertise the events in the town newsletter.

## **PERSONNEL, FIRE AND POLICE PROTECTION**

On motion by Council member Leeth and seconded by Council member Sterling, and carried by a vote of 5 to 0, voting recorded as KOHL – AYE; LEETH – AYE; RAYNES – AYE; JUSTIS – AYE; STERLING, the Council accepted the revision to the committee assignments.

## **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 (liaison to Planning Commission)  
James Justis

**Special Events Committee**

Tim Leeth, Chair  
Jo Plaster  
James Justis

**Water & Sewer Committee**

C.W. Stephenson, Chair  
David Raynes  
Tim Leeth

**Parks, Recreation & Public Facilities**

James Justis, Chair  
Mark Sterling  
C.W. Stephenson

**Streets and Street Lights Committee**

Michael Kohl, Chair  
C.W. Stephenson  
David Raynes

On motion by Council member Sterling and seconded by Council member Raynes, and carried by a vote of 5 to 0, voting recorded as KOHL – AYE; LEETH – AYE; RAYNES – AYE; JUSTIS – AYE; STERLING, the Council accepted the descriptions of committee roles and responsibilities.

**TOWN OF GROTTOES**

**STANDING COMMITTEES**

**ROLES AND RESPONSIBILITIES**

Town Council standing committees are advisory in nature and permit members to develop and maintain a deeper level of knowledge on matters of a technical nature which might affect public policy to increase the positive exchange of information and discussions between Council members, staff, and the public.

### **Finance Committee**

The role of the Committee is to review and recommend to the Mayor and Council action on matters related to the financial activities of the Town. The Committee preliminarily reviews the budget prepared by the Town Manager and makes recommendation to the Mayor and Council. The Committee meets quarterly with the Town Manager and Treasurer to review the financial position of the Town and report to the Mayor and Council. The Committee reviews and provides recommendation to the Mayor and Council on matters such as amendments to the budget or the supplemental appropriation of funds, issuance of debt, and changes to policies pertaining to financial activities of the Town.

### **Personnel, Fire and Police Protection Committee**

The role of the Committee is to review and recommend to the Mayor and Council action on matters related to the personnel function, including the development of policies and procedures, the creation and maintenance of pay ranges for existing positions, establishment of new positions, and creation and maintenance of job descriptions. In addition, the Committee works with the Town Manager and Police Chief to review policies and procedures related to the operation of the Police Department and, if necessary, recommends to the Mayor and Council action on such matters. Matters requiring action by Council related to the Grottoes Volunteer Fire or Rescue Squad are referred to the Committee for recommendation.

### **Ordinance, Health and Property Committee**

The role of the Committee is to review and recommend to the Mayor and Council action on ordinances of the Town, or amendments thereto. In addition, the Committee reviews matters related to the maintenance, replacement, sale or purchase of property for the Town and, if necessary, recommends to the Mayor and Council action on such matters. Matters requiring action by Council related to public health are referred to the Committee for recommendation.

### **Special Events Committee**

The role of the Committee is to review and recommend to the Mayor and Council action on special events offered by the Town. The Committee may assist staff in the coordination and operation of the event, including fund raising if necessary.

### **Water & Sewer Committee**

The role of the Committee is to review and recommend to the Mayor and Council action on matters related to the operation, maintenance and capital replacement of the water and sewer utility owned by the Town. The Committee reviews the annual operating budget for water and sewer prepared by the Town Manager and provides a recommendation to the Finance Committee for inclusion in the annual budget. The Committee works with the Town Manager and Public Works Director to prepare a recommendation to the Mayor and Council related to a strategic plan for capital investments, including maintenance and repair, intended to ensure the long-term functioning of the system.

### **Parks, Recreation & Public Facilities**

The role of the Committee is to review and recommend to the Mayor and Council action on matters related to the operation, maintenance and capital replacement of the parks owned by the Town, including the Grand Caverns Park. In addition, the Committee reviews policies and procedures related to the operation of the parks and, if necessary, recommends to the Mayor and Council action on such matters. The Committee, along with staff, serves as the liaison between Council and the Grottoes Community Little League. The Committee works with the Town Manager and Tourism and Parks Director to prepare a recommendation to the Mayor and Council related to a strategic plan for capital investments, including maintenance and repair, intended to ensure the long-term functioning of the parks.

### **Streets and Trash Collection Committee**

The role of the Committee is to review and recommend to the Mayor and Council action on matters related to the public streets within the Town, including sidewalks and streetlights. The Committee, Town Manager, Public Works Director, and where appropriate VDOT, prepare recommendations to the Mayor and Town Council related to the maintenance, repair and new construction of streets and sidewalks within the Town. In addition, the Committee works with the Town Manager and Public Works Director to coordinate with Dominion Power for the maintenance and operation of the streetlights with Town. Matters requiring action by Council related to the trash collection are referred to the Committee for recommendation.

### **STAFF REPORT**

INTERIM MANAGER. Mr. Paxton gave an update on the vacant personnel positions. He sent a revised copy of the personnel handbook to the committee for their review to bring that in line with the Code and the Charter.

Mr. Paxton asked the Council to authorize the Finance Committee to move forward with surplus equipment. He said we need to try to sell it before we can dispose of it.

On motion by Council member Leeth and seconded by Council member Justis, and carried by a vote of 5 to 0, voting recorded as KOHL – AYE; LEETH – AYE; RAYNES – AYE; JUSTIS – AYE; STERLING, the Council gave the Finance Committee authorization to approve the list of surplus equipment.

Interim Manager Paxton suggested the Town consider joining the Virginia Water and Wastewater Agency Response Network. He stated this is mutual aid between all the localities that join to aid each other in emergencies.

On motion by Council member Leeth and seconded by Council member Kohl, and carried by a vote of 5 to 0, voting recorded as KOHL – AYE; LEETH – AYE; RAYNES – AYE; JUSTIS – AYE; STERLING, the Council authorized the Town Manager to execute the mutual aid agreement.

**RESOLUTION AUTHORIZING EXECUTION OF  
THE  
VIRGINIA WATER AND WASTEWATER AGENCY RESPONSE  
NETWORK MUTUAL AID AGREEMENT**

**WHEREAS, the** National Infrastructure Protection Plan and in particular the Sector Specific Plan for the Water Sector developed by the United States Environmental Protection Agency identifies the development of a Water and Wastewater Agency Response Network in each State as an important means of helping to ensure resilient water and wastewater infrastructure in the public interest; and

**WHEREAS, in** furtherance of such national Water Sector plan, Virginia's longstanding, nationally recognized professional associations known as the Virginia Section of the American Water Works Association ("VA AWWA") and the Virginia Water Environment Association ("VWEA") have jointly formed the Virginia Water and Wastewater Agency Response Network ("VA WARN") Committee to develop the EPA recommended network and associated procedures for implementation in Virginia; and

**WHEREAS, the** VA WARN Committee has developed the attached form of a VA WARN Mutual Aid Agreement for use by public and private Water Sector utilities for purposes of requesting assistance and responding to such requests as well as a related form of an Event Agreement for providing assistance of a defined scope on defined terms and conditions; and

**WHEREAS, this** VA WARN Mutual Aid Agreement is intended to supplement and integrate with the Statewide Mutual Aid Program administered by the Virginia Department of Emergency Management, with the Emergency Management Assistance Compact, and with other mutual aid agreements of local, intrastate, and interstate scope; and

**WHEREAS, the** Town of Grottoes owns or operates water and wastewater facilities, is responsible for public water supply and wastewater management in the Commonwealth of

Virginia and is therefore eligible to participate in VA WARN and the VA WARN Mutual Aid Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Grottoes, that the Town Manager is hereby authorized to execute the VA WARN Mutual Aid Agreement, which is hereby approved.

Interim Town Manger Paxton said the noise ordinance survey will go out with the March newsletter.

ATTORNEY. Attorney Helm said the Petition and Writ for Special Election has been filed with Circuit Court.

TREASURER. no report

CHIEF OF POLICE. no report

RECREATION AND TOURISM DIRECTOR Ms. Collier informed the Council that the new website is up and running. She said they have already scheduled three company picnics and the January sales for 2021 was only \$13.00 below January 2020.

## **SPECIAL ORDER OF BUSINESS**

### **NEW BUSINESS**

Council member Justis made a motion, seconded by Council member Sterling, and carried by a vote of 5 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; JUSTIS – AYE; STERLING – AYE, directing staff to prepare a cost analysis to determine if the town would benefit from returning to town-operated refuse pick-up.

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; JUSTIS – AYE; STERLING – AYE, to refer the Noise Ordinance back to the Planning Commission for further consideration and recommendation.

Council member Kohl made a motion, seconded by Council member Justis, and carried by a vote of 5 to 0, voting recorded as follows: KOHL – AYE; LEETH – AYE; RAYNES – AYE; JUSTIS – AYE; STERLING – AYE, to refer to the Planning Commission the discussion of backyard chickens and consideration of a draft ordinance to permit such in the Town.

### **OLD BUSINESS**

### **ADJOURNMENT**

Mayor Plaster declared the meeting adjourned at 7:43 p.m.

February 11, 2021

A Special Meeting of Town Council of the Town of Grottoes was held on Thursday, February 11, 2021 at 5:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the special meeting of February 11, 2021 of the Grottoes Town Council to order at 5:09 p.m. and welcomed citizens. The special meeting was called by Mayor Plaster to discuss specific issues with employees of the Town. 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 Attorney Nathan Miller.

### **CLOSED SESSION**

On motion by Council member Leeth, seconded by Council member Kohl, and carried by a vote of 6 to 0, voting recorded as follows: JUSTIS – AYE; KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE; the Council recessed the meeting from 5:10 p.m. to 6:11 p.m., for a closed meeting pursuant to Section 2.2-3711.A(1), Discussion, consideration, and appointment of specific employees.

On motion by Council member Raynes, seconded by Council member Leeth, and carried by a vote of 6 to 0, voting recorded as follows: JUSTIS – AYE; 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”. Mr. Paxton took a roll call. J. Justis; so certified; 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 Raynes, seconded by Council Member Leeth, and carried by a vote of 6 to 0, voting recorded as follows: JUSTIS – AYE; KOHL – AYE; LEETH – AYE; RAYNES – AYE; STEPHENSON – AYE; STERLING – AYE; to appoint Jason Sullivan as Interim Police Chief effective February 11, 2021.

**ADJOURNMENT.**

Mayor Plaster declared the meeting adjourned at 6:13 p.m.