

Vice-Mayor David Raynes called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, December 10, 2018 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Nathan Garrison, Tourism and Parks Director Ashley Collier, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to amend the agenda to add an item under finance to purchase computers for the office staff. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to approve the minutes from the joint public hearing and regular council meeting on November 13, 2018. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

FINANCE

Councilwoman Marjorie Funk made a motion to approve the Treasurer's report for the month of November 2018. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to pay the bills as of December 10, 2018 and the remaining bills from November totaling \$75,532.30. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk stated that her next item is to purchase computers for Nathan, Rhonda, Tara and AJ. She stated that they need computers that will run our software. Marjorie Funk stated that Christa just received a new computer. She informed the Council that Rhonda's computer doesn't have enough memory to run the software so she had to use Christa's computer to run taxes. She stated that these computers are at least eight years old. Councilwoman Marjorie Funk stated that this is not a budgeted item but states that we are putting over \$20,000.00 in

capital and recommends that we take \$2,000.00 from the Admin, water and sewer accounts to cover the cost of these computers. Councilwoman Marjorie Funk made a motion to purchase these computers for \$6,000.00 and stated that we can make a budget adjustment at the end of the year. Councilman Mark Sterling seconded the motion. Councilman Mark Keeler asked if the motion was for three or four. Councilwoman Marjorie Funk stated four total three desk tops and one lap top. Councilman Tim Leeth stated that eight years is pretty obsolete. Councilman Mark Keeler stated that in the future he would like for this to be budgeted in advance that our staff is haven't to work behind the eight ball. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes and Tim Leeth voted in favor of the motion, motion carried.

WATER AND SEWER

Town Manager Nathan Garrison informed the Council that the 20th Street water line replacement should start this month.

ORDINANCE, HEALTH AND PROPERTY

Councilman Mark Keeler moved to approve the resolution of the Town Council of the Town of Grottoes, Virginia resolution changing the term of Mayor. He stated with this approval we will also set a public hearing for Monday, January 14, 2019 at 6:45 pm. Councilwoman Marjorie Funk seconded the motion. Councilman Mark Keeler stated that changing the Mayors term from two years to four years was recommended in the past and this is the procedure to move forward. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes and Tim Leeth voted in favor of the motion, motion carried. Town Attorney Nathan Miller stated that in order to change the Charter for the Town we have to submit the request to the General Assembly. He stated they go back in session on the 12th and he feels that he can get this to them in time for them to act on it during this session. He stated that this will not affect the current Mayor term it will be effective with the next election.

SPECIAL EVENTS

Councilman Tim Leeth announced that the Home Decorating Contest Judging will be on December 17th starting at 7:00 pm.

PERSONNEL, FIRE AND POLICE PROTECTION

Vice-Mayor David Raynes stated that the first item is to reappoint Jen Smith to the Planning Commission. Councilman Mark Keeler stated so moved. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to go into closed session pursuant to section 2.2-3711(A)1 of the Code of Virginia to discuss matters relating to personnel. Councilman Tim Leeth seconded the motion, motion carried.

Councilwoman Marjorie Funk moved the closed meeting be adjourned and that the regular council meeting reconvene into open session. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk stated that to the best of her knowledge only public business matters lawfully exempted from open meeting requirements under section 2.2-3711(A)1 of the Code of Virginia, 1950, as amended, and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discusses or considered in the meeting. Town Clerk Tara Morris roll called; M. Keeler; so certify, M. Sterling; so certify, D. Raynes; so certify, M. Funk; so certify, T. Leeth; so certify, E. Holloway; absent, J. Bailey; absent.

Councilman Mark Keeler made a motion to appoint David Gorjup to the Board of Zoning Appeals. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes and Tim Leeth voted in favor of the motion, motion carried.

NEW BUSINESS

Town Manager Nathan Garrison informed the Council that he and Nathan Miller have been working on the Comcast Agreement that has been out of date for about eight years. Town Manager Nathan Garrison stated that the state sets all the tax fees that are collected and that this is a 10 year agreement. He stated that they are in the final revisions and that it may be ready to sign next week. Town Attorney Nathan Miller stated that there have been a few legal issues that we had to deal with.

Councilman Tim Leeth asked if this was a monetary agreement or a right-of way agreement. Town Attorney Nathan Miller stated that it is a right-of-way agreement and that right now all fees are set by the state.

With no further business to discuss, Vice-Mayor Raynes adjourned the meeting.