

Mayor Emily Holloway called the Special Meeting of the Grottoes Town Council to order at 5:30 p.m. on Monday, April 2, 2018. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, David Raynes, Tim Leeth, Marjorie Funk, and Emily Holloway. Also present were Town Clerk Tara Morris, Town Manager Jeff Nicely, Public Works Director A.J. Hummel, Tourism and Parks Director Nathan Garrison, and Police Chief John Painter.

Mayor Holloway stated that the reason for this meeting is to discuss the fiscal year 2019 budget.

Town Manager Jeff Nicely stated that everyone has a packet of the proposed budget. He stated that he has it broken down and in the front are the items that need to be addressed to get the budget completed. He stated that he met with each committee to go over the budget verses actual and to see what each committees' needs were. He stated that it brings us to tonight's meeting where Council will need to decide on a couple of items in order to complete the budget draft. He stated that we will have the budget public hearing in May and have the first reading and then the second reading and vote will take place in June.

Town Manager Jeff Nicely stated that Rockingham County has reassessed the property value in Town and the overall increase is 6.8%. He stated that we receive 0.12 cents per hundred of the property value. He stated that we are not proposing any tax increases. Town Manager Jeff Nicely stated that the decrease in income on the admin fund is mainly due to the Town Hall loan being paid off and that the money for the payment will not be transferred from the water or sewer fund. He stated that the only thing that may change a little is the income for the highway state funding because they have not announced what the FY19 amounts will be.

Town Manager Jeff Nicely started with Admin expenses. He stated that the question was asked how much it cost to give the employees a raise. He stated that a one percent raise for all eligible employees (employees who are not maxed out) would cost the Town \$8,000.00. He stated that includes salary and benefits. Town Manager Jeff Nicely stated that the Council will need to decide if they want to give a raise or not so those numbers can be adjusted in the budget. Mayor Holloway asked how many employees do we have that are maxed out. Town Manager Jeff Nicely stated that we have two employees that are maxed out. Councilwoman Marjorie Funk asked if we had enough revenue to give the employees a two percent raise. Town Manager Jeff Nicely

stated that each fund is showing more revenue coming in than expenses. He stated that just in the admin fund we will put over \$46,000.00 in capital. Mayor Holloway stated this is something that we have to decide on and feels that we should decide on these as we go unless everyone wants to do them all at the end. Councilman Mark Keeler asked if we had job descriptions and evaluations for everyone. Town Manager Jeff Nicely stated that we have job descriptions but we are not current on evaluations. Councilman Mark Keeler stated that he would like for us to move toward that direction he stated that he doesn't like to hear that people have reached their top pay and are not eligible to get any more if they are doing their jobs. He stated a lot of times these are people in top positions and we may need to look into this more. Councilwoman Marjorie Funk made a motion to give all eligible employees a two percent across the board raise. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, Tim Leeth, Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that the Town Health Insurance is Anthem Blue Cross and Blue Shield and we have the Key Advantage Expanded plan which is the best plan they offer. He stated that the Town pays for the employees' entire health premium. He also stated that we have two employees who have to carry the family plan and the Town covers 20% of the family plan, but the employee's portion is around \$11,000.00 a year. Town Manager Jeff Nicely stated that when they had the police position open, the one thing they heard was they couldn't afford to come here because of the cost of insurance. Town Manager Jeff Nicely stated that this year we can pick two insurance plans and we would recommend that one of them be the least expensive plan. Town Manager Jeff Nicely stated that the Town of Dayton offers the Key Advantage 250 plan to their employees. Mayor Holloway stated that the Town of Bridgewater offers that plan to their employees. She stated that the Town of Bridgewater pays 20% on family plans like we do but the Town of Dayton pays 70% of the family plan. Mayor Holloway said that she feels that the emergency room visits are high compared to the amount we pay for the policy. She stated that she has Anthem and doesn't pay that for an emergency room visit and her premiums aren't as high as the Towns. She stated that we should look into getting out of local choice and asked if we could check with Rockingham County to see if we can fall under the County's insurance. Town Manager Jeff Nicely stated that we need to decide if we want to keep the Key Advantage Expanded or if we want to drop to the Key Advantage 250. He stated that there is a four percent increase in the individual premiums so if we stay with the Key Advantage

Expanded it would raise the insurance from \$159,600.00 to \$165,984.00 just for the employees. He stated that if we went with the Key Advantage 250 it would cost the Town \$150,936.00. Town Manager Jeff Nicely stated that the Council will need to decide which plan they want to go with for the employees and since we can offer two plans, we should offer the lowest plan for anyone that may want to carry their family. Councilman Tim Leeth doesn't feel that we should change the employee health care plan for this year. Mayor Holloway stated that the Town currently pays \$238.00 (which is 20%) towards an employees' family plan and now if the employee chooses to go with the Key Advantage 1000 does the Town want to pay 20% of that plan or the same dollar amount of \$238.00, which will be a little more than 20%. Councilwoman Marjorie Funk feels that the Town should pay the same dollar amount. Councilman Tim Leeth made a motion to accept the Key Advantage Expanded and the Key Advantage 1000 as our insurance offerings for our employees. He stated that the Town will continue to pay 100% of the premium for the employee and 20% for the family plan on the Key Advantage Expanded or the same dollar amount towards the family plan on the Key Advantage 1000. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, Tim Leeth, Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that the M&R Buildings and Grounds increased due to the new cleaning contract and some other projects scheduled for the Town Hall.

Town Manager Jeff Nicely stated that based on the budget verses actual, we have increased the legal fees. He stated this is mainly due to ordinance changes, code questions, and workshop meetings.

Town Manager Jeff Nicely stated that the computers in the front offices are at least eight years old and need to be replaced. He stated that since we can't replace them all at one time he is proposing to replace Christa's computer since hers is the one that we take payments on. Jeff stated that we will try to replace one computer a year for the next couple years. He stated that the card reader to be installed will cost \$375.00 and this is for people to pay their water bills through PayPal. He stated that the yearly service contract is \$360.00.

Town Manager Jeff Nicely stated that we no longer have the payment for the Town Hall and that we will be putting around \$46,000.00 in admin capital.

Town Manager Jeff Nicely stated that the next budget to review is the police expense budget. He stated that their revenue shows in the admin revenue.

Town Manager Jeff Nicely stated that the training and education budget has decreased from \$3,000.00 to \$1,000.00 based on the budget verses actual. He stated that there is less training available and it is difficult to get coverage for officers to attend training.

Town Manager Jeff Nicely stated that Corrie Bauserman has informed us that he will be retiring this year so we had to budget in to outfit a new officer.

Town Manager Jeff Nicely stated that the ammunition budget went from \$8,000.00 to \$4,000.00. Chief Painter stated that the reason that the ammo budget originally was increased was due to political talk from the president on restricting ammo which made the prices increase and made it harder to get. He stated that one year they had to borrow ammo from the City of Waynesboro and the Town of Bridgewater just to get through officer training. He said it took about 18 months to get our ammo order in and that we had to repay the ammo we borrowed. Chief Painter stated that since then the prices have subsided and it is easier to get so he thinks we will be okay with cutting the budget to \$4,000.00 per year for training and qualification. Town Manager Jeff Nicely stated that currently we have about a two-year supply in ammo.

Town Manager Jeff Nicely stated that Rockingham County is changing their radio system and now we have to purchase 17 new radios for our police officers and cruisers that will cost the Town \$56,406.00. He stated this has already been approved by Council and will come out of the money we receive for the 599 fund. Town Manager Jeff Nicely stated with what we already have in the 599 fund and with what we will receive this year after we pay for the radios we will have about \$31,000.00 left in the fund. Town Manager Jeff Nicely stated that we will not have to pay for the new in-car computers until next budget year.

Town Manager Jeff Nicely stated that Ms. Houff, Principal of South River Elementary School, contacted him about Grottoes providing a School Resource Officer at South River. He stated that she presented to him that the Town would hire them, pay them, equip them and follow all of the Town's personnel policies and she thought she could off-set some of the Town's expenses by charging each student \$100.00 for a school resource officer and

she would pay the Town. He stated that she hasn't gone to the school board with this idea but Jeff stated that he doesn't think they will be very receptive to this idea. Mayor Holloway stated that they will not accept this and that the registration fees are set County-wide. Councilwoman Marjorie Funk stated that South River is a Title I school and this type of fee would never pass. He stated that Ms. Houff is just trying to think of ways to make this work because she would like to have a school resource officer. Councilwoman Marjorie Funk asked shouldn't this be up to the County. Town Manager Jeff Nicely stated yes this is a county school. Councilman Mark Sterling stated that the County cannot afford to put a police officer at every school. Councilwoman Marjorie Funk stated that she doesn't think the Town should be responsible. Councilman Mark Sterling stated that we can apply for grants for a resource officer. Councilwoman Marjorie Funk stated that grants are only for a couple of years and there is still a percentage that the Town would have to pay. Town Manager Jeff Nicely stated that we did check into grants and there is a grant that you get for starting up a school resource officer program. He stated that the grant will pay up to \$50,000.00 but the locality has to pay 35%. He stated that the grant is getting ready to open for the next school year and in order to be able to apply for the grant you have to have a plan and a commitment to fund it after the grant monies are no longer available. Town Manager Jeff Nicely stated that the question is, do we want a school resource officer and do we want to commit 35% of those costs for the first possibly four years and 100% of the cost after that. Councilwoman Marjorie Funk stated that she feels that this is something that the County should fund out of the school budget. She stated that they have reassessed our property, raised our taxes and she feels that is their responsibility, not the Town's. She asked if the Town of Elkton is going to pay for one. Mayor Holloway stated that the Town of Dayton does. She stated that they have for the past three years. She stated that Dayton had a grant that has dissolved so they lost those positions, but Dayton Town Council decided that they wanted someone in the schools so they hired their former Police Chief as an SRO for the Dayton Schools. She stated that this is a part-time position for three days a week on a floating schedule. Councilman Mark Keeler stated that our presence is there and he would like for us to continue with having officers at the school and to find out exactly what the role of an SRO officer is and what Ashley Houff is looking for. Town Manager Jeff Nicely stated that she is wanting them for school security but also to do the Just Say No Club and talk with students that may be having problems. Town Manager Jeff Nicely stated that his concern is that our citizens

pay the same amount of Rockingham County taxes as anyone else in the County so if Rockingham County decides to increase their SRO programs and put officers in these other schools they will probably have to raise our County taxes so then our citizens will have raised County taxes to fund the other schools and raised Town taxes to pay for the SRO in Grottoes. He stated that his opinion is it's a County school and a County problem. Mayor Holloway stated that the County is not going to provide this service in all the schools and being a school administrator she feels that having a consistent person there is very beneficial to the kids. Councilman Mark Sterling asked what if we didn't go with the grant and used the officer three days a week at the school and the other two days in the Town. Councilman Mark Keeler suggested we talk with Rockingham County to see if they are planning to do anything with the SRO program and let them know what we are thinking. Councilman Tim Leeth suggested that we have the principal find out what the County's intentions are before we decide what we are going to do. Mayor Holloway stated that the only reason we are on a time line tonight is because the grant will open up next week and we need to decide if we are going to put in for it. Councilwoman Marjorie Funk had to leave the meeting. Mayor Holloway stated that from what she is hearing we do not want to do the grant. Council was discussing whether it should be a part-time officer or a full-time officer that would work three days at the school and the remaining hours for the Town. Town Manager Jeff Nicely stated that he will talk with Ashley Houff more on what her plans are for a resource officer and also talk to Rockingham County to see what their plans are about putting resource officers in the schools. He stated that he will work toward adding an additional full-time officer to the budget. Councilman Mark Sterling made a motion to add one full-time police officer to the budget for SRO and part-time Town needs. Councilman David Raynes seconded the motion. Councilman Tim Leeth asked if Jeff could get us what the actual cost will be and then we can decide which way we want to go. Council members Mark Keeler, Mark Sterling, David Raynes, Tim Leeth voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that the highway expense fund should increase a little but we don't know what that will be so he used the numbers from this year's budget. Jeff stated that one project they are planning to do is to put heat in the shop where they maintain all the equipment. He stated that we got a quote to insulate and install an oil furnace for \$16,000.00 and that he spoke with Sharon McGee and she said that would be an approved expense under the highway funds. He stated that is shown in the capital outlay. He said anything left over

will be used to repair some lips on the sidewalk and overlay streets.

Town Manager Jeff Nicely stated that on the water revenue we have the 1.9% increase on the per thousand rate. He stated we are not proposing a water or sewer rate increase. Town Manager Jeff Nicely stated on the water expenses we have an increase on the easement we have for the waterline under the railroad. He stated that this went up \$1,000.00 and we have a new tank service provider. He stated that we are going with Southern Corrosion versus Utility Services which will save us \$5,400.00 a year. He stated that we do have several water line projects that need to be done. He stated that we are going to do this one a little different than we did the last one. We are going to buy the pipe and contract out to install the water line. He stated that we are looking at replacing the line on 19<sup>th</sup> Street from Dogwood to Cherry, a section on Aspen Avenue and connect the service line at Steve Scott's residence to the main line. Town Manager Jeff Nicely stated that the numbers will change a little but right now we have \$51,000.00 going into reserve.

Town Manager Jeff Nicely stated that the sewer revenue is the 1.9% increase on the per thousand rate. He stated that sewer expenses include the \$1,000.00 easement increase from the railroad. We also want to buy timers for the aerators on the sewer lagoon and we have a septic tank that is busted at 1502A Dogwood Avenue that is our responsibility to fix which should cost about \$1,800.00. Town Manager Jeff Nicely stated that we will have about \$43,000.00 going into reserve.

Parks Director Nathan Garrison reviewed the Parks budget and stated that the total budget would be \$570,000.00. He stated that the shelter rentals for Mountain View Park went up and the cave admissions have gone up. He stated that he is basing this on the budget versus actual. Parks Director Nathan Garrison stated that on the expenses, he is looking to have two gift shop employees mainly for Saturdays and Sundays. He stated that he would like to offer Fountain Cave Tours more often and will need staffing for that. He would also like to increase the hours for his assistant but still keep it part-time. He stated that the staffing for the YMCA has run about \$36,000.00 for the season. He stated that some of the big expenses that he would like to do is to remodel the upstairs of the stone lodge and move his offices up there. He stated that it does not have heat or air and there is some ceiling damage from the leaking roof that needs to be repaired but this will give us more room to expand. He said the quote he got to remodel the upstairs was between

\$21,000.00 and \$24,000.00 so he has budgeted the \$24,000.00. Parks Director Nathan Garrison stated that the other large project he would like to do is put in a dog park at Mountain View Park. He stated that he would like to put this in right behind the big pond near Shreckhise. He is looking at more than 2,000 feet of fence and the quotes he got range from \$25,000.00 to \$36,000.00 so he has included \$30,000.00 for the dog park. He stated that the gift shop expenses have gone up but that is because the sales have gone up. He stated that we need to look into getting some new videos because ours are really old. Nathan asked if anyone had any questions or comments.

Town Manager Jeff Nicely stated that we will move right along to refuse. He stated that in the first email he sent he realized there was a calculation error on Long Enterprises. He stated that there is not much difference between any of the bids. He stated that option 1 is Town staff which is a total cost of \$151,600.00 and that's with increasing our M&R auto and putting \$4,700.00 in capital reserve. He stated that if we go to contracted services the revenues will be less than the expenses. He stated that with Option 2, which would be Long's Trash Service the contractor's cost of \$115,506.00. Jeff stated that we would have to bring over an additional \$8,206.00 to cover the costs. Then with Option 3, which would be Waste Management, the contractor's cost of \$119,977.00 so the estimated additional cost needed would be \$12,677.00. He stated these costs could come from the refuse capital or from the sale of the refuse truck. Councilman Mark Sterling asked if we have ever used Long's before and Jeff stated that is who the Town had before the Town started the refuse collection. Town Manager Jeff Nicely stated that from what he understands we received a lot of complaints about Long's Trash Service. He stated that Long's is the low bidder and would pick up trash on Tuesdays and Thursdays and the Town citizens would provide their own trash cans. He stated that Waste Movers did not have a determined pick-up day and they could provide cans but theirs works a little different where they have someone operate the back to dump the can. Waste Management would provide trash cans and only dump what is in the can and they did not provide a certain pick up date. He stated that he talked to Kyle O'Brien with Broadway and they are very pleased with Waste Management. Town Manager Jeff Nicely stated that if we sold the trash truck we could go a couple of years before we had to increase the trash rates. Councilman Mark Keeler stated that he is reluctant because he has a problem with agreeing to raise trash rates because we want to have someone else run a service that we don't want to run. He stated that our crew did almost too good of a job picking up trash and now if we



go with a company that will only pick up what's in the can they provide, then we are going to have upset citizens because we raised their rates and they are not getting as good of a service. Councilman Tim Leeth stated that the problem with the trash collection is if something happens to the truck we then have everyone out collecting trash in all vehicles which delays all other projects. He stated that right now they are behind on pumping tanks, fixing leaks and will have to start mowing soon. Councilman Tim Leeth made a motion to use refuse option 3, Waste Management, and sell the trash truck. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that the next item to discuss is Woody's position and if we are going to replace that position. Town Manager Jeff Nicely stated that when the Town started collecting trash, the Town hired a full-time maintenance person. He stated that now since we are contracting that out we would have an extra maintenance person than what we had before we had the trash truck. Town Manager Jeff Nicely stated Woody Madison is retiring and that he hasn't done any advertising to replace Woody because he didn't know if Council would want to if we decided to contract out the trash. He stated by getting rid of the trash truck he feels that we can get more done with one less man than what we were getting done when we were collecting trash. Town Manager Jeff Nicely stated that AJ is here and he would like to keep that position so that we can get more things done than we are able to get done now. Public Works Director AJ Hummel stated that he would like to keep this position because we are behind on pumping septic tanks and valve maintenance and to help get better training for our employees. He stated that covering for vacations is difficult with only three people. Councilman Mark Keeler stated that this would be the year to document the need for the additional person. He stated that he would entertain looking at this again but feels that we should see if the two extra days, not having to collect trash will help to get more stuff done. He stated that way we can justify to the citizens that we need this other person because of the Town growth. Town Manager Jeff Nicely stated that we have two guys that work 12 hour shifts for the parks (Woody and Lynn). He stated that we would have to move a Town guy over to take Woody's place at the park. Councilman Tim Leeth asked if it would be feasible to scratch the part-time summer help and hire a full-time maintenance person. Councilman Mark Keeler stated that he would like to start off and see if not picking up trash helps at all and revisit it if we need to. Councilman Mark

Keeler made a motion that we do not replace Woody Madison's position in the maintenance department for the upcoming year. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, and Tim Leeth voted in favor of the motion, Council member David Raynes voted against the motion, motion carried.

With no other business to discuss, Mayor Holloway adjourned the meeting.

**Town of Grottoes  
Workshop Meeting**

**CALL TO ORDER:** The Town of Grottoes Town Council held a workshop meeting on Monday, April 9, 2018, at 5:30 p.m., with Mayor Emily Holloway presiding.

**ATTENDANCE:** Council Members present were: Mayor Emily Holloway, Council Members David Raynes, Mark Keeler, Marjorie Funk, Joshua Bailey and Tim Leeth.

**Other Town Officials present were:** Town Manager Jeff Nicely, Town Clerk Tara Morris, Town Treasurer Rhonda Danner, Tourism and Parks Director Nathan Garrison, Public Works Director A.J. Hummel, and Police Chief John Painter.

Town Manager Jeff Nicely stated that he has revised the budget to reflect all the decisions that the Council made at their meeting last Monday night. He reviewed the changes that included the 2% employee raise and to keep the same level of health insurance as last year. Also included is a full-time school resource officer, the contracted services with Waste Management which will raise the refuse rates from \$24.42 to \$26.50 per billing and not replacing Woody Madison when he retires. Town Manager Jeff Nicely stated that the police budget is going from \$546,000.00 to \$638,000.00. He stated that the estimated starting salary for the resource officer would be \$38,000.00. He stated with all the equipment and benefits the total cost to the Town would be \$61,640.00 for a full-time School Resource Officer. Town Manager Jeff Nicely stated that he and Chief Painter met with South River Principal Ashley Houff and Assistant Superintendent Doug Aldefer. He stated that Ashley was happy that we are considering this but Dr. Alderfer was more reserved. Jeff stated that he had some questions on how our SRO would work with the County's SRO. Mayor Holloway asked if they are aware that this is only discussion and that it's not in the budget yet. Town Manager Jeff Nicely stated he told them the Council was discussing this and that he may know more after tonight's meeting but nothing would be final until the budget was passed in June. Councilman Joshua Bailey stated that the way this was presented to him was this would be a four year grant but after further checking this was actually a one year grant. Town Manager Jeff Nicely stated that this grant guarantees one year where they pay 65% and the Town would pay 35% and after that the Town would need to apply again with the maximum being four years. He stated that as part of the grant process you have to tell them what the Town's plan is to continue this position. Councilman Joshua Bailey stated that he was for it when he

thought it was a four year grant but he said if we cannot get this grant or if we decide against the grant he is against the SRO because we already have a resource here with having the Town police within 1.3 square miles of the school. He stated a lot of the other schools don't have a police department close to the school. Councilman Tim Leeth stated he feels this is a good idea and that we should continue to explore it but feels like we are rushing this. He stated it's awesome that our police department is spending as much time at the school as they have been and hopes they continue. Mayor Holloway stated that we have not heard back from the Sheriff on his intentions. Town Manager Jeff Nicely stated that he talked with Rick Chandler, our district supervisor for Rockingham County, and he said he has arranged a meeting with the Sheriff for tomorrow. Councilman Mark Keeler agreed that we should take this time and work out the details. Councilwoman Marjorie Funk made a motion to remove the item of a school resource officer from this year's budget and add the \$6,000.00 back to the part-time budget. Councilman David Raynes seconded the motion. Council members David Raynes, Mark Keeler, Tim Leeth, Joshua Bailey, and Marjorie Funk voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk asked since we dropped the SRO could we use those funds to replace the maintenance position. Mayor Holloway stated that we could discuss it but we hadn't decided against replacing him, but that we would see how things go with not having trash collection and discuss later.

Mayor Holloway stated that the Personnel Committee met to review the budget and also to interview candidates for the police officer position. She stated Mike Obenschain will retire in May. Mayor Holloway stated that they had seven applications and of those only two were already certified. She stated that the personnel committee along with Chief Painter, Sergeant Baugher and Town Manager Jeff Nicely interviewed the two certified candidates. She stated after the interviews they discussed and decided to recommend and offer the position to Jason Sullivan. Mayor Holloway stated that they did this based on the authority given to the Town Manager to hire and fire town personnel. She stated that the question was asked why this was done because according to section 22-4 of the code, it says police officers are to be hired by the Town Council based off the recommendation of the police chief. Mayor Holloway stated that she thought the new code superseded the old but advised the Town Manager to have the Town Attorney to check into the discrepancy. Mayor Holloway stated that when she spoke to Nathan that neither way is actually wrong. She stated that if John would have interviewed and recommended an officer to the Council and they voted to pass the recommendation that would

have been okay too. Mayor Holloway stated that what they did was also correct and that our code supports both ways. Mayor Holloway asked if she could get a motion to hire Jason Sullivan as a full-time police officer to replace Mike Obenschain effective May 1, 2018. Councilman David Raynes replied so moved. Councilman Tim Leeth seconded the motion. Council members David Raynes, Mark Keeler, Tim Leeth, Joshua Bailey, and Marjorie Funk voted in favor of the motion, motion carried.

Mayor Holloway stated that we need to decide how we want to handle the code discrepancy. Town Clerk Tara Morris informed the Council that when the position of Town Manager was put into the code, Town Attorney Nathan Miller drafted this ordinance to supersede the others but we left them in the code book in case we were without a Town Manager or if we had the position of Superintendent again. Councilman Mark Keeler stated hypothetically that Jeff could come in one day and fire the police chief and Councilman Josh Bailey added and hire another police chief and the Council may not even know. Councilman Mark Keeler stated that he feels that the Town Manager should have the consent of the Town Council before they make a move on hiring or firing. Councilman Joshua Bailey stated that he understands what the intentions are but he feels that responsibility of hiring or firing full-time employees should fall on the Council. He stated that way it's a decision of six people verses one. Councilman Mark Keeler asked Town Manager Jeff Nicely to check with the other localities to see how they handle their hiring process.

Town Manager Jeff Nicely stated that in the past we have gotten the Virginia Defense Force to help with parking for the Fire Department's lawn party. He stated the last couple of years we have had some issues with them and this year the Fire Department has asked not to use them for parking this year but has requested that off duty officers assist with parking. Town Manager Jeff Nicely said that Chief Painter agreed to talk to our part-time officers and reach out to other departments to get the hours covered but the question is who will pay for this. Town Manager Jeff Nicely stated that this year is a little different because they had to move their lawn party dates and they are not having their raffle drawing on that Saturday night so we may not need additional people to assist with parking. He stated that it looks like it will cost \$400.00 per night so the most would be \$800.00 for the two nights. Town Manager Jeff Nicely asked the Council if this is something the Town is willing to cover. Councilman Mark Keeler stated that we need to look at all the events and he feels that it is up to the Town to assist with officers for these events even if we have to get other officers from other agencies. Councilman Mark Keeler stated

that his opinion is whether it is a Town function or a volunteer organization trying to provide for our Town citizens, the Town should pay for this service. Councilman Mark Keeler made a motion as a Town to fully support the request from the Fire Department. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, David Raynes, Tim Leeth and Marjorie Funk voted in favor of the motion, Councilman Joshua Bailey abstained from the motion, motion carried.

Mayor Holloway stated that she just realized that she skipped over the mayor term. Town Manager Jeff Nicely stated that it was suggested to move the mayor term from two years to four years. Jeff stated that Town Attorney Nathan Miller stated that we would have to pass a resolution to send it to our local delegate so that it could get on the 2019 session to be discussed. He also suggested that we hold a public hearing to make sure we have the public support. Councilman Joshua Bailey stated that when he spoke to Steve Landes about this he said Mr. Landes told him most localities have switched to four years because it takes one year to really get used to the position and by year two you are just getting into the rhythm and could be voted out. Councilman Joshua Bailey stated that he doesn't feel this needs to go to a public hearing because first of all nobody shows up to the public hearings and second of all the citizens voted them in to make these kinds of decisions. Councilman Joshua Bailey made the motion to have Mr. Miller draft a resolution to submit to the state legislators to change the Mayor's term from two to four years. Councilman Tim Leeth seconded the motion. Council members David Raynes, Mark Keeler, Tim Leeth, Joshua Bailey, and Marjorie Funk voted in favor of the motion, motion carried.

Town Treasurer Rhonda Danner reviewed the Treasurer's report. She also stated that the reason the payables are so high is due to a payment on the 4<sup>th</sup> Street waterline project and we paid the building loan off.

With no further business Mayor Holloway adjourned the Workshop meeting.

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, April 9, 2018 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Joshua Bailey, Emily Holloway, Marjorie Funk, David Raynes, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Tourism and Parks Director Nathan Garrison, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the Joint Public Hearing and the regular Council Meeting on March 12, 2018. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, 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 March 2018. Councilman David Raynes seconded the motion. Council members Mark Keeler, Joshua Bailey, 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 April 9, 2018 and the remaining bills from March totaling \$380,379.55. Councilman David Raynes seconded the motion. Councilwoman Marjorie Funk stated that we paid the building loan off and that is why the amount is so much. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Councilman Joshua Bailey asked for an update on the 4<sup>th</sup> Street water line project. Town Manager Jeff Nicely stated that it is near completion. All the service lines have been connected and are in service. He stated that they are working on cleaning up from the project.

#### **SPECIAL EVENTS**

Councilman Tim Leeth announced the Chief's Charlie Kid's Fish Day is on Saturday, April 14<sup>th</sup> starting at 9:00 a.m. He also announced the South River Musical is on April 20<sup>th</sup> at 6:00 p.m. and the South River Carnival is April 27<sup>th</sup> starting at 5:00 p.m.

Wrapping up the month we will have the Grand Caverns 5K Race on April 27<sup>th</sup> starting at 6:30 p.m.

Councilman Tim Leeth stated that the Community Yard Sale will be going on all day on Saturday, May 12<sup>th</sup>.

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

Mayor Holloway announced the hiring of Officer Jason Sullivan who will be replacing Mike Obenschain after his retirement on May 1, 2018.

#### **NEW BUSINESS**

Mayor Holloway announced and congratulated Nathan Garrison our Parks Director, who has been elected as President of the Shenandoah Valley Travel Association for a two-year term.

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

Jeremy Holloway addressed the Council and stated that he has lived in Grottoes pretty much all of his life. He stated that his biggest concern is safety and operations as he does a lot of fire and EMS. He stated that just recently he learned that the Town has removed the fence from around the playground and he feels this is a big safety concern. He said he understands that the previous fence was in bad shape and posed a safety issue as well. He expressed his concern if we don't put a fence back, we could have a kid run out in the driveway area and could possibly get hit. He stated that he understands that parents need to be responsible for their kids but also parents that have multiple kids could be dealing with one kid and another could take off after a ball or something. He said he doesn't feel like it was worth the risk and if the playground was out in the middle of the field verses the edge of the road then he would agree it wouldn't need a fence because he knows not all playgrounds have fences. Mr. Holloway stated that he has heard that we are discussing putting in a dog park that will be fenced. He stated that he would much rather have his kids protected than his dog. He stated as a first responder he has seen many things and if all it takes to save a life is to put up a fence then that is a cheap price to pay. Mr. Holloway asked if the Council would look into reallocating money to put the fence back up for the safety of these kids. Mayor Holloway stated that this was a decision of the parks committee and that we will send this back to that committee for them to revisit. She stated that we are hearing these concerns and don't want



people to think we are not listening but she doesn't know what the committee's recommendation will be either. Councilman Mark Keeler stated that the committee has planned to meet to discuss the concerns they have heard and thanked Jeremy for coming to express his concerns.

With no further business to discuss Mayor Holloway adjourned the meeting.