

Mayor Holloway called the Special Town Council Meeting for Monday, April 6, 2020 to order at 6:00 pm. Mayor Holloway stated that due to the Covid-19 the Town of Grottoes is meeting electronically pursuant to section 2.2-3708 of the Code of Virginia. Town Clerk Tara Morris called the roll. Members present were Tim Leeth, Jo Plaster, Joshua Bailey and C.W. Stephenson, with Mayor Holloway presiding. Councilman Mark Keeler and David Raynes teleconferenced into the meeting. Other members present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Nathan Garrison, Public Works Director AJ Hummel, Parks and Recreation Director Ashley Collier and Police Chief Thomas James.

Mayor Holloway stated there is no public comment on the agenda for citizens and if they have questions regarding this meeting to please email or call the Town Office during regular business hours.

Mayor Holloway said the first thing on the agenda is the CARES Act Leave Provisions. She stated that under the cares act we must allow an employee up to 12 weeks off work. She said the first question we need to answer on this is will we allow an employee to take the time intermittently or do they need to take it all 12 weeks at one time. Councilman C.W. Stephenson made a motion to allow employees to use the time intermittently through the CARES Act. Councilwoman Jo Plaster seconded the motion. Town Clerk Tara Morris took a roll call vote: D. Raynes; Yea, M. Keeler; Yea, T. Leeth; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

Mayor Holloway said next we need to discuss pay. She stated under this act the employee gets 2/3's of their pay. Do we want to allow them to use their accrued time to cover the other 1/3 of their pay? Councilman Joshua Bailey stated that if they have comp-time, they should use that first and then use their vacation time followed by sick time. Councilman Tim Leeth made a motion that the employees must use comp-time for the 1/3 pay to receive full pay for the first 80 hours under the CARES Act. Councilman Joshua Bailey seconded the motion. Town Clerk Tara Morris took a roll call vote: D. Raynes; Yea, M. Keeler; Yea, T. Leeth; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

Councilman Tim Leeth made a motion for the first 80 hours under the CARES Act an employee who doesn't have comp-time can use their vacation hours first followed by sick time to pay the 1/3 pay that is not covered in CARES Act. Councilman C.W. Stephenson seconded the motion. Town Clerk Tara Morris took a roll call vote: D. Raynes; Yea, M. Keeler; Yea, T. Leeth; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

Mayor Holloway asked if we want to allow a salary employee that cannot work during the day but can make their work up on nights and weekends and not use the CARE Act. Councilman Tim Leeth said it would depend the job. He said a police officer may be able to work nights, but a maintenance person cannot mow grass at night. Town Manager Nathan Garrison said that if they needed to be off they could make it up on evenings and weekends and it would not have to affect their leave balances. Councilman Tim Leeth said if we are only talking salary employees then he does not feel that it will matter if they flex their time. Councilman Joshua Bailey made a motion that we allow flextime for exempt employees on a case by case basis giving the Town Manager the authority to make the decision. Councilman Tim Leeth seconded the motion. Councilman Mark Keeler asked if an employee could do work from home would it be considered leave at all. Mayor Holloway stated that at this point the Town has not gone to work from home we have just closed Town Hall and essential employees will be working and we have kept business running. Town Clerk Tara Morris took a roll call vote: D. Raynes; Yea, M. Keeler; Yea, T. Leeth; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

Town Manager Nathan Garrison said once we get past the two weeks an employee would have to use all eight hours of accrued time to get a full check just like regular FMLA. He stated if they run out of accrued time then the employee would be paid 2/3's of their pay under the CARES Act. Councilman Joshua Bailey made a motion to use leave after the first 80 hours we handle CARES Act FMLA as we do regular FMLA, and if they run out of leave they will be paid 2/3's of their pay under the CARES Act. Councilwoman Jo Plaster seconded the motion. Town Clerk Tara Morris took a roll call vote: D. Raynes; Yea, M. Keeler; Yea, T. Leeth; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

Mayor Holloway stated that some of the Cavern's employees have asked to be layoff so that they could get unemployment and not have the option to work. Mayor Holloway said that we need to decide which way we want to continue. Councilman C.W. Stephenson said no. He said if we are letting them work and giving them work during this time and if they don't want to work, they should quit, but we should not furlough them just so they can get unemployment. Councilman Joshua Bailey made a motion that we do not furlough employees and stand by the decision made at the last meeting. Councilman C.W. Stephenson seconded the motion. Town Clerk Tara Morris took a roll call vote: D. Raynes; Yea, M. Keeler; Yea, T. Leeth; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

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

Mayor Holloway called the Town Council Meeting for Monday, April 13, 2020 to order at 7:00 pm. Mayor Holloway stated that due to the Covid-19 the Town of Grottoes is meeting electronically pursuant to section 2.2-3708 of the Code of Virginia. Town Clerk Tara Morris called the roll. Members present were Tim Leeth, Jo Plaster, Joshua Bailey, C.W. Stephenson, with Mayor Holloway presiding. Councilman Mark Keeler teleconferenced into the meeting. Other members present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Nathan Garrison, Public Works Director AJ Hummel, Parks and Recreation Director Ashley Collier and Town Treasurer Rhonda Danner. Police Chief Thomas James arrived late.

Mayor Holloway stated there is no public comment on the agenda for citizens and if they have questions regarding this meeting to please email or call the Town Office during regular business hours.

Councilman Tim Leeth made a motion to accept the minutes from the Town Council workshop and regular meetings held on March 9th, for the retreat held on March 14th, and the special meeting held on March 30th as presented. Councilman Joshua Bailey seconded the motion. Town Clerk Tara Morris took a roll call vote: T. Leeth; Yea, M. Keeler; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

Mayor Holloway said we need a motion to approve the Treasurer's Report for the month of March. Councilman Mark Keeler replied so moved. Councilman Joshua Bailey seconded the motion. Town Clerk Tara Morris took a roll call vote: T. Leeth; Yea, M. Keeler; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

Councilman Joshua Bailey made a motion to approve the bills to be paid as of April 13th and the remaining bills in March totaling \$215,736.21. Councilman Tim Leeth seconded the motion. Town Clerk Tara Morris took a roll call vote: T. Leeth; Yea, M. Keeler; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

Town Manager Nathan Garrison reviewed the budget and stated that with the impact of this pandemic they have adjusted some line items in the budget. Town Manager Nathan Garrison stated that annually we increase the per thousand rate for water and sewer by 1.9% based on the auditors recommendation. He asked if we wanted to waive that increase this year since many people are without work now and it will take a while to recover. Councilman Joshua Bailey made a motion to not increase the 1.9% on water and sewer rate for FY2021. Councilman C.W. Stephenson seconded the motion. Town Clerk Tara Morris took a roll call vote: T. Leeth; Yea, M. Keeler; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

Town Manager Nathan Garrison stated that capital projects for the public works and police department have been left in the budget for now, but some cuts have been made to offset revenue loss due to the pandemic. Councilman Joshua Bailey asked if we could delay capital purchases. He said he is not suggesting take them out but is asking if we could wait a while and not purchase them on July 1 so we can see how much this pandemic will affect us. Town Manager Nathan Garrison stated that the hardest hit by this pandemic is the parks. He stated that they have guessed at several of these line items and hope they have cut them enough. Parks Director Ashley Collier stated that she has cut staff to a skeleton crew thinking that this is going to highly effect tourism. She stated that most of the contracts have or are planning to reschedule later this year. She also stated that with the stay at home ordering ending about 10 days after the pool opening date, she is thinking that line item amount will be accurate. Parks Director Ashley Collier stated that she wanted to renovate the entrance building but with this pandemic and the hit that tourism is taking she feels we need to wait.

Mayor Holloway asked if there was anything new that we needed to discuss under the Covid-19 Operations. Town Manager Nathan Garrison said that we were going to discuss the May events. Councilman Tim Leeth suggested that we cancel the May Community Yard Sale and Council agreed. Town Manager Nathan Garrison asked about the other events scheduled in May. Council decided to wait until the May meeting to decide on the Memorial Day Ceremony. Town Manager Nathan Garrison stated that at the last meeting we talked a little about not adding late fees onto the current water billing. Councilman Joshua Bailey made a motion that we not add late fees or disconnect services until the June billing. Councilman Tim Leeth seconded the motion. Town Clerk Tara Morris took a roll call vote: T. Leeth; Yea, M. Keeler; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

Mayor Holloway asked if there were any committee updates. Parks Director Ashley Collier informed the Council that the pool renovations are on schedule. She stated that the pool has been filled and they are brushing it every day. She said the pump to control the water features was wired up today and if you have not seen it you should come because it looks great.

Councilman Tim Leeth made a motion to convene into closed session pursuant to section 2.2-3711(A)1 of the Code of Virginia to discuss matters for the purpose of considering such persons assignments, appointment, promotion, performance, demotion, salaries, disciplining or resignation Councilman C.W. Stephenson

seconded the motion. Town Clerk Tara Morris took a roll call vote: T. Leeth; Yea, M. Keeler; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

Councilman Tim Leeth made motion to adjourn the closed session. Councilwoman Jo Plaster seconded the motion. Town Clerk Tara Morris took a roll call vote: T. Leeth; Yea, M. Keeler; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

Mayor Holloway 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 meeting. Town Clerk Tara Morris took a roll call. T. Leeth; so certified, E. Holloway; so certified, M. Keeler; so certified, J. Plater so certified, J. Bailey; so certified, C. Stephenson; so certified.

Councilwoman Jo Plaster made a motion to approve the proposed raises, pay scales and title change to reflect in the 2021 budget. Councilman Mark Keeler seconded the motion. Tara Morris took a roll call vote: T. Leeth; Yea, M. Keeler; Yea, J. Plaster; Yea, J. Bailey; Yea, C. Stephenson; Yea, motion carried.

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