

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on January 10, 2018, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street. Council members Kenneth S. Watts, Kenneth G. Bunch, Mark A. Stinnett, and Rachel A. Carton were present. André Higginbotham was absent. Town Manager Sara E. Carter, Interim Town Manager Peter Huber, Town Attorney W. Thomas Berry, Office Manager Tracie Wright, Clerk of Council Vicki K. Hunt, and Police Chief Robert A. Shiflett, II, were present.

Mayor Tuggle extended his gratitude to those that attended the reception held prior to tonight's meeting at 6:30 p.m. welcoming Sara E. Carter as our new Town Manager and commemorating the service of Interim Town Manager Peter Huber and Office Assistant Carrie Brown.

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Kenneth S. Watts.

Mayor D. Dwayne Tuggle opened the floor for citizen comments. No comments were made.

Dean Rogers, Amherst County Administrator, came forward on behalf of Amherst County to request the use of Brockman Park to hold a County Fair on August 16-19, 2018. The Fair would be held on the back lots with parking at the front. Plans for the Fair would include vendors, rides, wineries, and a stage for bands. Grading and stone work to be performed at the County's expense at the back entrance to allow trailers to enter the park.

After discussion, Mr. Watts made a motion that was seconded by Mr. Stinnett to allow the County of Amherst to hold a County Fair on August 16-19, 2018, at Brockman Park, the County to provide liability insurance, grading and gravel at the back entrance, and repair any property damage to parking and other areas. The motion carried 4-0-1 with Mrs. Carton and Messrs. Stinnett, Watts and Bunch voting "Aye." Mr. Higginbotham was absent.

Town Attorney William Berry was directed to prepare a lease agreement between the Town of Amherst and the County of Amherst for the use of Brockman Park for the County Fair to be held on August 16-19, 2018, for Council's consideration.

Interim Town Manager Peter Huber reported that on January 3, 2018, the Planning Commission held a public hearing on a special use permit requested by Reggie Catlett, owner of JAK, LLC, that would, if approved, allow JAK, LLC to do light machining and processing of electrical equipment and components in the former Brockman building located at 488 S. Main Street (TM#95A56), after which by a vote of 5-1-1 a motion carried to recommend that Town Council approve the special use permit requested by Reggie Catlett.

Copies of the special use permit application, advertising notice, list of adjacent property owners and notice, sign affidavit, Table of Zoning Use, and an excerpt from the Town's Comprehensive Plan regarding Economic Development, were provided to Council.

Reggie Catlett, Owner, JAK, LLC, was present to answer questions.

Mayor Tuggle opened a duly advertised public hearing on the special use permit request at 7:23 P.M.

There being no one present who wished to speak on the matter, the public hearing closed at 7:24 P.M.

After discussion, Mr. Bunch made a motion that was seconded by Mrs. Carton and carried 4-0-1 to approve the special use permit requested by Reggie Catlett to allow JAK, LLC to do light machining and processing of electrical equipment and components in the former Brockman building located at 488 S. Main Street (TM#95A56). Mrs. Carton and Messrs. Watts, Bunch, and Stinnett voted "Aye." Mr. Higginbotham was absent.

Council Members were provided with a copy of the Councilor's and Mayor's Handbook and the most recent VML summary of the Freedom of Information Act (FOIA) and Conflict of Interest Regulations.

Mrs. Carton made a motion that was seconded by Mr. Bunch and carried 4-0-1 to approve the minutes from the November 30, 2017, and December 13, 2017, meetings. Mrs. Carton and Messrs. Watts, Bunch, and Stinnett voted "Aye." Mr. Higginbotham was absent.

After discussion, Mr. Watts made a motion that was seconded by Mrs. Carton to authorize Town Manager Carter to accept financial assistance up to \$150,000, as principal forgiveness (grant) from the Virginia Department of Health for the Water Plant Sludge Processing and Mid-Basin Chlorination Project as set out in resolution adopted on March 8, 2017, as recommended by Interim Town Manager Peter Huber. The motion carried 4-0-1 with Mrs. Carton and Messrs. Watts, Bunch, and Stinnett voting "Aye." Mr. Higginbotham was absent.

After discussion, Mrs. Carton made a motion which was seconded by Mr. Bunch, and carried 4-0-1 to authorize Mayor Tuggle to execute a contract in the amount of \$18,000 with the Berkley Group for an Organization Strategic Assessment (OSA) for the Town of Amherst to include one specific focus area on utilities. Mrs. Carton and Messrs. Watts, Bunch, and Stinnett voted "Aye." Mr. Higginbotham was absent.

Mr. Watts made a motion that was seconded by Mrs. Carton and carried 4-0-1 to accept the Town's FY17 audit report and authorize the printing of a final edition. Mrs. Carton and Messrs. Watts, Bunch and Stinnett voted "Aye." Mr. Higginbotham was absent.

Discussion on purchase of new police vehicle is deferred to the February meeting. Chief Robert A. Shiflett, II, is directed to present an itemized list for purchase of "mission critical" items at the February meeting.

Discussion on upgrades to police department officer workspace is deferred to the February meeting. Chief Robert A. Shiflett, II, is directed to obtain bids from local cabinet makers.

Mr. Bunch made a motion that was seconded by Mr. Stinnett and carried 4-0-1 to authorize the Utilities Committee to award tentative bids for installation of sediment removal equipment and for the replacement of water lines and a sewer force main to be ratified by Council at the February meeting. Mrs. Carton and Messrs. Watts, Bunch and Stinnett voted "Aye." Mr. Higginbotham was absent.

After discussion, Mrs. Carton made a motion that was seconded by Mr. Watts to accept the prices and terms stated in the proposal by First National Bank of Altavista and move the Town's banking services to First National Bank of Altavista as recommended by staff. The motion carried 4-0-1 with Mrs. Carton and Messrs. Watts, Bunch and Stinnett voting "Aye." Mr. Higginbotham was absent.

After discussion, Mr. Watts made a motion that was seconded by Mrs. Carton to solicit request for proposals for audit services for a multi-year term of a minimum of three years with a future option by Council to extend the term to five years as recommended by staff. The motion carried 4-0-1 with Mrs. Carton and Messrs. Watts, Bunch and Stinnett voting "Aye." Mr. Higginbotham was absent.

After discussion, Mr. Stinnett made a motion that was seconded by Mr. Bunch and carried 4-0-1 to credit VRS time when calculating leave time for FTE Town employees effective January 10, 2017. Mrs. Carton and Messrs. Watts, Bunch and Stinnett voted "Aye." Mr. Higginbotham was absent. Town Manager Carter was directed to prepare and present a revised personnel policy reflecting the Council's decision at the February meeting.

Discussion on appointment to Joint Committee on Town County Cooperation was deferred to the February meeting.

After discussion, Mr. Watts made a motion that was seconded by Mrs. Carton and carried 4-0-1 to contract Precision Doors and Hardware for the replacement of doors and locks at various locations at the Town's Utility Plants at a quote of \$13,281.55. Mrs. Carton and Messrs. Watts, Bunch and Stinnett voted "Aye." Mr. Higginbotham was absent.

After discussion, Mr. Stinnett made a motion that was seconded by Mrs. Carton and carried 4-0-1 to authorize Town Manager Carter to endorse a Site Assessment and Planning Grant application to Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund, which funds would be used in support of the redevelopment of the Old Mill Property, 140 Union Hill Road, Amherst, VA, owned by Lazy River, LLC, owned by developer Dave McCormack (Tax ID# 96 1 1A, 96 1 1-7). Mrs. Carton and Messrs. Watts, Bunch and Stinnett voted "Aye." Mr. Higginbotham was absent.

By consensus the services of Peter Huber to the Town of Amherst is extended through the Berkley Group for an additional two weeks of time to be spread out over a period of approximately four weeks past January 15, 2018.

Chief Robert A. Shiflett, II, was directed to take the lead and work with other staff to get the Code Red system up and running again.

Tracie Wright thanked everyone for their support, understanding and patience during the passing of her father.

Mayor Tuggle extended condolences to Council Member Higginbotham on the passing of his father.

Mayor Tuggle opened the floor to citizen comments.

Clifford Hart, 219 Garland Avenue, Amherst, VA, came forward to express concern about the speeding on Garland Avenue. Chief Shiflett will follow up with law enforcement and Mr. Hart.

Peter Huber thanked the Mayor and Council Members for their kindness and allowing him the ability to work for the Town.

There being no further business, the meeting adjourned on a motion by Mr. Stinnett seconded by Mrs. Carton at 8:35 P.M.

D. Dwayne Tuggle
Mayor

Attest: _____
Clerk of Council

DRAFT FOR APPROVAL