

AMHERST TOWN COUNCIL
AGENDA – WEDNESDAY, FEBRUARY 13, 2019
Meeting at 7:00 p.m.
Town Hall, 174 S. Main Street, Amherst, VA 24521
REVISED

- A. Call to Order – 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation-** *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Citizen Comments** - *Per the Town Council's policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor's discretion.*
- E. Public Hearings and Presentations**
- 1. Proclamation for Old Town Amherst Day (Pgs. 1-2)**– *The Garden Club is organizing an all day event on the fourth Saturday in April, and a proclamation has been prepared.*
 - 2. Neighbors Helping Neighbors-** *Mr. Gary Friend is coming before the Council to provide an update on the Neighbors Helping Neighbors program.*
 - 3. Update on Potential Town Projects (Pgs. 3-9)-** *Herb White, the Town Engineer, will appear before Council to provide an update and answer questions regarding Water Treatment Plant improvements and the Town Square project from 2008/2009.*
- F. Consent Agenda** – *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*
- 1. Town Council Minutes (Pgs. 10-21)** – *Draft of the January 9, 2019 meeting and the January 12, 2019 are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning such that any needed corrections can be presented at the meeting.*
- G. Correspondence and Reports**
- 1. Staff Reports (Pgs. 22-31)**
 - a. Town Manager Monthly Report - **attached**
 - b. Police Chief Monthly Report - **attached**
 - c. Office Manager Monthly Report - **attached**
 - d. Clerk of Council Monthly Report- **attached**
 - e. Public Works Monthly Reports- **attached**

f. Town Attorney Monthly Report – **attached**

2. Council Committee Reports (Pgs. 32-34) – see attached listing of committee responsibilities

- a. Finance Committee – Mrs. Carton- meeting on January 9, 2019, minutes attached
- b. Community Relations – Mrs. Ogden- meeting on January 15, 2019, minutes attached
- c. Utilities Committee – Mr. Watts- meeting on January 30, 2019, minutes attached

3. Other Reports (Pgs. 35-41)

- a. Planning Commission– February 6, 2019 meeting minutes - **attached**
- b. Industrial Development Authority- February 4, 2019 meeting minutes- **attached**
- c. Robert E. Lee Soil and Water Conservation District

H. Discussion Items

- 1. **Electric Power Franchise Bid Receipt**– Sara Carter- Bids for franchises for electric power service in the Town are due at this meeting. If an acceptable bid is received, the next step is a public hearing for a franchise ordinance. Staff requests setting a public hearing for the March meeting for the Ordinance amendment.
- 2. **Town of Amherst July 4th Celebration and First Responders Parade**- Chief Shiflett- Staff is working on developing an event to be held on June 29th. Staff requests guidance from the Council for a total budget for the event. A parade, a band, and fireworks are contemplated, depending on costs and a set budget.
- 3. **March meeting with the County Board of Supervisors** – Sara Carter- In the interest of intergovernmental cooperation, County and Town staff have been working to organize a joint meeting with the Board of Supervisors twice a year. The first would be next month. Staff suggests gathering prior to the meeting for social time, and then have an abbreviated joint meeting prior to the regular meeting.
- 4. **Amherst Mountain Biking Club (Pgs. 42-49)**- Sara Carter- In order to proceed with a lease agreement with the Club for the property adjacent to the Industrial Park, and the one lot in the park, Council will need to hold a public hearing on the lease and approve the Planning Commission’s determination of substantial accord for the use. Staff requests that the Council set a public hearing for their March meeting for the lease.
- 5. **Soil and Water Conservation District update (Pgs. 50)**- Sara Carter- Anne Marie Roberts, with the Soil and Water Conservation District, is leaving her position to take a similar one with the James River Association. There may be changes to the programs she staffed.
- 6. **Appropriation for Park Purchase (Pgs. 51-62)- Roll Call Vote**- Sara Carter- Purchase of the park was completed on February 12, 2019. This vote would be to appropriate the money for the purchase for the purpose of the budget.
- 7. **Resolution for Virginia Department of Health- Office of Drinking Water Loan (Pgs. 63)**- Sara Carter- Attached is a resolution to apply for the VDH/ODW revolving loan fund for improvements to the Water Treatment Plan.
- 8. **Request for approval of additional expenditure (Handout)**- Sara Carter- The company that is putting in the sludge collectors, working with the engineering firm, has presented the Town an opportunity to extend the sludge collectors being put in the sedimentation basins the entire length of both basins. The additional cost of construction is \$6,138.99. There are no additional engineering costs associated with this change. Staff recommends approval.

I. Matters from Staff

J. Matters from Town Council

K. Anticipated Town Council Agenda Items for Next Month

L. Citizen Comments

M. Adjournment



PROCLAMATION CELEBRATE OLD TOWN AMHERST 2019

WHEREAS, The Town of Amherst, Virginia celebrates its heritage in the year of 2019;
and

WHEREAS, The Town of Amherst, Virginia, was officially created in 1807; and

WHEREAS, The Town of Amherst, Virginia, originally known as “The Oaks” and “Seven Oaks” started as a stage station on the Charlottesville-Lynchburg Road; and,

WHEREAS, The Town of Amherst, Virginia, has been the county seat of Amherst County since Nelson County was partitioned from Amherst County in 1807; and

WHEREAS, the Town of Amherst, Virginia, honors the hard work of its early citizens and volunteers who loved their thriving community and organized the successful campaign which resulted in incorporation in 1910; and

WHEREAS, the Town of Amherst, Virginia, anticipates a future town that continues to appreciate the beauty of its natural environment and historic small-town presence, the livability of the community, and its active and involved citizens; and

WHEREAS, the Town of Amherst, Virginia, celebrates and honors the citizens and volunteers of the Town and County of Amherst and pays tribute to all volunteer organizations for their hard work and contributions to the Town; and,

WHEREAS, The Town of Amherst, Virginia, applauds and celebrates its inherited traditions, monuments, cultures and memories and it is fitting to celebrate its distinguished history through a series of celebrations throughout the Town, including historic walking tours, plant sale, sidewalk sales, classic car cruise-in, steak and chicken dinner fundraiser, and live music and dance performances; and,

NOW, THEREFORE, BE IT RESOLVED, the Town of Amherst, Virginia, dedicates “Celebrate Old Town Amherst” as a day of community-wide celebration to honor our past, celebrate our present, and embrace our future; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED, I, D. Dwayne Tuggle, Mayor of the Town of Amherst, call upon all Town of Amherst residents to join me and Council members in expressing the appreciation of a grateful community for our heritage and the dedicated and exemplary services provided by our citizens and volunteer organizations and do hereby proclaim the fourth Saturday in April, 2019,

“CELEBRATE OLD TOWN AMHERST”

in the Town of Amherst, Virginia, and encourages the citizens of the Town of Amherst and urge all citizens to actively participate in the scheduled activities and programs sponsored by volunteer organizations and local retail businesses and restaurants that contribute towards the betterment and

beautification of the Town of Amherst, Virginia, on Saturday, April 27, 2019, in the Town of Amherst, Virginia,

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the Town of Amherst on this thirteenth day of February in the year of our Lord two thousand nineteen.

D. Dwayne Tuggle
Mayor



January 18, 2019

Ms. Sara Carter
Town Manager
Town of Amherst
PO Box 280
174 South Main Street
Amherst, VA 24521

Re: Addendum No. 1
Water Treatment Plant Assessment PER
WWA Project No.: 204232.04

Dear Ms. Carter:

Enclosed please find the referenced Addendum to the Water Treatment Plant Preliminary Engineering Report.

I am available to meet and discuss this document at your convenience. Should you have any questions, please feel free to call.

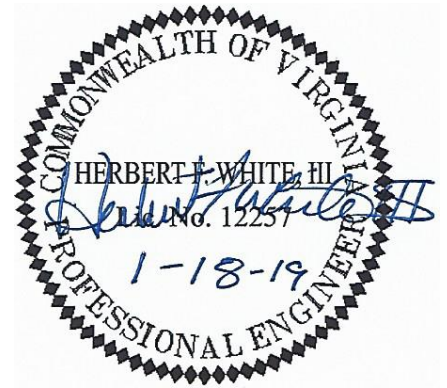
Sincerely,

WW Associates, Inc.

A handwritten signature in blue ink that reads 'Herbert F. White III'. The signature is written in a cursive style with a horizontal line underneath.

Herbert F. White III, PE
President

Enclosures



TOWN OF AMHERST, VIRGINIA

ADDENDUM 1

WATER TREATMENT PLANT ASSESSMENT PER

January 18, 2019

A preliminary engineering report entitled *Water Treatment Plant Assessment* dated July 17, 2017 was prepared for the Town of Amherst. This document identified short and long term needs for the water treatment plant as raw water pump station. The following Preliminary Engineering Report Addendum updates this document, identifies the most pressing needs, and programs a water treatment plant improvements project. Cost estimates for facility improvements are presented and summarized in the Appendix of this addendum.

Raw Water Pump Station

One of the pumps is new with an old motor. The other pump is old with a new motor. This pump station has exceeded its useful life and is in need of an upgrade. This upgrade would include:

- Pump station building upfit
- New pumps, electrical power supply and controls
- Variable Frequency Drives, with inverter duty motors
- New generator with automatic electrical transfer switch
- Communication controls with the water treatment facility
- Raw water intake improvements, including diverting debris from intake
- Automating backflushing of intake gate of debris initiated from the WTP



- SCADA Communication
- New security fencing

Flocculators/Sedimentation Basins

The flocculators and sedimentation basins are an ongoing improvement including rapid sludge removal and concrete repairs. Further improvements are not being considered at this time.

Raw Water Meter

The existing raw water meter has exceeded it's useful life and should be replaced.

Filter Improvements

As noted previously Filters No. 3 and No. 4 were constructed in 1956 and have the original filter bottoms. Filters 1 and 2 were constructed in 1995. The “newer” filters are nearing the end of useful life set at 25 years old. The clearwell was cleaned out in November, 2018 and lime as well as filter sand was collecting in the bottom of the filter.



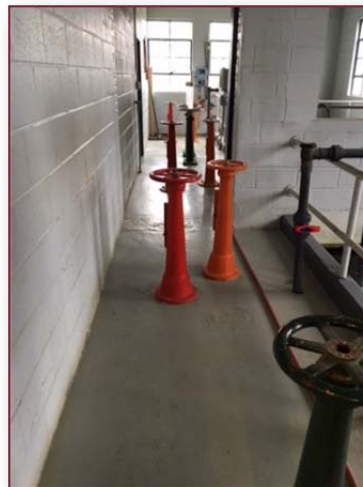
The filters are equipped with antiquated surface wash systems. An air wash system is the latest improvement to filter technology and improves water quality as well as filter run times. The air wash system consists of a blower, piping, and a filter air wash header. Additionally, the filter operating valves are manually actuated with floor stands blocking ingress/egress on the operating floor. These valves have exceeded useful life and need



replacement. We recommend all the valves be replaced with motor actuators and new butterfly valves.

Additionally, each filter would be equipped with a touch screen filter operating table to automate filter backwash operations. We summarize the filter improvements as follows:

- New filter underdrains for the 4 filters
- New filter media
- New state of the art air wash system including blower, piping, and filter air wash headers
- New motor actuated filter valves for each filter
- New SCADA touch screen in Lab and ability to operate from a tablet
- Upgraded filter piping
- New raw water influent valve



WTP Pumping Facilities

Pumping facilities include one backwash pump and three finished water pumps. All these pumps are antiquated and in need of replacement, including check valves and butterfly valves. The backwash pump and two of the finished water pumps should be equipped with variable frequency control technology for operational control.



Chemical Feed Facilities

New facilities are currently in place for feeding Delpac and HF. Similar feed facilities need to be provided for pH/alkalinity control. The soda ash dry chemical feeder is antiquated and in need of replacement. We recommend replacing this feed system with 25 percent caustic soda feed to eliminate the practice of bag handling/mixing.



Electrical Facilities

Power and controls in the water treatment facility are the highest priority issue for the plant. The existing motor control centers, electrical wiring, lighting, receptacles, and other electrical facilities are in dire need of an upgrade. New electrical power facilities should be isolated in a separate room to allow for “conditioned space”. A new SCADA system is needed to communicate with the distribution storage tanks, Waughs Ferry Road pump station, the Raw Water Pump Station as well as water treatment plant operations including filters, chemical feed systems, and pumping facilities.



Laboratory Improvements

Sinks need to be provided with sample stations for raw, mixed, applied, combined filter effluent and finished water piping. Other laboratory improvements include demolition of an interior wall, general upfit including painting, counter space, etc.

Sludge Lagoons

Water treatment plant residuals are discharged to two line lagoons adjacent to the plant. A lagoon pump station transfers the waste to the wastewater treatment plant. At the time of this inspection, the two pumps in the pump station have failed and a temporary pumping system is being used for this purpose.

It is recommended that the hydraulics associated with these pumps be investigated and new pumps be selected for this service. It is also open for consideration to provide a sludge holding tank in lieu of the lagoons. Plant personnel have difficulty “pushing” the sludge to the pump station. A new sludge holding tank would be equipped with new pumps and a submersible mixer to maintain sludge in suspension. We note this would eliminate the current “slug” method of sending sludge to the wastewater treatment plant. The wastewater treatment plant, at times, has difficulty handling these solids due to the limiting capacity factor associated with sludge drying.

Building Upfit

The water treatment plant building is in need of an upfit. Facility improvements include:

- Window Replacements (energy efficient)
- Painting
- Concrete / Block Repair
- Restroom Facilities





Waughs Ferry Road Pump Station

The existing pump station is in need of an electrical generator and automatic transfer switch to ensure continuous duty for the pump station.

Other Potential Future Projects

Other potential future projects include:

- Construction of a new raw water pump station outside the 100 year flood plain with larger wetwell
- Expanded laboratory to allow for a certified lab

Project Costs

The following is a summary of costs associated with these recommended improvements.

Priority One Improvements

Raw Water Pump Station	\$1,000,000
Filter Improvements	1,000,000
WTP Pumping Facilities	400,000
Chemical Feed Facilities	450,000
Laboratory Improvements	150,000
Electrical Facilities	<u>200,000</u>
	\$3,200,000
Engineering (10 percent)	\$ 320,000
Contingency (5 percent)	\$ 160,000
Total	\$3,680,000 (rounded)

Priority Two Improvements

Sludge Equalization	\$ 500,000
Building Upfit	100,000
Waughs Ferry Road Pump Station	<u>65,000</u>
	\$ 665,000
Engineering	<u>66,000</u>
Total	\$ 750,000 (rounded)

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order January 9, 2019, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street. It was noted that a quorum was present as follows:

P D. Dwayne Tuggle	P Kenneth G. Bunch
P Rachel A. Carton	P Sarah G. Ogden
P Kenneth S. Watts	P Janice N. Wheaton

Town Manager Sara E. Carter, Town Attorney W. Thomas Berry, Clerk of Council Vicki K. Hunt, Office Manager Tracie L. Wright, Police Chief Robert A. Shiflett, II, Director of Plants Gary Williams, Lead Water Operator Becky L. Cash, and Utilities Maintenance Foreman Charles Thompson, and Wastewater Treatment Plant Operator Gary P. Smith, Jr., were present.

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Charles Thompson.

Mayor D. Dwayne Tuggle opened the floor for citizen comment.

Patty Highley, 206 Glenway Drive, Amherst, VA, came forward in support of the leash law requesting that a requirement is included that dogs shall not be tethered.

After some discussion, a motion was made by Mr. Watts which was seconded by Mrs. Carton and carried 5-0 to approve the Resolution to Adopt and Effect the Organizational Plan for the Town of Amherst for the January 1, 2019 through December 31, 2020 Council Term having the effect of appointing a variety of positions and covering a series of items required by Town Code and Town Charter. Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voted "Aye." A copy of the Resolution is attached and made a part of these minutes.

Police Chief Shiflett, after giving recognition of the dedication of all officers in the Amherst Police Department, presented Antonio Dante Robinson with the first Officer of the Year Award recognizing his outstanding service to the Amherst Police Department and to the Town of Amherst.

After Town Manager Carter gave a background report, a duly advertised public hearing was opened at 7:12 PM on proposed amendment of Article IX, Special Provisions, Section 18.1-908 of the Zoning Ordinance, that would, if approved, make the Ordinance content neutral, in compliance with case law, and allow certain types of additional signage for businesses, and address the use of temporary signs.

Paul Kilgore, Town of Amherst, came forward in opposition of the sign ordinance stating that it is too restrictive and questioning whether anyone had complained about proliferation or overall look of signs. Mr. Kilgore also asked that Council pay attention to the perspective of size of signs to their location and that restrictions placed on signs not deter new businesses from coming to the community.

There being no one else present who wished to speak on the matter, the public hearing closed at 7:18 PM.

Mrs. Carton made a motion that was seconded by Mr. Watts to approve adoption of the proposed amendment to Article IX, Special Provisions, Section 18.1-908 of the Zoning Ordinance to make the ordinance content neutral, in compliance with case law, and allow certain types of additional signage for businesses, and address the use of temporary signs, with the understanding that further revisions will be made as necessary. After discussion, the motion carried 5-0 with Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voting "Aye." A copy of the amended ordinance is attached and made a part of these minutes.

Mrs. Carton made a motion that was seconded by Mrs. Ogden and carried 5-0 to approve the minutes from the December 12, 2018, meeting. Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voted "Aye."

Mrs. Carton gave an oral report on the January 9, 2019, Finance Committee meeting stating that movement and organization of town funds and new accounting software will be researched.

Town Manager Carter gave an oral report on the Potential Leash Law Survey stating that surveys continue to trend toward support of the leash law proposal. The surveys will be reviewed by the Community Relations Committee.

Mayor Tuggle led a discussion on creative ways to invite more community involvement on discussions pertaining to the potential leash law and the sign ordinance.

After discussion, Mr. Watts made a motion that was seconded by Mr. Bunch to direct Town Manager Carter to proceed with a proposal to sell and grant a franchise for the construction, maintenance, and operation of an electric power transmission and distribution system with all rights incident thereto, on, along, over, upon, and under the streets and other public places of the Town of Amherst, Virginia, inviting written bids for such franchise. The motion carried 5-0 with Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voting "Aye."

By consensus, the Utilities Committee will review the 2012 Memorandum of Understanding between the Robert E. Lee Soil and Water Conservation District, Amherst County and The Town of Amherst, as recommended by staff.

Mayor D. Dwayne Tuggle opened the floor for citizen comments.

Utilities Maintenance Foreman Thompson came forward in support of the Village Garden Club of Amherst and to thank the group for their continued hard work on beautification of the Town.

There being no further business, the meeting adjourned until January 12, 2019, at 9:00 AM on motion by Mrs. Ogden seconded by Mr. Bunch at 7:58 PM. The motion carried 5-0 with Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voting "Aye."

D. Dwayne Tuggle
Mayor

Attest: _____
Clerk of Council

A RESOLUTION TO ADOPT AND EFFECT THE CONTINUATION OF GOVERNANCE FOR THE TOWN OF AMHERST FOR THE JANUARY 1, 2019 – DECEMBER 31, 2020 COUNCIL TERM.

WHEREAS, various provisions of Code of Virginia, the Town Charter and the Town Code as well as tradition indicate that the Town Council of the Town of Amherst, Virginia, should take certain actions following an election,

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Amherst, Virginia, that the following organizational plan shall apply for the January 1, 2019 – December 31, 2020 Council term:

- **Election of Vice Mayor:** Pursuant to Article III, Section 3.01(9) of the Town Charter, Rachel Carton shall be elected Vice Mayor.
- **Continuation of Policies:**
 - 21 Pursuant to Article III, Section 3.01(10) of the Town Charter, Section 2-10 of the Town Code which establishes the regular date and place of the **regular monthly Town Council meeting** is hereby affirmed. Regular meetings shall begin at 7:00 PM. Special meetings may be called as per Section 2-11 of the Town Code.
 - 22 The **rules of conduct** for the meetings of the Town Council as established in Sections 2-12 through 2-40 of the Town Code are hereby affirmed.
 - 23 The **Code of Ethics** for the Town Council, as adopted on January 11, 2017, is hereby affirmed.
 - 24 The **Invocation Policy** for the Town Council, as adopted on January 11, 2017, is hereby affirmed.
 - 25 The **Personnel Policy** adopted on June 14, 2006, effective on July 1, 2006 and last amended on October 10, 2018 is hereby affirmed.
 - 26 The **Procurement Policy** adopted on December 13, 2017 is hereby affirmed.
 - 27 The **Policy for the Development of Agendas and Presentations** to the Town Council shall be as follows:

Most items considered by the Town Council are routine in nature or are arranged by the Town Manager. Some items are developed and presented by members of the Town Council or any of its various committees, boards and commissions. Materials supporting such issues are to be developed and distributed to the members of the Town Council as soon as practical or, at a minimum, along with the agenda materials.

There are times when residents of the Town of Amherst, Town business operators, or other individuals desire to speak before the Town Council or request the Town Council to take action or otherwise react on a specific issue. The Town Council has found it difficult to appropriately respond in a timely manner if sufficient notice of the request is not given. Therefore, it is the policy of the Town Council of the Town of Amherst to require that a reproducible (8 ½ x 11) written description of any item to be

considered be submitted to the Town Manager by 5:00 PM on the first Wednesday of the month for the meeting to be held that month. Individuals are reminded that such information becomes public information, subject to the Freedom of Information Act, upon receipt at the Town Hall.

However, the Town Council feels that Town residents and business operators have the right to address the Town Council on any issue that may involve the Town. Any individual desiring to speak before the Council who has not met the deadline requirement noted above will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda will be at the discretion of the Mayor. It is the Town Council's policy that agendas for regular monthly Town Council meetings will include time reserved at both the beginning and end of the meeting for hearing public comments.

The Town Council may waive this policy if it finds that strict adherence to its language is too restrictive.

- **Town Depository:** Pursuant to Article III, Section 3.01(15) of the Town Charter and Section 2-5 of the Town Code, all banks currently operating a branch inside the corporate limits of the Town of Amherst (Wells Fargo, BB&T, Carter Bank and Trust, Bank of the James and First National Bank) and SunTrust Bank, VML/VACO Virginia Investment Pool and the Local Government Investment Pool shall be considered approved places of deposit for Town funds. The Mayor, Town Manager and Treasurer are hereby authorized to execute all papers necessary to continue or effect new accounts.
- **Standing Council Committee Appointments:** The authority of the Town Council to appoint standing committees is established in §2-41 of the Town Code. The purpose of standing committees is (a) to facilitate policy decisions by the Town Council via review, preliminary discussion and investigation of various matters during preparation of their reports to the Town Council and (b) to act in an advisory capacity to the Town Manager and department heads but not to supplant the authority of either the Town Council or management. The following standing committees are hereby established, members appointed, and ongoing duties assigned accordingly:
 - 4.1 **Finance Committee** – Rachel Carton (Chairman) and Kenneth S. Watts
 - Monitor the budget development process.
 - Review accounting procedures, budgets, and bookkeeping activities.
 - Interface with auditors.
 - 4.2 **Community Relations Committee and Recreation Committee** – Sarah B. Ogden (Chairman) and Janice N. Wheaton
 - Monitor and review implementation of the Town's bike trails and public parks.
 - Review the Town's beautification efforts and programs.
 - Interface with citizens, business operators, Sweet Briar College and VDOT.
 - 4.3 **Utilities Committee** – Kenneth S. Watts (Chairman) and Kenneth G. Bunch
 - Monitor the development and construction of capital improvement projects.
 - Review proposed utility system upgrades and extensions.
 - Interface and assist developers in coordinating Town policies with proposed new

developments.

- **Staff Appointments:** The following staff appointments are hereby made for the January 1, 2019 – December 31, 2020 Town Council term. The effect of this resolution shall be to appoint all individuals subject to the authority granted to the Town Council by the Town Charter.

51 **Town Manager** - Pursuant to Article III, Section 21, 22, 23 and 24 of the Town Charter, Sara E. Carter is hereby appointed Town Manager with duties and authorities as outlined in Section 2-47.1 of the Town Code, other sections of the Town Code, the Charter, and the Code of Virginia and as may be assigned by the Town Council from time to time.

52 **Town Clerk** – Pursuant to Section 2-47.2 of the Town Code, Vicki K. Hunt is hereby appointed Town Clerk with all duties and authorities as described in the Town Code.

53 **Town Treasurer** – Pursuant to Section 2-47.3 of the Town Code, Tracie L. Wright is hereby appointed Town Treasurer with all duties and authorities as described in the Town Code. These duties shall be considered in addition to her duties as Office Manager.

54 **Town Attorney** – Pursuant to Section 2-47.4 of the Town Code, W. Thomas Berry is hereby appointed Town Attorney with all duties and authorities as described in the Town Code. Remuneration shall be continued on a contractual basis.

55 **Chief of Police** – Pursuant to Section 2-47.5 of the Town Code, Robert A. Shiflett is hereby appointed Chief of Police with all duties and authorities as described in the Town Code.

56 **Town Engineer** – Herbert F. White, III is hereby appointed Town Engineer with duties as assigned from time to time by the Town Council or Town Manager. Remuneration shall be continued on a contractual basis.

- **Board Appointments:**

61 Pursuant to Article II, Section 2 of the July, 2005 **Virginia's Region 2000 Local Government Council** charter, Dwayne Tuggle and Sara Carter are hereby appointed to that board for the January 1, 2019 – December 31, 2020 term.

62 Pursuant to Article III, Section 1 of the November 1999 **Central Virginia Transportation Planning Council** (MPO) bylaws, Dwayne Tuggle and Sara Carter are hereby appointed to that board for the January 1, 2019 – December 31, 2020 term.

63 Pursuant to Article V of the April 17, 1972 Town-Sweet Briar sewer usage contract, Clifford Hart and Kenneth Watts are appointed to the **Town/Sweet Briar Sewer Advisory Commission** for the January 1, 2019 – December 31, 2020 term.

64 Pursuant to Section 3.00 of the October 6, 1993 Town of Amherst/Amherst County annexation agreement, Kenneth S. Watts, Kenneth G. Bunch, and Sarah B. Ogden are appointed to the **Joint Committee on Cooperation** for the January 1, 2019 – December 31, 2020 term.

65 Pursuant to Section 18.1-1403 of the Town Code, Janice N. Wheaton is appointed as the Town Council's representative on the **Town of Amherst Planning Commission** for a term to expire on December 31, 2020.

It is the intent of the Town Council that the terms for all appointments made by this resolution shall continue beyond the January 1, 2019 – December 31, 2020 Town Council term of office until successors are duly appointed.

This Resolution was adopted by the Town Council of the Town of Amherst on January 9, 2019.

Mayor Dwayne Tuggle

Attest:

FOR APPROVAL

AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF AMHERST BY AMENDING SECTION 18.1-908 OF CHAPTER 18.1 OF THE TOWN CODE, THE AMENDED CODE REFERRING TO SIGNS.

Be it Ordained by the Council of the Town of Amherst:

1. That Sec. 18.1-908 of the Code of the Town of Amherst is hereby amended to read as follows:

Sec. 18.1-908. SIGNS.

Sec. 18.1-908.01. Intent.

The intent of this section is to establish limitations on signs to ensure that they are appropriate to the neighborhood, building or use to which they are appurtenant and are adequate, but not excessive, for their intended purpose as a means of communication without adverse impact on the visual character of the area; to ensure that signs are compatible with their surroundings; to maintain and enhance the aesthetic environment of the Town of Amherst and its entrance corridors; to improve pedestrian and traffic safety; to minimize the possible adverse effect of signs on nearby public and private property; to avoid visual clutter that is potentially harmful to traffic and pedestrian safety, property values, and community appearance; to establish reasonable time, place, and manner provisions to facilitate the appropriate exercise of free speech; and to enable the fair and consistent enforcement of these sign regulations. Any display of off-premises signs is considered inappropriate to the character and sound development of the Town, and it is intended by this article that street and highway rights-of-way in the Town shall not be made available for such display unless erected and maintained by the Town of Amherst or another governmental entity. It is the policy of the Town of Amherst that the purpose of commercial signs is to attract patrons onto the site of business activity and not for brand promotion, advertising goods and services, or directing traffic to other locations.

Sec. 18.1-908.02. Calculation of sign area.

- (a) Sign area shall be calculated as the area within a single rectangle, triangle, or circle and shall include all letters, figures, graphics or other elements of the sign together with the framework or background of the sign. Double faced signs (two sign faces back to back at not more than a 60 degree angle) shall be counted as one sign.
- (b) Whenever an individual lot has not used all of its permissible sign area, then the unused portion may be used for displaying noncommercial messages.

Sec. 18.1-908.03. Signs shall pertain to the property.

Any commercial message carried by permitted signs shall pertain to the business located on the same premises as the sign; or to any otherwise lawful noncommercial message that does not direct attention to a business operated for profit, or to a commodity or service for sale, provided that signs erected on contiguous properties with the same owner may pertain to a business located on any such contiguous property. Billboards and other off-premises signs are prohibited except as expressly permitted by this ordinance.

Sec. 18.1-908.04. Permit required.

- (a) Compliance. No sign, except those qualifying for permit exceptions, shall be constructed, erected,

relocated, expanded or otherwise altered until a sign permit has been obtained from the zoning administrator in accordance with the provisions of this section.

- (b) Permit exceptions. A permit shall not be required for the following signs, but they shall be subject to all other applicable provisions of this article:
- (1) Repainting or refacing an existing sign or minor nonstructural repairs.
 - (2) Signs specifically excluded from permit requirements.
 - (3) Signs permitted in all sign districts as outlined in Sec. 18.1-908.06.

Sec. 18.1-908.05. Sign districts.

In order to meet the intent of this section, sign districts are hereby created to reflect the character of various areas in the Town. These districts are:

- (1) *Commercial and industrial sign district.* This district is designed to support retail and service businesses in the Town's commercial areas. As such, it encompasses all Town lands zoned commercial or industrial.
- (2) *Mixed Use district.* This district is designed to support smaller scale retail and service businesses that are consistent with residential development. This district encompasses the Central Business and Transitional zoning districts.
- (3) *Residential and agricultural sign district.* This district encompasses residential and non-commercial areas to ensure that signage is in keeping with the character of these areas. As such, it includes all Town lands not included in the aforementioned sign district.

Sec. 18.1-908.06. Signs permitted in all sign districts.

- (a) The following signs shall be permitted in all sign districts and shall not require a sign permit, unless otherwise indicated. The area of any sign described in this subsection shall not be included in computing the aggregate sign areas specified for individual districts.
- (1) *Temporary signs.* Temporary signs, which shall be non-illuminated and limited to the following types:
 - a. When buildings are under construction or sites are under development, signs may be displayed provided that they are removed upon issuance of a certificate of occupancy. The maximum sign area of each such sign shall be 32 square feet.
 - b. When a property is offered for lease or for sale, signs may be displayed provided that they are removed within five days of the date of closing or within five days of the beginning of the lease.
 1. In the residential sign and mixed use districts, the maximum aggregate sign area shall be four square feet and the maximum height shall be twelve feet.
 2. In the commercial and industrial sign district, the maximum aggregate sign area shall be thirty-two square feet and the maximum height shall be twelve feet.
 - c. When a business in the mixed use or commercial and industrial sign district opens, temporary building-mounted signs and banners shall be permitted, provided that such sign or signs shall not be displayed for more than 30 days. The maximum aggregate sign area shall be 32 square feet.
 - d. When a dwelling in a residential sign district is holding a yard sale, signs may be displayed for only 48 hours and only on the property where the yard sale will be held.
 - e. For special events within the Town, any property owner may display up to two signs of up to four square feet each for up to five days in any 60 day period.
 - f. Signs on private property that exercise the property owner's right to right to free speech and express non-commercial messages such as ideals, causes, policies or candidates, provided that the aggregate sign area is not larger than 40 square feet in the mixed use and commercial and

industrial sign districts or 16 square feet in the residential and agricultural sign district, and the total number of signs on a parcel cannot exceed two. Such signs shall be removed within 60 days of installation, and no property can display such signs for more than a total of 120 days per year.

- (2) *Permanent signs.*
 - a. One sign at each parking lot entrance with no commercial logo or other message and not exceeding three square feet in area.
 - b. Non-illuminated names of buildings, dates of erection, monumental citations, commemorative tablets, insignia of local, state or federal government, and like when carved into stone, concrete or similar material or made of bronze, aluminum or other permanent type construction and made an integral part of a building structure. The maximum size of such sign shall be 32 square feet.
 - c. Usual and customary signs identifying disabled parking, rest rooms, directions, driving instructions or other facilities relating to such places or activities.
 - d. Signs not visible from adjacent properties or public rights-of-way.
- (3) *Flags.* Flags containing no commercial message are not regulated.
- (4) *Location on right of way.* Signs installed on VDOT right of way under a VDOT permit. The Town will only assist in the VDOT permitting process with Town approved banners installed above S. Main Street on the existing banner bracket.
- (5) *Nonconforming.* Any sign may remain in use provided that it was lawful at the time this ordinance was enacted. However, signage for any business shall be required to conform to all requirements of this ordinance as a condition of approval before any change to the signage for that business.

Sec. 18.1-908.07. Signs located in the commercial and industrial sign district.

For residential uses in the commercial and industrial sign district, signs shall be regulated as in the residential and agricultural sign district. For all other uses, the following regulations shall apply:

- (1) *Freestanding signs.*
 - a. *Number of freestanding signs permitted:* One.
 - b. *Maximum sign area:*
 - i. 40 square feet.
 - ii. For shopping centers of 60,000 square feet or greater of retail space, or single users of 40,000 square feet or greater, 200 square feet total
 - c. *Maximum height:* Twelve feet, or in the case of (ii) above, 25 feet.
 - d. *Setback:* Seven feet.
- (2) *Building-mounted signs in the commercial and industrial sign district.*
 - a. *Number of building-mounted signs permitted:* Up to four on a single building, with a cumulative area of allowable size as listed in (2)b, or one per business in a shopping center.
 - b. *Maximum sign area:*
 - i. Mounted flat against the building: 60 square feet.
 - ii. Projecting configuration: 12 square feet.
 - iii. For shopping centers or large users, as defined in (1)b.ii, 120 square feet for the center.
 - iv. Restaurants located in a B-2 district are also permitted to have up to 30 square feet of signage in menu boards, that is not counted against their cumulative sign average.
 - c. *Maximum height:* All areas of building mounted signs shall be located below the ridge line of a gable roof building or the top of the parapet of a flat-roofed building.

Sec. 18.1-908.08. Signs located in the mixed use district.

For residential uses in the mixed use district, signs shall be regulated as in the residential and agricultural sign district. For all other uses, the following regulations shall apply:

- (1) *Freestanding signs.*
 - a. *Number of freestanding signs permitted:* One.
 - b. *Maximum sign area:* 20 square feet.
 - c. *Maximum height:* 10 feet
 - d. *Setback:* 7 feet
 - e. *Placement requirement:* Freestanding signs in this district shall be placed within a grass or landscaped area of at least 200 square feet.
- (2) *Building-mounted signs in the mixed use sign district.*
 - a. *Number of building mounted signs allowed:* Up to four on a single building, or one per business in a multi-tenant building.
 - b. *Maximum sign area:* 60 square feet.
 - c. *Projecting configuration:* 12 square feet.
 - d. *Maximum height:* All areas of building mounted signs shall be located below the ridge line of a gable roof building or at the top of the parapet of a flat-roofed building.

Sec. 18.1-908.09 Signs located in the residential and agricultural sign district.

The following regulations shall apply in the residential and agricultural sign district:

- (1) *Single family, duplex and townhouse dwelling units.* One building-mounted or freestanding sign, not exceeding two square feet in area for each dwelling unit, indicating only the street address of the property, shall be permitted.
- (2) *Multi-family buildings.* One or more building-mounted signs, not exceeding in the aggregate ten square feet per building, shall be permitted.
- (3) *Subdivisions, apartment or condominium complexes and planned developments.* Freestanding signs, with maximum total area of 24 square feet, shall be permitted. No more than two signs shall be permitted for each street frontage.

Sec. 18.1-908.10. Signs prohibited in all sign districts.

The following types of signs are prohibited in all sign districts:

- (1) Any sign that impedes sight distance for a VDOT owned right-of-way.
- (2) Any sign that obscures a sign display by a public authority for the purpose of giving traffic instructions or directions or other public information.
- (3) Any sign, except official notices and advertisements, that is nailed, tacked, posted or in any other manner attached to any utility pole or structure or supporting wire, cable, or pipe; or to any tree on any street or sidewalk or to public property of any description.
- (4) Any sign that is attached to or mounted on a roof or projects above the plane of the building façade. This shall include decorative roofs such as a mansard roof.
- (5) Portable freestanding signs larger than twenty-four square feet or displayed for more than 60 days per year.
- (6) Except for time and temperature, no sign shall display flashing or intermittent lights, moving signs, inflatables or other lights of changing degrees of intensity, brightness or color. The light from any illuminated sign shall not cause direct glare into or upon any building or property other than the building or property to which the sign may be related. Neither the direct nor reflected light from an illuminated

sign shall be located so as to create a traffic hazard to operators of motor vehicles on public thoroughfares.

(7) Off premises signs, other than those specifically permitted.

2. *That this Ordinance shall be effective on January 9, 2019.*

This ordinance was adopted on January 9, 2019.

Mayor

ATTEST:

Clerk of the Council

FOR APPROVAL

Mayor D. Dwayne Tuggle called a meeting of the Amherst Town Council, continued from the January 9, 2019 session, to order on January 12, 2019, at 9:00 A.M. in the Council Chambers of the Town Hall at 174 S. Main Street. It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Kenneth G. Bunch
P	Rachel A. Carton	P	Sarah G. Ogden
A	Kenneth S. Watts	P	Janice N. Wheaton

Town Manager Sara E. Carter and Clerk of Council Vicki Hunt were present.

Stephanie Davis, Local Government Collaboration, facilitated the meeting, the purpose of which was for Town Council to discuss short and long range or strategic planning and governance issues for the Town and Council members own development.

Council discussion involved steps to reach short- and long-term goals for topics including Pay Policies and Practices, Police Department renovations, Town Code recodification, Brockman Park, Town Park, Amherst Town Square, Downtown revitalization, Ambriar water and sewer relocation- Sweet Briar Trail, Sweet Briar Utilities, marketing analysis for YMCA, improved capital improvement plan, and additional downtown events.

The meeting adjourned at 1:08 p.m.

D. Dwayne Tuggle
Mayor

Attest: _____
Clerk of Council

Town Manager's Report for the February 13, 2019 Town Council Meeting

Committee	Report
A. Industrial Development Authority	Meeting February 4, 2019, minutes attached
B. Planning Commission	Meeting February 6, 2019, minutes attached
C. Board of Zoning Appeals	No meetings/no report
D. Property Maintenance Investigation Board	No meetings/no report
E. Community Relations Committee	Meeting January 15, 2019, minutes attached
F. Finance Committee	Meeting January 9, 2019, minutes attached
G. Utilities Committee	Meeting January 30, 2019, minutes attached
H. Personnel Committee	No meetings/no report
I. Town/Sweet Briar Sewer Use Advisory Commission	No meetings/no report
J. Lynchburg Regional Business Alliance	No meeting
K. Central Virginia Metropolitan Planning Organization	Meeting held January 17, 2019



AMHERST POLICE DEPARTMENT



Monthly SHIFT REPORT

January 2019

DATE:	SHIFT WORKING:
OFFICER:	VEHICLE:
MILEAGE START OF SHIFT:	MILEAGE END OF SHIFT

CALLS FOR SERVICE	NUMBER
KEYS LOCKED IN VEHICLE	12
ALARM	10
PHONE COMPLAINT	30
BOLO	19
MISSING PERSON	2
SHOPLIFTING	1
PROBLEM WITH OTHERS	10
DOMESTIC	2
CHECK WELFARE	8
NOISE OR DOG COMPLAINT	
TRAFFIC CRASH	8
EMS CALLS	2
SUDDEN DEATH	
ECO	
FUNERAL TRAFFIC	
OTHER	54

OFFICER INITIATED	NUMBER
BUILDING CHECKS	269
CHECKING DETAIL	
BUILDING SEARCH	2
TRAFFIC SUMMONS	51
DRUNK IN PUBLIC	
EXTRA PATROLS	487
WARRANT SERVICE	6
PROPERTY WALK AROUNDS	54
WARRANTS OBTAINED	6
PARKING TICKETS	
MISD. INVESTIGATION	10
FELONY INVESTIGATION	6
NARCOTICS INV.	6
SEARCH WARRANT	
PUBLIC RELATIONS	8
CITIZEN CONTACT	163

ARREST	NUMBER
MISDEMEANOR	5
FELONY	4
EPO	
ECO	
PPO	
NARCOTICS VIOLATION	
DUI / DUID	1

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	27
EQUIPMENT VIOLATION	2
RECKLESS DRIVING	6
SUSPENDED LICENSE	2
INSPECTION STICKER	4
REGISTRATION	2
SEAT BELT / TEXTING	6

WARNINGS	NUMBER
SPEEDING	14
EQUIPMENT VIOLATION	24
RECKLESS DRIVING	3
SUSPENDED LICENSE	1
INSPECTION STICKER	2
REGISTRAION	3
SEAT BELT / TEXTING	

OTHER	NUMBER
ASSIST OTHER OFFICER	29
ASSIST OTHER AGENCY	32
COURT	8hrs
REPORTS	11
SCHOOL / TRAINING	
MEETINGS	21
TOWED / IMPOUNDED VEH	



AMHERST POLICE DEPARTMENT



Monthly SHIFT REPORT

PLEASE LIST ALL PASS ON'S, INVESTIGATIONS, ARREST, IMPOUNDED VEHICLES WITH REASON AND LOCATION, AND BUSINESSES WITH OPEN DOORS OR ANY OTHER SIGNIFICANT COMPLAINTS.

Calls for service- 284

Miles Patrolled- 8504



TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521
Phone (434)946-7885 Fax (434)946-2087

To: Town Council
From: Tracie Wright
Date: February 6, 2019
Re: January 2019 Monthly Report

Utilities – 1156 bills were cut totaling \$182,733.82

A/P – A total of 64 checks were cut totaling \$120,287.66 for January 2019 bills.

Meals and Beverage Tax – 14 Businesses paid \$37,247.59 in Meals and Beverage Tax for the month of December. In last month's report I had stated that with McDonald's closing for renovations that I expected us to lose roughly \$22,000 in meals and beverage taxes. However, it seems that Hardees has taken on extra business with the closing of McDonald's and we are not looking too bad.

Taxes – 2018 Vehicle License Fee bills were mailed out around October 26th. They were due by December 5, 2018. Dee mailed out second notices on January 7th. I will start bank liens this month once I complete my financials.

Investments – Sara and I met with Beau Blevins again regarding the VML/VACO investment options for the Town Funds. I did check with several banks on CD rates and the VML/VACO option seems to be the best option at this point. At the request of Mr. Watts I also checked with the new CD rates that Beacon Credit Union is currently offering new customers. However, per the Code of Virginia we can only deposit funds with banks on an approved list from the Treasury. That list does not include Credit Unions so we are unable to use Beacon for Town investments.

End of Year – All W2's went out successfully. End of year and end of quarter tax reports were filed, and all payroll information was sent to the State and to the Social Security Administration.

Clerk of Council Report January 2019

Committee Meetings

Town Council

Receive and review agenda packet for 1-9-19 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website

Receive and review agenda packet for 1-12-19 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website

Quorums: Confirm cancellation of meetings with Industrial Development Authority and Planning Commission members, confirm quorum of Town Council meetings.

Town Website Maintenance and Management

- Maintain and update content and posted:
 - Forms
 - Agendas and Minutes
 - Public Hearings
 - Updated Mayor and Town Council Member Bios
 - All Calendars
- Monitor Potential Leash Law Survey for Town of Amherst

Town Facebook Administrator

Post to Town's Facebook page:

- Search out and share links to community events and news
- Monitor feedback

Recodification of Town Code

- Follow-up status report to Municode
- 1.8.19 Confer with Mr. Berry; Telephone conference with Mr. Berry and Municode Attorney re proof revisions
- Miscellaneous emails re ordinance revisions
- Telephone conference with Municode Attorney confirming ordinance revisions

FOIA

Receive and answer 1 request for information

Other:

- Order lunch for 1.12.19 Town Council strategic planning session
- Order name tags, polo shirts and business cards for new town council members
- Prepare legal ads and send for publication
- Prepare public hearing notices
- Finalize new council bios for website
- Update Reorganization Resolution

Town of Amherst Committees as of January 31, 2019 – Update; See Attached.

Town of Amherst Committees as of January 31, 2019

	<u>Appointed/Term Expires</u>
<u>TOWN COUNCIL</u>	
D. Dwayne Tuggle, Mayor	01/01/19 12/31/22
Rachel A. Carton, Vice Mayor	01/01/19 12/31/20
Kenneth S. Watts	01/01/19 12/31/22
Janice Norvell Wheaton	01/01/19 12/31/22
Sarah B. Ogden	01/01/19 12/31/20
Kenneth G. Bunch	01/01/19 12/31/20

<u>PLANNING COMMISSION</u>		
June Driskill, Chairperson	06/08/16	06/30/20
Janice Norvell Wheaton	01/01/19	12/31/20 (TC rep)
William Jones	04/08/15	06/30/19
Ted Finney	07/01/17	06/30/21
Kevin Belcher	07/01/18	06/30/22
Clifford Hart	04/08/15	06/30/19
VACANT		06/30/18

<u>BOARD OF ZONING APPEALS</u>		
Gary Mays, Chairman	04/08/15	08/31/20
Ed Carton	11/10/14	08/31/19
Teresa Tatlock	07/10/16	08/31/21
Marvin Hensley	08/31/17	08/31/22
Kevin James Akershoek	12/11/13	08/31/18

<u>INDUSTRIAL DEVELOPMENT AUTHORITY</u>		
Lewis Addison, Chairman	04/08/15	06/30/19
Sharon Watts Turner	07/01/18	06/30/22
Gary Jennings	05/10/17	06/30/21
Jacob Bailey	06/08/16	06/30/20
Manly Rucker	05/10/17	06/30/21
Kim Odell Stein	07/11/18	06/30/22
Richard Wydner	04/08/15	06/30/19

<u>PROPERTY MAINTENANCE INVESTIGATION BOARD</u>		
C. Manly Rucker, III	05/10/17	06/30/20
Bessie H. Kirkwood	07/01/18	06/30/21
Glenda Hash	06/08/16	06/30/20

<u>REGION 2000 REGIONAL COMMISSION/MPO</u>		
D. Dwayne Tuggle	01/01/19	12/31/20
Sara Carter	01/01/19	12/31/20

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

D. Dwayne Tuggle	01/01/19	12/31/20
Sara E. Carter	01/01/19	12/31/20

TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION

Clifford Hart	01/01/19	12/31/20
Kenneth S. Watts	01/01/19	12/31/20

JOINT COMMITTEE ON COOPERATION

Kenneth S. Watts	01/01/19	12/31/20
Kenneth G. Bunch	01/01/19	12/31/20
Sarah B. Ogden	01/01/19	12/31/20

(3 Appointments from Amherst County)

YMCA EXPLORATORY COMMITTEE

Tracy Wilburn	05/10/17
Erin Calhoun	05/10/17
Paul Robert Munn	08/09/17
Rebecca A. Fitzgerald	08/09/17

TOWN COUNCIL COMMITTEES (FOR THE 01/01/19-12/31/20TERM)
--

FINANCE COMMITTEE

Rachel A. Carton (Chairman) and Kenneth S. Watts

- Monitor the budget development process.
- Review accounting procedures, budgets, and bookkeeping activities.
- Interface with auditors.

COMMUNITY RELATIONS AND RECREATION COMMUNITY

Sarah B. Ogden (Chairman) and Janice N. Wheaton

- Monitor and review implementation of the Town's bike trails and public parks
- Review the Town's beautification efforts and programs.
- Interface with citizens, business operators, Sweet Briar College and VDOT

UTILITIES COMMITTEE

Kenneth S. Watts (Chairman) and Kenneth G. Bunch

- Monitor the development and construction of capital improvement projects.
- Review proposed utility system upgrades and extensions.
- Interface and assist developers in coordinating Town policies with proposed new developments.

RECODIFICATION COMMITTEE

Kenneth G. Bunch (Chairman) and Kenneth S. Watts

- Monitor the recodification of Town Code process
- Review proposed proof and edits



TOWN OF AMHERST
DEPARTMENT OF PLANTS

MONTHLY PRODUCTION AND OPERATIONAL REPORT
 NOVEMBER 2018

SUBMITTED BY: GARY S. WILLIAMS,
 DIRECTOR OF PLANTS

Grandview Water Filtration Plant,

Daily Water Withdrawal and Production:

	Total, million gallons	Average, million gallons	Max, million gallons	Min, million gallons
Raw Water	8.749	0.292	0.537	0.093
Produced	7.919	0.264	0.463	0.084
Delivered	7.578	0.253	0.434	0.084

Monthly Activities and Upcoming Highlights:

- First quarter Haloacetic Acid and Trihalomethanes results have come in and the Town has maintained a result below the 0.060 exceedance level for Haloacetic Acid, the current quarterly average is 0.026 mg/L. Trihalomethanes have also been trending down for the last four quarters below the limit level of 0.080 mg/L with a 0.039 mg/L average this quarter.
- We are continuing to have issues with lead results being over limit at a couple of the Towns sampling locations. But there is an overall downward trend and Staff continues to work on solving the exceedance issue. Staff met with Matthew Haun of the Virginia Health Department to review actions being taken. Mr. Haun was pleased with corrective actions having been taken and pointed out correlation's with other localities and how the Town should see same corrective results they have.
- Please note that the Water Tank cleaning and inspection reports with recommendations have been digitalized and are available to be emailed to any councilor that would wish to review them. Also the videos of the tank cleaning operations can be reviewed at WWTP at your convenience. Please note the sound quality is not that good but the visual very good.

Rutledge Creek Wastewater Treatment Plant,

Daily Received and Treated Waste Stream:

	Total, million gallons	Average, million gallons	Max, million gallons	Min, million gallons
Finial Effluent	10.436	0.337	0.621	0.261

- Rain fall for the of January has decreased a little from the November and December 2018, as a result the 95% effluent flow limitation which is exceeded when the average monthly for is in excess of 0.380 MGD. January average flow was 0.337 MGD.
- All other aspects of WWTP operations have been pretty much normal.

Submitted: February 6, 2019

Utility/Town Maintenance and Construction Report

Jan-19

Water Meter Read	1150
Water Meter Re-Read	42
Disconnects	9
VA-811 Service locations	39
Vehicle PM Work Orders	22
Pump Station/Plant Work Orders	21
Banners Installed/Dismantled	0
Water Services Installed/Replaced	2
Sewer Services Installed/Replaced	1
Minor Leaks ks Repaired	2
Major Leaks Repaired	2
Minor Sewer Problems Resolved	2
Major Sewer Problems Resolved	1

Man Hours

Meter Reading	81
Street/Sidewalk Maintenance	62
Safety Training	5
Bush Hogging	0
Flushing Water	48
Equipment Maintenance	55
Xmas decorations	0

Major Issues & Comments

COLD

4

Routine/Annual Work

Projects/Unusual Work

Service Work Orders	Locating Un-marked/Unknown Water & Sewer System Assets
Meter Reading	Continue Safety and Shop/Yard Clean-up
Prev-Maint Work Orders	Staff has been working on finding water valves and addressing issues
Disconnects	Working on clearing water right of ways.
Re-connects	
Flushing Program in Select Locations	

W. THOMAS BERRY
ATTORNEY AT LAW
TAN BARK PROFESSIONAL BUILDING, COURT STREET
P.O. BOX 354 * 402 COURT STREET
LOVINGSTON, VIRGINIA 22949

W. THOMAS BERRY

OFFICE PHONE
434-263-4886
Fax: 434-263-4285

February 4, 2019

Town of Amherst
P.O. Box 280
Amherst, VA 24521

Attn: Sara Carter- Town Manager

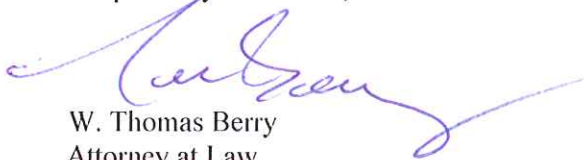
Re: Monthly Report to Town Council
(January 2019)

Dear Ms. Carter, and Council,

My report on work regarding the following matters:

1. Recodification: Review of recodification documents. I met with Vickie Hunt for report to Municode/ Roger Merriam.
2. IDA/ Town: No meeting this month.
3. Town Council Meeting: Attendance at the monthly scheduled meeting on January 9, 2019.
4. Land Acquisition: Review of Lazy River property. The ongoing project is now ready to close. Reviewed plat with Jim May, Surveyor. Spoke with David McCormack.
5. Personnel: Spoke with Nelson County Commonwealth Attorney about Town.
6. Easements: Sewer Line Easements prepared for Brockman and Yancy.
7. New Business: Met with prospective purchaser for old Brockman building on south side of South Main. Referred purchaser to Town Manager.
8. Access to Town Attorney: My email address is tammy@tomberrylaw.com. Please feel free to use this email access provided, and I will promptly return any communication. My home phone (434) 946-9501; office phone (434) 263-4886.

Respectfully Submitted,



W. Thomas Berry
Attorney at Law

WTB/tat

W. THOMAS BERRY, LLC

ATTORNEY-AT-LAW
P.O. BOX 354/ 402 COURT STREET
LOVINGSTON, VA 22949
PHONE: (434) 263-4886

Invoice

Date	Invoice #
2/4/2019	8715

Bill To
Town of Amherst c/o Sara Carter P.O. Box 280 Amherst, VA 24521

Terms
Due on receipt

Description	Qty	Rate	Amount
1/4/2019 REVIEW MUNICODE PACKAGE	2	175.00	350.00
1/9/2019 MEET WITH VICKIE ON MUNICODE	1.5	175.00	262.50
1/9/2019 PREPARE FOR MEETING	1	175.00	175.00
1/9/2019 MONTHLY MEETING	1	175.00	175.00
1/25/2019 REVIEW MAY PLAT	1	175.00	175.00
1/25/2019 CALLED MAY, PREPARE FOR CLOSING	1	175.00	175.00
1/28/2019 FINAL RECORD CHECK ON LAZY RIVER	1	175.00	175.00
1/28/2019 PHONE CALL WITH PATRICIA BROCKMAN	0.5	175.00	87.50

Total	\$1,575.00
Payments/Credits	\$0.00
Balance Due	\$1,575.00

**FINANCE COMMITTEE
MINUTES**

January 9, 2019
5:15 PM

Attendees: Rachel Carton, Chairman and Ken Watts
Staff: Sara Carter and Tracie Wright

The meeting was called to order by Ms. Carton at 5:15 p.m.

Staff reviewed current and potential savings options for long and short term savings for the fund balances maintained in each account. Staff was directed to review upcoming projects and make a recommendation for how much can be placed in long term savings for each fund balance. Staff was also requested to find out the penalties for early withdrawal for long term options.

Staff was requested to check on cd rates for Beacon and see if they would be a viable option for long term savings.

Staff was directed to continue the current methodology on health insurance.

Staff reviewed the possibility of changing financial software packages and was requested to get references for the proposed package.

The meeting adjourned at 5:54 p.m.

**COMMUNITY RELATIONS COMMITTEE
MINUTES**

January 15, 2019
6:00 PM

Attendees: Sarah Ogden, Chairman and Janice Wheaton
Staff: Sara Carter

The meeting was called to order by Mrs. Ogden at 6:00 pm

The Amherst Mountain Biking Club made a presentation to the committee regarding the construction of trails on the property that is owned by the Town to the west of the industrial park, bounded by the railroad tracks and Rutledge Creek. Additionally, the club would like to hold a lease on parcel 96-5-8 at the industrial park for parking and a pump track for training and learning purposes.

The committee held a discussion with the club, including aspects of what should be included in the lease, the proposed schedule for consideration, and how to address construction and safety issues.

The committee plans to report back to Council at the February meeting, and request a public hearing for a lease at the March Council meeting.

The meeting adjourned at 6:48 p.m.

**UTILITIES COMMITTEE
MINUTES**

January 30, 2019
1:00 pm

Attendees: Ken Watts, Chairman and Kenneth Bunch
Staff: Gary Williams, Becky Cash and Sara Carter

The meeting was called to order by Mr. Watts at 1:00 pm.

The committee discussed the Preliminary Engineering Report Addendum prepared by Herb White regarding the improvements that he recommends at the Water Treatment Plant. The committee further discussed the debt load of the plant and what should be undertaken there. Finally, there was a discussion about source water and long term capacity.

Mr. White is coming to the Council meeting on February 13. The committee will provide a recommendation to the Council regarding potential funding through the VDH/ODW revolving loan fund.

The meeting adjourned at 1:33 p.m.

**Town of Amherst
Planning Commission Minutes
February 6, 2019**

A meeting of the Town of Amherst Planning Commission was called to order by Vice Chairperson Clifford Hart in the Council Chambers of the Town Hall at 174 S. Main Street at 7:00 PM on February 6, 2019.

It was noted that one seat on the Planning Commission is vacant and that a quorum was not present as indicated below:

A	June Driskill	P	William Jones
A	Kevin Belcher	P	Janice Wheaton
A	Ted Finney	P	Clifford Hart

Town Manager Sara Carter and Clerk of Council Vicki Hunt, in her capacity as Secretary to the Commission, were present.

Special Use Permit for Brockman Building

Town Manager Carter gave a report on an application received from Front Street Garage, LLC through its representatives Jay and Crystal Harris for a Special Use Permit for an auto and tire center at 488 S. Main Street (TM#95A56) zoned B-2. Jay and Crystal Harris were present to answer questions.

By consensus of the Commissioners present, a public hearing on the matter will be held at its meeting in March.

Lease of 6.6 Acre Parcel In and 40+/- Acre Parcel Adjacent to Brockman Industrial Park to Amherst Mountain Biking Club

After noting that §15.2-2232 of the Code of Virginia indicates that no public utility facility, whether publicly or privately owned, shall be constructed, established or authorized, unless and until the general location or approximate location, character, and extent has been submitted to and approved by the commission as being substantially in accord with the adopted comprehensive plan or part thereof, and in connection with any such determination, the commission may, and at the direction of the governing body shall, hold a public hearing after notice, the Town Manager reported the Town has entered into a contract to lease a 6.6 acre parcel of land in Brockman Industrial Park and a 40+/- acre parcel of land adjacent to Brockman Industrial Park (TM#s96.58, #96.A13, and #96.A36) that would be suitable for biking trails.

By consensus of the Commissioners present, a public hearing on the matter will be held at its meeting in March.

Capital Improvement Program

Town Manager Carter gave a report on the development of the Town of Amherst FY19-20 Capital Improvement Program proposal, copies of which were distributed to the Commissioners. By consensus of the Commissioners present, a public hearing on the matter will be held at its meeting in March.

The meeting adjourned at 8:59 PM.

Clifford Hart, Vice Chairperson

Attest: _____
Secretary

FOR APPROVAL

**Town of Amherst
Industrial Development Authority**

A regular meeting of the Town of Amherst Industrial Development Authority was called to order by Chairman Lewis Addison on February 4, 2019, at 5:15 PM in the Council Chambers of the Town Hall at 174 S. Main Street. It was noted that a quorum was present as follows:

P	Lewis Addison	P	Sharon W. Turner
P	Jacob Bailey	P	Kim Stein
A	Gary Jennings	P	Richard Wydner
P	C. Manly Rucker, III		

Town Manager Sara E. Carter, in her capacity as Secretary to the Authority, and Clerk of Council Vicki Hunt, were present.

On a motion by Mr. Wydner which was seconded by Mr. Rucker and carried 6-0-1, the minutes of the November 5, 2018, meeting were approved. Mrs. Turner and Messrs. Addison, Bailey, Rucker, Wydner and Stein voted "Aye". Mr. Jennings was absent.

Reports on Brockman Park Recoupment Program and Brockman Park Property Maintenance and Billing

The Secretary presented a status report on the Brockman Park Recoupment program per the October 2, 2001, agreement whereby the County would direct monies to the Town to defray Brockman Park development costs and a report on the costs of maintaining the common areas at Brockman Park that are to be shared among all tenants per the "homeowners association" section of the Brockman Park deed restrictions.

After discussion, Mr. Rucker made a motion that was seconded by Mrs. Turner to direct the Secretary to transmit the 2018 Brockman Park Recoupment report to Amherst County, and to authorize the Secretary to bill Centra Health, Steven D. Clancy, LLC and HBH Amherst, LLC for calendar year 2018 expenses.

The motion carried 6-0-1 according to the following:

Lewis Addison	Aye	Sharon Turner	Aye
Manley Rucker	Aye	Kim Stein	Aye
Jacob Bailey	Aye	Richard Wydner	Aye
Gary Jennings	Absent		

Copies of the reports are attached and made a part of these minutes.

Dr. Timothy Schauer, Marketing Professor and Associate Professor of Business along with three students from Sweet Briar College were present to outline steps designed for the student group to discern and narrow down research in order to gain information and to provide a marketing plan

for L. Barnes Brockman Sr. Business and Industrial Park to the Industrial Development Authority in Fall, 2019.

Secretary Carter gave an oral report on the Amherst Mountain Biking Club's potential use of space in Brockman Park for future parking lot use.

There being no further business, on motion of Mr. Bailey seconded by Mr. Rucker and carried 6-0-1, the meeting adjourned at 6:07 PM.

Lewis Addison, Chairman

ATTEST: _____
Secretary

FOR APPROVAL

Brockman Park Investment Recoupment Report

Prepared: 01/30/19

Prior to the transfer of any amount by the Town, the IDA shall prepare an annual activity report on the Fund in January of each year for the prior calendar year and submit it to the Town along with estimates for the then-current year. A copy of this report and any accompanying documentation shall be concurrently submitted to the County.

Balance, 6/30/2018 \$ 2,236,478.77

FY 19 Activity:

County: Lot 10: Steven D. Clancy, LLC (BlackBox) Real Estate Taxes	12,694.10		
Lot 10: MTS/Black Box Personal Property Taxes	757.81		
Lot 10: MTS/Black Box Business Equipment Taxes	7,405.43		
Lot 9b,c: HBH Amherst, LLC (Horizon) Real Estate Taxes	7,851.31		

Note: Above is as per Commissioner of the Revenue Jane Irby on 1/30/19

Less - FY98 Assessment	(2,740.65)		
Total FY18 from County		25,968.00	(25,968.00)

Projected Balance, 6/30/2019 \$ 2,210,510.77

Brockman Park Owners Association

Maintenance Reimbursement for CY18

Date	Vendor	Description	Invoice Amount
01/15/2018	AMERICAN ELECTRIC POWER		\$ 25.71
02/13/2018	AMERICAN ELECTRIC POWER		\$ 24.53
03/13/2018	AMERICAN ELECTRIC POWER		\$ 24.06
04/13/2018	AMERICAN ELECTRIC POWER		\$ 23.52
05/11/2018	AMERICAN ELECTRIC POWER		\$ 23.90
06/13/2018	AMERICAN ELECTRIC POWER		\$ 26.80
07/13/2018	AMERICAN ELECTRIC POWER		\$ 25.08
08/13/2018	AMERICAN ELECTRIC POWER		\$ 25.08
09/13/2018	AMERICAN ELECTRIC POWER		\$ 25.25
10/13/2018	AMERICAN ELECTRIC POWER		\$ 23.24
11/13/2018	AMERICAN ELECTRIC POWER		\$ 23.40
12/12/2018	AMERICAN ELECTRIC POWER		\$ 23.14
Subtotal, Sign Electricity			\$ 293.71

Last year's grass cutting contract=	\$ 4,968.00
Increase by the Consumer Price Index (1.53%)	\$ 76.01

Subtotal, Grass Cutting \$ 5,044.01

\$ -
\$ -

Subtotal, Other Property Maintenance \$ -

\$ 14.24	\$/light/month per bill
\$ 4.89	\$/light/month other charges
<u>\$ 19.13</u>	Actual per-month cost per BP light
8 # lights	
12 # months	
<u>\$ 1,836.12</u>	Cost to provide street lights at BP

Subtotal, Street Lights \$ 1,836.12

Total	\$ 7,173.84
#Lots	16
Per Lot Assessment	\$ 448.37



Prepared 02/04/2019
Printed: 02/04/2019

January 2019

To: Gary Williams, Sara Carter, Amherst Town Council Members

Re: Amherst Watershed Protection Program: Buffalo River Watershed Monthly Report

Buffalo River Watershed Initiatives

Watershed Initiatives:

Worked with landowners within the protected watershed to find conservation programs that fit their objectives on their land and protect drinking water sources. Three BRWS landowners are in the installation phase of their conservation projects (Kay-VACS, Duff –EQIP, Campbell-VACS)

Amherst Tree Buffer Program: Carried out maintenance on 6 projects. Received Chesapeake Restoration grant in the amount of: \$ 1,950.40 and will have to decline funding.

Amherst Pollinator Buffer Program: Carried out site visits to 2 projects. Both sites' winter cover crops (winter rye, Austrian pea) have germinated and are covering the buffer strip areas.

The buffer sign initiative will continue as planned with the previously established partnership between the James River Association, Amherst Parks and Recreation and the Amherst County Service Authority.

Checked Amherst County watershed property transfers that were completed by the Amherst real estate office this quarter, updated watershed address database and sent watershed booklets to watershed landowners.

Working with team on planning the Amherst depot pollinator garden project and participated in WSETs Heart of VA about the project.

All priority landowners actively installing their conservation projects have received their watershed conservation sign for their farm.

Upcoming:

I look forward to partnering with the Robert E Lee SWCD under my new position with the James River Association, since all of Amherst County and a portion of Appomattox County is within my region. Also, I hope that the District, Amherst County Service Authority and the James River Association can develop a partnership and mechanism for continuing to install buffers within the protected watersheds of Amherst County.

1/31/19: Submitted by: Anne Marie Roberts, Amherst Watershed Coordinator, Robert E. Lee Soil & Water Conservation District

Mountain Bike Trail Proposal

Prepared for: Amherst Town Council, Amherst Town Industrial Development Authority

Prepared by: Alex Motley, Amherst Mountain Bike Club President, Carter Massie, Amherst Mountain Bike Club Vice President, Jason Buendorf, Amherst Mountain Bike Club Treasurer

December 12, 2018



AMHERST MOUNTAIN BIKE CLUB

EXECUTIVE SUMMARY

Objective

The installation of mountain bike trails in the Town of Amherst will enable local residents to partake in a greater amount of outdoor activities while helping the Town of Amherst to be a more noticeable destination for outdoor enthusiasts and adventure seekers. This noticed effort in outdoor program development will be rewarded by a greater amount of personal traffic in the Town of Amherst. This increase of people visiting the town will add notoriety and increase the potential for increased commerce and return visitors.

Goals

The Amherst Mountain Bike Club plans to build a family-friendly outdoor environment into a section of Brockman Business Park by way of mountain bike trails. This location will be specified by the Amherst Town Council and the Industrial Development Authority and we have previously discussed specific areas of interest.

Solution

The Amherst Mountain Bike Club is working towards implementing mountain bike trails into the Brockman Business Park by working with the Town Council and Industrial Development Authority of Amherst for this project's joint approval. Providing these mountain bike trails will give a solution to growing potential for an outdoor community in Amherst while increasing the amount of commerce in the Town of Amherst.

Project Outline

The scope of this project will be to build, maintain, and grow mountain biking trails in Brockman Business Park. The following is an outline for how this will be completed, pending approval:

- Discuss a suitable location for these trails to be placed and review proposed trail map.
 - This proposed location is a non-developable plot of land at Brockman Business Park, adjacent to the railroad and Rutledge Creek.
- Finalize the trail location and trail map.
- What additional steps that need to be taken for location finalization?
 - Land survey for an accurate property map
 - Locate any Environmentally Sensitive Areas
 - Final review of the proposed trail map
- Begin trail construction
 - Use volunteer groups for trail
- Additional construction services will be contracted on an as-needed basis.

Once trails are completed, the Town Council, Industrial Development Authority, and the Amherst Mountain Bike Club will assess how successful the trails are and move forward together in a manner that is beneficial to the community.

AMHERST MOUNTAIN BIKE CLUB

Situational Potential

If any town or local government is looking for growth in the economy, population, or recognition, the community must realize what it can offer that is specific to the region in which it exists. Two examples of realizing what the town can offer specific to its region could be beach towns and mountain towns. Beach towns can capture people's love for the water, while mountain towns can draw people in with inspiring views and a chance to get away from the ever-increasing pace of life with a laid-back style. These are both popular for tourism because people come to enjoy the aspects of these places that make them unique, but the town is simply using its natural environment to cater to how people enjoy spending their time and money.

Amherst has the potential to add to the list of sites and features that makes the town and environment unique by adding mountain bike trails to the town. With the proper planning and execution of these trails, Amherst will be adding another valuable asset for tourists by giving people new and exciting reasons to come to town. By not capitalizing on what the town has to offer in regards to trail creation, we feel that Amherst will be missing out on a large and growing opportunity to provide outdoor activities between Lynchburg and Charlottesville, a seventy-mile stretch that does not have much to offer people in regards to trails and outdoor activities. Young adults and growing families are always looking for new ways to spend their time and outdoor recreation has seen large increase in the past three years. 15% of Americans, or 45.8 million people, participated in cycling, to include mountain biking, in the year of 2017.¹

Vision

The Amherst Mountain Bike Club wants to successfully implement trails into the town of Amherst that will be a safe and family-friendly environment. We are advocates for a healthy and complete community through the enjoyment of mountain biking and trail creation. We have seen communities such as Bedford and New London build bike trails that are drawing more visitors every month. These people are going for bike rides, spending a Saturday afternoon in town, grabbing a bite to eat at a local restaurant, and going home to discuss their adventure with their friends. This is what we want to be happening in Amherst and can be right around the corner for the town.

The town of Amherst has a very consistent population when it comes to age. The average amount of people per age group between the ages of 20 and 75 in increments of 5 years is 125 people per age group.² Any age group in this range can especially benefit from having trails in town because it is the most common age groups who seek

¹ Outdoor Industry Association, Web Document: http://outdoorindustry.org/wp-content/uploads/2017/05/2017-Outdoor-Recreation-Participation-Report_FINAL.pdf. Page 8

² US Census Bureau. Age Statistics, <https://www.census.gov/quickfacts/amherstcountyvirginia>

AMHERST MOUNTAIN BIKE CLUB

outdoor physical activity, with the surprising statistic that people tend to spend more time outdoors engaging in leisure activities and sports the older that they get.

Benefits

Bringing these trails into the town will have benefits that will be realized over the first few years of implementation and can grow as the trails expand. The first benefit will be for the local residents. As a club that wants to give to the community of Amherst, the Amherst Mountain Bike Club wants these trails to be a place that local residents can come to and enjoy through mountain biking and outdoor recreation. A benefit that both local residents and those who own businesses in the town will see is that mountain bike trails bring visitors to town. The mountain biking community is a very large, but tightly knit community that is always looking to find new trails to ride. These new trails mean towns to visit and explore. By offering new trails in an area and to continually improve on these trails will give a new and improving location for riders to come enjoy time and time again.

With an increased volume of people visiting town, it will directly benefit local shops and restaurants while giving the town an opportunity to grow in new ways. The Town and County of Amherst both have a lot to offer in regards to outdoor recreation. The outdoors of Amherst includes prime hiking on the Appalachian Trail, year-round fishing opportunities on local lakes and rivers, and one-of-a-kind mountain views when driving on the Blue Ridge Parkway. All of these local activities bring in many non-resident visitors, but none of them are very close to town. The mountain bike trail's close proximity to town will make this outdoor feature unique in that shopping and restaurants are nearby, which is not the case for most other outdoor activities.

Deliverables

What the Amherst Mountain Bike Club plans to deliver is a mountain bike trail system that will promote an exciting and challenging environment for cyclists of varying ages and experience levels. The trails will range from beginner to intermediate with plans to add more advanced features in the future. The layout of these trails will cater to having small areas that can have benches for resting and observing scenic views of the land or the local Rutledge Creek.

With families in mind, the Amherst Mountain Bike Club plans to add a small track, commonly called a "pump track", which can be used to hone mountain bike skills as well as be used for kids who want to get a feel for riding a bike on softer surfaces such as dirt while under close parental supervision. We think that this track would be best located beside a parking lot that would be placed onto the plot of Brockman Business Park that connects to the section of property that we are interested in developing. This would give families of small children a place to come to and enjoy a simple and safe place for kids to ride on a small dirt track. A gazebo or pavilion would an appropriate feature to have here for gatherings as well as light protection from the weather for families.

AMHERST MOUNTAIN BIKE CLUB

Longer term deliverables would be connecting trails to the town as well as local restaurants and breweries by continuing access through maintained sewer paths or working with local residents for access along property borders. This could allow for the town to have continuous trails from Brockman Business Park to Sweet Briar College by way of the newly proposed Town Park and Ambriar Plaza.

Success Criteria

The Amherst Mountain Bike Trails will be successful if the Town and the Amherst Mountain Bike Club feel that we have achieved our goal of providing a healthy and complete community through the enjoyment of mountain biking and trail creation. We want for the people of Amherst to have more recreational opportunities and to have another attractive feature for the town.

The Amherst Mountain Bike Club has motivated members who have been putting in many hours of work to make these trails successful. With proper planning and communication between the Amherst Mountain Bike Club, the Amherst Town Council, and the Industrial Development Authority, we believe that we will be able to get these trails up and running within the 2019 year. We believe that our success with these trails will be another success for the Town of Amherst.

Plan & Approach

With the approval from the Town Council, we will be able to begin working with local departments to ensure that the property has been surveyed properly and that we are respecting all environments that may exist on the chosen property. After these requirements have been approved and completed, trail work may begin. We have completed a map that roughly outlines the routes that we want to build.

(INSERT MAP)

Our plan is to build trails on the ~40 acres of town property that exists on Brockman Business Park between the railroad and Rutledge Creek before the water treatment plant. We can place approximately 3 miles of trails into this section of property without crowding trails or getting close to any private properties that adjoin Brockman Business Park. Access is a small concern for us, as the hill leading up the paved road in Brockman Business Park is quite steep and will require a small footbridge as well as some switchbacks to make the hill more accessible. We would like to use the Water Treatment Plant as a service access to the trails for building and maintenance since this is currently the most approachable access to the property.

Trail building is most often done on a volunteer basis, and this is the platform that we plan to use for these trails. Our Vice President, Carter Massie, will be our lead builder for these trails and will be heavily involved in the design and planning aspects of these trails. Volunteer groups from the Greater Lynchburg Offroad Cyclists (GLOC),

AMHERST MOUNTAIN BIKE CLUB

Liberty University, and The University of Lynchburg will be asked for their volunteer help. Local residents or anyone else who is interested in helping or learning more about trail building are welcome to help out.

The main trails behind Brockman Business Park as well as a small parking area and a pump track will be our main goals for these trails and are what we will focus all of our attention on. We believe that these features will ensure a successful start to the trail system and will give the Amherst Mountain Bike Club a foundation to build on in the future.

Cost & Budget

The largest hurdle that we will cross with these trails is going to be funding. From surveying fees to small excavation projects and a potential bridge build, we realize that these trails will cost money. We are taking an unusual approach for our funding sources by starting a non-profit organization. The Amherst Mountain Bike Club currently has a "Non-Profit Pending" status and should be a full non-profit by the early stages of the approval process. The last thing that we want to do is to ask the Town of Amherst for a large sum of money to build these trails, and we also want to be able to function independently from larger mountain biking and trail associations.

While gathering donations from both private sources and larger companies, we plan to fund these trails as a non-profit. There are also many government grants that we will be eligible for that are specifically for outdoor recreation programs and trail building. This will help alleviate the financial investment that the town has in the trail system.

Economic Impact

Mountain bike trails can have a large economic impact on a community by increasing local jobs and transient interest. A study done on 11 U.S. cities showed that integrating mountain bike and multi-use trails into communities added an average of 11.4 jobs per 1 million dollars invested. This increase in jobs is mostly related to the tourism that outdoor recreational activities can bring to the community.

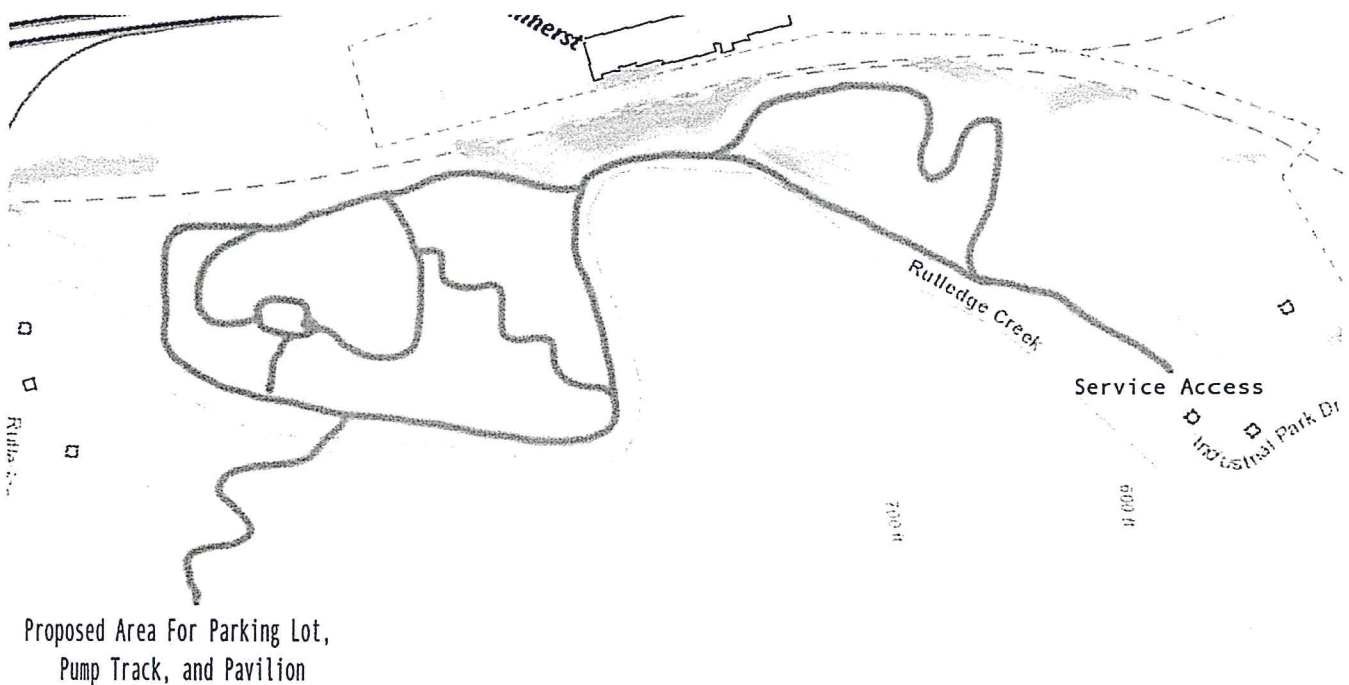
"The U.S. is currently experiencing high unemployment, unsustainable use of carbon-based energy, and a national obesity epidemic. All three of these problems can be partly addressed through increased walking and cycling. Providing pedestrian and cycling infrastructure for the purposes of commuting, recreation, and fitness, is arguably more important than ever before. In addition, this study finds that designing and building this infrastructure can also address the problem of unemployment, by creating jobs for engineers, construction workers, and workers who produce the asphalt, signs, and other construction materials."³

³ Web Article: https://www.peri.umass.edu/fileadmin/pdf/published_study/PERI_ABikes_June2011.pdf

AMHERST MOUNTAIN BIKE CLUB

As an example on economic growth, we would like to use the Virginia Creeper Trail as an example of how a simple mountain bike trail can transform an entire town. From the months of November 2002 to October 2003, the Virginia Creeper Trail (VCT) saw an estimated 130,000 visitors. Locals accounted for about 61,503 visits (47%), while non-locals accounted for 68,669 visits (53%), while the majority of these visits were between the months of April and October, roughly 80%.

"Although access to the VCT is free, there is a substantial economic value that accrues to recreation visitors from access to the trail. Using conventional economic methods, it was determined that, on average, the net economic benefit to users of the VCT is between \$23 and \$38 per person per trip. These values can be aggregated across the estimated 100,870 primary purpose trips per year leading to an estimated range of between \$2.3 million and \$3.9 million in net economic benefits to VCT users."⁴



This is a rough outline of where we would like to build trails.

There are approximately three miles of mountain bike trails in this map.

⁴ Web Article <https://www.srs.fs.usda.gov/recreation/VCT.pdf>



News Press Release-Feb 2019

Amherst Watershed Coordinator, Anne Marie Roberts, worked with landowners to protect designated watersheds in Amherst County.

Over the past 15 years, Roberts has worked with landowners within the protected watersheds of Amherst County to install conservation practices directly protecting the Town and Amherst County Service Authority's drinking water supply at the source.

Since 2003, 19.5 miles of live-stock exclusion fencing has been installed in the protected watersheds through partnerships with the District's Virginia Agricultural Cost-share Program, ACSA local BMP funding grant, Natural Resources Conservation Services and the National Fish and Wildlife Foundation.

Roberts also established the Amherst Tree Buffer Program in 2007. Volunteers assisted her with planting over 10,000 trees along 7 miles of waterways in Amherst County funded by forestry grants acquired totaling \$47, 253.00. In 2018, she developed the Amherst Pollinator Buffer Program which has helped two landowners install planted strips to help with source water protection and pollinator habitat.

She will be leaving the Robert E Lee SWCD and joining the James River Association. In her new position she will be managing JRA's tree buffer program within the Middle James River Watershed, which includes Amherst County.

She looks forward to partnering with the Robert E Lee SWCD, Amherst County Service Authority and other local agencies on getting riparian buffers on the ground in Amherst County and keeping her relationship with the Amherst County Community which she has grown to adore.



This deed is prepared by W. Thomas Berry, Esq.
VSB#28034
P. O. Box 354, Lovingston, Virginia 22949
Tax Map No. 95-A-78A
Consideration \$35,000.00
Assessed Value \$
Grantors Title Insurance: Chicago Title Insurance Company
Grantees Title Insurance: Chicago Title Insurance Company

THIS DEED OF BARGAIN AND SALE, made and entered into this 18th
day of January, 2019 by and between **LAZY RIVER, LLC**, Grantor, and
TOWN OF AMHERST, a Municipal Corporation of the
Commonwealth of Virginia, whose address is P.O. Box 280 Amherst,
Virginia, Grantee.

WITNESSETH

THAT for and in consideration of the Sum of Ten Dollars (\$10.00),
cash in hand paid, and other good and valuable consideration, the receipt
of which is hereby acknowledged, the Grantor(s) do hereby BARGAIN,
SELL, GRANT and CONVEY unto the Grantee(s), with GENERAL
WARRANTY and ENGLISH COVENANTS OF TITLE, all the following
described real estate, to-wit:

All that tract or parcel of land, together with the buildings and
improvements, privileges, appurtenances, and easements thereto
belonging and appertaining, being situated just beyond the limits of
the Town of Amherst, in the Court House District, more fully shown
and described as 7.010 acres, more or less, on that plat of survey
dated January 11, 2019 prepared by James C. Mays, C.L.S., entitled
"Plat Showing Reconfiguration of Lands Belonging to Lazy River L.L.C.
Described in Inst. #170002480 & Inst. #170002481 A.K.A. T.M. #95-
A-78A & T.M. #95-A-80 Respectively", said plat being attached hereto
and recorded herewith in the Clerk's office of the Circuit Court of
Amherst County, Virginia.

Being the same property conveyed unto Lazy River, LLC, a Virginia Limited Liability Company by deed dated August 15, 2017, from the Estate of Richard McKinley Wydner, Sr., by Richard McKinley Wydner, Jr., William Harold Wydner and John Landon Wydner, and recorded in the aforesaid Clerk's Office as Instrument No. 170002481 and by deed dated August 17, 2017 from William H. Wydner and Patricia B Wydner and recorded in the aforesaid Clerk's Office as Instrument No. 170002480.

This conveyance does not include and the Grantor herein reserves unto himself, his successors and or assigns the 0.772 acre tract shown on the aforesaid plat as new Tax Map No. 95-A-80 that includes the dam.

Further this conveyance is together with and subject the following easements for right of way noted on the aforesaid plat:

1. 30' statutory easement a/k/a Paved Road (Old State Route 660).
2. 5' access easement on new Tax Map No. 95-A-78A for the benefit of New Tax Map No. 95-A-80 (0.772 acre tract).
3. 30' statutory easement along Scott's Hill Road (State Route T1129).

This conveyance is subject to all easements, covenants and restrictions of record constituting constructive notice thereof and legally binding thereon.

In Compliance with the provisions of VA Code Ann. §15.2-183 this deed is in the form approved by W. Thomas Berry, Town Attorney for the Town of Amherst, Virginia, and is accepted by him on behalf of the Town of Amherst, he having been authorized to so act on behalf of said Town by a resolution duly adopted by the Town Council of said Town at the meeting held on June 13, 2018, which approval and acceptance is evidenced by the execution of this conveyance by the said W. Thomas Berry, Esquire.

WITNESS the following signatures and seals:

Lazy River, LLC, a Virginia Limited
Liability Company (SEAL)

STATE OF VIRGINIA
CITY/COUNTY OF _____, to-wit:

The foregoing deed was acknowledged before me this ____ day of
_____, 2019 by John D. McCormack, Manager of Lazy River,
LLC, a Virginia Limited Liability Company.

NOTARY PUBLIC

My commission expires: _____
My Registration No. _____

The Town of Amherst, Virginia

By: _____
Dwayne Tuggle, its Mayor

STATE OF VIRGINIA
CITY/COUNTY OF _____, to-wit:

I, _____, a Notary Public in and for the State and aforesaid, do hereby certify that Dwayne Tuggle, Mayor of The Town of Amherst, Virginia, whose name is signed to the writing above bearing date on the ___ day of _____ 2019, has acknowledged the same before me in my State aforesaid.

Give under my hand this ___ day of _____, 2019.

NOTARY PUBLIC

My commission expires: _____
My Registration No. _____

Accepted as to form:

W. Thomas Berry, Esq.
Attorney for the Town of Amherst
VSB#28034
402 Court Street
P.O. Box 354
Lovingston, VA 22949
Phone (434) 263-4886
Fax (434) 263-4285



A. Settlement Statement

B. General Summary

Commercial Closing
 File Number: 4127065-18
 Settlement Date: 12/8/2019

C. Note: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

D. Name & Address of Buyer: *Cont. on Addendum* E. Name & Address of Seller: *Cont. on Addendum*
 Town of Amherst, a Municipal Corporation of the Commonwealth of Virginia
 Lazy River, LLC
 P.O. Box 280
 245 E. Bank Street
 Amherst, VA 24521
 Petersburg, VA 23803
 G. Property Location: *Cont. on Addendum* H. Settlement Agent:
 140 Union Hill Road
 W. Thomas Berry, LLC
 Amherst, VA 24521
 P.O. Box 354
 Lovingsston, VA 22949
 I. Place of Settlement:
 W. Thomas Berry, LLC
 402 Court Street
 Lovingsston, VA 22949

J. Summary of Buyer's Transaction

100. Gross Amount Due from Buyer		
101. Contract sales price		35,000.00
102. Personal Property		
103. Settlement charges to Buyer (line 1400)		\$1,174.67
104.		
105.		
Adjustments for items paid by seller in advance		
106. City/town taxes	to	\$ 0.00
107. County taxes	to	\$ 0.00
108. Assessments	to	\$ 0.00
109.	to	\$ 0.00
110.		
111.		
112.		
113.		
120. Gross Amount Due from Buyer		\$36,174.67
200. Amounts Paid by or in Behalf of Buyer:		
201. Deposits or earnest money		
202.		
203. Existing loan(s) taken subject to		
204.		
205.		
206.		
207.		
208.		
209.		
Adjustments for items unpaid by seller		
210. City/town taxes	to	\$ 0.00
211. County taxes	1/1/19 to 12/8/19	\$ 312.46
212. Assessments	to	\$ 0.00
213.	to	\$ 0.00
214.		
215.		
216.		
217.		
218.		
219.		
220. Total Paid by/for Buyer		\$ 312.46
300. Cash at Settlement from/to Buyer		
301. Gross amount due from Buyer (line 120)		\$36,174.67
302. Less amounts paid by/for Buyer (line 220)		\$ 312.46
303. Cash	X from	\$35,862.21

K. Summary of Seller's Transaction

400. Gross Amount Due to Seller		
401. Contract sales price		\$35,000.00
402. Personal Property		
403.		
404.		
405.		
Adjustments for items paid by seller in advance		
406. City/town taxes	to	\$ 0.00
407. County taxes	to	\$ 0.00
408. Assessments	to	\$ 0.00
409.	to	\$ 0.00
410.		
411.		
412.		
413.		
420. Gross Amount Due to Seller		\$35,000.00
500. Reductions in Amount Due to Seller:		
501. Excess deposit (see instructions)		
502. Settlement charges to seller (line 1400)		\$ 117.00
503. Existing loan(s) taken subject to		
504. Payoff of first mortgage loan		
505. Payoff of second mortgage loan		
506.		
507.		
508.		
509.		
Adjustments for items unpaid by seller		
510. City/town taxes	to	\$ 0.00
511. County taxes	1/1/19 to 12/8/19	\$ 312.46
512. Assessments	to	\$ 0.00
513.	to	\$ 0.00
514.		
515.		
516.		
517.		
518.		
519.		
520. Total Reduction Amount Due Seller		\$ 429.46
600. Cash at Settlement to/from Seller		
601. Gross amount due to seller (line 420)		\$35,000.00
602. Less reductions in amount due seller (line 520)		\$ 429.46
603. Cash	X to	\$34,570.54

L. Settlement Charges

700. Total Real Estate Broker Fees ¹¹

Division of Commission (line 700) as follows:

				Paid From Buyer's Funds at Settlement	Paid From Seller's Funds at Settlement
701.	to				
702.	to				
703. Commission paid at Settlement				\$ 0.00	\$ 0.00
704.					

800. Misc. Charges

801.					
802.					
803.					
804.					
805.					
806.					
807.					
808.					
809.					
810.					
811.					
812.					
813.					
814.					

900. Items Required by Lender to Be Paid in Advance

901. Daily interest charges from	to	@	per day		
902. Insurance	for	years to		\$ 0.00	
903.					
904.					
905.					

1000. Reserves Deposited with Lender

1001. Initial total deposit for your escrow account				\$ 0.00	
1002. Homeowner's insurance	months @ \$		per month	\$ 0.00	
1003. Mortgage insurance	months @ \$		per month	\$ 0.00	
1004. Property taxes	months @ \$		per month	\$ 0.00	
1005.	months @ \$		per month	\$ 0.00	
1006.	months @ \$		per month	\$ 0.00	
1007.					
1008.					

1100. Title Charges

1101. Title services and lender's title insurance				750.00	
1102. Settlement or closing fee to: W. Thomas Berry				250.00	
1103. Owner's title insurance to: Skyline Title Agency, Inc.					
1104. Lender's title insurance to: Skyline Title Agency				15.00	60.00
1105. Courier/Wire fee to: W. Thomas Berry					
1106. Document Prep fee to: W. Thomas Berry					
1107. Seller Representation Fee to W. Thomas Berry					
1108.					
1109.					
1110.					
1111.					
1112.					

1200. Government Recording and Transfer Charges ¹¹

1201. Recording Fees:	Deed 43.00	Mortgage	Release	\$ 43.00	
1202. City/County tax/stamps	Deed 29.17	Mortgage		\$ 29.17	
1203. State tax/stamps	Deed 87.50	Mortgage		\$ 87.50	
1204. Grantors Tax					35.00
1205. Certificate of Partial Release Recording fee					22.00
1206.					
1207.					
1208.					

1300. Additional Settlement Charges

1301.					
1302.					
1303.					
1304.					
1305.					
1306.					
1307.					
1308.					
1309.					
1310.					

1400. Total Settlement Charges (enter on lines 103, Section J and 502, Section K)				\$1,174.67	\$ 117.00
--	--	--	--	------------	-----------

CERTIFICATION

I have carefully reviewed this Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the Settlement Statement form.

 Seller
 Lazy River, LLC

 Borrower
 Town of Amherst, a Municipal Corporation of the
 Commonwealth of Virginia

To the best of my knowledge the Settlement Statement which I have prepared is true and accurate account of the funds which were received and have been or will be disbursed by the undersigned as part of the settlement of this transaction.

 Settlement Agent
 W. Thomas Berry, LLC

 Date

WARNING: It is a crime to knowingly make false statements to the United States on this or any other similar form. Penalties upon conviction can include a fine and imprisonment. For details see: Title 18 U.S. Code Section 1001 and Section 1010.

ADDENDUM TO SEC. B

D. Name & Address of Buyer 2: <i>(Cont. from pg. 1)</i>	E. Name & Address of Seller 2: <i>(Cont. from pg. 1)</i>	G. Property Location: <i>(Cont. from pg. 1)</i>
D. Name & Address of Buyer 3: <i>(Cont. from pg. 1)</i>	E. Name & Address of Seller 3: <i>(Cont. from pg. 1)</i>	
D. Name & Address of Buyer 4: <i>(Cont. from pg. 1)</i>	E. Name & Address of Seller 4: <i>(Cont. from pg. 1)</i>	
D. Name & Address of Buyer 5: <i>(Cont. from pg. 1)</i>	E. Name & Address of Seller 5: <i>(Cont. from pg. 1)</i>	

RESIDENTIAL OWNER/SELLER AFFIDAVIT

(to induce sale of an/or loan on premises and title insurance coverage)

STATE OF _____)
SS
CITY/COUNTY OF _____)

The undersigned, being first duly sworn on oath, depose(s) and say(s):

1. THAT Affiant(s) is/are the record titleholder(s) of the property known and described as follows:

140 Union Hill Road, Amherst, Virginia 24521

2. As to Mechanics' liens: THAT at no time within 120 days of the date hereof has any work, services, or labor been done, or any fixtures, apparatus or material been furnished in connection with, or to, the said premises, except such material, fixtures, work, apparatus, labor or services as have been fully and completely paid for; that there is no indebtedness to anyone for any labor, fixtures, apparatus, material, services, or work done to, upon, or in connection with, the said premises; that there is no claim or indebtedness; that there is no mechanics' lien claim against said premises, whether of record or otherwise;

3. As to contracts and conveyances: THAT no agreement or contract for conveyance, or deed, conveyance, written lease, or writing whatsoever, is in existence, adversely affecting the title to said premises, except that in connection with which this affidavit is given;

4. As to possession: THAT there are no parties in possession of said premises other than the undersigned;

5. As to judgments: THAT no judgment or decree has been entered in any court of this State of the United States against said Affiant(s) and which remains unsatisfied; THAT no proceedings in bankruptcy have ever been instituted by or against Deponent(s) in any court, or before any officer of any state;

6. As to marital status: THAT the undersigned is/are single/married (if married and spouse is joining in subject deed/deed of trust, spouse must also join herein);

7. As to taxes and assessments: THAT there are no unpaid or delinquent real estate taxes or assessments against said premises; further, that there are no unpaid or delinquent water or sewer service charges against said premises;

Also, that the undersigned has not/have not received notice, nor know of any recent or future planned improvements (such as street paving, sidewalks, street lighting, surface drainage, etc.) that will or might result in a special assessment against this property;

8. THAT this Affidavit is made to induce the purchase of and/or a loan secured by the premises described herein and the issuance of a title insurance policy relating to same; and

9. THAT Affiant(s) further state(s) that he/she/they is/are each familiar with the nature of an oath; and with the penalties as provided by the laws of the State aforesaid for falsely swearing to statements made in an instrument of this nature. Affiant(s) further certify that he/she/they has/have heard read to Affiant(s) the full facts of this Affidavit, and understand its contents.

FURTHER YOUR AFFIANT(S) SAYETH NAUGHT.

John D. McCormack, Manager of Lazy River, LLC (SEAL)

ACKNOWLEDGED, SUBSCRIBED AND SWORN TO before me this _____ day of _____, 2019.

My Commission expires: _____

Notary Public

LIMITED POWER OF ATTORNEY

The undersigned Seller, for and in consideration of the sale of property described as 140 Union Hill Road, Amherst, Virginia 24521, agree that W. Thomas Berry shall have the limited power of attorney to sign his/her name to the HUD settlement statement and any addendums.

The undersigned hereby appoints W. Thomas Berry as his/her designee attorney-in-fact to sign the HUD Settlement and any addendums.

This power of attorney is coupled with an interest and shall be irrevocable until the closing is satisfied and shall survive the disability of the undersigned.

WITNESS our execution hereof, this ___ day of _____, 2019.

Seller- John D. McCormack

STATE OF VIRGINIA
CITY/COUNTY OF _____:

I hereby certify, that on the ___ day of _____, 2019, personally appeared before me, John D. McCormack, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing, and acknowledge that he executed the same for the purpose therein contained.

Notary Public

My commission expires: _____
My registration number: _____

7575 VOID CORRECTED

FILER'S name, street address, city, state, ZIP code, and telephone no. W. Thomas Berry, LLC P. O. Box 354 Lovingson, VA 22949		1 Date of closing	OMB No. 1545-0997 2018 Form 1099-S	Proceeds From F Estate Transacti
		2 Gross proceeds \$ 35,000.00		
FILER'S federal identification number 54-1944203	TRANSFEROR'S identification number	3 Address or legal description (including city, state & ZIP code) 140 Union Hill Road Amherst, VA 24521		Cop Internal Reve Service Ce File with Form 1 For Privac and Paper Reductio Notice, se 2008 Ger Instruction Forms 1099, 1 5498, and W
TRANSFEROR'S name Lazy River, LLC				
Street address (including apt. no.) 230 E. Bank Street				
City, state, and ZIP code Petersburg, VA 23803		4 Check here if the transferor received or will receive property or services as part of the consideration. <input checked="" type="checkbox"/>		
Account or escrow number (see instructions)		5 Buyer's part of real estate tax \$		

Form **1099-S**

Cat. No. 64292E

Department of the Treasury -- Internal Revenue Se



TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521
Phone (434)946-7885 Fax (434)946-2087

To: Town Council
From: Sara Carter
Date: February 8, 2019
Re: Request for Appropriation

On June 13, 2018, Council approved the substantial accord determination for the use of 7.7 +/- acres for a park at the end of Scott's Mill Road. The purchase of the park closed on February 12, 2019.

Staff requests an \$36,174.67 appropriation of funds for the purpose of correcting the budget for the expenditure.

A RESOLUTION TO APPLY FOR VIRGINIA DEPARTMENT OF HEALTH – OFFICE OF DRINKING WATER FUNDS AND LOANS FOR A WATER TREATMENT PLANT IMPROVEMENT AND UPGRADE.

WHEREAS, the Town of Amherst has applied for funding for various drinking water projects in the Town;

WHEREAS, the Virginia Department of Health-Office of Drinking Water has funded several drinking water projects in the Town;

WHEREAS, the Town of Amherst Town Council has reviewed project planning material and found that the pre-requirements have been met for submitting a funding application;

THEREFORE, BE IT RESOLVED, the Town of Amherst Town Council hereby votes to seek additional funding from the Office for the following project;

Water Treatment Plant Improvement and Upgrade	\$3,600,000
---	-------------

THEREFORE, BE IT RESOLVED, that the Town Manager immediately begin to process funding applications for these projects and be authorized to sign any and all documents to accept such funding contingent upon review and concurrence by the Town Attorney.

This Resolution was adopted by the Town Council of the Town of Amherst on February 13, 2019.

Mayor Dwayne Tuggle

Attest:

Date of Issuance:	Effective Date:
Owner: Town of Amherst	Owner's Contract No.: 1
Contractor: Anderson Construction Inc.	Contractor's Project No.: 18011
Engineer: Bowman Consulting Group, LTD.	Engineer's Project No.: 100059-01-001
Project: Town of Amherst WTP Sedimentation Basin Improvements	Contract Name: Town of Amherst WTP Sedimentation Basin Improvements

The Contract is modified as follows upon execution of this Change Order:

Description: Per the Town of Amherst request, extend the sludge collection piping to the full length of each sedimentation basin.

Attachments: [List documents supporting change]

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: <u>\$249,000.00</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase from previously approved Change Orders No. <u>0</u> to No. <u>1</u> : <u>\$ 6,138.99</u>	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: <u>\$249,000.00</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase of this Change Order: <u>\$ 6,138.99</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: <u>Order: \$255,138.99</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>[Signature]</u>	By: _____	By: <u>[Signature]</u>
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>P.M.</u>	Title: _____	Title: <u>P.M.</u>
Date: <u>11 Feb 2019</u>	Date: _____	Date: <u>2/11/19</u>

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

CONTRACTOR ESTIMATE FOR CHANGE ORDER

HECO-GC-1

Revised: 10/06/2014

Project Code: [REDACTED]

Contractor: Anderson Construction

Agency: [REDACTED]

Change Description: [REDACTED]

Project: [REDACTED]

GENERAL CONTRACTOR DIRECT COSTS												
Scope Description				Direct Labor				Direct Material		Direct Equipment		
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost	
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K	
1.01			ea		0.00		\$0.00		\$0.00		\$0.00	
1.02	Add Sludge Collector across full basin	1.00	LS		0.00		\$0.00		\$5,300.00		\$0.00	
1.03	Sherwood Logan		ea		0.00		\$0.00		\$0.00		\$0.00	
1.04			hrs				\$0.00		\$0.00		\$0.00	
1.05			hrs				\$0.00		\$0.00		\$0.00	
1.06			hrs				\$0.00		\$0.00		\$0.00	
Subtotal from Estimate Continuation Sheets							\$0.00		\$0.00		\$0.00	
1.97	Subtotal (S/T) Direct Costs:						\$0.00	Subtotal Mat'l	\$5,300.00	Subtotal Equip.	\$0.00	
1.98								Sales Tax	5.3%	\$280.90	Sales Tax	5.3%
1.99	Total Direct Costs						Total Labor	\$0.00	Total Mat'l	\$5,580.90	Total Equip.	\$0.00

SUBCONTRACT COSTS		
Item No.	Subcontractor Name	Total Cost
A	B	C
2.01	List totals from attached HECO-SC-1 form	
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$0.00

SUMMARY			
Item No.	Description		Total Cost
3.01	Total Direct Labor Cost	Item 1.99H	\$0.00
3.02	Total Direct Material Cost	Item 1.99J	\$5,580.90
3.03	Total Equipment Cost	Item 1.99L	\$0.00
3.04	Subtotal	3.01+3.02+3.03	\$5,580.90
3.05	Overhead and Profit* (%)	10.00%	\$558.09
3.06	Subtotal	3.04+3.05	\$6,138.99
3.07	Subcontractor Cost	Item 2.99	\$0.00
3.08	GC Markup on Subcontractors** (%)	5.00%	\$0.00
3.09	Subtotal	3.06+3.07+3.08	\$0.00
3.10	Additional Bond Cost		\$0.00
3.99	Total Change Order Cost	(3.09+3.10)	\$6,138.99

Submitted By

Name: Malcolm Miller

Signature: [REDACTED]

Title: Project Manager

Date: 1/23/2019

Qty Units Table

*Limited to 10% on self-performed work.

**Limited to total of 5% on Subcontract Work