

AMHERST TOWN COUNCIL
AGENDA
WEDNESDAY, SEPTEMBER 9, 2020
Meeting at 7:00 PM
Town Hall, 174 S. Main Street, Amherst, VA 24521

- A. Call to Order for the Town Council– 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. Public Hearings and Presentations**
- 1. Public hearing on and adoption of an ordinance to address continuity of operations during the pandemic (Pgs. 4-8) - Kimball Payne -** *Staff recommends that the Council adopt an Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with the Pandemic Disaster. The ordinance was originally adopted on an emergency basis by Town Council on April 8, 2020, and it was readopted on August 12, 2020, also on an emergency basis. An emergency ordinance expires after 60 days unless adopted on a permanent basis. As the pandemic, and the Governor’s Executive Order are still having an impact on Town governance, the permanent ordinance will allow Council to address the need for emergency and electronic meetings until the crisis subsides and the executive order is rescinded or expires.*
 - 2. Public hearing on and adoption of an ordinance amending the FY 2020/2021 Budget to reflect the receipt of \$190,633 in additional CARES Act funding and \$13,797 from an insurance settlement (Pg. 9) – Kimball Payne –** *The Town will receive an additional \$190,633 through the County of Amherst from the Coronavirus Relief Fund. The proposed amendment to the budget will include the new funds as additional General Fund revenues. The original \$190,633, which has been received, was included in the adopted budget. Expenses related to the \$381,266 in total funding will be budgeted in the General Fund, Town Manager, Cares Act Expenses. Expenditures of these funds for coronavirus relief will be controlled by future guidance received from the state and federal governments and approval of Council. The additional amount of \$13,797 in this budget amendment is funds from an insurance settlement related to the failure of a piece of equipment at the wastewater treatment plant. The settlement will be budgeted in the Sewer Fund under Operations. Adoption of the ordinance is recommended.*
- E. Citizen Comments –** *This time is set aside on the agenda for Town citizens to address Council regarding items not on the agenda for public hearing or presentations. Individual comment time is limited to three minutes, and groups are limited to five minutes. This time is for citizens to address Council, and not designed*

to be a question and answer session or a discussion time. If follow-up is requested, that will occur after the meeting. Citizen comments must be submitted in advance of the meeting, no later than 6:45 pm. Comments have been solicited via Facebook and the Town's website.

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. 10-20) – *Draft of the August 12, 2020 meeting minutes is 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. 21-31)

- 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)

- a. Finance Committee – Mrs. Carton – September 2, 2020 minutes are attached
- b. Community Relations – Mrs. Ogden – no meeting in August
- c. Utilities Committee – Mr. Watts – no meeting in August

3. Other Reports (Pgs. 35-43)

- a. Planning Commission, met September 2, 2020 – draft minutes are attached
- b. Industrial Development Authority, met September 8, 2020 – verbal report; draft minutes attached
- c. Robert E. Lee SWCD, minutes of the meeting of July 23, 2020 are attached

H. Discussion Items

1. Recommendation of the Finance Committee regarding the use of \$381,266 in CARES Act funding (Pg. 32-34) – *Kimball Payne – The Finance Committee met on September 2nd to review the use of CARES Act funding. Staff reported on past expenditures and proposed utilizing remaining funds to cover police salaries during the pandemic period through December 30, 2020. Utilizing this “salary swap” frees up resources in the General Fund. The Finance Committee recommends utilizing those funds in three categories; COVID related expenses, FY21 Budget restoration, and Other uses including hazard pay and part-time salary support for the Police Department and an increase in the Contingency Fund for future needs. The attached minutes of the Finance Committee meeting and associated spreadsheets provide further explanation.*

2. Amendment to Comprehensive Plan for a conservation easement at the Amherst Milling Company – Kimball Payne – *Action on this item has been deferred since the December 2019 meeting. The last deferral request by the applicant was to the April 2020 meeting. No additional information has been forthcoming. Staff recommends continued deferral until action is requested by the applicant.*

I. Matters from Staff

J. Matters from Town Council

K. Anticipated Town Council Agenda Items for Next Month

1. *Public hearing on a proposed amendment to the sign ordinance to address works of art*
2. *Christmas Parade*

L. Citizen Comments

M. Closed session- *Pursuant to §2.2-3711A.1 of the Code of Virginia, as it relates to the assignment, appointment, promotion, and performance of specific public officers, appointees, or employees; specifically, to discuss the potential for, timing and conditions of the Town Manager's return to duty.*

N. Adjournment

EMERGENCY UNCODIFIED ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER AS AUTHORIZED BY VIRGINIA CODE § 15.2-1413 AND § 15.2-1427

WHEREAS, on March 12, 2020, amended May 26, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 23, 2020, the governing body of Amherst County, the Board of Supervisors, confirmed the declaration of local emergency made by the local director of emergency management; and

WHEREAS, the Board of Supervisors of Amherst County and the Town Council of the Town of Amherst finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code §44-146.16 being a

“communicable disease of public health threat;” and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;” and

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of Town Council may convene solely by electronic means “to address the emergency;” and

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute;” and

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

WHEREAS, The Attorney General of Virginia issued an opinion dated March 20, 2020, stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

WHEREAS, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the

United States of America.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Amherst, Virginia:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Town Council, the Planning Commission, Board of Zoning Appeals, Industrial Development Authority, and all local and regional boards, commissions, committees and authorities created by the Town Council or to which the Town Council appoints all or a portion of its members (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.
2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:
 - a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
 - b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and
 - c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and

identify notice of the opportunities for the public to access and participate in such electronic meeting; and

- d. Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and
- e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and
- f. The minutes of all electronic meeting shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

IT IS FURTHER ORDAINED that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers (including Constitutional Officers) and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

IT IS FURTHER ORDAINED, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that

the public are aware of how and when to present their views.

IT IS FURTHER ORDAINED, that the provisions of this Emergency Ordinance shall remain in full force and effect in accordance with § 15.2-1413, for a period not to exceed 6 months after Executive Order Fifty-One declaring the emergency and disaster arising from the novel Coronavirus (COVID-19) is rescinded by the Commonwealth, or unless amended, rescinded or readopted by the Town Council in conformity with the notice provisions set forth in Virginia Code §15.2-1427. Upon rescission by the Town Council or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.

ADOPTED BY THE TOWN OF AMHERST ON SEPTEMBER 9, 2020.

APPROVED

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

APPROVED AS TO FORM:

Town Attorney

AN ORDINANCE AMENDING THE [BUDGET](#) ESTABLISHED FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021 MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF AMHERST, VIRGINIA:

The Fiscal Year 2020/2021 Budget for the Town of Amherst, originally adopted June 10, 2020, is hereby amended to reflect the receipt of the following revenues: to the General Fund, \$190,633 in CARES Act funding from Amherst County to be budgeted for expenditure in the General Fund, Town Manager, Cares Act Expenses, and to the Sewer Fund, \$13,797 from an insurance settlement to be budgeted for expenditure in the Sewer Fund, Operations,

And furthermore, the same amounts are hereby appropriated for expenditure in the respective funds.

That the following projected sources and use of funds are hereby revised and approved as the FY21 Town of Amherst budget and approved appropriations for the respective funds.

Estimated Revenues

General Fund	\$1,284,731
Water Fund	\$1,239,536
Sewer Fund	\$936,420
Garbage Fund	\$141,298
IDA Fund	\$334,857

Estimated Expenditures

General Fund	\$1,284,731
Water Fund	\$1,239,536
- Operations	\$787,174
- Debt Service and Capital Projects	\$452,362
Sewer Fund	\$936,420
- Operations	\$650,840
- Debt Service and Reserve	\$285,580
Garbage Fund	\$141,298
IDA Fund	\$334,857

This Ordinance was passed by a vote of Amherst Town Council on September 9, 2020.

Mayor

Attest:

Clerk of Council

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on August 12, 2020, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

As a result of COVID-19 cautionary restrictions and limited space the below council members and staff met in person and electronically via virtual meeting in the event persons wishing to avoid attending could still address Council from home.

It was noted that a quorum was present as follows:

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

Also present were the following staff members:

Kimball Payne	Interim Town Manager	Vicki K. Hunt	Clerk of Council
W. Thomas Berry	Town Attorney	Becky L. Cash (Remote)	Lead Water Operator
Tracie Morgan (Remote)	Office Manager/Treasurer	Bobby Shiflett	Chief of Police

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Sarah B. Ogden.

There being no one listed to speak on the citizen comment sign-in sheet or otherwise, no comments were made.

Ms. Ogden made a motion that was seconded by Mr. Watts to approve the minutes from the July 8, 2020, and July 29, 2020, meetings.

There being no discussion, the motion as to the July 8, 2020, minutes carried 4-1 via the roll call method as follows:

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

There being no discussion, the motion as to the July 29, 2020, minutes carried 5-0 via the roll call method as follows:

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

After a report by Interim Town Manager Payne, Mr. Bunch made a motion that was seconded by Ms. Carton to adopt a resolution of the Town of Amherst Authorizing the Procedures for Electronic Public Meetings and Public Hearings to Ensure the Continuity of Government During the Covid-19 Pandemic Disaster and re-adopting the April 8, 2020, Emergency Ordinance to Effect Temporary Changes in Certain Deadlines and to Modify Public Meeting Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster, as recommended by staff. After discussion, the motion 5-0 via the roll call method carried as follows:

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

A copy of the Resolution and Ordinance is attached to and made a part of these minutes.

Interim Town Manager Payne gave a report on reinstatement of water service cutoffs for delinquent accounts and recommendations by the Utilities Committee as follows:

- service cutoffs resume in September
- delinquent accounts be advised of the plan to renew cutoffs
- delinquent account holders be given an opportunity to participate in a repayment plan
- account holders shall bring their account current by the end of the calendar year, and
- there be no waiver of interest, penalties or fees

After discussion, upon recommendation from the Utility Committee and staff to reinstate water service cutoffs for delinquent accounts, Town Council voted 5-0 to approve reinstatement of water service cutoffs for delinquent accounts and plan via the roll call method, as follows:

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

By consensus of Council action on the proposed amendment to the Town's Comprehensive Plan to change the designated land use for Tax Map parcels 96-4-A and 96-1-1-7, totaling 76+/- acres from Planned Development-Residential to Agricultural to allow a request for a conservation easement by Dave McCormack, Owner, Lazy River LTD, that would, if approved by Town Council, allow land between the developed portion of the Mill Race subdivision and the Amherst Milling Company to be changed from planned development areas to conservation and would allow Mr. McCormick to complete a conservation easement process for the property was deferred to a future meeting with a date uncertain due to the current covid-19 crisis, as recommended by staff.

After a report by Interim Town Manager Payne, Ms. Carton made a motion which was seconded by Mr. Watts to accept payment of funds per the Federal CARES Act from the County of Amherst in the amount of \$190,633.00, and authorize execution of Certification of Coronavirus Relief Fund Payments by the Town of Amherst affirming the Town's responsibility for following guidance for the use of Federal CARES act funds and appropriate documentation, as recommended by staff.

After discussion, the motion via roll call method carried 5-0 as follows:

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

A copy of the Certification for Receipt of Coronavirus Relief Fund Payments by the Town of Amherst is attached hereto and made a part of these minutes.

The Finance Committee was directed to prepare a recommendation to present to Council after receiving plan for use of the Cares Act funds from staff.

There being no one listed to speak on the citizen comment sign-in sheet or otherwise, no comments were made.

There being no further business, the meeting adjourned until September 9, 2020, at 7:24 pm on motion by Mr. Bunch seconded by Ms. Ogden.

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

RESOLUTION OF THE TOWN OF AMHERST

AUTHORIZING READOPTION OF EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER

WHEREAS, on the 8th day of April, 2020, the Town of Amherst adopted a Resolution Authorizing the Adoption of Procedures for Electronic Public Meetings and Public Hearings to Ensure the Continuity of Government During the Covid-19 Pandemic Disaster; and,

WHEREAS, on the 8th day of April, 2020, the Town of Amherst adopted an Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster which allows Council to address the need for emergency and electronic meetings during the crisis; and

WHEREAS, the April 8, 2020, Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster has expired; and

WHEREAS, the Town of Amherst finds that COVID-19 continues to constitute a substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code §44-146.16 being a “communicable disease of public health threat;” and

NOW, THEREFORE BE IT RESOLVED that the Town of Amherst readopts and reaffirms the requirements and policies of the Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster, a copy of which is attached hereto; and,

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption and shall remain in effect during the pendency of the Emergency Ordinance including for any applicable period upon the re-adoption of the Emergency Ordinance by Town Council.

This Resolution was adopted by the Town Council of the Town of Amherst on August 12, 2020.

Mayor Dwayne Tuggle

Attest:

EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 23, 2020, the governing body of Amherst County, the Board of Supervisors, confirmed the declaration of local emergency made by the local director of emergency management; and

WHEREAS, the Board of Supervisors of Amherst County and the Town Council of the Town of Amherst finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code §44-146.16 being a “communicable disease of public health threat;” and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;” and

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of Council may convene solely by electronic means “to address the emergency;” and

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute;” and

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

WHEREAS, The Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and

WHEREAS, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Amherst, Virginia:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Town Council, the Planning Commission, Board of Zoning Appeals, Industrial Development Authority, and all local and regional boards, commissions, committees and authorities created by the Council or to which the Council appoints all or a portion of its members (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.
2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:
 - a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
 - b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and
 - c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and
 - d. Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and
 - e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means

during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and

- f. The minutes of all electronic meeting shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

IT IS FURTHER ORDAINED that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers (including Constitutional Officers) and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

IT IS FURTHER ORDAINED, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

IT IS FURTHER ORDAINED, that the provisions of this Emergency Ordinance shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Council in conformity with the notice provisions set forth in Virginia Code §15.2-1427 but in no event shall such ordinance be effective for more than 6 months. Upon rescission by the Council or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.

ADOPTED by the Town of Amherst April 8, 2020 .

Readopted: August 12, 2020.

APPROVED

ATTEST:

APPROVED AS TO FORM:

FOR APPROVAL

**CERTIFICATION FOR RECEIPT OF
CORONAVIRUS RELIEF FUND PAYMENTS**

By

The Town of Amherst

We the undersigned represent the Town of Amherst (the Town), and we acknowledge that:

1. We have the authority to request direct payment on behalf of the Town from the County of Amherst (the “County”) of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (March 27, 2020).
2. We understand that the County will rely on this certification as a material representation in making a direct payment to the Town in the amount of \$190,633.
3. The Town's proposed uses of the funds received as direct payment from the County pursuant to section 601 of the Social Security Act will be used only to cover those costs that:
 - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. Were not accounted for in the budget most recently approved as of March 27, 2020, for the Town; and
 - c. Were or will be incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. Any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the Town or its grantee(s), must be returned to the County no later than January 8, 2021, so that the County may return the unexpended funds to the Commonwealth of Virginia by January 29, 2020, and we understand that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the Commonwealth within 30 days after December 30, 2020.
5. We understand that the Town will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. Funds received as a direct payment from the County pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.¹
7. Any CRF funds expended by the Town or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to the County within 15 days so that the County may return these funds within 30 days of finding that a expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.
8. As a condition of receiving the CRF funds pursuant to this certification, the Town shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or

¹ Official Guidance for the use of funds may be found at: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

Answers to Frequently asked questions may be found at: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>.

sales receipts. Such documentation shall be provided to the County by close of business on September 1, 2020 and final documentation shall be provided no later than January 8, 2021, or upon request.

9. The Town must maintain proper accounting records to segregate these expenditures from those supported by other funding sources and that all such records will be subject to audit.
10. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
11. Any CRF funds received pursuant to this certification will not be used for expenditures for which the Town has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.
12. The Town will receive an equitable share of CRF funds received by the County from the Commonwealth of Virginia and that such grant shall be used by the Town solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), as prescribed in this certification.
13. We acknowledge that the County is responsible for ensuring the Town's compliance with the documentation requirements of this certification, and for ensuring that the Town's use of the CRF funds meets the requirements set forth in this certification. Accordingly, we certify that the Town will comply, in a timely fashion, with all requests made by the County for the purpose of ensuring compliance with the requirements of this certification and Section 601 of the Social Security Act.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

By: _____	By: _____	By: _____
Signature: _____	Signature: _____	Signature: _____
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

Interim Town Manager's Report for the September 9, 2020 Town Council Meeting

Committee	Report
A. Industrial Development Authority	Met September 8 th
B. Planning Commission	Met September 2 nd
C. Board of Zoning Appeals	No meeting/no report
D. Property Maintenance Investigation Board	No meeting/no report
E. Community Relations Committee	No meeting/no report
F. Finance Committee	Met September 2 nd , minutes attached
G. Utilities Committee	No meeting/no report
H. Town/Sweet Briar Sewer Use Advisory Commission	No meeting/no report
I. Lynchburg Regional Business Alliance	Met August 27 th , did not attend
J. Central Virginia Planning District Commission	Executive Committee met September 3 rd
K. Amherst County Chamber of Commerce	No meeting/no report



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

August 2020

Month: August	SHIFT WORKING:
OFFICER:	VEHICLE:
MILEAGE START OF SHIFT:	MILEAGE END OF SHIFT:

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	18
ALARM	6
PHONE COMPLAINT	168
BOLO	10
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	8
DOMESTIC	2
CHECK WELFARE	3
NOISE OR DOG COMPLAINT	3
TRAFFIC CRASH	4
EMS CALLS	2
SUDDEN DEATH	
SUSPICIOUS PERSON	2
Call at Ambriar	6
OTHER	33

OFFICER INITIATED	NUMBER
BUILDING CHECKS	271
BUSINESS VISIT	61
BUILDING SEARCH	1
TRAFFIC SUMMONS	1
DRUNK IN PUBLIC	
EXTRA PATROLS/ Parks	162/28
WARRANT SERVICE	10
PROPERTY WALK AROUNDS	96
WARRANTS OBTAINED	3
PARKING TICKETS	
MISD. INVESTIGATION	3
FELONY INVESTIGATION	3
NARCOTICS INV.	1
SEARCH WARRANT	
PUBLIC RELATIONS	
CITIZEN CONTACT	165

WARNINGS	NUMBER
SPEEDING	1
EQUIPMENT VIOLATION	1
RECKLESS DRIVING	2
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	1

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	1
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	

ARREST	NUMBER
MISDEMEANOR	4
FELONY	3
EPO/PPO	3
ECO	
NARCOTICS VIOLATION	1
DUI / DUID	

OTHER	NUMBER
ASSIST OTHER OFFICER	11
ASSIST OTHER AGENCY	18
COURT	7
REPORTS	6
SCHOOL / TRAINING	10
MEETINGS	10
TOWED / IMPOUNDED VEH	



AMHERST POLICE DEPARTMENT

MONTHLY 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- 164

Miles patrolled- 4,861

County assist calls:

08-09-20 Cabell Ln- 9 y/o out of control. Cleared advice.

08-14-20 Toytown Rd- Problems with others. EPO obtained

08-22-20 Slapp Creek Rd.- Domestic A&B. Arrest.

08-23-20 Boxwood Farm Rd/ Wahoo Way- Tree in the road.

08-23-20 Rebec Vinyards- Assist motorist.

08-30-20 Patrick Henry Hwy- Domestic. Arrest

08-30-20 Kenmore Rd- Vehicle unlock.

After Hours Calls:

08-05-20 Lancer Ln- Alarm. Cleared building secure.

08-08-20 Dulwich Dr.- Problems with others. Cleared advice.

08-08-20 Dulwich Dr- Problems with others. Cleared advice.

08-14-20 Meadow Lake Ct- Alarm. Cleared advice.

08-15-20 Second St- Alarm X2. Weather Related false alarm.

08-18-20 Arther Ct- Prowler. Disregarded.



AMHERST POLICE DEPARTMENT

MONTHLY REPORT



ACTIVITIES FOR The Month Of AUGUST

- All officers received First Aid/ CPR re-certifications.
- All officers received Narcan re-certifications.
- New Narcan issued to all officers and expired ones turned in for disposal.
- All officers received VCIN re-certification.
- Officer Payne received Breath Operator re-certification.
- Grievance pamphlets were redesigned by Intern to meet accreditation standards and placed in the lobby.
- Monthly display board has been installed in the department to better manage departmental activities and requirements that are needed for accreditation and state mandates.
- US State Department Foreign Nationals guideline binders have been created and each officer will have them in all patrol vehicles.
- Inv. Watts attended the MDT monthly meeting.
- Furniture was received from Schewels Home Furniture. These items were graciously donated by the Schewel Family. Thank you note was sent for our sincere appreciation. I had a plaque made thanking the company for the generous donation. The plaque will be displayed in the front lobby. (Thank you, Councilman Watts for your help in making this happen!)
- Building cameras have been installed and are operational.
- The accreditation process was officially started this month. Great progress is being made to get this accomplished.
- Our intern (Ali Davis) completed her internship with the department. I completed her evaluation and I am proud to say she received an A for her final grade. She was absolutely vital in helping us get to where we are at, to this point in the accreditation process.
- Accreditation staff will be attending a mock assessment in September at the Colonial Heights Police Department. This will enhance our staff with actually seeing and being apart of the accreditation process.
- Mock accreditation for our department is set for the end of April 2021.



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

- Intern has set up departmental officer photos to be taken by a Liberty University graduate (FREE OF CHARGE) in September. These photos will be displayed in our lobby and used for future ID's.
- Policies continue to be reviewed and signed off on.

To: Town Council
From: Tracie Wright
Date: September 2, 2020
Re: August 2020 Monthly Report

Utilities – 1162 bills were cut totaling \$221,364.27

A/P – August bills totaled \$239,110.76.

Meals and Beverage Tax – 15 Businesses paid \$41,904.58 in Meals and Beverage Tax for the month of July. Looks like we are getting back to normal.

New Financial Software – With so much going on we have pushed going live with Utilities until our October bill run. Things are working their way out in the new system slowly but as we start to get use to it I do think it's more user friendly.

Upcoming Items – Continuing COVID related work and CARES Funds work.

Front Office – Citizens are adhering to our mask policy if they come into the office. It would be helpful to remind citizens that if they can, to please continue to use the dropbox if all they need to do is make a payment. Please remind them most days we are short staffed.

We have a lot going on in the office. Dee and I both are trying to maintain our normal job duties, while participating in training for the new software and handling the desk on the days we do not have help. I am trying to do my end of year work, prepare for the audit, key in items from the old software to the new software and I am attempting to keep up on the CARES Funds. Please be patient with me for a bit longer to get my due dates back on track with everything that I am responsible for giving you.

**CLERK OF COUNCIL REPORT
AUGUST 2020**

COMMITTEE MEETINGS

Town Council

Receive and review agenda packet for 8-12-20 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website

Quorums: Confirm Town Council meeting; Confirm/notify cancellation of meetings with members of Planning Commission and Industrial Development Authority.

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT

Administration of website generating and continuously uploading information/documents; revising website pages with new information and links to documents and/or outside sites; examining traffic through the site; design for overall look and feel of the site, including photos, color, graphics and layout; creating, editing, posting, updating, and cleaning up outdated content.

TOWN FACEBOOK ADMINISTRATOR

- Create content and/or design and post on Facebook and Website, including but not limited to:
 - Notice: Procedures for Amherst Town Council August meetings during Covid-19 pandemic with link to YouTube
 - Notice: Procedures for Town of Amherst Planning Commission September meeting during Covid-19 pandemic with link to YouTube
 - Notice: Resumption of Water Service Cutoffs
 - Notice: Wastewater System Improvements and Work Schedule Updates
 - Notice: Link to audio recordings of meetings
- Share links to community events and news; Monitor feedback

FOIA

Receive, review and respond to one FOIA request

2020 CHRISTMAS PARADE

Schedule and attend staff meeting 8/26/20; email 2019 Christmas parade participants in an effort to gather citizen and business feedback

OTHER:

- Redraft Resolution and Emergency Ordinance to Effectuate Change for approval by Town Council on August 12, 2020
- Prepare Uncodified Ordinance to Effectuate Temporary Changes for approval by Town Council on September 2, 2020
- Set up and run livestreaming for connection from virtual meetings to YouTube
- Discussion with Mr. Payne and Tracie re signatory on checks on behalf of the Town while serving as Interim
- Prepare, send, post Legal Ads/Public Hearing Notice: Utilities Committee Meeting 8/6/20; Finance Committee Meeting 9/2/20; Planning Commission Meeting – Zoning Amendment (Signs) 9/2/20; Town Council Meeting - Uncodified Ordinance to Effectuate Temporary Changes 9/2/20; Town Council Meeting – Budget Amendment (Cares Fund) 9/2/20
- Miscellaneous phone calls, correspondence, research
- Prepare miscellaneous purchase orders

Town of Amherst Committees as of August 31, 2020 Update; See Attached.

Town of Amherst Committees as of August 31, 2020

Appointed/Term Expires

TOWN COUNCIL

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
Sarah B. Ogden	01/01/19	12/31/20
Kenneth G. Bunch	01/01/19	12/31/20
Janice N. Wheaton	11/12/19	12/31/22

PLANNING COMMISSION

June Driskill, Chairperson	05/13/20	06/30/24
Janice N. Wheaton	12/11/10	12/31/20 (TC rep)
William Jones	07/01/19	06/30/23
Ted Finney	07/01/17	06/30/21
Kevin Belcher	07/01/18	06/30/22
Clifford Hart	07/01/19	06/30/23
Anne Webster Day	03/13/19	06/30/22

BOARD OF ZONING APPEALS

Gary Mays, Chairman	04/08/15	08/31/20	Vacancy Advertised
Ed Carton	09/01/19	08/31/24	
Teresa Tatlock	07/10/16	08/31/21	
Marvin Hensley	08/31/17	08/31/22	
Kevin James Akershoek	09/01/18	08/31/23	Vacancy Advertised

INDUSTRIAL DEVELOPMENT AUTHORITY

Clifford Hart	07/01/19	08/31/23
Sharon Watts Turner	07/01/18	06/30/22
Gary Jennings	05/10/17	06/30/21
Jacob Bailey	06/10/20	06/30/24
Manly Rucker	05/10/17	06/30/21
Kim Odell Stein	07/11/18	06/30/22
Richard Wydner	07/01/19	06/30/23

PROPERTY MAINTENANCE INVESTIGATION BOARD

C. Manly Rucker, III	05/13/20	06/30/24
Bessie H. Kirkwood	07/01/18	06/30/22
Glenda Hash	05/13/20	06/30/24

REGION 2000 REGIONAL COMMISSION/MPO

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)

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 COMMITTEE

- Sarah B. Ogden (Chairman) and Rachel A. Carton
- 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

AD HOC COMMITTEE – PERSONNEL PERFORMANCE EVALUATION FORMS

- Kenneth G. Bunch (Chairman) and Rachel A. Carton
- Review and make revisions to the Town's Personnel Employee Performance Evaluation and Employee Self-Performance Evaluation Forms



**TOWN OF AMHERST
DEPARTMENT OF PLANTS
MONTHLY PRODUCTION AND OPERATIONAL REPORT
AUGUST -- 2020**

**SUBMITTED BY: GARY S. WILLIAMS,
DIRECTOR OF PLANTS
SUBMITTED ON: Wednesday, September 2, 2020**

**Grandview Water Filtration Plant,
Daily Source Water Withdrawal, Process, and Production Volumes.**

	Total, Million Gallons	Average, Million Gallons	Max., Million Gallons	Min., Million Gallons
Raw Source Water	10.600	0.340	0.540	0.140
Plant Production	9.800	0.320	0.490	0.140
Water Delivered to System	9.380	0.300	0.480	0.140

Lead and Copper Results Report from the Health Department Office of Drinking Water.

Monitoring Period	Lead 90th Percentile (Action Level: 0.015 mg/L)	Copper 90th Percentile (Action Level: 1.3 mg/L)
January 2020 - June 2020	0.0073 mg/L - <u>Passed</u>	0.192 mg/L - <u>Passed</u>

The above-summarized results from VDH-ODW indicate lead and copper concentration in the Town are below the established Action Levels. The Town can now proceed to annual reduced monitoring instead of every six months. The next required monitoring will be to collect ten samples during the January through December 2021 monitoring period.

Quarterly Reviews of Haloacetic Acids and Trihalomethanes

Third Quarter of 2020 Haloacetic Acids results and Averaging:

	October 17, 2019		January 16, 2020		April 16, 2020		July 16, 2020		Quarterly Average mg/L
	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	
(Mono) Bromoacetic Acid	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
(Mono) Chloroacetic Acid	2.60000	0.00260	ND	0.00000	ND	0.00000	1.30000	0.00130	0.00098
Dibromoacetic Acid	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
Dichloroacetic Acid	31.50000	0.03150	6.10000	0.00610	6.40000	0.00640	11.20000	0.01120	0.01380
Trichloroacetic Acid	43.80000	0.04380	7.40000	0.00740	7.90000	0.00790	13.10000	0.01310	0.01805
HAA5	77.90000	0.07790	13.50000	0.01350	14.30000	0.01430	25.60000	0.02560	0.03283

> 0.060 mg/L is an Exceedance

Third Quarter of 2020 Trihalomethanes results and Averaging:

	October 17, 2019		January 16, 2020		April 16, 2020		July 16, 2020		Quarterly Average mg/L
	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	
Bromodichloromethane	4.00000	0.00400	2.90000	0.00290	2.20000	0.00220	5.70000	0.00570	0.00370
Bromoform	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
Chloroform	45.50000	0.04550	23.40000	0.02340	20.20000	0.02020	43.80000	0.04380	0.03323
Dibromochloromethane	ND	0.00000	ND	0.00000	ND	0.00000	0.41000	0.00041	0.00010
TTHM	49.50000	0.04950	26.30000	0.02630	22.40000	0.02240	49.91000	0.04991	0.03703

> 0.080 mg/L is an Exceedance

The Town's quarterly averages for the listed disinfection byproducts are trending below EPA limits. Staff continues to monitor and evaluate in regards to temperature effects as well as organics.

Rutledge Creek Wastewater Treatment Plant,
Daily Process and Treatment Volumes.

	Total, Million Gallons	Average, Million Gallons	Max., Million Gallons	Min., Million Gallons
Raw Influent Sewage	7.948	0.256	1.158	0.161
Final Treated Effluent	8.057	0.260	1.770	0.157

Activities and Events for August:

- As reported last month, the Rutledge Creek WWTP suffered significant equipment failure with the loss of the one the ditch rotors. A claim for \$14,797.34 was made with the Virginia Risk Sharing Association, and the claim was granted minus the \$1,000.00 deductible for a total amount of **\$13,797.34** returned to the Town.
- Replace equipment due to be delivered on 09/02/2020.
- Aug, 6 -- Attended electronic web meeting of the Regulatory Advisory Panel on Water Quality Management Planning Amendment. Of interest to the Town was the discussion of the James River Chlorophyll-a as it relates to the Town's total Nitrogen and Phosphorus permit limits.
- Aug, 12 -- Met with Lead Plant Operators Smith and Cash and Serman Ashwell of Dark Horse Integrated Solutions and Justin Stone of R&R Automation as a form of a fact-finding meeting to gain more information about the use of SCADA's in plant operations.
- Aug, 19 -- Attended electronic web meeting with the CVPDC in review of the Hazard Mitigation Plan Update Project being compiled for the region.
- Aug, 20 -- Met with Thomas Thompson, District Engineer with the Lexington Field Office of the VDH Office of Drinking Water for a plant tour and a general review of the forth coming water plant up grades. Also in attendance were the Interim Town Manager, Town Engineer and Lead Water Operator. The river pumping station and Waughs Ferry tank were also toured.
- Aug, 25 -- Attended electronic web meeting Water Quality Management Plan - Regulatory Advisory Panel meeting Also so attended the Point Source Nutrient Reduction Review that day.
- Aug, 26 -- Morning meeting with Justin Stone of R&R Automation to review the Rutledge Creek plants future equipment (motors, actuators and pumps) price quoting for FY21/22 CIP planning.
- Aug, 26 -- meeting with Town Interim Manger, Town Engineer and Wastewater Project Contractors for a progress report for the month of August.



Utility/Town Maintenance and Construction Report

Aug-20

Water Meter Read	1150
Water Meter Re-Read	52
Disconnects	0
VA-811 Service locations	40
Vehicle PM Work Orders	14
Pump Station/Plant Work Orders	32
Banners Installed/Dismantled	1
Water Services Installed/Replaced	7
Sewer Services Installed/Replaced	0
Minor Leaks Repaired	4
Major Leaks Repaired	0
Minor Sewer Problems Resolved	4
Major Sewer Problems Resolved	5

10

Man Hours

Meter Reading	71
Street/Sidewalk Maintenance	273
Safety Training	4
Bush Hogging	61
Flushing Water	0
Equipment Maintenance	43
Xmas decorations	0

Major Issues & Comments

Routine/Annual Work

Projects/Unusual Work

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

FINANCE COMMITTEE

MINUTES

September 2, 2020

5:15 PM

Attendees: Chair Rachel Carton and Council Member Ken Watts

Staff: Kimball Payne, Tracie Morgan and Sara Carter

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

Staff shared with the committee COVID related expenses to date and proposed possible uses for the remaining CARES Act funds. See the spreadsheet attached to these minutes.

The total amount of CARES Act funding is \$381,266.00.

The latest guidance regarding the use of CARES Act funds allows their expenditure to support public safety salaries during the period of the COVID-19 pandemic through December 30, 2020. Using the CARES Act funds for public safety salaries has been referred to as a “salary swap.” By utilizing this salary swap General Fund resources are freed up and any subsequent expenditures of those General Fund resources are not subject to the purpose or timing restrictions of the CARES Act funding. This will also make reporting on the use of CARES Act funding simpler.

After about \$10,000 in COVID related expenses, utilizing the salary swap for the remainder of the CARES Act funding frees up \$371,242.18 in the General Fund.

Staff reviewed with the committee some thoughts on possible uses of those funds in three categories; COVID related expenses, FY21 budget restoration, and other. After discussion, the Finance Committee decided to make recommended expenditures of the funds as indicated on the attached spreadsheet. If this plan is followed, approximately \$54,000 will be placed in contingency for future use, if necessary.

The meeting adjourned at 5:50 p.m.

Vendor	Expense	Amount	Cost	Shipping	Total	Date	Department
					\$ 381,266.00		
NanoTouch	Septic Surfaces		182.58		\$ (182.58)	3/2/2020	Town Manager
Gordan Sandidge	Extra Deep Clean of Office	4	14.48		\$ (57.92)	3/20/2020	Maintenance
Antworks	Laptop/Docking Station		1897.99	12.1	\$ (1,910.09)	3/25/2020	Finance
Zoom/BB&T	Virutal Meeting Host				\$ (199.90)	3/30/2020	Town Manager
Creative Produce Source	Antiseptic Hand Cleaner	24	5.91/ea	22.2	\$ (164.04)	4/13/2020	Police
Lynn Peavey Company/BB&T	Faceshield Masks	2 5pks	54.95	22.5	\$ (132.40)	4/15/2020	Police
Zoom/BB&T	Virutal Meeting Host				\$ (42.00)	4/21/2020	Town Manager
Brand Scape/BB&T	KN95 Mask	100	6.81/ea		\$ (681.00)	5/11/2020	Police
Zoom/BB&T	Virutal Meeting Host				\$ (54.00)	5/19/2020	Town Manager
Zoom/BB&T	Virutal Meeting Host				\$ (54.00)	6/30/2020	Town Manager
Modern Marketing	PAWS Antimicrobial Scrubs	12	29.29/ea	351.48	\$ (379.51)		Police
Evident	Medium Gloves	1 Case	107.1	38.49	\$ (145.59)		Police
The Supply Room	Workforce Compliance		1776.99		\$ (1,776.99)	7/17/2020	General Town
The Supply Room	Workforce Compliance		268.55		\$ (268.55)	7/20/2020	General Town
The Supply Room	Workforce Compliance		284.48		\$ (284.48)	7/21/2020	General Town
Witmer Public Safety Group	Bodily Fluid Clean Up-kit	30	15.99	10	\$ (489.70)	7/30/2020	Police
The Supply Room	Workforce Compliance				\$ (22.54)	8/11/2020	General Town
The Supply Room	Workforce Compliance				\$ (239.97)		General Town
The Supply Room	Workforce Compliance				\$ (155.98)		General Town
Antworks	Dee Laptop				\$ (1,935.98)		Finance
	Cleaning TH				\$ (846.60)		Maintenance
Town of Amherst	Police Salary	July-December			\$ (312,882.56)		Police
	Police Salary	Prior to June 30			\$ (58,359.62)		Police

\$ -

**Town of Amherst
Planning Commission Minutes
September 2, 2020**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill in the Council Chambers of Town Hall at 174 S. Main Street at 7:00 PM on September 2, 2020.

As a result of COVID-19 cautionary restrictions and limited space the below members and staff met in person and electronically via virtual meeting in the event persons wishing to avoid attending could still address the Commissioners during the public hearing from home.

It was noted that a quorum was present as indicated below:

P	June Driskill	P	William Jones
A	Kevin Belcher	P	Anne Webster Day
P	Ted Finney	P	Clifford Hart
P	Janice N. Wheaton		

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

The minutes from the July 1, 2020, Commission meeting were approved on a motion by Ms. Wheaton, seconded by Mr. Hart, and carried 6-0 according to the following:

June Driskill	Aye		Clifford Hart	Aye
Kevin Belcher	Absent		Anne Webster Day	Aye
Ted Finney	Aye		William Jones	Aye
Janice Wheaton	Aye			

Public Hearing on Sign Ordinance

Interim Town Manager Payne gave a report on a proposed amendment to the Town of Amherst Zoning Ordinance (Article IX. Special Provisions, Section 18.1-908.06 Signs), which would, if approved, allow works of art to be displayed in the Town without a sign permit, arising out of the Amherst Chamber of Commerce interest in erecting a “LOVE” sculpture at the County Visitor Center. Currently, there is no provision in the Ordinance that would allow this type of sign or works of art.

The Chair opened a duly advertised public hearing at 7:07 PM on a proposed amendment of the Town of Amherst Zoning Ordinance (Article IX. Special Provisions, Section 18.1-908.06 Signs), which would, if approved, allow works of art to be displayed in the Town without a sign permit.

There being no one present or remotely who wished to speak on the matter, the public hearing was closed at 7:10 PM.

After discussion, Ms. Day made a motion that was seconded by Mr. Jones to recommend that Town Council not amend the Town of Amherst Zoning Ordinance (Article IX. Special Provisions, Section 18.1-908.06 Signs), which would allow works of art to be displayed in the Town without a sign permit.

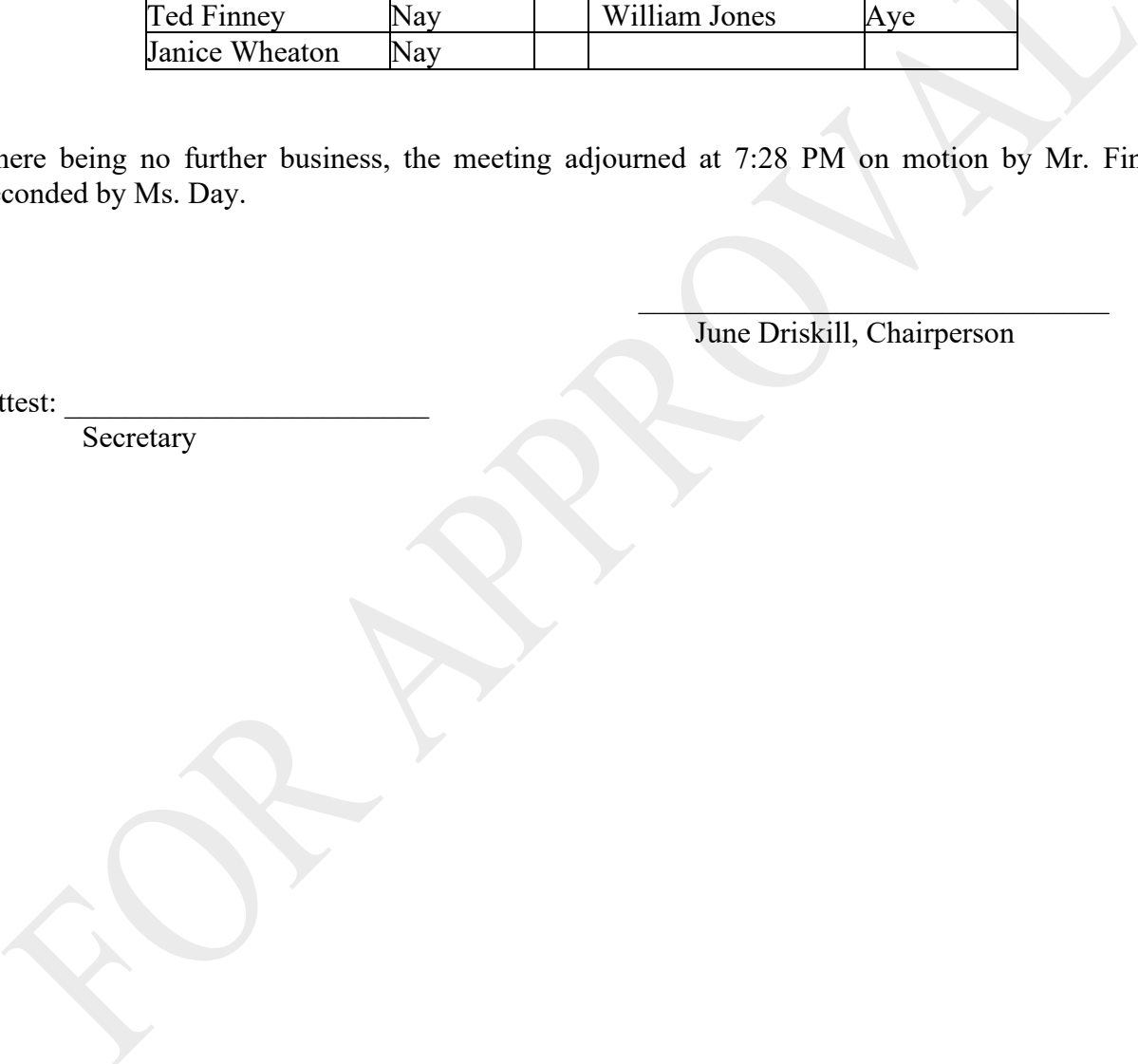
The motion via roll call carried 4-2 as follows:

June Driskill	Aye		Clifford Hart	Aye
Kevin Belcher	Absent		Anne Webster Day	Aye
Ted Finney	Nay		William Jones	Aye
Janice Wheaton	Nay			

There being no further business, the meeting adjourned at 7:28 PM on motion by Mr. Finney seconded by Ms. Day.

June Driskill, Chairperson

Attest: _____
Secretary



**Town of Amherst
Industrial Development Authority**

A regular meeting of the Town of Amherst Industrial Development Authority was called to order by Chairman Jacob Bailey on September 8, 2020, 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	Richard Wydner	P	Sharon W. Turner
P	Jacob Bailey	P	Kim Stein
A	Gary Jennings	P	Clifford Hart
P	C. Manly Rucker, III		

Interim Town Manager Kimball Payne, Town Manager Sara E. Carter, in her capacity as Secretary to the Authority, Clerk of Council Vicki Hunt, and Office Manager/Treasurer Tracie Morgan were present.

Mr. Rucker made a motion which was seconded by Mr. Wydner to approve the minutes of the May 4, 2020, meeting. There being no discussion, the motion carried 6-0 with Mrs. Turner and Messrs. Bailey, Wydner, Rucker, Stein and Hart voting “Aye”. Mr. Jennings was absent.

Presentation on Brockman Business and Industrial Park

George Sandridge, Intern from Liberty University, was present to give a presentation and answer questions on new marketing materials for Brockman Park that he developed and plans for their use. After discussion, the Authority members determined that the materials needed minor changes. After conferring and receiving further directions from Mr. Payne and Town Manager Carter, Mr. Sandridge will update the materials to present to the Authority.

COVID-19 Small Business Grant Program for the Town of Amherst

Interim Town Manager Payne gave a report on a proposed structure for the application for, approval of, and distribution of grants from a COVID-19 Small Business Grant Program for the Town of Amherst designating \$120,000.00 of the CARES Act funds the Town is receiving to small businesses impacted by COVID-19. After discussion, the Authority determined that the forms presented by staff were sufficient and that it would be available to meet when applications are received.

There being no further business, the meeting adjourned at 5:52 PM.

Jacob Bailey, Chairman

ATTEST: _____
Secretary

Robert E. Lee Soil & Water Conservation District
7631-A Richmond Hwy.
Appomattox, VA 24522
Phone 434-352-2819 FAX 434-352-9405
www.releeconservation.com

Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
July 23, 2020 – 6:00 p.m.

Directors: Jeff Floyd, Chairman
(Present) Chad Barrett, Assistant Treasurer
Brandon Payne
Karen Angulo
Brandon Schmitt
Bruce Jones

Directors: Doug Perrow, Treasurer
(Absent) Charles Smith

Staff/Partners: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.
(Present) Kyle Bolt, RELSWCD Ag BMP Conservation Technician
Cindy Miller, RELSWCD Office Administrator
Hannah Tillotson, Conservation Education Specialist
Mark Hollberg, DCR Conservation District Coordinator
Don Yancey, NRCS District Conservationist

Others: Anne Marie Roberts, Middle James Restoration Manager
George Schrader, Trustee Treasurer TWID
Charles Falwell, Trustee Chair TWID
Robert Lockridge

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order July 23, 2020, at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: Christian Raymond

Joetricia Humbles Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda. **motion was**

made to approve the agenda as presented. (Barrett, Payne, passed 6-0)

Reading and Approving the June 25, 2020 Minutes: Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). Spelling error noted for Karen's name on page 5. **Motion was made to approve the minutes with spelling correction made. (Payne, Angulo, passed 6-0)**

REPORT OF OFFICERS/PARTNERS/STAFF

1.-James River Association – Anne Marie Roberts spoke on request for the District to partner with James River Association. The District would help recruit landowners and introduce JRA to ones qualifying to add forest buffers to current projects. The District would assist with spot checking buffer projects that are installed in their SL-6 project areas. Districts are in return compensated for their time and efforts toward assisting JRA with getting more riparian buffers on the ground. Karen asked Anne Marie to add a project list to her website.

2-Treasurer's Report - June – Cindy Miller, Office Administrator, gave the report (copy filed with minutes). All bank statements were reconciled to the respective ledgers and QuickBooks program. The June treasurer's report will be filed in the District Office. Discussion that extra reports are only to be given to Treasurer and Budget Committee. Only include minimal financial reports in BOD packet for future meetings.

3-DCR Conservation District Coordinator Report - Mark Hollberg, CDC, gave the July report (copy filed with minutes).

- Fourth Quarter Attachment E and Year-end Carryover reports are due into Mark's Office no later than July 31, 2020.
- Reserve Fund Balances need to be reviewed per 2020 Desktop Procedure Guidelines page 14. Excess of 6 months reserve is to be returned unless Board action is made to dedicate any amount for specific purposes. Place on SWCD board meeting agenda.
- BMPs initiated prior to submitting a cost share or tax credit application are not eligible. Producers interested in cover crop BMPs need to sign a FY21 Contract Part 1 prior to planting. Producers seeking an Ag BMP Tax Credit on their NRCS project need to also do the above prior to implementation.
- Conservation planning- The DCR-DSWC Conservation Planner Certification Course is available online <https://www.dcr.virginia.gov/soil-and-water/conservation-planning>. And within the training tracking module.
- DCR will not provide 2020 Clean Water Farm Award Signs, but the program continues. Grand Basin nominations are due October 1.
- July 9 & July 14: Webinars on Tracking and Conservation Planning module updates, Late September: VA Soil & Water Conservation Board meeting. Special Session Aug 18th.

4-USDA Natural Resources Conservation Service Report - Don Yancey, District Conservationist, gave the July report (copy filed with minutes)

- EQIP –FY20 applications are being finalized and obligated into contracts. The Goal is to have them contracted before the end of August 2020.
- CRP/GRP/WRP –No changes since the June report.
- CSP –11 applications were assessed, estimated and ranked for FY20. None have been preapproved for funding. These practices are to be carried over for funding consideration for FY21, if applicant desires.
- Compliance Reviews- Dyllan Taylor Soil Conservationist in Bedford is completing reviews and results are pending.
 - Outreach, Training and Upcoming Events –Continuing thru webinar and/ or teleconference.

5-Virginia Department of Forestry Report – Rick Butler, Appomattox Forester – oral report.

- Successful prescribed burn of 45 acres completed.
- One Lightning strike wildfire of 3 acres.
- Rick and B.J. awarded Distinguished service award from the Appomattox High School FFA
- R.T. allocations have been cut in half, hoping to get more cost share money when General Assembly meets and revises Budget.

6-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent - oral report.

- Currently Teleworking from home with limited staff in the office. Goal is to have everyone working from the office by September.
- COVID training is in progress with Staff and VT students.

- Staff is busy with education on planting and troubleshooting crop issues with callers.

6:38 Chad Barrett stepped out

6:39 Chad Barrett came back

7-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan Wooldridge gave the July report (copy filed with minutes).

- Projects- Working on plans and designs for new projects, monitoring projects under construction and meeting with new producers. Three large livestock practices are in the planning stages. Working with producers on nutrient management.
- BMP Interest: (2) WP-4LC, (1) WP-4SF, (10) SL-6W, (3) SL-8B, (1) SL-1
- Watershed dams are doing well. First maintenance mowing completed.
- Future Meetings: VASWCD Training Graves Mountain August 18-19,2020. Syria, VA

8-RELSWCD Ag BMP Conservation Technician Report – Kyle Bolt gave the report (copy filed with minutes).

- Practices Paid–

<u>Contract#</u>	<u>Prac</u>	<u>C0.</u>	<u>C/S</u>	<u>Fund</u>	<u>Tax Credit</u>	<u>Date</u>
10-19-0012	SL-6	Appo.	\$35,788	2019 OCB VACS	\$2,236.75	6/30/20

- Practices Completed Not-Paid–

<u>Contract#</u>	<u>Prac</u>	<u>C/S</u>	<u>C/S</u>	<u>Fund</u>	<u>Date</u>
10-15-0102	SL-6	Camp.	N/A	2015 OCB VACS	7/23/20

Project Totals- 5,480' Stream exclusion fence, 3,680' cross fence, 3 water troughs, 2,515' of pipeline and 1 well installed.

- C/S Projects-

- Currently fourteen SL-6/SL-6W contracts (17 instances) approved and ongoing.
- Farm visits, conservation plans, construction designs, measuring and inspecting completed practices.
- New farm visits and applications for PY2021.
- Mailed practice carry over letters.
- Working on annual report for Outside Chesapeake Bay Watershed.

- Trainings/Meeting:

- Ag BMP Tracking Program and Conservation Planning Module Training.

9-RELSWCD Office Administrator Report – Cindy Miller gave the July report (copy filed with minutes).

- Monthly Office duties completed
- Submitted Annual Attachment E to Mark Hollberg, DCR.
- Completed FY end reporting and balancing of accounts, New FY files and ledger created.
- Internet converted from Viasat to Shentel

Motion Request: Approve Tax Credit for 10-19-0012 SL-6 Cost Share of \$35788 and Virginia tax credit of \$2236.75. Approved (Jones, Schmitt passed 6-0)

Motion Request: Requesting approval to cover expenses for our Annual Training including overnight stay with meals, registration fee and mileage.

The following employees will attend: Jonathan DM 2 nights, Hannah EDSP and Cindy OA2 1 night.

Our Annual Training will be held at Graves Mountain Lodge on Aug 18-20, 2020 in Syria, VA.

Approximate cost less mileage: Registration Fees \$30 per person plus \$181.64 per person per night for lodging/ meals for 4 nights = Total expense of \$816.56. Budget \$4000 Balance \$4000. (Barrett, Schmitt passed 6-0)

Discussion that Time & Attendance report is no longer needed in packet.

Meetings attended:

July 1, 2020 VCAP webinar 10-1130

VRS Webinars pertaining to VRS processing and Job Aides reviewed

Closed meeting processes reviewed.

Future Meetings:

July 29, 2020 VRS Webinar

VRS Webinars and continued training for VRS processing

August 18-20, 2020 Graves Mountain Training Syria, VA

- The next regular meeting of the RELSWCD Board of Directors is scheduled for the fourth Thursday – August 27, 2020.

10-RELSWCD Conservation Education Specialist Report -- Hannah Tillotson gave the July report (copy filed with minutes).

Meetings/Conferences

- Science is Cool Unconference; July 8
- VAEE Check in; July 8
- Quick Call with Nat Draper of JRA; July 8
- Strategic Planning Committee Meeting; July 9
- Area 5 Education Meeting; July 13
- Phone call with Nancy Lilly; July 15
- DEI Committee Meeting; July 17- Statement of Solidarity

- Homeschool connections before the 21st; July 17
- Homeschool Open House, New Geneva Christian Leadership Academy; July 20
- Homeschool Concepts and Community; July 21, Classical Conversations, Church & Main, LLC and Appomattox Homeschool Collaborative

Office Work

- Strategic Plan
- Annual Report
- Mailing out new education brochures
- Going through tote of old photographs and organizing them into a photo album (not finished)
 - Updating website and Facebook page- Teacher Resources tab has been completely updated with new sites

Research on Education

- Virtual Virginia Teachers have to be licensed in Virginia
- Appomattox: Going Back August 24th
 - Split county into "East" and "West"
 - PreK-5 attend school in-person on Mondays, Tuesdays, Thursdays and Fridays
 - For grades 6 to 12, the East Group would attend school in-person on Mondays and Tuesdays but do at-home instruction on Thursdays and Fridays. The West Group would be the opposite
 - Wednesday is for deep cleaning

- Amherst: Tentative date August 26th
 - Elementary students will attend school Monday-Thursdays with Friday being an at home learning day.
 - All secondary students will attend school two days per week; on either a Monday/Wednesday or Tuesday/Thursday rotation with Friday being an at home learning day.
- Campbell: Board Meeting July 20th
 - September 1st
 - Middle and High schools have different schedules depending on the school
 - Elementary Tuesday-Friday
- City of Lynchburg: Going back August 24th
 - PreK-5: Half the kids will go to school Tuesday-Wednesday, the other half Thursday-Friday.
 - 6-12 will be on the same schedule, with a catch. 6-12 students will learn online-only through September 8. After that, they'll be back in class on the same two-day schedule as the younger kids.
 - Phase 2 and 3, visitors and volunteers are not allowed in school buildings without permission from the superintendent or school principal.

Upcoming

- NAAEE Natural Start Alliance Virtual Conference; July 29-31
- Graves Mountain Training; August 18-20
- Blue Ridge Montessori School Programs starting in September

Request

- Strategic Plan approval (see below, survey needed before approval can be done)
- Someone to take the staff photo
- Teacher contest for the four localities for school supplies (No motion made)
 - 1-2 teachers selected from each locality (4-8 total)
 - \$25-\$50 worth of supplies each
 - Would have to send an application or pull names out of a hat?
 - \$1,500 in education budget for outreach/materials or \$1,000 in Mics. Projects

VACDE – going thru State Board on Aug 4th.

Discussion- Education Specialist to partner with Extension Office to participate in Videos. Hannah to sit in on COVID training thru the Extension Office.

11. TWID – George Schrader, Trustee Treasurer TWID presented the Timberlake Watershed Improvement District Report from July 23, 2020 (copy filed with minutes)

Report provided for District review.

Advised RELSWCD that the following topics need to be added to the agenda for the August 27, 2020 BOD meeting.

- Trustee resignation and candidate recommendation- Mr. Everett Chadbourne, Trustee- Secretary resignation, relocating to Richmond area. Formal letter of recommendation from TWID Advisory Committee requesting motion for approval to submit recommended candidate Dr. Robert Lockridge for the Trustee appointment to VASWCD.

- WID Annual Budget to be considered for approve/ adopt at the Aug 28, 2020 meeting (budget attached).

The report provided also discussed the following topics:

- Timberlake Watershed Improvement District website www.TimberlakeWID.org
- WID Land book
- Dredge Project Update:

Aug 7, 2020	Contractor sealed bids due
Aug 8, 2020	Submit DEQ permit
Sept 2020	Select dredge construction contractor
March 15, 2021	Dredge project start up
May 15, 2021	Project Completion Date

REPORT OF COMMITTEES

12. Strategic Planning Committee: Drafted Strategic Plan with minimal changes- General content of old Strategic Plan will be used, with formatting changed. Strategic Planning Committee considered doing smaller surveys throughout the year. Mark Hollberg advised that a Survey must be sent out for public comment prior to making a motion to approved the reformatted Strategic Plan presented. Recommended survey be sent out to local Government for each County.

UNFINISHED BUSINESS

- **Partnering with James River Association (Payne, Barrett, passed 6-0)**
- **Education Specialist Position – Motion made to keep Hannah Fulltime (Barrett, Angulo Passed 6-0).**

7:50 Brandon Schmitt stepped out
 7:52 Brandon Schmitt came back

- **Board of Director Nominees Consideration:** Five applications received timely considered and reviewed. Two applicants selected to be submitted to the VASWCD for appointment.
 - **Motion made to be recommended for appointment to the Director at Large position – Joetricia Humbles (Angulo, Barrett Passed 5/1).**
 - **Motion made to be recommended for appointment to the open Appomattox position- Nancy Jo Billings (Angulo, Barrett Passed 6/0).**

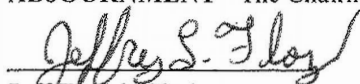
7:59 Mark Hollberg stepped out
 8:01 Mark Hollberg came back

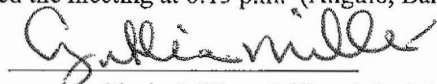
NEW BUSINESS- None

PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 8:13 p.m. (Angulo, Barrett passed 6/0)


 Jeff Floyd, Chairman


 Cindy Miller, Office Administrator