

**AMHERST TOWN COUNCIL**  
**AGENDA**  
**Wednesday, August 11, 2021**  
**Meeting at 7:00 p.m.**  
**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 for the Sale of Land** - *Sara Carter- The Town owns an approximate one acre lot, which contains an abandoned pump station as well as water and sewer lines. Additionally, the Town owns a strip of land from Whitehead Drive to the pump station that is intended to be a road. There are parties interested in purchasing both properties. A public hearing has been set and advertised for the sale of the Town owned property, as required by State Code.*

**E. 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.*

**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. 1-5)** – *Draft of the July 14, 2021 meeting minutes 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. 6-18)**

- 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**

- a. Finance Committee – *Mrs. Carton*
- b. Utilities Committee – *Mr. Watts*
- c. *Town/County Projects Committee- Mr. Bunch*

**3. Other Reports (Pgs. 19-25)**

- a. Planning Commission– *no meeting*
- b. Industrial Development Authority- *met August 2, 2021, minutes attached*
- c. Property Maintenance Board
- d. Robert E. Lee SWCD- *met June 24, 2021, minutes attached*

## **H. Discussion Items**

- 1. Purchase Approval for a Lift for Maintenance Pgs. 26)-** *Charles Thompson- This purchase approval is for a new tow behind lift for Maintenance. Council is requested to approve the purchase at an amount of \$25,823.58.*
- 2. Update on Zoning Ordinance Recodification (Pg. 27)-** *Vicki Hunt and Sara Carter- Ms. Hunt has been working with Municode to outline the process for the Zoning Ordinance recodification. Staff would like to review the process with the Council prior to beginning the work and meetings with the Planning Commission.*
- 3. Update on the Amherst Lifesaving Crew- Committee-** *Mr. Bunch and Mrs. Turner met with two County representatives and three members of the Amherst Lifesaving Crew to discuss the Crew's dissolution and disposition of assets. The next committee meeting is scheduled for August 17.*
- 4. Appointment of Planning Commissioners-** *Sara Carter- The Town currently has two vacancies on the Town Planning Commission.*

## **I. Matters from Staff**

## **J. Matters from Town Council**

## **K. Citizen Comments**

- L. Closed session-** *Pursuant to §2.2-3711A.3 of the Code of Virginia, for the purpose of discussion consideration of the disposition of real property owned by the Town, specifically the sale or transfer of lots owned by the Town, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.*

## **M. Adjournment**

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on July 14, 2021, 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	A	Kenneth G. Bunch
P	Rachel A. Carton	P	Sharon W. Turner
A	Kenneth S. Watts	P	Janice N. Wheaton

Also present were the following staff members:

Sara Carter	Town Manager	Vicki K. Hunt	Clerk of Council
W. Thomas Berry	Town Attorney	Bobby Shiflett	Chief of Police
Tracie Morgan	Office Manager/Treasurer	Charles Thompson	Utilities Maintenance Foreman
Gary Williams	Director of Plants	Becky L. Cash	Lead Water Operator

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Sharon W. Turner.

Mrs. Carton made a motion which was seconded by Mrs. Turner to approve a resolution of the Town Council of the Town of Amherst naming a park located on 7.1 acres at the end of Scotts Mill Road in the Town of Amherst, "Old Mill Park," and thanking and honoring Tristen May for his contribution and his imagination in naming the park "Old Mill Park."

There being no discussion, the motion carried 3-0 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Absent
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Absent	Janice N. Wheaton	Aye

Mayor Tuggle read and presented the resolution to Tristen May honoring him for his contribution. A copy of the resolution is attached to and made a part of these minutes.

Mayor Tuggle opened the floor for citizen comment.

Ruth Warner came forward to speak on behalf of herself and family in favor of crisis intervention training for law enforcement specific to mental health disorders and offered thanks to Officer Caleb Martin and Chief Shiflett for Officer Martin's professionalism and dignity that he afforded to Jonathan Warner during an encounter.

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

Ms. Turner made a motion that was seconded by Ms. Wheaton to approve the minutes from the June 9, 2021, and June 24, 2021, meetings.

There being no discussion, the motion as to the June 9, 2021, and June 24, 2021, minutes carried 3-0 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Absent
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Absent	Janice N. Wheaton	Aye

After a report by Town Manager Carter, Ms. Turner made a motion that was seconded by Ms. Carton, to approve the purchase of a second 2021 Ford Police Interceptor in the amount of \$34,845.03 from Sheehy Ford of Richmond through the Sheriff's Association contract, and an additional amount of \$8,468.46 for vehicle electronics from Tidewater Fleet, as recommended by staff.

There being no discussion, the motion carried 3-0 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Absent
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Absent	Janice N. Wheaton	Aye

After a report by Town Manager Carter and Director of Plants Williams, Ms. Carton made a motion that was seconded by Ms. Wheaton, to approve the purchase of Rosemount flow meter, stainless steel enclosure, and start up/site visit/calibration, in the amount of \$6,584.00 from Clearwater, Inc., to measure flow between the upper and lower portions of the wastewater treatment plant for reporting and monitoring purposes, as recommended by staff.

After discussion, the motion carried 3-0 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Absent
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Absent	Janice N. Wheaton	Aye

After a report by Town Manager Carter, by consensus a public hearing will be held on August 11, 2021, on the proposed disposition/sale of real estate described as Pump Station Lot between Whitehead Drive and Maple Lane on approximate one acre, identified as Tax Map # 96A4 9 F B, and Fee-Simple Road Lot from Whitehead Drive to Pump Station Lot, in accordance Virginia Code § 15.2-1800(B.), as recommended by staff.

After a report by Town Manager Carter and Utilities Maintenance Foreman Thompson on purchase a bucket truck or boom lift for Maintenance staff, staff were directed to provide a final proposal to counsel for approval of a boom lift as recommended by staff.

Town Manager Carter and Office Manager/Treasurer Morgan gave brief reports on a proposed amendment to Chapter 8 of the Town of Amherst Code, creating a new Article IX Cigarette Tax. If approved, the new article would levy an excise tax equivalent to \$0.27 per package containing 25 or fewer cigarettes. The new article also provides definitions, methods of collection, stamp requirements, violations and penalties, and other provisions related to the levy of this tax. Staff recommends adoption of the proposed amendment with an effective date of October 1, 2021.

After discussion, Ms. Carton made a motion that was seconded by Ms. Wheaton to approve the proposed amendment to Chapter 8 of the Town of Amherst, creating a new Article IX Cigarette Tax, levying an

excise tax equivalent to \$0.22 per package containing 25 or fewer cigarettes, effective October 1, 2021, as recommended by staff.

There being no further discussion, the motion carried 3-0 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Absent
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Absent	Janice N. Wheaton	Aye

Ms. Turner gave a report on behalf of the Town and County Projects Committee on its discussion of dissolution and disposition of assets of the Amherst Life Saving Crew with County representatives and members of the Amherst Life Saving Crew. Discussion by Council was deferred to August 11, 2021. Town Attorney Berry was directed to provide a legal opinion on the matter for review no later than August 4, 2021.

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

At 7:45 P.M. Ms. Carton made a motion as follows: I move that the Town Council convene in closed session for discussion or consideration of the disposition of publicly held real property in the vicinity of Whitehead Drive in the Town of Amherst, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body per the exemption at §2.2-3711A.3 of the Code of Virginia.

The motion carried 3-0 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Absent
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Absent	Janice N. Wheaton	Aye

Mayor Tuggle recessed the meeting at 7:45 PM.

Mayor Tuggle reconvened the meeting in closed session at 7:49 PM.

It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	A	Kenneth G. Bunch
P	Rachel A. Carton	P	Sharon W. Turner
A	Kenneth S. Watts	P	Janice N. Wheaton

At 8:03 P.M. Ms. Carton made the following motion: I move that the Town Council adjourn the closed session and enter open session and certify that to the best of each councilors' knowledge that (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 and §15.2-2907 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the session.

The motion carried 3-0 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Absent
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Absent	Janice N. Wheaton	Aye

There being no further business, the meeting adjourned at 8:04 P.M., until August 11, 2021, at 7:00 p.m. on motion of Ms. Turner seconded by Ms. Carton.

\_\_\_\_\_  
D. Dwayne Tuggle, Mayor

Attest: \_\_\_\_\_  
Clerk of Council

FOR APPROVAL

**Resolution**  
of the  
**Town Council of the Town of Amherst**

**WHEREAS** the Town of Amherst is developing an unnamed park on 7.1 acres at the end of Scotts Mill Road;

**WHEREAS** Tristen May recently completed second grade at Amherst County Elementary School;

**WHEREAS** Tristen May is the great-grandson of William and Patricia Wydner who were the previous owners and operator of the mill located at 140 Union Hill Road, most recently known as Amherst Milling Co;

**WHEREAS** Tristen May's family used and continues to use the park's land for fishing and playing, and are happy to be able to share it with others;

**WHEREAS** Town Council of the Town of Amherst conducted a park naming contest at Amherst Elementary School;

**WHEREAS** Tristen May, with his contribution of "Old Mill Park," was named the winner of the park naming contest;

**WHEREAS** the Town Council of the Town of Amherst wishes to acknowledge and thank Tristen May for his contribution and his imagination in naming the park "Old Mill Park."

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Amherst does, on this date, acknowledge the contribution to the quality of life of the Town given by Tristen May; and

**BE IT FURTHER RESOLVED** that the Town Council of the Town of Amherst does, on this date, declare that the park shall be named "Old Mill Park;" and,

**BE IT FURTHER RESOLVED** that the Clerk of Council of the Town of Amherst, on behalf of its Mayor and Council is ordered to deliver an original copy of this Resolution to Tristen May as a token of the Council's deep appreciation for his contribution to our community and that this resolution be spread upon the minute books of the Town Council of the Town of Amherst as a tribute to a

*Good Neighbor and a Friend of the Town of Amherst*

Adopted July 14, 2021

\_\_\_\_\_  
D. Dwayne Tuggle, Mayor

Attest:

\_\_\_\_\_  
Clerk of Council

**Town Manager's Report**  
**August 4, 2021**  
*Status of all items shown in italics*

**From the Council's Strategic Plan:**

Ongoing or immediate

- Discuss Brockman Park development with IDA- *Ongoing*
- Advise the IDA about Council's interest in exploring an EDA- *Completed 5.3.21*
- Review the previously developed walkability plan- *Completed 4.15.21*
- Town Manager meet with the County Administrator and brief him on Council's desire to improve relationships with the County- *Completed*

Within three (3) months – by June 1, 2021

- Develop a sidewalk plan in priority blocks downtown- *Application in process for grant funding for improvements to crosswalks/sidewalks at circle and improve sidewalk accessibility on S. Main into the circle. Additional planning to be completed through Comprehensive Plan and continued grant work.*
- Mayor and Chair of Amherst County Board of Supervisors meeting
- Develop a business visitation plan and commence visits- *In discussion with IDA, and planning to outline process in next month or two.*
- Develop a plan for a new Council table/dais, including the layout and components, get price quotes, and report back to Council

Within six (6) months – by September 1, 2021

- Bring to Council a plan for a pathway forward for the IDA to become an EDA- *Ordinance Amendment required. Can plan based upon Council and IDA feedback.*
- Convene a joint Town Council/IDA meeting *Held July 6, 2021*
- Explore creating a façade improvement program, with incentives
- Joint Town Council/Board of Supervisors meeting
- Explore the (additional) resources necessary to implement the workplan and report back to Council

By January 1, 2022

- Negotiate and approve a revised utility agreement with Sweet Briar College- *Meeting with SBC VP next week*

Within one year – by March 1, 2022

- Develop a workplan for the IDA/EDA with goals- *Process beginning August 2021*
- Comprehensive Plan update, including a Downtown Revitalization Component, underway

Within two (2) years – by March 1, 2023

- Complete initial visitation of town businesses



- Adopt a revised Comprehensive Plan

### **Other Major Projects:**

#### Sewer Sliplining Project

*Wastewater Treatment Plant improvements are complete. On the collection side of the project, the completion date has past, and liquidated damages apply. New completion date is anticipated by end of August. We are planning on two additional segments after that time, one on Garland Avenue and one on N. Main.*

#### Water Treatment Plant

*The project is currently focused on the new basin at the rear of the plant and on internal electrical updrades.*

#### Brockman Park Engineering Work

*Survey and delineation work is complete and grading plans are in process.*

#### VDOT Sidewalk Project

*Pre-application has been completed and submitted.*

## July 2021 Totals

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

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	19
ALARM	14
PHONE COMPLAINT	155
BOLO	22
MISSING PERSON	
SHOPLIFTING	1
PROBLEM WITH OTHERS	13
DOMESTIC	
CHECK WELFARE	1
NOISE OR DOG COMPLAINT	5
TRAFFIC CRASH	3
EMS CALLS	6
SUDDEN DEATH	
SUSPICIOUS PERSON	5
OTHER	50
CALLS AT AMBRIAR	5

OFFICER INITIATED	NUMBER
BUILDING CHECKS	219
BUSINESS VISIT	53
BUILDING SEARCH	3
TRAFFIC SUMMONS	22
DRUNK IN PUBLIC	1
EXTRA PATROLS/PARKS	243/43
WARRANT SERVICE	7
PROPERTY WALK AROUNDS	38
WARRANTS OBTAINED	6
PARKING TICKETS	
MISD. INVESTIGATION	4
FELONY INVESTIGATION	1
NARCOTICS INV.	1
SEARCH WARRANT	1
PUBLIC RELATIONS	1
CITIZEN CONTACT	208

WARNINGS	NUMBER
SPEEDING	6
EQUIPMENT VIOLATION	
RECKLESS DRIVING	1
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	3
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	3

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	16
EQUIPMENT VIOLATION	
RECKLESS DRIVING	1
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	4

ARREST	NUMBER
MISDEMEANOR	3
FELONY	
EPO/PPO	
ECO	2
NARCOTICS VIOLATION	
DUI / DUIG	1

OTHER	NUMBER
ASSIST OTHER OFFICER	26
ASSIST OTHER AGENCY	11
COURT	6
REPORTS	5
SCHOOL / TRAINING	2
MEETINGS	14
TOWED / IMPOUNDED VEH	

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

Miles Patrolled: 6432

Call for Service:201

After hours calls:

7-4-21 Problems with others on Loch Ln. Cleared advice.

7-19-21 Problems with others on Loch Ln. Officer came back out and two were arrested.

07-27-21 Alarm at Briar Patch. Cleared building secure.

County assist calls:

7-27-21 Domestic on Pierces Mill Rd. Cleared arrest made.

## MONTH OF JULY ACTIVITIES:

- Officer Robinson completed CIT school.
- Completed annual Asset Forfeiture annual report completed.
- VRSA representative met with accreditation staff on policies and high risk files.
- The intern completed her internship with the department. She was very helpful in many ways with her focus being accreditation.
- PBT calibrations completed.
- Accreditation assessment is set for August 30<sup>th</sup> thru September 1<sup>st</sup>.

**To:** Town Council  
**From:** Tracie Morgan  
**Date:** August 5, 2021  
**Re:** July 2021 Monthly Report

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**Utilities** – July utility billing total was \$195,405.15.

**A/P** – July bills, including employee deductions and benefits total \$175,837.99.

**Meals and Beverage Tax** – 18 Businesses paid \$55,182.86 in Meals and Beverage Tax for the month of June.

**CARES Act Utility Forgiveness** -- We received notice from DHCD that the wording on the Utility Forgiveness Funds was approved for change and we can now give the same customer assistance more than one time. We still have funds to spend so please let people know to reach out to us if they have a previous balance, so we help them.

**Upcoming Items** – FY21 Audit Prep-Auditors were at Town Hall June 23, 2021, to start preliminary work. They will return in December.

**Business License** – Business License renewals were due May 1, 2021. For the current 2021 tax year we have collected \$110,343. This has already exceeded our budgeted revenue amount by \$29,843. This should be the actual for the final fiscal year entries.

**CLERK OF COUNCIL REPORT  
JULY 2021**

**COMMITTEE MEETINGS**

**IDA**

Regular Meeting on 7-6-21: Receive and review agenda materials; assemble packet for meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Joint Meeting with Town Council on 7-6-21: Receive and review agenda materials; assemble packet for meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

**Town Council**

Receive and review agenda materials; assemble packet for 7-14-21 meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

**Quorums:** Confirm IDA and Town Council meetings with members; confirm cancellation of Planning Commission meeting.

**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 July meeting
  - Audio link for Amherst Town Council July meeting
  - Notice: DMV To-Go services
- Share links to community news and events; Monitor feedback.

**ZONING ORDINANCE RECODIFICATION**

Continue follow-up with Municode re inclusion.

**FOIA**

Review and respond to one request

**STREET FESTIVAL**

Respond to Elizabeth Sale, owner of the Vintage Loft re festival and street closure; provide application for events after review of same

**OTHER:**

- Convert and post audio meeting recording to website
- Prepare, send, post Legal Ads/Public Hearing Notice: Town Council 8.11.21
- Update TOA Water Plant Upgrade report on website
- Place DMV To-Go Services information on website
- Place 2020 Consumer Confidence Report on website
- Check entry of Board of Zoning Orders with Court Clerk and Judge's Judicial Assistant
- Draft Resolution for Tristan May and naming of park
- Receive and respond to inquiry concerning 2021 Christmas Parade
- Research past Police Department FOIA requests for accreditation purposes
- Miscellaneous phone calls, correspondence; other research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees as of July 31, 2021, Update; See Attached.

# Town of Amherst Committees as of JULY 31, 2021

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Appointed/Term Expires

**TOWN COUNCIL**

D. Dwayne Tuggle, Mayor	01/01/19	12/31/22
Rachel A. Carton, Vice Mayor	01/01/21	12/31/24
Kenneth S. Watts	01/01/19	12/31/22
Sharon W. Turner	01/01/21	12/31/24
Kenneth G. Bunch	01/01/21	12/31/24
Janice N. Wheaton	11/12/19	12/31/22

**PLANNING COMMISSION**

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

**BOARD OF ZONING APPEALS**

<b>June Driskill</b>	<b>11/13/20</b>	<b>08/31/25 Pending Court approval</b>
Ed Carton	09/01/19	08/31/24
Teresa Tatlock	07/10/16	08/31/21
Marvin Hensley	08/31/17	08/31/22
<b>R.A. "Tony" Robertson</b>	<b>01/13 /21</b>	<b>08/31/23 Pending Court approval</b>

**INDUSTRIAL DEVELOPMENT AUTHORITY**

Clifford Hart	07/01/19	08/31/23
Sharon Watts Turner	07/01/18	06/30/22
Aaron H. Mahler	7/01/21	06/30/25
Jacob Bailey	07/01/20	06/30/24
Manly Rucker	07/01/21	06/30/25
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

**CENTRAL VIRGINIA PLANNING COMMISSION/MPO**

D. Dwayne Tuggle	01/01/21	12/31/22
Sara Carter	01/01/21	12/31/22

Appointed/Term Expires

**CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)**

D. Dwayne Tuggle	01/01/21	12/31/22
Sara E. Carter	01/01/21	12/31/22

**TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION**

Kenneth Bunch	01/01/21	12/31/22
Kenneth S. Watts	01/01/21	12/31/22

<b>TOWN COUNCIL COMMITTEES (FOR THE 01/01/21-12/31/22 TERM)</b>
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**FINANCE COMMITTEE**

Rachel A. Carton (Chairman) and Sharon W. Turner

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

**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.

**TOWN HALL MEETING ROOM REHABILITATION AD HOC COMMITTEE**

Rachel Carton (Chairman) and Sharon Turner

- Oversee and monitor rehabilitation and refurbishment

**TOWN AND COUNTY PROJECTS AD HOC COMMITTEE**

Kenneth Bunch (Chairman) and Sharon Turner

- Interface in Town and County projects
- Monitor project development process



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

**SUBMITTED BY: GARY S. WILLIAMS,  
DIRECTOR OF PLANTS  
SUBMITTED ON: Wednesday, August 4, 2021**

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

	<b>Total, Million Gallons</b>	<b>Average, Million Gallons</b>	<b>Max., Million Gallons</b>	<b>Min., Million Gallons</b>
<b>Raw Source Water</b>	10.880	0.350	0.730	0.130
<b>Plant Production</b>	9.670	0.310	0.590	0.020
<b>Water Delivered to System</b>	9.280	0.300	0.560	0.000

On July 15, 2021, third quarter samples were taken for Halocitic Acids (HHA5) and Trihalomethanes (THM). Total Halocitic Acids for July sampling were 0.02150mg/L, and Total Trihalomethanes were 0.05390mg/L. The annual running average for the HHA's is 0.03230, which is below the exceedance level of 0.060mg/L, and the yearly running average for the THM's is 0.03405, which also falls below the exceedance level of 0.080mg/L. The tables below should better show this correlation.

<b>Fairmont Crossing HAA5</b>										
	<b>October 15, 2020</b>		<b>January 21, 2021</b>		<b>April 15, 2021</b>		<b>July 15, 2021</b>		<b>Quarterly Average</b>	
	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	mg/L	
(Mono) Bromoacetic Acid	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000	
(Mono) Chloroacetic Acid	19.10000	0.01910	1.80000	0.00180	1.50000	0.00150	ND	0.00000	0.00560	
Dibromoacetic Acid	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000	
Dichloroacetic Acid	15.40000	0.01540	3.90000	0.00390	11.80000	0.01180	3.40000	0.00340	0.00863	
Trichloroacetic Acid	28.70000	0.02870	13.70000	0.01370	11.80000	0.01180	18.10000	0.01810	0.01808	
<b>HAA5</b>	<b>63.20000</b>	<b>0.06320</b>	<b>19.40000</b>	<b>0.01940</b>	<b>25.10000</b>	<b>0.02510</b>	<b>21.50000</b>	<b>0.02150</b>	<b>0.03230</b>	
										<i>3rd quarter 2021</i>
> 0.060 mg/L is an Exceedance										

<b>Sweet Briar College TTHM</b>										
	<b>October 27, 2020</b>		<b>January 21, 2021</b>		<b>April 15, 2021</b>		<b>July 15, 2021</b>		<b>Quarterly Average</b>	
	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	mg/L	
Bromodichloromethane	3.80000	0.00380	2.40000	0.00240	1.90000	0.00190	4.20000	0.00420	0.00308	
Bromoform	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000	
Chloroform	37.30000	0.03730	17.80000	0.01780	19.10000	0.01910	49.70000	0.04970	0.03098	
Dibromochloromethane	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000	
<b>TTHM</b>	<b>41.10000</b>	<b>0.04110</b>	<b>20.20000</b>	<b>0.02020</b>	<b>21.00000</b>	<b>0.02100</b>	<b>53.90000</b>	<b>0.05390</b>	<b>0.03405</b>	
										<i>3rd quarter 2021</i>
> 0.080 mg/L is an Exceedance										

**Rutledge Creek Wastewater Treatment Facility  
Daily Process, and Production Volumes.**

	<b>Total, Million Gallons</b>	<b>Average, Million Gallons</b>	<b>Max., Million Gallons</b>	<b>Min., Million Gallons</b>
<b>Raw Influent Sewage</b>	6.576	0.212	0.348	0.151
<b>Final Treated Effluent</b>	7.627	0.246	0.462	0.168



Wastewater had one equipment issue, the pressure gauge on the chemical wash system for the new disc filter corroded out and blew out, leaving a muriatic acid in the chemical containment. Staff is currently looking at the best repair steps to take so this



# Utility/Town Maintenance and Construction Report

Jul-21

Water Meter Read	1150
Water Meter Re-Read	58
Disconnects	16
VA-811 Service locations	47
Vehicle PM Work Orders	12
Pump Station/Plant Work Orders	42
Banners Installed/Dismantled	0
Water Services Installed/Replaced	5
Sewer Services Installed/Replaced	2
Minor Leaks Repaired	4
Major Leaks Repaired	0
Minor Sewer Problems Resolved	4
Major Sewer Problems Resolved	7

## Man Hours

Meter Reading	92
Street/Sidewalk Maintenance	317
Safety Training	2
Bush Hogging	80
Flushing Water	0
Equipment Maintenance	47
Xmas decorations	0

## Major Issues & Comments

## 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  
KYLE D. HUGHES

PHONE: 434-263-4886  
FAX: 434-263-4285

August 4, 2021

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

Attn: Sara Carter – Town Manager

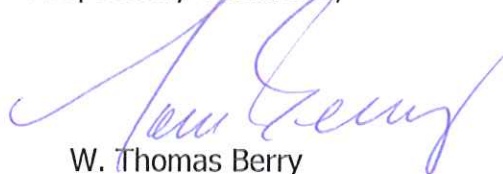
Re: Monthly Report to Town Council  
(July, 2021)

Dear Ms. Carter and Council,

My report on work regarding the following matters:

1. Town Council Meeting: I attended the monthly scheduled meeting on July 14, 2021.
2. Business:
  - A. Review pending matters with Counsel on the Mabry and Emmert matters.
  - B. Research and review Whitehead Drive and Old pump station status.
  - C. Continued review on Pandemic relief funding.
  - D. Research on Amherst Rescue Squad.
3. Access to Town Attorney: My email address is dawn@tomberrylaw.com.
4. 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

WTB/dmc

# Invoice

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

Date	Invoice #
8/4/2021	9731

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

Description	Qty	Rate	Terms
			Due on receipt
			Amount
7/6/2021 - T/T EMMERT	0.3	175.00	52.50
7/7/2021 - MET AT BROCKMAN PARK W/ SARA CARTER	2	175.00	350.00
7/12/2021 - DRAFT LETTER PULL COVENANTS	1.5	175.00	262.50
7/12/2021 - BROCKMAN AND DEED	2	175.00	350.00
7/14/2021 - WHITEHEAD DRIVE OLD PUMP STATION & MONTHLY MEETING	1.2	175.00	210.00
7/13/2021 - MET W/ SARA CARTER	0.5	175.00	87.50
7/13/2021 - PACKAGE REVIEW	0.8	175.00	140.00
7/16/2021 - T/T ZUNKER ON MABRY	0.5	175.00	87.50
7/16/2021 - PACKAGE ON BROCKMAN PARK	1	175.00	175.00
7/27/2021 - T/T CHIEF ON MABRY	0.5	175.00	87.50
<b>Total</b>			\$1,802.50
<b>Payments/Credits</b>			\$0.00
<b>Balance Due</b>			\$1,802.50

**Town of Amherst  
Industrial Development Authority**

A regular meeting of the Town of Amherst Industrial Development Authority was called to order by Chairman Sharon W. Turner on August 2, 2021, 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	Sharon Turner	A	Jacob Bailey
P	C. Manly Rucker	P	Kim Stein
P	Clifford Hart	P	Richard Wydner
P	Aaron Mahler		

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

Mr. Wydner made a motion which was seconded by Mr. Hart to approve the minutes of the July 6, 2021, meeting and the July 6, 2021, joint meeting of the Industrial Development Authority and Town Council. There being no discussion, the motion carried 6-0 as follows:

Sharon Turner	Aye	Jacob Bailey	Absent
C. Manly Rucker	Aye	Kim Stein	Aye
Clifford Hart	Aye	Richard Wydner	Aye
Aaron Mahler	Aye		

After a report by Town Manager Carter, discussions were held on steps to begin implementation of Town Council’s adopted strategic plan of certain items contained in the plan.

- After discussion, the Authority agreed to hold a retreat to discuss and develop its own strategic action plan to help achieve Council’s strategic goals.
- After discussion, by consensus Town Manger Carter was directed to hire an intern to work on event planning, grants development for downtown, and a connection to the agricultural work at Sweet Briar College, to be paid a maximum sum of \$5,000.00, at an hourly rate, with possible academic credit granted by Sweet Briar College.
- After discussion, Town Manager Carter was directed to draft and present documents for the development of a \$30,000.00 revolving loan fund for small business development to assist small business during startup, with a \$5,000.00 loan limit.
- Discussion on forming an events group to work with local businesses and residents to create an on-going calendar of community events throughout the town was deferred.
- After discussion, an Outreach for Housing Development Committee was formed by the Industrial Development Authority consisting of Mr. Stein and Mr. Mahler to determine interest for housing development in the town and actions to be taken to improve development opportunities on vacant and underutilized land in the town.
- Discussion on development of a plan for existing business visits by Authority members was deferred.

There being no further business, the meeting adjourned at 6:09 P.M. on motion of Mr. Stein, seconded by Mr. Wydner.

\_\_\_\_\_  
Sharon W. Turner, 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  
June 24, 2021 – 6:00 p.m.

**Directors:** Jeff Floyd, Chairman  
(Present) Doug Perrow, Treasurer  
Chad Barrett, Assistant Treasurer  
Bruce Jones  
Joetricia Humbles  
Karen Angulo  
Brandon Schmitt

**Directors:** Brandon Payne  
(Absent) Charles Smith

**Staff/Partners:** Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.  
(Present) Cindy Miller, RELSWCD Office Administrator  
Mark Hollberg, DCR Conservation District Coordinator

**Others:** Timberlake WID, George Schrader and 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 June 24, 2021, at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Acknowledgement of Guests:** None

**Adopting the Agenda:** Jeff Floyd, Chairman, asked if there were any changes to the agenda. **Motion was made to approve the agenda as presented. (Perrow, Barrett, passed 7/0)**

**Reading and Approving the May 27, 2021 Minutes:** Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as presented. (Perrow, Schmitt, passed 7/0)**

## REPORT OF OFFICERS/PARTNERS/STAFF

**1-Treasurer's Report – May 2021 –Doug Perrow, Treasurer,** gave the treasurer's report (copy filed with minutes). All bank statements were reconciled to the respective ledgers and QuickBooks program. The May 2021 Treasurer's report will be filed in the District Office.

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

### Administration:

Quarterly Reports are due in my office **July 15** along with balance sheet and P&L; fourth quarter reports are to include year-end cash balance and carry over reports and the FY21 Attachment E "roll up". The signed hardcopy Attachment E can be mailed to me after I have reviewed the electronic submission.

All FY21 deliverables for both the *Administrative & Operational Grant* and *Cost-Share and Technical Assistance Grant* must be satisfied by June 30. Any outstanding items should be addressed at June board meetings.

The FY21 Self-Assessment Questionnaire was emailed to district administrators on 5/20 with a **July 15** due date.

Please make every effort to see that all data in the tracking program is complete and accurate **by July 15**. Please use the canned Logi reports at *Shared Reports>District Year End Reports>QA/QC Reports* to check your data. FY22 Administrative & Operational and Cost-Share & Technical Assistance Policies & Grant Agreements were emailed to SWCDs on May 20. Please review the documents carefully and sign each agreement (electronic signatures are acceptable). Then scan a copy of both signed grant agreements, in their entirety, and email those documents to me with cc to Blair Gordon no later than **July 15**. Keep a signed copy of each agreement on file at the district office. Motion made to have Treasurer or Chairman sign the policies and grant agreements. Approved ( Perrow, Schmitt 7/0).

### Ag Cost Share:

If at June board meetings all FY21 VACS work cannot be completed, consider delegating the authority to do so to the Ag/Tech Committee or the Board Chair. This is often convenient for districts that meet early in the month.

See pages II 40 - 43 in the VACS manual for practices eligible to be carried over from one program year to the next. Letters should be sent to participants informing them of their contract extensions.

Remember that no 2022 VACS contracts can be approved for funding before FY22 secondary considerations are approved by both the District BOD and DCR and the District approved FY22 average cost list has been submitted to DCR.

### Miscellaneous:

Chesapeake Bay (WIP) 2022-2023 Milestones – state agencies that have Chesapeake Bay Watershed Implementation Plan (WIP) commitments must develop and submit FY2023 interim WIP milestones to Virginia DEQ by September 1. These will then undergo a public comment period before submission to the EPA Chesapeake Bay Program. Detailed progress reports on FY2021 milestones are due to DEQ by October 1.

Attachment D FY 23 Budget Template: due to DCR and Blair Gordon no later than July 15.

Motion made to have Treasurer or Chairman sign form. Approved (Perrow, Schmitt 7/0).

**Meetings attended are on file.**

**3-USDA Natural Resources Conservation Service Report – No report provided**



**4-Virginia Department of Forestry Report** – Rick Butler, Appomattox Forester –written report provided (copy filed with minutes)

Found some Mouse damage on some 3-year-old pines that is pretty severe, but think we can save most of stand.

Investigated some herbicide damage from spray on adjoining crops

Still working on cost share plans for upcoming planting season.

Working on end of year reports that are due.

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

Bruce reported that 4-H camp will be operating at 50% this year.

Zoom meeting are still available and some Hybrid mix for presentations.

July 8 Wool Pull scheduled for Farmville.

Sharp Logger certification is set for Appomattox Community Center in three sessions scheduled for Aug 17<sup>th</sup>, 24<sup>th</sup> and 31<sup>st</sup>, contact Extension office for more information.

**6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report:** Jonathan

Wooldridge gave the June report (copy filed with minutes).

**Projects:**

Been a busy month here at Robert E. Lee SWCD. Working on plans and designs for new projects.

Monitoring progress on projects under construction. Also meeting new producers that are interested in our programs. Working on estimates and maps for possible new projects for next program year.

Helping out with soil testing and flagging out waterways not to be sprayed. Advising on erosion issues.

Working on Nutrient Management Plans for producers.

**Practices and Conservation Plans for Board Approval:**

**Please see attached sheet for carryover requests**

**Watershed Dams:**

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Met with Billy Hall to finish signing the watershed maintenance contract and went to each watershed dam to go over needs for first mowing.

**Agriculture Stewardship Program:**

On May 20, 2021 a Campbell Co. land owner called in a complaint about their pond being muddy and that the cause was from a neighbor' land. Darrell Marshall VDACS, and I went out to investigate the complaint. Darrell Marshall VDACS has declared that the case is dismissed and no further action will be taken.

**Attended Meetings:** at Office, list is on file.

<u>Contract/ Instance#</u>	<u>Prac</u>	<u>Co.</u>	<u>Est. Cost</u>	<u>CS amt.</u>	<u>Comp/Date</u>	<u>TC</u>	<u>Fund</u>
10-20-0011 / 375683	WP-4 B	CB/CAM	\$395,867.31	\$219,891.48	6-30-2022	\$17,500	CB VACS PY2020

10-20-0016 / 386769	SL-6W	CB/AP	\$98,782.00	\$100,000.00 Includes: \$1,218.00 Buffer payment	6-30-22		6-30-2021 CB VACS PY2020
10-21-0004	393897	CB/AP	\$211,275.04	\$158,456.26 Tax Credit \$13,204.70	June 30, 2022	PY21 CB VACS	WP-4LC
10-21-0005	402438	OCB/CAM	\$12,800.00	\$9,600.00 Tax Credit \$800.00	June 30, 2022	PY21 VACS OCB	SL-7
10-21-0008	405738	OCB/CAM	\$131,200.22	\$98,400.17 Tax Credit \$8,200.01	June 30, 2022	PY21 OCB VACS	WP-4LC
10-21-0009	411269	CB/AP	\$111,250.00	\$100,000.00 Tax Credit \$2,812.50	June 30, 2022	PY21 VACS CB	SL-6W
10-21-0010	411270	CB/AP	\$103,750.00	\$100,000.00 Tax Credit \$937.50	June 30, 2022	PY21 VACS CB	SL-6W
10-21-0011	411271	CB/AP	\$106,012.00	\$100,000.00 Tax Credit \$1,503.00	June 30,2022	PY21 VACS CB	SL-6W
10-21-0012	413605	OCB/CAM	\$145,156.70	\$100,000.00 Tax Credit \$11,289.18	June 30, 2022	PY21 OCB VACS	WP-4LC

**Motion was made to approve all above carry over: approved (Schmitt, Perrow 7/0)**

Karen brought to our attention that the Times Virginian had reported Paradise Lake receiving a Dam improvement grant from VA Soil & Water State Board and questioned why we were not informed. Discussion on multiple grant opportunities separate from the District are available.

**8-RELSWCD Office Administrator Report** – Cindy Miller gave the June report (copy filed with minutes).

**Monthly duties are kept up to date.**

**Outreach:**

- Library outreach project: June project delivered to Appomattox Library. Supplies replenished at the Appomattox Library.
- Poster contest and Photo contest promoted on Facebook, thru Schools and Libraries. We have had two residents from Appomattox Co submit pictures for our Photo Contest. Jubilee Center and Hannah will be submitting posters.
- Bulk mailing sent to all Daycare Centers in the District.
- Facebook post made twice daily.
- Website updated.

## Tabling Events

- Request: I would like to host an Outreach Table at the Railroad Festival on October 9<sup>th</sup> in Appomattox. Cost to nonprofits is \$30.
- Rustburg Library – July 31, 2021 10 am to 2 pm has been scheduled.
- Robert E Lee is a Gi-Antelope Sponsor in the \$50-\$99 range for our material we have provided this year for Campbell Co Libraries Summer Reading Events. Our name and Logo are on the materials given out for the reading program this summer.
- Appomattox Library tabling event is scheduled for July 2<sup>nd</sup> and 9<sup>th</sup> from 11-1230. The Spot Bus will be at the library at this time.

Training done virtually and is on file.

Our next Board of Directors meeting will be on Thursday July 22, 2021.

## 9. Timberlake WID – George Shrader

Update given on the Timberlake WID project. Dredge project to be completed the week of July 8, 2021. Timberlake WID is hoping to get assistance with VDOT. Hoping VDOT will make improvements with Non-point Source Pollution going into Timberlake. Doug Perrow and Brandon Schmitt agreed to assist with being present at the next meeting for Campbell Co.

**Motion made for Robert E Lee Soil & Water Conservation Board to give authority to Timberlake WID to ask Campbell Co Board of Supervisors to request VDOT to complete the study that they had promised to complete. (Barrett, Angulo 7/0)**

## REPORT OF COMMITTEES

**Education Committee-** Education committee presented that they would like to combine the position of Education Specialist with Conservation Technician. **Motion Made and denied (Barrett, Schmitt 4/2).** After a lengthy discussion, Motion was made to Hire a Full Time Education Specialist with addition to job description saying other duties as assigned by District Manager and Office Administrator as needed.

**Approved (Angulo, Schmitt 7/0)**

**Second Motion was made: To Hire a Fulltime Education Specialist and see how work load is before filling a Conservation Technician Position. (Barrett, Perrow 7/0)**

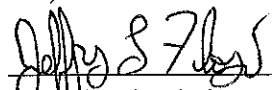
**UNFINISHED BUSINESS - None**

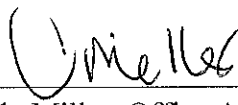
**NEW BUSINESS- None**

**PUBLIC COMMENT - None**

**ANNOUNCEMENTS – None**

**ADJOURNMENT -** The Chairman adjourned the meeting at 8:13 p.m. **(Perrow, Schmitt passed 7/0)**

  
\_\_\_\_\_  
Jeff Ployd, Chairman

  
\_\_\_\_\_  
Cindy Miller, Office Administrator

August 5, 2021

To : Sara Carter, Town Manager

From: Charles Thompson

At your request I have received three bids for tow- behind man lifts. I am suggesting the purchase of a lift at the cost 25,823.58 from United Rentals. This purchase will allow for service in Lynchburg with a possible delivery time of early November 2021.

This is the lowest of the three bids, has the best delivery time, and is local.

## MEMORANDUM

TO: Mayor and Town Council Members

FROM: Vicki K. Hunt, Clerk of Council

DATE: August 4, 2021

In 2016 the Town first contracted with Municode to recodify the Town's Ordinances. During the recodification process and after discussions with Municode, staff recognized that recodification and incorporation of the Zoning Ordinances would prolong the process and the Town opted to recodify the Zoning Ordinance at a later date.

Recent discussions were held with Municode by staff to incorporate recodified Zoning Ordinances. The process and timeline for inclusion of Zoning as Chapter 24 into the existing Code of Ordinances is as follows:

- Municode codification attorney will review our existing zoning ordinances in their entirety to ensure that they are grammatically correct, free of conflicts and internal inconsistencies, and conforms to state law working closely with staff to ensure that the code is legally accurate and up to date;
- Municode will provide the Town with a Legal Memorandum containing their recommendations to remedy any conflicts or inconsistencies within the zoning ordinances;
- Municode will hold a conference with staff to discuss their findings;
- Following the Legal Memorandum conference, Municode will provide a final draft of the Zoning ordinance for the Town's review. Staff is to return the draft within 30 days with any comments or edits but will be allowed an extension if one becomes necessary. The Municode attorney will be available during the review period to answer any questions the Town may have regarding the decisions made at the Legal Memorandum conference.
- Planning Commission will make its recommendation on adoption to Council after notice and public hearing is held. If necessary, any rewording of proof content will be discussed with the Commission during a separate process.
- Adoption of final proof by Town Council prior to July 31, 2022, after notice and public hearing is held.
- Adopting ordinance will be provided to Municode.
- Municode will publish repaginated ordinances in a format designed for consistency and readability; update the Preliminary Pages, Index, and Table of Contents; incorporate any newly adopted legislation, if any; update state law references (if elected); update cross-references and history notes; integrate all photographs, maps, diagrams, charts, and tables; and provide a comparative table of ordinances.

In reviewing the original proposal, Municode quoted the Town a recodification cost of \$8,750.00 based on 375 pages with pages exceeding 375 to be invoiced at \$18.00 per page. The final Code consisted of 374 pages. At the time of recodification, the Town opted to recodify the Zoning Ordinances at a later date to be incorporated as Chapter 24. At this time, Municode will legally review the existing zoning material (approximately 170 pages) for a total cost of \$1,600.00 including Municode's renumbering of Zoning as Chapter 24 to the Code prior to its formal adoption, if adopted by July 31, 2022. If adopted after July 31, 2022, standard supplement rates will apply to integrate Zoning with the Code. Should the Town require an additional set of proofs post-conference for adoption, there will be a proof update fee of \$500.