

AMHERST TOWN COUNCIL

AGENDA

Wednesday, September 8, 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**
- 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. 1-3)** – *Draft of the August 11, 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. 4-15)**
- 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 (Pg. 16)**
- a. Finance Committee – *Mrs. Carton*
 - b. Utilities Committee – *Mr. Watts*
 - c. *Town/County Projects Committee- Mr. Bunch*
 - d. *Council Chambers Refit Committee- Mrs. Carton- met August 11, 2021, minutes attached*
- 3. Other Reports (Pgs. 17-25)**
- a. Planning Commission– *met September 1, 2021, minutes attached*
 - b. Industrial Development Authority- *met August 24 and September 7, 2021, minutes attached*
 - c. Property Maintenance Board

H. Discussion Items

1. **Staff Recommendations on the use of ARPA funds (Pgs. 26-45)** *Tracie Morgan and Sara Carter- Initial reporting for use of the ARPA funds is rapidly approaching and staff recommends that initial decisions regarding the funds are made by Council. Attached is a spreadsheet that shows the revenue replacement calculation and the use of those funds. Additionally, staff recommends that the Council determine the use category for the remaining funds.*
2. **Adopt Budget and CIP Calendar for FY 2022-2023 Pg. 46)** *Tracie Morgan- Each year, the Council adopts the budget and CIP calendar for the coming fiscal year's budget process. The attached calendar is consistent with existing practice.*
3. **Trash Can Policies-** *Sara Carter- At the last Council meeting, Council requested a review of options for how to address trash cans left on the street. Staff has found no existing policy or Code that addresses the issue.*
4. **Update of the Town's Comprehensive Plan (Pg. 47-48)-** *Sara Carter- Staff has been working with the Central Virginia Planning District Commission to plan for an update of the Town's Comprehensive Plan, with a focus on downtown revitalization and parks and recreation planning. Attached is a proposed schedule and scope of work for the project.*
5. **Set Public Hearing for a Special Use Permit for 204/206 Washington Street-** *Sara Carter- An application has been made to allow a short-term rental on a residentially zoned property in town. The subject parcel has two houses on one parcel and the owners wish to live in one and rent the other for an air bed and breakfast.*
6. **Grading Plans for Brockman Park-** *Sara Carter- Staff has received the 50% grading plans for Brockman Park and will have them available for review.*
7. **Consideration of an Events Committee-** *Sara Carter- The IDA, at their strategic planning meeting, suggested that an events committee be formed, with membership from Council, the IDA, and the public, with a goal of having regular events in town to increase business and activity within the Town.*
8. **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 and §2.2-3711A.1 of the Code of Virginia for the performance review of the Town Attorney.*
- M. **Set Public Hearing for the sale, transfer, or purchase of public property-** *Sara Carter- Based upon Council's discussion and negotiated position, Council may set a public hearing for the purchase, sale, or transfer of public property.*

N. Adjournment

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on August 11, 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	P	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		Bobby Shiflett	Chief of Police
W. Thomas Berry	Town Attorney		Charles Thompson	Utilities Maintenance Foreman
Tracie Morgan	Office Manager/Treasurer		Gary P. Smith, Jr.	Wastewater Operator
Gary Williams	Director of Plants			

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

Town Manager Carter gave a report on the proposed disposition/sale of real property in the Town of Amherst which would, if approved, allow for the sale of real property 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.).

Mayor Tuggle opened a duly advertised public hearing at 7:03 P.M. on the proposed disposition/sale of real property in the Town of Amherst which would, if approved, allow for the sale of real property 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.).

There being no one listed to speak on the citizen public hearing comment sign-in sheet or otherwise, Mayor Tuggle closed the public hearing at 7:04 p.m.

Ms. Carton made a motion that was seconded by Mr. Bunch to allow for the sale of real property 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.

There being no discussion the motion carried 4-0 by roll call method, as follows:

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

Mayor Tuggle opened the floor for citizen comment.

There being no one 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. Carton to approve the minutes from the July 14, 2021, meeting.

There being no discussion, the motion as to the July 14, 2021, minutes carried 4-0 via the roll call method as follows:

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

After a report by Utilities Maintenance Foreman Thompson, Ms. Turner made a motion that was seconded by Ms. Wheaton to approve the purchase of a lift in the amount of \$25,823.58 from United Rentals, as recommended by staff.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

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

After a report by Town Manager Carter, there being no discussion, staff will proceed with recodification of the zoning and subdivision ordinances process, as recommended by staff.

After a report by Mr. Bunch, Chairman of the Committee on Town/County Projects, a discussion was held on the planned dissolution and distribution of remaining assets of the Amherst Life Savings Crew. Town Attorney Berry provided a legal opinion on the matter to Council. The Committee on Town/County Projects, County Supervisors, and members of the Amherst Life Savings Crew plan to meet on August 17, 2021. Further discussion by Town Council was deferred to Council's September 2021, meeting.

After discussion on the Town's 2021 Christmas Parade, the Town will proceed with plans to hold a reverse Christmas Parade due to possible Delta variant restrictions that may be imposed during that time, as recommended by staff.

After discussion, staff was instructed to research policies or ordinances on removal of empty trash and recycle bins from curbs.

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

At 7:37 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 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 per the exemption at §2.2-3711A.3 of the Code of Virginia.

The motion carried 4-0 via the roll call method as follows:

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

Mayor Tuggle recessed the meeting at 7:39 PM.

Mayor Tuggle reconvened the meeting in closed session.

It was noted that a quorum was present as follows:

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

At 8:16 P.M. Ms. Carton made the following motion that was seconded by Ms. Turner: 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 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
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 8:17 P.M., until September 8, 2021, at 8:00 p.m. on motion of Mr. Watts seconded by Ms. Carton.

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- *Mini-retreat with IDA on 8.24, working on additional information for the group.*
- 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- *IDA meeting on 8.24, developing business retention visit plan and listing.*
- Develop a plan for a new Council table/dais, including the layout and components, get price quotes, and report back to Council- *Committee met after last Council meeting, carpet chosen and installed.*

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- *Initial meetings and data completed. Next steps are to develop draft agreement.*

Within one year – by March 1, 2022

- Develop a workplan for the IDA/EDA with goals- *In process.*
- Comprehensive Plan update, including a Downtown Revitalization Component, *In process.*

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 soon. 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.



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

August 2021

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

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	23
ALARM	9
PHONE COMPLAINT	90
BOLO	18
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	6
DOMESTIC	1
CHECK WELFARE	5
NOISE OR DOG COMPLAINT	7
TRAFFIC CRASH	3
EMS CALLS	3
SUDDEN DEATH	
SUSPICIOUS PERSON	4
CALLS AT AMBRIAR	
OTHER	194

OFFICER INITIATED	NUMBER
BUILDING CHECKS	166
BUSINESS VISIT	32
BUILDING SEARCH	1
TRAFFIC SUMMONS	17
DRUNK IN PUBLIC	
EXTRA PATROLS/ Parks	152/30
WARRANT SERVICE	7
PROPERTY WALK AROUNDS	26
WARRANTS OBTAINED	3
PARKING TICKETS	
MISD. INVESTIGATION	3
FELONY INVESTIGATION	1
NARCOTICS INV.	
SEARCH WARRANT	
PUBLIC RELATIONS	2
CITIZEN CONTACT	198

WARNINGS	NUMBER
SPEEDING	2
EQUIPMENT VIOLATION	2
RECKLESS DRIVING	1
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	5

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	14
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	1
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	2

ARREST	NUMBER
MISDEMEANOR	3
FELONY	
EPO/PPO	5
ECO	3
NARCOTICS VIOLATION	
DUI / DUID	1

OTHER	NUMBER
ASSIST OTHER OFFICER	9
ASSIST OTHER AGENCY	7
COURT	5
REPORTS	11
SCHOOL / TRAINING	2
MEETINGS	9
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: 190.

Miles Patrolled: 4758.

After Hours calls:

8/5 Alarm at the Briar Patch. Cleared building secure.

8/6 Noise complaint N. Main Sy. Cleared unfounded.

8/15 Alarm BB&T. Cleared building secure.

8/22 Larceny at McDonalds. County did report.

8/26 Alarm Commerce St. False alarm.

County assist calls:

8/7 BOL hit & run. Unable to locate.

8/10 Assist with a felony warrant on Grandma's Hill Rd. No contact.

8/14 Fight in progress Cedar Hill Rd. Disregarded.

8/14 Runaway Juv. Victoria Dr. Located child.



AMHERST POLICE DEPARTMENT

MONTHLY REPORT



MONTH OF AUGUST ACTIVITIES:

-Officer Payne Completed IDNETWORKS updates on our computers.

-The department participated in the Amherst Night Out event that involved all area law enforcement agencies. We handed out back to school supplies for the kids that came out.

**** ACCREDITATION PROCESS IS COMPLETED ****

The department held its assessment for State Accreditation from the 29th through 31st. I am very proud and honored to say that they are recommending to the board that our department be state accredited. Once the board approves the recommendation from the assessment team, we will be awarded the state certification.

I am very proud of the entire staff and all the hard work and dedication that was shown and done throughout this entire process. Everyone contributed in many ways and worked diligently to make this happen.



TOWN OF AMHERST

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

To: Town Council
From: Tracie Morgan
Date: September, 2021
Re: August 2021 Monthly Report

Utilities – August utility billing total was \$185,303.64.

A/P – Water plant improvement expenses totaled \$587,764.19. Sewer rehab expenses were \$361,134.37. All other general expense bills, including employee deductions and benefits were \$49,866.48, for a total check run of \$998,765.04 for the month of August.

Meals and Beverage Tax – 19 Businesses paid \$53,681.67 in Meals and Beverage Tax for the month of July.

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.

**CLERK OF COUNCIL REPORT
AUGUST 2021**

COMMITTEE MEETINGS

IDA

Regular Meeting on 8-2-21: 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.

IDA Retreat 8-24-21: 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 8-11-21 meeting; distribute and post agenda packet to website; prepare for 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 August meeting
 - Audio link for Amherst Town Council August meeting
 - Return to Earn Grant Program information
- Share links to community news and events; Monitor feedback.

ZONING ORDINANCE RECODIFICATION

Continue follow-up with Municode re inclusion; prepare memorandum to Council outlining the recodification process on zoning

FOIA

Review and respond to one request

CHRISTMAS PARADE

Update forms and other information on website

OTHER:

- Convert and post audio meeting recording to website
- Prepare, send, post Legal Ads/Public Hearing Notice: Committee on Town Hall Meeting Room Rehabilitation 8.11.21
- Update TOA Water Plant Upgrade report on website
- Receive Board of Zoning Orders; correspond with appointees re oath
- Research vehicle use policy
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Renew memberships
- Prepare miscellaneous purchase orders.

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

Town of Amherst Committees as of August 31, 2021

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
Ted Finney	07/01/17	06/30/21 (Notice of Vacancy)
Kevin Belcher	07/01/18	06/30/22 (Notice of Vacancy)
Clifford Hart	07/01/19	06/30/23
Anne Webster Day	03/13/19	06/30/22

BOARD OF ZONING APPEALS

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

INDUSTRIAL DEVELOPMENT AUTHORITY

Clifford Hart	07/01/19	08/31/23
Sharon Watts Turner	07/01/18	06/30/22
Aaron H. Mahler	07/01/21	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

TOWN COUNCIL COMMITTEES (FOR THE 01/01/21-12/31/22 TERM)

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

Utility/Town Maintenance and Construction Report

Aug-21

Water Meter Read	1150
Water Meter Re-Read	65
Disconnects	14
VA-811 Service locations	57
Vehicle PM Work Orders	10
Pump Station/Plant Work Orders	20
Banners Installed/Dismantled	0
Water Services Installed/Replaced	11
Sewer Services Installed/Replaced	4
Minor Leaks Repaired	2
Major Leaks Repaired	0
Minor Sewer Problems Resolved	3
Major Sewer Problems Resolved	4

Man Hours

Meter Reading	95
Street/Sidewalk Maintenance	325
Safety Training	5
Bush Hogging	72
Flushing Water	0
Equipment Maintenance	63
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	



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

**SUBMITTED BY: GARY S. WILLIAMS,
DIRECTOR OF PLANTS**

SUBMITTED ON: Thursday, September 2, 2021

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	10.830	0.350	0.530	0.180
Plant Production	9.980	0.320	0.450	0.170
Water Delivered to System	9.560	0.310	0.450	0.170

Rutledge Creek Wastewater Treatment Facility

Daily Process, and Production Volumes.

	Total, Million Gallons	Average, Million Gallons	Max., Million Gallons	Min., Million Gallons
Raw Influent Sewage	6.592	0.213	0.360	0.117
Final Treated Effluent	7.135	0.230	0.373	0.143

Stand Out Details of Monthly Operations,

• **VDH Wastewater Sentinel Monitoring Program (COVID - 19):**

VDH has applied for funding from CDC to support the analysis of wastewater samples for SARS-CoV-2 in the development of a statewide sentinel monitoring program. 25 sites were selected in the state to provide broad screening for the virus and tracking of the prevalence. Staff applied the Towns Rutledge Creek Wastewater Plant as one of the sites for consideration. On September 18th we received an email informing the Town that it had been selected as one of the sampling sites.

Participation means committing to collecting a sample of wastewater at weekly intervals, following procedures for sample collection, sample handling, and shipping the sample to the designated testing laboratory. All costs for shipping and the analysis will be covered by VDH. The treatment facility is asked to provide personnel and any equipment needed to physically collect the sample.

• **How Wastewater Surveillance Is Used To Track COVID-19:**

Wastewater epidemiology uses markers in raw wastewater to gather data on the population served by a wastewater treatment plant. Successful studies have focused on pharmaceuticals and drugs, to name a few. The disease known as COVID-19 is caused by the SARS-CoV-2 virus. Wastewater surveillance for SARS-CoV-2 is based on the knowledge that infected persons shed the viral particles in their feces. To date, all published research indicates that the virus is inactivated (it is no longer infective) as it passes through the intestines, but the RNA fragments remain and can be detected in wastewater. CDC reports no substantiated transmission of SARS-CoV-2 to humans via fecal transmission.

Wastewater surveillance has appeal because a single sample can ‘test’ a large population, it picks up both asymptomatic and symptomatic individuals, and it detects the virus about 7 days ahead of clinical reports.

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

September 2, 2021

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

Attn: Sara Carter – Town Manager

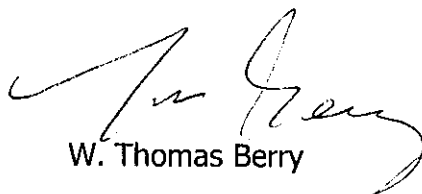
Re: Monthly Report to Town Council
(August, 2021)

Dear Ms. Carter and Council,

My report on work regarding the following matters:

1. Town Council Meeting: I attended the monthly scheduled meeting on August 11, 2021.
2. Business:
 - A. Review pending matters on the Emmert and Mabry matters. Met with Town Police and John Zunka.
 - B. Research and preparation on Amherst Rescue Squad.
 - C. Arrange meeting with Dave Emmert.
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

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

Invoice

Date	Invoice #
9/2/2021	9746

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

Description	Qty	Rate	Terms
			Due on receipt
			Amount
8/3/21 - RESEARCH/REVIEW AMHERST EMS	2.5	175.00	437.50
8/2/21 - MET EMMERT	0.8	175.00	140.00
8/4/21 - MABRY FILE REVIEW	1	175.00	175.00
8/5/21 - T/T JOHN ZUNKA	0.8	175.00	140.00
8/5/21 - MABRY ZUNKA	2	175.00	350.00
8/5/21 - POLICE DEPT ADDITIONAL DISC CHIEF ON EVIDENCE SECURITY	1	175.00	175.00
8/6/21 - TOWN PACKAGE	0.8	175.00	140.00
8/11/21 - MONTHLY MEETING	1.5	175.00	262.50
8/12/21 - REVIEW RECORDS MABRY	2	175.00	350.00
8/13/21 - T/T ZUNKA	2	175.00	350.00
8/13/21 - REVIEW MEMO LIFE SAVING	1.5	175.00	262.50
8/15/21 - CALL TO EMMERT	0.3	175.00	52.50
Total			\$2,835.00
Payments/Credits			\$0.00
Balance Due			\$2,835.00

**AD HOC COMMITTEE FOR COUNCIL CHAMBERS RENOVATION
MINUTES**

August 11, 2021
6:00 PM

Attendees: Rachel Carton, Chairman and Sharon Turner
Also attending: Kenneth Bunch
Staff: Sara Carter

The meeting was called to order by Ms. Carton at 8:25 p.m.

The committee reviewed carpet samples and chose a carpet color for the Council chambers.

The committee further discussed the orientation, shape, and size of the future Council table.

The meeting adjourned at approximately 9:20 pm.

**Town of Amherst Planning Commission
Minutes
September 1, 2021**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on September 1, 2021, at 7:00 P.M. in the Council Chambers of Town Hall at 174 S. Main Street at 7:00 PM.

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

P	June Driskill	P	Clifford Hart
P	William Jones	P	Janice N. Wheaton
P	Anne Webster Day		

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

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

After Town Manager Carter gave a report, Ms. Wheaton made a motion that was seconded by Mr. Hart to hold a public hearing at its meeting on October 6, 2021, on an application of Mr. and Mrs. Boynton for a special use permit for short term rental on property located at 204 and 206 Washington Street, Amherst, VA, as recommended by staff.

Mr. and Mrs. Boynton were present to answer questions.

After discussion, the motion carried 5-0 as follows:

June Driskill	Aye		Clifford Hart	Aye
Janice Wheaton	Aye		Anne Webster Day	Aye
William Jones	Aye			

Mr. Hart made a motion that was seconded by Ms. Day to approve the minutes of the March 3, 2021, meeting.

There being no discussion, the motion carried 5-0 according to the following:

June Driskill	Aye		Clifford Hart	Aye
Janice Wheaton	Aye		Anne Webster Day	Aye
William Jones	Aye			

Town Manager Carter reported on the procedure to recodify the Zoning Ordinances. Staff will proceed with recodification of the zoning and subdivision process, as recommended by staff. Further discussion on the matter is deferred.

Town Manager Carter reported on the involvement of Central Virginia Planning District's to review and update the Town of Amherst Comprehensive Plan. A copy of the CVPD's draft schedule and work plan was presented to the Commissioners. Further discussion on the matter is deferred.

There being no further business, the meeting adjourned at 7:22 PM on motion by Ms. Day seconded by Mr. Hart.

June Driskill, Chairperson

Attest: _____
Secretary

FOR APPROVAL

**Town of Amherst
Industrial Development Authority**

Chairperson Sharon W. Turner called a meeting of the Town of Amherst Industrial Development Authority, continued from the August 2, 2021, session of the Industrial Development Authority, to order on August 24, 2021, at 8:05 A.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

P	Sharon Turner	P	Jacob Bailey
P	C. Manly Rucker	P	Kim Stein
P	Clifford Hart	P	Richard Wydner
P	Aaron Mahler - Remote		

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

Town Manager Carter facilitated the meeting, the purpose of which was to discuss and develop a strategic action plan to help Town Council achieve its strategic goals.

Discussions concentrated on the Authority’s vision for Brockman Park, downtown revitalization, business visitation, and events.

Brockman Park: Authority members discussed general user appearance and development of a formula or standard for price per lot range. Discussions were held on acceptance/opposition to types of interested users and ways that Brockman Park might be utilized to enhance economic growth in the Town of Amherst. After discussion, Town Manager Carter will provide the Authority with information on regional numbers, base price, and any formula that may be used by surrounding counties and cities to determine pricing. Town Manager Carter will provide the Authority with the VDOT link for traffic counts.

Downtown Revitalization and Business Visitation: The Authority members discussed the body’s role in downtown revitalization to support businesses and expansion of its role related to business development in not only Brockman Park but the entirety of the Town through a business visitation strategy plan. After discussion, Town Manager Carter will develop and distribute a business visitation strategy plan and business list for selection and/or assignment to Authority members.

Events: Suggested Town events in addition to July fireworks/parade and the Christmas Parade were an annual golf tournament, street festivals with crafts and food, using Old Mill Park for events, development of a dog park, a bigger presence of VFW and American Legion who may need a building for growth, and development of a food bank. Discussion was held on use of a dedicated organizer and/or forming an events committee for municipality events with a future goal of events organized by volunteer groups.

There being no further business, the meeting adjourned at 10:03 A.M.

Sharon W. Turner, Chairperson

ATTEST: _____
Secretary

For Approval

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 22, 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
Brandon Payne
Charles Smith

Directors: None
(Absent)

Staff/Partners: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.
(Present) Cindy Miller, RELSWCD Office Administrator

Others:

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order July 22, 2021, at 6:01 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, Schmitt, passed 8/0)**

Reading and Approving the June 24, 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, Humbles, passed 8/0)**

Karen Angulo entered 6:04 pm

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report -- June 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 June 2021 Treasurer's report will be filed in the District Office.

2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC, July report provided. Directors reviewed (copy filed with minutes).

Administration/VACS:

The fourth quarter Attachment E and the year-end "roll up" E are due in my office no later than July 15 along with Quick Books P&L for the quarter, carryover reports and cash balance reports. Except for a signed original 4th quarter E, electronic submissions are acceptable (the earlier the better!). Be sure cash balances reported on the year-end cash balance report match tracking and the district's 4th quarter attachment E. For carryover reports to be accurate all bmps in tracking must have the proper practice status – Complete, Carryover or Cancelled. District staff should run the numerous Logi reports available to help them QA/QC bmp data in tracking.

On page 14 of the 2020 *Desktop Procedures for District Fiscal Operations* is guidance regarding Reserve Fund Balances. "Public funds ... are provided to districts not for savings, but strictly for the performance of conservation." **Board action is necessary** to dedicate for specific purposes any amount above six months of routine operating funds (undesignated reserve funds). Once the books are closed for FY21, this action should be placed on SWCD board meeting agendas.

From page II-16 in the PY2022 VACS manual, "BMPs initiated prior to submitting a cost share or tax credit application are not eligible." Producers interested in cover crop BMPs need to sign an FY22 Contract Part 1 prior to planting. Producers seeking an AgBMP Tax Credit on their NRCS project(s) need to do the same prior to "implementation." Said NRCS bmp must be VACS eligible and once completed must be certified as meeting VACS specifications.

Miscellaneous:

Conflict of Interest Act (COIA) Training: The Code of VA requires that once every two years locally elected officials must take COIA training. Many directors last took this in 2019 between July and December. The training can be accessed at <https://ethicswebinar.dls.virginia.gov/>. Each module is specific to the role in which you serve so select the proper role (select "Local elected officials or EDAs/IDAs") in order to activate the correct training to fulfill your training requirement.

Training dates listed on attached report.

3-USDA Natural Resources Conservation Service Report – Jonathan Lipinski, NRCS Dist. Cons-written report provided (copy filed with minutes)

July 2021 Monthly NRCS Report

Staffing

Lauren Cheatem has joined the NRCS team in June as a Soil Conservationist.

Lyle Shelton (part-time) passed away in early July, he will be missed.

Jon Lipinski – District Conservationist (till Sept 2021)

Programs

Environmental Quality Incentives Program (EQIP)

We are continuing to work on a few applications that were pre-approved for funding this spring.

Practice installation continues on several existing contracts from previous years.

CRP/GRP/WRP

No changes or updates, however we are working with DOF and FSA to check the status of the FY 2022 renewals.

Conservation Stewardship Program (CSP)

We are working a few CSP application that got picked up. VA had over \$23 Million dollars in applications!

Outreach, Training and Upcoming Events

Nothing significant to report at this time.

Submitted by Jon Lipinski– District Conservationist, Rustburg Service Center

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

Was able to do 1st Smokey program in over 11/2 years at Bible Baptist Daycare.

Had 25 I attendance.

Investigated 2 3-year-old open field planting operations where voles had damaged trees. Thankfully there is enough stocking to maintain an adequate stand of trees on one tract. The other consisting of 145 acres will have to be site prepped and planted again.

Investigated herbicide damage to trees from an application on an agricultural field adjacent to homeowner's property.

Have done several logging inspections

Finally got R.T. cost share allocation of \$53,000 and only have \$10,000 left after processing this year's applications. Hopefully there will be enough to cover future practices.

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

The Spotted Lanternfly insect has been spotted near Lynchburg. This insect can cause an economic issue with Harvest. Eggs will look like puddy. **Spotted Lanternfly**. The **spotted lanternfly** (SLF), *Lycorma delicatula*, is a non-native pest and a sapsucker that impacts a variety of plant species. A potentially very serious pest of grapes, peaches, hops, and a variety of other crops, There is a Bird issue in Northern VA causing concern- currently they are unsure of the disease causing the issue. The **Northern** Region area of Virginia began receiving an increase in the number of calls regarding sick/injured young **birds**, specifically Grackles and Blue Jays. Eye **issues** were reported in what otherwise looked like healthy young **birds**, causing blindness causing the **birds** to land and stay on the ground.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan Wooldridge gave the July 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 new projects for the new program year. Helping out with soil testing. Advising on erosion issues. Working on Nutrient Management Plans for producers.

Practices and Conservation Plans for Board Approval:

Current BMP interest for PY22

(10) SL-6W, (2) SL-6N (6)SL-8B, (1) SL-1 , (1) SL-7

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Billy Hall has started on the mowing and maintenance of the dams and hopefully will finish up next week

Meetings attended are on file.

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

Regular Monthly duties are kept up to date.

- Attachment E for the 4th Quarterly and Annual were completed and submitted to Mark Hollberg.
- Attachment D completed and submitted to Mark Hollberg.
- Carry over and Cash on hand reports for the FY 21 completed and submitted.
- Files were updated with new folders and retention pulled and put into storage.
- Submitted Local allocation bills to Counties and Lynchburg City.
- Prepared quarterly director reimbursements.
- Began Annual Report – Hoping for a new Director Photo.
- Set up meeting for the Personnel and Committee. Applicants for the Education position were interviewed. See minutes attached. References were called and verified.
- Supply Order completed.

Outreach:

- Library outreach project: Table set up at Appomattox Co Library with Dairy game on July 2nd and 9th. The Times Virginian recognized us in an article with the library in the 7.14.2021 addition.
- Poster contest and Photo contest promoted on Facebook, thru Schools and Libraries
- Future tabling events are scheduled for July 31st Campbell Co End of Summer Event and October 9th Railroad Festival in Appomattox.

Training virtually as provided.

9. Timberlake WID – written report provided by George Shrader. Verbal update given by Doug Perrow. (copy filed with minutes).

TWID Trustee Report for July 2021 RELSWCD Meeting, George Schrader
7/20/2021

2021 Sediment Collection Conservation Project

The preliminary review of the post dredge bathymetric analysis of the 2021 dredge project estimates the actual amount of sediment collected to be approximately 13,000 cubic yards. The sediment capture project was completed on time and on budget. The Trustees plan to present a formal project update to the RELSWCD BOD's once all post dredge surveys of the impacted areas are final (Tentatively at the August or September meeting). The sediment disposal site will require a couple of months to "dry out" before site grading and restoration can be completed in the fall of this year.

Moving Forward, As the Phase 1 sediment collection conservation project is nearing completion the TWID Trustees would like to advise and seek approval from the BOD's on the Timberlake Watershed Improvement District's Phase 2 conservation efforts. Phase 2 involves three (3) strategies and is envisioned to involve efforts to mitigate the external point sources of sediment pollution and storm water runoff from entering the Timberlake Watershed Improvement District's from its approximately 5.0 square mile surrounding watershed. The Trustee plan to pursue the following Phase 2 conservation strategies;

1 - The Trustee are seeking a partnership opportunity with our adjacent Peaks of Otter SWCD to mitigate sediment and stormwater runoff which is currently entering the Timberlake WID from the North including both Bedford and Campbell County via the Browns Creek tributary. The Trustees believe there are opportunities to partner and mitigate sediment and stormwater runoff by pursuing stream bank stabilization and storm water management strategies upstream and common to both the RELSWCD and the Peaks of Otter SWCD. The Trustees seek a motion or consensus delegation from the board per VA Code 10.1-623 which states, "The Trustees shall exercise the administrative duties and powers delegated to them by the directors of the soil and water conservation district", to initiate contact and pursue potential opportunities with Otter Creek SWCD. The

TWID Trustees will report back to the board after discussions with the Peaks Otter District and seeking guidance and approval of any potential partnership opportunities.

2 - The VDOT Impact Study on sedimentation and storm water entering the Timberlake Watershed Improvement District from the 460 Timberlake bypass interchange. As presented and discussed at the June 2021 meeting, and for which the RELSWCD BOD's issued a related motion, the Trustees continue to seek the, as-promised to the Campbell County Board of Supervisors in 2019 by the VDOT resident engineer, this important impact study. The impact study and data are critically necessary to develop a mitigation strategy to manage the enormous amounts of sedimentation and storm water runoff/velocities resulting from this interchange, and which significantly degrade the Timberlake Watershed Improvement District via Buffalo Creek tributary. The Trustees will continue to advise the BOD's on the progress of this important conservation strategy and wish to advise the BOD's the next meeting for the Campbell County Board of Supervisors is August 1, 2021.

3 - The Trustees continue to seek Campbell County Board of Supervisors support for improvements in environmental policies, practices, regulations and enforcement for land disturbance erosion, sediment controls, and stormwater runoff in the Timberlake District of Campbell County. Failure to implement more robust and effective soil and water conservation policies will continue to negatively impact the Timberlake Watershed Improvement District and the water quality of the Timberlake reservoir. As RELSWCD Directors Doug Perrow and Brandon Schmitt agreed to assist with being present at the next meeting for Campbell County Board of Supervisors meeting, please be advised the Campbell County Supervisors next meeting is August 1, 2021.

August 3, 2021 Brandon Schmitt and Doug Perrow will attend the Campbell Co Board of Directors meeting as to show support to Timberlake WID in reference to VDOT study request. Doug Perrow stated he would like to meet with Peaks of Otter Soil & Water Conservation District in reference to Timberlake WID request.

REPORT OF COMMITTEES- Personnel Committee meet on July 7, 2021 and performed interviews for the opening of Education Specialist. Motion was made by Perrow to hire Stephanie Baber with a salary of \$41,000 and with a start date allowing her to give a 2-week notice. Discussion was requested. After Discussion was complete.

Motion made to hire Stephanie Baber with a salary of \$41,000 as the full time Education Specialist and with a start date allowing her to give a 2-week notice. (Schmitt, Humbles approved 9/0). Board requested that the Office Administrator call her with the job offer on Friday July 23, 2021.

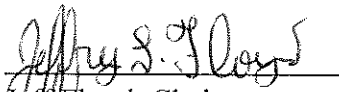
UNFINISHED BUSINESS –Motion made to Advertise for the open Directors position for Appomattox Co for 2 weeks in order to replace the resigned position of Nancy Jo Billings. (Angulo, Schmitt approved 9/0).

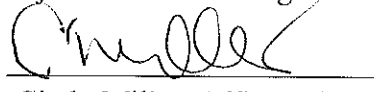
NEW BUSINESS- None

PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 6:55 p.m. (Schmitt, Payne passed 9/0)


Jeff Floyd, Chairman


Cindy Miller, Office Administrator



TOWN OF AMHERST

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

To: Town Council
From: Sara Carter
Date: September 2, 2021
Re: Use of ARPA funds

As Council knows, the Town has received our first tranche of ARPA funds. We will receive our money in two batches, one this year and one next year. The money can be used only for specific purposes. Council has broadly stated that the money would first be spent on revenue replacement and then on water and sewer infrastructure projects. Council held a mini-retreat on this issue on June 24th (presentation attached) and staff recommends making some decisions on direction for spending so that we can determine the best path to proceed and if any ARPA funds can be leveraged with grant funds.

Following this memo, please find a set of spreadsheets that shows the revenue replacement for the first year. The number ended up being less than originally anticipated, as the lease on the Brockman Park property by Dominion increased our revenues. However, with the end of the lease this year, we should have additional money that can be claimed for lost revenue at the end of this calendar year.

The first tranche of ARPA funds was \$1,130,893.

For calendar year 2020, the lost revenue calculation was: \$226,063
Thus far, Council has agreed upon purchase of the following items from the revenue replacement:
Lift: \$25, 824
Second Police Car and electronics: \$43, 313
The remaining funds from the revenue replacement are: \$156,926.

Staff recommends the remaining funds from the revenue replacement be applied to police salaries.

The first tranche has \$904,830 remaining. The second tranche will also be \$1,130,893. Thus, the Town needs to plan for approximately \$2.03 million in funds. Subsequent year revenue loss figures will take up some of those funds if Council wishes to exercise that option.

Staff recommends the following items for Council's consideration:

- Sludge dewaterer (likely all of the remaining funds)
- Relocation of water and sewer lines behind the Ambriar Shopping Center
- Water line replacements for Waugh's Ferry, Sunset Drive, Walnut Hill, or Union Hill. Money for these projects could be leveraged with Revolving funds from VDH.

Base Year Revenue Worksheet



Fiscal Year Ended **6/30/2019**

Revenue Source	Base Revenue (Y/N)	Amount
Taxes		
Amount of tax collections for all taxes imposed by the government.		
Property Tax		
Property Tax	Y	\$ 2,005
Sales and Gross Receipts Tax		
General Sales and Use Tax	Y	\$ 106,902
Selective Sales Tax		
Alcoholic Beverage	Y	\$ -
Amusements Sales Tax	Y	\$ -
Motor Fuels Sales Tax	Y	\$ -
Parimutuels Tax	Y	\$ -
Public Utilities Sales Tax	Y	\$ 26,321
Tobacco Products Tax	Y	\$ -
Other Sales Tax	Y	\$ 544,951
Licensing and Permit Taxes		
Alcoholic Beverage Licensing and Permits	Y	\$ -
Building/Construction Permits	Y	\$ -
Amusements Licensing and Permits	Y	\$ -
Motor Vehicles Licensing and Permits	Y	\$ -
Public Utilities Licensing and Permits	Y	\$ -
Occupation and Business Licensing and Permits	Y	\$ -
Other Licensing and Permits	Y	\$ -
Income Tax		
Individual Income Tax	Y	\$ -
Corporate Income Tax	Y	\$ -
License and Permit Tax		
Alcoholic Beverage	Y	\$ -
Amusements	Y	\$ -
Motor Vehicles	Y	\$ 40,738
Public Utilities	Y	\$ -
Occupational and Business Licenses	Y	\$ 127,245
Other Selective Sales	Y	\$ -
Other Taxes		
Death and Gift Tax	Y	\$ -
Documentary and Stock Transfer Tax	Y	\$ 95,619
Severance Tax	Y	\$ -
Other	Y	\$ -
Intergovernmental Revenue		
Amount of revenue in form of grants, share of taxes imposed by others, PILOTs, or reimbursement for		
Intergovernmental Revenue		
From Other Local Governments	Y	\$ -
From the State	Y	\$ 228,123
From the Federal Government	N	\$ -
From the State and Financed from Federal Grants	N	\$ -
Other Revenue		
Amount of other revenue excluding any refunds or transfers between funds		
Utility Sales Revenue		
Water Supply System	N	\$ 1,360,810
Electric Power System	N	\$ -
Gas Supply System	N	\$ -
Transit or Bus System	N	\$ -
User Charges and Fees		
Sewerage Charges	Y	\$ 1,084,528
Refuse Collection, Disposal, and Recycling Charges	Y	\$ 111,731
Parks and Recreation Charges	Y	\$ -
Airports	Y	\$ -

Hospital Charges	Y	\$	-
Parking Facilities	Y	\$	-
Housing Project Rentals	Y	\$	-
Highways and Other Roads	Y	\$	-
Sea and Inland Port Facilities	Y	\$	-
Miscellaneous Commercial Activities Operated	Y	\$	-
Other	Y	\$	-
Other Revenue			
Special Assessments	Y	\$	-
Receipts from Sale of Property and Other Capital Assets	Y	\$	-
Proceeds from Issuance of Debt	N	\$	36,691
Interest Earnings	Y	\$	120,013
Fines and Forfeitures	Y	\$	28,887
Rents	Y	\$	9,404
Royalties	Y	\$	-
Private Donations	Y	\$	1,001
Sale of Retail or Wholesale Liquor	N	\$	-
Trust Revenue	N	\$	-
Refunds and Other Correcting Transactions	N	\$	13,578
Miscellaneous Other Revenue	Y	\$	5,128
Total		\$	3,943,676
Total Included in Base Revenue		\$	2,532,597

Growth Rate Calculation



NOTE: This form is only required if annual revenue growth prior to the pandemic exceeds 4.1%. If not, 4.1% rate of growth will be used

Revenue Source	Base Revenue (Y/N)	FY Ended 6/30/2016	FY Ended 6/30/2017	FY Ended 6/30/2018	FY Ended 6/30/2019
Taxes Amount of tax collections for all taxes imposed by the government.					
Property Tax					
Property Tax	Y	\$ (2,719)	\$ 4,389	\$ 43	\$ 2,005
Sales and Gross Receipts Tax					
General Sales and Use Tax	Y	\$ 96,687	\$ 100,048	\$ 102,280	\$ 106,902
Selective Sales Tax					
Alcoholic Beverage	Y			\$ -	
Amusements Sales Tax	Y			\$ -	
Motor Fuels Sales Tax	Y			\$ -	
Parimutuels Tax	Y			\$ -	
Public Utilities Sales Tax	Y	\$ 26,120	\$ 26,361	\$ 26,477	\$ 26,321
Tobacco Products Tax	Y			\$ -	
Other Sales Tax	Y	\$ 363,480	\$ 380,600	\$ 392,818	\$ 544,951
Licensing and Permit Taxes					
Alcoholic Beverage Licensing and Permits	Y			\$ -	
Building/Construction Permits	Y			\$ -	
Amusements Licensing and Permits	Y			\$ -	
Motor Vehicles Licensing and Permits	Y			\$ -	
Public Utilities Licensing and Permits	Y			\$ -	
Occupation and Business Licensing and Permits	Y			\$ -	
Other Licensing and Permits	Y			\$ -	
Income Tax					
Individual Income Tax	Y			\$ -	
Corporate Income Tax	Y			\$ -	
License and Permit Tax					
Alcoholic Beverage	Y			\$ -	
Amusements	Y			\$ -	
Motor Vehicles	Y	\$ 43,219	\$ 39,678	\$ 41,173	\$ 40,738
Public Utilities	Y			\$ -	
Occupational and Business Licenses	Y	\$ 144,142	\$ 105,002	\$ 117,165	\$ 127,245
Other Selective Sales	Y			\$ -	
Other Taxes					
Death and Gift Tax	Y			\$ -	
Documentary and Stock Transfer Tax	Y	\$ 74,499	\$ 76,422	\$ 92,292	\$ 95,619
Severance Tax	Y			\$ -	
Other	Y			\$ -	
Intergovernmental Revenue Amount of revenue in form of grants, share of taxes imposed by others, PILOTs, or reimbursement for services					
Intergovernmental Revenue					
From Other Local Governments	Y			\$ -	
From the State	Y	\$ 187,669	\$ 187,998	\$ 183,535	\$ 228,123
From the Federal Government	N			\$ -	
From the State and Financed from Federal Grants	N			\$ -	
Other Revenue Amount of other revenue excluding any refunds or transfers between funds					
Utility Sales Revenue					
Water Supply System	N	\$ 1,332,690	\$ 1,299,646	\$ 1,556,167	\$ 1,360,810
Electric Power System	N			\$ -	
Gas Supply System	N			\$ -	
Transit or Bus System	N			\$ -	
User Charges and Fees					
Sewerage Charges	Y	\$ 926,471	\$ 1,038,139	\$ 1,093,569	\$ 1,084,528
Refuse Collection, Disposal, and Recycling Charges	Y	\$ 106,572	\$ 107,271	\$ 104,973	\$ 111,731
Parks and Recreation Charges	Y			\$ -	
Airports	Y			\$ -	
Hospital Charges	Y			\$ -	
Parking Facilities	Y			\$ -	
Housing Project Rentals	Y			\$ -	
Highways and Other Roads	Y			\$ -	
Sea and Inland Port Facilities	Y			\$ -	

Miscellaneous Commercial Activities Operated	Y					\$	-
Other	Y					\$	-
Other Revenue							
Special Assessments	Y					\$	-
Receipts from Sale of Property and Other Capital Assets	Y	\$	13,194	\$	19,000	\$	-
Proceeds from Issuance of Debt	N	\$	31,779	\$	29,984	\$	45,141
Interest Earnings	Y	\$	20,564	\$	19,598	\$	39,875
Fines and Forfeitures	Y	\$	8,933	\$	8,249	\$	22,093
Rents	Y	\$	9,522	\$	9,046	\$	9,404
Royalties	Y					\$	-
Private Donations	Y			\$	90	\$	400
Sale of Retail or Wholesale Liquor	N					\$	-
Trust Revenue	N					\$	-
Refunds and Other Correcting Transactions	N	\$	826,200	\$	1,111,773	\$	1,213,617
Miscellaneous Other Revenue	Y	\$	12,886	\$	3,899	\$	4,365
Total		\$	4,221,909	\$	4,567,192	\$	5,045,387
Total Included in Base Revenue		\$	2,031,240	\$	2,125,789	\$	2,230,462

Growth Rate	4.7%	4.9%	13.5%
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Average Growth Rate	7.7%
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Growth Rate Used for Calculation	7.7%
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Actual Revenue Worksheet



[Summary](#)

12 Months Period Prior to **12/31/2020**

Revenue Source	Base Revenue (Y/N)	Amount
Taxes		
Amount of tax collections for all taxes imposed by the government.		
Property Tax		
Property Tax	Y	\$ 657
Sales and Gross Receipts Tax		
General Sales and Use Tax	Y	\$ 141,563
Selective Sales Tax		
Alcoholic Beverage	Y	\$ -
Amusements Sales Tax	Y	\$ -
Motor Fuels Sales Tax	Y	\$ -
Parimutuels Tax	Y	\$ -
Public Utilities Sales Tax	Y	\$ 25,315
Tobacco Products Tax	Y	\$ -
Other Sales Tax	Y	\$ 517,469
Licensing and Permit Taxes		
Alcoholic Beverage Licensing and Permits	Y	\$ -
Building/Construction Permits	Y	\$ -
Amusements Licensing and Permits	Y	\$ -
Motor Vehicles Licensing and Permits	Y	\$ -
Public Utilities Licensing and Permits	Y	\$ -
Occupation and Business Licensing and Permits	Y	\$ -
Other Licensing and Permits	Y	\$ -
Income Tax		
Individual Income Tax	Y	\$ -
Corporate Income Tax	Y	\$ -
License and Permit Tax		
Alcoholic Beverage	Y	\$ -
Amusements	Y	\$ -
Motor Vehicles	Y	\$ 42,736
Public Utilities	Y	\$ -
Occupational and Business Licenses	Y	\$ 110,092
Other Selective Sales	Y	\$ -
Other Taxes		
Death and Gift Tax	Y	\$ -
Documentary and Stock Transfer Tax	Y	\$ 38,550
Severance Tax	Y	\$ -
Other	Y	\$ -
Intergovernmental Revenue		
Amount of revenue in form of grants, share of taxes imposed by others, PILOTs, or reimbursement for		
Intergovernmental Revenue		
From Other Local Governments	Y	\$ -
From the State	Y	\$ 179,723
From the Federal Government	N	\$ 381,266
From the State and Financed from Federal Grants	N	\$ -
Other Revenue		
Amount of other revenue excluding any refunds or transfers between funds		
Utility Sales Revenue		
Water Supply System	N	\$ 1,490,627
Electric Power System	N	\$ -
Gas Supply System	N	\$ -
Transit or Bus System	N	\$ -
User Charges and Fees		
Sewerage Charges	Y	\$ 978,939
Refuse Collection, Disposal, and Recycling Charges	Y	\$ 145,507
Parks and Recreation Charges	Y	\$ -

Airports	Y	\$	-
Hospital Charges	Y	\$	-
Parking Facilities	Y	\$	-
Housing Project Rentals	Y	\$	-
Highways and Other Roads	Y	\$	-
Sea and Inland Port Facilities	Y	\$	-
Miscellaneous Commercial Activities Operated	Y	\$	-
Other	Y	\$	-
Other Revenue			
Special Assessments	Y	\$	-
Receipts from Sale of Property and Other Capital Assets	Y	\$	-
Proceeds from Issuance of Debt	N	\$	34,854
Interest Earnings	Y	\$	99,717
Fines and Forfeitures	Y	\$	8,250
Rents	Y	\$	309,404
Royalties	Y	\$	-
Private Donations	Y	\$	75
Sale of Retail or Wholesale Liquor	N	\$	-
Trust Revenue	N	\$	-
Refunds and Other Correcting Transactions	N	\$	19,599
Miscellaneous Other Revenue	Y	\$	6,934
Total		\$	4,531,277
Total Actual Base Revenue		\$	2,604,932



ARPA Revenue Replacement Calculator

Background Information

1) Fiscal Year End	<input type="text" value="June"/>	<u>Notes:</u>
Base Year Revenue Period	<input type="text" value="6/30/2019"/>	FY used for base year ca
2) Calculation Date	<input type="text" value="12/31/2020"/>	
Number of Months	<input type="text" value="18"/>	Months between Base Y

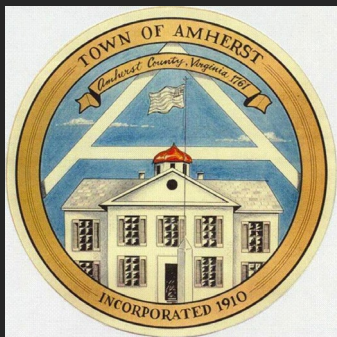
Estimate Revenue

3) Base Year Revenue	<input type="text" value="\$ 2,532,597"/>	Use Worksheet to Cal
4) Growth Rate	<input type="text" value="7.7%"/>	Use Worksheet to Cal
Counterfactual Revenue	<input type="text" value="\$ 2,830,995"/>	Estimated Revenue W
5) Actual Revenue	<input type="text" value="\$ 2,604,932"/>	Use Worksheet to Cal

Reduction in Revenue

Fiscal Year Ended

Revenue Reduction



ARPA Funding

TOWN OF AMHERST
COUNCIL RETREAT, PT II
JUNE 24, 2021

How Much and When?

- Total amount: \$2.2 million
- Delivered in two batches, one this year (probably next Monday) and one a year later
- Expenses must be incurred by December 31, 2024
- Expenses must be expended by December 31, 2026

How Can It Be Spent (overview)

- Information is still tentative in nature; guidance is still being developed!
- Almost all items have a timeframe that the use of funds is for March 3, 2021, to the end date of the funds.
- There are four broad categories. Not all categories work for all localities.
- Four Categories
 1. Responding to the Public Health Emergency
 2. Essential Workers
 3. Revenue Loss
 4. Infrastructure

Responding to the Public Health Emergency and Negative Economic Impact (Category 1)

- All medical related activities to the pandemic, as well as disease prevention.
- Assistance to households, such as food, rent and mortgage assistance.
- Assistance to non-profits and small businesses
- Direct cash payments to households
- Investments in outdoor spaces (in QCT's)
- Mental health services and recovery services

Responding to Workers Performing Essential Work During the Pandemic (Category 2)

Localities can use their ARPA money to provide premium pay to workers who performed essential work during the pandemic. Essential workers do not have to be public employees. They can also include community workers who provided essential services during the pandemic.

Premium Pay may be “retrospective,” back to the beginning go of the pandemic.

For workers who:

- Critical infrastructure sectors
- In-person work, interacting with others, or physically handle items handled by others
- Focused on low income workers

Revenue Loss for the Provision of Government Services(Category 3)

- All General Fund, Wastewater Fund, Trash and IDA monies can be included. The water fund is excluded from this calculation.
- Revenue loss can be counted each year at the end of calendar year for 2020, 2021, 2022, 2023.
- Revenue loss is based on the change in revenue from 2019 to each year, with a growth adjustment applied to each year.
- The Federal Government allows a growth calculation of 4.1% without calculation. Our growth calculation is 6.8% (based upon growth in the funds for the three years prior to the pandemic). Total Revenue loss is approximately \$400,000 for 2020.
- Staff does not anticipate significant losses in coming years.

Water, Sewer, and Broadband Infrastructure (Category 4)

Infrastructure projects for water and sewer are broadly eligible.

Expenses must be incurred after March 3, 2021, but current projects are eligible for use of ARPA funds.

ARPA funds are generally aligned with the same kinds of projects that use DWSRF (such as the current WTP project).

Replacement of lead service lines is a specific designated use.

Funds can be used as a match for other funding sources, such as DWSRFs.

More on Revenue Recovery...

This money also has specified uses and cannot be spent on just anything.

Key provisions:

Cannot be spent on things in the past or the future- ie, no debt service, no pensions, no reserves

However, this money is the money most easily used for other items that Council may choose, including as a “salary swap” with public safety.

2020 amount available: Approx. \$400,000

Thoughts on Uses

- BE PATIENT! We have time and more guidance is still to be issued.
- Salary swap the total revenue loss amount of approximately \$400,000. This will allow Council to have cash on hand to use as they determine best.
 - First suggested use from staff: A second new police car. Currently, we have a car that requires \$5,000 to keep on the road. Staff does not feel the car is worth repairing. Other cars are not far behind. The Town purchased 2 police vehicles in 2014, 1 in 2015, 1 in 2016, 2 in 2017. There were 0 vehicles purchased in 2018, 2019, or 2020. Three of the cars have over 100,000 miles.
 - Purchase a bucket truck or a lift. A new lift would be around \$25,000. Rental cost is \$600/day.
 - Other capital costs?
 - Donation to non-profits? Reinstate donations ended.
 - Affordable Housing- Habitat for Humanity is attempting to do builds in town and assisting with lots on Depot Street would be good for the community.

Thoughts on Uses, cont.

- Water and Sewer Infrastructure
 - Sludge Dewaterer- The previous estimated cost was \$1,5 million. Inflationary pressures may make this substantially more expensive.
 - Line Inventory for Water system
 - Water line replacements
 - Waugh's Ferry Road
 - Christian Springs Road
 - Sunset Drive

TOWN OF AMHERST

BUDGET CALENDAR FOR FY 2022-2023

December 2021 – Office Manager prepares budget worksheets for department heads and mails out donation request forms to local organizations.

January 28, 2022– Deadline for budget requests from department heads and local organizations.

February 7, 2022 – Office Manager presents prepared budget documents to Town Manager for recommendations.

March 2022 – Finance Committee meets with Office Manager and Town Manager to review budget documents and recommendations.

April 13, 2021 – Public hearing of FY23 budget at regular Council meeting.

May 11, 2021 – Adoption and appropriation of FY23 budget at regular Council meeting.

CAPITAL IMPROVEMENTS PLAN FY 2022-2023

October 2021 – Office Manager sends out CIP requests documents to department heads.

November 19, 2021 – Department heads submit CIP requests to Office Manager.

December 2021 – Department heads and Town Manager meet to discuss CIP requests.

January 2022 – Town Manager Presents CIP recommendations to Planning Commission.

March 9, 2022 – Planning Commission public hearing on CIP requests.

April 13, 2022 – Council public hearing on CIP requests.

May 11, 2022 – Council adopts Capital Improvements Plan.

Town of Amherst Comprehensive Plan Update

Scope of Work

PDC staff will aid the Town of Amherst in reviewing and updating the existing 2017 Comprehensive Plan. The main tasks will be to update data tables with the newest census data available, incorporate goals and objectives from recent plan documents (e.g. the Pedestrian Safety and Walkability Study, Regional Hazard Mitigation Plan), and to update the corresponding text. Staff will meet with the Planning Commission at the November 1 meeting for a kickoff meeting and brief presentation and will follow up at the February to review the draft goals and objectives with the Commission.

Tasks:

1. Conduct Kickoff/Orientation meeting with Town Planning Commission
2. Review and update existing plan document with the most up-to-date information
3. Incorporate goals and objectives from recent plan documents (e.g. the Pedestrian Safety and Walkability Study, Regional Hazard Mitigation Plan)
4. Review updated Goals and Objectives with the Town Planning Commission
5. Provide updated plan document for adoption by Town Officials

Anticipated Timeline



Throughout the process, we will be reviewing and revising the existing document, updating data tables and charts, incorporating existing plan documents and coordinating intergovernmental review along with Town Staff.

The following tasks will be covered by the General Technical Assistance Funds awarded by VDOT. Any additional tasks, including but not limited to: major revision of document text, more substantial community outreach, or branding/marketing tools are outside the project scope, and will be subject to cost to be paid by the locality at an agreed upon rate.

Town of Amherst Comprehensive Plan Update				
Item	Unit	Unit Cost	Number of Units	Total Cost
Staff Resources - hourly rates and benefits				
Community Outreach (Town Hall Meeting)				
Staff - Regional Planner	Hours	\$45.69	5	\$228.45
Chapter Vision, Goal and Objective Review				
Staff - Regional Planner	Hours	\$45.69	15	\$685.35
Updating Data Tables and Maps				
Staff - Regional Planner		\$45.69	25	\$1,142.25
Document Development and Review				
Staff - Regional Planner	Hours	\$45.69	15	\$685.35
Staff - Development Director	Hours	\$64.55	10	\$645.50
Plan Presentation and Local Adoption Procedure				
Staff - Regional Planner	Hours	\$49.51	15	\$742.65
Transportation Section				
Staff - Regional Planner	Hours	\$45.69	30	\$1,370.70
			CVPDC Cost	\$5,500.25
			Locality Cost	\$0.00