

**AMHERST TOWN COUNCIL**  
**AGENDA – WEDNESDAY, DECEMBER 9, 2015**

**1. Call to Order in Town Hall (7:00 PM)**

**2. Moment of Silence**

**3. 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.*

**4. Special Matters**

**A. Amherst County Habitat for Humanity Event – Debbie Habel**

*Ms. Habel, the Amherst County Habitat for Humanity director, has advised that she plans to discuss a proposed event during the meeting. A formal request for approvals has not been received as of the agenda preparation date.*

**5. Consent Agenda**

**A. Town Council Minutes – November 10, 2015 meeting**

*A motion to approve the minutes as submitted is indicated.*

**B. Correspondence**

i. Planning Commission Minutes – December 2, 2015 meeting

ii. Letter of appreciation from the Town of Altavista – November 23, 2015

**C. Monthly Reports**

i. Town Manager

ii. Director of Public Utilities

iii. Office Manager

iv. Police Chief

v. Town Attorney

**6. Council Committee Reports**

**A. Finance and IT Committee - Mrs. Thompson**

*Material on the Town's investment program and the planned participation in the Local Government Investment Pool are contained in the agenda package as well as a proposed ordinance that would update the meals tax collection rules.*

**B. Public Safety Committee – Mr. Bumgarner**

**C. Utilities Committee – Mr. Watts**

*Minutes from the November 30, 2015 meeting are contained in the agenda package.*

**D. Community Relations Committee – Mr. Higginbotham**

**E. Personnel Committee – Mr. Mozingo**

**F. Town Hall Renovations Committee – Mayor Kilgore**

*Items left to complete include the Council Chamber meeting room table, moving the projector screen if needed, and the sound and video surveillance systems.*

**7. Discussion Items**

**A. Fire Department Donation – Jack Hobbs**

*A request that the Town donate \$12,000 to the Amherst Fire Department has been received. No Town "donation" monies have been released this year to date. Staff recommends sending \$10,500 to the Amherst Fire Department as budgeted and holding off on sending other monies until after the donation request materials have been returned or requests are received in another format.*

**B. Business License Tax Enforcement – Colan Davis**

*Mrs. Davis has been asked to provide a report on the next step that needs to be taken toward resolving the business license tax collection problem.*

**C. Town Promotion – Mayor Kilgore**

*The Town Council will recall the billboard and utility availability fee waiver items approved in an effort to promote economic activity. Both expire at the end of December.*

**D. Pay for Part Time Employees – Jack Hobbs**

*A proposal to adjust the pay rate for certain part-time employees is contained in the agenda package as well as a memo report on efforts to improve the Town's administrative functions.*

**E. Work Plan for 2016 – Jack Hobbs**

*As elements toward organizing the Town's programs for CY2016, a draft Town meeting calendar and FY17 budget timetable that staff plans to follow are contained in the agenda package. Oral reports on the variety of projects outlined in staff reports can be provided as the Council desires.*

**8. Matters from Staff**

**9. Matters from Town Council**

*A closed session to discuss personnel and legal matters has been suggested.*

***A motion that would facilitate a closed session to discuss personnel and legal matters might be as follows:***

I move that the Town Council convene in closed session for to go into closed session for:

- (a) discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation per the exemption at §2.2-3711A.1 of the Code of Virginia, and
- (b) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel per the exemption at §2.2-3711A.7 of the Code of Virginia.

*To reconvene in open session:*

I move that the Town Council 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 second motion should be decided by roll call vote.)***

**10. Adjournment**