

AMHERST TOWN COUNCIL
AGENDA – WEDNESDAY, JANUARY 13, 2016

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. Pedestrian Safety – Police Chief Kimbrel

Chief Kimbrel has been asked to give a brief presentation on efforts to address downtown pedestrian safety concerns.

B. Main Street Waterline Replacement Project – Town Manager Hobbs

The procurement process for the Main Street Waterline Replacement Project has progressed without any irregularities and the Town Council is now in position to award the contract. Staff recommends that the Town Council authorize the Town Manager to award the contract to F. L. Showalter per the engineer's recommendation. The loan closing is scheduled for February 4, and the Town is on track for construction early this spring.

5. Consent Agenda

A. Town Council Minutes – December 9, 2015 meeting

A motion to approve the minutes as submitted is indicated.

B. Correspondence

- i. Planning Commission Minutes – January 6, 2016 meeting

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

Minutes from the January 7, 2016 meeting are in the agenda package.

B. Public Safety Committee – Mr. Bumgarner

C. Utilities Committee – Mr. Watts

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, and the sound and video surveillance systems.

7. Discussion Items

A. Tap Fee Resolution – Jack Hobbs

Although the Town Council extend the water and sewer availability suspension in December, a confirmation of the conditions at this time might help avoid future misunderstandings. A resolution that would effect this is contained in the agenda package.

B. Machine Gun Disposal – Jack Hobbs

The process to dispose of the machine gun has been discussed for several months. A request for proposals from gun brokers that could "handle" the sale has been developed and pending Council concurrence we can move into a broker selection process. The draft RFP document starts on p. 6A-10 of the agenda package.

C. Committee Appointments – Jack Hobbs

It appears that Mrs. Thompson’s term on the town/county Joint Committee on Cooperation has expired. Per the annexation agreement, the Council appoints three individuals to this board for three year terms. The vacant term would be January 1, 2016-December 31, 2019. Reference p. 6-1 of the agenda package.

D. Town Council Retreat – Jack Hobbs

Recent feedback from Councilors indicates a lack of support for a retreat worksession, but it seems that the Town’s top priority is shifting from infrastructure replacement to encouraging revitalization and economic growth, especially in the downtown area. Staff suggest that various efforts underway – the Urban Development Area study, the county’s economic development strategy project, the movement of the chamber of commerce into a tourism promotion role in a new building, activity by the Small Business Development Center, a wayfinding/walkability study effort, etc. – might initiate projects or programs the Town Council would eventually support.

E. Dog Waste Stations – Mr. Watts

Councilman Watts asked for time on the agenda to discuss the issue of dog waste stations.

F. Personnel Policy Amendment - Jack Hobbs

The Town’s auditor has recommended an adjustment to the Personnel Policy to facilitate coordination between pay periods, time cards and reports on check stubs has been recommended. Staff proposes such an amendment which can be found on p. 6A-8 of the agenda package.

G. Personnel Status Report – Jack Hobbs

The Town Manager will give an oral report on recent changes in the Town staff.

H. Project Status Reports – Jack Hobbs

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