

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on September 8, 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
P	Kenneth S. Watts	P	Janice N. Wheaton

Also present were the following staff members:

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

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

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. Carton made a motion that was seconded by Ms. Turner to approve the minutes from the August 11, 2021, meeting.

There being no discussion, the motion as to the August 11, 2021, minutes carried 4-0-1 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	Abstain	Janice N. Wheaton	Aye

After Chairman Bunch reported on behalf of the Town and County Projects Ad Hoc Committee that the Amherst Lifesavings Crew has made the decision not to dissolve its corporate structure at this time, Mayor Tuggle dissolved the Town and County Projects Ad Hoc Committee.

Town Manager Carter and Office Manager/Finance Director Morgan gave a report on categorization of projected uses of ARPA funds and revenue lost calculation. After discussion, by consensus Council approved use of lost revenue funds as presented by staff and referred categorization of projected uses of the remaining funds to the Utilities Committee for the purpose of formulation and presentation of a prioritized town project list. Further discussion was deferred to the October 13, 2021, meeting.

After a report by Office Manager/Finance Director Morgan on the FY2022-2023 budget timetable and capital improvement plan that staff would like to follow, Ms. Carton made a motion that was seconded by Ms. Wheaton to approve the FY2022-2023 Budget Calendar and Capital Improvement Plan as presented by staff.

After discussion, the motion carried 5-0 via the roll call method to approve the 2022-2023 Budget and CIP Calendar with the inclusion of a Council budget work session as follows:

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

A copy of the FY2022-2023 Budget Calendar and Capital Improvement Plan is attached and made a part of these minutes.

Town Manager Carter reported that there are no Town policies or code ordinances on removal of empty trash and recycle bins from curbs. Town Manager Carter was instructed to draft a code ordinance on removal of empty trash and recycle bins from curbs for presentation to Council. Further discussion was deferred to the October 13, 2021, meeting.

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

After Town Manager Carter gave a report, Mr. Watts made a motion that was seconded by Ms. Carton to hold a public hearing at its meeting on October 13, 2021, on an application of Carey A. Boyton (aka Boynton), that would, if approved, allow for a special use permit for short term rental on property zoned R-2, General Residential, located at the intersection of Washington and Depot Streets on approximately 0.44 acres, known as 204 and 206 Washington Street in the Town of Amherst, Virginia, and identified as Tax Map # 96A7 A 14, as recommended by staff.

After discussion, the motion carried 5-0 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	Aye	Janice N. Wheaton	Aye

After a report by Town Manager Carter, by consensus an events committee consisting of citizen volunteers, Council members, and Industrial Development Authority members, may be formed by the Industrial Development Authority to consider regular events in the Town to increase Town business and activity.

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

At 7:49 P.M. Ms. Carton made a motion as follows: I move that the Town Council go into closed session pursuant to §2.2-3711A.3 of the Code of Virginia for discussion or consideration of the disposition of publicly held real property, 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 pursuant to §2.2-3711A.1 of the Code of Virginia as it relates to assignment, appointment, promotion, performance of specific public officers, appointees, or employees, specifically that of the Town Attorney.

The motion carried 5-0 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	Aye	Janice N. Wheaton	Aye

Mayor Tuggle recessed the meeting at 7:50 PM.

Mayor Tuggle reconvened the meeting in closed session at 7:54 PM.

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 8:44 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 5-0 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	Aye	Janice N. Wheaton	Aye

Mr. Watts made a motion that was seconded by Ms. Carton to hold a public hearing at its meeting on October 13, 2021, on purchase of property for public use identified as 133 W. Court Street, TM#96A4 2 2, in the Town of Amherst, Virginia, in accordance with the terms and conditions of the proposed contract.

There being no discussion, the motion carried 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	Aye	Janice N. Wheaton	Aye

Mr. Watts made a motion that was seconded by Mr. Bunch to extend Town Attorney Berry's contract ending December 31, 2021, through December 31, 2022.

There being no discussion, the motion failed 1-4 via the roll call method as follows:

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

Town Manager Carter was instructed to begin the RFP process for appointment of a new Town Attorney beginning January 1, 2022.

There being no further business, the meeting adjourned at 8:55 P.M., until October 13, 2021, at 7:00 p.m. on motion of Ms. Turner seconded by Mr. Watts.

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

FOR APPROVAL

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 9, 2022- Council, Town Manager and Office Manager will meet prior to regular Council Meeting to go over Town Manager proposed FY23 Budget.

March 14-18, 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.