

Mayor D. Dwayne Tuggle called a meeting of the Amherst Town Council to order on January 28, 2023, at 7:00 P.M., continued from the January 11, 2023, session, 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	Andra Higginbotham
P	Janice N. Wheaton	P	Michael Driskill
P	Sharon W. Turner	P	Douglas Thompson

Also present were the following staff members:

Sara E. McGuffin	Town Manager	Brandon Payne	Police Captain
Vicki K. Hunt	Clerk of Council	Gary Williams	Director of Plants
Tracie Morgan	Office Manager/Treasurer	Charles Thompson	Utilities Maintenance Foreman

Stephanie D. Davis, Ph.D., Virginia Tech Collegiate Assistant Professor and Program Director for Graduate Certificate in Local Government Management, facilitated the meeting, the purpose of which was for Town Council to discuss two-year strategic planning and governance issues for the Town and Council members own development.

Council discussion involved the development of the Town’s Mission, Vision, and Values Statement, and steps to reach goals for topics including recreation facilities and entertainment venues development; business promotion and economic development; balanced and affordable housing; downtown area revitalization; and improvement and enhancement of services.

Ms. Wheaton made a motion that was seconded by Mr. Higginbotham to establish the following council standing committees and appoint members and ongoing duties to each for the January 1, 2023-December 31, 2024, Council term:

- **Community Relations and Improvement Committee** – Janice N. Wheaton (Chairman) and Douglas L. Thompson
  - Work with Town staff and community organizers to provide input and guidance into
  - Town improvements and events.
  - Support downtown improvements and address ideas from the public regarding the
  - Town.
- **Utilities Committee** – Andra A. Higginbotham (Chairman) and Sharon W. Turner
  - 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.

Discussion was held on the necessity of establishing council standing committees to act in an advisory capacity to Town Council based on committee investigations and discussions on various matters.

After discussion, Ms. Wheaton moved to amend her motion, seconded by Mr. Higginbotham, to abolish standing council committees for the January 1, 2023-December 31, 2024, Council term.

There being no further discussion, the amended motion carried 5-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

Mayor Tuggle directed that the Continuation of Governance Resolution adopted by Council at its meeting on January 11, 2023, reflect the change. The amended resolution is attached and made a part of these minutes.

There being no further business, the meeting adjourned at 2.33 P.M., until February 8, 2023, at 7:00 p.m. on motion of Ms. Wheaton seconded by Mr. Thompson.

The motion carried 5-0 as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

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D. Dwayne Tuggle, Mayor

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

**A RESOLUTION TO ADOPT AND EFFECT THE CONTINUATION OF GOVERNANCE FOR THE TOWN OF AMHERST FOR THE JANUARY 1, 2023 – DECEMBER 31, 2024, COUNCIL TERM.**

**WHEREAS**, various provisions of Code of Virginia, the Town Charter and the Town Code as well as tradition indicate that the Town Council of the Town of Amherst, Virginia, should take certain actions following an election,

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Amherst, Virginia, that the following organizational plan shall apply for the January 1, 2023 – December 31, 2024, Council term:

1. **Election of Vice Mayor:** Pursuant to Article III, Section 3.01(9) of the Town Charter, Andra A. Higginbotham shall be elected Vice Mayor.
2. **Continuation of Policies:**
  - 2.1 Pursuant to Article III, Section 3.01(10) of the Town Charter, Section 2-31 of the Town Code which establishes the regular date and place of the **regular monthly Town Council meeting** is hereby affirmed. Regular meetings shall begin at 7:00 PM. Special meetings may be called as per Section 3.01 (10) of the Town Charter.
  - 2.2 The **rules of conduct** for the meetings of the Town Council as established in the Rules of Procedure of the Town Council, adopted January 12, 2022, are hereby affirmed.
  - 2.3 The **Code of Ethics** for the Town Council, as adopted on January 11, 2017, is hereby affirmed.
  - 2.4 The **Invocation Policy** for the Town Council, as adopted on January 11, 2017, is hereby affirmed.
  - 2.5 The **Personnel Policy** adopted on June 14, 2006, effective on July 1, 2006, and last amended on October 14, 2020, is hereby affirmed.
  - 2.6 The **Procurement Policy** adopted on December 13, 2017, and last amended on October 9, 2019, is hereby affirmed.
  - 2.7 The **Policy for the Development of Agendas and Presentations** to the Town Council shall be as follows:

Most items considered by the Town Council are routine in nature or are arranged by the Town Manager. Some items are developed and presented by members of the Town Council or any of its various committees, boards, and commissions. Materials supporting such issues are to be developed and distributed to the members of the Town Council as soon as practical or, at a minimum, along with the agenda materials.

There are times when residents of the Town of Amherst, Town business operators, or other individuals desire to speak before the Town Council or request the Town Council to take action or otherwise react on a specific issue. The Town Council has found it difficult to appropriately respond in a timely manner if sufficient notice of the request is not given. Therefore, it is the policy of the Town Council of the Town of Amherst

to require that a reproducible (8 ½ x 11) written description of any item to be considered be submitted to the Town Manager by 5:00 PM on the first Wednesday of the month for the meeting to be held that month. Individuals are reminded that such information becomes public information, subject to the Freedom of Information Act, upon receipt at the Town Hall.

However, the Town Council feels that Town residents and business operators have the right to address the Town Council on any issue that may involve the Town. Any individual desiring to speak before the Council who has not met the deadline requirement noted above 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 will be at the discretion of the Mayor. It is the Town Council's policy that agendas for regular monthly Town Council meetings will include time reserved at both the beginning and end of the meeting for hearing public comments.

The Town Council may waive this policy if it finds that strict adherence to its language is too restrictive.

3. **Town Depository:** Pursuant to Article III, Section 3.01(15) of the Town Charter, all banks currently operating a branch inside the corporate limits of the Town of Amherst (Truist, Bank of the James and First National Bank) and SunTrust Bank, VML/VACO Virginia Investment Pool and the Local Government Investment Pool shall be considered approved places of deposit for Town funds. The Mayor, Town Manager and Treasurer are hereby authorized to execute all papers necessary to continue or effect new accounts.
4. **Standing Council Committee Appointments:** Pursuant to Chapter 2, Article II, Section 2-29 of the Town Code, the Town Council shall appoint standing committees as the council deems necessary or expedient for the efficient and timely transaction of its business. The purpose of standing committees is (a) to facilitate policy decisions by the Town Council via review, preliminary discussion and investigation of various matters during preparation of their reports to the Town Council and (b) to act in an advisory capacity to the Town Manager and department heads but not to supplant the authority of either the Town Council or management. Town Council will act as a whole in lieu of a committee process.
5. **Staff Appointments:** The following staff appointments are hereby made for the January 1, 2023 – December 31, 2024, Town Council term. The effect of this resolution shall be to appoint all individuals subject to the authority granted to the Town Council by the Town Charter.
  - 5.1 **Town Manager** - Pursuant to Article III, Section 3.01 (21), (22), (23) and (24) of the Town Charter, Sara E. McGuffin is hereby appointed Town Manager with duties and authorities as outlined in the Town Code, the Charter, and the Code of Virginia and as may be assigned by the Town Council from time to time.
  - 5.2 **Town Clerk** – Pursuant to Section 2-89 of the Town Code, Vicki K. Hunt is hereby appointed Town Clerk with all duties and authorities as described in the Town Code.
  - 5.3 **Town Treasurer** – Pursuant to Section 2-90 of the Town Code, Tracie L. Morgan is

hereby appointed Town Treasurer with all duties and authorities as described in the Town Code. These duties shall be considered in addition to her duties as Office Manager.

5.4 **Town Attorney** – Pursuant to Section 2-91 of the Town Code, the firm of Deal and Lachney is hereby appointed Town Attorney with all duties and authorities as described in the Town Code. Remuneration shall be continued on a contractual basis.

5.5 **Chief of Police** – Pursuant to Section 2-92 of the Town Code, Robert A. Shiflett is hereby appointed Chief of Police with all duties and authorities as described in the Town Code.

5.6 **Town Engineer** – Herbert F. White, III is hereby appointed Town Engineer with duties as assigned from time to time by the Town Council or Town Manager. Contract renewal and remuneration shall be continued on an annual contractual basis.

**6. Board Appointments:**

6.1 Pursuant to Article II, Section 2 of the November 2018 **Central Virginia Planning District Commission** charter, Dwayne Tuggle and Sara McGuffin are hereby appointed to that board for the January 1, 2023 – December 31, 2024, term.

6.2 Pursuant to Article III, Section 1 of the July 2019 **Central Virginia Transportation Planning Council** (MPO) bylaws, Dwayne Tuggle and Sara McGuffin are hereby appointed to that board for the January 1, 2023 – December 31, 2024, term.

6.3 Pursuant to Section 18.1-1403 of the Town Code, Michael H. Driskill is appointed as the Town Council’s representative on the **Town of Amherst Planning Commission** for a term to expire on December 31, 2024.

It is the intent of the Town Council that the terms for all appointments made by this resolution shall continue beyond the January 1, 2023 – December 31, 2024, Town Council term of office until successors are duly appointed.

*This Resolution was adopted by the Town Council of the Town of Amherst on January 11<sup>th</sup>, 2023, and revised 1-28-23.*

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*Mayor Dwayne Tuggle*

*Attest:*

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