

AMHERST TOWN COUNCIL
AGENDA – WEDNESDAY, MAY 9, 2018
Meeting at 7:00 p.m.
Town Hall, 174 S. Main Street, Amherst, VA 24521

- A. Call to Order – 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. 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.*
- E. Public Hearings and Presentations**
- 1. Proposed Meals Tax Public Hearing (Pg. 1)-** *A public hearing has been set and advertised to consider a Code Amendment increasing the meals tax from 4% to 6%.*
 - 2. FY 19 Budget Public Hearing-** *A public hearing has been set and advertised for the FY 19 budget.*
 - 3. Presentation by Davenport & Company-** *Jimmy Sanderson from Davenport and Dan Siegel from Sands Anderson will make a presentation regarding options for refinancing two of the Town's outstanding debts.*
- F. Consent Agenda** – *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended actions or discussed individually.*
- 1. Town Council Minutes (Pgs. 2-3)–** *Draft of the April 11, 2018 meeting is **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning such that any needed corrections can be presented at the meeting.*
 - 2. Resolution for Police Memorial Week (Pgs. 4)-** *The week of May 15 is set as Police Memorial Week, in recognition of police officers that have lost their lives in the line of duty.*
- G. Correspondence and Reports**
- 1. Staff Reports (Pgs. 5-17)**
 - 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 (Pgs. 18-19)–

- a. Finance Committee – (Pg. 51) *Mrs. Carton, minutes of meetings attached*
- b. Community Relations – *Mr. Higginbotham*
- c. Utilities Committee – *Mr. Watts*

3. Other Reports (Pgs. 20-31)-

- a. All Points EAP
- b. Robert E. Lee Soil and Water Conservation District MOU Review

H. Discussion Items

1. Change request for West Court Street Water Line project (Pgs. 32-33) – Sara Carter-

2. Update on the Town website- Mattie Nicholson – Staff will present an update on the direction for redoing the Town website.

I. Matters from Staff

J. Matters from Town Council

K. Anticipated Town Council Agenda Items for Next Month

L. Citizen Comments

M. Closed Session- Pursuant to §2.2-3711A.3 of the Code of Virginia, relating to the acquisition of real property for a public purpose.

N. Adjournment

AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF AMHERST BY AMENDING SECTION 8.1-401 OF CHAPTER 8.1 OF THE TOWN CODE, THE AMENDED CODE REFERRING TO THE AMOUNT OF TAX LEVIED.

Be it Ordained by the Council of the Town of Amherst:

- 1. That Section 8.1-401 of the Code of the Town of Amherst is hereby amended to read as follows:*

Sec. 8.1-401. Amount of tax levied.

There is hereby imposed and levied by the town on each person a tax as set out in this article on the amount charged for food and beverage sold for human consumption. The tax shall be six (6) ~~four (4)~~ percent of the amount charged.

- 2. That this Ordinance shall be effective on May 9, 2018.*

This Ordinance was adopted on May 9, 2018.

Mayor

ATTEST:

Clerk of Council

Andrá Higginbotham, Vice Mayor, called a regular monthly meeting of the Amherst Town Council to order on April 11, 2018, 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:

A	D. Dwayne Tuggle	P	Kenneth G. Bunch
P	Andrá Higginbotham	P	Mark A. Stinnett
P	Kenneth S. Watts	P	Rachel A. Carton

Town Manager Sara E. Carter, Town Attorney W. Thomas Berry, Office Manager Tracie Wright, Clerk of Council Vicki K. Hunt, Police Chief Robert A. Shiflett, II, Lead Water Treatment Plant Operator Becky Cash, Lead Sewer Treatment Plant Operator Gary Williams, Utilities Foreman Charles Thompson, and Intern Mattie Nicholson were present.

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Rachel A. Carton.

Vice Mayor Higginbotham opened the floor for citizen comments.

Jeff Carr, 124 Dogwood Street, Amherst, VA, came forward to voice his concerns that water coming out of the shower faucet at his residence is burning his eyes. The matter was referred to Lead Treatment Plant Operator Cash for investigation. Mr. Carr also requested approval of no engine break signs for tractor trailers along a stretch of US 29 in front of his residence or subdivision. Town Manager Carter was directed to contact VDOT to explore the matter.

Darren Coffey, CEO, and Drew Williams, COO, Owners of The Berkley Group, gave a presentation on their findings from the Organizational Strategic Assessment reviewing Town operations, relationships, and procedure; mapping the organizational relationships and making structural recommendations; identifying the strengths and focus areas primarily aimed at improved service delivery; evaluating the performance of each department and how they work together; and making recommendations for improvement through specific actions to be more efficient and effective and promote superior service delivery.

Mrs. Carton made a motion which was seconded by Mr. Watts and carried 5-0 to approve the minutes from the March 14, 2018, meeting. Mrs. Carton and Messrs. Higginbotham, Watts, Bunch and Stinnett voted "Aye."

Mrs. Carton, Chair of the Finance Committee, reported that after discussion the Finance Committee is recommending an increase of the meals and beverage tax from four to six percent with implementation on July 1, 2018.

After discussion, Mr. Watts made a motion which was seconded by Mrs. Carton and carried 5-0 to authorize Town Manager to accept the proposal from WW Associates, Inc., to provide additional engineering services on the Sanitary Sewer Rehabilitation Project including Route 60 Pump Station design, additional construction administration, managing additional construction contract, and additional construction inspection, in the total amount of \$161,000, as recommended by staff. Messrs. Higginbotham, Watts, Bunch, Stinnett and Mrs. Carton voted "Aye."

Intern Mattie Nicholson reported on progress of the new Town website with August 1 as the projected "go-live" launch date.

After discussion, Mr. Watts made a motion to hold a public hearing at the May meeting on the proposed FY18/19 Town budget, and to make changes to Town Code Sec. 8.1-401 which, if approved would allow an increase of the amount of tax levied by the Town on each person on the amount charged for food and beverage sold for human consumption from four (4) to six (6) percent of the amount charged. The motion was seconded by Mr. Bunch and carried 5-0 with Mrs. Carton and Messrs. Higginbotham, Watts, Bunch and Stinnett voting "Aye."

Vice Mayor Higginbotham opened the floor for citizen comments. No comments were made.

Town Manager Carter gave oral reports on a reception that the Town will co-host at Second Stage for Sweet Briar President Woo on May 8, 2018; and, on dedicated work performed at the traffic circle by Utilities Foreman Charles Thompson and his crew to assist the Garden Club.

Clerk of Council Hunt reported that Mayor Tuggle will read a proclamation that declares April as Child Abuse Prevention Month in Amherst at an event on this topic being planned for the MiniPark at noon on April 17, 2018.

At 8:23 PM, Mr. Watts made the following motion which was seconded by Mr. Bunch and carried 5-0 with Mrs. Carton and Messrs. Higginbotham, Watts, Bunch and Stinnett voting in favor: I move that the Town Council convene in closed session for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, 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.

At 9:15 PM, Mr. Watts read the certification, 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 motion passed 5-0 via the roll call method with Mrs. Carton and Mr. Higginbotham, Watts, Bunch and Stinnett voting "Aye."

There being no further business, the meeting adjourned on a motion by Mrs. Carton seconded by Mr. Bunch at 9:17 P.M.

Andrá Higginbotham
Vice Mayor

Attest: _____
Clerk of Council



**PROCLAMATION
DECLARING POLICE WEEK
AND
PEACE OFFICER MEMORIAL DAY
IN THE TOWN OF AMHERST**

WHEREAS, in 1962, President John F. Kennedy signed the first proclamation recognizing May 15th as Peace Officers Memorial Day and the week in which it falls as National Police Week; and

WHEREAS, the safety and well-being of our citizens is important to the prosperity of Town of Amherst; and

WHEREAS, police officers of the Town of Amherst work tirelessly to protect and serve citizens within the Town of Amherst and across the surrounding counties, enforce our laws, and keep our neighborhoods, schools, and families safe; and

WHEREAS, police officers risk their lives each and every day in order to ensure public safety; and

WHEREAS, the Town of Amherst values the courage and devotion of our local, state, and other public sector police, as our collective prosperity depends on the integrity with which our law enforcement officers maintain peace and security; and

WHEREAS, Police Week and Peace Officers Memorial Day are opportunities to honor officers who have fallen in the line of duty, and recognize the sacrifices made by the families of those officers and the families of those who continue to protect and serve our communities; and

NOW, THEREFORE, I DO HEREBY PROCLAIM May 13-19 2018, Town of Amherst Police Week and call upon all citizens of the Town of Amherst, Virginia, in expressing the appreciation of a grateful community for the dedicated and exemplary services provided by the Town of Amherst Police Department.

I FURTHER call upon all citizens of the Town of Amherst in observing Town of Amherst Police Week by attending appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I FURTHER call upon all citizens of the Town of Amherst to observe May 15, 2018, as Peace Officers Memorial Day to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

NOW, THEREFORE, I, D. Dwayne Tuggle, do hereby recognize May 13-19, 2018, as **TOWN OF AMHERST POLICE WEEK**, and May 15, 2018, as **PEACE OFFICERS MEMORIAL DAY** in our **TOWN OF AMHERST**, and I call these observances to the attention of all our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the Town of Amherst on this ninth day of May in the year of our Lord two thousand eighteen.

D. Dwayne Tuggle
Mayor

Town Manager's Report for the May 9, 2018 Town Council Meeting

Committee	Report
A. Industrial Development Authority	No meetings/no report
B. Planning Commission	Meeting cancelled for lack of quorum
C. Board of Zoning Appeals	No meetings/no report
D. Property Maintenance Investigation Board	No meetings/no report
E. Community Relations Committee	No meetings/no report
F. Finance Committee	Met on April 11 and May 2 Minutes included in G.2.1
G. Utilities Committee	No meetings/no report
H. Personnel Committee	No meetings/no report
I. Town/Sweet Briar Sewer Use Advisory Commission	No meetings/no report
J. Lynchburg Regional Business Alliance	No meetings/no report
K. Central Virginia Metropolitan Planning Organization	Met April 26 th

April 2018 Totals

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

CALLS FOR SERVICE	NUMBER
KEYS LOCKED IN VEHICLE	15
ALARM	4
PHONE COMPLAINT	33
BOLO	8
MISSING PERSON	
SHOPLIFTING	2
PROBLEM WITH OTHERS	10
DOMESTIC	4
CHECK WELFARE	6
NOISE OR DOG COMPLAINT	2
TRAFFIC CRASH	5
EMS CALLS	4
SUDDEN DEATH	
ECO	1
FUNERAL TRAFFIC	
OTHER	41

OFFICER INITIATED	NUMBER
BUILDING CHECKS	208
CHECKING DETAIL	
BUILDING SEARCH	1
TRAFFIC SUMMONS	36
DRUNK IN PUBLIC	
EXTRA PATROLS	119
WARRANT SERVICE	5
PROPERTY WALK AROUNDS	7
WARRANTS OBTAINED	3
PARKING TICKETS	
MISD. INVESTIGATION	5
FELONY INVESTIGATION	2
NARCOTICS INV.	6
SEARCH WARRANT	
PUBLIC RELATIONS	6
CITIZEN CONTACT	149

ARREST	NUMBER
MISDEMEANOR	1
FELONY	2
EPO	1
ECO	
PPO	
NARCOTICS VIOLATION	1
DUI / DUID	1

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	25
EQUIPMENT VIOLATION	
RECKLESS DRIVING	3
SUSPENDED LICENSE	1
INSPECTION STICKER	
REGISTRATION	2
SEAT BELT / TEXTING	

WARNINGS	NUMBER
SPEEDING	15
EQUIPMENT VIOLATION	13
RECKLESS DRIVING	
SUSPENDED LICENSE	1
INSPECTION STICKER	3
REGISTRAION	2
SEAT BELT / TEXTING	

OTHER	NUMBER
ASSIST OTHER OFFICER	30
ASSIST OTHER AGENCY	41
COURT	7
REPORTS	5
SCHOOL / TRAINING	32 hrs
MEETINGS	9
TOWED / IMPOUNDED VEH	

PLEASE LIST ALL PASS ON'S, INVESTIGATIONS, ARREST, IMPOUNDED VEHICLES WITH REASON AND LOCATION, AND BUSINESSES WITH OPEN DOORS OR ANY OTHER SIGNIFICANT COMPLAINTS.

266 Calls for service.

5953 miles patrolled.

To: Town Council
From: Tracie Wright
Date: May 2, 2018
Re: April 2018 Monthly Report

Utilities – 1,252 bills were cut totaling \$220,891.98.

A/P – A total of 60 checks were cut totaling \$172,781.84.

Meals and Beverage Tax – 14 Businesses paid \$30,391.54 in Meals and Beverage Tax for the month of March.

Taxes – After the bank lien process the amount of outstanding License Fees is \$4,560.01. Prior to the process the outstanding amount was \$7,500.

Audit – After requesting pricing from Robinson, Farmer, Cox and Brown Edwards for Auditing Services, Robinson, Farmer, Cox submitted a lower price proposal and was awarded the contract.

Collections- Seven Warrant in Debts were placed with the Amherst County General District Court on April 5th to collect on outstanding Utilities and other miscellaneous payments owed to the Town.

Clerk of Council Report
April 2018

Committee Meetings

Town Council

Receive and review agenda packet for 4-11-18 meeting; post agenda packet to website; prepare for and attend meeting on 4-11-18; draft minutes for approval; post to Town website

Quorums: Confirm quorum for Town Council meeting; confirm cancellation of IDA and Planning Commission meetings due to anticipated lack of quorum.

Recodification of Town Code

Continue to cross-reference current Code Chapters with Municode Proofs and review of same; prepare for and attend afternoon work sessions with Attorney Berry on April 3, 4, 10, 11, 17, 25; Attend work session with Attorney Berry and Office Manager Tracie Wright on April 18.

Event and Banner Permits

Receive Amherst County Car Club Cruise-In Event permit; attention to detail

Town Website Management

Monitor website; develop and update design and all content on existing website

Weekly meetings with Mattie Nicholson re staging new website; miscellaneous e-mails with Mattie Nicholson

Town Facebook Editor

Post to Town's Facebook page; monitor feedback

Other:

IDA: Schedule Strategic Planning Meeting

CASA of Central Virginia: Preparation of Proclamation Establishing April as Child Abuse Prevention Month in the Town of Amherst

Board Term Expirations: E-mails and Telephone conferences with members of IDA, Planning Commission, BZA re expiration of terms

Appreciation Picnic: E-mail invitations Annual Appreciation Picnic to Board Members; Follow up e-mails for RSVP

Town Manager T-Shirt: Pick up shirt from HighPeak

Public Notices:

Prepare and Post public notices in accordance with Town Charter and Code of Virginia

Vacancies:

Planning Commission Vacancy

IDA Vacancy

Budget and Meals Tax (Prepared by Town Manager)

Town of Amherst Committees as of April 30, 2018

	<u>Appointed/Term Expires</u>	
<u>TOWN COUNCIL</u>		
D. Dwayne Tuggle, Mayor	01/01/17	12/31/18
Kenneth S. Watts	01/01/17	12/31/18
Andra A. Higginbotham	01/01/17	12/31/18
Mark A. Stinnett	01/01/17	12/31/18
Rachel A. Carton	01/01/17	12/31/18
Kenneth G. Bunch	11/08/17	12/31/18

PLANNING COMMISSION

June Driskill, Chairperson	06/08/16	06/30/20
Kenneth G. Bunch	12/13/17	12/31/18 (TC rep)
William Jones	04/08/15	06/30/19
Ted Finney	07/01/17	06/30/21
Kevin Belcher	05/14/14	06/30/18
Clifford Hart	04/08/15	06/30/19
VACANT		06/30/18

BOARD OF ZONING APPEALS

Gary Mays, Chairman	04/08/15	08/31/20
Ed Carton	11/10/14	08/31/19
Teresa Tatlock	07/10/16	08/31/21
Marvin Hensley	08/31/17	08/31/22
Kevin James Akershoek	12/11/13	08/31/18

INDUSTRIAL DEVELOPMENT AUTHORITY

Lewis Addison, Chairman	04/08/15	06/30/19
Sharon Watts Turner	01/17/17	06/30/18
Gary Jennings	05/10/17	06/30/21
Jacob Bailey	06/08/16	06/30/20
Manly Rucker	05/10/17	06/30/21
Vernon Wood	05/14/14	06/30/18
Richard Wydner	04/08/15	06/30/19

PROPERTY MAINTENANCE INVESTIGATION BOARD

C. Manly Rucker, III	05/10/17	06/30/20
Bessie H. Kirkwood	04/08/15	06/30/18
Glenda Hash	06/08/16	06/30/20

REGION 2000 REGIONAL COMMISSION/MPO

D. Dwayne Tuggle	01/11/17	12/31/18
Sara Carter	01/11/17	12/31/18

Appointed/Term Expires

TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION

Clifford Hart	02/08/17	12/31/18
Kenneth S. Watts	01/11/17	12/31/18

YMCA EXPLORATORY COMMITTEE

Erin Minter, Chairperson	05/10/17
Tracy Wilburn	05/10/17
Erin Calhoun	05/10/17
Paul Robert Munn	08/09/17
Rebecca A. Fitzgerald	08/09/17

TOWN COUNCIL COMMITTEES (FOR THE 01/01/17-12/31/18 TERM)

FINANCE COMMITTEE

Rachel A. Carton (Chairman) and Kenneth S. Watts

- Monitor the budget development process.
- Review accounting procedures, budgets, and bookkeeping activities.
- Interface with auditors.

COMMUNITY RELATIONS COMMITTEE

Andra Higginbotham (Chairman) and Mark A. Stinnett

- Review Town beautification efforts and programs.
- Interface with citizens, business operators, Sweet Briar College, and VDOT.

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.

Rutledge Creek WWTP

April 2018

Monthly Treated Flow Information

Total Treated Flow (Million Gallons)	Max. Daily Treated Flow (Mil Gal)	Avg. Daily Treated Flow (Mil Gal)	Min. Daily Treated Flow (Mil Gal)
8.992	0.865	0.300	0.194

Total Annual Treated Flow To Date (In Million Gallons): 29.698850

Facility Design Limitations Monthly Review

95% Effluent Flow Limitation Review:		95% Design Capacity Review:	
Permit Effluent Monthly Average Flow Cap (MGD):	0.38	Permit Effluent Monthly Average Flow Cap (MGD):	0.6
Current Month Average Effluent Flow (MGD):	0.300	Current Month Average Effluent Flow (MGD):	0.300
Current Month Percent Effluent Flow:	75%	Current Month Percent Effluent Flow:	50%

Monthly Nutrient Information

Phosphorus (Total)	90	Nitrogen (Total)	916
Delivered Load To Date	119	Delivered Load To Date	311
Delivered Allocation	489	Delivered Allocation	3,728
Credits Available (needed)	370	Credits Available (needed)	3,417
% of Allocation Used	24.3%	% of Allocation Used	8.3%

Number of Grease Traps Inspected under Pretreatment Program: 0

Tons of Treated and Dried Sludge Landfilled: (Drying beds currently applied and drying)

Items Of Note:

- 1.) Plants staff have been working on continued sludge volume manipulation so facility in anticipation of increased solids from water plant lagoon and settling basin cleaning this month.
- 2.) Influent and Effluent flow have been elevated due to increased rain which has hindered solid transfers.
- 3.) Failed screening compactor motor has been repaired and placed back into service.
- 4.) Failed control for raw pump #2 diagnosed and repaired, power surges during storms on the 15 caused a internal processor to need resetting. System and pump back in service.

Grandview Drive WTP

April 2018

Monthly Treated Flow Information

Total Raw Flow (Mil Gal)	Max. Daily Treated Flow (Mil Gal)	Avg. Daily Treated Flow (Mil Gal)	Min. Daily Treated Flow (Mil Gal)
8.590	0.480	0.310	0.090
Total Finished Water (Mil Gal)	Max. Daily Finished (Mil Gal)	Avg. Daily Finished (Mil Gal)	Min. Daily Finished (Mil Gal)
7.620	0.440	0.270	0.080
Total Delivered Water (Mil Gal)	Max. Daily Delivered (Mil Gal)	Avg. Daily Delivered (Mil Gal)	Min. Daily Delivered (Mil Gal)
7.230	0.420	0.260	0.080

Total Monthly Backwash (In Million Gallons): 0.299

Water Storage Tank Daily Indexing

Union Hill --		Waughs Ferry		Sweet Briar College	
Full @ --	19.2	Full @ --	50.0	Full @ --	40.0
Monthly Average --	16.0	Monthly Average --	46.1	Monthly Average --	33.0
Monthly Min --	13.9	Monthly Min --	44.5	Monthly Min --	25.0

Absent - Present Testing for Coliform Bacteria (Monthly)

Location	Result
Town of Amherst Maintenance Shop	Absent
SBC Physical Plant	Absent
No Violations of Results	

Items Of Note:

- 1.) Due to a long standing population reporting error the number of required monthly test have been dropped for some of the plant accountability parameters, such as the listed Coliform which has been dropped from six to two.
- 2.) Lagoons are currently being prepared for cleaning in anticipation of settling basin clean by mid-month. Plants staff have moved the portable pump into place to pump heavy solids mixed into a slurry.
- 3.) Plants staff preformed cleaning duties at the river pumping station. Sand had partially filled the channel due to the rains received during the month.
- 4.) Staff met with Ray Weiland to clarify on going questions concerning Haloacetic Acids a plant inspection followed.
- 5.) Progress is continuing on in-house water plant refurbishing and updating as staff time permits.

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Utility/Town Maintenance and Construction Report

April--2018

Water Meter Read	1150
Water Meter Re-Read	55
Disconnects	17
VA-811 Service locations	19
Vehicle PM Work Orders	17
Pump Station/Plant Work Orders	20
Banners Installed/Dismantled	0
Water Services Installed/Replaced	1
Sewer Services Installed/Replaced	3
Minor Leaks Repaired	2
Major Leaks Repaired	1
Minor Sewer Problems Resolved	2
Major Sewer Problems Resolved	2

Man Hours

Meter Reading	87
Street/Sidewalk Maintenance	259
Safety Training	4
Bush Hogging	0
Flushing Water	3
Equipment Maintenance	101
Xmas decorations	0

Major Issues & Comments

Aging water services through out system

Continue addressing sewer problems with failing areas.

Starting to mow grass and landscaping throughout Town.

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 working on finding water valves and addressing issues
Disconnects	Working on clearing water right of ways.
Re-connects	
Flushing Program	
in Select Locations	

April 2018

To: Gary Williams, Sara Carter, Amherst Town Council Members

Re: Amherst Watershed Protection Program: Buffalo River Watershed Monthly Report

Buffalo River Watershed Initiatives

Watershed Initiatives:

Planning stages for 2 pollinator buffer projects within the BRWS.

Amherst Tree Buffer Program: Coordinating with A. Ellis and R. Campbell with the James River Association on all 2018 ATBP projects. Recruiting/scheduling volunteers, caring for seedlings and carrying out projects. Completed 2 new tree buffer projects within the BRWS along ~945' of river and tributary. Completed tree replacement and maintenance on 3 other BRWS project.

Continuing to work on Amherst farm BMP verifications. Completed 8 spot checks.

Working on the Amherst Depot pollinator project.

Upcoming:

- Continue to work with watershed landowners and find conservation programs that meet their objectives and water quality goals. Work with the Chesapeake Conservancy with utilizing their high resolution GIS mapping tool to prioritize conservation project needs within the protected watersheds. Continue to work on ATBP projects and planning stages for Amherst pollinator buffer program.

The names included in this report are for the Town Council member's information only and should not be shared with the public at the meetings.

4/30/18. Submitted by: Anne Marie Roberts, Amherst Watershed Coordinator, Robert E. Lee Soil & Water Conservation District

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

OFFICE PHONE
434-263-4886
Fax: 434-263-4285

May 2, 2018

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

Attn: Sara Carter- Town Manager

Re: Monthly Report to Town Council
(April 2018)

Dear Ms. Carter, and Council,

My report on work regarding the following matters:

1. Recodification: Review of recodification. Schedule meeting with Vickie Hunt & Tracie Wright regarding planned strategy, review and report to Municode. The focus of this meeting was on collection, rates and taxes.
2. Planning Commission: Did not attend meeting this month. Reviewed sign ordinance.
3. Zoning Subdivision- Review Municode edits.
4. Town Council Meeting: Attendance at the monthly scheduled meeting on April 11, 2018.
5. Miscellaneous: Review utility easements.

Access to Town Attorney: My email address is tberry@tomberrylaw.com. Please feel free to use this email access provided, and I will promptly return any communication. Should any matter arise outside of those times, please call my home phone (434) 946-9501 or office phone (434) 263-4886. Both numbers have a recording feature.

Sincerely,



W. Thomas Berry
Attorney at Law

WTB/tpg

W. THOMAS BERRY, LLC

ATTORNEY-AT-LAW

P.O. BOX 354/ 402 COURT STREET

LOVINGSTON, VA 22949

PHONE: (434) 263-4886

Invoice

Date	Invoice #
5/2/2018	8428

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

			Terms
			Due on receipt
Description	Qty	Rate	Amount
4/3/2018-Municode	3	175.00	525.00
4/4/2018-Municode	1.5	175.00	262.50
4/10/2018-Municode	1.6	175.00	280.00
4/11/2018-Municode	1.8	175.00	315.00
4/11/2018-Town Monthly Meeting	2.2	175.00	385.00
4/18/2018-Municode	2	175.00	350.00
4/24/2018-Review on Municode	1.5	175.00	262.50
4/26/2018-Municode Policy & Procedure	1.5	175.00	262.50
Total			\$2,642.50
Payments/Credits			\$0.00
Balance Due			\$2,642.50

**FINANCE COMMITTEE
MINUTES**

April 11, 2018
5:30 PM

Attendees: Rachel Carton, Chairman and Ken Watts
Staff: Sara Carter and Tracie Wright

The meeting was called to order by Ms. Carton at 5:30 p.m.

The committee reviewed the revised budget line by line and requested that staff complete the proposed budget for Council public hearing at their May meeting.

The next Finance Committee meeting will be held on May 2 at 5:15 p.m. to meet with representatives from Davenport, who will review refinancing opportunities with the committee in anticipation of a Council presentation on May 9.

The meeting adjourned at 6:20 p.m.

**FINANCE COMMITTEE
MINUTES**

May 2, 2018
5:15 PM

Attendees: Rachel Carton, Chairman and Ken Watts

Guests: Jimmy Sanderson and Dan Siegel

Staff: Sara Carter and Tracie Wright

The meeting was called to order by Ms. Carton at 5:15 p.m.

The committee heard a presentation by Jimmy Sanderson from Davenport regarding possible refinancing of Town debt.

The committee discussed how to handle the credit card account fees for water and sewer payments. At this time, they would like to see how usage of cards goes up and what the fees look like in a few months.

The committee decided that they would take advantage of a price reduction for the Town's audit by going with a later completion date.

The meeting adjourned at 6:15 p.m.

All Points EAP & Organizational Services, LLC

Semi-Annual Utilization Report for Employee Assistance Program

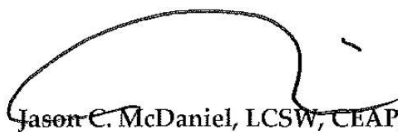
Please find attached the semi-annual statistical utilization report for the employee assistance program (EAP) provided to your organization for the 6 month period of **October 1, 2017 to March 31, 2018**.

You will note an updated reporting format, in conjunction with our more advanced EAP Expert database system, which we believe is more engaging and easy to interpret than our past utilization reports. We are happy to build out these future reports to meet your identified organizational needs.

Going forward, beginning in July 2018, All Points will electronically forward utilization reports to you on a semi-annual basis. However, please remember that we are able to produce utilization reports quarterly or at any time, with any set frequency, and for any reporting period upon your request.

If you have any questions regarding the interpretation of these statistical reports or require further assistance, feel free to contact either **Bob Conlon (434-290-1151)** or **Darsha Clark (434-290-1152)**. Thank you for your continued customer loyalty and support of our community based EAP program. All Points always strives to offer high-touch EAP that meaningfully impacts the health and well-being of your employees, while supporting the productivity, safety, and bottom-line performance of your company.

Best Regards,



Jason C. McDaniel, LCSW, CEAP, MBA, SPHR, SHRM-SCP

Executive Director

All Points EAP & Organizational Services, LLC



UTILIZATION REPORT

FOR

Town of Amherst, Virginia
October 01, 2017 - March 31, 2018

Private & Confidential

UTILIZATION REPORT
Town of Amherst, Virginia
 October 01, 2017 - March 31, 2018 on New Files

UTILIZATION RATE SUMMARY

Type	Count	%	Serviced	%	Activities	%	Hours
EAP Files	0	00.0%	0	00.0%	1	20.0%	0.18
Information Calls	0	00.0%	0	00.0%	0	00.0%	0
Organizational Service/CISD	4	100.0%	4	100.0%	4	80.0%	1
Supervisor Referral	0	00.0%	0	00.0%	0	00.0%	0
Organization Consultation	0	00.0%	0	00.0%	0	00.0%	0
Total	4	100%	4	100%	5	100%	1.18

Count	Serviced	Activities	Hours
Includes the total number of files, organizational services, information calls, etc. that have an open/service date that falls between (and includes) the reporting period date range.	The total number of service users (attendees) within files or organizational services that have an open/service date that falls between (and includes) the reporting period date range.	The total activities (contacts) from files, organizational services, information calls, etc. that have an activity date that falls between (and includes) the reporting period date range.	The total duration from all activities that have an activity date that falls between (and includes) the reporting period date range.

Population / Utilization Rate	Weighted Population of:	35
Period Rate for Count of: EAP, Supervisor Referral, Organization Consultation cases & Organizational Services		11.43%
Annualized Rate for Count of: EAP, Supervisor Referral, Organization Consultation cases & Organizational Services		22.79%
Period Rate for Count of: EAP, Supervisor Referral, Organization Consultation cases combined with Organizational Services Participants		11.43%
Annualized Rate for Count of: EAP, Supervisor Referral, Organization Consultation cases combined with Organizational Services Participants		22.79%

UTILIZATION REPORT
Town of Amherst, Virginia

October 01, 2017 - March 31, 2018

Organizational Services Summary

Date	Type	Time	Attendees
2/15/2018	Supervisor Newsletter sent	.00	1
Organization:			
Org Service #: 3512			
Details: No details to report			
2/15/2018	Employee Newsletter sent	.00	1
Organization:			
Org Service #: 3511			
Details: No details to report			
3/12/2018	Supervisor Newsletter sent	.00	1
Organization:			
Org Service #: 3510			
Details: No details to report			
3/12/2018	Employee Newsletter sent	.00	1
Organization:			
Org Service #: 3507			
Details: No details to report			
TOTAL		.00	4

Documentation of 2017 Review

2012

Memorandum of Understanding

between the

Robert E Lee Soil & Water Conservation District,

Amherst County

and the

Town of Amherst

2012

MEMORANDUM OF UNDERSTANDING

between the

**ROBERT E. LEE
SOIL AND WATER CONSERVATION DISTRICT,
AMHERST COUNTY**

And the TOWN OF AMHERST

This Memorandum of Understanding (“Memorandum”) was entered into by and between Amherst County, hereinafter called the County, the Town of Amherst, hereinafter called the Town, and the Robert E. Lee Soil and Water Conservation District, Commonwealth of Virginia, hereinafter called the District.

Recognizing the need for close relationships in carrying out the responsibilities for which each is charged, the County, the Town and the District enter into this Memorandum of Understanding as the foundation for an enduring cooperative working relationship. Such cooperation allows joint effort in the solution of problems relating to the planning and development of soil, water and related natural resources.

The District will provide technical assistance through the hire of an Amherst Watershed Coordinator. This assistance is set forth below, will be provided in conjunction with federal, state and local resource agencies, which work through the District, within the limitations of their budgets, availability of personnel and in accordance with established policies for reimbursement of certain costs. The District will provide the services of its Amherst Watershed Coordinator prorated on the percentage of local funding for salary, benefits, training and other expenses of the aforementioned position provided by the County and the Town.

ROBERT E. LEE SOIL AND WATER CONSERVATION DISTRICT

AGREES TO:

1. Provide for the hiring, training, equipment, benefits, salary and other expenses for a Amherst Watershed Coordinator, Conservation Specialist and Education Specialist. The District's portion of the Amherst Watershed Coordinator's compensation shall be that portion not funded by the Town as described herein, or by the Amherst County Service Authority as described in the Memorandum of Understanding now in effect between the District and the Amherst County Service Authority. One hundred percent (100%) of the time and efforts of the Amherst Watershed Coordinator shall be spent working on administration and management of the District's commitments to the protected watersheds of Amherst County, (Harris/Graham Creeks and Buffalo River/Mill Creek). The Conservation Specialist will provide additional hours with technical assistance and conservation planning in the Amherst protected watersheds. The Education Specialist will provide additional hours working to promote greater awareness and understanding of watershed protection issues in Amherst County and assisting the Amherst Watershed Coordinator where applicable.
2. Coordinate on-site field assessments and the generation of baseline data on water resources within the designated boundaries of the Buffalo River Watershed.
3. Conduct continual surveys and re-current evaluations of land and water resources within the designated boundaries of the Buffalo River Watershed.
4. Design and implement best management practices in conjunction with identified potential impairments to present and future drinking water supplies of the County and Town.
5. Assist in the development of policies, ordinances and programs for the conservation of soil, water and related natural resources.
6. Review, comment and approve, as required by local ordinances, plans which impact soil, water and related natural resources.
7. Identify and solicit assistance programs available through the District and its cooperating agencies which affect natural resources management.
8. Assist with local educational programs relating to natural resource conservation and protection of the environment.
9. Periodically submit a competitive best management practice grant proposals to assist with funding of or demonstrate the effectiveness of conservation practices.

10. Delegate a member of the District Board of Directors to serve as a liaison representative of the Amherst Town Council and Amherst County Supervisors, respectively.

11. Annually furnish a written assessment summarizing the survey findings to the Amherst Town Council and Amherst County Board of Supervisors, respectively. The annual assessment shall describe task, activities, accomplishments, and findings during the reporting period, both for the Buffalo River Watershed and for the entire County, including the Buffalo River Watershed.

12. Comply with current Virginia state regulations, as they apply to soil and water conservation

THE TOWN OF AMHERST

AGREES TO:

1. Provide annual local funding for compensation of the Amherst Watershed Coordinator. The annual base cost of \$22, 136.68 will be allocated to the District on a quarterly basis at a rate of \$5,534.00
2. Assist the District in the development of effective soil and water conservation programs in priority watersheds.
3. Provide the District with a copy of the comprehensive plan, land use plan, geographic information data and technology resources and any other plan(s).
4. Consult with the District in the development or review of policies, ordinances, and programs that deal with soil, water and related natural resources.
5. Use soil, water and natural resource data/standards/specifications furnished by the District as applicable.
6. Delegate a representative of the Town to act as liaison to the District.
7. Support educational programs designed to make the public aware of need for the proper use and management of natural resources.
8. Participate in an annual review to assess the effectiveness of the District's/County's/Town's Plan of Work and confirm the Town's intention to continue operating under this Memorandum. Such review shall be completed no later than June 30th of each year.

AMHERST COUNTY

AGREES TO:

1. Provide annual local funding for compensation of the Amherst Watershed Coordinator. The annual base cost of \$28,570.99 will be allocated to the District on a quarterly basis at a rate of \$7,142.75 per quarter, by the Amherst County Service Authority, acting as the County agent. (see 2012 ACSA/District Memorandum)
2. Assist the District in the development of effective soil and water conservation programs in priority watersheds.
3. Provide the District with a copy of the comprehensive plan, land use plan, geographic information data and technology resources and any other plan(s).
4. Consult with the District in the development or review of policies, ordinances, and programs that deal with soil, water and related natural resources.
5. Use soil, water and natural resource data/standards/specifications furnished by the District as applicable.
6. Delegate a representative of the County to act as liaison to the District.
7. Support educational programs designed to make the public aware of need for the proper use and management of natural resources.
8. Participate in an annual review to assess the effectiveness of the District's/County's/Town's Plan of Work and confirm the County's intention to continue operating under this Memorandum. Such review shall be completed no later than June 30th of each year.

**AMHERST COUNTY,
the TOWN OF AMHERST,**

And

The ROBERT E. LEE SOIL and WATER CONSERVATION DISTRICT

MUTUALLY AGREE THAT:

1. The Town, the County and the District will meet annually to further coordinate their respective programs and activities for optimum mutual benefit.
2. This Memorandum may be amended or terminated at any time by mutual consent of the parties hereto or may be terminated by any party by giving sixty (60) days notice in writing to the other parties.
3. The agreement by the County and Town to consider making appropriations to support the costs associated with the Amherst Watershed Coordinator's compensation constitutes neither a debt of the County or Town within the meaning of any constitutional or statutory limitation, nor a lien or charge upon any property or funds of the County or Town. The governing bodies for the County and Town retain full discretion to decide whether they wish to make any such appropriation.

In witness thereof, the Memorandum executed and agreed to on the day and month and year written below.

ROBERT E. LEE SOIL AND WATER CONSERVATION DISTRICT

By: _____

Title: _____

Date: _____

AMHERST COUNTY

By: _____

Title: _____

Date: _____

TOWN OF AMHERST

By: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Title: Amherst County Attorney

Date: _____

Change Order No. 1

Date of Issuance:	April 25, 2018	Effective Date:	April 25, 2018
Owner:	The Town of Amherst, Virginia	Owner's Contract No.:	-----
Contractor:	George E. Jones & Sons, Inc.	Contractor's Project No.:	-----
Engineer:	Mattern & Craig, Inc.	Engineer's Project No.:	3663
Project:	W. Court Street Waterline Replacement Project	Contract Name:	W. Court Street Waterline Replacement Project

The Contract is modified as follows upon execution of this Change Order:

Description: Extend 2" diameter water main 100 LF (Sheet 5 of plans, STA 21+00+/-) and add two ¾" water meter assemblies to serve house nos. 191&199.

Attachments: See attached proposal from George E. Jones & Sons, Inc.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>340,000.00</u>	Original Contract Times: Substantial Completion: <u>130</u> Ready for Final Payment: <u>150</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>--</u> to No. <u>--</u> : \$ <u>0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>--</u> to No. <u>--</u> : Substantial Completion: <u>130</u> Ready for Final Payment: <u>150</u> days
Contract Price prior to this Change Order: \$ <u>340,000.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>130</u> Ready for Final Payment: <u>150</u> days or dates
Increase of this Change Order: \$ <u>5,040.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days or dates
Contract Price incorporating this Change Order: \$ <u>345,040.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>130</u> Ready for Final Payment: <u>150</u> days or dates

RECOMMENDED:		ACCEPTED:	
By: <u>B.E.C.C.</u>	By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized	Contractor (Authorized Signature)	
Title: <u>VICE PRESIDENT</u>	Title: _____	Title: _____	Title: _____
Date: <u>4/25/18</u>	Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____



West Court Street - Change Order Proposal #1

Mattern & Craig
Mr. Brad Craig
701 First Street SW
Roanoke, VA 24016

Project: West Court Street Waterline Replacment
Plan Date: 2/28/2017
Proposal Date: 3/28/2018
Engineer: Mattern & Craig

Mr. Craig:

This change order proposal is for extending the new waterline further than what is shown on the plans in order to cover two additional water meter assemblies past the end of the existing new water line design. This proposal included approximately 100 LF of 2" PVC water main, and two 3/4" meter setters. The 2" water main will cost \$24/LF, and the meter setters will be \$1,320 each, per the schedule of values already established for the project.

1	2" PVC Water Main	2,400.00
2	3/4" Meter Assemblies	2,640.00

TOTAL:	\$	5,040.00
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Michael Hall

Signature/Date:

3/28/2018

If you have any questions concerning this proposal, contact Michael Hall at 434-946-5455.