

AMHERST TOWN COUNCIL
AGENDA – WEDNESDAY, SEPTEMBER 12, 2018
REVISED
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. Proclamation for Constitution Week (Pg. 1)** - *The Amherst Chapter of the Daughters of the American Revolution have a proclamation for Constitution week from September 17-23rd.*
 - 2. Recognition for Vernon Wood (Pg. 2)** - *Mr. Wood has been invited to be recognized for his many years of service on the Town Industrial Development Authority.*
 - 3. VFW Request for Flag Purchase and Town Approval of a WWI Memorial-** *The local chapter of the VFW is coming to request the Council's support for the addition of a WWI memorial in the mini-park and financial support for replacement of the flags that are placed along Main Street.*
 - 4. Public Hearing for Code Amendment to 601.01 relating to Nonconforming Lots (Pgs. 3-5)** - *A public hearing has been set and advertised to consider a code amendment that will allow greater use of nonconforming lots for single family residences.*
 - 5. Presentation from Derrin Fore-** *Mr. Fore is coming before Council regarding concerns related to the cost of water and sewer for a business expansion.*
- 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. 6-8)**– *Draft of the August 8, 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.*
- G. Correspondence and Reports**

- 1. Staff Reports (Pgs. 9-20)**
 - 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**
 - a. Finance Committee– *Mrs. Carton*
 - b. Community Relations – *Mr. Higginbotham*
 - c. Utilities Committee – *Mr. Watts*
- 3. Other Reports (Pgs. 21-23)**
 - a. Robert E. Lee Soil and Water Conservation District
 - b. Industrial Development Authority Minutes, September 4, 2018
 - c. Planning Commission Minutes, handout

H. Discussion Items

- 1. Cruise-In Request for September 29-** *Tim Ware has contacted staff regarding permission for the Fall Cruise-In event, and contribution of \$500 for the band for the event.*
- 2. Budget Calendar- (Pg. 24)***Tracie Wright- Staff suggests a modified calendar this year to allow additional time for consideration of Capital Projects and an earlier adoption date.*
- 3. Charter Change for Region 2000- (Pgs. 25-44)-** *Sara Carter- The Region 2000 Planning District Commission is working through the process for a name change to return to the “Central Virginia” designation. Please find attached a letter and request for a motion for the Council’s support of their change in charter.*
- 4. VML Voting Delegate Designation- (Pgs. 45)-** *Sara Carter- Mr. Watts will be attending the VML convention as part of the Town’s delegation. In order for the Town’s right to vote on VML legislative stands, the Council is requested to designate Mr. Watts as their appointed delegate for the convention.*
- 5. Appropriation for Police Station- (Pg. 46–roll call vote)-** *Tracie Wright- This purchase has been approved, however, action is required to appropriate the money for the purchase since it was not included in the budget year calculations.*
- 6. West Court Street Project-** *Sara Carter- The Town and VDOT held a joint meeting to consider options to address the drainage issues on West Court Street by the car wash. VDOT has requested Town participation in resolving the issue, and Council is asked to consider the request.*
- 7. Town of Amherst Day on 4th Saturday in April-** *Sara Carter- The Village Garden Club has approached the Town about consideration for an all-day, Town wide event on the 4th Saturday in April. Their intention is to work with a variety of groups to coordinate several springtime activities and encourage businesses to have specials and sidewalk sales that day.*
- 8. Event Policy- (Pg. 47-49)-** *Vicki Hunt- Council is asked to consider a revised event policy. The policy would allow the Manager to administratively approve some events.*

I. Matters from Staff

- J. Matters from Town Council**
- K. Anticipated Town Council Agenda Items for Next Month**
- L. Citizen Comments**
- M. Adjournment**

PROCLAMATION

Constitution Week 2018

Whereas, September 17, 2018 marks the two hundred and thirty-first anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

Whereas, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

Whereas, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

NOW, THEREFORE, I, D. Dwayne Tuggle, Mayor of the Town of Amherst do hereby proclaim September 17 through 23, 2018 to be

CONSTITUTION WEEK

in the Town of Amherst, and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of Amherst on this twelfth day of September in the year of our Lord two thousand eighteen and of the Independence of the United States of America the two hundred and forty-second.



D. Dwayne Tuggle
Mayor

Resolution
of the
Town Council of the Town of Amherst

WHEREAS, Vernon Wood is a highly respected citizen and a long-time resident of the Town of Amherst; and

WHEREAS, Vernon Wood was a member of the Industrial Development Authority of the Town of Amherst from 1992 through 2018; and

WHEREAS, Vernon Wood gave freely of his time, energy and knowledge for the betterment of the Town of Amherst as an active member of the Industrial Development Authority of the Town of Amherst; and

WHEREAS, Vernon Wood consistently demonstrated essential qualities of leadership and diplomacy while rendering loyal and dedicated service to the residents of the Town of Amherst and the surrounding area through his career in public service, civic efforts and community involvement; and

WHEREAS, the Town Council of the Town of Amherst wishes to acknowledge the services that Vernon Wood has given to his community and also to express its appreciation for all that Vernon Wood has done, is doing, and will probably do for years to come for the Town of Amherst.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Amherst does, on this date, acknowledge the outstanding service that Vernon Wood has given to our community; and

BE IT FURTHER RESOLVED that the Town Council of the Town of Amherst hereby declares that the Town of Amherst has been greatly improved as a result of Vernon Wood's tenure on the Industrial Development Authority of the Town of Amherst; and

FINALLY, BE IT RESOLVED the Clerk of the Council of the Town of Amherst is ordered to deliver an original copy of this Resolution to Vernon Wood as a token of the Council's deep appreciation for his contributions to our community and that this resolution be spread upon the minute books of the Town Council of the Town of Amherst as a tribute to a

Good Neighbor and a Friend of the Town of Amherst.

Adopted September 12, 2018.

Mayor Dwayne Tuggle

Attest:

Clerk of Council



TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521
Phone (434)946-7885 Fax (434)946-2087

To: Town Council

From: Sara Carter

Date: September 6, 2018

Re: Public Hearing for Code Amendment to 18.1-601.01

Background: Section 601.01 of the Zoning Ordinance sets out the conditions under which non-conforming lots within the Town may be developed. 601.01 differentiates between lots that have been conveyed together at the time of enactment of the Ordinance, and those that were conveyed individually. This presents an issue that two lots with the same dimensions may be treated differently. The Planning Commission held a public hearing on an amendment that would allow non-conforming lots to be used for single family residential development if they were legal at the time of subdivision, can meet all setback requirements, and provide for the safe provision of water and wastewater. A public hearing with the Town Council has been set and advertised for September 12 at 7:00 pm.

Recommended Action: The Planning Commission forwards this to the Council with no recommendation. There were no speakers at their public hearing. However, there is concern on their part that there will be neighborhood impacts from this amendment. If the Council wishes to ease the means under which currently undeveloped non-conforming lots can be developed, it should be adopted. If neighborhood consistency is the overriding goal, then the amendment should not be adopted.

Sec. 18.1-601.01

Lots of record. Where a lot of record at the time of enactment of this ordinance does not contain land of sufficient area or width to permit conformity with dimensional requirements of this ordinance, the following provisions shall apply:

- ~~1. When two or more adjoining and vacant lots with continuous frontage are in single ownership a lot was legally created and platted at the time of enactment of this ordinance or amendments thereto, and each of such the lots has width or lot area less than is required by the district in which it is located, such lot shall be platted and re-parcelled so as to create one or more lots which conform to the minimum lot width and area requirements of the district.~~
2. Where a single nonconforming lot of record at the time of enactment or amendment of this ordinance is not of continuous frontage with other lots in the same ownership, such lot may be used as a single family building site, provided that yard dimensions, and requirements other than those applying to area or width of the lot shall conform to the regulation for the district in which such lot is located and safe provision and appropriate permitting has been made for water and wastewater. Variances of yard requirements may be obtained only through an appeal to the board of appeals, as outlined in Section 1008 herein.

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Sec. 18.1-601.01

Lots of record. Where a lot of record at the time of enactment of this ordinance does not contain land of sufficient area or width to permit conformity with dimensional requirements of this ordinance, the following provision shall apply:

When a lot was legally created and platted at the time of enactment of this ordinance or amendments thereto, and the lot has width or lot area less than is required by the district in which it is located, such lot may be used as a single family building site, provided that yard dimensions, and requirements other than those applying to area or width of the lot shall conform to the regulation for the district in which such lot is located and safe provision and appropriate permitting has been made for water and wastewater. Variances of yard requirements may be obtained only through an appeal to the board of appeals, as outlined in Section 1008 herein.

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order August 8, 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:

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

Town Manager Sara E. Carter, Town Attorney W. Thomas Berry, Clerk of Council Vicki K. Hunt, Office Manager Tracie L. Wright, Police Chief Robert A. Shiflett, II, Director of Plants Gary Williams, and Utilities Maintenance Foreman Charles Thompson, were present.

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by André Higginbotham.

Mayor D. Dwayne Tuggle opened the floor for citizen comments.

Cliff Hart, Amherst, VA, came forward to thank staff for including the VDOT roundabout informational video on the new town website.

Alex Motley, Amherst, VA, came forward on behalf of the Amherst Mountain Biking Club to thank Town Council for taking the time to consider allowing the Club to establish a bike trail system.

Mattie Nicholson, Sweet Briar Intern, was presented with a Certificate of Appreciation by Mayor Tuggle for outstanding performance and work in strengthening our workplace and community through creativity and lasting contributions to the Town of Amherst.

Mr. Watts commended Director of Plants Gary Williams and his staff for their exemplary performance and contributions resulting in a lower than ever passing score for HAA5 (Chlorine Disinfection Byproducts).

Gary Christie and Ben Bowman from Region 2000 Local Government Council presented that agency's annual activity report.

Mrs. Carton made a motion that was seconded by Mr. Stinnett and carried 5-0 to approve the minutes from the July 11, 2018, meeting. Mrs. Carton and Messrs. Higginbotham, Watts, Bunch and Stinnett voted "Aye."

After noting that §15.2-2232 of the Code of Virginia indicates that no public utility facility, whether publicly or privately owned, shall be constructed, established or authorized, unless and until the general location or approximate location, character, and extent has been submitted to and approved by the commission as being substantially in accord with the adopted comprehensive plan or part thereof, and in connection with any such determination, the commission may, and at the direction of the governing body shall, hold a public hearing after notice, the Town Manager reported that the Planning Commission made a determination that the use of 127 W. Court Street for a Police Station is substantially in accord with the adopted Town of Amherst Comprehensive Plan and voted 4-0-2 to recommend that Town Council purchase 127 W. Court Street as recommended by staff.

After discussion, Mr. Watts made a motion that was seconded by Mr. Bunch and carried 5-0 to confirm the Planning Commission's determination the use of 127 W. Court Street for a Police Station is found to be substantially in accord with the adopted Town of Amherst Comprehensive Plan. Mrs. Carton and Messrs. Higginbotham, Watts, Bunch and Stinnett voted "Aye."

After discussion, Mrs. Carton made a motion that was seconded by Mr. Stinnett to approve a Resolution to Enable Staff to Proceed with the Purchase of 127 West Court Street from Charles and Phyllis Brown for the Purpose of a Town Police Station as recommended by staff. The motion 5-0 via the roll call method with Mrs. Carton and Messrs. Higginbotham, Watts, Bunch and Stinnett voting "Aye." A copy of the Resolution is attached and made a part of these minutes.

After discussion, Mr. Stinnett made a motion that was seconded by Mrs. Carton and carried 5-0 to hold a public hearing on September 12, 2018, on an amendment to Section 18.1-601.01 of the Zoning Ordinance that would, if approved, allow non-conforming lots to be used for single family residential development if they were legal at the time of subdivision, can meet all setback requirements, and provide for the safe provision of water and wastewater. Mrs. Carton and Messrs. Higginbotham, Watts, Bunch and Stinnett voted "Aye."

After discussion, Mr. Watts made a motion that was seconded by Mrs. Carton to approve appropriation of \$44,668.56 from the water fund cash balance to the water fund for 2018 FY as recommended by staff. The motion 5-0 via the roll call method with Mrs. Carton and Messrs. Higginbotham, Watts, Bunch and Stinnett voting "Aye."

By consensus of Council, Town Manager Carter is authorized to proceed with work on details for a user agreement between the Town of Amherst and Amherst Mountain Biking Club for a multi-use bike trail for L. Barnes, Sr. Business and Industrial Park to be reviewed by the Industrial Development Authority, stating the responsibilities of parties, i.e., issues of liability to include safety crossing major highways, maintenance, movement of the established bike trail to accommodate new businesses, and connectivity to future bike trails.

Mayor D. Dwayne Tuggle opened the floor for citizen comments.

Cliff Hart, Amherst, VA, came forward to recognize and thank Tim Ware for his support and contributions to the Town of Amherst.

Janice Wheaton, Amherst, VA, came forward in support of the bike trail at Brockman Park.

Tim Ware, Amherst, VA, came forward in support of the bike trail at Brockman Park.

There being no further business, the meeting adjourned on a motion by Mr. Watts seconded by Mrs. Carton 7:50 PM.

D. Dwayne Tuggle
Mayor

Attest: _____
Clerk of Council

A RESOLUTION TO ENABLE STAFF TO PROCEED WITH THE PURCHASE OF 127 WEST COURT STREET FROM CHARLES AND PHYLLIS BROWN FOR THE PURPOSE OF A TOWN POLICE STATION.

Whereas, a safe and secure community make the Town a desirable place to live and work, and

Whereas, Town Council expressed their desire to have an independent police department building, and

Whereas, a variety of options have been considered, and

Whereas, there are limited locations in appropriate locations, with the correct square footage and zoning within the Town for the purposes of a police station, and

Whereas, this property is convenient to downtown, zoned B-1, and contains 2000 square feet of space with excellent parking and access, and

Whereas, the property has been offered to the Town for a purchase price of \$190,000,

Now, Therefore, Be it Resolved that the Town Council authorizes staff to proceed with the purchase of said property, subject to the conditions constrained in the real estate contract, and to pay for the cost of the purchase, including surveying and legal fees, as well as any other ancillary costs from the Town's capital funds.

Adopted in the Town of Amherst, Virginia this 8th day of August, 2018.

Mayor Dwayne Tuggle

Attest:

Clerk of Council

Town Manager's Report for the September 12, 2018 Town Council Meeting

Committee	Report
A. Industrial Development Authority	Meeting minutes from September 4, 2018 included
B. Planning Commission	Meeting minutes from September 5, 2018 included
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	No meetings/no report
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	The Mayor and I both participated in the strategic planning process for the group.



AMHERST POLICE DEPARTMENT



Monthly SHIFT REPORT

August 2018

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

CALLS FOR SERVICE	NUMBER
KEYS LOCKED IN VEHICLE	9
ALARM	11
PHONE COMPLAINT	36
BOLO	4
MISSING PERSON	1
SHOPLIFTING	
PROBLEM WITH OTHERS	16
DOMESTIC	3
CHECK WELFARE	5
NOISE OR DOG COMPLAINT	4
TRAFFIC CRASH	10
EMS CALLS	2
SUDDEN DEATH	
ECO	1
FUNERAL TRAFFIC	
OTHER	61

OFFICER INITIATED	NUMBER
BUILDING CHECKS	124
CHECKING DETAIL	
BUILDING SEARCH	
TRAFFIC SUMMONS	16
DRUNK IN PUBLIC	
EXTRA PATROLS	58
WARRANT SERVICE	12
PROPERTY WALK AROUNDS	
WARRANTS OBTAINED	6
PARKING TICKETS	
MISD. INVESTIGATION	4
FELONY INVESTIGATION	3
NARCOTICS INV.	3
SEARCH WARRANT	
PUBLIC RELATIONS	7
CITIZEN CONTACT	75

ARREST	NUMBER
MISDEMEANOR	9
FELONY	1
EPO	1
ECO	1
PPO	
NARCOTICS VIOLATION	
DUI / DUID	1

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	9
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	2
INSPECTION STICKER	
REGISTRATION	2
SEAT BELT / TEXTING	

WARNINGS	NUMBER
SPEEDING	4
EQUIPMENT VIOLATION	5
RECKLESS DRIVING	1
SUSPENDED LICENSE	1
INSPECTION STICKER	
REGISTRAION	
DUI CHECKS	2

OTHER	NUMBER
ASSIST OTHER OFFICER	30
ASSIST OTHER AGENCY	16
COURT	3
REPORTS	4
SCHOOL / TRAINING	3
MEETINGS	26
TOWED / IMPOUNDED VEH	



AMHERST POLICE DEPARTMENT

Monthly SHIFT REPORT



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

Call for service -243

Miles patrolled -5414



TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521
Phone (434)946-7885 Fax (434)946-2087

To: Town Council
From: Tracie Wright
Date: September 4, 2018
Re: August 2018 Monthly Report

Utilities – 1153 bills were cut totaling \$220,095.53.

A/P – A total of 58 checks were cut totaling \$149,337.46 for August 2018 bills.

Meals and Beverage Tax – 14 Businesses paid \$41,300.53 in Meals and Beverage Tax for the month of July. This roughly \$10,000 increase is the result of the Meals and Beverage Tax increase taking affect July 1st.

Taxes – \$2,719.52 is still owed out of the original \$46,370 billing total. I have already done the bank lien process for all outstanding that we had information for. Dee has put DMV stops on the remaining accounts. I will also enter the outstanding in the Virginia Department of Taxation IRMS site in case they are issued a state tax refund next year.

Business License – Dee calculated assessments on all those 2018 Business License still outstanding. Bank Liens will go out this week for those assessments.

Clerk of Council Report

August 2018

Committee Meetings

Planning Commission

Receive and review agenda packet for 8-1-18 meeting; post agenda packet to website; post draft minutes for approval to Town website

IDA

Receive and review agenda packet for 8-6-18 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website

Town Council

Receive and review agenda packet for 8-8-18 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website

Quorums: Confirm quorum for IDA, Planning Commission and Town Council meetings

Recodification of Town Code

Follow-up status report to Municode

Town Website Management

- Continue with update of design and calendar and all page content
- Post
 - New job opportunities
 - Public hearings
 - New RFP
 - New Meals and Beverage Tax Form

Town Facebook Administrator

Post to Town's Facebook page; monitor feedback

Cruise-In

Research Town Council Minutes for approval of fall cruise-in event; e-mail Town Manager

FOIA Officer

Receive and answer 2 requests for information

Other:

Draft special event policy, application and event guidebook

Post public hearing notices

Preparation of Certificate of Appreciation for Mattie Nicholson

Order Commemorative Cup for Vernon Wood, IDA Member

Preparation of Proclamation for Constitution Week

Town of Amherst Committees as of August 30, 2018 – Update; See Attached.

Town of Amherst Committees as of August 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	07/01/18	06/30/22
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	07/01/18	06/30/22
Gary Jennings	05/10/17	06/30/21
Jacob Bailey	06/08/16	06/30/20
Manly Rucker	05/10/17	06/30/21
Kim Odell Stein	07/11/18	06/30/22
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	07/01/18	06/30/21
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.

Utility/Town Maintenance and Construction Report

August--18

Water Meter Read	1150
Water Meter Re-Read	41
Disconnects	16
VA-811 Service locations	26
Vehicle PM Work Orders	22
Pump Station/Plant Work Orders	21
Banners Installed/Dismantled	1
Water Services Installed/Replaced	4
Sewer Services Installed/Replaced	0
Minor Leaks Repaired	0
Major Leaks Repaired	3
Minor Sewer Problems Resolved	0
Major Sewer Problems Resolved	6

Man Hours

Meter Reading	55
Street/Sidewalk Maintenance	312
Safety Training	4
Bush Hogging	65
Flushing Water	0
Equipment Maintenance	89
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. Staff is now sweeping bike trails or ls on North and South main street. et

4

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

Department of Plants
Monthly Production and Operational Report
For August 2018
Submitted By: Gary S. Williams

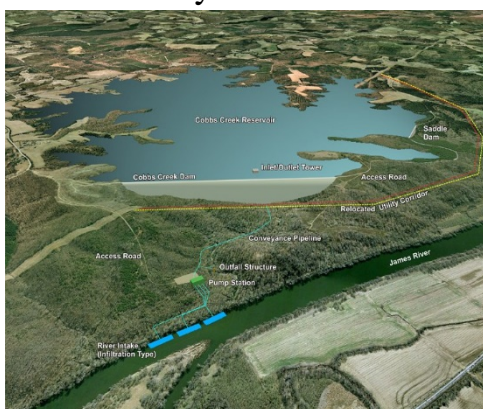
Grandview Water Filtration Plant,

Daily Water Withdrawal and Production:

	Total, million gallons	Average, million gallons	Max, million gallons	Min, million gallons
Raw Water	9.700	0.350	0.580	0.130
Produced	8.690	0.310	0.520	0.110
Delivered	8.210	0.290	0.520	0.070

Monthly Activities and Upcoming Highlights:

- While the Haloacetic Acids issue seems to have been resolved there is an ongoing issue with over the limit lead readings in some of the sampling homes that staff samples. Samples taken at the river intake and outgoing line at the water plant show that the increase are not coming from the source water or the filtration process. It is felt that that lower water usage at some sample points may be the cause. A plan for line flushing in areas of reduced usage and the monitoring of phosphate, chlorine, temperature and pH levels is now being outlined. Once flushing begins and it is felt that the lateral service lines are well infused with the sequestering agent staff will see about getting home owners to flush their lines to be sure the agent is getting into the residence.
- Water Plant Personnel have been directed to order lead testing supplies so that in house testing can be done to correlate lead results with the contract laboratory reporting results the VDH-ODW. Should a large discrepancy be found, the contract lab will be asked to re-test their sample.
- The department is in receipt of one tank/clearwell cleaning bid so far with September the 27th as the closing date.
- 08-22-2018, Attended the Financing Workshop sponsored by Region 2000, with presenter from DEQ, VDH and USDA.
- 08-29-2018, Toured the Cobbs Creek Reservoir Dam and Facilities Construction Project for Henrico County in Cumberland County.



Digital Concept



Construction Site

- 08-31-2018, Toured the towns distribution system sites with Ray Weiland, District Engineer of the VDH-ODW Field Office in Danville, Virginia. After a question and answer session at the Water Plant we visited both Union Hill and Waughs Ferry water tanks. We also visited the Sweet Briar Campus and sampling sites associated with the school. After discussions and voicing of concerns it was decided that sampling sites would be moved to more readily available sites on campus that would better represent student usage areas.



Waughs Ferry Tank



Union Hill Tank



Sweet Briar College Tank

- Ferro Felling LLC. Tree Service took care of the tree removal and stump grinding around the water plant in preparation of early 2019 work on the settling basins.



Water Plant with Trees Removed

Rutledge Creek Wastewater Treatment Plant,

Daily Received and Treated Waste Stream:

	Total, million gallons	Average, million gallons	Max, million gallons	Min, million gallons
Raw Influent	6.898	0.223	0.403	0.182
Finial Effluent	7.736	0.250	0.435	0.203

Monthly Activities and Upcoming Highlights:

- Mr. Fred Adams came on board with the Town as an Operator-In-Training at the WWTP on 08-20-2018.
- Sampling for WWTP's annual whole plant testing event was done the week of 08-20-2018 thru 08-24-2018. Also done as part of the test is the permit required "WET" (Whole

Effluent Toxicity) test. As of yet the report containing all the test results has yet to be published but will appear in next month's report.

- Restoration work on the original Rutledge Creek WWTP Operations building was begun this month with the old tar and gravel roof being replaced with a new membrane system roof. Work on this project is viewed as existing asset upkeep and work performed is on an "as available" schedule.



Report Date: September 3, 2018

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

August 28, 2018

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

Attn: Sara Carter- Town Manager

Re: Monthly Report to Town Council
(July 2018)

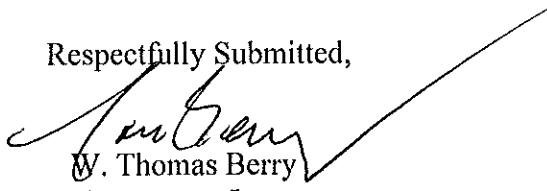
Dear Ms. Carter, and Council,

My report on work regarding the following matters:

1. Recodification: No meeting.
2. Planning Commission: Did not attend meeting this month.
3. Town Council Meeting: Attendance at the monthly scheduled meeting on August 5th, 2018
4. Land Acquisition: Researched land records re: Brown property. Moving toward closing.
5. Personnel: Grievance issue.

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. My home phone (434) 946-9501; office phone (434) 263-4886.

Respectfully Submitted,


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 #
8/28/2018	8559

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

			Terms
			Due on receipt
Description	Qty	Rate	Amount
7/26/2018 TITLE WORK BROWN PROPERTY	2	175.00	350.00
7/30/2018 FINISH TITLE BROWN PROPERTY	3	175.00	525.00
7/31/2018 MET WITH CHARLES AND PHYLLIS BROWN	1	175.00	175.00
8/1/2018 PREPARE CERTIFICATE OF SATISFACTION AND RELEASE	1	175.00	175.00
8/2/2018 PREPARE TITLE REAL ESTATE, MET WITH JIM MAY	1.5	175.00	262.50
8/3/2018 REVIEW LOT	0.3	175.00	52.50
8/3/2018 TALKED TO EMMERT	0.5	175.00	87.50
8/7/2018 TWO TITLE LETTERS, PREPARE FOR MEETING	1	175.00	175.00
8/8/2018 MEETING AND REVIEW	1	175.00	175.00
8/8/2018 TALKED TO PHYLLIS AND SARA AND SURVEYOR CREW	1	175.00	175.00
8/13/2018 TALKED TO SARA-POLICE DEPARTMENT	0.3	175.00	52.50
8/13/2018 TALKED TO JIM MAY, SURVEYOR	0.4	175.00	70.00
8/13/2018 TALKED TO JIM MAY, AND TUGGLE	1	175.00	175.00
8/15/2018 TITLE/ALLEY	2	175.00	350.00
8/16/2018 TALKED TO JIM MAY	0.5	175.00	87.50
8/17/2018 TALKED TO JIM MAY ON PLAT	0.5	175.00	87.50
8/18/2018 REVIEW MABERY	0.8	175.00	140.00
8/20/2018 GRIEVANCE RESEARCH	1	175.00	175.00
8/20/2018 MET WITH SARA AND CHIEF	1	175.00	175.00
8/20/2018 LETTER	0.3	175.00	52.50
8/27/2018 GRIEVANCE PROCESS, TALKED TO CHIEF	1	175.00	175.00
8/27/2018 REAL ESTATE, LETTER TO CHICAGO TITLE	2	175.00	350.00
Total			\$4,042.50
Payments/Credits			\$0.00
Balance Due			\$4,042.50

Aug 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:

Working with landowners within the protected watershed to find conservation programs that fit their objectives on their land and protect drinking water sources. Six BRWS landowners are in the installation phase of their conservation projects (Duff –EQIP, Coffey-VACS, Campbell-VACS, Patteson-VACS, Jenkins-APBP, Fritzler-APBP).

Working with two watershed landowners on their pollinator buffer strip projects.

Organized an Invasive Plant Management in Riparian Buffer areas workshop with the James River Association and Wildlife & Forestry Group.

Utilizing the Chesapeake Conservancy toolbox and Amherst GIS to pinpoint protected watershed land parcels in need of riparian buffers.

Upcoming:

Continue to work with watershed landowners and find conservation programs that meet their objectives and water quality goals. Continue to work with landowners participating in the Amherst Pollinator buffer program and VA Ag. Cost-share 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.

8/31/18 Submitted by: Anne Marie Roberts, Amherst Watershed Coordinator, Robert E. Lee Soil & Water Conservation District

**Town of Amherst
Industrial Development Authority
September 4, 2018**

A regular meeting of the Town of Amherst Industrial Development Authority was called to order by Chairman Lewis Addison on September 4, 2018, at 5:15 PM in the Council Chambers of the Town Hall at 174 S. Main Street. It was noted that a quorum was present as follows:

P	Lewis Addison	P	Sharon W. Turner
A	Jacob Bailey	P	Kim Stein
A	Gary Jennings	P	Richard Wydner
P	C. Manly Rucker, III		

Town Manager Sara E. Carter, in her capacity as Secretary to the Authority, and Clerk of Council Vicki Hunt, were present.

On a motion by Mr. Rucker which was seconded by Mr. Stein and carried 5-0-2, the minutes of the August 6, 2018, meeting were approved. Mrs. Turner and Messrs. Addison, Rucker, Wydner and Stein voted "Aye". Messrs. Jennings and Bailey were absent.

Secretary Carter gave an oral report on discussions held with Amherst Mountain Biking Club for use of L. Barnes Brockman Sr. Business and Industrial Park and other areas for multi-use bike trails mapping out use of a certain parcel of land in Brockman Park leading toward connectivity of trails throughout the Town and how that might be achieved with much consideration toward public safety and future economic development.

After discussion, Mr. Stein made a motion that was seconded by Mrs. Turner to establish an exploratory committee to research and make recommendations on ways to help ensure the enhancement and sustainability of existing business in the Town. It was agreed that the Committee will be comprised of Kim Stein and Sharon Turner. Mrs. Turner and Messrs. Addison, Rucker, Wydner and Stein voted "Aye". Messrs. Jennings and Bailey were absent.

The motion carried 5-0-2 according to the following:

Lewis Addison	Aye	Sharon Turner	Aye
Manley Rucker	Aye	Kim Stein	Aye
Jacob Bailey	Absent	Richard Wydner	Aye
Gary Jennings	Absent		

At 6:07 PM Mr. Wydner made the following motion which was seconded by Mr. Stein and carried 5-0-2 with Mrs. Turner and Messrs. Addison, Rucker, Wydner and Stein voting in favor and Messrs. Jennings and Bailey absent: I move that the Industrial Development Authority convene in closed session pursuant to §2.2-3711A.5 of the Code of Virginia, relating to a

prospective business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community.

At 6:18 PM Mr. Wydner made a motion seconded by Mrs. Turner, that the Authority adjourn the closed session and enter open session, certifying to the best of each member's 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 5-0-2 via the roll call method with Mrs. Turner and Messrs. Addison, Rucker, Wydner and Stein voted "Aye". Messrs. Jennings and Bailey were absent.

There being no further business, the meeting adjourned at 6:18 PM.

Lewis Addison, Chairman

ATTEST: _____
Secretary

TOWN OF AMHERST

BUDGET CALENDAR FOR FY 2019-2020

December 2018 – Office Manager prepares budget worksheets for department heads and mails out donation request forms to local organizations.

January 28, 2019 – Deadline for budget requests from department heads and local organizations.

February 11, 2019 – Office Manager presents prepared budget documents to Town Manager for recommendations.

March 2019 – Finance Committee meets with Office Manager and Town Manager to review budget documents and recommendations.

April 10, 2019 – Public hearing of FY20 budget at regular Council meeting.

May 8, 2019 – Adoption and appropriation of FY20 budget at regular Council meeting.

CAPITAL IMPROVEMENTS PLAN FY 2019-2020

October 2018 – Office Manager sends out CIP requests documents to department heads.

November 26, 2018 – Department heads submit CIP requests to Office Manager.

December 2018 – Department heads and Town Manager meet to discuss CIP requests.

January 2019 – Town Manager Presents CIP recommendations to Planning Commission.

March 6, 2019 – Planning Commission public hearing on CIP requests.

April 10, 2019 – Council public hearing on CIP requests.

May 8, 2019 – Council adopts Capital Improvements Plan.

828 Main Street
12th Floor
Lynchburg, VA 24504



Office: 434.845.3491
Fax: 434.845.3493
www.region2000.org

July 30, 2018

Sara Carter, Town Manager
Town of Amherst
P.O. Box 280
Amherst, VA 24521

Dear Sara:

The Virginia's Region 2000 Local Government is proud to serve the Town of Amherst as the Planning District Commission for this region since 1969. Over that time the organization has had various names to reflect organizational changes and evolving missions. We began as the Central Virginia Planning District Commission, grew to become the Region 2000 Regional Commission and now are called the Virginia's Region 2000 Partnership Regional Council: Local Government Council.

We believe that we are at a point now that it is time to evolve a name change once more.

With the merger of the Region 2000 Economic Development Council and the Lynchburg Regional Chamber of Commerce into the Lynchburg Regional Business Alliance, we no longer have the Partnership organization that utilized the Region 2000 brand. Although the "Region 2000" brand is now recognized by state officials as a geographic identifier for the Counties/City/Towns in this area, it is also identified as the economic development marketing agency for the region. Although we support the work of the Regional Alliance in their economic development marketing, that's not what we do. But as long as we carry the Region 2000 brand, there's a possibility of confusion about our role and mission among our localities and our stakeholders.

Central Virginia Planning District Commission

After several months of discussion and consideration, the Local Government Council seeks your approval to change our charter and drop the Region 2000 brand and return to our original organization name, the Central Virginia Planning District Commission. Every organizational name change takes time for people to learn, but over time our government customers and business and non-profit stakeholders will better understand what we do and who they are dealing with by this more accurate reflection of who we are.

A change in our charter requires the approval of localities in the region. A black-lined version and a clean version of the Local Government Council charter is included showing the proposed name changes.


Summary

Our intent is to only change the name of the organization to make it clearer and more consistent with the mission and purpose of the organization

We ask that you share with us any comments that you have on these changes by August 31, 2018 and take action on our request by the end of November 2018. I will be happy to join you for the discussion and to answer questions for Council.

Thank you for your consideration and the staff and I look forward to continued service to the Town of Amherst, to the greater Amherst County community and to the region.

Sincerely,

A handwritten signature in black ink that reads "Gary F. Christie". The signature is written in a cursive, flowing style.

Gary F. Christie, Executive Director

gchristie@region2000.org

434 845-5678 x 211

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CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION

CHARTER AGREEMENT

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CHARTER AGREEMENT OF THE

CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION

This Charter Agreement to organize a regional commission made this first day of August, 2000, and subsequently amended, by and between the undersigned governmental subdivisions as authorized by the Regional Cooperation Act, 15.2-4200, et seq., Code of Virginia (1998), as amended);

NOW, THEREFORE, BE IT AGREED THAT:

ARTICLE I

Name, Location, Authority, Purpose

Section 1. The name of this organization shall be the Virginia's Region 2000 Partnership — Regional Council, hereinafter called the "Local Government Council." Central Virginia Planning District Commission ~~(amendment approved 2005, amendment approved 2018)~~

Section 2. The principal office of the LOCAL GOVERNMENT COUNCIL — Commission shall be in Lynchburg, Virginia. The location of the principal office may be changed by the concurrence of three-fourths of the LOCAL GOVERNMENT COUNCIL Commission —members present at a regular meeting, provided that the clerk of the governing body of each member governmental subdivision has been notified of the contemplated relocation in writing at least thirty days before such meeting.

Section 3. The LOCAL GOVERNMENT COUNCIL Commission shall be a public body corporate and politic with all the powers and duties granted to it by the Regional Cooperation Act.

Section 4. The purpose of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall be to promote the orderly and efficient development of the physical, social and economic elements of the planning district by planning, and encouraging and assisting governmental subdivisions to plan for the future, and to carryout duties desired by the member jurisdictions, as permitted by law.

ARTICLE II

Membership

Section 1. ~~LOCAL GOVERNMENT COUNCIL~~ Commission members shall be appointed by the respective governing bodies of those political subdivisions which are parties to this charter agreement provided, however, that at least a majority of the ~~LOCAL GOVERNMENT COUNCIL'S~~ Commission's members shall be elected officials of the governing bodies of the governmental subdivisions, or members of the General Assembly, within the planning district.

Section 2. Each governmental subdivision which is either a city or county and a party to this charter agreement shall appoint two members to the ~~LOCAL GOVERNMENT COUNCIL~~ Commission, one of whom shall be the Chief elected member of the governing body, or their elected designee. The other appointee shall be the Chief Appointed Official of each governmental subdivision, or their appointed designee. Additionally, one member of the ~~Local Government Council~~ Commission shall represent Virginia's Region 2000 as appointed by that Board and two members shall represent Virginia's General Assembly. The General Assembly members shall serve two-year alternating terms so that all General Assembly members within the region shall be members of the ~~Local Government Council~~ Commission on a rotating basis on a schedule as approved by the ~~Local Government Council~~ Commission.

Section 3. Vacancies on the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall be filled for the un-expired term in the same manner as the original appointment was made.

Section 4. Any member of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall be eligible for reappointment but may be removed for cause by the governing body which appointed him.

ARTICLE III

Terms of Office and Voting Rights

Section 1. The terms of office of ~~LOCAL GOVERNMENT COUNCIL~~ Commission members who are also elected officials shall be coincident with their elected terms of office or such shorter term as their governing bodies shall determine. The terms of office of the appointed members shall be as determined by the member jurisdiction and coincident with their appointment with the member jurisdiction. The term of office for General Assembly members shall be two-years. General Assembly members shall not succeed themselves.

Section 2. Each member of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall have one equal vote in all matters before the LOCAL GOVERNMENT COUNCIL.

ARTICLE IV

Officers

Section 1. Officers of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall consist of a Chairman, Vice-Chairman, and Treasurer who shall be elected by the membership of the ~~LOCAL GOVERNMENT COUNCIL~~ Council.

Section 2. ~~LOCAL GOVERNMENT COUNCIL~~ Commission officers shall be elected for terms of one-year or

until their successors are elected, and shall be eligible for reelection.

Section 3. The ~~LOCAL GOVERNMENT COUNCIL~~ Commission shall appoint an Executive Director who shall be an employee of the ~~LOCAL GOVERNMENT COUNCIL~~ Commission and shall serve at the pleasure of a majority of the membership.

ARTICLE V

Planning District Commission - Regional Consortium Merger

Section 1. Upon the ratification of this Charter Agreement of the Region 2000 Regional Local Government Council, the Central Virginia Planning District Commission and the Region 2000 Consortium shall merge and become the Region 2000 Local Government Council. All assets, liabilities, and personnel of the Central Virginia Planning District Commission shall be transferred to the Region 2000 Regional Commission.

Section 2. Upon the ratification of the 2018 amendment, all assets of the Virginia's Region 2000 Local Government Council shall become assets of the Central Virginia Planning District Commission.

ARTICLE VI

Addition or Withdrawal of Members

Section 1. Any governmental subdivision within Planning District Number 11 which is not a party to this Charter Agreement at the effective date thereof may thereafter join the ~~LOCAL GOVERNMENT COUNCIL~~ Commission provided that: (a) any city, county or town of more than 3,500 population adopts and executes this agreement; or (b) any town of 3,500 or less population, after petition to the ~~LOCAL GOVERNMENT COUNCIL~~ Commission and acceptance of the petition to

grant representation to such town by majority vote of the members of the LOCAL GOVERNMENT COUNCIL Commission, adopts and executes this agreement.

Section 2. Any governmental subdivision may withdraw from the LOCAL GOVERNMENT COUNCIL Commission by submitting to the LOCAL GOVERNMENT COUNCIL Commission in writing, at least 90 days before the end of the LOCAL GOVERNMENT COUNCIL'S Commission's —then current fiscal year, a notice of intent to withdraw. Such withdrawal shall not become effective until the LOCAL GOVERNMENT COUNCIL'S Commission's fiscal year has ended.

ARTICLE VII

Appointment of an Executive Committee and Adoption of Bylaws

Section 1. The LOCAL GOVERNMENT COUNCIL Commission may designate an Executive Committee and delegate to it such powers as the LOCAL GOVERNMENT COUNCIL Commission may determine, provided that these powers are not inconsistent with provisions of the Regional Cooperation Act.

Section 2. The LOCAL GOVERNMENT COUNCIL Commission may adopt bylaws and such other rules as it deems necessary to govern its operations.

ARTICLE VIII

Meetings

Section 1. The LOCAL GOVERNMENT COUNCIL Commission shall hold regular meetings on a schedule which will be determined by the membership.

Section 2. Meetings of the LOCAL GOVERNMENT COUNCIL Commission shall be open to the public; however, the LOCAL GOVERNMENT COUNCIL Commission may hold closed meetings.

ARTICLE IX

Amendments

Section 1. This Charter Agreement may be amended, supplemented or superseded only by concurring resolutions from any combination of member governmental subdivisions whose aggregate representation on the LOCAL GOVERNMENT COUNCIL Commission constitutes a quorum. All proposed amendments shall be submitted to the LOCAL GOVERNMENT COUNCIL Commission for its review and comment to the member governmental subdivisions.

ARTICLE X

Date of Organization

Section 1. The organization of the Region 2000 Local Government Council, now called the Central Virginia Planning District Commission, shall be effective on the fifteenth day of September, 2000, or at such time after this date when the Charter Agreement has been adopted and signed by that governmental subdivision whose population when added to the aggregate population of those who have already adopted and signed the Charter Agreement embraces the majority of the population within Planning District Number 11.

DATES OF ADOPTION/RESCISSION/AMENDMENTS TO THE CHARTER AGREEMENT

August 12, 1969	- Adopted by the Bedford City Council
September 2, 1969	- Adopted by the Campbell Board of Supervisors
September 8, 1969	- Adopted by the Bedford County Board of Supervisors
September 9, 1969	- Adopted by the Lynchburg City Council

September 12, 1969	- Adopted by the Appomattox County Board of Supervisors
June 7, 1971	- Adopted by the Amherst County Board of Supervisors
June 4, 1980	- Rescinded by the Campbell County Board of Supervisors, effective July 1, 1981
March 10, 1981	- Rescinded by the Bedford County Board of Supervisors, effective July 1, 1981
April 24, 1981	- Readopted by the Campbell County Board of Supervisors
July 1, 1982	- Automatically rescinded by the Campbell County Board of Supervisors because of non-payment of dues
July 6, 1982	- Amended by the Amherst County Board of Supervisors to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
July 9, 1982	- Amended by the Appomattox County Board of Supervisors to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
July 13, 1982	- Amended by the Lynchburg City Council to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
August 10, 1982	- Amended by the Bedford City Council to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
September 7, 1982	- Readopted by the Campbell County Board of Supervisors
October 11, 1982	- Adopted by the Appomattox Town Council
October 13, 1982	- Adopted by the Amherst Town Council
December 8, 1982	- Amended by the Amherst Town Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
December 10, 1982	- Amended by the Appomattox County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
December 14, 1982	- Amended by the Lynchburg City Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
January 4, 1983	- Amended by the Amherst County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
January 18, 1983	- Amended by the Campbell County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
February 8, 1983	- Amended by the Bedford City Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member

Amendments to the Region 2000 Regional Commission Charter

March 1, 2005	- Amended by the County of Amherst to change the name to the Virginia's Region 2000 Local Government Council
March 9, 2005	- Amended by the Town of Amherst to change the name to the Virginia's Region 2000 Local Government Council
March 21, 2005	- Amended by the County of Campbell to change the name to the Virginia's Region 2000 Local Government Council
April 18, 2005	- Amended by the County of Appomattox to change the name to the Virginia's Region 2000 Local Government Council
April 25, 2005	- Amended by the County of Bedford to change the name to the Virginia's Region 2000 Local Government Council
April 26, 2005	- Amended by the City of Lynchburg to change the name to the Virginia's Region 2000 Local Government Council
May 9, 2005	- Amended by the Town of Appomattox to change the name to the Virginia's Region 2000 Local Government Council
May 10, 2005	- Amended by the Town of Altavista to change the name to the Virginia's Region 2000 Local Government Council
June 14, 2005	- Amended by the Bedford City Council to change the name to the Virginia's Region 2000 Local Government Council
June 14, 2005	- Amended by Town of Brookneal to change the name to the Virginia's Region 2000 Local Government Council



CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION CHARTER AGREEMENT

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CHARTER AGREEMENT OF THE

CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION

This Charter Agreement to organize a regional commission made this first day of August, 2000, and subsequently amended, by and between the undersigned governmental subdivisions as authorized by the Regional Cooperation Act, 15.2-4200, et seq., Code of Virginia (1998), as amended);

NOW, THEREFORE, BE IT AGREED THAT:

ARTICLE I

Name, Location, Authority, Purpose

- Section 1. The name of this organization shall be the Central Virginia Planning District Commission, amendment approved 2018)
- Section 2. The principal office of the Commission shall be in Lynchburg, Virginia. The location of the principal office may be changed by the concurrence of three-fourths of the Commission members present at a regular meeting, provided that the clerk of the governing body of each member governmental subdivision has been notified of the contemplated relocation in writing at least thirty days before such meeting.
- Section 3. The Commission shall be a public body corporate and politic with all the powers and duties granted to it by the Regional Cooperation Act.
- Section 4. The purpose of the Commission shall be to promote the orderly and efficient development of the physical, social and economic elements of the planning district by planning, and encouraging and assisting governmental subdivisions to plan for the future, and to

carryout duties desired by the member jurisdictions, as permitted by law.

ARTICLE II

Membership

- Section 1. Commission members shall be appointed by the respective governing bodies of those political subdivisions which are parties to this charter agreement provided, however, that at least a majority of the Commission's members shall be elected officials of the governing bodies of the governmental subdivisions, or members of the General Assembly, within the planning district.
- Section 2. Each governmental subdivision which is either a city or county and a party to this charter agreement shall appoint two members to the Commission, one of whom shall be the Chief elected member of the governing body, or their elected designee. The other appointee shall be the Chief Appointed Official of each governmental subdivision, or their appointed designee. Additionally, one member of the Commission shall represent Virginia's Region 2000 as appointed by that Board and two members shall represent Virginia's General Assembly. The General Assembly members shall serve two-year alternating terms so that all General Assembly members within the region shall be members of the Commission on a rotating basis on a schedule as approved by the Commission.
- Section 3. Vacancies on the Commission shall be filled for the un-expired term in the same manner as the original appointment was made.
- Section 4. Any member of the Commission shall be eligible for reappointment but may be removed for cause by the governing body which appointed him.

ARTICLE III

Terms of Office and Voting Rights

- Section 1. The terms of office of Commission members who are also elected officials shall be coincident with their elected terms of office or such shorter term as their governing bodies shall determine. The terms of office of the appointed members shall be as determined by the member jurisdiction and coincident with their appointment with the member jurisdiction. The term of office for General Assembly members shall be two-years. General Assembly members shall not succeed themselves.
- Section 2. Each member of the Commission shall have one equal vote in all matters before the LOCAL GOVERNMENT COUNCIL.

ARTICLE IV

Officers

- Section 1. Officers of the Commission shall consist of a Chairman, Vice-Chairman, and Treasurer who shall be elected by the membership of the Council.
- Section 2. Commission officers shall be elected for terms of one-year or until their successors are elected, and shall be eligible for reelection.
- Section 3. The Commission shall appoint an Executive Director who shall be an employee of the Commission and shall serve at the pleasure of a majority of the membership.

ARTICLE V

Planning District Commission - Regional Consortium Merger

- Section 1. Upon the ratification of this Charter Agreement of the Region 2000 Regional Local Government Council, the Central Virginia

Planning District Commission and the Region 2000 Consortium shall merge and become the Region 2000 Local Government Council. All assets, liabilities, and personnel of the Central Virginia Planning District Commission shall be transferred to the Region 2000 Regional Commission.

Section 2. Upon the ratification of the 2018 amendment, all assets of the Virginia's Region 2000 Local Government Council shall become assets of the Central Virginia Planning District Commission.

ARTICLE VI

Addition or Withdrawal of Members

Section 1. Any governmental subdivision within Planning District Number 11 which is not a party to this Charter Agreement at the effective date thereof may thereafter join the Commission provided that: (a) any city, county or town of more than 3,500 population adopts and executes this agreement; or (b) any town of 3,500 or less population, after petition to the Commission and acceptance of the petition to grant representation to such town by majority vote of the members of the Commission, adopts and executes this agreement.

Section 2. Any governmental subdivision may withdraw from the Commission by submitting to the Commission in writing, at least 90 days before the end of the Commission's then current fiscal year, a notice of intent to withdraw. Such withdrawal shall not become effective until the Commission's fiscal year has ended.

ARTICLE VII

Appointment of an Executive Committee and Adoption of Bylaws

Section 1. The Commission may designate an Executive Committee and delegate to it such powers as the Commission may determine, provided that these powers are not inconsistent with provisions of the Regional Cooperation Act.

Section 2. The Commission may adopt bylaws and such other rules as it deems necessary to govern its operations.

ARTICLE VIII

Meetings

Section 1. The Commission shall hold regular meetings on a schedule which will be determined by the membership.

Section 2. Meetings of the Commission shall be open to the public; however, the Commission may hold closed meetings.

ARTICLE IX

Amendments

Section 1. This Charter Agreement may be amended, supplemented or superseded only by concurring resolutions from any combination of member governmental subdivisions whose aggregate representation on the Commission constitutes a quorum. All proposed amendments shall be submitted to the Commission for its review and comment to the member governmental subdivisions.

ARTICLE X

Date of Organization

Section 1. The organization of the Region 2000 Local Government Council, now called the Central Virginia Planning District Commission, shall be effective on the fifteenth day of

September, 2000, or at such time after this date when the Charter Agreement has been adopted and signed by that governmental subdivision whose population when added to the aggregate population of those who have already adopted and signed the Charter Agreement embraces the majority of the population within Planning District Number 11.

DATES OF ADOPTION/RESCISSION/AMENDMENTS TO THE CHARTER AGREEMENT

August 12, 1969	- Adopted by the Bedford City Council
September 2, 1969	- Adopted by the Campbell Board of Supervisors
September 8, 1969	- Adopted by the Bedford County Board of Supervisors
September 9, 1969	- Adopted by the Lynchburg City Council
September 12, 1969	- Adopted by the Appomattox County Board of Supervisors
June 7, 1971	- Adopted by the Amherst County Board of Supervisors
June 4, 1980	- Rescinded by the Campbell County Board of Supervisors, effective July 1, 1981
March 10, 1981	- Rescinded by the Bedford County Board of Supervisors, effective July 1, 1981
April 24, 1981	- Readopted by the Campbell County Board of Supervisors
July 1, 1982	- Automatically rescinded by the Campbell County Board of Supervisors because of non-payment of dues
July 6, 1982	- Amended by the Amherst County Board of Supervisors to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
July 9, 1982	- Amended by the Appomattox County Board of Supervisors to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
July 13, 1982	- Amended by the Lynchburg City Council to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
August 10, 1982	- Amended by the Bedford City Council to allow towns under 3,500 to become members, to designate town representation and to eliminate the ceiling on the number of elected officials as voting members
September 7, 1982	- Readopted by the Campbell County Board of Supervisors
October 11, 1982	- Adopted by the Appomattox Town Council
October 13, 1982	- Adopted by the Amherst Town Council

December 8, 1982	- Amended by the Amherst Town Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
December 10, 1982	- Amended by the Appomattox County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
December 14, 1982	- Amended by the Lynchburg City Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
January 4, 1983	- Amended by the Amherst County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
January 18, 1983	- Amended by the Campbell County Board of Supervisors to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member
February 8, 1983	- Amended by the Bedford City Council to allow member jurisdictions the option of having an elected official appointed in lieu of the non-elected member

Amendments to the Region 2000 Regional Commission Charter

March 1, 2005	- Amended by the County of Amherst to change the name to the Virginia's Region 2000 Local Government Council
March 9, 2005	- Amended by the Town of Amherst to change the name to the Virginia's Region 2000 Local Government Council
March 21, 2005	- Amended by the County of Campbell to change the name to the Virginia's Region 2000 Local Government Council
April 18, 2005	- Amended by the County of Appomattox to change the name to the Virginia's Region 2000 Local Government Council
April 25, 2005	- Amended by the County of Bedford to change the name to the Virginia's Region 2000 Local Government Council
April 26, 2005	- Amended by the City of Lynchburg to change the name to the Virginia's Region 2000 Local Government Council
May 9, 2005	- Amended by the Town of Appomattox to change the name to the Virginia's Region 2000 Local Government Council
May 10, 2005	- Amended by the Town of Altavista to change the name to the Virginia's Region 2000 Local Government Council
June 14, 2005	- Amended by the Bedford City Council to change the name to the Virginia's Region 2000 Local Government Council
June 14, 2005	- Amended by Town of Brookneal to change the name to the Virginia's Region 2000 Local Government Council



TO: Key Official

FROM: Michelle Gowdy, Executive Director

DATE: August 14, 2018

RE: Voting at the Business Meeting

The Virginia Municipal League (VML) Annual Business meeting will take place during the VML Conference on Tuesday, October 2 at 3:30 pm, in the Hampton Convention Center.

The rules for voting by member localities during the Business Session are set out in Article IV, Section 6 of the League Constitution:

"Representatives. The mayor or board chairman, as the case may be, of each active member shall be deemed to be its official representative for the purpose of voting upon matters considered by an annual or special meeting of the League. In lieu of the mayor or board chairman, the governing body of a member may designate another official of the member to vote on behalf of the member. Such designation shall be in writing filed with the Executive Director or such other person acting as Secretary of the meeting prior to any vote. In the absence of the mayor or board chairman or other officers designated by the governing body as above specified at a vote taking, a majority of the elected and appointed officials present and registered at the meeting may file with the Executive Director or Secretary of the meeting in writing designating one of the member's officials present to vote in behalf of the member, and said filing to be in advance of the taking of any vote in which such person casts a vote."

VML's principle is that each locality that attends should be entitled to vote at the business meeting. Voting may not be by proxy. Please use the following link [Business Meeting Certification of Voting Delegate and Alternate Form](#) to complete the *Certification of Voting Delegate and Alternate Delegate* form no later than Friday September 21 to certify your locality's voting delegate. If you are not sure who will be present at the Business Meeting, credentials may be certified at the registration desk during the Conference or prior to the start of the business meeting. This voting certification does not exclude others from your locality from participating in discussions during the Business Meeting, however, each member locality has only one vote at the business meeting.

Prior to the business meeting, voting delegates should pick up a voting flag. The voting delegate may pick up the flag Tuesday, October 2, from 12:30 – 3:30 p.m. in the hallway outside Ballrooms D-G, the location of the business meeting. If a vote is contested or is not unanimous, the voting delegate will hold up the flag at the time the vote is taken. The goal is that each locality attending the business meeting can participate in the voting process.



TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521
Phone (434)946-7885 Fax (434)946-2087

To: Town Council

From: Tracie Wright

Date: September 5, 2018

Re: FY19 Building Purchase Appropriation

On September 6, 2018 the purchase of 127 West Court Street, Amherst, VA. 24521 closed and the funds were wired. This purchase was not included in the approved FY19 approved budget.

I am requesting that the amount of wired funds, \$190,648.10, be appropriated from the general fund reserve.



TOWN OF AMHERST

Office of the Town Manager and Town Council

174 S. Main Street, Virginia 24572

Telephone (434) 946-7885

Fax - (434) 946-2087

SPECIAL EVENTS USE POLICY

Adopted by Council: _____

1. Purpose

The Town of Amherst welcomes and encourages special events that enhance the life of the community. The purpose of this Special Events Use Policy is to promote enjoyment of public property through such events, while also establishing standards for protecting it and respecting the reasonable expectations of our town neighbors. This policy also clarifies the responsibilities and liabilities for those conducting private activities on public property.

2. Definition

Special Event: An outdoor temporary activity or promotion, commercial or non-commercial, at a specific location that is open to the public and is planned or reasonably expected to attract large assemblies of persons or require street closures. Special events include, but are not limited to, parades, carnivals, festivals, circuses, music fairs or concerts, tent revivals, art shows, craft shows, rodeos, corn mazes, historic reenactments, equestrian shows, firework displays and events, or similar events open to the public. A private party held at a Banquet/Event Facility (including Hotel, Conference Center, Restaurant, Bed and Breakfast, Country Inn, Rural Retreat or Rural Resort or similar facility) shall not be deemed a special event.

3. Special Events Policy

The Town of Amherst hereby establishes the following policy to govern special events. This policy shall apply to applications for use of public roads closed upon request and all town parks and grounds. Activities that take place on public property shall not be required to obtain a permit from the town council if otherwise permitted by the public agency that owns the property, provided the reimbursement requirement for the town's expenses (i.e., extra police service) is met.

Any individual or organization planning an event must complete a "Special Event Application Form" available at www.amherstva.gov or Town Hall, 174 S. Main Street, Amherst, VA 24572.

The Town of Amherst will consider each application including, as needed, input from the Town of Amherst Police Department, Amherst Sheriff's Department, Amherst Fire Department, Public Works and any other town, county or state agency that may be involved in the event. **(ninety) days in advance of the event date.**

4. Application Procedure

- a) The completed application and special event application map showing potential road closures, on-site sanitary facilities based on crowd size and event duration must be submitted to the Town Manager with payment of an application fee of \$100 for each day of the event with the application. The Town Manager is located in Town Hall at 174 S. Main Street. Upon receipt of the completed application, the Town Manager will route the application to the Town of Amherst departments as needed and recommendation to the Town Manager. Any questions regarding special events should be addressed with the Town Manager at (434) 946-7885.
- b) Provide a certificate of insurance in the amount of \$1,000,000.00 listing the Town as additionally insured. Said certificate shall be filed with the Town of Manager upon the applicant obtaining approval either by staff or Town Council, if such approval is required. The special event permit shall be null and void without an insurance certificate as required herein.
- c) At least 30 (thirty) days prior to holding a special event, to the extent such is required, provide to the Town written proof of approval, including copies of any permits or licenses if required, from the:
 - i. Virginia Department of Transportation
 - ii. Amherst County Health Department
 - iii. Virginia Department of Alcoholic Beverage Control
- d) Provide adequate security subject to coordination with police, including emergency, sanitation, traffic control and refreshment services at each special event or activity at their cost.
- e) Provide portable toilets as needed.
- f) Comply with state law and all requirements of the Town Code and all additional requirements that either the Town Council or the Town Staff impose upon the event.
- g) Restore the site to its original condition, removing all trash, equipment, etc., immediately following the event, regardless of the source. The permitted group shall compensate the Town of Amherst for any extraordinary clean-up or repairs required as a result of the approved activity.

5. Town Council Approval

Some special event applications that involve closure of public roads or uses of town parks and grounds which cannot be approved administratively require Town Council approval. You will be notified when your special event application is on the Town Council agenda as your presence is expected. The Council is aware of the problems that street closures may cause to businesses, residents and drivers. The time and day of the event will be key factors in considering whether to allow an event requiring street closures.

Applications which may be administratively approved by the Town Manager include:

- a. Special Events which have been approved in consecutive years prior to the current request and which have no proposed changes to layout, logistics and schedule times.
- b. Events which do not require street closures or reservation of public parking spaces.