

**AMHERST TOWN COUNCIL**  
**AGENDA – WEDNESDAY, OCTOBER 10, 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**
- 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. 1-8)**– *Draft of the September 12, 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. 9-19)**
- 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 (Pg. 20)**
- a. Finance Committee– *Mrs. Carton*
  - b. Community Relations – *Mr. Higginbotham*
  - c. Utilities Committee – *Mr. Watts, minutes attached*
- 3. Other Reports (Pgs. 21-35)**
- a. Robert E. Lee Soil and Water Conservation District
  - b. Planning Commission Minutes

**H. Discussion Items**

1. **Award of Contract for Water Tank Cleaning- (Pgs. 36-38)** Gary Williams- *Mr. Williams has completed an RFP for this project and recommends a contract be awarded to Underwater Solutions for cleaning and inspection of both water tanks.*
2. **Request for Expenditure for 60 West Pump Station- (Pgs. 39-41 )** Sara Carter and Charles Thompson- *Although the 60 West pump station is slated for replacement as part of the sewer sliplining project, there is a pump that needs rehabilitation or replacement to continue functioning for the remaining life of the station. Staff requests approval of \$6,950 to replace the rotating assembly within the pump.*
3. **Police Appropriation- (Pgs. 42-46 )** Chief Shiflett- *The Police Department is requesting three appropriations from Council for expenditures.*
4. **Flu Shot-** Sara Carter- *A member of Council has requested that the Town look into holding a flu shot clinic at the Town Hall for employees and members of the public.*
5. **Resolution of Governing Bodies- (Pg. 47)** Sara Carter- *This resolution is required by USDA to allow Ms. Carter to sign the closing documents and other executing forms on behalf of the Town when the time occurs.*
6. **Request for Revision of Holiday Schedule- (Pgs. 48-49)** Sara Carter- *Attached is a copy of the Governor's schedule for holidays. Staff requests the Council consider conformance with the Governor's schedule. If adopted, staff would modify the Personnel Policy to this standard.*
7. **Meals and Beverage Incentive Rebate- (Handout)** Sara Carter- *After discussion with Mr. Derrin Fore and the Utilities committee, staff recommends consideration of an incentive program for new and expanding restaurants in Town.*

I. **Matters from Staff**

J. **Matters from Town Council**

K. **Anticipated Town Council Agenda Items for Next Month**

L. **Citizen Comments**

M. **Adjournment**

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order September 12, 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
A	Andrá Higginbotham	A	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, Major Greg Harler, Director of Plants Gary Williams, Lead Water Operator Becky L. Cash, and Utilities Maintenance Foreman Charles Thompson, were present.

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Kenneth S. Watts.

Mayor D. Dwayne Tuggle opened the floor for citizen comments. No comments were made.

Sally Glynn, 127 Vista Drive, came forward to read the preamble to the United States Constitution to promote Constitution Week. Mayor Tuggle presented her with a Proclamation declaring September 17th – 23rd Constitution Week in the Town of Amherst.

Mayor Tuggle read a Resolution to honor Vernon Wood, former member of the Industrial Development Authority, for his years of service as a member of the Industrial Development Authority. A copy of the resolution is attached and made a part of these minutes.

John R. Mason, II, VFW Post 9877, came forward with a proposal to install an additional memorial at the Village Garden Memorial Park that would honor the servicemen that died during World War I. Mr. Bunch made a motion that was seconded by Mr. Watts and passed 3-0-2 to authorize installment of a memorial at the Village Garden Memorial Park that would honor the servicemen that died during World War I as proposed. Mrs. Carton and Messrs. Watts and Bunch voted “Aye.” Mr. Higginbotham and Mr. Stinnett were absent.

Stephen Poleski, VFW Post 9877, came forward to request financial support for replacement of 45 flags placed along Main Street. Mrs. Carton made a motion that was seconded by Mr. Bunch and passed 3-0-2 to authorize Town Manager to make a contribution in the amount to fully defray the cost of the replacement of 45 flags placed along Main Street purchased from Lowes. Mrs. Carton and Messrs. Watts and Bunch voted “Aye.” Mr. Higginbotham and Mr. Stinnett were absent.

After Town Manager gave a background report, a duly advertised public hearing was opened at 7:23 PM on a proposed amendment to Section 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.

There being no one present who wished to speak on the matter, the public hearing closed at 7:24 PM.

After discussion, Mr. Watts made a motion that was seconded by Mrs. Carton and carried 3-0-2 to approve adoption of the proposed amendment to Section 601.01 of the Zoning Ordinance allowing 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. Watts and Bunch voted “Aye.” Mr. Higginbotham and Mr. Stinnett were absent. A copy of the amended ordinance is attached and made a part of these minutes.

Derrin Foor, Owner of Loose Shoe Brewery, came forward presenting his concerns related to the cost of water and sewer for a business expansion requesting that a waiver be extended to all businesses having more than one store front.

The Utilities Committee was asked to take the lead on review of concerns of business owners related to costs associated with water and sewer for current and future business expansion. Further discussion was deferred.

Mrs. Carton made a motion that was seconded by Mr. Bunch and carried 3-0-2 to approve the minutes from the August 8, 2018, meeting. Mrs. Carton and Messrs. Watts and Bunch voted “Aye.” Mr. Higginbotham and Mr. Stinnett were absent.

After discussion, Mr. Bunch made a motion which was seconded by Mrs. Carton and carried 3-0-2 that the Town of Amherst endorse the Amherst County Chamber of Commerce Cruise-In event scheduled for September 29, 2018, (with a rain date of October 5) as being a positive activity that provides community recreation and promotes business traffic in downtown Amherst subject to the following understandings:

- The event sponsor is responsible for contacting all adjacent property owners and tenants and working with each to ensure minimal disruption to the neighborhood,
- Use of Town parking lots at the end of E. Court Street and at 174 S. Main Street and Town bathrooms at 174 S. Main Street for the event is approved,
- The event sponsor will reserve four spaces at 174 S. Main Street for the Amherst Police Department,
- The Town will sponsor an application for VDOT to close E. Court and Goodwin Streets from 4 PM to 8:30 PM on the evening of the event,
- The Town will loan event sponsors available traffic barricades, cones and trash cans for use during the event,
- The Town will provide the usual and customary non-financial promotional assistance (posting fliers, Facebook promotion, word of mouth, etc.),
- The event area will be monitored by the Town of Amherst Police Department,
- The event sponsor will provide the Town an insurance certificate naming the Town of Amherst, its officers and employees as an additional insured, and
- The Town of Amherst contribute \$500.00 to defray the cost of the band for the event.

Mrs. Carton and Messrs. Watts and Bunch voted “Aye.” Messrs. Higginbotham and Stinnett were absent.

Office Manager Wright gave a report on the FY2019-2020 budget timetable and capital improvement plan that staff would like to follow.

After discussion, Mrs. Carton made a motion that was seconded by Mr. Bunch and carried 3-0-2 to approve the FY2019-2020 Budget Calendar and Capital Improvement Plan as presented by staff. Mrs. Carton and Messrs. Watts and Bunch voted “Aye.” Messrs. Higginbotham and Stinnett were absent.

After discussion, Mr. Watts made a motion that was seconded by Mr. Bunch and carried 3-0-2 to support a charter change request by Virginia's Regional 2000 Partnership - Regional Council to be renamed "Central Virginia Planning District Commission." Mrs. Carton and Messrs. Watts and Bunch voted "Aye." Messrs. Higginbotham and Stinnett were absent.

After discussion, Mr. Bunch made a motion that was seconded by Mrs. Carton and carried 3-0-2 to designate Kenneth S. Watts voting delegate for the Town of Amherst at the Virginia Municipal League Annual Business Meeting, October 2, 2018. Mrs. Carton and Messrs. Watts and Bunch voted "Aye." Messrs. Higginbotham and Stinnett were absent.

After discussion, Mrs. Carton made a motion that was seconded by Mr. Watts and carried 3-0-2 to approve appropriation of \$190,648.10 from the General Fund Capital Reserve for purchase of property for the Police Station at 127 West Court Street, Amherst, VA 24521. The motion 3-0-2 via the roll call method with Mrs. Carton and Messrs. Watts and Bunch voting "Aye." Messrs. Higginbotham and Stinnett were absent.

After discussion, Mr. Bunch made a motion that was seconded by Mr. Watts and carried 3-0-2 to authorize Town Manager to proceed with work on details including securing survey, preparation of deeds, and contact with property owners to procurement easements, in joint participation with VDOT to address and improve drainage issues on West Court Street by the car wash. Mrs. Carton and Messrs. Watts and Bunch voted "Aye." Messrs. Higginbotham and Stinnett were absent.

Town Manager Carter gave a brief report on The Village Garden Club's efforts to seek support of a proposed town-wide event to be held on the 4<sup>th</sup> Saturday in April, coordinating springtime group activities and events with business sidewalk sales.

After discussion, Mrs. Carton made a motion that was seconded by Mr. Watts and carried 3-0-2 to authorize The Village Garden Club to proceed with efforts to organize a town-wide event on the 4<sup>th</sup> Saturday in April. Mrs. Carton and Messrs. Watts and Bunch voted "Aye." Messrs. Higginbotham and Stinnett were absent.

After discussion, a motion was made by Mr. Bunch which was seconded by Mrs. Carton and carried 3-0-2 to adopt Special Event Policy changes as recommended by staff. Mrs. Carton and Messrs. Watts and Bunch voted "Aye." Messrs. Higginbotham and Stinnett were absent. A copy of the approved policy is attached and made a part of these minutes.

New Wastewater Treatment Plant trainee Fred Adams was introduced by Plant Director Gary Williams and welcomed by Town Council.

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

Tim Ware, Amherst, VA, came forward to extend his appreciation to Council for its support of the Cruise-In event and efforts to establish the bike trail system in the Town of Amherst.

There being no further business, the meeting adjourned on a motion by Mrs. Carton seconded by Mr. Bunch at 8:02 PM.

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

\_\_\_\_\_  
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

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:

- 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.~~
- ~~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.



# 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

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## 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](http://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 (90) 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 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.

DRAFT FOR APPROVAL

## **Town Manager's Report for the October 10, 2018 Town Council Meeting**

### **Committee**

### **Report**

A. Industrial Development Authority	No meetings/no report
B. Planning Commission	Meeting minutes from October 3, 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	Meeting minutes from September 20, 2018 included
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	No meetings/no report



# **AMHERST POLICE DEPARTMENT**



## Monthly SHIFT REPORT

### September 2018

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

CALLS FOR SERVICE	NUMBER
KEYS LOCKED IN VEHICLE	12
ALARM	8
PHONE COMPLAINT	36
BOLO	12
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	17
DOMESTIC	6
CHECK WELFARE	5
NOISE OR DOG COMPLAINT	2
TRAFFIC CRASH	6
EMS CALLS	1
SUDDEN DEATH	
ECO	
FUNERAL TRAFFIC	
OTHER	40

OFFICER INITIATED	NUMBER
BUILDING CHECKS	196
CHECKING DETAIL	
BUILDING SEARCH	5
TRAFFIC SUMMONS	20
DRUNK IN PUBLIC	5
EXTRA PATROLS	85
WARRANT SERVICE	6
PROPERTY WALK AROUNDS	19
WARRANTS OBTAINED	6
PARKING TICKETS	1
MISD. INVESTIGATION	4
FELONY INVESTIGATION	1
NARCOTICS INV.	5
SEARCH WARRANT	
PUBLIC RELATIONS	8
CITIZEN CONTACT	84

ARREST	NUMBER
MISDEMEANOR	8
FELONY	3
EPO	2
ECO	
PPO	
NARCOTICS VIOLATION	2
DUI / DUID	

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	10
EQUIPMENT VIOLATION	1
RECKLESS DRIVING	3
SUSPENDED LICENSE	1
INSPECTION STICKER	
REGISTRATION	1
SEAT BELT / TEXTING	

WARNINGS	NUMBER
SPEEDING	4
EQUIPMENT VIOLATION	7
RECKLESS DRIVING	3
SUSPENDED LICENSE	2
INSPECTION STICKER	
REGISTRAION	1
SEAT BELT / TEXTING	1

OTHER	NUMBER
ASSIST OTHER OFFICER	38
ASSIST OTHER AGENCY	29
COURT	4
REPORTS	6
SCHOOL / TRAINING	2
MEETINGS	23
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.

Miles Patrolled- 5762

Calls for service- 206



# 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:** October 3, 2018  
**Re:** September 2018 Monthly Report

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**Utilities** – 1163 bills were cut totaling \$224,923.00

**A/P** – A total of 57 checks were cut totaling \$77,035.91 for September 2018 bills.

**Meals and Beverage Tax** – 14 Businesses paid \$46,657.27 in Meals and Beverage Tax for the month of August.

**Taxes** – \$2,506.05 is still owed out of the original \$46,370 billing total for the 2017 taxes. Any citizen with an outstanding balance has been entered into the IRMS system so that we may receive payment from their state tax refunds. Tax bills for 2018 must go out by November 1<sup>st</sup>. Those bills are in the process of conversion with our software company.

**Business License** – Bank liens were sent out last month for any business who had not yet paid for the 2018 business year. We were able to collect \$8,401.08 from those liens. We only have 4 businesses who have not made any attempt to comply.

**Investments** – We currently have additional money in our cash accounts that we need to think about investment options for. Currently most of our funds our help in the LGIP which had a monthly yield of 2.154% for the month of August. This money is available at any time to us if needed just like our operating account with no withdrawal fees. We also have money held in a money market account that is tied to our operating account so any interest in the money market is off setting our operating fees. Currently I am looking at three different options that include VML/VACo Finance, First National and Edward Jones. I will turn over additional information to the Finance Committee in the next few weeks.

**Financial Software** – With the Capital Improvements Program process coming up shortly I have started to look at pricing on changing software packages.

## **Clerk of Council Report September 2018**

### **Committee Meetings**

#### **IDA**

Receive and review agenda packet for 9-4-18 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website

#### **Planning Commission**

Receive and review agenda packet for 9-5-18 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 9-12-18 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

### **Town Website Management**

- Maintain and update content
- Posted:
  - New forms
  - Agendas and Minutes
  - Calendar events
  - Update Hot Topics

### **Town Facebook Administrator**

Post to Town's Facebook page; monitor feedback

### **Recodification of Town Code**

Follow-up status report to Municode; Request available telephone conference dates from Municode Attorney; schedule work session with Town Attorney Berry; continue review of proof in preparation for work session with Town Attorney and future conference with Municode Attorney

### **Outdoor Events**

Continue work on draft of Outdoor Event Application and Guidebook for approval

### **Banner Permit Application**

Work on updating Banner Permit Application form for approval

### **Cruise-In Event**

Prepare application permit package, correspondence and related e-mails in connection to Amherst County Car Club Cruise-In Event; receive permit; attention to detail

### **FOIA**

Receive and answer 1 request for information

### **Other:**

- Renew Memberships:
  - VMCA - Virginia Municipal Clerk's Association
  - NALA - National Association of Legal Assistants/The Paralegal AssociationThank you.
- Pick up Commemorative Cup for Vernon Wood, IDA Member; draft resolution for reading and presentation at September 12, 2018 Town Council Meeting

**Town of Amherst Committees as of September 2018** – Update; See Attached.

# Town of Amherst Committees as of September 30, 2018

	<u>Appointed/Term Expires</u>	
<b><u>TOWN COUNCIL</u></b>		
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
<b>VACANT</b>		<b>06/30/18</b>

## **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.



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

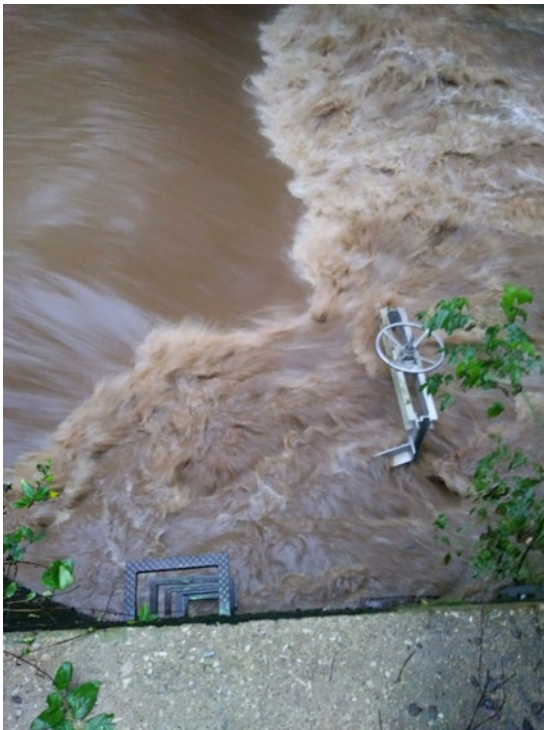
Grandview Water Filtration Plant,

Daily Water Withdrawal and Production:

	Total, million gallons	Average, million gallons	Max, million gallons	Min, million gallons
Raw Water	9.120	0.360	0.590	0.100
Produced	8.100	0.320	0.520	0.110
Delivered	7.630	0.100	0.510	0.100

Monthly Activities and Upcoming Highlights:

- Hurricane Florence was the notable occurrence on water production for the month. While Amherst did not get the high sustained winds the rain set water production back with high turbid water in the source waters of the Buffalo River.



- Because of high flow and high turbidity the Water Plant could not put 4 days in September. And 1 day saw only 3 hours of pump time. Tanks had been filled and were being kept topped off because of the forecast so there were no days of “critical” tank volumes during the month.
- Annual solids removal from Water Plant lagoons took place on 08-24-2018 and took only a little over a half of a day with the contracted vacuum truck. Last year this was a 3 full day project. The cost this year was \$1,040.00, last year’s cost \$3,980.00. Staff predicts

this should be the last time we should need to contract with a vacuum truck company. If routine housekeeping is performed on the lagoons throughout the year solids removal should be kept up by plant personnel.



### 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	9.028	0.301	1.026	0.176
Finial Effluent	10.141	0.338	1.110	0.206

#### Monthly Activities and Upcoming Highlights:

- Wastewater treatment weather the storm and associated inflow and infiltration well do to preplanning and precaution taken to ready the plant for an increased influent flow. On Monday, September 17, 2018 the facility suffered process solids push through due to a million gallon day flow. The solids push through lasted for about 2 hours and half. No process containment was breached or overflown during this event. By the following morning, September 18, 2018 there was no evidence of a high flow incident. On making rounds of town, Town Manager Sara Carter found plant staff preforming routine sampling and testing and all plant equipment online and operational.
- All required reporting of the solids push through was reported to the Department of Environmental Quality first through a 24 hour notice and then followed within 5 days with a complete written report.

Report Date: October 3, 2018

## Utility/Town Maintenance and Construction Report

Sep-18

Water Meter Read	1150
Water Meter Re-Read	53
Disconnects	21
VA-811 Service locations	20
Vehicle PM Work Orders	22
Pump Station/Plant Work Orders	21
Banners Installed/Dismantled	0
Water Services Installed/Replaced	2
Sewer Services Installed/Replaced	0
Minor Leaks Repaired	2
Major Leaks Repaired	1
Minor Sewer Problems Resolved	3
Major Sewer Problems Resolved	0

### Man Hours

Meter Reading	75
Street/Sidewalk Maintenance	428
Safety Training	3
Bush Hogging	50
Flushing Water	0
Equipment Maintenance	24
Xmas decorations	0

### Major Issues & Comments

**Aging water services through out system** Continue addressing sewer problems with failing areas.  
Mowing grass throughout Town and Town properties. 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	

**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

September 28, 2018

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

Attn: Sara Carter- Town Manager

Re: Monthly Report to Town Council  
(September 2018)

Dear Ms. Carter and Council,

My report on work regarding the following matters:

1. Recodification: Starting review on the Recodification documents. Meeting to be coordinated for 1<sup>st</sup> week of October with Vicki.
2. Planning Commission: Did not attend meeting this month.
3. Town Council Meeting: Attendance at the monthly scheduled meeting on September 12, 2018
4. Land Acquisition: Closed the real estate transaction on Charles Brown to Town of Amherst property (future Police Department property). Begin review on Lazy River property.
5. Personnel: Grievance issue. Discussions with Police Chief and Amherst Commonwealth Attorney.

Access to Town Attorney: My email address is [tberry@tomberrylaw.com](mailto: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 #
10/1/2018	8615

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

			Terms
			Due on receipt
Description	Qty	Rate	Amount
8/30/2018 BROWN PROPERTY	1	175.00	175.00
8/30/2018 PERSONNEL	0.8	175.00	140.00
8/31/2018 PREPARATION OF CLOSING DOCUMENTS FOR BROWN PROPERTY	0.7	175.00	122.50
8/31/2018 DEED FOR BROWNS, LETTER TO TOWN	1	175.00	175.00
9/4/2018 ARRANGE CLOSING FOR BROWN PROPERTY	0.8	175.00	140.00
9/6/2018 CLOSING ON BROWN PROPERTY	2	175.00	350.00
9/7/2018 MACADAM JUDGMENT	1	175.00	175.00
9/12/2018 MONTHLY MEETING	1.5	175.00	262.50
9/20/2018 MUNICODE	1	175.00	175.00
9/20/2018 TALKED TO LYLE CARVER, COMMONWEALTH, ATTORNEY	1	175.00	175.00
<b>Total</b>			\$1,890.00
<b>Payments/Credits</b>			\$0.00
<b>Balance Due</b>			\$1,890.00

**UTILITIES COMMITTEE  
MINUTES**

September 20, 2018  
10:00 AM

Attendees: Ken Watts, Chairman and Kenneth Bunch  
Staff: Sara Carter, Tracie Wright, and Gary Williams  
Guest: Derrin Fore

The meeting was called to order by Mr. Watts at 10:00 am.

Derrin Fore spoke to the committee regarding his plans for business expansion. He was hoping that the Town would be willing to waive the \$42/month base fee on the second meter as a show of support for an expanding business in the Town.

There was an extended discussion regarding the best way for the Town to incentivize expanding and new businesses. Victoria Hanson from the County EDA suggested that incentives should be for 12-18 months, with the longer time for existing business and the shorter time frame for new businesses. There was a recognition of the special relationship between the Town and restaurants, due to the Meals and Beverage tax.

The committee decided that they should report back to the Town Council at the next meeting, and request input from the Council for an incentive program to rebate a portion of meals and beverage tax to restaurants that are new or expand. Staff will work to ensure the correct way to do this and report back at the Council meeting as well.

The meeting adjourned at 11:25 am.

**Sept 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. Three BRWS landowners are in the installation phase of their conservation projects (Duff –EQIP, Campbell-VACS, Fritzler-APBP). One BRWS landowner (Patteson-VACS) completed his conservation project. One landowner (Jenkins-APBP) passed away. One landowner decided to install their conservation practice in a future program year.

Working with one watershed landowner (Fritzler) on their pollinator buffer strip project.

Presented one watershed landowner (Patteson) with their watershed conservation sign for completing a conservation project.

Serving on the Amherst Depot pollinator project plant committee.

Applied for the Chesapeake Bay License Plate Fund grant to potentially fund the 2019 Amherst Tree Buffer Program projects and a gas powered auger for the program.

Scheduling fall maintenance on 22 Amherst Tree Buffer Program projects.

#### **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. Advertise the 2019 Amherst Tree 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.\*\**

**9/28/18:** Submitted by: Anne Marie Roberts, Amherst Watershed Coordinator, Robert E. Lee Soil & Water Conservation District

To: Amherst County Board of Supervisors, c/o County Administrator: Dean Rodgers  
Robert Hopkins, Director of Public Utilities, Amherst County Service Authority  
Gary Williams, Interim Director of Public Utilities, Town of Amherst

From: Anne Marie Roberts Amherst Watershed Coordinator, Robert E Lee Soil and Water  
Conservation District

Re: Quarterly Report for Amherst Counties' Protected Watersheds

## **I. Results: July 1, 2018- October 1, 2018.**

**Watershed Surveys and Initiatives:** Consulted and visited with landowners on topics included but not limited to: agricultural best management practice needs and spot checks, conservation programs, stream bank erosion, riparian buffers, pollinator buffer strips, stream surveys and storm- water/erosion issues, etc... Visited and followed up with 11 property owners/managers. Five priority watershed landowners (Duff, BRR-2, Varga, Coffey, Campbell) are installing conservation projects on their farms through NRCS programs and the District's VACS program. One priority watershed conservation project (Patteson) has been completed and a watershed conservation sign has been received. Completed one BMP spot check with DCR. **Participated in one conservation easement spot check with VOF. Amherst Tree Buffer Program:** Scheduling fall maintenance on 22 buffer projects. Advertising the tree buffer program. Applied for the Chesapeake Bay Restoration fund grant for the 2019 ATBP. Working with one landowner (Fritzler) on their pollinator buffer strip project.

**2. Education:** Presented information about the Amherst Watershed Protection Program and the District/Town MOU to the Amherst Town Council. Carried out a site visit to the Maury River stream restoration project with the DGIF for guidance for the Buffalo River stream restoration needs. Attended the Blue Ridge PRISM herbicide seminar. Set up the District booth at the VFGC/NRCS Farm field day. Organized an invasive plant buffer workshop at an Amherst farm in partnership with the James River Association. Participated in the Amherst County fair promotion and set up a District booth about the Amherst Watershed Protection Program at the Amherst County fair. Presented information about pollinator/native plants to the Pedlar Valley garden club. Attended three Chesapeake Bay WIP III meetings.

**3. Best Management Practices:** Best Management Practices approved for the 2018-2019 cost-share program years. One ACSA payment was made for a VACS project this quarter (see attachment.)



## **II. Plan of Work: October 1, 2018-January 1, 2019.**

**1. Watershed Initiatives and Surveys:** Continue to survey streams and complete site assessments through stream-walks, drive-through and aerial photography to determine land uses contributing non-point source pollution to the waterways and prioritize areas in need of conservation practices. Work with NRCS staff and District Ag. BMP Conservation Specialist to contact landowners about conservation programs and assist with designing conservation practices on various farms that have applied for a conservation programs. Work with the Chesapeake Conservancy on high resolution GIS application for prioritizing conservation practices within the protected watersheds of Amherst County.

**2. Education:** Continue to assist with the District website and other programs.

**3. Best Management Practices:** Promote the program using various outreach measures. Continue to prioritize areas that need conservation measures using GIS maps, data collected by interns and site assessments.

# Amherst County's Protected Watersheds

## VA Ag Cost-Share Program and ACSA Incentive

<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>
Fulcher	12/9/91	SL-1	\$490.00	\$73.50	Buffalo
Curd	10/30/91	SL-1	\$410.00	\$61.50	Harris
Taylor	10/29/91	SL-6	\$3,289.00	\$493.35	Harris
Sanacuore	10/29/91	SL-6	\$4,700.00	\$705.00	Buffalo
Brockman	2/12/92	SL-1	\$381.00	\$57.15	Buffalo
<b>Total</b>			<b>\$9,270.00</b>	<b>\$1,390.50</b>	

<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>
Abel	2/7/92	SL-1	\$1,583.00	\$237.43	Buffalo
	2/7/92	SL-11	\$2,280.00	\$342.00	Buffalo
Slack	1/8/92	SL-1	\$1,325.00	\$198.74	Buffalo
Partridge	1/21/91	SL-1	\$293.00	\$48.60	Harris
	4/7/92	SL-11	\$1,537.50	\$205.41	Harris
Gibbons	2/24/92	SL-1	\$479.00	\$71.85	Harris
Mays	2/13/92	SL-6	\$1,877.00	\$281.55	Buffalo
Smith	1/16/92	WP-2	\$1,500.00	\$225.00	Buffalo
Barnes	1/8/92	SL-6B	\$121.50	\$18.22	Harris
<b>Total</b>			<b>\$10,996.00</b>	<b>\$1,628.80</b>	

<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>
Hughes	2/12/93	SL-6	\$4,289.00	\$644.73	Harris
Tucker	2/12/93	SL-6	\$4,665.00	\$699.75	Buffalo
Parr	1/5/93	SL-1	\$270.00	\$40.50	Buffalo
Albert	1/14/93	WP-2	\$4,302.50	\$645.38	Harris
<b>Total</b>			<b>\$13,526.50</b>	<b>\$2,030.36</b>	

<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>
Albert	2/4/93	SL-6	\$807.13	\$121.07	Harris
Burke	5/6/94	SL-2	\$206.30	\$30.95	

Partridge	3/15/94	SL-11	\$2,068.78	\$310.27	Harris
	6/22/94	Backyard	\$703.46	\$105.62	Harris
Tucker	7/27/94	SL-6	\$985.38	\$147.81	Buffalo
Mays	7/27/94	SL-6	\$1,774.74	\$266.21	Buffalo
<b>Total</b>			<b>\$6,545.79</b>	<b>\$981.93</b>	

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<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>
Slack	4/6/95	SL-2	\$382.00	\$57.30	Buffalo
Parr	3/24/95	SL-2	\$5,283.94	\$792.60	Buffalo
<b>Total</b>			<b>\$5,665.94</b>	<b>\$849.90</b>	

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<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>
Fitzgerald	5/1/96	SL-6	\$2,675.00	\$401.25	Buffalo
Parr	5/1/96	SL-1	\$1,058.00	\$158.70	Buffalo
	8/1/96	SL-1	\$894.00	\$223.50	Buffalo
Gouldthorpe	8/1/96	SL-2	\$968.00	\$145.20	Harris
Partridge	8/1/96	SL-1	\$8,543.95	\$2,135.99	Harris
<b>Total</b>			<b>\$14,138.95</b>	<b>\$3,064.64</b>	

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<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>
Partridge	4/28/97	SL-1	\$10,416.96	\$2,615.49	Harris
	9/24/97	Soil Samples	\$98.00	\$98.00	Harris
Gouldthorpe	8/14/97	SL-1	\$2,620.00	\$655.00	Harris
Curd	10/8/97	SL-6	\$3,081.00	\$770.25	Harris
Parr	8/14/97	SL-2	\$890.00	\$223.50	Buffalo
Buffalo River Ranch	7/2/97	WP-2	\$2,386.44	\$596.61	Buffalo
<b>Total</b>			<b>\$19,492.40</b>	<b>\$4,958.85</b>	

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<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>
Partridge	1/1/98	SL-1	\$6,515.03	\$1,628.79	Harris
Lewis	9/28/98	SL-1	\$4,357.28	\$1,089.32	Buffalo
<b>Total</b>			<b>\$10,872.31</b>	<b>\$2,718.11</b>	

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<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>
Curd	1/28/99	SL-6	\$2,913.40	\$728.35	Harris
Brockman	3/3/99	SL-6	\$2,605.00	\$651.25	Buffalo
Burley	4/21/99	WP-2	\$5,618.84	\$1,404.71	Buffalo
Higgenbotham	4/28/99	SL-6	\$6,456.72	\$1,614.18	Buffalo
Mays	4/28/99	SL-6	\$5,200.00	\$1,300.00	Buffalo
Fitzgerald	5/28/99	SL-6	\$7,291.00	\$1,822.75	Buffalo
Sisson	6/3/99	SL-6	\$6,464.32	\$1,616.08	Buffalo
<b>Total</b>			<b>\$36,549.28</b>	<b>\$9,137.32</b>	

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<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>
Woodson	5/23/00	SL-11& SL-6	\$8,988.47	\$2,247.12	Buffalo
Sisson	6/28/00	SL-6	\$13,718.79	\$3,853.82	Buffalo
<b>Total</b>			<b>\$22,707.26</b>	<b>\$6,100.94</b>	

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<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>
Tucker	1/31/01	SL-6	\$21,546.80	\$5,386.70	Buffalo
Tucker	5/4/01	SL-6	\$11,119.88	\$2,779.97	Buffalo
Curd	5/23/01	SL-6	\$13,893.00	\$3,473.25	Harris
Curd	6/29/01	SL-6	\$5,930.00	\$1,482.50	Harris
Tucker	6/29/01	SL-6	\$10,731.00	\$2,682.75	Buffalo
<b>Total</b>			<b>\$63,220.68</b>	<b>\$15,805.17</b>	

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<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>
Partridge	3/22/02	WP-2	\$4,740.00	\$1,185.00	Harris
Partridge	5/10/02	WP-2 & SL-6	\$12,493.00	\$3,123.25	Harris
Abel	5/10/02	SL-6	\$14,527.22	\$3,631.80	Buffalo
Brockman	6/28/02	SL-6	\$16,503.03	\$4,125.76	Buffalo
<b>Total</b>			<b>\$48,263.25</b>	<b>\$12,065.81</b>	

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<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>
Cash	4/24/03	SL-6	\$17,046.52	\$4,261.64	Buffalo

Myers	11/12/03	SL-6	\$17,395.00	\$4,348.75	Buffalo	
Total			\$34,441.52	\$8,610.39		
						2004
<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>	<u>Streams Protected</u>
Olswfski	6/16/04	SL-11	\$2,315.56	\$404.00	Buffalo (Mill)	(land erosion)
Myers	8/19/04	SL-6	\$3,075.00	\$1,025.00	Buffalo (Franklin)	2,300'
Total			\$5,390.56	\$1,429.00	2,300' (0.44 miles)	
						2005
<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>	<u>Streams Protected</u>
Kennon	4/14/05	SL-6,SL-6B, WP-2	\$12,695.46	\$3,173.87	Graham	4,122'
Cash	4/21/05	SL-6, SL-6B	\$12,296.58	\$3,865.60	Buffalo (Mill)	1,700'
W.M. A Tucker	9/6/05	SL-6	\$17,194.54	\$4,298.63	Buffalo (Mill)	1,800'
Total			\$42,186.58	\$11,338.10	7,622' (1.4 miles)	
						2006
<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>	<u>Streams Protected</u>
Curd	11/9/2006	SL-6	\$20,842.00	\$5,210.50	Harris	5,400'
Panzarino	5/5/2006	SL-6	\$10,190.00	\$1,566.42	Graham	750'
Albert	5/26/2006	SL-6	\$15,796.75	\$3,949.19	Graham	4,250'
Tinsley	6/1/2006	WP-2, SL-11	\$874.74	\$175.00	Graham	375'
Hollard (FWS/CBF Grant)	8/3/2006	SL-6	\$11,304.91	\$1,130.49	Buffalo (Mill)	800'
Total			\$59,008.40	\$12,031.60	11,575' (2.2 miles)	
						2007
<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>	<u>Streams Protected</u>
Clarence Craig (FWS/C	1/24/2007	SL-6, SL-6B	\$4,308.66	\$241.66	Buffalo (Mill)	600'
Buffalo River Ranch	2/16/2007	WP-2	\$10,894.95	\$2,161.25	Buffalo (Franklin)	3,500'
David Seay	3/7/2007	SL-6	\$13,533.55	\$3,383.39	Buffalo (Mill)	1,100'
Danny Curd	4/30/2007	SL-11	\$700.00	\$127.11	Harris	(land erosion)
Delbert Cash	4/30/2007	SL-6	\$18,841.84	\$1,890.95	Buffalo (Mill)	2,000'
Buffalo River Ranch	7/10/2007	WP-2A	\$2,097.00	\$115.28	Buffalo (Franklin)	(see above)
Dorothy Morcom	9/9/2007	SL-6	\$22,021.22	\$5,050.31	Harris	3,975'
Total			\$72,397.22	\$12,969.95	11,175 (2.1 miles)	
						2008
<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>	<u>Streams Protected</u>

Grover Thomas	3/4/2008	SL-6	\$31,194.94	\$7,496.45	Graham	3,500'
John Bullington	5/12/2008	SL-6	\$11,145.82	\$2,447.06	Harris	800'
Rowland Girling	5/28/2008	SL-6	\$11,740.00	\$1,365.25	Graham	3,980'
Buffalo River Ranch	7/29/2008	SL-6	\$116,759.37	\$27,968.66	Buffalo (Puppy)	10,443'
Mark Sisson	10/1/2008	SL-6	\$36,317.04	\$9,079.26	Buffalo (Franklin)	2,700'
<b>Total</b>			<b>\$207,157.17</b>	<b>\$48,356.68</b>		<b>21,423' (4.1 miles)</b>
<b>2009</b>						
<b><u>Name</u></b>	<b><u>Date</u></b>	<b><u>Practice</u></b>	<b><u>Total Cost</u></b>	<b><u>ACSA Incentive</u></b>	<b><u>Watershed</u></b>	<b><u>Streams Protected</u></b>
Susan Fischer	2/2/2009	SL-6	\$8,571.92	\$2,141.98	Graham	1,000'
Keith Kendrick	4/23/2009	SL-6	\$14,920.00	\$3,730.05	Buffalo (Franklin)	1,200'
April Samuels	5/29/2009	SL-6	\$11,524.00	\$2,881.14	Buffalo (Mill)	325'
<b>Total</b>			<b>\$35,015.92</b>	<b>\$8,753.17</b>		<b>2,525' (0.48 mile)</b>
<b><u>Name</u></b>	<b><u>Date</u></b>	<b><u>Practice</u></b>	<b><u>Total Cost</u></b>	<b><u>ACSA Incentive</u></b>	<b><u>Watershed</u></b>	<b><u>Streams Protected</u></b>
Preston Mays	6/16/2010	SL-6	\$24,837.04	\$6,209.26	Buffalo (Mill)	1,000'
<b>Total</b>			<b>\$24,837.04</b>	<b>\$6,209.26</b>		<b>1,000' (0.19 mile)</b>
<b><u>Name</u></b>	<b><u>Date</u></b>	<b><u>Practice</u></b>	<b><u>Total Cost</u></b>	<b><u>ACSA Incentive</u></b>	<b><u>Watershed</u></b>	<b><u>Streams Protected</u></b>
John Brah	11/13/2012	SL-6	\$7,215.27	\$1,803.82	Harris	1,000' (0.19)
<b>Total</b>			<b>\$7,215.27</b>	<b>\$1,803.82</b>		<b>1,000' (0.19 mile)</b>
<b><u>Name</u></b>	<b><u>Date</u></b>	<b><u>Practice</u></b>	<b><u>Total Cost</u></b>	<b><u>ACSA Incentive</u></b>	<b><u>Watershed</u></b>	<b><u>Streams Protected</u></b>
William Kruschwiz	5/6/2013	SL-6	\$21,279.04	\$5,276.25	Buffalo	1,640'
David Seay	5/20/2013	SL-6	\$28,112.60	\$7,026.25	Buffalo	3,673'
Buffalo River Ranch	12/6/2013	SL-6	\$61,042.40	\$15,260.60	Buffalo	3,757'
Tommy Hunnicutt	12/6/2013	SL-6, LE-2	\$52,969.20	\$13,068.73	Harris	2,300'
<b>Total</b>			<b>\$163,403.24</b>	<b>\$40,631.83</b>		<b>11,370' (2.15 miles)</b>
<b><u>Name</u></b>	<b><u>Date</u></b>	<b><u>Practice</u></b>	<b><u>Total Cost</u></b>	<b><u>ACSA Incentive</u></b>	<b><u>Watershed</u></b>	<b><u>Streams Protected</u></b>
Walter Turner	6/12/2015	SL-6	\$34,527.97	\$0.00*	Buffalo	4,830'
<b>Total</b>			<b>\$34, 527.97</b>	<b>\$0.00*</b>		<b>4,830'</b>

<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>	<u>Streams Protected</u>
Carolyn Fitzpatrick	6/19/2017	SL-6	\$47,346.87	\$10,762.00	Buffalo	2,546 '
<b>Total</b>			<b>\$47,346.87</b>	<b>\$10,762.00</b>		
<u>Name</u>	<u>Date</u>	<u>Practice</u>	<u>Total Cost</u>	<u>ACSA Incentive</u>	<u>Watershed</u>	<u>Streams Protected</u>
Wayne Patteson	9/18/2018	SL-6	\$20,024.26	\$4,004.86	Buffalo	2,182'
<b>Total</b>			<b>\$20,024.26</b>	<b>\$4,004.86</b>		
<b>TOTALS</b>			<b>\$1,189,818.20</b>	<b>\$257,846.53</b>	<b>76,851 (14.6 miles)</b>	

\*No ACSA payment was made. The Virginia Agricultural Cost-Share Program paid 100% of the project costs during this program year.

*Revised 9/26/18.*

## NRCS Programs: ACSA 25% Incentive Payments and Practices Installed ('92-'97/'02-'18)

Name	Date	Program	Practice	Total Actual Cost	ACSA Incentive (15%)	Watershed
Slack	11/4/1992	ACP	SL-6	\$971.00	\$145.65	Buffalo
Abel	11/19/1992	ACP	SL-1	\$493.00	\$73.95	Buffalo
Hughes	9/19/1992	ACP	SL-6	\$4,298.20	\$644.73	Buffalo
Taylor	9/9/1993	ACP	SL-6	\$3,289.00	\$493.35	Harris
Partridge	6/23/1994	SIP		\$703.47	\$105.52	Harris
Slack	5/31/1995	ACP	SL-2	\$382.00	\$57.30	Buffalo
Abel	5/31/1995	ACP	SL-2	\$5,283.93	\$792.59	Buffalo
Partridge	4/28/1997	EQIP	SL-1	\$3,196.67	\$479.50	Harris
Gouldthorppe	8/14/1997	EQIP	SL-1	\$4,366.67	\$655.00	Harris

**\*\*The '92-'97 data above was discovered, therefore included this quarter\*\***

**\* Note: There were no ACSA payments made on NRCS programs from 1998-2001.**

Name	Date	Program	Practice	Total Actual Cost	ACSA Incentive (25%)	Watershed
Partridge	4/11/2002	CREP	WP-2	\$12,000.00	\$3,000.00	Harris
Partridge	8/9/02	CREP	SL-6	\$32,395.00	\$3,044.60	Harris
Dodd	10/10/02	CREP	SL-6	\$22,907.88	\$3,839.18	Harris
Layne	11/8/02	CREP	SL-6	\$23,215.67	\$5,003.67	Harris

Name	Date	Program	Practice	Total Actual Cost	ACSA Incentive (25%)	Watershed
Branch	6/11/03	CREP	WP-2	\$5,495.00	\$2,727.00	Graham/Harris

Name	Date	Program	Practice	Total Actual Cost	ACSA Incentive (25%)	Watershed	Stream Protected
Dodd	1/21/04	EQIP	SL-6	\$864.75	\$864.75	Harris	820'
Layne	1/21/04	EQIP	SL-6	\$446.75	\$446.75	Harris	822'
Mays	5/12/04	CREP	SL-6	\$2,356.00	\$2,356.00	Buffalo (Mill)	1,050'



Name	Date	Program	Practice	Total Actual Cost	ACSA Incentive (25%)	Watershed	Stream Protected
Cash	4/7/2006	CREP	SL-6	\$16,616.00	\$1,039.80	Buffalo (Mill)	2,000'
Name	Date	Program	Practice	Total Actual Cost	ACSA Incentive (25%)	Watershed	Stream Protected
Girling	5/30/2007	CREP	SL-6	\$11,044.00	\$1,890.95	Graham	1,126'
							5,818' (1.1 miles)
Name	Date	Program	Practice	Total Actual Cost	ACSA Incentive (25%)	Watershed	Stream Protected
Morcom	2/24/2008	CREP	SL-6	\$5,400.00	\$224.40	Harris	3,975'
Name	Date	Program	Practice	Total Actual Cost	ACSA Incentive (25%)	Watershed	Stream Protected
Clarkson	11/30/2010	CREP	SL-6	\$13,870.00	All costs covered by FSA	Graham	~1,000'
John Batman	9/18/2017	EQIP	SL-6	\$33,002.00	\$8,139.00	Harris	4,265'
Name	Date	Program	Practice	Total Actual Cost	ACSA Incentive (25%)	Watershed	Stream Protected
Buffalo River Ranch	6/18/2018	EQIP	SL-6	\$92,358.61	\$7,488.59	Buffalo	6,729'

**TOTAL                    \$294,955.60                    \$43,512.28                    21,787' (4.1 miles)**

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**Legend**

<b>CREP</b>	Conservation Reserve Enhancement Program	<b>CP-22</b>	CREP Riparian Forest Buffer (Rental Only)
<b>EQIP</b>	Environmental Quality Incentive Program	<b>SL-1</b>	Permanent Vegetative Cover on Cropland
<b>SIP</b>	Stewardship Incentive Program	<b>SL-2</b>	Lime and Fertilizer for Pasture
<b>ACP</b>	Annual Conservation Program	<b>SL-6</b>	Grazing Land Protection
		<b>WP-2</b>	Stream Protection



\_\_\_\_\_

## Amherst Protected Watersheds Conservation Projects Totals

	<b>Total Grants Received</b>	<b>ACSA Contribution</b>
Virginia Ag. Cost-Share Program (1991-2017)	\$1,189,818.20	\$257,846.53
NRCS Programs (1992-1997; 2002-2018)	\$294,955.60	\$43,512.28
<b>Grand Total Investment</b>	<b>\$1,484,773.80</b>	<b>\$301,358.81</b>

\* The long term benefit of pollution control (protecting water at its source), rather than treatment, is often estimated to be 10 to 1. Over a 30-50 year life expectancy of a water treatment plant the reduced treatment cost of the ACSA investment would be approximately: **\$3,013,588.10**. Also by protecting the water at its source you are also improving the environmental conditions of the waters not treated by the water treatment plant.

*Revised 9/26/18.*

**Town of Amherst  
Planning Commission Minutes  
October 3, 2018**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill in the Council Chambers of the Town Hall at 174 S. Main Street at 7:00 PM on October 3, 2018.

It was noted that one seat on the Planning Commission is vacant and that a quorum was present as indicated below:

P	June Driskill	P	William Jones
A	Kevin Belcher	P	Kenneth Bunch
P	Ted Finney	P	Clifford Hart

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

The minutes from the September 5, 2018, Commission meeting were approved on a motion by Mr. Finney, seconded by Mr. Hart, and carried 5-0-1 according to the following:

June Driskill	Aye	Clifford Hart	Aye
Kevin Belcher	Absent	Kenneth Bunch	Aye
Ted Finney	Aye	William Jones	Aye

**Sign Ordinance**

Town Manager Carter gave an oral report on a proposed new sign ordinance. After discussion, Town Manager Carter was directed to make further revisions to the proposed new sign ordinance for consideration by the Commission. Further discussion on revisions to the sign ordinance is deferred to the November meeting.

There being no further business, on motion of Mr. Bunch seconded by Mr. Finney and carried 5-0-1, the meeting adjourned at 7:46 PM.

---

June Driskill, Chairperson

Attest: \_\_\_\_\_



**TOWN OF AMHERST**  
**DEPARTMENT OF PLANTS**  
P.O. BOX 280, AMHERST, VIRGINIA 24521

GRANDVIEW WATER FILTRATION PLANT  
208 GRANDVIEW DRIVE, AMHERST, VIRGINIA 24521  
PHONE: (434) 946-1267 FAX: (434) 946-2087

RUTLEDGE CREEK WASTEWATER FACILITY  
448 INDUSTRIAL PARK DRIVE, AMHERST, VIRGINIA 24521  
PHONE: (434) 946-5769 FAX: (434) 946-2087

October 3, 2018

To: Town Council

From: Gary S. Williams

RE: Request for Approval to Contract with Underwater Solution Inc. of Mattapoisett, Maine to perform Interior Cleaning and Inspection of the Town Water Storage Tanks for the quoted sum of \$8,880.00 / \$2.00 per Cubic Foot over a 2 inch depth in sediment.

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On August 7, 2018 Request for Proposal (RFP) #WTP18-01 was issued for the "Interior Cleaning & Inspection of Water Storage Tank(s)". On August 8, 2018 10 copies of the RFP#WTP18-01 were certified mailed to 10 companies advertising to perform. A copy of the RFP was also posted on the Town's website.

Cleaning will be done to Waughs Ferry Tank, Union Hill Tank, and the clear well at the water treatment plant. Waughs Ferry Tank was last cleaned in the 2012, Union Hill Tank has never been cleaned but it had only been on line 4 years when Waughs Ferry was cleaned. Clean history of the water plant clear well is unknown at present.

Acceptance for proposals closed on September 21, 2018 at which time 3 bids were received. Please reference attached sheet.

A tentative awarding was emailed on September 29, 2018 informing the proposers of the low bid and that the final decision would be at Councils discretion, also attached.

Respectfully.

**\$9,225.00 / \$42.00 per Cubic Yard**

**Liquid Engineering**

**PO Box 80230**

**7 East Airport Road**

**Billings, MT 59108-0230**

Phone: 800-438-2187

Fax: 406-651-0120

Received RFP Packet 08-13-2018

**\$8,880.00 / \$2.00 per Cubic Yard**

**Underwater Solutions Inc.**

**P.O. Box 208**

**Mattapoisett, MA 02739**

(508) 758-6126

Received RFP Packet 08-11-2018

**\$33,000.00 / \$1,600.00 per Cubic Yard**

**U.S. Underwater Services, LLC**

**123 Sentry Drive,**

**Mansfield, TX 76063**

Toll-Free: 800-860-2178 | Local: 817-447-7321

Fax: 817-447-0021

Received RFP Packet 08-13-2018

# Town of Amherst Department of Plants - RFP#WTP18-01 Tentative Awarding

GSW

Sat 09/29/2018 07:25

To: uws@underwatersolutionsinc.com <uws@underwatersolutionsinc.com>; Paul Pacheco  
<ppacheco@liquidengineering.com>; Rachel Potter <RPotter@usunderwaterservices.com>;

Cc: Sara Carter <sara.carter@amherstva.gov>; Becky Cash <becky.cash@amherstva.gov>;

David Cornish, Director of Operations - Underwater Solutions Inc.  
Paul Pacheco, Project Manager - Liquid Engineering  
Rachel Potter, Director of Sales and Marketing - U.S. Underwater Services, LLC

Dear Proposers,

The Town of Amherst was most appreciative of your interest in our request for proposals on the upcoming cleaning and inspection of our water storage tanks which closed Friday, September 21, 2018 at 2:00PM. The next step leading to final awarding will be the presentation of submissions to the Amherst Town Council at their regular meeting on October 10, 2018 at 07:00PM in Councils Chamber located at 174 South Main Street, Amherst Virginia.

The following will be for Councils review and consideration: *(Listing as company, proposal grand total, and excess charging per cubic foot)*

Underwater Solutions Inc. - Mattapoisett, MA:	\$8,880.00 / \$2.00 per Cubic Foot
Liquid Engineering - Billings, MT:	\$9,225.00 / \$42.00 per Cubic Foot
U.S. Underwater Services, LLC - Mansfield, TX:	\$33,000.00 / \$1,600.00 per Cubic Foot

At that time it will be Staffs advisement to award RFP#WTP18-01 to Underwater Solutions Inc. of Mattapoisett, MA.

Once again Thank you to all who submitted proposals.

Gary S. Williams  
**Director of Plants**  
Town of Amherst  
P.O. Box 280  
Amherst, Virginia 24521  
434.946.5769





## 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:** October 5, 2018

**Re:** 60 West Pump Station

---

The 60 West pump station is slated to be replaced as part of the Sewer Sliplining Project. However, in the meantime, there is an existing maintenance issue at the station. Staff is requesting an expenditure of \$6,590 to replace the rotating assembly in the pump to keep the station in good working order until the replacement can occur.

## Re: Town of Amherst - 60 W Pumping Station Rotating Assembly

Charles Thompson

Tue 9/11/2018 9:48 AM

Sent Items

To: Jared Wray <J.Wray@sydnorhydro.com>;

Cc: Derek McCown <derek.mccown@sydnorhydro.com>;

Still waiting on the ok.

---

**From:** Jared Wray <J.Wray@sydnorhydro.com>

**Sent:** Tuesday, September 11, 2018 9:45:23 AM

**To:** Charles Thompson

**Cc:** Derek McCown

**Subject:** Re: Town of Amherst - 60 W Pumping Station Rotating Assembly

Any decision on this pump?

Sincerely,

Jared S. Wray, P.E.

804.586.5614

Sydnor Hydro, Inc.

On Aug 22, 2018 8:48 AM, Charles Thompson <charles.thompson@amherstva.gov> wrote:

I think I have everything I need now,. thanks

---

**From:** Jared Wray <J.Wray@sydnorhydro.com>

**Sent:** Tuesday, August 21, 2018 3:40:10 PM

**To:** Charles Thompson

**Cc:** Derek McCown

**Subject:** RE: Town of Amherst - 60 W Pumping Station Rotating Assembly

Hello Charles,

Do you need anything else from Sydnor at this point?

Sincerely,

Jared S. Wray, P.E.

804.586.5614

Sydnor Hydro, Inc. 📧

On Aug 15, 2018 8:46 AM, Jared Wray <J.Wray@sydnorhydro.com> wrote:

Charles,

See my P.S. note in original email regarding cost of a rebuild. I have attached a copy of that proposal for your convenience. Warranty for rebuild would be 90 days and warranty for this new rotating assembly is one year.

Sincerely,

Jared S. Wray, P.E.  
Sydnor Hydro Inc.  
Sales Engineer  
804-586-5614  
j.wray@sydnorhydro.com

**From:** Charles Thompson [mailto:charles.thompson@amherstva.gov]  
**Sent:** Wednesday, August 15, 2018 8:39 AM  
**To:** Jared Wray <J.Wray@sydnorhydro.com>  
**Cc:** Derek McCown <derek.mccown@sydnorhydro.com>  
**Subject:** Re: Town of Amherst - 60 W Pumping Station Rotating Assembly

Thanks for the info, Just in case I am asked what would be the cost if you guys rebuilt the unit and what is the warranty on both units.

---

**From:** Jared Wray <J.Wray@sydnorhydro.com>  
**Sent:** Tuesday, August 14, 2018 2:47:54 PM  
**To:** Charles Thompson  
**Cc:** Derek McCown  
**Subject:** RE: Town of Amherst - 60 W Pumping Station Rotating Assembly

Hello Charles,

Based on my site inspection last week it was determined that the bearings in pump #1 are failing. Due to the age of the pump and previous repair history we would like to quote one (1) new Rotating Assembly for the Deming 7158 size 4x4x12x3. This will be manufactured to drop in to existing pump with serial number DP-765700.

Assembled unit includes bearing frame, packing box, & 11-3/4" Dia. impeller, right hand rotation as highlighted in attachment.

The Casing suction cover, base & suction elbow are not included so you would re-use these existing components.

Price = \$6,950.00 / each

Estimated lead time = 10 weeks

Please let us know if you have any questions regarding this offer.

P.S. For reference the pump rebuilds were last performed in 2015 and quoted at \$5,500/each.

Sincerely,

Jared S. Wray, P.E.  
Sydnor Hydro Inc.



# AMHERST POLICE DEPARTMENT

174 SOUTH MAIN STREET / P.O. BOX 280

AMHERST, VIRGINIA 24521 (434)946-7885



TO: Town Council

FROM: Bobby Shiflett

DATE: October 1, 2018

RE: FY19 Appropriation Requests

## Appropriation Request #1

In June 2018 the Police Department purchased two-gun safes for proper storage of guns and ammunition. The purchase was made on the Town Police credit cards. However, once the credit card statement was received the purchases were made during a billing cycle with a July 2018 ending date. Due to the statement ending date and the fact that twelve credit card statements had already been charged to the FY18 budget, the gun safes had to be applied to the FY19 budget. As a result, our Police Budget looks like we are almost at 100% on our Police Supply budget. I have attached documentation to show that money for that purchase was in the Police budget at the end of the fiscal year. I am requesting that the funds that were intended to cover the purchase of the gun safe for \$2,599.98 be carried over and appropriated to the Police FY19 budget.

## Appropriation Request #2

The Police Department has received its final refund payment from LLL, Inc. for a payment made before their transition to DaPro. This refund payment was not accounted for in the FY19 budgeted revenues. I am requesting an appropriation of \$200 to the Police budget to help with the purchase of new uniforms for two new Police employees.

## Appropriation Request #3

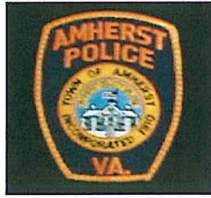
The Town Police Department recently hired a Part-Time Officer and we also are in the process of hiring a new Full-Time Officer. The hiring of two new Officers was not anticipated during the FY19 budget process. Therefore, the original requested Uniform budget will not be adequate to purchase uniforms for two new Officers. I am requesting \$2,000 be appropriated to the FY19 Police budget to cover the purchase of uniforms, vests and other body gear for those Officers.

**Total Request - \$4,799.98**



# PURCHASE ORDER

**TOWN OF AMHERST**  
**PO Box 280 / 174 S. Main Street**  
**AMHERST, VA 24521**  
**PH. 434-946-7885 FAX 434-946-2087**



**REQUISITION #:** 5032  
**DATE:** 6/29/18  
**P.O. #:** 5032  
**ORDERED BY:** B. Shiflett  
**ORDER TAKEN BY:**

**VENDOR** BB&T  
 PO Box or St.  
 City, State, Zip  
 Phone  
 Fax

**SHIP**  
**TO**

SHIPPING METHOD	FOB	DELIVERY DATE	SHIPPING TERMS/PAYMENT METHOD
			Credit Card (4581)

QTY	UNITS	DESCRIPTION	UNIT PRICE	TOTAL	EXPENSE ACCT. NUMBER
1	2	Gun Safe Card # 4581	1,299.99	2,300.00	104-4-50000-0740
2		Remander Balance on Card 2680	299.98	\$ 299.98	104-4-50000-0740
3					
4					
5					
6					
7					
8					
9					
10					

1. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

2. Please notify us immediately if you are unable to ship as specified.

3. Please send all correspondence to:

TOWN OF AMHERST  
 P.O. BOX 280  
 AMHERST, VA 24521  
 PH 434-946-7885  
 FAX 434-946-2087

SUBTOTAL \$ 2,599.98

SHIPPING

TOTAL \$ 2,599.98

Lt. G.T. Harler  
 Authorized by

6/29/2018  
 Date

Remarks:

# Budget vs Actual

Town of Amherst

10/01/2018 4:25:26 PM

Page 6 Of 25

Period Ending 06/30/2018

## 109 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
109-4-50000-0100 SALARIES - STAFF	296,144	0.00	23,698.68	82,945.38	278,218.38	17,925.62	94%
109-4-50000-0102 SAL & WAGES OTHER	23,316	0.00	794.87	2,161.61	27,578.93	(4,262.93)	118%
109-4-50000-0200 PR TAXES	24,439	0.00	1,872.13	6,519.03	23,370.37	1,068.63	96%
109-4-50000-0400 INS - HEALTH(GROUP)	41,136	0.00	4,694.00	11,282.00	35,240.00	5,896.00	86%
109-4-50000-0500 RETIREMENT & LIFE INS.	50,374	0.00	3,718.14	11,154.42	44,411.01	5,962.99	88%
109-4-50000-0510 LIFE INS.	0	0.00	0.00	0.00	0.00	0.00	
109-4-50000-0735 LODA PREM	0	0.00	0.00	0.00	0.00	0.00	
109-4-50000-0740 AMMUNITION	5,000	0.00	2,214.92	2,214.92	2,214.92	2,785.08	44%
109-4-50000-0750 ELECTRONICS MAINT.	9,000	0.00	0.00	0.00	0.00	9,000.00	
109-4-50000-0800 EQUIPMENT & SUPPLIES	25,000	0.00	6,820.92	7,008.35	27,241.22	(2,241.22)	109%
109-4-50000-0805 OTHER PUBLIC SAFETY	4,500	0.00	2,057.36	2,445.59	3,541.90	958.10	79%
109-4-50000-0810 AUX POLICE & UNIF	0	0.00	0.00	0.00	0.00	0.00	
109-4-50000-0820 PROSECUTING ATTY	1,655	0.00	0.00	380.50	1,141.50	513.50	69%
109-4-50000-0830 ATTORNEY FEES	1,300	0.00	131.77	131.77	131.77	1,168.23	10%
109-4-50000-0840 RADAR REPLACEMENT	0	0.00	0.00	0.00	0.00	0.00	
109-4-50000-0850 OUTSIDE AGY ASSIST	2,500	0.00	0.00	0.00	625.00	1,875.00	25%
109-4-50000-0860 PROP& EVIDENCE SUPP	500	0.00	0.00	0.00	0.00	500.00	
109-4-50000-0870 CRIME PREVENTION	2,000	0.00	0.00	0.00	0.00	2,000.00	
109-4-50000-0880 COMMUNITY NOTIFICATION SERVICE	2,500	0.00	0.00	2,569.95	2,569.95	(69.95)	103%
109-4-50000-1100 MTNGS TRAVEL TRAIN	7,500	0.00	0.00	145.47	896.34	6,603.66	12%
109-4-50000-1111 OFFICE SUPPLIES	5,000	0.00	212.97	777.11	2,213.14	2,786.86	44%
109-4-50000-1112 COMPUTER EXPENSE	10,520	0.00	305.48	1,017.58	12,314.78	(1,794.78)	117%
109-4-50000-2000 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00	
109-4-50000-2100 TOWN COMPUTER EXPENSE	0	0.00	0.00	0.00	0.00	0.00	
109-4-50000-3000 CAPITAL OUTLAY(CAR-RADAR)	0	0.00	0.00	0.00	0.00	0.00	



# Budget vs Actual

Town of Amherst

10/01/2018 4:25:26 PM

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Period Ending 06/30/2018

## 109 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
109-4-50000-3200 UNIFORMS	10,000	0.00	1,765.67	1,874.87	7,355.72	2,644.28	74%
109-4-50000-3400 GASOLINE	15,000	0.00	2,135.72	5,289.95	15,369.96	(369.96)	102%
109-4-50000-3500 VEH REP/ELECTRON	9,000	0.00	340.19	596.44	6,221.21	2,778.79	69%
109-4-50000-3600 OTHER PUBLIC SAFETY	0	0.00	0.00	0.00	0.00	0.00	
109-4-50000-3625 INVESTIGATION EXP	500	0.00	0.00	136.71	468.39	31.61	94%
109-4-50000-3650 POLICE-MASONIC BLDG. RENT	0	0.00	0.00	0.00	0.00	0.00	
109-4-50000-4100 POL GRANT-BLOCK-EXP	0	0.00	0.00	0.00	0.00	0.00	
109-4-50000-5000 CIP & ONE TIME EXP	105,200	0.00	0.00	0.00	42,019.14	63,180.86	40%
PUBLIC SAFETY Totals:	652,084	0.00	50,762.82	138,651.65	533,143.63	118,940.37	82%

LLL, Inc.  
P.O. Box 14810  
Richmond, VA 23221

September 4, 2018

Enclosed with this letter, please find a check for the final payment on the amount owed to you, as previously described alongside the first payment submitted in September 2015. This is the fourth and final payment on this debt.

As a reminder, before the acquisition, DaProSystems, Inc. (now known as LLL, Inc.) was in the process of upgrading and deploying an update to the Public Safety Software System. As you know these upgrades were not completed and received in full by the time the acquisition occurred.

LLL, Inc. expected to receive funds over the course of five years from the date of acquisition from ID Networks, Inc. as part of the Acquisition Agreement. LLL, Inc. did not receive any funds at the onset of the Acquisition Agreement. LLL, Inc. intended to fully compensate former DaProSystems customers who prepaid the fee for the Public Safety System Upgrade Service. We are happy to report that we have repaid this debt in full as and to the extent funds became available from the asset acquisition.

We appreciate your loyalty and your patience as we worked to return these funds to you, our former customers.

Very truly yours,



Matthew T. Lewis  
Chief Communications Officer  
LLL, Inc.

LLL INC  
P O BOX 14810  
RICHMOND, VA 23221

11861  
68-426/514

DATE 8-16-18

PAY  
TO THE  
ORDER OF

AMHERST POLICE DEPT.

\$ 200<sup>00</sup>

TWO HUNDRED AND 00/100

DOLLARS

Security  
Features  
Details on  
Back.



BRANCH BANKING AND TRUST COMPANY  
1-800-BANK BBT BBT.com

FOR

Final Payment



MP

⑈00011861⑈ ⑆051404260⑆0000150917433⑈



## RESOLUTION OF GOVERNING BODY OF

\_\_\_\_\_THE TOWN OF AMHERST\_\_\_\_\_

The Governing Body of the Town of Amherst, consisting of   5   members, in a duly called meeting held on the   10TH   day of   OCTOBER  , 2018, at which a quorum was present **RESOLVED** as follows:

**BE IT HEREBY RESOLVED** that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the development of a Waste Waterline Replacement Project to serve the community, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

**BE IT FURTHER RESOLVED** that the Town Manager of the Town of Amherst be authorized to execute on behalf of Town Council the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board.

Town of Amherst

By: \_\_\_\_\_  
Mayor, D. Dwayne Tuggle

Attest: \_\_\_\_\_

### **CERTIFICATION**

I hereby certify that the above Resolution was duly adopted by the Governing Body of the \_\_\_\_\_ in a duly assembled meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary/Clerk



## 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:** October 5, 2018

**Re:** Holiday schedule

---

Staff requests that the Council adopt conformance with the Governor's holiday schedule. Most localities follow this schedule from year to year.

Staff recommends updating the personnel manual to reflect this change. Of course, any closures due to weather or emergencies would still be made at the local level.

# Commonwealth of Virginia 2018 Pay and Holiday Calendar

## State Holidays

### January 1

New Year's Day

### January 2

8 hours additional holiday time

### January 12

Lee-Jackson Day

### January 15

Martin Luther King, Jr. Day

### February 19

George Washington Day

### May 28

Memorial Day

### July 4

Independence Day

### September 3

Labor Day

### October 8

Columbus Day

### November 12

Veterans Day (observed)

### November 21

4 hours additional holiday time

### November 22

Thanksgiving

### November 23

Day After Thanksgiving

### December 24

8 hours additional holiday time

### December 25

Christmas

### December 31

8 hours additional holiday time

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

Denotes Payday ☐

Denotes Holiday ☐

Denotes Additional Time Off ☐ 8 hrs ☐ 4 hrs

Denotes Payday on Holiday or Time Off ☐ ☐

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## January

S	M	T	W	T	F	S
		①	②	3	4	5
6	7	8	9	10	11	⑫
13	14	⑮	⑯	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## February

S	M	T	W	T	F	S
					①	2
3	4	5	6	7	8	9
10	11	12	13	14	15	⑯
17	18	⑰	20	21	22	23
24	25	26	27	28		

## March

S	M	T	W	T	F	S
					①	2
3	4	5	6	7	8	9
10	11	12	13	14	15	⑯
17	18	19	20	21	22	23
24	25	26	27	28	29	⑳
31						

## April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	⑯	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## May

S	M	T	W	T	F	S
			①	2	3	4
5	6	7	8	9	10	11
12	13	14	15	⑯	17	18
19	20	21	22	23	24	25
26	27	⑳	29	30	31	

## June

S	M	T	W	T	F	S
					①	2
3	4	5	6	7	8	9
10	11	12	13	14	⑮	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## July

S	M	T	W	T	F	S
1	②	3	④	5	6	7
8	9	10	11	12	13	14
15	⑯	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## August

S	M	T	W	T	F	S
			①	2	3	4
5	6	7	8	9	10	11
12	13	14	15	⑯	17	18
19	20	21	22	23	24	25
26	27	28	29	30	⑳	

## September

S	M	T	W	T	F	S
						1
2	③	4	5	6	7	8
9	10	11	12	13	⑭	15
16	17	18	19	20	21	22
23	24	25	26	27	⑳	29
30						

## October

S	M	T	W	T	F	S
						1
2	3	4	5	6		
7	⑧	9	10	11	12	13
14	15	⑯	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## November

S	M	T	W	T	F	S
					①	2
3	4	5	6	7	8	9
10	11	⑫	13	14	15	⑯
17	18	19	20	⑳	㉑	㉒
24	25	26	27	28	29	⑳

## December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	⑭	15
16	17	18	19	20	21	22
23	⑳	㉑	26	27	28	29
30	㉒					