

AMHERST TOWN COUNCIL
AGENDA
Wednesday, November 10, 2021
Meeting at 7:00 p.m.
Town Hall, 174 S. Main Street, Amherst, VA 24521

A. Call to Order for the Town Council– 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. Public Hearings and Presentations

1. Presentation from Central Virginia Planning District Commission- (Pgs. 1-8) *Gary Christie, from the Central Virginia Planning District Commission is coming before Council for the PDC's annual update.*

2. Amherst Mountain Bike Club - *The members of the club are coming to update the Council on their progress with bike trails in the industrial park, as well as events that they have had.*

E. 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.*

F. Consent Agenda – *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*

1. Town Council Minutes (Pgs. 9-14) – *Draft of the October 13, 2021 meeting minutes are **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. 15-30)

- 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. Utilities Committee – *Mr. Watts*

3. Other Reports (Pgs. 31-39)

- a. Planning Commission– *met November 3, 2021, minutes attached*
- b. Industrial Development Authority- *met November 1, 2021, minutes attached*
- c. Property Maintenance Investigation Board- *met October 14, 2021, minutes attached*
- d. Robert E. Lee SWCD- *minutes from September 23, 2021, attached*

H. Discussion Items

- 1. Fee Proposal for Design of Wastewater Centrifuge (Pgs.40-41)** *Sara Carter- At last month's meeting, Council indicated that they would like to proceed with a sludge dewaterer for the water and wastewater plants with the Town's allocation of ARPA (American Rescue Plan) funds. Staff has requested a fee proposal from W/W Associates for the design of the facility. The proposal is for \$175,000. Staff requests approval of the fee proposal so that work may commence on the project.*
 - 2. Fee Proposal for Bid Process and Shop Drawing Review (Pgs. 42-43)-** *Sara Carter- The Town has received a \$100,000 grant from ODW (Office of Drinking Water) to assist with the cost of a standalone generator at the Waugh's Ferry water tank. Staff requests approval of a \$6,500 fee proposal from W/W Associates to complete the bid process and approve the shop drawings for the project. The firm has agreed to conduct the project inspection as part of the Town's regular contract with them.*
 - 3. Appointment of Town Council committee for Evaluation of Attorney Services Proposals-** *Sara Carter- The Town has received two responses to the Town's Request for Proposals for Attorney Services. The next step in the process is proposal evaluation and interview/negotiation. A committee of Council will be appointed to evaluate the firms and begin the process for Council's consideration.*
 - 4. Appointment of BZA member-** *Sara Carter- The term of Teresa Tatlock expired on August 31, 2021. She is willing to serve if recommended by the Council to the Circuit Court for reappointment. If reappointed, Teresa Tatlock Stinson's new term would be from September 1, 2021- August 31, 2026.*
 - 5. Appointment of Planning Commissioners-** *Sara Carter- The Town currently has two vacancies on the Town Planning Commission.*
- I. Closed Session-** *Pursuant to §2.2-3711A.7 and 2.2-3711A.1 of the Code of Virginia, for Town Council to convene in closed session for actual or probable litigation and personnel matters. Specifically, the Town Council will receive updates from the Town's legal counsel relating to actual litigation involving the Town and discussion regarding applications for Town Council appointment.*
- J. Reconvene in Open Session**
- K. Appointment of Town Councilor-** *The Town Council is required by State Code to fill the Council vacancy within 45 days. Mr. Kenneth Bunch resigned his seat at the end of last month's meeting, on October 13, 2021. The vacancy has been advertised and applications received. The Council heard from the candidates at a special called meeting prior to the regular meeting. Upon appointment, the new Councilor will serve until the remainder of the term can be filled by special election.*
- L. Matters from Staff**
- M. Matters from Town Council**
- N. Citizen Comments**
- O. Adjournment**



CVPDC
Central Virginia Planning District Commission

2021

ANNUAL REPORT



Central Virginia
Radio Communications
Board



Workforce
Development
Board



CVTPO
Central Virginia Transportation Planning Organization



FROM THE CHAIR



Treney Tweedy, Chair
Central Virginia Planning District
Commission
Lynchburg City Council

Throughout the Pandemic, the Central Virginia Planning District Commission changed ways of doing business, but never stopped supporting our member localities. Zoom meetings replaced travel to localities, staff found that working from home is effective, and Commissioners kept in communications electronically. Now that we're meeting and traveling again, the PDC is working to help localities kick-start regional initiatives that plan for the future as well as save money and provide quality service.

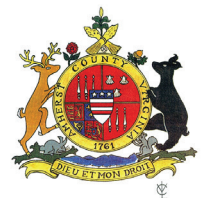
For over 50 years the CVPDC has been a focal point for communication and conversation among local governments in Lynchburg and surrounding counties and towns. The organization continues to seek new opportunities for local officials to build relationships and provide better service.

As the new year starts, the PDC will be working with the Town of Altavista updating the Town's comprehensive plan and Amherst County on trail development. You'll see consultants working with planners in Campbell, Bedford and Lynchburg conducting safety studies on 12 intersections that will position these communities to seek improvements through grant funds.

In the new year we'll be working with the Economic Development Administration, local governments and business leaders to start an 18-month process to update the region's Comprehensive Economic Development Strategy. We'll continue working with planners and environmental specialists on clean water, BMP, and soil conservation practices. Watch for housing projects in Amherst County, Bedford Town and Virginia Housing.

The Planning District Commission continues to be an important communications center for local governments in our region. And an important resource for innovation and regional cooperation for lower cost governmental services.

MEMBERS



ENVIRONMENT

Chesapeake Bay Watershed – Continued execution of the Virginia Chesapeake Bay Watershed 2021 PDC Locality Implementation Program activities to advance watershed planning projects to restore and maintain water quality within local, regional, and state waterways. TMDL study participation, regional urban watershed meetings, coordination and communication of state and national grant programming, assistance with grant development, and execution of the Middle James Vision Plan project represent some of the year's activities.



A Cleaner Tomorrow

Region 2000 Services Authority

Disposing solid waste for Appomattox, Campbell, Nelson and Lynchburg

- **Phase V cell construction** – New landfill cell opening 2022-2023
- **Landfill Gas to Energy** – watch for conversion of landfill gas to electricity in 2022-2023
- Still one of the lowest cost-of-service in Virginia





Protecting Our Region

PUBLIC SAFETY

Hazard Mitigation – In cooperation with regional partners, the regional hazard mitigation plan was completed. This plan, which sets a strategy to implement actions to minimize the impact of natural disaster events, was adopted first by FEMA in February 2021 and then adopted by all ten CVPDC localities. The CVPDC Hazard Mitigation Plan 2020 Update serves as the document that ensures our localities are eligible for FEMA Hazard Mitigation Assistance grant programs.

Access to the full plan, including interactive maps at: www.cvpdc.org/AR21

Regional Vaccination Support – Assisted with meeting/communication coordination of the Central Virginia

Vaccination Task Force, a regional coalition of the region's first responders, communicators, and state agencies leading the local COVID-19 vaccination efforts.

Central Virginia Radio Communications Board – Interoperable emergency services communications in Lynchburg, Bedford and Amherst Counties

- Adding Campbell County in 2022
 - System will grow to over 3,000 communication devices and 20 communication towers
 - Interoperability is key – seamless communication throughout all member jurisdictions



Establishing Strong Communities

COMMUNITY DEVELOPMENT

- **Virginia Housing** – \$2 million in housing investment coming to the region in 2021-2024
- **Town of Bedford CDBG** – The CDBG Planning Grant was completed and, with a successful grant application, the Hilltop Community Revitalization Grant was awarded a DHCD Community Improvement Grant in the amount of \$963,983. Housing rehabilitations will begin in the fall of 2021.
- **Old Town Madison Heights CDBG** – Concluded the housing rehabilitation of 3 units, including 2 substantial reconstructions along with advancing project goals for additional housing and infrastructure community improvements.
- **Project Development Assistance** – Provided project and grant development assistance to Amherst County resulting in submission of two grant applications to expand park amenities along the James River.



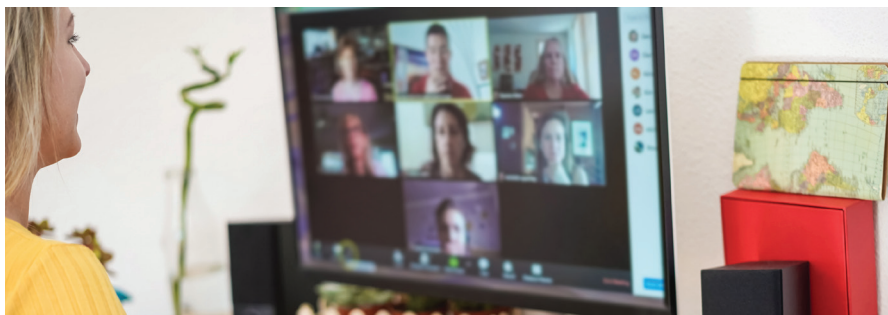
ECONOMIC DEVELOPMENT

- **Comprehensive Economic Development Strategy** – Our strategic plan for economic development that keeps the economic development and workforce development community working toward the same priorities. Look for an update starting in 2021-2022.*
- Investment of \$134,000 in Central Virginia Community College's Career and Technical Education Academy. Starts fall of 2021
- **Brownfield Assessment and Remediation** – Restoring blighted properties to use

WORKFORCE

Workforce Board Staff – Responding during the Pandemic in these ways:

- Conducted “Wagner-Peyser” front-line customer service duties at the one-stop workforce center for 12 months while Virginia Employment Commission staff addressed unemployment claim issues.
- Provided in-person employment services very few pandemic-related disruptions and closings.
- Created free, public job bank for regional career exploration.
- Highlighted career opportunities and job openings through active social media engagement.
- Hosted numerous in-person and virtual job fairs.
- Responded to employer needs by connecting them with clients/ job seekers to fill open positions.
- Marketed training opportunities and career services under a “Foundations for the Future” program, resulting in 90 new referrals for job seekers interested in services.



* Additional Information can be found at www.cvpdc.org/AR21





TRANSPORTATION

Connect Central Virginia 2045 – a collective vision for the region’s future transportation system. The plan considers all modes of surface transportation: including cars, trucks, public transit, biking, walking, and more.*

Connect Central Virginia 2045 Dashboard – See Demographics, Performance Measures and 2045 Project Summaries.*

Smart Scale and Transportation Alternative Program Applications

- Amherst Town
- Amherst County
- Bedford County
- Campbell County
- Lynchburg

Rustburg Village Highway Corridor Improvement Study.*

Bedford Town Independence Blvd and Rt. 221 Corridor Study.*

Transit: Bus routes changed frequently during the pandemic as ridership in some areas have fluctuated wildly. We worked with GLTC to keep the most accurate bus route schedule available on websites and to the public.

- Inventory/Assessment of bus stops for handicapped accessibility
- Maintain Google Map database for bus stops
- Trails – Connecting Trails and communicating with neighbors

Amherst County applied for and was awarded participation in the National Park Service – Rivers, Trails and Conservation Technical Assistance Program. During a portion of 2020 and through 2021 the Middle James Vision Plan, a comprehensive action plan to increase interaction and experiences along the James River in and around Amherst County/Lynchburg will be developed.

A Lynchburg Team, made up of Central Virginia Health District, Centra, Lynchburg City, Community Access Network and CVPDC representatives, participated in the Virginia Department of Health’s Virginia Walkability.



* Additional Information can be found at www.cvpdc.org/AR21

Members of the Central Virginia Planning District Commission:

ALTAVISTA

Wayne Mitchell, Town Council
Vacant, Town Manager

AMHERST COUNTY

Jimmy Ayres, Board of Supervisors
Dean Rodgers, County Administrator

AMHERST TOWN

Mayor Dwayne Tuggle, Town Council
Sara Carter, Town Manager

APPOMATTOX COUNTY

Trevor Hipps, Board of Supervisors
Susan Adams, County Administrator

APPOMATTOX TOWN

Mayor Richard Conner
Gary Shanaberger, Town Manager

BEDFORD CITY

Bruce Johanasson, Town Council
Bart Warner, City Manager

BEDFORD COUNTY

John Sharp, Board of Supervisors
Robert Hiss, County Administrator

BROOKNEAL

Mayor Champ Nowlin
Russell Thurston, Town Manager

CAMPBELL COUNTY

Charlie Watts, Board of Supervisors
Frank Rogers, County Administrator

LYNCHBURG

Treney Tweedy, Council Member
Wynter Benda, City Manager

REGIONAL BUSINESS ALLIANCE

Megan Lucas, CEO

HOUSE OF DELEGATES

Vacant

VIRGINIA SENATE

Hon. Mark Peake, Virginia Senate

Staff

CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION

Gary Christie, *Executive Director*
Rosalie Majerus, *Deputy Director of Finance*
Kelly Hitchcock, *Deputy Director of Planning*
Tonya Hengeli, *Financial Services Professional, HR*

Philipp Gabathuler, *Senior Planner*
Ada Hunsberger, *Regional Planner*
Matt Perkins, *Special Projects Manager*

VIRGINIA CAREER WORKS – CENTRAL REGION

Traci Blido, *Director*
Lori Cumbo, *Operations Coordinator*
Tim Saunders, *Business Engagement and Outreach Coordinator*
Gina Dudley, *Workforce Administrative Technician*

REGION 2000 SERVICES AUTHORITY

Clarke Gibson, *Director*
Felicia West, *Business Manager*
Larry Hall, Jr., *Operations Manager*
Robert Arthur, *Environmental Compliance and Safety Manager*



FINANCIALS: 2021-2022

The PDC brought in \$24.75 in grants for each \$1 in local dues

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on October 13, 2021, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

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

Also present were the following staff members:

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

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

Mayor Tuggle presented officers and staff of the Amherst Police Department Chief Shiflett, Major Harler, Investigator Watts, Officer Robinson, Officer Martin, Officer Payne, Belinda Gaines, and Ali Davis, gifts of appreciation for outstanding performance going above and beyond regular job expectations in pursuing accredited status through the Virginia Law Enforcement Professional Standards Commission (VLEPSC), making the Amherst Police Department the smallest police department in the State of Virginia to receive accreditation.

Town Manager Carter reported that the Planning Commission, after consideration and with a public hearing, voted 4-0-1 to recommend approval of an application of Carey A. Boyton (aka Boynton), that would, if approved, allow for a special use permit for short term rental on property zoned R-2, General Residential, located at the intersection of Washington and Depot Streets on approximately 0.44 acres, known as 204 and 206 Washington Street in the Town of Amherst, Virginia, and identified as Tax Map # 96A7 A 14, with conditions.

Carey and Lisa Boynton were present to answer questions.

Mayor Tuggle opened a duly advertised public hearing at 7:07 P.M., on the proposed application of Carey A. Boyton (aka Boynton), that would, if approved, allow for a special use permit for short term rental on property zoned R-2, General Residential, located at the intersection of Washington and Depot Streets on approximately 0.44 acres, known as 204 and 206 Washington Street in the Town of Amherst, Virginia, and identified as Tax Map # 96A7 A 14.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:07 PM.

There being no discussion, Mr. Bunch made a motion that was seconded by Mr. Watts to approve a special use permit for short term rental for bed and breakfast lodging on property located at the intersection of Washington and Depot Streets known as 204 Washington Street, Amherst, VA, zoned R-2, General Residential, and identified as Tax Map # 96A7 A 14, with the following conditions as recommended by the Planning Commission and staff:

1. The Special Use Permit shall only apply to the 204 Washington Street dwelling, allowing short-term rental for bed and breakfast lodging only in that dwelling unit;
2. The property owner shall live on the property while the short-term rental use is in effect;
3. Quiet hours shall be from 10 p.m. to 7 a.m., consistent with the Town's adopted noise ordinance;
4. Occupancy in the rental unit shall be limited to 4 adults and 2 children;
5. No pets shall be allowed by short term renters; and,
6. Camping, overnight stays in RV's or other motor vehicles is prohibited.

The motion carried 5-0 via the roll call method as follows:

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

Town Manager Carter gave a report on the proposed purchase of property for public use identified as 133 W. Court Street, TM#96A4 2 2, in the Town of Amherst, Virginia, in the amount of \$50,000.00, and in accordance with the terms and conditions of the proposed contract.

Mayor Tuggle opened a duly advertised public hearing at 7:09 P.M. on purchase of property for public use identified as 133 W. Court Street, TM#96A4 2 2, in the Town of Amherst, Virginia, in accordance with the terms and conditions of the proposed contract.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:09 PM.

There being no discussion, Ms. Carton made a motion that was seconded by Ms. Turner to approve purchase of property for public use identified as 133 W. Court Street, TM#96A4 2 2, in the Town of Amherst, Virginia, in the amount of \$50,000.00, and in accordance with the terms and conditions of the proposed contract, as recommended by staff.

The motion carried 3-0-2 via the roll call method as follows:

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

Mayor Tuggle recessed the meeting at 7:10 P.M.

Vice Mayor Carton reconvened the meeting in open session at 7:11 P.M.

It was noted that a quorum was present as follows:

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

Aaron Smith, Executive Director of IRON Lives came forward on behalf of the non-profit organization to request Town Council support and approval for the 2022 IRON 5k Run/Walk event to be held on April 3, 2022, from 3pm to 5pm, in the Town of Amherst.

Town Manager Carter reported that IRON Lives will be responsible for obtaining a street closure permit from VDOT for the event.

Mr. Watts made a motion that was seconded by Mr. Bunch to support and approve the event for April 3, 2022, as recommended by staff.

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

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

Vice Mayor Carton opened the floor for citizen comment.

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

Ms. Turner made a motion that was seconded by Ms. Wheaton to approve the minutes from the September 9, 2021, meeting.

There being no discussion, the motion as to the September 9, 2021, minutes carried 5-0 via the roll call method as follows:

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

Chairman Watts gave a report on the Utilities Committee meeting held on September 29, 2021. The Committee met with Tom Martin and Blake Robertson of the Amherst County Fire Department on their request to forgive the entirety of their bill due to water leaks. The Committee agreed to charge the AFD their average monthly bill, calculated on the last 12 months. After discussing possible utilities projects that could be funded by the ARPA funds, the committee agreed to recommend to council that ARPA funds be used for a sludge dewaterer.

Town Manager Carter gave a report on a proposed Resolution of the Town Council of the Town of Amherst, Virginia, with Respect to Economic Development Authority of the City of Lynchburg, Virginia, Virginia Revenue Bond Financing for Centra Health, Inc. As there is a Centra Health facility located in Ambriar Shopping Center limited approval from Town Council for the bond refinancing is required. Centra Health is requesting a resolution of support from the Town of Amherst for the financing.

Centra Health Chief Financial Officer Doug Davenport, and Thomas William Bruno, Esq., McGuire Woods LLP, were present to answer questions.

Ms. Turner made a motion that was seconded by Ms. Wheaton to approve the Resolution of the Town Council of the Town of Amherst, Virginia, with Respect to Economic Development Authority of the City of Lynchburg, Virginia, Virginia Revenue Bond Financing for Centra Health, Inc.

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

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

A copy of the resolution is attached and made a part of these minutes.

After a report by Town Manager Carter, Ms. Turner made a motion that was seconded by Mr. Bunch to approve use of remaining ARPA funds for a sludge dewater for the Town's water and wastewater plants and to authorize staff to proceed with the project, as recommended by the Utility Committee and staff.

After discussion, the motion carried 5-0 via the roll call method as follows:

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

Town Manager Carter gave a report on a proposed trash can ordinance that would require the removal of trash cans from public rights of way within a certain timeframe after trash day.

After discussion, by consensus Council directed staff to solicit citizen comments and concerns. Further discussion on the matter was deferred.

Town Manager Carter presented a list of possible Code amendments for consideration by Council. Discussion on the matter was deferred.

After a report by Office Manager Morgan, Mr. Watts made a motion that was seconded by Ms. Wheaton to approve purchase of an integrated body and car camera for the police department in the amount of \$5,495.00, with a \$2,000.00 VML Risk Management Grant and \$3,495.00 in Town budgeted funds, as recommended by staff.

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

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

After a report by Office Manager Morgan, Ms. Wheaton made a motion that was seconded by Mr. Bunch to authorize staff to purchase five (5) additional police integrated car and body cameras in the amount of \$27,475.00, contingent upon approval of a DCJS Byrne Equipment Grant, and approve expenditure of town funds to match the grant, if any is required, as recommended by staff.

After discussion, the motion carried 5-0 via the roll call method as follows:

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

After Town Manager Carter gave a report on receipt of an offer letter from the Virginia Department of Health funds for a standby generator on Waugh's Ferry Road, Mr. Watts made a motion that was seconded by Ms. Wheaton to accept the funds presented in the offer letter, as recommended by staff.

After discussion, the motion carried 5-0 via the roll call method as follows:

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

Clerk of Council Vicki Hunt reported that the 2021 Christmas parade theme is "Disco Christmas."

Vice Mayor Carton opened the floor for citizen comment.

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

There being no further business, the meeting adjourned at 8:04 P.M., until November 10, 2021, at 7:00 p.m. on motion of Ms. Turner seconded by Ms. Wheaton.

Rachel A. Carton, Vice Mayor

Attest: _____
Clerk of Council

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF TOWN OF AMHERST, VIRGINIA:

1. The Town Council concurs in the Lynchburg Inducement Resolution and approves the issuance of the Bonds by the Lynchburg Authority with respect to the portion of the Amherst Project to be located in Town of Amherst as required by Section 147(f) of the Code and Sections 15.2-4905 and 15.2-4906 of the Act.

2. The Town Council's approval of the issuance of the Bonds by the Lynchburg Authority does not constitute an endorsement to a prospective purchaser of the Bonds or the creditworthiness of Centra Health or any of its affiliates. The issuance of the Bonds shall not constitute a debt or pledge of the faith and credit of the Commonwealth of Virginia or Town of Amherst, and neither the faith and credit nor the taxing power of the Commonwealth of Virginia or any political subdivision thereof will be pledged to the payment of the Bonds. Town of Amherst shall not be obligated to pay the Bonds or the interest thereon or other costs incident thereto. Centra Health shall pay any costs and expenses (and indemnify for any damages) of Town of Amherst incurred with respect to the Bonds.

3. This resolution shall take effect immediately upon its adoption.

Adopted by the Town Council of Town of Amherst, Virginia this 13th day of October, , 2021.

TOWN OF AMHERST

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

Town Manager's Report
November 10, 2021
Status of all items shown in italics

From the Council's Strategic Plan:

Ongoing or immediate

- Discuss Brockman Park development with IDA- *Mini-retreat with IDA on 8.24, working on additional information for the group.*
- Advise the IDA about Council's interest in exploring an EDA- *Completed 5.3.21*
- Review the previously developed walkability plan- *Completed 4.15.21*
- Town Manager meet with the County Administrator and brief him on Council's desire to improve relationships with the County- *Completed*

Within three (3) months – by June 1, 2021

- Develop a sidewalk plan in priority blocks downtown- *Additional planning to be completed through Comprehensive Plan and continued grant work.*
- Mayor and Chair of Amherst County Board of Supervisors meeting
- Develop a business visitation plan and commence visits- *IDA has begun visitation of all businesses in town.*
- Develop a plan for a new Council table/dais, including the layout and components, get price quotes, and report back to Council- *Next steps would be new table for Council and Clerk.*

Within six (6) months – by September 1, 2021

- Bring to Council a plan for a pathway forward for the IDA to become an EDA- *Ordinance Amendment required. Propose bringing forward with other ordinance amendments proposed to Council in October.*
- Convene a joint Town Council/IDA meeting *Held July 6, 2021*
- Explore creating a façade improvement program, with incentives
- Joint Town Council/Board of Supervisors meeting
- Explore the (additional) resources necessary to implement the workplan and report back to Council

By January 1, 2022

- Negotiate and approve a revised utility agreement with Sweet Briar College- *Initial meetings and data completed. Next steps are to develop draft agreement.*

Within one year – by March 1, 2022

- Develop a workplan for the IDA/EDA with goals- *In process.*
- Comprehensive Plan update, including a Downtown Revitalization Component, *In process.*

Within two (2) years – by March 1, 2023

- Complete initial visitation of town businesses- *Should be complete by 12.31.21.*
- Adopt a revised Comprehensive Plan- *Anticipated completion by Summer, 2022.*

Other Major Projects:

Sewer Sliplining Project

Wastewater Treatment Plant improvements are complete. On the collection side of the project, the completion date has past, and liquidated damages apply. New completion date is anticipated soon. We are planning on two additional segments after that time, one on Garland Avenue and one on N. Main. Remaining contingency funds from the project could be applied to the sludge dewaterer project.

Water Treatment Plant

The project is currently focused on the raw water pump station and internal building upgrades at the Water Treatment Plant. The mid-project audit was successfully completed this month.

Brockman Park Engineering Work

Survey and delineation work is complete, and 50% grading plans are complete. Stormwater plans and other regulatory items have been submitted to the state for approval.

Standalone Generator at Waugh's Ferry Water Tank

The fee proposal for engineering services is in the Council packet this month. Once executed, the next step will be bids.



AMHERST POLICE DEPARTMENT

MONTHLY REPORT



October 2021

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

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	29
ALARM	3
PHONE COMPLAINT	129
BOLO	15
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	8
DOMESTIC	
CHECK WELFARE	2
NOISE OR DOG COMPLAINT	2
TRAFFIC CRASH	5
EMS CALLS	
SUDDEN DEATH	
SUSPICIOUS PERSON	6
Calls at Ambriar	3
OTHER	32

OFFICER INITIATED	NUMBER
BUILDING CHECKS	165
BUSINESS VISIT	47
BUILDING SEARCH	2
TRAFFIC SUMMONS	18
DRUNK IN PUBLIC	1
EXTRA PATROLS/ Parks	141/26
WARRANT SERVICE	7
PROPERTY WALK AROUNDS	61
WARRANTS OBTAINED	6
PARKING TICKETS	
MISD. INVESTIGATION	3
FELONY INVESTIGATION	3
NARCOTICS INV.	
SEARCH WARRANT	
PUBLIC RELATIONS	13
CITIZEN CONTACT	336

WARNINGS	NUMBER
SPEEDING	7
EQUIPMENT VIOLATION	1
RECKLESS DRIVING	
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	1
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	1

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	12
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	4
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	1

ARREST	NUMBER
MISDEMEANOR	3
FELONY	4
EPO/PPO	
ECO	1
NARCOTICS VIOLATION	
DUI / DUID	2

OTHER	NUMBER
ASSIST OTHER OFFICER	15
ASSIST OTHER AGENCY	10
COURT	4
REPORTS	10
SCHOOL / TRAINING	1
MEETINGS	6
TOWED / IMPOUNDED VEH	



AMHERST POLICE DEPARTMENT
MONTHLY 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.

Calls for service: 215.

Miles patrolled: 4244.

Officer Payne visited the Amherst Elementary School 3 times and Central Elementary School 3 times for public relations.

After hours calls

10/1 Wanted subject on Mill Race Ln.

10/3 Alar Senior Ln. Cleared false alarm.

10/4 Suspicious person Arthur Ct. Cleared unable to locate.

10/9 Open line Green Village Ct. Cleared everything ok.

10/10 911 hang up Waughes Ferry Rd. Cleared everything ok.

10/14 Check welfare Second St. Everything fine. Officer Martin was called back out.

10/18 Traffic crash with a deer on Richmond Hwy. Crash report.

10/21 Road hazard Rt. 60. Road way cleared.

10/23 911 hang up on Second St. Cleared everything ok.

10/29 Alarm Lancer Ln. Cleared false alarm.



AMHERST POLICE DEPARTMENT

MONTHLY REPORT



Assist county calls

10/9 Assist EMS and ACSO with a farm tractor accident a leg amputation.

10/10 Assist with problems with others on Campbells Mill Rd.

10-13 Assist with problems with others on Kenmore Rd.

10/13 Assist with overdose on Union Hill Rd.

10/14 Assist with disabled vehicle 29/ San Angelo Rd.

10/18 Assist with domestic on Boxwood Farm Rd.

10/23 Suspicious person on Boxwood Farm Rd. and Lipscomb Hollow Rd.

10/24 Suspicious person on Boxwood farm Rd. and Lipscomb Hollow Rd.

MONTH OF OCTOBER ACTIVITIES:

-Apple Harvest festival security and traffic control for the event that was held on the 16th and 17th.

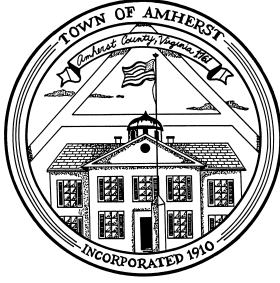
-Chief Shiflett attended and spoke at the Candlelight Vigil for Domestic Violence Awareness Month on October 27th.

-Halloween Drive Thru Event was held on October 27th at Amherst Elementary School. We had between 850-1000 children show up for the event.

-Officer Robinson was awarded the 2020 MADD award for our department.

-Fourth Annual APD Toy Drive starts on November 1st and runs December 15th.

-Staff worked traffic control for the Governor Elect Glen Youngkin's rally that was held in the town.



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 Morgan
Date: November 4, 2021
Re: October 2021 Monthly Report

Utilities – October utility billing total was \$213,559.79.

A/P – The total amount of checks cut for September bills, including payroll deductions were, \$983,828.22. \$861,749.35 of the total check run was for the Sewer Sliplining Project.

Meals and Beverage Tax – 19 Businesses paid \$52,238.94 in Meals and Beverage Tax for the month of September.

CARES Act Utility Forgiveness -- We officially cannot give out any more Utility Forgiveness Funds per the guidance. Any remaining funds must be turned back over to the County to be returned to the State.

Upcoming Items – FY21 Audit Prep-Auditors were at Town Hall June 23, 2021, to start preliminary work. They will return in December.

License Tax Bills – The bill for Vehicle License Fees will be going out prior to November 1, 2021. These are due by December 5th. Please remind everyone if they do not receive a bill to please call our office. Not receiving a bill does not forgive them for penalties after December 5th.

**CLERK OF COUNCIL REPORT
OCTOBER 2021**

COMMITTEE MEETINGS

IDA

Regular Meeting on 10-04-21: Receive and review agenda materials; assemble packet for meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Planning Commission

Regular Meeting on 10-06-21: Receive and review agenda materials; assemble packet for meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Town Council

Receive and review agenda materials; assemble packet for 10-13-21 meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Quorums: Confirm meetings with members.

Property Maintenance Investigation Board on 10-14-21– prepare for and attend meeting; draft minutes

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT

Administration of website generating and continuously uploading information/documents; revising website pages with new information and links to documents and/or outside sites; examining traffic through the site; design for overall look and feel of the site, including photos, color, graphics, and layout; creating, editing, posting, updating, and cleaning up outdated content.

TOWN FACEBOOK ADMINISTRATOR

- Create content and/or design and post on Facebook and Website, including but not limited to:
 - Notice: Procedures for Amherst Town Council October meeting
 - Covid License Scam alert
 - Town Council Vacancy Notice
 - Christmas Parade/Decorating Contest information
- Share links to community news and events; Monitor feedback.

ZONING ORDINANCE RECODIFICATION

Work on recodification draft comments; emails with Municode attorney

FOIA

Receive, review, and answer 1 request

BANNER PERMIT

2021 Reverse Christmas Parade - Prepare VDOT Permit documents; miscellaneous emails

2021 Christmas Parade Banner – Prepare VDOT Banner permit application; miscellaneous emails; receive permit

2021 Town Holiday Banner – Prepare VDOT Holiday Banner permit application; miscellaneous emails

CHRISTMAS PARADE

Attend 10-12-21 Christmas Parade Meeting; Compose and send emails to potential parade participants; respond to emails; receive entry forms

OTHER:

- Convert and post audio meeting recording to website
- Prepare, send, post Legal Ads/Public Hearing Notice: Town Council 10/13/21 public hearing; Town Council Vacancy; Town Council 11/10/21 special session; Town Attorney RFP
- Update TOA Water Plant Upgrade report on website
- Emails with David Woody – re problem with FileZilla
- Emails with David Wood – re Website security certificate
- Pickup and package police department appreciate gifts

- Emails with applicants to fill Town Council vacancy re interviews
- Design and order Christmas Parade award banners
- Collaborate on design of Town Holiday Banner; send for production
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees as of October 31, 2021, Update; See Attached.

Town of Amherst Committees as of October 31, 2021

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor	01/01/19	12/31/22
Rachel A. Carton, Vice Mayor	01/01/21	12/31/24
Kenneth S. Watts	01/01/19	12/31/22
Sharon W. Turner	01/01/21	12/31/24
Kenneth G. Bunch	01/01/21	12/31/24 (Notice of Vacancy)
Janice N. Wheaton	11/12/19	12/31/22

PLANNING COMMISSION

June Driskill, Chairperson	05/13/20	06/30/24
Janice N. Wheaton	01/01/21	12/31/22 (TC rep)
William Jones	07/01/19	06/30/23
Ted Finney	07/01/17	06/30/21 (Notice of Vacancy)
Kevin Belcher	07/01/18	06/30/22 (Notice of Vacancy)
Clifford Hart	07/01/19	06/30/23
Anne Webster Day	03/13/19	06/30/22

BOARD OF ZONING APPEALS

June Driskill	11/13/20	08/31/25
Ed Carton	09/01/19	08/31/24
Teresa Tatlock	07/10/16	08/31/21
Marvin Hensley	08/31/17	08/31/22
R.A. "Tony" Robertson	01/13/21	08/31/23

INDUSTRIAL DEVELOPMENT AUTHORITY

Clifford Hart	07/01/19	08/31/23
Sharon Watts Turner	07/01/18	06/30/22
Aaron H. Mahler	07/01/21	06/30/25
Jacob Bailey	07/01/20	06/30/24
Manly Rucker	07/01/21	06/30/25
Kim Odell Stein	07/11/18	06/30/22
Richard Wydner	07/01/19	06/30/23

PROPERTY MAINTENANCE INVESTIGATION BOARD

C. Manly Rucker, III	05/13/20	06/30/24
Bessie H. Kirkwood	07/01/18	06/30/22
Glenda Hash	05/13/20	06/30/24

CENTRAL VIRGINIA PLANNING COMMISSION/MPO

D. Dwayne Tuggle	01/01/21	12/31/22
Sara Carter	01/01/21	12/31/22

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

D. Dwayne Tuggle	01/01/21	12/31/22
Sara E. Carter	01/01/21	12/31/22

TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION

Kenneth Bunch	01/01/21	12/31/22
Kenneth S. Watts	01/01/21	12/31/22

TOWN COUNCIL COMMITTEES (FOR THE 01/01/21-12/31/22 TERM)

FINANCE COMMITTEE

Rachel A. Carton (Chairman) and Sharon W. Turner

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

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.

TOWN HALL MEETING ROOM REHABILITATION AD HOC COMMITTEE

Rachel Carton (Chairman) and Sharon Turner

- Oversee and monitor rehabilitation and refurbishment

TOWN AND COUNTY PROJECTS AD HOC COMMITTEE

Kenneth Bunch (Chairman) and Sharon Turner

- Interface in Town and County projects
- Monitor project development process

Utility/Town Maintenance and Construction Report

Oct-21

Water Meter Read	1150
Water Meter Re-Read	55
Disconnects	17
VA-811 Service locations	29
Vehicle PM Work Orders	12
Pump Station/Plant Work Orders	28
Banners Installed/Dismantled	1
Water Services Installed/Replaced	4
Sewer Services Installed/Replaced	3
Minor Leaks Repaired	3
Major Leaks Repaired	0
Minor Sewer Problems Resolved	4
Major Sewer Problems Resolved	0

Man Hours

Meter Reading	91
Street/Sidewalk Maintenance	389
Safety Training	2
Bush Hogging	74
Flushing Water	0
Equipment Maintenance	73
Xmas decorations	0

Major Issues & Comments

Routine/Annual Work

Projects/Unusual Work

Service Work Orders
 Meter Reading
 Prev-Maint Work Orders
 Disconnects
 Re-connects
 Flushing Program
 in Select Locations

Locating Un-marked/Unknown Water & Sewer System Assets
 Continue Safety and Shop/Yard Clean-up
 Staff has been working on finding water valves and addressing issues
 Working on clearing water right of ways.



TOWN OF AMHERST
DEPARTMENT OF PLANTS
MONTHLY PRODUCTION AND OPERATIONAL REPORT
October -- 2021

SUBMITTED BY: GARY S. WILLIAMS,
DIRECTOR OF PLANTS
SUBMITTED ON: Thursday, November 4, 2021

Grandview Water Filtration Plant,
Daily Source Water Withdrawal, Process, and Production Volumes.

	Total, Million Gallons	Average, Million Gallons	Max., Million Gallons	Min., Million Gallons
Raw Source Water	10.830	0.350	0.490	0.240
Plant Production	9.990	0.320	0.450	0.220
Water Delivered to System	9.560	0.310	0.440	0.310

Rutledge Creek Wastewater Treatment Facility
Daily Process, and Production Volumes.

	Total, Million Gallons	Average, Million Gallons	Max., Million Gallons	Min., Million Gallons
Final Treated Effluent	7.714	0.249	0.491	0.160

Stand Out Details of Monthly Operations,

- October was the last sampling quarter for Haloacetic Acids and Trihalomethanes for 2021 and the results have continued to remain low and under exceedance levels as shown in our results tracking calculator.

Fairmont Crossing HAA5

4th quarter 2021

	January 21, 2021		April 15, 2021		July 15, 2021		October 12, 2021		Quarterly Average
	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	mg/L
(Mono) Bromoacetic Acid	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
(Mono) Chloroacetic Acid	1.80000	0.00180	1.50000	0.00150	ND	0.00000	ND	0.00000	0.00083
Dibromoacetic Acid	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
Dichloroacetic Acid	3.90000	0.00390	11.80000	0.01180	3.40000	0.00340	4.90000	0.00490	0.00600
Trichloroacetic Acid	13.70000	0.01370	11.80000	0.01180	18.10000	0.01810	5.20000	0.00520	0.01220
HAA5	19.40000	0.01940	25.10000	0.02510	21.50000	0.02150	10.10000	0.01010	0.01903

> 0.060 mg/L is an Exceedance

Sweet Briar College TTHM

4th quarter 2021

	January 21, 2021		April 15, 2021		July 15, 2021		October 12, 2021		Quarterly Average
	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	mg/L
Bromodichloromethane	2.40000	0.00240	1.90000	0.00190	4.20000	0.00420	3.90000	0.00390	0.00310
Bromoform	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
Chloroform	17.80000	0.01780	19.10000	0.01910	49.70000	0.04970	41.50000	0.04150	0.03203
Dibromochloromethane	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
TTHM	20.20000	0.02020	21.00000	0.02100	53.90000	0.05390	45.40000	0.04540	0.03513

> 0.080 mg/L is an Exceedance

- Please find accompanying this report the Analysis Report for Rutledge Creek Wastewater Plant as part of the ASRS-CoV-2 Wastewater Surveillance Program.

SARS-CoV-2 Wastewater Surveillance Sentinel Monitoring Program: Analysis Report November 01, 2021

Site: Rutledge Creek Wastewater Treatment Plant

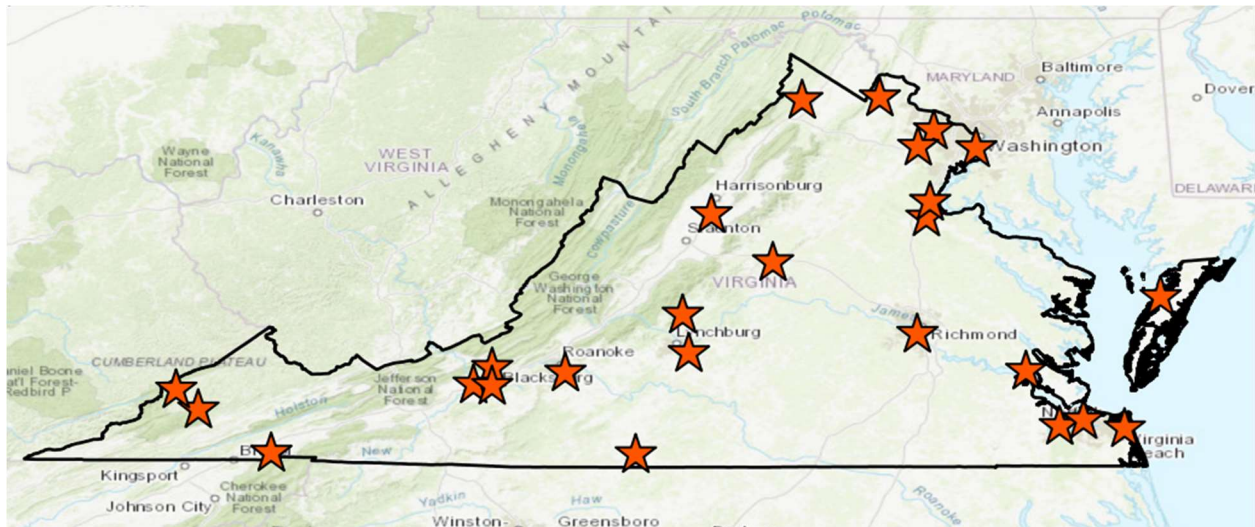
Summary

In this report you will find an analysis for your facility. We have included some general updates regarding the SARS-CoV-2 Wastewater Surveillance Sentinel Monitoring Program and the specific results from your site.

Note: Wastewater viral loads cannot be compared across Virginia at this time. We will be able to compare results when normalization can be performed, which requires confirmation of population-served variables for all facilities. Case data comparisons for some sites may be limited, as sewershed files are still being processed. All VDH case data is provisional and is subject to change as cases are reported.

Program Overview and Updates

The Sentinel Monitoring Program consists of **25 facilities** currently testing their wastewater for SARS-CoV-2. Sampling is conducted weekly, starting September 13, 2021 through July 31, 2022.



Map of Sentinel Monitoring Sites

We held our first follow-up call with utilities after the first 2 weeks of data collection, where we discussed troubleshooting issues and ways to improve data collection. We are still collecting shapefiles from all the sites, and expect to process them over the following weeks. When shapefiles are finalized, we should be able to correlate with case data more effectively. Please share your shapefiles and confirm your site details, if you have not done so already, so we are able to geolocate patient cases and normalize your results for population size.

Site-Specific Summary

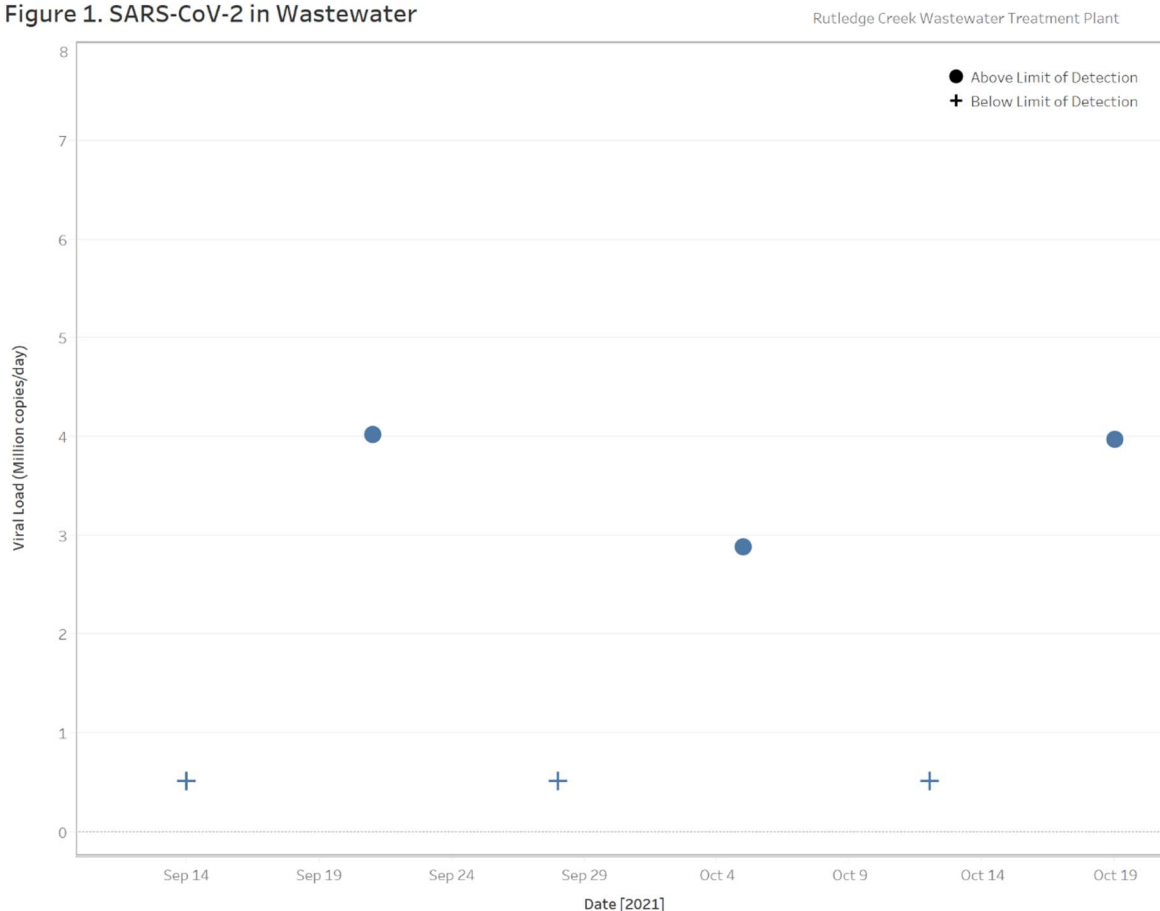
Date: 11/1/2021 (data current as of 10/19/2021)

DETECTED

Viral load in most recent week: 4 million copies/day

Viral concentration in most recent week: 5,250 copies/L

Figure 1. SARS-CoV-2 in Wastewater



The above chart (Figure 1) shows the SARS-CoV-2 viral load (million copies/day) for your site during the testing period. There should be a data point for each week's testing, unless the sample is not detected, whereby there will be a plus sign in its place. The second chart below shows the daily counts of new cases for your sewershed, as well as a 7-day moving average, for the same time period. As a note, daily case counts between 1 and 4 are suppressed to show a value of 2. This suppression is performed to protect anonymity for those areas.

Note: If you do not see a case data graph, it is because your sewershed shapefile has not been fully processed yet or has not been received. We expect to process received sewersheds in the coming weeks.

Methodology

On September 13, 2021, the Virginia Department of Health (VDH) commenced the SARS-CoV-2 Wastewater Surveillance Sentinel Monitoring Program. Sentinel monitoring facilities began collecting samples once weekly at the influent to the wastewater treatment plant.

Samples are shipped to the Virginia Department of Consolidated Laboratory Services (DCLS) for concentration and extraction. Extracted samples are shipped to the NELAP-Accredited laboratory at Hampton Roads Sanitation District for SARS-CoV-2 analysis via digital droplet polymerase chain reaction (ddPCR). The gene target presented in this report is ddCOV-N. Quantification results for which amplification was observed in the no-template controls (NTC) are removed from analysis. The limit of detection for the laboratory protocol is 1,350 copies/L of wastewater. All concentrations below the limit of detection are assigned a value equal to one half the limit of detection. Viral load was calculated based on Equation 1:

$$(1) \text{ Viral load (copies/day) } = \text{ Viral conc. (copies/L) } * \text{ Flow rate (MGD) } * \frac{3785411.8 \text{ L/d}}{1 \text{ MGD}}$$

Daily new COVID-19 cases are located based on resident address and/or hospital address within each sewershed (i.e., wastewater treatment plant service area) where ArcGIS shapefiles have been provided by the treatment facility. SARS-CoV-2 viral loads in wastewater have shown to be a leading-indicator for COVID-19 cases, thus it is important to only relate wastewater viral loads to daily new cases within the selected sewershed.

Resources

[CDC National Wastewater Surveillance System \(NWSS\)](#)

[VDH Wastewater Surveillance for COVID-19](#)

[COVID-19 Data in Virginia](#)

Please direct questions relating to the program to:

Rekha Singh, Wastewater Surveillance Program Manager
Division of Water and Wastewater Services, Office of Environmental Health Services
rekha.singh@vdh.virginia.gov

Please direct questions relating to the report to:

Haniyyah Majeed, Wastewater Surveillance Technical Program Specialist
Division of Water and Wastewater Services, Office of Environmental Health Services
haniyyah.majeed@vdh.virginia.gov

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
KYLE D. HUGHES

PHONE: 434-263-4886
FAX: 434-263-4285

November 1, 2021

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

Attn: Sara Carter – Town Manager

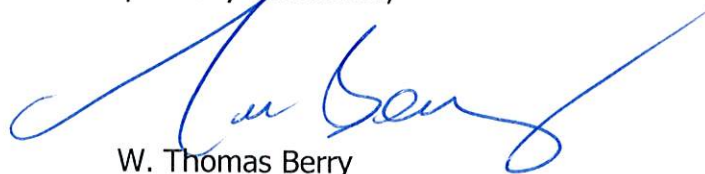
Re: Monthly Report to Town Council
(October, 2021)

Dear Ms. Carter and Council,

My report on work regarding the following matters:

1. Town Council Meeting: I attended the monthly scheduled meeting on October 13, 2021.
2. Business:
 - A. Closed real estate transaction Emmert Studio to Town of Amherst.
 - B. Circulating Order of Dismissal Town of Amherst/Emmert Studio.
 - C. Code work on election to fill Council vacancy.
 - D. Discussions with John Zunka, Counsel in Mayberry/Town of Amherst matter. John Zunka hired by VRS.
3. Access to Town Attorney: My email address is dawn@tomberryllaw.com.
4. 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

WTB/dmc

W. THOMAS BERRY, LLC

ATTORNEY-AT-LAW

P.O. BOX 354/ 402 COURT STREET

LOVINGSTON, VA 22949

PHONE: (434) 263-4886

Invoice

Date	Invoice #
11/1/2021	9771

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

			Terms
			Due on receipt
Description	Qty	Rate	Amount
10/8/2021 REVIEW BOND PACKAGE	1.5	175.00	262.50
10/12/2021 REVIEW COUNCIL PACKAGE PROPOSED ORDINANCES CODE CHANGES	2	175.00	350.00
10/12/2021 PREP ON EMMERT STUDIO	1	175.00	175.00
10/13/2021 T/T EMMERT	0.5	175.00	87.50
10/14/2021 T/T DOWNEY	0.5	175.00	87.50
10/18/2021 T/T DOWNEY	0.5	175.00	87.50
10/19/2021 FINAL DRAFT LETTER TO SARA CARTER	1.5	175.00	262.50
10/22/2021 CLOSE EMMERT TO TOWN, NOTARIZE, RECORD, PREPARE PACKAGE AND COPIES	3.5	175.00	612.50
10/28/2021 T/T ZUNKA - MAYBERRY CASE	1.5	175.00	262.50
Total			\$2,187.50
Payments/Credits			\$0.00
Balance Due			\$2,187.50

**Town of Amherst Planning Commission
Minutes
November 3, 2021**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on November 3, 2021, at 7:00 P.M. in the Council Chambers of Town Hall at 174 S. Main Street at 7:00 PM.

It was noted that a quorum was present as indicated below:

P	June Driskill	P	Clifford Hart
P	William Jones	P	Janice N. Wheaton
P	Anne Webster Day		

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

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

Ms. Wheaton made a motion that was seconded by Mr. Hart to approve the minutes of the October 6, 2021, meeting as revised.

After discussion, the motion carried 5-0 according to the following:

June Driskill	Aye		Clifford Hart	Aye
Janice Wheaton	Aye		Anne Webster Day	Aye
William Jones	Aye			

Ada Hunsberger, Centra Virginia Planning District, gave a presentation on the Comprehensive Plan process. Town Manager Carter was directed to send the presentation to the Commissioners.

Town Manager Carter reported on a potential request for a special use permit to expand a storage unit business in the Town of Amherst. Dr. Christine Dixon, property owner, was present to answer questions.

Town Manager Carter gave a report on the zoning ordinance recodification process and edits made to zoning ordinances per the Municode legal reviews, copies of which were provided to the Commissioners. Discussion on the matter was deferred to December 1, 2021, at 5:15 p.m.

There being no further business, the meeting adjourned at 7:56 PM on motion by Ms. Wheaton seconded by Ms. Day.

June Driskill, Chairperson

Attest: _____
Secretary

**Town of Amherst Planning Commission
Minutes
October 6, 2021**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on October 6, 2021, at 7:00 P.M. in the Council Chambers of Town Hall at 174 S. Main Street at 7:00 PM.

It was noted that a quorum was present as indicated below:

P	June Driskill	A	Clifford Hart
P	William Jones	P	Janice N. Wheaton
P	Anne Webster Day		

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

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

Ms. Day made a motion that was seconded by Mr. Jones to approve the minutes of the September 1, 2021, meeting.

There being no discussion, the motion carried 4-0 according to the following:

June Driskill	Aye		Clifford Hart	Absent
Janice Wheaton	Aye		Anne Webster Day	Aye
William Jones	Aye			

The Chair opened a duly advertised public hearing at 7:02 P.M., on the application of Carey A. Boynton (aka Boynton), that would, if approved, allow for a special use permit for short term rental on property zoned R-2, General Residential, located at the intersection of Washington and Depot Streets on approximately 0.44 acres, known as 204 and 206 Washington Street in the Town of Amherst, Virginia, and identified as Tax Map # 96A7 A 14.

Town Manager Carter gave a report on the special use permit for short term rental application of Carey A. Boynton (aka Boynton). Carey and Lisa Boynton were present to answer questions.

Yolanda Saunders, Amherst, VA, by remote presence, came forward to voice questions on conditions related to noise, pets, occupancy, and minimum stay.

There being no one else present who wished to speak on the matter, the public hearing was closed at 7:22 PM.

After discussion, Ms. Day made a motion that was seconded by Ms. Wheaton to recommend that Town Council approve a special use permit for short term rental on property located at the intersection of Washington and Depot Streets known as 204 Washington Street, Amherst, VA, zoned R-2, General

Residential, and identified as Tax Map # 96A7 A 14, with the following conditions as recommended by staff:

1. The Special Use Permit shall only apply to the 204 Washington Street dwelling, allowing short-term rental only in that dwelling unit;
2. The property owner shall live on the property while the short-term rental use is in effect;
3. Quiet hours shall be from 10 p.m. to 7 a.m., consistent with the Town's adopted noise ordinance;
4. Occupancy in the rental unit shall be limited to 4 adults and 2 children;
5. No pets shall be allowed by short term renters; and,
6. Camping, overnight stays in RV's or other motor vehicles is prohibited.

The motion carried 4-0 as follows:

June Driskill	Aye		Clifford Hart	Absent
Janice Wheaton	Aye		Anne Webster Day	Aye
William Jones	Aye			

There being no further business, the meeting adjourned at 7:24 PM on motion by Ms. Day seconded by Ms. Wheaton.

June Driskill, Chairperson

Attest: _____
Secretary

**Town of Amherst
Industrial Development Authority**

Chairperson Sharon W. Turner called a meeting of the Town of Amherst Industrial Development Authority to order on November 1, 2021, at 5:15 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	Sharon Turner	A	Jacob Bailey
P	C. Manly Rucker	P	Kim Stein
P	Clifford Hart	P	Richard Wydner
P	Aaron Mahler - Remote		

Town Manager Sara E. Carter, in her capacity of secretary, and Clerk of Council Vicki Hunt were also present.

Mr. Wydner made a motion which was seconded by Mr. Rucker to approve the minutes of the October 4, 2021, meeting of the Industrial Development Authority. There being no discussion, the motion carried 6-0 as follows:

Sharon Turner	Aye	Jacob Bailey	Absent
C. Manly Rucker	Aye	Kim Stein	Aye
Clifford Hart	Aye	Richard Wydner	Aye
Aaron Mahler	Aye		

Authority members discussed a draft script for business visitation and reviewed the group business list spreadsheet for the Authority's Visitation Program. Authority Members will submit their reviews to Town Manager Carter.

Authority members discussed creation of an events committee and made recommendations for citizen members on the committee. Town Manager Carter will contact citizens as recommended by the authority.

Authority Member Bailey entered the meeting at 5:26 P.M.

There being no further business, the meeting adjourned at 5:31 P.M. on motion of Mr. Rucker, seconded by Mr. Wydner.

Sharon W. Turner, Chairperson

ATTEST: _____
Secretary

**TOWN OF AMHERST
PROPERTY MAINTENANCE INVESTIGATION BOARD
MINUTES
OCTOBER 14, 2021
5:30 PM**

A meeting was called to order by Town Manager Sara Carter on October 14, 2021, at 5:30 PM in Council Chambers of Town Hall, 174 S. Main Street, Amherst, VA. It was noted that a quorum was present as follows:

P	Glenda Hash	P	C. Manly Rucker
A	Bessie H. Kirkwood		

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

After a report by Town Manager Carter and discussion, Mr. Rucker made a motion that was seconded by Ms. Hash to find that property in the Town of Amherst known as Eke Dixon Storage LLC, located on 136 W. Court Street, neglected property, as recommended by Town Manager.

The motion carried 2-0 as follows:

Glenda Hash	Ave
Bessie H. Kirkwood	Absent
C Manly Rucker	Ave

The meeting adjourned at 5:33 pm.

Robert E. Lee Soil & Water Conservation District
7631-A Richmond Hwy.
Appomattox, VA 24522
Phone 434-352-2819 FAX 434-352-9405
www.releeconservation.com

Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
September 23, 2021 – 6:00 p.m.

Directors: Jeff Floyd, Chairman
(Present) Doug Perrow, Treasurer
Chad Barrett, Assistant Treasurer
Bruce Jones
Brandon Schmitt

Directors: Brandon Payne
(Absent) Charles Smith
Joetricia Humbles
Karen Angulo
Mark Hollberg, DCR Conservation District Coordinator

Staff/Partners: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.
(Present) Cindy Miller, RELSWCD Office Administrator

Others: None

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order September 23, 2021, at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: None

Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda. **Motion was made to approve the agenda as presented. (Barrett, Perrow passed 5/0)**

Reading and Approving of the August 26, 2021 Minutes: Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as presented. (Perrow, Schmitt, passed 5/0)**

Reading and Approving of the revised June 24, 2021 Minutes: Revision due to omission of Motion to accept Nancy Jo Billings resignation, added to page 5. Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as presented. (Barrett, Jones, passed 5/0)**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – August 2021 –Doug Perrow, Treasurer, gave the treasurer's report (copy filed with minutes). All bank statements were reconciled to the respective ledgers, checkbook and QuickBooks program. The August 2021 Treasurer's report will be filed in the District Office.

2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC was absent, September report, written report provided. (copy filed with minutes).

Administration:

Quarterly reports are due by Friday, October 15, attachment E plus QuickBooks cash balance sheet and P&L for the quarter.

A memo from the Dept. of Treasury was sent to district admins on August 26 reminding SWCDs of available risk coverage. SWCDs are covered for liability and fidelity, property insurance/workman's comp through the state. Robinson Farmer & Cox will be conducting district audits scheduled to begin in Oct/Nov.

VACS:

The review of buffer data on stream exclusion bmps paid in FY21 has resulted in a 45% increase in buffer acreage - 424 additional acres in the Bay watershed and 886 additional acres outside the Bay watershed. 209 stream exclusion BMPs were edited by district staff working with DCR.

Miscellaneous:

Clean Water Farm Grand Basin Award nominations are due to the appropriate CDC by close of business October 1. Nomination application packets should be submitted via e-mail and include the application (available on DCR-DSWC website). Submit to me, James Basin to Denney Collins and Roanoke Basin to Stacy Horton.

Please respond to Darrell Marshall's (VDACS) request for info regarding point of contacts and how the district wishes to respond to Ag Stewardship Act complaints. Email him if no changes, otherwise report changes using the form he provides. He also provided guidelines for public discussion of active ASA complaint investigations. Here's an excerpt: *"Full details of the complaint may only be disclosed in an open meeting following the case decision by the Commissioner."*

Meetings attended and future are on file.

3-USDA Natural Resources Conservation Service Report – Jon Lipinski- DC, Rustburg Service Center- written report provided (copy filed with minutes)

Staffing

District Conservationist applicant panel has not been sent to Farmville.

Programs

Environmental Quality Incentives Program (EQIP)

All 2021 EQIP contracts have been obligated and information is sent to our producers. We are always working with our EQIP contracts to bring to completion of all practices.

CRP/GRP/WRP

All FY 2021 re-enrolls have been processed and planned.

Conservation Stewardship Program (CSP)

All CSPs have been obligated and we are now certifying practices for 2021 annual payments.

Outreach, Training and Upcoming Events

Nothing significant to report at this time.

4-Virginia Department of Forestry Report – Rick Butler, Appomattox Forester –written report provided (copy filed with minutes)

Working with ACHS FFA on Forestry Contest and Forestry Field Day

Trying to wrap up Release work and site prep work

Hopefully some forecasted rain will ease up the dry spell and prevent a dry Fall and possible fire season

Still processing cost share agreements

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent - oral report.

Central Virginia Farm Tour was a success for its first year. There were 50-75 attendees overall and a lot of them were from out of state. Bruce Thanked the Board of Directors and Robert E Lee for their participation. Coming up activities will be Soybean and Wheat Production meeting will be held at the Appomattox Community Center on December 3, 2021.

The Five County Fair will be next week in Farmville and the Amherst Fair will be the end of October.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan

Wooldridge gave the September report (copy filed with minutes).

Projects:

Been a busy month here at Robert E. Lee SWCD. Working on plans and designs for new projects.

Monitoring progress on projects under construction. Also meeting new producers that are interested in our programs. Working on estimates and maps for new projects for the new program year. Helping out with soil testing. Working on Nutrient Management Plans for producers.

Practices and Conservation Plans for Board Approval:

<u>Contract</u>	<u>Instance</u>	<u>Co.</u>	<u>Est. Cost</u>	<u>CS amt.</u>	<u>Comp/Date</u>	<u>Fund</u>	<u>Practice</u>
10-22-0018	464176	OCB/CAM	\$157,440.26	\$118,080.20 Tax Credit \$9,840.02	June 30, 2022	PY22 OCB VACS	WP-4LC

Motion was made to approve Contract 10-22-0018 Instance 464176 (Schmitt, Jones passed 5/0)

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen.

Spot Checks:

September 21-23 2021

11 Total. (6) Campbell Co. (5) Appomattox.

Attended Meetings: at Office

August 31, 2021 – DCR Tracking Program Training. Office

Upcoming Meetings: “Virtual” at Office

8-RELSWCD Office Administrator Report – Cindy Miller gave the September report (copy filed with minutes).

Monthly duties are kept up to date.

- Normal monthly duties completed with no issues noted.

- Submitted the Annual report for printing, distributed and posted.
- Completed Appomattox Director application information for Bonnie Swanson and submitted to DCR.
- Worked on contact list for outreach – updating emails and current teacher names.
- Reviewed files for upcoming audits, no audit date set at this time.
- Revised Attachment D as requested by VASWCD.

Outreach:

- Tabling Event completed at Rustburg Library on September 14, 2021 with Homeschool Meet up.
- September Library Outreach material provided and display set up at the Appomattox Library for the month.
- Provided materials for the plant swap at Appomattox Library.

Future Outreach:

- September 29th – Rustburg Library 2:30-4 Home School Meet Up – Rain Garden in a cup
- October 9th- Tabling event at the Appomattox Railroad Festival.
- October 21st- October 24th- Tabling Display at the Amherst Co. Fair
- November- Our Tabling Display will be set up at the Appomattox Library.

Motion request: Approved corrected attachment D for Budget year beginning July 1, 2022.
(Perrow, Schmitt approved 5/0)

Meetings attended and future are on file.

Our next Board of Directors meeting will be on Thursday October 28, 2022

9. Timberlake WID – Doug Perrow

An update was given on behalf of the Timberlake WID by Doug Perrow. Doug stated that VDOT was not in attendance the night of the meeting for Campbell Co Board of Supervisors. However, an email was shared from Chris Winstead with VDOT. Email stated VDOT would be happy to meet with Timberlake WID in reference to a study. Doug stated they will update us one a meeting has been set up.

REPORT OF COMMITTEES - None

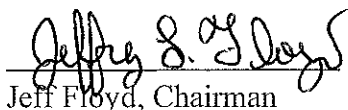
UNFINISHED BUSINESS – Education Specialist Follow-up- It was discussed and decided the next step would be to ask Lauran Campbell to come in for an interview with the personnel committee and have the personnel committee meeting present their interview results at our October 28, 2021 Board of Directors meeting. The personnel committee agreed to have the interview and committee meeting on Thursday Sept 30, 2021 at 4:30 pm.

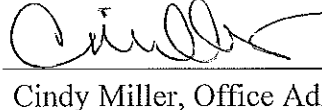
NEW BUSINESS- None

PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 6:30 p.m. (Perrow, Schmitt passed 5/0)


Jeff Floyd, Chairman


Cindy Miller, Office Administrator



October 23, 2021

Ms. Sara Carter
Town Manager
Town of Amherst
174 South Main Street
Amherst, VA 24521

Re: Wastewater Treatment Plant Centrifuge Facility Fee Proposal for Design Phase Services

Dear Ms. Carter:

We are pleased to provide this engineering fee proposal for design phase services for a new Centrifuge Facility for dewatering sludge at the wastewater treatment plant. Project elements include improvements to the following facilities:

- Demolition of ½ of the existing sludge drying bed facility. The remaining facility will be set up for backup to the centrifuge facility
- New preengineered metal building located on the sludge drying bed footprint
- New solids centrifuge facility inside the preengineered metal building
- New centrifuge sludge feed pumps to withdraw sludge from the aerobic digesters to the new centrifuge facility
- New decanter mechanism for the aerobic digesters to improve dewatering capabilities
- New sludge grinder equipment on the influent to the centrifuge
- New polymer feed facility for conditioning the sludge prior to dewatering
- New sludge loading bay for dewatered sludge
- Drain piping from the new centrifuge to the existing influent pump station
- New power and controls for the centrifuge facility

The design will include plans and details, technical specifications, and contract documents suitable for bidding.

We also propose to provide a sludge production analysis to determine the estimated sludge production rates for the current plant as well as ultimate buildout of the plant, including future nutrient removal. This analysis will confirm the design capacity of the centrifuge.

The estimated construction cost for this facility is \$ 2,000,000.

We propose to provide the engineering services listed above in accordance with the following fee schedule:

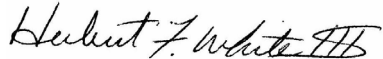
<u>Project</u>	<u>Lump Sum Design Fee</u>
Design Phase Services	\$ 175,000

Invoicing for these services will be monthly based on our estimate of percent completion. Payment will be within 30 calendar days from the time the bill is issued by WW Associates. We propose to provide a subsequent proposal for Construction Assistance and Inspection services following the completion of design phase services.

We appreciate the opportunity to be of continued service to the Town of Amherst and trust this proposal meets with your approval. We look forward to working on this most important project! Should you have any questions, please feel free to call. A purchase order will be considered our Notice to Proceed.

Sincerely,

WW Associates



Herbert F. White, III, P.E.
President



October 27, 2021

Ms. Sara Carter
Town Manager
Town of Amherst
174 South Main Street
Amherst, VA 24521

Re: Waughs Ferry Generator Construction Assistance Fee Proposal

Dear Ms. Carter:

We are pleased to provide this engineering fee proposal for construction assistance associated with a generator facility for the Waughs Ferry water booster pump station facility. The generator was previously designed under the VDH funded water treatment plant project, however was deleted from the project due to a lack of funding. We understand that new funding is now available from VDH for this project.

We propose to prepare a new bid package for this project including plans and specifications. The bid package will be provided with the latest VDH contract documents. We also propose to provide bidding assistance and assistance during the construction of the project.

We propose to provide the engineering services listed above in accordance with the following fee schedule:

<u>Project</u>	<u>Lump Sum Design Fee</u>
Bid package preparation	\$ 3,500
Shop Drawing Review	\$ 3,000
Construction Assistance	<u>\$ no additional charge*</u>
Total	\$ 6,500

* Construction assistance consisting of monthly meetings during active construction will be held through telecommunication and will be charged against our monthly retainer. We will also provide a final inspection of the completed facility.

Invoicing for these services will be monthly based on our estimate of percent completion. Payment will be within 30 calendar days from the time the bill is issued by WW Associates.

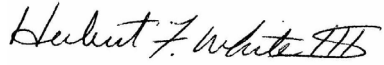
We appreciate the opportunity to be of continued service to the Town of Amherst and trust this proposal meets with your approval. Should you have any questions, please feel free to call. A purchase order will be considered our Notice to Proceed.

P.O. Box 4119 ■ Lynchburg, VA 24502
Telephone (434) 316-6080 ■ Fax (434) 316-6081

Lynchburg ■ Charlottesville
42

Sincerely,

WW Associates

A handwritten signature in cursive script that reads "Herbert F. White, III".

Herbert F. White, III, P.E.
President

P.O. Box 4119 ■ Lynchburg, VA 24502
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Lynchburg ■ Charlottesville

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