

AMHERST TOWN COUNCIL
AGENDA
Wednesday, December 8, 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**
- 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. 1-5)** – *Draft of the November 10, 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. 6-15)**
- a. Town Manager Monthly Report - **attached**
 - b. Police Chief Monthly Report - **attached**
 - c. Office Manager Monthly Report - **attached**
 - d. Clerk of Council Monthly Report- **attached**
 - e. Public Works Monthly Reports- **attached**
 - f. Town Attorney Monthly Report – **attached**
2. **Council Committee Reports (Pgs. 16-17)**
- a. Finance Committee – *Mrs. Carton*
 - b. Utilities Committee – *Mr. Watts*
 - c. *Ad Hoc Personnel Committee- Mrs. Carton- met November 30, minutes attached*
3. **Other Reports (Pgs. 18-23)**
- a. Planning Commission– *met December 1, 2021, minutes attached*
 - b. Industrial Development Authority- *met December 6, 2021, minutes as handout*
 - c. Property Maintenance Investigation Board
 - d. Robert E. Lee SWCD- *minutes from October 28, 2021, attached*

H. Discussion Items

- 1. Proposal for Sewer Service from Poplar Grove (Pgs. 24-26)** - *Sara Carter- Brian Cossman, an engineer representing Poplar Grove, has reached out to the Town about providing sewer service to a portion of the development. Based on the Town's adopted utility policy, any construction costs to provide the service would be borne by the developer, with dedication of the facilities to the Town. Staff recommends limits for the agreement on the amount of sewage to be accepted and a sunset on the agreement if the facilities are not constructed. Staff requests the Council hear the proposal, and if the concept is acceptable, staff will work with the applicant and the Town Attorney to finalize an agreement to bring to Council for adoption.*
- 2. Purchase Approval for Clearing and Mulching (Pg. 17-28)**- *Sara Carter- The Town contracted with a company to clear and mulch drainage ponds in the industrial park. The work was done so well that staff had additional work done on some difficult to maintain sewer right of ways. The total work ended up exceeding the amount that requires purchase approval from Council. Staff requests approval of \$7,250 for this work, which was divided between the Brockman Park and sewer accounts.*

I. Matters from Staff

J. Matters from Town Council

K. Citizen Comments

L. Adjournment

Mayor D. Dwayne Tuggle called a special meeting of the Amherst Town Council to order on November 10, at 6:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street. It was noted that one seat is vacant and that a quorum was present as follows:

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

Also present were the following staff members:

Sara E. Carter	Town Manager	Vicki K. Hunt	Clerk of Council
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At 6:00 P.M. Ms. Carton made a motion, seconded by Ms. Turner, as follows: I move that the Town Council go into closed session pursuant to §2.2-3711A.1 of the Code of Virginia as it relates to assignment, appointment, promotion, performance of specific public officers, appointees, or employees, specifically interviewing candidates for the current Town Council vacancy.

The motion carried 4-0 via the roll call method as follows:

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

At 6:54 P.M. Ms. Carton, seconded by Mr. Watts, made the following motion: I move that the Town Council adjourn the closed session and enter open session and certify that to the best of each councilors' knowledge that (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 and §15.2-2907 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the session.

The motion carried 4-0 via the roll call method as follows:

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

On motion of Ms. Wheaton which was seconded by Ms. Turner, the meeting adjourned at 6:55 P.M., until November 10, 2021, at 7:00 p.m.

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on November 10, 2021, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that one seat is vacant and that a quorum was present as follows:

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

Also present were the following staff members:

Sara E. Carter	Town Manager	Gary Williams	Director of Plants
Vicki K. Hunt	Clerk of Council	Becky L. Cash	Lead Water Operator
Greg Harler	Major Police Department	Charles Thompson	Utilities Maintenance Foreman

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Sharon W. Turner.

After Mayor Tuggle recognized Gary Christie for his service with the Central Virginia Planning District Commission extending best wishes on his retirement, Mr. Christie gave the CVPDC's annual activity report.

Carter Massie, Vice President of Amherst Mountain Biking Club, Tim Ware, and other club members were present on behalf of the group. Messrs. Massie and Ware gave a progress report on the success of their trails, a five-year plan, and on their fundraising methods and upcoming events.

Ms. Carton made a motion that was seconded by Ms. Turner to recommend the following individual for appointment to the board for the term listed below subject to her willingness to serve.

Board	Appointed	Term of Office
Board of Zoning Appeals	Teresa Tatlock Stinson	9/01/21 – 8/31/2026

There being no discussion, the motion carried 4-0 via the roll call method as follows:

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

Duly advertised notice of vacancy of a seat on Town Council having been made pursuant to Town Code §2-30(b) for a term commencing December 8, 2021, and ending upon completion of a 2022 special election, certification of election results and the successful candidate taking the oath of office, in accordance with §24.2.-228, Mr. Watts made a motion which was seconded by Ms. Wheaton to appoint André Higginbotham to fill the vacant seat on Town Council commencing on December 8, 2021, with Mr. Higginbotham to take his seat on December 8, 2021, and ending upon completion of a special election, certification of election results and the successful candidate taking the oath of office.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

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

Ms. Carton made a motion that was seconded by Ms. Turner to appoint the following individuals to fill vacant positions on the Planning Commission for the terms listed below subject to their willingness to serve.

Board	Appointed	Term of Office
Planning Commission	Nathaniel Holden Chase	11/11/21- 11/10/25
Planning Commission	John Kendrick Vandervelde	11/11/21 – 6/30/22

There being no discussion, the motion carried 4-0 via the roll call method as follows:

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

Mayor Tuggle 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. Carton made a motion that was seconded by Mr. Watts to approve the minutes from the October 13, 2021, meeting.

There being no discussion, the motion as to the October 13, 2021, minutes carried 4-0 via the roll call method as follows:

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

By consensus André A. Higginbotham was appointed to the utilities committee beginning December 8, 2021.

After a report by Town Manager Carter, Ms. Turner made a motion that was seconded by Ms. Wheaton to approve the October 23, 2021, engineering fee proposal from WW Associates for design phase services for a new Centrifuge Facility for dewatering sludge at the wastewater treatment plant in the amount of \$175,000.00.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

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

After a report by Town Manager Carter, Mr. Watts made a motion that was seconded by Ms. Carton to approve the October 23, 2021, engineering fee proposal from WW Associates for construction assistance associated with a generator facility for the Waughs Ferry water booster pump station facility in the amount of \$6,500.00.

After discussion, the motion carried 4-0 via the roll call method as follows:

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

Mr. Watts made a motion that as seconded by Ms. Carton to form an ad hoc personnel committee to interview Town Attorney candidates and present a recommendation to Council.

After discussion, the motion carried 3-1 via the roll call method as follows:

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

After Town Manager Carter gave a report on CFR Utility Forgiveness Funds, Ms. Carton made a motion that was seconded by Ms. Wheaton to appropriate and return unobligated CFR Utility Forgiveness Funds in the amount of \$22,022.74 to Amherst County who will make remittance to the State of Virginia.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

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

Town Manager Carter and Utilities Maintenance Foreman Thompson were directed to meet with Councilor Wheaton after receipt of any questions she may have pertaining to upgrades to the maintenance department building.

At 7:54 P.M. Ms. Carton made a motion seconded by Ms. Turner as follows: I move that the Town Council go into closed session pursuant to §2.2-3711A.7 of the Code of Virginia, as it relates to consultation with legal counsel pertaining to actual litigation involving the Town where Council will hear updates from attorneys representing the Town.

The motion carried 4-0 via the roll call method as follows:

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

At 8:04 PM. Ms. Carton made the following motion that was seconded by Ms. Turner: I move that the Town Council adjourn the closed session and enter open session and certify that to the best of each councilors' knowledge that (i) only public business matters lawfully exempted from open meeting

requirements under Title 2.2, Chapter 37 and §15.2-2907 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the session.

The motion carried 4-0 via the roll call method as follows:

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

There being no further business, the meeting adjourned at 8:05 P.M., until December 8, 2021, at 7:00 p.m. on motion of Ms. Carton seconded by Mr. Watts.

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

Town Manager's Report
December 8, 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. Scheduled completion for end of calendar year.*
- 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 we have worked with the contractor on a plan of action for the remaining work. There was a delay due to road access and we believe we have resolution to complete the work.

Water Treatment Plant

The project is proceeding well, although there are time delays due to supply chain issues and a pandemic related shutdown.

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

Initial meeting with VDH scheduled for this month. WW will update drawings and we will seek authorization to go out to bid.

Centrifuge Facility (Sludge Dewaterer)

WW has begun work on drawings for the facility.



AMHERST POLICE DEPARTMENT



DAILY SHIFT REPORT

DATE: November 2021	SHIFT WORKING:
OFFICER: Chief Bobby Shiflett	VEHICLE:
MILEAGE START OF SHIFT:	MILEAGE END OF SHIFT:

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	31
ALARM	6
PHONE COMPLAINT	35
BOLO	9
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	10
DOMESTIC	2
CHECK WELFARE	5
NOISE OR DOG COMPLAINT	2
TRAFFIC CRASH	4
EMS CALLS	2
SUDDEN DEATH	
SUSPICIOUS PERSON	4
OTHER	51
CALLS AT AMBRIAR	

OFFICER INITIATED	NUMBER
BUILDING CHECKS	178
BUSINESS VISIT	40
BUILDING SEARCH	2
TRAFFIC SUMMONS	13
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	45/33
WARRANT SERVICE	4
PROPERTY WALK AROUNDS	74
WARRANTS OBTAINED	2
PARKING TICKETS	
MISD. INVESTIGATION	2
FELONY INVESTIGATION	1
NARCOTICS INV.	
SEARCH WARRANT	
PUBLIC RELATIONS	4
CITIZEN CONTACT	217

WARNINGS	NUMBER
SPEEDING	2
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	9
EQUIPMENT VIOLATION	2
RECKLESS DRIVING	
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	1
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	3

ARREST	NUMBER
MISDEMEANOR	3
FELONY	1
EPO/PPO	1
ECO	1-2.5 hours
NARCOTICS VIOLATION	
DUI / DUID	

OTHER	NUMBER
ASSIST OTHER OFFICER	8
ASSIST OTHER AGENCY	10
COURT	2
REPORTS	7
SCHOOL / TRAINING	
MEETINGS	15
TOWED / IMPOUNDED VEH	



AMHERST POLICE DEPARTMENT

DAILY 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: 2,074

RESERVE HOURS: 8

Amherst Elementary walk through: 4

Central Elementary walk through: 1

Amherst Middle School walk through: 1

AFTER HOURS CALLS:

Problems with Others (Snap Fitness, 11/25/2021)

Suicidal subject with gun (146 Blue Ridge Lane, 11/25/2021)

Problem with Others (Snap Fitness, 11/25/2021)

ASSIST COUNTY: Suicidal female (Briarwood Cemetery, 11/20/2021)

MONTH OF NOVEMBER ACTIVITIES:

- APD Toy Drive started on November 1st.
- Investigator Watts completed his training at the Virginia Forensic Science Academy.
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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: December 1, 2021
Re: November 2021 Monthly Report

Utilities – November utility billing total was \$175,172.87.

A/P – The total amount of checks cut for September bills, including payroll deductions were \$104,614.87

Meals and Beverage Tax – 17 Businesses paid \$57,519.50 in Meals and Beverage Tax for the month of October.

CARES Act Utility Forgiveness -- We officially cannot give out any more Utility Forgiveness Funds per the guidance. Remaining funds were returned to the County.

Upcoming Items – FY21 Audit Prep-Auditors will be here December 15th and 16th.

License Tax Bills – The bill for Vehicle License Fees will be going out prior to November 1, 2021. These are due by December 6th. 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
NOVEMBER 2021**

COMMITTEE MEETINGS

IDA

Regular Meeting on 11-01-21: 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 11-03-21: 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 11-10-21 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.

Finance Committee 11-30-21 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 November meeting
 - Christmas Parade and Decorating Contest information
 - Sign Notice
- Share links to community news and events; Monitor feedback.

ZONING ORDINANCE RECODIFICATION

Work on recodification draft comments; emails with Municode attorney

BANNER PERMIT

2021 Reverse Christmas Parade – Receive and distribute permit

CHRISTMAS PARADE

Compose and send emails to potential parade participants; respond to emails; receive entry forms
Confirm downtown performance sites with business property owners and tenants; begin compile/compose parade entry summary info for livestreaming event

FOIA

Receive and answer 1 request

OTHER:

- Convert and post audio meeting recording to website
- Prepare, send, post Legal Ads/Public Hearing Notices
- Emails with David Woody – re problem with website calendar
- Prepare Oaths and cover letters to Clerk of Court re Town Council and Planning Commission; correspond with appointees
- Prepare Order and cover letter to Circuit Court Judges re Board of Zoning reappointment recommendation
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees as of November 30, 2021, Update; See Attached.

Town of Amherst Committees as of November 30, 2021

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor	01/01/19	12/31/22
Rachel A. Carton, Vice	01/01/21	12/31/24
Kenneth S. Watts	01/01/19	12/31/22
Sharon W. Turner	01/01/21	12/31/24
Andra A. Higginbotham	11/11/21	2022 special election (2024 term)
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
Nathaniel Holden Case	11/11/21	11/10/25
John Kendrick Vandervelde	11/11/21	06/30/22
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	11/11/21	08/31/26 Pending Order
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 Andra A. Higginbotham

- 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

PERSONNEL COMMITTEE

Rachel Carton (Chairman) and Kenneth S. Watts

- Evaluate Town Attorney RFP's
- Interview candidates for Town Attorney
- Make recommendation to Council



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

**SUBMITTED BY: GARY S. WILLIAMS,
DIRECTOR OF PLANTS**

SUBMITTED ON: Wednesday, December 1, 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	10.620	0.350	0.500	0.160
Plant Production	9.520	0.320	0.430	0.150
Water Delivered to System	9.130	0.300	0.420	0.150

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

	Total, Million Gallons	Average, Million Gallons	Max., Million Gallons	Min., Million Gallons
Raw Influent Sewage	5.640	0.188	0.265	0.117
Final Treated Effluent	6.660	0.222	0.286	0.119

Stand Out Details of Monthly Operations.

- Attended three webinars on the Lead and Copper Rule Revision (LCRR) -
Session #1 - LCR and The Revisions - Getting Ready
Session #2 - Best Practices for Creating and Validating Service Line Inventory
Session #3 - Funding for LCR Revisions: Navigating Available Resources
- Web meeting with Sentinel Monitoring Partners on the Covid-19 sampling/testing at Rutledge Creek WWTP.

- Sentinel Monitoring Covid RNA Results For The Last 10 Weeks.

Week	Sample Date and Time			Results
1	09/14/21	15:00	copies/L wastewater	1063
	09/14/21	15:00	copies/L wastewater	1063
2	09/21/21	15:00	copies/L wastewater	5313
	09/21/21	15:00	copies/L wastewater	5750
3	09/28/21	15:00	copies/L wastewater	1313
	09/28/21	15:00	copies/L wastewater	313
4	10/05/21	15:00	copies/L wastewater	3813
	10/05/21	15:00	copies/L wastewater	2438
5	10/12/21	15:00	copies/L wastewater	0
	10/12/21	15:00	copies/L wastewater	250
6	10/19/21	15:00	copies/L wastewater	5250
	10/19/21	15:00	copies/L wastewater	7625
7	10/26/21	15:00	copies/L wastewater	688
	10/26/2021	15:00	copies/L wastewater	0
8	11/2/2021	12:05	copies/L wastewater	1310
	11/2/2021	12:05	copies/L wastewater	1000
9	11/9/2021	14:00	copies/L wastewater	1125
	11/9/2021	14:00	copies/L wastewater	688
10	11/16/2021	14:15	copies/L wastewater	271
	11/16/2021	14:15	copies/L wastewater	136

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

December 1, 2021

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

Attn: Sara Carter – Town Manager

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

Dear Ms. Carter and Council,

My report on work regarding the following matters:

1. Town Council Meeting: I did not attend the monthly scheduled meeting on November 10, 2021. A report for closed session was provided.
2. Business:
 - A. 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@tomberrylaw.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 #
12/1/2021	9792

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

			Terms
			Due on receipt
Description	Qty	Rate	Amount
11/9/21 - MEMO FOR CLOSED SESSION	1.2	175.00	210.00
11/16/21 - MAYBERRY	1	175.00	175.00
11/22/21 - MAYBERRY	1	175.00	175.00
11/23/21 - MAYBERRY	2	175.00	350.00
11/24/21 - MAYBERRY	1	175.00	175.00
Total			\$1,085.00
Payments/Credits			\$0.00
Balance Due			\$1,085.00

**Town of Amherst Ad Hoc Personnel Committee
Minutes
November 30, 2021**

A meeting of the Town of Amherst Ad Hoc Personnel Committee was opened by Chairperson Rachel Carton on November 30, 2021, at 5:50 P.M. in the Council Chambers of Town Hall at 174 S. Main Street.

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

P	Rachel A. Carton	P	Kenneth S. Watts	
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Town Manager Sara Carter, Treasurer and Office Manager Tracie Morgan, and Clerk of Council Vicki Hunt were also present. Town Councilors Janice Wheaton and Sharon Turner were present to observe.

At 5:51 P.M. Ms. Carton made a motion, seconded by Mr. Watts, as follows: I move that this Committee of the Town Council go into closed session pursuant to §2.2-3711A.1 of the Code of Virginia as it relates to assignment, appointment, promotion, performance of specific public officers, appointees, or employees, specifically interviewing candidates for the position of Town Attorney.

The motion carried 2-0 as follows:

Rachel A. Carton	Aye		Kenneth S. Watts	Aye
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At 8:48 P.M. Ms. Carton made a motion, seconded by Mr. Watts, as follows: I move that this Committee of the Town Council adjourn the closed session and enter open session and certify that to the best of each member's knowledge that (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 and §15.2-2907 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the session.

The motion carried 2-0 as follows:

Rachel A. Carton	Aye		Kenneth S. Watts	Aye
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There being no further business, the meeting adjourned at 8:49 PM.

RETAINER AGREEMENT

THE **TOWN OF AMHERST**, VIRGINIA ("Amherst") and DEAL & LACHENEY P.C. (Lacheney) enter into this retainer agreement effective January 1, 2022:

1. Lacheney shall perform legal services (including litigation services) and provide legal advice to Amherst and its designated staff and agents. Eric Lansing will be designated as the Town Attorney but all attorneys for Lacheney will be available to provide services to Amherst as needed. Eric Lansing shall attend Town Council meetings and provide services in Amherst as needed.

2. Lacheney shall have no authority to engage any outside counsel unless it is compensating said outside counsel directly, or unless express authority is obtained from Amherst to retain such outside counsel.

3. Amherst will reimburse Lacheney for any actual expenses incurred or court costs paid or advanced by Lacheney on behalf of Amherst. Said costs and expenses shall not include mileage reimbursement for travel to/from the regular Amherst Council meeting and shall only be allowed in other instances upon the pre-approval of the Town Manager.

4. Amherst agrees that Lacheney will be paid the amount of \$2,000.00 per month as compensation for serving as counsel for Amherst. If an unusual situation arises that would cause the fees to be increased, the parties agree that any increase must be pre-approved by Amherst.

5. No employee of Lacheney shall be an employee of Amherst, but Lacheney shall be an independent contractor with Amherst.

6. Monthly, Lacheney will provide Amherst with an invoice and Amherst shall pay said invoice within thirty (30) days of receipt.

7. Amherst may terminate this Agreement at any time, with or without cause, by providing written notice of such termination to Lacheney. Such termination shall not release Amherst of its obligation to pay for services already rendered, or expenses already incurred by Lacheney at the time of termination. Lacheney may terminate this Agreement at any time, with or without cause by providing Amherst with sixty (60) days written notice of his intention to do so.

Executed this ____ day of January 2022 by:

The **Town of Amherst**

Thomas E. Lacheney

Mayor

President of
Deal & Lacheney P.C.

**Town of Amherst Planning Commission
Minutes
December 1, 2021**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on December 1, 2021, at 5:15 P.M. in the Council Chambers of Town Hall at 174 S. Main Street.

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

P	June Driskill	P	Janice N. Wheaton
P	William Jones	P	John Vandervelde
P	Anne Webster Day	P	Nathaniel Holden Chase
P	Clifford Hart		

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

Chairperson Driskill welcomed new Commissioners John Vandervelde and Nathaniel Holden Chase.

There being no one present to speak, no comments were made.

Ms. Day made a motion that was seconded by Ms. Wheaton to approve the minutes of the November 3, 2021, meeting.

After discussion, the motion carried 7-0 according to the following:

June Driskill	Aye	Anne Webster Day	Aye
Janice Wheaton	Aye	John Vandervelde	Aye
William Jones	Aye	Nathaniel Holden Chase	Aye
Clifford Hart	Aye		

Town Manager Carter led a discussion on changes to zoning ordinances suggested by Municode in their legal reviews of the ordinances for the purpose of recodification. Further discussion was deferred.

There being no further business, the meeting adjourned at 8:14 PM on motion by Ms. Wheaton seconded by Mr. Vandervelde.

June Driskill, Chairperson

Attest: _____
Secretary

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
October 28, 2021 – 6:00 p.m.

Directors: Jeff Floyd, Chairman
(Present) Doug Perrow, Treasurer
Chad Barrett, Assistant Treasurer
Bruce Jones
Charles Smith
Joetricia Humbles
Karen Angulo
Bonnie Swanson

Directors: Brandon Payne
(Absent) Mark Hollberg, DCR Conservation District Coordinator
Brandon Schmitt

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

Others: Lauran Campbell

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order October 28, 2021, at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: Lauran Campbell was introduced to the Board of Directors as the applicant for the opening of Education Specialist. The Board was advised she was in attendance so that she may answer any questions they may have for her.

Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda. **Motion was made to approve the agenda as presented. (Perrow, Barrett passed 8/0)**

Reading and Approving of the September 23, 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. (Barrett, Jones passed 7/0) Angulo recluded herself from the vote due to she was absent for the September meeting.**

REPORT OF OFFICERS/PARTNERS/STAFF

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

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

Quarterly reports are due in my office no later than Thursday, October 15. Including requesting any cost-share funds you need to cover anticipated BMP payments through February.

VACS:

DCR is recording the number of cover crop acres grazed versus non-grazed in the Conservation Application Suite. There is a **new measure called "Area of Cover Crop grazed (Acres)" that is now required for completion on the SL-8, SL-8A, SL-8B and SL-8H practices.** Since the WQ-4 Legume Based Cover Crop specifically forbids grazing, there has been no change in the required measures for this practice. Let Stu Blankenship, Jen Edwards or David Bryan know if you have any questions or concerns.

Be sure to thoroughly review Part I of the VACS contract with each applicant. Make sure applicants understand that cost-share is considered income. Applicants may benefit from getting professional tax advice prior to submitting a W-9 and signing contract Part I. Also make clear to prospective VACS applicants that if they accept cost-share and/or Tax Credit they are responsible for maintaining the practice through its lifespan even if they lose control of the property due to the "sale, lease, or changed use of the property." This conversation provides an opening to also mention how a participant can transfer maintenance responsibility to a new party after their BMP is completed (see "Transfer of Responsibility Form" on page II-51). A form is available in the VACS manual (page II-50) to document the transfer of a contract to a new participant PRIOR to bmp completion. In this case a new Part I and W-9 will be needed.

TAX CREDITS: Two webinars explaining changes in the administration of agBMP and Equipment Tax Credits are scheduled for November 4 (9 a.m.) and November 9 (2 p.m.). Each webinar will be an hour or so. Each will cover the same material.

End of Lifespan Verification Payments – Chesapeake Bay districts recently completed verifications for certain structural practices with lifespans ending in December 2020 and in December 2021. DCR will be compensating districts for their field work conducting these verifications. Details are forthcoming. Training and meetings were virtual-list is 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: A tentative job offer has been sent to an applicant

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.

FY 2022 EQIP application deadline is 19 Nov 2022.

CRP/GRP/WRP

Conservation Stewardship Program (CSP)

CSP 2022 Renewals will be due on 12 Nov 2022.

CSP sign up deadline is TBD

Outreach, Training and Upcoming Events

Ora McCoy (M&M Farm LLC) has been chosen as the Minority Farmer of the Year for 2021 in VA

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

Helped with a prescribed burn in Campbell County

Campbell has had several wildfires. Hope rain will cool things down as we are getting into Fall fire season.

Had our annual physical training session and fire refresher

Working with FFA Forestry students for upcoming competition.

Completing RT forms for those who have completed their spraying.

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

Sighting of the Spotted Lantern Fly are still in the same area of Lynchburg near Liberty University and the Mall. Lynchburg Master Gardner's are being trained to be able to educate the Lynchburg area on this insect.

November 17, 2021 Charlotte Co Extension will hold a vegetable production meeting.

Pesticide license meetings will be scheduled soon.

Extension hosted a booth at the Railroad festival.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan Wooldridge gave the October 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>
10-22-0017	464647	AP/CB	\$17,133.75	\$18,249.75 Includes \$1,116.00 Buffer Payment	6/30/2022	PY22 VACS CB	SL-6W Approved (Barrett, Smith 8/0)

10-22-0019	467037	AM/CB	\$8,410.00	\$8,410.00	6/30/2022	PY22 VACS CB	SL8-B Approved (Perrow, Jones 8/0)
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Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Met with Billy Hall about completing the second mowing/maintenance event for the year.

Spot Checks:

September 21-23 2021. 4 BMP's are still working on correcting maintenance issues.

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

Monthly duties are kept up to date.

- Distributed the approved minutes from the August 26, 2021 Board of Directors meeting.
- Draft minutes for the September 23, 2021 RELSWCD Board of Directors meeting were prepared and distributed for review.
- Prepared the September 2021 Treasurer's and Budget reports and forwarded them to Doug Perrow Treasurer.
- Reconciled the bank statements (3), checkbook, QBs, ledgers and multi-funded account balances were updated monthly.
- Attachment E report balanced and was submitted to DCR.
- Posted Lynchburg allocation payment.
- Ran the Budget to Actual Expense report monthly and year to date and reviewed for errors.
- Payroll summary (monthly) and general ledger for the month reviewed for accuracy, each month.
- Processed the Monthly payroll, taxes, and retirement.
- Prepared the draft agenda for the October 28, 2021 regular Board of Directors meeting and forwarded for review.
- Reviewed continued on files for upcoming audits, no audit date set for December 8, 2021.

Motion request: Move November meeting to 3rd Thursday- 11/18/21 due to Thanksgiving and no meeting to be held in December 2021. Approved (Barrett, Humbles 8/0)

Discuss with board the office rent. Board requested that I may an offer of \$1500 to the Landlord and follow up before our next meeting.

Outreach:

- Sept 29 – Rustburg Library- raingarden in a cup
- Oct 9, 2021 Railroad Day- Tabling event, discussed programs and employment opportunities in surrounding district with several College students.
- October 21-24, 2021 Table set up at Amherst Fair.
- Facebook post made twice daily.
- Website updated.

Future Outreach:

- November- Our Tabling Display will be set up at the Appomattox Library along with fall activity.
- Nov 8th- Girl Scouts Grace Hill Baptist Church- Rain Garden in a cup program.
- Nov 9th- attend Water Lilly presentation by Lynchburg Water works.
- Nov 10th- Appomattox Library- Rain Garden in a cup 11-12.

Meetings attended and future are on file.

Our next Board of Directors meeting will be on Thursday November 18, 2021.

8. Timberlake WID – Doug Perrow

An update was given on behalf of the Timberlake WID by Doug Perrow. Doug stated that the Timberlake Trustees were able to meet with VDOT Representatives. An agreement was made to do a walk thru this winter to determine the issues with the runoff into Timberlake and make a plan of action for correcting this issue.

REPORT OF COMMITTEES – Personnel Committee notes were reviewed with Board of Directors. A motion was made to move to discussion so they could ask Lauran Campbell the applicant questions. Approved (Barrett, Smith 8/0).

Motion was made to end discussion. Approved (Smith, Angulo 8/0).

Motion was made to offer Education Specialist position to Lauran Campbell. Approved (Barrett, Smith 8/0).

Motion was made to offer Education Specialist pay rate of \$44,000. Approved (Perrow, Barrett 8/0).

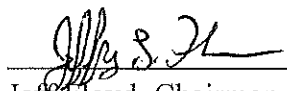
UNFINISHED BUSINESS – None

NEW BUSINESS- Hold Nominating Committee meeting on November 16, 2021 4:30.

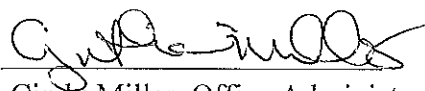
PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 6:51 p.m. Approved (Angulo, Humbles 8/0)



Jeff Floyd, Chairman



Cindy Miller, Office Administrator

TOWN OF AMHERST, VIRGINIA
WASTEWATER SERVICE AGREEMENT

This AGREEMENT is dated as of the 1st day of November in the year 2021 by and between the Town of Amherst, Virginia (hereinafter called TOWN) and Poplar Grove (hereinafter called CUSTOMER).

CUSTOMER desires to discharge wastewater to the wastewater collection system owned and operated by the TOWN in accordance with Wastewater Rules and Regulations established by the TOWN. TOWN desires to provide wastewater collection and treatment services to the CUSTOMER. This mutual AGREEMENT defines the specific terms and conditions under which the TOWN agrees to provide service and the CUSTOMER agrees to abide by while receiving wastewater service.

TOWN and CUSTOMER, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. Rules and Regulations

- 1.1 The provisions of this AGREEMENT are intended to supplement and not supersede the current Wastewater Rules and Regulations in effect throughout the duration of this AGREEMENT.
- 1.2 CUSTOMER will bear all costs associated with this project, including but not limited to system design and construction.
- 1.3 CUSTOMER will obtain all necessary easements for the project and all easements will be dedicated to the TOWN for operation and maintenance of the collection system.

Article 2. Discharge Volume and Rate

- 2.1 CUSTOMER shall discharge wastewater to the public sewer system at the following flow rates:

- 1) Average Daily Flow: 24,000 gallons per day
 - 2) Maximum Daily Flow: 60,000 gallons per day

Deviations in the Average Daily Flow rate are anticipated and will not exceed the above set limits.

- 2.2 CUSTOMER intends to discharge all flows into INT-0069-MH based on details shown on the Wastewater Collection System – July 1, 2017 Town of Amherst, Virginia Existing Sewer System Map.
- 2.3 CUSTOMER shall notify the TOWN when additional connections are made to the wastewater collection system.
- 2.4 If additional connections to the system or demand increase the average flow

from the CUSTOMER to a value of 110% of the Average Daily Flow for three (3) consecutive months, the TOWN and CUSTOMER will begin planning for necessary improvements to TOWN wastewater collection and treatment services.

- 2.5 TOWN does not guarantee future capacity above the quantities detailed in this AGREEMENT. Any discharge volume above the quantities detailed in this AGREEMENT may require improvements to the TOWN collection system and/or treatment plant.

Article 3. Discharge Strength

- 3.1 CUSTOMER shall discharge wastewater from residential or commercial sources to the public sewer system. No pre-treatment will be required outside of required grease traps for certain commercial connections.

Article 4. Billing

- 4.1 The TOWN will bill the CUSTOMER at their published Utility Rates.
- 4.2 Water for the CUSTOMER'S property is provided by the Amherst County Service Authority (ACSA). ACSA agrees to provide a copy of the CUSTOMER'S monthly water bill to the TOWN to calculate gallons of wastewater sent to the TOWN.

Article 5. Duration and Transferability

- 5.1 This AGREEMENT is entered into by the parties named above and may be transferred by CUSTOMER to any other party upon sale of the property. The CUSTOMER shall notify the TOWN upon intent to transfer the AGREEMENT.
- 5.2 This AGREEMENT is entered into for an initial period of 1 year from the date hereof and shall renew itself annually hereafter unless, at least 120 days prior to any such renewal, written notice is given by either party to the other of their intention to terminate this AGREEMENT on the next renewal date.
 - 1) If the CUSTOMER has not begun construction on the collection system 1 year from the date of this AGREEMENT, the TOWN and CUSTOMER must renew this AGREEMENT at that time. At that annual renewal, the CUSTOMER shall notify the TOWN of the intended schedule for construction of the collection system. The CUSTOMER may decide to cancel this AGREEMENT at that time if the system will not be constructed.
- 5.3 Notwithstanding anything herein to the contrary, the TOWN reserves the right to modify the terms of this AGREEMENT as may be required by any state or federal agency or department regulation(s).

IN WITNESS WHEREOF, TOWN and CUSTOMER have signed this AGREEMENT in duplicate. One counterpart each has been delivered to TOWN and CUSTOMER.

This AGREEMENT will be effective on _____, 20____

TOWN: Town of Amherst, VA

CUSTOMER: _____

By _____

By _____

Title _____

Title _____

Attest _____

Attest _____

Address for giving notices

Address for giving notices

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

REQUISITION #: 6763

110821 C.T C.T

ORDER TAKEN BY:

PO Box or St. Fisher Construction And Excavation
 City, State, Zip
 Phone
 Fax

SHIP
TO

SHIPPING METHOD				PAYMENT METHOD		
<input type="checkbox"/> PICK UP <input type="checkbox"/> DELIVERY				<input type="checkbox"/> TOWN CREDIT CARD <input checked="" type="checkbox"/> BILL TOWN		
Internet order <input type="checkbox"/> YES <input type="checkbox"/> NO						
If yes, please attach detailed internet order information and confirmation.						
QTY	UNITS	DESCRIPTION	UNIT PRICE	TOTAL	EXPENSE ACCT. NUMBER	
1	2.5	Forestry Mulshing Detention Ponds		\$ 3,750.00	701-4-81500-3310	
2	3	Excavator Rental/Labor		\$ 1,250.00	701-4-81500-3150	
3	1.5	Sewer right of way		\$ 2,250.00	502-4-45000-3310	
4					
5						
6						
7						
8						
9						
10						

Cleaning det ponds and sewer row at Brockman park

3 To avoid delay in payments being made please mail all invoices to :

TOWN OF AMHERST

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

SHIPPING/
HANDLING

TOTAL

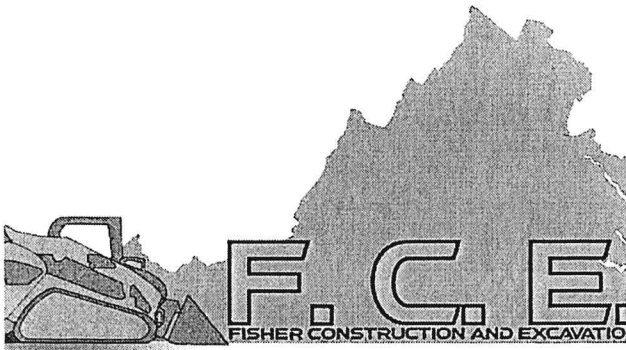
\$ 7,250.00

PAY SHIPPING

☐ YES ☐ NO
☐ ACTUAL ☐ ESTIMATE

Charles Thompson
 Authorized by

C.T 11/16



Fisher Construction and Excavation

434-942-2373

11/12/2021

Town of Amherst

Brockman Industrial Park

Amount \$ 7250⁰⁰ ✓
 Invoice # 57MT111221
 Invoice Date 111221 Due Date 113021
 Desc. Forestry Mulching BP
 Acc. # 901-4-81500-3310 Amount \$ 7250
 Acc. # _____ Amount \$ _____
 Acc. # _____ Amount \$ _____
 Acc. # _____ Amount \$ _____
 Credits Rec'd ok 0.00 11/19 Approval SL 11.22.21
 Council Approval _____

Amount due:
 \$7250

Details

Forestry mulch/clean up.

Work Description	Estimated
Forestry Mulching. 4 days @ \$1500 per day.	\$6000