AMHERST TOWN COUNCIL AGENDA

Wednesday, October 12, 2022 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. Appearance by Dr. William Wells, Amherst County School Superintendent-** *Dr. Wells wishes to come before the Council to introduce the project proposed at Amherst County High School.*
- 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. (Pgs.1-11)- Drafts of the September 14, 2022 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. 12-21)
 - 1. Town Manager Monthly Report
 - 2. Police Chief Monthly Report attached
 - 3. Office Manager Monthly Report attached
 - 4. Clerk of Council Monthly Report- attached
 - 5. Public Works Monthly Reports- attached

2. Council Committee Reports

- 1. Finance Committee
- 2. Utilities Committee Mr. Watts

3. Other Reports (Pgs. 22-27)

- 1. Planning Commission- met October 5, 2022, minutes as handout
- 2. Economic Development Authority
- 3. Board of Zoning Appeals- met September 26, 2022, minutes attached

- 4. Property Maintenance Investigation Board
- 5. Robert E. Lee SWCD- met August 25, 2022, minutes attached

H. Discussion Items

- **1. Habitat for Humanity Resolution (Pgs. 28-30)-** *Sara McGuffin and Kelley Kemp- This resolution is for a finding of neglect for property that Habitat for Humanity is seeking to develop. The resolution is a requirement for grant funding that will assist with the demolition of a long-dilapidated structure.*
- 2. Fireworks Purchas Approval (Pgs. 31-32)- Sara McGuffin- Per Town Code, purchase approval must be granted by Council for expenses over \$5,000. The fireworks planned by the Town for the First Responders Parade have gone up. Staff requests permission from the Council for approval of \$7,000 to have these for next year's event. The current budgeted amount is \$6,000.
- **3. Appropriation for Police Cameras (Pg. 33)-** *Tracie Morgan- Council appropriated money and approved the purchase of vehicle cameras for the Police Department. Because not all of the cameras were able to be purchased last year, staff requests that the Council reappropriate the funds to this year's budget so that the funds can be carried over. No new funds are required for this request.*
- **4. Inventory Control Module (Pgs. 34-36)-** *Tracie Morgan- Staff requests appropriation of funds to purchase an inventory control module for the accounting software. The previously used program's use was discontinued due to cost, and this program will allow integration with the work order system.*
- **5. Unlicensed Vehicle Issue (Pg. 37)-** Sara McGuffin- Staff recently received a complaint about unlicensed vehicles in an area of the town that is zoned A-1. The current Code does not provide for enforcement in this zoning district. Staff seeks direction from the Council regarding this Code, and if the Council would like it to be expanded.
- **6. Light Pole Banners (Pgs. 38-51)-** Sara McGuffin and Vicki Hunt- Mrs. Hunt has prepared options for designs for the banners and received pricing from McBride signs. Staff requests that Council choose a design and staff will move forward with a program for the banners.
- **7. Two Hour Parking-** Council has requested time to discuss the issue of two hour parking and where it should be located.
- I. Matters from Staff
- J. Matters from Town Council
- K. Citizen Comments
- L. Adjournment

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on September 14, 2022, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that one seat on the Town Council is vacant and that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Janice N. Wheaton
P	Kenneth S. Watts	P	Andra Higginbotham
P	Sharon W. Turner		Vacant

Also present were the following staff members:

Sara E. McGuffin	Town Manager	Brandon Payne	Police Captain
Eric Lansing	Town Attorney	Gary Williams	Director of Plants
Vicki K. Hunt	Clerk of Council	Becky Cash	Lead Water Operator
Tracie Morgan	Office Manager	Charles Thompson	Utilities Maintenance Foreman
Robert Shiflett	Chief of Police		

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

Town Manager McGuffin gave a brief report on the current restrictions contained in §18.1-902.02 of the Zoning and Subdivision Ordinances, Accessory Buildings, and whether there should be any changes to the ordinance. The current ordinance does not allow accessory structures in the front yard and has a minimum ten foot side yard setback. A duly advertised public hearing was held by the Town of Amherst Planning Commission on the metter on August 3, 2022, after which the Commission made a

Planning Commission on the matter on August 3, 2022, after which the Commission made a recommendation to Town Council that no changes should be made to the ordinance.

Mayor Tuggle opened a duly advertised public hearing at 7:03 PM on consideration of amending §18.1-902.02 of the Zoning and Subdivision Ordinances, Accessory Buildings, to allow accessory buildings in the front yard and reduce the minimum side yard setback.

Terrell Stinson, Amherst, VA, came forward in favor of amending the setbacks contained in §18.1-902.02 of the Zoning and Subdivision Ordinance to a five foot side yard setback and a twenty-five to thirty foot front yard setback which would allow Mr. Stinson to maintain an accessory structure covering for his RV and other vehicles and would also allow for small lot development and increased flexibility for prospective residents.

Robin Nine, Amherst, VA, came forward and presented a signed documentation of support to allow Mr. Stinson to maintain an accessory structure in its current location by amending the setbacks contained in §18.1-902.02 of the Zoning and Subdivision Ordinance.

There being no one else present in person or otherwise who wished to speak on the proposed amendment to §18.1-902.02 of the Zoning and Subdivision Ordinances, Accessory Buildings, the public hearing closed at 7:09 PM.

By consensus Council accepted and agreed with the recommendation of the Planning Commission that no changes be made to the existing ordinance.

Derrick Brown, Founder and Board Chair, and Allison Jordan, Executive Director, came forward on behalf of Iron Lives, Incorporated, to request Town Council's support for the 12th Annual IRON 5k Run/Walk event that would occur on April 23, 2023, and allow road closures for the event.

Mr. Watts made a motion that was seconded by Mr. Higginbotham to support the event and allow road closures with the understanding that IRON would fully fund sufficient traffic control for the activity as required by Police Chief Shiflett.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Aye	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

Mayor Tuggle opened the floor to citizen comments.

Holden Chase, Amherst, VA, came forward in support of Iron Lives, Incorporated.

Tim Ware, Amherst, VA, came forward in opposition of enforcement of the two hour parking zones on Main Street.

Jessy Shipe, Director of Second Stage, came forward to inform Council of Second Stage's opportunity to receive a Levitt AMP Award, which is a grant underwriting a series of free outdoor music concerts. To be considered for a Levitt AMP Award Second Stage must be ranked in the top twenty. Rankings are determined by public vote. Second Stage requested support from Council by voting and sharing the information on social media.

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

Ms. Wheaton made a motion that was seconded by Mr. Higginbotham to approve the Minutes of the meeting held on August 10, 2022, as presented.

After discussion, the motion carried 3-0-1 via the roll call method as follows:

D. Dwayne Tuggle		Janice N. Wheaton	Aye	
Kenneth S. Watts	Aye	Andra Higginbotham	Aye	
Sharon W. Turner	Abstain	Vacant		

Ms. Wheaton made a motion that was seconded by Ms. Turner to adopt a Resolution of appreciation to Rachel A. Carton for her years of public service to the Town of Amherst as a Town of Amherst Council member.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Aye	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

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

Town Manager McGuffin gave a report on the 2022 Christmas Parade preparations. The parade is being planned for the first Friday in December, December 2, 2022, at 6:30 p.m., beginning at Kenmore Road, proceeding up S. Main Street and ending at the traffic circle. The theme of parade is "Blue Christmas."

Ms. Turner made a motion that was seconded by Mr. Watts to approve the 2022 parade route and associated street closures, as recommended by staff.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Aye	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

Town Manager McGuffin gave a report on the award of bid for the Wastewater Centrifuge Construction Project. Town Council previously approved the design fee for the centrifuge construction project in the amount of \$175,000.00 and agreed to fund the purchase of a centrifuge in the amount of \$218,988.00 from the remaining ARPA funding of \$2,035,723.00. A bid on the purchase of the centrifuge was held pending receipt of the centrifuge construction bid. Having received the construction bids, staff recommended that Council approve the award of the bid to Littleton and Associates in the amount of \$1,548,000.00 and to approve the budget for the overall project in the total amount of \$1,993.976.

Mr. Watts made a motion that was seconded by Ms. Wheaton to approve and award the centrifuge bid to Littleton and Associates in the amount of \$1,548.000.00, as recommended by staff.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Aye	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

Ms. Wheaton made a motion that was seconded by Mr. Higginbotham to approve the overall centrifuge project budget in the amount of \$1,993.976.00, as recommended by staff.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Aye	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

Town Manager McGuffin gave a report on an additional item of work for the current Waugh's Ferry generator project that would add SCADA capability to the Waugh's Ferry Tank and Pump Station. The

proposed cost of \$48,000.00 was submitted by Craig Putziger Electrical Mechanical Services with funding to come from the water fund balance. Staff further requested approval of a contract amendment for additional services to be performed by the engineer on the Water Treatment Plant Project in the amount of \$18,500.00 with funding to come from the project contingency amount.

Ms. Wheaton made a motion that was seconded by Ms. Turner to approve the additional work for the current Waugh's Ferry Pump station and approve the change order submitted by Craig Putziger Electrical Mechanical Services in the amount of \$48,000.00, as recommended by staff.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Aye	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

Mr. Higginbotham made a motion that was seconded by Mr. Watts to approve the Amendment to Owner-Engineer Agreement, Amendment No. 4, dated January 12, 2022, for Construction Administration, in the amount of \$18,500.00, as recommended by staff.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Aye	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

Office Manager Morgan gave a report on the purchase of a 2022 Tahoe for the Police Department previously approved by Town Council. Per policy, Council must approve payment for the Tahoe in the amount of \$39,321.00.

Ms. Wheaton made a motion that was seconded by Mr. Higginbotham to approve payment for the 2022 Tahoe in the amount of \$39,321.00 as recommended by staff.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Aye	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

Town Manager McGuffin gave a report on installation of electricity for lighting of the Town of Amherst Welcome signs situated at 29 North, 60 East, and 29 South for a total cost of \$12,709.00.

Ms. Wheaton made a motion that was seconded by Mr. Higginbotham to approve expenditure of \$12,709.00 for installation of electricity at the Town of Amherst Welcome signs situated at 29 North, 60 East, and 29 South, as recommended by staff.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Aye	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

Town Manager McGuffin gave a report on proposed changes to the existing Electronic Use Policy to allow Council members to keep their device, free of charge, if they end their service to the Town with at least four years of service, and to allow a Council member to choose an alternative device, equivalent to the cost of an Ipad, for Town Council use.

Mr. Watts made a motion that was seconded by Mr. Higginbotham to amend the Electronic Use Policy to allow for turnover of Ipads to Council members at the end of any four year term of service and to provide for the purchase of alternative devices at a Council member's request, as recommended by staff.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Aye	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

A copy of the Electronic Use Policy is attached to and made a part of these minutes.

Office Manager Morgan gave a report on the FY2023-2024 budget timetable and capital improvement plan that staff would like to follow.

Ms. Turner made a motion that was seconded by Ms. Wheaton to adopt the FY2023-2024 Budget Calendar and Capital Improvement Plan as presented by staff.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Aye	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

A copy of the FY2023-2024 Budget Calendar and Capital Improvement Plan is attached to and made a part of these minutes.

Town Manager McGuffin gave a report on an application for recommendation of appointment to the Board of Zoning Appeals to fill a vacancy created by the resignation of Edward Carton whose term ends August 31, 2024.

Ms. Turner made a motion that was seconded by Ms. Wheaton to recommend appointment of the following individual to the following board for the term listed below.

Board	Appointed	Term of Office	
Board of Zoning Appeals	Rachel E. Thompson	9-14-2022 - 8-31-2024	

There being no discussion the motion carried 3-0-1 via the roll call method as follows:

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Abstain	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

Director of Plants Williams introduced Robert Meyers, Waste Water Plant Operator Apprentice.

Mayor Tuggle opened the floor to citizen comments.

Chris Adams came forward to comment on the professionalism and helpfulness exhibited by Town Manager McGuffin in connection with his business.

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

At 8:00 PM Mayor Tuggle recessed the meeting.

At 8:03 PM, Mr. Watts read a resolution to authorize closed meeting, as follows:

WHEREAS, the Town Council of the Town of Amherst desires to discuss in Closed Meeting the following matter(s):

Assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of the public body, namely, the appointment of a Town Council member to serve in the vacancy created by Rachel A. Carton until after a special election on November 6, 2023. - §2.2-3711(A)(1);

WHEREAS, pursuant to Virginia Code § 2.2-3711(A)(1) such discussions may occur in Closed Meeting;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Amherst does hereby authorize discussion of the aforestated matters in Closed Meeting.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Aye	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

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

At 8:04 PM, pursuant to the Resolution, Town Council convened in closed session.

At 8:17 PM the meeting reopened to the public.

Clerk of Council Hunt read the following closed session certification to Council:

Do you certify that to the best of your knowledge (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 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?

Responses via the roll call method were as follows:

D. Dwayne Tuggle	Yes	Janice N. Wheaton	Yes
Kenneth S. Watts	Yes	Andra Higginbotham	Yes
Sharon W. Turner	Yes	Vacant	

A duly advertised notice of vacancy of a seat on Town Council having been made pursuant to Town Code §2-30(b) for a term ending upon completion of a 2023 special election, certification of election results and the successful candidate taking the oath of office, in accordance with Code of Virginia §24.2.-228, Ms. Turner made a motion which was seconded by Mr. Higginbotham to appoint Douglas L. Thompson to fill the vacant seat on Town Council ending upon completion of a 2023 special election, certification of election results and the successful candidate taking the oath of office.

The motion carried 3-0-1 via the roll call method as follows:

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Abstain	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

Douglas L. Thompson was present and accepted the appointment.

There being no further business, the meeting adjourned at 8:20 P.M., until October 12, 2022, at 7:00 p.m., on motion of Ms. Wheaton seconded by Mr. Higginbotham.

The motion carried 4-0 as follows:

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Aye	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Vacant	

		D. Dwayne Tuggle, Mayor	
Attest:			
_	Clerk of Council	_	

Resolution of the

Town Council of the Town of Amherst

WHEREAS, Rachel A. Carton was a highly respected citizen and a long-time resident of the Town of Amherst; and

WHEREAS, Rachel A. Carton was a member of the Town Council of the Town of Amherst from January 1, 2017, through August 22, 2022, and during that time she held the position of Vice Mayor from January 1, 2019, through August 22, 2022, and represented the Town Council as Chairman on the Community Relations and Recreation Committee and as Chairman of the Finance Committee; and

WHEREAS, Rachel A. Carton has rendered loyal and dedicated service to the residents of the Town of Amherst and the surrounding area through her career in public service, civic efforts including her various positions of leadership, authority, and community involvement through her church, Neighbors Helping Neighbors., and other civic organizations; and

WHEREAS, the Town Council of the Town of Amherst wishes to acknowledge the services that Rachel A. Carton has given to her community and also to express its appreciation for all that Rachel A. Carton has done for the Town of Amherst; and

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

BE IT FURTHER RESOLVED that the Town Council of the Town of Amherst hereby declares that the Town of Amherst has been greatly improved as a result of Rachel A. Carton's tenure on the Town Council of the Town of Amherst; and

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

Good Neighbor and a Friend of the Town of Amherst.

Adopted September 14, 2022.

	D.Dwayne Tuggle, Mayor
Attest:	
Tlerk of Council	

Town of Amherst

Electronic Use Policy

As the Town has provided additional devices for the use of employees and officials, it has become necessary to outline Town policies for Town owned devices. These policies do not apply to devices owned by individuals and used for Town business.

<u>Ownership</u>- All devices purchased by the Town remain the property of the Town, and at the end of employment, appointment, or term of service, shall be returned to the Town <u>except as outlined below</u>.

Equipment to be Purchased- Town Council members shall be offered ipads for their use for Council business, to allow them to be able to keep town business separate from their personal business. If a member would prefer another device, that may be requested by the Council member, so long as the cost is equivalent.

Ipad Logon Information- Town Ipads are issued with a passcode. This passcode shall not be changed.

<u>Downloads</u>- No user should download any programs to Town owned devices without permission from their supervisors, or in the case of Town owned Ipads, from the Town Manager.

<u>Retention</u>- Users should remember that one of the purposes of Town email systems is to allow the Town to follow state mandated records retentions policies. Emails should be saved. If your inbox becomes too large, items may be moved to an archive folder, but they shall not be deleted.

<u>Appropriate Use of the Internet and Electronic Communications</u>- Town provided equipment is provided to conduct Town business. Personal uses of Town owned devices should be kept to a minimum and occur outside of work hours. Use of Town internet or equipment may be subject to monitoring without notice. The following uses are explicitly prohibited:

- Transmitting material or messages in violation of federal, state, or local code or ordinances.
- Revealing or sharing passwords.
- Willfully conducting activity that disrupts Town services, the Town network, including computer hacking or spreading viruses.
- Participating in use that interferes with employee productivity.
- Operating a business, soliciting money, advertising or conducting transactions for profit.
- Soliciting for non-Town sponsored events, organizations or functions.
- Intentionally downloading, accessing, viewing, posting, or transmitting information that is abusive, offensive, harassing, threatens violence, or that discriminates on the bais of race, gender, national origin, age, or disability.
- Intentionally accessing, viewing, posting or transmitting sexually explicit material.

<u>For Council members issued electronic devices, if they end their service to the Town with at least four years of service, they shall be offered their device to keep free of charge. This will allow devices that have been used for multiple years to be turned over and new ones to be purchased for new members.</u>

TOWN OF AMHERST

BUDGET CALENDAR FOR FY 2023-2024

December 2022 – Treasurer prepares budget worksheets for department heads and mails out donation request forms to local organizations.

January 27, 2023 – Deadline for budget requests from department heads and local organizations.

February 6, 2023 – Treasurer presents prepared budget documents to Town Manager for recommendations.

March 2023- Council, Town Manager and Treasurer will meet prior to regular Council Meeting to go over Town Manager proposed FY24 Budget.

March 13-17, 2023 – Finance Committee meets with Treasurer and Town Manager to review budget documents and recommendations.

April 12, 2023 – Public hearing of FY24 budget at regular Council meeting.

May 10, 2023 – Adoption and appropriation of FY24 budget at regular Council meeting.

CAPITAL IMPROVEMENTS PLAN FY 2023-2024

October 2022 – Treasurer sends out CIP requests documents to department heads.

November 18, 2022 – Department heads submit CIP requests to Treasurer.

December 2022 – Department heads and Town Manager meet to discuss CIP requests.

January 2023 – Town Manager Presents CIP recommendations to Planning Commission.

March 1, 2023 – Planning Commission public hearing on CIP requests.

April 12, 2023 – Council public hearing on CIP requests.

May 10, 2023 – Council adopts Capital Improvements Plan.

RESOLUTION

TOWN COUNCIL OF THE TOWN OF AMHERST, VIRGINIA

MOTION: Kenneth Watts			September 14, 2022 Regular Meeting
WHEREAS, the Town Cou Meeting the following matter(s): Assignment, appointment disciplining or resignation the public body, namely, the the vacancy created by Race 6, 2023 §2.2-3711(A)(1)	nt, promote of specification of specification of the speciment of the spec	notion, performance, d ic public officers, appointe atment of a Town Council	demotion, salaries, ees, or employees of member to serve in
	2.2-3711(IT RESO	LVED that the Town Cou	
	seussion o	of the diorestated matter in	
D. Dwayne Tuggle	Yes	Janice N. Wheaton	Yes
Kenneth S. Watts	Yes	Andra Higginbotham	Yes
Sharon W. Turner	Yes	Vacant	
Adopted this 14 th day of September	er 2022.	D. Dwayne Tuggle, Ma	vor
		D. D. way no Taggie, Ma	<i>y</i> 01
ATTEST:			
Clerk of Council			



September 2022 Monthly Report Mileage: 4035 Total Calls: 242

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	20
ALARM	6
PHONE COMPLAINT	190
BOLO	14
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	11
DOMESTIC	
CHECK WELFARE	5
NOISE OR DOG COMPLAINT	2
TRAFFIC CRASH	4
EMS CALLS	1
SUDDEN DEATH	1
SUSPICIOUS PERSON	5
OTHER	29
CALLS AT AMBRIAR	2

OTHER	NUMBER
ASSIST OTHER OFFICER	15
ASSIST OTHER AGENCY	7
COURT	3
REPORTS	19
SCHOOL / TRAINING	6
MEETINGS	14
TOWED / IMPOUNDED VEH	1

WARNINGS	NUMBER
SPEEDING	3
EQUIPMENT VIOLATION	
RECKLESS DRIVING	1
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	

OFFICER INITIATED	NUMBER
BUILDING CHECKS	125
BUSINESS VISIT	106
BUILDING SEARCH	3
TRAFFIC SUMMONS	20
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	232/33
WARRANT SERVICE	7
PROPERTY WALK AROUNDS	94
WARRANTS OBTAINED	6
PARKING TICKETS	
MISD. INVESTIGATION	4
FELONY INVESTIGATION	3
NARCOTICS INV.	1
SEARCH WARRANT	1
PUBLIC RELATIONS	3
CITIZEN CONTACT	170

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	7
EQUIPMENT VIOLATION	
RECKLESS DRIVING	4
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	3
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	6

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



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

MONTH OF September ACTIVITIES:

Amherst Elementary School – 20 visits

- 9/6/22 First Christmas Parade Meeting
- 9/14/22 Chief Shiflett met with Filling Station management to plan Toy Drive 2022
- 9/14/22 Chief Shiflett and Captain Payne attended Town Council meeting
- 9/15/22 Mayor Tuggle and Chief Shiflett visited K9 training
- 9/16/22 Investigator Watts attended MDT meeting
- 9/17/22 Captain Payne represented the PD with a table at the Open House and Community Day at Second Stage
- 9/21/22 Chief Shiflett completed Asset Forfeiture Annual Report to DCJS
- 9/21/22 Officer Martin completed VCIN recertification training
- 9/22/22 Chief Shiflett and Captain Payne attended RASAC meeting
- 9/22/22 Chief Shiflett attended Horizon Board Meeting
- 9/23/22 Officer Rose completed k9 training with k9 Skye
- 9/26/22 Chief Shiflett and Officer Martin met with ACSO and Attorney General representative regarding the formation of a TRIAD program
- 9/27/22 Officer Martin attended CIT Advisory Council Meeting
- 9/27/22 Captain Payne attended 3-hour class at School Administration Office on Handle with Care initiative
- 9/29/22 Investigator Watts and Officer Martin met with Commonwealth Attorney in reference to Cemetery case
- 9/30/22 k9 cage was installed in the k9 vehicle
- 9/30/22 Captain Payne attended community helper event at Amherst Presbyterian Preschool
- 9/30/22 Officer Robinson attended First Responders event at Amherst Middle School

AFTER HOURS CALLS

9/8/22 – Phone Complaint	Fairmont	Advice
9/22/22 – Alarm	164 Dulwich	False Alarm
9/30/22 – Alarm	Filling Station	Building Secure



ASSIST COUNTY CALLS

9/15/22 Unconscious Male Sardis Grocery Assist 9/15/22 Domestic 564 Kenmore Rd Assist



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: October 5, 2022

Re: September 2022 Monthly Report

Utilities:

September utility billing total was \$212,307.03.

• There were no disconnects for September.

• Four new account set-ups.

Accounts Payable:

- The total amount of checks cut for September 2022 bills, including payroll deductions were \$44,1579.39. The majority of this amount is from payments related to the Water Treatment Plant Project.
- Please see attached report for full check listing.

Vehicle License Fee Bills:

Vehicle License Fee bills have been printed and should be mailed out by October 14, 2002.
 These bills are due by December 5, 2022.

Meals and Beverage Tax:

• 18 Businesses paid \$59,840.59 in Meals and Beverage Tax for the month of August 2022.

CLERK OF COUNCIL REPORT SEPTEMBER 2022

COMMITTEE MEETINGS

Economic Development Authority

Regular Meeting on 09-6-22: Receive and review agenda materials; assemble packet for meeting; distribute and post agenda packet to website; draft minutes for approval; post to Town website.

Town Council

Regular Meeting on 09-14-22: 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.

Board of Zoning Appeals

Regular Meeting on 09-26-22: 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.

Quorums: Confirm meetings with board members

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT

Administration of website generating and continuously uploading information/documents; revising website pages with latest 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 with links to Town website including, but not limited to:
 - o Procedures for Amherst Town Council September meeting
 - o Town of Amherst Comprehensive Plan Survey meeting
 - Town Council Vacancy
 - o DMV To-Go service at Amherst Town Hall October 2022
- Share links to community news and events; Monitor feedback.

CHRISTMAS PARADE

Attend September 6, 2022, staff meeting; update parade forms and info for website; email potential participants; miscellaneous emails re Christmas Tree Lighting Ceremony and high school participation regarding video and livestream of event

FOIA

Receive, review, respond to one FOIA request

RANNERS

Amherst County Fair – prepare VDOT application for banner permit; correspond with VDOT and event coordinator; receive and distribute permit

MUNICODE

Follow-up with Municode – re Zoning Ordinances

OTHER:

- Convert and post audio meeting recording to website
- Contact News and Advance re Town Council vacancy ad
- Prepare oaths and letter to Clerk of Court for Interim Town Council Member; prepare letter to Court re Board of Zoning new member; follow-up with Court re Board of Zoning Member
- Email David Woody re broken link between Website and Filezilla
- Meet with Ali Davis re Council Chambers video training
- Order Business Cards re Joe Cundiff
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees Report–September 30, 2022 teSee Attached.

Town of Amherst Committees as of SEPTEMBER 30, 2022

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor 01/01/19 12/31/22

Douglas Thompson 09/15/22 2023 special election (2024 Term)

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
 07/01/22
 06/30/26

 Clifford Hart
 07/01/19
 06/30/23

 Anne Webster Day
 07/01/22
 06/30/26

BOARD OF ZONING APPEALS

June Driskill 11/13/20 08/31/25

Rachel E. Thompson 08/31/24- Pending Order

 Teresa Tatlock
 11/11/21
 08/31/26

 Shannan C. Carter
 9/01/22
 08/31/27

 R.A. "Tony Robertson
 01/13/21
 08/31/23

ECONOMIC DEVELOPMENT AUTHORITY

 Clifford Hart
 07/01/19 08/31/23

 Sharon Watts Turner
 07/01/22 06/30/26

 Douglas L. Thompson
 08/15/22 06/30/25

 Jacob Bailey
 07/01/20 06/30/24

 Manly Rucker
 07/01/21 06/30/25

 Mark Milhous
 08/18/22 08/31/26

 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 07/01/22 06/30/26
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

Andra Higginbotham 01/01/22 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

Vacant (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

Vacant (Chairman) and Sharon Turner

• Oversee and monitor rehabilitation and refurbishment

Utility/Town Maintenance and Construction Report

Sep-22

Water Meter Read	1150
Water Meter Re-Read	27
Disconnects	0
VA-811 Service locations	34
Vehicle PM Work Orders	26
Pump Station/Plant Work Orders	32
Banners Installed/Dismantled	1
Water Services Installed/Replaced	2
Sewer Services Installed/Replaced	1
Minor Leak: ks Repaired	
Major Leaks Repaired	1
Minor Sewer Problems Resolved	3
Major Sewer Problems Resolved	3

Man Hours

Meter Reading	138
Street/Sidewalk Maintenance	272
Safety Training	2
Bush gogging/ Right of way water/ sewer	82
Flushing Water	3
Equipment Maintenance	58
Xmas decorations	0

Major Iss	sues & C	Comment	ĊS
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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 September -- 2022

SUBMITTED BY: GARY S. WILLIAMS,

DIRECTOR OF PLANTS

SUBMITTED ON: Thursday, October 6, 2022

Grandview Water Filtration Plant,

On September 13th and 14th, plants staff performed our annual lead and copper sampling as directed by the State Health Departments Office of Drinking Water. The results indicated that the lead and coppers 90th percentile concentrations for both test parameters were below the established "Action Levels" for the third annual reduced monitoring period the Town was granted triennial reduced monitoring. In short, the Town will not have to sample again till between June and September of Below is a table representing the results located on the 90% scaling used:

5009050 Amherst, Town Of Copper

Sample Point	Sample Date	Result, mg/L	90th Percentile, mg/L	Action Level, mg/L
LC008	Wednesday, September 14, 2022	0.0036		
LC001	Wednesday, September 14, 2022	0.0135		
LC032	Wednesday, September 14, 2022	0.0157		
LC022	Wednesday, September 14, 2022	0.0580		
LC009	Wednesday, September 14, 2022	0.0909		
LC031	Wednesday, September 14, 2022	0.1030		
LC030	Wednesday, September 14, 2022	0.1140		
LC014	Wednesday, September 14, 2022	0.1300		
LC035	Wednesday, September 14, 2022	0.1550	0.1550	1.300
LCO36	Wednesday, September 14, 2022	0.1700		

Lead

Sample Point	Sample Date	Result, mg/L	90th Percentile, mg/L	Action Level, mg/L
LC036	Wednesday, September 14, 2022	0.0001		
LC008	Wednesday, September 14, 2022	0.0002		
LC001	Wednesday, September 14, 2022	0.0002		
LC014	Wednesday, September 14, 2022	0.0002		
LC032	Wednesday, September 14, 2022	0.0003		
LC035	Wednesday, September 14, 2022	0.0003		
LC031	Wednesday, September 14, 2022	0.0005		
LC009	Wednesday, September 14, 2022	0.0006		
LC022	Wednesday, September 14, 2022	0.0007	0.0007	0.0150
LCO30	Wednesday, September 14, 2022	0.0037		

Rutledge Creek Wasteater Treatment Facility,

As mentioned in last month's report, the Town of Amherst submitted samples for the chronic Whole Effluent Toxicity (WET) test to be conducted. The samples were 24-hour flow-weighted composite samples collected on 08-29-22, 08-31-22, and 09-02-22. The chronic toxicity test was initiated on 08-30-22 and utilized *Ceriodaphnia dubia (Water Flea)* as the test species.



The survival test results for the *Ceriodaphnia dubia* were as follows:

The Lethal Concentration to 50% of the test organisms (LC50) was calculated to be >100.0% effluent.

The concentration that produced no observable effect (NOEC) was 100.0%.

The lowest test concentration to create a noticeable negative impact (LOEC) was >100.0% test concentration.

This data corresponds to a Toxicity Unit-chronic (TUc) for survival of 1.0. In essence, the effluent was non-toxic regarding the survival of the *Ceriodaphnia dubia*.

Regarding reproduction outcomes, the test concentration which produced no observable effect (NOEC) was 100.0% concentration, and the lowest test concentration to produce a negative observable effect (LOEC) was >100.0% test concentration. The concentration which would inhibit 25% of the reproduction of the test organism (IC25) was calculated to be >100.0% effluent. This data corresponds to a Toxicity Unit-chronic (TUc) for reproduction of 1.0. In essence, this effluent was non-toxic regarding the reproduction of the *Ceriodaphnia dubia*.

The second test species used for survival test results was the *Pimephales promelas (Fathead Minnow)* were as follows:



The Lethal Concentration to 50% of the test organisms (LC50) was calculated to be >100.0% effluent. The concentration that produced no observable effect (NOEC) was 100.0%. The lowest test concentration to produce an observable negative effect (LOEC) was >100.0% test concentration.

This data corresponds to a Toxicity Unit-chronic (TUc) for survival of 1.0. In essence, the effluent was non-toxic regarding the survival of the *Pimephales promelas*.

Regarding growth outcomes, the test concentration which produced no observable effect (NOEC) was the 100.0% concentration, and the lowest test concentration to produce a negative observable effect (LOEC) was >100.0% test concentration. The concentration which would inhibit 25% of the growth of the test organism (IC25) was calculated to be >100.0% effluent. This data corresponds to a Toxicity Unit-chronic (TUc) for development of 1.0. In essence, this effluent was non-toxic regarding the growth of the *Pimephales promelas* .

21 Page 3 of 3

Town of Amherst Board of Zoning Appeals

A meeting of the Town of Amherst Board of Zoning Appeals was called to order by Vice Chairman Teresa Tatlock Stinson at 6:30 PM on September 26, 2022, in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that one seat on the Town Council is vacant and that a quorum was present as follows:

P	Teresa Tatlock Stinson	Vacant
P	June Driskill	Vacant
P	R. A. "Tony" Robertson	

Town Manager Sara McGuffin, and Clerk of Council Vicki Hunt, were also present.

Ms. Driskill made a motion that was seconded by Mr. Robertson to dispense with the reading and approve the minutes from the May 16, 2022, meeting.

There being no discussion, the motion to approve the May 16, 2022, minutes carried 3-0 as follows:

Aye	Teresa Tatlock Stinson	Vacant
Aye	June Driskill	Vacant
Aye	R.A. "Tony" Robertson	

Variance Application: T&T Investments, Inc. – Property Located on Address TBD Sunset Drive, between 184 and 204 Sunset Drive

A duly advertised public hearing was held May 16, 2022, on an application of T&T Investments, Inc., owner Troy Cash, and agent Trevor Gillespie, for a variance to allow construction of a single-family home for property located between 184 and 204 Sunset Drive (TM# 95-3-B-11), zoned Limited Residential District R-1. Upon applicant's request the matter was deferred to the next meeting of the Board of Zoning Appeals.

The application pertains to use of existing vacant lot for the construction of a new single-family home on an existing non-conforming lot. The property owner desires to remedy issues regarding the existence of a corner of a neighbor's existing septic drain field on a small portion of the lot between 184 and 204 Sunset Drive which would require a lot reconfiguration. If approved:

- 1. The reconfiguration of the non-conforming lot would be allowed.
- 2. The size provision found in §18.1-802, minimum lot area, from 20,000 square feet to 17,424 square feet would be allowed.

Town Code §18.1-601.01 was amended in 2018 upon a recommendation of the Planning Commission, by the Town Council, to encourage the development of non-conforming infill lots located within the Town.

The Board should pay close attention to the state law and the Town's Zoning and Subdivision Ordinance in addition to the testimony during the required public hearing. Two affirmative votes by Board members will be required to approve this request. Town Code §18.1-1006.05 indicates that "substantially the same petition affecting the same land shall not be considered within any twelve (12) month period."

Trevor Gillespie, Realtor and Agent for Applicant/Property Owner Troy Cash, and Applicant Thomas Hill, President of T & T Investments were present.

Discussions held by the Board related to the proposed use of the property and whether the variance would meet the legal standards contained in §15.2-2309 of the Code of Virginia.

Mr. Robertson made a motion that was seconded by Ms. Driskill to approve the application for variance finding that the application meets the standard for a variance as defined in Virginia Code §15.2-220, and meets all appropriate provisions set out in Virginia Code §15.2-2309.

After discussion, the motion carried 3-0 as follows:

Aye	Teresa Tatlock Stinson	Vacant
Aye	June Driskill	Vacant
Aye	R.A. "Tony" Robertson	

There being no further business, the meeting was adjourned at 6:55 P.M.

	Teresa Tatlock Stinson, Vice Chairman
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 August 25, 2022 – 6:00 p.m.

Directors: Jeff Floyd, Chairman

(Present) Brandon Schmitt, Assistant Chairman

Chad Barrett, Assistant Treasurer

Joetricia Humbles Bonnie Swanson Karen Angulo Brandon Payne

Directors: Charles Smith (Absent) Bruce Jones

Doug Perrow, Treasurer

Staff/Partners: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.

(Present) Mark Hollberg, CDC, DCR Conservation District Coordinator

Cindy Miller, RELSWCD Office Administrator Kelly Burke, NRCS District Conservationist

Staff Absent: None 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 August 25, 2022, 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 agenda as listed. Approved (Schmitt, Payne passed 7/0)

Reading and Approving of the July 21, 2022 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 written. Approved (Barrett, Schmitt passed 4/0). Floyd, Angulo and Payne abstained due to being absent from the July 21, 2022 meeting.

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – July 2022 – Cindy Miller, Office Administrator, gave the Treasurer's report (copy filed with minutes). Cost Share and Operation Savings bank statements were reconciled to the checkbook and QuickBooks program. No discrepancies noted. Variance of \$2.30 for payroll for Conservation Education Specialist issued.

2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC gave the Aug 2022 report. (Copy filed with minutes).

Administration:

At Large director terms expire 12/31/22. Send nomination packets to me NLT September 2 so it can be submitted to the State Board's September 26 meeting agenda.

Summer To-Do List:

- > FY23 Annual Plan of Work (board approval required), include partnership statement
- > <u>Dedicate unobligated reserves greater than 12 months routine operating expense</u> (board approval required) see page 14 of the Desktop Procedures
- > <u>Review/update Fixed Assets Inventory</u> see page 28 of the Desktop Procedures
- > FY22 Annual Report include "partnership acknowledgement" statement (due to CDC Sept. 30)

Va Ag Cost Share:

First quarter cost share & tech assistance disbursement letters will be sent to Districts on August 24.

A number of VACS bmps require nutrient management plans to be on file before payments or tax credits are issued (see pages 1 – 4 of the PY23 VACS manual). It is the responsibility of the SWCD to make participants aware of this requirement and to provide the participant with contact information for a nutrient management planner that can write the plan. End of Lifespan verifications memo coming; \$200/completed field inspection with results in the verification module by November 30 for those with lifespans ending 12/31/22

Miscellaneous

Don't forget to recognize local **Clean Water Farm Award** winners. Local winners and Grand Basin nominations are due to the appropriate CDC by October 1.

DCR/DSWC staff updates:

Suffolk CDC: Olivia Leatherwood started 7/25/22.

Abingdon CDC: Amanda "Mandy" Fletcher starts 8/10/22.

Radford Nutrient Management Specialist: Open until filled. Posted on DCR's website

Annual Assessments for Grant Agreement reviewed and the District received all A's Fully Satisfied for FY 22.

Meetings are on file.

3-USDA Natural Resources Conservation Service Report – Kelly Burke, NRCS District Conservationist gave the Aug 2022 report. (Copy filed with minutes)

Program Updates/ Deadlines:

- August 30 2022- EQIP- CIC Obligation Deadline
- September 16, 2022-CSP Classic Obligations
- September 30, 2022 2023 CSP Renewal Assessments Deadline

Environmental Quality Incentives Program (EQIP)

- EQIP Contracts: 25
- EQIP Applications: 28
- EQIP-CIC Applications: 1

Conservation Stewardship Program (CSP)

- Classic Contracts: 15
- Classic Applications: 7
 - o Preapproved: 3
- CSP-Renewals Contracts: 7
- CSP-Renewals Applications: 9
- GCI Contracts: 27

Agricultural Conservation Easement Program ACEP

None at this time

Conservation Reserve Program Conservation Reserve Enhancement Program CRP/CREP

- FY2022
 - Expiring Continuous CRP: 1
 - o Expiring General CRP: 6
 - Expiring CREP: 15
- FY2023
 - Expiring Continuous CRP: 0
 - o Expiring General CRP: 6
 - o Expiring CREP:12
- Conservation Technical Assistance
 - None at this time

Local Working Groups/ Public Meetings- Looking for other members

Outreach/ Agency Activities/ Evens- None at this time.

Upcoming Training Opportunities in the Area (JEDs, Webinars, Field Days)

- Oct 4-6, 2022 Soil Health and Sustainability Training web delivery
- Oct 18 & 27 Area III Soil Health Dig and Dem o Field Days

4-Virginia Department of Forestry Report - BJ Butler, Area Forester -No Aug report was provided.

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent – Aug 2022 report was provided (Copy filed with minutes).

- 1. Central Virginia Crops Expo. Friday August 26, 2022 Flyer Attached
- 2. Poultry Liter Incentive Workshop- Working with DCR Seth Mullins Flyer Attached- Meeting held at Midway Baptist Church as a central Location to accommodate Appomattox, Charlotte and Halifax producers.

- 3. Vegetable Production meetings- 2 more in series Flyer attached
- 4. Working on an Agritourism meeting September 22nd Rustburg Extension office as well as afternoon farm tours. Flyer to come soon.

Flyers for these events are on file.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan Wooldridge gave the Aug 2022 report (copy filed with minutes).

Projects:

Been a busy month here at Robert E. Lee SWCD. The weather and supply issues has slowed down field work. 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 questions. Working on Nutrient Management Plans for producers.

Practices and Conservation Plans for Board Approval:

Have 21 contracts so far. Will rank the pool of applicants for September board meeting.

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. First Watershed mowing has been completed as of 7-19-22. Billy Hall has been paid for his completed watershed Dam Maintenance.

Hours/Mileage:

134hrs worked

1786 miles traveled

Meeting information is on file.

7-RELSWCD Office Administrator Report – Cindy Miller gave the Aug 2022 report (copy filed with minutes).

Monthly duties are kept up to date.

- Completed reference checks for applicants for the Conservation Education Specialist position.
- Placed Order for marketing materials.
- Researched pricing for insurance coverage and what qualifies for a group rate. F
- Discuss rental property with Scott & Wilson manager Denny Drinkard.
- Priced items to discuss at the Budget & Finance Committee meeting.
- Participated and prepared information for the personnel committee to hold interviews on August 1st and 3rd. Second review was held on August 16th.
- Assisted with Budget Committee Meeting on August 16, 2022 and prepared minutes.
- Provided outreach materials to Appomattox Co and Campbell Co Libraries.
- Provided inserts for Sign at Amherst Co School Board Office.
- Keyed deposits of funds from DCR and Appomattox Co.
- Posted to facebook and website.
- Assisted with applicant for At Large Director opening.
- Paid pay off amount for office copier.

Motion request to approve Annual report for printing and distribution. Approved (Payne, Schmitt passed 7/0).

Motion request to approve one year renewal of office lease for \$2104.26 per month (2% increase) from October 1.2022 to September 30, 2023. Approved (Schmitt, Barrett passed 7/0).

Meetings information is on file.

Our next Board of Directors meeting will be on Thursday, September 22, 2022 at 6 p.m.

9. Timberlake WID – No report provided for Aug 2022.

REPORT OF COMMITTEES - Budget & Finance Committee

Meeting minutes were reviewed and minutes are on file.

Motion was made to allocate excess funds, Ops Admin funds - \$50000 to purchase a truck if needed for additional Conservation Tech, \$329074.86 for a building purchase, Cont Local Gov \$100000 for an Underground Classroom fund. Approved (Schmitt, Payne passed 7/0).

Motion was made to offer Conservation Education Specialist \$42000 as a starting salary with a possible increase after a 6 month probation. Approved (Humbles, Schmitt passed 7/0).

Motion was made to offer employees Anthem Health Insurance package including dental and vision to our employees. Approved (Schmitt, Barrett passed 7/0).

Motion was made to approved the updated Inventory list. Approved (Barrett, Schmitt passed 7/0).

Open Discussion make about renting the Westvaco basement as a new worksite. Offer on rent had increased and owner was not willing to make some changes requested at this time. Motion was made to table the discussion and to look for other possible location to purchase in the next 6 months. Approved (Schmitt, Barret passed 7/0).

UNFINISHED BUSINESS- Motion made to offer the Conservation Education Specialist position to Katelin Savage at a salary of \$42000. Approved (Schmitt, Payne passed 7/0).

NEW BUSINESS- At Large Directory application for Jennifer Elliott. This position would start January 1st if approved and this would fill Joetricia Humbles seat on the Board of Directors for Robert E Lee SWCD. Motion made to accept the application for Jennifer Elliott and to present nomination to the State Board. Approved (Payne, Schmitt passed 7/0).

PUBLIC COMMENT - None	
ANNOUNCEMENTS - None	
ADJOURNMENT - The Chairman adjo	urned the meeting at 7:04 p.m. Approved (Payne, Schmitt passed 7/0)
Jeff Floyd, Chairman	Cindy Miller, Office Administrator

This resolution is applicable if the mixed income development is to be located in a revitalization area that is blighted, deteriorated, deteriorating or, if not rehabilitated, is likely to deteriorate.

RESOLUTION

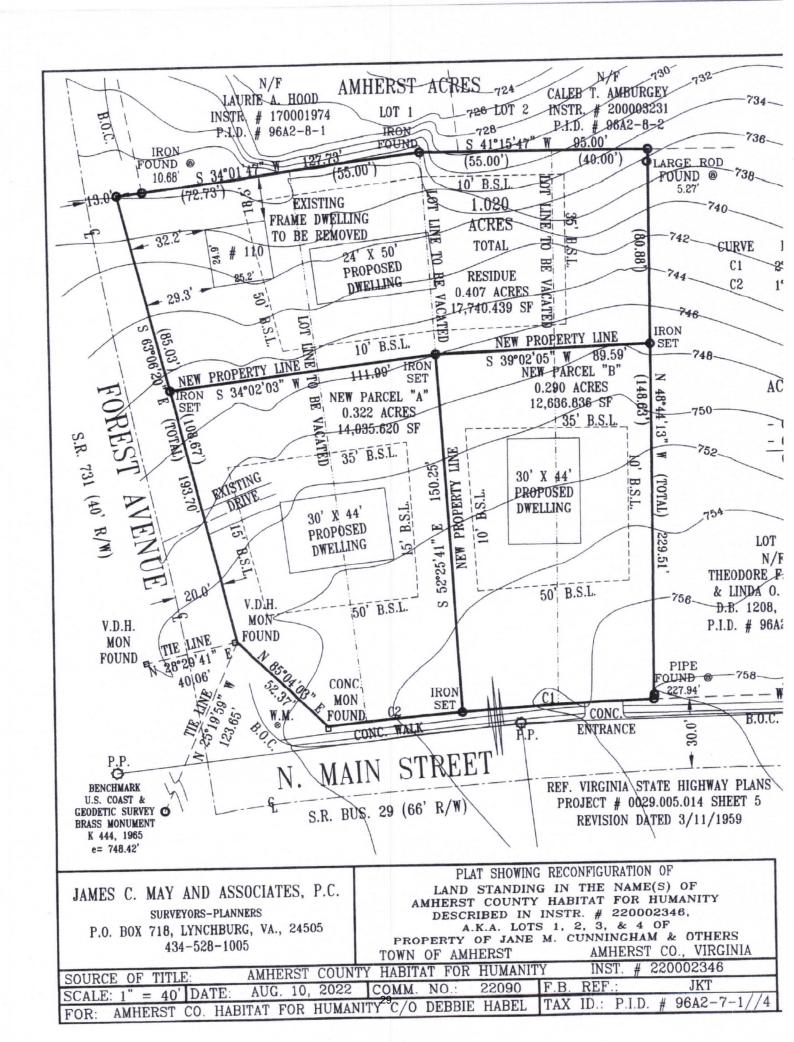
WHEREAS, pursuant to Section 36-55.30:2.A of the Code of Virginia of 1950, as amended, the Town Council of the Town of Amherst, Virginia, desire to designate the area (the "Area") described on Exhibit A attached hereto as a revitalization area; NOW, THEREFORE, BE IT HEREBY DETERMINED as follows:

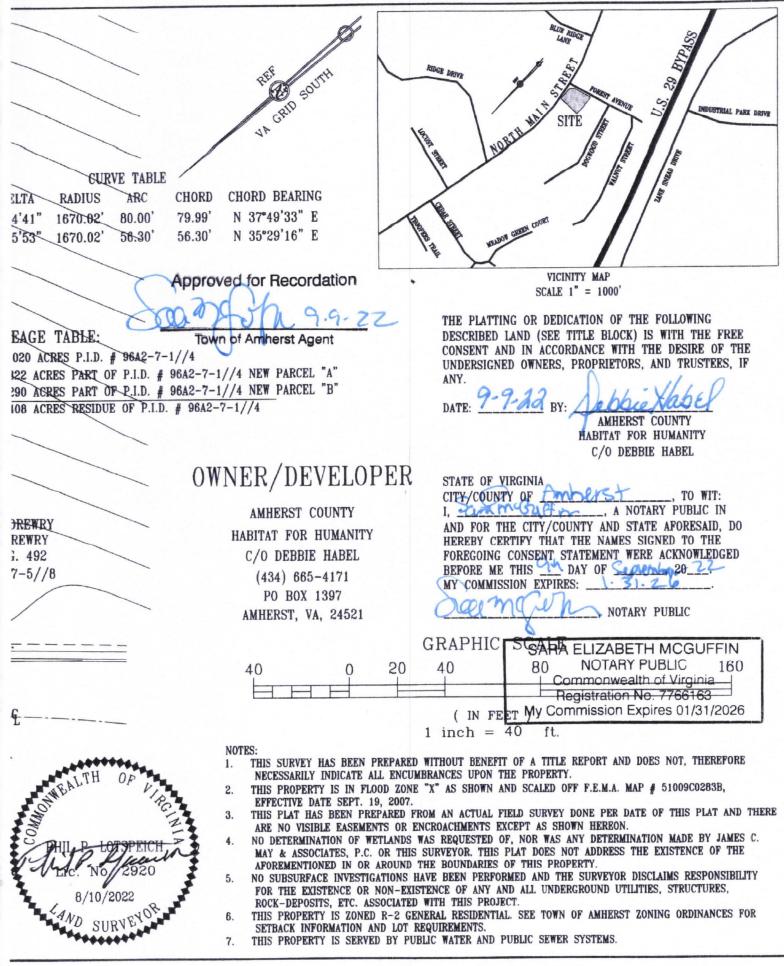
- (1) the Area is blighted, deteriorated, deteriorating or, if not rehabilitated, likely to deteriorate by reason that the buildings, improvements or other facilities in the Area are subject to one or more of the following conditions: dilapidation; obsolescence; overcrowding; inadequate ventilation, light or sanitation; excessive land coverage; deleterious land use; or faulty or inadequate design, quality or condition; and
- (2) private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in the Area and will induce other persons and families to live within the Area and thereby create a desirable economic mix of residents in the Area.

NOW, THEREFORE, BE IT HEREBY RESOLVED that pursuant to Section 36-55.30:2.A of the Code of Virginia of 1950, as amended, the Area is hereby designated as a revitalization area.

Exhibit A

Tax Map 96A2 7 1-4 Reconfigured Plat attached Also known as 110 Forest Avenue





PYROTECNICO FIREWORKS, INC.

This Fireworks Display Agreement ("Agreement") entered into this on September 16, 2022 by and between PYROTECNICO FIREWORKS, INC. ("Pyrotecnico") and Town of Amherst, VA (CUSTOMER).

Pyrotecnico, for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER Fireworks Display(s) and related services ("Fireworks Display"), including the services of Pyrotecnico's on-site representative to take charge of and perform the Fireworks Display under the supervision and direction of the CUSTOMER. The Firework Display to be given on June 24, 2023, (the "Display Date"), weather permitting.

Customer agrees to pay Pyrotecnico the sum of \$7,000.00 (the "Contract Price"). Pyrotecnico will invoice CUSTOMER a deposit of \$3,500.00 is due February 15, 2023, and the final balance shall be due Net 10 from the Display Date. A service fee of 1 ½% per month shall be added if the account is not paid in full within 30 days of the Display Date. CUSTOMER agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by Pyrotecnico for any amount due under this Agreement.

Pyrotecnico and CUSTOMER agree that should inclement weather prevent the performance of the Fireworks Display on the Display Date, the parties shall agree to a mutually convenient alternate date, within three (3) months of the Display Date. If the show is rescheduled prior to Pyrotecnico's truck leaving the facility, CUSTOMER shall remit to Pyrotecnico an additional \$1,050.00 for additional expenses in presenting the Fireworks Display on an alternate date. If the show is rescheduled after Pyrotecnico's truck leaves the facility, CUSTOMER shall remit to Pyrotecnico an additional \$2,800.00 for additional expenses incurred. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of Pyrotecnico. In the event the CUSTOMER does not choose to reschedule another date or cannot agree to a mutually convenient date, Pyrotecnico shall be entitled to \$3,500.00.

Pyrotecnico agrees to furnish all necessary fireworks display materials and personnel for fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. Should this display require any Union, permit, or fire department related costs; their fees are not included in the Contract Price.

CUSTOMER will timely secure and provide the following: (a) Sufficient area for the display, including a minimum spectator set back distance of 250 **FEET** at all points from the discharge area; (b) Funds for all permits, licenses, and approvals as required by local, state and federal laws for the Fireworks Display; (c) Protection of the display area by roping-off or similar facility; (d) Adequate police protection to prevent spectators from entering display area; (e) Search of the fallout area at first light following a nighttime display; and (f) Provide credit as "Fireworks by Pyrotecnico" in all advertising and marketing materials.

Pyrotecnico will maintain general liability, property damage, transportation and workers compensation insurance. All those entities/individuals who are listed on the certificate of insurance, provided by Pyrotecnico, will be deemed to be an additional insured on such policy. This insurance coverage specifically does not include coverage for any independent acts of negligence of any additional insured.

CUSTOMER shall indemnify, defend and hold harmless Pyrotecnico and its shareholders, directors, officers, employees, agents, representatives and insurers from any and all demands, claims, causes of action, judgments or liability (including the costs of suit and reasonable attorneys' fees) arising from damage to or destruction of property (including both real and personal) or bodily or personal injuries (including death), whether arising from tort, contract or otherwise, that occur directly or indirectly from (a) the negligence or willful misconduct of CUSTOMER or its employees, agents, contractors or representatives, (b) the failure of CUSTOMER to comply with its obligations under this Agreement, or (c) any claims or actions arising out of Pyrotecnico's use of the show site. This Agreement contains the entire agreement between the Parties for this show and any prior agreements are terminated. This Agreement may only be amended, revised or terminated in writing, executed by the Party against which enforcement is asserted. The parties hereto do mutually and severally guarantee terms, conditions, and obligations under this Agreement to be binding upon the parties, themselves, their successors and assigns.

PYROTECNICO:	CUSTOMER:
By (sign):	By (sign)_:
Name:	Name:
Title:	Title:
Date:	Date:
Address: PO Box 149	Address:
New Castle PA 16103	
Phone: (724) 652-9555	Phone:
Email: contracts@pyrotecnico.com	Email: :
Pyrotecnico Fireworks Display Agreement 2022	Page 1 of 2
Sponsor Initials:	



CONTACT/INSURANCE INFORMATION FORM

You must return this form with your signed Agreement for the Certificate of Insurance to be issued, and for the permit application to be completed and submitted. If information isn't applicable, please state such by indicating "N/A".

Customer Name (Entity Contracting Pyrotecnico):	·····
Primary Point of Contact Name:	
Phone:	Fax:
Email:	·····
Billing Address:	······································
City, State & Zip:	
Accounts Payable Contact:	
Accounts Payable Email:	
Date(s) of Show:	Display Start Time(s):
Rain/Postponed Date(s):	
Day-of-Show Contact Name:	
Day-of-Show Mobile Phone Number:	
Day-of-Show Email:	
Display Site Location(s) and Address(es):	
If Pyrotecnico has produced a show at this site, has the geograph	ny changed (i.e, new structures, new terrain, etc.)? If yes, please describe
Additionally Insured – If Applicable:	



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: October 5, 2022

Re: Request for Payment Approval-On Person Camera

Last fiscal year, Council approved the purchase of five new in car and on person cameras. We received a grant for \$18,500 toward the total estimated \$28,500 purchase. We received the grant funds in last fiscal year and Council approved appropriation of those funds.

However, due to product shortages, we are just now receiving the on-person cameras. Due to the fact that we are now in a new fiscal year, I am requesting reappropriation of \$5,238.68 and approval of payment for the invoice received.

Thank you.



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: October 5, 2022

Re: Request for Purchase and Payment of New Inventory Control Module

For several years the maintenance department has been trying to figure out how to track inventory. Maintenance had been using an old system that we were no longer paying support for, but still had access to just for record keeping purchases. However, this past spring, the Maintenance computer actually died and we could not transfer any old files or information on the computer. At this time, we do not have any inventory control software or files.

I have attached a quote from Edmunds, whom is our current software provider for our finance and utility services. By utilizing Edmunds inventory module we can actually integrate work orders and the inventory system.

At this time, I am requesting an appropriation from the general fund to cover the purchase of this module. I am also requesting approval for payment of the \$5,000 once set up is complete and an invoice is received.

Thank you.



Sales Proposal prepared for Amherst Town, VA

Prepared by: Matthew Cozzan, Sales Development Representative

Proposal Date: 09/15/2022 Expiration Date: 12/30/2022

	One-Time Fe	ees: \$5,000.00
Inventory Control		\$5,000.00
Software Services - Licens	<u>.</u>	Amount

Inventory Control Maintenance		\$1,500.00
	Annual Fees:	\$1,500.00

Total Year 1 Investment: \$6,500.00

Software Services - Licensing

With an Edmunds GovTech solution, a true Windows application with a graphical user interface is delivered. All applications are ODBC compliant and utilize a SQL database, which allows for seamless integration with products such as MS Excel™, MS Word™, and many GIS packages to name a few.

Smart Phone Apps – All applicable Smart Phone Apps are included with the associated MCSJ module at no additional cost.

Security – The software features a single sign-on approach that allows for user-based security. This provides access to modules based on the employee's security profile. The security is module and task specific.

Integration – All modules are fully integrated. A single source of entry minimizes data entry errors and streamlines organizational processes. The system dynamically posts all related entries to the appropriate modules.

Reporting – Along with standard system reports, customized reporting is also provided. Through built-in custom reporting tools, users can create and save personalized reports that can be exported directly into MS Excel™. Reporting flexibility allows users to create unlimited custom reports that are accessible at any time.

PDF Forms - All required forms can be generated within the application. This reduces the need to have pre-printed forms, such as pre-printed checks or utility bills. Create customized letters by merging in any field from the system. Letters can be created, printed, and documented in the corresponding record.

Attachments - The ability to attach any type of file to records, accounts, and employees along with scanning images directly into the software is provided. There is no limitation with the amount or size of those items you wish to attach.



Payment Terms

One-time License Fees: 100% will be due upon execution of the contract (Effective Date).

Support Services Fees: 100% will be invoiced on the Effective Date for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to each anniversary of the Effective Date.

All invoices shall be paid within 30 days of the invoice date. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.

Please return executed Sales Orders via DocuSign or Email to: Edmunds GovTech

SalesOrders@EdmundsGovTech.com
P: 888.336.6999 | F: 609.645.3111
www.EdmundsGovTech.com

Tracie Morgan Finance Officer	Date

36

Amherst Town

2

Sec. 20-143. - Inoperative motor vehicles on residential, commercial or agricultural property.

It shall be unlawful for any person, firm, or corporation to keep, except within a fully enclosed building or structure or otherwise shielded or screened from public view, on any property zoned Restricted Residential (R-1), General Residential (R-2), Light Business (B-1), or General Business (B-2), any motor vehicle, trailer or semitrailer, as such is defined in Code of Virginia, § 46.2-100 et seq., or its successor statute, which is inoperative. As used in this section, the term "inoperative motor vehicle" means any motor vehicle which is not in operating condition; or which, for a period of 60 days or longer, has been partially or totally disassembled by the removal of tires and wheels, the engine or other essential parts required for the operation of the vehicle, or on which there are displayed neither valid license plates nor a valid inspection decal. The provisions of this section shall not apply to any licensed business which, subsequent to June 26, 1970, is regularly engaged in business as an automobile dealer, salvage dealer or scrap processor. Any violation of this section shall be a Class 4 misdemeanor with a fine of not more than \$100.00 for each offense.

(Code 2005, § 16-76)

State Law reference—Penalty for ordinance violations, Code of Virginia, § 15.2-1429; punishments for Class 1—4 misdemeanors, Code of Virginia, § 18.2-11.

Sec. 20-144. - Removal of inoperative motor vehicles.

The owner of any property zoned Restricted Residential (R-1), General Residential (R-2), Light Business (B-1), or General Business (B-2) shall remove from its property any inoperative motor vehicles. trailers or semitrailers as defined in Code of Virginia, title 46.2 et seq., that are not kept within a fully enclosed building or structure. Any owner of property must remove any such vehicles, trailers or semitrailers within seven days after having received notice from the chief of police, the town manager or the town council. In the event that such vehicle, trailer or semitrailer is not removed within seven days of notice to remove the same, the town, through its agents or employees, may remove any such inoperative motor vehicle, trailer or semitrailer. In the event that the town removes any such inoperative motor vehicle, trailer or semitrailer after having given notice to remove the same, the town may sell, dispose, destroy or store such inoperative vehicle, trailer or semitrailer, as the town deems appropriate, after having given 15 days of advance notice to the owner. The cost of any such removal and disposal shall be chargeable to the owner of the vehicle and/or the owner of the premises upon which the inoperative vehicle, trailer or semitrailer was located, and may be collected when the taxes of the town are collected. The cost of removal and disposal as authorized by this section shall constitute a lien on the real estate from which the vehicle was removed and the lien shall continue until the payment of such costs have been made to the town.

(Code 2005, § 16-77)



I. H. McBride Sign Company Inc.

P. O. Box 622 Lynchburg, VA 24505 Ph: (434) 847-4151 FAX: (434) 845-6980

Web: http://www.mcbridesigns.com

Estimate #: 2833

Page 1 of 1

Created Date:	9/1/2022 9:24:52AM	Prepared For:	Town of Amherst	
Salesperson:	Scott McBride	Contact:	Vicki Hunt	
Email:	scott@mcbridesigns.com	Office Phone:	(434) 946-7885	
Not Specified:	N/A			
		Email:		
Entered by:	Wendy Edwards	Address:	P. O. Box 280	
	-		Amherst, VA 24521	

Description: Flag Mounted Banners

1 Product: General Sales

Description: FLAG MOUNTED BANNERS

Banners - \$100.00 Each Size - 4' Height x 2' Wide Material - 13 Ounce Vinyl Banner Double Sided & Hemmed Pole Pockets

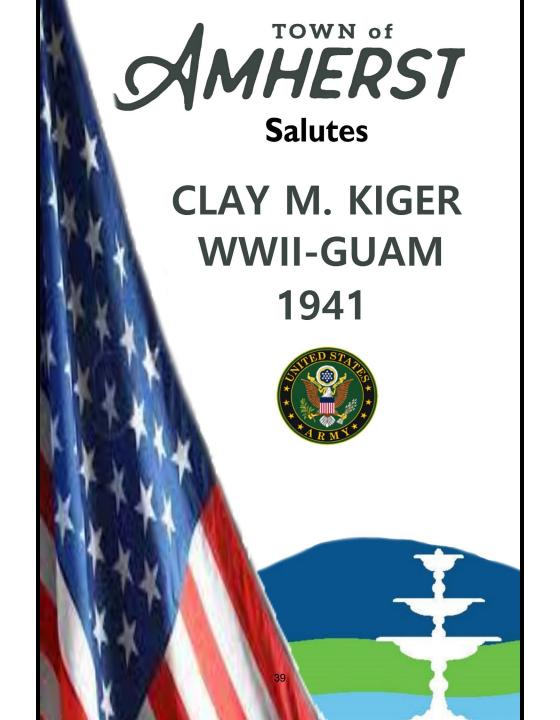
Top & Bottom Grommets

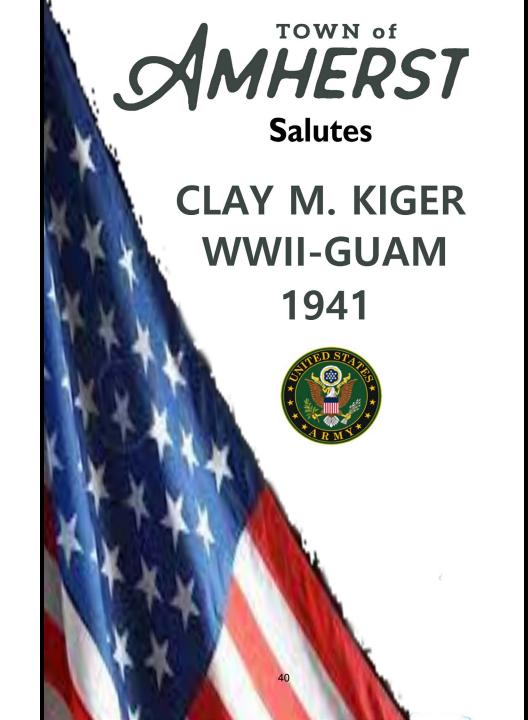
Pole Banner Hardware Kit (Spring Loaded) Kit Includes (2) Cast Aluminum Mounting Brackets, (2) Fiberglass Arms, (2) Metal Pole Straps Price - \$175.00 Per Kit

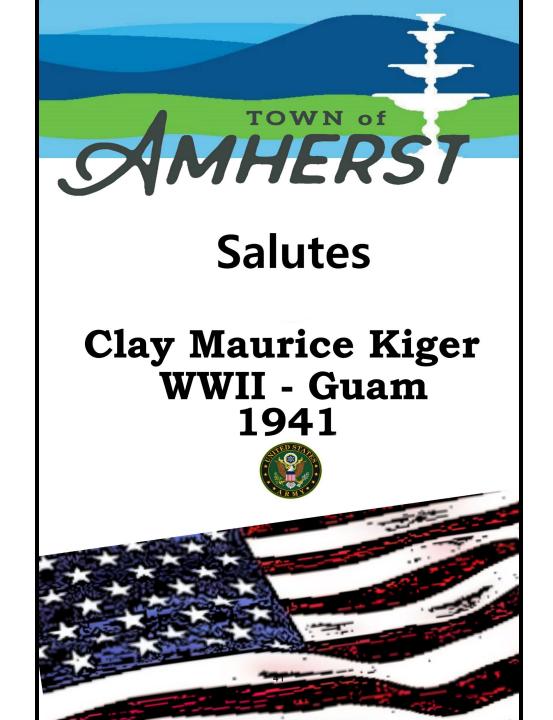
Install @ \$135.00 Per Hour

Payment Terms: UPON RECEIPT			
Client Reply Request			
Estimate Accepted "As Is". Please proceed with Order.	Other:		
Changes required, please contact me.	SIGN:	Date:	1 1

Print Date: 9/1/2022 9:31:18AM









Salutes



CLAY MAURICE KIGER WWII - GUAM 1941





Salutes



CLAY MAURICE KIGER WWII - GUAM 1941

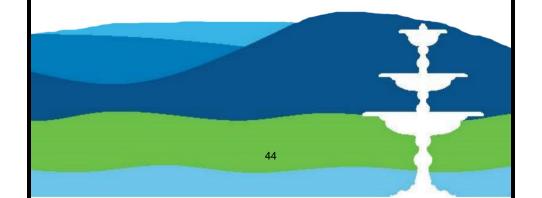


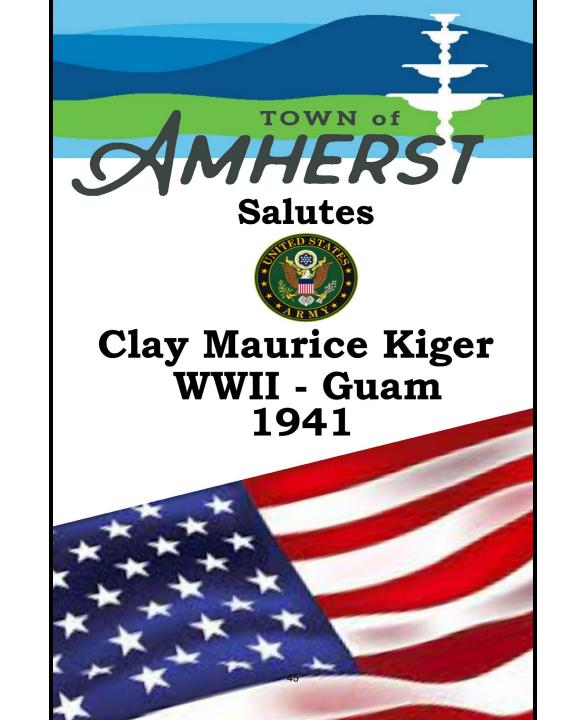


Salutes



CLAY MAURICE KIGER WWII - GUAM 1941









Clay Maurice Kiger WWII - Guam 1941

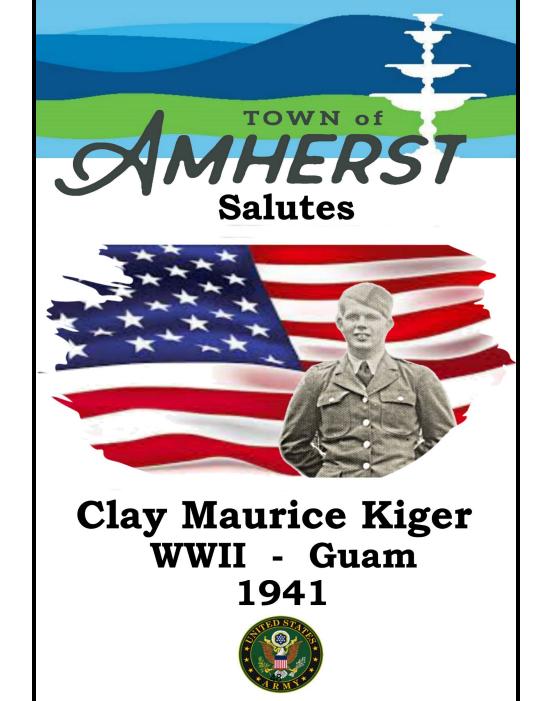


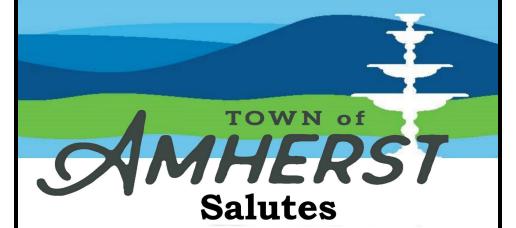




Clay Maurice Kiger WWII - Guam 1941



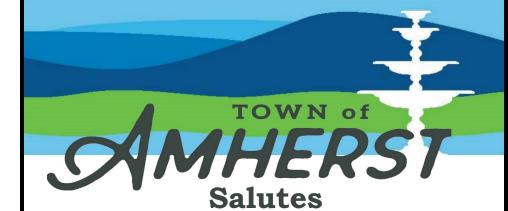






Clay Maurice Kiger WWII - Guam 1941







Clay Maurice Kiger WWII - Guam 1941

