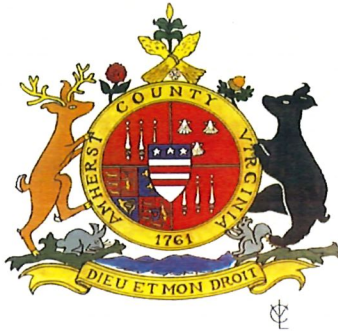


Board of Supervisors

Claudia D. Tucker, Chair
District 2
L. J. Ayers III, Vice-Chair
District 3
David W. Pugh, Jr., Supervisor
District 4
Kenneth M. Campbell, Supervisor
District 1
Jennifer R. Moore, Supervisor
District 5



County Administrator
Dean C. Rodgers

Interim County Attorney
Michael W. S. Lockaby

AMHERST COUNTY BOARD OF SUPERVISORS

MINUTES

AGENDA
February 20, 2018

Board of Supervisors

Administration Building - 153 Washington Street - Public Meeting Room
Amherst, Virginia 24521
Meeting Convened – 7:00 p.m.

- I. Call to Order**
- II. Approval of Agenda**
- III. Invocation and Pledge of Allegiance**
- IV. Citizen Comment**
- V. Consent Agenda**
 - A. Minutes – January 9, 2018 and January 16, 2018
 - B. Social Services Facility Cost Agreement
 - C. Sheriff's Office request for Fine Revenue
- VI. Special Presentation**
 - A. Second Stage/Amherst Annual Report
- VII. New Business**
 - A. Boards, Commissions, Councils, and Committees Funded by the Board of Supervisors
 - B. Revised Financial Policies Regulation
- VIII. County Administrator's Report**
 - A. Finance – FY 2019 Revenue Projections
 - B. Board of Zoning Appeals At-Large vacancy
 - C. Projects Status Report
- IX. County Attorney's Report**
- X. Liaison and Committee Reports**

A. Alliance Executive Board Meeting

XI. Departmental Reports

A. Budget Status Report as of December 31, 2017

B. Treasurer's Financial Report for the Month ending December 31, 2017

XII. Citizen Comment

XIII. Matters from Members of the Board of Supervisors

XIV. Closed Session

MINUTES

At a Regular Meeting of the Amherst County Board of Supervisors and held at the Amherst County Administration building, Amherst, Virginia, thereof on Tuesday, the 20th day of February 2018, at 7:00 p.m., the following members were present:

BOARD OF SUPERVISORS:

PRESENT:	Claudia D. Tucker, Chair L. J. Ayers, III, Vice-Chair David W. Pugh, Jr., Supervisor Kenneth M. Campbell, Supervisor Jennifer R. Moore, Supervisor	ABSENT: None
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STAFF PRESENT: County Administrator Dean C. Rodgers; Deputy County Administrator David R. Proffitt; Interim County Attorney Michael W. S. Lockaby; and Executive Administrative Assistant Regina M. Rice

OTHERS PRESENT: Finance Director Stacey H. Wilkes

I. Call to Order

Chair Tucker called the meeting to order at 7:00 p.m.

II. Approval of Agenda

By motion of Supervisor Ayers and with the following vote, the Board approved the Agenda for February 20, 2018.

AYE:	Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY:	None
ABSENT	None

III. Invocation and Pledge of Allegiance

Supervisor Campbell led the Invocation and Pledge of Allegiance.

IV. Citizen Comment

There was no public comment.

V. Consent Agenda

- A. Minutes – January 9, 2018 and January 16, 2018
- B. Social Services Facility Cost Agreement
- C. Sheriff's Office request for Fine Revenue

By motion of Supervisor Ayers and with the following vote, the Board approved the Consent Agenda for February 20, 2018.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY: None
ABSENT None

VI. Special Presentation

A. Second Stage/Amherst Annual Report

Ms. Suny Monk, President of Second Stage addressed the Board regarding Second Stage's Annual Report. (See Attachment 1)

Ms. Monk provided the Board with an overview of all the successes that have occurred this past year at Second Stage.

Ms. Monk presented to the County Administrator the annual rent check for \$10.00. She advised Second Stage has receipts amounting to \$17,000, which was spent for capital improvements made to the building. This brought the total of investment to the building to approximately \$56,000, which was \$30,000 more than required by the lease.

Ms. Monk advised that May 7th will be Second Stage's anniversary, and requested the Board put in place a process to review the lease. She also requested the Board include in its budget an item for \$4,500 for Second Stage.

Chair Tucker asked the County Administrator to take Ms. Monk's suggestions and requested the lease matter be included on a future agenda.

VII. New Business

A. Boards, Commissions, Councils, and Committees Funded by the Board of Supervisors

County Administrator Rodgers presented to the Board three finalized charters; the Amherst County Building Committee Charter; the Economic Development Authority Board Charter; and the Library Board of Trustees Charter. These charters outline a description of each body and the Board of Supervisors' expectations. All charters have been reviewed and approved by each organization.

By motion of Supervisor Pugh and with the following vote, the Board approved the Charters as presented.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY: None
ABSENT None

B. Revised Financial Policies Regulation

County Administrator Rodgers addressed the Board regarding the revised financial policies that provide staff with guidelines and procedures to follow.

Mr. Rodgers asked the Board to approve policies 3-1 through 3-6. He said the Special Welfare Policy ACR 3-7 is new and maintained by DSS. This policy addresses funds from public grants and private sources to assist needy citizens in the County.

By motion of Supervisor Pugh and with the following vote, the Board approved the revised financial policies regulation as presented.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY: None
ABSENT None

VIII. County Administrator's Report

A. Finance – FY 2019 Revenue Projections

County Administrator Rodgers presented to the Board the revenue projections and explained this would be the amount of money the budget would be built around.

Finance Director Wilkes said there was an increase in real estate tax, machinery and tool tax and personal property tax. Those were the key places that saw increases.

By motion of Chair Tucker and with the following vote, the Board accepted the Revenue Projections for FY 2019 as presented.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY: None
ABSENT None

Mr. Rodgers advised the Board that he would use those revenues at the next budget workshop. He then highlighted the following items:

- No money taken from general fund balance
- No tax increase proposed
- Level funding for the schools, which was reduced by the amount of utility savings from upgrade projects of \$352,000, and did increase the amount to the schools to purchase a school bus
- A 2% cost of living increase for employees
- Opening up a new convenience center
- Health insurance increase of 10.2%
- EDA incentives for various businesses
- All of the School debt service moved into the County's budget

In summary, Mr. Rodgers said that the O&M budget is balanced, thirteen Supplemental projects are funded and all CIP projects including four years of CIP projects.

B. Board of Zoning Appeals At-Large vacancy

County Administrator Rodgers advised the BZA has one opening and that one person applied, Mr. George Wise. Mr. Wise has indicated that he was seeking re-appointment.

By motion of Supervisor Campbell and with the following vote, the Board recommended to the Amherst County Circuit Court that George Wise be re-appointed as the At-Large representative on the Board of Zoning Appeals.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY: None
ABSENT None

C. Projects Status Report

County Administrator Rodgers provided the Board with the following updates to his written report:

- Broadband - met with consultant and selection committee who will draft questions to the proposer
- Central Virginia Training Center – the Senate and House have put in a placeholder for money for clean-up, and the representatives and lobbyists have been very successful.

For Board information only.

IX. County Attorney's Report

X. Liaison and Committee Reports

A. Alliance Executive Board Meeting

For Board information only.

XI. Departmental Reports

A. Budget Status Report as of December 31, 2017

B. Treasurer's Financial Report for the Month ending December 31, 2017

For Board information only.

XII. Citizen Comment

There was no public comment.

XIII. Matters from Members of the Board of Supervisors

Supervisor Moore had no matter to discuss.

Supervisor Campbell received an inquiry from a citizen regarding tax breaks for rehabilitating derelict buildings and asked if the County had such a program.

Supervisor Ayers suggested looking at programs that other localities may have with regard to this issue.

Supervisor Campbell commented he had received a letter from Mr. Calvin Kennon on behalf of the EDA regarding the eligibility of people serving on the EDA Board.

Mr. Rodgers said that the County Attorney is working on a proposed change to the ordinance to change the eligibility requirements for members of EDA Board, specifically that they live in the district that they represent. Mr. Kennon proposed that the Board remove the district residency requirement and that all the seats would become At-Large.

Chair Tucker asked that this issue be brought back as a Board discussion item.

County Attorney Lockaby said he understood the Board had asked to keep it the same, and in order to be from that district, a person needed to either live there or have a business there, and that the addition to be made was that person had to live somewhere in the county.

Supervisor Moore stated she would like equal representation from all districts.

Supervisor Pugh said he did not think there was a problem filling any of these seats.

Chair Tucker stated it was the Board's consensus to leave it as it is.

Supervisor Pugh had no matter to discuss.

Supervisor Ayers had no matter to discuss.

Chair Tucker had no matter to discuss.

XIV. Closed Session

- A. Board/Commissions/Committees – EDA District 5 vacancy interviews.
- B. A closed session for the purpose of discussion of the acquisition or disposition of real property in the Pedlar and Temperance Magisterial Districts, pursuant to Va. Code § 2.2-3711(A)(3).
- C. A closed session for the purpose of discussion of the acquisition or disposition of real property in the New Glasgow Magisterial District, pursuant to Va. Code § 2.2-3711(A)(3).
- D. A closed session, pursuant to Section 2.2-3711(A)(7) of the Code of Virginia for the purpose of discussion of actual or probable litigation relating to the Department of Social Services.

Supervisor Moore moved that the Amherst County Board of Supervisors convene in closed session pursuant to VA Code Section 2.2-3711(A)(3), for the purpose of discussion related to the acquisition of real property in the Pedlar and Temperance Magisterial Districts; pursuant to VA Code Section 2.2-3711(A)(1) for a public purpose of discussion, consideration, interviews of potential appointees to the Economic Development Authority Board; and pursuant to VA Code Section 2.2-3711(A)(7) for the purpose of discussion of actual or probable litigation relating to the Department of Social Services.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY: None
ABSTAIN: None

Supervisor Moore motioned to come out of closed session and was approved with the following vote:

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY: None
ABSTAIN: None

CERTIFICATION OF CLOSED MEETING

Supervisor Moore moved that the Amherst County Board of Supervisors certify by a recorded vote that, to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed, or considered in the closed session.

Mrs. Tucker AYE
Mr. Ayers AYE
Mr. Pugh AYE
Mr. Campbell AYE
Ms. Moore AYE

XV. Adjournment

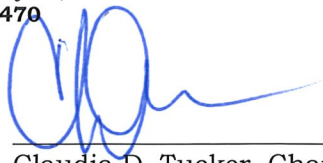
By motion of Supervisor Ayers and with the following vote, the Board adjourned at 9:23 p.m.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY: None
ABSTAIN: None


BOOK 36

MINUTES – February 20, 2018

P a g e | 470



Claudia D. Tucker, Chair
Amherst County Board of Supervisors



Dean C. Rodgers, Clerk

Second Stage | Amherst

2017 End-of-Season Report:

OVERVIEW:

- 21 performances on Second Stage Main Stage and at 2nd Street Farmers' Market
- 37 vendors at indoor and outdoor markets
- 276 vendor booths at all markets
- 100 performers on stage
- 940 audience members in seats
- 1,200 buyers at markets
- 7 full-time tenants in Center

THE MONEY:

PARTICIPANTS' INCOME:

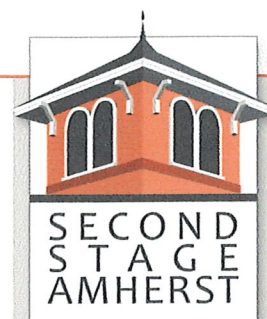
- \$3,380 to talent on our stage
- \$25,239 to vendors at our market

SECOND STAGE INCOME:

- \$10,148 in tenant rentals
- \$2,106 in community rentals
- \$8,229 in sponsorships and donations from the community
- \$12,500 in local government support
- \$3,715 in ticket sales for performances
- \$5,961 in program income
- \$3,319 in market booth fees
- \$9,435 in grants received

SECOND STAGE EXPENSES:

- \$19,639 for operations and payroll
- \$3,380 to pay the talent
- \$13,484 for program costs
- \$8,015 for facilities
- \$17,546 for capital investment in the building
- \$7,181 for Cultivate Amherst



Second Stage | Amherst

Annual Improvement Plan Updated Exhibit B Lease February, 2018

Completed in 2017

Install awning, signage, and replace locks on first floor rear doors with keypads

Install minisplit HVAC systems in the office, all tenant and meeting rooms

Complete monument sign repair

Begin landscape improvements

Review all electric service, replacement of several panels and some wiring

Planned in 2018

Install black-out window shades and film projection screen in former sanctuary

DEADLINE: February 2018

Seal belfry exterior wall with moisture barrier and infill adjacent ground with gravel

DEADLINE: spring 2018

Replace fluorescent lighting units in community room

DEADLINE: spring 2018

Continue replacement of electrical wiring

DEADLINE: ongoing

Replace gutters and downspouts as needed

DEADLINE: ongoing

Replace flat roof on circa 1955 section of the building

DEADLINE: pending grant funding

Replace or paint windows

DEADLINE: pending grant funding

Second Stage | Amherst

A non-profit initiative supporting creativity and community

Memo To: Dean Rodgers, County Administrator, Amherst County
From Second Stage | Amherst, Inc
Re: Building Improvements to the Former Amherst Baptist Church
Date: February 20, 2018

Please find, attached, itemizations of building improvements for the period January 1, 2017 through December 31, 2017. The Board of Directors of Second Stage submits this record in accordance with Section 12 of the Lease between the County of Amherst and Second Stage | Amherst, Inc., dated May 7, 2015.

By your signature please acknowledge that Second Stage | Amherst has met its \$10,000 annual capital improvements requirement by expending \$17,546 in capital monies during 2017. Further, it is acknowledged that Second Stage is credited for accumulated capital improvements to the former Amherst Baptist Church building in the amount of \$33,802. Although Second Stage intends to continue to its work to improve the building it is understood that no additional investment is required over the next three years to meet the terms of the lease.

Thank you for your continued belief in our mission. We hope that you and the Supervisors are pleased with our work.

Charlene W. Monk
President, Board of Directors

Dean C. Rodgers
County Administrator, Amherst VA

Date: _____

Date: _____

10:52 AM

02/15/18

Cash Basis

Second Stage Amherst Inc Transaction Detail By Account January through December 2017

Type	Date	Num	Name	Memo	Class	Clr	Split	Original Amount	Paid Amount	Balance
62200 - Capital Improvements										
62230 - Materials										
Check	01/03/2017	CC	Lowe's				0001 · Checki...	87.73	87.73	87.73
Check	01/16/2017	2276	Hill Hardware				0001 · Checki...	18.10	18.10	105.83
Check	01/17/2017	CC	Lowe's				0001 · Checki...	7.00	7.00	112.83
Check	01/17/2017	CC	Lowe's				0001 · Checki...	63.14	63.14	175.97
Check	02/03/2017	2283	Bernie's Heating & ...				0001 · Checki...	5,100.00	5,100.00	5,275.97
Check	02/10/2017	2289	Hill Hardware				0001 · Checki...	102.34	102.34	5,378.31
Check	06/13/2017	2376	Hill Hardware				0001 · Checki...	113.15	113.15	5,491.46
Check	06/13/2017	2377	Bernie's Heating & ...	Mini-splits, in...			0001 · Checki...	7,157.00	7,157.00	12,648.46
Check	08/19/2017	CC	WalMart	SBC paint br...			0001 · Checki...	43.69	43.69	12,692.15
Check	10/04/2017	CC	Lowe's	electrical upg...			0001 · Checki...	419.33	419.33	13,111.48
Check	10/07/2017	CC	Lowe's	electrical upg...			0001 · Checki...	117.80	117.80	13,229.28
Check	10/08/2017	CC	Lowe's	electrical upg...			0001 · Checki...	164.49	164.49	13,393.77
Deposit	10/08/2017		Lowe's	returned item			0001 · Checki...	-209.55	-209.55	13,184.22
Deposit	10/08/2017		Lowe's	returned item			0001 · Checki...	-261.50	-261.50	12,922.72
Check	10/11/2017	CC	Lowe's	electrical upg...			0001 · Checki...	71.59	71.59	12,994.31
Check	10/15/2017	CC	Lowe's	elec upgrade			0001 · Checki...	19.90	19.90	13,014.21
Check	10/22/2017	CC	Lowe's	elec upgrade			0001 · Checki...	15.06	15.06	13,029.27
Check	10/28/2017	CC	Lowe's	elec upgrade			0001 · Checki...	19.90	19.90	13,049.17
Check	11/16/2017	2445	Hill Hardware	electric upgr...			0001 · Checki...	85.52	85.52	13,134.69
Check	12/02/2017	2452	Pat Gooch/Michael...	paddle sign r...			0001 · Checki...	44.00	44.00	13,178.69
Check	12/12/2017	2455	Robert Steckel	main door ga...			0001 · Checki...	304.77	304.77	13,483.46
Check	12/15/2017	CC	Custom Blinds & B...	GLCT blind d...			0001 · Checki...	462.50	462.50	13,945.96
Total 62230 - Materials									13,945.96	13,945.96
Total 62200 - Capital Improvements									13,945.96	13,945.96
TOTAL									13,945.96	13,945.96

12:19 PM

02/15/18

Cash Basis

Second Stage Amherst Inc
Transaction Detail By Account
 January through December 2017

Type	Date	Num	Name	Memo	Class	Clr	Split	Original Amount	Paid Amount	Balance
62200 · Capital Improvements										
62250 · Contract Services										
Check	01/06/2017	2272	James Hawes				0001 · Checki...	300.00	300.00	300.00
Check	02/03/2017	2283	Bernie's Heating & ...				0001 · Checki...	1,500.00	1,500.00	1,800.00
Check	03/01/2017	2292	Nathan Gowdy				0001 · Checki...	50.00	50.00	1,850.00
Check	06/06/2017	2370	James Hawes	HVAC electric			0001 · Checki...	150.00	150.00	2,000.00
Check	07/25/2017	2395	Jonathan Browning	signage			0001 · Checki...	1,300.00	1,300.00	3,300.00
Check	08/31/2017	2413	Duane Watts	painting foyer			0001 · Checki...	300.00	300.00	3,600.00
Total 62250 · Contract Services									3,600.00	3,600.00
Total 62200 · Capital Improvements									3,600.00	3,600.00
TOTAL									3,600.00	3,600.00