



BOOK 37  
Pages 352-360



**AMHERST COUNTY  
BOARD OF SUPERVISORS**

**Board of Supervisors**

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

**MINUTES**

**March 2, 2021**  
Administration Building - 153 Washington Street -  
Public Meeting Room  
Amherst, Virginia 24521  
Meeting Convened - 3:00 PM

**County Administrator**  
Dean C. Rodgers

**County Attorney**  
Mark Popovich

**I. Call to Order**

At a regular meeting of the Amherst County Board of Supervisors held on March 2, 2021 at 3:00 p.m., the following members were present:

**BOARD OF SUPERVISORS:**

Jennifer R. Moore, Chair  
David W. Pugh, Jr., Vice-Chair  
Tom Martin, Supervisor  
L. J. Ayers III, Supervisor  
Claudia D. Tucker, Supervisor

**ABSENT:** None

**STAFF:**

Dean C. Rodgers, County Administrator  
David R. Proffitt, Deputy County Administrator  
Mark Popovich, County Attorney  
Regina M. Rice, Clerk to Boards

Chair Moore called the meeting to order at 3:00 p.m.

**II. Approval of Agenda**

By motion of Supervisor Ayers and with the following vote, the Board approved the agenda.

**AYE:** Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Ayers and Mrs. Tucker

**NAY:** None

**ABSENT:** None

**III. Invocation and Pledge of Allegiance**

Vice-Chair Pugh led the Invocation and Pledge of Allegiance.

#### **IV. Citizen Comment**

Ms. Kimberly Brinkley of Old Wright Shop Road, Madison Heights, Virginia addressed the Board and introduced herself as the representative of the Community of the ILLS, the silent citizens of Amherst County that have needs. She said there was a fear of intimidation from this Community and she was obligated to bring forward the "whispers" from her community. In September 2020 a charrette was scheduled to solicit ideas for the Central Virginia Training Center property. It was the consensus of the Community of the ILLS their voice was not heard nor addressed and the Community believed they were ignored and not represented.

Ms. Brinkley invited the Board meet with the Community of the ILLS members to discuss how to make their quality of life better.

#### **V. Consent Agenda**

By motion of Supervisor Tucker and with the following vote, the Board approved the Consent Agenda for March 2, 2021.

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Ayers and Mrs. Tucker

NAY: None

ABSENT: None

##### **A. Minutes - February 2, 2021 (3PM) and Budget Workshop (5PM)**

It was moved that the Board adopt the minutes of February 2021 (3PM) and Budget Workshop (5PM).

##### **B. Appropriation of Revenue - EDA Incentives**

It was moved that the Board appropriate \$96,357 of Machinery and Tools Revenue to the EDA for incentives.

#### **VI. Old Business**

#### A. Budget Discussion

County Administrator Rodgers reported to the Board that other revenues and expenses have now been found. He advised one issue was a five-percent (5%) pay raise for Comp Board employees. If the Board accepts this increase, he said there would need to be a match of that same percentage for the other county-funded employees who work for the Constitutionals. He asked the Board how they would consider making that adjustment.

Finance Director Stacey Wilkes provided a handout showing the current budget cuts with explanations that the Board has agreed to. (See Attachment 1)

Ms. Wilkes explained the Comp Board approved a 5% pay raise for all of Constitutionals and their employees effective July 1. She advised the Board would need an additional \$16,000 to make up the deficit of the Comp Board's funding portion. She also reported that the Department of Social Services would receive a 5% pay raise from the State and Director Susan Mays would not be coming before the Board to ask for any funding.

Ms. Wilkes explained the attached worksheet that shows \$286,793 as the additional amount the County would need to fund a 5% pay raise for all employees including the Comp Board's portion. She advised \$42,000 had already been funded to provide the 1.5% COLA. (See Attachment 2).

The Board discussed several issues that included the 1.5% COLA which was based on the Consumer Price Index, and that the County continue to maintain competitive salaries with neighboring jurisdictions. The Board also discussed the ACSA Contribution for the sewer extension fund and a possible reduction of annual funding.

By motion of Supervisor Martin and with the following vote, the Board accepted the funding from Comp Board to do a 5% salary increase for the Constitutional Officers.

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Ayers and Mrs. Tucker

NAY: None

ABSENT: None

By motion of Supervisor Martin and with the following vote, the Board accepted the FY2022 budget cuts as presented but reduced the Service Authority annual contribution by \$25K to make up for a (approx.) \$16K shortfall.

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Ayers and Mrs. Tucker

NAY: None

ABSENT: None

Ms. Wilkes provided the Board with a Budget Calendar Update with a Board Workshop scheduled for March 30 to finalize the budget. (See Attachment 3)



## **VII. New Business**

### **A. Appointment of Redistricting Committee**

Community Development Director Jeremy Bryant presented information regarding the formation of a Redistricting Committee in response to the 10-year census related to locality redistricting. The committee would consist of one citizen from each electoral district, the Chair of the Board of Supervisors and a second member of the Board, the County Attorney, the Registrar, Director of Community Development and the IT Director.

Mr. Bryant asked Board members to appoint a citizen member from their district and provide him with the names of those citizens. He said when he receives additional information from the Census Bureau, he will provide that to the Board.

Mr. Rodgers requested that Board members each nominate a citizen by the end of March 2021.

By motion of Supervisor Martin and with the following vote, the Board adopted Resolution 2021-0004-R and recommended Mr. Kenneth Campbell as the District 1 representative for the Redistricting Committee.

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Ayers and Mrs. Tucker

NAY: None

ABSENT: None

**B. Neighbors Helping Neighbors - Permit Fee Reimbursement**

Community Development Director Jeremy Bryant addressed the Board regarding a request by Neighbors Helping Neighbors to waive a \$500.00 plan review fee and a \$35.00 land disturbance permit fee.

During the discussion, Supervisor Martin commented that the Board typically does not waive fees as that money is placed in the general fund.

By motion of Vice-Chair Pugh and with the following vote, the Board denied the request for a \$535 reimbursement to Neighbors Helping Neighbors for the erosion and sediment control plan review fee and land disturbance permit fee.

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Ayers and Mrs. Tucker

NAY: None

ABSENT: None

**VIII. County Administrator's Report**

**A. Boards/Commissions/Committees - Quarterly update**

County Administrator Rodgers provided a quarterly update to the Board regarding upcoming vacancies.

## **B. Earthworks Projects**

County Administrator Rodgers reported on projects that he has asked Public Works to do in-house as time permits.

1. Lynchburg Road - trees have been cleared and working with VDOT to pave a section of roadway for patrons to have easy access to the new brewery in the Town.
2. Horseford Road - asked Public Works to clear trees on that road and widen and level a foot trail for access to Riveredge Park from Madison Heights
3. Scentral Bark grading - asked Public Works to work on the grading
4. Lake circumnavigation trails - asked Public Works to cut a foot trail around County lakes
5. Jail loop trail - the County owns 100 acres below the jail and would like a trail cut through that area
6. Parking lot expansion at Rose's Mill - Public Works is working on expansion of the parking lot
7. Further trail clearing at Riveredge - asked Public Works to get the next section of the trail ready

Supervisor Martin said to make sure that erosion and sediment control guidelines are followed.

Mr. Rodgers reported that the AG Complex stakeholders meeting has been moved to Amherst Middle School for March 10 at 5:00 p.m.

## **IX. County Attorney's Report**

The County Attorney had no matter to discuss.

## **X. Liaison and Committee Reports**

### **A. Planning Commission Liaison - Mr. David Pugh**

Vice-Chair Pugh advised the Planning Commission meeting was cancelled due to inclement weather.

B. Joint Board Committee Liaisons - Ms. Claudia Tucker & Ms. Jennifer Moore  
Chair Moore advised that she and Supervisor Tucker met with two members of the School Board and the School Superintendent. She advised the Joint Board Committee is looking for a member to sit on the Building Committee to discuss new construction projects for the school.

Supervisor Martin agreed to accept a seat on the School Division Building Committee.

By motion of Supervisor Tucker and with the following vote, the Board appointed Mr. Tom Martin to be its representative to the School Division Building Committee.

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Ayers and Mrs. Tucker

NAY: None

ABSENT: None

Supervisor Tucker reported the stakeholders meeting for the AG Committee for both Nelson and Amherst Counties will be held on March 10 at 5:00 p.m. at Amherst Middle School.

#### **XI. Citizen Comment**

There was no public comment.

#### **XII. Matters from Members of the Board of Supervisors**

Chair Moore had no matter to discuss.

Vice-Chair Pugh had no matter to discuss.

Supervisor Ayers had no matter to discuss.

Supervisor Martin had no matter to discuss.

Supervisor Tucker had no matter to discuss.



### **XIII. Closed Session**

- A. A closed session, pursuant to Section 2.2-3711(A)(3) of the Code of Virginia, 1950, as amended, for the purpose of discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically relating to a public trail and park site in Districts 1 and 5.

Supervisor Tucker made a motion that the Amherst County Board convene in closed session pursuant to VA Code Section 2.2-3711(A)(3) of the Code of Virginia, 1950, as amended, for the purpose of discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically relating to a public trail and park site in Districts 1 and 5.

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, Mr. Ayers and Mrs. Tucker

NAY: None

ABSENT: None

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

AYE: Ms. Moore, Mr. Pugh, Mr. Martin, and Mr. Ayers

NAY: None

ABSENT: Mrs. Tucker



**XIV. Certification of Closed Session**

To certify the closed session:

By motion of Supervisor Ayers and with the following vote, the Board certified 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.

**ROLL CALL VOTE**

Ms. Moore AYE

Mr. Pugh AYE

Mr. Martin AYE

Mr. Ayers AYE

Mrs. Tucker ABSENT

**XV. Adjournment**

By motion of Vice-Chair Pugh and with the following vote, the Board adjourned at 4:35 p.m.


AYE: Ms. Moore, Mr. Pugh, Mr. Martin, and Mr. Ayers

NAY: None

ABSENT: Mrs. Tucker



\_\_\_\_\_  
Jennifer R. Moore, Chair  
Amherst County Board of Supervisors

  
\_\_\_\_\_  
Dean C. Rodgers, Clerk

# ATTACHMENT 1

## FY 2022 Proposed O&M Budget Cuts

To increase the revenues available, staff has identified the following opportunities for cuts to expenses. The BoS may select those cuts it finds acceptable to achieve a total of \$258,500. The table automatically calculates the total.

FY 2018	FY 2019	FY 2020	YTD FY 2021	Original Proposed FY 2022	Proposed Cut Amount	New Proposed FY 2022	Board Cuts	Line Item	Effect/Cost to department
0	0	0	0	50,000	25,000	25,000	25,000	Personnel Contingency Fund	Less flexibility in new hires and retention( we don't actual spend directly but transfer budget to appropriate department when needed)
0	0	0	0	40,000	40,000	0	40,000	Retirements	if someone retires Board will be asked to fund the one time payout from general fund reserve
43,583	34,794	1,338	2,000	35,000	10,000	25,000	10,000	BoS Professional Fees	Less project exploration
421	271	3,500	0	7,000	2,000	5,000	2,000	Painting for Buildings	Reduced maintenance
18,107	17,580	20,449	16,433	30,000	5,000	25,000		Bldg Code Enforcement	Depending on enforcements BoS may be asked to fund additional later
0	8,274	1,761	75	5,000	4,000	1,000	4,000	Public Affairs	No major public events
5,250	0	0	3,317	15,006	7,506	7,500	7,506	Debt Service Costs	Could need additional funding for arbitrage calculations as they come due
89,908	24,810	6,043	72,981	15,000	5,000	10,000		Park Maintenance	Limited maintenance unless additional funding is sought later(\$100K from F&F FY 2021)
0	624	0	3,583	10,000	5,000	5,000		Landscaping	Limited maintenance unless additional funding is sought later
0	0	0	0	30,000	10,000	20,000	10,000	Medical Employee Portion	Additional funding may be needed if too many hires choose family insurance/currently budgeted for singles only.(this we don't spend directly but transfer budget to appropriate department when needed)
105,064	102,235	127,867	78,360	141,457	10,000	131,457	10,000	Radio Maintenance - Other	Have not needed in the past but Public Safety never knows when a large need will occur
55,246	55,246	55,246	55,246	55,246	55,246	0		School Construction	These were extra funds in prior budget years that were placed with the schools
1,280,162	1,362,986	1,446,025	1,102,115	1,228,120	52,503	1,175,617	25,000	Solid Waste	Savings realized from operational and contracting changes
33,197	29,629	19,085	13,061	30,000	5,000	25,000		Heating Oil/Propane	should be ok
29,931	33,740	40,158	21,162	78,100	10,000	68,100	5,000	Election Officials	Could run short depending on number of elections
11,276	15,137	17,311	19,508	45,000	5,000	40,000	5,000	Election Supplies	Could run short depending on number of elections
0	3,201	0	0	10,000	3,000	7,000	3,000	BoS Legal Services	Less ability to hire outside counsel should it be needed.
166,035	167,925	171,687	0	179,937	179,937	0	11,994	ACSA Contribution	Less funds set aside for sewer extension fund
							42,950	Additional Revenue	

489,438

201,450

GOAL \$175500

HVAC Maintenance Contract Added \$17K

\$217,500

potential need for Comp Board increases \$42K only for those departments

## ATTACHMENT 2

<u>COLA</u>	<u>County Needs</u>	
	<u>Additional</u>	
Everyone 5%	286793	Comp Board would pay a portion of this one
Everyone 4%	284016	
Everyone 3%	170012	
Everyone 2.5%	113010	
Evertibe 2,0%	56008	

### Constitutionals 5%

Everyone Else 4%	211719	
Everyone Else 3%	136644	
Everyone Else 2.5%	99107	
Everyone Else 2%	61570	
Everyone Else 1.5%	42000	Already funded

# ATTACHMENT 3

## BUDGET CALENDAR UPDATE

Tuesday, March 2, 2021		Board of Supervisors Budget Workshop
Tuesday, March 9, 2021	*	Board of Supervisors Budget Workshop
Tuesday, March 16, 2021		School Board presents draft to Board of Supervisors at regular
Tuesday, March 23, 2021	*	School Board presents draft to Board of Supervisors & Budget Workshop
Friday, March 26, 2021		School Board final budget due to Administration to be included in the final draft for Board of Supervisors
Tuesday, March 30, 2021	*	Board of Supervisors Workshop to finalize budget
Friday, April 2, 2021		Public notice of public hearing in New Era Progress
Tuesday, April 20, 2021		Public hearing on the Budget, FY 2022-2026 CIP, and Tax Rate
Tuesday, April 27, 2021	*	Adoption of the FY 2021 Budget, FY 2022-2026 CIP, and Tax Rate
Monday, May 3, 2021		Tax bills issued
Monday, June 7, 2021		Taxes due
* not a regular meeting date		