

Agenda Item VI. A.

Meeting Date: March 7, 2017

Consent Agenda: Minutes - February 7, 2017

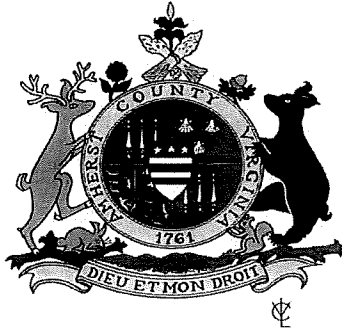
BOOK 35

MINUTES - February 7, 2017

P a g e | 258

Board of Supervisors

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



County Administrator

Dean C. Rodgers

County Attorney

Ellen Bowyer

AMHERST COUNTY BOARD OF SUPERVISORS

MINUTES

AGENDA

February 7, 2017

Administration Building - 153 Washington Street - Public Meeting Room
1:00 p.m.

Informal Luncheon - 12:00 p.m.

Meeting Convened - 1:00 p.m.

- I. **Call to Order**
- II. **Invocation and Pledge of Allegiance**
- III. **Approval of Agenda**
- IV. **Citizen Comment**
- V. **Ordinance - First Read**
 - A. Ordinance No. 2017-0003, vacating any interest held by Amherst County in a possible public right-of-way located in Tax Map Section 124, bordered by tax map parcels 124-6-A, and 124-6-4, all sited in Madison Heights, Virginia, 24572; such vacation being conditioned on the acceptance by Anthony Belman, and Howard V. Jr., and Judith Hammett, adjoining landowners, of the property interest being vacated.
- VI. **Consent Agenda**
 - A. Minutes - January 3, 2017
 - B. Finance - FY17 Appropriation of Revenue: 1) Sheriff's Office; 2) Animal Shelter; 3) Department of Social Services; and 4) Commonwealth Attorney
 - C. Resolution 2017-0004-R, a resolution, declaring Amherst County's intention, pursuant to Treasury Regulation §1.150-2, to reimburse itself or the Economic Development Authority of Amherst County, Virginia, for the cost of certain expenditures associated with the construction of a new cell for the County landfill.
 - D. Public Works - Appropriation for Galts Mill Dumpster Rental
- VII. **Special Presentation**
 - A. Megan Lucas of the Lynchburg Regional Business Alliance - Annual Report
- VIII. **Old Business**
 - A. Planning/Zoning - Sight Distance Easement

BOOK 35

MINUTES - February 7, 2017

P a g e | 259

B. EDA - Strategic Plan Implementation Update

IX. New Business

A. Purchasing - Amherst County Building Committee

B. Planning/Zoning - Resolution supporting Willow Branch Apartments

C. Planning/Zoning - Gift and Disposition of Jail Property

X. County Administrator's Report

A. Projects Status Report

XI. Liaison and Committee Reports

A. Lynchburg Regional Business Alliance Executive Board, January 13, 2017

B. Metropolitan Planning Organization (MPO), January 19, 2017, 4:00 p.m.

C. Local Government Council Executive Committee Meeting, January 19, 2017, 5:00 p.m. (Note: The Virginia Region's 2000 Local Government Council Financial Report for June 30, 2016 is located in the County Administrator's Office)

XII. Departmental Reports

A. Treasurer - Monthly Report December 2016

B. Planning/Zoning - Comprehensive Plan Update Schedule

C. Planning/Zoning - Planning Commission Annual Report - 2016

D. Building Safety & Inspections - Monthly Report

XIII. Citizen Comment

XIV. Matters from Members of the Board of Supervisors

XV. Adjournment

MINUTES

At a regular meeting of the Board of Supervisors of Amherst County and held at the Administration building thereof on Tuesday, the 7th day of February, 2017, at 1:00 p.m. at which the following members were present:

BOARD OF SUPERVISORS:

PRESENT: Claudia D. Tucker, Chair
David W. Pugh, Jr., Vice-Chair
L. J. Ayers, III, Supervisor
Kenneth M. Campbell, Supervisor
John A. Marks, Jr., Supervisor

ABSENT: None

STAFF PRESENT: County Administrator Dean C. Rodgers; Deputy County Administrator David R. Proffitt; County Attorney Ellen Bowyer and Executive Administrative Assistant Regina Rice

OTHERS PRESENT: Planning/Zoning Director Jeremy S. Bryant
Economic Development Director Victoria Hanson

I. Call to Order

Chair Tucker called the meeting to order at 1:00 p.m. This is the first Board of Supervisors' meeting in the new Public Meeting Room.

II. Invocation and Pledge of Allegiance

Supervisor Marks led the Invocation and Pledge of Allegiance.

III. Approval of Agenda

By motion of Supervisor Marks and with the following vote, the Board approved the Agenda for February 7, 2017.

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

IV. Citizen Comment

There were no citizen comments.

V. Ordinance - First Read

A. Ordinance No. 2017-0003, vacating any interest held by Amherst County in a possible public right-of-way located in Tax Map Section 124, bordered by tax map parcels 124-6-A, and 124-6-4, all sited in Madison Heights, Virginia, 24572; such vacation being conditioned on the acceptance by Anthony Belman, and Howard V. Jr., and Judith Hammett, adjoining landowners, of the property interest being vacated.

Planning/Zoning Director Jeremy S. Bryant presented to the Board his report regarding Ordinance No. 2017-0003. Mr. Bryant read three amendments to the ordinance:

Page 2, last WHEREAS clause, third line, "vacated at a cost of \$2,313.50; and

Page 3, second BE IT FURTHER ORDAINED, third line, " the property and the costs of; and

Page 3, fourth BE IT FURTHER ORDAINED, first line, "that if payment of the costs of publishing the advertisement is are....

By motion of Vice-Chair Pugh and with the following vote, the Board directed staff to advertise Ordinance 2017-0003, as amended, for a public hearing to be held on February 21, 2017.

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

VI. Consent Agenda

A. Minutes - January 3, 2017

B. Finance - FY17 Appropriation of Revenue: 1) Sheriff's Office; 2) Animal Shelter; 3) Department of Social Services; and 4) Commonwealth Attorney

C. Resolution 2017-0004-R, a resolution, declaring Amherst County's intention, pursuant to Treasury Regulation §1.150-2, to reimburse itself or the Economic Development Authority of Amherst County, Virginia, for the cost of certain expenditures associated with the construction of a new cell for the County landfill.

D. Public Works - Appropriation for Galts Mill Dumpster Rental

By motion of Supervisor Ayers and with the following vote, the Board approved the Consent Agenda for February 7, 2017.

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

VII. Special Presentation

A. Megan Lucas of the Lynchburg Regional Business Alliance - Annual Report

Ms. Megan Lucas of the Lynchburg Regional Business Alliance addressed the Board and thanked the Board for its leadership and support to the EDA and the economic development for this region.

Ms. Lucas presented information on what the Lynchburg Regional Business Alliance does and how the Alliance promotes and markets the entire region. Ms. Lucas thanked the Board for their support of the Business Alliance.

VIII. Old Business

A. Planning/Zoning - Sight Distance Easement

Planning/Zoning Director Jeremy S. Bryant presented his report regarding a special exception request that was approved for Michael Coblentz for a cabinet shop and a kennel on Blue Ledge Loop. Mr. Bryant explained that VDOT has determined a traffic sight easement for a new entrance is required by Mr. Coblentz. Mr. Coblentz has agreed to that easement.

Mr. Bryant explained the deed would require that the County ensure that the sight easement is clear of any obstructions, including trees, branches, and weeds that may limit the sight distance at the proposed entrance on Rt. 784.

Supervisor Marks asked Mr. Bryant to explain what the County was committing to.

Mr. Bryant stated that the owner would be responsible to keep this area clean and clear and if that does not occur, the County then has the right, but not the legal requirement, to clear the area of any obstructions.

By motion of Chair Tucker and with the following vote, the Board authorized the Board Chair to sign the Deed of Dedication after it is put into correct form by the County Attorney.

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

B. EDA - Strategic Plan Implementation Update

Economic Development Director Victoria Hanson presented an update on the Strategic Plan Implementation.

Ms. Hanson advised that Amherst County is becoming the first certified entrepreneurship community in Virginia for successful growth for entrepreneurs. Ms. Hanson said there will be a networking meeting on February 8th at 5:30 p.m. at Loose Shoe Brewery in Amherst to provide an opportunity for others to share information.

Vice-Chair Pugh asked about lots 5 and 6 at Amelon Commerce Center and if there was any interest in the first lot on the right which is highly visible.

Ms. Hanson advised there has not been any inquiry on that lot.

Chair Tucker asked if there were plans for a grand opening at the Train Depot.

Mr. Rodgers advised that once the Visitors Center is completed and the area for the public is available there will be a grand opening.

Supervisor Marks inquired about the investment in telecommunications assisting businesses with high speed internet.

Ms. Hanson advised the EDA has been assisting businesses to get connected with high speed internet in Amelon Commerce Center and Zane Sneed Industrial Park as both locations do not have high speed internet service and the cost is very high.

Supervisor Marks asked about the vacant building in Amelon Commerce Center and making that facility usable.

Ms. Hanson advised the sales price of the building has been reduced as well as having a leasing option. She said she will be scheduling an open house for brokers and commercial lenders. Ms. Hanson advised she has received numerous calls from churches, daycare centers, and restaurants interested in the building; however, those do not fit with the M-1 zoning. The building was not constructed as an industrial building and does not have high ceilings or loading docks. It was built for a professional services organization.

Supervisor Marks asked if a solution would be to spend some money to correct the problems that make the building unsuitable for most users, such as raising the ceiling or construction of a loading dock/entrance.

Ms. Hanson advised she would place this issue on the EDA Board's agenda for discussion.

IX. New Business

A. Purchasing - Amherst County Building Committee

Chair Tucker commented that as a member of the Building Committee two years ago, she believed the committee served its function; however, now believes it boils down to either giving the committee all of the authority to make all the decisions or have the committee bring everything back to the Board of Supervisors.

Mr. Rodgers explained the Building Committee serves a useful function but does not have the authority to make any decisions and has to come to the Board for that. Mr. Rodgers proposed that the Board dissolve the Building Committee but that Board members could still participate in all the processes.

Supervisor Marks remarked that having served on the Building Committee, he believed it served as a useful function and was opposed to dissolving it.

Supervisor Campbell agreed with Supervisor Marks and said the Building Committee should have more authority.

Chair Tucker asked if the Board would entertain a suggestion that the committee have the authority to make decisions.

Vice-Chair Pugh disagreed and said the Board should make the decisions but wanted the opinion of Mr. Bill Gillespie and other members to keep the Building Committee.

Supervisor Campbell suggested that the Building Committee could be brought in the beginning of each project process.

Chair Tucker said she is opposed to the Building Committee having the final authority and was concerned with the cost of bringing vendors and professionals in and the time that it takes.

Vice-Chair Pugh suggested streamlining the process and incorporate into one meeting.

BOOK 35

MINUTES - February 7, 2017

P a g e | 263

Chair Tucker said that staff should look at the process and make it more efficient. She asked Mr. Rodgers to make that process happen.

By motion of Supervisor Marks and with the following vote, the Board recommended the Amherst County Building Committee stay intact as it is.

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

B. Planning/Zoning - Resolution supporting Willow Branch Apartments

Planning/Zoning Director Jeremy S. Brant presented to the Board his report regarding a resolution to support Willow Branch Apartment. Mr. Bryant explained that Ms. Jen Surber, consultant with Willow Branch VA LLC, has requested the County support her effort to secure funds from the Virginia Housing Development Authority for tax credits to rehabilitate property located at 115 Branch Drive in Madison Heights.

Ms. Surber requested the County sign a letter of support, zoning certification letter and a revitalization area resolution to designate the property as a revitalization area and the ability for Willow Branch LLC to receive points in the competition for credits. Ms. Surber said that without receiving the tax credits, the owner would not be able to rehabilitate the property, but only do regular maintenance. Ms. Surber advised there has not been any rehabilitation to the property since it was constructed 34 years ago and believed the rehab would be an economic development benefit to the County.

By motion of Supervisor Marks and with the following vote, the Board directed the County Attorney to prepare a resolution for consideration at the February 21, 2017 meeting with the understanding there is no obligation to the County.

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

C. Planning/Zoning - Gift and Disposition of Jail Property

Planning/Zoning Director Jeremy S. Bryant presented to the Board his report asking that the Board accept property from the Blue Ridge Regional Jail and to grant ingress/egress easements to the Lee Family.

Mr. Bryant explained that when the Route 210 connector was constructed, it bi-sected some of the Lee Family parcels of land that resulted in a 4.3 acre parcel without an ingress/egress.

Mr. Bryant explained the first plat would convey 2.169 acres from the Blue Ridge Regional Jail to Amherst County. The second plat reconfigures 1.008 acres between the Lee Family parcel and the County parcel and would provide an ingress/egress utility and drainage easement across County property for the benefit of the Lee Family.

By motion of Supervisor Ayers and with the following vote, the Board directed the County Attorney to prepare a resolution for consideration at the February 21, 2017 meeting with the understanding there is no obligation to the County.

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

BOOK 35

MINUTES - February 7, 2017

P a g e | 264

X. County Administrator's Report

A. Projects Status Report

Mr. Rodgers provided the Board the following updates:

Learning Lane - an agreement on the plat and changes on the deed with River James have been sent to VDOT for final approval and acceptance; and

Train Depot - the Chamber has signed the lease agreement and we will advertise a public hearing for the next Board meeting.

Supervisor Marks asked if the Board has seen final version of the lease.

Mr. Rodgers advised the final lease will be in the next Board's packet.

XI. Liaison and Committee Reports

A. Lynchburg Regional Business Alliance Executive Board, January 13, 2017

For Information Only.

B. Metropolitan Planning Organization (MPO), January 19, 2017, 4:00 p.m.

For Information Only.

C. Local Government Council Executive Committee Meeting, January 19, 2017, 5:00 p.m. (Note: The Virginia Region's 2000 Local Government Council Financial Report for June 30, 2016 is located in the County Administrator's Office)

For Information Only.

XII. Departmental Reports

A. Treasurer - Monthly Report December 2016

For Information Only.

B. Planning/Zoning - Comprehensive Plan Update Schedule

For Information Only.

C. Planning/Zoning - Planning Commission Annual Report - 2016

For Information Only.

D. Building Safety & Inspections - Monthly Report

For Information Only.

XIII. Citizen Comment

There were no citizen comments.

XIV. Matters from Members of the Board of Supervisors

Supervisor Marks commented this is the first Board meeting held in the new Public Meeting Room.

Supervisor Campbell had no matter to discuss.

Supervisor Ayers had no matter to discuss.

Vice-Chair Pugh had no matter to discuss.

Chair Tucker commented on the Phelps Road School building and a possibility of an investor. Board members Marks, Pugh, Campbell, and Ayers agreed this issue should continue forward with civil litigation.

XV. Adjournment

By motion of Supervisor Marks and with the following vote, the Board moved to adjourn.

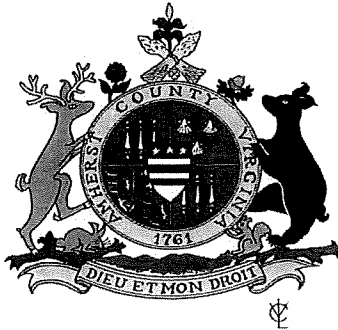
AYE:	Mrs. Tucker, Mr. Pugh, Mr. Ayers, Mr. Campbell and Mr. Marks
NAY:	None
ABSTAIN:	None

Claudia D. Tucker, Chair
Amherst County Board of Supervisors

Dean C. Rodgers, Clerk

Board of Supervisors

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



County Administrator
Dean C. Rodgers

County Attorney
Ellen Bowyer

AMHERST COUNTY BOARD OF SUPERVISORS

MINUTES

AGENDA

February 7, 2017

Administration Building - 153 Washington Street - Public Meeting Room
Amherst, Virginia 24521

Meeting time - 2:00 p.m. or later
Immediately following the Board of Supervisors Regular Meeting

BUDGET WORKSHOP

I. Call to Order

Chair Tucker called the meeting to order at 2:15 p.m.

II. FY18 Supplemental Budget Workshop

- A. FY 2018 Supplemental Budget Requests
- B. Outside Agency Funding

III. Adjournment

MINUTES

At a regular meeting of the Board of Supervisors of Amherst County and held at the Administration building thereof on Tuesday, the 7th day of February, 2017, at 2:15 p.m. at which the following members were present:

BOARD OF SUPERVISORS:

PRESENT: Claudia D. Tucker, Chair
David W. Pugh, Jr., Vice-Chair
L. J. Ayers, III, Supervisor
Kenneth M. Campbell, Supervisor
John A. Marks, Jr., Supervisor

ABSENT: None

STAFF PRESENT: County Administrator Dean C. Rodgers; Deputy County Administrator David R. Proffitt

I. Call to Order

Chair Tucker called the meeting to order at 2:15p.m.

Chair Tucker turned the meeting over to the County Administrator Dean C. Rodgers.

II. FY18 Supplemental Budget Workshop

A. FY 2018 Supplemental Budget Requests

Mr. Rodgers addressed the Board and explained the prioritized projects on the supplemental budget requests list and answered questions about specific projects. Mr. Rodgers explained how the scores were tabulated and weighted.

Supervisor Marks stated there were three items of concern to him, two of which addressed safety issues, and asked that these items be removed from the supplemental budget priority listing and have the funds taken out of the general fund to pay for these. These items were chairs for the Commissioner of the Revenue's Office, a safety window for the Circuit Court Clerk's Office, and a safety glass work station for the Registrar's office, all totaling \$7,210.

Supervisor Ayers and Supervisor Campbell were in agreement that safety should come first and both were in favor.

Vice-Chair Pugh stated he understood the safety issue but was opposed to funding these items from the general fund.

By motion of Supervisor Marks and with the following vote, the Board removed from the FY 2018 Supplemental Budget Requests Priority Listing Project Numbers 27, 28 and 29 totaling \$7,210 and voted to fund those requests from the unobligated general fund in the current fiscal year. (See Attachment 1)

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

The Board continued a discussion on other items listed and the ranking. It was the Board's consensus to move forward with the FY2018 Supplemental Budget Request Priority Listing as presented with the three previous items removed.

B. Outside Agency Funding

Mr. Rodgers recommended to the Board that the same amount be funded to these outside agencies as was last year.

Mr. Rodgers said there was one exception and that was for the contribution to GLTC and said rather than face a shutdown of a route, he conceded to the increase of \$2,000.

Mr. Rodgers explained the County relies on these outside organizations to perform quasi governmental functions to take care of our community for us.

Vice-Chair Pugh said he does not think government should be funding these outside agencies.

Supervisor Marks said he was in favor of increasing GLTC and believes that in another year with the wind down of CVTC, the Board will have to take another look at GLTC and the ridership.

By motion of Chair Tucker and with the following vote, the Board agreed to fund the outside agency requests as listed and recommended by staff. **(See Attachment 2)**

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

III. Adjournment

By motion of Chair Tucker and with the following vote, the Board adjourned.

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

Claudia D. Tucker, Chair
Amherst County Board of Supervisors

Dean C. Rodgers, Clerk