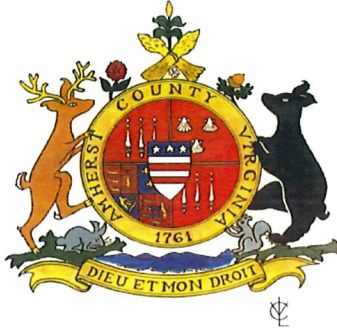


Board of Supervisors

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 6, 2018

Administration Building - 153 Washington Street - Public Meeting Room
Amherst, Virginia 24521
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. Consent Agenda**
 - A. Minutes – December 5, 2017 and December 19, 2017
 - B. Transfer of Funds to Reorganize Accounts
 - C. Appropriation of Revenue to Sheriff's Office
 - D. Amherst County Regulation 1-1, Board of Supervisors Support
- VI. Special Presentation**
- VII. Old Business**
 - A. Boards/Commissions/Committees – EDA vacancy
- VIII. New Business**
 - A. Local Government Designee For Community Policy Management Team
 - B. Employee Benefits Consultant
 - C. Voting District Names
- IX. County Administrator's Report**
 - A. Projects Status Report
- X. County Attorney's Report**

XI. Departmental Reports

- A. Building Safety and Inspections December Report
- B. Department Spotlight – Building Inspections

XII. Citizen Comment

XIII. Matters from Members of the Board of Supervisors

XIV. Closed Session

XV. Adjournment

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 6th day of February 2018, at 1:00 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

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: Amherst County Building Official Nathan Young

I. Call to Order

Chair Tucker called the meeting to order at 1:00 p.m.

II. Approval of Agenda

By motion of Chair Tucker and with the following vote, the Board amended the Agenda for February 6, 2018, and inserted after the end of this meeting a Closed Session to talk about real estate issues before the County.

AYE: Mrs. Tucker, Mr. Ayers, Mr. Pugh, Mr. Campbell and Ms. Moore
NAY: None
ABSTAIN: 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 – December 5, 2017 and December 19, 2017

- B. Transfer of Funds to Reorganize Accounts
- C. Appropriation of Revenue to Sheriff's Office
- D. Amherst County Regulation 1-1, Board of Supervisors Support

By motion of Supervisor Campbell and with the following motion, the Board approved the Consent Agenda for February 6, 2018.

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

VI. Special Presentation

VII. Old Business

- A. Boards/Commissions/Committees – EDA vacancy

County Administrator Dean Rodgers advised there is a vacancy for the District 5 seat on the EDA Board.

Mr. Rodgers said the vacancy has been advertised twice and three individuals have submitted their letters of interest; Ms. Susan Simms, Mr. Walter Simms and Mr. Daniel Sweeney. Mr. Rodgers asked the Board which candidates they would want to schedule for interviews.

Supervisor Moore requested that the Board interview Mr. Simms and Mr. Sweeney.

Supervisor Pugh stated he would like an applicant to reside in Amherst County and not just own a business in the district for which the applicant is seeking appointment.

County Attorney Lockaby advised that State statute provides that a person needs to be either a resident or reside in an adjacent locality. Mr. Lockaby said that the County's local ordinance provides that a person either be a resident of or have a business in the district for which they wish to be appointed. If there was no one qualified, the Board can open it up to people from other districts. He said it would be legal for the Board to interview Mr. Sweeney but it would be up to the Board to make that decision.

Supervisor Pugh requested interviewing Ms. Simms and Mr. Simms, both of whom reside in District 5, and to change the County's ordinance to ensure that the applicant is committed to Amherst County and be one who lives here.

Supervisor Moore said she would like to conduct interviews with Mr. Walter Simms and Mr. Daniel Sweeney.

Chair Tucker asked the Board who they desire to interview for the EDA vacancy, and if the Board would consider a change to the current ordinance that states only a person who has a residence in that district can apply for the EDA vacancy.

Chair Tucker confirmed with Supervisor Pugh that the Board consider a change to the ordinance and asked that this be brought back at a later time.

Chair Tucker stated that Supervisor Moore's request would be in compliance with the County's current ordinance.

By motion of Supervisor Moore and with the following vote, the Board directed staff to schedule interviews of Mr. Walter Simms and Mr. Daniel Sweeney for the District 5 EDA vacancy.

Roll Call Vote

Supervisor Moore AYE
Supervisor Campbell AYE
Supervisor Pugh NAY
Vice-Chair Ayers AYE
Chair Tucker AYE

Mr. Rodgers advised he will set up a closed session interview with those applicants at the next Board meeting in February 2018.

VIII. New Business

A. Local Government Designee for Community Policy Management Team

County Administrator Rodgers explained that Joni Tables/CSA Coordinator requested a replacement member to fill the vacancy left by the departure of Mr. John Marks on the CPMT Board.

Ms. Tables has recommended that Ms. Jackie Viar serve as the CPMT as the local government designee and Ms. Viar has agreed.

By motion of Supervisor Ayers and with the following vote, the Board appointed Ms. Jackie Viar to serve as the Local Government Designee to the CPMT.

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

B. Employee Benefits Consultant

Human Resource Director Linda Warner addressed the Board and advised that her department desired to hire a benefits consultant to review benefit costs. This would ensure that the County's benefit package is competitive due to the continued rise in the cost of health insurance costs. **(See Attachment 1)**

County Administrator Rodgers said there are funds available from money left over from the Learning Lane project and that money could be drawn from that fund balance.

By motion of Vice-Chair Ayers and with the following vote, the Board approved the transfer of \$25,000 from the FY 2018 CIP projects budget to the Human Resource Department for an employee benefits consultant.

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

C. Voting District Names

County Administrator Rodgers addressed the Board to consider changing the County's voting districts to designated names instead of numbers.

Mr. Rodgers said he has proposed 15 different names that might appeal to the Board as well as a draft ordinance.

Chair Tucker asked if there was a deadline to get this change to the Registrar.

County Attorney Lockaby suggested that the Board may want to wait until December before changing the district names and adopting an ordinance change. This date would take care of any primaries and elections held prior to December.

Supervisor Pugh suggested that Board members take those proposed names back to their constituents for feedback.

Mr. Rodgers said the Board may want to look at the County map and come up with list of directional names or other names that may relate to the history and culture of the county.

It was the Board's consensus to have each Board member bring a name to the April 17, 2018 Board meeting for their own district for consideration to rename the current numbered Voting Districts.

IX. County Administrator's Report

A. Projects Status Report

County Administrator Rodgers presented the Projects Status Report and provided the following updates:

OTMH - paperwork is ready for presentation to the Board at the second meeting in February.

Phelps Road School – receiving multiple FOIA requests regarding the performance agreement trigger dates.

Winton – Court date is April 4, 2018 at 2:30 p.m. before Judge Yeatts in Lynchburg Circuit Court.

Chair Tucker asked about the 180/90 days on the designation of a historic registration on Phelps Road School.

Mr. Rodgers said the County will apply for historic registration by April 29.

Supervisor Pugh understood they had three months from the time the contact was signed.

Mr. Lockaby advised the final copy of the agreement he had on October 17 stated 180 days, but previously had said 90 days. He advised the draft he sent to the Board said 90 days that may have created the confusion. He advised we were negotiating terms right up to this Board meeting.

Supervisor Pugh requested a copy of contract from Mr. Lockaby.

X. County Attorney Report

County Attorney Lockaby advised on January 9, 2018 the Board requested that he review some of the provisions for enforcement on certain property codes for beautification and rejuvenation in areas of the County.

Mr. Lockaby suggested that the County make the property maintenance code, zoning enforcement and garbage and refuse enforcement codes simpler and make them line up. The process would be:

1. Notice of violation;
2. Write the person a ticket to pay fine and abate that violation like a traffic ticket; and
3. If the fine is not paid, it would then go to General District Court.

This process should line up between those three different ordinances.

Mr. Lockaby explained that due to limited staff, the Board may want to look at targeted enforcement areas.

He said he strongly recommended that the County revise its sign ordinance.

Mr. Lockaby advised he would begin working through the enforcement process to simplify it, then take the draft ordinance language to the Beautification Committee and Planning Commission, and bring it back to the Board.

Chair Tucker asked about specific areas in the County for enforcement and in what manner would the County address this.

Vice-Chair Ayers said the densely populated areas are getting some age on them and the majority of folks take care of their homes and need some protection so that their home values do not diminish. The County needs tools in place to protect those folks and their property.

Supervisor Pugh commented if someone does not have the money to fix up their property there should be some type of discretion or way to offset this to give folks a type of tax incentive to fix their property.

Mr. Lockaby explained this does not create any enforcement scheme but would make the ones the County has more rational and simple, and a perspective of giving tax credits or revolving loan plans for folks who want to rehabilitate their property

Chair Tucker commented that the Board is concerned with the appearance of Amherst County and she looked forward to seeing final report.

XI. Departmental Reports

- A. Building Safety and Inspections December Report

For Board information.

- B. Department Spotlight – Building Inspections

Building Official Nathan Young presented to the Board an overview of the functions that his department provides to the County.

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 had no matter to discuss.

Supervisor Pugh had no matter to discuss.

Supervisor Ayers had no matter to discuss.

Chair Tucker expressed her thanks to the Sheriff's Office for the clean-up on Route 151.

XIV. Closed Session

A. Pursuant to VA Code Section 2.2-3711, Subsection (A)(3), for the 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 County, specifically relating to the sale of property in the Buffalo Creek area.

Supervisor Moore moved that the Amherst County Board of Supervisors convene in closed session pursuant to Section 2.2-3711, Subsection (A)(3), of the Code of Virginia, for the 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 County, specifically relating to the sale of property in the Buffalo Creek area.

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

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

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

CERTIFICATION OF CLOSED MEETING

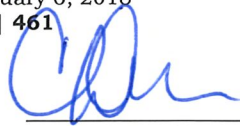
Supervisor Moore moved that the Amherst County Board of Supervisors certify by a recorded vote that, to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion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

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

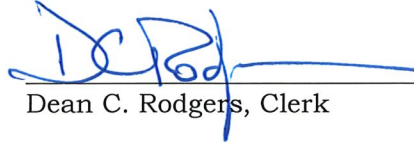
XV. Adjournment

By motion of Supervisor Pugh and with the following vote, the Board adjourned at 2:35 p.m.

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



Claudia D. Tucker, Chair
Amherst County Board of Supervisors



Dean C. Rodgers, Clerk

Benefit Consultant Expectations

- Assist with ensuring that an affordable and competitive benefit package is offered to County employees and that the County is sufficiently covered for property and liability risks
- Evaluate the County's current property and liability insurance and employee benefit plans including plan design, utilization, access and cost
- Identify methods to reduce risk and costs for the County of Amherst
- Make recommendations for changes to insurance and benefits plans based on state and national markets, expert knowledge and the financial constraints of the County of Amherst
- Work with Human Resources and Purchasing staff when County insurance and employee benefits needs are bid including assistance with preparing the request for proposals, bid specifications, identification of appropriate markets, analyzing submissions, and negotiating contracts
- Provide information needed to make insurance and employee benefit decisions with enough lead time to meet budget and employee notice requirements
- Wherever possible, propose electronic enrollment and administration methods to reduce the need for additional staff as the County workforce expands

If approved, in addition to the services listed above, the Request for Proposals (RFP) would also include a separate section for on-going services and request that methods to cover on-going consulting costs be identified:

- Review of County insurance and employee benefit plans and consultation services provided as needed
- Assistance with annual renewal and open enrollment
- Compliance monitoring and quarterly performance reporting
- Periodic comparison of County plans to those of neighboring localities and other similarly sized jurisdictions across the state