



**BOOK 38**  
**Pages 573-582**



**AMHERST COUNTY  
BOARD OF SUPERVISORS**

**Board of Supervisors**

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

**MINUTES**

**February 1, 2022**  
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 February 1, 2022 at 3:00 p.m., the following members were present:

**BOARD OF SUPERVISORS:**

David W. Pugh, Jr., Chairman  
Tom Martin, Vice-Chair  
L. J. Ayers III, Supervisor  
Claudia D. Tucker, Supervisor  
Drew Wade, Supervisor

ABSENT: None

**STAFF:**

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

Chairman Pugh called the meeting to order at 3:00 p.m.

**NOTE: All Board of Supervisors' meetings are now being streamed live on Facebook and on YouTube.**

**II. Approval of Agenda**

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

AYE: Mr. Pugh, Mr. Martin, Mr. Ayers, Mrs. Tucker and Mr. Wade

NAY: None

ABSENT: None

### **III. Invocation and Pledge of Allegiance**

Supervisor Ayers led the Invocation and Pledge of Allegiance.

### **IV. Citizen Comment**

There was no public comment.

### **V. Consent Agenda**

By motion of Supervisor Tucker and with the following vote, the Board approved the Consent agenda, as proposed.

AYE: Mr. Pugh, Mr. Martin, Mr. Ayers, Mrs. Tucker and Mr. Wade

NAY: None

ABSENT:None

#### **A. Appropriation for Monelison Volunteer Rescue Squad**

It was moved that the Board approve the appropriation of Emergency Council funding to repair Medic 50 Ambulance's mechanical failure.

#### **B. Minutes - December 21, 2021**

It was moved that the Board adopt the minutes of December 21, 2021.

#### **C. Resolution 2022-0001, Naola Springs Subdivision - VDOT secondary system of state highways**

It was moved that the Board adopt Resolution 2022-0001-R as presented.

### **VI. New Business**

#### **A. Employee Supplemental Health Benefits**

Human Resource Director Linda Warner explained to the Board that the employee supplemental health benefits is a voluntary employee flexible spending account, which allows employees to set aside funds for payment of health and daycare costs.

Ms. Warner said this program has been serviced by American Fidelity since 1988. However, during the last five years there have been multiple issues with the way American Fidelity has performed. She said she has received numerous complaints from employees regarding the manner in which American Fidelity has handled their flexible spending accounts.

Ms. Warner invited the Pierce Group Benefits consultants to address the Board to present an overview of their program and to address some of those problems that employees are currently experiencing.

Ms. Sarah Struckmann and Ms. Dee Byers of Pierce Group Benefits provided information on their services and solutions to offer a better supplemental health benefit program with lower costs for county employees.

By motion of Supervisor Tucker and with the following vote, the Board directed staff to move forward with contracting employee supplemental health benefits through Pierce Group Benefits for the FY2023 plan year.

AYE: Mr. Pugh, Mr. Martin, Mr. Ayers, Mrs. Tucker and Mr. Wade

NAY: None

ABSENT: None

## **VII. County Administrator's Report**

### **A. FY2022 CAC-2 Amherst County Wage Structure**

Human Resource Director Linda Warner addressed the Board and explained the county wage structure. She said that approximately 40 employees, with 30-plus years of service and currently employed, are at 80% or more of the maximum in the County's current salary range. She advised that when those employees reach the maximum years, their retirement is locked in at that amount. This has occurred because the County has improved wages for employees over the last five years, has increased hiring further into the salary range, and some employees are staying employed with the County for 30-plus years.

Ms. Warner said to correct the maximum of the salary range, it would be necessary to increase those amounts 20% all the way down, which would keep the spacing between the ranges. Ms. Warner said this does not affect



pay, since employees are not getting any more money as salary offers are based on budget. She said this keeps the County from bumping the VRS limit on the far side.

Chairman Pugh commented that it was beneficial that employees have long careers with the County.

Supervisor Tucker asked who the lowest paid employees were. Ms. Warner responded that those employees are in Social Services who fall under the State Board of Social Services structure and make in the high \$20,000s.

Ms. Warner acknowledged that the Wage Structure Sheet in the Board's packet was incorrect and that the minimums should not have been stricken as shown. (See Attachment 1)

By motion of Supervisor Martin and with the following vote, the Board accepted the recommended increase in grade maximums for the FY2022 Amherst County Wage Structure and with the understanding that the "Minimums" on the FY2022 Amherst County Wage Structure sheet should not have been stricken as presented.

AYE: Mr. Pugh, Mr. Martin, Mr. Ayers, Mrs. Tucker and Mr. Wade

NAY: None

ABSENT: None

#### B. Real Estate Tax Assessment Period

County Administrator Rodgers addressed the Board and said that Mr. Ken Althouse, Jr., Chairman of the Board of Equalization provided his report on June 1, 2021 with the results of the current assessment. In the report, one suggestion was made that the county have a tax reassessment take place more frequently than every six years.

Mr. Rodgers said he asked the Planning District Commission (PDC) and neighboring localities if they would be interested in sharing an assessment staff. He said there were many pros and cons; however, the PDC did not come up with any recommendations.

Mr. Rodgers explained the more frequently the county could do a tax assessment, the more fair it would be between different taxpayers and would address those taxpayers with newer homes that would have higher property values.

Chairman Pugh said that the county has always been operating on a six-year assessment based on the county's population, which is under 150,000. He was not in favor of reducing the tax assessment to less than six years and believed a change would increase the county's budget with the additional expenses that were outlined in this discussion. Chairman Pugh said if more tax revenue is needed, the county could raise the tax rate. He said the studies are inconclusive and he sees no advantage in changing this schedule.

Supervisor Tucker said changing this could remove the "peaks and valleys" by doing the assessment every four years rather than six years, which she said may be more fair. She stated she would be inclined to have a study to receive additional information.

Supervisor Wade agreed with Chairman Pugh that he did not see the need for a change this time.

Supervisor Martin asked Mr. Rodgers for an explanation of equalization.

Mr. Rodgers said the law requires that once the tax assessment is complete and the property values increase, if you collect taxes at the same rate but the value of property is higher, that percentage would be a larger tax collection. He said the law requires that the county reduce the tax rate to address equalization when it occurs.

Supervisor Martin understood that the law gives you the option.

County Attorney Popovich said there is no requirement that the tax rate be reduced. However, you would need to notify the public that the amount of revenue the county is getting is more now because of the assessed values going up, which would probably result in a public outcry. The Board of Equalization allows the public to go before them and question the higher assessment of their property. It is not a function to "force" the county to equalize taxes.

Supervisor Martin said he was in favor of moving the real estate assessment every four years. He believed the study would show that over the past twenty years, market values have increased, which has resulted in more revenue for the county. He had a concern about hiring three employees on a full-time basis to do the work.

Supervisors Martin and Ayers both agreed to look at the 6-year or 4-year rotation and what the financial impact would be on the citizens.

Mr. Rodgers said at this point he was not proposing a tax increase.



Chairman Pugh agreed to table this matter for another year and bring it back for future discussion.

By motion of Chairman Pugh and with the following vote, the Board tabled this issue for one year and will bring it back to the Board for a future discussion.

AYE: Mr. Pugh, Mr. Martin, Mr. Ayers, Mrs. Tucker and Mr. Wade  
NAY: None  
ABSENT: None

#### C. PDC Representative

County Administrator Rodgers explained that at the meeting on January 18, 2022, the Board did not appoint a member to the Central Virginia Planning District Commission.

By motion of Supervisor Martin and with the following vote, the Board appointed Drew Wade to represent Amherst County at the PDC for calendar year 2022.

AYE: Mr. Pugh, Mr. Martin, Mr. Ayers, Mrs. Tucker and Mr. Wade  
NAY: None  
ABSENT: None

#### D. PDC Dues Increase

County Administrator Rodgers reported that the PDC has proposed an increase in dues by \$1,005, which would increase the amount the County pays annually to \$19,588.

Mr. Rodgers requested that the Board authorize him and Supervisor Wade to vote in favor of this increase in the dues by the PDC.

By motion of Supervisor Martin and with the following vote, the Board authorized the County Administrator and Supervisor Wade to vote in favor of the dues increase.

AYE: Mr. Pugh, Mr. Martin, Mr. Ayers, Mrs. Tucker and Mr. Wade  
NAY: None  
ABSENT: None

E. Projects Status Report

For information only.

**VIII. County Attorney's Report**

The County Attorney had no matter to discuss.

**IX. Liaison and Committee Reports**

A. School Board - Claudia Tucker

Supervisor Tucker advised that at last week's meeting, the Chair of the School Board decided to conduct a poll among parents, students and employees regarding the governor's mask mandate.

Upon receiving those results, the School Board voted to keep the mask mandate until the end of this month.

She said as this challenge of the Governor's mask mandate moves through the court, a press release from the Governor's office said that parents and students should listen to their School Board and their principals.

Supervisor Tucker informed the Board that Dr. Rob Arnold has submitted his retirement letter to the School Board and will be leaving at the end of the school year.

B. Central Virginia Planning District Commission Meeting, January 20, 2022

For information only.

**X. Citizen Comment**

There was no public comment.

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

Supervisor Wade had no matter to discuss.

Supervisor Tucker reported she had received calls concerning the Humane Society, specifically how the Animal Shelter is operated. She said the Animal Shelter was a function of the County until the Sheriff's Office took it over, and wanted to know why the County could not take it over again?

Supervisor Ayers said he had received complaints about the shelter and its operations. He said the Sheriff's Office took it over, managed it, and established a good working relationship with the Humane Society. He understood there are some problems currently, but it should be a core function of county government and not the Sheriff's Office.

Supervisor Martin reported he had also received several calls concerning the same issue and would like to see the pros and cons if the county took it back over. He recommended having a future Board discussion on this.

Supervisor Martin asked for information regarding whether the animals are receiving the best treatment, the cost to operate it, and if the shelter was moving to a "no kill shelter". In addition to this, Supervisor Martin asked for information on how the Humane Society and the Animal Shelter are working together, their goals, and the cost of operating the shelter.

Supervisor Ayers said we should not have any recurring costs as the County is funding those positions and the realm of management that would come under.

Chairman Pugh had no matter to discuss.

## **XII. 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 property located by Amherst County High School located in District 2.

Chairman Pugh moved that the Amherst County Board of Supervisors convene in 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 property located by Amherst County High School located in District 2.

AYE: Mr. Pugh, Mr. Martin, Mr. Ayers, Mrs. Tucker and Mr. Wade

NAY: None

ABSENT:None

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

AYE: Mr. Pugh, Mr. Martin, Mr. Ayers, Mrs. Tucker and Mr. Wade

NAY: None

ABSENT:None

### **XIII. Certification of Closed Session**

Supervisor Wade motioned 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.

Mr. Pugh: AYE

Mr. Martin: AYE

Mr. Ayers: AYE

Mrs. Tucker: AYE

Mr. Wade: AYE

### **XIV. Adjournment**

By motion of Supervisor Ayers and with the following vote, the Board adjourned at 4:03 p.m.

AYE: Mr. Pugh, Mr. Martin, Mr. Ayers, Mrs. Tucker and Mr. Wade

NAY: None

ABSENT: None



---

David W. Pugh, Jr., Chair  
Amherst County Board of Supervisors



---

Dean C. Rodgers, Clerk





## COUNTY OF AMHERST



### OFFICE OF THE COUNTY ADMINISTRATOR

TELEPHONE (434) 946-9400

FAX (434) 946-9370

AMHERST COUNTY ADMINISTRATION BUILDING  
153 WASHINGTON STREET  
P. O. Box 390  
AMHERST, VIRGINIA 24521

### County Administrator Change FY2022 HR Regulation CAC-2

As permitted by HR Regulation Section 1.1.4, the following County Administrator initiated change to the HR Regulation is being made and will become effective on February 1, 2022 after being reported to the Board of Supervisors at their February 1, 2022 meeting.

Changes are being made to: **HR Regulation Chapter 5 CALCULATING PAY OF EMPLOYEES, Section 5.1 PAY GRADE.**

The Amherst County Wage Structure chart in HR Regulation Section 5.1 is being revised to increase the salary grade maximums 20% as indicated below. This change is being made to reduce the number of employees who are at 80% or more of their salary grade and prevent employees from maxing out on their VRS retirement contribution.

<b>FY2022 AMHERST COUNTY WAGE STRUCTURE</b>				
<b>GRADE</b>		<b>MIN</b>		<b>MAX</b>
<b>1</b>		<b>23,868</b>		<b>40,520 48,300</b>
<b>2</b>		<b>25,836</b>		<b>43,861 52,633</b>
<b>3</b>		<b>27,966</b>		<b>47,476 56,971</b>
<b>4</b>		<b>30,271</b>		<b>51,390 61,668</b>
<b>5</b>		<b>32,766</b>		<b>55,626 66,751</b>
<b>6</b>		<b>35,467</b>		<b>60,211 72,253</b>
<b>7</b>		<b>38,391</b>		<b>65,177 78,212</b>
<b>8</b>		<b>41,555</b>		<b>70,547 84,656</b>
<b>9</b>		<b>44,980</b>		<b>76,363 91,636</b>
<b>10</b>		<b>48,690</b>		<b>82,657 99,188</b>
<b>11</b>		<b>52,702</b>		<b>89,472 107,366</b>
<b>12</b>		<b>57,047</b>		<b>96,847 116,216</b>
<b>13</b>		<b>61,748</b>		<b>104,828 125,794</b>
<b>14</b>		<b>66,838</b>		<b>113,470 136,164</b>
<b>15</b>		<b>72,348</b>		<b>122,823 147,388</b>
<b>16</b>		<b>78,311</b>		<b>132,948 159,538</b>
<b>17</b>		<b>84,766</b>		<b>143,907 172,688</b>