



BOOK 38
Pages 681-691



**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

June 7, 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 June 7, 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 Tucker and with the following vote, the Board amended the Agenda for June 7, 2022 by striking VII. B. Tax Exemption for Non-Profits.

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

NAY: None

ABSENT: None

III. Invocation and Pledge of Allegiance

NAY: None
ABSENT: None

III. Invocation and Pledge of Allegiance

Supervisor Wade led the Invocation and Pledge of Allegiance.

IV. Citizen Comment

Mr. Brian Summers, Vice-President of S&S Machine, addressed the Board and provided a synopsis on the history of his business. Mr. Summers thanked the Board for the continued support and now the expansion of his business in the Amelon Commerce Center. (See Attachment 1)

Mr. Daniel Warner, District 2, addressed the Board regarding the survey at Mill Creek Lake. He asked if impact studies have been done and how this will affect the ecological value.

Chairman Pugh replied that when the survey is completed the Board will have a discussion at that time.

Mr. Warner asked if alternatives have been considered to compliment the design. He said he has grave concerns, as he cares about our future generations and what this will look like.

Ms. Ruth Ann Warner, District 2, addressed the Board and voiced her concern about Mill Creek Lake. She stated that as a follow-up to an email that she sent to the Board and to the County Administrator, she was verbally requesting all comments and information discussed on Mill Creek Lake but would follow up with a written FOIA request.

Ms. Warner said she was offended that this is "just a little trail around the lake". She loves this county and nature and all of the folks enjoying the lake. However, she said an impact study should have been done first, and she was trying to figure out if this is about the money, and what is the money piece, or the political piece here. Ms. Warner said the community is concerned not just about their privacy, but asking for an impact study and FOIA information.

June Harvey McNamara, District 2, addressed the Board and asked before the survey goes to record that we have a chance to bring in our plats. She questioned the markers and said the surveyors had come in and cut her trees to make a path on her side. She asked about the liability of the county regarding the swing jump and was concerned about someone being injured.

Ms. Lindell Sandidge, District 2, said she was concerned about the trash and people throwing it on her property and on both sides of the road. She said that during the night between 1-3 a.m., cars drive up and down the road with loud music and speeding. Ms. Sandidge was very concerned about children playing outside and wanted to know if speed bumps could be installed on the

road.

Supervisor Pugh said the Board would take that into consideration and talk with the Parks & Recreation Department.

Supervisor Tucker said if people are not acting right, then that does need to be addressed and the Board could talk with the Sheriff's Office to work on that issue. She thanked all the people who have worked hard to make Mill Creek Lake into what it is.

Ms. Hazel Sandidge said she owns a piece of property at Mill Creek Lake and reported that someone had stolen her boat.

Ms. Victoria Warner, District 2, said she was against having a bike trail at Mill Creek Lake.

V. Ordinance - First Read

A. Ord. 2022-0007, amending Subdivision Platting Requirements

County Attorney Mark Popovich presented amendments to the Zoning ordinance that would provide for family member subdivisions to include aunts, uncles, nieces and nephews and be considered as part of the immediate family as permitted by the statute.

By motion of Supervisor Ayers and with the following vote, the Board recommended Ordinance No. 2022-0007 for advertising for a public hearing for the June 21 meeting.

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

VI. Consent Agenda

By motion of Vice-Chair Martin and with the following vote, the Board approved the Consent Agenda.

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

NAY: None

ABSENT: None

ABSTAIN: Supervisor Wade (abstained from voting on the Minutes of May 3, 2022 due to his absence at that meeting).

- A. Resolution 2022-0009-R, authorizing the transfer of Lot 3 within Amelon Commerce Park from County to EDA.

It was moved that the Board adopt Resolution 2022-0009-R, as presented.

- B. Appropriation of Revenue - Amherst County Public Schools

It was moved that the Board appropriate \$561,540 of additional funds to the 2021-22 School Operational Budget.

- C. Minutes - May 3, 2022

It was moved that the Board adopt the Minutes of May 3, 2022.

VII. Old Business

- A. Financial Software Vendor Selection

IT Director Jackie Viar addressed the Board and advised that the software committee has now selected a vendor for the financial software. She said the committee chose a software consultant, Virtual IT, who provided guidance to the committee throughout the vendor selection process. She reported that the committee selected RDA Systems, which was the best fit for the County as far as costs and replacement of Brights & Associates, which is the current software program the county is using.

Ms. Viar introduced Mr. Ranny Grubb and Ms. Becky Gibb with Virtual IT. Mr. Grubb presented a slide presentation and outlined the scope of the selection process. (See Attachment 2)

Ms. Viar then explained the cost overview and said that \$1.2M was allocated for the software; \$338,500 for the first year and with recurring fees over a 5-year period of \$528,577. She reported the total cost for the first year would be \$452,840 with recurring and one-time implementation costs.

Mr. Grubb said the server that the current system is running also runs the CAMA system. To phase that out, he said we would need to determine a replacement for that system, which would still fall within the budget that has been established.

Mr. Grubb explained the implementation process with a target date of January 2023 for the financial system. The second phase of the tax billing system has a target date of June/July 2023. Mr. Grubb said the schedule is aggressive and everyone must stay on task in order to get this accomplished.

Chairman Pugh thanked everyone for all of the work and hoped this would help the County's financial system work better.

By motion of Supervisor Ayers and with the following vote, the Board approved the software contract between RDA and Amherst County and authorized the County Administrator to sign the contract.

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

B. Tax Exemption for Non-Profits
This item was stricken from the agenda.

VIII. County Administrator's Report

County Administrator Rodgers invited Parks and Recreation Director Randy Nixon to introduce the new Recreation Specialist, Elizabeth Parr. Ms. Parr introduced herself to the Board and provided a short bio and said she was excited to get into the recreation field.

Mr. Rodgers then asked the Board if they wanted to hold their first regular monthly meeting on July 5. He said traditionally the Board cancels the first meeting of July each year.

By motion of Chairman Pugh and with the following vote, the Board canceled its regular monthly meeting on July 5, 2022 at 3:00 p.m.

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

NAY: None
ABSENT: None

In addition, the Board discussed setting a date for the Strategic Planning Workshop in August.

It was the consensus by the Board to schedule the Strategic Planning Workshop for Monday, August 15, 2022.

A. Boards/Commissions/Committees - Library Board of Trustees vacancy

County Administrator Rodgers reported on a vacancy on the Amherst County Library Board of Trustees, and asked that the Board appoint a representative. He said the term of Ms. Sandy Jennings-Neblett, District 2 representative on the Amherst County Library Board of Trustees will expire on June 30, 2022. Ms. Jennings-Neblett has submitted her letter of interest requesting reappointment.

Staff advertised this vacancy in the News & Advance on May 15, 2022 and the New Era Progress on May 19, 2022. The closing date was May 31, 2022. Staff did not receive any additional letters of interest from the public.

By motion of Chairman Pugh and with the following vote, the Board reappointed Sandy Jennings-Neblett to the Amherst County Library Board of Trustees for a term ending June 30, 2026.

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

B. Boards/Commissions/Committees - Amherst County Social Services Board vacancy

County Administrator Rodgers reported on a vacancy on the Amherst County Social Services Board, and asked that the Board appoint a representative. He said the term of Mr. John Marks, Jr., At-large representative on the Amherst County Social Services Board will expire on June 30, 2022. Mr. Marks has submitted his letter of interest requesting reappointment.

In addition, staff has received letters of interest from Ms. Sherri Temple, Ms. Nickcole Maynard-Errami and Ms. Ayanna Jackson-Gillis, all of whom have requested appointment to the Social Services Board.

Staff advertised this vacancy in the News & Advance on May 15, 2022 and the New Era Progress on May 19, 2022. The closing date was May 31, 2022. Staff did not receive any additional letters of interest from the public.

Supervisor Ayers said Mr. Marks has done an excellent job and he would support his reappointment.

Chairman Pugh said Mr. Marks is detailed-oriented, great to have him as a board member and the "heartbeat" of that board.

By motion of Chairman Pugh and with the following vote, the Board reappointed John A. Marks, Jr. to the Amherst County Social Services Board for a term ending June 30, 2026.

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

C. Boards/Commissions/Committees - Central Virginia
Community College Board vacancy

County Administrator Rodgers reported that the term of Mr. John Walker, at-large representative on the Central Virginia Community College Board, will expire on June 30, 2022. Mr. Walker has served two consecutive terms on the CVCC Board and is not eligible for reappointment.

Staff advertised this vacancy in the News & Advance on May 15, 2022 and the New Era Progress on May 19, 2022 with a closing date of May 31, 2022. Staff did not receive any letters of interest from the public.

Mr. Rodgers said that staff is continuing to seek someone to fill this vacancy.

Supervisor Tucker asked about the qualifications for that Board. Mr. Rodgers said it is a community board that advises Central Virginia Community College and there are no special qualifications.

Chairman Pugh said he would consider waiting to re-advertise at a later time.

Supervisor Tucker said the vacancy should stay open and on the County website and continue to look for individuals.

It was the consensus by the Board to direct staff to post this vacancy on the County's website and withhold advertising in the local newspapers until further notice.

- D. Boards/Commissions/Committees - Quarterly update (July 1, 2022 - September 30, 2022)

County Administrator Rodgers reported this for information only on coming vacancies this quarter:

Central Virginia Alcohol Safety Action Program Policy Board
Kelvin Brown, Amherst County Representative, Term expires 08/31/22

Planning Commission
Michael Bryant, District 4, Term expires 08/31/22

IX. County Attorney's Report

The County Attorney had no matter to discuss.

X. Liaison and Committee Reports

- A. Planning Commission - David Pugh

Chairman Pugh, as liaison on the Planning Commission, reported on the following items:

A special exception request from Motor World for an auto sales/garage/repair business that the Planning Commission passed;

A short-term tourism rental on Rt.151;

A rezoning request by Rowan Holdings (the Tyler tract) with 108 units; and

A rezoning request by Russell Nixon for possibly 24 townhomes at the corner of Dillard Road and Route 130, for which the Planning Commission voted 5/1.

- B. Parks, Recreation & Cultural Development Board- Tom Martin

Vice-Chair Martin reported that the Parks and Recreation Board would meet next Monday.

C. School Board - Claudia Tucker

Supervisor Tucker reported that they were working to schedule a joint meeting between the School Board and the Board of Supervisors. She said topics of concern would be curriculum and infrastructure. She reported that the schools had lost ten teachers and were looking into that matter.

D. Central Virginia Transportation Planning Organization May 19, 2022 - Dean Rodgers

For information only.

E. Central Virginia Planning District Commission Meeting, May 19, 2022 - Dean Rodgers

For information only.

XI. Citizen Comment

There was no public comment.

XII. Matters from Members of the Board of Supervisors

Supervisor Wade had no matter to discuss.

Supervisor Tucker said she had received compliments about the grass being mowed on the highways and secondary roads. She wanted to commend Mr. Rodgers and VDOT for the work that was done this year.

Supervisor Ayers had no matter to discuss.

Vice-Chair Martin was concerned about the bricks on the walkway at the old Courthouse and asked that it be looked at. He also mentioned the pay study for the county law enforcement folks.

Chair Pugh had no matter to discuss.

XIII. Closed Session

- A. A closed session pursuant to VA Code Section 2.2-3711, Subsection (A)(3), for the purpose of discussion related to 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 related to the acquisition of properties located in District 2 and District 4.

Chairman Pugh moved that the Amherst County Board of Supervisors convene in closed session pursuant to VA Code Section 2.2-3711, Subsection (A)(3), for the purpose of discussion related to 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 related to the acquisition of properties located in District 2 and District 4.

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

Chairman Pugh 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

XIV. Certification of Closed Session

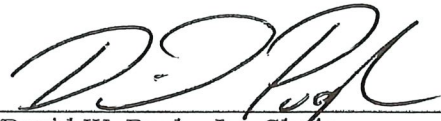
Supervisor Wade moved that the Amherst County Board of Supervisors certify by a recorded vote that, to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing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

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

XV. Adjournment

By motion of Vice-Chair Martin and with the following vote, the Board adjourned at 3:54 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

Amherst County Board of Supervisors Meeting – June 6, 2022

Good afternoon! Thank you for the opportunity to speak to you all today. My name is Brian Summers and I am one of three Vice Presidents at S&S Machine, Inc. in Madison Heights, a manufacturer and job shop; makers of T.R.U. Ball and AXCEL archery products. I am here with the President and CEO, Gregory Summers, my father. Thirty-seven years ago, my father decided to step out on faith and take a large risk. With five children, a double mortgage on his house, and maxing out all of his credit cards, he decided to leave his position as a machinist at Price & Clements machine shop in downtown Lynchburg to strike out on his own and make a better life for his family. Things were very difficult at first and as a kid I remember a Christmas with only construction paper and markers between us 5 kids. But soon after, with God's blessing, S&S Machine became one of the fastest growing businesses in Virginia. My dad chose to start his business across from the Country Corner Market in Elon and after a year of success, he built the first of four buildings that we own in Madison Heights. Some examples of our current local job-shop customers are Clorox (Glad bags), Frito Lay, Abbott Nutrition, BWXT, Framatome, Georgia Pacific, Greif, and many others. After 10 years and with around 50 employees, a contract with a major local manufacturer ran out and we needed work to keep our skilled workforce busy. My father got the idea to manufacture archery products during the slow economic business conditions which resulted in added work for our employees. After 27 years, we are one of the largest and most respected archery manufacturers in the world, and our products win Gold, Silver and Bronze in Olympic Sport. We make archery releases, sights, scopes, stabilizers, and finger tabs. You can find our products worldwide wherever archery equipment is sold. Here in the States, you can find our products in pro shops like the NEW Reedy's Archery here in Amherst and Amherst Arms & Archery in Madison Heights as well as Bass Pro Shops, Cabela's, Academy, Scheels, Dick's Sporting Goods, and many other stores nationwide.

We stand before you today to say "Thank You" for 37 years of conducting successful business here in Amherst County. Currently, we find ourselves having outgrown the facilities at our Crennel Drive location in Madison Heights. We are very excited about the Lot # 3 location in the Amelon Commerce Center. One advantage is that it keeps our manufacturing and machining buildings at Crennel Drive closer to our assembly building should it be constructed on Lot # 3. Another advantage is that it allows us to maintain and grow our good relationship with Amherst County, where we have resided for these many years.

As of the summer of 2021, we employed around 80 to 90 individuals. We now currently employ over 125. As of yesterday, we have started running a new billboard advertising campaign in Lynchburg and Madison Heights, something we have never done before, in an attempt to obtain even more staff. The message of the billboard is "Learn a Trade While Getting Paid!" Our business sales are so strong that we have had over 7 months of backorders now since the summer of 2020 and we do not see a slow down in sight. We are in the process of purchasing three new production machines, costing nearly 1/2 million-dollars each to help catch up with orders. One has arrived and production has started this past Friday.

Please know that we are very happy in Amherst County and would like to continue here for many years to come. We have begun building plans to double our assembly building size to a 100' by 200' rectangular steel building with two double story office sections that measure 100' by 32' each. These double story areas will tie together with an angled 32' by 32' foyer in between and these areas will be constructed of stone and brick masonry. This will create a beautiful aesthetic appearance for all who travel on the US29 connector and those who enter the Commerce Center on Amelon Center Road. We have samples of the possible site plan of the new building created by Hurt and Proffitt which are currently being modified. Please let us know if you have any questions and we look forward to the possibility of continued growth in Amherst County. Thank you very much for your time and consideration.



Enterprise System Replacement Project Update

JUNE 7, 2022



Agenda

1. Vendor Selection Decision - Jackie
2. Ranny Grubb – Virtual IT Introduction - Jackie
3. Overview of Selection Process - Ranny
4. Cost Overview – Jackie
5. Implementation Process and Timeline - Ranny

Vendor Selection Decision



- 4 Proposals
- RDA Systems Selected as Preferred Vendor
- RDA is Headquartered in Canton, Georgia
- In Business Since 1980
- Privately Owned and Operated
- Virginia clients include Appomattox and Charlotte County

Overview of Selection Process



Discovery & Needs Assessment



RFP



Vendor Proposal Evaluation



Vendor Reference Checks



Vendor Demo



Committee Vendor Selection



Contract Negotiation



County Attorney & Purchasing Contract Review & Approval

SELECTION COMMITTEE

NAME

TITLE

Joanne Carden	Treasurer
Jane Irby	Commissioner
Stacey McBride	Director of Finance
Linda Warner	Director of HR
Jackie Viar	Director of IT
David Proffitt	Assistant County Administrator
Ranny Grubb	- Purchasing Agent
Leif Aagaard	Advisory Consultant
	Citizen Advisor

ID		FINAL RANKING AFTER VENDOR DEMO									
VENDOR NAME		AVERAGE RANKING	HR (Linda)	Finance (Stacey)	IT (Jackie)	Treasurer (Joanne)	COR (Jane)	Citizen Advisor (Leif)	Advisory Consultant (Ranny)		
1	Tyler	2	2	2	2	3	2	3	2		
2	RDA Systems	1	1	1	1	1	1	1	1		
3	Keystone Systems	4	4	4	4	4	4	4	4		
4	Edmunds	3	3	3	2	3	3	2	3		

Cost Overview



Project Summary		Recurring Annual Fees	
Software - One Time License Fee	37,500	Software Support	39,000 Due at Go Live
Implementation & Conversion	60,000	Cloud Server	3,000 Due at Go Live
Cloud Server, Year 1	5,000	Year 2	44,100
Travel	10,000	Year 3	46,305
Customizations	<u>184,000</u>	Year 4	48,620
Total:	\$296,500	Year 5	<u>51,051</u>
Technical Project Management	\$114,340	Total 5 Year Costs	\$528,577

Implementation

PHASE	DATE	FY2023												2023												FY2024																						
		June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec																												
Planning and Discovery	June 2022 - July 2022																																															
System Configuration	June 2022 - July 2022																																															
Data Extraction	July 2022 - August 2022																																															
Phase 1 - Finance and HR/Payroll																																																
System Setup and Configuration	September 2022																																															
- Financial Management Module	October 2022																																															
- Bank Reconciliation Module	October 2022																																															
- Vendor Payments Module	September 2022																																															
- Personnel Module	September 2022																																															
- Payroll Module	September 2022																																															
- Position Tracking Module	September 2022																																															
- Leave Management Module	September 2022																																															
- Procurement	October 2022																																															
- Fixed Assets	March 2023																																															
- Alio Interface	TBD																																															
- Employee Navigator Interface	TBD																																															
Training	November 2022																																															
User Acceptance/Go Live Testing	Nov. 2022 - Dec. 2022																																															
Go Live	January 2023																																															
Phase 2 - Treasurer/Commissioner																																																
System Setup and Configuration	March 2023																																															
- Revenue Management Module	TBD																																															
- CAMA Interface	March 2023																																															
Training	May 2023 - June 2023																																															
User Acceptance/Go Live Testing	July 2023																																															
Go Live	July 2023																																															

Points of Emphasis

- Changes in Business Processes **WILL** Occur
- Changes in Process Owners **MAY** Occur
- Departments will be Empowered and Expected to Use the System
- Training for Departments will be Critical and Required
- Employees Will Benefit Significantly from Employee Self Service Portal

QUESTIONS?

