

AMHERST TOWN COUNCIL
AGENDA – WEDNESDAY, APRIL 10, 2019
Meeting at 7:00 p.m.
Town Hall, 174 S. Main Street, Amherst, VA 24521

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance -** *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation by Brian Miles, Amherst Presbyterian Church-** *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Citizen Comments -** *Per the Town Council's policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor's discretion.*
- E. Public Hearings and Presentations**
- 1. Public Hearing on the FY 19-20 Budget (Pgs. 1-30)–** *The proposed budget is included in the packet. The public hearing has been set and advertised for April 10, 2019, with an anticipated adoption date of May 8, 2019.*
 - 2. Public Hearing on the FY 19-20 Capital Improvement Program (Pg. 12)-** *The proposed Capital Improvement Program is included in the budget, on page 12. The Planning Commission held a public hearing on the CIP on March 6, 2019, and recommend the CIP to Council unanimously.*
- F. Consent Agenda –** *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*
- 1. Town Council Minutes (Pgs. 31-40) –** *Draft of the March 13, 2019 meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning such that any needed corrections can be presented at the meeting.*
- G. Correspondence and Reports**
- 1. Staff Reports (Pgs. 41-50)**
 - a. Town Manager Monthly Report - **attached**
 - b. Police Chief Monthly Report - **attached**
 - c. Office Manager Monthly Report - **attached**
 - d. Clerk of Council Monthly Report- **attached**
 - e. Public Works Monthly Reports- **attached**
 - f. Town Attorney Monthly Report – **attached**
 - 2. Council Committee Reports (Pgs. 51-52) –** *see **attached** listing of committee responsibilities*
 - a. Finance Committee – *Mrs. Carton- meeting on March 27, 2019, minutes attached*
 - b. Community Relations – *Mrs. Ogden- meeting on April 3, 2019, minutes attached*

c. Utilities Committee – *Mr. Watts*

3. Other Reports

- a. Planning Commission– *no meeting, no report*
- b. Robert E. Lee SWCD- *no report*

H. Discussion Items

- 1. Set Public Hearing for the Code Recodification - Sara Carter-** *Set a public hearing for the Recodification of the Town Code for May 8, 2019.*

I. Matters from Staff

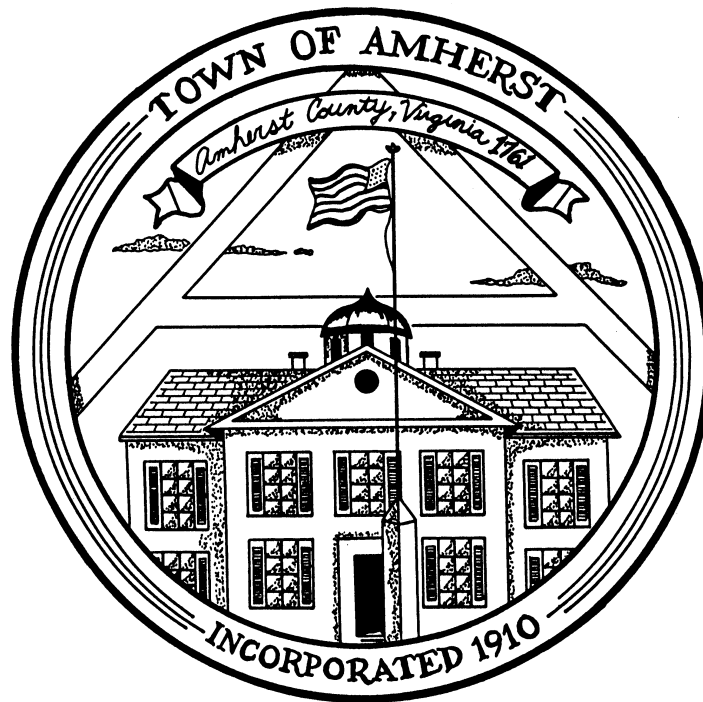
J. Matters from Town Council

K. Anticipated Town Council Agenda Items for Next Month

L. Citizen Comments

M. Adjournment

Town of Amherst FY 20 Budget Proposal



Mayor D. Dwayne Tuggle
Vice-Mayor Rachel Carton
Councilor Kenneth G. Bunch
Councilor Sarah B. Ogden
Councilor Kenneth S. Watts
Councilor Janice N. Wheaton

Presented for Public Hearing on April 10, 2019
Slated for Adoption on May 8, 2019

Respecting the past. Attending the present. Concentrating on the future.



TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521
Phone (434)946-7885 Fax (434)946-2087

MEMO

Date: March 27, 2019

To: Mayor Dwayne Tuggle and Members of Town Council

From: Sara Carter, Town Manager

Re: FY 20 Town of Amherst Budget Proposal

It is my pleasure to recommend to the Amherst Town Council a fiscally responsible, balanced budget for the fiscal year 2019-2020. This budget continues the focused effort of the Town to reinvest in their facilities, staff, and fund balances.

Highlights:

- This budget accounts for a responsible, comprehensive look at our capital needs and includes those slated needs in the budget request.
- This budget is fully balanced in each fund, with operating expenses fully funded by revenues. There are two funds that use a small amount of reserves for the purpose of fully funding the capital program in those funds.
- There are no tax increases included within the proposed budget.
- The budget maintains the Town's long-term commitment to a well-maintained public utility system, by including engineering costs for the Water Treatment Plant upgrade and reserve for the sewer sliplining project.
- No increases in public utility rates are included as a part of this budget, and staff recommends a policy change to increase equitability on payments for single-family structures currently charged with two base rates and a change in the returned check policy.
- Included in this budget is the final set of changes to implement the salary study completed in 2015. Salary adjustments based upon the Consumer Price Index (CPI), step increases, and certification increases will maintain salary competitiveness long term.
- The budget also reflects the Town Council's decision to continue fully paid employee health insurance coverage with an excellent health plan.

Adoption Process:

Council has a public hearing set for the budget on April 10, 2019. At that time, Council will also hold a public hearing on a proposed Ordinance amendment for changes to the meals tax.

The budget is slated for adoption at the May 8, 2019 meeting.

Town Manager's Budget Message

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AN ORDINANCE TO ESTABLISH THE BUDGET FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020 MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF AMHERST, VIRGINIA:

A. SOURCES OF FUNDS

That for the support of the Town Government and its General Fund, for the tax year beginning on January 1, 2019, all taxes, fees, charges and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein.

B. FUND ACCOUNTING

That the following projected sources and use of funds are hereby approved as the FY20 Town of Amherst budget and approved appropriations for the respective funds.

Estimated Revenues

General Fund	\$1,128,880
Water Fund	\$1,409,038
Sewer Fund	\$1,054,381
Garbage Fund	\$105,926
IDA Fund	\$36,987

Estimated Expenditures

General Fund	\$1,128,880
Water Fund	
- Operations	\$763,647
- Debt Service and Capital Projects	\$645,391
Sewer Fund	
- Operations	\$627,080
- Debt Service and Reserve	\$427,301
Garbage Fund	\$105,926
IDA Fund	\$39,987

C. TAX RATES

The proposed budget includes a continuation of the real estate tax rate at \$0.00/\$100.00 of assessed value and the personal property tax rate at \$0.00/\$100.00 of assessed value.

The proposed budget includes a continuation of the meals and beverage tax included in the Town Code at 6%.

D. UTILITY RATES AND CHARGES

The proposed budget holds rates at their current levels, as shown on the revised Utility Rate and Fee Policy, contained within the budget.

E. DONATIONS

That donations to the following organizations are hereby authorized for the purposes listed subject to the conditions noted. These funds are to be disbursed on a reimbursement basis upon delivery of appropriate receipts:

Amount	Organization	Purpose/Conditions
\$12,250	Amherst Fire Department	Operating Costs, including water, sewer, electric, training, equipment.
\$2671	Amherst County Chamber of Commerce	Membership, sponsorship and contribution towards bands at two events.
\$2750	Second Stage	Community Movie program. An additional \$2750 should be available through a Challenge Grant, which would pass through Town coffers.
\$3500	Village Garden Club	Civic Beautification
\$2500	Amherst County Museum and Historical Society	Utilities, Programming and repairs to the Museum building.
\$2500	Neighbors Helping Neighbors	Supplies for Food Bank
\$200	Rotary Club	Civic Beautification
\$26,371	Total Donations	

F. FUND BALANCE REQUIRMENTS

The Town of Amherst maintains a Fund Balance Policy to ensure that the Town has adequate funds to address emergency situations and ensure the Town's credit worthiness. Required balances for the FY20 fiscal year are as follows:

General Fund Permanent Fund	\$	290,498
General Fund Contingency	\$	31,527
Water Fund Permanent Fund	\$	470,788
Sewer Fund Permanent Fund	\$	422,599

G. PERSONNEL

There were salary adjustments made in one department to complete the Town's commitment to realigning salaries with the marketplace as outlined in the salary study. These adjustments are the final adjustments that will be made to complete the Town's commitment made as a part of the study.

To maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost of Living increase for all employees of 1.53%, consistent with the cost of the consumer price index as shown by the 2018 calendar year.

Additionally, employees with a satisfactory review who have met their yearly performance goals shall also receive a 2% step increase.

Health insurance costs and plans remain the same this year from last year.

H. CONDITIONS

The intent being to authorize spending according to this budget, all appropriations articulated herein are declared to be maximum and conditional such that outlay shall be made only in the event the aggregate revenues collected and other resources available to the Town in the respective funds are sufficient. All debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with the Ordinance, the Town Charter, Town Code and Purchasing Policy and administrative rules and procedures.

This Ordinance was passed by a vote of the Amherst Town Council on the 8th of May, 2019 and shall become effective on July 1, 2019.

Mayor

Attest:

Clerk of Council

Town of Amherst
Schedule of Local Levy
July 1, 2019

The following are tax levies for the fiscal year beginning July 1, 2019. The Town Code contains other tax levies and a more complete description of the Town's taxation program.

1. On the \$100.00 of assessed value of taxable real estate, including mobile homes, the rate shall be \$0.00.

2. On the \$100.00 of assessed value of machinery and tools used in manufacturing or mining business including property specifically classified by Section 58.1-3506A.6 of the Tax Code of Virginia, the rate shall be \$0.00. This tax rate shall also be applicable to real and tangible personal property of public service corporations, based upon the assessments generated annually by the State Corporation Commission, and duly certified.

3. On the \$100.00 of assessed value of taxable tangible personal property, including property specifically classified by Section 58.1-3506 and Section 58.1-3509 of the Code of Virginia, the rate shall be \$0.00.

(Reference the provisions of VA CODE ANN., §58.1-3524 C.2. and §58.1-3913 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly)

Town of Amherst Utility Rate and Fee Policy

For FY 2019/20

Initiation or Termination of Service:

Requests to initiate or terminate Town water, sewer and/or refuse collection (utility) service are accepted at the Town Hall (434/946-7885) 9-5, M-F for processing by the Utilities Department. All new customers and changes to the party to be billed are charged a \$50.00 account set-up fee/ reconnection fee/trip charge at the time the account is opened and are required to show proper identification. All requests are to be in writing on a form available at the Town Hall.

Residential Customers:

All active customers shall be charged one Residential Base Charge each month for each individual residential unit, as designated consistent with building and zoning practices. Customers are charged for water and sewer usage based upon metered water usage.

<u>Rate Component</u>	<u>In Town Residential Base Charge</u>	<u>In Town Use Charge per 1,000 gallons</u>	<u>Out of Town Residential Base Charge</u>	<u>Out of Town Use Charge per 1,000 gallons</u>
Water:				
Effective July 1, 2017	\$15.60	\$7.75	\$31.20	\$15.50
Sewer:				
Effective July 1, 2017	\$27.35	\$6.85	\$54.70	\$13.70
Curbside Refuse Collection:				
Effective July 1, 2016	\$7.10		\$14.20	

Nonresidential Customers:

Base charges for non-residential water and sewer users will be computed by dividing metered use by 3,250 gallons and then multiplying by the applicable residential base charge. This applies to all non-residential users except for churches that shall be assessed on the same basis as residences. The applicable residential charge shall be assessed for each residential unit for Curbside Refuse Collection.

Curbside Refuse Collection:

All in-town water customers shall receive curbside refuse collection service and refuse collection services will not be provided to non-water customers.

Fire Sprinkler Fees

Fire sprinkler fees are as follows:

4" Line	\$17.00/Month
6" Line	\$28.00/Month
8" Line	\$39.00/Month
10" Line	\$50.00/Month

Charges for Water Not Discharged to Sewer:

The Town charges for sewer based on 100% return of the water to the sewer system for those Town water customers that are connected to the Town of Amherst wastewater collection and system. However, any customer may request that the Town install a separate "irrigation" meter for water that does not return to the sewer system – i.e. for lawn sprinkling or irrigation. For the purposes of billing, the irrigation meter

shall be considered a separate account. Separate application and connection fees are required to be paid, and once activated the water-only (no sewer or refuse collection fees apply) will be billed separately. All irrigation systems must meet the provisions of the Cross Connection Control Ordinance (§17-14 of the Town Code).

Dormant Account Fees:

A dormant account fee of \$5.00/month/residence or business for water and \$10.00/month/residence or business for sewer will be charged to every property owner that is connected to the respective utility, has used the service in the past, but not actively using the respective service. Dormant account fees shall not be applied to accounts associated only with yard hydrants, irrigation systems or swimming pools.

Reconnection Fee:

A reconnection fee/trip charge of \$50 will be charged for any activation or reactivation of utility service due to a request for new service, reactivation from disconnection due to nonpayment or a customer-requested disconnection/reconnection. This fee may be waived at the Office Manager's sole discretion due to emergency or irregular situations.

Re-reads Charges:

The Town staff reviews water meter readings for accuracy and investigates suspected incorrect readings prior to mailing bills. In the case of a billing dispute, a customer may request that the Town re-read the customer's water meter. However, if the customer's water meter has already been re-read by the Town during the billing cycle in question, a \$20 trip fee will be charged to offset the cost of a Town employee making a second re-reading trip to the customer's meter. This charge will be added to the customer's next bill.

Billing:

Water meters are read every month and bills are calculated based upon the consumption recorded. All customers are billed every month. Bills are assigned a billing date which is normally the last day of the month during which the meter is read and then mailed to the customer. Payment is due by 5:00 P.M. on the 20th day of each month except when the 20th falls on a weekend or Town holiday the due date shall become 5:00 P.M. on the next business day. When a past due balance on any account is greater than \$200, a lien for the balance due plus any court recording fees will be recorded against the real estate. **Property owners are held responsible for utility bills against their properties.**

Adjustments for Leaks:

A property owner is responsible for paying for 100% of the water that has passed through the Town's water meter along with the associated sewer charges. However, in good-faith situations involving water that has leaked from the customer's plumbing, and upon confirmation by the owner that the leak is repaired so that it will not recur, the Office Manager is authorized to give a 50% credit for the excess water and sewer at the time of confirmation and for no more than the two preceding bills, if applicable. "Repaired" is defined as physical repairs to the owner's plumbing such as pipe patching, replacement of the flapper mechanism in a toilet tank, or physical replacement or removal of a plumbing fixture. For the purposes of this leak adjustment policy, merely closing a valve upstream of the leak location shall not be considered a repair.

Late Payment Charges and Disconnect Procedures:

The Town will assess a late charge of 10% on all accounts when the payment is not received by 5:00 P.M. on the due date. All payments received after 5:00 P.M. are processed as the next business day's receipts. If a customer receives a bill with a previous bill balance, the previous balance must be received by 5:00 P.M. on the 2nd Monday of the month following receipt of that bill. If the previous balance is not received by that time the customer will be put on the Town's disconnect list for the following morning.

Restoration of Service:

If a customer has not paid the previous balance on an account by the disconnection date or otherwise made arrangements satisfactory to the Office Manager to have the balance paid, the water service will be terminated. Before any service is restored, the past due amount including the \$50.00 reconnection fee/trip charge must be physically received by the Office Manager at 174 South Main Street in the Town of Amherst. Funds will not be accepted from customers at the service location. The \$50.00 reconnection fee/trip charge will also be charged where a customer, or any entity other than the Town, has obtained water and/or sewer service prior to all applicable fees and/or charges being paid to obtain service and/or has installed a meter or other apparatus in a meter setting to gain access to public water/sewer.

In recognition that circumstances beyond the control of the customer or the Town of Amherst may contribute to late payments, a once per lifetime per customer exception to the penalty and reconnect fee may be granted for good reason at the Office Manager's sole discretion.

Returned Payments:

Any payments not honored by the bank, whether check, or credit card payment, will be charged a \$50.00 handling fee and any bank fees (Reference VA Code §15.2-106). Service shall automatically be disconnected when a payment to pay to prevent service from being disconnected or to reconnect a service is returned or charged back to the Town for any reason. If the returned payment was paid to prevent termination of services then the past due balance, the returned payment handling fee and a reconnection fee/trip charge shall be collected prior to service being restored via cash, money order or certified check. Once the Town has received a returned payment on an account more than one time, the Town will not accept any forms of payment other than cash or certified funds for a period of six (6) months for that account.

Any payments received by 5:00 P.M. on each business day will be credited the same day. Any payments received after 5:00 P.M. (including those received via U.S. Mail and the Town's drop box) will be credited as being received the next business day.

Payment Arrangements:

The Office Manager is authorized to enter into a payment contract if a customer cannot pay his previous balance in full. Each customer account is only allowed one (1) payment arrangement per calendar year. There is a standard "agreement" form that is available at the Town office and must be signed by the person on the account. The Office Manager may make arrangements that deviate from the standard policy only in extreme situations.

Fire Hydrant Use:

Water may not be obtained from the Town of Amherst hydrants except by the Amherst Volunteer Fire Department or other approved firefighting agency. The Office Manager (434/946-7885) should be contacted for the application form for a permit to haul water from the Town of Amherst water plant.

Cross Connections:

As required by the Virginia Department of Health, where a high potential exists for contamination of the Town's municipal water system, a backflow prevention device approved by the Town of Amherst must be installed. This includes irrigation systems. Where required, the owner of the backflow prevention device must have annual tests performed to certify that the device is working correctly. Failure to install and operate such devices and/or provide certification or the test results to the Town of Amherst may result in the interruption of water service. (Reference §17-14 of the Town Code)

Sewer Connections and Discharges:

Connections to and discharges into the Town's sewer system must conform to local, state and federal sewage pretreatment regulations. This includes the installation of grease traps for restaurants and grit traps for car washes. Failure to meet such provisions may result in the interruption of sewer service via disconnection of the water service or other means. (Reference §17-15 of the Town Code)

Availability and Connection Fees:

Refer to Chapter 17 of the Town Code for rules that apply to new utility connections.

Maintenance of Policy and Implementation

The Town Manager shall be responsible for maintaining and updating this policy and for its proper administration. The Town Manager shall have the authority to deviate from strict enforcement for good cause.

PUBLIC HEARING NOTICE

The Town of Amherst Town Council will hold public hearings at 7:00 PM on April 10, 2019, in the Council Chambers of the Town Hall at 174 South Main Street, Amherst, VA, on the following matters:

Capital Improvement Program

To receive comments on the Town's 2019 – 2020 Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment.

A document containing the complete Capital Improvement Program proposal and supporting documentation is available online at www.amherstva.gov and for inspection in the Town Hall during normal working hours.

Proposed Fiscal Year 2019/2020 Town of Amherst Budget

This budget synopsis is prepared and published for informative planning purposes only. The inclusion of any item does not constitute an obligation or commitment on the part of the Town Council to appropriate funds for that purpose. There is no allocation or designation of Town of Amherst funds for any purpose until an appropriation for that purpose has first been made by the Town Council.

Estimated Revenues

General Fund	\$1,128,880
Water Fund	\$1,409,038
Sewer Fund	\$1,054,381
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The proposed budget includes a continuation of the real estate tax rate at \$0.00/\$100.00 of assessed value and the personal property tax rate at \$0.00/\$100.00 of assessed value. It maintains the meals and beverage tax rate at 6%.

The proposed budget maintains water, sewer and curbside collection at their same rates:

<u>Rate Component</u>	<u>In Town Residential Base Charge</u>	<u>In Town Use Charge per 1,000 gallons</u>	<u>Out of Town Residential Base Charge</u>	<u>Out of Town Use Charge per 1,000 gallons</u>
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Curbside Refuse Collection:				
Effective July 1, 2016	\$7.10		\$14.20	

A document containing the complete budget proposal, implementing Ordinance and supporting documentation is available online at www.amherstva.gov and for inspection in the Town Hall during normal working hours.

TOWN OF AMHERST									
CAPITAL IMPROVEMENT PROGRAM FY19-20, RECOMMENDED BY THE PLANNING COMMISSION									
Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Recommended Sources of Funds
Police									
Four Wheeler			5,000.00	5,000.00					All Funds
UTV-Side by Side (shared)	19		15,000.00		15,000.00				All funds
Police Interceptor-SUV	13		40,000.00		40,000.00				General Fund
New Dept Building Project	17								General Fund
Message Board	13		15,200.00	15,200.00					General Fund
Maintenance									
New Truck	11		28,000.00			28,000.00			General Fund
Expand Maint. Shop	15		25,000.00	25,000.00					All Funds
New AC/Heat at Town Hall	11		30,000.00		30,000.00				General Fund
Back Hoe	13		95,000.00			95,000.00			General Fund
Bucket Truck	13		30,000.00		30,000.00				General Fund
Touch Water Meters			123,397.00						All Funds
Plants									
Water Plan Updates	20		3,100,000.00	347,850.00	3,864,000.00				
Asphalt Access Rd/Delivery Area	11		70,000.00				70,000.00		Water Fund
New Water Plant Truck	14		32,940.00					32,940.00	Water Fund
Sludge Dewatering System	16		1,500,000.00					1,500,000.00	
SCADA Replacement	12							-	
Asphalt Wasterwater Access Rd	14		70,000.00					70,000.00	Wastewater Fund
Step Screen/Washpress Rebuild	15		19,300.00	19,300.00					Wastewater Fund
New Wastewater Truck	14		32,940.00					32,940.00	Wastewater Fund
Finance									
New Accounting Software	11		28,000.00	28,000.00					All Funds
Water Line Replacements									
Replace Author Court W/L	19		7,000.00		7,000.00				Water Fund
Sunset Drive Replacement			1,019,260.00		1,019,260.00				Grant and Water
Waugh's Ferry Road Replacement			1,406,595.00			1,406,595.00			Grant and Water
Walnut Street Replacement			136,888.00				136,888.00		Grant and Water
Union Hill Replacement			420,416.00					420,416.00	Grant and Water
Zane Snead Replacement			294,400.00				294,400.00		Grant and Water
		TOTAL	8,539,336.00	440,350.00	5,005,260.00	1,529,595.00	501,288.00	2,056,296.00	
Other Waterline projects									
Smaller Scale									Shared:
Dogwood Street	Larger Scale								\$ 5,000.00
Lake Drive	Second Street								\$ 25,000.00
Briarhurst Drive	Lynchburg Avenue								\$ 28,000.00
Vista Drive	Warehouse Road								\$ 58,000.00
Norfolk Avenue	Arthur Court								\$19,333 per fund
Forest Avenue	Christian Springs Road								
Washington/Church Street	East Monitor Road								
Town Court Lane	Huff Creek Trail								
	Monitor Road								
	Mountain View Plaza								
	Jail Waterline								
	Ambriar Loop								

GENERAL FUND						
Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
GENERAL FUND REVENUES						
Real Property Taxes-Current	-		-	-	-	
Real Property Taxes-Delinquent	-		-	-	-	
Personal Property Tax-Current	-		-	-	-	
Personal Property Tax-Delinquent	-		-	-	-	
Penalties on Del Taxes	-		-	-	-	
Interest on Del Taxes	-	587.94	-	-	-	
Local Sales & Use Tax	100,000.00	55,252.59	110,505.18	105,000.00		5,000.00
Consumer Utility Tax-Gas, Elec	26,000.00	12,945.95	25,891.90	26,000.00		-
Electric Consumption Tax	18,000.00	9,725.38	19,450.76	19,000.00		1,000.00
Business License Tax	120,000.00	15,447.28	125,000.00	125,000.00		5,000.00
Business Lic Tax-Interest & Pen	2,300.00	1,724.89	3,449.78	3,200.00		900.00
Motor Vehicle Licenses	42,000.00	43,032.58	42,500.00	42,500.00		500.00
Motor Vehicle Licenses Penalties/Intere	4,000.00	193.84	400.00	400.00		(3,600.00)
Bank Stock Fee	75,000.00	-	75,000.00	58,000.00		(17,000.00)
Lodging Tax	7,900.00	4,502.24	9,004.48	8,500.00		600.00
Meals Tax	495,000.00	251,645.02	503,290.04	500,000.00		5,000.00
Meals Tax-Pen & Int.	1,000.00	-	-			(1,000.00)
Zoning Permits		300.00				-
Fines & Forfeitures	15,000.00	10,753.16	21,506.32	18,000.00		3,000.00
Interest on Bank Deposits	5,000.00	2,833.79	5,667.58	5,250.00		250.00
Interest on Investments	18,000.00	15,457.22	30,914.44	25,000.00		7,000.00
Tower Lease	9,400.00	3,918.15	9,400.00	9,400.00		-
Rent-Firing Range	-					-
Police Security	1,800.00	-	1,800.00	1,000.00		(800.00)
Refunds		3,176.30	-			-
Credit Card Transaction Fee	3,000.00	129.74	500.00	250.00		(2,750.00)
Returned Check Fee	400.00	100.00	200.00	200.00		(200.00)
Accident Reports	500.00	65.00	150.00	150.00		(350.00)
Misc Rev	1,000.00	3,210.00	1,000.00	1,000.00		-
DMV Stop Fees	1,200.00	175.00	300.00	300.00		(900.00)
Rolling Stock Tax	2,500.00	2,490.66	2,500.00	2,500.00		-
Personal Property Tax Relief	17,455.00	17,455.92	17,455.00	17,455.00		-
Rental Tax	2,000.00	1,143.44	2,286.88	2,000.00		-
Communication Tax from State	96,000.00	44,614.90	89,229.80	90,000.00		(6,000.00)
DCJS Grants		-				-
State Police Aid	54,588.00	28,304.00	54,588.00	54,588.00		-
Fire Programs Grant	10,000.00	10,000.00	10,000.00	10,000.00		-
Insurance Claims						-
Sale of Land/Vehicles/Buildings						-
Carryover from previous year for budget balance						-
Transfers from Other Funds				4,187.37		4,187.37
General Fund Revenues Totals	1,129,043.00	539,184.99	1,161,990.16	1,128,880.37	0.00	(162.63)

GENERAL FUND EXPENSES						
TOWN COUNCIL						
Wages	11,400.00	5,700.00	11,400.00	11,400.00		-
FICA	872.10	436.20	872.10	872.10		-
Travel-Milage/Hotels/Conference				2,500.00		2,500.00
Employee Recognition	2,000.00		2,000.00	2,000.00		-
Town Council Totals	14,272.10	6,136.20	14,272.10	16,772.10	-	2,500.00
TOWN MANAGER						
Wages	24,759.00	18,658.39	25,632.99	25,632.99		873.99
PT Wages	32,827.09	17,036.09	33,982.75	35,982.75		3,155.66
FICA	4,405.34	2,578.26	4,560.60	4,560.60		155.26
VRS	3,825.03	1,525.53	4,188.43	4,107.52		282.49
Health Insurance	2,462.40	1,786.00	2,462.40	2,462.40		-
Group Life Insurance	306.66	127.75	335.79	329.31		22.65
STD/Long-Term Disability	178.26	321.96	151.23	151.23		(27.03)
Unemployment Insurance	50.00	1.03	25.00	25.00		(25.00)
Worker's Comp	146.01	137.42	137.42	137.42		(8.59)
Professional Svcs	800.00	2,639.18		2,500.00		1,700.00
Printing & Binding						-
Advertising	3,000.00	-		2,000.00		(1,000.00)
Contingency requirement	98,021.65	15,844.32		31,338.00		(66,683.65)
Postage	200.00	53.55		200.00		-
Telecommunications	540.00	540.00		540.00		-
Crime & Cyber Insurance	2,329.00	-		2,329.00		-
Travel-Mileage/Hotel/Conference	4,150.00	2,466.72		4,150.00		-
Dues & Memberships	3,600.00	4,941.15		4,829.00		1,229.00
Capital Improvement Program		-		33,534.00		33,534.00
Town Manager Totals	181,600.44	68,657.35	71,476.62	154,809.22	0.00	(60,325.22)
Town Attorney	40,000.00	13,947.50	30,000.00	30,000.00		(10,000.00)
Independent Auditor	16,000.00	-	20,000.00	20,000.00		4,000.00
FINANCE DEPARTMENT						
Wages	38,781.19	24,192.86	40,149.35	40,149.35		1,368.16
PT Wages	9,612.97	5,558.38	10,019.49	10,019.49		406.52
FICA	3,702.15	1,981.75	3,837.92	3,837.92		135.77
VRS	6,336.85	2,640.35	6,560.40	6,433.67		96.82
Health Insurance	6,657.60	4,294.00	6,657.60	6,657.60		-
Group Life Insurance	508.03	211.70	525.96	515.80		7.77
Unemployemnt Insurance	50.00	9.12	50.00	50.00		-
Worker's Comp	141.27	146.54	146.54	146.54		5.27
DMV Stops	1,500.00	775.00	1,500.00	1,500.00		-
Professional Svcs	-	2,800.00	2,800.00	2,800.00		2,800.00
Banking Service Charges	3,000.00	516.63	1,500.00	1,500.00		(1,500.00)
Service Contracts	3,215.00	1,500.00	3,215.00	3,215.00		-
Advertising	-	-				-
Postage	3,000.00	2,236.80	3,000.00	3,000.00		-
Telecommunications	1,080.00	1,716.25	1,080.00	1,080.00		-
Travel-Mileage/Hotel/Conference	1,850.00		1,850.00	1,850.00		-
Dues & Memberships	210.00		210.00	210.00		-
Office Supplies	3,500.00	1,961.00	4,000.00	4,000.00		500.00
Finance Totals	83,145.06	50,540.38	87,102.26	86,965.37	0.00	3,820.31

Information Technology						
I.T. Services	10,000.00	3,325.00	8,000.00	8,000.00		(2,000.00)
Phone Maintenance	1,200.00	-	1,000.00	1,000.00		(200.00)
Website Maintenance	500.00	750.00	1,000.00	1,000.00		500.00
Microsoft Office Service	5,760.00	3,470.00	7,620.00	7,620.00		1,860.00
I.T. Supplies	2,000.00	64.95	2,000.00	2,000.00		-
I.T. Equipment	2,000.00	-	2,000.00	2,000.00		-
I.T. Totals	21,460.00	7,609.95	21,620.00	21,620.00	0	160.00

POLICE DEPARTMENT						
Wages	308,087.94	137,193.42	309,138.55	309,138.55		1,050.61
Overtime		5,805.56	6,271.54	3,500.00		3,500.00
PT Wages	7,614.67	1,916.39	10,741.61	7,614.67		-
Other Pay/Holiday	9,659.07	4,493.21	12,771.13	10,500.00		840.93
Security Wages	1,800.00	935.53	1,800.00	1,800.00		-
FICA	25,027.87	11,464.90	25,708.97	25,708.97		681.10
VRS	50,341.57	18,228.38	50,513.24	50,513.24		171.67
Health Insurance	57,936.00	25,660.00	57,936.00	57,936.00		-
Group Life Insurance	4,035.95	1,445.41	4,049.72	4,049.72		13.77
Unemployment Insurance	75.00	1.44	50.00	50.00		(25.00)
Worker's Comp	10,879.06	10,567.89	10,656.51	10,566.20		(312.86)
LODA Insurance	2,787.00	3,902.00	3,902.00	3,902.00		1,115.00
Repair & Maint. Svcs	9,000.00		9,000.00	9,000.00		-
CODE RED	2,500.00		2,500.00	2,500.00		-
Advertising	500.00		500.00	500.00		-
Postage	500.00	11.07	500.00	500.00		-
Telecommunications	6,000.00	2,801.28	6,600.00	6,600.00		600.00
Motor Vehicle Insurance	3,180.14	3,530.39	3,530.39	3,530.39		350.25
Other Property Insurance	479.90	523.43	509.22	509.22		29.32
Travel-Mileage/Conference/Hotel	2,000.00	70.03	4,000.00	4,000.00		2,000.00
Rent of Building						-
Fire Range Fees	3,000.00		3,000.00	3,000.00		-
Attorney Fees	2,955.00	1,141.50	2,955.00	2,955.00		-
Dues & Memberships	5,000.00	2,425.00	5,000.00	5,000.00		-
Office Supplies	1,500.00	1,014.87	2,500.00	2,500.00		1,000.00
Fuel	15,000.00	6,734.50	15,000.00	15,000.00		-
Vehicle/Power Equipment Supplies	9,000.00	3,524.99	9,000.00	9,000.00		-
Police Supplies	6,000.00	3,564.07	9,000.00	9,000.00		3,000.00
Uniforms	5,000.00	5,572.07	5,000.00	5,000.00		-
Crime Prevention	4,000.00	430.68	4,000.00	4,000.00		-
Investigation Expense	1,000.00		2,000.00	2,000.00		1,000.00
Grant Expenses	-					-
Vehicles	-					-
Police Department	554,859.17	252,958.01	578,133.87	569,873.96	0.00	15,014.79

PUBLIC SAFETY						
Fire Dept Contributions	10,000.00	10,000.00	12,250.00	12,250.00		2,250.00
Fire Programs Grants	10,000.00	10,000.00	10,000.00	10,000.00		-
Rescue Contributions	10,500.00	10,500.00	-			(10,500.00)
Public Safety	30,500.00	30,500.00	22,250.00	22,250.00	0.00	(8,250.00)
Streetlights	26,225.00	12,584.89	25,215.58	25,500.00		(725.00)

GENERAL PROPERTIES						
Wages	17,455.57	31,238.44	19,310.30	18,266.10		810.53
PT Wages	12,032.02	6,079.24	12,735.78	12,735.78		703.76
Other Pay/Holiday	354.16	-	279.52	279.52		(74.64)
FICA	2,282.89	1,834.63	2,444.37	2,366.03		83.14
VRS	2,852.24	1,201.20	3,155.30	2,927.02		74.78
Health Insurance	4,104.00	6,314.00	4,104.00	4,104.00		-
Group Life Insurance	228.67	96.40	252.96	234.66		5.99
Unemployment Insurance	75.00	5.73	75.00	75.00		-
Worker's Comp	201.72	183.47	201.72	201.72		-
Maintenance Contracts	5,000.00	-	5,000.00	5,000.00		-
Electric	2,800.00	3,997.97	11,460.76	11,460.76		8,660.76
Heating Services	3,200.00	825.81	3,200.00	3,200.00		-
Water/Sewer	13,595.00	1,243.95	11,000.00	11,000.00		(2,595.00)
Telecommunication	6,720.00	2,017.29	6,792.00	6,792.00		72.00
Property Insurance	548.98	512.05	548.98	548.98		(0.00)
Motor Vehicle Insurance	1,259.63	1,398.37	1,398.37	1,398.37		138.74
Other Property Insurance	1,116.34	1,162.78	1,223.78	1,223.78		107.44
General Liability Insurance	12,510.00	11,811.57	12,510.00	12,510.00		-
Lease of Equipment	2,000.00		2,000.00	2,000.00		-
Travel-Mileage/Conference/Hotel	2,000.00	381.48	2,000.00	2,000.00		-
Dues & Memberships	-		-			-
Office Supplies	1,000.00	4.98	1,000.00	1,000.00		-
Janitorial Supplies	2,000.00	92.97	1,000.00	1,000.00		(1,000.00)
Repair & Maint. Supplies	5,000.00	2,227.96	15,000.00	15,000.00		10,000.00
Fuel	12,000.00	5,686.02	13,000.00	13,000.00		1,000.00
Vehicle/Power Equipment Supplies	29,000.00	2,978.92	29,000.00	29,000.00		-
Uniforms	2,000.00	-	2,000.00	2,000.00		-
Christmas Decorations	4,000.00	1,707.38	4,000.00	4,000.00		-
Ag Supplies	2,000.00	21.06	2,000.00	2,000.00		-
Equipment/Vehicles						-
General Properties Totals	147,336.22	83,023.67	166,692.85	165,323.72	0.00	17,987.50

CVCC Small Bus. Center Contri.	-	-				-
Second Stage Contri	2,500.00	2,500.00	3,000.00	2,750.00		250.00
Village Garden Club Contri.	2,500.00		3,500.00	3,500.00		1,000.00
Rotary Club	-		200.00	200.00		200.00
Museum Contributions	2,500.00	289.97	2,900.00	2,500.00		-

Planning/Zoning						
Professional Services						-
Advertising	1,000.00	189.00		500.00		(500.00)
Postage	100.00			100.00		-
Dues/Memberships	1,045.00		1,045.00	1,045.00		-
General Properties Totals	2,145.00	189.00	1,045.00	1,645.00	0.00	(500.00)

Community Development						
Chamber of Commerce Contri.	2,500.00		1,000.00	2,671.00		171.00
Neighbors Helping Neighbors Cont	1,500.00	1,500.00	2,500.00	2,500.00		1,000.00
Community Development Total	4,000.00	1,500.00	3,500.00	5,171.00	0.00	1,171.00
Revenue Refunds		1,253.81				-
Purchase of Land/Buildings		190,648.10				-
General Fund Expense Total	1,129,042.99	722,338.83	1,050,908.28	1,128,880.37	-	(33,696.62)
General Fund Total Revenue			1,161,990.16	1,128,880.37		
General Fund Total Expenditures			1,050,908.28	1,128,880.37		
Surplus			111,081.88	-		

WATER FUND						
Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Differen
WATER FUND REVENUE						
Water In-Town Base Charges	283,770.38	143,522.49	283,723.58	283,723.58		(46.80)
Water OT Base Charges	192,915.17	107,016.49	192,852.77	192,852.77		(62.40)
Water In-Town Usage Charge	417,806.34	201,283.28	417,806.34	417,806.34		(0.00)
Water OT Usage Charges	317,304.69	170,784.26	317,304.69	317,304.69		0.01
Penalties	16,000.00	7,333.53	15,000.00	15,000.00		(1,000.00)
Trip Charges	11,000.00	7,600.00	15,000.00	15,000.00		4,000.00
Dormant Acct Fee	9,110.00	1,687.32	3,716.01	3,716.01		(5,393.99)
Fire Sprinklers	4,968.00	2,484.00	4,968.00	4,968.00		-
Avalability Fee		2,920.00	-			-
Water Charges-SBC	113,653.44	56,240.37	113,653.44	113,653.44		-
Reimbursement of Const. Cost			-			-
Transfer from Reserve			-	45,013.53		45,013.53
Revenue Totatls	1,366,528.02	700,871.74	1,364,024.83	\$ 1,409,038.36	\$ -	\$ 42,510.34
WATER FUND EXPENSES						
TOWN MANAGER						
Wages	36,680.00	14,672.34	37,974.80	37,974.80		1,294.80
PT Wages	4,103.39	1,721.70	4,247.84	4,247.84		144.45
FICA	3,119.93	1,254.95	3,230.03	3,230.03		110.10
VRS	5,666.71	2,257.89	6,205.08	6,085.21		418.50
Health Insurance	3,648.00	1,520.00	3,648.00	3,648.00		-
Group Life Insurance	454.30	189.30	497.47	487.86		33.56
STD/Long-Term Disability	264.10	102.30	224.05	224.05		(40.05)
Unemployment Insurance						-
Contingency	25,000.00			25,000.00		-
Town Manager Totals	78,936.43	21,718.48	56,027.29	\$ 80,897.79	\$ -	\$ 1,961.36
FINANCE DEPARTMENT						
Wages	34,066.27	14,412.04	35,267.30	35,267.30		1,201.03
PT Wages	20,027.02	5,631.13	20,873.95	20,873.95		846.93
FICA	4,138.14	1,518.86	4,294.81	4,294.81		156.67
VRS	5,566.43	2,319.35	5,762.68	5,651.35		84.92
Health Insurance	6,384.00	2,660.00	6,384.00	6,384.00		-
Group Life Insurance	446.27	185.95	462.00	453.08		6.81
Unemployment Insurance		0.00	-			-
Banking Service Charges	1,000.00	956.93	2,000.00	2,000.00		1,000.00
Support Contracts	2,625.00	857.98	2,625.00	2,625.00		-
Misc Exp		5.00				-
Finance Totals	74,253.13	28,547.24	77,669.73	\$ 77,549.49	\$ -	\$ 3,296.36

WATER OPERATIONAL DEPARTMENT						
Wages	123,364.41	64,117.20	127,730.34	127,730.34		4,365.93
PT Wages	13,759.20	6,138.72	14,244.90	14,244.90		485.70
Other/Holiday	3,850.70	2,456.73	5,117.03	5,117.03		1,266.33
FICA	10,784.54	5,023.41	11,204.23	11,204.23		419.69
VRS	20,157.74	8,201.60	20,871.14	20,467.95		310.21
Health Insurance	18,960.00	11,520.00	22,800.00	22,800.00		3,840.00
Group Life Insurance	1,616.07	673.40	1,673.27	1,640.94		24.87
Long-Term Disability	269.52	344.46	228.69	224.28		(45.24)
Unemployment Insurance	75.00	0.00	75.00	75.00		-
Worker's Comp	3,631.73	3,569.05	3,569.05	3,569.05		(62.68)
Water Shed Mgmt	23,000.00	11,068.34	22,140.00	0.00		(23,000.00)
Testing Services	18,000.00	1,778.42	12,000.00	12,000.00		(6,000.00)
Professional Svcs	3,000.00	1,510.20	3,000.00	3,000.00		-
Repair & Maint. Svcs	10,000.00	4,000.00	10,000.00	10,000.00		-
Advertising	2,000.00	0.00	2,000.00	2,000.00		-
Electrical Svcs	48,000.00	17,420.77	40,000.00	40,000.00		(8,000.00)
Water & Sewer	48,000.00	8,951.63	32,000.00	32,000.00		(16,000.00)
Postage	2,500.00	156.85	2,000.00	2,000.00		(500.00)
Telecommunications	3,660.00	2,070.00	3,480.00	3,480.00		(180.00)
Property Insurance	3,028.50	2,824.77	2,824.77	2,824.77		(203.73)
Motor Vehicle Insurance	403.23	447.64	447.64	447.64		44.41
Travel-Mileage/Hotel/Conference	4,000.00	315.50	4,000.00	4,000.00		-
Lease/Rent Equipment		0.00				-
Permits		0.00	-			-
Dues & Memberships	2,000.00	740.00	2,000.00	2,000.00		-
Office Supplies	5,000.00	735.63	2,500.00	2,500.00		(2,500.00)
Lab Supplies	12,500.00	5,225.72	15,000.00	15,000.00		2,500.00
Repair & Maint. Supplies	25,000.00	1,120.38	25,000.00	25,000.00		-
Fuel/Oil	2,000.00	34.93	2,000.00	2,000.00		-
Vehicle & Equip Supplies	5,000.00	532.50	5,000.00	5,000.00		-
Uniforms	1,000.00	1,651.53	1,500.00	1,500.00		500.00
Chemicals	40,000.00	20,448.94	40,000.00	42,000.00		2,000.00
Equipment	25,000.00	933.22	25,000.00	25,000.00		-
Operational Totals	479,560.65	184,011.54	459,406.08	\$ 438,826.13	\$ -	\$ (40,734.52)

WATER MAINTENANCE DEPARTMENT						
Wages	87,277.84	34,506.52	96,551.51	91,330.52		4,052.68
PT Wages	1,941.69	0.00	616.31	616.31		(1,325.38)
Other Pay/Holiday	1,770.79	68.69	1,397.62	1,397.62		(373.17)
FICA	6,960.76	2,824.37	7,397.57	7,005.88		45.12
VRS	14,261.20	6,006.05	15,776.52	14,635.12		373.92
Health Insurance	20,520.00	8,930.00	20,520.00	20,520.00		-
Group Life Insurance	1,143.34	481.55	1,264.82	1,173.32		29.98
Unemployment Insurance	-	-	-	-		-
Worker's Comp	3,496.36	3,406.86	3,496.36	3,496.36		-
Repair & Maint. Svcs	-	5,920.00	-	-		-
Miss Utility	600.00	134.80	600.00	600.00		-
Telecommunication	-	0.00	-	-		-
Motor Vehicle Insurance	1,259.63	1,398.37	1,398.37	1,398.37		138.74
Lease of Equipment	2,000.00		2,000.00	2,000.00		-
Travel-Mileage/Conference/Hotel	2,000.00		2,000.00	2,000.00		-
Dues & Memberships	200.00	100.00	200.00	200.00		-
Repair & Maint. Supplies	20,000.00	2,141.22	20,000.00	20,000.00		-
Fuel	-		-			-
Vehicle/Power Equipment Supplies	-		-			-
Uniforms	-		-			-
Equipment/Vehicles						-
Maintenance Totals	163,431.61	65,918.43	173,219.07	\$ 166,373.50	\$ -	\$ 2,941.89
W. Court Street Project		65,267.00				-
Water Sedimentation Basin		449.98				-
Debt Payments						
60W W/L Principle	13,695.00	7,356.34	14,320.00	14,320.00		625.00
60W W/L Interest	15,350.00	7,165.62	14,725.00	14,725.00		(625.00)
Refi Water Loan Principle	37,741.00	0.00		0.00		(37,741.00)
Refi Water Loan Interest	147,465.00	0.00	-	0.00		(147,465.00)
Mainstreet W/L Principle	70,848.10	35,621.96	67,050.58	67,050.58		(3,797.52)
Mainstreet W/L Interest	52,103.58	25,853.88	55,901.10	55,902.00		3,798.42
Sterling Debt Refi Prin		32,461.09	89,710.87	89,710.87		89,710.87
Sterling Debt Refi Interest		14,551.31	37,500.00	37,500.00		37,500.00
Capital Improvement Program	233,143.54			366,183.00		133,039.46
Debt Totals	570,346.22	123,010.20	279,207.55	645,391.45	-	75,045.23
Water Fund Expense Totals	1,366,528.04	488,922.87	1,045,529.71	1,409,038.4	-	42,510.3
Revenues			1,364,024.83	1,409,038.36		
Expenses			1,045,529.71	1,409,038.36		
Surplus			<u>318,495.12</u>	-		

Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Differen
SEWER REVENUE						
Sewer In-Town Base Charges	391,457.77	196,133.46	391,594.52	391,594.52		136.75
Sewer OT Base Charges	176,663.16	104,090.56	176,663.16	176,663.16		0.00
Sewer In-Town Usage Charge	284,208.46	134,350.31	284,208.46	284,208.46		0.00
Sewer OT Usage Charges	143,801.23	84,728.21	143,801.23	143,801.23		0.00
Penalties	12,000.00	4,850.50	10,000.00	10,000.00		(2,000.00)
Dormant Acct Fee	5,393.99	2,351.49	5,393.99	5,393.99		-
Avalability Fee		3,276.00	-			-
SBC-Rut. Creek Operations	42,000.00	13,058.82	42,000.00	42,000.00		-
SBC Sewer Rehab		973.00	-			-
Reimbursement of Const. Cost			-			-
Nutrient Credit	1,000.00	720.00	720.00	720.00		(280.00)
Transfer from Other Funds						-
Revenue Totals	1,056,524.61	544,532.35	1,054,381.36	1,054,381.36	-	(2,143.25)
SEWER EXPENSES						
TOWN MANAGER						
Wages	27,510.00	11,004.24	28,481.10	28,481.10		971.10
PT Wages	3,693.05	1,549.55	3,823.06	3,823.06		130.01
FICA	2,387.03	960.94	2,503.76	2,503.76		116.73
VRS	4,250.03	1,695.03	4,653.81	4,563.91		313.88
Health Insurance	2,736.00	1,140.00	2,736.00	2,736.00		-
Group Life Insurance	340.73	141.95	373.10	365.89		25.16
STD/Long-Term Disability	198.07	76.74	168.04	168.04		(30.03)
Unemployemnt Insurance						-
Contingency	50,000.00	6,982.75		25,000.00		(25,000.00)
Town Manager Totals	91,114.91	\$23,551.20	42,738.88	67,641.76	-	(23,473.15)
FINANCE DEPARTMENT						
Wages	26,920.96	11,389.23	27,870.26	27,870.26		949.30
PT Wages	10,013.51	2,815.57	10,436.97	10,436.97		423.46
FICA	2,825.49	1,072.13	2,930.50	2,930.50		105.01
VRS	4,398.89	1,832.90	4,554.00	4,466.03		67.14
Health Insurance	4,924.80	2,052.00	4,924.80	4,924.80		-
Group Life Insurance	352.66	146.95	365.10	358.05		5.39
Unemployemnt Insurance		-				-
Banking Service Charges	1,000.00	1,148.45	2,000.00	2,000.00		1,000.00
Service Contracts	2,625.00	857.97	2,625.00	2,625.00		-
Finance Totals	53,061.31	21,315.20	55,706.64	55,611.61	-	2,550.30

SEWER OPERATIONAL DEPARTMENT						
Wages	122,742.21	47,431.60	113,625.42	113,625.42		(9,116.79)
PT Wages		-				-
Other/Holiday	3,563.47	2,223.94	3,423.78	3,423.78		(139.69)
FICA	9,662.38	3,747.63	8,786.34	8,786.34		(876.04)
VRS	20,056.08	6,504.00	18,566.39	18,207.73		(1,848.35)
Health Insurance	22,800.00	9,224.00	22,800.00	22,800.00		-
Group Life Insurance	1,607.92	421.15	1,488.49	1,459.74		(148.18)
Long-Term Disability	\$ -	131.98	199.09	199.09		199.09
Unemployment Insurance	75.00	4.89	50.00	50.00		(25.00)
Worker's Comp	2,478.88	2,096.49	2,096.49	2,096.49		(382.39)
Sludge & Trash Removal-Rut.Crk	2,000.00	435.00	2,400.00	2,400.00		400.00
Testing Services	25,000.00	13,986.41	30,000.00	30,000.00		5,000.00
Professional Svcs	3,000.00	1,687.45	3,000.00	3,000.00		-
Repair & Maint. Svcs-Rut Crk	15,000.00	11,418.00	15,000.00	20,000.00		5,000.00
Advertising	1,000.00	-	1,000.00	1,000.00		-
Electrical Svcs-Rut. Crk	45,000.00	19,608.35	41,000.00	41,000.00		(4,000.00)
Water, Sewer -Rut. Crk	10,600.60	9,921.66	13,000.00	20,000.00		9,399.40
Electrical Svcs-Pump Station	2,000.00	1,023.23	2,100.00	2,100.00		100.00
Water, Sewer-Pump Station	240.00	78.00	200.00	200.00		(40.00)
Postage	2,500.00	550.72	2,000.00	2,000.00		(500.00)
Telecommunications	2,880.00	849.19	3,480.00	3,480.00		600.00
Property Insurance	5,475.28	5,106.96	5,106.96	5,106.96		(368.32)
Motor Vehicle Insurance	382.72	424.87	424.87	424.87		42.15
Lease/Rent Equipment	-	-	-			-
Travel-Mileage/Hotel/Conferen	4,000.00	575.00	4,000.00	2,000.00		(2,000.00)
Permits	8,000.00	3,768.00	8,000.00	8,000.00		-
Dues & Memberships	2,000.00	1,007.05	2,000.00	2,000.00		-
Office Supplies	500.00	519.59	2,500.00	2,500.00		2,000.00
Lab Supplies	4,000.00	1,218.93	4,000.00	4,000.00		-
Repair & Maint. Supplies-Rut. C	25,000.00	1,585.21	25,000.00	15,000.00		(10,000.00)
Fuel/Oil	2,000.00	47.88	2,000.00	2,000.00		-
Vehicle & Equip Supplies	5,000.00	263.69	5,000.00	5,000.00		-
Uniforms	1,000.00	1,349.35	1,500.00	1,500.00		500.00
Chemicals-Rut Crk	7,000.00	1,058.50	7,000.00	7,000.00		-
Equipment-Rut Crk						-
Vehicles						-
Treatment Totals	356,564.54	148,268.72	350,747.83	350,360.42	-	(6,204.12)

SEWER MAINTENANCE DEPARTMENT						
Wages	87,277.84	31,506.52	96,551.51	91,330.52		4,052.68
PT Wages	897.86	68.69	616.31	616.31		(281.55)
Other Pay/Holiday	1,770.79	-	1,397.62	1,397.62		(373.17)
FICA	6,880.91	2,824.37	6,880.91	6,880.91		0.00
VRS	14,261.20	6,006.05	15,776.52	14,635.12		373.92
Health Insurance	20,520.00	8,930.00	20,520.00	20,520.00		-
Group Life Insurance	1,143.34	481.55	1,264.82	1,173.32		29.98
Unemployment Insurance	-	-	-	-		-
Worker's Comp	1,653.40	1,528.72	1,653.40	1,653.40		-
Repair & Maint. Services	-	-	-	-		-
Telecommunication	-	-	-	-		-
Motor Vehicle Insurance	1,259.63	1,398.37	1,259.63	1,259.63		(0.00)
Lease of Equipment	2,000.00	-	4,000.00	4,000.00		2,000.00
Travel-Mileage/Conference/Hot	-	-	-	-		-
Misc	-	-	-	-		-
Dues & Memberships	-	-	-	-		-
Repair & Maint. Supplies	5,000.00	1,429.05	10,000.00	10,000.00		5,000.00
Fuel	-	-	-	-		-
Vehicle/Power Equipment						
Supplies	-	-	-	-		-
Uniforms	-	-	-	-		-
Equipment/Vehicles	-	-	-	-		-
Maintenance Totals	142,664.97	54,173.32	159,920.72	153,466.83	-	10,801.86
Sliplining Project		5,000.00				-
Debt Payments						
WWTP Loan Principle	53,270.00	-	-			(53,270.00)
WWTP Loan Interest	106,290.00	-	-			(106,290.00)
Sterling Bank WWTP Refi Prin		69,027.92	190,640.00	190,640.00		190,640.00
Sterling Bank WWTP Refi Int		30,873.46	79,680.00	79,680.00		79,680.00
Debt Reserve	253,558.87	-		119,347.74		(134,211.13)
Capital Program				37,633.00		
Debt Totals	413,118.87	99,901.38	270,320.00	427,300.74	-	(23,451.13)
Sewer Fund Expense Totals	1,056,524.60	352,209.82	879,434.07	1,054,381.36	-	(39,776.24)
Revenues			1,054,381.36	1,054,381.36		
Expenses			879,434.07	1,054,381.36		
Surplus			<u>174,947.29</u>	-		

GARBAGE FUND						
	FY 19 Budget		FY 20 Budget			
Account Name	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Differen
GARBAGE REVENUE						
Garbage IT Charges	80,677.30	40,706.18	81,082.00	81,082.00		404.70
Garbage OT Charges	24,083.20	11,731.56	23,543.60	23,543.60		(539.60)
Penalties	1,500.00	670.46	1,300.00	1,300.00		(200.00)
Transfer from Other Funds						-
Revenue Totals	106,260.50	53,108.20	105,925.60	\$ 105,925.60	\$ -	\$ (334.90)
TOWN MANAGER						
Wages	2,751.00	1,100.44	2,848.11	2,848.11		97.11
PT Wages	410.34	172.19	424.78	424.78		14.45
FICA	241.84	97.42	250.38	250.38		8.53
VRS	425.00	169.50	465.38	465.38		40.38
Health Insurance	273.60	114.00	273.60	273.60		-
Group Life Insurance	34.07	14.20	37.31	37.31		3.24
STD/Long-Term Disability	19.81	7.68	16.80	16.80		(3.00)
Contingency	5,505.11			6,004.36		499.25
Town Manager Totals	4,155.66	1,675.43	4,316.37	\$ 10,320.73	\$ -	\$ 160.70
FINANCE DEPARTMENT						
Wages	1,450.27	613.57	1,501.39	1,501.39		51.13
PT Wages	400.54	112.65	417.48	417.48		16.94
FICA	141.59	54.99	146.79	146.79		5.21
VRS	236.97	98.75	245.33	245.33		8.35
Health Insurance	273.60	114.00	273.60	273.60		-
Group Life Insurance	19.00	7.95	19.67	19.67		0.67
Banking Service Charges	200.00	191.44	400.00	400.00		200.00
Finance Totals	2,721.97	1,193.35	3,004.26	3,004.26	-	\$ 82.30
GARBAGE EXPENSES						
Collection In-Town	73,411.44	36,844.14	78,405.12	78,405.12		4,993.68
Collection Out of Town	10,930.32	5,328.20	11,020.80	11,020.80		90.48
Garbage Totals	84,341.76	42,172.34	89,425.92	\$ 89,425.92	\$ -	\$ 5,084.16
GARBAGE MAINTENANCE DEPARTMENT						
Wages	1,939.51	766.83	2,145.59	2,145.59		206.08
PT Wages	6,599.02		-	-		(6,599.02)
Other Pay/Holiday	39.35		31.06	31.06		(8.29)
FICA	159.80	62.66	163.34	163.34		3.55
VRS	316.92	133.40	350.59	350.59		33.67
Health Insurance	456.00	190.00	456.00	456.00		-
Group Life Insurance	25.41	10.75	28.11	28.11		2.70
Maintenance Totals	9,536.00	1,163.64	3,174.69	\$ 3,174.69	\$ -	\$ (6,361.32)
Garbage Fund Expense Total	100,755.39	46,204.76	99,921.24	\$ 105,925.60	\$ -	\$ (1,034.16)
Revenues			105,925.60	105,925.60		
Expenses			99,921.24	105,925.60		

INDUSTRIAL DEVELOPMENT AUTHORITY						
Account Name	FY 19 Budget		FY 20 Budget			
	FY 19 Approved	FY 19 Thru 12/31/19	FY 20 Department Request	FY 20 Town Manager Recommended	FY 20 Approved	FY 20 Recommended less FY19 Adopted=Difference
IDA REVENUES						
BP Recoupment Rev	26,058.00	-	25,968.00	25,968.00		(90.00)
Zoning Fees	-					-
Bond Issue	16,239.00	10,722.50	9,673.75	9,673.75		(6,565.25)
Home Owners Reimb	1,332.00		1,345.11	1,345.11		13.11
Revenue Totals	43,629.00	10,722.50	36,986.86	36,986.86	-	(6,642.14)
IDA EXPENSES						
PT Wages	6,599.02	824.26	7,395.72	7,395.72		796.70
FICA	504.83	-	565.77	565.77		60.94
Repair & Maint. Svcs	-	-				-
Professional Service	2,000.00	-	2,000.00	2,000.00		-
Electrical Svcs	325.00	145.19	325.00	325.00		-
Dues & Membership	2,756.00	2,756.00	2,749.00	2,749.00		(7.00)
Transfer to IDA fund	31,444.15	-		23,951.37		(7,492.78)
Expense Totals	43,629.00	3,725.45	13,035.49	36,986.86	-	(6,642.14)
Revenue Totals	3,701,985.13	1,848,419.78	3,723,308.81	3,735,212.55	-	33,227.42
Expense Totals	3,696,480.02	1,613,401.73	3,088,828.79	3,735,212.55	-	38,732.52

FY20 PAY & BENEFIT COST ALLOCATION

Job Title	Portion of Time Per Fund			
	General	Water	Sewer	Garbage
Town Manager	27%	40%	30%	3%
Deputy Town Clerk	80%	10%	9%	1%
Town Manager Total				
Office Manager	50%	25%	24%	1%
Fiscal Assistant	23%	45%	30%	2%
Office Assistant (3)	24%	50%	25%	1%
Finance Total				
Chief of Police	100%	0%	0%	0%
Major	100%	0%	0%	0%
Detective	100%	0%	0%	0%
Officers (3)	100%	0%	0%	0%
PT Office Assistant	100%	0%	0%	0%
PT Officer	100%	0%	0%	0%
Holiday Pay	100%	0%	0%	0%
Retiree Health	100%	0%	0%	0%
Overtime	100%	0%	0%	0%
Police Total				
Director of Plant Utilities	0%	50%	50%	0%
WWTP Operator (2)	0%	0%	100%	0%
Holiday	0%	0%	100%	0%
Sewer Total				
Lead WTP Operator	0%	100%	0%	0%
WTP Operator (1)	0%	100%	0%	0%
PT WTP Operator	0%	100%	0%	0%
Holiday	0%	100%	0%	0%
Water Total				
Maintenance Foreman	9%	45%	45%	1%
Maintenance Tech. (4)	9%	45%	45%	1%
Maintenance Tech PT	30%	5%	5%	60%
Custodian	100%	0%	0%	0%
Holiday	9%	45%	45%	1%
Utility Total				

Undesignated Fund Balance and Contingency Calculation For FY20							1/31/2018	
Permanent Fund principal for the General Fund							GF Revenues	\$ 1,161,990
(based on proposed FY20 Budget)							Administration Fee (covered in W & S Funds)	-
							Net GF Revenues	\$ 1,161,990
Reserve per October 2010 policy	15%						Reserve per @	25%
GF target Permanent Fund principal	\$ 174,298.52						GF target Permanent Fund principal	\$ 290,497.54
Required contingency in the General Fund							GF Expenses	\$ 1,050,908
(based on proposed FY20 Budget)							Reserve per October 2010 policy	3.0%
							GF Contingency	\$ 31,527
								\$ 33,871
Permanent Fund principal for the Water Fund (based on the proposed FY20 Budget)								
Fund 501 WATER FUND				FY20 Budget				
DEBT SERVICE			\$ 279,208	Debt			279,208	
ALL OTHER EXPENSES			\$ 766,322	25%/Operatio		\$ 191,581		
Total				WF target Permanent Fund principal		\$ 470,788		
Permanent Fund principal for the Sewer Fund (based on the proposed FY20 Budget)								
Fund 502 SEWER FUND				FY20 Budget				
DEBT SERVICE			\$ 270,320	Debt			270,320	
ALL OTHER EXPENSES			\$ 609,114	25%/Operatio		\$ 152,279		
Total				SF target Permanent Fund principal		\$ 422,599		
Permanent Fund principal for the Garbage Fund (based on the proposed FY20 Budget)								
Fund 514 GARBAGE FUND				FY20 Budget				
ALL EXPENSES			99,921	25% operation		\$ 24,980		
							Garb target Permanent Fund principal	\$ 24,980
Total of all undesignated fund balances							\$ 1,208,864	
General Fund Permanent Fund		\$ 290,498						
General Fund Contingency		\$ 33,871						
Water Fund Permanent Fund		\$ 470,788						
Sewer Fund Permanent Fund		\$ 422,599						

TOWN OF AMHERST DEBT BALANCES & DEBT PAYMENTS

Description	Original Loan Amount	Outstanding Loan Balance at 12/31/18	Interest Rate	Maturity Date	Principal Payment FY20	Interest Payment FY20	Total Debt Payment FY20
Sterling Debt Refi	\$ 3,933,409.44	\$ 3,806,608.24	3.35%	6/30/2030	\$ 397,510.10	\$ 117,955.33	\$ 515,465.43
Mainstreet Water Line	\$ 2,368,672.03	\$ 2,298,123.48	2.25%	1/1/2047	\$ 67,050.58	\$ 55,901.10	\$ 122,951.68
60 W. Water Line	\$ 565,935.00	\$ 508,264.20	3.00%	7/1/2043	\$ 14,319.58	\$ 14,724.34	\$ 29,043.92

Outstanding Debt Balances

			Sterling Refi	60 WL	Main St. WL	Total	
	FY 2019		3,629,086.56	501,366.18	\$ 2,262,501.52	\$ 6,392,954.26	
	FY 2020		3,349,531.68	487,258.22	\$ 2,196,196.86	\$ 6,032,986.76	
	FY 2021		3,060,480.24	472,723.85	\$ 2,128,391.96	\$ 5,661,596.05	
	FY 2022		2,786,515.23	457,750.18	\$ 2,059,052.92	\$ 5,303,318.33	
	FY 2023		2,477,491.47	442,323.93	\$ 1,988,144.94	\$ 4,907,960.34	
	FY 2024		2,157,969.87	426,431.42	\$ 1,915,632.50	\$ 4,500,033.79	
	FY 2025		1,827,594.03	410,058.56	\$ 1,841,479.36	\$ 4,079,131.95	
	FY 2026		1,485,995.07	393,190.83	\$ 1,765,648.44	\$ 3,644,834.34	
	FY 2027		1,132,791.75	375,813.27	\$ 1,688,101.70	\$ 3,196,706.72	
	FY 2028		767,589.75	357,910.48	\$ 1,608,800.32	\$ 2,734,300.55	
	FY 2029		389,981.55	339,466.58	\$ 1,527,704.64	\$ 2,257,152.77	

TOWN OF AMHERST VEHICLES

MAKE	MODEL	YEAR	VIN NUMBER	MILEAGE
POLICE				
Ford	Interceptor (Shiflett)	2017	254	33,382
Ford	Interceptor (Harler)	2016	8694	74,878
Ford	Explorer (Watts)	2014	8654	63,967
Ford	Interceptor (Payne)	2017	7002	28,075
Ford	Interceptor (Robinson)	2015	1494	53,157
Ford	Interceptor Sedan (Martin)	2014	1248	72,418
MAINTENANCE				
Ford	SUV	2007	7723	96,447
Dodge	Pickup	2014	4675	41,360
Chevy	Pickup	2011	5012	61,961
Dodge	Work Truck	2013	7481	39,625
GMC	Budget Truck	1995	5212	114,453
GMC	Dump Truck	2003	9981	47,976
Ford	Explorer (Office)	2011	4253	58,566
UTILITIES				
	Wastewater		9843	60,438
	Water		4271	84,307

Town of Amherst, Virginia
 Balance Sheet
 Governmental Fund
 June 30, 2018

Exhibit 3

	<u>General</u>
ASSETS	
Cash and cash equivalents	\$ 1,824,497
Receivables (net of allowance for uncollectibles):	
Taxes receivable	1,362
Accounts receivable	44,441
Due from other governmental units	34,171
Prepaid items	75,660
Total assets	<u>\$ 1,980,131</u>
LIABILITIES	
Accrued liabilities	\$ 24,737
Total liabilities	<u>\$ 24,737</u>
DEFERRED INFLOWS OF RESOURCES	
Unavailable revenue - property taxes	\$ 1,362
Total deferred inflows of resources	<u>\$ 1,362</u>

Town of Amherst,
Virginia
Statement of Net
Position June 30,
2018

	Primary		
	Government		Total
	Governmental	Busines	
	s-type	s-type	
Activities	Activities		
ASSETS			
Cash and cash equivalents	\$ 1,824,497	\$ 2,206,622	\$ 4,031,119
Cash and cash equivalents, restricted	-	124,153	124,153
Receivables (net of allowance for uncollectibles):			
Taxes receivable	1,362	-	1,362
Accounts receivable	44,441	242,948	287,389
Due from other governmental units	34,171	-	34,171
Inventories	-	98,635	98,635
Prepaid items	75,660	-	75,660
Capital assets (net of accumulated depreciation):			
Land and land improvements	1,141,203	25,084	1,166,287
Buildings and improvements	358,927	-	358,927
Plant	-	2,914,374	2,914,374
Machinery and equipment	164,688	10,442	175,130
Infrastructure	-	7,151,182	7,151,182
Construction in progress	-	1,020,798	1,020,798
Total assets	<u>\$ 3,644,949</u>	<u>\$ 13,794,238</u>	<u>\$ 17,439,187</u>
DEFERRED OUTFLOWS OF RESOURCES			
Pension related items	\$ 233,802	\$ -	\$ 233,802
OPEB related items	4,249	-	4,249
Total deferred outflows of resources	<u>\$ 238,051</u>	<u>\$ -</u>	<u>\$ 238,051</u>
LIABILITIES			
Accounts payable	\$ -	\$ 26,206	\$ 26,206
Accrued liabilities	24,737	-	24,737
Long-term liabilities:			
Due within one year	3,707	362,375	366,082
Due in more than one year	1,356,827	6,346,867	7,703,694
Total liabilities	<u>\$ 1,385,271</u>	<u>\$ 6,735,448</u>	<u>\$ 8,120,719</u>
DEFERRED INFLOWS OF RESOURCES			
Pension related items	\$ 122,940	\$ -	\$ 122,940
OPEB related items	7,000	-	7,000
Total deferred inflows of resources	<u>\$ 129,940</u>	<u>\$ -</u>	<u>\$ 129,940</u>
NET POSITION			
Net investment in capital assets	\$ 1,664,818	\$ 4,412,638	\$ 6,077,456
Unrestricted	702,971	2,646,152	3,349,123

Mayor D. Dwayne Tuggle called a Special Joint Meeting of the Amherst Town Council and the Amherst County Board of Supervisors to order on March 13, 2019, at 7:00 P.M., held in the Council Chambers of the Town Hall at 174 S. Main Street, Amherst, VA. It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Kenneth G. Bunch
P	Rachel A. Carton	P	Sarah G. Ogden
P	Kenneth S. Watts	P	Janice N. Wheaton

Town staff members present:

Sara E. Carter	Town Manager	Gary Williams	Director of Plants
W. Thomas Berry	Town Attorney	Becky L. Cash	Lead Water Operator
Vicki K. Hunt	Clerk of Council		
Tracie L. Wright	Office Manager		
Robert A. Shiflett, II	Chief of Police		

BOARD OF SUPERVISORS:

P	L. J. Ayers, III, Chair	P	David W. Pugh
P	Kenneth M. Campbell, VC	P	Claudia D. Tucker
P	Jennifer R. Moore		

Amherst County staff present: County Administrator Dean C. Rodgers and Deputy County Administrator David R. Proffitt.

Chair Ayers called the Board of Supervisors meeting to order at 7:00 p.m.

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Steve Martin, Amherst, Virginia.

Mayor D. Dwayne Tuggle opened the floor for citizen comment. No comments were made.

Town Manager Carter gave an oral presentation on the Town Square Project for a streetscape from a 2008 study, engineering design, and bid that would enhance the court street area for a gathering space with seating and a fountain, and how the town and county entered into a now expired MOU to reconfigure parking spaces in the county lot. The 2008 project was put on hold due to the recession.

By consensus, Town Council and the Board of Supervisors are interested in revisiting the Town Square project as a public/private partnership, in that the county and the town would both be willing investors and private investment would be sought as well from community organizations and individuals. Next steps would be to work towards finding the best individuals with time to invest to form foundations; provide opportunities for giving to memorialize loved ones through purchase of brick pavers or portions of the fountain; pursue grants; and discuss the plan with affected property owners. Town Manager Carter and County Administrator Rodgers were directed to draft a proposal to be presented to Council Members and the Board of Supervisors for their consideration. Further discussion on the matter was deferred.

Town Manager Carter gave an update on the potential lease to Amherst Mountain Biking Club of approximately 50 acres of land in and adjacent to the L. Barnes Brockman, Sr. Business and Industrial Park for future biking trails stating that the town sees a strong future for biking trails and opportunities for connecting more trails with a hope that it will bring more community involvement and community development for both the Town and County.

Mayor Tuggle thanked the Board of Supervisors for coming.

The Board of Supervisors adjourned their meeting.

The Town Council meeting recessed at 7:40 P.M.

Mayor D. Dwayne Tuggle reconvened the regular monthly meeting of the Amherst Town Council at 7:48 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street. It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Kenneth G. Bunch
P	Rachel A. Carton	P	Sarah G. Ogden
P	Kenneth S. Watts	P	Janice N. Wheaton

After noting that §15.2-2232 of the Code of Virginia indicates that no public utility facility, whether publicly or privately owned, shall be constructed, established or authorized, unless and until the general location or approximate location, character, and extent has been submitted to and approved by the commission as being substantially in accord with the adopted comprehensive plan or part thereof, and in connection with any such determination, the commission may, and at the direction of the governing body shall, hold a public hearing after notice, and that the Town has entered into a contract to lease a 6.6 acre parcel of land in Brockman Industrial Park and a 40+/- acre parcel of land adjacent to Brockman Industrial Park (TM#s96.58, #96.A13, and #96.A36) that would be suitable for biking trails, the Town Manager reported that the Planning Commission made a determination on March 6, 2019, that the use of a 6.6 acre parcel of land in and a 40+/- acre parcel of land adjacent to Brockman Industrial Park (TM#s 96.58, 96.A13, and 96.A36) for biking trails is found to be substantially in accord with the adopted Town of Amherst Comprehensive Plan and voted 4-0-2 to recommend that the Town Council lease said property as recommended by staff.

Alex Motley, President of Amherst Mountain Biking Club was present to answer questions.

Mayor Tuggle opened a duly advertised public hearing at 7:56 PM on the lease of a 6.6-acre parcel of land in and a 40+/- acre parcel of land adjacent to Brockman Industrial Park (TM#s 96.58, 96.A13, and 96.A36), in the Town of Amherst, Virginia, for the purpose of proposed biking trails.

Dean Rodgers, Amherst, VA, came forward in favor of leasing the property for the purpose of biking trails, but stated that he had concerns over terms of the lease pertaining to exclusive rights of the lessee. Town Attorney Berry pointed to the right to terminate clause by the Town that reserves the right at any time during the lease to cancel or terminate the lease upon thirty (30) days written notice to the lessee.

There being no one else present who wished to speak on the matter, the public hearing was closed at 7:59 PM.

After discussion, Mrs. Ogden made a motion that was seconded by Mrs. Carton to confirm the Planning Commission's determination that the use of a 6.6-acre parcel of land in and a 40+/- acre parcel of land adjacent to Brockman Industrial Park (TM#s 96.58, 96.A13, and 96.A36), in the Town of Amherst, Virginia, for the purpose of proposed biking trails is found to be substantially in accord with the adopted Town of Amherst Comprehensive Plan and to authorize Town Manager Carter to proceed with the execution of a lease agreement to said property as recommended by staff. The motion carried 5-0 with Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voting "Aye."

After discussion, Mr. Watts made a motion that was seconded by Mrs. Wheaton to appoint Anne Webster Day to fill the vacant position on the Planning Commission for the term listed below. The motion carried 5-0 with Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voting "Aye."

Board	Appointed	Term of Office
Planning Commission	Anne Webster Day	3/13/19 – 6/30/2022

Town Manager Carter reported that the Planning Commission held a duly advertised public hearing on the proposed special use permit at its meeting on March 6, 2019, voting 4-0-2 to recommend that Town Council approve a Special Use Permit for Front Street Garage, LLC, through its representatives Jay and Crystal Harris for an auto and tire center at 488 S. Main Street (TM#95A56) zoned B-2, with conditions as recommended by staff. Town Manager Carter reported on additional recommended conditions to the special use permit.

Copies of the special use permit application, advertising notice and sign affidavit, and Table of Zoning Use were provided to Council.

Jay and Crystal Harris were present to answer questions.

Mayor Tuggle opened a duly advertised public hearing at 8:06 PM on a special use permit requested by Jay and Crystal Harris, representatives of Front Street Garage, LLC, that would, if approved, allow Front Street Garage, LLC, to have an auto and tire center located in the old Brockman building at 488 S. Main Street (TM#95A56) zoned B-2.

Steve Martin, Amherst, VA, came forward in support of Jay and Crystal Harris stating that they would be good people to have.

There being no one else present who wished to speak on the matter, the public hearing was closed at 8:07 PM.

After discussion, Mr. Bunch made a motion that was seconded by Mrs. Ogden to approve a Special Use Permit for Front Street Garage, LLC, through its representatives Jay and Crystal Harris for an auto and tire center at 488 S. Main Street (TM#95A56) zoned B-2, with added conditions as recommended by staff. The motion carried 5-0 with Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voting “Aye.”

Town Manager Carter presented an overview on the process to sell and grant a franchise for an electric power transmission and distribution system in the Town of Amherst which would, if approved, provide Appalachian Power Company actual legal standing to operate within rights of way issues.

Mayor Tuggle opened a duly advertised public hearing at 8:09 PM on an ordinance proposing that a franchise granting permission for the construction, maintenance, and operation of an electric power transmission and distribution system with all rights incident thereto, on, along, over, upon, and under the streets and other public places of the Town of Amherst, Virginia, subject to the conditions of said franchise, be sold.

There being no one present who wished to speak on the matter, the public hearing was closed at 8:09 PM.

Mrs. Carton made a motion that was seconded by Mr. Watts to approve an Ordinance Proposing to Sell and Grant a Franchise for an Electric Power Transmission and Distribution System in the Town of Amherst, Virginia, and Inviting Bids Therefore, as recommended by staff. The motion carried 5-0 with Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voting “Aye.” A copy of the Ordinance is attached and made a part of these minutes.

Mrs. Carton made a motion that was seconded by Mrs. Wheaton and carried 5-0 to approve the minutes from the February 13, 2019, meeting. Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voted “Aye.”

After a report by Town Manager Carter and discussion, Mrs. Carton made a motion that was seconded by Mr. Watts and carried 5-0 to approve allocation of \$12,362 in spending from the contingency reserve fund

for costs associated with the purchase of eight (8) tasers from Axon Enterprise, Inc., for the Amherst Police Department. Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voted “Aye.”

After discussion and a report from Town Manager Carter, Mr. Watts made a motion which was seconded by Mr. Bunch and carried 5-0 to approve procurement of WW Associates, Inc. engineering fee for design phase services for both Priority One and Two Water Treatment Plant Improvement in the total amount of \$347,850 as recommended by staff. Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voted “Aye.”

After discussion, Mr. Watts made a motion that was seconded by Mrs. Wheaton to approve A Resolution Authorizing Participation in the VACO/VML Virginia Investment Pool for the Purpose of Investing Funds Belonging to the Town of Amherst in Certain Authorized Investments in Accordance with Sections 2.2-4501 et seq. and 15.2-1300 of the Virginia Code, as recommended by staff. The motion carried 5-0 with Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voting “Aye.” A copy of the Resolution is attached and made a part of these minutes.

After discussion, a motion was made by Mrs. Carton that was seconded by Mrs. Ogden to hold public hearings at its next meeting on April 10, 2019, on the proposed FY19/20 Town budget, and to receive comments on the Town’s 2019–2020 Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment. The motion carried 5-0 with Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voting “Aye.”

Mayor D. Dwayne Tuggle opened the floor for citizen comments.

Tim Ware, Amherst, VA, came forward to thank council members for support on bike trails.

Sandra Rodgers, Amherst, VA, came forward in support of the bike trails and the Town Square project but stated that she would like to see a 20-year Town beautification plan.

Alex Motley, Amherst, VA, came forward to thank the council members, town staff and citizens for their support on the bike trails.

Cliff Hart, Amherst, VA, came forward to thank the council members for their support on the bike trails and in support of the Town Square project.

Mayor Tuggle recognized Steve Martin and his efforts to honor Trooper Lucas Dowell by starting a petition to name a bridge over US 29 in Amherst on South Main Street after Trooper Dowell.

There being no further business, the meeting adjourned on motion by Mrs. Ogden seconded by Mrs. Carton at 8:33 PM. The motion carried 5-0 with Mmes. Carton, Ogden, Wheaton and Messrs. Watts and Bunch voting “Aye.”

D. Dwayne Tuggle
Mayor

Attest: _____
Clerk of Council

AN ORDINANCE PROPOSING TO SELL AND GRANT A FRANCHISE FOR AN ELECTRIC POWER TRANSMISSION AND DISTRIBUTION SYSTEM IN THE TOWN OF AMHERST, VIRGINIA, AND INVITING BIDS THEREFORE.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF AMHERST, VIRGINIA:

That a franchise granting permission for the construction, maintenance and operation of an electric power transmission and distribution system, with all rights incident thereto, on, along, over, upon and under the streets and other public places of the said Town, subject to the conditions as hereinafter more specifically set forth, be and the same is hereby proposed to be sold and that written bids addressed and delivered to the Mayor of said Town, and as such, are hereby invited and will be received for such franchise, on the _____ th day of _____, at _____ A.M./P.M., and upon the passage of this ordinance the Clerk of Council thereof is hereby directed to cause a descriptive notice of the ordinance proposing to make the grant, be published once a week for two consecutive weeks in the Amherst New Era-Progress, a newspaper published of general circulation in Amherst County, Virginia, prior to the said _____ th day of _____, the cost of said advertisement to be paid by the Town of Amherst, Virginia, which shall be reimbursed by the person or corporation to whom the grant of such franchise is finally made, if made, but the right to reject any and all bids is hereby reserved to said Town.

The said franchise proposed to be sold and for which bids will be received on the day and hour aforesaid, and if sold, proposed to be granted, shall be substantially as follows:

BE IT ORDAINED by the Town Council of the Town of Amherst, Amherst County, Commonwealth of Virginia, and it is hereby ordained by authority of the same that

SECTION I

_____, its successors and assigns, (hereinafter called "Grantee"), is hereby granted the right, privilege, franchise and authority to acquire, construct, maintain and operate in, above, under, across and along the street, thoroughfares, alleys, bridges and public places (as the same now exist or may hereafter be laid out), of the Town of Amherst, Amherst County, Commonwealth of Virginia, lines for the distribution of electric energy either by means of overhead or underground conductors, with all necessary or desirable appurtenances for the purpose of supplying electric energy to said Town and the inhabitants thereof and persons or corporations beyond the limits thereof, for light, heat, power or any other purpose or purposes for which electric energy is now or may hereafter be used, and for the transmission of the same through or across said Town.

SECTION II

Said lines and appurtenances shall be constructed so as to interfere as little as possible with the traveling public in its use of the streets, thoroughfares, alleys, bridges and public places. The location of all poles and conduits shall be made under the supervision of the Town.

SECTION III

The right, authority, privilege and franchise to construct, maintain, replace, repair and operate an electric power transmission and distribution system and all other necessary and appropriate equipment and facilities for its transmission and distribution is hereby granted and shall be in force and effect for a period of thirty, (30) years from the date of the passage of this ordinance.

The rights, privileges and franchise hereby granted shall not be construed to be exclusive and the Council of said Town hereby reserves the right to grant similar rights, privileges and franchises to any other person or persons, firm or firms, corporation or corporations.

SECTION IV

The granting of this franchise is made upon the express condition that the exercise of the same shall be subject to such regulations as may be adopted by the State Corporation Commission of Virginia or such other body upon which said State may hereafter confer regulatory powers over like corporations for the purpose of securing efficiency of public service from said Grantee, its successors and assigns, in said Town of Amherst, and the maintenance of the property and works of said Grantee in good order throughout the term of this franchise.

SECTION V

Said Grantee shall save the Town harmless from any and all liability arising in any way from Grantee's negligence in the erection, maintenance or operation of said lines for the distribution of electric energy.

SECTION VI

Whenever said Grantee shall begin the erection of any lines or equipment it shall promptly and diligently prosecute the work to completion and leave the streets, thoroughfares, alleys, bridges and public places where such work is done in as good condition or repair as before such work was commenced.

SECTION VII

Whenever, in this Ordinance, either the Town or the Grantee is referred to, it shall be deemed to include the respective successors or assigns of either; and all rights, privileges and obligations herein contained by or on behalf of said Town or by or on behalf of said Grantee, shall bind and inure to the benefit of the respective successors or assigns of said Town or of said Grantee, whether so expressed or not.

SECTION VIII

In consideration of the benefits which in the judgment of said Town will accrue to it by reason of the construction and operation of said electric light, heat and power system and as an inducement to said Grantee proposing to construct, maintain and operate said system, the said Town of Amherst hereby agrees with the said Grantee that no franchise or specific pole or wire tax shall be imposed or charged against said Grantee, its successors or assigns by said Town during the life of this franchise, but said Town of Amherst hereby expressly reserves the right of assessing or charging any other valid tax of any other nature whether ad valorem or otherwise which is now authorized or which may be hereafter authorized by the general laws of the Commonwealth of Virginia.

SECTION IX

This franchise shall be accepted by the Grantee within sixty (60) days from the date of the passage of the same.

Passed in Council this ___th day of _____.

Council Vote:

Roll call:

Rachel A. Carton	_____
Sarah B. Ogden	_____
Janice N. Wheaton	_____
Kenneth S. Watts	_____
Kenneth G. Bunch	_____
Mayor D. Dwayne Tuggle	_____

Attest:

Clerk of Council

FOR APPROVAL

A RESOLUTION AUTHORIZING PARTICIPATION IN THE VACO/VML VIRGINIA INVESTMENT POOL FOR THE PURPOSE OF INVESTING FUNDS BELONGING TO THE TOWN OF AMHERST IN CERTAIN AUTHORIZED INVESTMENTS IN ACCORDANCE WITH SECTIONS 2.2-4501 *et seq.* AND 15.2-1300 OF THE VIRGINIA CODE.

WHEREAS, Section 15.2-1500 of the Virginia Code provides, in part, that every locality shall provide for all the governmental functions of the locality, including, without limitation, the organization of all departments, offices, boards, commissions and agencies of government, and the organizational structure thereof, which are necessary to carry out the functions of government; and

WHEREAS, the Investment of Public Funds Act (Va. Code §§ 2.2-4500 through 2.2-4519) lists the eligible categories of securities and investments in which municipal corporations, other political subdivisions and other public bodies are authorized to invest funds belonging to them or within their control; and

WHEREAS, Section 15.2-1300 of the Virginia Code provides that any power, privilege or authority exercised or capable of exercise by any political subdivision of the Commonwealth of Virginia may be exercised and enjoyed jointly with any other political subdivision having a similar power, privilege or authority pursuant to agreements with one another for joint action in accordance with the provisions of that Code section; and

WHEREAS, the City of Chesapeake, Virginia and the City of Roanoke, Virginia have jointly established and are participating in the Virginia Investment Pool Trust Fund (the "Trust Fund"), also known as the "VACo/VML Virginia Investment Pool," and have provided in their trust agreement for participation by other eligible governmental entities that execute a trust joinder agreement; and

WHEREAS, it appearing to the governing body of the TOWN OF AMHERST that it is in the best interests of the TOWN OF AMHERST to become a Participating Political Subdivision in the Trust Fund; and

WHEREAS, the individual holding the title of _____ Treasurer _____, is chief investment officer of the TOWN OF AMHERST, and has the authority and responsibility under Virginia law to determine the manner in which funds under his (her) control will be invested;

NOW, THEREFORE THE TOWN COUNCIL OF THE TOWN OF AMHERST HEREBY RESOLVES:

§ 1 That, pursuant to Sections 2.2-4501 *et seq.* and 15.2-1300 of the Virginia Code, the [Name of Entity] hereby establishes a trust for the purpose of investing funds, other than sinking funds, determined to derive the most benefit from this investment strategy, in investments authorized under the Investment of Public Funds Act, jointly with other participating political subdivisions and public bodies in the Trust Fund.

§ 2 That the TOWN OF AMHERST hereby agrees to become a “Participating Political Subdivision” in the Trust Fund as further defined in the Agreement.

§ 3 That the TOWN OF AMHERST hereby designates the TREASURER to serve as its trustee with respect to the Trust Fund and determine what funds shall be invested in the Trust Fund.

§ 4 That the TOWN OF AMHERST hereby authorizes its above-designated trustee to execute and deliver the Trust Joinder Agreement for Participating Political Subdivisions under the Virginia Investment Pool Trust Fund (“Trust Joinder Agreement”), a copy of which is attached.

§ 5 This resolution shall be in force and effect upon its adoption.

Adopted March 13, 2019.

Mayor D. Dwayne Tuggle

Attested: _____

FOR APPROVAL

Town Manager's Report for the April 10, 2019 Town Council Meeting

Committee	Report
A. Industrial Development Authority	No meetings/no report
B. Planning Commission	No meeting/no report
C. Board of Zoning Appeals	No meetings/no report
D. Property Maintenance Investigation Board	No meetings/no report
E. Community Relations Committee	Meeting April 3, 2019, minutes attached
F. Finance Committee	Meeting March 27, 2019, minutes attached
G. Utilities Committee	No meeting
H. Personnel Committee	No meetings/no report
I. Town/Sweet Briar Sewer Use Advisory Commission	No meetings/no report
J. Lynchburg Regional Business Alliance	No meeting/no report
K. Central Virginia Metropolitan Planning Organization	Executive committee meeting held March 29, 2019 Board meeting held March 21, 2019



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

March 2019

Month:	SHIFT WORKING:
OFFICER:	VEHICLE:
MILEAGE START OF SHIFT:	MILEAGE END OF SHIFT:

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	28
ALARM	13
PHONE COMPLAINT	34
BOLO	17
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	12
DOMESTIC	1
CHECK WELFARE	4
NOISE OR DOG COMPLAINT	1
TRAFFIC CRASH	9
EMS CALLS	11
SUDDEN DEATH	
SUSPICIOUS PERSON	4
FUNERAL TRAFFIC	2
OTHER	39

OFFICER INITIATED	NUMBER
BUILDING CHECKS	202
BUSINESS VISIT	83
BUILDING SEARCH	6
TRAFFIC SUMMONS	56
DRUNK IN PUBLIC	1
EXTRA PATROLS	338
WARRANT SERVICE	10
PROPERTY WALK AROUNDS	34
WARRANTS OBTAINED	12
PARKING TICKETS	
MISD. INVESTIGATION	11
FELONY INVESTIGATION	2
NARCOTICS INV.	8
SEARCH WARRANT	
PUBLIC RELATIONS	9
CITIZEN CONTACT	304

WARNINGS	NUMBER
SPEEDING	15
EQUIPMENT VIOLATION	20
RECKLESS DRIVING	2
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	1
SEAT BELT / TEXTING	1
ALL OTHER VIOLATIONS	10

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	37
EQUIPMENT VIOLATION	
RECKLESS DRIVING	4
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	3
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	10

ARREST	NUMBER
MISDEMEANOR	14
FELONY	2
EPO	1
ECO/ PPO	8hrs
NARCOTICS VIOLATION	1
DUI / DUIG	1

OTHER	NUMBER
ASSIST OTHER OFFICER	39
ASSIST OTHER AGENCY	38
COURT	4
REPORTS	14
SCHOOL / TRAINING	8.5hrs
MEETINGS	10Call
TOWED / IMPOUNDED VEH	1



AMHERST POLICE DEPARTMENT

MONTHLY REPORT



PLEASE LIST ALL PASS ON'S, INVESTIGATIONS, ARREST, IMPOUNDED VEHICLES WITH REASON AND LOCATION, AND BUSINESSES WITH OPEN DOORS OR ANY OTHER SIGNIFICANT COMPLAINTS.

Calls for service- 259.

Miles patrolled, to and from meetings and classes- 7073.



TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521
Phone (434)946-7885 Fax (434)946-2087

To: Town Council
From: Tracie Wright
Date: April 4, 2019
Re: March 2019 Monthly Report

Utilities – 1149 bills were cut totaling \$166,914.30.

A/P – A total of 59 checks were cut totaling \$68,467.73 for March 2019 bills.

Meals and Beverage Tax – 14 Businesses paid \$42,365.33 in Meals and Beverage Tax for the month of February.

Taxes – Bank liens went out shortly after March 1st. I thankfully didn't hear too much push back on these this year from citizens. For the most part once they received their notices, the citizens either came in and paid themselves or we received the money from the bank without any communication from the citizen. After bank lien collections our outstanding balance on the 2018 License Fee bills are \$4,702.32. Dee has started the process of putting DMV Stops on the remaining accounts that we did not have bank information for.

Investments – As of this morning I have closed out the CD at Carter Bank and Trust that just came due at the end of March. Once that deposit goes through to First National will transfer the money into the approved VACO/VML Investment Pool that was discuss at the last Finance Committee Meeting.

Business License – Please remind business owners that Business License Tax and applications are due by May 1, 2019. As of today we have only collected, \$6,951.65.

Clerk of Council March 2019 Report

Committee Meetings

Planning Commission

Receive and review agenda packet for 3-6-19 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website

Town Council

Receive and review agenda packet for 3-13-19 meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website

Quorums: Confirm cancellation of meetings with Industrial Development Authority members, confirm quorum for Planning Commission and Town Council meetings.

Town Website Maintenance and Management

- Maintain, create and update content:
 - Reports (Finance and Water)
 - Agendas and Minutes
 - Public Hearings
 - Update Calendars
 - Update Hot Topics
 - Update News Room Items
- Monitor Potential Leash Law Survey for Town of Amherst

Town Facebook Administrator

Post to Town's Facebook page:

- Create content and/or share links to community events and news; Monitor feedback

Recodification of Town Code

- Confirm details of order with Municode

Celebrate Old Town Amherst Banner

Preparation of permit application forms; correspond with VDOT; receive permit; attention to detail

Amherst Car Cruise-In

Preparation of permit application forms; miscellaneous e-mails; correspond with VDOT

FOIA

Receive and answer 1 request for information

Other:

- Prepare Planning Commission oath for Anne Webster Day; correspond with Clerk of Court
- Prepare for and set up food for social prior to joint meeting of Council and Board of Supervisors
- Prepare legal ads for Planning Commission and Town Council meetings and send for publication
- Prepare public hearing notices
- Draft Code of Ethics for Planning Commission for approval
- Finish Council Ipads setups

Town of Amherst Committees as of March 31, 2019 – Update; See Attached.

Town of Amherst Committees as of March 31, 2019

	<u>Appointed/Term Expires</u>
<u>TOWN COUNCIL</u>	
D. Dwayne Tuggle, Mayor	01/01/19 12/31/22
Rachel A. Carton, Vice Mayor	01/01/19 12/31/20
Kenneth S. Watts	01/01/19 12/31/22
Janice Norvell Wheaton	01/01/19 12/31/22
Sarah B. Ogden	01/01/19 12/31/20
Kenneth G. Bunch	01/01/19 12/31/20

<u>PLANNING COMMISSION</u>		
June Driskill, Chairperson	06/08/16	06/30/20
Janice Norvell Wheaton	01/01/19	12/31/20 (TC rep)
William Jones	04/08/15	06/30/19
Ted Finney	07/01/17	06/30/21
Kevin Belcher	07/01/18	06/30/22
Clifford Hart	04/08/15	06/30/19
Anne Webster Day	03/13/19	06/30/22

<u>BOARD OF ZONING APPEALS</u>		
Gary Mays, Chairman	04/08/15	08/31/20
Ed Carton	11/10/14	08/31/19
Teresa Tatlock	07/10/16	08/31/21
Marvin Hensley	08/31/17	08/31/22
Kevin James Akershoek	12/11/13	08/31/18

<u>INDUSTRIAL DEVELOPMENT AUTHORITY</u>		
Lewis Addison, Chairman	04/08/15	06/30/19
Sharon Watts Turner	07/01/18	06/30/22
Gary Jennings	05/10/17	06/30/21
Jacob Bailey	06/08/16	06/30/20
Manly Rucker	05/10/17	06/30/21
Kim Odell Stein	07/11/18	06/30/22
Richard Wydner	04/08/15	06/30/19

<u>PROPERTY MAINTENANCE INVESTIGATION BOARD</u>		
C. Manly Rucker, III	05/10/17	06/30/20
Bessie H. Kirkwood	07/01/18	06/30/21
Glenda Hash	06/08/16	06/30/20

<u>REGION 2000 REGIONAL COMMISSION/MPO</u>		
D. Dwayne Tuggle	01/01/19	12/31/20
Sara Carter	01/01/19	12/31/20

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

D. Dwayne Tuggle	01/01/19	12/31/20
Sara E. Carter	01/01/19	12/31/20

TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION

Clifford Hart	01/01/19	12/31/20
Kenneth S. Watts	01/01/19	12/31/20

JOINT COMMITTEE ON COOPERATION

Kenneth S. Watts	01/01/19	12/31/20
Kenneth G. Bunch	01/01/19	12/31/20
Sarah B. Ogden	01/01/19	12/31/20

(3 Appointments from Amherst County)

YMCA EXPLORATORY COMMITTEE

Tracy Wilburn	05/10/17
Erin Calhoun	05/10/17
Paul Robert Munn	08/09/17
Rebecca A. Fitzgerald	08/09/17

TOWN COUNCIL COMMITTEES (FOR THE 01/01/19-12/31/20TERM)
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FINANCE COMMITTEE

Rachel A. Carton (Chairman) and Kenneth S. Watts

- Monitor the budget development process.
- Review accounting procedures, budgets, and bookkeeping activities.
- Interface with auditors.

COMMUNITY RELATIONS AND RECREATION COMMUNITY

Sarah B. Ogden (Chairman) and Janice N. Wheaton

- Monitor and review implementation of the Town's bike trails and public parks
- Review the Town's beautification efforts and programs.
- Interface with citizens, business operators, Sweet Briar College and VDOT

UTILITIES COMMITTEE

Kenneth S. Watts (Chairman) and Kenneth G. Bunch

- Monitor the development and construction of capital improvement projects.
- Review proposed utility system upgrades and extensions.
- Interface and assist developers in coordinating Town policies with proposed new developments.

RECODIFICATION COMMITTEE

Kenneth G. Bunch (Chairman) and Kenneth S. Watts

- Monitor the recodification of Town Code process
- Review proposed proof and edits

Utility/Town Maintenance and Construction Report

Mar-19

Water Meter Read	1150
Water Meter Re-Read	22
Disconnects	19
VA-811 Service locations	33
Vehicle PM Work Orders	22
Pump Station/Plant Work Orders	21
Banners Installed/Dismantled	2
Water Services Installed/Replaced	5
Sewer Services Installed/Replaced	2
Minor Leaks ks Repaired	1
Major Leaks Repaired	0
Minor Sewer Problems Resolved	3
Major Sewer Problems Resolved	4

Man Hours

Meter Reading	72
Street/Sidewalk Maintenance	85
Safety Training	8
Bush Hogging	4
Flushing Water	10
Equipment Maintenance	49
Xmas decorations	0

Major Issues & Comments

No major problems this month.

4

Routine/Annual Work

Projects/Unusual Work

Service Work Orders	Locating Un-marked/Unknown Water & Sewer System Assets
Meter Reading	Continue Safety and Shop/Yard Clean-up
Prev-Maint Work Orders	Staff has been working on finding water valves and addressing issues
Disconnects	Working on clearing water right of ways.
Re-connects	
Flushing Program in Select Locations	



TOWN OF AMHERST
DEPARTMENT OF PLANTS

MONTHLY PRODUCTION AND OPERATIONAL REPORT
 March 2019

SUBMITTED BY: GARY S. WILLIAMS,
 DIRECTOR OF PLANTS

Grandview Water Filtration Plant,

Daily Water Withdrawal and Production:

	Total, million gallons	Average, million gallons	Max, million gallons	Min, million gallons
Raw Water	8.870	0.300	0.550	0.070
Produced	7.820	0.260	0.480	0.080
Delivered	7.440	0.250	0.450	0.080

Monthly Activities and Upcoming Highlights:

- Sampling for the “Long Term 2 Enhanced Surface Water Treatment Rule” has begun. The LT2 Rule address the health effects associated with “Cryptosporidium” in surface water used as a drinking water supply. The study will span a two year time frame with sample being collected monthly.
- Staff is continuing to work on the sporadic lead result exceedance. Once site that initially failed was re-sampled and tested and the results came back in compliance. Staff continues to educate Town citizens participating as sample sites on the correct method of gathering water samples.
- As of this report the Director of Plants sat for and achieved a Class 2 Water License given the Town 2 staff members authorized to oversee daily water plant operations. To date the Town of Amherst has 1-Class 1 Operator, 1-Class 2 Operator and 3-Class 3 Operators. Of those 5 operators 3 hold cross training licensure in wastewater.

Rutledge Creek Wastewater Treatment Plant,

Daily Received and Treated Waste Stream:

	Total, million gallons	Average, million gallons	Max, million gallons	Min, million gallons
Finial Effluent	12.186	0.393	1.066	0.266

- Rain fall for March once again raised the 95% effluent flow limitation which is exceeded when the average monthly for is in excess of 0.380 MGD.
- Staff is currently working on a review of the Towns Pretreatment Ordinance to offer suggestions to help bring the ordinance into requested DEQ compliance. Also being review for inclusion is the States/Federal “Dental Office Category Rule” which is intended to reduce/curtail the entry of mercury into wastewater collection/treatment facilities. Along with possible addition of wording to cover the forth coming EPA rule on Hazardous waste Pharmaceuticals.

Submitted: April 4, 2019

W. THOMAS BERRY
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LOVINGSTON, VIRGINIA 22949

W. THOMAS BERRY

OFFICE PHONE
434-263-4886
Fax: -434-263-4285

April 2, 2019

Town of Amherst
P.O. Box 280
Amherst, VA 24521

Attn: Sara Carter- Town Manager

Re: Monthly Report to Town Council
(March 2019)

Dear Ms. Carter, and Council,

My report on work regarding the following matters:

1. Recodification: Review of recodification documents/No Meeting/Awaiting proofs
2. IDA/ Town: No meeting this month.
3. Town Council Meeting: Attendance at the monthly scheduled meeting on March 13, 2019.
4. Land Acquisition: Review Brockman Park for bike lease
5. Personnel: Ongoing review with Nelson County Commonwealth Attorney. Spoke with Assistant Commonwealth Attorney, appears moving to April
6. Easements: Sewer Line Easements review on Tom Hall property Route 60
7. New Business: Finalize Mountain Bike Club Lease at Brockman Park
8. Upcoming Work: Continue with easements, ordinances for signs and solid waste contract
9. Access to Town Attorney: My email address is tammy@tomberrylaw.com. Please feel free to use this email access provided, and I will promptly return any communication. My home phone (434) 946-9501; office phone (434) 263-4886.

Respectfully Submitted,



W. Thomas Berry
Attorney at Law

WTB/tat

Invoice

W. THOMAS BERRY, LLC
 ATTORNEY-AT-LAW
 P.O. BOX 354/ 402 COURT STREET
 LOVINGSTON, VA 22949
 PHONE: (434) 263-4886

Date	Invoice #
4/2/2019	8801

Bill To
Town of Amherst c/o Sara Carter P.O. Box 280 Amherst, VA 24521

Description	Qty	Rate	Terms
			Due on receipt
			Amount
3/7/2019 Review Brockman Park Land Records	1	175.00	175.00
3/8/2019 Review Brockman Park Land Records	1	175.00	175.00
3/12/2019 Review Town Package	0.8	175.00	140.00
3/13/2019 Joint Town Meeting	2	175.00	350.00
3/18/2019 Finalize Bike Lease	1	175.00	175.00
3/28/2019 Review Waste Contract	0.5	175.00	87.50
3/29/2019 Memo on Waste Contract	0.5	175.00	87.50
Total			\$1,190.00
Payments/Credits			\$0.00
Balance Due			\$1,190.00

**FINANCE COMMITTEE
MINUTES**

March 27, 2019
5:15 PM

Attendees: Rachel Carton, Chairman and Ken Watts
Staff: Sara Carter and Tracie Wright

The meeting was called to order by Ms. Carton at 5:18 p.m.

Staff reviewed the proposed Capital Improvement Program as recommended by the Town Planning Commission with the Finance Committee. The Committee discussed each potential project. The committee requested clarification on two items. First, they requested that staff insure that the proposed police message board include a radar gun to inform citizens of speed. Second, they stated that the amount for the 4-wheeler was insufficient and should be increased to \$5,000.

The meeting adjourned at 6:01 p.m.

**COMMUNITY RELATIONS COMMITTEE
MINUTES**

April 3, 2019
6:30 PM

Attendees: Sarah Ogden, Chairman and Janice Wheaton
Staff: Sara Carter and Chief Shiflett

The meeting was called to order by Mrs. Ogden at 6:30 pm

The committee discussed the survey results from the leash law survey that had been on the Town website. Generally, more respondents were in favor of a leash law than opposed to one. Many respondents noted that they had felt threatened by loose dogs in the past. There was also broad support for a designated location for a dog park.

The committee discussed how an ordinance could be structured that would not create conflict with the existing codes relating to animal welfare that are enforced by the Animal Control officers. There should be a focus on addressing nuisances created by loose dogs, rather than danger issues, which would be properly handled by AC. Staff will work with Mr. Berry to formulate an ordinance and solicit input from the Sheriff and the Dispatch staff to ensure that the proposed law is clear, prior to bringing it back to the committee.

The committee also discussed the potential for linking a dog park, and offering that as a location for dogs to run free, at the same time as the leash law is proposed. The committee agreed that the Scott's Hill park offers a good opportunity for that. Ms. Wheaton noted several concerns with the park property, including flooding, and whether the park has much usable land; safety concerns regarding the park's isolation; access and whether the road has adequate width for two cars to safely pass, and, providing adequate parking.

The meeting adjourned at 7:33 p.m.