

AMHERST TOWN COUNCIL

AGENDA

Wednesday, April 14, 2021

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** - *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. Public Hearings and Presentations**
 - 1. Public Hearing on the FY 21-22 Budget (Pgs. 1-33)-** *The proposed budget is included in the packet. The public hearing has been set and advertised for April 14, 2021, with an anticipated adoption date of May 12, 2021.*
 - 2. Public Hearing on the FY 21-22 Capital Improvement Program (Pg. 14)-** *The proposed Capital Improvement Program is included in the budget, on page 14. The Planning Commission held a public hearing on the CIP on March 3, 2021 and recommends approval of the CIP to Council. This may be adopted separately from the budget and is anticipated for adoption on April 14, 2021, unless Council has changes. The CIP does not obligate any spending.*
 - 3. Presentation from the Amherst Recreation Center (Pgs. 34-36)-** *Members of the Amherst Recreation Center are appearing before Council to request a change in the water rates for the organization, due to its non-profit status and benefit to the community.*
- E. 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.*
- 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. 37-39) –** *Draft of the March 10, 2021 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.40-53)**
 - 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. 54-55)

- a. Finance Committee – *Mrs. Carton, met March 22, 2021, minutes attached*
- b. Utilities Committee – *Mr. Watts, met April 5, 2021, minutes attached*

3. Other Reports (Pgs. 56-61)

- a. Planning Commission– *no meeting.*
- b. Industrial Development Authority- **met April 12, minutes forthcoming**
- c. Robert E. Lee SWCD- November 19, 2020 meeting minutes attached

H. Discussion Items

- 1. Commission and Authority Appointments- (Pg. 62)** *Sara Carter- There are two vacancies to be filled on the Planning Commission. One is for the remainder of Kevin Belcher’s term, ending on June 30, 2022. The other is for Ted Finney’s seat, who has declined to be reappointed and is coming open on July 1st. The vacancy has been advertised. On the Industrial Development Authority, Mr. Rucker’s term expires, and he is willing to serve again. Mr. Jennings’s term expires on June 30th. Staff has received one application for the Industrial Development Authority. Staff requests that the Council reappoint Mr. Rucker and Mr. Mahler and consider possible options for the Commission to fill vacancies.*
- 2. Council Chambers Refit- (Pg. 63)-** *Sara Carter- Staff requests approval of expenditure to replace the ceiling tiles and insulation in the chambers, hallway, and bathrooms in the back half of Town hall. Additionally, replacement of the light fixtures to LED lights is planned. Staff requests purchase approval \$12,072 for these items.*
- 3. Bucket Truck- (Pg. 64-65)-** *Sara Carter- Staff has received an updated quote from Custom Truck regarding the repair and inspection of the bucket truck.*
- 4. Update on Federal Funding in Response to the Pandemic-** *Sara Carter-Staff wished to update the Council regarding the American Rescue Plan funding.*

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 22 Budget

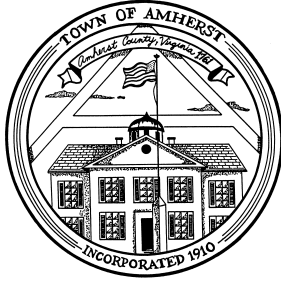


Mayor D. Dwayne Tuggle
Vice-Mayor Rachel Carton
Councilor Kenneth G. Bunch
Councilor Sharon W. Turner
Councilor Kenneth S. Watts
Councilor Janice N. Wheaton

Budget presented to Council with public hearing on April 14, 2021
Budget adoption slated for May 12, 2021

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

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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 19, 2021

To: Mayor Dwayne Tuggle and Members of Town Council

From: Sara Carter, Town Manager

Re: FY 22 Town of Amherst Budget

It is my pleasure to present to the Amherst Town Council the proposed FY 22 budget. This budget balances the need to continue reinvesting in infrastructure and capital needs while addressing reduced revenues from the COVID-19 pandemic.

Assumptions and Background:

- This budget is predicated on continuing soft revenues in all funds, due to the economic downturn. While staff believes that revenues will increase over the fiscal year with the return of pre-pandemic activities, staff does not feel it would be responsible to budget based upon improved numbers until the trend lines show an economic recovery for a longer timeframe.
- While revenues are lower than in the past, this budget does not recommend any increases to any taxes, fees, or rates. The Town has worked hard to manage costs and maintain a zero levy for real estate and personal property taxes. The Town has also reduced connection fees and eliminated availability fees for water and sewer hook ups.
- While the most recent stimulus package passed by Congress includes relief to local governments, these funds are not included in the proposed budget, as we have not yet received formal notification or guidance as to whether the Town will receive these funds or how they must be spent.

Highlights:

- The Town has continued its commitment to maintain and improve the provision of water and wastewater services to the community. Understanding that standards are increasing for water quality, both for drinking water, and for effluent, the Town has committed substantial funds over the past few years to rehabilitate and renovate water and wastewater facilities.
- The budget maintains the Town's commitment to its employees, including a 1.4% cost of living increase. While step increases are not included this year, employees are being kept whole, compared to costs. Health insurance rates decreased slightly this year, benefitting the Town and those employees who insure family members.
- The budget contains three CIP projects to be funded. These are one new police vehicle to begin replacement of aging vehicles, new heat at the maintenance shop, and a new lawnmower to assist with lawn care at the industrial park.
- The wastewater improvement bonds begin repayment in this fiscal year, with full payments in the next fiscal year. If revenues do not rebound, the wastewater fund will require the use of reserves in lower revenue years to balance until FY30, when the Sterling bank loan is paid in full.
- The Water Treatment Plant renovation will be in full swing in the coming fiscal year, with repayments beginning in FY23. The fund has adequate funds for repayment in its operational fund and a healthy fund balance for unforeseen expenses.

Adoption Process:

Council has set a public hearing on the budget and the Capital Improvement Program (CIP) for April 14, 2021. The CIP is anticipated to be adopted at the same meeting. The budget may not be adopted at the meeting where it is heard and is slated for adoption at the Council's May 12, 2021 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, 2021 AND ENDING JUNE 30, 2022 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, 2021, 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 FY22 Town of Amherst budget and approved appropriations for the respective funds.

Estimated Revenues

General Fund	\$1,202,614
Water Fund	\$1,260,177
Sewer Fund	\$931,041
Garbage Fund	\$143,642
IDA Fund	\$83,826

Estimated Expenditures

General Fund	\$1,202,614
Water Fund	\$1,260,177
- Operations	\$830,185
- Debt Service and Capital Projects	\$429,992
Sewer Fund	\$931,041
- Operations	\$633,301
- Debt Service and Reserve	\$297,740
Garbage Fund	\$143,642
IDA Fund	\$83,826

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%.

The annual vehicle license fee for passenger motor vehicles, trucks and motorcycles shall be \$25/year for cars, 11.00/year for motorcycles and 8.00 for trailers

The rate for Business and Professional Occupational License Taxes shall be set at:

- Contractors: \$0.16 per \$100 of gross receipts
- Financial, Real Estate and/or Professional Services: \$0.50 per \$100 of gross receipts
- Retailers: \$0.10 per \$100 of gross receipts
- Wholesalers: \$0.04 per \$100 of gross receipts

- Repair, Personal, Business and other services: \$0.31 per \$100 of gross receipts
- The rate for Itinerant Merchants and Peddlers shall be set at \$20/year for door to door peddlers, \$200/month for itinerant merchants (\$500/yr max) and peddler of fresh produce \$50/year

D. UTILITY RATES AND CHARGES

See attached Utility Rate and Fee Policy for rates related to water and sewer. The FY 22 budget holds all water and sewer rates and fees at the same level as fiscal years 18-21.

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.
\$3000	Village Garden Club	Civic Beautification
\$2500	Neighbors Helping Neighbors	Donations of food to the community
\$2500	Amherst County Museum	Maintenance and operation of the museum
\$20,250	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 FY22 fiscal year are as follows:

General Fund Permanent Fund		\$ 273,767
General Fund Contingency		\$ 36,078
Water Fund Permanent Fund		\$ 649,156
Sewer Fund Permanent Fund		\$ 405,761

G. PERSONNEL

In order 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 1.40%, consistent with the cost of the consumer price index as shown by the 2020 calendar year. This budget forgoes a step increase of 2% for employees, due to the economic impacts of the pandemic.

Health insurance costs decreased slightly for this plan year and plan choices 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 12th of May 12, 2021 and shall become effective on July 1, 2021.

Mayor _____

Attest:

Clerk of Council _____

Town of Amherst
Schedule of Local Levy
July 1, 2021

The following are tax levies for the fiscal year beginning July 1, 2021. 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 2021/22

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 required to show proper identification and will be charged a \$50.00 account set-up fee/ reconnection fee/trip charge that will be added to the customer's first bill-

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	\$10.60		\$10.60	

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.

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. The Office Manager is authorized to give a 100% credit on sewer charges if the leak occurred between the meter and the house with the assumption that the water leaking from the plumbing was not being returned into the Town's sewer system. "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. **The cut off time refers to online payments and drop box payments as well as in person payments. If you make your payment at 5:05p.m. online on the cutoff date you will be added to the disconnection list per this policy.**

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:

Availability Fees:

The Town does not charge availability fees where :

- there is programmed capacity in the system to serve the proposed connection and use,
- where that connection will not hinder service to other properties,
- and, the owner bears the cost of any line extensions that are required to make the connection.

If additional system capacity is required, the applicant will pay an availability fee based upon the cost of the improvement required.

Connection Fees:

The connection fee shall be \$250 for water and \$250 for sewer.

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 a public hearing at 7:00 PM on April 14, 2021 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 2021 – 2022 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.

Fiscal Year 2021/2022 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	\$1,202,614
Water Fund	\$1,260,177
Sewer Fund	\$931,041
Garbage Fund	\$143,642
IDA Fund	\$83,826

83,826

Estimated Expenditures

General Fund	\$1,202,614
Water Fund	\$1,260,177
- Operations	\$830,185
- Debt Service and Capital Projects	\$429,992
Sewer Fund	\$931,041
- Operations	\$633,301
- Debt Service and Reserve	\$297,740
Garbage Fund	\$143,642
IDA Fund	\$83,826

The proposed budget maintains the previously adopted tax and utility rates and levies.

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 FY 21-22,
Recommended by the Planning Commission for consideration by the Town Council**

Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Recommended Sources of Funds
Police									
Generator	20		\$12,500.00	12,500.00					GF/VRSA Grant
Police Tahoe SUV-New	13		46,000.00		46,000.00				General Fund
Police Interceptor-SUV	13		87,000.00	46,845.00			48,000	50,000	General Fund
Community Development									
Park Improvements			60,000.00	60,000.00					General Fund
Maintenance									
New Truck	11		35,000.00	-	35,000.00				General Fund
UTV-Side by Side (shared)	19		16,500.00	16,500.00					All funds
Bucket Truck	13		35,000.00		35,000.00				General Fund
Addition to Maintenance Shop	14		50,000.00		50,000.00				General Fund
Backhoe	19		100,000.00	-	100,000.00				General Fund
Maintenance Shop Heat	14		6,000.00	6,000.00					General Fund
Zero Turn Mower	23		7,000.00	7,000.00					IDA Funding
Tractor w/ bucket mower & backhoe	13		30,000.00		30,000.00				General Fund
Replacement of Town Hall roof			48,000	48,000					General Fund
Plants									
AllMax Software Bundle	19		16,041.00	\$ 16,041.00					Water/WW Fund
Roof Replacement-Lab	19		6,800.00	6,800.00					WW Fund
Raw WW Pump & Motor-QTY 3	26		36,409.77	-		36,409.77			WW Fund
Sludge Digester Blower/motor-QTY 2	21		31,050.60		-		31,050.60		WW Fund
Waste Flow Meter	16		6,584.00		6,584.00				WW Fund
Water Line Replacements									
Author Court Replacement			200,000.00		200,000.00				Grant and Water
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
Christian Springs Road replacement									Grant and Water
Heff Creek Trail replacement									Grant and Water
TOTAL			4,094,944.37	219,686.00	502,584.00	2,462,264.77	510,338.60	470,416.00	

TOWN OF AMHERST

FISCAL YEAR 2021-2022 BUDGET

		FY 19 Budget	FY 20 Budget	FY 21 BUDGET	FY 22 BUDGET		
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY21 Amended Total	FY 22 Department Request	FY 22 FC and TM Recommended	FY 22 Recommendedless FY21 Adopted=Difference
GENERAL FUND REVENUES							
Real Property Taxes-Current	11010-0001	-	-				-
Real Property Taxes-Delinquent	11010-0002	-	-				-
Personal Property Tax-Current	11030-0001	-	-				-
Personal Property Tax-Delinquent	11030-0002	-	-				-
Penalties on Del Taxes	11060-0001	-	-				-
Interest on Del Taxes	11060-0002	-	-				-
Local Sales & Use Tax	12010-0001	100,000.00	105,000.00	127,000.00	120,000.00	120,000.00	(7,000.00)
Consumer Utility Tax-Gas, Elec	12020-0001	26,000.00	26,000.00	25,500.00	24,000.00	24,000.00	(1,500.00)
Electric Consumption Tax	12020-0002	18,000.00	19,000.00	19,000.00	18,000.00	18,000.00	(1,000.00)
Business License Tax	12030-0006	120,000.00	125,000.00	80,500.00	100,000.00	100,000.00	19,500.00
Business Lic Tax-Interest & Pen	12030-0007	2,300.00	3,200.00	1,800.00	1,000.00	1,000.00	(800.00)
Motor Vehicle Licenses	12050-0001	42,000.00	42,500.00	40,000.00	40,000.00	40,000.00	-
Motor Vehicle Licenses Penalties/Interest	12050-0002	4,000.00	400.00	400.00	100.00	100.00	(300.00)
Bank Stock Fee	12060-0001	75,000.00	58,000.00	60,000.00	62,500.00	62,500.00	2,500.00
Lodging Tax	12100-0001	7,900.00	8,500.00	8,700.00	8,400.00	8,400.00	(300.00)
Meals Tax	12110-0001	495,000.00	500,000.00	456,000.00	480,000.00	480,000.00	24,000.00
Meals Tax-Pen & Int.	12110-0002	1,000.00		600.00	600.00	600.00	-
Zoning Permits	13030-0007			600.00	-		(600.00)
Fines & Forfeitures	14010-0001	15,000.00	18,000.00	4,400.00	6,000.00	6,000.00	1,600.00
Interest on Bank Deposits	15010-0001	5,000.00	5,250.00	6,000.00	6,000.00	6,000.00	-
Interest on Investments	15010-0002	18,000.00	25,000.00	20,000.00	43,200.00	43,200.00	23,200.00
VIP Unrealized Gain/Loss	15010-0003			0.00			-
Tower Lease	15020-0005	9,400.00	9,400.00	9,400.00	9,403.56	9,403.56	3.56
Rent-Firing Range	15020-0006	-		0.00			-
Police Security	16030-0001	1,800.00	1,000.00	0.00			-
Refunds	18030-0001			0.00			-
Credit Card Transaction Fee	18030-0004	3,000.00	250.00	50.00	-		(50.00)
Returned Check Fee	18030-0005	400.00	200.00	250.00	100.00	100.00	(150.00)
Accident Reports	18030-0006	500.00	150.00	150.00	200.00	200.00	50.00
Misc Rev	18030-0007	1,000.00	1,000.00	1,000.00	-		(1,000.00)
Collection Fee	18030-0008			1,000.00	3,000.00	3,000.00	2,000.00
Donations-Police	18990-0003			0.00	200.00	200.00	200.00
DMV Stop Fees	19020-0005	1,200.00	300.00	1,200.00	500.00	500.00	(700.00)
Rolling Stock Tax	22010-0007	2,500.00	2,500.00	2,400.00	2,400.00	2,400.00	-
Personal Property Tax Relief	22010-0009	17,455.00	17,455.00	17,455.00	17,455.00	17,455.00	-
Rental Tax	22010-0010	2,000.00	2,000.00	2,000.00	2,400.00	2,400.00	400.00
Game of Skills Tax							
Communication Tax from State	22010-0030	96,000.00	90,000.00	85,000.00	78,000.00	78,000.00	(7,000.00)
DCJS Grants	24010-0001			0.00			-
State Police Aid	24010-0003	54,588.00	54,588.00	56,608.00	56,608.00	56,608.00	-
Fire Programs Grant	24020-0001	10,000.00	10,000.00	15,000.00	15,000.00	15,000.00	-
CARES Act Funding	33020-0002			260,668.97	-		(260,668.97)
Insurance Claims	41010-0001			0.00	-		-
Sale of Land/Vehicles/Buildings	41020-0001			0.00			-
Carryover from previous year for budget balance				0.00			-
Transfers from Other Funds	41050-0006			0.00			-
Reserve Funds	42000-0000		9,350.24	120,751.77		107,547.19	(13,204.58)
General Fund Revenues Totals		1,129,043.00	1,134,043.24	1,423,433.74	1,095,066.56	1,202,613.75	(220,819.99)

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY21 Amended Total	FY 22 Department Request	FY 22 FC and TM Recommended	FY 22 Recommended less FY21 Adopted=Difference
GENERAL FUND EXPENSES							
TOWN COUNCIL							
Wages	11010-1100	11,400.00	11,400.00	11,400.00	11,400.00	11,400.00	-
FICA	11010-2100	872.10	872.10	872.10	872.10	872.10	-
Travel-Milage/Hotels/Conference	11010-5501		2,500.00	500.00		1,500.00	1,000.00
Employee Recognition	11010-5811	2,000.00	2,000.00	0.00			-
Town Council Totals		14,272.10	16,772.10	12,772.10	12,272.10	13,772.10	1,000.00
TOWN MANAGER							
Wages	12110-1100	24,759.00	25,632.99	26,699.94	27,073.74	27,073.74	373.80
PT Wages	12110-1300	32,827.09	35,982.75	35,391.48	35,882.04	35,882.04	490.56
FICA	12110-2100	4,405.34	4,560.60	4,749.99	4,816.12	4,816.12	66.13
VRS	12110-2200	3,825.03	4,107.52	5,606.99	5,685.49	5,685.49	78.50
Health Insurance	12110-2300	2,462.40	2,462.40	2,579.04	2,553.12	2,553.12	(25.92)
Group Life Insurance	12110-2400	306.66	329.31	357.78	362.79	362.79	5.01
STD/Long-Term Disability	12110-2500	178.26	151.23	140.98	142.95	142.95	1.97
Unemployment Insurance	12110-2600	50.00	25.00	25.00	25.00	25.00	-
Worker's Comp	12110-2700	146.01	137.42	133.93	140.87	144.11	10.18
Professional Svcs	12110-3150	800.00	2,500.00	2,500.00			(2,500.00)
Printing & Binding	12110-3500			0.00			-
Advertising	12110-3600	3,000.00	2,000.00	2,000.00		1,000.00	(1,000.00)
Contingency requirement	12110-5000	98,021.65	33,871.00	44,855.66	36,078.41	36,078.12	(8,777.54)
CARES Act Expenses	12110-5001			0.00			-
Postage	12110-5210	200.00	200.00	200.00		200.00	-
Telecommunications	12110-5230	540.00	540.00	540.00	540.00	540.00	-
Crime & Cyber Insurance	12100-5307	2,329.00	2,481.00	2,481.00	2,956.00	2,956.00	475.00
Travel-Mileage/Hotel/Conference	12110-5501	4,150.00	4,150.00	800.00		2,000.00	1,200.00
Dues & Memberships	12110-5810	3,600.00	4,829.00	1,500.00		3,600.00	2,100.00
Capital Improvement Program	12110-8000		33,534.00	0.00		52,845.00	52,845.00
Town Manager Totals		181,600.44	157,494.22	130,561.79	116,256.52	175,904.48	45,342.69
Town Attorney	12210-3150	40,000.00	30,000.00	35,000.00	25,000.00	20,000.00	(15,000.00)
Independent Auditor	12240-3150	16,000.00	20,000.00	17,000.00	20,000.00	20,000.00	3,000.00
FINANCE DEPARTMENT							
Wages	12420-1100	38,781.19	40,149.35	42,037.82	42,626.35	42,626.35	588.53
PT Wages	12420-1300	9,612.97	10,019.49	3,264.07	4,422.57	4,422.57	1,158.50
FICA	12420-2100	3,702.15	3,837.92	3,465.60	3,599.24	3,599.24	133.64
VRS	12420-2200	6,336.85	6,433.67	6,726.05	6,820.22	6,820.22	94.17
Health Insurance	12420-2300	6,657.60	6,657.60	6,972.96	6,902.88	6,902.88	(70.08)
Group Life Insurance	12420-2400	508.03	515.80	563.31	571.19	571.19	7.88
Unemployment Insurance	12420-2600	50.00	50.00	45.00	45.00	45.00	-
Worker's Comp	12420-2700	141.27	146.54	105.48	120.37	120.37	14.89
DMV Stops	12420-3009	1,500.00	1,500.00	1,500.00	1,000.00	1,000.00	(500.00)
Professional Svcs	12420-3150	-	2,800.00	2,800.00	2,800.00	2,800.00	-
Banking Service Charges	12420-3160	3,000.00	1,500.00	1,500.00	200.00	200.00	(1,300.00)
VIP Management Fee	12420-3170			5,000.00	4,000.00	4,000.00	(1,000.00)
Service Contracts	12420-3320	3,215.00	3,215.00	3,500.00	4,250.00	4,250.00	750.00
Advertising	12420-3600	-		200.00	200.00	200.00	-
Postage	12420-5210	3,000.00	3,000.00	5,000.00	2,000.00	2,000.00	(3,000.00)
Telecommunications	12420-5230	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00	-
Travel-Mileage/Hotel/Conference	12420-5501	1,850.00	1,850.00	500.00	1,000.00	1,000.00	500.00
Dues & Memberships	12420-5810	210.00	210.00	500.00	200.00	200.00	(300.00)
Office Supplies	12420-6001	3,500.00	4,000.00	3,500.00	3,500.00	3,500.00	-
Finance Totals		83,145.06	86,965.37	88,260.29	85,337.83	85,337.83	(2,922.46)

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY21 Amended Total	FY 22 Department Request	FY 22 FC and TM Recommended	FY 22 Recommendedless FY21 Adopted=Difference
Information Technology							
I.T. Services	12510-3150	10,000.00	8,000.00	8,000.00	13,880.00	13,880.00	5,880.00
Phone Maintenance	12510-3330	1,200.00	1,000.00	1,000.00	500.00	500.00	(500.00)
Website Maintenance	12510-3340	500.00	1,000.00	1,000.00	1,000.00	1,000.00	-
Microsoft Office Service	12510-5600	5,760.00	7,620.00	8,580.00	6,300.00	6,300.00	(2,280.00)
I.T. Supplies	12510-6002	2,000.00	2,000.00	1,000.00	3,000.00	3,000.00	2,000.00
I.T. Equipment	12510-8001	2,000.00	2,000.00	37,000.00	1,000.00	1,000.00	(36,000.00)
I.T. Totals		21,460.00	21,620.00	56,580.00	25,680.00	25,680.00	(30,900.00)
POLICE DEPARTMENT							
Wages	31100-1100	308,087.94	309,138.55	325,905.98	330,468.67	330,468.67	4,562.69
Overtime	31100-1200		3,500.00	3,500.00	3,500.00	3,500.00	-
PT Wages	31100-1300	7,614.67	7,614.67	31,167.43	12,826.59	12,826.59	(18,340.84)
Other Pay/Holiday	31100-1400	9,659.07	10,500.00	37,351.27	14,021.69	14,021.69	(23,329.58)
Security Wages	31100-1500	1,800.00	1,800.00	0.00			-
FICA	31100-2100	25,027.87	25,708.97	30,441.24	29,460.30	29,460.30	(980.94)
VRS	31100-2200	50,341.57	50,513.24	52,144.96	52,874.99	52,874.99	730.03
Health Insurance	31100-2300	57,936.00	57,936.00	58,920.00	58,344.00	58,344.00	(576.00)
Group Life Insurance	31100-2400	4,035.95	4,049.72	4,367.14	4,428.28	4,428.28	61.14
Unemployment Insurance	31100-2600	75.00	50.00	70.00	70.00	70.00	-
Worker's Comp	31100-2700	10,879.06	10,656.51	13,309.28	14,474.39	14,474.39	1,165.11
LODA Insurance	31100-2710	2,787.00	5,849.00	6,725.00	6,125.00	6,125.00	(600.00)
Repair & Maint. Svcs	31100-3310	9,000.00	9,000.00	8,500.00	8,500.00	8,500.00	-
CODE RED	31100-3400	2,500.00	2,500.00	2,500.00	2,500.00	0.00	(2,500.00)
Advertising	31100-3600	500.00	500.00	400.00	400.00	400.00	-
Postage	31100-5210	500.00	500.00	500.00	500.00	500.00	-
Telecommunications	31100-5230	6,000.00	6,600.00	11,543.16	11,700.00	11,700.00	156.84
Motor Vehicle Insurance	31100-5305	3,180.14	3,530.39	3,463.05	3,722.96	3,722.96	259.91
Other Property Insurance	31100-5306	479.90	509.22	548.24	545.42	545.42	(2.82)
Tuition Reimbursement	31100-5400			4,000.00		8,000.00	4,000.00
Travel-Mileage/Conference/Hotel	31100-5501	2,000.00	4,000.00	3,000.00	10,000.00	10,000.00	7,000.00
Rent of Buildng	31100-5600			0.00			-
Public Safety Event	31100-5700			5,000.00	10,000.00	5,000.00	-
Fire Range Fees	31100-5800	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	-
Attorney Fees	31100-5801	2,955.00	2,955.00	3,000.00	3,000.00	3,000.00	-
Dues & Memberships	31100-5810	5,000.00	5,000.00	5,000.00	5,500.00	5,500.00	500.00
Office Supplies	31100-6001	1,500.00	2,500.00	2,500.00	2,500.00	2,000.00	(500.00)
Fuel	31100-6008	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	-
Vehicle/Power Equipment Supplies	31100-6009	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	-
Police Supplies	31100-6010	6,000.00	9,000.00	10,936.34	12,000.00	10,000.00	(936.34)
Uniforms	31100-6011	5,000.00	5,000.00	5,000.00	6,000.00	5,000.00	-
Crime Prevention	31100-6030	4,000.00	4,000.00	4,000.00	5,000.00	5,000.00	1,000.00
Investigation Expense	31100-6032	1,000.00	2,000.00	2,000.00	2,000.00	1,000.00	(1,000.00)
Grant Expenses	31100-6040	-		0.00			-
Vehicles	31100-8005	-		0.00			-
Police Department		554,859.17	571,911.27	662,793.09	637,462.29	633,462.29	(29,330.80)
PUBLIC SAFETY							
Fire Dept Contributions	32200-5600	10,000.00	12,250.00	20,000.00	12,500.00	12,250.00	(7,750.00)
Fire Programs Grants	32200-5701	10,000.00	10,000.00	15,000.00	15,000.00	15,000.00	-
Rescue Contributions	32300-5600	10,500.00		0.00			-
Public Safety		30,500.00	22,250.00	35,000.00	27,500.00	27,250.00	(7,750.00)
Streetlights	41320-5100	26,225.00	25,500.00	25,995.15	26,000.00	26,000.00	4.85

TOWN OF AMHERST

FISCAL YEAR 2021-2022 BUDGET

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY21 Amended Total	FY 22 Department Request	FY 22 FC and TM Recommended	FY 22 Recommended less FY21 Adopted=Difference
GENERAL PROPERTIES							
Wages	43200-1100	17,455.57	18,266.10	20,114.07	20,395.67	20,395.67	281.60
PT Wages	43200-1300	12,032.02	12,735.78	13,263.68	13,447.46	13,447.46	183.78
Other Pay/Holiday	43200-1400	354.16	279.52	314.17	318.56	318.56	4.39
FICA	43200-2100	2,282.89	2,366.03	2,577.43	2,613.37	2,613.37	35.94
VRS	43200-2200	2,852.24	2,927.02	3,218.25	3,263.31	3,263.31	45.06
Health Insurance	43200-2300	4,104.00	4,104.00	5,906.40	5,863.20	5,863.20	(43.20)
Group Life Insurance	43200-2400	228.67	234.66	269.53	273.30	273.30	3.77
Long-Term Disability	43200-2500			0.00	-	0.00	-
Unemployment Insurance	43200-2600	75.00	75.00	60.00	60.00	60.00	-
Worker's Comp	43200-2700	201.72	183.47	173.48	183.20	183.20	9.72
Maintenance Contracts	43200-3310	5,000.00	5,000.00	5,000.00	5,000.00	0.00	(5,000.00)
Electric	43200-5100	2,800.00	11,460.76	8,531.62	8,000.00	8,000.00	(531.62)
Heating Services	43200-5110	3,200.00	3,200.00	5,000.00	5,000.00	5,000.00	-
Water/Sewer	43200-5120	13,595.00	11,000.00	5,000.00	2,970.92	2,970.92	(2,029.09)
Telecommunication	43200-5230	6,720.00	6,792.00	10,774.92	11,120.00	11,120.00	345.08
Property Insurance	43200-5304	548.98	559.15	664.98	563.21	563.21	(101.77)
Motor Vehicle Insurance	43200-5305	1,259.63	1,322.09	1,371.69	1,474.64	1,474.64	102.95
Other Property Insurance	43200-5306	1,116.34	1,305.70	1,307.21	1,307.21	1,307.21	0.00
General Liability Insurance	43200-5308	12,510.00	12,953.00	13,734.00	14,783.00	14,783.00	1,049.00
Lease of Equipment	43200-5410	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Travel-Mileage/Conference/Hotel	43200-5501	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00	-
Dues & Memberships	43200-5810	-		0.00			-
Office Supplies	43200-6001	1,000.00	1,000.00	750.00	750.00	750.00	-
Janitorial Supplies	43200-6005	2,000.00	1,000.00	2,000.00	3,000.00	3,000.00	1,000.00
Repair & Maint. Supplies	43200-6007	5,000.00	15,000.00	21,500.00	21,500.00	21,500.00	-
Fuel	43200-6008	12,000.00	13,000.00	13,000.00	15,000.00	15,000.00	2,000.00
Vehicle/Power Equipment Supplies	43200-6009	29,000.00	29,000.00	25,000.00	24,000.00	24,000.00	(1,000.00)
Uniforms	43200-6011	2,000.00	2,000.00	2,000.00	3,000.00	3,000.00	1,000.00
Christmas Decorations	43200-6012	4,000.00	4,000.00	6,200.00	6,200.00	2,000.00	(4,200.00)
Ag Supplies	43200-6013	2,000.00	2,000.00	2,000.00	3,000.00	2,000.00	-
Equipment/Vehicles	43200-8005			16,200.00			(16,200.00)
General Properties Totals		147,336.22	165,764.28	188,931.43	176,087.06	165,887.06	(23,044.37)
CVCC Small Bus. Center Contr.	68000-5600	-		0.00			-
Second Stage Contr	71300-5600	2,500.00	2,750.00	2,750.00	3,000.00	0.00	(2,750.00)
Amherst Mountain Bike Club	71500-5600			0.00			-
Village Garden Club Contr.	72100-5600	2,500.00	3,500.00	3,000.00	3,000.00	3,000.00	-
Rotary Club	72150-5600	-	200.00	0.00			-
Museum Contributions	72200-5600	2,500.00	2,500.00	2,900.00	2,900.00	2,500.00	(400.00)
Planning/Zoning							
Professional Services	81100-3100			0.00			-
Advertising	81100-3600	1,000.00	500.00	200.00		200.00	-
Postage	81100-5210	100.00	100.00	75.00		75.00	-
Planning Grants	81100-5701			0.00			-
Dues/Memberships	81100-5810	1,045.00	1,045.00	0.00	1,063.00	1,045.00	1,045.00
General Properties Totals		2,145.00	1,645.00	275.00	1,063.00	1,320.00	1,045.00
Community Development							
Chamber of Commerce Contr.	81600-5600	2,500.00	2,671.00	0.00			-
Neighbors Helping Neighbors Contr.	83500-5600	1,500.00	2,500.00	2,500.00	2,500.00	2,500.00	-
Community Development Totals		4,000.00	5,171.00	2,500.00	2,500.00	2,500.00	0.00
Transfer to Other Funds	90000-0001			160,908.03			(160,908.03)
General Fund Expense Total		1,129,042.99	1,134,043.24	1,425,226.88	1,164,058.79	1,202,613.75	(222,613.13)

WATER

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 New Amended Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommendedless FY21 Adopted=Difference
WATER FUND REVENUE							
Water In-Town Base Charges	16080-0005	283,770.38	283,723.58	256,895.26	245,907.94	\$ 245,907.94	(10,987.32)
Water OT Base Charges	16080-0006	192,915.17	192,852.77	166,864.32	175,554.62	\$ 175,554.62	8,690.30
Water In-Town Usage Charge	16080-0007	417,806.34	417,806.34	390,330.87	390,858.85	\$ 390,858.85	527.98
Water OT Usage Charges	16080-0008	317,304.69	317,304.69	274,956.36	291,729.53	\$ 291,729.53	16,773.17
Penalties	16080-0009	16,000.00	15,000.00	13,100.00	18,000.00	\$ 18,000.00	4,900.00
Trip Charges	16080-0010	11,000.00	15,000.00	11,000.00	10,000.00	\$ 10,000.00	(1,000.00)
Dormant Acct Fee	16080-0011	9,110.00	3,716.01	3,582.41	3,856.83	\$ 3,856.83	274.42
Fire Sprinklers	16080-0012	4,968.00	4,968.00	4,968.00	4,781.00	\$ 4,781.00	(187.00)
Avalability Fee	16080-0013			-			-
Water Charges-SBC	16080-0014	113,653.44	113,653.44	117,838.68	119,488.32	\$ 119,488.32	1,649.64
Reimbursement of Const. Cost	19020-0004	-		-			-
Grant Revenue	21000-0000	-		-			-
	33020-0002			15,409.56			(15,409.56)
Transfer from Reserve	41040-0006		45,172.68	-			-
Transfer from Other Fund				20,396.67			(20,396.67)
Revenue Totatls		1,366,528.02	1,409,197.51	1,275,342.13	1,260,177.09	1,260,177.09	(15,165.04)
WATER FUND EXPENSES TOWN MANAGER							
Wages	12110-1100	36,680.00	37,974.80	39,555.47	\$ 40,109.24	\$ 40,109.24	553.77
PT Wages	12110-1300	4,103.39	4,247.84	4,423.94	\$ 4,485.25	\$ 4,485.25	61.31
FICA	12110-2100	3,119.93	3,230.03	3,364.42	\$ 3,411.48	\$ 3,411.48	47.06
VRS	12110-2200	5,666.71	6,085.21	8,306.65	\$ 8,422.94	\$ 8,422.94	116.29
Health Insurance	12110-2300	3,648.00	3,648.00	3,820.80	\$ 3,782.40	\$ 3,782.40	(38.40)
Group Life Insurance	12110-2400	454.30	487.86	530.04	\$ 537.46	\$ 537.46	7.42
STD/Long-Term Disability	12110-2500	264.10	224.05	208.85	\$ 211.78	\$ 211.78	2.93
Unemployment Insurance	12110-2600			-			-
Contingency	12110-5000	25,000.00	25,000.00	40,409.56	\$ 25,000.00	\$ 25,000.00	(15,409.56)
Town Manager Totals		78,936.43	\$ 80,897.79	\$ 100,619.73	\$ 85,960.56	\$ 85,960.56	\$ (14,659.17)
FINANCE DEPARTMENT							
Wages	12420-1100	34,066.27	35,267.30	37,160.41	\$ 37,680.66	\$ 37,680.66	520.25
PT Wages	12420-1300	20,027.02	20,873.95	6,528.15	\$ 8,845.14	\$ 8,845.14	2,316.99
FICA	12420-2100	4,138.14	4,294.81	3,342.17	\$ 3,559.22	\$ 3,559.22	217.05
VRS	12420-2200	5,566.43	5,651.35	5,945.67	\$ 6,028.91	\$ 6,028.91	83.24
Health Insurance	12420-2300	6,384.00	6,384.00	6,686.40	\$ 6,719.20	\$ 6,719.20	32.80
Group Life Insurance	12420-2400	446.27	453.08	497.95	\$ 504.92	\$ 504.92	6.97
Unemployment Insurance	12420-2600			-			-
Professional Services	12420-3120			-			-
Banking Service Charges	12420-3160	1,000.00	2,000.00	1,500.00	100.00	\$ 100.00	(1,400.00)
Support Contracts	12420-3320	2,625.00	2,625.00	2,750.00	3,700.00	\$ 3,700.00	950.00
Misc Exp	12420-5000			-			-
Postage	12420-5210			2,500.00	3,710.00	\$ 3,710.00	1,210.00
Supplies	12420-6001			7,000.00	2,200.00	\$ 2,200.00	(4,800.00)
Finance Totals		74,253.13	\$ 77,549.49	\$ 73,910.75	\$ 73,048.04	\$ 74,180.42	\$ (862.71)

WATER

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 New Amended Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommendedless FY21 Adopted=Difference
WATER OPERATIONAL							
Wages	44000-1100	123,364.41	127,730.34	132,034.75	133,883.24	133,883.24	1,848.49
Overtime	44000-1200				30,000.00	30,000.00	30,000.00
PT Wages	44000-1300	13,759.20	14,244.90	14,551.28	14,758.57	14,758.57	207.29
Other/Holiday	44000-1400	3,850.70	5,117.03	5,164.90	5,424.25	5,424.25	259.35
FICA	44000-2100	10,784.54	11,204.23	11,608.95	14,081.05	14,081.05	2,472.10
VRS	44000-2200	20,157.74	20,467.95	21,125.56	21,421.32	21,421.32	295.76
Health Insurance	44000-2300	18,960.00	22,800.00	23,880.00	23,640.00	23,640.00	(240.00)
Group Life Insurance	44000-2400	1,616.07	1,640.94	1,769.27	1,794.04	1,794.04	24.77
Long-Term Disability	44000-2500	269.52	224.28	196.99	199.75	199.75	2.76
Unemployment Insurance	44000-2600	75.00	75.00	40.00			(40.00)
Worker's Comp	44000-2700	3,631.73	3,569.05	4,820.67	5,021.94	6,174.24	1,353.57
Water Shed Mgmt	44000-3100	23,000.00	0.00	-			-
Testing Services	44000-3140	18,000.00	12,000.00	12,500.00	31,000.00	31,000.00	18,500.00
Professional Svcs	44000-3150	3,000.00	3,000.00	3,200.00	3,200.00	3,200.00	-
Repair & Maint. Svcs	44000-3310	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-
Advertising	44000-3600	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Electrical Svcs	44000-5100	48,000.00	40,000.00	34,881.99	35,000.00	35,000.00	118.01
Water & Sewer	44000-5120	48,000.00	32,000.00	30,678.32	3,883.29	3,883.29	(26,795.03)
Postage	44000-5210	2,500.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Telecommunications	44000-5230	3,660.00	3,480.00	4,320.00	5,040.00	5,040.00	720.00
Property Insurance	44000-5304	3,028.50	3,084.61	3,668.40	3,106.98	3,106.98	(561.42)
Motor Vehicle Insurance	44000-5305	403.23	423.23	439.11	472.06	472.06	32.95
Travel-Mileage/Hotel/Conference	44400-5501	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	-
Lease/Rent Equipment	44000-5410			-			-
Permits	44000-5600			-	4,000.00	4,000.00	4,000.00
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Office Supplies	44000-6001	5,000.00	2,500.00	2,500.00	2,500.00	2,500.00	-
Lab Supplies	44000-6004	12,500.00	15,000.00	15,000.00	15,000.00	15,000.00	-
Repair & Maint. Supplies	44000-6007	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	-
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Vehicle & Equip Supplies	44000-6009	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	-
Uniforms	44000-6011	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	-
Chemicals	44000-6051	40,000.00	42,000.00	65,000.00	68,000.00	68,000.00	3,000.00
Equipment	44000-8005	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	-
Operational Totals		479,560.65	439,061.56	465,880.19	499,926.48	501,078.78	35,198.59

WATER

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 New Amended Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommendedless FY21 Adopted=Difference
WATER MAINTENANCE DEPARTMENT							
Wages	45000-1100	87,277.84	91,330.52	100,570.37	101,978.35	101,978.35	1,407.98
PT Wages	45000-1200	1,941.69	616.31	642.01	650.97	650.97	8.96
Other Pay/Holiday	45000-1300	1,770.79	1,397.62	1,570.83	1,592.82	1,592.82	21.99
FICA	45000-2100	6,960.76	7,005.88	7,862.92	7,972.99	7,972.99	110.07
VRS	45000-2200	14,261.20	14,635.12	16,091.26	16,316.54	16,316.54	225.28
Health Insurance	45000-2300	20,520.00	20,520.00	21,492.00	5,264.18	5,264.18	(16,227.82)
Group Life Insurance	45000-2400	1,143.34	1,173.32	1,347.64	1,366.51	1,366.51	18.87
Long-Term Disability	45000-2500			-	-	-	-
Unemployment Insurance	45000-2600	-		-			-
Worker's Comp	45000-2700	3,496.36	3,496.36	6,820.59	7,203.95	7,348.03	527.44
Repair & Maint. Svcs	45000-3310	-		-			-
Miss Utility	45000-5130	600.00	600.00	600.00	800.00	800.00	200.00
Telecommunication	45000-5230	-		-			-
Motor Vehicle Insurance	45000-5305	1,259.63	1,322.09	1,371.69	1,474.64	1,474.64	102.95
Lease of Equipment	45000-5410	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Travel-Mileage/Conference/Hotel	45000-5501	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Dues & Memberships	45000-5810	200.00	200.00	200.00	200.00	200.00	-
Repair & Maint. Supplies	45000-6007	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	-
Maintenance Totals		163,431.61	166,297.22	182,569.31	168,820.96	168,965.04	(13,604.27)
W. Court Street Project	94000-8000						-
Water Sedimentation Basin	94000-8001						-
WTP Improvements	94000-8002						-
Debt Payments							
60W W/L Principle	95000-9000	13,695.00	14,320.00	14,760.00	16,210.00	16,210.00	1,450.00
60W W/L Interest	95000-9001	15,350.00	14,725.00	14,295.00	12,836.00	12,836.00	(1,459.00)
Refi Water Loan Principle	95000-9002	37,741.00	0.00	-			-
Refi Water Loan Interest	95000-9003	147,465.00	0.00	-			-
Mainstreet W/L Principle	95000-9004	70,848.10	67,050.58	68,570.00	76,620.00	76,620.00	8,050.00
Mainstreet W/L Interest	95000-9005	52,103.58	55,902.00	54,390.00	46,332.95	46,332.95	(8,057.05)
Sterling Debt Refi Prin	95000-9006		89,710.87	109,840.00	95,640.00	95,640.00	(14,200.00)
Sterling Debt Refi Interest	95000-9007		37,500.00	41,215.00	31,565.00	31,565.00	(9,650.00)
Debt Reserve				149,292.15		150,788.34	1,496.19
Capital Improvement Program	95000-9010	233,143.54	366,183.00	-			-
Debt Totals		570,346.22	645,391.45	452,362.15	279,203.95	429,992.29	(22,369.86)
Water Fund Expense Totals		1,366,528.04	1,409,197.51	1,275,342.13	1,106,960.00	1,260,177.09	(16,297.41)

SEWER

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 New Amended Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommendedless FY21 Adopted=Difference
SEWER REVENUE							
Sewer In-Town Base Charges	16080-0005	391,457.77	391,594.52	349,103.04	327,844.37	327,844.37	(21,258.67)
Sewer OT Base Charges	16080-0006	176,663.16	176,663.16	142,187.52	155,026.20	155,026.20	12,838.68
Sewer In-Town Usage Charge	16080-0007	284,208.46	284,208.46	260,898.74	255,899.08	255,899.08	(4,999.66)
Sewer OT Usage Charges	16080-0008	143,801.23	143,801.23	115,738.56	126,189.06	126,189.06	10,450.50
Penalties	16080-0009	12,000.00	10,000.00	7,300.00	18,000.00	18,000.00	10,700.00
Dormant Acct Fee	16080-0011	5,393.99	5,393.99	4,994.87	5,382.01	5,382.01	387.14
Avalability Fee	16080-0012			-			-
SBC-Rut. Creek Operations	19020-0003	42,000.00	42,000.00	42,000.00	42,000.00	42,000.00	-
SBC Sewer Rehab	19020-0004			-			-
Reimbursement of Const. Cost	19020-0005			13,797.00			(13,797.00)
Nutrient Credit	24040-0003	1,000.00	720.00	400.00	700.00	700.00	300.00
CARES Act Utility Forgiveness	33020-0002			15,409.56			(15,409.56)
Transfer from Other Funds	41040-0006			19,623.40			(19,623.40)
Revenue Totals		1,056,524.61	1,054,381.36	971,452.69	931,040.71	931,040.71	(40,411.98)
SEWER EXPENSES							
TOWN MANAGER							
Wages	12110-1100	27,510.00	28,481.10	29,666.60	\$ 30,081.93	30,081.93	415.33
PT Wages	12110-1300	3,693.05	3,823.06	3,981.54	\$ 4,036.73	4,036.73	55.19
FICA	12110-2100	2,387.03	2,503.76	2,574.08	\$ 2,610.08	2,610.08	36.00
VRS	12110-2200	4,250.03	4,563.91	6,229.99	\$ 6,317.21	6,317.21	87.22
Health Insurance	12110-2300	2,736.00	2,736.00	2,865.60	\$ 2,836.80	2,836.80	(28.80)
Group Life Insurance	12110-2400	340.73	365.89	397.53	\$ 403.10	403.10	5.57
STD/Long-Term Disability	12110-2500	198.07	168.04	156.64	\$ 158.83	158.83	2.19
Unemployment Insurance	12110-2600			-			-
Contingency	12110-5000	50,000.00	25,000.00	40,409.56		18,208.17	(22,201.39)
Town Manager Totals		91,114.91	67,641.76	86,281.54	46,444.68	64,652.85	(21,628.69)
FINANCE DEPARTMENT							
Wages	12420-1100	26,920.96	27,870.26	29,313.76	\$ 29,724.15	29,724.15	410.39
PT Wages	12420-1300	10,013.51	10,436.97	6,364.94	\$ 8,624.01	8,624.01	2,259.07
FICA	12420-2100	2,825.49	2,930.50	2,729.42	\$ 2,933.63	2,933.63	204.21
VRS	12420-2200	4,398.89	4,466.03	4,690.20	\$ 4,755.86	4,755.86	65.66
Health Insurance	12420-2300	4,924.80	4,924.80	5,158.08	\$ 5,106.24	5,106.24	(51.84)
Group Life Insurance	12420-2400	352.66	358.05	392.80	\$ 398.30	398.30	5.50
Unemployment Insurance	12420-2600			-			-
Banking Service Charges	12420-3160	1,000.00	2,000.00	1,500.00	100.00	100.00	(1,400.00)
Service Contracts	12420-3320	2,625.00	2,625.00	2,750.00	3,710.00	3,710.00	960.00
Postage	12420-5210			2,500.00	3,710.00	3,710.00	1,210.00
Supplies	12420-6001				2,200.00	2,200.00	
Finance Totals		53,061.31	55,611.61	55,399.20	31,538.05	61,262.21	3,663.01

SEWER

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 New Amended Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommendedless FY21 Adopted=Difference
SEWER OPERATIONAL DEPARTMENT							
Wages	44000-1100	122,742.21	113,625.42	125,441.77	127,197.95	127,197.95	1,756.18
PT Wages	44000-1300			-			-
Other/Holiday	44000-1400	3,563.47	3,423.78	3,779.20	5,051.42	5,051.42	1,272.22
FICA	44000-2100	9,662.38	8,786.34	9,885.40	10,117.08	10,117.08	231.68
VRS	44000-2200	20,056.08	18,207.73	20,070.68	20,351.67	20,351.67	280.99
Health Insurance	44000-2300	22,800.00	22,800.00	23,880.00	23,640.00	23,640.00	(240.00)
Group Life Insurance	44000-2400	1,607.92	1,459.74	1,680.92	1,704.45	1,704.45	23.53
Long-Term Disability	44000-2500	\$ -	199.09	185.59	188.18	191.95	6.36
Unemployment Insurance	44000-2600	75.00	50.00	50.00			(50.00)
Worker's Comp	44000-2700	2,478.88	2,096.49	2,063.48	2,195.31	2,239.22	175.74
Sludge & Trash Removal-Rut.Crk	44000-3120	2,000.00	2,400.00	2,000.00	2,000.00	2,000.00	-
Testing Services	44000-3140	25,000.00	30,000.00	35,000.00	53,500.00	38,000.00	3,000.00
Professional Svcs	44000-3150	3,000.00	3,000.00	3,200.00	3,200.00	3,200.00	-
Repair & Maint. Svcs-Rut Crk	44000-3310	15,000.00	20,000.00	20,000.00	20,000.00	15,000.00	(5,000.00)
Advertising	44000-3600	1,000.00	1,000.00	1,000.00	1,000.00	500.00	(500.00)
Electrical Svcs-Rut. Crk	44000-5100	45,000.00	41,000.00	35,316.60	35,000.00	35,000.00	(316.60)
Water, Sewer -Rut. Crk	44000-5120	10,600.60	20,000.00	12,285.67	6,000.00	6,000.00	(6,285.67)
Electrical Svcs-Pump Station	44000-5130	2,000.00	2,100.00	1,905.07	2,000.00	2,000.00	94.93
Water, Sewer-Pump Station	44000-5140	240.00	200.00	200.00	200.00	200.00	-
Postage	44000-5210	2,500.00	2,000.00	2,000.00	2,000.00	500.00	(1,500.00)
Telecommunications	44000-5230	2,880.00	3,480.00	3,660.00	4,080.00	4,080.00	420.00
Property Insurance	44000-5304	5,475.28	5,576.72	6,632.16	5,617.17	5,617.17	(1,014.99)
Motor Vehicle Insurance	44000-5305	382.72	401.70	416.77	448.05	448.05	31.28
Lease/Rent Equipment	44000-5410	-		-			-
Travel-Mileage/Hotel/Conference	44000-5501	4,000.00	2,000.00	4,000.00	4,000.00	4,000.00	-
Permits	44000-5600	8,000.00	8,000.00	8,000.00	8,000.00	4,000.00	(4,000.00)
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00	1,217.86	1,217.86	(782.14)
Office Supplies	44000-6001	500.00	2,500.00	2,500.00	2,500.00	2,500.00	-
Lab Supplies	44000-6004	4,000.00	4,000.00	6,000.00	6,000.00	6,000.00	-
Repair & Maint. Supplies-Rut. Crk	44000-6007	25,000.00	15,000.00	28,797.00	15,000.00	15,000.00	(13,797.00)
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Vehicle & Equip Supplies	44000-6009	5,000.00	5,000.00	5,000.00	5,000.00	3,000.00	(2,000.00)
Uniforms	44000-6011	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	-
Chemicals-Rut Crk	44000-6051	7,000.00	7,000.00	7,000.00	7,000.00	2,500.00	(4,500.00)
Equipment-Rut Crk	44000-8001			-			-
Vehicles	44000-8005			-			-
Treatment Totals		356,564.54	350,807.01	377,450.31	377,709.15	344,756.82	(32,693.49)

SEWER

Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 New Amended Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommendedless FY21 Adopted=Difference
SEWER MAINTENANCE DEPARTMENT							
Wages	45000-1100	87,277.84	91,330.52	101,978.35	101,978.35	101,978.35	-
PT Wages	45000-1300	897.86	616.31	650.97	650.97	650.97	-
Other Pay/Holiday	45000-1400	1,770.79	1,397.62	1,592.82	1,592.82	1,592.82	-
FICA	45000-2100	6,880.91	6,880.91	7,972.99	7,972.99	7,972.99	-
VRS	45000-2200	14,261.20	14,635.12	16,316.54	16,316.54	16,316.54	-
Health Insurance	45000-2300	20,520.00	20,520.00	21,492.00	21,276.00	21,276.00	(216.00)
Group Life Insurance	45000-2400	1,143.34	1,173.32	1,366.51	1,366.51	1,366.51	-
Long-Term Disability	45000-2500	-	-	-	-	-	-
Unemployment Insurance	45000-2600	-	-	-	-	-	-
Worker's Comp	45000-2700	1,653.40	1,653.40	-	-	-	-
Repair & Maint. Services	45000-3310	-	-	-	-	-	-
Telecommunication	45000-5230	-	-	-	-	-	-
Motor Vehicle Insurance	45000-5305	1,259.63	1,322.09	1,371.69	1,474.64	1,474.64	102.95
Lease of Equipment	45000-5410	2,000.00	4,000.00	4,000.00	4,000.00	2,000.00	(2,000.00)
Travel-Mileage/Conference/Hotel	45000-5501	-	-	-	-	-	-
Misc	45000-5800	-	-	-	-	-	-
Dues & Memberships	45000-5810	-	-	-	-	-	-
Repair & Maint. Supplies	45000-6007	5,000.00	10,000.00	10,000.00	10,000.00	8,000.00	(2,000.00)
Fuel	45000-6008	-	-	-	-	-	-
Vehicle/Power Equipment Supplies	45000-6009	-	-	-	-	-	-
Uniforms	45000-6011	-	-	-	-	-	-
Equipment/Vehicles	45000-8005	-	-	-	-	-	-
Maintenance Totals		142,664.97	153,529.29	166,741.88	166,628.83	162,628.83	(4,113.05)
Sliplining Project	94000-8000	-	-	-	-	-	-
Debt Payments							
WWTP Loan Principle	95000-9000	53,270.00	-	-	-	-	-
WWTP Loan Interest	95000-9001	106,290.00	-	-	-	-	-
Sterling Bank WWTP Refi Prin	95000-9002	-	190,640.00	179,250.00	203,235.00	203,235.00	23,985.00
Sterling Bank WWTP Refi Int	95000-9003	-	79,680.00	67,250.00	67,075.00	67,075.00	(175.00)
Sewer Rehab Principle	95000-9004	-	-	-	11,450.00	11,450.00	-
Sewer Rehab Interest	95000-9005	-	-	-	15,980.00	15,980.00	-
Debt Reserve	95000-9010	253,558.87	118,838.69	39,079.76	-	-	(39,079.76)
Capital Program	-	-	37,633.00	-	-	-	-
Debt Totals		413,118.87	426,791.69	285,579.76	297,740.00	297,740.00	(15,269.76)
Sewer Fund Expense Totals		1,056,524.60	1,054,381.36	971,452.69	920,060.71	931,040.71	(70,041.98)

Garbage Fund

Account Name	Account Code	FY 19 Approved	FY 20 Approved	New FY 21 Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommended less FY21 Adopted=Difference
GARBAGE REVENUE							
Garbage IT Charges	16080-0005	80,677.30	121,052.00	121,677.40	121,264.00	121,264.00	(413.40)
Garbage OT Charges	16080-0006	24,083.20	17,574.80	17,119.00	17,140.20	17,140.20	21.20
Penalties	16080-0009	1,500.00	1,300.00	2,000.00	2,800.00	2,800.00	800.00
Transfer from Garbage Reserv	41040-0006			501.21		2,438.03	1,936.82
Transfer for Other Funds				556.59			(556.59)
Revenue Totals		106,260.50	\$ 139,926.80	\$ 141,854.20	\$ 141,204.20	\$ 143,642.23	\$ 1,788.03
TOWN MANAGER							
Wages	12110-1100	2,751.00	2,848.11	2,966.66	\$ 3,008.19	3,008.19	41.53
PT Wages	12110-1300	410.34	424.78	442.39	\$ 448.53	448.53	6.14
FICA	12110-2100	241.84	250.38	260.79	\$ 264.44	264.44	3.65
VRS	12110-2200	425.00	465.38	623.00	\$ 631.72	631.72	8.72
Health Insurance	12110-2300	273.60	273.60	286.56	\$ 283.68	283.68	(2.88)
Group Life Insurance	12110-2400	34.07	37.31	39.75	\$ 40.31	40.31	0.56
STD/Long-Term Disability	12110-2500	19.81	16.80	15.66	\$ 15.88	15.88	0.22
Contingency	12110-5000	5,505.11	835.88	-			-
Town Manager Totals		4,155.66	\$ 5,152.24	\$ 4,634.81	\$ 4,692.75	\$ 4,692.75	\$ 57.94
FINANCE DEPARTMENT							
Wages	12420-1100	1,450.27	1,501.39	1,582.78	\$ 1,604.94	1,604.94	22.16
PT Wages	12420-1300	400.54	417.48	163.20	\$ 221.13	221.13	57.93
FICA	12420-2100	141.59	146.79	133.57	\$ 139.69	139.69	6.12
VRS	12420-2200	236.97	245.33	253.25	\$ 256.79	256.79	3.54
Health Insurance	12420-2300	273.60	273.60	286.56	\$ 283.68	283.68	(2.88)
Group Life Insurance	12420-2400	19.00	19.67	21.21	\$ 21.51	21.51	0.30
Banking Service Charges	12420-3160	200.00	400.00	100.00			(100.00)
Finance Totals		2,721.97	3,004.26	2,540.57	2,527.74	2,527.74	(12.83)
GARBAGE EXPENSES							
Collection In-Town	43200-3160	73,411.44	110,737.20	113,125.44	114,598.32	114,598.32	1,472.88
Collection Out of Town	43200-3170	10,930.32	17,858.40	18,244.80	18,480.00	18,480.00	235.20
Garbage Totals		84,341.76	\$ 128,595.60	\$ 131,370.24	\$ 133,078.32	\$ 133,078.32	\$ 1,708.08
GARBAGE MAINTENANCE DEPARTMENT							
Wages	45000-1100	1,939.51	2,145.59	2,234.90	\$ 2,266.19	2,266.19	31.29
PT Wages	45000-1300	6,599.02	-	-			-
Other Pay/Holiday	45000-1400	39.35	31.06	34.91	\$ 35.40	35.40	0.49
FICA	45000-2100	159.80	163.34	173.64	\$ 176.07	176.07	2.43
VRS	45000-2200	316.92	350.59	357.58	\$ 362.59	362.59	5.01
Health Insurance	45000-2300	456.00	456.00	477.60	\$ 472.80	472.80	(4.80)
Group Life Insurance	45000-2400	25.41	28.11	29.95	\$ 30.37	30.37	0.42
Maintenance Totals		9,536.00	\$ 3,174.69	\$ 3,308.58	\$ 3,343.41	\$ 3,343.41	\$ 34.83
Garbage Fund Expense Totals		100,755.39	\$ 139,926.79	\$ 141,854.20	\$ 143,642.22	\$ 143,642.23	\$ 1,788.03

INDUSTRIAL DEVELOPMENT AUTHORITY

Account Name	Account Code	FY 19 Approved	FY 20 Approved	New FY 21 Total	FY 22 Department Request	FY 22 Town Manager Recommended	FY 22 Recommended less FY21 Adopted=Difference
IDA REVENUES							
Lease/Sale of Lots	701-41020-0001			300,000.00	75,000.00	75,000.00	(225,000.00)
BP Recoupment Rev	701-41030-0001	26,058.00	25,968.00	26,264.18			(26,264.18)
Zoning Fees		-		-			-
Bond Issue	701-41040-0001	16,239.00	9,673.75	8,592.50	7,476.25	7,476.25	(1,116.25)
Home Owners Reimb	701-41060-0001	1,332.00	1,345.11	-	1,350.00	1,350.00	1,350.00
Transfer from Other Funds				120,331.38			(120,331.38)
Revenue Totals		43,629.00	36,986.86	455,188.06	83,826.25	83,826.25	(371,361.81)
IDA EXPENSES							
PT Wages	45000-1300	6,599.02	7,395.72	13,008.13	7,811.60	7,811.60	(5,196.53)
FICA	45000-2100	504.83	565.77	613.38	597.59	597.59	(15.79)
Worker's Comp	45000-2700			310.64	328.09	328.09	17.45
Repair & Maint. Svcs	81500-3310	-		-			-
Professional Services	81500-3150	2,000.00	2,000.00	5,000.00			(5,000.00)
Electrical Svcs	81500-5100	325.00	325.00	200.00	200.00	200.00	-
Dues & Membership	81500-5810	2,756.00	2,749.00	2,731.00	2,731.00	2,731.00	-
Transfer to IDA fund bal	81500-9200	31,444.15	23,951.37	313,324.91	71,983.23	65,157.97	(248,166.94)
Small Business Grant				120,000.00			(120,000.00)
Capital expenses						7,000.00	
Expense Totals		43,629.00	36,986.86	455,188.06	83,651.51	83,826.25	(378,361.81)

FY22 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 (2)	20%	40%	39%	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 (2)	100%	0%	0%	0%
PT Officer (2)	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 (2)	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%
Retiree Health	100%	0%	0%	0%
Utility Total				

Undesignated Fund Balance and Contingency Calculation For FY22

1/31/2020

Permanent Fund principal for the General Fund

(based on proposed FY22 Budget)

Reserve per October 2010 policy	15%
GF target Permanent Fund principal	\$ 164,259.98

GF Revenues	\$ 1,095,067
Administration Fee (covered in W & S Funds)	-
Net GF Revenues	\$ 1,095,067
Reserve per @	25%
GF target Permanent Fund principal	\$ 273,767

Required contingency in the General Fund

(based on proposed FY22 Budget)

GF Expenses	\$ 1,202,614
Reserve per October 2010 policy	3.0%
GF Contingency	\$ 36,078

Permanent Fund principal for the Water Fund (based on the proposed FY22 Budget)

Fund 501 WATER FUND

DEBT SERVICE
ALL OTHER EXPENSES
Total

FY21 Budget

\$ 452,362	Debt	452,362
\$ 787,174	25%/Operation	\$ 196,793
	WF target Permanent Fund principal	\$ 649,156

Permanent Fund principal for the Sewer Fund (based on the proposed FY22 Budget)

Fund 502 SEWER FUND

DEBT SERVICE
ALL OTHER EXPENSES
Total

FY21 Budget

\$ 246,500	Debt	246,500
\$ 637,043	25%/Operation	\$ 159,261
	SF target Permanent Fund principal	\$ 405,761

Permanent Fund principal for the Garbage Fund (based on the proposed FY22 Budget)

Fund 514 GARBAGE FUND

ALL EXPENSES

FY21 Budget

141,298	25% operations	\$ 35,324
	Garb target Permanent Fund principal	\$ 35,324

Total of all undesignated fund balances \$ 1,364,007

General Fund Permanent Fund	\$ 273,767
General Fund Contingency	\$ 36,078
Water Fund Permanent Fund	\$ 649,156
Sewer Fund Permanent Fund	\$ 405,761

TOWN OF AMHERST DEBT BALANCES & DEBT PAYMENTS

Description	Original Loan Amount	Outstanding Loan Balance at 12/31/20	Interest Rate	Maturity Date	Principal Payment FY22	Interest Payment FY22	Total Debt Payment FY22
Sterling Debt Refi	\$ 3,933,409.44	\$ 3,254,453.94	3.35%	6/30/2030	\$ 298,870.82	\$ 98,639.33	\$ 397,510.15
Mainstreet Water Line	\$ 2,368,672.03	\$ 2,153,213.11	2.25%	1/1/2047	\$ 75,766.36	\$ 47,185.32	\$ 122,951.68
60 W. Water Line	\$ 565,935.00	\$ 447,615.17	3.00%	7/1/2043	\$ 15,968.57	\$ 13,075.35	\$ 29,043.92
Sewer Sliplining Project	\$ 3,414,000.00	\$ 3,414,000.00	3.63%	4/10/2060	\$ 11,417.55	\$ 1,831.50	\$ 13,249.05

Outstanding Debt Balances						
	Sliplining	Sterling Refi	60 WL	Main St. WL	Total	
FY 2021		3,109,928.14	439,807.44	\$ 2,115,960.92	\$ 5,665,696.50	
FY 2022	3,402,582.45	2,811,057.32	423,838.87	\$ 2,040,194.56	\$ 8,677,673.20	
FY 2023	3,333,398.28	2,502,033.62	407,387.66	\$ 1,962,713.87	\$ 8,205,533.43	
FY 2024	3,263,381.07	2,182,512.13	390,439.21	\$ 1,883,480.05	\$ 7,719,812.46	
FY 2025	3,192,270.78	1,852,136.24	372,978.48	\$ 1,802,453.45	\$ 7,219,838.95	
FY 2026	3,120,176.53	1,510,537.21	354,990.01	\$ 1,719,593.49	\$ 6,705,297.24	
FY 2027	3,047,084.73	1,257,332.59	336,457.83	\$ 1,634,858.70	\$ 6,275,733.85	
FY 2028	2,973,094.88	892,130.20	317,365.51	\$ 1,548,206.65	\$ 5,730,797.24	
FY 2029	2,897,967.90	389,981.55	297,696.13	\$ 1,459,593.96	\$ 5,045,239.54	
FY 2030	2,821,801.40	0	277,432.25	\$ 1,368,976.27	\$ 4,468,209.92	
FY 2031	2,744,580.98		256,555.89	\$ 1,276,308.21	\$ 4,277,445.08	
FY 2032	2,666,393.84		235,048.55	\$ 1,181,543.40	\$ 4,082,985.79	

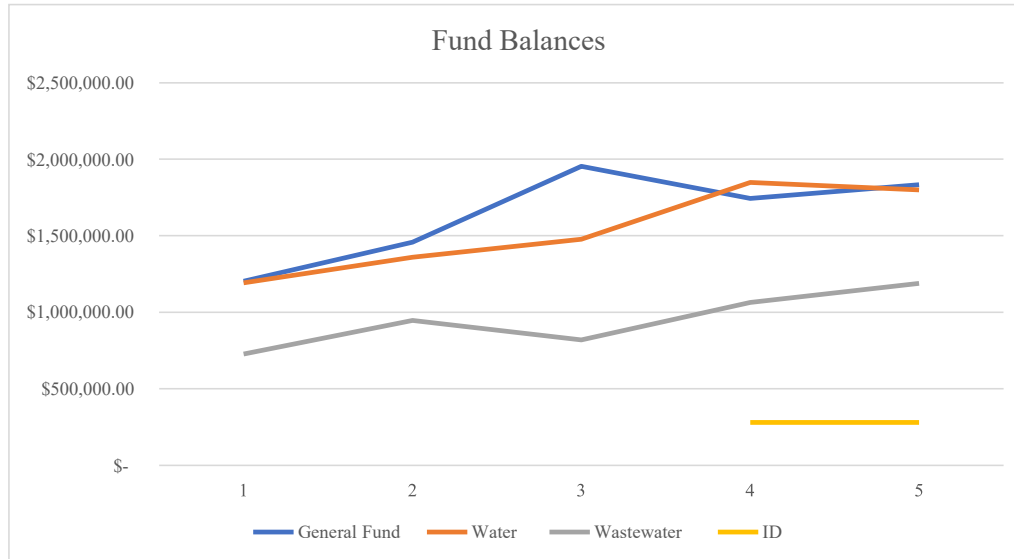
Water Treatment Plant Renovation Bond is slated to come on-line beginning in FY2023 with a partial payment. Annual payments will be approximately \$175,000/year for thirty years.

FY22 TOWN OF AMHERST VEHICLES

MAKE	MODEL	YEAR	VIN NUMBER	MILEAGE
POLICE				
Ford	Interceptor (Watts)	2017	254	96,826
Ford	Interceptor (Harler)	2016	8694	96,514
Ford	Explorer (Shiflett)	2014	8654	69,475
Ford	Interceptor (Payne)	2017	7002	58,557
Ford	Interceptor (Robinson)	2015	1494	84,491
Ford	Interceptor Sedan (Martin)	2014	1248	102,901
MAINTENANCE				
Ford	SUV	2007	7723	99,341
Dodge	Pickup	2014	4675	57,281
Chevy	Pickup	2011	5012	72,641
Dodge	Work Truck	2013	7481	5,232
GMC	Bucket Truck	1995	5212	114,977
GMC	Dump Truck	2003	9981	49,116
Ford	Explorer (Office)	2011	4253	65,454
UTILITIES				
Dodge	Wastewater	2012	9843	64,720
Dodge	Water	2008	4271	91,065

Fund Balances and Analysis of Reserves

Year	General Fund	Water	Wastewater	IDA
2016	\$ 1,203,035.00	\$ 1,191,623.00	\$ 726,216.00	
2017	\$ 1,458,055.00	\$ 1,360,124.00	\$ 946,198.00	
2018	\$ 1,954,032.00	\$ 1,477,324.00	\$ 819,116.00	
2019	\$ 1,743,817.00	\$ 1,848,141.00	\$ 1,063,572.00	\$ 280,479.00
2020	\$ 1,834,360.00	\$ 1,799,144.00	\$ 1,188,806.00	\$ 562,748.00



Losses:

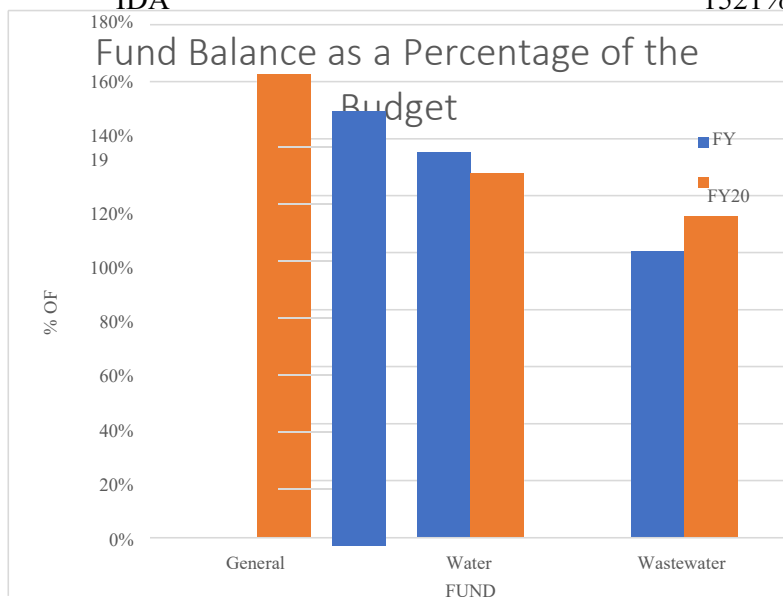
General Fund loss from FY 18-19 reflects transfer of funds to the IDA fund, rather than combined.

Wastewater Fund loss in from FY 17-18 reflects engineering expenses for sliplining project.

Water fund lostt in FY 20 is engineering funds paid by the Town for the WTP upgrade.

Fund	Fund Balance as a Percentage of BudgetFY 19	FY20
General	152%	162%
Water	135%	128%
Wastewater	101%	113%
IDA		1521%

General
Water
Wastewater
IDA



Town of Amherst, Virginia
Statement of Net Position
June 30, 2020

	Primary Government			Component Unit
	Governmental	Business-type	Total	IDA
	Activities	Activities		
ASSETS				
Cash and cash equivalents	\$ 1,624,588	\$ 3,037,080	\$ 4,661,668	\$ 563,081
Cash and cash equivalents, restricted	330	-	330	-
Receivables:				
Taxes receivable	900	-	900	-
Accounts receivable	79,222	264,247	343,469	-
Due from other governmental units	159,822	-	159,822	-
Inventories	-	93,173	93,173	-
Capital assets (net of accumulated depreciation):				
Land and land improvements	1,217,364	25,084	1,242,448	-
Buildings and improvements	700,601	-	700,601	-
Plant	-	2,372,220	2,372,220	-
Machinery and equipment	107,606	14,390	121,996	-
Infrastructure	-	6,995,811	6,995,811	-
Construction in progress	-	987,220	987,220	-
Total assets	\$ 3,890,433	\$ 13,789,225	\$ 17,679,658	\$ 563,081
DEFERRED OUTFLOWS OF RESOURCES				
Pension related items	\$ 146,395	\$ 117,623	\$ 264,018	\$ -
OPEB related items	8,590	9,659	18,249	-
Total deferred outflows of resources	\$ 154,985	\$ 127,282	\$ 282,267	\$ -
LIABILITIES				
Accounts payable	\$ -	\$ 35,600	\$ 35,600	\$ 333
Accrued liabilities	26,452	-	26,452	-
Long-term liabilities:				
Due within one year	4,316	381,058	385,374	-
Due in more than one year	936,047	6,556,059	7,492,106	-
Total liabilities	\$ 966,815	\$ 6,972,717	\$ 7,939,532	\$ 333
DEFERRED INFLOWS OF RESOURCES				
Pension related items	\$ 138,793	\$ 77,780	\$ 216,573	\$ -
OPEB related items	2,229	2,506	4,735	-
Total deferred inflows of resources	\$ 141,022	\$ 80,286	\$ 221,308	\$ -
NET POSITION				
Net investment in capital assets	\$ 2,025,571	\$ 4,419,005	\$ 6,444,576	\$ -
Restricted for forfeited assets	330	-	330	-
Unrestricted	911,680	2,444,499	3,356,179	562,748
Total net position	\$ 2,937,581	\$ 6,863,504	\$ 9,801,085	\$ 562,748

The notes to financial statements are an integral part of this statement.

Town of Amherst, Virginia
Balance Sheet
Governmental Funds
June 30, 2020

	<u>General</u>	<u>Forfeited Assets Fund</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents	\$ 1,621,768	\$ 2,820	\$ 1,624,588
Cash and cash equivalents, restricted	-	330	330
Receivables (net of allowance for uncollectibles):			
Taxes receivable	900	-	900
Accounts receivable	79,222	-	79,222
Due from other governmental units	159,822	-	159,822
Total assets	<u>\$ 1,861,712</u>	<u>\$ 3,150</u>	<u>\$ 1,864,862</u>
LIABILITIES			
Accrued liabilities	\$ 26,452	\$ -	\$ 26,452
Total liabilities	<u>\$ 26,452</u>	<u>\$ -</u>	<u>\$ 26,452</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - property taxes	\$ 900	\$ -	\$ 900
Total deferred inflows of resources	<u>\$ 900</u>	<u>\$ -</u>	<u>\$ 900</u>
FUND BALANCES			
Restricted	\$ -	\$ 330	\$ 330
Assigned	-	2,820	2,820
Unassigned	1,834,360	-	1,834,360
Total fund balances	<u>\$ 1,834,360</u>	<u>\$ 3,150</u>	<u>\$ 1,837,510</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 1,861,712</u>	<u>\$ 3,150</u>	<u>\$ 1,864,862</u>

The notes to financial statements are an integral part of this statement.

May 11, 2020

To: Amherst Co. Utility Committee

From: Kevin Tolley (Amherst Co. Pool President)

Dear Sir/ Madam,

Hopefully most of you have been to ARC Amherst Co. pool at one point or another. It is my understanding that our pool has been here since the 1950's. We are a nonprofit, community/ member owned pool that strives for a clean, safe, fun place for the citizens of Amherst Co. to come cool off, swing, or play games.

My purpose for writing you is that over the past years, the largest expense we have had was our water bill. Last year filling the pool just the first time, the bill was around \$3,300 for the first month (Please feel free to pull the pools records and I would like to have a copy if possible). We, the pool board, would like to request a yearly bulk, one time fill up price with possibly a reduced rate for the pool.

The facts are that unless we are able to reduce some of our operating costs, and save funds for repairs and maintenance, we may not be able to remain open long term. Over the past couple of years, we have replaced pumps and have got quotes to replace the pump house plumbing, concrete, etc. (Which we can't afford). We, the board, will be happy to sit down and show you our costs and walk you around the pool grounds. We are also looking at other options that could help, but none would assist as much as this.

Last year we had over 70 families as members at our pool. All of our members love coming here during the summer and would hate to see us go. We work hard to do as much as we can ourselves. Donating our time to repair, clean, etc. We are monitoring the state's Covid-19 guidelines and hoping to be able to open later than normal, (Hopeful second week of June).

In closing, we would like to thank you for your time and consideration in helping our Amherst pool legacy. We hope to hear from you.

Regards,

Kevin Tolley

434-841-9147

kbtolley@bwxt.com

From: [Tolley, Kevin B](#)
To: [Sara Carter](#)
Subject: FW: Water expenses
Date: Wednesday, March 24, 2021 8:58:13 AM
Attachments: [Amherst Pool letter.docx](#)

Sara

Good morning! I hope you are doing well.

Attached below is the water expense sheet to the town Mayors review. I have also attached the letter previously sent.

Let me know if you have any issues viewing the water expense sheet.

We look forward to meeting with the council on April 15th.


Thanks,
Kevin Tolley
ARC President

From: Sara Pope <Treasurer@amherstpool.com>
Sent: Tuesday, March 23, 2021 9:59 PM
To: Tolley, Kevin B <kbtolley@bwxt.com>; Mike Driskill <mandldriskill@comcast.net>; Amy Connelly <amyconnelly234@gmail.com>
Subject: EXTERNAL: Water expenses

Kevin,
Attached is a spreadsheet showing water expenses for 2018 and 2019 fiscal years for you to share with Ms. Carter. Our projected operating costs is \$15,000 for 2021, with 52% of the expense being just for the water.

Reasons we are requesting a **50% reduced** water rate:

- we are a nonprofit serving members of our town and open our pool for other nonprofits to use.
- we haven't raised our rates in years and keep it low so families in town can afford it. A great recreational place for the town, but without the town operating it.
- No one is paid a salary. Everything is volunteer based and we barely meet expenses each year.
- we're the only non-profit community pool group in the area.
- The water rate is over 50% of our projected budget. We must cut costs this year. Last year we lost all income and still had expenses.

 [Water expenses - ARC](#)

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ARC Treasurer
Amherst Recreation Center

Water Expenses 2018		
5/12/2018	58.58	
6/11/2018	2762.9	
7/9/2018	1741.08	
8/13/2018	1318.15	
9/12/2018	1692.89	
10/10/2018	516.2	
11/11/2018	45.56	
Total 2018	8135.36	
Water Expenses 2019		
6/5/2019	127.23	
7/5/2019	3362.47	
8/5/2019	1113.49	
9/10/2019	1203.61	
12/2/2019	49.9	
Total 2019	5856.7	

Our projected expenditures for 2021 are \$15,000. The water bill represents 52% of our normal op

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on March 10, 2021, at 7:00 P.M. in the County Administration Room, County Administration Building at 153 Washington Street, Amherst, VA.

As a result of COVID-19 cautionary restrictions and limited space the below council members and staff met in person and electronically in the event persons wishing to avoid attending could still address Council from home.

It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Kenneth G. Bunch
P	Rachel A. Carton	P	Sharon W. Turner
P	Kenneth S. Watts	P	Janice N. Wheaton

Also present were the following staff members:

Sara Carter	Town Manager		Bobby Shiflett	Chief of Police
W. Thomas Berry	Town Attorney		Vicki K. Hunt	Clerk of Council

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Kenneth S. Watts.

There being no one listed to speak on the citizen comment sign-in sheet or otherwise, no comments were made.

Ms. Turner made a motion that was seconded by Mr. Bunch to approve the minutes from the February 10, 2021, meeting.

There being no discussion, the motion as to the February 10, 2021, minutes carried 5-0 as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

Councilor Carton, Chairman of the Finance Committee, reported that the committee met on March 3 to discuss the revised FY21/22 budget, and reconvened on March 4, continuing its review and making edits to the General Fund budget. The budget sheets will be reviewed a final time by the committee prior to the April 14, 2021, Town Council Meeting.

Town Manager Carter reported that by state code the budget cannot be adopted at the same meeting that it is heard. The normal practice is for both the Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment and the proposed Town of Amherst 2021/2022 Budget be heard at council's April meeting, at which time the Capital Improvement Program may be adopted, and adoption of the budget in May.

After discussion, Ms. Carton made a motion that was seconded by Mr. Watts to hold a public hearing at its meeting on April 14, 2021, on the proposed Town of Amherst FY21-22 Budget and on the Town of Amherst FY21-22 Capital Improvement Program proposal, as recommended by staff.

There being no discussion, the motion 5-0 carried as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

After a report by Town Manager Carter, Ms. Turner made a motion that was seconded by Ms. Carton authorizing appropriation of funds from reserves into a general fund line to pay for emergency replacement of the Town Hall roof, as recommended by staff.

There being no discussion, the motion 5-0 carried as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

After a report by Town Manager Carter and discussion, Ms. Carter was instructed to proceed with repairs on the Town's bucket truck to pass annual inspection for \$4,907.42, as recommended by staff.

After a report by Town Manager Carter, Mr. Watts made a motion that was seconded by Ms. Wheaton to authorize that a donation of \$3,000.00 to Second Stage be included in the proposed FY 2021/2022 proposed budget, and to apply for state matching funds for Second Stage.

After discussion, the motion failed 2-3 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Nay
Rachel A. Carton	Nay	Sharon W. Turner	Nay
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

An ad hoc committee comprised of two members was established to design the Town of Amherst meeting room located in Town Hall, appointing Ms. Carton Chairman and Ms. Turner Committee Member.

There being no one listed to speak on the citizen comment sign-in sheet or otherwise, no comments were made.

At 7:26 P.M. Ms. Carton made a motion as follows: I move that the Town Council go into closed session pursuant to §2.2-3711A.7 of the Code of Virginia as it relates to actual litigation involving the Town, and consultation with counsel for a specific legal matter.

The motion carried 5-0 via the roll call method as follows

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

Mayor Tuggle recessed the meeting at 7:27 PM.

Mayor Tuggle reconvened the meeting in closed session at 7:32 PM. It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Kenneth G. Bunch
P	Rachel A. Carton	P	Sharon W. Turner
P	Kenneth S. Watts	P	Janice N. Wheaton

At 8:25 P.M. Ms. Carton made the following motion: I move that the Town Council adjourn the closed session and enter open session and certify that to the best of each councilors' knowledge that (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 and §15.2-2907 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the session.

The motion carried 5-0 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

Upon entering open session, Mr. Watts made a motion that was seconded by Ms. Carton to establish an ad hoc committee comprised of two members for Town and County projects, appointing Mr. Bunch Chairman, and Ms. Turner Committee Member.

There being no discussion, the motion carried 5-0 via the roll call method as follows:

D. Dwayne Tuggle		Kenneth G. Bunch	Aye
Rachel A. Carton	Aye	Sharon W. Turner	Aye
Kenneth S. Watts	Aye	Janice N. Wheaton	Aye

There being no further business, the meeting adjourned at 8:27 P.M. until April 14, 2021, on motion of Ms. Carton seconded by Ms. Wheaton.

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

Town Manager's Report for the April 14, 2021 Town Council Meeting

Project Updates:

-
- Wastewater Treatment Plant improvements are going well. The UV lights have been installed, tested, and are in service now. Work is continuing at the Plant to get the improvements there finalized and closed out.
- Staff has been working with our Town Engineer and the sliplining contractors to ensure that all properties are put back into good order once work is completed. There are a few properties that need additional work so that things can be left as they were found. Staff is pressing hard to follow up on each of these properties so that the project can be brought to completion with success.
- Contractor work at the Water Treatment Plant renovation is focused on final approvals for permits and engineering design approvals to have equipment ordered. We are on the countdown for completion in September 2022.
- WW Associates is working on an application to complete the generator work at the Waugh's Ferry pump station with a VDH revolving loan/grant. The Town will be seeking no loans for the project, only grants. The submission will be complete this month, and if funded, will be slated to be completed in the FY 21-22 fiscal year. Staff will come back to Council with additional information if the project is funded.



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

March 2021

Month: March 2021	SHIFT WORKING:
OFFICER:	VEHICLE:
MILEAGE START OF SHIFT:	MILEAGE END OF SHIFT:

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	34
ALARM	18
PHONE COMPLAINT	97
BOLO	13
MISSING PERSON	5
SHOPLIFTING	
PROBLEM WITH OTHERS	5
DOMESTIC	2
CHECK WELFARE	2
NOISE OR DOG COMPLAINT	5
TRAFFIC CRASH	6
EMS CALLS	
SUDDEN DEATH	2
SUSPICIOUS PERSON	5
Calls at Ambriar	4
OTHER	32

OFFICER INITIATED	NUMBER
BUILDING CHECKS	331
BUSINESS VISIT	59
BUILDING SEARCH	4
TRAFFIC SUMMONS	
DRUNK IN PUBLIC	
EXTRA PATROLS/ Parks	250/29
WARRANT SERVICE	2
PROPERTY WALK AROUNDS	65
WARRANTS OBTAINED	2
PARKING TICKETS	2
MISD. INVESTIGATION	1
FELONY INVESTIGATION	1
NARCOTICS INV.	
SEARCH WARRANT	
PUBLIC RELATIONS	
CITIZEN CONTACT	291

WARNINGS	NUMBER
SPEEDING	1
EQUIPMENT VIOLATION	5
RECKLESS DRIVING	
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	3

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

ARREST	NUMBER
MISDEMEANOR	2
FELONY	
EPO/PPO	1
ECO	1
NARCOTICS VIOLATION	
DUI / DUID	

OTHER	NUMBER
ASSIST OTHER OFFICER	21
ASSIST OTHER AGENCY	4
COURT	6
REPORTS	6
SCHOOL / TRAINING	1
MEETINGS	12
TOWED / IMPOUNDED VEH	



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: 170

Miles patrolled: 5,292

ACSO assists:

Assist with a traffic stop at 29/151 for a mental situation.

Assist motorist 29/Sweet Briar overpass.

Calls after hours:

03-02-21 3 alarms 115 Richmond Hwy. Building secure.

03-13-21 Vehicle unlock at Ambriar. Cleared assist motorist.

03-15-21 Alarm at Briar Patch. Cleared building secure.

03-18-21 Problems with others Newington Dr. Cleared arrest for Public Intoxication.

03-19-21 Possible Prowler Arthur Ct. Cleared unfounded.

MARCH 2021 ACTIVITIES:

1) All officer's qualified with all issued duty weapons.



AMHERST POLICE DEPARTMENT



MONTHLY REPORT

- 2) Set mock accreditation for May 21st. DCJS will have representatives in the department to review fills and do a complete overview of the equipment and facilities we use. We will learn where we are in the process after the three day visit. At this time, we will have a good idea when we will be able to achieve this goal.
- 3) Reserve hours for the month: 15
- 4) Inspection of evidence was completed at ACSO by staff. No discrepancies being reported, and we have met policy standards.
- 5) APD is planning 1st Annual, Clean Our Town Day. APD staff will be hosting a day where we will go out with the help of volunteers to pick up trash and clean up the town streets. This event will be held in May.
- 6) We continue to update policy to meet state requirements that are coming down.
- 7) All staff are reviewing policy changes and signing off.
- 8) Accreditation progress continues to move forward daily.



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 Morgan
Date: April 7, 2021
Re: March 2021 Monthly Report

Utilities – March utility billing total was \$183,399.60.

A/P – March bills totaled \$574,246.90.

Meals and Beverage Tax – 16 Businesses paid \$36,236.90 in Meals and Beverage Tax for the month of February. That is the lowest amount we have received since the first month of the pandemic. March 2020 was \$29,617.86.

Personal Property Tax (License Fees) – License Fee Bills totaled \$44,144 and were due December 8, 2020. Second notices were mailed out at the beginning of February and bank liens started in March. The outstanding balance is now down to \$6,495.00.

CARES Act Utility Forgiveness -- At this time the way the Act reads we can only provide customers with a one-time payment forgiveness. There is a bill going forward and when passed we can allow multiple uses of the money for different time periods. I hope that is passed soon.

Upcoming Items –

- Capital Improvement Plan
- Budget

Auditors – You should have received an email from me with the final audit version attached.

Business License – Business License renewal letters were mailed out February 24, 2021. Applications and payment are due by May 1, 2021 to avoid penalty.

**CLERK OF COUNCIL REPORT
MARCH 2021**

COMMITTEE MEETINGS

Planning Commission

Receive and review agenda materials; assemble packet for 3-3-21 meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Town Council

Receive and review agenda materials; assemble packet for 3-10-21 meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Quorums: Confirm Planning Commission and Town Council meetings with members; confirm cancellation of IDA meeting

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT

Administration of website generating and continuously uploading information/documents; revising website pages with new information and links to documents and/or outside sites; examining traffic through the site; design for overall look and feel of the site, including photos, color, graphics and layout; creating, editing, posting, updating, and cleaning up outdated content.

TOWN FACEBOOK ADMINISTRATOR

- Create content and/or design and post on Facebook and Website, including but not limited to:
 - Notice: Procedures for Amherst Town Council March meeting during Covid-19 pandemic
 - Notice: Town of Amherst Wastewater Collection System Improvements For Work Schedule Updates
 - Notice: DMV services at Town Hall
 - Notice: Town of Amherst Meeting location Change
- Share links to community news and events; Monitor feedback

AUDIO VISUAL

Watch Resi and VIA tutorials

Emails with Point Source re installation of audio-visual needs for council chambers.

March 10, 2021: Meet with Chris from Point Source

Confer with Chris from Point Source re trouble shoot Resi; test streaming

OTHER:

- Convert and post audio recording of meeting
- Confirm committee member reappointments
- Prepare, send, post Legal Ads/Public Hearing Notice:
 - Town Council 4/14/21; Finance Committee Meeting 3/22/21; Planning Commission vacancy; Utilities Committee Meeting 4/5/21
- Continue research for digital document archiving and management with search capabilities
- Order business cards
- Reschedule April IDA meeting
- Research and request removal of unrelated Google search result
- Continue work on Zoning Ordinance recodification
- Miscellaneous phone calls, correspondence; other research
- Prepare miscellaneous purchase orders

Town of Amherst Committees as of March 31, 2021, Update; See Attached.

Town of Amherst Committees as of March 31, 2021

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor	01/01/19	12/31/22
Rachel A. Carton, Vice Mayor	01/01/21	12/31/24
Kenneth S. Watts	01/01/19	12/31/22
Sharon W. Turner	01/01/21	12/31/24
Kenneth G. Bunch	01/01/21	12/31/24
Janice N. Wheaton	11/12/19	12/31/22

PLANNING COMMISSION

June Driskill, Chairperson	05/13/20	06/30/24
Janice N. Wheaton	01/01/21	12/31/22 (TC rep)
William Jones	07/01/19	06/30/23
Ted Finney	07/01/17	06/30/21 (Notice of Vacancy)
Kevin Belcher	07/01/18	06/30/22 (Notice of Vacancy)
Clifford Hart	07/01/19	06/30/23
Anne Webster Day	03/13/19	06/30/22

BOARD OF ZONING APPEALS

June Driskill	11/13/20	08/31/25 Pending Court approval
Ed Carton	09/01/19	08/31/24
Teresa Tatlock	07/10/16	08/31/21
Marvin Hensley	08/31/17	08/31/22
R.A. "Tony" Robertson	01/13/21	08/31/23 Pending Court approval

INDUSTRIAL DEVELOPMENT AUTHORITY

Clifford Hart	07/01/19	08/31/23
Sharon Watts Turner	07/01/18	06/30/22
Gary Jennings	05/10/17	06/30/21
Jacob Bailey	06/10/20	06/30/24
Manly Rucker	05/10/17	06/30/21
Kim Odell Stein	07/11/18	06/30/22
Richard Wydner	07/01/19	06/30/23

PROPERTY MAINTENANCE INVESTIGATION BOARD

C. Manly Rucker, III	05/13/20	06/30/24
Bessie H. Kirkwood	07/01/18	06/30/22
Glenda Hash	05/13/20	06/30/24

CENTRAL VIRGINIA PLANNING COMMISSION/MPO

D. Dwayne Tuggle	01/01/21	12/31/22
Sara Carter	01/01/21	12/31/22

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

D. Dwayne Tuggle	01/01/21	12/31/22
Sara E. Carter	01/01/21	12/31/22

TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION

Kenneth Bunch	01/01/21	12/31/22
Kenneth S. Watts	01/01/21	12/31/22

TOWN COUNCIL COMMITTEES (FOR THE 01/01/21-12/31/22 TERM)

FINANCE COMMITTEE

Rachel A. Carton (Chairman) and Sharon W. Turner

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

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.

TOWN HALL MEETING ROOM REHABILITATION AD HOC COMMITTEE

Rachel Carton (Chairman) and Sharon Turner

- Oversee and monitor rehabilitation and refurbishment

TOWN AND COUNTY PROJECTS AD HOC COMMITTEE

Kenneth Bunch (Chairman) and Sharon Turner

- Interface in Town and County projects
- Monitor project development process



**TOWN OF AMHERST
DEPARTMENT OF PLANTS
MONTHLY PRODUCTION AND OPERATIONAL REPORT
MARCH -- 2020**

**SUBMITTED BY: GARY S. WILLIAMS,
DIRECTOR OF PLANTS**

SUBMITTED ON: April 7, 2021

Grandview Water Filtration Plant,

Daily Source Water Withdrawal, Process, and Production Volumes.

	Total, Million Gallons	Average, Million Gallons	Max., Million Gallons	Min., Million Gallons
Raw Source Water	9.580	0.310	0.480	0.130
Plant Production	8.500	0.270	0.450	0.110
Water Delivered to System	8.090	0.260	0.430	0.110

Rutledge Creek Wastewater Treatment Facility

Daily Process, and Production Volumes.

	Total, Million Gallons	Average, Million Gallons	Max., Million Gallons	Min., Million Gallons
Final Treated Effluent	10.321	0.333	0.548	0.262

Stand Out Details of Monthly Operations.

- 03/12/21 Virginia Association of Municipal Wastewater Agencies, Quarterly Meeting. (Virtually)
- 03/15/21 First Day of the 540 days of the Water Plant Upgrade Project. Maintenance had marked process waste lines going current lagoons. One of the first items on the Water Plant site construction will be the excavation and removal of the lagoon and the installation of its tank replacement. This work will need to be done prior to any other work done in especially work on filters.



- The Anderson Construction Project Manager has also been working on getting in touch with affected property owners along the access road to the river pumping station as a good neighbor gesture on Andersons preparation of road structure for heavy equipment travel to the river.
- Water Plant Staff has been directed to begin the packing of any non-essential equipment, tools and records for off-site storage during the year and a half of construction.

- 03/31/21 Rutledge Creek Wastewater Staff have continued with on going plant upkeep task along with daily plant operation and testing. Of note is pipe and stand painting in the Raw Water Influent Pumping Station of the lower compound



- 03/10/21 Trojan Technologies conducted an on site training with Rutledge Creek Staff on the new Ultraviolet disinfection system, followed by a 5 day trial run. On 04-02-2021 the Town Engineer signed off on the work and the new UV system was



Utility/Town Maintenance and Construction Report

Mar-21

Water Meter Read	1150
Water Meter Re-Read	28
Disconnects	11
VA-811 Service locations	43
Vehicle PM Work Orders	10
Pump Station/Plant Work Orders	32
Banners Installed/Dismantled	0
Water Services Installed/Replaced	2
Sewer Services Installed/Replaced	5
Minor Leaks Repaired	1
Major Leaks Repaired	0
Minor Sewer Problems Resolved	6
Major Sewer Problems Resolved	2

Man Hours

Meter Reading	88
Street/Sidewalk Maintenance	312
Safety Training	2
Bush Hogging	0
Flushing Water	0
Equipment Maintenance	27
Xmas decorations	0

Major Issues & Comments

Time with Garden Club and Spring.

Routine/Annual Work

Projects/Unusual Work

Service Work Orders
 Meter Reading
 Prev-Maint Work Orders
 Disconnects
 Re-connects
 Flushing Program
 in Select Locations

Locating Un-marked/Unknown Water & Sewer System Assets
 Continue Safety and Shop/Yard Clean-up
 Staff has been working on finding water valves and addressing issues
 Working on clearing water right of ways.

W. THOMAS BERRY
ATTORNEY AT LAW
TAN BARK PROFESSIONAL BUILDING, COURT STREET
P.O. BOX 354 * 402 COURT STREET
LOVINGSTON, VIRGINIA 22949

W. THOMAS BERRY
KYLE D. HUGHES

PHONE: 434-263-4886
FAX: 434-263-4285

April 6, 2021

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

Attn: Sara Carter – Town Manager

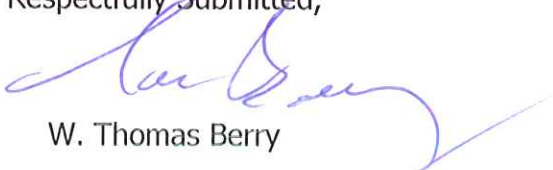
Re: Monthly Report to Town Council
(March, 2021)

Dear Ms. Carter and Council,

My report on work regarding the following matters:

1. Town Council Meeting: I attended the monthly scheduled meeting on March 10, 2021.
2. Business:
 - A. Review legal matters, updated litigation including Ex-Investigator Timothy Maberry.
 - i. Updated dismissal letter from David Corrigan, Esquire.
 - ii. Updated Sally Mock case.
 - iii. Met James Downey, Esquire, on Emmert case.
 - B. Current status of alley/ right of ways in portions of town.
Abandonment/Reversion.
 - C. Need to review easements for utility lines.
 - D. Review status of Rescue Squad.
3. Access to Town Attorney: My email address is dawn@tomberylaw.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

WTB/dmc

W. THOMAS BERRY, LLC

ATTORNEY-AT-LAW

P.O. BOX 354/ 402 COURT STREET

LOVINGSTON, VA 22949

PHONE: (434) 263-4886

Invoice

Date	Invoice #
4/6/2021	9657

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

			Terms
			Due on receipt
Description	Qty	Rate	Amount
3/6/2021 - MABERRY UPDATE	1	175.00	175.00
3/8/2021 - REVIEW ORDER SALLY MOCK AND LETTER TO CORRIGAN	1.2	175.00	210.00
3/8/2021 - EMMERT - MET WITH DOWNY	2.5	175.00	437.50
3/10/2021 - MONTHLY MEETING	1.5	175.00	262.50
3/10/2021 - T/T SCOTT BRYANT - JAMES RICHARD ESQ - RESEARCH ON RESCUE SQUAD	3	175.00	525.00
3/17/2021 - ADDITIONAL RESEARCH - RESCUE SQUAD	1.5	175.00	262.50
Total			\$1,872.50
Payments/Credits			\$0.00
Balance Due			\$1,872.50

**FINANCE COMMITTEE
MINUTES**

March 22, 2021
5:15 PM

Attendees: Rachel Carton, Chairman and Sharon Turner
Staff: Sara Carter and Charles Thompson

The meeting was called to order by Ms. Carton at 5:15 p.m.

The committee reviewed estimates for work on the Council chambers by two companies.

Staff was directed to proceed with cleaning the Council chambers so that they would be ready for DMV and the Council meeting in April.

The committee further directed staff to follow up on the estimate from Childress Electrical to have the tiles replaced and new LED lights put in the chambers for a total of \$12,072.

The committee also requested prices for window tinting for the chambers.

Staff will work with contractors to get floor samples to replace the carpet in the chambers with a vinyl wood look product.

The committee will meet again with Mr. Bunch when samples are ready to discuss future plans for the chambers.

The meeting adjourned at approximately 6:00 pm.

**UTILITIES COMMITTEE
MINUTES**

April 5, 2021
2:00 pm

Attendees: Kenneth Watts and Kenneth Bunch
Staff: Sara Carter

The committee members reviewed and discussed the information from the Amherst Recreation Center and their request for reduced water rates. They discussed how this could be accommodated if the Council wished to do so.

The members requested information from the ARC, including their non-profit status, how many members there are total, and how many live in Town.

The meeting adjourned at 2:21 P.m.

Robert E. Lee Soil & Water Conservation District
7631-A Richmond Hwy.
Appomattox, VA 24522
Phone 434-352-2819 FAX 434-352-9405
www.releeconservation.com

Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
November 19, 2020 – 6:00 p.m.

Directors: Jeff Floyd, Chairman
(Present) Doug Perrow, Treasurer
Chad Barrett, Assistant Treasurer
Karen Angulo
Brandon Schmitt
Bruce Jones
Brandon Payne
Joetricia Humbles
Nancy Jo Billings

Directors:
(Absent) Charles Smith

Staff/Partners: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.
(Present) Kyle Bolt, RELSWCD Ag BMP Conservation Technician
Cindy Miller, RELSWCD Office Administrator
Mark Hollberg, DCR Conservation District Coordinator

Others:

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order November 19, 2020, at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: None

Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda.
Motion was made to approve the agenda as presented. (Perrow, Schmitt, passed 9/0)

Reading and Approving the October 22, 2020 Minutes: Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as presented. (Barrett, Schmitt, passed 9/0)**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – October 2020 –Doug Perrow, Treasurer, gave the treasurer's report (copy filed with minutes). All bank statements were reconciled to the respective ledgers and QuickBooks program. The October Treasurer's report will be filed in the District Office.

2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC, gave the November report (copy filed with minutes).

Administration and VACS:

Second quarter disbursement letters will be sent electronically to district offices November 9.

Tax Credit administration review: §58.1-339.3 B of the Code of Virginia requires that: "Any practice approved by the local Soil and Water Conservation District Board shall be **completed within the taxable year in which the credit is claimed**. After the practice installation is complete, the local SWCD Board shall certify the practice as approved and completed, and eligible for credit." Work closely with participants nearing completion this month or early December to get their bills and to resolve any cost overruns so that 2020 Tax Credit certificates can be mailed no later than January 31, 2021. Second quarter data entry in the Tracking Program should be completed by January 15. Officer elections to be scheduled at the January 2021 BOD meeting.

COIA training is offered online. FOIA training provided live on 11/23/2020.

Email Directors trainings for December 2020.

All training listed on CDC report (copy on file).

3-USDA Natural Resources Conservation Service Report - Don Yancey, District Conservationist, written report. (copy filed with minutes)

EQUIP

New applications for FY21 are being accepted and farm visits to work with applicants on developing a conservation plan and proposed EQUIP projects.

CRP/GRP/WRP

Sign up for general CRP will be open from Jan 4 to Feb 12, 2021 and sign up for CRP Grasslands from March 15 to April 23, 2021.

CSP – Conservation Stewardship Program

All annual CSP and CSP-GCI are complete and payments for 2020 have been completed except for one. Some additional payment to be completed in January of 2021.

Two applications for 2021 on file and One CSP program renewal application to be planned and evaluated by Dec 4, 2020.

Outreach, Training and Upcoming Events

We are continuing to have our training and other meetings by webinar and/or teleconference due to the COVID-19 outbreak.

4-Virginia Department of Forestry Report – Rick Butler, Appomattox Forester – written report. (copy filed with minutes)

We were able to perform an understory burn at Altamont for research and wildlife enhancement
Completing planting applications

Worked at Appomattox High School FFA land lab in burning a large brush pile. Students were allowed to come out and learn about our methods and operation of equipment and discussed opportunities for careers in Forestry.

Have picked up 2 applications which may qualify for James River watershed program.

We have been challenged by the Governor's office in establishing 150 acres under watershed buffers and 400 urban tree establishments in our Heartland work area

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent - oral report.

Recertification Pesticide program was held at in Brookneal. COVID-19 guidelines followed. Event went well.

4-H Cooking Class was held in person on Nov 19, 2020 in Appomattox

Due to Governors COVID-19 restrictions Winter in person meeting are now on hold.

A Soy Bean and Wheat class to be held at the Appomattox Community Center on December 3, 2020 from 9:30-12pm. A Vegetable meeting to be held in Charlotte County on Dec 9, 2020.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: Jonathan Wooldridge gave the November report (copy filed with minutes).

Projects:

Working on plans and designs for new projects. Monitoring progress on projects under construction. Also meeting new producers that are interested in our programs. Have three large livestock exclusion practices that are getting their projects packets worked on. Working on materials and information needed for DCR Engineering for Three Ag Waste Structures. Working on Nutrient Management Plans for producers

Practices and Conservation Plans for Board Approval:

Contract #	Instance#	Watershed/ County	Est Cost	C/S AMT	Comp Date	Fund	Practice
10-21-0021	421737	OCB/AP	\$6,340.00	\$4,735.00 Tax Credit \$396.25	June 30, 2021	PY21 OCB VACS	SL-7 (Schmitt, Payne passed 9/0)
10-21-0022	421739	OCB/AP	\$3,017.50	3,017.50	June 30, 2021	PY21 OCB VACS	CCI-SL-6W (Payne, Barrett passed 9/0)

Board Approval:

Would like to ask for board approval that will give the AG BMP committee the authorization in the month of December 2020 to meet if needed to review and approve BMP tax credit increases.

Motion approved (Schmitt, Jones 9/0)

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Well a big rain event did happen 11/11-12! 7-10 inches depending on location. Had two watershed dams (Caldwell, Joy) that the emergency spillways activated the rest were close but had 4-5 ft of freeboard before the spillway. EAP's were followed and on 11/17 Charles Wilson DCR Dam Safety did a after storm evaluation and did not find any damage needing repair Second maintenance mowing had been completed by Hall's Landscaping. Check had been sent to contractor. However, the check seems to have been lost in the mail. Cindy checked the bank account to certify the check had not been cashed. Canceled the original check and wrote a second check that Cindy personally placed in his hand.

Trainings listed on report.

Jonathan Wooldridge stepped out 6:52 pm

7-RELSWCD Ag BMP Conservation Technician Report – Kyle Bolt gave the November report (copy filed with minutes).

- Practices for approval–

Contract #	Instance#	Watershed/ County	Est Cost	C/S AMT & Tax Credit	Comp Date	Fund	Practice
10-21-0002	390196	OCB/APP	\$1,500	\$2,437.50 \$78.12 T/C	June 30, 2021	PY21 OCB VACS	FR-1 (Schmitt, Barrett pas
10-21-0012*	413605	OCB/CAM	\$145,156.70	\$100,000.00 Tax Credit \$11,289.18	June 30, 2021	PY21 OCB VACS	WP-4SF (Schmitt, Perrow pas

*DCR Engineering approval by Amanda Pennington/Jason Wilfong. Jason Wilfong DCR did the risk assessment and the in-field assessment.

- PY21 OCB Cost Share Practice Applications-
 - #390196- FR-1, 10 acres of reforestation.
 - Two applications (SL-6W) with conservation plans and cost estimates on waiting list. No new farm visits this month.
- C/S Projects Contracted-
 - Currently twelve SL-6/SL-6W contracts (15 instances) approved. No practices completed or paid this month.
 - #374210- 14,430 stream exclusion fence, 3,650' cross fence, 5,505' of pipeline completed; the drilled well components (pumping plant) and 3 water troughs to be installed. #208473- 9,450' of stream fencing completed, well and pipeline installed and working on water troughs. #205999- Pipeline installed and working on fence.
 - #236745- Conservation plans and livestock water system designs. #208624, #236755- Conservation plans.
 - Ongoing farm visits, conservation plans, construction designs, measuring and inspecting completed practices, practice as-built updates.

Training provided on report.

Jonathan Wooldridge returned 6:59 pm

8-RELSWCD Office Administrator Report – Cindy Miller gave the November report (copy filed with minutes).

Monthly duties are kept up to date.

- Distributed the approved minutes from the September 2020 Board of Directors meeting.
- Draft minutes for the October 22, 2020 RELSWCD Board of Directors meeting were prepared and distributed for review.
- Prepared the October Treasurer's and Budget reports and forwarded them to Doug Perrow Treasurer.
- Reconciled the bank statements (3), checkbook, QBs, ledgers and multi-funded account balances were updated.
- Ran the Budget to Actual Expense report monthly and year to date and reviewed for errors.
- Payroll summary (monthly) and general ledger for the month reviewed for accuracy.
- Processed the Monthly payroll, taxes, and retirement.
- Prepared the draft agenda for the November 19, 2020 regular Board of Directors meeting and forwarded to Jonathan Wooldridge, District Manager/Sr. Conservation Specialist, Mark Hollberg, Brandon Schmitt Vice Chairman and Jeffrey Floyd, Chairman, for review.

Outreach:

- Soil Sunday project: 40 kits including education sheet, delivered to Appomattox County Library and 20 kits provided to Cornerstone Christian Academy.
- Library outreach project: Stop, Look & Learn – Learn about Water Conservation books ordered to be delivered to each Library in the District, Tractor Supply in Appomattox and Coleman's Farm Supply.
- Contact list completed for future Scholarship Application.
- Contact list for education completed from Hannah's information.
- Facebook post made twice daily.
- Website updated.

Motion Request: Request a new Directors group photo and staff photo. Directors stated no motion needed. Picture however not taken, still needed for website.

District Office Closed Dates: Thanksgiving November 25th at noon, November 26th and 27th, Christmas December 24th and 25th.

New Year's Day Jan 1st and Martin Luther King Day Jan 20th.

Our next Board of Directors meeting will be on Thursday January 28, 2021.

9. Timberlake WID – George Schrader, Trustee Treasurer report provided and on file.

Timberlake Watershed Improvement District is positioned to execute the upcoming project in Feb-Mar 2021.

The Trustees would like to update the directors as follows:

- On October 14, 2020 the Trustees submitted the required environmental Joint Permit Application to the Virginia Marine Resources Commission (VMRC), and VMRC assigned the project JPA No. 20-1840.
- On October 27, 2020 the Trustees we notified the VA DEQ had received an application for a Virginia Water Protection (VWP) individual permit for the proposed project JPA No. 20-1840.
- On October 15 and 29 the Trustee received inquiries from VA DEQ for additional information. Responses were provided to VA DEQ on November 11, 2020. The Trustees anticipate a VWP will be drafted after DEQ project review. The draft permit will be posted in the local newspaper for a 30-day public comment period. If a public hearing is necessary, there is an additional 45-days comment period during which the public hearing will be held.
- On November 16, 2020 the Trustees received a 4.25% interest rate loan funding commitment from Frontier Bank, a local community bank.
- On November 19, 2020 the trustees anticipate signing the dredging contract with the selected (lowest cost) vendor, C&M Dredging. Leesburg, FL. Please see www.cmdredging.com for additional information

REPORT OF COMMITTEES

Education/ Budget Committee- Committee discussed the Educational Specialist job description

Motion was made to add, "11 Multimedia knowledge and creation of Digital content" to the current job description and to post only to Facebook, All District email and the website for the District at this time.

(Perrow, Barrett approved 9/0).


UNFINISHED BUSINESS - None

NEW BUSINESS- Board suggested that we offer the land lord \$50 but no more than \$75 for additional storage room space. **(Schmitt, Barrett 9/0)**

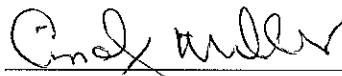
PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 7:06 p.m. **(Payne, Schmitt passed 9/0)**



Jeff Floyd, Chairman



Cindy Miller, Office Administrator

TOWN OF AMHERST
APPLICATION FOR APPOINTMENT TO STANDING BOARDS, COMMISSIONS,
AND AUTHORITIES

The following biographical information has been requested by the Amherst Town Council on each nominee for Council appointment. When completed, please return to: Town of Amherst, Attn: Clerk of the Council, P.O. Box 280, 186 South Main Street, Amherst, VA 24521.

Authority, Board, or Commission (check all you wish to apply for):

- | | |
|--|---|
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Property Maintenance Investigation Board |
| <input type="checkbox"/> Board of Zoning Appeals | <input type="checkbox"/> Town/Sweet Briar Sewer Use Advisory Commission |
| <input checked="" type="checkbox"/> Industrial Development Authority | |

Full Legal Name: Aaron H Mahler

Mailing Address: PO Box 1152 Amherst, Va 24521

Home Address: 198 S Main St, Suite 200, Amherst, Va 24521

E-mail Address: amahler@halfpress.com

Phone No: Office _____ Work: 434-426-9548

Length of time at present address: ~15 months

Are you over the age of 18? Considerably :)

Employer Name: halfpress, inc. Address: 198 S Main, Suite 200

Current employment position: Owner

List specific information which might qualify you for this appointment: _____

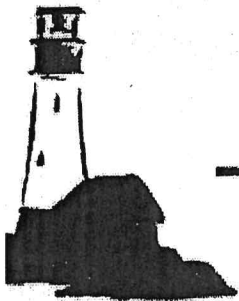
Lifelong career in technology with particular focus on network design and digital media

Why are you interested in serving as a member of this authority, board or commission?:

24+ year resident of Amherst County, former CTO of Sweet Briar College, recently moved into town after renovating a building on Main St. Interested in helping serve and grow the local community.


Signature of Applicant

4/2/21
Date



Childress Electrical, LLC

2667 Richmond Hwy
Gladstone, Virginia 24553

Childress, Jr. - Owner

#116455

Cell 434-942-5120

CUSTOMER Town of Amherst	Quote JOB LOCATION Town Hall	DATE 3/8/2021
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remove existing Carpet and install Laminate Floor

Concil Meet Room.

\$9,700.00

Concil Entrance hallway and Meeting room remove existing

insulation and ceiling tiles and install new R-19 insulation with

new ceiling tiles.

\$7,850.00

place Supply and Return Grills for HVAC

\$970.00

install 16 new Led Light Fixtures with dimmer control

Concil meeting room and 3 Led Light Fixtures in entrance Hall.

\$3252.00

patch holes in wall After outlets are removed and paint patches

\$400.00

	LABOR	
	MATERIAL	
	TOTAL	

RES

Signature

H. Childress 3/8/2021
Signature



WORK ESTIMATE

12660 E. Lynchburg – Salem Tpke
Forest, VA. 24551
Phone (434) 525-2929
Phone (434) 525-2929

W/O #	DATE
R16084	2/12/2021

ESTIMATE RECIPIENT

Company Name- Town of Amherst

Contact information- Charles (434) 238-2203

VIN #: 1GDM7H1M0SJ525212

DESCRIPTION OF WORK

Headlights don't work Needs Wheel Chocks
Air leak in brake system Needs Decals on lift (Missing)
Needs new rear tires Needs new man basket (holes drilled in the bottom)
Needs Outrigger pads Needs E-Stop fix
Needs Di-electric Needs Pintle Hook pin

All of these cause ANSI & VSI failure

ITEMIZED COSTS

		QTY	UNIT PRICE	AMOUNT
Parts -	Headlight Bulb	2	22.00	44.00
Diag -	Air Leak	2	105.00	210.00
Parts -	Pintle Hook Pin	1	9.75	9.75
Parts -	Drive Tires	1	1,457.23	1,457.23
Labor -	Drive Tires Installation	1	287.00	287.00
Labor -	Dielectric	1	425.00	425.00
Labor -	ANSI	1	525.00	525.00
Parts -	Outrigger Pads	2	100.97	201.94
Parts -	Wheel Chocks	2	35.00	70.00
Parts -	Decals	1	200.00	200.00
Diag -	E-Stop	4	105.00	420.00
Parts -	Man Basket	1	2,691.00	2,691.00
Labor -	Parts Installation	9.5	105.00	997.50

Thank you for your business!

TOTAL ESTIMATE \$ 7,538.42

____ Note: This estimate is not a contract or a bill. It is our best guess at the total price to complete the work stated above, based upon our initial inspection, but may be subject to change. If prices change or additional parts and labor are required, we will inform you prior to proceeding with the work.

**To schedule a time for us to complete the work, or if you have any questions, please contact
[Jesse D, (434) 525-2929 Ext. 5026, jdamiani@customtruck.com]**



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Forest, VA. 24551

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W/O #	DATE
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ITEMIZED COSTS

QTY	UNIT PRICE	AMOUNT
2	22.00	44.00
2	105.00	210.00
1	9.75	9.75
1	1,457.23	1,457.23
1	287.00	287.00
1	425.00	425.00
1	525.00	525.00
2	100.97	201.94
2	35.00	70.00
1	200.00	200.00
4	105.00	420.00
1	-	-
9.5	105.00	997.50
1	60.00	60.00

Thank you for your business!

TOTAL ESTIMATE \$ 4,907.42

____ Note: This estimate is not a contract or a bill. It is our best guess at the total price to complete the work stated above, based upon our initial inspection, but may be subject to change. If prices change or additional parts and labor are required, we will inform you prior to proceeding with the work.

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