

AMHERST TOWN COUNCIL

AGENDA

Wednesday, June 14, 2023

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: Special Use Permit for Temporary Storage Yard (Pgs. 1-7) - Sara McGuffin-** *A public hearing has been set and advertised for a special use permit for a temporary storage yard on Route 60, and east of the railroad tracks. The Planning Commission has held a public hearing on this request, and recommends approval to the Council unanimously.*
 - ~~**2. Public Hearing to Vacate an Alley on Mount Olive Road (Pgs. 8-15) - Sara McGuffin-** *Mount Olive Baptist Church has requested consideration by the Council of a vacation of an unopened alley. This alley is adjacent to the church, and requires a public hearing by the Council for consideration of its vacation. The public hearing has been set and notified and Council can consider if they would like to approve this request and authorize staff to execute appropriate documents.*~~
 - 3. Public Hearing for a Town Road Addition for The Meadows (Pgs. 8-9)- Sara McGuffin-** *A public hearing has been set and advertised to allow Council to accept a land dedication from The Meadows and then dedicate the right of way to the Virginia Department of Transportation, so that these roads may be maintained by VDOT in the future.*
- 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. 10-22) –** *Draft of the May 10 and June 6, 2023 meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning so that any needed corrections can be presented at the meeting.*
 - 2. Check approval (Pgs. 23-32)-** *The check register for the month of May 2023 is **attached**. Please let Tracie Morgan know if you have any concerns by Wednesday morning so that any needed documentation will be available at the meeting. All invoices will be available for review.*
- G. Correspondence and Reports**

1. Staff Reports (Pgs. 33-68)

- 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**

2. Other Reports (Pgs. 68-76)

- a. Planning Commission—met June 7, 2023, minutes attached
- b. Economic Development Authority- no meeting
- c. Robert E. Lee SWCD- minutes attached

H. Discussion Items

- 1. Consideration of FY 24 Budget Ordinance (Forthcoming)-** Sara McGuffin- *Council held a public hearing on the proposed budget in April. Since then, Council has met for two additional meetings and the presented budget represents the proposed Council budget, as agreed upon at those meetings.*
- 2. End of the Fiscal Year Revenue Appropriations (Pgs. 77-78)-** Tracie Morgan- *Staff is requesting appropriation of miscellaneous unanticipated revenue received in the year to be appropriated to the specific lines in the budget. These include grant funds, donations, and police contract work.*
- 3. Special Use Permit Request for 117 Pine Street (Pgs. 79-90)-** Sara McGuffin- *In February, Council held public hearing related to the special use permit request from Tyler and Emily Wynn to allow short term rental at 117 Pine Street. Upon Council's amendment to the Zoning Ordinance to allow short-term rentals in the R-1 and R-2 districts with a special use permit, this proposal is being brought back to Council for a decision.*
- 4. Special Use Permit Request for 123 Lee Street (Pgs. 91-102)-** Sara McGuffin- *Council held a public hearing in March related to the special use permit request from Svet and Shah Kanev to allow short term rental at 123 Lee Street. Upon Council's amendment to the Zoning Ordinance to allow short-term rentals in the R-1 and R-2 districts with a special use permit, this proposal is being brought back to Council for a decision.*
- 5. Set Public Hearing for Rezoning for McDonalds (Pg. 103)-** Sara McGuffin- *The McDonald's at 135 Richmond Highway seeks to add a second drive through lane. This addition requires the addition of a fifteen foot strip of land to the east of the existing parcel. In order for this to be used for the purpose, it must be rezoned to B-2. Staff requests that the Council set a public hearing for this request for their next meeting.*
- 6. Appointment to Economic Development Authority- (Pgs. 104-105)** Sara McGuffin- *The Town has received an application for the Economic Development Authority from Steven Jefferson, a local business owner. Staff recommends his appointment for the remainder of Jacob Bailey's term.*
- 7. Reappointments to Boards and Commission-** Sara McGuffin- *Staff requests that Council reappoint the following members to various Boards and Commissions:*
 - a. *Request that R. A. (Tony) Robertson be recommended for appointment to the Board of Zoning Appeals by the Circuit Court.*
 - b. *Reappoint William Jones to the Planning Commission.*
 - c. *Reappoint Clifford Hart to the Planning Commission and the Economic Development Authority.*

I. Matters from Staff

J. Matters from Town Council

K. Anticipated Town Council Agenda Items for Next Month

L. Citizen Comments

M. Adjournment



**STAFF REPORT
SPECIAL USE PERMIT
Rutledge Development LLC
Town Council Public Hearing
June 14, 2023**

General Information:

Processing schedule:	The Planning Commission held a public hearing on this proposal on June 7, 2023. They have recommended approval of this request unanimously with one condition. The Town Council public hearing is set, advertised, and notified for June 14, 2023. This project has been double advertised, as it is on-going and projected to be of short duration.
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Application Information:

Owner and Applicant:	Rutledge Development, LLC
Requested Action:	Special Use Permit for a temporary construction storage yard
Location:	Southeast quadrant of Route 60 and the railroad tracks
Tax Map Numbers:	96 A 22
Existing Zoning:	B-2
Proposed Zoning:	B-2, with SUP
Existing land uses:	Vacant, storage yard
Comp. plan area:	Commercial
Adjacent Zoning:	R-2 and B-2

Summary of Request and Background Information:

The Zoning Ordinance for the Town provides for contractor storage yards as a Special Use Permit in the B-2 zoning district. This property has apparently been used in the past for this purpose, but not recently enough to qualify as a legally non-conforming use. Currently, it is being leased as part of an on-going electric upgrade project for Appalachian Power. The contract is set to end at the end of this calendar year, and staff recommends a date certain for the expiration of this SUP.

The Commission heard the request and accepts staff's recommendation that the SUP should expire on December 31, 2024.

Public Notice

The proposal was advertised for public hearing for two consecutive weeks, as required by State Code, and adjacent property owners received a public notice by certified mail, also as required by Code.

Staff received one email with questions and concerns regarding the proposal. I have heard no further information from the citizen upon my answers to their questions.

Consistency with the Comprehensive Plan and Zoning Ordinance:

The Special Use Permit is consistent with the Comprehensive Plan Land Use Map, which is based upon the current Zoning Map. Were this proposed as a permanent change, staff would have expectations regarding improvements to the property for the use. However, since this use has a finite and short time limit, staff recommends approval of the use, subject to the time condition approved by the Planning Commission.

Conclusion:

The Planning Commission and staff recommend approval of the request with an end date of December 31, 2024.

DATE 4-20-23

APPLICATION FOR SPECIAL USE PERMIT
TOWN OF AMHERST
POST OFFICE BOX 280
AMHERST, VIRGINIA 24521
(804) 946-7885

APPLICANT
ADDRESSRutledge Development LLCOWNER
ADDRESSPO Box 11274

CITY

TELEPHONE NO.

CITY

TELEPHONE NO.

Lynchburg, Va 24506

REPRESENTATIVE

John B. Wimer

ADDRESS

1234 Father Judge Rd

CITY

Monroe, Va 24521

TELEPHONE NO.

929-7934

LOCATION OF REQUEST

SW/5 Rt-60 & RR Track

TAX MAP NO.

96A72

LOT AREA

EXISTING ZONING

B-2

PROPOSED SPECIAL USE

Contractor Equipment Storage

STATEMENT BY APPLICANT

Applicants are reminded that §18.1-1002 of the Town Code requires signs describing the action requested under this application to be posted on the property.

As (OWNER) (CONTRACT PURCHASER WITH OWNER'S WRITTEN CONSENT, ATTACHED) (OWNER'S AGENT) of the property listed above, I/we hereby petition the Amherst Town Council to rezone the above described property.

John B. Wimer
Signature of Applicant4-20-23
Date

PLANNING COMMISSION PUBLIC HEARING

Time

Date

PLANNING COMMISSION ACTION

Zoning Administrator

Date

TOWN COUNCIL PUBLIC HEARING

Time

Date

TOWN COUNCIL ACTION

Clerk of Council

Date

Sara McGuffin

From: CM Rucker <cmrucker@ruckeragency.com>
Sent: Tuesday, April 25, 2023 12:52 PM
To: Sara McGuffin
Subject: RE: SUP for storage yard

HI, HERE IS WHAT I GOT FROM MR. WIMER . PLEASE LET ME KNOW IF THERE IS ANYTHING ELSE OR IF THIS IS NOT ENOUGH. CMR

We are applying for a temporary use for the property to be used as a Staging Area for New River Electrical. They are a subcontractor to AEP assisting with the installation of a new Sub-station. Our lease with New River Electrical is through December, 2023. After that, it will be on a month to month basis until their project is complete. I can assure you that when they leave the property it will be returned to its original state, if not better. The gates that have been installed at the entrance will offer security to the property after they leave, thus stopping the unauthorized use of this property such as dumping of trash and brush. Up until now, the property has been invaded and used as a rest area and a midnight meeting spot

From: Sara McGuffin <sara.mcguiffin@amherstva.gov>
Sent: Tuesday, April 25, 2023 10:49 AM
To: CM Rucker <cmrucker@ruckeragency.com>
Subject: SUP for storage yard

Good morning Mr. Rucker,

As I pull things together for next month's Planning Commission, I wanted to check in with you and see if you were going to submit a concept plan for the use. I also wanted to see if you were requesting this as a temporary or a permanent use.

My intention is to have Planning Commission discuss it at their meeting on May 3, with an intended public hearing on June 7th.

Please let me know if you have any questions.

Sara

Sara McGuffin

From: CM Rucker <cmrucker@ruckeragency.com>
Sent: Wednesday, April 26, 2023 4:44 PM
To: Sara McGuffin
Subject: RE: SUP for storage yard

HI..... 1. IT ISN'T PRACTICLE TO PLANT ANY SCREENING BECAUSE THE TENANT WILL BE GONE BEFORE IT GROWS HIGH ENOUGH TO BLOCK A VIEW.

2. THE TENANT IS USING LESS HALF OF THE TOTAL LOT, APPROX 4 ACRES...

3. THEIR OCCUPANCY WILL DEPEND ON THE COMPLETION OF THE SUBSTATION CONSTRUCTION GOING ON AT THE SNEAD INDUSTRIAL PARK. WE THINK IT WILL SURELY BE COMPLETE BY MID SUMMER OF 2024.

I HOPE THIS HELPS YOU AND US. PLEASE LET ME KNOW IF YOU HAVE ANY OTHER QUESTIONS OR CONCERNS.....CMR

Mr. Rucker,

Just a few questions:

1. Will there be any screening provided?
2. Please provide some information about the scale and location of the use on the property. The SUP should delineate each of these, and it would be better to have the property owner do it than to have something assigned to it.
3. What is the timeframe for the use? I understand the project goes month to month in December, but we need to include an end date if it is to be temporary.

Thank you,
Sara

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Please let me know if you have any questions.

Sara

AT A MEETING OF THE AMHERST TOWN COUNCIL, HELD ON JUNE 14, 2023, IN THE TOWN HALL BUILDING LOCATED AT 174 S. MAIN STREET, AMHERST, VIRGINIA, THE FOLLOWING ACTION WAS TAKEN:

Ordinance granting a Special Use Permit SUP-2023-03 to allow a contractor storage yard on Tax Map Number 96 A 22, located at the southeast quadrant of Route 60 and the railroad tracks in Amherst, Virginia.

WHEREAS, Sections 15.2-2280, 15.2-2285, and 15.2-2286 of the Code of Virginia, 1950, as amended, enables a local governing body to adopt and amend zoning ordinances; and

WHEREAS, Section 15.2-2286(A)(3) of the Code of Virginia enables the Amherst Town Council to grant special use permits under suitable regulations and safeguards; and

WHEREAS, Rutledge Development, LLC filed an application requesting a Special Use Permit to allow for a contractor storage yard; and

WHEREAS, the subject property is zoned Business (B-2); and

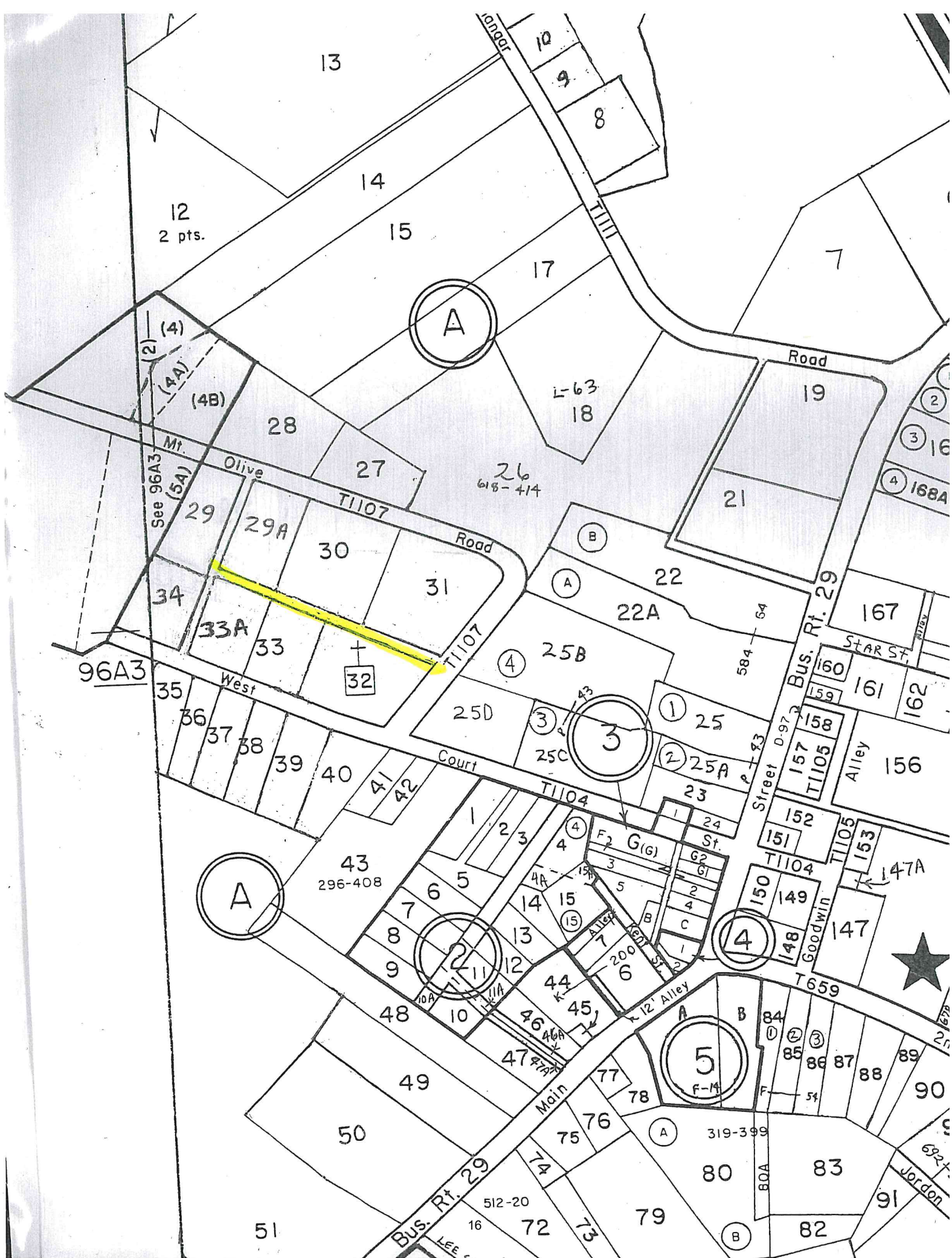
WHEREAS, the conditions imposed below represent suitable regulations and safeguards to protect the neighboring properties from the impacts of the SUP; and

WHEREAS, pursuant to Virginia Code Section 15.2-2204, the Amherst Planning Commission advertised as required by law and held a public hearing on this application on June 7, 2023 and voted to recommend approval of this request to Council; and

WHEREAS, pursuant to Virginia Code Section 15.2-2204, the Amherst Town Council advertised as required by law and held a public hearing on June 14, 2023.

NOW, THEREFORE, BE IT ORDAINED, by the Amherst Town Council in accordance with Section 24-235 of the Amherst Zoning Ordinance, public necessity, convenience, general welfare, and good zoning practice, SUP-2023-03 is approved to allow a contractor storage yard at the southeast corner of Route 60 and the railroad track, also known as Tax Map Number 96 A 22 in Amherst, Virginia with the following condition:

1. The use will stop on December 31, 2024.
2. The Applicant will have to re-apply for a Special Use Permit to have the use extended beyond December 31, 2024.



Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on May 10, 2023, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Andra Higginbotham
A	Janice N. Wheaton	P	Michael Driskill
P	Sharon W. Turner	A	Douglas Thompson

Also present were the following staff members:

Sara E. McGuffin	Town Manager		Ryan Watts	Police Captain
Kelley Kemp	Town Attorney		Gary Williams	Director of Plants
Vicki K. Hunt	Clerk of Council		Becky Cash	Plants Operator
Tracie Morgan	Office Manager/Treasurer		Gary P. Smith, Jr.	Lead Wastewater Operator

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Andra Higginbotham.

Master Deputy S.W. Martin, on behalf of the Amherst Sheriff's Department, was present with a request to allow closure of East Court Street, Goodwin Street and Main Street (from Star Street to the traffic light) for the purpose of having a car show as part of their Project Life Saver program on September 9, 2023, from 12:00 p.m. to 5:00 p.m.

Ms. Wheaton made a motion that was seconded by Mr. Driskill to allow the requested street closures for the Amherst Sheriff's Department Project Life Saver car show and provide necessary participation in the event by town staff.

After discussion, the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Absent

Ms. Wheaton made a motion that was seconded by Mr. Higginbotham to allow Mr. Thompson to participate in the meeting from a remote location due to a personal matter, specifically from London, England.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Absent

Town Manager McGuffin gave a report on a proposed amendment to Chapter 10 (Nuisances) Article I (In General) Section 10-1 – Maintenance of Premises, that would, if approved, delete the authority and/or involvement of the Property Maintenance Board in matters related to property maintenance

giving all authority to the Town Manager, and would change the manner in which property owners receive notice. Staff recommended adoption of the ordinance following the hearing.

Mayor Tuggle opened a duly advertised public hearing at 7:07 P.M. on the proposed amendment to Chapter 10, Article I, Section 10-1 as presented by staff. There being no one present in person or otherwise who wished to speak on the matter, the public hearing closed at 7:08 P.M.

Mr. Thompson entered the meeting at 7:08 P.M.

Mr. Higginbotham made a motion that was seconded by Ms. Wheaton to approve the proposed amendment to Chapter 10 (Nuisances), Article I, (In General) Section 10-1, as presented by staff.

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

A copy of the Ordinance is attached hereto and made a part of these minutes.

Mayor Tuggle opened the floor to citizen comments.

Jason Ingram, resident of the Town of Amherst, came forward on behalf of the Amherst Recreation Center in support of its request for the Council's consideration to allow Amherst Recreation Center an in-town water rate due to the Center's non-profit status and benefits it provides to the community.

There being no one else 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. Driskill to approve the consent agenda items consisting of minutes of the meetings held on April 12, 2023, and April 27, 2023, and the April 2023 check registry, as presented.

There being no discussion, the motion carried 4-0-1 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Abstain	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

Town Manager McGuffin gave a report on adoption of a proposed amendment to the FY23 Utility Rate and Fee Policy to allow for an in town rate for community based nonprofits that are located out of town. At its meeting on April 14, 2021, council approved amendment to the town's water policy to allow Town Manager authorization to allow out-of-town non-profit organizations that have a financial hardship and provide a community service to be billed at an in-town rate, on an annual basis. The provision was included in the 2021/2022 Utility Rate and Fee Policy but inadvertently left out of the 2022/2023 Utility Rate Fee Policy. Staff recommended the amendment to the current FY23 policy.

After discussion, Mr. Driskill made a motion that was seconded by Ms. Turner to amend the FY23 Utility Rate and Fee Policy to include that out-of-town non-profit organizations who can demonstrate an ability that the organization's operation benefits the Town, can show non-profit status, and can provide proof of financial hardship, may make annual application for in-town water rates for review and recommendation by the Town Manager, as recommended by staff.

After discussion, the motion failed 1-4 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Nay
Janice N. Wheaton	Nay	Michael Driskill	Aye
Sharon Turner	Nay	Douglas Thompson	Nay

Town Manager McGuffin gave a report on the revised policy for short term rentals in the Town. At its meeting on April 12, 2023, Council approved amendment of the zoning ordinance to allow for short term rental as a special use permit in the R-1 and R-2 districts along with the adoption of a short term rental policy. Council requested staff to put the policy in proper format stating the approved standard zoning conditions for short term rentals.

Mr. Higginbotham made a motion that was seconded by Mr. Driskill to approve the short term rental policy as presented by staff.

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Nay	Michael Driskill	Aye
Sharon Turner	Nay	Douglas Thompson	Nay

Town Manager McGuffin gave a report on a proposal from W/W Associates for engineering work for a new SCADA system at the Wastewater Plant in the amount of \$60,000.00 for design and construction phase services and bidding assistance for equipment and installation.

Ms. Turner made a motion that was seconded by Ms. Wheaton to approve the proposal submitted by W/W Associates in the amount of \$60,000.00 for a new SCADA system at the Wastewater Plant.

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

After a report by Town Manager McGuffin, Mr. Higginbotham made a motion that was seconded by Ms. Wheaton to set a public hearing at Council's June 14, 2023, meeting on an Application for Special Use Permit submitted by Rutledge Development LLC which, if approved, would allow a temporary contractor storage yard on property owned by Rutledge Development LLC (Tax Map No. 96 A 22) located in the B-2 district at Route 60 and the railroad tracks (no address), as recommended by staff.

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

After a report from Town Manager McGuffin, Ms. Turner made a motion that was seconded by Mr. Higginbotham to set a public hearing at Council's July 12, 2023, meeting on an Application for Abandonment of Public Right-of-Way submitted by Mount Olive Baptist Church which, if approved, would abandon that portion of an alleyway between Mount Olive Road and West Court Street on the north side of and adjacent to Mount Olive Baptist Church, as recommended by staff.

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

After a report by Town Manager McGuffin, Ms. Turner made a motion that was seconded by Mr. Driskill to set a public hearing at Council's June 14, 2023, meeting to consider acceptance of property from The Meadows known as The Meadows, Section I, II, III, located at Route 1114 Cedar Street, Meadow Green Court and Meadow Lake Court, and to grant Virginia Department of Transportation (VDOT) an unrestricted right of way along the property that would, if approved, allow VDOT maintenance of the road, as recommended by staff.

After discussion, the motion carried 5-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

Ms. Turner made a motion that was seconded by Mr. Thompson to appoint the following individual to the following board for the term listed below.

Board	Appointed	Term of Office
Planning Commission	Veda Butcher	05-10-2023 – 11-09-2025

After discussion, the motion carried 5-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

Mayor Tuggle opened the floor to citizen comments.

Angela Sundaramurthy, resident of the Town of Amherst, came forward with various concerns related to sidewalks.

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

At 7:42 PM, Town Attorney Kemp read a resolution to authorize closed meeting, as follows:

WHEREAS, the Town Council of the Town of Amherst desires to discuss in Closed Meeting the following matter(s):

- Discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body concerning the Town Police Department, the Town Manager, and the Town Attorney.
- Consultation with legal counsel pertaining to actual or probable litigation, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body concerning a zoning enforcement action.

WHEREAS, pursuant to: §2.2-3711 (A)(1) and (A)(7) of the Code of Virginia, such discussions may occur in Closed Meeting;

NOW, THEREFORE, BE IT RESOLVED that the Amherst Town Council does hereby authorize discussion of the aforesated matters in Closed Meeting.

After the reading, Ms. Wheaton made a motion that was seconded by Ms. Turner to approve the resolution and go into closed session.

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

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

A copy of the Resolution is attached to and made a part of these minutes.

At 7:47 PM, pursuant to the Resolution, Town Council convened in closed session.

At 8:25 PM the meeting reopened to the public.

Clerk of Council Hunt read the following closed session certification to Council:

Do you certify that to the best of your knowledge (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 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?

Responses via the roll call method were as follows:

D. Dwayne Tuggle	Yes	Sharon W. Turner	Yes
Rachel A. Carton	Yes	Janice N. Wheaton	Yes
Kenneth S. Watts	Yes	Andra Higginbotham	Yes

There being no further business, on motion of Mr. Driskill seconded by Ms. Turner, the meeting adjourned at 8:26 P.M., until June 14, 2023, at 7:00 p.m.

The motion carried 5-0 as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

ORDINANCE #5-2023-10

AN ORDINANCE AMENDING THE PROVISIONS SET FORTH IN THE AMHERST TOWN CODE OF ORDINANCES TO AMEND CHAPTER 10 (NUISANCES) ARTICLE I (IN GENERAL) SEC. 10-1 – MAINTENANCE OF PREMISES. THIS AMENDMENT WILL DELETE THE AUTHORITY AND/OR INVOLVEMENT OF THE PROPERTY MAINTENANCE BOARD IN MATTERS RELATED TO PROPERTY MAINTENANCE GIVING ALL AUTHORITY TO THE TOWN MANAGER, AND WILL CHANGE THE MANNER IN WHICH PROPERTY OWNERS RECEIVE NOTICE.

WHEREAS, Sections 15.2-1427 and 15.2-1433 of the Code of Virginia, 1950, as may be amended from time to time, enable a local governing body to adopt, amend, and codify ordinances or portions thereof; and

WHEREAS, this amendment will delete the authority and/or involvement of the Property Maintenance Board in matters related to property maintenance, giving that authority to the Town Manager only, and will change notice requirements to property owners.

WHEREAS, the proper advertisement and public hearing were conducted as required by law; and

WHEREAS, the full text of this amendment was available for public inspection in the Town Hall located at 174 S. Main Street, Amherst, Virginia 24521.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF AMHERST that Section 10-1 of the Town of Amherst Code of Ordinances is amended and reenacted as follows:

Sec. 10-1. Maintenance of premises.

In order to promote the general welfare of the town and the safety, health, peace, good order, comfort, convenience and morale of its inhabitants, all owners, occupants and persons in charge of real property, including vacant lots, shall at all times maintain such premises in a clean and sanitary condition, free from stagnant water, weeds, filth, trash, garbage, refuse, litter, unsightly objects and other substances which might endanger the health or safety of other residents of the town.

(1) Weeds.

- a. *Definitions.* The following words, terms and phrases, when used in this subsection (1), shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Neglected property includes any property which contains weeds that violate the provisions of this section and whose owner/occupant has failed to cut the weeds after receiving notice from the town.

Nuisance means the doing of any act or the omission to perform any duty, or the permitting of any condition or thing to exist that endangers life or health, obstructs or interferes with the reasonable or comfortable use of public or private property, tends to depreciate the value of the property of others, or in any way renders other persons insecure in the life or the use of property. Wherever the term "nuisance" is used in this

section, it shall be deemed to mean a public nuisance.

Owner means and includes the owner or occupant of any parcel of real estate, including, but not limited to, any person in possession thereof having charge thereof as an executor, administrator, trustee, guardian or agent, and the beneficiary of any easement or right of use thereof.

Person includes individuals, corporations, partnerships and all other legal entities which may hold title to real or personal property.

Premises means a tract of real property with a building thereon and shall include its grounds and other appurtenances.

Property means both real property and personal property.

Public nuisance means a nuisance which is common to the public generally and which injures those citizens generally who may be so circumstanced as to come within its influence. A nuisance shall be deemed to be public if it is committed in such a place and in such a manner that the aggregation of private persons injured thereby is sufficiently great so as to constitute a public annoyance and inconvenience.

Safety means any situation that creates a health hazard, a personal or public safety hazard, or creates a need for expedited enforcement action due to the nature of the condition that constitutes more than a nuisance.

Weeds includes any plant, grass or other vegetation (herbaceous or woody) over 12 inches in height, excluding trees, ornamental shrubbery, vegetable and flower gardens purposefully planted and maintained by the property owner or occupant free of weed hazards or nuisances, cultivated crops, or undisturbed woodlands not otherwise in violation. The term "weeds" includes any plant, grass or other vegetation that is prohibited by state or federal law.

- b. *Prohibited growth.* It shall be unlawful for the owner or occupant of any property, either vacant or developed, situated in the town to allow weeds to reach a stage of growth to a height of 12 inches or more. Prohibited growth shall include weeds or grasses 12 inches in height or taller situated within 15 feet of any structure, or protruding beyond the boundaries of such property or which constitutes a health or safety hazard, or which is known to harbor nuisance wildlife as defined by Code of Virginia, § 29.1-100, which shall also include rats, or vermin, snakes, or poisonous or vicious animals. This subsection shall not apply to land zoned for or in active farming operation.
- c. *Violation.* Any owner or occupant coming under the provisions of this section who shall fail to cause weeds to be cut and/or removed from such property or premises within the time specified will be deemed to be in violation of this section.
- d. *Notice to cut and/or remove.* The owner or occupant of property situated in the town shall be, and is hereby, required to cut and/or remove all weeds. It shall be the duty of the town manager to serve notice on the owner to cause such grass, weeds, or other foreign growth to be cut and/or removed from the premises within 15 calendar days after notification. Only one written notice per growing season to the owner is required.
- e. *Service of notice; generally.* All notices to comply with the provisions of this section shall be served either by personal service, publication, posting or by certified mail, and

such procedures shall be deemed the equivalent of personal service. If the owner of any unoccupied lot or premises is not a resident of the town and does not have an agent in the town upon whom notice can be served, notice may be given by sending the same by certified mail to the last-known address of the nonresident owner. The last-known address of the owner shall be that shown on the current real estate tax assessment books or current real estate tax assessment records. Nonresident owners shall also have 15 calendar days to comply with said directive.

f. *Enforcement.*

1. The town manager shall be responsible for enforcing the provisions of this section. The town manager shall have the authority to delegate duties and powers to other appropriate agencies and individuals to assist in the enforcement of this section. Whenever the term "town manager" is used in this section, it includes all the agencies or individuals to which the town manager delegates enforcement powers, except where the context clearly indicates a different meaning.
2. The town manager shall have the authority, ~~whenever deemed appropriate~~ after notice is given to the owner, ~~and upon recommendation of the property maintenance board~~ to have such weeds or grasses on property or on such portions of the property as deemed appropriate cut and/or removed and to restrict their future growth by the town's agents or employees, in which event the costs and expenses thereof shall be chargeable to and paid by the owner of such property and may be collected by the town in the same manner as taxes and levies are collected, and all unpaid costs and expenses shall constitute a lien against such property. Any owner may avoid any liability to the town, provided abatement is completed prior to the initiation of the abatement process by the town's designated agent.

g. *Application for removal of weeds.*

1. Whenever any town resident or property owner believes that the provisions of this section are being violated, such person shall notify the town manager in writing ~~and the property maintenance board~~ and the town manager shall examine the condition of the property described in such notice. If the ~~property maintenance board~~ town manager determines that the provisions of this section are being violated, ~~the board will report the violation to the town manager for enforcement.~~ The owner/occupant of the offending property shall be given notice as provided in this section and shall be requested to remove the weeds from the property within 15 calendar days of the ~~delivery or mailing of the notice~~ posted notice or the certified mailing of the notice.
2. If the owner of the property cannot be found within the town after a reasonable search, notice shall be sent by ~~registered~~ certified mail, return receipt requested, to the last-known address of the owner as provided in this section, and a copy of the notice shall be posted on the property in a conspicuous place and such procedures shall be deemed the equivalent of personal service.
3. If the owner/occupant of the property does not cut the weeds within 15 calendar days of the ~~delivery or mailing of the notice or within 15 calendar days of the posting of the notice~~ posted notice or the certified mailing of the notice, whichever period is greater, the town manager shall declare the property to be neglected property, and such designation shall remain in full force and effect until the owner

gives the town manager adequate assurances that the property will be properly maintained in regard to weeds in the future.

4. ~~Once the property maintenance investigation board~~ the town manager designates a parcel of property to be neglected property, the person or organization that is contracted by the town to abate such nuisances shall be authorized to go onto the property as an agent of the town at the owner's sole cost and expense to cut, remove and restrict the future growth of the offending weeds. The agent shall be responsible for taking all precautions necessary to cut, remove and restrict the growth of offending weeds in a safe and proper manner.
5. Neither the town nor its employees and officials shall be liable for any damages or injuries caused by cutting, removing or restricting the future growth of weeds from a neglected property and shall not be liable for any damages, injuries or expenses incurred by any agent or any other person in cutting, removing or restricting the future growth of weeds.
6. The provisions of this section shall not authorize an agent to enter onto property to remove trees or shrubbery either alive or dead unless the branches, limbs, or other parts of the trees or shrubbery extend or protrude onto private or public property in a manner which constitutes a danger to citizens or property or where the limbs or branches are likely to fall in such a manner as to endanger private citizens or property.

If the property maintenance investigation board determines that the trees or shrubbery constitute a danger or hindrance to the public, private citizens or private property, the agent may be authorized to cut and remove such trees and shrubbery that have been designated for removal by the property maintenance investigation board in accordance with the provisions of this section.

h. *Costs of expenses chargeable to owner.*

1. Cost and expenses incurred for abatement of nuisances shall be assessed upon the owner of the property. The assessment shall be collected by the town as taxes and levies are collected. Every charge authorized by this section with which the owner of any property shall have been assessed and which remains unpaid shall constitute a lien against such property. Included in every charge to the property owner in the abatement cost shall be an administrative service charge of 20 percent of the abatement cost and interest on any unpaid balance of the abatement cost accruing at a rate of ten percent per annum from the date of the assessment until paid.
2. With respect to all such accounts remaining unpaid 14 days after being assessed, a notice of the lien of the special assessment shall be prepared by the treasurer and recorded in the clerk's office of the circuit court. The treasurer may take any appropriate steps, including initiating court action, to enforce the lien to satisfy the special assessment.

(2) *Safety.*

- a. If a written complaint is made to the town manager regarding unsafe or unsanitary conditions existing upon a property, the town manager shall, as soon as practical, perform an inspection of the property. Under a finding by the town manager that a health, safety

or fire hazard exists on any premises, the town manager shall give written notice to the owner, occupant or person in charge of such premises to take such action as may be necessary to abate such violation within ten days or within such lesser period as may be provided in such notice, which may be served in any manner authorized by law for the service of process. For the purposes of this subsection, nuisance weeds alone, absent any condition which otherwise constitute a health, safety or fire hazard, are not considered a safety hazard. Protruding or dead trees as described in subsection (1)g.6 of this section may be considered a safety hazard.

- b. If any owner, occupant or person in charge of any premises to whom such notice is given as provided in subsection (2)a of this section fails to comply with such notice within the time therein specified, the town manager shall proceed to have done that which was directed in such notice to be done, and the expense so incurred shall be chargeable to and paid by the owner or occupant of the premises involved and may be collected by suit or motion or by distress sale, or by any other means by which taxes and levies are collected.

That this Ordinance shall be effective on May 10, 2023.

This ordinance was adopted on May 10, 2023.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

TOWN COUNCIL OF THE TOWN OF AMHERST

MOTION: Sharon Turner

SECOND: Janice Wheaton

Wednesday, May 10, 2023
Regular Meeting

RE: AUTHORIZE CLOSED MEETING

WHEREAS, the Town Council of the Town of Amherst desires to discuss in Closed Meeting the following matter(s):

- Discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body concerning the Town Police Department, the Town Manager and the Town Attorney.
- Consultation with legal counsel pertaining to actual or probable litigation, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body concerning a zoning enforcement action.

WHEREAS, pursuant to: §2.2-3711 (A)(1) and (A)(7) of the Code of Virginia, such discussions may occur in Closed Meeting;

NOW, THEREFORE, BE IT RESOLVED that the Amherst Town Council does hereby authorize discussion of the aforesated matters in Closed Meeting.

Adopted this 10th day of May 2023.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

Mayor D. Dwayne Tuggle called a meeting of the Amherst Town Council to order on June 6, 2023, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Andra Higginbotham
P	Janice N. Wheaton	P	Michael Driskill
P	Sharon W. Turner	P	Douglas Thompson

Also present were the following staff members:

Sara E. McGuffin	Town Manager		Tracie Morgan	Office Manager/Treasurer
Vicki K. Hunt	Clerk of Council			

The purpose of the meeting was to discuss the proposed 2023/24 budget.

Council discussions involved concerns related to salary increases for town staff.

After discussion by consensus Town Manager was directed to make the following revisions to the proposed budget for consideration by council:

Employee Salaries:

- a. Include a five percent (5%) base increase for all employees, not to include employees listed in paragraph c. below.
- b. Include an additional two percent (2%) merit increase for those employees with a positive yearly evaluation, not to include employees listed in paragraph c. below.
- c. Include an increase in base pay of \$10,000.00 - \$11,000.00 for employees who are below market value for their positions.

There being no further business, the meeting adjourned at 7:31 P.M., until June 14, 2023, at 7:00 p.m.

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

Range of Checking Accts: First to Last Range of Check Dates: 05/01/23 to 05/31/23
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
GENERAL							
5388	05/03/23	ALMON005 ALMOND'S TOWING					192
V3-00597	1	SUBURBAN TOW	90.00	100-4-31100-6009	Expenditure		9 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5389	05/03/23	ANTWO005 BENCHMARK SYSTEMS, INC.					192
V3-00596	1	OFFICE 365 3/16-4/15	613.00	100-4-12510-5600	Expenditure		8 1
				MICROSOFT OFFICE SERVICE			
5390	05/03/23	APPLE010 APPLE FORD OF LYNCHBURG					192
V3-00599	1	EXPLORER ABS	2,074.87	100-4-43200-6009	Expenditure		11 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5391	05/03/23	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					192
V3-00601	1	APRIL STATEMENT	648.99	100-4-43200-5230	Expenditure		14 1
				TELECOMMUNICATION			
5392	05/03/23	DEALL005 DEAL & LACHENEY P.C.					192
V3-00593	1	APRIL LEGAL SERVICES	2,000.00	100-4-12210-3150	Expenditure		4 1
				TOWN ATTORNEY			
5393	05/03/23	DIVER005 DIVERSIFIED INTEGRATION, INC					192
V3-00602	1	ANNUAL SERVICE	577.50	501-4-44000-3310	Expenditure		15 1
				REPAIR & MAINT. SVCS			
V3-00602	2	ANNUAL SERVICE	682.50	502-4-44000-3310	Expenditure		16 1
				REPAIR & MAINT. SVCS-RUT CRK			
			1,260.00				
5394	05/03/23	GREGO005 GREGORYS GENERAL AUTO REPAIR					192
V3-00598	1	SEW PLANT FORD PICKUP	20.00	501-4-44000-6009	Expenditure		10 1
				VEHICLE & EQUIP SUPPLIES			
5395	05/03/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					192
V3-00592	1	LAB TESTING	169.30	502-4-44000-3140	Expenditure		1 1
				TESTING SERVICES			
V3-00592	2	LAB TESTING	169.30	502-4-44000-3140	Expenditure		2 1
				TESTING SERVICES			
V3-00592	3	LAB TESTING	169.30	502-4-44000-3140	Expenditure		3 1
				TESTING SERVICES			
			507.90				
5396	05/03/23	SOUTH015 SOUTHERN COPIER					192
V3-00600	1	COPIER	360.00	100-4-31100-3310	Expenditure		12 1
				REPAIR & MAINT. SVCS			
V3-00600	2	COPIER	4,000.00	100-4-31100-6001	Expenditure		13 1
				OFFICE SUPPLIES			
			4,360.00				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL			Continued				
5397	05/03/23	UNIVA005 UNIVAR					192
V3-00603	1	WATER CHEMICALS	2,718.44	501-4-44000-6051 CHEMICALS	Expenditure		17 1
5398	05/03/23	VACOR005 VACORP					192
V3-00604	1	APRIL 23 HYBRID DISABILITY	22.08	100-4-12110-2500 STD/LONG-TERM DISABILITY	Expenditure		18 1
V3-00604	2	APRIL 23 HYBRID DISABILITY	9.65	100-4-31100-2500 STD/LONG-TERM DISABILITY	Expenditure		19 1
V3-00604	3	APRIL 23 HYBRID DISABILITY	18.42	501-4-12110-2500 STD/LONG-TERM DISABILITY	Expenditure		20 1
V3-00604	4	APRIL 23 HYBRID DISABILITY	13.81	502-4-12110-2500 STD/LONG-TERM DISABILITY	Expenditure		21 1
V3-00604	5	APRIL 23 HYBRID DISABILITY	1.39	514-4-12110-2500 STD/LONG-TERM DISABILITY	Expenditure		22 1
V3-00604	6	APRIL 23 HYBRID DISABILITY	4.02	100-4-12420-2500 HYBRID DISABILITY	Expenditure		23 1
V3-00604	7	APRIL 23 HYBRID DISABILITY	7.87	501-4-12420-2500 HYBRID DISABILITY	Expenditure		24 1
V3-00604	8	APRIL 23 HYBRID DISABILITY	5.25	502-4-12420-2500 HYBRID DISABILITY	Expenditure		25 1
V3-00604	9	APRIL 23 HYBRID DISABILITY	0.40	514-4-12420-2500 HYBRID DISABILITY	Expenditure		26 1
V3-00604	10	APRIL 23 HYBRID DISABILITY	16.50	501-4-44000-2500 LONG-TERM DISABILITY	Expenditure		27 1
V3-00604	11	APRIL 23 HYBRID DISABILITY	17.85	502-4-44000-2500 LONG-TERM DISABILITY	Expenditure		28 1
			<u>117.24</u>				
5399	05/03/23	VERIZ005 VERIZON					192
V3-00594	1	SHOP INTERNET 3/25-4/24	39.99	100-4-43200-5230 TELECOMMUNICATION	Expenditure		5 1
V3-00594	2	SHOP PHONE	68.70	100-4-43200-5230 TELECOMMUNICATION	Expenditure		6 1
			<u>108.69</u>				
5400	05/03/23	VUPS0005 VA UTILITY PROTECTION SERVICE					192
V3-00595	1	APRIL TRANSMISSIONS	35.70	501-4-45000-5130 MISS UTILITY	Expenditure		7 1
5401	05/09/23	ANDER005 ANDERSON CONSTRUCTION, INC.					193
V3-00605	1	PAYMNET #24	83,920.12	501-4-94000-8002 WATER TREATMENT PLANT IMPROVEMENTS	Expenditure		1 1
5402	05/09/23	APPAL005 APPALACHIAN POWER					193
V3-00615	1	STREET LIGHTS	2,624.19	100-4-41320-5100 STREETLIGHTS	Expenditure		15 1
5403	05/09/23	BUCHA005 BUCHANAN PUMP SERVICE & SUPPLY					193
V3-00606	1	GRIT PUMP	14,109.43	502-4-44000-6007 REPAIR & MAINT. SUPPLIES-RUT. CRK.	Expenditure		2 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL			Continued				
5404	05/09/23	CLEAR015 CLEAR COMMUNICATIONS & ELEC.					193
V3-00608	1	MIC SCANNING	320.92	100-4-31100-6009	Expenditure		6 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5405	05/09/23	FISHE005 FISHER AUTO PARTS, INC					193
V3-00609	1	APRIL STATEMENT	7.88	100-4-43200-6009	Expenditure		7 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V3-00609	2	APRIL STATEMENT	55.42	100-4-43200-6009	Expenditure		8 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V3-00609	3	APRIL STATEMENT	23.98	501-4-44000-6009	Expenditure		9 1
				VEHICLE & EQUIP SUPPLIES			
			<u>87.28</u>				
5406	05/09/23	HIGHP005 HIGH PEAK SPORTSWEAR, INC.					193
V3-00617	1	HATS	184.20	100-4-43200-6011	Expenditure		18 1
				UNIFORMS			
5407	05/09/23	JEFFR005 JEFFREY L. FLOYD					193
V3-00618	1	FUEL	30.01	100-4-31100-6008	Expenditure		19 1
				FUEL			
5408	05/09/23	LITTL005 LITTLETON AND ASSOCIATES, INC.					193
V3-00614	1	WORK THRU 04/30/23	91,746.25	502-4-94000-8002	Expenditure		14 1
				WWTP CENTRIFUGE			
5409	05/09/23	MANSF005 MANSFIELD OIL COMPANY					193
V3-00607	1	FUEL 04/16-04/30	706.62	100-4-31100-6008	Expenditure		3 1
				FUEL			
V3-00607	2	FUEL 04/16-04/30	325.10	100-4-43200-6008	Expenditure		4 1
				FUEL			
V3-00607	3	FUEL 04/16-04/30	165.89	502-4-44000-6008	Expenditure		5 1
				FUEL/OIL			
			<u>1,197.61</u>				
5410	05/09/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					193
V3-00612	1	LAB TESTING	1,149.60	501-4-44000-3140	Expenditure		12 1
				TESTING SERVICES			
5411	05/09/23	UNIVA005 UNIVAR					193
V3-00611	1	CAUSTIC SODA	3,305.04	501-4-44000-6051	Expenditure		11 1
				CHEMICALS			
5412	05/09/23	WITME005 WITMER PUBLIC SAFETY GROUP					193
V3-00610	1	RESERVE SUPPLIES	467.00	100-4-31100-6010	Expenditure		10 1
				POLICE SUPPLIES			
5413	05/09/23	WWASS005 WW ASSOCIATES					193
V3-00613	1	CENTRIFUGE	2,250.00	502-4-94000-8002	Expenditure		13 1
				WWTP CENTRIFUGE			
V3-00616	1	RETAINER MAY	250.00	501-4-44000-3150	Expenditure		16 1
				PROFESSIONAL SVCS			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
<hr/>								
GENERAL			Continued					
5413	WW ASSOCIATES	Continued						
V3-00616	2	RETAINER MAY	250.00	502-4-44000-3150	Expenditure		17	1
				PROFESSIONAL SVCS				
			<u>2,750.00</u>					
5414	05/17/23	ANTW0005 BENCHMARK SYSTEMS, INC.					194	
V3-00621	1	04/16-05/15	136.00	100-4-12510-5600	Expenditure		7	1
				MICROSOFT OFFICE SERVICE				
V3-00621	2	04/16-05/15	366.00	100-4-12510-5600	Expenditure		8	1
				MICROSOFT OFFICE SERVICE				
V3-00621	3	04/16-05/15	636.88	100-4-12510-5600	Expenditure		9	1
				MICROSOFT OFFICE SERVICE				
			<u>1,138.88</u>					
5415	05/17/23	BELS0005 BELSON OUTDOORS					194	
23-00054	1	BIKE RACKS	592.82	100-4-43200-6013	Expenditure		1	1
				AG SUPPLIES				
5416	05/17/23	GFLN0005 GFL ENVIRONMENTAL					194	
V3-00622	1	MAY	10,074.74	514-4-43200-3160	Expenditure		10	1
				COLLECTION IN-TOWN				
V3-00622	2	MAY	1,404.72	514-4-43200-3170	Expenditure		11	1
				COLLECTION OUT OF TOWN				
			<u>11,479.46</u>					
5417	05/17/23	MALLO0005 MALLOY FORD CHARLOTTESVILLE					194	
V3-00623	1	TRIM REPLACEMENT	398.72	100-4-31100-6009	Expenditure		12	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5418	05/17/23	MERIW0005 MERIWETHER-GODSEY, INC.					194	
V3-00624	1	TOWN COUNCIL MEETING	666.43	100-4-12110-5000	Expenditure		13	1
				CONTINGENCY REQUIREMENT				
5419	05/17/23	NEWSA0005 THE NEWS & ADVANCE					194	
V3-00626	1	ADS	519.76	100-4-81100-3600	Expenditure		15	1
				ADVERTISING				
5420	05/17/23	PACEA0005 PACE ANALYTICAL SERVICES, INC.					194	
V3-00619	1	LAB TESTING	169.30	502-4-44000-3140	Expenditure		2	1
				TESTING SERVICES				
V3-00619	2	LAB TESTING	169.30	502-4-44000-3140	Expenditure		3	1
				TESTING SERVICES				
V3-00619	3	LAB TESTING	169.30	502-4-44000-3140	Expenditure		4	1
				TESTING SERVICES				
			<u>507.90</u>					
5421	05/17/23	TRACI0005 TRACIE L. MORGAN					194	
V3-00625	1	TUITION REIMBURSEMENT	2,647.25	100-4-12420-5400	Expenditure		14	1
				TUITION REIMBURSEMENT				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL			Continued				
5422	05/17/23	USABL005 USA BLUE BOOK					194
V3-00620	1	LAB REAGENTS	762.26	501-4-44000-6004 LAB SUPPLIES	Expenditure		5 1
V3-00620	2	LAB REAGENTS	296.75	501-4-44000-6004 LAB SUPPLIES	Expenditure		6 1
			<u>1,059.01</u>				
5423	05/24/23	APPAL005 APPALACHIAN POWER					195
V3-00636	1	ELECTRIC 05/16/2023	723.70	100-4-43200-5100 ELECTRIC	Expenditure		12 1
V3-00636	2	ELECTRIC 05/16/2023	5,691.00	501-4-44000-5100 ELECTRICAL SVCS	Expenditure		13 1
V3-00636	3	ELECTRIC 05/16/2023	4,521.61	502-4-44000-5100 ELECTRICAL SVCS-RUT CRK	Expenditure		14 1
V3-00636	4	ELECTRIC 05/16/2023	139.34	502-4-44000-5130 ELECTRICAL SVCS-PUMP STATION	Expenditure		15 1
V3-00636	5	ELECTRIC 05/16/2023	104.90	100-4-41320-5100 STREETLIGHTS	Expenditure		16 1
V3-00636	6	ELECTRIC 05/16/2023	25.26	701-4-81500-5100 ELECTRICAL SERV.	Expenditure		17 1
			<u>11,205.81</u>				
5424	05/24/23	BBTBA005 TRUIST BANK					195
V3-00637	1	MAY STATEMENT LR	109.98	100-4-31100-6010 POLICE SUPPLIES	Expenditure		18 1
V3-00637	2	PIP PRINTING RS	48.92	100-4-31100-3600 ADVERTISING	Expenditure		19 1
V3-00637	3	FOOD LION RS	32.65	100-4-31100-5501 TRAVEL-MILEAGE/CONFERENCE/HOTEL	Expenditure		20 1
V3-00637	4	WASABI SM	8.89	100-4-12510-3150 I.T. SERVICES	Expenditure		21 1
V3-00637	5	ADOBE SM	12.99	100-4-12510-6002 I.T. SUPPLIES	Expenditure		22 1
V3-00637	6	FAMILY DOLLAR PM	8.42	100-4-12420-6001 OFFICE SUPPLIES	Expenditure		23 1
V3-00637	7	UVA PM	185.00	100-4-12420-5400 TUITION REIMBURSEMENT	Expenditure		24 1
V3-00637	8	ZOOM VH	42.00	100-4-12510-3150 I.T. SERVICES	Expenditure		25 1
V3-00637	9	HOBBY LOBBY VH	77.52	100-4-12110-5000 CONTINGENCY REQUIREMENT	Expenditure		26 1
V3-00637	10	HOTEL CT	308.18	100-4-43200-5501 TRAVEL-MILEAGE/CONFERENCE/HOTEL	Expenditure		27 1
V3-00637	11	THE COLONIAL RW	15.32	100-4-31100-5501 TRAVEL-MILEAGE/CONFERENCE/HOTEL	Expenditure		28 1
V3-00637	13	PSI SERVICES GSW	124.00	502-4-44000-5810 DUES & MEMBERSHIPS	Expenditure		29 1
V3-00637	14	DEPT PRO GSW	100.00	502-4-44000-5810 DUES & MEMBERSHIPS	Expenditure		30 1
V3-00637	15	FOODLION GSW	68.31	502-4-44000-6004 LAB SUPPLIES	Expenditure		31 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5424	TRUIST BANK	Continued						
V3-00637	17	LOWES GS	346.44	501-4-44000-6004	Expenditure		32	1
				LAB SUPPLIES				
V3-00637	18	MCALISTERS TM	297.10	100-4-12110-5000	Expenditure		33	1
				CONTINGENCY REQUIREMENT				
V3-00637	19	HITLON TM	555.42	100-4-12420-5501	Expenditure		34	1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE				
V3-00637	20	VGFOA	275.00	100-4-12420-5400	Expenditure		35	1
				TUITION REIMBURSEMENT				
			<u>2,616.14</u>					
5425	05/24/23	CAMPB005 CAMPBELL'S REPAIR					195	
V3-00633	1	BLADES	80.97	100-4-43200-6009	Expenditure		9	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5426	05/24/23	CMCSU005 CMC SUPPLY, INC.					195	
V3-00632	1	BOLT AND COUPLING	1,112.76	501-4-45000-6007	Expenditure		8	1
				REPAIR & MAINT. SUPPLIES				
5427	05/24/23	DARRY005 DARRYL DWAYNE TUGGLE					195	
V3-00627	1	VML PER DIEM	78.00	100-4-12110-5501	Expenditure		1	1
				TRAVEL-MILAGE/HOTEL/CONFERENCE				
5428	05/24/23	HIGHP005 HIGH PEAK SPORTSWEAR, INC.					195	
V3-00630	1	SHIRT	438.10	100-4-43200-6011	Expenditure		6	1
				UNIFORMS				
5429	05/24/23	MANSF005 MANSFIELD OIL COMPANY					195	
V3-00628	1	FUEL 05/01-05/15/2023	471.57	100-4-31100-6008	Expenditure		2	1
				FUEL				
V3-00628	2	FUEL 05/01-05/15/2023	278.45	100-4-43200-6008	Expenditure		3	1
				FUEL				
V3-00628	3	FUEL 05/01-05/15/2023	112.89	502-4-44000-6008	Expenditure		4	1
				FUEL/OIL				
			<u>862.91</u>					
5430	05/24/23	RAMSE005 RAMSEY & SON LUMBER CORP					195	
V3-00634	1	MULCH	70.00	100-4-43200-6013	Expenditure		10	1
				AG SUPPLIES				
5431	05/24/23	SUPL005 THE SUPPLY ROOM					195	
V3-00635	1	OFFICE SUPPLY	117.28	100-4-12420-6001	Expenditure		11	1
				OFFICE SUPPLIES				
5432	05/24/23	TIGER005 TIGER FUEL CO.					195	
V3-00631	1	PROPANE	128.64	100-4-43200-5110	Expenditure		7	1
				HEATING SERVICES				
5433	05/24/23	WITME005 WITMER PUBLIC SAFETY GROUP					195	
V3-00629	1	UNIFORM	255.00	100-4-31100-6010	Expenditure		5	1
				POLICE SUPPLIES				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL			Continued				
5434	05/31/23	POSTM005 POSTMASTER, AMHERST					196
V3-00638	1	MAY UTILITY MAILING	301.37	501-4-12420-5210 POSTAGE	Expenditure		1 1
V3-00638	2	MAY UTILITY MAILING	301.37	502-4-12420-5210 POSTAGE	Expenditure		2 1
			<u>602.74</u>				
5435	05/31/23	MINNE005 MINNESOTA LIFE					197
23-00058	1	MAY 23 DEDUCTION CHECKS	10.80	100-2-21550-0000 OPT LIFE INS. W/HOLDING	G/L		1 1
23-00058	2	MAY 23 DEDUCTION CHECKS	33.41	501-2-21550-0000 OPT LIFE INS. W/HOLDING	G/L		2 1
23-00058	3	MAY 23 DEDUCTION CHECKS	17.79	502-2-21550-0000 OPT LIFE INS. W/HOLDING	G/L		3 1
			<u>62.00</u>				
5436	05/31/23	NATIO010 NATIONWIDE RETIREMENT SOLUTION					197
23-00059	1	MAY 23 DEDUCTION CHECKS	132.44	100-2-21400-0000 RETIREMENT W/HOLDING	G/L		4 1
23-00059	2	MAY 23 DEDUCTION CHECKS	121.46	100-2-21900-0000 DEFERRED COMP W/HOLDING	G/L		5 1
23-00059	3	MAY 23 DEDUCTION CHECKS	173.54	501-2-21400-0000 RETIREMENT W/HOLDINGS	G/L		6 1
23-00059	4	MAY 23 DEDUCTION CHECKS	159.16	501-2-21900-0000 DEFERRED COMP W/H	G/L		7 1
23-00059	5	MAY 23 DEDUCTION CHECKS	130.16	502-2-21400-0000 RETIRMENT W/HOLDING	G/L		8 1
23-00059	6	MAY 23 DEDUCTION CHECKS	119.38	502-2-21900-0000 DEFERRED COMP W/HOLDING	G/L		9 1
			<u>836.14</u>				
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>	
		Checks:	49	0	253,923.20	0.00	
		Direct Deposit:	0	0	0.00	0.00	
		Total:	<u>49</u>	<u>0</u>	<u>253,923.20</u>	<u>0.00</u>	
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>	
		Checks:	49	0	253,923.20	0.00	
		Direct Deposit:	0	0	0.00	0.00	
		Total:	<u>49</u>	<u>0</u>	<u>253,923.20</u>	<u>0.00</u>	

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	3-100	25,340.50	0.00	264.70	25,605.20
WATER FUND	3-501	100,553.75	0.00	366.11	100,919.86
SEWER FUND	3-502	115,624.30	0.00	267.33	115,891.63
GARBAGE FUND	3-514	11,481.25	0.00	0.00	11,481.25
IDA FUND	3-701	25.26	0.00	0.00	25.26
Total of All Funds:		253,025.06	0.00	898.14	253,923.20

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	25,340.50	0.00	264.70	25,605.20
WATER FUND	501	100,553.75	0.00	366.11	100,919.86
SEWER FUND	502	115,624.30	0.00	267.33	115,891.63
GARBAGE FUND	514	11,481.25	0.00	0.00	11,481.25
IDA FUND	701	25.26	0.00	0.00	25.26
Total of All Funds:		253,025.06	0.00	898.14	253,923.20

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	3-100	25,340.50	0.00	0.00	0.00	25,340.50
WATER FUND	3-501	100,553.75	0.00	0.00	0.00	100,553.75
SEWER FUND	3-502	115,624.30	0.00	0.00	0.00	115,624.30
GARBAGE FUND	3-514	11,481.25	0.00	0.00	0.00	11,481.25
IDA FUND	3-701	25.26	0.00	0.00	0.00	25.26
Total of All Funds:		<u>253,025.06</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>253,025.06</u>

Town Manager Report to Council

Status of Strategic Planning Initiatives

Goals and Strategies

Goal #	Goals	Strategy #	Workshop Council Proposed Strategies - 2-year time frame
1	Develop Recreational Facilities and Entertainment Venues		
		1.a	Define the purpose and events in Downtown, Evaluate Town Square Concept (sites, purpose, etc.), including investigation of purchase of land (10 acres on North Main-Presbyterian Church), car wash property, all options, addresses Parks and 2022 Vision Survey, Town Clock
		1.b	Community Relations Committee expand /create a broad group of people; main street businesses, all others
		1.c	Signage/Promotion/for Scotts Mill Park (passive park)
Actions Taken:			
<ul style="list-style-type: none">Staff proposed funding in the budget for land purchase.Staff proposed additional funding for the First Responders event next year.Staff is working on a larger event for the First Responders event this year, and have secured two bands for the event. The Police Chief has worked with a Town Councilor and a community member to secure donations to allow for a larger event with better provision for music and entertainment. There are several food vendors that have been secured, and the event is going to be fantastic! Thank you to the PD, our volunteers and sponsors for the work and support.Signs have been installed at the park, and the name sign is ready for unveiling.Bike racks have been purchased and installed at Town Hall and at the mini park.			
2	Promote Business and Economic Development		
		2.a	Update from EDA to promote industry at the Industrial Park
		2.b	Explore creation of one pad ready site and have ready by end of two years
		2.c	Evaluate business license tax/revenue
		2.d	Joint Goals and Strategies Meeting with EDA members (guidance on path forward for Economic Development in Town)
Actions Taken:			
<ul style="list-style-type: none">Staff has met with the new engineers who are working on the grading plans to follow up on the grading plans. Staff has worked with the engineers to respond to DEQ comments. Plan revisions are anticipated for approval at the middle of this month. The revised plans will have phasing in place to allow the plans to be approved by DEQ.Staff has been seeking additional information from other localities about business licenses and also reviewing the revenue stream for business licenses to give Council more information about this issue.The Town EDA met with the County EDA.			

3	Revitalize Downtown Area	4.a	Investigate other towns on beautification and revitalization projects
		4.b	Investigate grants for underground lighting, new brick, trees, street lamps, greenery
		4.c	Coordinate with VDOT on sidewalk widening
		4.d	Evaluate tax incentives for beautification efforts
		4.e	See 2.d
		4.d	Explore parking space elimination to extend more public space
Action Taken: <ul style="list-style-type: none">Staff has held an initial meeting with our VDOT Residency Engineer to discuss issues around having parking spaces eliminated and adding sidewalk space, as well as street trees.			
4	Continuously Improve and Enhance Services		
		5.a	Support continuing education for employees
		5.b	Facility improvements identified in the CIP

May 2023 Calls For Service: 269

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	25
ALARM	5
PHONE COMPLAINT	301
BOLO	17
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	5
DOMESTIC	1
CHECK WELFARE	7
NOISE OR DOG COMPLAINT	3
TRAFFIC CRASH	8
EMS CALLS	5
SUDDEN DEATH	1
SUSPICIOUS PERSON	15
OTHER	44
CALLS AT AMBRIAR	18

OTHER	NUMBER
ASSIST OTHER OFFICER	18
ASSIST OTHER AGENCY	4
COURT	7
REPORTS	18
SCHOOL / TRAINING	7
MEETINGS	19
TOWED / IMPOUNDED VEH	3

WARNINGS	NUMBER
SPEEDING	2
EQUIPMENT VIOLATION	2
RECKLESS DRIVING	3
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	2
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	

Miles Patrolled: 4061

OFFICER INITIATED	NUMBER
BUILDING CHECKS	171
BUSINESS VISIT	123
BUILDING SEARCH	3
TRAFFIC SUMMONS	24
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	262/ 20
WARRANT SERVICE	5
PROPERTY WALK AROUNDS	104
WARRANTS OBTAINED	3
PARKING TICKETS	
MISD. INVESTIGATION	6
FELONY INVESTIGATION	4
NARCOTICS INV.	
SEARCH WARRANT	
PUBLIC RELATIONS	14
CITIZEN CONTACT	348

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	7
EQUIPMENT VIOLATION	4
RECKLESS DRIVING	2
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	3
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	7

ARREST	NUMBER
MISDEMEANOR	2
FELONY	3
EPO/PPO	1
ECO	
NARCOTICS VIOLATION	
DUI / DUID	

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

MONTH OF JUNE ACTIVITIES:

- 5/1/2023-5/31/2023- Hiring process of Investigator Floyd
- 5/2/2023- Officer Rose Patrolled the Dixie Youth ball fields with Skye
- 5/3/2023- Officer Rose Patrolled the Dixie Youth ball fields with Skye
- 5/3/2023- Officer Rose Patrolled the High School during sports events with Skye
- 5/8/2023- Chief Shiflett and Capt. Watts attended Parade Prep Meeting
- 5/9/2023- Chief Shiflett and Capt. Watts met with Public Safety Director
 - 5/9/2023- Officer Rose attended K9 Training
 - 5/10/2023- Officer Rose attended K9 Training
- 5/13/2023- Officer Rose Patrolled Wolverines Football Movie Night
 - 5/14/2023- Armed Carjacking at Ambriar
- 5/15/2023- Officer Robinson completed Intox Recertification online
 - 5/17/2023- Capt. Watts completed Intox Recertification online
- 5/19/2023- Chief Shiflett and Capt. Watts attended Active Shooter Training
 - 5/22/2023- Officer Rose Attended Intox Recertification in person

5/23/2023- Part-time Officer Jordan left the department due to his commitment with Albermarle P.D.

5/23/2023- Officer Martin Attended CIT Advisory Council Meeting

5/24/2023- Chief Shiflett and Capt. Watts attended Parade Prep Meeting

5/25/2023- Chief Shiflett and Capt. Watts attended RASAC meeting

5/26/2023- Officer Martin and Officer Rose Attended Active Shooter Training

5/30/2023- Chief Shiflett and Capt. Watts attended Flock camera meeting

5/31/2023- Chief Shiflett and Capt. Watts attended Parade Prep Meeting

5/31/2023- Capt. Watts worked on range maintenance

Continuous work with Power DMS

AFTER HOURS CALLS

5/3/2023- DUI Crash Union Hill Rd- Arrest

5/8/2023- Alarm Richmond Hwy- Building Secure

5/8/2023- Alarm South Main- Building Secure

5/8/2023- Alarm South Main- Building Secure

5/8/2023- Alarm Dogwood St.- Building Secure

5/17/2023- Alarm South Main- Building Secure

ASSIST COUNTY CALLS

To: Town Council
From: Tracie Morgan
Date: June 7, 2023
Re: May 2023 Monthly Report

Utilities:

- May utility billing total was \$189,175.16.
- There were 10 disconnects for May 2023.
- Ten new account set-ups.

Accounts Payable:

- The total amount of checks cut for January bills, including payroll deductions were \$253,923.20
- Please see attached report for full check listing.

Meals and Beverage Tax:

- 18 Businesses paid \$64,890.49 in Meals and Beverage Tax for the month of April 2023.

Business License Tax:

- Business License Tax and renewals were due May 1, 2023. Currently we have issued 147 licenses totaling \$146,670.14 in revenues. Businesses should have received late notices if we have not received payment. Patty will be sending out assessments soon for any business that is still outstanding. If the amounts on the assessments are not paid, then collection efforts will begin on the assessed amounts.

Revenue and Expense Report:

- The attached report shows revenue and expense totals through May 2023.

Town of Amherst
Statement of Revenue and Expenditures

06/07/2023
01:10 PM

Revenue Account Range: First to Last
Expend Account Range: First to Last
Print Zero YTD Activity: No

Include Non-Anticipated: Yes
Include Non-Budget: Yes
Year To Date As Of: 06/07/23
Current Period: 05/01/23 to 05/31/23
Prior Year: 05/01/22 to 05/31/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
100-3-11010-0001	REAL PROPERTY TAXES - CURRENT	0.00	0.00	0.00	430.64	0.00	430.64	0
100-3-11030-0001	PERSONAL PROPERTY TAX-CURRENT	0.00	0.00	0.00	350.00	0.00	350.00	0
100-3-11060-0002	INTEREST ON DEL TAXES	29.56	0.00	25.68	303.43	0.00	303.43	0
100-3-12010-0001	LOCAL SALES & USE TAX	14,150.97	144,000.00	14,866.60	146,276.35	0.00	2,276.35	102
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,138.13	25,200.00	0.00	10,583.82	0.00	14,616.18 -	42
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,525.68	18,000.00	0.00	7,522.43	0.00	10,477.57 -	42
12020 Total		3,663.81	43,200.00	0.00	18,106.25	0.00	25,093.75 -	42
100-3-12030-0006	BUSINESS LICENSE TAX	8,690.70	115,000.00	57,571.99	161,404.62	0.00	46,404.62	140
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	143.14	2,500.00	531.22	3,263.02	0.00	763.02	131
12030 Total		8,833.84	117,500.00	58,103.21	164,667.64	0.00	47,167.64	140
100-3-12050-0001	MOTOR VEHICLE LICENSES	100.00 -	40,000.00	350.00 -	41,581.00	0.00	1,581.00	104
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTERE	30.69	300.00	47.09	436.05	0.00	136.05	145
12050 Total		69.31 -	40,300.00	302.91 -	42,017.05	0.00	1,717.05	104
100-3-12060-0001	BANK STOCK FEE	38,760.00	70,000.00	15,586.00	64,400.00	0.00	5,600.00 -	92
100-3-12080-0001	CIGARETTE TAX	0.00	30,000.00	3,000.00	27,000.00	0.00	3,000.00 -	90
100-3-12100-0001	LODGING TAX	873.18	12,000.00	1,687.83	13,098.29	0.00	1,098.29	109
100-3-12110-0001	MEALS TAX	59,120.42	625,000.00	65,164.06	678,270.06	0.00	53,270.06	109
100-3-12110-0002	MEALS TAX-PEN & INTEREST	0.00	600.00	993.42	2,657.58	0.00	2,057.58	443
12110 Total		59,120.42	625,600.00	66,157.48	680,927.64	0.00	55,327.64	109
100-3-13030-0007	ZONING PERMITS	300.00	0.00	0.00	3,154.01	0.00	3,154.01	0
100-3-14010-0001	FINES & FORFEITURES	1,037.88	6,000.00	0.00	12,281.33	0.00	6,281.33	205
100-3-15010-0001	INTEREST ON BANK DEPOSITS	104.92	3,000.00	0.00	5,604.19	0.00	2,604.19	187

Town of Amherst
Statement of Revenue and Expenditures

06/07/2023
01:10 PM

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
100-3-15010-0002	INTEREST ON INVESTMENTS	2,030.56	12,000.00	0.00	24,720.17	0.00	12,720.17	206
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	12,502.41	0.00	0.00	38,148.48 -	0.00	38,148.48 -	0
	15010 Total	14,637.89	15,000.00	0.00	7,824.12 -	0.00	22,824.12 -	202
100-3-15020-0005	TOWER LEASE	904.93	9,402.56	1,809.86	10,859.16	0.00	1,456.60	115
100-3-16030-0001	POLICE SECURITY	0.00	0.00	861.12	15,537.80	0.00	15,537.80	0
100-3-18030-0001	REFUNDS	0.00	0.00	274.00	63,189.29	0.00	63,189.29	0
100-3-18030-0005	RETURNED CHECK FEE	100.00	150.00	0.00	455.00	0.00	305.00	303
100-3-18030-0006	ACCIDENT REPORTS	50.00	200.00	30.00	275.00	0.00	75.00	138
100-3-18030-0007	MISC REV	1.00	0.00	0.00	230.97	0.00	230.97	0
100-3-18030-0008	COLLECTION FEE	26.47	2,200.00	1,899.10	2,976.10	0.00	776.10	135
	18030 Total	177.47	2,550.00	2,203.10	67,126.36	0.00	64,576.36	145
100-3-18990-0003	DONATIONS-POLICE	0.00	0.00	0.00	6,425.00	0.00	6,425.00	0
100-3-19020-0005	DMV STOP FEES	156.85	500.00	227.62	1,175.04	0.00	675.04	235
100-3-22010-0007	ROLLING STOCK TAX	0.00	2,390.00	0.00	2,403.26	0.00	13.26	101
100-3-22010-0008	MOBILE HOME SALES TAX	75.00	0.00	0.00	0.00	0.00	0.00	0
100-3-22010-0009	PERSONAL PROPERTY TAX RELIEF	0.00	17,455.00	0.00	17,455.92	0.00	0.92	100
100-3-22010-0010	RENTAL TAX	189.72	2,400.00	146.83	3,007.16	0.00	607.16	125
100-3-22010-0030	COMMUNICATION TAX FROM STATE	6,160.48	78,000.00	5,915.25	65,546.27	0.00	12,453.73 -	84
	22010 Total	6,425.20	100,245.00	6,062.08	88,412.61	0.00	11,832.39 -	88
100-3-24010-0001	DCJS GRANTS	0.00	0.00	1,705.00	40,488.00	0.00	40,488.00	0
100-3-24010-0003	STATE POLICE AID	0.00	58,820.00	0.00	48,498.00	0.00	10,322.00 -	82
	24010 Total	0.00	58,820.00	1,705.00	88,986.00	0.00	30,166.00	82
100-3-24020-0001	FIRE PROGRAM GRANT	0.00	15,000.00	0.00	15,000.00	0.00	0.00	100
100-3-33010-0009	DCJS FEDERAL JUSTICE FUNDS	1,506.00	0.00	0.00	0.00	0.00	0.00	0
100-3-33030-0003	ARPA FUNDS	0.00	0.00	0.00	1,130,893.00	0.00	1,130,893.00	0

Town of Amherst
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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	0.00	0.00	100.00	1,750.00	0.00	1,750.00	0
100-3-42000-0000	RESERVE	0.00	193,628.89	0.00	0.00	0.00	193,628.89 -	0
100-3-90000-0000	Cancel Revenue	0.00	0.00	0.00	8.48	0.00	8.48	0
GENERAL FUND Revenue Totals		150,508.69	1,483,746.45	172,092.67	2,591,361.96	0.00	1,107,615.51	92
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-11010-0000	TOWN COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-11010-1100	WAGES	950.00	11,400.00	950.00	10,375.01	0.00	1,024.99	91
100-4-11010-2100	FICA	72.70	872.10	72.70	793.96	0.00	78.14	91
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	0.00	5,403.06	0.00	6,061.58	0.00	658.52 -	112
11010 TOWN COUNCIL		1,022.70	17,675.16	1,022.70	17,230.55	0.00	444.61	97
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	2,082.60	48,261.74	6,222.11	40,898.59	0.00	7,363.15	85
100-4-12110-1300	PT WAGES	2,760.58	40,481.52	2,964.86	35,487.12	0.00	4,994.40	88
100-4-12110-2100	FICA	379.80	6,788.86	721.99	5,949.65	0.00	839.21	88
100-4-12110-2200	VRS	478.81	9,649.13	1,298.83	8,565.51	0.00	1,083.62	89
100-4-12110-2300	HEALTH INSURANCE	216.10	7,900.20	642.91	5,835.49	0.00	2,064.71	74
100-4-12110-2400	GROUP LIFE INSURANCE	30.70	672.68	55.45	546.05	0.00	126.63	81
100-4-12110-2500	STD/LONG-TERM DISABILITY	197.00 -	380.89	22.08	189.21	0.00	191.68	50
100-4-12110-2600	UNEMPLOYMENT INSURANCE	0.00	41.45	0.00	0.00	0.00	41.45	0
100-4-12110-2700	WORKER'S COMP	0.00	112.69	0.00	112.69	0.00	0.00	100
100-4-12110-3150	PROFESSIONAL SVCS	350.00	8,039.77	0.00	8,039.77	0.00	0.00	100
100-4-12110-3600	ADVERTISING	314.28	1,000.00	0.00	2,166.64	0.00	1,166.64 -	217
100-4-12110-5000	CONTINGENCY REQUIREMENT	1,075.00	15,048.31	1,041.05	11,124.87	0.00	3,923.44	74
100-4-12110-5210	POSTAGE	25.98	200.00	0.00	250.21	0.00	50.21 -	125
100-4-12110-5230	TELECOMMUNICATIONS	45.00	540.00	45.00	495.00	0.00	45.00	92
100-4-12110-5307	CRIME & CYBER INSURANCE	0.00	2,225.00	0.00	2,225.00	0.00	0.00	100
100-4-12110-5501	TRAVEL-MILAGE/HOTEL/CONFERENCE	0.00	3,000.00	78.00	2,752.50	0.00	247.50	92
100-4-12110-5810	DUES & MEMBERSHIPS	0.00	1,500.00	0.00	659.00	0.00	841.00	44

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	12110 TOWN MANAGER	7,561.85	145,842.24	13,092.28	125,297.30	0.00	20,544.94	86
100-4-12210-3150	TOWN ATTORNEY	2,000.00	25,000.00	2,000.00	24,020.23	0.00	979.77	96
100-4-12240-3150	INDEPENDENT AUDITOR	0.00	20,000.00	0.00	19,850.00	0.00	150.00	99
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12420-1100	WAGES	3,614.72	46,280.54	5,654.89 -	39,781.62	0.00	6,498.92	86
100-4-12420-1300	PT WAGES	362.15	4,750.80	382.60	4,075.90	0.00	674.90	86
100-4-12420-2100	FICA	271.59	3,903.90	326.50 -	3,331.74	0.00	572.16	85
100-4-12420-2200	VRS	635.76	7,835.30	3.33	7,557.16	0.00	278.14	96
100-4-12420-2300	HEALTH INSURANCE	645.96	7,489.80	1,865.72 -	7,366.05	0.00	123.75	98
100-4-12420-2400	GROUP LIFE INSURANCE	53.24	620.16	1.24	568.71	0.00	51.45	92
100-4-12420-2500	HYBRID DISABILITY	0.00	30.00	4.02	16.08	0.00	13.92	54
100-4-12420-2600	UNEMPLOYMENT INSURANCE	0.00	29.83	0.00	29.85	0.00	0.02 -	100
100-4-12420-2700	WORKER'S COMP	0.00	100.19	0.00	97.52	0.00	2.67	97
100-4-12420-3009	DMV STOPS	225.00	1,400.00	0.00	1,300.00	0.00	100.00	93
100-4-12420-3150	PROFESSIONAL SVCS	0.00	3,668.86	0.00	3,668.86	0.00	0.00	100
100-4-12420-3160	BANKING SERVICE CHARGES	33.00	840.00	0.00	452.03	0.00	387.97	54
100-4-12420-3170	VIP MANAGEMENT FEE	240.59	3,373.54	0.00	1,452.82	0.00	1,920.72	43
100-4-12420-3320	SERVICE CONTRACTS	0.00	3,507.60	0.00	3,507.60	0.00	0.00	100
100-4-12420-3600	ADVERTISING	0.00	200.00	0.00	151.54	0.00	48.46	76
100-4-12420-5000	MISC EXP	0.00	2.99	0.00	2.99	0.00	0.00	100
100-4-12420-5210	POSTAGE	0.00	2,997.01	0.00	2,674.55	0.00	322.46	89
100-4-12420-5230	TELECOMMUNICATIONS	90.00	1,080.00	225.00	945.00	0.00	135.00	88
100-4-12420-5400	TUITION REIMBURSEMENT	0.00	5,294.50	3,107.25	5,294.50	0.00	0.00	100
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,230.00	555.42	3,229.24	0.00	0.76	100
100-4-12420-5810	DUES & MEMBERSHIPS	0.00	370.00	0.00	370.00	0.00	0.00	100
100-4-12420-6001	OFFICE SUPPLIES	267.92	7,600.00	125.70	7,520.07	0.00	79.93	99
	12420 FINANCE DEPARTMENT	6,439.93	104,605.02	3,442.55 -	93,393.83	0.00	11,211.19	89
100-4-12510-0000	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12510-3150	I.T. SERVICES	5,573.51	9,000.00	50.89	8,571.82	0.00	428.18	95

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-12510-3330	PHONE MAINTENANCE	0.00	500.00	0.00	0.00	0.00	500.00	0
100-4-12510-3340	WEBSITE MAINTENANCE	0.00	1,000.00	0.00	450.00	0.00	550.00	45
100-4-12510-5600	MICROSOFT OFFICE SERVICE	1,072.00	8,480.00	1,751.88	8,174.38	0.00	305.62	96
100-4-12510-6002	I.T. SUPPLIES	1,042.50	7,000.00	12.99	6,740.58	0.00	259.42	96
100-4-12510-8001	I.T. EQUIPMENT	2,165.01	1,000.00	0.00	913.87	0.00	86.13	91
12510 INFORMATION TECHNOLOGY		9,853.02	26,980.00	1,815.76	24,850.65	0.00	2,129.35	92
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	32,283.08	379,712.76	32,061.01	371,854.86	0.00	7,857.90	98
100-4-31100-1200	OVERTIME	0.00	3,500.00	95.04	694.81	0.00	2,805.19	20
100-4-31100-1300	PT WAGES	1,885.79	47,634.99	5,237.09	17,728.95	0.00	29,906.04	37
100-4-31100-1400	OTHER PAY/HOLIDAY	0.00	16,547.41	0.00	6,931.86	0.00	9,615.55	42
100-4-31100-1500	SECURITY WAGES	0.00	0.00	400.00	14,280.00	0.00	14,280.00	-
100-4-31100-2100	FICA	2,496.57	34,225.73	2,022.39	30,488.21	0.00	3,737.52	89
100-4-31100-2200	VRS	5,707.26	67,999.53	4,107.19	59,272.17	0.00	8,727.36	87
100-4-31100-2300	HEALTH INSURANCE	4,571.00	66,690.00	4,721.41	54,826.24	0.00	11,863.76	82
100-4-31100-2400	GROUP LIFE INSURANCE	477.98	5,295.57	384.45	4,932.49	0.00	363.08	93
100-4-31100-2500	STD/LONG-TERM DISABILITY	0.00	0.00	9.65	77.20	0.00	77.20	-
100-4-31100-2600	UNEMPLOYMENT INSURANCE	0.00	221.64	0.00	61.27	0.00	160.37	28
100-4-31100-2700	WORKER'S COMP	0.00	11,498.63	0.00	11,498.63	0.00	0.00	100
100-4-31100-2710	LODA INSURANCE	0.00	2,642.00	0.00	2,642.00	0.00	0.00	100
100-4-31100-3310	REPAIR & MAINT. SVCS	0.00	6,000.00	360.00	1,025.00	0.00	4,975.00	17
100-4-31100-3320	PROFESSIONAL SERVICES	0.00	11,000.00	0.00	11,091.36	0.00	91.36	-
100-4-31100-3400	CODE RED	0.00	2,700.00	0.00	2,700.00	0.00	0.00	100
100-4-31100-3600	ADVERTISING	630.00	500.00	48.92	48.92	0.00	451.08	10
100-4-31100-5210	POSTAGE	9.90	500.00	0.00	49.15	0.00	450.85	10
100-4-31100-5230	TELECOMMUNICATIONS	1,262.73	11,760.00	0.00	6,359.58	0.00	5,400.42	54
100-4-31100-5305	MOTOR VEHICLE INSURANCE	0.00	2,844.68	0.00	2,844.68	0.00	0.00	100
100-4-31100-5306	OTHER PROPERTY INSURANCE	0.00	163.69	0.00	163.69	0.00	0.00	100
100-4-31100-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	420.80	4,000.00	47.97	1,904.19	0.00	2,095.81	48

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100-4-31100-5700	EVENTS	0.00	13,000.00	0.00	6,691.56	0.00	6,308.44	51
100-4-31100-5800	FIRE RANGE FEES	4,772.91	3,000.00	0.00	577.16	0.00	2,422.84	19
100-4-31100-5801	ATTORNEY FEES	0.00	2,000.00	0.00	1,350.00	0.00	650.00	68
100-4-31100-5810	DUES & MEMBERSHIP	0.00	5,500.00	0.00	5,265.00	0.00	235.00	96
100-4-31100-6001	OFFICE SUPPLIES	327.97	3,000.00	4,000.00	6,540.02	0.00	3,540.02 -	218
100-4-31100-6003	CANINE SUPPLIES	0.00	3,766.36	0.00	4,284.27	0.00	517.91 -	114
100-4-31100-6008	FUEL	1,379.10	15,000.00	1,208.20	16,155.00	0.00	1,155.00 -	108
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	4,879.38 -	9,000.00	809.64	10,333.61	0.00	1,333.61 -	115
100-4-31100-6010	POLICE SUPPLIES	0.00	33,238.68	831.98	32,293.94	0.00	944.74	97
100-4-31100-6011	UNIFORMS	328.27	4,000.00	43.68	4,011.00	0.00	11.00 -	100
100-4-31100-6030	CRIME PREVENTION	0.00	4,000.00	0.00	7,767.99	0.00	3,767.99 -	194
100-4-31100-6032	INVESTIGATION EXPENSE	0.00	2,500.00	0.00	1,875.12	0.00	624.88	75
100-4-31100-8005	VEHICLES/EQUIPMENT	0.00	47,000.00	0.00	47,334.82	0.00	334.82 -	101
31100 POLICE DEPARTMENT		51,673.98	820,441.67	45,914.44	745,954.75	0.00	74,486.92	91
100-4-32200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-32200-5600	FIRE DEPT CONTRIBUTIONS	0.00	12,500.00	0.00	12,500.00	0.00	0.00	100
100-4-32200-5701	FIRE PROGRAM GRANTS	0.00	15,000.00	0.00	15,000.00	0.00	0.00	100
32200 CONTROL		0.00	27,500.00	0.00	27,500.00	0.00	0.00	100
100-4-41320-5100	STREETLIGHTS	2,136.19	26,000.00	2,729.09	28,711.68	0.00	2,711.68 -	110
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	3,141.78	25,029.95	8,980.23 -	22,028.98	0.00	3,000.97	88
100-4-43200-1300	PT WAGES	744.81	9,817.71	784.08	8,763.50	0.00	1,054.21	89
100-4-43200-1400	OTHER PAY/HOLIDAY	0.00	342.14	0.00	179.43	0.00	162.71	52
100-4-43200-2100	FICA	290.53	2,806.77	621.87 -	2,322.29	0.00	484.48	83
100-4-43200-2200	VRS	576.00	5,208.51	1,715.14 -	4,222.70	0.00	985.81	81
100-4-43200-2300	HEALTH INSURANCE	900.15	6,225.00	2,432.70 -	4,866.47	0.00	1,358.53	78
100-4-43200-2400	GROUP LIFE INSURANCE	48.22	293.53	142.70 -	305.96	0.00	12.43 -	104
100-4-43200-2600	UNEMPLOYMENT INSURANCE	0.00	46.20	0.00	31.20	0.00	15.00	68
100-4-43200-2700	WORKER'S COMP	0.00	119.19	0.00	119.19	0.00	0.00	100

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-43200-5100	ELECTRIC	445.75	25,638.00	723.70	23,696.81	0.00	1,941.19	92
100-4-43200-5110	HEATING SERVICES	0.00	3,500.00	128.64	2,424.28	0.00	1,075.72	69
100-4-43200-5120	WATER/SEWER	496.91	3,400.00	252.61	3,312.01	0.00	87.99	97
100-4-43200-5230	TELECOMMUNICATION	1,161.39	10,600.00	937.68	13,429.99	0.00	2,829.99 -	127
100-4-43200-5304	PROPERTY INSURANCE	0.00	358.22	0.00	358.22	0.00	0.00	100
100-4-43200-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	1,126.76	0.00	0.00	100
100-4-43200-5306	OTHER PROPERTY INSURANCE	0.00	1,281.25	0.00	1,281.25	0.00	0.00	100
100-4-43200-5308	GENERAL LIABILITY INSURANCE	0.00	7,238.77	0.00	7,238.00	0.00	0.77	100
100-4-43200-5410	LEASE OF EQUIPMENT	0.00	7,000.00	0.00	6,147.88	0.00	852.12	88
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	957.45	1,911.97	308.18	1,911.97	0.00	0.00	100
100-4-43200-6001	OFFICE SUPPLIES	0.00	750.00	0.00	467.06	0.00	282.94	62
100-4-43200-6005	JANITORIAL SUPPLIES	0.00	1,363.53	0.00	925.13	0.00	438.40	68
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	442.35 -	18,930.29	0.00	3,110.44	0.00	15,819.85	16
100-4-43200-6008	FUEL	1,315.87	17,000.00	603.55	15,973.15	0.00	1,026.85	94
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	26,515.79	24,000.00	2,219.14	19,167.23	0.00	4,832.77	80
100-4-43200-6011	UNIFORMS	0.00	2,500.00	622.30	1,787.42	0.00	712.58	72
100-4-43200-6012	CHRISTMAS DECORATIONS	0.00	3,964.23	0.00	3,964.23	0.00	0.00	100
100-4-43200-6013	AG SUPPLIES	0.00	2,105.48	662.82	2,380.43	0.00	274.95 -	113
100-4-43200-8005	EQUIPMENT/VEHICLES	0.00	77,640.00	0.00	0.00	0.00	77,640.00	0
43200 GENERAL MAINTENANCE		36,152.30	260,197.50	6,649.94 -	151,541.98	0.00	108,655.52	58
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	0.00	3,000.00	0.00	3,000.00	0.00	0.00	100
100-4-72200-5600	MUSEUM CONTRIBUTIONS	0.00	2,500.00	0.00	1,676.78	0.00	823.22	67
100-4-81100-0000	PLANNING/ZONING	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-81100-3600	ADVERTISING	0.00	292.80	519.76	812.56	0.00	519.76 -	278
100-4-81100-5210	POSTAGE	0.00	94.06	0.00	94.06	0.00	0.00	100
100-4-81100-5810	DUES/MEMBERSHIP	0.00	1,118.00	0.00	1,118.00	0.00	0.00	100
81100 PLANNING/ZONING		0.00	1,504.86	519.76	2,024.62	0.00	519.76 -	135
100-4-83500-5600	NEIGHBORS HELPING NEIGHBORS CONTRIBUTION	0.00	2,500.00	0.00	2,500.00	0.00	0.00	100
100-4-92000-9000	REVENUE REFUNDS	319.14	0.00	0.00	169.65	0.00	169.65 -	0

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
GENERAL FUND Expenditure Totals								
100 GENERAL FUND								
		Prior		Current		YTD		
Revenues:		150,508.69		172,092.67		2,591,361.96		
Expenditures:		117,159.11		57,001.54		1,267,722.02		
Net Income:		33,349.58		115,091.13		1,323,639.94		
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
150-4-31100-9000	ASSET FOREITURE EXPENSE	0.00	0.00	0.00	3,070.00	0.00	3,070.00 -	0
Fund 150 Expenditure Totals								
150 Fund								
		Prior		Current		YTD		
Revenues:		0.00		0.00		0.00		
Expenditures:		0.00		0.00		3,070.00		
Net Income:		0.00		0.00		3,070.00 -		
54								
Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
501-3-16080-0005	WATER IN-TOWN BASE CHARGES	23,391.15	254,707.54	23,720.39	241,581.26	0.00	13,126.28 -	95
501-3-16080-0006	WATER OT BASE CHARGES	13,838.96	150,338.98	16,006.90	166,799.85	0.00	16,460.87	111
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	33,303.70	374,019.84	34,956.12	371,627.19	0.00	2,392.65 -	99
501-3-16080-0008	WATER OT USAGE CHARGES	21,577.29	253,848.46	25,877.92	274,038.26	0.00	20,189.80	108
501-3-16080-0009	PENALTIES	15,166.45	20,000.00	2,959.85	43,497.84	0.00	23,497.84	217
501-3-16080-0010	TRIP CHARGES	1,300.00	12,000.00	900.00	7,087.46	0.00	4,912.54 -	59
501-3-16080-0011	DORMANT ACCT FEE	323.33	3,662.66	296.16	3,400.92	0.00	261.74 -	93
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,749.55	397.00	4,367.00	0.00	382.55 -	92
501-3-16080-0013	AVAILABILITY FEE	0.00	0.00	1,386.25	8,679.67	0.00	8,679.67	0
501-3-16080-0014	WATER CHARGES-SBC	10,212.68	131,625.12	8,025.00	89,896.69	0.00	41,728.43 -	68
501-3-16080-0015	PREPAY UTILITIES	0.00	0.00	0.00	22,539.54 -	0.00	22,539.54 -	0
16080 Total		119,510.56	1,204,952.15	114,525.59	1,188,436.60	0.00	16,515.55 -	100
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	0.00	0.00	106.56 -	900.00	0.00	900.00	0

Town of Amherst
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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
501-3-42000-0000	RESERVE FUNDS	0.00	10,163.39	0.00	0.00	0.00	10,163.39 -	0
WATER FUND Revenue Totals								
		119,510.56	1,215,115.54	114,419.03	1,189,336.60	0.00	25,778.94 -	99
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12110-1100	WAGES	3,085.32	41,869.24	3,220.72	38,585.75	0.00	3,283.49	92
501-4-12110-1300	PT WAGES	345.08	4,817.90	370.60	4,435.80	0.00	382.10	92
501-4-12110-2100	FICA	276.20	3,571.57	289.12	3,450.41	0.00	121.16	97
501-4-12110-2200	VRS	697.86	8,792.54	728.64	8,014.95	0.00	777.59	91
501-4-12110-2300	HEALTH INSURANCE	313.38	4,104.00	340.10	3,741.06	0.00	362.94	91
501-4-12110-2400	GROUP LIFE INSURANCE	44.54	561.05	46.50	511.49	0.00	49.56	91
501-4-12110-2500	STD/LONG-TERM DISABILITY	17.64	221.07	18.42	196.63	0.00	24.44	89
501-4-12110-5000	CONTINGENCY	0.00	444.00	0.00	0.00	0.00	444.00	0
51	12110 TOWN MANAGER	4,780.02	64,381.37	5,014.10	58,936.09	0.00	5,445.28	92
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	2,752.58	40,718.94	5,996.05	37,710.04	0.00	3,008.90	93
501-4-12420-1300	PT WAGES	724.29	9,501.60	765.22	8,151.86	0.00	1,349.74	86
501-4-12420-2100	FICA	251.43	3,841.87	623.40	3,444.63	0.00	397.24	90
501-4-12420-2200	VRS	472.05	6,893.72	831.00	5,604.80	0.00	1,288.92	81
501-4-12420-2300	HEALTH INSURANCE	510.58	7,182.00	1,554.02	5,793.55	0.00	1,388.45	81
501-4-12420-2400	GROUP LIFE INSURANCE	39.53	545.63	67.52	463.83	0.00	81.80	85
501-4-12420-2500	HYBRID DISABILITY	0.00	0.00	7.87	31.48	0.00	31.48 -	0
501-4-12420-3160	BANKING SERVICE CHARGES	7.00	0.00	0.00	35.00	0.00	35.00 -	0
501-4-12420-3320	SUPPORT CONTRACTS	0.00	3,600.00	0.00	2,750.00	0.00	850.00	76
501-4-12420-5210	POSTAGE	279.31	3,500.00	301.37	3,552.11	0.00	52.11 -	101
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,486.00	0.00	714.00	68
12420 FINANCE DEPARTMENT								
		5,036.77	77,983.76	10,146.45	69,023.30	0.00	8,960.46	89
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	12,277.53	145,735.81	12,662.20	138,061.24	0.00	7,674.57	95

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-44000-1300	PT WAGES	1,324.40	11,849.66	1,371.60	10,068.24	0.00	1,781.42	85
501-4-44000-1400	OTHER/HOLIDAY	520.20	9,961.45	4,142.34	9,884.98	0.00	76.47	99
501-4-44000-2100	FICA	997.63	12,817.34	513.99	10,642.80	0.00	2,174.54	83
501-4-44000-2200	VRS	1,844.28	24,673.07	2,237.26	20,994.33	0.00	3,678.74	85
501-4-44000-2300	HEALTH INSURANCE	1,973.12	25,650.00	5,560.70	24,830.29	0.00	819.71	97
501-4-44000-2400	GROUP LIFE INSURANCE	152.36	1,952.86	173.43	1,683.88	0.00	268.98	86
501-4-44000-2500	LONG-TERM DISABILITY	65.89 -	227.39	16.50	150.99	0.00	76.40	66
501-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	92.40	0.00	53.69	0.00	38.71	58
501-4-44000-2700	WORKER'S COMP	0.00	2,601.40	0.00	2,600.52	0.00	0.88	100
501-4-44000-3140	TESTING SERVICES	327.57	17,000.00	1,149.60	8,264.91	0.00	8,735.09	49
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	3,250.00	0.00	50.00 -	102
501-4-44000-3310	REPAIR & MAINT. SVCS	0.00	10,000.00	577.50	2,501.04	0.00	7,498.96	25
501-4-44000-3600	ADVERTISING	0.00	2,000.00	0.00	1,148.00	0.00	852.00	57
501-4-44000-5100	ELECTRICAL SVCS	3,302.03	58,130.00	5,691.00	54,133.17	0.00	3,996.83	93
501-4-44000-5120	WATER & SEWER	3,032.79	41,120.00	123.29	40,113.14	0.00	1,006.86	98
501-4-44000-5210	POSTAGE	0.00	500.00	0.00	285.30	0.00	214.70	57
501-4-44000-5230	TELECOMMUNICATIONS	304.18	4,500.00	67.50	2,037.32	0.00	2,462.68	45
501-4-44000-5301	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	0.00	0.00	225.00	0.00	225.00 -	0
501-4-44000-5304	PROPERTY INSURANCE	0.00	1,976.98	0.00	1,976.14	0.00	0.84	100
501-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	472.06	0.00	360.70	0.00	111.36	76
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	1,000.00	0.00	645.00	0.00	355.00	64
501-4-44000-5600	PERMITS	0.00	4,000.00	0.00	3,558.00	0.00	442.00	89
501-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	0.00	1,027.00	0.00	973.00	51
501-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	321.90	0.00	1,678.10	16
501-4-44000-6004	LAB SUPPLIES	248.43	15,000.00	1,405.45	8,249.17	0.00	6,750.83	55
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	144.78	14,000.00	0.00	4,408.05	0.00	9,591.95	31
501-4-44000-6008	FUEL/OIL	0.00	2,000.00	0.00	2,087.38	0.00	87.38 -	104
501-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	4,000.00	43.98	804.72	0.00	3,195.28	20
501-4-44000-6011	UNIFORMS	0.00	1,500.00	0.00	1,485.80	0.00	14.20	99

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-44000-6051	CHEMICALS	9,077.41	70,000.00	6,023.48	70,332.53	0.00	332.53 -	100
	44000 WATER OPERATIONAL	35,710.82	489,960.42	42,009.82	426,185.23	0.00	63,775.19	87
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	8,088.42	109,524.75	6,178.46	100,826.37	0.00	8,698.38	92
501-4-45000-1200	OTHER PAY/HOLIDAYS	0.00	1,710.69	0.00	0.00	0.00	1,710.69	0
501-4-45000-1300	PT WAGES	56.58	699.29	50.80	628.01	0.00	71.28	90
501-4-45000-2100	FICA	597.68	8,563.01	482.40	7,598.63	0.00	964.38	89
501-4-45000-2200	VRS	1,384.21	18,542.54	1,321.52	16,076.06	0.00	2,466.48	87
501-4-45000-2300	HEALTH INSURANCE	1,798.13	23,085.00	1,625.79	20,776.69	0.00	2,308.31	90
501-4-45000-2400	GROUP LIFE INSURANCE	115.92	1,467.63	108.80	1,340.56	0.00	127.07	91
501-4-45000-2700	WORKER'S COMP	0.00	7,737.04	0.00	4,282.23	0.00	3,454.81	55
501-4-45000-3320	PROFESSIONAL SERVICES	0.00	2,500.00	0.00	3,375.00	0.00	875.00 -	135
501-4-45000-5130	MISS UTILITY	38.85	800.00	35.70	294.00	0.00	506.00	37
501-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,127.64	0.00	1,126.76	0.00	0.88	100
501-4-45000-5810	DUES & MEMBERSHIP	0.00	200.00	0.00	160.00	0.00	40.00	80
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	216.41	22,000.00	1,112.76	20,895.18	0.00	1,104.82	95
	45000 WATER MAINTENANCE	12,296.20	197,957.59	10,916.23	177,379.49	0.00	20,578.10	90
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8000	W. COURT STREET PROJECT	0.00	0.00	0.00	11,070.00	0.00	11,070.00 -	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	139,838.87	0.00	83,920.12	1,681,911.25	0.00	1,681,911.25 -	0
501-4-94000-9000	CAPITAL IMPROVEMENTS	46,350.00	0.00	0.00	143,050.00	0.00	143,050.00 -	0
	94000 CONTROL	186,188.87	0.00	83,920.12	1,836,031.25	0.00	1,836,031.25 -	0
501-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9000	60W W/L PRINCIPLE	0.00	16,697.98	0.00	8,286.84	0.00	8,411.14	50
501-4-95000-9001	60W W/L INTEREST	0.00	10,288.28	0.00	6,235.12	0.00	4,053.16	61
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	0.00	78,352.35	0.00	38,957.04	0.00	39,395.31	50
501-4-95000-9005	MAINSTREET W/L INTEREST	0.00	14,866.45	0.00	22,518.80	0.00	7,652.35 -	151
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	7,969.89	98,887.58	0.00	49,443.84	0.00	49,443.74	50
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	2,530.41	28,315.66	0.00	14,525.39	0.00	13,790.27	51

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-12110-1300	PT WAGES	310.56	4,336.11	333.54	3,992.22	0.00	343.89	92
502-4-12110-2100	FICA	211.10	2,733.96	221.08	2,638.59	0.00	95.37	97
502-4-12110-2200	VRS	523.38	6,594.41	546.48	6,011.22	0.00	583.19	91
502-4-12110-2300	HEALTH INSURANCE	235.02	3,078.00	255.08	2,805.85	0.00	272.15	91
502-4-12110-2400	GROUP LIFE INSURANCE	33.40	420.79	34.86	383.46	0.00	37.33	91
502-4-12110-2500	STD/LONG-TERM DISABILITY	13.23	165.80	13.81	138.08	0.00	27.72	83
12110 CONTROL		3,640.69	48,731.00	3,820.39	44,908.74	0.00	3,822.26	92
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	2,195.97	32,163.66	4,391.06	29,810.30	0.00	2,353.36	93
502-4-12420-1300	PT WAGES	706.19	9,264.06	746.08	7,948.02	0.00	1,316.04	86
502-4-12420-2100	FICA	207.20	3,169.22	458.24	2,785.04	0.00	384.18	88
502-4-12420-2200	VRS	376.69	5,445.31	621.68	4,474.31	0.00	971.00	82
502-4-12420-2300	HEALTH INSURANCE	397.64	5,540.40	1,098.16	4,546.26	0.00	994.14	82
502-4-12420-2400	GROUP LIFE INSURANCE	31.56	430.99	50.69	371.08	0.00	59.91	86
502-4-12420-2500	HYBRID DISABILITY	0.00	0.00	5.25	21.00	0.00	21.00 -	0
502-4-12420-3320	SERVICE CONTRACTS	0.00	3,700.00	0.00	2,750.00	0.00	950.00	74
502-4-12420-5210	POSTAGE	279.30	3,700.00	301.37	2,960.57	0.00	739.43	80
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,486.00	0.00	714.00	68
12420 FINANCE DEPARTMENT		4,194.55	65,613.64	7,672.53	57,152.58	0.00	8,461.06	87
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	9,949.43	138,423.95	10,171.95	128,508.36	0.00	9,915.59	93
502-4-44000-1400	OTHER/HOLIDAY	633.76	5,553.68	3,765.15 -	6,031.90	0.00	478.22 -	109
502-4-44000-2100	FICA	812.42	11,014.29	1,315.48	11,162.23	0.00	147.94 -	101
502-4-44000-2200	VRS	1,641.98	23,435.17	1,553.38	20,153.43	0.00	3,281.74	86
502-4-44000-2300	HEALTH INSURANCE	1,966.88	25,650.00	1,285.70 -	20,057.21	0.00	5,592.79	78
502-4-44000-2400	GROUP LIFE INSURANCE	144.10	1,854.88	140.53	1,702.45	0.00	152.43	92
502-4-44000-2500	LONG-TERM DISABILITY	16.62	214.27	17.85	178.50	0.00	35.77	83
502-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	66.00	0.00	0.00	0.00	66.00	0
502-4-44000-2700	WORKER'S COMP	0.00	2,376.64	0.00	2,750.00	0.00	373.36 -	116

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	0.00	2,000.00	0.00	643.25	0.00	1,356.75	32
502-4-44000-3140	TESTING SERVICES	1,302.00	28,000.00	1,015.80	25,279.93	0.00	2,720.07	90
502-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	2,750.00	0.00	450.00	86
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	739.97	14,000.00	682.50	6,988.36	0.00	7,011.64	50
502-4-44000-3600	ADVERTISING	0.00	500.00	0.00	352.20	0.00	147.80	70
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	3,022.29	42,000.00	4,521.61	44,749.66	0.00	2,749.66 -	107
502-4-44000-5120	WATER, SEWER - RUT. CRK.	242.69	6,800.00	298.31	6,262.53	0.00	537.47	92
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	160.15	2,422.92	139.34	2,236.28	0.00	186.64	92
502-4-44000-5140	WATER,SEWER-PUMP STATION	15.60	200.00	22.11	178.19	0.00	21.81	89
502-4-44000-5210	POSTAGE	0.00	259.90	0.00	4.78	0.00	255.12	2
502-4-44000-5230	TELECOMMUNICATIONS	259.59	4,260.00	112.50	2,069.11	0.00	2,190.89	49
502-4-44000-5304	PROPERTY INSURANCE	0.00	3,572.70	0.00	3,572.70	0.00	0.00	100
502-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	1,126.76	0.00	0.00	100
502-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	2,765.76	0.00	499.00	0.00	2,266.76	18
502-4-44000-5600	PERMITS	0.00	4,000.00	0.00	3,985.00	0.00	15.00	100
502-4-44000-5810	DUES & MEMBERSHIPS	1,432.00	2,000.00	224.00	1,980.21	0.00	19.79	99
502-4-44000-6001	OFFICE SUPPLIES	0.00	1,000.00	0.00	420.70	0.00	579.30	42
502-4-44000-6004	LAB SUPPLIES	27.23	8,000.00	68.31	7,492.44	0.00	507.56	94
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	83.31	18,059.20	14,109.43	37,259.21	0.00	19,200.01 -	206
502-4-44000-6008	FUEL/OIL	0.00	5,000.00	278.78	4,644.05	0.00	355.95	93
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	0.00	1,130.53	0.00	1,869.47	38
502-4-44000-6011	UNIFORMS	0.00	2,000.00	0.00	960.23	0.00	1,039.77	48
502-4-44000-6051	CHEMICALS - RUT. CREEK	527.00	3,000.00	0.00	1,716.40	0.00	1,283.60	57
	44000 SEWER OPERATIONAL	23,227.02	365,756.12	29,871.03	346,845.60	0.00	18,910.52	95
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	6,044.98	109,524.75	21,279.88	100,826.37	0.00	8,698.38	92
502-4-45000-1300	PT WAGES	56.58	699.29	50.80	628.01	0.00	71.28	90
502-4-45000-1400	OTHER PAY/HOLIDAY	0.00	1,710.69	0.00	0.00	0.00	1,710.69	0
502-4-45000-2100	FICA	441.96	8,563.01	1,634.54	7,598.63	0.00	964.38	89

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-45000-2200	VRS	1,034.54	18,542.54	3,652.30	16,076.06	0.00	2,466.48	87
502-4-45000-2300	HEALTH INSURANCE	1,340.85	23,085.00	4,869.62	20,915.33	0.00	2,169.67	91
502-4-45000-2400	GROUP LIFE INSURANCE	86.63	1,467.63	304.01	1,340.56	0.00	127.07	91
502-4-45000-3310	REPAIR & MAINT. SERVICES	0.00	1,055.00	0.00	1,055.00	0.00	0.00	100
502-4-45000-3320	PROFESSIONAL SERVICES	0.00	2,500.00	0.00	3,375.00	0.00	875.00 -	135
502-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,474.64	0.00	342.35	0.00	1,132.29	23
502-4-45000-5410	LEASE OF EQUIPMENT	0.00	945.00	0.00	0.00	0.00	945.00	0
502-4-45000-6007	REPAIR & MAINT. SUPPLIES	2,649.16	8,000.00	0.00	6,939.28	0.00	1,060.72	87
45000 SEWER MAINTENANCE		11,654.70	177,567.55	31,791.15	159,096.59	0.00	18,470.96	90
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8000	SLIPLINING PROJECT	0.00	0.00	0.00	514,486.00	0.00	514,486.00 -	0
502-4-94000-8002	WWTP CENTRIFUGE	17,500.00	0.00	93,996.25	536,352.66	0.00	536,352.66 -	0
94000 CAPITAL PROJECTS		17,500.00	0.00	93,996.25	1,050,838.66	0.00	1,050,838.66 -	0
502-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-95000-9002	STERLING BANK WWTP REFI PRIN	16,936.01	210,136.13	0.00	105,067.99	0.00	105,068.14	50
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	5,377.12	60,170.78	0.00	30,866.36	0.00	29,304.42	51
502-4-95000-9004	SEWER REHAB PRINCIPLE	0.00	69,184.17	0.00	28,627.08	0.00	40,557.09	41
502-4-95000-9005	SEWER REHAB INTEREST	9,628.00	46,351.83	0.00	29,140.92	0.00	17,210.91	63
95000 DEBT SERVICE		31,941.13	385,842.91	0.00	193,702.35	0.00	192,140.56	50
SEWER FUND Expenditure Totals		92,158.09	1,043,511.22	167,151.35	1,852,544.52	0.00	809,033.30 -	178
502 SEWER FUND								
				Prior	Current	YTD		
Revenues:				89,515.76	70,855.98	879,180.47		
Expenditures:				92,158.09	167,151.35	1,852,544.52		
Net Income:				2,642.33 -	96,295.37 -	973,364.05 -		
Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
514-3-16080-0005	GARBAGE IT CHARGES	10,248.43	122,451.20	10,317.35	112,854.47	0.00	9,596.73 -	92
514-3-16080-0006	GARBAGE OT CHARGES	1,452.55	17,299.20	1,479.76	16,051.17	0.00	1,248.03 -	93
514-3-16080-0009	PENALTIES	2,390.12	2,800.00	401.73	4,325.99	0.00	1,525.99	154

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
		16080 Total	14,091.10	142,550.40	12,198.84	133,231.63	0.00	9,318.77 - 93
514-3-42000-0000	RESERVE FUNDS	0.00	11,577.44	0.00	0.00	0.00	11,577.44 -	0
	GARBAGE FUND Revenue Totals	14,091.10	154,127.84	12,198.84	133,231.63	0.00	20,896.21 -	86
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
514-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12110-1100	WAGES	231.40	3,140.19	241.54	2,893.80	0.00	246.39	92
514-4-12110-1300	PT WAGES	34.50	481.79	37.08	443.82	0.00	37.97	92
514-4-12110-2100	FICA	21.38	277.08	22.38	267.15	0.00	9.93	96
514-4-12110-2200	VRS	52.34	659.44	54.66	601.24	0.00	58.20	91
514-4-12110-2300	HEALTH INSURANCE	23.50	307.80	25.50	280.51	0.00	27.29	91
514-4-12110-2400	GROUP LIFE INSURANCE	3.34	42.08	3.48	38.28	0.00	3.80	91
514-4-12110-2500	STD/LONG-TERM DISABILITY	1.35	16.58	1.39	13.95	0.00	2.63	84
	12110 TOWN MANAGER	367.81	4,924.96	386.03	4,538.75	0.00	386.21	92
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	116.83	1,733.71	260.57	1,605.02	0.00	128.69	93
514-4-12420-1300	PT WAGES	18.09	237.54	19.14	203.86	0.00	33.68	86
514-4-12420-2100	FICA	9.75	110.66	26.22	136.54	0.00	25.88 -	123
514-4-12420-2200	VRS	20.04	293.52	35.89	237.83	0.00	55.69	81
514-4-12420-2300	HEALTH INSURANCE	21.82	307.80	68.14	247.14	0.00	60.66	80
514-4-12420-2400	GROUP LIFE INSURANCE	1.67	23.23	2.94	19.75	0.00	3.48	85
514-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.40	1.54	0.00	1.54 -	0
	12420 FINANCE DEPARTMENT	188.20	2,706.46	413.30	2,451.68	0.00	254.78	91
514-4-43200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-43200-3160	COLLECTION IN-TOWN	27.16	123,036.96	10,074.74	112,254.04	0.00	10,782.92	91
514-4-43200-3170	COLLECTION OUT OF TOWN	0.00	19,840.80	1,404.72	14,020.04	0.00	5,820.76	71
	43200 CONTROL	27.16	142,877.76	11,479.46	126,274.08	0.00	16,603.68	88
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
514-4-45000-1100	WAGES	157.01	2,433.88	305.03	2,240.52	0.00	193.36	92
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	38.02	0.00	0.00	0.00	38.02	0
514-4-45000-2100	FICA	11.47	189.10	23.44	167.81	0.00	21.29	89
514-4-45000-2200	VRS	26.85	412.06	55.19	357.31	0.00	54.75	87
514-4-45000-2300	HEALTH INSURANCE	34.87	513.00	66.97	458.19	0.00	54.81	89
514-4-45000-2400	GROUP LIFE INSURANCE	2.27	32.61	4.31	29.48	0.00	3.13	90
45000 GARBAGE MAINTENANCE		232.47	3,618.67	454.94	3,253.31	0.00	365.36	90
GARBAGE FUND Expenditure Totals		815.64	154,127.85	12,733.73	136,517.82	0.00	17,610.03	89
514 GARBAGE FUND								
		Prior		Current	YTD			
Revenues:		14,091.10		12,198.84	133,231.63			
Expenditures:		815.64		12,733.73	136,517.82			
Net Income:		13,275.46		534.89 -	3,286.19 -			
Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
701-3-41030-0001	BP RECOUPMENT REV	0.00	26,771.75	0.00	28,456.73	0.00	1,684.98	106
701-3-41040-0001	BOND ISSUE	0.00	6,325.00	0.00	6,404.22	0.00	79.22	101
701-3-41060-0001	HOME OWNERS REIM	0.00	1,433.40	531.27	1,593.81	0.00	160.41	111
IDA FUND Revenue Totals		0.00	34,530.15	531.27	36,454.76	0.00	1,924.61	106
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
701-4-45000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
701-4-45000-1300	PT WAGES	678.92	8,391.44	609.54	7,536.00	0.00	855.44	90
701-4-45000-2100	FICA	51.95	8,391.44	46.64	576.56	0.00	7,814.88	7
701-4-45000-2700	WORKER'S COMP	0.00	352.44	0.00	210.21	0.00	142.23	60
45000 CONTROL		730.87	17,135.32	656.18	8,322.77	0.00	8,812.55	49
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-3310	REPAIR & MAINT. SERV.	0.00	0.00	0.00	300.00	0.00	300.00 -	0
701-4-81500-5100	ELECTRICAL SERV.	13.28	200.00	25.26	191.76	0.00	8.24	96
701-4-81500-5810	DUES AND MEMBERSHIP	0.00	2,728.00	0.00	2,728.00	0.00	0.00	100

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
701-4-81500-9200	TRANSFER TO IDA FUND	0.00	14,466.83	0.00	0.00	0.00	14,466.83	0
	81500 ECONOMIC DEVELOPMENT	13.28	17,394.83	25.26	3,219.76	0.00	14,175.07	19
	IDA FUND Expenditure Totals	744.15	34,530.15	681.44	11,542.53	0.00	22,987.62	33
	701 IDA FUND		Prior	Current	YTD			
	Revenues:		0.00	531.27	36,454.76			
	Expenditures:		744.15	681.44	11,542.53			
	Net Income:		744.15 -	150.17 -	24,912.23			

Grand Totals	Prior	Current	YTD
Revenues:	373,626.11	370,097.79	4,829,565.42
Expenditures:	465,389.97	389,574.78	6,028,154.66
Net Income:	91,763.86 -	19,476.99 -	1,198,589.24 -

CLERK OF COUNCIL REPORT MAY 2023

COMMITTEE MEETINGS

Town Council

Regular Meeting 5/10/23: Receive and review agenda materials; assemble packet for meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Planning Commission

Regular Meeting 5/3/23: Receive and review agenda materials; assemble packet for meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Quorums: Confirm meetings and cancellations with board members.

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT

Administration of website generating and continuously uploading information/documents; revising and adding website pages with latest 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 with links to Town website.
- Share links to community news and events; Monitor feedback.

FREEDOM OF INFORMATION ACT

Receive and respond to one FOIA request

BANNERS

First Responders Parade Banner: Prepare permit application package; receive permit

Light Pole Banners: Correspond with VDOT

FIRST RESPONDERS PARADE AND CELEBRATION

Receive and track parade entry forms.

Prepare permit application for parade; correspond with State Police and VDOT

Prepare message board request and memo to citizens

OTHER:

- Convert and post audio recording of meeting to website.
- Prepare miscellaneous legal ads; correspond with News and Advance; post public hearing notices.
- Troubleshoot audiovisual equipment in council chambers; correspond with Point Source
- Revise Trash and Recycle information
- Order yard signs re Grass and Weeds
- Prepare and send letter and oath of office to Clerk of Court and appointee re Planning Commission
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees Report– May 31, 2023 - See Attached.

Town of Amherst Committees as of MAY 31, 2023

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor	01/01/23	12/31/26
Douglas Thompson	09/15/22	2023 special election (2024 Term)
Michael Driskill	01/01/23	12/31/24
Sharon W. Turner	01/01/21	12/31/24
Andra A. Higginbotham	01/01/23	12/31/26
Janice N. Wheaton	01/01/23	12/31/26

PLANNING COMMISSION

June Driskill, Chairperson	05/13/20	06/30/24
Michael H. Driskill	01/01/23	12/31/24 (TC rep)
William Jones	07/01/19	06/30/23 – Seeking Reappointment
Veda Butcher	5/10/23	11/10/25
John Kendrick Vandervelde	07/01/22	06/30/26
Clifford Hart	07/01/19	06/30/23 – Seeking Reappointment
Anne Webster Day	07/01/22	06/30/26

BOARD OF ZONING APPEALS

June Driskill	11/13/20	08/31/25
Rachel E. Thompson	10/19/22	08/31/24
Teresa Tatlock	11/11/21	08/31/26
Shannan C. Carter	9/01/22	08/31/27
R.A. "Tony" Robertson	01/13/21	08/31/23 -Seeking Reappointment

ECONOMIC DEVELOPMENT AUTHORITY

Clifford Hart	07/01/19	08/31/23 – Seeking Reappointment
Sharon Watts Turner	07/01/22	06/30/26
Douglas L. Thompson	08/15/22	06/30/25
Jacob Bailey	07/01/20	06/30/24 - Vacancy
Manly Rucker	07/01/21	06/30/25
Mark Milhous	08/18/22	08/31/26
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	07/01/22	06/30/26
Glenda Hash	05/13/20	06/30/24

CENTRAL VIRGINIA PLANNING COMMISSION/MPO

D. Dwayne Tuggle	01/01/23	12/31/24
Sara McGuffin	01/01/23	12/31/24

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

D. Dwayne Tuggle	01/01/23	12/31/24
Sara E. McGuffin	01/01/23	12/31/24

Appointed/Term Expires

STANDING COUNCIL COMMITTEES 01/01/23 12/31/24

Town Council will act as a whole in lieu of standing council committees.

Utility/Town Maintenance and Construction Report

May-23

Water Meter Read	1180
Water Meter Re-Read	48
Disconnects	7
VA-811 Service locations	42
Vehicle PM Work Orders	11
Pump Station/Plant Work Orders	35
Banners Installed/Dismantled	1
Water Services Installed/Replaced	4
Sewer Services Installed/Replaced	2
Minor Leaks Repaired	4
Major Leaks Repaired	0
Minor Sewer Problems Resolved	3
Major Sewer Problems Resolved	9

Man Hours

Meter Reading	192
Street/Sidewalk Maintenance	275
Safety Training	4
Bush gogging/ Right of way water/ sewer	66
Flushing Water	53
Equipment Maintenance	65
Xmas decorations	0

Major Issues & Comments

Routine/Annual Work

Projects/Unusual Work

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



TOWN OF AMHERST
DEPARTMENT OF PLANTS
MONTHLY REPORT TO COUNCIL
FOR THE MONTH OF MAY 2023
RESPECTFULLY SUBMITTED BY: GARY S. WILLIAMS, DIRECTOR OF PLANTS

June 7, 2023

Picture 1



Picture 2



Picture 3



WATER PLANT UPGRADE:

While in the last while work at the water plant has slowed ordered parts are now beginning to arrive on site. Waste valves and the electronic actuators to open and close them have come in and been installed along with the 90° elbows to attaching them to the waste line.

Picture 1 is showing the stainless steel double 90 that had to be custom made to fit for filters 3 and 4 which are in the part of the plant dating from the 1950's.

Picture 2 is over in the 1990's renovation area, showing the valve, actuators and cast iron 90°elbows.

New chemical feed units are also on line and running as Picture3 shows the new Fluoride feed set up.

Picture 4



WASTEWATER PLANT UPGRADE:

Work at Rutledge Creek's sludge centrifuge dewatering structure is advancing with the electric power box in place (Picture4). And foundation footers poured along with sludge transfer structures being put in place (Pictures 5 and 6).

Picture 5



Picture 6



Other items completed at this time is the posting of the Towns annual "Consumer Confidence Report – 2022" which is the Town water quality report. Mrs. Hunt attached a copy to the Towns website this past Monday and a copy is likewise attached to this report as follows.

Annual Water Quality Report For Reporting Year 2022

Town of Amherst, Virginia
PWSID # 5009050

Annual Report Introduction:

We are pleased to present this year's Annual Water Quality Report (Consumer Confidence Report) as required by the Safe Drinking Water Act (SDWA). This report is designed to provide details about where your water comes from, what it contains, and how it compares to standards set by regulatory agencies. This report is a snapshot of last year's water quality. We are committed to providing you with information because informed customers are our best allies.

If you have any questions or would like more information about your drinking water, please give me a call. I'd be happy to hear from you.

Gary S. Williams, Director of Plants
P.O. Box 280
Amherst, VA 24521
434-485-1845

Substances That Could Be In Drinking Water:

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's (EPA) Safe Drinking Water Hotline (800-426-4791). The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity: microbial contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife; inorganic contaminants, such as salts and metals, which can be naturally occurring or result from urban stormwater runoff, industrial, or domestic wastewater discharges, oil and gas production, mining, or farming; pesticides and herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses; organic Chemical Contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems; and radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities. In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

Where Does My Water Come From?

The Town of Amherst's source water for its drinking water is the Buffalo River and its associated watershed. The Amherst County Watershed Protection Ordinance provides exceptional protection for the entire Graham Creek and Mill Creek watersheds. The protected parts of the Buffalo River watersheds lie above the water intake point for the Town. The purpose of the Watershed Protection Ordinance is to prevent and minimize pollution of the sources of drinking water. It is almost always better and cheaper to avoid water pollution than it is to have to treat polluted water to make it safe to drink.

The Robert E. Lee Soil and Water Conservation District works with Amherst County to conduct land use surveys of the drinking water watersheds. If activities are identified that might pollute the water, landowners may be contacted. Farmers who install agricultural conservation practices that protect drinking supplies at the source may be eligible for a local incentive grant.

Amherst Tree Buffer Program: Landowners that sign up will receive free native hardwood trees and tree shelters that must be planted along local waterways. This program is funded through forestry grants and strives to protect water at the source.

Source Water Assessment and Its Availability:
A source water assessment was performed by the Office of Drinking Water in April 2003

What Special Precautions Should Be Taken:

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Water Drinking Hotline (800-426-4791).



Water Quality Data Table:

In order to ensure that tap water is safe to drink, EPA prescribes regulations which limit the amount of contaminants in water provided by public water systems. The table below lists all of the drinking water contaminants that we detected during the calendar year of this report. Although many more contaminants were tested, only those substances listed below were found in your water. All sources of drinking water contain some naturally occurring contaminants. At low levels, these substances are generally not harmful in our drinking water. Removing all contaminants would be extremely expensive, and in most cases, would not provide increased protection of public health. A few naturally occurring minerals may actually improve the taste of drinking water and have nutritional value at low levels. Unless otherwise noted, the data presented in this table is from testing done in the calendar year of the report. The EPA or the State requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not vary significantly from year to year, or the system is not considered vulnerable to this type of contamination. As such, some of our data, though representative, may be more than one year old. In this table you will find terms and abbreviations that might not be familiar to you. To help you better understand these terms, we have provided the definitions below the table.

Contaminants	MCLG or MRDLG	MCL, TT, or MRDL	Detect In Your Water	Range		Sample Date	Violation	Typical Source
				Low	High			
Inorganic Contaminants								
Barium (ppm)	2	2	.0143	NA	NA	2022	No	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
Copper - source water (ppm)	NA		NA	NA	NA	2022	No	Corrosion of household plumbing systems; Erosion of natural deposits
Sodium (optional) (ppm)	NA		8.76	NA	NA	2022	No	Erosion of natural deposits; Leaching
Microbiological Contaminants								
Fecal Indicator - enterococci/coliphage (positive samples)	NA		0	NA	NA	2022	No	Naturally present in the environment
Contaminants	MCLG	AL	Your Water	Sample Date	# Samples Exceeding AL	Exceeds AL	Typical Source	
Inorganic Contaminants								
Copper - action level at consumer taps (ppm)	1.3	1.3	.155	2022	0	No	Corrosion of household plumbing systems; Erosion of natural deposits	
Lead - action level at consumer taps (ppb)	0	15	.65	2022	0	No	Corrosion of household plumbing systems; Erosion of natural deposits	

Undetected Contaminants

The following contaminants were monitored for, but not detected, in your water.

Contaminants	MCLG or MRDLG	MCL, TT, or MRDL	Your Water	Violation	Typical Source
1,1,1-Trichloroethane (ppb)	200	200	ND	No	Discharge from metal degreasing sites and other factories
1,1,2-Trichloroethane (ppb)	3	5	ND	No	Discharge from industrial chemical factories
1,1-Dichloroethylene (ppb)	7	7	ND	No	Discharge from industrial chemical factories
1,2,4-Trichlorobenzene (ppb)	70	70	ND	No	Discharge from textile-finishing factories
1,2-Dichloroethane (ppb)	0	5	ND	No	Discharge from industrial chemical factories
1,2-Dichloropropane (ppb)	0	5	ND	No	Discharge from industrial chemical factories
Arsenic (ppb)	0	10	ND	No	Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes
Benzene (ppb)	0	5	ND	No	Discharge from factories; Leaching from gas storage tanks and landfills
Beryllium (ppb)	4	4	ND	No	Discharge from metal refineries and coal-burning factories; Discharge from electrical, aerospace, and defense industries

Contaminants	MCLG or MRDLG	MCL, TT, or MRDL	Your Water	Violation	Typical Source
Cadmium (ppb)	5	5	ND	No	Corrosion of galvanized pipes; Erosion of natural deposits; Discharge from metal refineries; runoff from waste batteries and paints
Carbon Tetrachloride (ppb)	0	5	ND	No	Discharge from chemical plants and other industrial activities
Chlorobenzene (monochlorobenzene) (ppb)	100	100	ND	No	Discharge from chemical and agricultural chemical factories
Chromium (ppb)	100	100	ND	No	Discharge from steel and pulp mills; Erosion of natural deposits
Ethylbenzene (ppb)	700	700	ND	No	Discharge from petroleum refineries
Lead - source water (ppm)	NA		ND	No	Corrosion of household plumbing systems; Erosion of natural deposits
Mercury [Inorganic] (ppb)	2	2	ND	No	Erosion of natural deposits; Discharge from refineries and factories; Runoff from landfills; Runoff from cropland
Selenium (ppb)	50	50	ND	No	Discharge from petroleum and metal refineries; Erosion of natural deposits; Discharge from mines
Styrene (ppb)	100	100	ND	No	Discharge from rubber and plastic factories; Leaching from landfills
Tetrachloroethylene (ppb)	0	5	ND	No	Discharge from factories and dry cleaners
Toluene (ppm)	1	1	ND	No	Discharge from petroleum factories
Trichloroethylene (ppb)	0	5	ND	No	Discharge from metal degreasing sites and other factories
Vinyl Chloride (ppb)	0	2	ND	No	Leaching from PVC piping; Discharge from plastics factories
Xylenes (ppm)	10	10	ND	No	Discharge from petroleum factories; Discharge from chemical factories
cis-1,2-Dichloroethylene (ppb)	70	70	ND	No	Discharge from industrial chemical factories
o-Dichlorobenzene (ppb)	600	600	ND	No	Discharge from industrial chemical factories
p-Dichlorobenzene (ppb)	75	75	ND	No	Discharge from industrial chemical factories
trans-1,2-Dichloroethylene (pb)	100	100	ND	No	Discharge from industrial chemical factories

Unit Descriptions	
Term	Definition
ppm	ppm: parts per million, or milligrams per liter (mg/L)
ppb	ppb: parts per billion, or micrograms per liter (µg/L)
NA	NA: not applicable
ND	ND: Not detected
NR	NR: Monitoring not required, but recommended.
positive samples	positive samples/yr: The number of positive samples taken that year

Important Drinking Water Definitions	
Term	Definition
MCLG	MCLG: Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
MCL	MCL: Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
TT	TT: Treatment Technique: A required process intended to reduce the level of a contaminant in drinking water.
AL	AL: Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
Variances and Exemptions	Variances and Exemptions: State or EPA permission not to meet an MCL or a treatment technique under certain conditions.

Important Drinking Water Definitions

MRDLG	MRDLG: Maximum residual disinfection level goal. The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
MRDL	MRDL: Maximum residual disinfectant level. The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
MNR	MNR: Monitored Not Regulated
MPL	MPL: State Assigned Maximum Permissible Level

Potable Water Plant Overview

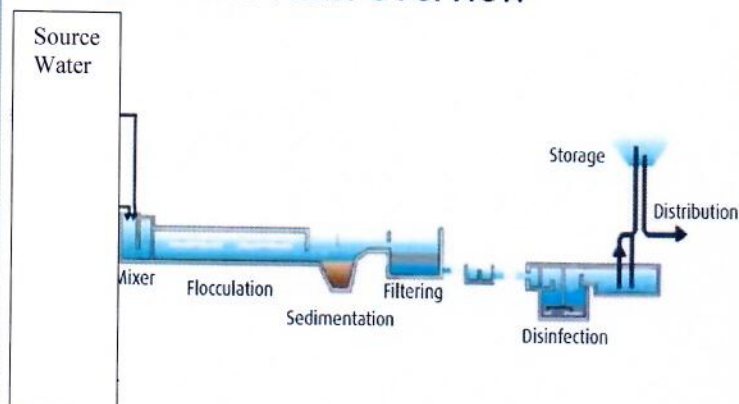


Fig 1: Schematic layout of the drinking water production process

Description of Water Treatment Process

Your water is treated in a "treatment train" (a series of processes applied in a sequence) that includes coagulation, flocculation, sedimentation, filtration, and disinfection. Coagulation removes dirt and other particles suspended in the source water by adding chemicals (coagulants) to form tiny sticky particles called "floc," which attract the dirt particles. Flocculation (the formation of larger flocs from smaller flocs) is achieved using gentle, constant mixing. The heavy particles settle naturally out of the water in a sedimentation basin. The clear water then moves to the filtration process where the water passes through sand, gravel, charcoal or other filters that remove even smaller particles. A small amount of chlorine or other disinfection method is used to kill bacteria and other microorganisms (viruses, cysts, etc.) that may be in the water before water is stored and distributed to homes and businesses in the community.

Water Conservation Tips

Did you know that the average U.S. household uses approximately 400 gallons of water per day or 100 gallons per person per day? Luckily, there are many low-cost and no-cost ways to conserve water. Small changes can make a big difference - try one today and soon it will become second nature.

- Take short showers - a 5 minute shower uses 4 to 5 gallons of water compared to up to 50 gallons for a bath.
- Shut off water while brushing your teeth, washing your hair and shaving and save up to 500 gallons a month.
- Use a water-efficient showerhead. They're inexpensive, easy to install, and can save you up to 750 gallons a month.
- Run your clothes washer and dishwasher only when they are full. You can save up to 1,000 gallons a month.
- Water plants only when necessary.
- Fix leaky toilets and faucets. Faucet washers are inexpensive and take only a few minutes to replace. To check your toilet for a leak, place a few drops of food coloring in the tank and wait. If it seeps into the toilet bowl without flushing, you have a leak. Fixing it or replacing it with a new, more efficient model can save up to 1,000 gallons a month.
- Adjust sprinklers so only your lawn is watered. Apply water only as fast as the soil can absorb it and during the cooler parts of the day to reduce evaporation.
- Teach your kids about water conservation to ensure a future generation that uses water wisely. Make it a family effort to reduce next month's water bill!
- Visit www.epa.gov/watersense for more information.

Additional Information for Lead

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Town of Amherst WTP is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.



Poly- and Perfluoroalkyl Substances (PFAS) Overview and Current Activities:

PFAS are a group of over 6,000 man-made chemicals that have been manufactured and used in home consumer products such as carpets, clothing, food packaging, and cookware since the 1940s. Two of these compounds—perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS)—have been the most extensively produced and studied, and there is evidence that exposure to elevated levels of PFAS can lead to adverse health outcomes in humans.

Water utilities are “passive receivers” of PFAS. They do not produce or manufacture PFAS. Instead, these chemicals are present in source waters that are treated to produce drinking water.

Regulations for PFAS:

The Environmental Protection Agency (EPA) is responsible for setting regulatory limits under the federal Safe Drinking Water Act. Currently, there are no approved federal water quality regulations for any PFAS compounds.

The EPA has taken some recent steps toward possible future regulation of PFAS:

- In [February 2021](#), the EPA issued a final determination to regulate PFOA and PFAS in drinking water. The agency also proposed to require water utilities to monitor for 29 PFAS compounds in drinking water.
- In [April 2021](#), the EPA announced it would form an EPA Council on PFAS to develop a national strategy to protect public health and make recommendations regarding PFAS.
- In [October 2021](#), EPA announced the agency’s PFAS Strategic Roadmap, detailing the agency’s approach to addressing PFAS.
- In [June 2022](#), the US EPA announced lifetime health advisory levels (HALs) for four PFAS chemicals. Interim HALs were announced for PFOS and PFOA. Final HALs were announced for perfluorobutane sulfonate (PFBS), and Gen-X (a PFOA replacement chemical).
- In [August 2022](#), the US EPA announced a proposal to designate PFOS and PFOA as hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).
- In [March 2023](#), EPA announced proposed PFAS standards for 6 types of poly- and perfluoroalkyl Substances (PFAS). Fairfax Water will evaluate the ability of our existing treatment processes to meet EPA’s proposed regulations. [Click here](#) to view Fairfax Water’s statement on the proposed regulations.

EPA’s Proposed PFAS Standards:

On March 14, 2023, the EPA announced its proposed national drinking water standards for 6 types of PFAS including proposed Maximum Contaminant Levels (MCLs) for PFOA and PFOS. The proposed standard also includes establishing a hazard index for a combination of four other PFAS compounds: perfluorononanoic acid (PFNA), hexafluoropropylene oxide dimer acid (HFPO-DA, commonly known as GenX Chemicals), perfluorohexane sulfonic acid (PFHxS), and perfluorobutane sulfonic acid (PFBS). The levels of the proposed standards are listed in the table below. For more information on EPA’s proposed standards, visit: <https://www.epa.gov/sdwa/and-polyfluoroalkyl-substances-pfas>.

The EPA will now take the next steps in the regulatory development process before the proposed standards are finalized. It is important to note that the proposed PFAS MCLs are not enforceable drinking water standards at this time.

Health Advisories for PFAS:

Unlike EPA regulations, EPA’s health advisories (HA) are non-enforceable and non-regulatory and provide technical information to state agencies and other public health officials. Results greater than the HA do not mean that there is an emergency, violation, or an immediate health concern for customers. EPA’s health advisory levels offer information that may be used to protect people from adverse health effects resulting from exposure throughout their lives to contaminants in drinking water.

In 2016, the EPA HA was 70 parts ppt for PFOA and PFOS combined. Since then, analytical methods have improved, and utilities are now able to test down to lower levels. In June of 2022, EPA issued final HAs for PFBS and HFPO-DA (or GenX) and interim HAs for PFOS and PFOA. The EPA states that these interim health advisories will remain in place until EPA establishes a National Primary Drinking Water Regulation. The new HAs are listed in the table below. For more information on these HAs, please visit: <https://www.epa.gov/sdwa/questions-and-answers-drinking-water-health-advisories-pfoa-pfos-genx-chemicals-and-pfbs#q9>.

In October of 2022 the Virginia Department of Health conducted Phase 2 PFAS Monitoring of which water from the Town of Amherst’s public water source was sampled for PFAS contaminants. Below is a list of PFAS Compounds and results of that study. Of note would be the “U” of “J” after the result value. U means the compound was analyzed for, but not detected. The J references the estimated concentration above the adjusted method detection limit and below the adjusted reporting limit. In short current test methods found the contaminate as “Non-Detectable”.

Parameters	Results	Units	PQL	MDL	DF	Prepared	Analyzed	
11CI-PF3OUdS	0.42U	ng/L	1.9	0.42	1	10/18/22 00:05	10/20/22 07:36	763051-92-9
4:2 FTS	0.54U	ng/L	1.9	0.54	1	10/18/22 00:05	10/20/22 07:36	757124-72-4
6:2 FTS	3.4U	ng/L	3.7	3.4	1	10/18/22 00:05	10/20/22 07:36	27619-97-2
8:2 FTS	0.46U	ng/L	1.9	0.46	1	10/18/22 00:05	10/20/22 07:36	39108-34-4
9CI-PF3ONS	0.48U	ng/L	1.9	0.48	1	10/18/22 00:05	10/20/22 07:36	756426-58-1

ADONA	0.41U	ng/L	1.9	0.41	1	10/18/22 00:05	10/20/22 07:36	919005-14-4
HFPO-DA	0.70U	ng/L	1.9	0.70	1	10/18/22 00:05	10/20/22 07:36	13252-13-6
NFDHA	0.28U	ng/L	1.9	0.28	1	10/18/22 00:05	10/20/22 07:36	1551772-58-
Perfluorobutanesulfonic acid	0.41U	ng/L	1.9	0.41	1	10/18/22 00:05	10/20/22 07:36	375-73-5
Perfluorodecanoic acid	0.30U	ng/L	1.9	0.30	1	10/18/22 00:05	10/20/22 07:36	335-76-2
Perfluorohexanoic acid	0.34J	ng/L	1.9	0.30	1	10/18/22 00:05	10/20/22 07:36	307-24-4
PFBA	1.0J	ng/L	1.9	0.59	1	10/18/22 00:05	10/20/22 07:36	375-22-4
PFEESA	0.34U	ng/L	1.9	0.34	1	10/18/22 00:05	10/20/22 07:36	113507-82-7
PFHpS	0.38U	ng/L	1.9	0.38	1	10/18/22 00:05	10/20/22 07:36	375-92-8
PFMBA	0.25U	ng/L	1.9	0.25	1	10/18/22 00:05	10/20/22 07:36	863090-89-5
PFMPA	0.32U	ng/L	1.9	0.32	1	10/18/22 00:05	10/20/22 07:36	377-73-1
PFPeA	0.30U	ng/L	1.9	0.30	1	10/18/22 00:05	10/20/22 07:36	2706-90-3
PFPeS	0.34U	ng/L	1.9	0.34	1	10/18/22 00:05	10/20/22 07:36	2706-91-4
Perfluorododecanoic acid	0.51U	ng/L	1.9	0.51	1	10/18/22 00:05	10/20/22 07:36	307-55-1
Perfluoroheptanoic acid	0.42U	ng/L	1.9	0.42	1	10/18/22 00:05	10/20/22 07:36	375-85-9
Perfluorohexanesulfonic acid	0.35U	ng/L	1.9	0.35	1	10/18/22 00:05	10/20/22 07:36	355-46-4
Perfluorononanoic acid	0.32U	ng/L	1.9	0.32	1	10/18/22 00:05	10/20/22 07:36	375-95-1
Perfluorooctanesulfonic acid	0.34U	ng/L	1.9	0.34	1	10/18/22 00:05	10/20/22 07:36	1763-23-1
Perfluorooctanoic acid	0.30U	ng/L	1.9	0.30	1	10/18/22 00:05	10/20/22 07:36	335-67-1
Perfluoroundecanoic acid	0.40U	ng/L	1.9	0.40	1	10/18/22 00:05	10/20/22 07:36	2058-94-8
11CI-PF3OUdS	0.42U	ng/L	1.9	0.42	1	10/13/22 17:00	10/15/22 21:10	763051-92-9L2
4:2 FTS	0.54U	ng/L	1.9	0.54	1	10/13/22 17:00	10/15/22 21:10	757124-72-4L2
6:2 FTS	3.3U	ng/L	3.7	3.3	1	10/13/22 17:00	10/15/22 21:10	27619-97-2L2
8:2 FTS	0.46U	ng/L	1.9	0.46	1	10/13/22 17:00	10/15/22 21:10	39108-34-4L2
9CI-PF3ONS	0.47U	ng/L	1.9	0.47	1	10/13/22 17:00	10/15/22 21:10	756426-58-1L2
ADONA	0.41U	ng/L	1.9	0.41	1	10/13/22 17:00	10/15/22 21:10	919005-14-4L2
HFPO-DA	0.70U	ng/L	1.9	0.70	1	10/13/22 17:00	10/15/22 21:10	13252-13-6L2
NFDHA	0.28U	ng/L	1.9	0.28	1	10/13/22 17:00	10/15/22 21:10	1551772-58-L2
Perfluorobutanesulfonic acid	0.41U	ng/L	1.9	0.41	1	10/13/22 17:00	10/15/22 21:10	375-73-5L2
Perfluorodecanoic acid	0.30U	ng/L	1.9	0.30	1	10/13/22 17:00	10/15/22 21:10	335-76-2L2
Perfluorohexanoic acid	0.30U	ng/L	1.9	0.30	1	10/13/22 17:00	10/15/22 21:10	307-24-4L2
PFBA	0.59U	ng/L	1.9	0.59	1	10/13/22 17:00	10/15/22 21:10	375-22-4L2
PFEESA	0.33U	ng/L	1.9	0.33	1	10/13/22 17:00	10/15/22 21:10	113507-82-7L2
PFHpS	0.38U	ng/L	1.9	0.38	1	10/13/22 17:00	10/15/22 21:10	375-92-8L2
PFMBA	0.25U	ng/L	1.9	0.25	1	10/13/22 17:00	10/15/22 21:10	863090-89-5L2
PFMPA	0.32U	ng/L	1.9	0.32	1	10/13/22 17:00	10/15/22 21:10	377-73-1L2
PFPeA	0.30U	ng/L	1.9	0.30	1	10/13/22 17:00	10/15/22 21:10	2706-90-3L2
PFPeS	0.33U	ng/L	1.9	0.33	1	10/13/22 17:00	10/15/22 21:10	2706-91-4L2
Perfluorododecanoic acid	0.51U	ng/L	1.9	0.51	1	10/13/22 17:00	10/15/22 21:10	307-55-1L2
Perfluoroheptanoic acid	0.42U	ng/L	1.9	0.42	1	10/13/22 17:00	10/15/22 21:10	375-85-9L2
Perfluorohexanesulfonic acid	0.35U	ng/L	1.9	0.35	1	10/13/22 17:00	10/15/22 21:10	355-46-4L2
Perfluorononanoic acid	0.32U	ng/L	1.9	0.32	1	10/13/22 17:00	10/15/22 21:10	375-95-1L2
Perfluorooctanesulfonic acid	0.33U	ng/L	1.9	0.33	1	10/13/22 17:00	10/15/22 21:10	1763-23-1L2
Perfluorooctanoic acid	0.30U	ng/L	1.9	0.30	1	10/13/22 17:00	10/15/22 21:10	335-67-1L2
Perfluoroundecanoic acid	0.40U	ng/L	1.9	0.40	1	10/13/22 17:00	10/15/22 21:10	2058-94-8L2



**Town of Amherst Planning Commission
Minutes
June 7, 2023**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on June 7, 2023, at 7:00 P.M. in the Council Chambers of Town Hall at 174 S. Main Street.

It was noted that a quorum was present as indicated below:

P	June Driskill	P	Michael Driskill
P	William Jones	P	John Vandervelde
P	Anne Webster Day	A	Veda Butcher
P	Clifford Hart		

Town Manager Sara McGuffin, and Clerk of Council Vicki K. Hunt in her capacity as Secretary, were also present.

The Chair opened the floor for citizen comments. There being no one present in person or otherwise to speak, no comments were made.

Mr. Hart made a motion that was seconded by Mr. Jones to approve the minutes of the May 3, 2023, meeting.

There being no discussion, the motion carried 6-0 according to the following:

June Driskill	Aye	Anne Webster Day	Aye
Michael Driskill	Aye	John Vandervelde	Aye
William Jones	Aye	Veda Butcher	Absent
Clifford Hart	Aye		

Town Manager McGuffin gave a report on an Application for Rezoning submitted by McDonald's Corporation which, if approved, would rezone 2,193 square feet of property adjacent to the existing McDonalds (Tax Map No. 96A4-A174) from T-1 to B-2. The rezoning is intended for the purpose of redevelopment of the applicant's drive-thru.

McDonald's representative Tammy Kahm was present to answer questions.

The Chair opened a duly advertised public hearing at 7:01 p.m. on the application submitted by McDonald's Corporation to rezone 2,193 square feet of property adjacent to the existing McDonalds.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:05 PM.

Mr. Hart made a motion that was seconded by Mr. Driskill to recommend that Town Council approve the application for Rezoning submitted by McDonald's Corporation to rezone 2,193 square feet of property adjacent to the existing McDonalds (Tax Map No. 96A4-A174) from T-1 to B-2.

After discussion, the motion carried 6-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Veda Butcher	Absent
Clifford Hart	Aye			

Town Manager McGuffin gave a report on the proposed site plan submitted by McDonald's Corporation to add a second drive through at their location on Richmond Highway.

Ms. Day made a motion that was seconded by Mr. Jones to approve the proposed site plan submitted by McDonald's Corporation to add a second drive through at their location on Richmond Highway.

After discussion, the motion carried 6-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Veda Butcher	Absent
Clifford Hart	Aye			

Town Manager McGuffin gave a report on an Application for Special Use Permit submitted by Rutledge Development LLC which, if approved, would allow a temporary contractor storage yard on property owned by Rutledge Development LLC (Tax Map No. 96 A 22) located in the B-2 district at Route 60 and the railroad tracks (no address).

Manly Rucker and John Wimer were present to comment and answer questions on the application of Rutledge Development, LLC for a special use permit for a temporary contractor storage yard on property at Route 60 and the railroad tracks.

The Chair opened a duly advertised public hearing at 7:08 p.m. on the application of Rutledge Development LLC. for special use permit.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:12 PM.

Mr. Hart made a motion that was seconded by Ms. Day to recommend that Town Council approve the application for Special Use Permit submitted by Rutledge Development LLC, to allow a temporary contractor storage yard on property owned by Rutledge Development LLC (Tax Map No. 96 A 22) located in the B-2 district at Route 60 and the railroad tracks (no address), with the special use permit to end on December 31, 2024.

After discussion, the motion carried 6-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Veda Butcher	Absent
Clifford Hart	Aye			

There being no further business, on motion of Mr. Driskill which was seconded by Mr. Vandervelde and carried 6-0, the meeting adjourned at 7:42 PM, according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Michael Driskill	Aye		John Vandervelde	Aye
William Jones	Aye		Veda Butcher	Absent
Clifford Hart	Aye			

June Driskill, Chairperson

Attest: _____

FOR APPROVAL

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
April 27, 2023

Directors: Brandon Schmitt, Assistant Chairman
(Present) Doug Perrow, Treasurer
Chad Barrett, Assistant Treasurer
Charles Smith
Jennifer Elliott
Bonnie Swanson
Brandon Payne

Directors: Jeff Floyd, Chairman
(Absent) Karen Angulo
Bruce Jones

Staff/Partners: Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.
(Present) Mark Hollberg, CDC, DCR Conservation District Coordinator
Cindy Miller, RELSWCD Office Administrator
Kelly Burke, NRCS District Conservationist

Others: Garrett Evans, Virginia Department of Forestry Amherst Co

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order April 27 2023, at 6:02 p.m., by Brandon Schmitt, Assistant Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Acknowledgement of Guests: None

Adopting the Agenda: Brandon Schmitt, Assistant Chairman, asked if there were any changes to the agenda. **Motion was made to approve the agenda as presented. (Perrow, Barrett passed 7/0).**

Reading and Approving of the March 23, 2023 Minutes: Brandon Schmitt, Assistant Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as presented. (Perrow, Payne passed 7/0).**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report – March 2023 –Doug Perrow, Treasurer, gave the treasurer's report (copy filed with minutes). All bank statements were reconciled to the checkbook and QuickBooks program. The March 2023 Treasurer's report will be filed in the District Office. Attachment E for Third Quarter was balance and submitted to Mark Hollberg with DCR timely.

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

Administration:

Third quarter reports are due by Monday, April 17. Please submit electronically.

Reminders of deliverables in the operational grant with DCR:

Review strategic plan (at least once/year) and annual plan (at least once midyear) - document in minutes

Conduct timely employee evaluations and review personnel policy
Review employee position descriptions and performance expectations
Prepare FY24 annual plan of work (board approval in June)
Prepare an FY23 annual report (expected completion in August or September)
Review *Desktop Procedures for District Fiscal Operations* - document in minutes.

An annually review of all district policies (purchasing policy, credit card policy, etc.) is recommended.

Interview Panels and FOIA: As districts continue to hire new staff, please remember that FOIA rules apply to conducting interviews. Interview panels made up of 3 or more directors, or a quorum of Committee members, constitutes a public meeting. The interview meeting must be advertised as a public meeting and minutes should be recorded accordingly. However, the actual interviews are protected and should be conducted in a closed session. Once the interviews are completed, the meeting will need to certify the closed session and enter back into an open meeting. Please be sure to carefully follow the closed meeting guidance (I can provide).

Director Elections: Filing deadline with your local registrar is **June 20**. Talk with your registrar about the requirements. Do not procrastinate. Helpful links:

[Instructions for Potential Candidates](#)

[Candidate Bulletin for Local and Constitutional Offices](#)

VACS:

Before SL-8B and SL-8H practices receive payment or tax credit: Producers must be fully implementing a current nutrient management plan prepared and signed by a certified nutrient management planner. The plan must address all agricultural production acres contained within the field(s) that contain the cover crop acreage. **Cost-Share payments or Tax Credits cannot be issued until a current nutrient management plan is on file.**

Review carry-over procedures on pages II-41 to 44 in the VACS manual. Board action carrying over this year's eligible bmps is needed before the end of this fiscal year. Notify Sara Bottenfield by **May 15** of any bmps needing DCR approval prior to district approval.

FY24 Secondary considerations should be approved both by DCR (Sara Bottenfield) and the District BOD prior to approving 2024 VACS contracts. 2024 average cost lists need to be approved by district boards and submitted to Sara B. before any 2024 VACS contracts are approved. Training on secondary considerations and average cost lists will be held on 4/21.

Miscellaneous: **Cassi Camara** has been hired as an Environmental Education Specialist at DCR within the newly re-established Office of Environmental Education within DCR/DSWC.

Meeting information is on file.

3-USDA Natural Resources Conservation Service Report –Kelly Burke District Conservationist- gave the April report. (Copy is filed with minutes).

Program Updates/ Deadlines:

The Rustburg, VA office is managing conservation on cropland, pasture and forest through the NRCS EQIP and CPS programs

- May 26, 2023 CSP Classic Ranking Deadline
- August 7, 2023 FSA Continuous-CRP Application Deadline
- August 15, 2023 Final EQIP Obligations Deadline
- Sept 8, 2023 Continuous-CRP Conservation Plan Deadline
- Sept 15, 2023 EQIP-IRA Obligations Deadline
- Sept 29, 2023 FY24 EQIP/CSP Application Ranking Deadline

Environmental Quality Incentives Program (EQIP):

14 EQIP Contracts:

- 3-Amherst Co
- 3-Appomattox, Co

- 15-Campbell Co
- 1 EQIP CIC Contract:
- 1-Campbell Co
- 45 EQIP Applications
- 14-Amherst Co
 - 12-Appomattox, Co
 - 23-Campbell Co
- 3 EQIP CIC Applications
- 1-Appomattox Co
 - 2-Campbell Co

Conservation Stewardship Program (CSP)-

30 CSP-GCI (Grassland Conservation Initiative) Contracts:

- 10- Appomattox Co
- 20-Campbell Co

25 CSP Contracts:

- 4-Amherst Co
- 5-Appomattox Co
- 15-Campbell Co
- 2-Pittsylvania Co

2 CSP Applications:

- 2-Campbell Co

Agricultural Conservation Easement Program (ACEP)

- None at this time.

Conservation Reserve Programs/ Conservation Reserve Enhancement Program (CRP/CREP)

- 36 Crep contracts
- 7 General CRP contracts
- 0 Continuous CRP contracts
- 12 CREP expiring 2023
- 6 General CRP expiring 2023

All trainings are on file.

NRCS letter provided for Stream Crossing Issue for SWCD practice number 10-19-0006. NRCS offered three options for the practice to be corrected, practice is pending a response from the property owner.

4-Virginia Department of Forestry Report – Garrett Evans, Forester Amherst Co –verbal report was provided.

Garrett introduced himself as the new Forester for Amherst Co with Bill Perry moving to Nelson Co. Garrett stated that planting season has ended and new Cost Share will start soon.

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent –written report provided for April 2023.

1. Central Virginia Livestock Show – Lynchburg Livestock Market
 - a. Friday, May 5 – swine show (4:30 pm – 8 pm)
 - b. Saturday, May 6 – cattle, sheep, goats and sale (starts at 8 am with sale at 7 pm),
2. Agro-forestry Workshop – Charlotte County – May 11 (\$10 fee) flier attached last month
3. Summer Soil Health Show and Tell Farm Visits – Bramble Hollow Farm; 2108 Hutchens Road, Montvale, VA (10:30-2:00)
4. Central VA Crops Expo – August 18 – Hat Creek

Our meeting season is slowing down and workload transitioning to farm/site visits and on-farm research/demonstration plots.

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

Projects:

The supply issues have slowed down field work . Working on plans and designs for new projects. Monitoring progress on projects under construction, meeting new producers that are interested in our programs. Working on estimates and maps for new projects, Nutrient Management plans and Soil testing.

Practices and Conservation Plans for Board Approval:

<u>Contract</u>	<u>Instance</u>	<u>Co.</u>	<u>Est. Cost</u>	<u>CS amt.</u>	<u>Comp/Date</u>	<u>Fund</u>	<u>Practice</u>
10-23-0009	507104	AP/CB	\$112,900.00	\$121,996.00 Includes: \$9,096.00 Buffer Payment	June 30, 2024	PY23 CB VACS	SL-6W/ 110
10-23-0049	526444	AM/CB	\$90,707.75	\$102,419.75 Includes: \$11,712.00 Buffer Payment	June 30, 2024	PY23 CB VACS	SL-6W/ 120
10-23-0050	526445	AP/CB	\$64,427.50	\$64,427.50 Includes: \$8,688.00 Buffer Payment	June 30, 2024	PY23 CB VACS	SL-6W/ 110
10-23-0051	526446	CAM/OCB	\$714.20	\$714.20	June 30, 2023	PY23 OCB VACS	NM-1A/ 90
10-23-0052	526447	CAM/OCB	\$733.80	\$733.80	June 30, 2023	PY23 OCB VACS	NM-1A/ 90
10-23-0053	526448	CAM/OCB	\$711.60	\$711.60	June 30, 2023	PY23 OCB VACS	NM-1A/ 90

Motion was made to approve all practices as printed above. (Payne Smith passed 7/0).

Watershed Dams:

Watershed dams are doing well and are checked on as the rainfall events happen. Will be putting out advertisement for bids for the district maintenance contract in May.

Spot Checks:

9-21-2022: 7 spot checks in Appomattox and Campbell. Had two contracts that needed gravel tending around water troughs (complete), 1 needing fence tending to get cows out of the buffer and stream crossing rebuilt. Have been in contact with the landowner of the stream crossing and the rebuilding is still working with NRCS addressing that stream crossing issue. Meeting information is on file.

Hours/Mileage:

110hrs worked

1388 miles traveled

7-RELSWCD Conservation Technician- Dustin Woodall provided a written report for April (copy filed with minutes).

- Performed monthly duties
- Conducted field visits
- Conducted check-up on cover crop termination
- Assisted with Area V Envirothon
- Attended VFGC Fencing School
- Plan to attend Perennial Stream Determination Workshop May 16, 2023. Requesting approval for overnight lodging due to distance (145 miles to James City County Library from office).

Motion was made to approve overnight lodging for the Perennial Stream Determination Workshop. (Perrow , Barrett passed 7/0).

8-RELSWCD Conservation Education Specialist- Katelin Savage provided her April report. (copy filed with minutes).

April Activities:

- April 5th: 4-H Center Aquatic Ecology class (8 students; Rustburg Highschool)
- April 13th: 4-H Center Aquatic Ecology class (45 students; Buckingham Elementary)
- April 18th: Area V Envirothon (~100 participants)
- April 19th: Energy Resources Lesson at Yellow Branch Elementary (82 students)
- April 20th and 21st: Trout in a Classroom Field Trip (Amherst Middle School ~80 students)
- April 24th: 4-H Center Life Cycles/Macro Lesson (Rustburg Elementary 64 Students)
- April 26th: Appomattox Library Storytime (20 participants)

Upcoming Activities:

- April 29th: Enviroscope with Campbell County Girl Scouts at Camp Sacagawea

Notes: The education committee reviewed three scholarship applications and will discuss during committee report. The committee also reviewed the draft grant application and advertising for the program will begin in the upcoming months. The Envirothon was a great event and thank you to Bonnie and Doug for volunteering. Halifax County High School was the overall winner followed by Buckingham and Cumberland in 2nd and 3rd place. All three teams will compete at the state Envirothon on May 21st-22nd. Cindy and I have volunteered to assist with the state Envirothon at VSU. The underground classroom trailer project is still estimated to be completed in the fall.

9-RELSWCD Office Administrator Report – Cindy Miller gave her April report. (copy filed with minutes).

Monthly duties are kept up to date.

Additional duties for April 2023

- Assisted Katelin with activities as needed.
- Processed and submitted Quarterly tax reports.
- Completed and submitted attachment E to Mark Hollberg.
- Assisted with preparing documents for the Personnel and Budget & Finance Committee meeting.
- Prepare draft FY 2023 Budget.
- The Envirothon Competition was held on April 18th at Holliday Lake Education Center with our District hosting along with the Peaks of Otter District. Several Districts helped us with the event. Several District had volunteers and Directors assist, REL was able to get help from Bonnie, Doug and Barbara Miller.
- The trailer for the Underground classroom should be ready for pickup before the end of the first week of May. At that time we will deliver it to Gropen in Charlottesville VA for the graphics to be started.
- Coordinated the pick up of the computer tower with NRCS and Kelly.
- Coordinated getting the bathroom floors and hall stripped and rewaxed for the landlord.
- Registered team for Golf Tournament for Wednesday May 3, 2023 10 am located at *Montpelier, Virginia* .
- Registered Jonathan and I for the Admin/ Director Training for Tuesday May 9th.

Meeting information is on file.

Our next Board of Directors meeting will be on Thursday, May 25, 2023 at 6 p.m.

10-Timberlake WID-verbal update provided by Doug Perrow.

The budget was approved by the state and a formal letter has been received.

The Timberlake Board discussed plans for the next 5 years and ideas to help maintain the lake at their last Board meeting.

REPORT OF COMMITTEES:

Personnel Committee: Minutes were reviewed from the Personnel Committee meeting from April 26, 2023(meeting minutes are on file at the District Office). Personnel Policy recommendation was to change Bereavement days from 2 days

to 3 days. Job descriptions were reviewed for DM Conservation Specialist, Education Specialist and Office Administrator, with no changes recommended. Annual review for DM Conservation Specialist with recommendation of 5% increase, Office Administrator with recommendation of 5% increase and 6 month review for Education Specialist with recommendation of 5% increase all to be increased on July 1, 2023. Education Specialist recommendation for a \$2500 bonus to be paid on next payroll.

Motion was made to approve all recommendations as made by the Personnel Committee (Perrow, Payne passed 7/0).

Education Committee: Minutes were reviewed from the Education Committee meeting from April 26, 2023(meeting minutes are on file at the District Office). Education Committee recommended the following Scholarship applicants to receive \$2000 each; Nathan Neblett and Micah Johnson. With Nathan Neblett's application to be forwarded to VASWCD to be considered for an additional \$1000 in Scholarship funds.

Motion was made to approve all recommendations as made by the Education Committee (Perrow, Smith passed 7/0).

Budget & Finance Committee: Minutes were reviewed from the Budget & Finance Committee meeting from April 26, 2023 (meeting minutes are on file at the District Office). The committee completed the annual review of the Credit Card Policy, Annual Plan of Work, Strategic Plan, the Check Signing Policy, the Purchasing Policy, the Employee/ Director Expense Reimbursement Policy and the FOIA Request Fee Schedule. Desktop Procedures for District Fiscal Operations reviewed with no changes made. The Draft budget for FY 2023/2024 was reviewed and recommendations were made to increase the training budget line for each employee by \$1000 each. Inventory list was reviewed and all updates have been made.

Motion was made to approve recommendations as listed. (Perrow/ Barrett passed 7/0).

UNFINISHED BUSINESS – None

NEW BUSINESS- None

PUBLIC COMMENT - None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 6:49 p.m. Approved (Barrett/ Perrow 7/0)

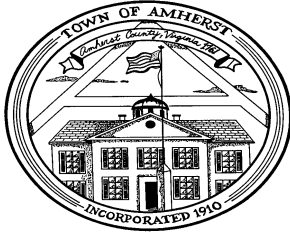
Brandon Schmitt, Assistant Chairman

Cindy Miller, Office Administrator

To: Town Council
From: Tracie Morgan
Date: June 7, 2023
Re: Revenue Appropriations

I have provided you with a list of requested appropriations. All of the requested items are additional revenues we have received for specific purposes that need to be appropriated to the corresponding expense lines. I am not asking for any additional money to be appropriated from reserves.

Thank you.



TOWN OF AMHERST

Appropriation Request Form

DEPARTMENT: Various

REASON FOR REQUEST: To appropriate funds for Expenses

Transfer from Expense Item #	Expense Item Name	Dollar Amount
100-3-18030-0001	Refunds- Conf. Costs	477.28
100-3-16030-0001	Reimbursement of CIT Pay	16,000.00
100-3-18030-0001	Reimburse Medicare Supplement	1,644.00
100-3-24010-0001	DCJS Grants	5,572.00
100-4-18990-0003	Donations	5,000.00

Transfer To Expense Item #	Expense Item Name	Dollar Amount
100-4-11010-5501	Travel	477.28
100-4-31100-1500	Security Pay	16,000.00
100-4-31100-2300	Health Insurance	1,644.00
100-4-31100-6001	OFFICE SUPPLIES	1,705.00
100-4-31100-1200	Overtime	3,253.00
100-4-31100-5501	Travel-Mileage	614.00
100-4-31100-5700	Events	5,000.00



STAFF REPORT REZONING and SPECIAL USE PERMIT

Tyler and Emily Wynn
Planning Commission Public Hearing

General Information:

Processing schedule: The Planning Commission set this for a public hearing for their December meeting. Both items were advertised for public hearings on December 7th. . Adjacent notice has been provided by certified mail and the property has been posted, per the Code.

Application Information:

Owner and Applicant:	Tyler and Emily Wynn
Requested Action:	Conditional Rezoning to B-1 Special Use Permit for short term rental
Location:	117 Pine Street
Tax Map Numbers:	96 A 414 39,40
Existing Zoning:	R-2
Proposed Zoning:	B-2
Existing land uses:	Single family residential
Comp. plan area:	Residential

Summary of Request and Background Information:

The current Zoning Ordinance for the Town only allows short term rentals (defined as less than 30 day occupancy, not on the same property as the owner's residence) in commercial areas, with a Special Use Permit.

Tyler and Emily Wynn purchased this property in order to have a residence near their parents and utilize the short term rental to pay the costs of the home. There have been no complaints about this use. It is currently being used for short term rental, and was found on a check by the Town Treasurer on a short term rental site.

The Planning Commission requested that staff advertise for three public hearings.

Change the Zoning Ordinance: The first public hearing will be to determine a Planning Commission recommendation on whether the Zoning Ordinance should be changed to allow short term rentals in certain residential districts with a Special Use Permit. This would mirror the Town's current stance on bed and breakfasts (which are owner occupied). If this were to be recommended for approval by the Commission, the Wynn's application could be changed to just seek the Special Use Permit, rather than the rezoning.

Rezoning: The Wynns are requesting rezoning of their property from R-2 to B-1, with conditions, in order to allow them to conduct their short term rental business on their property. They have proffered out all other uses in the B-1 district to clarify that their only intent is to have the short term rental. They have further proffered that they are not seeking a permanent rezoning that goes with the property, but a rezoning for the time period in which they own the property.

Special Use Permit: The Zoning Ordinance requires a Special Use Permit for short term rentals in business districts. So, once the rezoning is complete, the Wynns would also require a Special Use Permit to be able to conduct this business in the district. As with any other Special Use Permit, the Town may impose conditions related to the use upon the applicant.

Public Notice

The proposal was advertised for public hearing for two consecutive weeks, as required by State Code, and adjacent property owners received a public notice by certified mail, also as required by Code. The property had a sign placed on it for notice as well.

Consistency with the Comprehensive Plan and Zoning Ordinance:

The rezoning is not consistent with the Comprehensive Plan. However, short term rentals can be compatible with other single family residential uses, if appropriately managed. The decision as to whether this should be allowed is a political one- localities in Virginia has answered this question with every possible choice- some allowing STRs by right, and some prohibiting them outright, but most allowing some level of STRs with conditions.

Citizen Comment:

There has been no citizen comment received about this proposal.

Conclusion:

This is the first application that the Town received for an STR in a residential neighborhood. However, there has already been a second application made. There will be additional ones in the future. Ultimately, the Town needs to determine if STRs should be allowed in residential areas, and if so, under what circumstances.

AT A MEETING OF THE AMHERST TOWN COUNCIL, HELD ON MARCH 8, 2023, IN THE TOWN HALL BUILDING LOCATED AT 174 S. MAIN STREET, AMHERST, VIRGINIA, THE FOLLOWING ACTION WAS TAKEN:

Ordinance granting a Special Use Permit SUP-2023-01 to allow short term rentals at 117 Pine Street, Amherst, Virginia.

WHEREAS, Sections 15.2-2280, 15.2-2285, and 15.2-2286 of the Code of Virginia, 1950, as amended, enables a local governing body to adopt and amend zoning ordinances; and

WHEREAS, Section 15.2-2286(A)(3) of the Code of Virginia enables the Amherst Town Council to grant special use permits under suitable regulations and safeguards; and

WHEREAS, Tyler and Emily Wynn filed an application requesting to amend the zoning ordinance to allow short term rentals in a residential district and an application for said special use permit; and

WHEREAS, the subject property is zoned Residential (R-2); and

WHEREAS, the conditions imposed below represent suitable regulations and safeguards to protect the neighboring properties from the impacts of the SUP; and

WHEREAS, pursuant to Virginia Code Section 15.2-2204, the Amherst Planning Commission advertised as required by law and held a public hearing on this application on January 4, 2023 and voted to recommend not approving this request to Council; and

WHEREAS, pursuant to Virginia Code Section 15.2-2204, the Amherst Town Council advertised as required by law and held a public hearing on February 8, 2023.

NOW, THEREFORE, BE IT ORDAINED, by the Amherst Town Council in accordance with Sections 24-227 and 24-235 of the Amherst Zoning Ordinance, public necessity, convenience, general welfare, and good zoning practice, SUP-2023-01 is approved to allow short term rentals at 117 Pine Street, Amherst, Virginia with the following conditions:

1. There shall be no amplified sound outside.
2. There shall be no outdoor events after 10:00 p.m.
3. No parties.

4. Owner must provide a phone number of the owner or a manager who can respond quickly.
5. Must pay appropriate taxes and maintain a business license with the Town of Amherst.
6. Must provide off-street parking for all renters, and no renter/guest parking is allowed on the street.
7. The owner shall provide a point of contact to the Town and keep all email and/or phone numbers current.
8. No rental shall be made unless the contracting renter is 21 years old or older.
9. Overnight guest occupancy shall not exceed the advertised number of guests or beds. If there is no advertised “guest” number, overnight occupancy shall not exceed the number of furnished bed spaces.
10. The owner is responsible for refuse removal into receptacles dedicated to the rental property and for ensuring that the receptacles are emptied during the week.

September 15, 2022

Dear Town of Amherst,

My name is Emily Wynn. My husband (Tyler) and I are the owners of 117 Pine Street.

On a personal note we purchased 117 as our second home to enjoy on the weekends and holidays while visiting my parents who live right next door. Owning this home gives us space for all the grandkids to be together and have as much grandparent time as possible! My dream is for my kids and their cousins to have the same memories I have of spending summers and holidays in Amherst visiting my Pops, aunts, uncles, and cousins.

We have been operating as an Airbnb rental for the past several months and we are here to work with the town to do what is asked of us in order to continue our operation as a short term rental. Here are some things I'd like you to consider when making your decision.

We have a surprising variety of guests that rent our home. I talk with each of them personally to understand what brings them to town. These guests have included:

- People that grew up in Amherst and are coming back to town to visit family
- Parents coming to visit their kids who attend/graduate Sweet Briar or Liberty
- Families moving to Amherst who experience closing delays on their new home and didn't have anywhere to stay last minute
- Remote Sweet Briar employees and their families that come to town for work functions
- Special needs families (our home is a single floor and open concept) who attend a special occupational therapy clinic in Lynchburg run by VA Tech
- Mother/daughter groups looking for a relaxing weekend getaway
- Remote workers who stay for a getaway to explore our beautiful little town and surrounding attractions

To help do my part in bringing revenue to the town and promoting/supporting the wonderful small business growth that Amherst has seen in the past few years I provide a Guidebook at the home that directs our guests to all of our favorite local spots such as Ladle and Blade, Filling Station, Camp Trapezium, What a Blessing Bakery, Brier Patch, Hill House, and many more! There are so many gems here that we love to share!

We take so much pride in our little vintage bungalow and have put a lot of sweat equity and love into restoring this home back to its 1940's charm. Even though we rent it out on Airbnb to help cover some of the expenses of owning it we have strict rules and standards for ourselves as well as the guests who stay there. We do this to ensure we only add value to the Pine Street neighborhood!

Proposed Proffered Conditions:

- Obtain a special use permit for short term rental use only
- Obtain B1 zoning status for short term rental use only. We have no interest in any of the other zoning capabilities.
- Obtain B1 zoning status for our use only, and set to expire if ownership of our property ever changes

Our short term rental standards and current conditions of operations include:

- No parties or gatherings
- Strict no loud noise/music policy after 10pm

- We ensure the home (interior and exterior) and yard are well maintained
- Strict 6 person max (including children)

Additional things to consider:

- All Pine St and some N Main St neighbors have been provided with my personal cell phone and email to contact me if they ever have any questions or concerns
- Operating as an Airbnb allows us to provide income to 2 local Amherst families who provide us with handyman/contractor and cleaning services
- My parents (Bob and Susan Parks) live right next door full-time (sharing the drive way) and keep a constant eye on the home to make sure all standards of operations are being adhered to
- I personally screen every guest to confirm reviews from previous Airbnb host to ensure they are guests that abide by the house rules and leave the property in good/clean condition

Our guests have left us nothing but raving reviews (I've provided a few below for your reference) about how wonderful of a location our home is, how clean and well maintained it is (inside and out), and how they are so happy to have spent time in such a wonderful little town enjoying the local small businesses.

As hosts its important to us for our guests to have positive experiences, but it's even more important that our full-time neighbors have only positive experiences being our neighbor!

I appreciate everyone's time today and look forward to working with everyone through this process. We adore Amherst and would love nothing more than to continue to share our home with others!

If there's any additional questions or anything I can clarify please reach out to me at 757-617-4435 or em.k.parks@gmail.com

Sincerely,



Emily (Parks) Wynn

Guest Reviews:

Overall rating ★ ★ ★ ★ ★

Perfect place perfect host great location!!!

Overall rating

★ ★ ★ ★ ★

Public review

[View reply](#)

We loved our stay in Bluebridge Bungalow - such a cute little house in a quaint town. We've stayed in many airbnbs across the country and have never found one so well-stocked with condiments, beverages, toiletries and cleaning supplies. The neighborhood was very quiet and had easy access to the places we wanted to visit. Our only regret was that we ran out of time to visit Camp Trapezium. We will have to go there on our next visit to Amherst, when we hope to stay at Bluebridge Bungalow again.

Overall rating ★ ★ ★ ★ ★

Blue Ridge Bungalow is a gem. For anyone visiting the area, it's convenient, well appointed, comfortable, clean, and has a great deal of charm!

Overall rating

★ ★ ★ ★ ★

Public review

[View reply](#) ↗

WOW. We stayed at Emily's place for almost 2 weeks and it was above our expectations in every way. I was traveling with my 3 teenaged daughters and our dog, and we felt completely safe and fell in love with the immediate area. Amherst is so lovely and has everything you need, plus the dog had all the space he wanted in the yard. The kitchen and bathrooms were well stocked with many thoughtful extra touches that were appreciated. The furnishings and beds (and bedding) are high quality, clean, and comfortable. Keyless entry was a snap and Emily was ultra available and responsive to any questions we had. The neighbors nearby were friendly, but not intrusive. Can't recommend enough- we'll be back if we get the opportunity to visit again. Thanks, Emily!!

Overall rating

★ ★ ★ ★ ★

Public review

One of the best airbnb experiences here! Excellent communication, cozy and cute home aesthetic, and an absolutely great location. We had a great staycation here with the help of a multitude of wineries, cider spots, and hikes like Mount Pleasant. Definitely recommend!

Overall rating

★ ★ ★ ★ ★


Public review

We really enjoyed our stay in Amherst! This place is clean and comfortable, and is stocked with plenty of basics in the kitchen and bathroom. Perfect size for two couples and a baby (with a high chair, pack and play, and toys available if you need them!). Centrally located to hiking, wineries, and breweries, and made for a great weekend away.

Overall rating



Public review

[View reply](#) 

I almost don't want to write this review because I want to keep this secret. The communication was great, the location was perfectly situated to SBC's campus. The house is beautifully miserably decorated and 1940s-charming at the same time. The welcome book is the best I've ever seen — clear and very informative. Don't stay here though because I want it for myself.



APPLICATION FOR SPECIAL USE PERMIT
TOWN OF AMHERST
POST OFFICE BOX 280
AMHERST, VIRGINIA 24521
(804) 946-7885

DATE 9/26/22

APPLICANT ADDRESS Timothy + Emily Wynn OWNER ADDRESS Timothy + Emily Wynn
953 N Haven Cir ADDRESS same
CITY Chesapeake VA 23322 CITY same
TELEPHONE NO. 757-617-4435 TELEPHONE NO. same

REPRESENTATIVE SELF ADDRESS N/A
CITY N/A TELEPHONE NO. N/A

LOCATION OF REQUEST 117 Pine St Amherst VA 24521
TAX MAP NO. 96A414 39-40 LOT AREA 6,174 sq ft EXISTING ZONING R2
PROPOSED SPECIAL USE short term rental use

STATEMENT BY APPLICANT

We request B1 zoning for short term rental use only, set to expire with any change of ownership. As hosts its important for our guests to have positive experiences, but its even more important that our neighbors have only positive experiences as our neighbor

Applicants are reminded that §18.1-1002 of the Town Code requires signs describing the action requested under this application to be posted on the property.

As (OWNER) (CONTRACT PURCHASER WITH OWNER'S WRITTEN CONSENT, ATTACHED) (OWNER'S AGENT) of the property listed above, I/we hereby petition the Amherst Town Council to rezone the above described property.

[Signature]
Signature of Applicant

9/26/22
Date

PLANNING COMMISSION PUBLIC HEARING

Time

Date

PLANNING COMMISSION ACTION

Zoning Administrator

Date

TOWN COUNCIL PUBLIC HEARING

Time

Date

TOWN COUNCIL ACTION

Clerk of Council

Date

Adjacent Property Owner Information for

Special Use Permit Application - Rezoning Application - Conditional Zoning Application - Variance Application - Appeal Application

§ 15.2-2204 of the Code of Virginia requires that a notice of pending action to be mailed to the owners, their agent or the occupant, of all abutting property and property immediately across the street or road from the property affected, including those parcels which lie outside the Town; and, if any portion of the affected property is within a planned unit development, then to such incorporated property owner's associations within the planned unit development that have members owning property located within 2,000 feet of the affected property. The purpose of this form is to assist the applicant to collect the needed information from the Amherst County Commissioner of the Revenue's office.

Tax Map #	Physical Address	Owner's Name	Owner's Mailing Address
96A414 3,5,6	193 N Main St	Turner	193 N Main St.
96A414 2	179 N Main St.	Glover	179 N Main St.
96A414 41-44	125 Pine St	Cash	125 pine St.
96A414 47-49	129 pine st	Byrant	129 pine st.
96A414 50-52	139 Pine St	Rose	139 Pine St.
96A414 53-55	151 Pine st.	Hwong	151 Pine St
96A414 11-14	136 Pine st.	Taylor	136 pine st
96A414 15-18	144 Pine st.	Wright	144 Pine St.
96A414 19-22	152 pine st	Fore	152 pine st.
96A414 56-58	157 pine st	McKellan	157 pine st
96A414 63-72	172 pine st	Higgins	172 pine st.

Applicants should use as many forms as are needed to provide the needed information.

Note: Applicants are reminded that §18.1-1002 of the Town Code requires signs describing pending action by the Planning Commission, Town Council or Board of Zoning Appeals to be posted when approval of a site plan, subdivision, special use permit, rezoning, conditional zoning, variance, or appeal is requested.



APPLICATION FOR REZONING
TOWN OF AMHERST
POST OFFICE BOX 280
AMHERST, VIRGINIA 24521
(804) 946-7885

DATE 9/26/22

APPLICANT ADDRESS Timothy + Emily Wynn OWNER ADDRESS Timothy + Emily Wynn
953 N Haven Cir same
CITY Chesapeake VA 23322 CITY same
TELEPHONE NO. 757-617-4435 TELEPHONE NO. same

REPRESENTATIVE self ADDRESS N/A
CITY N/A TELEPHONE NO. N/A

LOCATION OF REQUEST 117 Pine St Amherst VA 24521
TAX MAP NO. 96A414 39-40 LOT AREA 6,174 Ft.
EXISTING ZONING R2 PROPOSED ZONING B1 (short term rental use) only

STATEMENT BY APPLICANT

We request B1 zoning for short-term rental use only, set to expire with any change of ownership. As hosts its important for our guests to have positive experiences, but its even more important that our full-time neighbors have only positive experiences as our neighbor!

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[Signature]
Signature of Applicant

9/26/22
Date

PLANNING COMMISSION PUBLIC HEARING

Time

Date

PLANNING COMMISSION ACTION

Zoning Administrator

Date

TOWN COUNCIL PUBLIC HEARING

Time

Date

TOWN COUNCIL ACTION

Clerk of Council

Date

Adjacent property owner information for

Special Use Permit Application - Rezoning Application - Conditional Zoning Application - Variance Application - Appeal Application

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96A414 50-52	139 pine st	Rose	139 Pine St.
96A414 53-55	151 Pine St	Hwang	151 Pine St.
96A414 11-14	136 Pine St.	Taylor	136 Pine St.
96A414 15-18	144 Pine St	Wright	144 Pine St.
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Note: Applicants are reminded that §18.1-1002 of the Town Code requires signs describing pending action by the Planning Commission, Town Council or Board of Zoning Appeals to be posted when approval of a site plan, subdivision, special use permit, rezoning, conditional zoning, variance, or appeal is requested.



STAFF REPORT REZONING and SPECIAL USE PERMIT

Svet and Shah Kanev
Planning Commission Public Hearing
February 1, 2023

General Information:

Processing schedule: The Planning Commission set this proposal for a public hearing for the February 1 meeting. Both the Rezoning and the Special Use Permit items were advertised for public hearings. Adjacent notice has been provided by certified mail and the property has been posted, per the Code.

Application Information:

Owner and Applicant:	Shah Kanev
Requested Action:	Conditional Rezoning to B-1 Special Use Permit for short term rental
Location:	123 Lee Street
Tax Map Numbers:	96 A 416 5
Existing Zoning:	R-2
Proposed Zoning:	B-1
Existing land uses:	Single family residential
Comp. plan area:	Residential
Adjacent Zoning:	R-2 and CBD (Church directly adjacent to the west of the subject property), as well as B-1 to the east of the subject property.

Summary of Request and Background Information:

The current Zoning Ordinance for the Town only allows short term rentals (defined as less than 30 day occupancy, not on the same property as the owner's residence) in commercial areas, with a Special Use Permit.

Svet and Shah Kanev have owned the property for several years, and it has been used for both long and short term rental. There have been no complaints about this use. It is currently being used for

short term rental, and was found on a check by the Town Treasurer on a short term rental site.

An important difference between this case and the previous short term rental case (Wynn) heard by the Planning Commission is that the Kanev property is adjacent to Ascension Episcopal Church. The Church is zoned CBD (Central Business District), which allows a variety of commercial and residential uses. The requested zoning of B-1 for this property is a less intensive commercial zoning than CBD and would provide an appropriate transition from the CBD zoning to the residential zoning to the east of the property. Additionally, while not accessed on the same road, there is a swath of B-1 property almost directly connected to this one, accessed by School Street. <https://myhomeflyer.com/>

Rezoning: The Kanevs are requesting rezoning of their property from R-2 to B-1, with conditions, in order to allow them to conduct their short term rental business on their property. They have proffered out all other uses in the B-1 district to clarify that their only intent is to have the short term rental.

Special Use Permit: The Zoning Ordinance requires a Special Use Permit for short term rentals in business districts. So, once the rezoning is complete, the Kanevs would also require a Special Use Permit to be able to conduct this business in the district. As with any other Special Use Permit, the Town may impose conditions related to the use upon the applicant.

Public Notice

The proposal was advertised for public hearing for two consecutive weeks, as required by State Code, and adjacent property owners received a public notice by certified mail, also as required by Code. The property had a sign placed on it for notice as well.

Consistency with the Comprehensive Plan and Zoning Ordinance:

The rezoning is not consistent with the Comprehensive Plan Land Use Map, which is based upon the current Zoning Map. However, short term rentals can be compatible with other single family residential uses, if appropriately managed, and this B-1 zoning would be an appropriate land use transition between the more intensive CBD zoning and the R-2 zoning in the area. Additionally, this street has homes that are duplexes and apartment rentals. Absent any concern from adjacent property owners or renters, staff recommends approval of this request as an appropriate use and location for short term rental in the Town.

Citizen Comment:

There has been one citizen comment received about this proposal. A neighbor who received the adjacent notification came by Town Hall to express his support for the proposal.

Conclusion:

This is the second application that the Town received for an STR in a residential neighborhood. However, this application is adjacent to an institutional use zoned as CBD. Additionally, the street is characterized by a variety of residential uses, including long term rentals and duplexes. This

location, close to downtown, adjacent to a commercially zoned parcel, is a appropriate location for a short term rental.

AT A MEETING OF THE AMHERST TOWN COUNCIL, HELD ON MARCH 8, 2023, IN THE TOWN HALL BUILDING LOCATED AT 174 S. MAIN STREET, AMHERST, VIRGINIA, THE FOLLOWING ACTION WAS TAKEN:

Ordinance granting a Special Use Permit SUP-2023-02 to allow short term rentals at 123 Lee Street, Amherst, Virginia.

WHEREAS, Sections 15.2-2280, 15.2-2285, and 15.2-2286 of the Code of Virginia, 1950, as amended, enables a local governing body to adopt and amend zoning ordinances; and

WHEREAS, Section 15.2-2286(A)(3) of the Code of Virginia enables the Amherst Town Council to grant special use permits under suitable regulations and safeguards; and

WHEREAS, Svet and Shah Kanev filed an application requesting to amend the zoning ordinance to allow short term rentals in a residential district and an application for said special use permit; and

WHEREAS, the subject property is zoned Residential (R-2); and

WHEREAS, the conditions imposed below represent suitable regulations and safeguards to protect the neighboring properties from the impacts of the SUP; and

WHEREAS, pursuant to Virginia Code Section 15.2-2204, the Amherst Planning Commission advertised as required by law and held a public hearing on this application on February 1, 2023 and voted to recommend not approving this request to Council; and

WHEREAS, pursuant to Virginia Code Section 15.2-2204, the Amherst Town Council advertised as required by law and held a public hearing on March 8, 2023.

NOW, THEREFORE, BE IT ORDAINED, by the Amherst Town Council in accordance with Sections 24-227 and 24-235 of the Amherst Zoning Ordinance, public necessity, convenience, general welfare, and good zoning practice, SUP-2023-02 is approved to allow short term rentals at 123 Lee Street, Amherst, Virginia with the following conditions:

1. There shall be no amplified sound outside.
2. There shall be no outdoor events after 10:00 p.m.
3. No parties.
4. Owner must provide a phone number of the owner or a manager who can respond quickly.

5. Must pay appropriate taxes and maintain a business license with the Town of Amherst.
6. Must provide off-street parking for all renters, and no renter/guest parking is allowed on the street.
7. The owner shall provide a point of contact to the Town and keep all email and/or phone numbers current.
8. No rental shall be made unless the contracting renter is 21 years old or older.
9. Overnight guest occupancy shall not exceed the advertised number of guests or beds. If there is no advertised “guest” number, overnight occupancy shall not exceed the number of furnished bed spaces.
10. The owner is responsible for refuse removal into receptacles dedicated to the rental property and for ensuring that the receptacles are emptied during the week.

Airbnb purpose

Shakhnoza <nozik25@list.ru>

Wed 11/9/2022 4:14 PM

To: Svetlozar Kanev <winery@rebecwinery.com>

Cover letter for Airbnb purpose.

I'm Shah Kanev. I'm taking Cancer treatments. I was looking for a job where I can have flexible time and more safety. Covid created a lot of fear and gave me a chance to take Airbnb classes. I found this job more suitable for me to manage my time with treatments to have enough resting time, to organize time for my family and work, have balance. I created a safe and enjoyable environment for everyone. My Airbnb has rules: No pets, no parties, limit on the amount of people, no noise past 9 pm.

Sent from my iPhone

Shah Kanev 

Sup for short term rental

Required contents for a full Special Use Permit Application:

- A completed application form, attached.
- A completed certificate of owner's representative, if appropriate.
- A signed cover letter outlining the background and clear justification for the proposed special use permit.
- Clear mapping showing the extent of the proposed changes to the property, including property lines, adjacent streets, buildings, etc.
- A site plan showing the proposed development of the property.
- Fees as required by Section 18.1-1009 of the Zoning and Subdivision Ordinance.

All documentation should be on reproducible 8½ X 11 paper.

DATE 10/26/22

APPLICATION FOR SPECIAL USE PERMIT
TOWN OF AMHERST
POST OFFICE BOX 280
AMHERST, VIRGINIA 24521
(804) 946-7885

APPLICANT
ADDRESSShakhmoza KanevOWNER
ADDRESSSvetlana Kanev
Shakhmoza Kanev

CITY

204 Sunset Drive
Amherst, VA 24521

CITY

204 Sunset Drive
Amherst, VA 24521

TELEPHONE NO.

434-907-2618

TELEPHONE NO.

434-907-1259

REPRESENTATIVE

Self

ADDRESS

CITY

TELEPHONE NO.

LOCATION OF REQUEST

108 Lee Street, Amherst, VA 24521

TAX MAP NO.

96A416-5

LOT AREA

1/5

EXISTING ZONING

PROPOSED SPECIAL USE

AirBnb and short term rental

STATEMENT BY APPLICANT

I would rezone our rental property on Lee Street to B-1 TO allow me to conduct short term rental through AirBnb and other sites.

Applicants are reminded that §18.1-1002 of the Town Code requires signs describing the action requested under this application to be posted on the property.

As (OWNER) (CONTRACT PURCHASER WITH OWNER'S WRITTEN CONSENT, ATTACHED) (OWNER'S AGENT) of the property listed above, I/we hereby petition the Amherst Town Council to rezone the above described property.

Signature of Applicant

Date

10/26/2022

PLANNING COMMISSION PUBLIC HEARING

Time

Date

PLANNING COMMISSION ACTION

Zoning Administrator

Date

TOWN COUNCIL PUBLIC HEARING

Time

Date

TOWN COUNCIL ACTION

Clerk of Council

Date

Adjacent property owner information for

Special Use Permit Application - Rezoning Application - Conditional Zoning Application - Variance Application - Appeal Application

§ 15.2-2204 of the Code of Virginia requires that a notice of pending action to be mailed to the owners, their agent or the occupant, of all abutting property and property immediately across the street or road from the property affected, including those parcels which lie outside the Town; and, if any portion of the affected property is within a planned unit development, then to such incorporated property owner's associations within the planned unit development that have members owning property located within 2,000 feet of the affected property. The purpose of this form is to assist the applicant to collect the needed information from the Amherst County Commissioner of the Revenue's office.

[illegible]

Applicants should use as many forms as are needed to provide the needed information.

Note: Applicants are reminded that §18.1-1002 of the Town Code requires signs describing pending action by the Planning Commission, Town Council or Board of Zoning Appeals to be posted when approval of a site plan, subdivision, special use permit, rezoning, conditional zoning, variance, or appeal is requested.

Rezone to B-1

Required contents for a full Rezoning Application:

\$300

- A completed application form, attached.
- A completed certificate of owner's representative, if appropriate.
- A signed cover letter outlining the background and clear justification for the proposed changes.
- Clear mapping showing the extent of where the changes are proposed, including property lines, adjacent streets, buildings, etc.
- A site plan showing the proposed development of the property.
- Applications for conditional zoning should clearly indicate such and include clear supplemental information such as any proffers being made.
- Fees as required by Section 18.1-1009 of the Zoning and Subdivision Ordinance.

All documentation should be on reproducible 8½ X 11 paper.



DATE _____

APPLICATION FOR REZONING
TOWN OF AMHERST
POST OFFICE BOX 280
AMHERST, VIRGINIA 24521
(804) 946-7885

APPLICANT
ADDRESSShakhnoza KanerOWNER
ADDRESSSvetlozar Kaner

CITY

Amherst VA 24521

ADDRESS

Shakhnoza Kaner

TELEPHONE NO.

204 Sunset Drive

CITY

204 Sunset Drive

TELEPHONE NO.

Amherst VA 24521

REPRESENTATIVE

Self

ADDRESS

CITY

Amherst VA

TELEPHONE NO.

LOCATION OF REQUEST

123 Lee street, Amherst VA 24521

TAX MAP NO.

96A 416-5

LOT AREA

#5

EXISTING ZONING

.

PROPOSED ZONING

add B-1

STATEMENT BY APPLICANT

I would rezone our rental property on 123 Lee street to add B-1 to allow me to conduct short term rental through Airbnb, Vrbo & other sites.

Applicants are reminded that §18.1-1002 of the Town Code requires signs describing the action requested under this application to be posted on the property.

As (OWNER) (CONTRACT PURCHASER WITH OWNER'S WRITTEN CONSENT, ATTACHED) (OWNER'S AGENT) of the property listed above, I/we hereby petition the Amherst Town Council to rezone the above described property.

Signature of Applicant

Date

PLANNING COMMISSION PUBLIC HEARING

Time

Date

PLANNING COMMISSION ACTION

Zoning Administrator

Date

TOWN COUNCIL PUBLIC HEARING

Time

Date

TOWN COUNCIL ACTION

Clerk of Council

Date

Adjacent property owner information for

Special Use Permit Application - Rezoning Application - Conditional Zoning Application - Variance Application - Appeal Application

§ 15.2-2204 of the Code of Virginia requires that a notice of pending action to be mailed to the owners, their agent or the occupant, of all abutting property and property immediately across the street or road from the property affected, including those parcels which lie outside the Town; and, if any portion of the affected property is within a planned unit development, then to such incorporated property owner's associations within the planned unit development that have members owning property located within 2,000 feet of the affected property. The purpose of this form is to assist the applicant to collect the needed information from the Amherst County Commissioner of the Revenue's office.

[illegible]

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APPLICATION FOR REZONING
TOWN OF AMHERST
POST OFFICE BOX 280
AMHERST, VIRGINIA 24521
(804) 946-7885

DATE _____

APPLICANT	McDonald's Corporation	OWNER	Lillian W. Johnson
ADDRESS	110 N. Carpenter St., Attn: Legal Dept.	ADDRESS	P.O. Box 22
CITY	Chicago IL 60607	CITY	Amherst VA 24521
TELEPHONE NO.	(919) 695-6271	TELEPHONE NO.	

REPRESENTATIVE	Tammy Kahm	ADDRESS	110 N. Carpenter St., Attn: Legal Dept.
CITY	Chicago IL 60607	TELEPHONE NO.	(919) 695-6271

LOCATION OF REQUEST US Route 60

TAX MAP NO. 96A4-A-174 LOT AREA .050 A (2,193 sf)

EXISTING ZONING T-1 Transitional PROPOSED ZONING CZ-1

STATEMENT BY APPLICANT

Applicant will be purchasing the 2,193 sf of land referenced above and recording a plat to incorporate that land with our existing property. The additional land will be used in conjunction with the redevelopment of the Applicant's drive thru.

Applicants are reminded that §18.1-1002 of the Town Code requires signs describing the action requested under this application to be posted on the property.

As OWNER (CONTRACT PURCHASER WITH OWNER'S WRITTEN CONSENT, ATTACHED) (OWNER'S AGENT) of the property listed above, I/we hereby petition the Amherst Town Council to rezone the above described property.

Lillian W. Johnson 2/21/23
Signature of Owner Date

PLANNING COMMISSION PUBLIC HEARING

Time Date

PLANNING COMMISSION ACTION

Zoning Administrator Date

TOWN COUNCIL PUBLIC HEARING

Time Date

TOWN COUNCIL ACTION

Clerk of Council Date

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):

- ☐ ☐
- ☐ Planning Commission
- ☐ Board of Zoning Appeals
- ☒ Industrial Development Authority
- ☐ Property Maintenance Investigation Board
- ☐ Town/Sweet Briar Sewer Use Advisory Commission ☐

Full

Legal

Name:

Steven A. Jefferson

Mailing Address:

810 Stone Road Reston, VA 24588

Home

Address:

E-mail Address:

Sjefferson@hickoryelectrics.com

Phone No: Office

434-845-3988

Work:

Length

of

time

at

present

address:

18 years

Are

you

over

the

age

of

18?

1/25

Employer

Name:

Hickory Plumbing & Electrical

Address:

533 S Main Street Amherst, VA 24521

Current

employment

position:

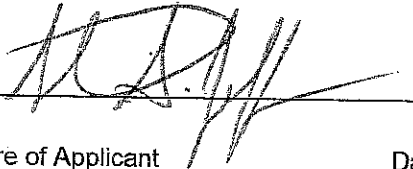
Owner

List specific information which might qualify you for this appointment:

Local Business Owner

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

Help our community grow



Signature of Applicant

Date

5/10/23