

AMHERST TOWN COUNCIL
AGENDA
Wednesday, March 13, 2024
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. Appearance from Neighbors Helping Neighbors- *Gary Friend- Mr. Friend is appearing to update the Council on the work of the group and its impact on the Town.*

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. 1-12) – *Drafts of the February 14th, February 21st, and March 4th 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. 13-26)- *The check register for the month of February 2024 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. 27-58)

- a. 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. 59-70)

- a. Planning Commission– *met March 6, 2024, minutes attached*
- b. Economic Development Authority- *met March 4, 2024, minutes attached*
- c. Robert E. Lee SWCD- *met January 25, 2024 and February 5, 2024, minutes attached*

H. Discussion Items

- 1. Approval of Street Closure for the First Responders Event** – *Sara McGuffin- Staff is requesting Council approval of a street closure on Main Street between Star Street and Second Street for a First Responder's Street Party. The event will be on June 29th, with the closure between 2-10 pm.*
- 2. Set Public Hearing for Code Amendments (Pgs. 71-74)-** *Sara McGuffin- The Planning Commission has been working on a set of Zoning Ordinance amendments to improve the Code. Staff recommends that the Council set public hearings to advertise for the following proposed changes:*
 - a. Outdoor display and storage definition*
 - b. Addition of Minor site plans*
 - c. Revision for the Conditional Use Permit for Short Term Rental*
- 3. Set Public Hearing for Budget and Capital Improvement Plan-** *Sara McGuffin- Staff recommends setting public hearings for the Proposed FY 25 Budget and Capital Improvement Plan for the April meeting.*
- 4. Information on Zoning Status (Legal, Nonconforming, and Not Legal) in Regard to Surfacing Requirements in Town (Pgs. 75-77)-** *Sara McGuffin- Staff will provide additional explanations regarding the meaning of the terms and how they apply to the surfacing requirements.*
- 5. Economic Development Authority Vacancy-** *- There is currently a vacancy on the Economic Development Authority. Staff has advertised the vacancy and will accept applications for Council's consideration.*

I. Matters from Staff

J. Citizen Comments

K. Matters from Town Council

L. Anticipated Town Council Agenda Items for Next Month

M. Adjournment

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on February 14, 2024, 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	Kenneth S. Watts

Also present were the following staff members:

Sara E. McGuffin	Town Manager-Remote	Bobby Shiflett	Police Chief
Kelley Kemp	Town Attorney	Gary Williams	Director of Plants
Vicki K. Hunt	Clerk of Council	Becky Cash	Plants Operator
Tracie Morgan	Office Manager		

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Harold Thomas.

Ms. Turner made a motion that was seconded by Mr. Higginbotham to approve a Resolution honoring Douglas L. Thompson, commemorating his service and accomplishments to the Town of Amherst.

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	Kenneth Watts	Aye

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

Police Chief Shiflett, recognizing their hard work and dedicated service to the Amherst Police Department and the Town of Amherst, presented the Officer of the Year Award to Officer Dante Robinson, the Award of Excellence to Captain Ryan Watts, and the MADD Award (Mothers Against Drunk Driving) to Captain Ryan Watts, Officer Dante Robinson, and Officer Luther Rose.

Mayor Tuggle opened the floor to citizen comments.

Steve Martin, Town of Amherst business owner, came forward in opposition of the existing code section on commercial surface treatment of driveways and parking areas and requested reimbursement for lost revenue due to shut down of his commercial rental due to the existing paving ordinance.

Jerry Martin, Town of Amherst business owner, came forward in opposition to the enforcement of the existing Town ordinance on surface treatment of commercial driveways and what she

considers the appearance of arbitrary enforcement of the ordinance.

Sonny Sundaramurthy, Town of Amherst resident, came forward suggesting that in order to protect our community by protecting locally owned businesses, the Town could construct a reasonable surfacing standard by revising Town Code Section 24-511 to read that parking spaces and driveways shall be constructed of gravel, contacted stone, concrete, asphalt, brick, or paving stones.

Sunny Monk, President of Second Stage, came forward on its behalf with an update on upcoming Second Stage events and projects.

There being no one else listed to speak on the citizen comment sign-in sheet, or otherwise, no other 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 January 10, 2024, and January 24, 2024, and the January 2024 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	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Abstain

Mayor Tuggle gave a Town of Amherst year in review reporting on a variety of the Town's accomplishments during 2023.

Ms. Turner made a motion that was seconded by Mr. Driskill to reaffirm the Code of Ethics for the Town Council, first adopted on January 11, 2017, as presented.

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	Kenneth Watts	Aye

The Code of Ethics was presented to each council member for signature for display in Council Chambers at Town Hall.

A copy of the Code of Ethics is attached and made a part of these minutes.

At 7:33 p.m. Councilman Watts excused himself from the meeting. A quorum was present as follows:

P	D. Dwayne Tuggle	P	Andra Higginbotham
P	Janice N. Wheaton	P	Michael Driskill
P	Sharon W. Turner	A	Kenneth S. Watts

Office Manager Morgan gave a report on a proposed work order and proposed agreement between The Berkley Group, LLC, and the Town of Amherst for the purpose of recruitment of Chief of Police.

Ms. Turner made motion that was seconded by Mr. Driskill to approve the Agreement between The Berkley Group, LLC and the Town of Amherst, and Work Order 1: Chief of Police Executive Search Services Town of Amherst, as recommended by staff.

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	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Absent

Office Manager Morgan gave a short report on appropriation of \$15,000.00 for work to be performed by The Berkley Group as set out in the Police Chief recruitment agreement.

Ms. Turner made a motion that was seconded by Mr. Driskill to approve appropriation of \$15,000.00 for services to be performed by The Berkley Group for Police Chief recruitment, as recommended by staff.

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	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth Watts	Absent

At 7:36 PM Councilman Watts reentered the meeting. 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	Kenneth S. Watts

Office Manager Morgan gave a report on a citizen request that VDOT conduct a speed study on Sunset Drive for the purpose of determining the necessity to reduce the speed limit to 25 mph.

Mr. Watts made a motion that was seconded by Mr. Driskill to approve a request to VDOT to conduct a speed study on Sunset Drive.

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

D. Dwayne Tuggle		Andra Higginbotham	Nay
Janice N. Wheaton	Nay	Michael Driskill	Aye
Sharon Turner	Nay	Kenneth Watts	Aye

Mayor Tuggle opened the floor to citizen comments.

Robert Villwock, Town of Amherst resident, came forward to apologize to council members for his demeanor at the January 10, 2024, Town Council meeting.

Angela Sundaramurthy, Town of Amherst resident, came forward to request that potholes be repaired in the business district.

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

At 7:49 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):

- Consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body specifically related to litigation with Amherst County and the Life Saving and First Aid Crew.

WHEREAS, pursuant to: §2.2-3711 (A)(3) 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 aforestated matters in Closed Meeting.

Ms. Wheaton made a motion that was seconded by Mr. Higginbotham to approve the resolution and go into closed session.

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	Kenneth Watts	Aye

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

At 7:50 PM, pursuant to the Resolution, Town Council convened in closed session.

At 7:56 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	Andra Higginbotham	Yes
Janice N. Wheaton	Yes	Michael Driskill	Yes
Sharon Turner	Yes	Kenneth S. Watts	Yes

There being no further business, on motion of Mr. Higginbotham that was seconded by Ms. Wheaton the meeting adjourned at 7:57 P.M., until March 13, 2024, 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	Kenneth S. Watts	Aye

D. Dwayne Tuggle, Mayor

ATTEST: _____
Clerk of Council

Resolution
of the
Town Council of the Town of Amherst

WHEREAS, Douglas L. Thompson is a highly respected citizen and a long-time resident of the Town of Amherst; and

WHEREAS, Douglas L. Thompson was appointed and agreed to serve as an interim member of the Town Council of the Town of Amherst on September 14, 2022, holding this position until a special election was held in November 2023; and

WHEREAS, Douglas L. Thompson serves the Town as a member of the Economic Development Authority, appointed by Council on August 15, 2022; and

WHEREAS, Douglas L. Thompson has rendered loyal and dedicated service to the residents of the Town of Amherst and the surrounding area through his career in public service and civic efforts including serving 10 years as a Volunteer Fire Fighter with the Amherst Fire Department. He is a practicing Certified Public Accountant and a graduate of the Virginia Military Institute; and

WHEREAS, the Town Council of the Town of Amherst wishes to acknowledge the services that Douglas L. Thompson has given to his community and also to express its appreciation for all that Douglas L. Thompson has done and will continue to do for the Town of Amherst; and

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Amherst does, on this date, acknowledge the outstanding service that Douglas L. Thompson has given to our community; and

BE IT FURTHER RESOLVED that the Town Council of the Town of Amherst hereby declares that the Town of Amherst has been greatly improved as a result of Douglas L. Thompson's tenure on the Town Council of the Town of Amherst; and

FINALLY, BE IT RESOLVED the Clerk of the Council of the Town of Amherst is ordered to deliver an original copy of this Resolution to Douglas L. Thompson as a token of the Council's deep appreciation for his contributions to our community and that this resolution be spread upon the minute books of the Town Council of the Town of Amherst as a tribute to a

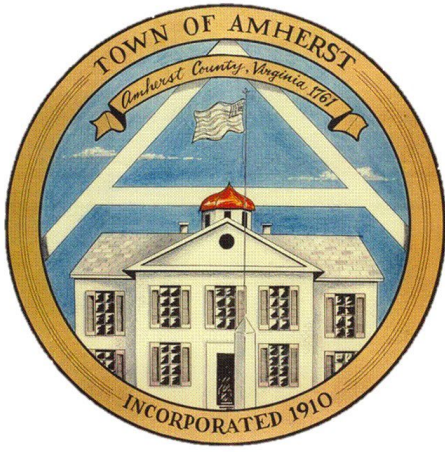
Good Neighbor and a Friend of the Town of Amherst.

Adopted February 14, 2023.

D. Dwayne Tuggle, Mayor

Attest:

Clerk of Council



AMHERST TOWN COUNCIL

CODE OF ETHICS

Recognizing that public officials hold office as a public trust, and that their stewardship of such office requires a superior degree of ethical conduct on their part, any person serving on the Amherst Town Council agrees to adhere to the following Code of Ethics:

1. Uphold federal, state and local laws, and never knowingly be a party to their evasion.
2. Respect and uphold the Constitution of the United States and the Constitution of Virginia and never act in a way that will restrict individual liberties. Council members should operate from a belief that the Constitution is the road map for every decision that the Council makes.
3. Put loyalty to the Town as a whole above loyalty to individuals or particular groups.
4. Dedicate sincere effort and service to the position of trust for which stewardship has been granted, giving earnest action and best thought to the performance of duties in an ethical manner.
5. Seek to find and use the most equitable, efficient, effective, and economical means for accomplishing Town business.
6. Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, country of origin or disability.
7. Ensure the integrity of the actions of the Town Council by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances that might be construed by reasonable persons as influencing the performance of governmental duties.
8. Make no private promises of any kind which purport to bind performance of public duty.
9. Engage in no business with the Town government, either directly or indirectly, which is inconsistent with the conscientious performance of government duties, and ensure full compliance with the Conflict of Interest Act (Code of Virginia, Title 2.2, Chapter 31).
10. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act, using closed meetings only as authorized by the Code of Virginia.
12. Avoid involvement, or the perception thereof, in matters that when completed, come before the Town Council for resolution or approval.
13. Seek to communicate fairly and equally with all other Council members outside of formal meetings; avoid excluding one or more Council members from information shared with others, while consistently maintaining adherence to the requirements of the Virginia Freedom of Information Act.
14. Never use a position of public trust to gain access to the public or the media for purposes of criticizing colleagues, staff, or citizens, impugning their integrity, or vilifying their personal beliefs.
15. Ensure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Council.
16. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

Dated this 10th day of January, 2024.

D. Dwayne Tuggle, Mayor

Andra Higginbotham, Vice Mayor

Janice N. Wheaton, Council Member

Sharon W. Turner, Council Member

Kenneth S. Watts, Council Member

Michael H. Driskill, Council Member

TOWN COUNCIL OF THE TOWN OF AMHERST

MOTION: Janice Wheaton

Wednesday, February 14, 2024
Regular Meeting

SECOND: Andre Higginbotham

RE: AUTHORIZE CLOSED MEETING

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

- Consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body specifically related to litigation with Amherst County and the Life Saving and First Aid Crew.

WHEREAS, pursuant to: §2.2-3711(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 21st day of February 2024.

D. Dwayne Tuggle, Mayor

ATTEST: _____
Clerk of Council

Mayor D. Dwayne Tuggle called a special session of the Amherst Town Council to order on February 21, 2024, 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	A	Kenneth S. Watts

Also present was the following staff member:

Vicki K. Hunt	Clerk of Council
Tracie Morgan	Office Manager
Kelley Kemp	Town Attorney

It was noted by Mayor Tuggle that Town Manager McGuffin was not present.

At 7:02 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 recruitment of a new Chief of Police.

WHEREAS, pursuant to: §2.2-3711 (A)(1) 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.

Ms. Wheaton made a motion that was seconded by Mr. Higginbotham to approve the resolution and go into closed session.

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	Kenneth S. Watts	Absent

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

At 7:03 PM, pursuant to the Resolution, Town Council convened in closed session.

At 8:42 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		Andra Higginbotham	Yes
Janice N. Wheaton	Yes		Michael Driskill	Yes
Sharon Turner	Yes		Kenneth S. Watts	Absent

There being no further business, on motion of Ms. Turner that was seconded by Mr. Driskill the meeting adjourned at 8:43P.M.

The motion carried 4-0 as follows:

D. Dwayne Tuggle			Andra Higginbotham	Aye
Janice N. Wheaton	Aye		Michael Driskill	Aye
Sharon Turner	Aye		Kenneth S. Watts	Absent

D. Dwayne Tuggle, Mayor

ATTEST: _____
Clerk of Council

TOWN COUNCIL OF THE TOWN OF AMHERST

MOTION: Janice Wheaton
SECOND: Andra Higginbotham

Wednesday, February 21, 2024
Special 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 recruitment of a new Chief of Police.

WHEREAS, pursuant to: §2.2-3711 (A)(1) 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 21st day of February 2024.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

Mayor D. Dwayne Tuggle called a special session of the Amherst Town Council to order on March 4, 2024, 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	Kenneth S. Watts

Also present were the following staff members:

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

The purpose of the meeting was to discuss the proposed 2024/25 capital improvement plan and 2024/25 budget.

Council discussions involved concerns related to the garbage fund balance and future rates, purchase of automated water meters; salary increases for town staff; donations to non-profit groups; and realtor business license fees. Council directed staff to provide further information to determine trash rate, determine course of action for immediate purchase of automated water meters, and prepare a salary comparison chart of base pay raises for employees for consideration by council.

There being no further business, the meeting adjourned at 8:52 P.M., until March 13, 2024, at 7:00 p.m. on motion of Ms. Wheaton, seconded by Mr. Higginbotham, and carried by 6-0 as follows:

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Kenneth S. Watts	Aye

D. Dwayne Tuggle, Mayor

Attest:

Clerk of Council

Range of Checking Accts: First to Last Range of Check Dates: 02/01/24 to 02/29/24
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 FIRST NATION MAIN CHECKING							
5902	02/01/24	ANTW005 BENCHMARK SYSTEMS, INC.					237
V4-00375	1	11/16-12/15/2024	568.00	100-4-12510-5600	Expenditure		32 1
				MICROSOFT OFFICE SERVICE			
5903	02/01/24	APPAL005 APPALACHIAN POWER					237
V4-00373	1	FINAL BILL	371.11	100-4-41320-5100	Expenditure		27 1
				STREETLIGHTS			
5904	02/01/24	BOXLE005 BOXLEY					237
V4-00364	1	PUGMILL	981.36	501-4-45000-6007	Expenditure		16 1
				REPAIR & MAINT. SUPPLIES			
5905	02/01/24	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					237
V4-00365	1	REISSUE	657.15	100-4-43200-5230	Expenditure		17 1
				TELECOMMUNICATION			
5906	02/01/24	COBBT005 COBB TECHNOLOGIES					237
V4-00360	1	OVERAGE 10/25-01/24/2024	418.72	100-4-12510-6002	Expenditure		11 1
				I.T. SUPPLIES			
5907	02/01/24	DEALL005 DEAL & LACHENEY P.C.					237
V4-00376	1	JANUARY LEGAL FEES	2,140.00	100-4-12210-3150	Expenditure		33 1
				TOWN ATTORNEY			
5908	02/01/24	GFLN005 GFL ENVIRONMENTAL					237
V4-00370	1	SHOOTING RANGE	26.95	100-4-31100-5800	Expenditure		24 1
				FIRE RANGE FEES			
5909	02/01/24	GORDI005 THE GORDIAN GROUP, INC.					237
V4-00367	1	CONTRACT FEE MAINT SHOP	3,713.81	501-4-45000-8005	Expenditure		19 1
				EQUIPMENT/VEHICLES			
V4-00367	2	CONTRACT FEE MAINT SHOP	3,713.80	502-4-45000-8005	Expenditure		20 1
				EQUIPMENT/VEHICLES			
			7,427.61				
5910	02/01/24	MANSF005 MANSFIELD OIL COMPANY					237
V4-00359	1	FUEL 01/01-01/15/2024	403.41	100-4-31100-6008	Expenditure		8 1
				FUEL			
V4-00359	2	FUEL 01/01-01/15/2024	272.83	100-4-43200-6008	Expenditure		9 1
				FUEL			
V4-00359	3	FUEL 01/01-01/15/2024	124.46	502-4-44000-6008	Expenditure		10 1
				FUEL/OIL			
			800.70				
5911	02/01/24	MINNE005 MINNESOTA LIFE					237
24-00040	2	JAN 24 DEDUCTION CHECKS	52.80	501-2-21550-0000	G/L		1 1
				OPT LIFE INS. W/HOLDING			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL FIRST NATION MAIN CHECKING Continued								
5912	02/01/24	NATIO010 NATIONWIDE RETIREMENT SOLUTION						237
24-00041	1	JAN 24 DEDUCTION CHECKS	146.20	100-2-21400-0000	G/L		2	1
				RETIREMENT W/HOLDING				
24-00041	2	JAN 24 DEDUCTION CHECKS	121.32	100-2-21900-0000	G/L		3	1
				DEFERRED COMP W/HOLDING				
24-00041	3	JAN 24 DEDUCTION CHECKS	191.88	501-2-21400-0000	G/L		4	1
				RETIREMENT W/HOLDINGS				
24-00041	4	JAN 24 DEDUCTION CHECKS	159.24	501-2-21900-0000	G/L		5	1
				DEFERRED COMP W/H				
24-00041	5	JAN 24 DEDUCTION CHECKS	143.90	502-2-21400-0000	G/L		6	1
				RETIRMENT W/HOLDING				
24-00041	6	JAN 24 DEDUCTION CHECKS	119.44	502-2-21900-0000	G/L		7	1
				DEFERRED COMP W/HOLDING				
			881.98					
5913 02/01/24 PACEA005 PACE ANALYTICAL SERVICES, INC.								
V4-00377	1	LAB TESTING	184.60	502-4-44000-3140	Expenditure		34	1
				TESTING SERVICES				
V4-00377	2	LAB TESTING	184.60	501-4-44000-3140	Expenditure		35	1
				TESTING SERVICES				
			369.20					
5914 02/01/24 SUPPL005 THE SUPPLY ROOM								
V4-00366	1	DREAMA ORDER	96.68	100-4-12420-6001	Expenditure		18	1
				OFFICE SUPPLIES				
V4-00368	1	OFFICE SUPPLIES	63.97	501-4-44000-6001	Expenditure		21	1
				OFFICE SUPPLIES				
V4-00368	2	OFFICE SUPPLIES	63.96	502-4-44000-6001	Expenditure		22	1
				OFFICE SUPPLIES				
V4-00372	1	PLUNGER	11.46	100-4-43200-6005	Expenditure		26	1
				JANITORIAL SUPPLIES				
			236.07					
5915 02/01/24 TIDEW005 TIDEWATER FLEET SUPPLY LLC								
V4-00374	1	TAHOE UPDATES	923.00	100-4-31100-6003	Expenditure		28	1
				CANINE SUPPLIES				
V4-00374	2	TAHOE UPDATES	7,562.13	100-4-31100-8005	Expenditure		29	1
				VEHICLES/EQUIPMENT				
V4-00374	3	TAHOE UPDATES	2,258.00	100-4-31100-8005	Expenditure		30	1
				VEHICLES/EQUIPMENT				
V4-00374	4	TAHOE UPDATES	8,875.01	100-4-31100-8005	Expenditure		31	1
				VEHICLES/EQUIPMENT				
			19,618.14					
5916 02/01/24 TIGER005 TIGER FUEL CO.								
V4-00363	1	DIESEL	68.52	100-4-43200-6008	Expenditure		14	1
				FUEL				
V4-00363	2	DIESEL	202.27	100-4-43200-6008	Expenditure		15	1
				FUEL				
			270.79					

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GENERAL FIRST NATION MAIN CHECKING Continued							
5917	02/01/24	TMOBI005 T-MOBILE					237
V4-00371	1	12/15-01/14	118.44	100-4-43200-5230	Expenditure		25 1
				TELECOMMUNICATION			
5918	02/01/24	UNITE010 UNITED RENTALS, INC.					237
V4-00362	1	BOOM INSPECTION	532.44	100-4-43200-6009	Expenditure		13 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5919	02/01/24	USABL005 USA BLUE BOOK					237
V4-00369	1	PROCESS	119.13	501-4-44000-6007	Expenditure		23 1
				REPAIR & MAINT. SUPPLIES			
5920	02/01/24	VUPS0005 VA UTILITY PROTECTION SERVICE					237
V4-00361	1	JANUARY TRANSMISION	26.45	501-4-45000-5130	Expenditure		12 1
				MISS UTILITY			
5921	02/07/24	APPAL005 APPALACHIAN POWER					238
V4-00382	1	STREET LIGHTS 01312024	2,568.72	100-4-41320-5100	Expenditure		10 1
				STREETLIGHTS			
5922	02/07/24	BYMEL005 BY MELISSA FLORAL DESIGN					238
V4-00381	1	TURNER FUNERAL	50.00	100-4-12110-5000	Expenditure		9 1
				CONTINGENCY REQUIREMENT			
5923	02/07/24	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					238
V4-00387	1	FEBRUARY	657.15	100-4-43200-5230	Expenditure		21 1
				TELECOMMUNICATION			
5924	02/07/24	CMCSU005 CMC SUPPLY, INC.					238
V4-00388	1	GRIT PUMP PARTS	103.42	502-4-44000-6007	Expenditure		22 1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.			
5925	02/07/24	DARRY005 DARRYL DWAYNE TUGGLE					238
V4-00386	1	LEGISLATIVE DAY TRAVEL	276.46	100-4-11010-5501	Expenditure		20 1
				TRAVEL-MILAGE/HOTELS/CONFERENCE			
5926	02/07/24	FISHE005 FISHER AUTO PARTS, INC					238
V4-00384	1	JANUARY STATEMENT	90.58	100-4-43200-6009	Expenditure		15 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V4-00384	2	JANUARY STATEMENT	13.70	501-4-44000-6007	Expenditure		16 1
				REPAIR & MAINT. SUPPLIES			
V4-00384	3	JANUARY STATEMENT	13.70	502-4-44000-6007	Expenditure		17 1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.			
			<u>117.98</u>				
5927	02/07/24	HARRI005 HARRIS TIRE COMPANY					238
V4-00394	1	TIRES	680.00	100-4-31100-6009	Expenditure		30 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5928	02/07/24	HILLH005 HILL HARDWARE CORPORATION					238
V4-00383	1	JANUARY STATEMENT	25.99	501-4-44000-8005	Expenditure		11 1
				EQUIPMENT			

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GENERAL		FIRST NATION MAIN CHECKING	Continued					
5928	HILL	HARDWARE CORPORATION	Continued					
V4-00383	2	JANUARY STATEMENT	25.99	502-4-44000-8005	Expenditure		12	1
				VEHICLES				
V4-00383	3	JANUARY STATEMENT	103.52	100-4-43200-6009	Expenditure		13	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
V4-00383	4	JANUARY STATEMENT	50.22	100-4-43200-6007	Expenditure		14	1
				REPAIR & MAINT. SUPPLIES				
			<u>205.72</u>					
5929	02/07/24	PACEA005 PACE ANALYTICAL SERVICES, INC.					238	
V4-00392	1	LAB TESTING	144.10	502-4-44000-3140	Expenditure		26	1
				TESTING SERVICES				
V4-00392	2	LAB TESTING	58.20	501-4-44000-3140	Expenditure		27	1
				TESTING SERVICES				
V4-00392	3	LAB TESTING	184.60	502-4-44000-3140	Expenditure		28	1
				TESTING SERVICES				
			<u>386.90</u>					
5930	02/07/24	TENCA005 TENCARVA MACHINERY CO.					238	
V4-00391	1	PUMP REBUILD KIT	2,085.20	502-4-44000-6007	Expenditure		25	1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.				
5931	02/07/24	UNIVA005 UNIVAR					238	
V4-00389	1	WATER STREATMENT CHEMICALS	3,611.32	501-4-44000-6051	Expenditure		23	1
				CHEMICALS				
5932	02/07/24	USABL005 USA BLUE BOOK					238	
V4-00390	1	LAB EQUIP PROBE	450.00	501-4-44000-6004	Expenditure		24	1
				LAB SUPPLIES				
5933	02/07/24	VERIZ005 VERIZON					238	
V4-00385	1	12/25-01/24 & 01/25-02/24	69.77	100-4-43200-5230	Expenditure		18	1
				TELECOMMUNICATION				
V4-00385	2	12/25-01/24 & 01/25-02/24	39.99	100-4-43200-5230	Expenditure		19	1
				TELECOMMUNICATION				
			<u>109.76</u>					
5934	02/07/24	VILLA005 VILLAGE GARDEN CLUB					238	
V4-00393	1	GARDNE CLUB REQUEST	1,004.27	100-4-72100-5600	Expenditure		29	1
				VILLAGE GARDEN CLUB CONTRI.				
5935	02/07/24	WILLI005 WILLIAM LYLE CARVER					238	
V4-00379	1	Q4 2023 AND Q1 2024	450.00	100-4-31100-5801	Expenditure		6	1
				ATTORNEY FEES				
V4-00379	2	Q4 2023 AND Q1 2024	450.00	100-4-31100-5801	Expenditure		7	1
				ATTORNEY FEES				
			<u>900.00</u>					
5936	02/07/24	WITME005 WITMER PUBLIC SAFETY GROUP					238	
V4-00395	1	SUPPLIES	64.75	100-4-31100-6010	Expenditure		31	1
				POLICE SUPPLIES				

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GENERAL		FIRST NATION MAIN CHECKING	Continued					
5936	WITMER	PUBLIC SAFETY GROUP	Continued					
V4-00395	2	SUPPLIES	150.00	100-4-31100-6011	Expenditure		32	1
				UNIFORMS				
			<u>214.75</u>					
5937	02/07/24	WWASS005 WW ASSOCIATES		(Void Reason: ENTERED WRONG)		02/07/24 VOID	238	
V4-00378	1	CNTRIFGE/SUNSET/RTNER/SCADA	4,500.00	502-4-94000-8002	Expenditure		1	1
				WWTP CENTRIFUGE				
V4-00378	2	CNTRIFGE/SUNSET/RTNER/SCADA	6,900.00	501-4-94000-8003	Expenditure		2	1
				SUNSET WATERLINE REPLACEMENT				
V4-00378	3	CNTRIFGE/SUNSET/RTNER/SCADA	8,750.00	502-4-94000-8002	Expenditure		3	1
				WWTP CENTRIFUGE				
V4-00378	4	CNTRIFGE/SUNSET/RTNER/SCADA	250.00	501-4-44000-3150	Expenditure		4	1
				PROFESSIONAL SVCS				
V4-00378	5	CNTRIFGE/SUNSET/RTNER/SCADA	250.00	502-4-44000-3150	Expenditure		5	1
				PROFESSIONAL SVCS				
V4-00380	1	PAYMENT #11	34,960.00	502-4-94000-8002	Expenditure		8	1
				WWTP CENTRIFUGE				
			<u>55,610.00</u>					
5938	02/07/24	LITTL005 LITTLETON AND ASSOCIATES, INC.					239	
V4-00396	1	PAYMENT NO 11	34,960.00	502-4-94000-8002	Expenditure		1	1
				WWTP CENTRIFUGE				
5939	02/07/24	WWASS005 WW ASSOCIATES					239	
V4-00397	1	SCADA/CENTR/SUNSET/RETAIN	4,500.00	502-4-94000-8002	Expenditure		2	1
				WWTP CENTRIFUGE				
V4-00397	2	SCADA/CENTR/SUNSET/RETAIN	6,900.00	501-4-94000-8003	Expenditure		3	1
				SUNSET WATERLINE REPLACEMENT				
V4-00397	3	SCADA/CENTR/SUNSET/RETAIN	8,750.00	502-4-94000-8002	Expenditure		4	1
				WWTP CENTRIFUGE				
V4-00397	4	SCADA/CENTR/SUNSET/RETAIN	250.00	502-4-44000-3150	Expenditure		5	1
				PROFESSIONAL SVCS				
V4-00397	5	SCADA/CENTR/SUNSET/RETAIN	250.00	501-4-44000-3150	Expenditure		6	1
				PROFESSIONAL SVCS				
			<u>20,650.00</u>					
5940	02/07/24	GFLN005 GFL ENVIRONMENTAL					240	
V4-00398	1	01/01-01/31/2024	10,534.36	514-4-43200-3160	Expenditure		1	1
				COLLECTION IN-TOWN				
V4-00398	2	01/01-01/31/2024	1,461.68	514-4-43200-3170	Expenditure		2	1
				COLLECTION OUT OF TOWN				
			<u>11,996.04</u>					
5941	02/13/24	ANDER005 ANDERSON CONSTRUCTION, INC.					241	
V4-00399	1	PAYMENT 32	34,281.70	501-4-94000-8002	Expenditure		1	1
				WATER TREATMENT PLANT IMPROVEMENTS				
5942	02/13/24	CASHA005 CASH ALIGNMENT					241	
V4-00404	1	INSPECTION/ALIGNMENT	32.15	100-4-31100-6009	Expenditure		9	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				

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GENERAL		FIRST NATION MAIN CHECKING	Continued					
5943	02/13/24	CIVIC005 CIVICPLUS, LLC.					241	
V4-00408	1	MUNIDOCs 4/22/24-04252025	385.88	100-4-12110-3150	Expenditure		17	1
				PROFESSIONAL SVCS				
5944	02/13/24	CMCSU005 CMC SUPPLY, INC.					241	
V4-00403	1	BOLTS	7.81	502-4-44000-6007	Expenditure		8	1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.				
5945	02/13/24	DEPAR005 DEPARTMENT OF MOTOR VEHICLES					241	
V4-00406	1	JANUARY STOP FEES	150.00	100-4-12420-3009	Expenditure		14	1
				DMV STOPS				
5946	02/13/24	MANSF005 MANSFIELD OIL COMPANY					241	
V4-00401	1	01/16-01/31/2024	689.09	100-4-31100-6008	Expenditure		4	1
				FUEL				
V4-00401	2	01/16-01/31/2024	334.99	100-4-43200-6008	Expenditure		5	1
				FUEL				
V4-00401	3	01/16-01/31/2024	142.36	502-4-44000-6008	Expenditure		6	1
				FUEL/OIL				
			<u>1,166.44</u>					
5947	02/13/24	PACEA005 PACE ANALYTICAL SERVICES, INC.					241	
V4-00405	1	LAB TESTING	184.60	502-4-44000-3140	Expenditure		10	1
				TESTING SERVICES				
V4-00405	2	LAB TESTING	84.80	501-4-44000-3140	Expenditure		11	1
				TESTING SERVICES				
V4-00405	3	LAB TESTING	184.60	502-4-44000-3140	Expenditure		12	1
				TESTING SERVICES				
V4-00405	4	LAB TESTING	184.60	502-4-44000-3140	Expenditure		13	1
				TESTING SERVICES				
			<u>638.60</u>					
5948	02/13/24	SUPPL005 THE SUPPLY ROOM					241	
V4-00407	1	CALC RIBBON AND PENS	5.52	100-4-12420-6001	Expenditure		15	1
				OFFICE SUPPLIES				
V4-00407	2	CALC RIBBON AND PENS	3.14	100-4-12420-6001	Expenditure		16	1
				OFFICE SUPPLIES				
			<u>8.66</u>					
5949	02/13/24	VERIZ005 VERIZON					241	
V4-00402	1	02/02-03/01/2024	200.09	502-4-44000-5230	Expenditure		7	1
				TELECOMMUNICATIONS				
5950	02/13/24	WITME005 WITMER PUBLIC SAFETY GROUP					241	
V4-00400	1	SUPPLIES	11.50	100-4-31100-6011	Expenditure		2	1
				UNIFORMS				
V4-00400	2	SUPPLIES	109.50	100-4-31100-6011	Expenditure		3	1
				UNIFORMS				
			<u>121.00</u>					

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GENERAL FIRST NATION MAIN CHECKING Continued							
5951	02/22/24	ANTW0005 BENCHMARK SYSTEMS, INC.					242
V4-00419	1	PREPAID HOURS	3,000.00	100-4-12510-3150 I.T. SERVICES	Expenditure		30 1
5952	02/22/24	BBTBA005 TRUIST BANK					242
V4-00418	1	ZOOM VH	42.00	100-4-12510-3150 I.T. SERVICES	Expenditure		11 1
V4-00418	2	VISTA VH	26.89	100-4-12420-6001 OFFICE SUPPLIES	Expenditure		12 1
V4-00418	3	WASABI/OPEN PHONE SM	32.93	100-4-12510-3150 I.T. SERVICES	Expenditure		13 1
V4-00418	4	ADOBE SM	12.99	100-4-12510-6002 I.T. SUPPLIES	Expenditure		14 1
V4-00418	5	USPS TM	426.85	100-4-12420-6001 OFFICE SUPPLIES	Expenditure		15 1
V4-00418	6	VA GOV FIN TM	50.00	100-4-12420-5810 DUES & MEMBERSHIPS	Expenditure		16 1
V4-00418	7	USPS TM	1,700.00	100-4-12420-5210 POSTAGE	Expenditure		17 1
V4-00418	8	DEPT PROF GS	100.00	501-4-44000-5810 DUES & MEMBERSHIPS	Expenditure		18 1
V4-00418	9	LOWES GS	114.78	501-4-44000-6007 REPAIR & MAINT. SUPPLIES	Expenditure		19 1
V4-00418	10	DEPT PROF GS	80.00	502-4-44000-5810 DUES & MEMBERSHIPS	Expenditure		20 1
V4-00418	11	DMV CT	5.00	100-4-43200-6009 VEHICLE/POWER EQUIPMENT SUPPLIES	Expenditure		21 1
V4-00418	12	VADPOR CT	80.00	502-4-44000-5810 DUES & MEMBERSHIPS	Expenditure		22 1
V4-00418	13	TRAVEL AND CLASS CT	1,212.68	100-4-43200-5501 TRAVEL-MILEAGE/CONFERENCE/HOTEL	Expenditure		23 1
V4-00418	14	FOODLION GW	17.65	502-4-44000-6004 LAB SUPPLIES	Expenditure		24 1
V4-00418	15	AMERICAN WATER WORKS GW	394.00	501-4-44000-5810 DUES & MEMBERSHIPS	Expenditure		25 1
V4-00418	16	DEPT PROF	200.00	501-4-44000-5810 DUES & MEMBERSHIPS	Expenditure		26 1
V4-00418	17	DEPT OF PROF GW	124.00	501-4-44000-5810 DUES & MEMBERSHIPS	Expenditure		27 1
V4-00418	18	DOG FOOD LR	84.99	100-4-31100-6003 CANINE SUPPLIES	Expenditure		28 1
V4-00418	19	BATTERIES GS	114.65	502-4-44000-6007 REPAIR & MAINT. SUPPLIES-RUT. CRK.	Expenditure		29 1
			<u>4,819.41</u>				
5953	02/22/24	CMCSU005 CMC SUPPLY, INC.					242
V4-00410	1	GRIT PUMP PLUMBING	1,268.19	502-4-44000-6007 REPAIR & MAINT. SUPPLIES-RUT. CRK.	Expenditure		2 1
5954	02/22/24	DANNY005 DANNY PROFFITT					242
V4-00409	1	BOOT REIMBURSEMENT	126.35	100-4-43200-6011 UNIFORMS	Expenditure		1 1

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GENERAL FIRST NATION MAIN CHECKING Continued								
5955	02/22/24	GFLN005 GFL ENVIRONMENTAL					242	
V4-00417	1	FEBRUARY SERVICE	10,534.36	514-4-43200-3160	Expenditure		9	1
				COLLECTION IN-TOWN				
V4-00417	2	FEBRUARY SERVICE	1,461.68	514-4-43200-3170	Expenditure		10	1
				COLLECTION OUT OF TOWN				
			<u>11,996.04</u>					
5956	02/22/24	PACEA005 PACE ANALYTICAL SERVICES, INC.					242	
V4-00411	1	LAB TESTING	184.60	502-4-44000-3140	Expenditure		3	1
				TESTING SERVICES				
5957	02/22/24	SYDNO005 SYDNOR HYDRODYNAMICS, INC.					242	
V4-00415	1	NEW RIVER PUMP WORKL	3,435.00	501-4-44000-6007	Expenditure		7	1
				REPAIR & MAINT. SUPPLIES				
5958	02/22/24	TENCA005 TENCARVA MACHINERY CO.					242	
V4-00412	1	HOSE	56.61	502-4-45000-6007	Expenditure		4	1
				REPAIR & MAINT. SUPPLIES				
5959	02/22/24	TIGER005 TIGER FUEL CO.					242	
V4-00414	1	PROPANE	491.69	100-4-43200-5110	Expenditure		6	1
				HEATING SERVICES				
5960	02/22/24	VLEPS005 VLEPSC					242	
V4-00416	1	VLEPSC DUES 2023	100.00	100-4-31100-5810	Expenditure		8	1
				DUES & MEMBERSHIP				
5961	02/22/24	WITME005 WITMER PUBLIC SAFETY GROUP					242	
V4-00413	1	GEAR	37.00	100-4-31100-6010	Expenditure		5	1
				POLICE SUPPLIES				
5962	02/29/24	APPAL005 APPALACHIAN POWER					243	
V4-00425	1	ELECTRIC TO 02162024	1,219.21	100-4-43200-5100	Expenditure		23	1
				ELECTRIC				
V4-00425	2	ELECTRIC TO 02162024	6,875.68	501-4-44000-5100	Expenditure		24	1
				ELECTRICAL SVCS				
V4-00425	3	ELECTRIC TO 02162024	5,225.59	502-4-44000-5130	Expenditure		25	1
				ELECTRICAL SVCS-PUMP STATION				
V4-00425	4	ELECTRIC TO 02162024	43.49	100-4-41320-5100	Expenditure		26	1
				STREETLIGHTS				
V4-00425	5	ELECTRIC TO 02162024	31.61	701-4-81500-5100	Expenditure		27	1
				ELECTRICAL SERV.				
			<u>13,395.58</u>					
5963	02/29/24	CHILD005 CHILDRESS ELECTRICAL, LLC					243	
V4-00429	1	OLD LIGHTING ON SHOP UPDATE	4,850.00	100-4-43200-6009	Expenditure		31	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
V4-00429	2	MAIN POWER CHRISTMAS LIGHT	750.00	100-4-43200-6012	Expenditure		32	1
				CHRISTMAS DECORATIONS				
V4-00429	3	TOWN HALL HEATING	470.00	100-4-43200-6009	Expenditure		33	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				

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PO #	Item	Description					Ref Seq	Acct
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GENERAL		FIRST NATION MAIN CHECKING	Continued					
5963	CHILDRESS	ELECTRICAL, LLC	Continued					
V4-00429	4	LIGHT UPGRADE BACK BAY	2,875.00	100-4-43200-6009	Expenditure		34	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
			<u>8,945.00</u>					
5964	02/29/24	CLEAR015 CLEAR COMMUNICATIONS & ELEC.					243	
V4-00430	1	CAR INSTALL	498.00	100-4-31100-8005	Expenditure		35	1
				VEHICLES/EQUIPMENT				
5965	02/29/24	DISCO005 DISCOUNT PORTABLE RESTROOMS					243	
V4-00428	1	PUMP STATION PUMPING	625.00	502-4-45000-6007	Expenditure		30	1
				REPAIR & MAINT. SUPPLIES				
5966	02/29/24	GFLN005 GFL ENVIRONMENTAL					243	
V4-00431	1	SHOOTING RANGE 03/01-03/31	26.95	100-4-31100-5800	Expenditure		36	1
				FIRE RANGE FEES				
5967	02/29/24	MINNE005 MINNESOTA LIFE					243	
24-00044	2	FEBRUARY 24 PR DEDUCTIONS	52.80	501-2-21550-0000	G/L		1	1
				OPT LIFE INS. W/HOLDING				
5968	02/29/24	NATIO010 NATIONWIDE RETIREMENT SOLUTION					243	
24-00045	1	FEBRUARY 24 PR DEDUCTIONS	146.20	100-2-21400-0000	G/L		2	1
				RETIREMENT W/HOLDING				
24-00045	2	FEBRUARY 24 PR DEDUCTIONS	121.32	100-2-21900-0000	G/L		3	1
				DEFERRED COMP W/HOLDING				
24-00045	3	FEBRUARY 24 PR DEDUCTIONS	191.88	501-2-21400-0000	G/L		4	1
				RETIREMENT W/HOLDINGS				
24-00045	4	FEBRUARY 24 PR DEDUCTIONS	159.24	501-2-21900-0000	G/L		5	1
				DEFERRED COMP W/H				
24-00045	5	FEBRUARY 24 PR DEDUCTIONS	143.90	502-2-21400-0000	G/L		6	1
				RETIRMENT W/HOLDING				
24-00045	6	FEBRUARY 24 PR DEDUCTIONS	119.44	502-2-21900-0000	G/L		7	1
				DEFERRED COMP W/HOLDING				
			<u>881.98</u>					
5969	02/29/24	PACEA005 PACE ANALYTICAL SERVICES, INC.					243	
V4-00427	1	LAB TEST	53.20	501-4-44000-3140	Expenditure		29	1
				TESTING SERVICES				
5970	02/29/24	POSTM005 POSTMASTER, AMHERST					243	
V4-00421	1	FEBRUARY UTILITY MAILNG	319.15	501-4-12420-5210	Expenditure		18	1
				POSTAGE				
V4-00421	2	FEBRUARY UTILITY MAILNG	319.16	502-4-12420-5210	Expenditure		19	1
				POSTAGE				
			<u>638.31</u>					
5971	02/29/24	SUPPL005 THE SUPPLY ROOM					243	
V4-00423	1	VICKI DESK	1,996.62	100-4-12420-6001	Expenditure		21	1
				OFFICE SUPPLIES				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL FIRST NATION MAIN CHECKING			Continued				
5972	02/29/24	TMOBI005 T-MOBILE					243
v4-00424	1	01/15-02/14/2024	379.14	100-4-31100-5230	Expenditure		22 1
				TELECOMMUNICATIONS			
5973	02/29/24	TMOBI005 T-MOBILE					243
v4-00432	1	01/15-02/14/2024 SHOP	118.44	100-4-43200-5230	Expenditure		37 1
				TELECOMMUNICATION			
5974	02/29/24	TOWN005 TOWN OF AMHERST					243
v4-00433	1	DRAWER SHORTAGE	30.00	100-4-12110-5000	Expenditure		38 1
				CONTINGENCY REQUIREMENT			
5975	02/29/24	UNIVA005 UNIVAR					243
v4-00426	1	CHEMICALS	3,269.58	501-4-44000-6051	Expenditure		28 1
				CHEMICALS			
5976	02/29/24	VACOR005 VACORP					243
v4-00420	1	FEBRUARY 2024 HYBRID	24.08	100-4-12110-2500	Expenditure		8 1
				STD/LONG-TERM DISABILITY			
v4-00420	2	FEBRUARY 2024 HYBRID	10.36	501-4-12110-2500	Expenditure		9 1
				STD/LONG-TERM DISABILITY			
v4-00420	3	FEBRUARY 2024 HYBRID	15.27	502-4-12110-2500	Expenditure		10 1
				STD/LONG-TERM DISABILITY			
v4-00420	4	FEBRUARY 2024 HYBRID	1.52	514-4-12110-2500	Expenditure		11 1
				STD/LONG-TERM DISABILITY			
v4-00420	5	FEBRUARY 2024 HYBRID	4.40	100-4-12420-2500	Expenditure		12 1
				HYBRID DISABILITY			
v4-00420	6	FEBRUARY 2024 HYBRID	8.60	501-4-12420-2500	Expenditure		13 1
				HYBRID DISABILITY			
v4-00420	7	FEBRUARY 2024 HYBRID	5.73	502-4-12420-2500	Expenditure		14 1
				HYBRID DISABILITY			
v4-00420	8	FEBRUARY 2024 HYBRID	0.37	514-4-12420-2500	Expenditure		15 1
				HYBRID DISABILITY			
v4-00420	9	FEBRUARY 2024 HYBRID	34.33	501-4-44000-2500	Expenditure		16 1
				LONG-TERM DISABILITY			
v4-00420	10	FEBRUARY 2024 HYBRID	20.26	502-4-44000-2500	Expenditure		17 1
				LONG-TERM DISABILITY			
			124.92				
5977	02/29/24	VALEA005 VA LAW ENFORCEMENT ACCRED. COA					243
v4-00422	1	VALEAC MEMBERSHIP	100.00	100-4-31100-5810	Expenditure		20 1
				DUES & MEMBERSHIP			

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	75	1	210,287.47	55,610.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>75</u>	<u>1</u>	<u>210,287.47</u>	<u>55,610.00</u>

Check #	Check Date	Vendor				Reconciled/Void	Ref Num
PO #	Item	Description	Amount Paid	Charge Account	Account Type	Contract	Ref Seq Acct
<hr/>							
GENERAL	FIRST NATION MAIN CHECKING		Continued				
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>	
	Checks:		75	1	210,287.47	55,610.00	
	Direct Deposit:		0	0	0.00	0.00	
	Total:		<u>75</u>	<u>1</u>	<u>210,287.47</u>	<u>55,610.00</u>	
<hr/>							

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	4-100	54,668.02	0.00	535.04	55,203.06
WATER FUND	4-501	65,703.71	0.00	807.84	66,511.55
SEWER FUND	4-502	64,020.60	0.00	526.68	64,547.28
GARBAGE FUND	4-514	23,993.97	0.00	0.00	23,993.97
IDA FUND	4-701	31.61	0.00	0.00	31.61
Total of All Funds:		208,417.91	0.00	1,869.56	210,287.47

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	54,668.02	0.00	535.04	55,203.06
WATER FUND	501	65,703.71	0.00	807.84	66,511.55
SEWER FUND	502	64,020.60	0.00	526.68	64,547.28
GARBAGE FUND	514	23,993.97	0.00	0.00	23,993.97
IDA FUND	701	31.61	0.00	0.00	31.61
Total of All Funds:		208,417.91	0.00	1,869.56	210,287.47

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	4-100	54,668.02	0.00	0.00	0.00	54,668.02
WATER FUND	4-501	65,703.71	0.00	0.00	0.00	65,703.71
SEWER FUND	4-502	64,020.60	0.00	0.00	0.00	64,020.60
GARBAGE FUND	4-514	23,993.97	0.00	0.00	0.00	23,993.97
IDA FUND	4-701	31.61	0.00	0.00	0.00	31.61
Total of All Funds:		208,417.91	0.00	0.00	0.00	208,417.91

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 and secured donations for this year to have the biggest event thus far.• 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.• Staff has begun research on Town clock options and exploring best option for location.• Planning Commission has held a public hearing and recommended approval of a Comprehensive Plan amendment to allow a conservation easement for the 22 acre park parcel.• The Planning Commission made a determination of substantial accord for the park property and has forwarded that to the Council for consideration.• Council declined the conservation easement.• The County has accepted the conservation easement and land donation for the Ambler property.• Staff is awaiting further direction from Council.			
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 to follow up on the grading plans. Staff has worked with the engineers to respond to DEQ comments. Staff has provided additional information related to existing stormwater facilities at Brockman. The revised plans will have phasing in place to allow the plans to be approved by DEQ. Staff has received comments on the second submission and will work with the			

<div>engineering firm to have a resubmittal to DEQ.</div> <div><div></div><div>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.</div><div>The Town EDA met with the County EDA.</div><div>Staff is working with a site selector for the location of a distribution center to be located at Brockman Park.</div></div>			
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: <div><div></div><div>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.</div><div>Staff met with a consultant who has worked on several VDOT/municipality projects for streetscape improvements.</div><div>The PDC has added additional work on the walkability study to their 2024 work program.</div></div>			
4	Continuously Improve and Enhance Services		
		5.a	Support continuing education for employees
		5.b	Facility improvements identified in the CIP



FEBRUARY 2024 MONTHLY REPORT

224 Calls For Service 4647 Miles Patrolled

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	13
ALARM	5
PHONE COMPLAINT	134
BOLO	14
MISSING PERSON	1
SHOPLIFTING	1
PROBLEM WITH OTHERS	15
DOMESTIC	1
CHECK WELFARE	11
NOISE OR DOG COMPLAINT	2
TRAFFIC CRASH	4
EMS CALLS	8
SUDDEN DEATH	2
SUSPICIOUS PERSON	3
OTHER	15
CALLS AT AMBRIAR	11

WARNINGS	NUMBER
SPEEDING	5
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	2

OTHER	NUMBER
ASSIST OTHER OFFICER	12
ASSIST OTHER AGENCY	10
COURT	5
REPORTS	4
SCHOOL / TRAINING	4
MEETINGS	9
TOWED / IMPOUNDED VEH	

OFFICER INITIATED	NUMBER
BUILDING CHECKS	34
BUSINESS VISIT	113
BUILDING SEARCH	
TRAFFIC SUMMONS	10
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	108/12
WARRANT SERVICE	
PROPERTY WALK AROUNDS	6
WARRANTS OBTAINED	1
PARKING TICKETS	1
MISD. INVESTIGATION	3
FELONY INVESTIGATION	
NARCOTICS INV.	
SEARCH WARRANT	
PUBLIC RELATIONS	6
CITIZEN CONTACT	195

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

ARREST	NUMBER
MISDEMEANOR	1
FELONY	
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 FEBRUARY 2024 ACTIVITIES:

02/01/2024- Officer Hash was sworn in, qualified and equipment issued.

02/03/2024- 02/06/2024- Capt. Watts worked with Officer Hash through FTO.

02/12/2024- 02/16/2024- Officer Rose taught CIT.

02/14/2024- Chief Shiflett, Captain Watts and Officer Robinson attended the Council Meeting.

02/20/2024 and 02/21/2024- Chief Shiflett and Captain Watts Relayed vehicles to Charlottesville to equip the new K-9 vehicle.

02/22/2024- Chief Shiflett and Captain Watts attended RASAC.

02/22/2024- Chief Shiflett attended Horizon Board Meeting.

02/29/2024- Interim Chief Harler was sworn in, qualified and equipment issued.

Capt. Watts worked to get Interim Chief Harler through the hiring process for DCJS and Accreditation Standards.

Capt. Watts worked with Mrs. Morgan on multiple DCJS grants to keep in compliance.

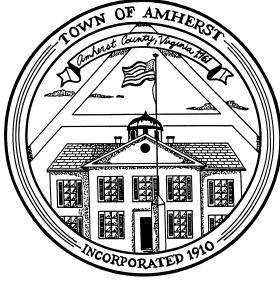
Officer Robinson and Allison Davis have been working diligently on inspections and compliances for Accreditation.



AFTER HOURS CALLS

02/01/2024	Prowler	Dulwich Drive	Advice
02/13/2024	Welfare Check	Church St.	Advice
02/14/2024	Assistance Call	Loch Lane	No Disposition
02/22/2024	Alarm	Ambriar Plaza	Building Secure
02/24/2024	Larceny	Ambriar Plaza	Advice
02/28/2024	Vehicle Lockout	Ambriar Plaza	Vehicle Unlocked

ASSIST COUNTY CALLS



TOWN OF AMHERST

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

To: Town Council
From: Tracie Morgan
Date: March 7, 2024
Re: February 2024 Monthly Report

Utilities:

- February 2024 utility billing total was \$180,052.22.
- There were five disconnects for February 2024.
- Seven new account set-ups.
- Our online payment system now has a feature for customers to set up Auto-Pay. Notices were put on the monthly utility bills as well as advertised on the Town's Facebook page. Patty has also personally sat down with a customer to walk them through how to set this up. She is happy to help anyone else that would want to come into the office.

Accounts Payable:

- The total amount of checks cut for February bills, including payroll deductions was \$210,287.47.
- Please see attached report for full check listing.

Meals and Beverage Tax:

- 16 Businesses paid \$53,670.53 in Meals and Beverage Tax for the month of January 2024.

Revenue and Expense Report:

- The attached report shows revenue and expense totals through February 2024.

License Fee Tax:

- Please remind everyone that License Fee bills were due by December 5, 2023. If you know someone who did not receive their bill, please tell them to reach out to the front office for help or questions.
- Collection efforts will begin this month.

Business License Tax:

- It is time to start thinking about Business License Tax. We already have some businesses turning in their renewal application. Formal reminders have gone in the mail with a due date of May 1, 2024.

Revenue Account Range: First to zzz-z-zzzzz-zzzz

Expend Account Range: First to zzz-z-zzzzz-zzzz

Print Zero YTD Activity: No

Year To Date As Of: 02/29/24

Current Period: 02/01/24 to 02/29/24

Prior Year: 02/01/23 to 02/28/23

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
100-3-11030-0001	PERSONAL PROPERTY TAX-CURRENT	0.00	0.00	0.00	375.00	375.00	0
100-3-11060-0002	INTEREST ON DEL TAXES	27.81	0.00	0.00	159.21	159.21	0
100-3-12010-0001	LOCAL SALES & USE TAX	14,932.60	146,400.00	16,147.50	119,321.05	27,078.95 -	82
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,280.95	25,000.00	0.00	15,020.56	9,979.44 -	60
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,701.79	18,000.00	0.00	8,608.63	9,391.37 -	48
12020 Total		3,982.74	43,000.00	0.00	23,629.19	19,370.81 -	54
100-3-12030-0006	BUSINESS LICENSE TAX	16,331.17	130,000.00	3,528.10	32,296.94	97,703.06 -	25
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	176.76	1,300.00	0.00	3,393.65	2,093.65	261
12030 Total		16,507.93	131,300.00	3,528.10	35,690.59	95,609.41 -	27
100-3-12050-0001	MOTOR VEHICLE LICENSES	300.00 -	40,000.00	0.00	42,775.00	2,775.00	107
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTE	57.80	300.00	0.00	190.78	109.22 -	64
12050 Total		242.20 -	40,300.00	0.00	42,965.78	2,665.78	106
100-3-12060-0001	BANK STOCK FEE	0.00	70,000.00	0.00	0.00	70,000.00 -	0
100-3-12080-0001	CIGARETTE TAX	0.00	30,000.00	0.00	21,000.00	9,000.00 -	70
100-3-12100-0001	LODGING TAX	872.28	12,000.00	494.12	12,247.35	247.35	102
100-3-12110-0001	MEALS TAX	56,726.59	700,000.00	54,517.96	506,344.47	193,655.53 -	72

Town of Amherst
Statement of Revenue and Expenditures

03/07/2024
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<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
100-3-12110-0002	MEALS TAX-PEN & INTEREST	50.31	600.00	66.57	356.61	243.39 -	59
	12110 Total	56,776.90	700,600.00	54,584.53	506,701.08	193,898.92 -	72
100-3-13030-0007	ZONING PERMITS	300.00	0.00	0.00	200.00	200.00	0
100-3-14010-0001	FINES & FORFEITURES	1,007.00	6,000.00	1,524.59	9,683.31	3,683.31	161
100-3-15010-0001	INTEREST ON BANK DEPOSITS	7,674.82	5,000.00	0.00	45,465.46	40,465.46	909
100-3-15010-0002	INTEREST ON INVESTMENTS	6,430.06	20,000.00	0.00	65,406.36	45,406.36	327
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	22,765.01 -	0.00	0.00	41,244.89	41,244.89	0
	15010 Total	8,660.13 -	25,000.00	0.00	152,116.71	127,116.71	608
100-3-15020-0005	TOWER LEASE	904.93	10,859.16	904.93	7,239.44	3,619.72 -	67
100-3-16030-0001	POLICE SECURITY	4,058.36	20,000.00	0.00	2,525.10	17,474.90 -	13
100-3-18030-0001	REFUNDS	693.60	500.00	368.70	6,664.69	6,164.69	***
100-3-18030-0005	RETURNED CHECK FEE	0.00	0.00	0.00	550.00	550.00	0
100-3-18030-0006	ACCIDENT REPORTS	10.00	250.00	25.00	150.00	100.00 -	60
100-3-18030-0007	MISC REV	15.81	0.00	16.29	69.29	69.29	0
100-3-18030-0008	COLLECTION FEE	176.00	2,000.00	98.27	1,225.56	774.44 -	61
	18030 Total	895.41	2,750.00	508.26	8,659.54	5,909.54	314
100-3-18990-0003	DONATIONS-POLICE	125.00	0.00	0.00	385.00	385.00	0
100-3-18990-0005	SALE OF SALVAGE/SURPLUS PROPERTY	0.00	0.00	0.00	1,127.88	1,127.88	0
	18990 Total	125.00	0.00	0.00	1,512.88	1,512.88	0
100-3-19020-0005	DMV STOP FEES	50.47	1,200.00	76.49	1,510.83	310.83	126

Town of Amherst
Statement of Revenue and Expenditures03/07/2024
10:52 AM

<i>Revenue Account</i>	<i>Description</i>	<i>Prior Yr Rev</i>	<i>Anticipated</i>	<i>Curr Rev</i>	<i>YTD Rev</i>	<i>Excess/Deficit</i>	<i>% Real</i>
100-3-22010-0007	ROLLING STOCK TAX	0.00	2,400.00	0.00	2,627.62	227.62	109
100-3-22010-0009	PERSONAL PROPERTY TAX RELIEF	0.00	17,455.92	0.00	17,455.92	0.00	100
100-3-22010-0010	RENTAL TAX	156.18	3,000.00	264.53	1,385.56	1,614.44 -	46
100-3-22010-0030	COMMUNICATION TAX FROM STATE	5,862.07	70,800.00	5,682.15	44,891.61	25,908.39 -	63
	22010 Total	6,018.25	93,655.92	5,946.68	66,360.71	27,295.21 -	70
100-3-24010-0001	DCJS GRANTS	1,994.00	92,000.00	0.00	0.00	92,000.00 -	0
100-3-24010-0003	STATE POLICE AID	0.00	64,664.00	0.00	17,003.00	47,661.00 -	26
	24010 Total	1,994.00	156,664.00	0.00	17,003.00	139,661.00 -	10
100-3-24020-0001	FIRE PROGRAM GRANT	0.00	15,000.00	0.00	15,000.00	0.00	100
100-3-33010-0009	DCJS FEDERAL JUSTICE FUNDS	0.00	0.00	0.00	17,003.00	17,003.00	0
100-3-33030-0003	ARPA FUNDS	0.00	0.00	0.00	71,819.10	71,819.10	0
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	0.00	0.00	0.00	600.00	600.00	0
100-3-41040-0006	FOIA REQUESTS	0.00	0.00	0.00	12.79	12.79	0
100-3-42000-0000	RESERVE	0.00	186,127.21	0.00	0.00	186,127.21 -	0
	GENERAL FUND Revenue Totals	99,551.35	1,690,856.29	83,715.20	1,133,335.66	557,520.63 -	67
<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-11010-0000	TOWN COUNCIL	0.00	0.00	0.00	0.00	0.00	0
100-4-11010-1100	WAGES	950.00	11,400.00	950.00	7,600.00	3,800.00	67
100-4-11010-2100	FICA	72.70	872.10	72.70	581.60	290.50	67

Town of Amherst
Statement of Revenue and Expenditures

03/07/2024
10:52 AM

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	0.00	5,000.00	276.46	2,825.64	2,174.36	57
	11010 TOWN COUNCIL	1,022.70	17,272.10	1,299.16	11,007.24	6,264.86	64
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	2,570.13	54,705.81	4,673.39	33,808.22	20,897.59	62
100-4-12110-1300	PT WAGES	2,964.86	41,241.26	4,759.11	28,450.72	12,790.54	69
100-4-12110-2100	FICA	432.53	7,339.95	731.79	5,398.51	1,941.44	74
100-4-12110-2200	VRS	417.65	4,950.72	512.59	6,117.17	1,166.45 -	124
100-4-12110-2300	HEALTH INSURANCE	390.77	8,602.44	487.55	4,989.99	3,612.45	58
100-4-12110-2400	GROUP LIFE INSURANCE	41.01	733.06	35.34	439.60	293.46	60
100-4-12110-2500	STD/LONG-TERM DISABILITY	12.43	288.85	24.08	168.56	120.29	58
100-4-12110-2600	UNEMPLOYMENT INSURANCE	0.00	26.00	0.00	0.00	26.00	0
100-4-12110-2700	WORKER'S COMP	0.00	125.03	0.00	0.00	125.03	0
100-4-12110-3150	PROFESSIONAL SVCS	2,570.00	0.00	385.88	833.44	833.44 -	0
100-4-12110-3600	ADVERTISING	0.00	2,000.00	0.00	494.21	1,505.79	25
100-4-12110-5000	CONTINGENCY REQUIREMENT	292.66	50,726.00	80.00	4,792.30	45,933.70	9
100-4-12110-5210	POSTAGE	0.00	250.00	0.00	398.97	148.97 -	160
100-4-12110-5230	TELECOMMUNICATIONS	45.00	540.00	45.00	360.00	180.00	67
100-4-12110-5307	CRIME & CYBER INSURANCE	0.00	2,225.00	0.00	0.00	2,225.00	0
100-4-12110-5501	TRAVEL-MILAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	3,615.45	615.45 -	121
100-4-12110-5810	DUES & MEMBERSHIPS	0.00	2,500.00	0.00	620.83	1,879.17	25
	12110 TOWN MANAGER	9,737.04	179,254.12	11,734.73	90,487.97	88,766.15	50
100-4-12210-3150	TOWN ATTORNEY	2,000.00	26,750.00	2,140.00	16,980.00	9,770.00	63
100-4-12240-3150	INDEPENDENT AUDITOR	0.00	20,000.00	0.00	0.00	20,000.00	0
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-12420-1100	WAGES	3,398.56	49,879.28	6,415.45	36,106.59	13,772.69	72
100-4-12420-1300	PT WAGES	361.50	5,083.25	468.50	3,014.41	2,068.84	59
100-4-12420-2100	FICA	314.02	4,204.63	557.30	3,236.01	968.62	77
100-4-12420-2200	VRS	691.54	8,444.56	903.59	6,794.78	1,649.78	80
100-4-12420-2300	HEALTH INSURANCE	1,559.64	8,155.56	1,399.73	11,696.26	3,540.70 -	143
100-4-12420-2400	GROUP LIFE INSURANCE	56.86	668.38	71.53	537.26	131.12	80
100-4-12420-2500	HYBRID DISABILITY	4.02	0.00	4.40	30.80	30.80 -	0
100-4-12420-2600	UNEMPLOYEMENT INSURANCE	0.00	41.60	0.00	10.34	31.26	25
100-4-12420-2700	WORKER'S COMP	0.00	104.04	0.00	0.00	104.04	0
100-4-12420-3009	DMV STOPS	75.00	2,000.00	150.00	1,675.00	325.00	84
100-4-12420-3150	PROFESSIONAL SVCS	3,150.00	3,800.00	0.00	22.86	3,777.14	1
100-4-12420-3160	BANKING SERVICE CHARGES	93.38	800.00	0.00	1,258.19	458.19 -	157
100-4-12420-3170	VIP MANAGEMENT FEE	246.34	3,500.00	0.00	243.19	3,256.81	7
100-4-12420-3320	SERVICE CONTRACTS	0.00	4,250.00	0.00	4,299.33	49.33 -	101
100-4-12420-3600	ADVERTISING	0.00	200.00	0.00	507.08	307.08 -	254
100-4-12420-5000	MISC EXP	0.00	0.00	0.00	864.99	864.99 -	0
100-4-12420-5210	POSTAGE	4.80	3,000.00	1,700.00	3,045.59	45.59 -	102
100-4-12420-5230	TELECOMMUNICATIONS	45.00	1,080.00	90.00	960.41	119.59	89
100-4-12420-5400	TUITION REIMBURSEMENT	160.00	8,000.00	0.00	5,506.00	2,494.00	69
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	592.63	2,407.37	20
100-4-12420-5810	DUES & MEMBERSHIPS	95.00	300.00	50.00	250.00	50.00	83
100-4-12420-6001	OFFICE SUPPLIES	44.90	4,000.00	2,555.70	5,498.38	1,498.38 -	137
	12420 FINANCE DEPARTMENT	10,300.56	110,511.30	14,366.20	86,150.10	24,361.20	78
100-4-12510-0000	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0
100-4-12510-3150	I.T. SERVICES	50.39	9,000.00	3,074.93	3,428.32	5,571.68	38
100-4-12510-3340	WEBSITE MAINTENANCE	0.00	1,000.00	0.00	450.00	550.00	45
100-4-12510-5600	MICROSOFT OFFICE SERVICE	1,123.25	8,000.00	568.00	5,207.75	2,792.25	65

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100-4-12510-6002	I.T. SUPPLIES	360.74	5,000.00	431.71	13,192.82	8,192.82 -	264
100-4-12510-8001	I.T. EQUIPMENT	305.75	5,000.00	0.00	0.00	5,000.00	0
	12510 INFORMATION TECHNOLOGY	1,840.13	28,000.00	4,074.64	22,278.89	5,721.11	80
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	30,093.48	436,639.62	48,402.06	313,356.82	123,282.80	72
100-4-31100-1200	OVERTIME	0.00	8,453.09	0.00	5,205.99	3,247.10	62
100-4-31100-1300	PT WAGES	1,448.65	31,516.13	2,323.20	14,132.59	17,383.54	45
100-4-31100-1400	OTHER PAY/HOLIDAY	482.17	13,904.30	1,509.37	10,004.31	3,899.99	72
100-4-31100-1500	SECURITY WAGES	1,800.00	20,000.00	0.00	2,557.50	17,442.50	13
100-4-31100-2100	FICA	2,495.18	37,524.26	3,857.62	25,068.04	12,456.22	67
100-4-31100-2200	VRS	5,374.08	73,923.09	5,339.96	50,657.58	23,265.51	69
100-4-31100-2300	HEALTH INSURANCE	5,401.05	74,262.00	5,353.25	46,950.07	27,311.93	63
100-4-31100-2400	GROUP LIFE INSURANCE	716.39	5,850.97	422.66	3,809.98	2,040.99	65
100-4-31100-2500	STD/LONG-TERM DISABILITY	0.00	123.94	0.00	61.98	61.96	50
100-4-31100-2600	UNEMPLOYMENT INSURANCE	0.00	93.45	0.00	13.04	80.41	14
100-4-31100-2700	WORKER'S COMP	0.00	14,140.78	0.00	0.00	14,140.78	0
100-4-31100-2710	LODA INSURANCE	0.00	2,642.00	0.00	0.00	2,642.00	0
100-4-31100-3310	REPAIR & MAINT. SVCS	0.00	2,000.00	0.00	425.00	1,575.00	21
100-4-31100-3320	PROFESSIONAL SERVICES	0.00	4,000.00	0.00	4,000.00	0.00	100
100-4-31100-3400	CODE RED	0.00	2,700.00	0.00	2,700.00	0.00	100
100-4-31100-3600	ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
100-4-31100-5210	POSTAGE	0.00	500.00	0.00	66.00	434.00	13
100-4-31100-5230	TELECOMMUNICATIONS	1,623.36	10,000.00	672.84	5,363.94	4,636.06	54
100-4-31100-5305	MOTOR VEHICLE INSURANCE	0.00	2,844.68	0.00	0.00	2,844.68	0
100-4-31100-5306	OTHER PROPERTY INSURANCE	0.00	163.69	0.00	0.00	163.69	0
100-4-31100-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	5,000.00	0.00	1,682.49	3,317.51	34
100-4-31100-5700	EVENTS	0.00	12,000.00	0.00	1,274.10	10,725.90	11

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-31100-5800	FIRE RANGE FEES	0.00	3,000.00	53.90	647.46	2,352.54	22
100-4-31100-5801	ATTORNEY FEES	0.00	2,000.00	900.00	1,920.00	80.00	96
100-4-31100-5810	DUES & MEMBERSHIP	0.00	6,000.00	200.00	4,448.00	1,552.00	74
100-4-31100-6001	OFFICE SUPPLIES	82.80	3,000.00	0.00	895.79	2,104.21	30
100-4-31100-6003	CANINE SUPPLIES	0.00	4,000.00	1,007.99	2,217.09	1,782.91	55
100-4-31100-6008	FUEL	1,478.84	20,000.00	1,092.50	10,026.88	9,973.12	50
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	128.00	9,000.00	712.15	1,804.12	7,195.88	20
100-4-31100-6010	POLICE SUPPLIES	1,537.05	45,000.00	101.75	29,624.24	15,375.76	66
100-4-31100-6011	UNIFORMS	152.10	4,000.00	303.76	2,070.54	1,929.46	52
100-4-31100-6030	CRIME PREVENTION	0.00	5,000.00	0.00	1,894.03	3,105.97	38
100-4-31100-6032	INVESTIGATION EXPENSE	478.17	2,500.00	0.00	1,030.42	1,469.58	41
100-4-31100-8005	VEHICLES/EQUIPMENT	0.00	104,692.08	19,193.14	120,326.54	15,634.46 -	115
38	31100 POLICE DEPARTMENT	53,291.32	966,974.08	91,446.15	664,234.54	302,739.54	69
100-4-32200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
100-4-32200-5600	FIRE DEPT CONTRIBUTIONS	0.00	15,000.00	0.00	15,000.00	0.00	100
100-4-32200-5701	FIRE PROGRAM GRANTS	0.00	15,000.00	0.00	15,000.00	0.00	100
	32200 CONTROL	0.00	30,000.00	0.00	30,000.00	0.00	100
100-4-41320-5100	STREETLIGHTS	2,707.98	26,085.79	2,983.32	19,994.50	6,091.29	77
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	2,524.26	43,140.93	3,866.14	30,826.14	12,314.79	71
100-4-43200-1300	PT WAGES	450.56	15,452.12	1,058.16	7,074.00	8,378.12	46
100-4-43200-1400	OTHER PAY/HOLIDAY	0.00	4,125.28	0.00	261.92	3,863.36	6
100-4-43200-2100	FICA	223.24	3,300.28	377.71	2,917.10	383.18	88
100-4-43200-2200	VRS	468.52	7,303.76	506.69	5,814.20	1,489.56	80
100-4-43200-2300	HEALTH INSURANCE	623.30	10,613.40	639.23	6,904.79	3,708.61	65

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-43200-2400	GROUP LIFE INSURANCE	38.79	578.09	40.08	523.52	54.57	91
100-4-43200-2500	HYBRID DISABILITY	0.00	100.10	0.00	0.00	100.10	0
100-4-43200-2600	UNEMPLOYMENT INSURANCE	0.00	83.20	0.00	11.30	71.90	14
100-4-43200-2700	WORKER'S COMP	0.00	146.91	0.00	237.00	90.09 -	161
100-4-43200-5100	ELECTRIC	1,121.59	7,702.60	1,219.21	6,888.88	813.72	89
100-4-43200-5110	HEATING SERVICES	518.50	4,500.00	491.69	2,103.22	2,396.78	47
100-4-43200-5120	WATER/SEWER	246.91	3,759.00	217.48	2,157.22	1,601.78	57
100-4-43200-5230	TELECOMMUNICATION	1,985.44	11,136.00	2,085.04	10,407.80	728.20	93
100-4-43200-5304	PROPERTY INSURANCE	0.00	358.22	0.00	0.00	358.22	0
100-4-43200-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	1,126.76	0
100-4-43200-5306	OTHER PROPERTY INSURANCE	0.00	1,281.25	0.00	0.00	1,281.25	0
100-4-43200-5308	GENERAL LIABILITY INSURANCE	0.00	5,433.00	0.00	0.00	5,433.00	0
100-4-43200-5410	LEASE OF EQUIPMENT	4,177.95	7,000.00	0.00	1,957.69	5,042.31	28
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	1,108.09	3,000.00	1,212.68	2,231.36	768.64	74
100-4-43200-6001	OFFICE SUPPLIES	0.00	750.00	0.00	28.85	721.15	4
100-4-43200-6005	JANITORIAL SUPPLIES	164.39	3,000.00	11.46	427.35	2,572.65	14
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	32.60	21,500.00	50.22	7,926.30	13,573.70	37
100-4-43200-6008	FUEL	602.08	20,000.00	878.61	6,482.79	13,517.21	32
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	1,955.93	24,000.00	8,926.54	16,565.24	7,434.76	69
100-4-43200-6011	UNIFORMS	0.00	2,500.00	126.35	126.35	2,373.65	5
100-4-43200-6012	CHRISTMAS DECORATIONS	0.00	4,000.00	750.00	4,525.90	525.90 -	113
100-4-43200-6013	AG SUPPLIES	0.00	2,500.00	0.00	224.00	2,276.00	9
100-4-43200-8005	EQUIPMENT/VEHICLES	0.00	68,000.00	0.00	0.00	68,000.00	0
	43200 GENERAL MAINTENANCE	16,242.15	276,390.90	22,457.29	116,622.92	159,767.98	42
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	0.00	3,000.00	1,004.27	1,004.27	1,995.73	33
100-4-72200-5600	MUSEUM CONTRIBUTIONS	0.00	3,000.00	0.00	0.00	3,000.00	0

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100-4-81100-0000	PLANNING/ZONING	0.00	0.00	0.00	0.00	0.00	0
100-4-81100-3600	ADVERTISING	174.28	0.00	0.00	345.12	345.12 -	0
100-4-81100-5210	POSTAGE	44.00	0.00	0.00	0.00	0.00	0
100-4-81100-5810	DUES/MEMBERSHIP	0.00	1,118.00	0.00	0.00	1,118.00	0
	81100 PLANNING/ZONING	218.28	1,118.00	0.00	345.12	772.88	31
100-4-83500-5600	NEIGHBORS HELPING NEIGHBORS CONTRIB	0.00	2,500.00	0.00	2,500.00	0.00	100
	GENERAL FUND Expenditure Totals	97,360.16	1,690,856.29	151,505.76	1,061,605.55	629,250.74	63

100 GENERAL FUND

	<i>Prior</i>	<i>Current</i>	<i>YTD</i>
Revenues:	99,551.35	83,715.20	1,133,335.66
Expenditures:	97,360.16	151,505.76	1,061,605.55
Net Income:	2,191.19	67,790.56 -	71,730.11

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
501-3-16080-0005	WATER IN-TOWN BASE CHARGES	21,197.54	269,934.29	0.00	132,783.19	137,151.10 -	49
501-3-16080-0006	WATER OT BASE CHARGES	13,243.30	175,851.84	0.00	73,291.26	102,560.58 -	42
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	28,489.91	408,047.97	0.00	199,232.62	208,815.35 -	49
501-3-16080-0008	WATER OT USAGE CHARGES	21,292.87	291,179.13	0.00	120,634.80	170,544.33 -	41
501-3-16080-0009	PENALTIES	3,205.05	20,000.00	0.00	17,038.66	2,961.34 -	85
501-3-16080-0010	TRIP CHARGES	500.00	8,000.00	0.00	5,450.00	2,550.00 -	68
501-3-16080-0011	DORMANT ACCT FEE	310.00	3,715.33	0.00	1,840.85	1,874.48 -	50
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,764.00	0.00	2,382.00	2,382.00 -	50
501-3-16080-0013	AVAILABILITY FEE	3,926.93	3,000.00	1,396.29	11,213.17	8,213.17	374
501-3-16080-0014	WATER CHARGES-SBC	8,025.00	131,625.12	0.00	48,150.00	83,475.12 -	37
501-3-16080-0015	PREPAY UTILITIES	0.00	0.00	0.00	2,020.92 -	2,020.92 -	0
501-3-16080-0016	SBC WATER CAPITAL COSTS REIMB	0.00	0.00	0.00	13,113.60	13,113.60	0
42	16080 Total	100,587.60	1,316,117.68	1,396.29	623,109.23	693,008.45 -	47
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	0.00	0.00	0.00	212.48	212.48	0
501-3-42000-0000	RESERVE FUNDS	0.00	101,851.33	0.00	0.00	101,851.33 -	0
	WATER FUND Revenue Totals	100,587.60	1,417,969.01	1,396.29	623,321.71	794,647.30 -	43

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
501-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
501-4-12110-1100	WAGES	3,220.72	43,962.71	6,133.65	33,510.05	10,452.66	76
501-4-12110-1300	PT WAGES	370.60	5,058.80	594.90	3,556.40	1,502.40	70
501-4-12110-2100	FICA	289.12	3,750.15	531.25	2,963.38	786.77	79
501-4-12110-2200	VRS	728.64	9,232.17	745.40	6,332.94	2,899.23	69
501-4-12110-2300	HEALTH INSURANCE	340.10	4,468.80	370.52	2,964.07	1,504.73	66
501-4-12110-2400	GROUP LIFE INSURANCE	46.50	589.10	51.40	408.75	180.35	69

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
501-4-12110-2500	STD/LONG-TERM DISABILITY	18.42	232.11	10.36	132.52	99.59	57
	12110 TOWN MANAGER	5,014.10	67,293.84	8,437.48	49,868.11	17,425.73	74
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	2,739.63	37,853.15	4,419.51	26,539.98	11,313.17	70
501-4-12420-1300	PT WAGES	723.00	9,976.48	936.99	6,028.77	3,947.71	60
501-4-12420-2100	FICA	244.91	3,658.97	389.52	2,328.40	1,330.57	64
501-4-12420-2200	VRS	428.78	6,408.54	471.06	3,846.31	2,562.23	60
501-4-12420-2300	HEALTH INSURANCE	211.98	7,820.40	231.14	1,848.13	5,972.27	24
501-4-12420-2400	GROUP LIFE INSURANCE	35.00	507.23	37.28	304.47	202.76	60
501-4-12420-2500	HYBRID DISABILITY	7.87	0.00	8.60	60.20	60.20 -	0
501-4-12420-3160	BANKING SERVICE CHARGES	0.00	200.00	0.00	7.00	193.00	4
501-4-12420-3320	SUPPORT CONTRACTS	0.00	3,600.00	0.00	3,208.33	391.67	89
501-4-12420-5210	POSTAGE	298.03	3,600.00	319.15	2,515.72	1,084.28	70
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,723.00	477.00	78
	12420 FINANCE DEPARTMENT	4,689.20	75,824.77	6,813.25	48,410.31	27,414.46	64
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	11,356.66	170,869.00	26,087.00	141,808.02	29,060.98	83
501-4-44000-1200	OVERTIME	0.00	0.00	41.81	1,218.98	1,218.98 -	0
501-4-44000-1300	PT WAGES	792.48	27,299.88	3,616.90	19,828.46	7,471.42	73
501-4-44000-1400	OTHER/HOLIDAY	144.36	6,114.07	1,224.56	8,506.73	2,392.66 -	139
501-4-44000-2100	FICA	883.69	15,627.65	2,313.01	12,634.91	2,992.74	81
501-4-44000-2200	VRS	1,860.30	22,983.97	3,185.15	22,834.01	149.96	99
501-4-44000-2300	HEALTH INSURANCE	2,140.70	33,516.00	3,749.30	26,925.59	6,590.41	80
501-4-44000-2400	GROUP LIFE INSURANCE	150.28	2,289.62	252.74	1,821.84	467.78	80
501-4-44000-2500	LONG-TERM DISABILITY	16.50	492.41	34.33	174.29	318.12	35
501-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	13.13	28.47	32

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
501-4-44000-2700	WORKER'S COMP	0.00	4,115.07	0.00	0.00	4,115.07	0
501-4-44000-3140	TESTING SERVICES	50.20	31,000.00	380.80	1,827.59	29,172.41	6
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	2,000.00	1,200.00	62
501-4-44000-3310	REPAIR & MAINT. SVCS	0.00	10,000.00	0.00	1,457.24	8,542.76	15
501-4-44000-3600	ADVERTISING	0.00	2,000.00	0.00	0.00	2,000.00	0
501-4-44000-5100	ELECTRICAL SVCS	6,865.15	47,707.13	6,875.68	46,510.09	1,197.04	97
501-4-44000-5120	WATER & SEWER	6,506.10	40,400.00	8,227.28	25,064.87	15,335.13	62
501-4-44000-5210	POSTAGE	0.00	2,000.00	0.00	8.13	1,991.87	0
501-4-44000-5230	TELECOMMUNICATIONS	462.61	5,040.00	373.70	3,075.10	1,964.90	61
501-4-44000-5301	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	0.00	0.00	225.00	225.00 -	0
501-4-44000-5304	PROPERTY INSURANCE	0.00	1,976.14	0.00	0.00	1,976.14	0
501-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	360.70	0.00	0.00	360.70	0
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	270.00	3,000.00	0.00	125.00	2,875.00	4
501-4-44000-5600	PERMITS	0.00	7,500.00	0.00	3,558.00	3,942.00	47
501-4-44000-5810	DUES & MEMBERSHIPS	80.00	2,000.00	818.00	1,043.00	957.00	52
501-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	63.97	2,605.78	605.78 -	130
501-4-44000-6004	LAB SUPPLIES	19.47	15,000.00	450.00	25,830.10	10,830.10 -	172
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	62.09	20,000.00	3,682.61	24,549.87	4,549.87 -	123
501-4-44000-6008	FUEL/OIL	0.00	3,000.00	0.00	0.00	3,000.00	0
501-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	0.00	1,344.70	1,655.30	45
501-4-44000-6011	UNIFORMS	0.00	1,500.00	0.00	931.62	568.38	62
501-4-44000-6051	CHEMICALS	13,618.00	108,000.00	6,880.90	48,820.43	59,179.57	45
501-4-44000-8005	EQUIPMENT	0.00	15,000.00	25.99	268.33	14,731.67	2
	44000 WATER OPERATIONAL	45,528.59	607,033.24	68,533.73	425,010.81	182,022.43	70
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	8,129.07	125,683.37	13,441.55	76,488.20	49,195.17	61
501-4-45000-1200	PT WAGES	0.00	734.15	0.00	0.00	734.15	0

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
501-4-45000-1300	PT WAGES	4.98	1,821.68	65.00	517.47	1,304.21	28
501-4-45000-2100	FICA	608.91	9,810.30	1,038.67	5,911.30	3,899.00	60
501-4-45000-2200	VRS	1,407.02	21,278.19	1,624.01	12,121.39	9,156.80	57
501-4-45000-2300	HEALTH INSURANCE	1,805.77	27,930.00	1,985.81	15,000.16	12,929.84	54
501-4-45000-2400	GROUP LIFE INSURANCE	116.63	1,684.16	128.56	970.37	713.79	58
501-4-45000-2500	HYBRID DISABILITY	0.00	50.05	0.00	0.00	50.05	0
501-4-45000-2700	WORKER'S COMP	0.00	6,380.09	0.00	0.00	6,380.09	0
501-4-45000-3310	REPAIR & MAINT. SVCS	0.00	1,000.00	0.00	0.00	1,000.00	0
501-4-45000-5130	MISS UTILITY	42.00	800.00	26.45	255.95	544.05	32
501-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	1,126.76	0
501-4-45000-5410	LEASE OF EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00	0
501-4-45000-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	2,000.00	0.00	0.00	2,000.00	0
501-4-45000-5810	DUES & MEMBERSHIP	0.00	200.00	0.00	0.00	200.00	0
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	7,299.75	20,000.00	981.36	5,851.95	14,148.05	29
501-4-45000-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	0.00	0.00	0.00	312.50	312.50 -	0
501-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	3,713.81	41,080.31	23,080.31 -	228
	45000 WATER MAINTENANCE	19,414.13	243,498.75	23,005.22	158,509.60	84,989.15	65
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	19,435.47	0.00	34,281.70	367,956.10	367,956.10 -	0
501-4-94000-8003	SUNSET WATERLINE REPLACEMENT	0.00	0.00	6,900.00	69,000.00	69,000.00 -	0
501-4-94000-9000	CAPITAL IMPROVEMENTS	18,240.00	0.00	0.00	0.00	0.00	0
	94000 CONTROL	37,675.47	0.00	41,181.70	436,956.10	436,956.10 -	0
501-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9000	60W W/L PRINCIPLE	0.00	17,202.68	0.00	8,537.31	8,665.37	50
501-4-95000-9001	60W W/L INTEREST	0.00	11,841.24	0.00	5,984.65	5,856.59	51
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	0.00	78,352.35	0.00	39,838.51	38,513.84	51

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501-4-95000-9005	MAINSTREET W/L INTEREST	0.00	14,866.45	0.00	21,637.33	6,770.88 -	146
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	8,240.64	102,248.00	0.00	51,123.42	51,124.58	50
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	2,325.19	24,960.00	0.00	12,929.44	12,030.56	52
501-4-95000-9008	WATER PLANT UPGRADES PRINCIPLES	0.00	84,247.39	0.00	47,431.47	36,815.92	56
501-4-95000-9009	WATER PLANT UPGRADES INTEREST	0.00	90,600.30	0.00	39,992.62	50,607.68	44
	95000 DEBT SERVICE	10,565.83	424,318.41	0.00	227,474.75	196,843.66	54
	WATER FUND Expenditure Totals	122,887.32	1,417,969.01	147,971.38	1,346,229.68	71,739.33	95

501 WATER FUND

	<i>Prior</i>	<i>Current</i>	<i>YTD</i>
Revenues:	100,587.60	1,396.29	623,321.71
Expenditures:	122,887.32	147,971.38	1,346,229.68
Net Income:	22,299.72 -	146,575.09 -	722,907.97 -

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	30,165.02	366,129.74	0.00	180,243.33	185,886.41 -	49
502-3-16080-0006	SEWER OT BASE CHARGES	10,465.37	144,879.09	0.00	45,862.70	99,016.39 -	32
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	18,554.63	269,596.69	0.00	130,753.87	138,842.82 -	48
502-3-16080-0008	SEWER OT USAGE CHARGE	8,518.66	117,929.46	0.00	37,086.06	80,843.40 -	31
502-3-16080-0009	PENALTIES	2,645.79	15,000.00	0.00	14,065.74	934.26 -	94
502-3-16080-0011	DORMANT ACCT FEE	460.00	5,395.54	0.00	2,832.34	2,563.20 -	52
502-3-16080-0012	AVALABILITY FEE	0.00	0.00	676.86	2,938.08	2,938.08	0
	16080 Total	70,809.47	918,930.52	676.86	413,782.12	505,148.40 -	45
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	11,979.26	50,000.00	0.00	29,890.12	20,109.88 -	60
502-3-19020-0004	SBC SEWER REHAB	2,793.00	11,172.00	0.00	5,586.00	5,586.00 -	50
	19020 Total	14,772.26	61,172.00	0.00	35,476.12	25,695.88 -	57
⁴ 502-3-24040-0003	NUTRIENT CREDIT	0.00	400.00	0.00	389.47	10.53 -	97
502-3-42000-0000	RESERVE FUNDS	0.00	227,326.61	0.00	0.00	227,326.61 -	0
	SEWER FUND Revenue Totals	85,581.73	1,207,829.13	676.86	449,647.71	758,181.42 -	37
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
502-4-12110-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
502-4-12110-1100	WAGES	2,415.54	37,524.95	4,004.08	23,897.52	13,627.43	64
502-4-12110-1300	PT WAGES	333.54	4,552.92	535.41	3,200.76	1,352.16	70
502-4-12110-2100	FICA	221.08	2,870.66	359.64	2,168.74	701.92	76
502-4-12110-2200	VRS	546.48	6,924.13	559.07	4,749.71	2,174.42	69
502-4-12110-2300	HEALTH INSURANCE	255.08	3,351.60	277.90	2,223.12	1,128.48	66
502-4-12110-2400	GROUP LIFE INSURANCE	34.86	441.83	38.56	306.63	135.20	69
502-4-12110-2500	STD/LONG-TERM DISABILITY	13.81	174.08	15.27	106.89	67.19	61

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
	12110 CONTROL	3,820.39	55,840.17	5,789.93	36,653.37	19,186.80	66
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	2,220.12	30,609.39	3,655.26	21,772.29	8,837.10	71
502-4-12420-1300	PT WAGES	704.92	9,727.07	913.57	5,878.03	3,849.04	60
502-4-12420-2100	FICA	204.92	3,085.74	330.05	1,958.61	1,127.13	63
502-4-12420-2200	VRS	353.54	5,182.17	400.12	3,222.82	1,959.35	62
502-4-12420-2300	HEALTH INSURANCE	203.50	6,703.20	221.89	1,774.22	4,928.98	26
502-4-12420-2400	GROUP LIFE INSURANCE	29.02	410.16	31.68	255.08	155.08	62
502-4-12420-2500	HYBRID DISABILITY	5.25	0.00	5.73	40.11	40.11 -	0
502-4-12420-3320	SERVICE CONTRACTS	0.00	3,000.00	0.00	3,208.34	208.34 -	107
502-4-12420-5210	POSTAGE	298.04	3,700.00	319.16	2,515.76	1,184.24	68
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	1,723.00	277.00	86
	12420 FINANCE DEPARTMENT	4,019.31	64,417.73	5,877.46	42,348.26	22,069.47	66
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	11,032.58	181,011.05	14,371.92	84,763.20	96,247.85	47
502-4-44000-1200	OVERTIME	0.00	0.00	0.00	1,079.61	1,079.61 -	0
502-4-44000-1400	OTHER/HOLIDAY	402.24	5,766.59	354.06	2,808.34	2,958.25	49
502-4-44000-2100	FICA	880.23	14,288.49	1,136.16	6,837.66	7,450.83	48
502-4-44000-2200	VRS	1,873.50	30,645.17	1,747.98	13,787.74	16,857.43	45
502-4-44000-2300	HEALTH INSURANCE	2,134.30	33,516.00	1,836.70	14,854.91	18,661.09	44
502-4-44000-2400	GROUP LIFE INSURANCE	159.82	2,425.55	138.36	1,101.31	1,324.24	45
502-4-44000-2500	LONG-TERM DISABILITY	17.85	224.98	20.26	139.52	85.46	62
502-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	0.00	41.60	0
502-4-44000-2700	WORKER'S COMP	0.00	3,359.10	0.00	0.00	3,359.10	0
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	0.00	2,000.00	0.00	0.00	2,000.00	0
502-4-44000-3140	TESTING SERVICES	2,674.86	50,666.00	1,251.70	23,696.82	26,969.18	47

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502-4-44000-3150	PROFESSIONAL SVCS	2,500.00	3,000.00	250.00	2,000.00	1,000.00	67
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	3,620.19	18,666.00	0.00	7,413.37	11,252.63	40
502-4-44000-3600	ADVERTISING	0.00	500.00	0.00	0.00	500.00	0
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	4,483.63	41,426.32	0.00	31,454.65	9,971.67	76
502-4-44000-5120	WATER, SEWER - RUT. CRK.	3,088.37	9,705.00	433.24	2,734.28	6,970.72	28
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	287.81	1,785.30	5,225.59	6,127.43	4,342.13 -	343
502-4-44000-5140	WATER,SEWER-PUMP STATION	15.60	187.20	15.60	124.80	62.40	67
502-4-44000-5210	POSTAGE	0.00	259.90	0.00	25.04	234.86	10
502-4-44000-5230	TELECOMMUNICATIONS	90.00	4,260.00	578.79	4,500.01	240.01 -	106
502-4-44000-5304	PROPERTY INSURANCE	0.00	3,572.70	0.00	0.00	3,572.70	0
502-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	360.70	0.00	0.00	360.70	0
502-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	150.00	3,000.00	0.00	0.00	3,000.00	0
502-4-44000-5600	PERMITS	0.00	4,000.00	0.00	4,180.00	180.00 -	104
502-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	160.00	895.01	1,104.99	45
502-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	63.96	2,605.76	605.76 -	130
502-4-44000-6004	LAB SUPPLIES	39.34	8,235.00	17.65	2,031.86	6,203.14	25
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	115.04	27,751.20	3,592.97	16,262.65	11,488.55	59
502-4-44000-6008	FUEL/OIL	287.85	2,000.00	266.82	1,893.48	106.52	95
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	0.00	927.41	2,072.59	31
502-4-44000-6011	UNIFORMS	0.00	2,000.00	0.00	561.98	1,438.02	28
502-4-44000-6051	CHEMICALS - RUT. CREEK	0.00	4,615.00	0.00	0.00	4,615.00	0
502-4-44000-8005	VEHICLES	0.00	15,000.00	25.99	268.33	14,731.67	2
	44000 SEWER OPERATIONAL	33,853.21	481,268.85	31,487.75	233,075.17	248,193.68	48
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	8,129.07	125,304.20	13,441.55	76,488.20	48,816.00	61
502-4-45000-1300	PT WAGES	4.98	734.15	65.00	517.47	216.68	70
502-4-45000-1400	OTHER PAY/HOLIDAY	0.00	1,821.68	0.00	0.00	1,821.68	0

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502-4-45000-2100	FICA	608.91	9,781.29	1,038.67	5,911.30	3,869.99	60
502-4-45000-2200	VRS	1,407.02	21,214.00	1,624.01	12,121.39	9,092.61	57
502-4-45000-2300	HEALTH INSURANCE	1,805.77	27,818.28	1,985.81	15,000.16	12,818.12	54
502-4-45000-2400	GROUP LIFE INSURANCE	116.63	1,679.07	128.56	970.37	708.70	58
502-4-45000-2500	HYBRID DISABILITY	0.00	48.05	0.00	0.00	48.05	0
502-4-45000-3310	REPAIR & MAINT. SERVICES	1,055.00	0.00	0.00	0.00	0.00	0
502-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	1,126.76	0
502-4-45000-5410	LEASE OF EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00	0
502-4-45000-6007	REPAIR & MAINT. SUPPLIES	9.29	8,000.00	681.61	16,629.98	8,629.98 -	208
502-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	3,713.80	41,080.30	23,080.30 -	228
	45000 SEWER MAINTENANCE	13,136.67	220,527.48	22,679.01	168,719.17	51,808.31	77
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8000	SLIPLINING PROJECT	376,259.00	0.00	0.00	0.00	0.00	0
502-4-94000-8002	WWTP CENTRIFUGE	0.00	0.00	48,210.00	1,026,822.21	1,026,822.21 -	0
	94000 CAPITAL PROJECTS	376,259.00	0.00	48,210.00	1,026,822.21	1,026,822.21 -	0
502-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0
502-4-95000-9002	STERLING BANK WWTP REFI PRIN	17,511.33	217,275.00	0.00	108,637.33	108,637.67	50
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	4,941.00	53,033.00	0.00	27,424.64	25,608.36	52
502-4-95000-9004	SEWER REHAB PRINCIPLE	5,701.27	70,017.22	0.00	34,888.01	35,129.21	50
502-4-95000-9005	SEWER REHAB INTEREST	3,926.73	45,518.78	0.00	22,878.21	22,640.57	50
	95000 DEBT SERVICE	32,080.33	385,844.00	0.00	193,828.19	192,015.81	50
	SEWER FUND Expenditure Totals	463,168.91	1,207,898.23	114,044.15	1,701,446.37	493,548.14 -	141
502 SEWER FUND							
Revenues:		85,581.73	676.86	449,647.71			
					YTD		

Town of Amherst
Statement of Revenue and Expenditures

Expenditures:	463,168.91	114,044.15	1,701,446.37
Net Income:	377,587.18 -	113,367.29 -	1,251,798.66 -

Town of Amherst
Statement of Revenue and Expenditures03/07/2024
10:52 AM

<i>Revenue Account</i>	<i>Description</i>	<i>Prior Yr Rev</i>	<i>Anticipated</i>	<i>Curr Rev</i>	<i>YTD Rev</i>	<i>Excess/Deficit</i>	<i>% Real</i>
514-3-16080-0005	GARBAGE IT CHARGES	10,286.28	138,492.00	0.00	70,219.24	68,272.76 -	51
514-3-16080-0006	GARBAGE OT CHARGES	1,458.01	19,944.00	0.00	9,980.34	9,963.66 -	50
514-3-16080-0009	PENALTIES	395.15	5,000.00	0.00	2,736.06	2,263.94 -	55
	16080 Total	12,139.44	163,436.00	0.00	82,935.64	80,500.36 -	50
	GARBAGE FUND Revenue Totals	12,139.44	163,436.00	0.00	82,935.64	80,500.36 -	50
<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
514-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
514-4-12110-1100	WAGES	241.54	3,297.20	400.40	2,389.72	907.48	72
514-4-12110-1300	PT WAGES	37.08	505.88	59.46	355.48	150.40	70
514-4-12110-2100	FICA	22.38	290.94	36.43	219.68	71.26	76
514-4-12110-2200	VRS	54.66	692.41	55.90	474.90	217.51	69
514-4-12110-2300	HEALTH INSURANCE	25.50	335.16	27.78	222.25	112.91	66
514-4-12110-2400	GROUP LIFE INSURANCE	3.48	44.18	3.86	30.69	13.49	69
514-4-12110-2500	STD/LONG-TERM DISABILITY	1.41	17.41	1.52	10.64	6.77	61
514-4-12110-5000	CONTINGENCY	0.00	678.34	0.00	0.00	678.34	0
	12110 TOWN MANAGER	386.05	5,861.52	585.35	3,703.36	2,158.16	63
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	115.79	1,600.93	185.66	1,117.60	483.33	70
514-4-12420-1300	PT WAGES	18.09	249.41	23.41	150.71	98.70	60
514-4-12420-2100	FICA	9.44	141.55	15.18	90.49	51.06	64
514-4-12420-2200	VRS	18.02	271.05	19.64	160.99	110.06	59
514-4-12420-2300	HEALTH INSURANCE	8.48	335.16	9.24	73.89	261.27	22
514-4-12420-2400	GROUP LIFE INSURANCE	1.48	21.45	1.55	12.74	8.71	59
514-4-12420-2500	HYBRID DISABILITY	0.37	0.00	0.37	2.59	2.59 -	0
	12420 FINANCE DEPARTMENT	171.67	2,619.55	255.05	1,609.01	1,010.54	61

Town of Amherst
Statement of Revenue and Expenditures

03/07/2024
10:52 AM

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
514-4-43200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
514-4-43200-3160	COLLECTION IN-TOWN	30,224.22	129,646.32	21,068.72	84,274.88	45,371.44	65
514-4-43200-3170	COLLECTION OUT OF TOWN	4,214.18	20,865.61	2,923.36	11,693.44	9,172.17	56
	43200 CONTROL	34,438.40	150,511.93	23,992.08	95,968.32	54,543.61	64
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
514-4-45000-1100	WAGES	180.66	2,961.48	298.74	1,699.96	1,261.52	57
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	40.48	0.00	0.00	40.48	0
514-4-45000-2100	FICA	13.51	229.65	22.97	130.49	99.16	57
514-4-45000-2200	VRS	31.28	501.38	36.09	269.41	231.97	54
514-4-45000-2300	HEALTH INSURANCE	40.16	670.32	44.15	333.39	336.93	50
514-4-45000-2400	GROUP LIFE INSURANCE	2.59	39.69	2.86	21.59	18.10	54
	45000 GARBAGE MAINTENANCE	268.20	4,443.00	404.81	2,454.84	1,988.16	55
	GARBAGE FUND Expenditure Totals	35,264.32	163,436.00	25,237.29	103,735.53	59,700.47	63
514 GARBAGE FUND							
	Revenues:	12,139.44		0.00	82,935.64		
	Expenditures:	35,264.32		25,237.29	103,735.53		
	Net Income:	23,124.88 -		25,237.29 -	20,799.89 -		

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
701-3-41030-0001	BP RECOUPMENT REV	0.00	28,456.73	0.00	0.00	28,456.73 -	0
701-3-41040-0001	BOND ISSUE	0.00	5,148.76	0.00	5,148.76	0.00	100
701-3-41060-0001	HOME OWNERS REIM	0.00	2,815.14	0.00	0.00	2,815.14 -	0
IDA FUND Revenue Totals		0.00	36,420.63	0.00	5,148.76	31,271.87 -	14
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
701-4-45000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
701-4-45000-1300	PT WAGES	59.76	8,809.82	779.94	6,209.50	2,600.32	70
701-4-45000-2100	FICA	4.57	673.95	59.67	475.02	198.93	70
701-4-45000-2700	WORKER'S COMP	0.00	254.02	0.00	0.00	254.02	0
701-4-45000-8005	CAPITAL	0.00	18,000.00	0.00	0.00	18,000.00	0
45000 CONTROL		64.33	27,737.79	839.61	6,684.52	21,053.27	24
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-5100	ELECTRICAL SERV.	14.76	180.00	31.61	231.32	51.32 -	129
701-4-81500-5810	DUES AND MEMBERSHIP	0.00	2,800.00	0.00	2,690.00	110.00	96
701-4-81500-9200	TRANSFER TO IDA FUND	0.00	5,702.84	0.00	0.00	5,702.84	0
81500 ECONOMIC DEVELOPMENT		14.76	8,682.84	31.61	2,921.32	5,761.52	34
IDA FUND Expenditure Totals		79.09	36,420.63	871.22	9,605.84	26,814.79	26
701 IDA FUND		Prior		Current		YTD	
Revenues:		0.00		0.00		5,148.76	
Expenditures:		79.09		871.22		9,605.84	

Net Income:	79.09 -	871.22 -	4,457.08 -
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Grand Totals	Prior	Current	YTD
Revenues:	297,860.12	85,788.35	2,294,389.48
Expenditures:	718,759.80	439,629.80	4,222,622.97
Net Income:	420,899.68 -	353,841.45 -	1,928,233.49 -

**CLERK OF COUNCIL REPORT
FEBRUARY 2024**

COMMITTEE MEETINGS

Planning Commission

Regular Meeting 2/07/24: 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.

Town Council

Regular Meeting 2/14/24: 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.

Special Meeting: 2/21/24: 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 for posting on Facebook with links to Town Website
- Share links to community news and events; Monitor feedback.

FREEDOM OF INFORMATION ACT

Two (2) requests:

- Receive, review, and respond to requestor

OTHER:

- Convert and post audio recording of meeting to website
- Prepare/draft miscellaneous legal ads; post ads to newspaper portal; prepare/post public hearing notices
- Prepare closed session resolution
- Emails and Telephone conferences with Chris Stinnett (Point Source) re Error Messages
- Disconnect and move equipment in anticipation of council chambers workstation setup; correspond with Point Source re reconnection setup
- Work on documents for posting to Munidocs
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees Report– February 29, 2024 - See Attached.

Utility/Town Maintenance and Construction Report

Feb-24

Water Meter Read	1180
Water Meter Re-Read	41
Disconnects	5
VA-811 Service locations	41
Vehicle PM Work Orders	33
Pump Station/Plant Work Orders	27
Banners Installed/Dismantled	0
Water Services Installed/Replaced	4
Sewer Services Installed/Replaced	3
Minor Leaks Repaired	2
Major Leaks Repaired	1
Minor Sewer Problems Resolved	4
Major Sewer Problems Resolved	7

Man Hours

Meter Reading	101
Street/Sidewalk Maintenance	275
Safety Training	3
Bush gogging/ Right of way water/ sewer	58
Flushing Water	16
Equipment Maintenance	106
Xmas decorations	0

Dec-43

Water

Water intake road reworked

Installing clean outs on sewer services.

Work with vendor on meter reading study

Many other projects completed

Routine/Annual Work

Projects/Unusual Work

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

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

**Town of Amherst Planning Commission
Minutes
February 7, 2024**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill, on March 6, 2024, 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
A	William Jones	P	John Vandervelde
P	Anne Webster Day	P	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 who wished to speak, no comments were made.

The Chair opened a duly advertised public hearing at 7:01 P.M., on the Town of Amherst FY24-25 Capital Improvement Program proposal that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment, copies of which were distributed to the Commissioners.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:01 PM.

After discussion and a report by Town Manager McGuffin, Mr. Hart made a motion that was seconded by Ms. Day to make a recommendation to Town Council to approve the Town of Amherst FY24-25 Capital Improvement Program proposal, as recommended by staff.

There being no further 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	Absent	Veda Butcher	Aye
Clifford Hart	Aye		

The Chair opened a duly advertised public hearing at 7:02 P.M., on a proposed amendment to the Town of Amherst Zoning Ordinance Section 24-2 - Definitions and rules of construction, that would, if approved, add definitions for Outdoor Display and Outdoor Storage.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:02 PM.

After discussion and a report by Town Manager McGuffin, Mr. Hart made a motion that was seconded by Mr. Driskill to make a recommendation to Town Council to approve the proposed amendment to the Town of Amherst Zoning Ordinance Section 24-2 to add definitions for Outdoor Display and Outdoor Storage, as recommended by staff.

There being no further discussion, the motion carried 5-1 according to the following:

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

The Chair opened a duly advertised public hearing at 7:06 P.M., on a proposed amendment to the Town of Amherst Zoning Ordinance Section 24-576 – Signs permitted in all sign districts, that would, if approved, add new subsection (3)(c) providing for “open” flags and chalkboard displays.

Tim Ware, Town of Amherst business owner, came forward in support of the proposed amendment.

There being no one else present who wished to speak on the matter, the public hearing was closed at 7:15 PM.

After discussion and a report by Town Manager McGuffin, by consensus the matter was deferred to the April 3, 2024, meeting.

The Chair opened a duly advertised public hearing at 7:16 P.M., on a proposed amendment to the Town of Amherst Zoning Ordinance Section 24-75 Developments subject to site plan review, that would, if approved, include a minor site plan process.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:18 PM.

After discussion and a report by Town Manager McGuffin, Mr. Vandervelde made a motion that was seconded by Mr. Hart to make a recommendation to Town Council to approve the proposed amendment to the Town of Amherst Zoning Ordinance, Section 24-75 Developments subject to special site plan review, to include a minor site plan process, as recommended by staff.

There being no further 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	Absent		Veda Butcher	Aye
Clifford Hart	Aye			

The Chair opened a duly advertised public hearing at 7:18 P.M., on a proposed amendment to the Town of Amherst Zoning Ordinance Section 24-511 Surfacing, that would, if approved, amend subsection (a) to include duplexes, and accessory dwelling units in a residentially zoned district; amend subsection (b) to include surface treatment; and add new subsection (c) to define parking spaces and driveways.

Jerry Martin, Town of Amherst business owner, came forward in opposition to the existing ordinance on surfacing and whether the Town government has authority to explicitly limit surfacing only to impervious surface treatment.

Steve Martin, Town of Amherst business owner, came forward to comment on the amount of parking spaces required and requested that permeable surfacing such as gravel be included in surfacing of commercial property.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:23 PM.

After discussion and a report by Town Manager McGuffin, Mr. Vandeveld made a motion to make a recommendation to Town Council to approve the proposed amendment to the Town of Amherst Zoning Ordinance Section 24-511, Surfacing, to amend subsection (a) to include duplexes, and accessory dwelling units in a residentially zoned district; amend subsection (b) to include surface treatment; and add new subsection (c) to define parking spaces and driveways, as recommended by staff. Prior to the chair calling for a second Mr. Vandeveld withdrew the motion and by consensus the matter was deferred to the April 3, 2024, meeting.

The Chair opened a duly advertised public hearing at 7:36 P.M., on a proposed amendment to the Town of Amherst Zoning Ordinance that would, if approved, add New Section xx-xxx under Article VIII. – Supplemental zoning regulations, defining short term rental and management plan and process.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:37 PM.

After discussion and a report by Town Manager McGuffin, Mr. Hart made a motion that was seconded by Mr. Vandeveld to make a recommendation to Town Council to approve the proposed amendment to the Town of Amherst Zoning Ordinance to add New Section xx-xxx under Article VIII. – Supplemental zoning regulations, defining short term rental and management plan and process, as recommended by staff.

There being no further 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	Absent		Veda Butcher	Aye
Clifford Hart	Aye			

Town Manager McGuffin gave a report on a request from Amherst Presbyterian Church, to consider a parking plan for the church addition.

Grant Massie was present on behalf of the church to comment and answer questions.

By consensus, the Amherst Presbyterian Church was allowed to use a cooperative parking agreement with the County to satisfy the parking requirement and Town Manager was directed to present the full site plan to the Commission for review.

Town Manager McGuffin gave a report on a request for an amendment to the Amherst County Public School approved site plan for the Amherst County High School to modify the site plan to remove the concrete islands around the six light poles in the new parking lot., increasing the parking capacity from 100 parking spaces to 112.

Gary M. Roakes, Maintenance Supervisor, and Tim Hoden, Deputy Superintendent, Amherst County Public Schools, were present to comment and answer questions.

Mr. Vandeveld made a motion that was seconded by Mr. Hart to approve the amendment to the Amherst County Public School approved site plan eliminating the landscaping islands, as recommended by staff.

Mr. Driskill made a motion that was seconded by Mr. Hart to approve the minutes of the February 7,

2024, meeting.

After 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	Absent		Veda Butcher	Aye
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 7:55 PM, according to the following:

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

June Driskill, Chairperson

Attest: _____

**Town of Amherst
Economic Development Authority**

Town Manager McGuffin called a meeting of the Town of Amherst Economic Development Authority, formerly Industrial Development Authority, to order on March 4, 2024, at 5:15 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	Sharon Turner	P	Steven Jefferson
P	C. Manly Rucker	P	Richard Wydner
P	Clifford Hart	A	Douglas Thompson
P	Mark Milhous		

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

Election of Officers

Town Manager McGuffin opened the floor to nominations for Chairman. Mr. Rucker nominated Ms. Turner, seconded by Mr. Wydner. There being no additional nominations, Ms. McGuffin closed the nominations and called for the vote. By vote of 6-0 Ms. Turner was elected Chairman as follows:

Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Douglas Thompson	Absent
Clifford Hart	Aye	Richard Wydner	Aye
Mark Milhous	Aye		

Chairman Turner opened the floor to nominations for Vice Chairman. Mr. Wydner nominated Mr. Rucker, seconded by Mr. Hart. There being no additional nominations, Mr. Wydner made a motion to close the nominations and Ms. Turner called for the vote. By vote of 6-0 Mr. Rucker was elected Vice Chairman as follows:

Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Douglas Thompson	Absent
Clifford Hart	Aye	Richard Wydner	Aye
Mark Milhous	Aye		

Mr. Rucker made a motion which was seconded by Mr. Hart to approve the minutes of the October 2, 2023, meeting. There being no discussion, the motion carried 6-0 as follows:

Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Douglas Thompson	Absent
Clifford Hart	Aye	Richard Wydner	Aye
Mark Milhous	Aye		

Reports on Brockman Park Recoupment Program and Brockman Park Property Maintenance and Billing

Town Manager McGuffin presented status reports on the Brockman Park Recoupment program per the October 2, 2001, agreement whereby the County would direct monies to the Town to defray Brockman Park development costs, and on the costs of maintaining the common areas at Brockman Park that are to be shared among all tenants per the “homeowners association” section of the Brockman Park deed restrictions.

Mr. Hart made a motion that was seconded by Mr. Rucker to direct the Secretary to transmit the 2023 Brockman Park Recoupment report to Amherst County, and to authorize the Secretary to bill Amherst NSF Operations, LLC, Steven D. Clancy, LLC, Horizon Behavioral Health, and Jeremy Bryant, for calendar year 2023 expenses.

There being no discussion, the motion carried 6-0 as follows:

Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Douglas Thompson	Absent
Clifford Hart	Aye	Richard Wydner	Aye
Mark Milhous	Aye		

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

There being no further business, the meeting adjourned at 5:26 p.m. on motion of Mr. Rucker, seconded by Mr. Wydner.

The motion carried 6-0 as follows:

Sharon Turner	Aye	Steven Jefferson	Aye
C. Manly Rucker	Aye	Douglas Thompson	Absent
Clifford Hart	Aye	Richard Wydner	Aye
Mark Milhous	Aye		

Sharon W. Turner, Chairperson

ATTEST: _____
Secretary

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
January 25, 2024 – 6:00 p.m.

Directors: Bruce Jones
(Present) Doug Perrow, Treasurer
Jennifer Elliott
Bonnie Swanson
Zachary Campbell
Andrew Rousseau
Leslie Whealton
Shepard Landrum

Directors: Joetricia Humbles
(Absent) Jeff Floyd, Chairman

Staff/Partners: (Present) Cindy Miller, RELSWCD Office Administrator
Katelin Savage, RELSWCD Conservation Education Specialist
Dustin Woodall, RELSWCD Conservation Technician

Staff Absent: Jonathan Wooldridge, District Manager Conservation Specialist

Others: Darryl Glover, Agency Deputy Director DCR
James Martin, Director Division of Soil and Water
Darrell Kuntz, Assistant Attorney General

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order on January 25, 2024 at 6:01 p.m., by Bruce Jones, Acting Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

Cindy Miller, Office Administrator stated that all Directors have taken the Oath of Office and count toward the Quorum.

Adopting the Agenda: Bruce Jones, Acting Chairman, asked if there were any changes to the agenda. Motion was made to approve the agenda as presented with Bruce Jones as Acting Chairman. Approved (Perrow, Landrum passed 8/0).

Acknowledgement of Guests: Guests present are Darryl Glover, Agency Deputy Director DCR, James Martin, Director Division of Soil and Water, Darrell Kuntz, Assistant Attorney General, and Benton Bowman, Contractor.

The District Directors for the Robert E. Lee Soil and Water Conservation District hereby resolve to discuss the following subject matter in closed session: discussion relating to the performance of an employee and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, namely, advice regarding employee performance and the potential District Director action in response thereto. This subject matter is exempt from open meeting requirements under VA Code § 2.2-3711(A)(1) & (A)(8). Resolution (certified copy attached) adopted in an Open Meeting by a vote of 8 Ayes, 0 Nays, 0 Abstentions (Perrow, Swanson).

Pursuant to the Code of Virginia § 2.2-3712(D), the District Directors for the Robert E. Lee Soil and Water Conservation District adopted a "Certification of Closed Meeting" resolution (attached), which confirms that the board restricted its hearing, discussion, and consideration in closed session to: (1) only public business lawfully

exempted from open meeting requirements under this chapter and (2) only such public business matters as were identified in the motion by which the closed meeting was convened. Directors were polled with 8 Ayes, 0 Nays, 0 Abstentions (Perrow, Landrum).

Reading and Approving of the November 16, 2023 Minutes: Bruce Jones, Acting Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). Motion was made to approve the minutes as written. Approved (Perrow, Campbell passed 7/0 Swanson Abstained).

7:16 Rousseau Stepped out

7:18 Rousseau Stepped in

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report –November & December 2023 – Doug Perrow, Treasurer, gave the Treasurer's report (copy filed with minutes). Cost Share and Operation Savings bank statements were reconciled to the checkbook and QuickBooks program. No discrepancies noted. Attachment E for 2nd quarter balanced. All financial reports are on file. Signed Attachment E was provided to DCR.

2-DCR Conservation District Coordinator Report – Angela W. Ball , PhD Western Area Manager DCR provided the January 2024 report. (Copy filed with minutes). **James Martin, Director Division of Soil & Water** presented report.

3-USDA Natural Resources Conservation Service Report – Kelly Burke, NRCS District Conservationist – January 2024 report was provided (copy filed with minutes or report attached).

4-Virginia Department of Forestry Report – BJ Butler, Area Forester -- January 2024 report was not provided.

The past few months have been dealing with wildfire, and then, thankfully the rain came in and snow as well. The fires have diminished but now it is the muddy. Many people are complaining about mud in the road from logging operations but everyone has to work some time. This time of year, we are getting ready for tree planting season coming up starting in February and goes through April. Right now, Campbell County has roughly 1100 acres on the books for reforestation this year. Like I said, it is a busy time getting contractors and cost share paperwork completed. Also, starting February 15th, the 4pm law comes into effect so remember after February 15th, you cannot have an open fire or burn brush till after 4pm. I hope to make the next meeting in February, but we will see.

5-Virginia Cooperative Extension Report – Bruce Jones, Appomattox VCE Agent- January 2024 report was provided.

1. Youth Beekeeping Class – Campbell County Extension Office – starting February 1
2. Southern Farm Show – Raleigh, NC (January 31 – February 2)
3. Beef Quality Assurance Certification Training – February 12, 2024 – Southern Piedmont Agricultural Research and Extension Center, Blackstone (1-4 pm)
4. Vegetable Production Meeting – February 14 - Lunenburg, County (9 am)
 - a. Also provides private pesticide applicator license credit
5. Farm Recordkeeping using Quicken – February 16 - Charlotte County Extension Office – 9 a.m.
6. Commercial Pesticide Applicator Recertification – February 15 - Central VA Community College – 8 a.m.
7. Beef Quality Assurance Recertification – February 21 - Charlotte County Extension Office – 6 p.m.
8. Poultry Litter Meeting – February 27 - Appomattox Community Center – 8:30 am
9. Dicamba Herbicide Training – February 28 – Campbell County Extension Office – 8:30 am

Bonnie Swanson asked about the use of Biosoil in the area. Bruce stated all restrictions and guidelines are being followed.

6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report: January 2024 report was provided (copy filed with minutes).

Projects:

Been a busy month here at Robert E. Lee SWCD. The supply issues have slowed down field work some but is work is picking up from where it had been. Working on plans and designs for new projects. Monitoring progress on projects under construction. Also meeting new producers that are interested in our programs. Working on estimates and maps for new projects for the new program year. Working on Nutrient Management Plans for producers. Helping with soil testing questions. Helping with questions on erosion issues.

Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen.

Spot Checks:

September 27 2023. Spot Checks (8). 5 need gravel maintenance Amherst (1) Campbell (3) Appomattox (1). All practices now have gravel.

7-RELSWCD Conservation Technician Report- Dustin Woodall gave the January 2024 report (copy filed with minutes).

- I. **Introduction:** This report summarizes my work for December 2023 and January 2024 as a Conservation Technician. It covers my regular duties, field visits, and my involvement in VCAP project evaluations.
- II. **Monthly Duties:** This month some of my regular duties included:
 - Interacting with agricultural professionals to convey the details and advantages of programs we offer.
 - Pursuing further education and training to boost my proficiency in the role.
 - Supporting daily office activities to promote a positive work environment.
- III. **Field Visits:** I conducted field visits to assess the progress of current projects, as well as evaluate and discuss potential future projects.
- IV. **VCAP Project Assistance:** I contributed to the assessment of prospective VCAP projects by assisting in field evaluations and ranking of the potential resource concerns.
- V. **Conclusion:** I'm dedicated to our conservation mission and will continue to work diligently. Please reach out if you have any questions or need more information.

Motion requested to approve newly revised cost-share estimate of \$42,055.50 for Contract 10-24-0001, Instance 58974 based on the revised estimate and design created by Ben Chester, DCR. Approved (Perrow, Swanson passed 8/0).

Code	Practice Description	Units	Amount	Cost/unit	Total	Cost Share %	Estimated Cost share	Source
382	Fence	LF	2130	\$ 6.00	\$ 12,780.00	100%	\$ 12,780.00	(Original Estimate)
516	Pipeline <2"	LF	1067	\$ 5.50	\$ 5,868.50	100%	\$ 5,868.50	(Original Estimate)
533	Pumping Plant	EA	1	\$ 4,025.00	\$ 4,025.00	100%	\$ 4,025.00	(Original Estimate)
614	Water Trough 4-hole	EA	2	\$ 3,680.00	\$ 7,360.00	100%	\$ 7,360.00	(Original Estimate)
642	Drilled Well	EA	1	\$ 9,800.00	\$ 9,800.00	100%	\$ 9,800.00	(Original Estimate)
614	Quick Connect	EA	2	\$ 250.00	\$ 500.00	100%	\$ 500.00	(Peter Francisco SWCD)
Total							\$ 40,333.50	
Buffer Payment \$ 1,722.00 (from original estimate, exclusion has not changed.)								
Total W/ Buffer Payment							\$ 42,055.50	
Original Contract							\$ 27,205.00	
Original Contract W/ Buffer							\$ 28,927.00	
Change in Estimated Cost Share							\$ 13,128.50	

Practice plan amended to extend watering system into eligible pasture area, provide quick connects to water different animal type, and to add interior cross fence to facilitate rotational grazing. Board approval needed for increase in cost share in the amount of \$13,128.50.

8-RELSWCD Education Specialist Report-Katelin Savage gave the January 2024 report (copy filed with minutes).

Activities and Meetings:

- December 15th: Appomattox HS Career Fair
- December 13th: Appomattox library craft
- January 4th: Infiltration test at possible VCAP location
- January 9th: EE certification meeting
- January 16th: VCAP meeting
- January 25th: VCAP Committee

Upcoming Activities:

- February 14th: Erosion boxes at Yellow branch Elementary
- February 20th & 27th: VCAP certification training
- Date TBD- Scout Patch program for poster contest

Notes: The Holstrom VCAP project was approved by the VASWCD for payment (Cost share amount: \$1,823.31, TA: \$1,200). The landowner has received her check. We have a potential upcoming VCAP application in the Rivermont area. I am waiting on design plans from their contractor to proceed with the project. The 2024 scholarship and poster contest forms were both released this month, and I have updated the website and advertisements for this year. I also made some further

updates to the website this month including new director information and education programming. I have had interest from teachers about the Outdoor Classroom but unfortunately no applications to this date. I am requesting a motion to remove the deadline with the grant for the time being, hoping that the increase in activities in the spring and summer will generate some applications. The Underground Classroom application is now live on our website. We have an expected arrival date of April 1st on the trailer as weather slowed down construction. We have 2 tentative dates already booked on the calendar. **Motion was made to remove the deadline on the Outdoor Classroom Grant. Approved (Swanson, Perrow passed 8/0).**

9-RELSWCD Office Administrator Report – Cindy Miller gave the January 2024 report (copy filed with minutes). Monthly duties are kept up to date.

Monthly duties are kept up to date.

- Distributed the approved minutes from the October 26, 2023 Board of Directors meeting.
- Draft minutes for the November 16 RELSWCD Board of Directors meeting were prepared and distributed.
- Prepared the November & December 2023 Treasurer's and Budget reports and forwarded them to Jeff Floyd, Chairman and Doug Perrow, Treasurer.
- Reconciled the bank statements (3), checkbook, QBs and multi-funded account balances.
- Ran the Budget to Actual Expense report monthly and year to date and reviewed for errors.
- Payroll summary (monthly) and general ledger for the month reviewed for accuracy, each month.
- Processed the Monthly payroll, taxes, and retirement.
- Prepared the draft agenda for the January 25, 2024 regular Board of Directors meeting and forwarded for review.
- Audit was completed on December 12, 2023 with no errors noted, just recommendations-report is attached.
- Completed quarterly Attachment E and submitted to Angela Ball with DCR.
- Completed quarterly tax reporting for 941, VEC and VA taxes.
- Submitted all Local Allocation requests.
- Submitting annual 1099G, MISC and NEC forms online.
- Assisted with W2 preparation and reporting.
- Submitted Elected Directors Oath of Office to DCR.
- Assisted DCR with organizing field visits.
- Submitted updates for SWCD Directory
- Installed new postage machine.

Meeting information is on file.

Motion request to approve lost receipt form (attached). Approved (Perrow, Whealton passed 8/0).

Motion request to add Bonnie Swanson as a check signer to take the place of Karen Angulo. Approved (Perrow, Whealton passed 8/0).

Motion request to hold a Farmer's Breakfast on Thursday March 7th from 9-11 at the Spring House Restaurant. Approved (Perrow, Campbell passed 8/0).

New Director Training Information

Please reference the February CDC report for details on New Director Orientation and Training.

A list of Director duties were distributed (attached). and

A copy of all RELSWCD policies will be distributed to directors via email next week.

RELSWCD's committee listing will be distributed for consideration at the February BOD meeting.

10- Timberlake WID –January 2024 Doug Perrow provided a verbal report.

REPORT OF COMMITTEES-The Timberlake WID is researching grants to help with concerns for the lake. VDOT has stated that improvements will be at the HOA and Homeowners expense. The Timberlake WID will present their annual budget for consideration at the February 2024 RELSWCD BOD meeting.

UNFINISHED BUSINESS- None

NEW BUSINESS- Appointment of Officers

Motion was made for Jeff Floyd to remain Chairman, Doug Perrow to remain Treasurer and Bonnie Swanson to serve as Vice-Chair. Approved (Landrum, Whealton passed 8/0)

Motion was made to for Cindy Miller, Office Administrator, to serve as the FOIA Officer and Records Retention Officer.

Approved (Perrow, Landrum passed 8/0).

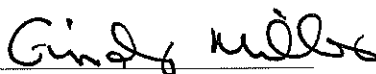
PUBLIC COMMENT – Benton Bowman was present and expressed his concerns with designs being made available to producers in a timely manner. Benton stated that he “did not want to see years of trust between Robert E Lee SWCD and the farmers go down the drain”. Benton also expressed concern over the price gap across the state between Districts and the return of funds for the same supply items. Benton was assured he was being heard and the SWCD would follow up with him about his concerns..

ANNOUNCEMENTS – None

ADJOURNMENT – The Chairman adjourned the meeting at 8:27 p.m. Approved (Perrow, Whealton passed 8/0)



Doug Perrow, Acting Chairman



Cindy Miller, Office Administrator

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 Emergency Meeting Minutes
February 5, 2024 5:30 pm

Directors: Jeff Floyd, Chairman
(Present) Bonnie Swanson, Vice Chairman
Doug Perrow, Treasurer
Zachary Campbell
Leslie Whealton
Bruce Jones

Directors: Joetricia Humbles
(Absent) Andrew Rousseau
Jennifer Elliott
Shepard Landrum

Staff/Partners: (Present) Cindy Miller, RELSWCD Office Administrator
Katelin Savage, RELSWCD Conservation Education Specialist

Staff Absent: Jonathan Wooldridge, District Manager Conservation Specialist
Dustin Woodall, RELSWCD Conservation Technician

Others: Darrell Kuntz III, Assistant Attorney General (via phone)

Call to order: The emergency Board meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order February 5, 2024 at 5:31 p.m., by Jeff, Floyd, Chairman, at The District Office 7631A Richmond Hwy Appomattox, VA 24522.

Adopting the Agenda: Jeff Floyd, Chairman, asked if there were any changes to the agenda. Motion was made to approve the agenda as presented. Approved (Perrow, Jones passed 6/0).

REPORT OF COMMITTEES- The Personnel Committee presented the minutes from the January 31, 2024 meeting. Discussion to take steps to prevent future issues in the office will be address by the personnel committee and Agriculture committee.

Motion was made to accept Jonathan Wooldridge's letter of resignation and if his health permits him to he may work thru February 29th, with permission to pay out his sick and vacation time per the personnel policy. Approved (Perrow, Whealton passed 6/0).

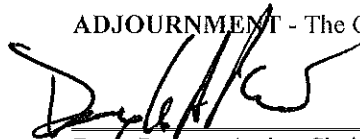
UNFINISHED BUSINESS- None

NEW BUSINESS- None

PUBLIC COMMENT – None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 5:47 p.m. Approved (Perrow, Swanson passed 6/0)


Doug Perrow, Acting Chairman


Cindy Miller, Office Administrator

Add to Definitions:

Outdoor display- Display of goods for sale outside of a business. Where goods are typically those that are outdoor in nature, such as automobiles, trailers, farm equipment, outdoor display is permitted without limitation as governed by the zoning district. Where the goods are typically inside, a small display of goods may be outside of the building, limited to no more than twenty square feet of area, so long as the display is not in any required area, such as parking, setbacks, and public rights of way.

Outdoor storage- Outdoor storage of goods or equipment for sale or rent as allowed in the applicable zoning district shall be screened from public right-of-way or adjacent uses. No outdoor storage of goods and equipment is permitted in residentially zoned areas. Outdoor storage cannot be an independent use, and must be associated with a business on the same parcel. Screening shall be accomplished as outlined in 24-695.

Sec. 24-75. Developments subject to special site plan review.

The following types of development shall be subject to the site plan review provisions under section 24-76:

- (1) All commercial, industrial and institutional buildings that have 2,000 square feet or more in floor area, including buildings converted from any other use to commercial, industrial or institutional use.
- (2) All institutional facilities such as schools, hospitals and clubs.
- (3) All residential developments involving more than four dwelling units in one building or three on one lot.
- (4) Mobile home parks.
- (5) Special use applications involving more than 2,000 square feet of new building area.
- (6) Conditional zoning applications.
- (7) Townhouse development projects.
- (8) Any proposed building that has 2,000 square feet or less in floor area will require only an informational sketch for review.
- (9) Any use listed as specifically requiring a site plan.

(Zoning Ord. 2003, § 18.1-1103)

The following types of development shall be subject to the site plan review provisions under Section XX for a minor site plan of this article:

1. A proposed revision to a site plan where an existing major site plan is on file;
2. All development requiring a commercial entrance permit from the Virginia Department of Transportation
3. Any new development on a commercially zoned lot.

The following requirements shall govern documents submitted for minor site plan review:

1. The scale shall be no less than one (1) inch equals to one hundred (100) feet. The zoning administrator or planning director may accept a scale which is sufficient to clearly show all required details on the plat.
2. Drawings may be submitted on paper size as small as eleven (11) inch by seventeen (17) inch (11" x 17") if all notes are clearly legible.
3. The names and addresses of owner, developer, a scale and north arrow shall be included on all maps.
4. The following information shall be included on the map of existing conditions:
 - a. Names and addresses of owners of record of all adjacent properties and tax map numbers;
 - b. Current zoning boundaries, including surrounding to a distance of three hundred (300) feet;
 - c. Easements, rights-of-way, or other reservations affecting the property;
 - d. Topography and flood plain elevation, if applicable;
 - e. Location of watercourses, marshes, rock out-cropping and wooded areas;

-
- f. Location of buildings existing on the tract to be developed indicating whether existing buildings on the tract are to be retained, modified or removed;
- g. Location of existing water mains, culverts, drains, pipe sizes, grades and direction of flow; and
- h. The location of mapped dam break inundation zones and their impact on the development.
5. The following information shall be included on the map of proposed development:
- a. Signature blocks for the zoning administrator, or his/her designee, Virginia Department of Transportation, and the Health Department, when applicable;
- b. Location and size of proposed buildings and uses thereof;
- c. Proposed streets and other ingress and egress facilities (indicating curb lines, sidewalk lines and public right-of-way lines); meeting the Minimum Standards of Entrances to the State Highways;
- d. Layout of off-street parking;
- e. Location of proposed utility lines, indicating where they already exist and whether they will be underground;
- f. Proposed planting, including all landscaping and screening and indicating existing trees to be retained and areas to be left undisturbed;
- g. Facilities for disposal of trash and other solid waste;
- h. Elevations of buildings to be built or altered on-site; and
- i. All private waste disposal systems including their reserve areas shall be located on the same property as the building site that the private waste disposal system benefits.

To be added as a new section under Supplemental Regulations:

Short-term rental means the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy.

Management Plan shall include a floor plan designating all rooms, a plot plan showing parking and property boundaries, designation of an emergency contact, occupancy limits, proof of business liability insurance, proof of current fire extinguishers or other fire /smoke/gas protection, and documentation showing basic rules and boundaries posted on site.

Short term rentals are allowed as a Special Use Permit in multiple districts. Where allowed by SUP, the process includes an additional application and management plan that addresses key components of short term rentals.

1. Short term rentals require a short term rental application.
2. All applications must include an annual management plan which shall be updated annually upon the registration date. The registration fee is set annually with the adopted budget and other fees.
3. Short term rentals require posting of rules on the premises for guests to include notice of property lines with available property to be used with the rental, no parking on the street, and only within designated parking areas, and quiet hours.



TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521

Phone (434)946-7885 Fax (434)946-2087

To: Town Council

From: Sara McGuffin

Date: March 7, 2024

Re: Status of land uses and surfacing

Over the last several months, there have been comments and allegations made regarding land use terms and the requirements for surfacing contained within the Town Code. For the purposes of making sure that all are equally informed and have the opportunity to understand the nature of the Code, time has been set aside on your agenda to address these concepts.

Status of land uses and standards:

Under Virginia Code, the legality of a use or a standard can be one of three things. These are legal, legally nonconforming, and not legal. A “use” refers to what is happening on the property. A “standard” refers to how the property is developed. For example, the surfacing requirement is a standard. A car wash is a use.

A **legal** use or application of a standard simply means that the use or standard complies with the Zoning Ordinance as currently adopted. There is no prohibition to expansion or limits on continuation of the use or standard as long as it doesn’t exceed what is outlined in the Code. An example of this would be Hickey Plumbing business. It complies with the standards for the surfacing requirement and is a legal use in the B-2 district. Thus, it is legal in regards to both use and standards.

A **nonconforming** use or standard is one that was legal at the time it began, but the Code has changed in the period since the use or standard was put into place. In this case, it is referred to as “nonconforming,” or “legally nonconforming.” For nonconforming properties, the existing situation is protected by law and allowed to continue with some limitations. Expansions may require adherence to new standards, or if a nonconforming use is discontinued for more than two years, it loses its status. Nonconformity provides a protection to property owners and users who have done things correctly, but where the Code has changed over time. An example of this situation would be Martin’s Body Shop. The business was developed legally at the time. After that, it was annexed into the town. Although the scrap car lot in the back is not allowed today, the use is protected by its nonconforming status. It cannot be expanded past a certain point, but can be continued. Additionally, that lot does not have paving, but that also is protected by its nonconforming status.

The last category of uses or standards is **not legal**. Something is illegal because it is a use not allowed in

the district, or because a legal use has been developed without the appropriate standards. If the use is the issue, then the remedy is to discontinue the use or seek a rezoning to the appropriate category. If a standard is the issue, then the standard must be met. This is the situation for the lot at 513 S. Main Street. It needs paving in order to become legal.

Surfacing:

There has been much discussion about this Code section:

Sec. 24-511. - Surfacing.

(a)

Parking spaces and driveways for single-family dwelling units shall be constructed of gravel, compacted stone, concrete, asphalt, brick or paving stones.

(b)

Parking spaces and driveways for other than single-family dwelling units shall be constructed of concrete, asphalt, brick or paving stones.

However, there has been very little discussion on this one:

24-515. - Parking requirements in the central business district.

a)

Consistent with the purpose of this chapter, the town council and planning commission desire to preserve and enhance downtown Amherst. As such, the role of downtown Amherst, as a desired location for community activities and local businesses, will be encouraged.

(b)

To encourage the use of older buildings in the downtown area, no off-street parking will be required in the case of a change in use of a building that is more than 30 years old and in the CBD Central Business District. However, this relief shall not apply when calculating the parking required for any new building footprint.

There have been several citizen comments made that businesses in the 'downtown' area are not complying to the Code. However, as shown in section 515 above, they are fully legal to the Code. The lot behind Bonfire/Montague Miller, etc buildings is gravel, but would be addressed by 515, and thus be completely legal. Several buildings were previously homes and have become businesses in the downtown area. However, because there is no required parking, the existing gravel driveways at those buildings are legal. If an individual tore one of those down, and rebuilt for a commercial purpose, they would need to pave the lot for the new building.

Conclusions:

There have been several statements that there are many nonconforming lots in regard to the paving

standard in town, and that many businesses would be at risk of being cited for not following the Code if a complaint was made. This is false on two fronts. First, if the business was nonconforming, it would be protected, and the complaint would be unfounded. Second, there are many fewer nonconforming lots than suggested, as the gravel ones downtown are legal.

To be clear, there are nonconforming lots in town in regard to surfacing. But, because of the Code standard that exempts older adaptive reuses in the downtown area from having parking, there are many fewer than people believe. Additionally, nonconforming lots would be protected, just at the Martin Body Shop is. There has been a complaint made about the parking lot at that business, and it was found to be invalid, based upon the nonconforming status of the parcel. There was a complaint made about the main lot for The Yard Spot. That too, was found to be invalid, based on the nonconformity of the lot. In both of these cases, these lots were legally developed to the existing standard at the time. The standard changed, so the lots were protected.

Therefore, the only lots that are at risk from enforcement are those that were not developed to the legal standard in place at the time of development. If a use or standard did not meet the legal standard at the time of development, then it cannot claim nonconformity and the protection that the status offers. It is simply not legal. The remedy is to come into compliance with the standard. At this time, staff is only aware of two lots that are not legal to the standard in place. They are the ones that are owned by the Martins on South Main Street. The other examples that have been given in public are either legally nonconforming and protected, or legal, due to their location in the Central Business District.

As always, please let me know if you have any questions about this. Staff is always available to any property owner who would like to understand the status of their property better. Again, at this time, the only known illegal lots in relation to this standard is the vacant lot next to The Yard Spot and 513 South Main Street.