

AMHERST TOWN COUNCIL
AGENDA
Wednesday, January 11, 2023
Meeting at 7:00 p.m.
Town Hall, 174 S. Main Street, Amherst, VA 24521

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation** - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Public Hearings and Presentations**
- 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. 1-10)** – *Draft of the December 14, 2022 meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning such that any needed corrections can be presented at the meeting.*
- G. Correspondence and Reports**
- 1. Staff Reports (Pgs. 11-52)**
- a. Town Manager Monthly Report - **attached**
 - b. Police Chief Monthly Report - **attached**
 - c. Office Manager Monthly Report - **attached**
 - d. Clerk of Council Monthly Report- **attached**
 - e. Public Works Monthly Reports- **attached**
- 2. Council Committee Reports (Pg. 53)**
- a. Finance Committee
 - b. Utilities Committee
 - c. Ad Hoc Parking Committee- *met January 5, 2023, minutes attached*
- 3. Other Reports (Pgs. 54-56)**
- a. Planning Commission– *met January 4th, 2023, minutes attached.*
 - b. Economic Development Authority- *no meeting*
 - c. Robert E. Lee SWCD
- H. Discussion Items**

- 1. Set Public Hearings for Short Term Rentals- (Pgs. 57-74)** *Sara McGuffin- Tyler and Emily Wynn are requesting action to allow Short Term Rental of their single family home at 117 Pine Street. Under the current Ordinance, the request would require a rezoning to business and then an additional Special Use Permit for Short Term Rental. The Planning Commission has also considered an Ordinance amendment to allow short term rental as a Special Use Permit in residentially zoned neighborhoods. Staff requests that the Council set three public hearings for next month: one for the rezoning, one for the Special Use Permit and one for the potential Zoning Ordinance Amendment.*
- 2. Continuation of Governance Resolution (Pgs. 75-78)-** *Sara McGuffin- At the beginning of each two-year term of Council, the Council considers and adopts a reorganization resolution, which assures the continuance of governance and affirms the Council's appointments for staff and committees, as well as critical policies for the Town.*
- 3. Code of Ethics Affirmation (Pg. 79)-** *Sara McGuffin- Staff has prepared the Code of Ethics with signature blocks for Council to sign and that can be reproduced for display in Council Chambers.*
- 4. Year in Review, The State of the Town (Pg. 80)-** *Mayor D. Dwayne Tuggle- The Mayor will present a list of accomplishments for the Town over 2022.*

I. Matters from Staff

J. Matters from Town Council

K. Anticipated Town Council Agenda Items for Next Month

L. Citizen Comments

M. Closed Session- *Pursuant to §2.2-3711A.7 of the Code of Virginia, for Town Council to convene in closed session for discussion of actual or probable litigation. Specifically, the Town Council will receive updates from the Town's legal counsel relating to actual litigation involving the Town.*

N. Adjournment

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on December 14, 2022, 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	Janice N. Wheaton
A	Kenneth S. Watts	P	Andra Higginbotham
P	Sharon W. Turner	P	Douglas Thompson

Also present were the following staff members:

Sara E. McGuffin	Town Manager		Brandon Payne	Police Captain
Kelley Kemp	Town Attorney		Gary Williams	Director of Plants
Vicki K. Hunt	Clerk of Council		Becky Cash	Lead Water Operator
Tracie Morgan	Office Manager/Treasurer		Charles Thompson	Utilities Maintenance Foreman
Bobby Shiflett	Police Chief			

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

After the reading by Mayor Tuggle, Ms. Turner made a motion that was seconded by Mr. Higginbotham to adopt a Resolution of appreciation to Deanna Foltz for her many years of outstanding public service to the Town of Amherst as the Senior Fiscal Assistant.

There being no discussion, the motion carried 4-0 according to the following:

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Absent	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Douglas Thompson	Aye

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

Office Manager Morgan introduced Patricia “Patty” Martin as the new Deputy Treasurer.

Mayor Tuggle opened a duly advertised public hearing at 7:08 p.m. on the application to rezone property located at 139 Lancer Lane, comprised of tax map numbers 95-A-80A, 81, 82, 83, and 110-A-101 from R-2 to B-2 (General Commercial).

There being no one present who wished to speak on the matter, the public hearing was closed at 7:08 PM.

Town Manager McGuffin reported that at its meeting on November 7, 2022, the Planning Commission determined that the renovation and expansion project submitted by Amherst County Public Schools and closure of Lancer Lane is found to be substantially in accord with the adopted Town of Amherst Comprehensive Plan. The Commission also approved a special use permit for the submitted parking master plan for Amherst County High School and Athletic Stadium. The Planning Commission further made a recommendation to Council to approve the rezoning of property located at 139 Lancer

Lane, comprised of tax map numbers 95-A-80A, 81, 82, 83, and 110-A-101 from R-2 to B-2 (General Commercial).

It was noted that §15.2-2232 of the Code of Virginia indicates that no street or connection to an existing street, park or other public area, public building or public structure or public utility facility, whether publicly or privately owned, shall be constructed, established or authorized, unless and until the general location or approximate location, character, and extent has been submitted to and approved by the commission as being substantially in accord with the adopted comprehensive plan or part thereof, and in connection with any such determination, the commission may, and at the direction of the governing body shall, hold a public hearing after notice.

The School's request to rezone the property from R-2 to B-2, if approved, would allow for the renovation and expansion of the high school, allow for all the uses in the B-2 district which includes a broad variety of retail and residential uses giving the School the flexibility to use its land efficiently, applying commercial setbacks and requirements.

The School's request for a special use permit for the submitted parking plan would allow for construction of a new parking lot on Amherst County Public Schools property located adjacent to the High School and Athletic Stadium.

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

Staff recommended the following actions by Town Council:

- Approval of the rezoning request to B-2 zoning of the subject properties.
- Affirmation that Amherst County High School's renovation and expansion and closure of Lancer Lane is substantially in accord with the adopted Comprehensive Plan for the Town of Amherst.
- Affirmation of the Special Use Permit for the parking master plan.

Dr. William Wells, Superintendent of Amherst County Public Schools, Tim Hoden, Amherst County Public Schools Chief Operations Officer, and Gary Roakes, Amherst County Public Schools Supervisor of Maintenance and Operations, were present to answer questions.

Mr. Higginbotham made a motion that was seconded by Ms. Wheaton to approve the rezoning of property located at 139 Lancer Lane, comprised of tax map numbers 95-A-80A, 81, 82, 83, and 110-A-101 from R-2 to B-2 (General Commercial), as recommended by staff.

There being no discussion, the motion carried 4-0 according to the following:

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Absent	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Douglas Thompson	Aye

By affirmation Council approved the determination of the Planning Commission that Amherst County High School's renovation and expansion and closure of Lancer Lane is substantially in accord with the adopted Comprehensive Plan for the Town of Amherst.

By affirmation Council approved the determination of the Planning Commission of a special use permit for the submitted parking master plan for Amherst County High School and Athletic Stadium.

Mayor Tuggle opened the floor to citizen comments.

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

Ms. Wheaton made a motion that was seconded by Ms. Turner to approve the Minutes of the meeting held on November 9, 2022, as presented.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Absent	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Douglas Thompson	Aye

Mr. Higginbotham gave a report on behalf of the Ad Hoc Pole Banner Committee and presented Council Members with the Committee's top three proposed pole banner designs.

After discussion, the vote, with Mayor Tuggle casting a tie breaking vote, was as follows:

D. Dwayne Tuggle	#1	Janice N. Wheaton	#2
Kenneth S. Watts	Absent	Andra Higginbotham	#1
Sharon W. Turner	#2	Douglas Thompson	#1

A copy of the template for the pole banner design is attached.

There being no further business to perform, the Ad Hoc Pole Banner Committee was dissolved.

Mr. Thompson made a motion that was seconded by Ms. Turner to adopt a Resolution of appreciation to Kenneth S. Watts for his many years of outstanding public service to the Town of Amherst as Town Council Member.

There being no discussion, the motion carried 4-0 according to the following:

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Absent	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Douglas Thompson	Aye

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

Office Manager/Treasurer Morgan gave a report on an increase in cost for purchase of a new work truck for the Maintenance Department. Purchase of the truck was previously approved by Town Council at its April 2022 meeting at a price of \$57,283.00. Due to supply issues the 2022 work truck was not available. The price of a 2023 work truck has increased by \$5,985.00. Staff recommends approval of additional funding of \$5,985.00 for purchase of a new 2023 work truck for the Maintenance Department.

Ms. Wheaton made a motion that was seconded by Mr. Higginbotham to approve additional funding of \$5,985.00 for purchase of a new 2023 work truck for the Maintenance Department, as recommended by staff.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Absent	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Douglas Thompson	Aye

Town Manager McGuffin gave a report on Town Code Sec. 20-143. - Inoperative motor vehicles on residential, commercial, or agricultural property, and Sec. 20-144. - Removal of inoperative motor vehicles outlining possible changes to the Town Code that would allow enforcement on any property zoned for residential, commercial, or agricultural purposes. Staff recommended setting a public hearing on the matter.

Ms. Turner made a motion that was seconded by Mr. Higginbotham to set a public hearing at the January 2023 meeting of Town Council on the proposed amendments to the Town Code related to abandoned vehicles, as recommended by staff.

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Absent	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Douglas Thompson	Aye

Town Manager McGuffin gave a report on purchase approval for additions to the Water Treatment Plant. Staff recommends approval of an additional \$80,439.84 for improvements to be made to the Raw Water Pump Station to improve operator safety and safeguard the pumps from leaves and debris, and that monies be appropriated from the Water fund balance.

Ms. Wheaton made a motion that was seconded by Ms. Turner to approve the proposed Change Order #005 dated December 9, 2022, from Anderson Construction in the amount of \$80,439.84 for improvements to be made to the Raw Water Pump Station to improve operator safety and safeguard the pumps from leaves and debris, and that monies be appropriated from the Water fund balance.

After discussion, the motion carried 3-0-1 via the roll call method as follows:

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Absent	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Douglas Thompson	Abstain

Mayor Tuggle opened the floor to citizen comments.

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

At 7:35 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 pertaining to actual or probable litigation, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body concerning the Town Council v. MacAdams case. - §2.2-3711(A)(7).

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.

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

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

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Absent	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Douglas Thompson	Aye

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

Mayor Tuggle recessed the open meeting at 7:36 PM.

At 7:39 PM, pursuant to the Resolution, Town Council convened in closed session.

At 7:57 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 was as follows:

D. Dwayne Tuggle	Yes	Janice N. Wheaton	Yes
Kenneth S. Watts	Absent	Andra Higginbotham	Yes
Sharon W. Turner	Yes	Douglas Thompson	Yes

There being no further business, the meeting adjourned at 7:58 P.M., until January 11, 2023, at 7:00 p.m., on motion of Ms. Wheaton seconded by Ms. Turner.

The motion carried 4-0 as follows:

D. Dwayne Tuggle		Janice N. Wheaton	Aye
Kenneth S. Watts	Absent	Andra Higginbotham	Aye
Sharon W. Turner	Aye	Douglas Thompson	Aye

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

Resolution
of the
Town Council of the Town of Amherst

WHEREAS, Deanna Foltz, Sr. Fiscal Assistant, a highly respected and long-time employee of the Town of Amherst, will retire on December 31, 2022, after thirteen years of outstanding and meritorious service to the Town of Amherst; and

WHEREAS, Deanna began her career with the Town of Amherst in February 2009 as Fiscal Assistant; and

WHEREAS, in recognition of diligent work and demonstrated ability, Deanna was promoted to the position of Sr. Fiscal Assistant in 2019; and

WHEREAS, by tending to all matters related to Utilities, Accounts Payable, Payroll, and all Town tax payments including keeping up with all Town businesses, Deanna has a unique ability to tell you who lives and where businesses are located in the Town of Amherst; and

WHEREAS, Deanna has consistently responded with ingenuity, imagination, and foresight to the duties and responsibilities given her, fulfilling them with outstanding accuracy and competency; and,

WHEREAS, throughout her many years of service, Deanna has served the people of the town with fairness and dedication; and

WHEREAS, Deanna has set an example of dedication to principal and has earned the admiration and respect of her colleagues and the Administration of the Town of Amherst for her dedication, collegiality, enthusiasm, professionalism, sense of humor and hard work; and

WHEREAS, the Town Council of the Town of Amherst takes great pleasure in recognizing the significant professional achievements of Deanna Foltz, and herewith expresses its sincere gratitude for the invaluable contributions she has made to Town of Amherst.

NOW THEREFORE, BE IT RESOLVED that the Town Council of the Town of Amherst does, on this date, acknowledge the outstanding service that Deanna Foltz has given to our community,

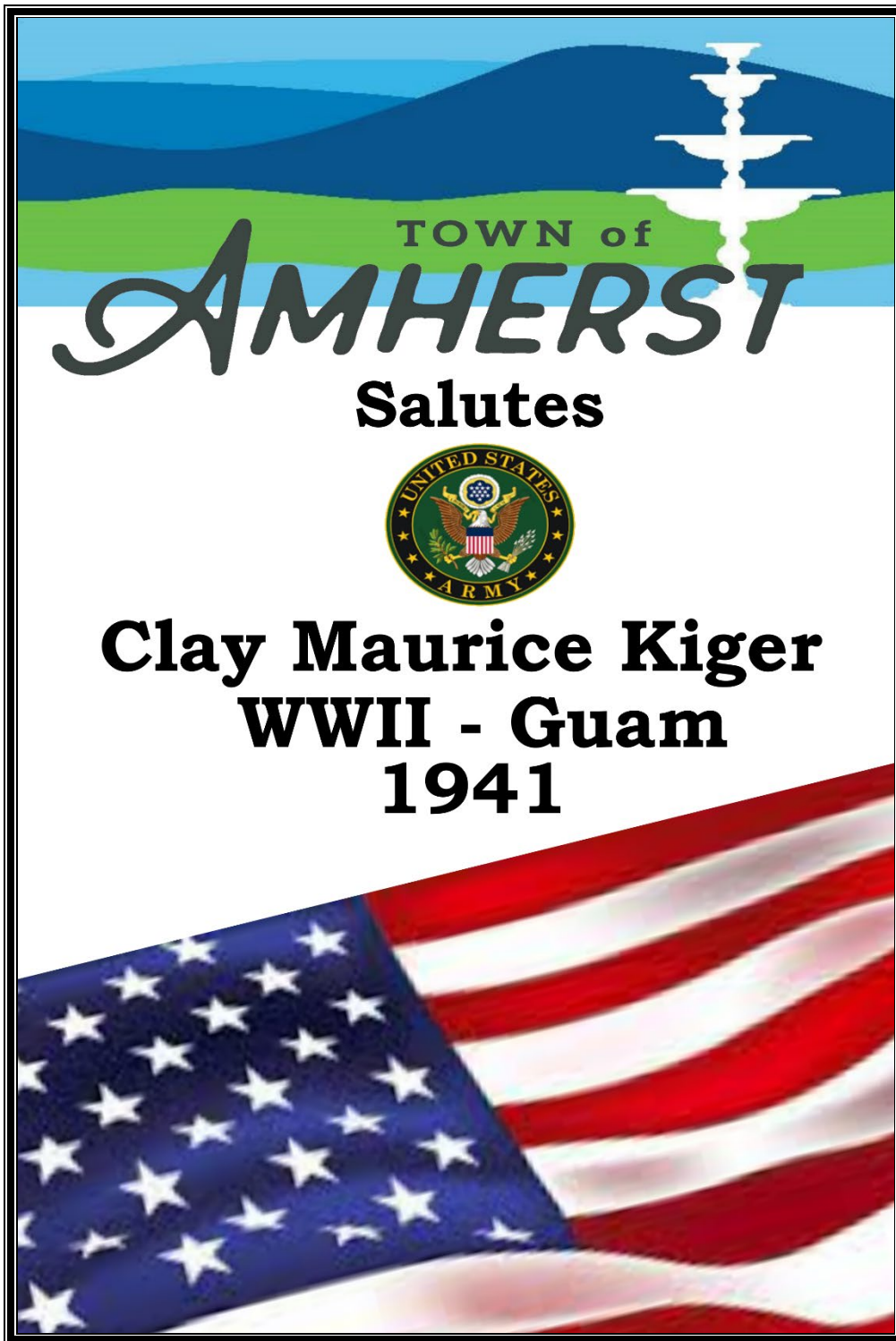
AND FINALLY, BE IT FURTHER RESOLVED the Clerk of the Council of the Town of Amherst is ordered to deliver an original copy of this Resolution to Deanna Foltz and to spread this resolution upon the minute books of the Town Council of the Town of Amherst as a tribute to a Good Neighbor and a Friend of the Town of Amherst.

Adopted December 14, 2022.

D. Dwayne Tuggle, Mayor

Attest:

Clerk of Council



Resolution
of the
Town Council of the Town of Amherst

WHEREAS, Kenneth S. Watts is a highly respected citizen of the Town of Amherst and a long-time resident of our community; and

WHEREAS, Kenneth S. Watts has, for many years, played an integral part in governing the Town of Amherst by serving on the Town Council of the Town of Amherst from January 1, 2013, to December 31, 2022, and as Vice Mayor of the Town Council from January 1, 2013, to December 31, 2016; and

WHEREAS, Kenneth S. Watts, during this time, served on the Town/Sweet Briar Sewer Use Advisory Commission and the Joint Committee on Cooperation (Town/County). Kenneth S. Watts also served on various standing committees including the Finance Committee, Utilities Committee, along with ad hoc committees including the Recodification Committee, Personnel Committee, and most recently the Pole Banner Committee; and

WHEREAS, Kenneth S. Watts has rendered loyal and dedicated service to the residents of the Town of Amherst and the surrounding area through his career in public service, including his service as the Police Chief of the Town of Amherst from 1992 and 2012, and civic efforts through his various positions of leadership, authority, and community involvement; and

WHEREAS, the Town Council of the Town of Amherst wishes to acknowledge the services that Kenneth S. Watts has given to his community and also to express its appreciation for all that Kenneth S. Watts has done 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 Kenneth S. Watts 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 Kenneth S. Watts's tenure on the Town Council of the Town of Amherst; and

FINALLY, BE IT RESOLVED that the Clerk of Council of the Town of Amherst is ordered to deliver an original copy of this Resolution to Kenneth S. Watts 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 Friend of the Town of Amherst*.

Adopted December 14, 2022

D. Dwayne Tuggle, Mayor

Attest:

Clerk of Council

TOWN COUNCIL OF THE TOWN OF AMHERST

MOTION: Janice Wheaton

Wednesday, December 14, 2022

Regular Meeting

SECOND: Andra 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 pertaining to actual or probable litigation, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body concerning the Town Council v. MacAdams case.

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 aforestated matters in Closed Meeting.

Adopted this 14th day of December 2022.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

Town Manager's Report
January 11, 2023
Status of all items shown in italics

Next month, the Town Manager's report will be updated to reflect the priorities and initiatives that the Council sets in their strategic plan for the 2023-2034 term.

From the Council's 2021-2022 Strategic Plan:

Ongoing or immediate

- Discuss Brockman Park development with IDA- *Mini-retreat with IDA on 8.24*
- Advise the IDA about Council's interest in exploring an EDA- *Completed 5.3.21*
- Review the previously developed walkability plan- *Completed 4.15.21*
- Town Manager meet with the County Administrator and brief him on Council's desire to improve relationships with the County- *Completed*

Within three (3) months – by June 1, 2021

- Develop a sidewalk plan in priority blocks downtown- *Additional planning to be completed through Comprehensive Plan and continued grant work.*
- Mayor and Chair of Amherst County Board of Supervisors meeting
- Develop a business visitation plan and commence visits- *All businesses have been visited or had multiple attempts made.*
- Develop a plan for a new Council table/dais, including the layout and components, get price quotes, and report back to Council- *Clerk is reviewing options for construction of a workstation for her at the meetings.*

Within six (6) months – by September 1, 2021

- Bring to Council a plan for a pathway forward for the IDA to become an EDA- *Completed.*
- Convene a joint Town Council/IDA meeting *Held July 6, 2021*
- Explore creating a façade improvement program, with incentives- *This was discussed with the EDA, and there was little interest in providing incentives to private property owners. If there is continued interest in this from Council, a more detailed scope needs to be to be developed.*
- Joint Town Council/Board of Supervisors meeting
- Explore the (additional) resources necessary to implement the workplan and report back to Council

By January 1, 2022

- Negotiate and approve a revised utility agreement with Sweet Briar College- *Completed.*

Within one year – by March 1, 2022

- Develop a workplan for the IDA/EDA with goals- *In process.*

- Comprehensive Plan update, including a Downtown Revitalization Component, *In process. The CVPDC has submitted a draft Plan for the Town's review. Once staff has completed its review and revisions are made, the draft Plan will go to the Planning Commission for their input and consideration.*

Within two (2) years – by March 1, 2023

- Complete initial visitation of town businesses- *Completed.*
- Adopt a revised Comprehensive Plan- *In process, see above.*

Other Major Projects:

Sewer Sliplining Project

Wastewater Treatment Plant improvements are complete. On the collection side of the project, we have worked with the contractor on a plan of action for the remaining work. USDA has approved pipe bursting and the work is now scheduled to be completed in the next three weeks. Once that work is completed, we can work towards closing out this project.

Water Treatment Plant

The project is proceeding well, although there are time delays due to supply chain issues and a pandemic related shutdown. The contract has been amended to include work at the Raw Water Pump Station.

Brockman Park Engineering Work

Survey and delineation work is complete, and 50% grading plans are complete. Stormwater plans and other regulatory items have been submitted to the state for approval. Staff received Erosion and Sediment Control comments this week.

Standalone Generator at Waugh's Ferry Water Tank

Site work is proceeding quickly, and the generator has been placed. There is one primary electrical component that we are awaiting, and once that is received, the project will be completed quickly. This contract has been amended to include the addition of the SCADA connection at the pump station, and that work is proceeding as well.

Centrifuge Facility (Sludge Dewaterer)

The equipment is on order and the contractor and supplier have been working on getting their drawings approved and logistics for the project. We have paid the deposit for the equipment.

Easements for Drainage on West Court Street

The Town has a surveyor working on the easement plats for adding a drainage line from the bottom of the Car Wash entrance on West Court Street to a drainage inlet near the Police Department. Once these are complete, Mrs. Kemp can complete deeds of easement, and I will request signatures from property owners to complete the process, and then request that VDOT make the improvement and repave West Court Street.



December 2022 Monthly report: Total Calls: 211 Total Mileage: 4849

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	23
ALARM	11
PHONE COMPLAINT	102
BOLO	13
MISSING PERSON	2
SHOPLIFTING	
PROBLEM WITH OTHERS	8
DOMESTIC	2
CHECK WELFARE	8
NOISE OR DOG COMPLAINT	8
TRAFFIC CRASH	9
EMS CALLS	3
SUDDEN DEATH	
SUSPICIOUS PERSON	6
OTHER	27
CALLS AT AMBRIAR	3

OTHER	NUMBER
ASSIST OTHER OFFICER	15
ASSIST OTHER AGENCY	7
COURT	2
REPORTS	6
SCHOOL / TRAINING	2
MEETINGS	3
TOWED / IMPOUNDED VEH	

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

OFFICER INITIATED	NUMBER
BUILDING CHECKS	82
BUSINESS VISIT	180
BUILDING SEARCH	4
TRAFFIC SUMMONS	12
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	232/26
WARRANT SERVICE	9
PROPERTY WALK AROUNDS	53
WARRANTS OBTAINED	5
PARKING TICKETS	
MISD. INVESTIGATION	1
FELONY INVESTIGATION	4
NARCOTICS INV.	2
SEARCH WARRANT	
PUBLIC RELATIONS	19
CITIZEN CONTACT	366

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	4
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	6
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	2

ARREST	NUMBER
MISDEMEANOR	3
FELONY	5
EPO/PPO	2
ECO	
NARCOTICS VIOLATION	2
DUI / DUID	1



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 DECEMBER ACTIVITIES:

12/1 – Officer Martin and Alison Davis attended VALEPSC quarterly meeting in Pulaski
12/2 – Christmas Parade
12/6 – Officer Robinson and Rose attended CNT training
12/7 – Officer Rose attended K9 training
12/8 – Chief Shiflett and Captain Payne attended RASAC meeting with local legislators
12/8 – Chief Shiflett attended Horizon Board Meeting
12/9 – Drive Thru Toy Drive at The Filling Station and Raffle drawing for Toy Drive
12/12 – Chief Shiflett and Captain Payne attended CIP meeting at APD
12/13 – APD received a free trauma kit and tracking goggles for Skye from SpikesK9fund
12/14 – Officer Martin visited Altavista Police Department to assist in reviewing their accreditation files, as they have started the accreditation process
12/14 – Chief Shiflett and Captain Payne attended Town Council Meeting
12/15 – Toy drive concluded with over 1,000 toys and helping over 400 families
12/17 – Officer Robinson conducted traffic stop on vehicle, resulting in finding methamphetamine and firearm by convicted felon
12/20 – Captain Payne and Investigator Watts began FTO of new PT employee Jeff Floyd
12/27 – Officer Robinson and Rose assisted Nelson County by phone negotiating with suicidal subject who had stabbed himself, resulting in Nelson SO locating the subject and performing emergency lifesaving assistance

Reserve Hours: 15

School Visits: 10



AFTER HOURS CALLS

12/4	Alarm	Dollar General	Building Secure
12/9	Alarm	Food Lion	Accidental
12/11	Noise Complaint	185 Loch Lane	Unfounded
12/11	Noise Complaint	185 Loch Lane	Disregarded
12/11	Noise Complaint	185 Loch Lane	Unfounded
12/19	Alarm	328 Richmond Hwy	Building Secure
12/20	Alarm	328 Richmond Hwy	False Alarm

ASSIST COUNTY CALLS

12/18	Domestic	144 Jeffery Loop	Assit
-------	----------	------------------	-------



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: January 5, 2023
Re: December 2022 Monthly Report

Utilities:

- December utility billing total was \$211,246.50.
- There were Six disconnects for December 2022.
- Six new account set-ups.

Accounts Payable:

- The total amount of checks cut for December 2022 bills, including payroll deductions were \$514,574.03. The majority of this amount is from payments related to the Water Treatment Plant Project.
- Please see attached report for full check listing.

Vehicle License Fee Bills:

- Vehicle License fees were due December 5, 2022. Late notices will go out in January and bank liens will start in February for those that are still delinquent.

Meals and Beverage Tax:

- 18 Businesses paid \$55,594.17 in Meals and Beverage Tax for the month of November 2022.

Revenue and Expense Report:

- The attached report shows revenue and expense totals through December 31, 2022.

Range of Checking Accts: First to Last Range of Check Dates: 12/01/22 to 12/31/22
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							
5075	12/06/22	APPAL005 APPALACHIAN POWER					165
V3-00311	1	STREETLIGHTS TO 11/30/22	2,576.44	100-4-41320-5100	Expenditure		18 1
				STREETLIGHTS			
5076	12/06/22	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					165
V3-00305	1	PHONES 12/1-12/31/22	648.99	100-4-43200-5230	Expenditure		11 1
				TELECOMMUNICATION			
5077	12/06/22	COMCA005 COMCAST					165
V3-00297	1	WWTP INTERNET 12/1-12/31/22	178.33	502-4-44000-5230	Expenditure		2 1
				TELECOMMUNICATIONS			
5078	12/06/22	DEALL005 DEAL & LACHENEY P.C.					165
V3-00308	1	ATTORNEY FEES NOVEMBER 2022	2,000.00	100-4-12210-3150	Expenditure		14 1
				TOWN ATTORNEY			
5079	12/06/22	DISPL005 DISPLAY SALES CO					165
V3-00307	1	CHRISTMAS LIGHT BULBS	1,341.00	100-4-43200-6012	Expenditure		13 1
				CHRISTMAS DECORATIONS			
5080	12/06/22	FISHE005 FISHER AUTO PARTS, INC					165
V3-00299	1	COMMERCIAL BATTERY	133.95	100-4-43200-6009	Expenditure		5 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5081	12/06/22	GFLN005 GFL ENVIRONMENTAL					165
V3-00306	1	DUMP AND RETRIEVE	155.00	502-4-44000-3120	Expenditure		12 1
				SLUDGE & TRASH REMOVAL-RUT CRK.			
5082	12/06/22	HILLH005 HILL HARDWARE CORPORATION					165
V3-00314	1	NOVEMBER 2022 TICKETS	111.88	100-4-43200-6009	Expenditure		21 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V3-00314	2	NOVEMBER 2022 TICKETS	69.98	501-4-44000-6004	Expenditure		22 1
				LAB SUPPLIES			
V3-00314	3	NOVEMBER 2022 TICKETS	156.46	100-4-43200-6012	Expenditure		23 1
				CHRISTMAS DECORATIONS			
V3-00314	4	NOVEMBER 2022 TICKETS	29.66	501-4-44000-6007	Expenditure		24 1
				REPAIR & MAINT. SUPPLIES			
			367.98				
5083	12/06/22	LAURE005 LAUREL STONE VET HOSPITAL					165
V3-00303	1	EXAM FOR SKYE	91.36	100-4-31100-3320	Expenditure		9 1
				PROFESSIONAL SERVICES			
5084	12/06/22	PACEA005 PACE ANALYTICAL SERVICES, INC.					165
V3-00298	1	TESTING	210.68	502-4-44000-3140	Expenditure		3 1
				TESTING SERVICES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
GENERAL			Continued					
5084	PACE	ANALYTICAL SERVICES, INC. Continued						
V3-00298	2	TESTING	192.22	502-4-44000-3140	Expenditure		4	1
				TESTING SERVICES				
			<u>402.90</u>					
5085	12/06/22	SUPPL005 THE SUPPLY ROOM					165	
V3-00301	1	OFFICE SUPPLIES	249.87	100-4-31100-6001	Expenditure		7	1
				OFFICE SUPPLIES				
V3-00302	1	TONER	101.99	100-4-31100-6001	Expenditure		8	1
				OFFICE SUPPLIES				
			<u>351.86</u>					
5086	12/06/22	U-000001 TWEEDY, MARC L					165	
23-00026	1	UTILITY REFUND Water	377.79	501-3-16080-0015	Revenue		1	1
				PREPAY UTILITIES				
5087	12/06/22	VERIZ005 VERIZON					165	
V3-00312	1	PHONE UH 10/25-11/24	66.64	100-4-43200-5230	Expenditure		19	1
				TELECOMMUNICATION				
5088	12/06/22	VERIZ005 VERIZON					165	
V3-00313	1	SHOP INTERNET 11/25-12/24/22	39.99	100-4-43200-5230	Expenditure		20	1
				TELECOMMUNICATION				
5089	12/06/22	VUPS0005 VA UTILITY PROTECTION SERVICE					165	
V3-00304	1	MISS UTILITY NOVEMBER 2022	40.95	501-4-45000-5130	Expenditure		10	1
				MISS UTILITY				
5090	12/06/22	WITME005 WITMER PUBLIC SAFETY GROUP					165	
V3-00300	1	BODY ARMOR	655.00	100-4-31100-6010	Expenditure		6	1
				POLICE SUPPLIES				
5091	12/06/22	WWASS005 WW ASSOCIATES					165	
V3-00309	1	WWTP CENTRIFUGE	2,250.00	502-4-94000-8002	Expenditure		15	1
				WWTP CENTRIFUGE				
V3-00310	1	DECEMBER 2022 RETAINER	250.00	501-4-44000-3150	Expenditure		16	1
				PROFESSIONAL SVCS				
V3-00310	2	DECEMBER 2022 RETAINER	250.00	502-4-44000-3150	Expenditure		17	1
				PROFESSIONAL SVCS				
			<u>2,750.00</u>					
5092	12/13/22	ANDER005 ANDERSON CONSTRUCTION, INC.					166	
V3-00316	1	WATER TREATMENT PLANT IMPROV	173,328.51	501-4-94000-8002	Expenditure		2	1
				WATER TREATMENT PLANT IMPROVEMENTS				
5093	12/13/22	CLEAR015 CLEAR COMMUNICATIONS & ELEC.					166	
V3-00318	1	FULL BUILD INSTALL	372.00	100-4-31100-6009	Expenditure		4	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5094	12/13/22	DEPAR005 DEPARTMENT OF MOTOR VEHICLES					166	
V3-00315	1	DMV STOP REMOVAL	50.00	100-4-12420-3009	Expenditure		1	1
				DMV STOPS				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL			Continued				
5095	12/13/22	GREG0005 GREGORYS GENERAL AUTO REPAIR					166
V3-00320	1	HEADLIGHT	29.95	100-4-31100-6009	Expenditure		6 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V3-00322	1	OIL, LUBE, INSPECTION	84.00	502-4-44000-6009	Expenditure		8 1
				VEHICLE & EQUIP SUPPLIES			
			<u>113.95</u>				
5096	12/13/22	JAMES005 JAMES RIVER EQUIPMENT					166
V3-00321	1	BACKHOE	131,387.00	502-4-94000-8000	Expenditure		7 1
				SLIPLINING PROJECT			
5097	12/13/22	LYNCH005 LYNCHBURG SPECIALTY ENGRAVING					166
V3-00317	1	GLASS ENGRAVING	74.00	100-4-12110-5000	Expenditure		3 1
				CONTINGENCY REQUIREMENT			
5098	12/13/22	MANSF005 MANSFIELD OIL COMPANY					166
V3-00323	1	FUEL	135.09	502-4-44000-6008	Expenditure		9 1
				FUEL/OIL			
V3-00323	2	FUEL	724.68	100-4-31100-6008	Expenditure		10 1
				FUEL			
V3-00323	3	FUEL	670.74	100-4-43200-6008	Expenditure		11 1
				FUEL			
			<u>1,530.51</u>				
5099	12/13/22	WITME005 WITMER PUBLIC SAFETY GROUP					166
V3-00319	1	SPEED PLATES	3,885.00	100-4-31100-6010	Expenditure		5 1
				POLICE SUPPLIES			
5100	12/22/22	ANTW0005 BENCHMARK SYSTEMS, INC.					167
V3-00324	1	PROCARE NOVEMBER 2022 PD	136.00	100-4-12510-5600	Expenditure		1 1
				MICROSOFT OFFICE SERVICE			
V3-00324	2	PROCARE NOVEMBER 2022	341.25	100-4-12510-5600	Expenditure		2 1
				MICROSOFT OFFICE SERVICE			
			<u>477.25</u>				
5101	12/22/22	APPAL005 APPALACHIAN POWER					167
V3-00333	1	electric through 12/9/22	969.30	100-4-43200-5100	Expenditure		18 1
				ELECTRIC			
V3-00333	2	electric through 12/9/22	6,965.83	501-4-44000-5100	Expenditure		19 1
				ELECTRICAL SVCS			
V3-00333	3	electric through 12/9/22	4,478.89	502-4-44000-5100	Expenditure		20 1
				ELECTRICAL SVCS-RUT CRK			
V3-00333	4	electric through 12/9/22	297.69	502-4-44000-5130	Expenditure		21 1
				ELECTRICAL SVCS-PUMP STATION			
V3-00333	5	electric through 12/9/22	232.95	100-4-41320-5100	Expenditure		22 1
				STREETLIGHTS			
V3-00333	6	electric through 12/9/22	14.63	701-4-81500-5100	Expenditure		23 1
				ELECTRICAL SERV.			
			<u>12,959.29</u>				
5102	12/22/22	BBTBA005 TRUIST BANK				12/22/22 VOID	0

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5103	12/22/22	BBTBA005 TRUIST BANK				12/22/22 VOID		0
5104	12/22/22	BBTBA005 TRUIST BANK						167
V3-00334	1	building permit ct	32.60	100-4-43200-6007 REPAIR & MAINT. SUPPLIES	Expenditure		24	1
V3-00334	2	walmart karaoke machine ct	112.66	100-4-43200-6012 CHRISTMAS DECORATIONS	Expenditure		25	1
V3-00334	3	foodlion dees luncheon ct	21.14	100-4-43200-6012 CHRISTMAS DECORATIONS	Expenditure		26	1
V3-00334	4	cvs batteries CT	48.41	100-4-43200-6012 CHRISTMAS DECORATIONS	Expenditure		27	1
V3-00334	5	WEBINAR VH	42.00	100-4-12510-3150 I.T. SERVICES	Expenditure		28	1
V3-00334	6	AWARDS VH	219.03	100-4-12110-5000 CONTINGENCY REQUIREMENT	Expenditure		29	1
V3-00334	7	STAMP VH	67.42	100-4-12420-6001 OFFICE SUPPLIES	Expenditure		30	1
V3-00334	8	CALIBRATION BP	208.28	100-4-31100-6010 POLICE SUPPLIES	Expenditure		31	1
V3-00334	9	DOG FOOD BP	119.98	100-4-31100-6003 CANINE SUPPLIES	Expenditure		32	1
V3-00334	10	BATTERIES BS	20.78	100-4-31100-6001 OFFICE SUPPLIES	Expenditure		33	1
V3-00334	11	MAIL BS	20.25	100-4-31100-5210 POSTAGE	Expenditure		34	1
V3-00334	12	LIGHT BULB BS	15.78	100-4-31100-6001 OFFICE SUPPLIES	Expenditure		35	1
V3-00334	13	WORK BOOTS GSJ	84.23	502-4-44000-6011 UNIFORMS	Expenditure		36	1
V3-00334	14	WADERS GSJ	136.88	502-4-44000-6007 REPAIR & MAINT. SUPPLIES-RUT. CRK.	Expenditure		37	1
V3-00334	15	DEPUTY TREASURER JOB POST TM	27.21	100-4-12420-3600 ADVERTISING	Expenditure		38	1
V3-00334	16	DEPUTY TREASURER JOB POST TM	124.33	100-4-12420-3600 ADVERTISING	Expenditure		39	1
V3-00334	17	DELL LAPTOP TM	608.12	100-4-12510-8001 I.T. EQUIPMENT	Expenditure		40	1
V3-00334	18	HILLHARDWARE tm	22.10	100-4-12420-6001 OFFICE SUPPLIES	Expenditure		41	1
V3-00334	19	COOKIE WITH SANTA TM	9.71	100-4-12110-5000 CONTINGENCY REQUIREMENT	Expenditure		42	1
V3-00334	20	COOKIE WITH SANTA TM	187.76	100-4-12110-5000 CONTINGENCY REQUIREMENT	Expenditure		43	1
V3-00334	21	YETIS TM	1,000.00	100-4-12110-5000 CONTINGENCY REQUIREMENT	Expenditure		44	1
V3-00334	22	DEE RETIREMENT WALMART TM	54.01	100-4-12110-5000 CONTINGENCY REQUIREMENT	Expenditure		45	1
V3-00334	23	DEE RETIREMENT SHEETZ TM	5.10	100-4-12110-5000 CONTINGENCY REQUIREMENT	Expenditure		46	1
V3-00334	24	DEE RETIREMENT SHEETZ TM	7.65	100-4-12110-5000 CONTINGENCY REQUIREMENT	Expenditure		47	1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL								
			Continued					
5104	TRUIST BANK	Continued						
V3-00334	25	DEE RETIREMENT CAKE TM	51.21	100-4-12110-5000	Expenditure		48	1
				CONTINGENCY REQUIREMENT				
V3-00334	26	MAIL POSTAGE GW	9.90	501-4-44000-5210	Expenditure		49	1
				POSTAGE				
V3-00334	27	WATER WORKS GW	225.00	501-4-44000-5301	Expenditure		50	1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE				
V3-00334	28	PEWTER GLASSES SG	290.63	100-4-12110-5000	Expenditure		51	1
				CONTINGENCY REQUIREMENT				
V3-00334	29	MEAL SM	86.64	100-4-12110-5501	Expenditure		52	1
				TRAVEL-MILAGE/HOTEL/CONFERENCE				
V3-00334	30	WASABI SM	8.77	100-4-12510-3150	Expenditure		53	1
				I.T. SERVICES				
V3-00334	31	MARRIOTT SM	396.72	100-4-12420-5501	Expenditure		54	1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE				
V3-00334	32	STAPLES SM	71.97	100-4-12420-6001	Expenditure		55	1
				OFFICE SUPPLIES				
V3-00334	33	ADOBE SM	12.99	100-4-12510-6002	Expenditure		56	1
				I.T. SUPPLIES				
V3-00334	34	CARHARTT BAGS SM	213.20	100-4-12110-5000	Expenditure		57	1
				CONTINGENCY REQUIREMENT				
V3-00334	35	mike driskill va muncipal sm	65.00	100-4-12110-5501	Expenditure		58	1
				TRAVEL-MILAGE/HOTEL/CONFERENCE				
V3-00334	36	mail sm	16.00	100-4-12110-5210	Expenditure		59	1
				POSTAGE				
V3-00334	37	silipoint sm	507.20	100-4-12110-5000	Expenditure		60	1
				CONTINGENCY REQUIREMENT				
V3-00334	38	santa suit	524.00	100-4-43200-6012	Expenditure		61	1
				CHRISTMAS DECORATIONS				
			5,674.66					
5105	12/22/22	BOXLE005 BOXLEY					167	
V3-00332	1	#57 STONE	993.95	501-4-45000-6007	Expenditure		16	1
				REPAIR & MAINT. SUPPLIES				
V3-00332	2	#21A STONE	864.69	501-4-45000-6007	Expenditure		17	1
				REPAIR & MAINT. SUPPLIES				
			1,858.64					
5106	12/22/22	CMCSU005 CMC SUPPLY, INC.					167	
V3-00331	1	METER SETTERS	1,898.28	501-4-45000-6007	Expenditure		14	1
				REPAIR & MAINT. SUPPLIES				
V3-00331	2	5/8X5/8 WATER METER	910.15	501-4-45000-6007	Expenditure		15	1
				REPAIR & MAINT. SUPPLIES				
			2,808.43					
5107	12/22/22	COMCA005 COMCAST					167	
V3-00330	1	WWTPINTERNET/PHONE 12/10-01/09	177.78	501-4-44000-5230	Expenditure		13	1
				TELECOMMUNICATIONS				
5108	12/22/22	COMCA005 COMCAST					167	
V3-00339	1	PD PHONE AND INTERNET	388.10	100-4-31100-5230	Expenditure		65	1
				TELECOMMUNICATIONS				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL			Continued				
5109	12/22/22	DEBBI005 DEBBIE JORDAN					167
V3-00338	1	REFUND FOR DAMAGE	58.94	100-4-92000-9000	Expenditure		64 1
				REVENUE REFUNDS			
5110	12/22/22	NEWSA005 THE NEWS & ADVANCE					167
V3-00329	1	ADS	173.16	100-4-12110-3600	Expenditure		12 1
				ADVERTISING			
5111	12/22/22	POWEL005 POWELL'S TRUCK & EQUIPMENT					167
V3-00337	1	auhtnator for dump truck	410.51	100-4-43200-6009	Expenditure		63 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5112	12/22/22	SUPPL005 THE SUPPLY ROOM					167
V3-00327	1	FILE ORGANIZER	65.59	100-4-12420-6001	Expenditure		6 1
				OFFICE SUPPLIES			
5113	12/22/22	TIGER005 TIGER FUEL CO.					167
V3-00325	1	PROPANE FOR SHOP HEAT	355.82	100-4-43200-5110	Expenditure		3 1
				HEATING SERVICES			
5114	12/22/22	VRA00005 VIRGINIA RESOURCES AUTHORITY					167
V3-00328	1	WATER PROJECT PAYMENTS	38,957.04	501-4-95000-9004	Expenditure		7 1
				MAINSTREET W/L PRINCIPLE			
V3-00328	2	WATER PROJECT PAYMENTS	22,518.80	501-4-95000-9005	Expenditure		8 1
				MAINSTREET W/L INTEREST			
V3-00328	3	WATER PROJECT PAYMENTS	8,286.84	501-4-95000-9000	Expenditure		9 1
				60W W/L PRINCIPLE			
V3-00328	4	WATER PROJECT PAYMENTS	6,235.12	501-4-95000-9001	Expenditure		10 1
				60W W/L INTEREST			
V3-00328	5	WATER PROJECT PAYMENTS	49,235.38	501-4-95000-9009	Expenditure		11 1
				WATER PLANT UPGRADES INTEREST			
			125,233.18				
5115	12/22/22	WITME005 WITMER PUBLIC SAFETY GROUP					167
V3-00326	1	WEAPON ACCESORIES	479.37	100-4-31100-6010	Expenditure		4 1
				POLICE SUPPLIES			
V3-00326	2	WEAPON ACCESORIES	45.00	100-4-31100-6010	Expenditure		5 1
				POLICE SUPPLIES			
			524.37				
5116	12/22/22	WWASS005 WW ASSOCIATES					167
V3-00336	1	sliplining project	4,340.00	502-4-94000-8000	Expenditure		62 1
				SLIPLINING PROJECT			
5117	12/28/22	ALFAL005 ALFA LAVAL INC.					168
V3-00356	1	CENTRIFUGE EQUIPMENT	21,898.83	502-4-94000-8002	Expenditure		42 1
				WWTP CENTRIFUGE			
5118	12/28/22	AMERI005 AMERICAN FIDELITY ASSURANCE CO					168
23-00028	1	DEC 22 DEDUCTION CHECKS	216.30	100-2-21500-0000	G/L		1 1
				AMERICAN FIDELITY DISABILITY W/HOLDING			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
GENERAL			Continued					
5118	23-00028	AMERICAN FIDELITY ASSURANCE CO	Continued					
	2	DEC 22 DEDUCTION CHECKS	37.12	100-2-21600-0000	G/L		2	1
				CANCER W/HOLDING				
	23-00028	3 DEC 22 DEDUCTION CHECKS	182.13	100-2-21950-0000	G/L		3	1
				AMERICAN FIDELITY LIFE W/HOLDING				
	23-00028	4 DEC 22 DEDUCTION CHECKS	55.72	501-2-21500-0000	G/L		4	1
				AMERICAN FIDELITY DISABILITY W/HOLDING				
	23-00028	5 DEC 22 DEDUCTION CHECKS	40.07	501-2-21600-0000	G/L		5	1
				CANCER W/HOLDING				
	23-00028	6 DEC 22 DEDUCTION CHECKS	55.72	502-2-21500-0000	G/L		6	1
				AMERICAN DISABILITY W/HOLDING				
	23-00028	7 DEC 22 DEDUCTION CHECKS	40.07	502-2-21600-0000	G/L		7	1
				CANCER W/HOLDING				
	23-00028	8 DEC 22 DEDUCTION CHECKS	61.11	502-2-21950-0000	G/L		8	1
				AMERICAN FIDELITY LIFE W/HOLDING				
			688.24					
5119	12/28/22	CLEAR015 CLEAR COMMUNICATIONS & ELEC.					168	
V3-00341	1	TAHOE FULL BUILD	4,122.62	100-4-31100-8005	Expenditure		18	1
				VEHICLES/EQUIPMENT				
5120	12/28/22	COMCA005 COMCAST					168	
V3-00346	1	INTERNET 12/30-1/29/2023	183.47	100-4-43200-5230	Expenditure		23	1
				TELECOMMUNICATION				
5121	12/28/22	EDMUN005 EDMUNDS & ASSOCIATES, INC.					168	
V3-00342	1	UT BILLING TRAINING FOR PATTY	600.00	100-4-12420-5501	Expenditure		19	1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE				
5122	12/28/22	GFLN005 GFL ENVIRONMENTAL					168	
V3-00352	1	SLUDGE DUMP	155.00	502-4-44000-3120	Expenditure		33	1
				SLUDGE & TRASH REMOVAL-RUT CRK.				
5123	12/28/22	GREGO005 GREGORYS GENERAL AUTO REPAIR					168	
V3-00351	1	OIL, LUBE & INSPECT	84.00	501-4-44000-6009	Expenditure		32	1
				VEHICLE & EQUIP SUPPLIES				
5124	12/28/22	HARRI005 HARRIS TIRE COMPANY					168	
V3-00349	1	TIRES	626.16	100-4-31100-6009	Expenditure		29	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5125	12/28/22	JAMES005 JAMES RIVER EQUIPMENT					168	
V3-00353	1	ALTERNATOR	321.07	501-4-44000-6007	Expenditure		34	1
				REPAIR & MAINT. SUPPLIES				
5126	12/28/22	MANSF005 MANSFIELD OIL COMPANY					168	
V3-00347	1	FUEL PD	763.52	100-4-31100-6008	Expenditure		24	1
				FUEL				
V3-00347	2	FUEL UTILITIES	417.86	100-4-43200-6008	Expenditure		25	1
				FUEL				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5126	MANSFIELD OIL COMPANY	Continued						
V3-00347	3	FUEL PLANTS	176.03	502-4-44000-6008	Expenditure		26	1
				FUEL/OIL				
			<u>1,357.41</u>					
5127	12/28/22	MINNE005 MINNESOTA LIFE					168	
23-00030	1	DEC 22 DEDUCTION CHECKS	10.80	100-2-21550-0000	G/L		9	1
				OPT LIFE INS. W/HOLDING				
23-00030	2	DEC 22 DEDUCTION CHECKS	51.20	501-2-21550-0000	G/L		10	1
				OPT LIFE INS. W/HOLDING				
			<u>62.00</u>					
5128	12/28/22	NATIO010 NATIONWIDE RETIREMENT SOLUTION					168	
23-00031	1	DEC 22 DEDUCTION CHECKS	132.44	100-2-21400-0000	G/L		11	1
				RETIREMENT W/HOLDING				
23-00031	2	DEC 22 DEDUCTION CHECKS	91.10	100-2-21900-0000	G/L		12	1
				DEFERRED COMP W/HOLDING				
23-00031	3	DEC 22 DEDUCTION CHECKS	173.54	501-2-21400-0000	G/L		13	1
				RETIREMENT W/HOLDINGS				
23-00031	4	DEC 22 DEDUCTION CHECKS	119.38	501-2-21900-0000	G/L		14	1
				DEFERRED COMP W/H				
23-00031	5	DEC 22 DEDUCTION CHECKS	130.16	502-2-21400-0000	G/L		15	1
				RETIRMENT W/HOLDING				
23-00031	6	DEC 22 DEDUCTION CHECKS	89.52	502-2-21900-0000	G/L		16	1
				DEFERRED COMP W/HOLDING				
			<u>736.14</u>					
5129	12/28/22	NEWSA005 THE NEWS & ADVANCE					168	
V3-00345	1	LEGAL AD	145.84	100-4-12110-3600	Expenditure		22	1
				ADVERTISING				
5130	12/28/22	PACEA005 PACE ANALYTICAL SERVICES, INC.					168	
V3-00354	1	LAB TEST	192.22	502-4-44000-3140	Expenditure		35	1
				TESTING SERVICES				
V3-00354	2	LAB TEST	192.22	502-4-44000-3140	Expenditure		36	1
				TESTING SERVICES				
V3-00354	3	LAB TEST	55.39	502-4-44000-3140	Expenditure		37	1
				TESTING SERVICES				
V3-00354	4	LAB TEST	210.68	502-4-44000-3140	Expenditure		38	1
				TESTING SERVICES				
V3-00354	5	LAB TEST	43.44	502-4-44000-3140	Expenditure		39	1
				TESTING SERVICES				
V3-00354	6	LAB TEST	171.59	502-4-44000-3140	Expenditure		40	1
				TESTING SERVICES				
			<u>865.54</u>					
5131	12/28/22	SADIE005 SADIE LUCAS					168	
V3-00355	1	REFUND FOR WORK PANTS	65.71	100-4-92000-9000	Expenditure		41	1
				REVENUE REFUNDS				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL			Continued				
5132	12/28/22	SUPPL005 THE SUPPLY ROOM					168
V3-00340	1	RECEIPT BOOKS	220.00	100-4-31100-6001	Expenditure		17 1
				OFFICE SUPPLIES			
5133	12/28/22	TMOBI005 T-MOBILE					168
V3-00344	1	SERVICE MAINT 11/15-12/14	105.70	100-4-43200-5230	Expenditure		21 1
				TELECOMMUNICATION			
5134	12/28/22	TRACI005 TRACIE L. MORGAN					168
V3-00343	1	FALL 2022 TUITION REIMBURSEMEN	2,647.25	100-4-12420-5400	Expenditure		20 1
				TUITION REIMBURSEMENT			
5135	12/28/22	USABL005 USA BLUE BOOK					168
V3-00350	1	LAB EQUIPMENT	444.20	501-4-44000-6004	Expenditure		30 1
				LAB SUPPLIES			
V3-00350	2	VALUE KEY	142.80	501-4-44000-6007	Expenditure		31 1
				REPAIR & MAINT. SUPPLIES			
			587.00				
5136	12/28/22	WITME005 WITMER PUBLIC SAFETY GROUP					168
V3-00348	1	BADGE HOLDER	23.00	100-4-31100-6010	Expenditure		27 1
				POLICE SUPPLIES			
V3-00348	2	BADGE	65.00	100-4-31100-6010	Expenditure		28 1
				POLICE SUPPLIES			
			88.00				
5137	12/30/22	POSTM005 POSTMASTER, AMHERST					169
V3-00357	1	UTILITY MAILING	294.59	501-4-12420-5210	Expenditure		1 1
				POSTAGE			
V3-00357	2	UTILITY MAILING	294.59	502-4-12420-5210	Expenditure		2 1
				POSTAGE			
			589.18				
Checking Account Totals			Paid	Void	Amount Paid	Amount Void	
		Checks:	61	2	514,574.03	0.00	
		Direct Deposit:	0	0	0.00	0.00	
		Total:	61	2	514,574.03	0.00	
Report Totals			Paid	Void	Amount Paid	Amount Void	
		Checks:	61	2	514,574.03	0.00	
		Direct Deposit:	0	0	0.00	0.00	
		Total:	61	2	514,574.03	0.00	

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	3-100	32,840.71	0.00	669.89	33,510.60
WATER FUND	3-501	312,284.52	377.79	439.91	313,102.22
SEWER FUND	3-502	167,570.00	0.00	376.58	167,946.58
IDA FUND	3-701	14.63	0.00	0.00	14.63
Total of All Funds:		512,709.86	377.79	1,486.38	514,574.03

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	32,840.71	0.00	669.89	33,510.60
WATER FUND	501	312,284.52	377.79	439.91	313,102.22
SEWER FUND	502	167,570.00	0.00	376.58	167,946.58
IDA FUND	701	14.63	0.00	0.00	14.63
Total of All Funds:		512,709.86	377.79	1,486.38	514,574.03

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	3-100	32,840.71	0.00	0.00	0.00	32,840.71
WATER FUND	3-501	312,284.52	0.00	0.00	0.00	312,284.52
SEWER FUND	3-502	167,570.00	0.00	0.00	0.00	167,570.00
IDA FUND	3-701	14.63	0.00	0.00	0.00	14.63
Total of All Funds:		<u>512,709.86</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>512,709.86</u>

Town of Amherst
Statement of Revenue and Expenditures

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

Include Non-Anticipated: Yes
Include Non-Budget: Yes

Year To Date As Of: 12/31/22
Current Period: 12/01/22 to 12/31/22
Prior Year: 12/01/21 to 12/31/21

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-11010-0001	REAL PROPERTY TAXES - CURRENT	0.00	0.00	0.00	430.64	0.00	430.64	0
100-3-11030-0001	PERSONAL PROPERTY TAX-CURRENT	25.00-	0.00	0.00	0.00	0.00	0.00	0
100-3-11060-0002	INTEREST ON DEL TAXES	33.22	0.00	0.00	59.07	0.00	59.07	0
100-3-12010-0001	LOCAL SALES & USE TAX	12,134.55	144,000.00	12,302.54	78,865.23	0.00	65,134.77-	55
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,085.29	25,200.00	0.00	10,583.82	0.00	14,616.18-	42
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,334.55	18,000.00	0.00	7,522.43	0.00	10,477.57-	42
12020 Total		3,419.84	43,200.00	0.00	18,106.25	0.00	25,093.75-	42
100-3-12030-0006	BUSINESS LICENSE TAX	102.08	115,000.00	221.90	16,022.92	0.00	98,977.08-	14
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	6.37	2,500.00	23.10	2,070.08	0.00	429.92-	83
12030 Total		108.45	117,500.00	245.00	18,093.00	0.00	99,407.00-	15
100-3-12050-0001	MOTOR VEHICLE LICENSES	1,135.00-	40,000.00	0.00	36.00-	0.00	40,036.00-	0-
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTERE	6.07	300.00	0.00	48.12	0.00	251.88-	16
12050 Total		1,128.93-	40,300.00	0.00	12.12	0.00	40,287.88-	0
100-3-12060-0001	BANK STOCK FEE	0.00	70,000.00	0.00	0.00	0.00	70,000.00-	0
100-3-12080-0001	CIGARETTE TAX	0.00	30,000.00	3,000.00	18,000.00	0.00	12,000.00-	60
100-3-12100-0001	LODGING TAX	1,248.51	12,000.00	1,146.46	6,373.22	0.00	5,626.78-	53
100-3-12110-0001	MEALS TAX	51,518.20	625,000.00	55,594.17	368,455.79	0.00	256,544.21-	59
100-3-12110-0002	MEALS TAX-PEN & INTEREST	0.00	600.00	0.00	500.29	0.00	99.71-	83
12110 Total		51,518.20	625,600.00	55,594.17	368,956.08	0.00	256,643.92-	59
100-3-13030-0007	ZONING PERMITS	0.00	0.00	0.00	1,854.01	0.00	1,854.01	0

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-14010-0001	FINES & FORFEITURES	0.00	6,000.00	651.70	6,519.52	0.00	519.52	109
100-3-15010-0001	INTEREST ON BANK DEPOSITS	102.81	3,000.00	0.00	100.24	0.00	2,899.76-	3
100-3-15010-0002	INTEREST ON INVESTMENTS	1,276.04	12,000.00	0.00	2,939.09	0.00	9,060.91-	24
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	7,021.41-	0.00	0.00	10,925.62	0.00	10,925.62	0
15010 Total		5,642.56-	15,000.00	0.00	13,964.95	0.00	1,035.05-	20
100-3-15020-0005	TOWER LEASE	0.00	9,402.56	904.93	5,429.58	0.00	3,972.98-	58
100-3-16030-0001	POLICE SECURITY	0.00	0.00	1,040.00	5,235.76	0.00	5,235.76	0
100-3-18030-0001	REFUNDS	0.00	0.00	58,829.59	59,721.15	0.00	59,721.15	0
100-3-18030-0005	RETURNED CHECK FEE	0.00	150.00	0.00	255.00	0.00	105.00	170
100-3-18030-0006	ACCIDENT REPORTS	10.00	200.00	10.00	110.00	0.00	90.00-	55
100-3-18030-0007	MISC REV	0.00	0.00	5.00	182.58	0.00	182.58	0
100-3-18030-0008	COLLECTION FEE	0.84	2,200.00	0.00	124.38	0.00	2,075.62-	6
18030 Total		10.84	2,550.00	58,844.59	60,393.11	0.00	57,843.11	19
100-3-18990-0003	DONATIONS-POLICE	125.00	0.00	1,700.00	1,700.00	0.00	1,700.00	0
100-3-18990-0005	SALE OF SALVAGE/SURPLUS PROPERTY	5,503.95	0.00	0.00	0.00	0.00	0.00	0
18990 Total		5,628.95	0.00	1,700.00	1,700.00	0.00	1,700.00	0
100-3-19020-0005	DMV STOP FEES	51.91	500.00	26.50	628.92	0.00	128.92	126
100-3-22010-0007	ROLLING STOCK TAX	0.00	2,390.00	0.00	2,395.81	0.00	5.81	100
100-3-22010-0009	PERSONAL PROPERTY TAX RELIEF	0.00	17,455.00	0.00	17,455.92	0.00	0.92	100
100-3-22010-0010	RENTAL TAX	286.55	2,400.00	208.99	1,983.04	0.00	416.96-	83
100-3-22010-0030	COMMUNICATION TAX FROM STATE	6,252.69	78,000.00	5,893.50	29,508.99	0.00	48,491.01-	38
22010 Total		6,539.24	100,245.00	6,102.49	51,343.76	0.00	48,901.24-	51
100-3-24010-0001	DCJS GRANTS	0.00	0.00	0.00	36,789.00	0.00	36,789.00	0
100-3-24010-0003	STATE POLICE AID	0.00	58,820.00	0.00	16,166.00	0.00	42,654.00-	27
24010 Total		0.00	58,820.00	0.00	52,955.00	0.00	5,865.00-	27
100-3-24020-0001	FIRE PROGRAM GRANT	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00-	0

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-33030-0003	ARPA FUNDS	0.00	0.00	0.00	1,130,893.00	0.00	1,130,893.00	0
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	0.00	0.00	0.00	1,550.00	0.00	1,550.00	0
100-3-42000-0000	RESERVE	0.00	193,628.89	0.00	0.00	0.00	193,628.89-	0
100-3-90000-0000	Cancel Revenue	0.00	0.00	0.00	8.48	0.00	8.48	0
100 GENERAL FUND Revenue Total		88,897.22	1,483,746.45	141,558.38	1,841,371.70	0.00	357,625.25	40

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-11010-0000	TOWN COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-11010-1100	WAGES	950.00	11,400.00	950.00	5,625.00	0.00	5,775.00	49
100-4-11010-2100	FICA	72.70	872.10	72.70	430.46	0.00	441.64	49
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	1,292.83	1,500.00	0.00	4,582.48	0.00	3,082.48-	306
11010 TOWN COUNCIL		2,315.53	13,772.10	1,022.70	10,637.94	0.00	3,134.16	77

100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	2,082.60	28,261.74	3,641.89	20,535.08	0.00	7,726.66	73
100-4-12110-1300	PT WAGES	2,760.58	60,481.52	2,964.86	19,180.39	0.00	41,301.13	32
100-4-12110-2100	FICA	379.80	6,788.86	513.67	3,090.34	0.00	3,698.52	46
100-4-12110-2200	VRS	239.28	9,649.13	767.73	3,987.92	0.00	5,661.21	41
100-4-12110-2300	HEALTH INSURANCE	216.10	7,900.20	601.36	3,152.55	0.00	4,747.65	40
100-4-12110-2400	GROUP LIFE INSURANCE	30.70	672.68	53.08	286.75	0.00	385.93	43
100-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	380.89	0.00	100.89	0.00	280.00	26
100-4-12110-2600	UNEMPLOYMENT INSURANCE	0.00	41.45	0.00	0.00	0.00	41.45	0
100-4-12110-2700	WORKER'S COMP	0.00	112.69	0.00	112.69	0.00	0.00	100
100-4-12110-3150	PROFESSIONAL SVCS	0.00	3,000.00	0.00	1,253.40	0.00	1,746.60	42
100-4-12110-3600	ADVERTISING	0.00	1,000.00	319.00	1,260.40	0.00	260.40-	126
100-4-12110-5000	CONTINGENCY REQUIREMENT	5,442.27	31,746.00	2,619.50	7,810.32	0.00	23,935.68	25
100-4-12110-5210	POSTAGE	0.00	200.00	16.00	104.21	0.00	95.79	52
100-4-12110-5230	TELECOMMUNICATIONS	45.00	540.00	45.00	270.00	0.00	270.00	50
100-4-12110-5307	CRIME & CYBER INSURANCE	0.00	2,225.00	0.00	2,225.00	0.00	0.00	100
100-4-12110-5501	TRAVEL-MILAGE/HOTEL/CONFERENCE	0.00	2,000.00	151.64	2,068.86	0.00	68.86-	103
100-4-12110-5810	DUES & MEMBERSHIPS	0.00	2,500.00	0.00	659.00	0.00	1,841.00	26
100-4-12110-8000	CAPITAL EQUIPMENT	0.00	88,800.00	0.00	0.00	0.00	88,800.00	0

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	12110 TOWN MANAGER	11,196.33	246,300.16	11,693.73	66,097.80	0.00	180,202.36	27
100-4-12210-3150	TOWN ATTORNEY	1,085.00	25,000.00	2,000.00	12,020.23	0.00	12,979.77	48
100-4-12240-3150	INDEPENDENT AUDITOR	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12420-1100	WAGES	3,343.41	46,280.54	4,099.46	25,213.10	0.00	21,067.44	54
100-4-12420-1300	PT WAGES	403.36	4,750.80	443.43	2,149.05	0.00	2,601.75	45
100-4-12420-2100	FICA	253.52	3,903.90	312.38	1,883.62	0.00	2,020.28	48
100-4-12420-2200	VRS	589.28	7,835.30	689.29	4,052.12	0.00	3,783.18	52
100-4-12420-2300	HEALTH INSURANCE	589.75	7,489.80	700.07	4,154.32	0.00	3,335.48	55
100-4-12420-2400	GROUP LIFE INSURANCE	49.34	620.16	57.73	339.34	0.00	280.82	55
100-4-12420-2600	UNEMPLOYMENT INSURANCE	0.00	29.83	0.00	15.49	0.00	14.34	52
100-4-12420-2700	WORKER'S COMP	0.00	130.19	0.00	97.52	0.00	32.67	75
100-4-12420-3009	DMV STOPS	50.00	1,200.00	50.00	900.00	0.00	300.00	75
100-4-12420-3150	PROFESSIONAL SVCS	0.00	2,800.00	0.00	22.86	0.00	2,777.14	1
100-4-12420-3160	BANKING SERVICE CHARGES	73.47	840.00	0.00	33.45	0.00	806.55	4
100-4-12420-3170	VIP MANAGEMENT FEE	247.19	3,500.00	0.00	239.43	0.00	3,260.57	7
100-4-12420-3320	SERVICE CONTRACTS	0.00	4,250.00	0.00	6,257.60	0.00	2,007.60	147
100-4-12420-3600	ADVERTISING	0.00	200.00	151.54	151.54	0.00	48.46	76
100-4-12420-5210	POSTAGE	0.00	3,000.00	0.00	1,727.70	0.00	1,272.30	58
100-4-12420-5230	TELECOMMUNICATIONS	90.00	1,080.00	90.00	540.00	0.00	540.00	50
100-4-12420-5400	TUITION REIMBURSEMENT	0.00	5,000.00	2,647.25	2,647.25	0.00	2,352.75	53
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	1,000.00	996.72	1,618.82	0.00	618.82	162
100-4-12420-5810	DUES & MEMBERSHIPS	0.00	210.00	0.00	200.00	0.00	10.00	95
100-4-12420-6001	OFFICE SUPPLIES	21.80	4,000.00	227.08	2,727.47	0.00	1,272.53	68
	12420 FINANCE DEPARTMENT	5,711.12	98,120.52	10,464.95	54,970.68	0.00	43,149.84	56
100-4-12510-0000	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12510-3150	I.T. SERVICES	455.01	9,000.00	50.77	1,093.92	0.00	7,906.08	12
100-4-12510-3330	PHONE MAINTENANCE	0.00	500.00	0.00	0.00	0.00	500.00	0
100-4-12510-3340	WEBSITE MAINTENANCE	0.00	1,000.00	0.00	450.00	0.00	550.00	45
100-4-12510-5600	MICROSOFT OFFICE SERVICE	0.00	6,480.00	477.25	4,745.50	0.00	1,734.50	73
100-4-12510-6002	I.T. SUPPLIES	0.00	3,000.00	12.99	5,487.37	0.00	2,487.37	183
100-4-12510-8001	I.T. EQUIPMENT	0.00	1,000.00	608.12	608.12	0.00	391.88	61
	12510 INFORMATION TECHNOLOGY	455.01	20,980.00	1,149.13	12,384.91	0.00	8,595.09	59

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	26,997.46	379,712.76	31,690.28	195,025.27	0.00	184,687.49	51
100-4-31100-1200	OVERTIME	790.32	3,500.00	127.02	599.77	0.00	2,900.23	17
100-4-31100-1300	PT WAGES	2,796.73	47,634.99	1,569.64	16,450.56	0.00	31,184.43	35
100-4-31100-1400	OTHER PAY/HOLIDAY	2,130.74	16,547.41	1,847.52	4,731.19	0.00	11,816.22	29
100-4-31100-1500	SECURITY WAGES	0.00	0.00	2,000.00	7,710.00	0.00	7,710.00-	0
100-4-31100-2100	FICA	2,448.18	34,225.73	2,755.38	16,620.45	0.00	17,605.28	49
100-4-31100-2200	VRS	4,558.43	67,999.53	5,449.99	32,463.97	0.00	35,535.56	48
100-4-31100-2300	HEALTH INSURANCE	4,862.00	66,690.00	4,762.95	28,276.08	0.00	38,413.92	42
100-4-31100-2400	GROUP LIFE INSURANCE	386.60	5,295.57	454.82	2,707.13	0.00	2,588.44	51
100-4-31100-2500	STD/LONG-TERM DISABILITY	0.00	0.00	0.00	38.60	0.00	38.60-	0
100-4-31100-2600	UNEMPLOYMENT INSURANCE	0.00	221.64	0.00	48.73	0.00	172.91	22
100-4-31100-2700	WORKER'S COMP	0.00	11,498.63	0.00	11,498.63	0.00	0.00	100
100-4-31100-2710	LODA INSURANCE	0.00	2,642.00	0.00	2,642.00	0.00	0.00	100
100-4-31100-3310	REPAIR & MAINT. SVCS	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0
100-4-31100-3320	PROFESSIONAL SERVICES	0.00	11,000.00	91.36	11,091.36	0.00	91.36-	101
100-4-31100-3400	CODE RED	0.00	2,700.00	0.00	0.00	0.00	2,700.00	0
100-4-31100-3600	ADVERTISING	0.00	500.00	0.00	0.00	0.00	500.00	0
100-4-31100-5210	POSTAGE	0.00	500.00	20.25	49.15	0.00	450.85	10
100-4-31100-5230	TELECOMMUNICATIONS	163.22	11,760.00	388.10	3,545.46	0.00	8,214.54	30
100-4-31100-5305	MOTOR VEHICLE INSURANCE	0.00	2,844.68	0.00	2,844.68	0.00	0.00	100
100-4-31100-5306	OTHER PROPERTY INSURANCE	0.00	163.69	0.00	163.69	0.00	0.00	100
100-4-31100-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	40.00	4,000.00	0.00	1,216.40	0.00	2,783.60	30
100-4-31100-5700	PUBLIC SAFETY FOURTH OF JULY EVENT	3,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0
100-4-31100-5800	FIRE RANGE FEES	0.00	3,000.00	0.00	99.99	0.00	2,900.01	3
100-4-31100-5801	ATTORNEY FEES	0.00	2,000.00	0.00	450.00	0.00	1,550.00	22
100-4-31100-5810	DUES & MEMBERSHIP	0.00	5,500.00	0.00	5,165.00	0.00	335.00	94
100-4-31100-6001	OFFICE SUPPLIES	0.00	3,000.00	608.42	1,126.27	0.00	1,873.73	38
100-4-31100-6003	CANINE SUPPLIES	0.00	3,766.36	119.98	3,886.34	0.00	119.98-	103
100-4-31100-6008	FUEL	582.82	15,000.00	1,488.20	9,054.30	0.00	5,945.70	60
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	3,881.78	9,000.00	1,028.11	3,365.67	0.00	5,634.33	37
100-4-31100-6010	POLICE SUPPLIES	9.00	33,238.68	5,360.65	19,196.16	0.00	14,042.52	58
100-4-31100-6011	UNIFORMS	65.52	4,000.00	54.60	2,780.42	0.00	1,219.58	70
100-4-31100-6030	CRIME PREVENTION	0.00	4,000.00	0.00	7,767.99	0.00	3,767.99-	194
100-4-31100-6032	INVESTIGATION EXPENSE	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
100-4-31100-8005	VEHICLES/EQUIPMENT	1,500.00	47,000.00	4,122.62	47,334.82	0.00	334.82-	101
	31100 POLICE DEPARTMENT	54,212.80	813,441.67	63,939.89	437,950.08	0.00	375,491.59	54
100-4-32200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-32200-5600	FIRE DEPT CONTRIBUTIONS	0.00	12,500.00	0.00	0.00	0.00	12,500.00	0
100-4-32200-5701	FIRE PROGRAM GRANTS	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
	32200 CONTROL	0.00	27,500.00	0.00	0.00	0.00	27,500.00	0
100-4-41320-5100	STREETLIGHTS	2,350.95	26,000.00	2,809.39	11,764.26	0.00	14,235.74	45
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	2,857.16	21,904.95	2,875.76	18,473.61	0.00	3,431.34	84
100-4-43200-1300	PT WAGES	578.64	14,442.71	781.21	5,310.56	0.00	9,132.15	37
100-4-43200-1400	OTHER PAY/HOLIDAY	0.00	342.14	0.00	179.43	0.00	162.71	52
100-4-43200-2100	FICA	255.71	2,806.77	279.37	1,783.90	0.00	1,022.87	64
100-4-43200-2200	VRS	527.19	3,708.51	530.89	3,237.50	0.00	471.01	87
100-4-43200-2300	HEALTH INSURANCE	844.72	6,225.00	715.83	4,346.99	0.00	1,878.01	70
100-4-43200-2400	GROUP LIFE INSURANCE	44.15	293.53	44.49	271.29	0.00	22.24	92
100-4-43200-2600	UNEMPLOYMENT INSURANCE	0.00	46.20	0.00	11.90	0.00	34.30	26
100-4-43200-2700	WORKER'S COMP	0.00	119.19	0.00	119.19	0.00	0.00	100
100-4-43200-5100	ELECTRIC	765.82	20,709.00	969.30	5,877.64	0.00	14,831.36	28
100-4-43200-5110	HEATING SERVICES	387.18	3,500.00	355.82	677.41	0.00	2,822.59	19
100-4-43200-5120	WATER/SEWER	223.68	3,400.00	233.26	2,112.15	0.00	1,287.85	62
100-4-43200-5230	TELECOMMUNICATION	988.96	10,600.00	1,269.79	7,379.30	0.00	3,220.70	70
100-4-43200-5304	PROPERTY INSURANCE	0.00	358.22	0.00	358.22	0.00	0.00	100
100-4-43200-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	1,126.76	0.00	0.00	100
100-4-43200-5306	OTHER PROPERTY INSURANCE	0.00	1,281.25	0.00	1,281.25	0.00	0.00	100
100-4-43200-5308	GENERAL LIABILITY INSURANCE	0.00	12,167.77	0.00	7,238.00	0.00	4,929.77	59
100-4-43200-5410	LEASE OF EQUIPMENT	0.00	7,000.00	0.00	661.56	0.00	6,338.44	9
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	1,000.00	0.00	455.00	0.00	545.00	46
100-4-43200-6001	OFFICE SUPPLIES	0.00	750.00	0.00	467.06	0.00	282.94	62
100-4-43200-6005	JANITORIAL SUPPLIES	0.00	3,000.00	0.00	739.60	0.00	2,260.40	25
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	28.95	21,500.00	32.60	2,533.04	0.00	18,966.96	12
100-4-43200-6008	FUEL	367.86	15,000.00	1,088.60	10,077.51	0.00	4,922.49	67
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	330.31	24,000.00	656.34	10,871.36	0.00	13,128.64	45
100-4-43200-6011	UNIFORMS	94.76	2,500.00	0.00	0.00	0.00	2,500.00	0
100-4-43200-6012	CHRISTMAS DECORATIONS	1,848.82	3,500.00	2,203.67	3,964.23	0.00	464.23	113
100-4-43200-6013	AG SUPPLIES	18.75	2,000.00	0.00	637.87	0.00	1,362.13	32
	43200 GENERAL MAINTENANCE	10,162.66	183,282.00	12,036.93	90,192.33	0.00	93,089.67	49
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-72200-5600	MUSEUM CONTRIBUTIONS	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
100-4-81100-0000	PLANNING/ZONING	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-81100-3600	ADVERTISING	0.00	200.00	0.00	118.52	0.00	81.48	59
100-4-81100-5210	POSTAGE	0.00	75.00	0.00	0.00	0.00	75.00	0
100-4-81100-5810	DUES/MEMBERSHIP	0.00	1,075.00	0.00	1,118.00	0.00	43.00-	104
	81100 PLANNING/ZONING	0.00	1,350.00	0.00	1,236.52	0.00	113.48	92
100-4-83500-5600	NEIGHBORS HELPING NEIGHBORS CONTRIBUTION	0.00	2,500.00	0.00	2,500.00	0.00	0.00	100
100-4-92000-9000	REVENUE REFUNDS	0.00	0.00	124.65	169.65	0.00	169.65-	0
	100 GENERAL FUND Expend Total	87,489.40	1,483,746.45	105,241.37	699,924.40	0.00	783,822.05	47

100 GENERAL FUND

	Prior	Current	YTD
Revenues:	88,897.22	141,558.38	1,841,371.70
Expended:	87,489.40	105,241.37	699,924.40
Net Income:	1,407.82	36,317.01	1,141,447.30

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
501-3-16080-0005	WATER IN-TOWN BASE CHARGES	22,544.33	254,707.54	0.00	43,605.55	0.00	211,101.99-	17
501-3-16080-0006	WATER OT BASE CHARGES	11,739.36	150,338.98	0.00	31,563.31	0.00	118,775.67-	21
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	31,669.29	374,019.84	0.00	73,128.79	0.00	300,891.05-	20
501-3-16080-0008	WATER OT USAGE CHARGES	18,625.79	253,848.46	0.00	53,018.77	0.00	200,829.69-	21
501-3-16080-0009	PENALTIES	12,731.25	20,000.00	0.00	20,062.60	0.00	62.60	100
501-3-16080-0010	TRIP CHARGES	1,200.00	12,000.00	0.00	1,200.00	0.00	10,800.00-	10
501-3-16080-0011	DORMANT ACCT FEE	310.16	3,662.66	0.00	645.67	0.00	3,016.99-	18
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,749.55	0.00	794.00	0.00	3,955.55-	17
501-3-16080-0013	AVAILABILITY FEE	0.00	0.00	0.00	2,366.49	0.00	2,366.49	0
501-3-16080-0014	WATER CHARGES-SBC	10,212.68	131,625.12	0.00	16,050.00	0.00	115,575.12-	12
16080 Total		109,429.86	1,204,952.15	0.00	242,435.18	0.00	962,516.97-	20
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	0.00	0.00	0.00	600.00	0.00	600.00	0
501-3-42000-0000	RESERVE FUNDS	0.00	7,663.39	0.00	0.00	0.00	7,663.39-	0
501 WATER FUND Revenue Total		109,429.86	1,212,615.54	0.00	243,035.18	0.00	969,580.36-	20

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12110-1100	WAGES	3,085.32	41,869.24	3,220.71	20,871.79	0.00	20,997.45	50
501-4-12110-1300	PT WAGES	345.08	4,817.90	370.60	2,397.50	0.00	2,420.40	50
501-4-12110-2100	FICA	276.20	3,571.57	289.12	1,866.92	0.00	1,704.65	52
501-4-12110-2200	VRS	697.86	8,792.54	728.64	4,371.75	0.00	4,420.79	50
501-4-12110-2300	HEALTH INSURANCE	313.38	4,104.00	340.10	2,040.56	0.00	2,063.44	50
501-4-12110-2400	GROUP LIFE INSURANCE	44.54	561.05	46.50	278.99	0.00	282.06	50
501-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	221.07	0.00	92.10	0.00	128.97	42
501-4-12110-5000	CONTINGENCY	0.00	444.00	0.00	0.00	0.00	444.00	0
12110 TOWN MANAGER		4,762.38	64,381.37	4,995.67	31,919.61	0.00	32,461.76	50
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	2,911.11	40,718.94	3,321.22	19,493.23	0.00	21,225.71	48
501-4-12420-1300	PT WAGES	806.71	9,501.60	886.85	4,298.12	0.00	5,203.48	45
501-4-12420-2100	FICA	270.13	3,841.87	306.43	1,728.70	0.00	2,113.17	45
501-4-12420-2200	VRS	499.21	6,893.72	510.93	3,064.97	0.00	3,828.75	44
501-4-12420-2300	HEALTH INSURANCE	543.43	7,182.00	554.43	3,353.56	0.00	3,828.44	47
501-4-12420-2400	GROUP LIFE INSURANCE	41.81	545.63	42.79	256.70	0.00	288.93	47

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-12420-3160	BANKING SERVICE CHARGES	33.50	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-3320	SUPPORT CONTRACTS	0.00	3,600.00	0.00	0.00	0.00	3,600.00	0
501-4-12420-5210	POSTAGE	278.12	3,500.00	294.59	2,068.28	0.00	1,431.72	59
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,486.00	0.00	714.00	68
	12420 FINANCE DEPARTMENT	5,384.02	77,983.76	5,917.24	35,749.56	0.00	42,234.20	46
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	10,309.60	145,735.81	12,086.86	74,840.38	0.00	70,895.43	51
501-4-44000-1300	PT WAGES	1,174.00	15,849.66	690.88	5,150.80	0.00	10,698.86	32
501-4-44000-1400	OTHER/HOLIDAY	715.86	5,961.45	911.43	3,998.62	0.00	1,962.83	67
501-4-44000-2100	FICA	879.55	12,817.34	988.39	6,080.25	0.00	6,737.09	47
501-4-44000-2200	VRS	1,669.56	24,673.07	1,901.70	10,574.74	0.00	14,098.33	43
501-4-44000-2300	HEALTH INSURANCE	1,973.12	25,650.00	2,140.70	10,706.79	0.00	14,943.21	42
501-4-44000-2400	GROUP LIFE INSURANCE	149.82	1,952.86	156.66	881.60	0.00	1,071.26	45
501-4-44000-2500	LONG-TERM DISABILITY	0.00	227.39	0.00	68.47	0.00	158.92	30
501-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	92.40	0.00	25.88	0.00	66.52	28
501-4-44000-2700	WORKER'S COMP	0.00	5,374.40	0.00	2,600.52	0.00	2,773.88	48
501-4-44000-3140	TESTING SERVICES	0.00	31,000.00	0.00	4,676.33	0.00	26,323.67	15
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	1,750.00	0.00	1,450.00	55
501-4-44000-3310	REPAIR & MAINT. SVCS	675.00	10,000.00	0.00	1,143.67	0.00	8,856.33	11
501-4-44000-3600	ADVERTISING	0.00	2,000.00	0.00	1,148.00	0.00	852.00	57
501-4-44000-5100	ELECTRICAL SVCS	4,136.56	37,000.00	6,965.83	22,369.42	0.00	14,630.58	60
501-4-44000-5120	WATER & SEWER	812.56	7,500.00	3,621.37	22,367.38	0.00	14,867.38-	298
501-4-44000-5210	POSTAGE	0.00	2,000.00	9.90	285.30	0.00	1,714.70	14
501-4-44000-5230	TELECOMMUNICATIONS	302.39	4,500.00	267.78	1,609.82	0.00	2,890.18	36
501-4-44000-5301	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	0.00	225.00	225.00	0.00	225.00-	0
501-4-44000-5304	PROPERTY INSURANCE	0.00	3,106.98	0.00	1,976.14	0.00	1,130.84	64
501-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	472.06	0.00	360.70	0.00	111.36	76
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	25.00	0.00	2,975.00	1
501-4-44000-5600	PERMITS	0.00	4,000.00	0.00	7,543.00	0.00	3,543.00-	189
501-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	0.00	324.00	0.00	1,676.00	16
501-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
501-4-44000-6004	LAB SUPPLIES	0.00	15,000.00	514.18	5,272.45	0.00	9,727.55	35
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	638.51	20,000.00	493.53	3,310.40	0.00	16,689.60	17
501-4-44000-6008	FUEL/OIL	0.00	2,000.00	0.00	2,087.38	0.00	87.38-	104
501-4-44000-6009	VEHICLE & EQUIP SUPPLIES	79.15	4,000.00	84.00	526.91	0.00	3,473.09	13
501-4-44000-6011	UNIFORMS	0.00	1,500.00	0.00	1,485.80	0.00	14.20	99
501-4-44000-6051	CHEMICALS	0.00	70,000.00	0.00	32,780.81	0.00	37,219.19	47
501-4-44000-8005	EQUIPMENT	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	44000 WATER OPERATIONAL	23,765.68	487,613.42	31,308.21	226,195.56	0.00	261,417.86	46
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	8,498.03	109,524.75	7,933.00	58,659.93	0.00	50,864.82	54
501-4-45000-1200	OTHER PAY/HOLIDAYS	0.00	1,710.69	0.00	0.00	0.00	1,710.69	0
501-4-45000-1300	PT WAGES	33.86	699.29	64.74	446.73	0.00	252.56	64
501-4-45000-2100	FICA	625.89	8,563.01	623.94	4,348.90	0.00	4,214.11	51
501-4-45000-2200	VRS	1,454.35	18,542.54	1,359.01	9,257.43	0.00	9,285.11	50
501-4-45000-2300	HEALTH INSURANCE	1,885.70	23,085.00	1,760.03	12,087.01	0.00	10,997.99	52
501-4-45000-2400	GROUP LIFE INSURANCE	121.79	1,467.63	113.81	775.29	0.00	692.34	53
501-4-45000-2700	WORKER'S COMP	0.00	7,737.04	0.00	4,282.23	0.00	3,454.81	55
501-4-45000-3320	PROFESSIONAL SERVICES	0.00	0.00	0.00	3,375.00	0.00	3,375.00-	0
501-4-45000-5130	MISS UTILITY	28.07	800.00	40.95	175.35	0.00	624.65	22
501-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,474.64	0.00	1,126.76	0.00	347.88	76
501-4-45000-5410	LEASE OF EQUIPMENT	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
501-4-45000-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
501-4-45000-5810	DUES & MEMBERSHIP	0.00	200.00	0.00	0.00	0.00	200.00	0
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	1,696.68	20,000.00	4,667.07	10,701.74	0.00	9,298.26	54
	45000 WATER MAINTENANCE	14,344.37	197,804.59	16,562.55	105,236.37	0.00	92,568.22	53
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	133,325.53	0.00	173,328.51	1,253,652.33	0.00	1,253,652.33-	0
501-4-94000-9000	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	82,060.00	0.00	82,060.00-	0
	94000 CONTROL	133,325.53	0.00	173,328.51	1,335,712.33	0.00	1,335,712.33-	0
501-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9000	60W W/L PRINCIPLE	9,123.43	16,697.98	8,286.84	8,286.84	0.00	8,411.14	50
501-4-95000-9001	60W W/L INTEREST	5,398.53	10,288.28	6,235.12	6,235.12	0.00	4,053.16	61
501-4-95000-9002	REFI WATER LOAN PRINCIPLE	7,969.89	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9003	REFI WATER LOAN INTEREST	2,641.49	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	53,682.25	78,352.35	38,957.04	38,957.04	0.00	39,395.31	50
501-4-95000-9005	MAINSTREET W/L INTEREST	7,793.59	14,866.45	22,518.80	22,518.80	0.00	7,652.35-	151
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	0.00	98,887.58	0.00	8,240.64	0.00	90,646.94	8
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	0.00	28,315.66	0.00	2,485.98	0.00	25,829.68	9
501-4-95000-9008	WATER PLANT UPGRADES PRINCIPLES	0.00	44,529.08	0.00	0.00	0.00	44,529.08	0
501-4-95000-9009	WATER PLANT UPGRADES INTEREST	0.00	92,895.00	49,235.38	49,235.38	0.00	43,659.62	53

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	95000 DEBT SERVICE	86,609.18	384,832.38	125,233.18	135,959.80	0.00	248,872.58	35
	501 WATER FUND Expend Total	268,191.16	1,212,615.52	357,345.36	1,870,773.23	0.00	658,157.71-	154

501 WATER FUND		Prior	Current	YTD
	Revenues:	109,429.86	0.00	243,035.18
	Expended:	268,191.16	357,345.36	1,870,773.23
	Net Income:	158,761.30-	357,345.36-	1,627,738.05-

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	31,465.33	342,220.20	0.00	61,018.07	0.00	281,202.13-	18
502-3-16080-0006	SEWER OT BASE CHARGES	10,287.81	133,646.24	0.00	21,451.15	0.00	112,195.09-	16
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	21,787.93	243,134.20	0.00	45,506.38	0.00	197,627.82-	19
502-3-16080-0008	SEWER OT USAGE CHARGE	8,374.13	108,786.08	0.00	17,460.92	0.00	91,325.16-	16
502-3-16080-0009	PENALTIES	10,261.30	20,000.00	0.00	3,974.68	0.00	16,025.32-	20
502-3-16080-0011	DORMANT ACCT FEE	440.34	5,217.14	0.00	960.66	0.00	4,256.48-	18
16080 Total		82,616.84	853,003.86	0.00	150,371.86	0.00	702,632.00-	18
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	0.00	48,000.00	0.00	25,168.79	0.00	22,831.21-	52
502-3-19020-0004	SBC SEWER REHAB	0.00	0.00	0.00	8,379.00	0.00	8,379.00	0
19020 Total		0.00	48,000.00	0.00	33,547.79	0.00	14,452.21-	52
502-3-24040-0003	NUTRIENT CREDIT	0.00	600.00	0.00	304.61	0.00	295.39-	51
502-3-42000-0000	RESERVE FUNDS	0.00	139,338.26	0.00	0.00	0.00	139,338.26-	0
502 SEWER FUND Revenue Total		82,616.84	1,040,942.12	0.00	184,224.26	0.00	856,717.86-	17
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-12110-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-12110-1100	WAGES	2,314.00	31,401.93	2,415.53	15,653.85	0.00	15,748.08	50
502-4-12110-1300	PT WAGES	310.56	4,336.11	333.54	2,157.75	0.00	2,178.36	50
502-4-12110-2100	FICA	211.10	2,733.96	221.08	1,427.64	0.00	1,306.32	52
502-4-12110-2200	VRS	523.38	6,594.41	546.48	3,278.82	0.00	3,315.59	50
502-4-12110-2300	HEALTH INSURANCE	235.02	3,078.00	255.08	1,530.45	0.00	1,547.55	50
502-4-12110-2400	GROUP LIFE INSURANCE	33.40	420.79	34.86	209.16	0.00	211.63	50
502-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	165.80	0.00	69.03	0.00	96.77	42
12110 CONTROL		3,627.46	48,731.00	3,806.57	24,326.70	0.00	24,404.30	50
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	2,301.67	32,163.66	2,607.84	15,500.43	0.00	16,663.23	48
502-4-12420-1300	PT WAGES	786.55	9,264.06	864.68	4,190.64	0.00	5,073.42	45
502-4-12420-2100	FICA	221.62	3,169.22	249.78	1,412.16	0.00	1,757.06	45
502-4-12420-2200	VRS	394.79	5,445.31	408.30	2,442.67	0.00	3,002.64	45
502-4-12420-2300	HEALTH INSURANCE	419.54	5,540.40	431.81	2,608.73	0.00	2,931.67	47
502-4-12420-2400	GROUP LIFE INSURANCE	33.08	430.99	34.20	204.58	0.00	226.41	47

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-12420-3160	BANKING SERVICE CHARGES	33.50	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-3320	SERVICE CONTRACTS	0.00	3,700.00	0.00	2,750.00	0.00	950.00	74
502-4-12420-5210	POSTAGE	278.12	3,700.00	294.59	1,476.73	0.00	2,223.27	40
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,486.00	0.00	714.00	68
	12420 FINANCE DEPARTMENT	4,468.87	65,613.64	4,891.20	32,071.94	0.00	33,541.70	49
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	10,131.10	138,423.95	10,647.97	68,882.09	0.00	69,541.86	50
502-4-44000-1400	OTHER/HOLIDAY	891.55	5,553.68	1,297.85	5,084.51	0.00	469.17	92
502-4-44000-2100	FICA	846.03	11,014.29	916.92	5,678.41	0.00	5,335.88	52
502-4-44000-2200	VRS	1,579.02	23,435.17	1,757.22	10,516.12	0.00	12,919.05	45
502-4-44000-2300	HEALTH INSURANCE	1,966.88	25,650.00	2,134.30	12,805.71	0.00	12,844.29	50
502-4-44000-2400	GROUP LIFE INSURANCE	144.10	1,854.88	154.24	923.16	0.00	931.72	50
502-4-44000-2500	LONG-TERM DISABILITY	0.00	214.27	0.00	89.25	0.00	125.02	42
502-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	66.00	0.00	0.00	0.00	66.00	0
502-4-44000-2700	WORKER'S COMP	0.00	2,376.64	0.00	2,750.00	0.00	373.36-	116
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	0.00	2,000.00	310.00	465.00	0.00	1,535.00	23
502-4-44000-3140	TESTING SERVICES	23.31	38,000.00	1,268.44	16,511.35	0.00	21,488.65	43
502-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	1,250.00	0.00	1,950.00	39
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	400.04	14,000.00	0.00	1,280.67	0.00	12,719.33	9
502-4-44000-3600	ADVERTISING	0.00	500.00	0.00	352.20	0.00	147.80	70
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	3,639.74	35,000.00	4,478.89	22,098.83	0.00	12,901.17	63
502-4-44000-5120	WATER, SEWER - RUT. CRK.	456.14	6,000.00	160.72	2,250.71	0.00	3,749.29	38
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	227.99	1,622.92	297.69	993.58	0.00	629.34	61
502-4-44000-5140	WATER,SEWER-PUMP STATION	15.60	200.00	15.60	93.68	0.00	106.32	47
502-4-44000-5210	POSTAGE	0.00	259.90	0.00	0.00	0.00	259.90	0
502-4-44000-5230	TELECOMMUNICATIONS	247.03	4,260.00	268.33	1,406.94	0.00	2,853.06	33
502-4-44000-5304	PROPERTY INSURANCE	0.00	5,617.17	0.00	3,572.70	0.00	2,044.47	64
502-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	448.05	0.00	1,126.76	0.00	678.71-	251
502-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	225.00	0.00	2,775.00	8
502-4-44000-5600	PERMITS	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
502-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	0.00	324.00	0.00	1,676.00	16
502-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	98.80	0.00	1,901.20	5
502-4-44000-6004	LAB SUPPLIES	464.98	7,000.00	0.00	2,818.72	0.00	4,181.28	40
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	0.00	18,059.20	136.88	3,046.58	0.00	15,012.62	17
502-4-44000-6008	FUEL/OIL	0.00	2,000.00	311.12	2,396.34	0.00	396.34-	120
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	418.64	3,000.00	84.00	84.98	0.00	2,915.02	3
502-4-44000-6011	UNIFORMS	0.00	2,000.00	84.23	960.23	0.00	1,039.77	48
502-4-44000-6051	CHEMICALS - RUT. CREEK	0.00	3,000.00	0.00	266.40	0.00	2,733.60	9

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	44000 SEWER OPERATIONAL	21,702.15	365,756.12	24,574.40	168,352.72	0.00	197,403.40	46
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	5,916.83	109,524.75	7,933.00	43,558.51	0.00	65,966.24	40
502-4-45000-1300	PT WAGES	33.86	699.29	64.74	446.73	0.00	252.56	64
502-4-45000-1400	OTHER PAY/HOLIDAY	0.00	1,710.69	0.00	0.00	0.00	1,710.69	0
502-4-45000-2100	FICA	429.19	8,563.01	623.94	3,196.76	0.00	5,366.25	37
502-4-45000-2200	VRS	1,012.65	18,542.54	1,359.01	6,926.65	0.00	11,615.89	37
502-4-45000-2300	HEALTH INSURANCE	1,308.09	23,085.00	1,760.03	8,981.82	0.00	14,103.18	39
502-4-45000-2400	GROUP LIFE INSURANCE	84.80	1,467.63	113.81	580.08	0.00	887.55	40
502-4-45000-3320	PROFESSIONAL SERVICES	0.00	0.00	0.00	3,375.00	0.00	3,375.00-	0
502-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,474.64	0.00	342.35	0.00	1,132.29	23
502-4-45000-5410	LEASE OF EQUIPMENT	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
502-4-45000-6007	REPAIR & MAINT. SUPPLIES	0.00	8,000.00	0.00	3,928.32	0.00	4,071.68	49
	45000 SEWER MAINTENANCE	8,785.42	175,067.55	11,854.53	71,336.22	0.00	103,731.33	41
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8000	SLIPLINING PROJECT	30,677.40	0.00	135,727.00	135,727.00	0.00	135,727.00-	0
502-4-94000-8002	WWTP CENTRIFUGE	0.00	0.00	24,148.83	133,547.66	0.00	133,547.66-	0
	94000 CAPITAL PROJECTS	30,677.40	0.00	159,875.83	269,274.66	0.00	269,274.66-	0
502-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-95000-9002	STERLING BANK WWTP REFI PRIN	16,936.01	210,136.13	0.00	17,511.34	0.00	192,624.79	8
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	5,613.16	60,170.78	0.00	5,282.69	0.00	54,888.09	9
502-4-95000-9004	SEWER REHAB PRINCIPLE	0.00	69,184.17	0.00	0.00	0.00	69,184.17	0
502-4-95000-9005	SEWER REHAB INTEREST	0.00	46,351.83	0.00	9,628.00	0.00	36,723.83	21
	95000 DEBT SERVICE	22,549.17	385,842.91	0.00	32,422.03	0.00	353,420.88	8
	502 SEWER FUND Expend Total	91,810.47	1,041,011.22	205,002.53	597,784.27	0.00	443,226.95	57

502 SEWER FUND

	Prior	Current	YTD
Revenues:	82,616.84	0.00	184,224.26
Expended:	91,810.47	205,002.53	597,784.27
Net Income:	9,193.63-	205,002.53-	413,560.01-

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
----------------	-------------	---------------	----------	--------------	--------------	--------	---------	--------

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
514-3-16080-0005	GARBAGE IT CHARGES	10,198.97	122,451.20	0.00	20,517.99	0.00	101,933.21-	17
514-3-16080-0006	GARBAGE OT CHARGES	1,462.80	17,299.20	0.00	2,890.56	0.00	14,408.64-	17
514-3-16080-0009	PENALTIES	1,916.22	2,800.00	0.00	775.53	0.00	2,024.47-	28
	16080 Total	13,577.99	142,550.40	0.00	24,184.08	0.00	118,366.32-	17
514-3-42000-0000	RESERVE FUNDS	0.00	11,577.44	0.00	0.00	0.00	11,577.44-	0
	514 GARBAGE FUND Revenue Total	13,577.99	154,127.84	0.00	24,184.08	0.00	129,943.76-	16
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
514-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12110-1100	WAGES	231.40	3,140.19	241.56	1,565.33	0.00	1,574.86	50
514-4-12110-1300	PT WAGES	34.50	481.79	37.08	239.88	0.00	241.91	50
514-4-12110-2100	FICA	21.38	277.08	22.39	144.55	0.00	132.53	52
514-4-12110-2200	VRS	52.34	659.44	54.66	327.94	0.00	331.50	50
514-4-12110-2300	HEALTH INSURANCE	23.50	307.80	25.51	153.01	0.00	154.79	50
514-4-12110-2400	GROUP LIFE INSURANCE	3.34	42.08	3.48	20.88	0.00	21.20	50
514-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	16.58	0.00	6.94	0.00	9.64	42
	12110 TOWN MANAGER	366.46	4,924.96	384.68	2,458.53	0.00	2,466.43	50
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	123.91	1,733.71	141.62	828.27	0.00	905.44	48
514-4-12420-1300	PT WAGES	20.14	237.54	22.16	107.46	0.00	130.08	45
514-4-12420-2100	FICA	10.45	110.66	11.93	68.06	0.00	42.60	62
514-4-12420-2200	VRS	21.26	293.52	21.68	130.14	0.00	163.38	44
514-4-12420-2300	HEALTH INSURANCE	23.28	307.80	23.69	143.39	0.00	164.41	47
514-4-12420-2400	GROUP LIFE INSURANCE	1.77	23.23	1.82	10.92	0.00	12.31	47
	12420 FINANCE DEPARTMENT	200.81	2,706.46	222.90	1,288.24	0.00	1,418.22	48
514-4-43200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-43200-3160	COLLECTION IN-TOWN	9,506.93	123,036.96	0.00	50,400.88	0.00	72,636.08	41
514-4-43200-3170	COLLECTION OUT OF TOWN	1,335.91	19,840.80	0.00	6,996.42	0.00	12,844.38	35
	43200 CONTROL	10,842.84	142,877.76	0.00	57,397.30	0.00	85,480.46	40
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
514-4-45000-1100	WAGES	160.16	2,433.88	176.29	1,135.77	0.00	1,298.11	47
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	38.02	0.00	0.00	0.00	38.02	0
514-4-45000-2100	FICA	11.67	189.10	13.76	83.07	0.00	106.03	44
514-4-45000-2200	VRS	27.41	412.06	30.21	179.91	0.00	232.15	44
514-4-45000-2300	HEALTH INSURANCE	35.49	513.00	39.11	234.18	0.00	278.82	46
514-4-45000-2400	GROUP LIFE INSURANCE	2.30	32.61	2.53	15.05	0.00	17.56	46
	45000 GARBAGE MAINTENANCE	237.03	3,618.67	261.90	1,647.98	0.00	1,970.69	46
	514 GARBAGE FUND Expend Total	11,647.14	154,127.85	869.48	62,792.05	0.00	91,335.80	41

514 GARBAGE FUND

	Prior	Current	YTD
Revenues:	13,577.99	0.00	24,184.08
Expended:	11,647.14	869.48	62,792.05
Net Income:	1,930.85	869.48-	38,607.97-

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
701-3-41030-0001	BP RECOUPMENT REV	0.00	26,771.75	0.00	0.00	0.00	26,771.75-	0
701-3-41040-0001	BOND ISSUE	0.00	6,325.00	0.00	6,404.22	0.00	79.22	101
701-3-41060-0001	HOME OWNERS REIM	0.00	1,433.40	0.00	0.00	0.00	1,433.40-	0
	701 IDA FUND Revenue Total	0.00	34,530.15	0.00	6,404.22	0.00	28,125.93-	19

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
701-4-45000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
701-4-45000-1300	PT WAGES	406.24	8,391.44	776.88	5,360.76	0.00	3,030.68	64
701-4-45000-2100	FICA	31.08	8,391.44	59.44	410.13	0.00	7,981.31	5
701-4-45000-2700	WORKER'S COMP	0.00	352.44	0.00	210.21	0.00	142.23	60
	45000 CONTROL	437.32	17,135.32	836.32	5,981.10	0.00	11,154.22	35
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-5100	ELECTRICAL SERV.	13.33	200.00	14.63	82.14	0.00	117.86	41
701-4-81500-5810	DUES AND MEMBERSHIP	0.00	2,728.00	0.00	2,728.00	0.00	0.00	100
701-4-81500-9200	TRANSFER TO IDA FUND	0.00	14,466.83	0.00	0.00	0.00	14,466.83	0
	81500 ECONOMIC DEVELOPMENT	13.33	17,394.83	14.63	2,810.14	0.00	14,584.69	16
	701 IDA FUND Expend Total	450.65	34,530.15	850.95	8,791.24	0.00	25,738.91	25

701 IDA FUND

	Prior	Current	YTD
Revenues:	0.00	0.00	6,404.22
Expended:	450.65	850.95	8,791.24
Net Income:	450.65-	850.95-	2,387.02-

Grand Totals

	Prior	Current	YTD
Revenues:	294,521.91	141,558.38	2,299,219.44
Expended:	459,588.82	669,309.69	3,240,065.19
Net Income:	165,066.91-	527,751.31-	940,845.75-

**CLERK OF COUNCIL REPORT
DECEMBER 2022**

COMMITTEE MEETINGS

Planning Commission

Regular Meeting on 12-7-22: Receive and review agenda materials; assemble packet for meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Town Council

Regular Meeting on 12-14-22: Receive and review agenda materials; assemble packet for meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Quorums: Confirm meetings and cancellations with board members

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT

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

TOWN FACEBOOK ADMINISTRATOR

- Create content and/or design and post on Facebook with links to Town website including, but not limited to:
 - Procedures for Amherst Town Council December meeting
 - Christmas Parade and decoration contest events and winners
 - Notice and updates: Re water issue
 - Notice: Code Red Alerts link
 - Notice: Town Hall holiday closures
 - Notice: GFL use of personal cans
 - DMV To-Go service at Amherst Town Hall December 2022
- Share links to community news and events; Monitor feedback.

FREEDOM OF INFORMATION ACT

Receive and respond to one FOIA request

CHRISTMAS PARADE

Coordinate Christmas Tree Lighting securing elves and announcer; prepare program

Prepare parade participant summaries for parade night emcees

Prepare lineup; Numerous emails with parade participants re lineup

Attend and work parade (positioned at library)

Post winners of parade and decoration contests; notify winners

Attend post-parade meeting with staff

OTHER:

- Convert and post audio meeting recording to website
- Prepare miscellaneous legal ads; correspond with News and Advance
- Prepare and post public hearing notices
- Prepare Resolution for Kenneth S. Watts
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees Report– December 31, 2022 - See Attached.

Town of Amherst Committees as of December 31, 2022

Appointed/Term Expires

TOWN COUNCIL

D. Dwayne Tuggle, Mayor	01/01/19	12/31/22
Douglas Thompson	09/15/22	2023 special election (2024 Term)
Kenneth S. Watts	01/01/19	12/31/22
Sharon W. Turner	01/01/21	12/31/24
Andra A. Higginbotham	11/11/21	2022 special election (2024 term)
Janice N. Wheaton	11/12/19	12/31/22

PLANNING COMMISSION

June Driskill, Chairperson	05/13/20	06/30/24
Janice N. Wheaton	01/01/21	12/31/22 (TC rep)
William Jones	07/01/19	06/30/23
Nathaniel Holden Case	11/11/21	11/10/25
John Kendrick Vandervelde	07/01/22	06/30/26
Clifford Hart	07/01/19	06/30/23
Anne Webster Day	07/01/22	06/30/26

BOARD OF ZONING APPEALS

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

ECONOMIC DEVELOPMENT AUTHORITY

Clifford Hart	07/01/19	08/31/23
Sharon Watts Turner	07/01/22	06/30/26
Douglas L. Thompson	08/15/22	06/30/25
Jacob Bailey	07/01/20	06/30/24
Manly Rucker	07/01/21	06/30/25
Mark Milhous	08/18/22	08/31/26
Richard Wydner	07/01/19	06/30/23

PROPERTY MAINTENANCE INVESTIGATION BOARD

C. Manly Rucker, III	05/13/20	06/30/24
Bessie H. Kirkwood	07/01/22	06/30/26
Glenda Hash	05/13/20	06/30/24

CENTRAL VIRGINIA PLANNING COMMISSION/MPO

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

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

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

TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION

Andra Higginbotham	01/01/22	12/31/22
Kenneth S. Watts	01/01/21	12/31/22

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

FINANCE COMMITTEE

Vacant (Chairman) and Sharon W. Turner, Member

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

UTILITIES COMMITTEE

Kenneth S. Watts (Chairman) and Andra A. Higginbotham, Member

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

TOWN HALL MEETING ROOM REHABILITATION AD HOC COMMITTEE

Vacant (Chairman) and Sharon Turner, Member

- Oversee and monitor rehabilitation and refurbishment

PARKING AD HOC COMMITTEE

Sharon Turner (Chairman) and Janice Wheaton, Member

Review regulated two hour parking and locations for recommendation to Council

Utility/Town Maintenance and Construction Report

Decf-22

Water Meter Read	1150
Water Meter Re-Read	72
Disconnects	5
VA-811 Service locations	37
Vehicle PM Work Orders	18
Pump Station/Plant Work Orders	33
Banners Installed/Dismantled	1
Water Services Installed/Replaced	4
Sewer Services Installed/Replaced	0
Minor Leaks Repaired	5
Major Leaks Repaired	2
Minor Sewer Problems Resolved	3
Major Sewer Problems Resolved	1

Man Hours

Meter Reading	155
Street/Sidewalk Maintenance	253
Safety Training	3
Bush gogging/ Right of way water/ sewer	44
Flushing Water	36
Equipment Maintenance	44
Xmas decorations	48

Major Issues & Comments

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
DEPARTMENT OF PLANTS
MONTHLY REPORT TO COUNCIL
FOR THE MONTH OF DECEMBER 2022**

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

January 5, 2023

Grandview Water Filtration Plant:

The heavy rains experienced during late November and throughout December slowed water production because of the increased need to backwash the four sand filter the Town depends on to make drinking water. The picture below shows filter number two being backwashed, and the photo was taken roughly halfway through the process. Because of rainwater runoff into the Buffalo river, backwashing must be done frequently to maintain filters in good condition.



The filter fill valves are shut to stop water from entering the filter from the settling basins. A waste valve is opened, which drains the filter down to the two troughs in each filter. Next, the backwash pump is turned on, and the backwash valve is slowly opened, allowing clean water to pass up through the filter. This process allows any trapped air and embedded debris to flush up and out of the filter into the waste troughs and is thus removed to the waste tank. Surface impurities such as foam and mud-balls are also carried into the waste trough and flushed away to the waste tank.

Once the water flowing through the filter is clear, the backwash pump is turned off, and the backwash valve is closed. The filter fill valves from the settling basins are opened, and the filter re-wash valve is opened. Re-wash allows the filter media to settle and re-compact as this flow continues to go to the waste tank. Once the water going through the filter reaches a 0.299 NTU (Nephelometric Turbidity Unit), The re-wash valve can be closed, and the main drain valve to the clear well is opened.

It can take upward of an hour to get a filter backwashed and back into production, so the more times during the month this is performed, the less the monthly production output of the plant is. Thus, depending on the demand placed on the water production operation, this critical demand can sometimes cause vital concerns.

As the Town and its major Stakeholders improve leak detection and repairs, vital concerns will have less impact.

Emergency Generator At Waughs Ferry/Sweet Briar College Inter Connection:

With most construction projects currently, supply chain holdups have slowed the work on the Waughs Ferry Tank / Sweet Briar College emergency generator for water supply to the campus. The main delay was a breaker in the automatic transfer switch that relays information to cut on the generator when normal electric power is lost. The emergency generator has a diesel-fueled engine that will run the generator in times of power loss to the Town can continue to supply water to the Sweet Briar campus.



A new breaker box has been installed.



A close-up of the panel view for the new transfer switch shows standard power is on



Rutledge Creek Wastewater Treatment Plant:

Wastewater operations struggled from the arctic blast that swept through the area mid-month. Typical items that were encountered are of a nature many people dealt with. Frozen and burst water lines, owing to the acquis nature of the process, many pieces of frozen equipment were dealt with. Some equipment is just now making damage known to operational staff and is being dealt with on a most urgent needs first basis.

Complete operational evaluations are incomplete but will be done by the tenth of the month.

**AD HOC PARKING COMMITTEE
MINUTES**

December 5, 2023
5:15 pm

Attendees: Sharon Turner, and Janice Wheaton

Staff: Sara McGuffin

Citizen Attendee: Tim Ware, Warehouse Antiques

The committee received requested information from staff regarding the cost of parking meters from other localities. There are two models for parking meters that staff found. Some localities, such as the Town of Leesburg, have a contracted service with a provider, and others, such as the Town of Blacksburg, purchase meters out right. The staff member from Blacksburg stated that individual meters typically run about \$500 each and the larger pay kiosks cost about \$7,000. They did also state that there are expenses associated with the maintenance and upkeep of the machines.

The committee outlined three possible options to address the concerns that have been mentioned:

1. Get rid of all parking regulations.
2. Eliminate some of the parking restrictions and make them more targeted.
3. Maintain the two hour parking and explore using meters for enforcement.

After the review of the information, the committee determined that meters were too expensive for the Town. They further discussed the options and recommend to Council that they Town removed all two hour parking limitations and have the result of the changes reviewed by a committee of Council after a year.

The meeting adjourned at 6:15 pm.

**Town of Amherst Planning Commission
Minutes
January 4, 2023**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on January 4, 2022, 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	Janice N. Wheaton
P	William Jones	P	John Vandervelde
P	Anne Webster Day	P	Nathaniel Holden Chase
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 to speak no comments were made.

Mr. Chase made a motion that was seconded by Mr. Vandervele to approve the minutes of the December 7, 2022, meeting.

There being no discussion, the motion carried 7-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Nathaniel Holden Chase	Aye
Clifford Hart	Aye			

Town Manager McGuffin gave a report on a possible amendment to the Town's Zoning Ordinance, Table of Uses, Short Term Rental Property, to allow short term rentals in certain residential districts with a Special Use Permit. "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 (Town Code §24-2; Code of Virginia §15.2-983). Unlike a bed and breakfast, short term rentals are not occupied by the owner during rental periods. Staff requests the Commission determine whether to amend the Table of Uses for short term rentals as a special use in residential districts R-1 and R-2 with a recommendation to Town Council. A duly advertised public hearing on the matter was held at the Commission's December 7, 2022, meeting after which the matter was deferred for further discussion and consideration.

The Chair opened discussion on whether to amend the Town's Zoning Ordinance, Table of Uses, Short Term Rental Property, to allow short term rentals in certain residential districts.

Ms. Wheaton made a motion that was seconded by Mr. Jones to make a recommendation to Town Council not to approve an amendment to the Town's Zoning Ordinance, Table of Uses, Short Term Rental Property, for short term rentals as a special use permit in residential districts R-1 and R-2.

After discussion, the motion carried 4-3 according to the following:

June Driskill	Aye		Anne Webster Day	Nay
Janice Wheaton	Aye		John Vandervelde	Nay
William Jones	Aye		Nathaniel Holden Chase	Nay
Clifford Hart	Aye			

Town Manager McGuffin gave a report on an application submitted by Timothy and Emily Wynn to rezone 117 Pine Street (Tax Map 96A414 3940) from R-2 to B-1, with conditions, to allow a short term rental business on the property. The rezoning request is intended for the purpose of having a short term rental property with rezoning from R-2 to B-1 for the time period in which they own the property only. A duly advertised public hearing on the matter was held at the Commission's December 7, 2022, meeting after which the matter was deferred for further discussion and consideration.

Mr. Jones made a motion that was seconded by Ms. Wheaton to make a recommendation to Town Council not to approve rezoning 117 Pine Street (Tax Map 96A414 3940) from R-2 to B-1.

After discussion, the motion carried 4-3 according to the following:

June Driskill	Aye		Anne Webster Day	Nay
Janice Wheaton	Aye		John Vandervelde	Nay
William Jones	Aye		Nathaniel Holden Chase	Nay
Clifford Hart	Aye			

A duly advertised public hearing was held at the Commission's December 7, 2022, meeting on an application for a special use permit to allow short term rental on property described as 117 Pine Street (Tax Map 96A414 3940), after which the matter was deferred for further discussion and consideration. The Commission having denied the request to rezone the property from R-2 to B-1, the matter is now moot and no action was taken.

Town Manager McGuffin gave a report on a proposed amendment to Chapter 24 of the Town Code, Zoning and Subdivisions, to add a new code section, Inoperable Vehicles, and outlined possible changes to Town Code Sec. 20-143. - Inoperative motor vehicles on residential, commercial, or agricultural property, and Sec. 20-144. - Removal of inoperative motor vehicles to the Town Code that would allow enforcement on any property zoned for residential, commercial, or agricultural purposes. Staff recommended setting a public hearing on the matter.

Ms. Wheaton made a motion that was seconded by Mr. Hart to hold a public hearing at the February 1, 2023, meeting of the Planning Commission on the proposed amendment to Town Code Chapter 24, Zoning and Subdivisions, related to inoperable vehicles, as recommended by staff.

The motion carried 7-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Nathaniel Holden Chase	Aye
Clifford Hart	Aye			

Ms. Wheaton made a motion that was seconded by Mr. Hart to hold a public hearing at the Commission's next meeting on February 1, 2023, on the Town of Amherst FY23-24 Capital Improvement Program proposal, as recommended by staff.

The motion carried 7-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Nathaniel Holden Chase	Aye
Clifford Hart	Aye			

There being no further business, on motion of Ms. Wheaton which was seconded by Mr. Hart and carried 7-0, the meeting adjourned at 7:35 PM, according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Janice Wheaton	Aye		John Vandervelde	Aye
William Jones	Aye		Nathaniel Holden Chase	Aye
Clifford Hart	Aye			

June Driskill, Chairperson

Attest: _____

Sec. 24-235. Table of uses.

Table 24-235. Table of Uses

<i>A-1</i>	<i>R-1</i>	<i>R-2</i>	<i>T-1</i>	<i>R-3</i>	<i>R-4</i>	<i>B-1</i>	<i>CBD</i>	<i>B-2</i>	<i>M-1</i>	<i>Description of Use</i>
<i>Accessory and Agricultural Uses</i>										
P	P	P	P	P	P	P	P	P	P	Accessory buildings and uses as provided in section 24-472
P	P	P	P	P	P	P	P	P	P	Agricultural activities, including the raising of crops and animals, provided that agricultural use shall not be objectionable by reason of odor, dust, noise, pollution, erosion or drainage
							P	P	P	Antenna and equipment buildings associated with existing wireless telecommunication facilities as provided in article XI of this chapter
									S	Cemeteries
S	S	S	P	S	S	P	P	P		Church accessory uses involving 2,000 SF or more of building area, including childcare centers, indoor recreation or fellowship halls, and schools
P	P	P	P	P	P	P	P	P	P	Confined livestock facilities as provided in section 24-478
								S	S	Helipads on public property or collocated with a nonprofit health care facility
P	S	S	S	S	S	P	P	P		Home occupation in an accessory building to the main dwelling unit as provided in section 24-474
P	P	P	P	P	P	P	P	P		Home occupations within a dwelling unit as provided in section 24-474
P	P	P	P	P	P	P	P	P	P	Public utilities: poles, lines, transformers, pipes, meters, and/or other facilities necessary for the provision and maintenance of public utilities, provided that electric service lines from the street property line to any residence or other permitted use shall be underground, provided that only one line of poles will be allowed on any street
P	P	P	P	P	P	P	P	P	P	Signs as provided in article IX of this chapter

Created: 2022-11-23 12:13:40 [EST]

(Supp. No. 2)

S	S	S	S	S	S	P	P	P	P	Temporary uses, including, but not limited to, sale of Christmas trees, tents for revivals, carnivals, but such use not permitted for a period to exceed four months in any calendar year
<i>Residential Uses</i>										
S	S	P	P	P	P					Apartments in an existing single-family dwelling
P	S	S	P	S	S	P	P	P		Bed and breakfast lodging, provided that the owner and family must occupy the residence and own the business, the single-family dwelling appearance be maintained, and adequate off-street parking is provided to the rear of the front setback of the dwelling
P	P	P	P	P	P	P	P	P		Churches, manses, parish houses and adjacent cemeteries
P	P	P	P	P	P	P	P	P		Garages, private
P					S					Individual manufactured or modular homes 19 feet or greater in width placed on continuous masonry foundations
					S					Manufactured home parks, as provided in article X of this chapter
				P		P	P	P		Multifamily dwellings with an aggregate of three or more units as specified in section 24-475
S	S	S	S	S	S	S	S	S		Planned unit developments, as provided in article VI of this section
						S	S	S		Short-term rental
P	P	P	P	P	P	P	P	P		Single-family dwellings, except for mobile homes and manufactured homes
						P	P	P		Single-family, two-family and multifamily dwellings within a building that contains a business
			P	P		P	P	P		Townhouses, as provided in section 24-477, and condominiums
		P								Townhouses, as provided in section 24-477, with no more than four townhouses within any one development
P		P	P	P	P	P	P	P		Two-family dwelling units and semi-detached dwellings
<i>Commercial Uses</i>										

							S	S		Adult oriented entertainment that may include alcohol or gambling, such as pool halls, dance halls, or electronic skills games halls
							P	P		Agricultural, farm and lawn machinery display, sales and services, provided that all inoperable machinery must not be visible from any public right of way
			P			P	P	P		Antique and gift shops
									S	Arenas, auditoriums or stadiums
							P	P	P	Automobile laundry or car wash, provided that a paved area shall be located on the same lot for the storage of vehicles awaiting entrance to the washing process
							P	P	P	Automobile, motor home, travel trailer, and mobile home sales (new and used) which need not be enclosed, but any mechanical or body repair must be conducted entirely within a structure which shall not have any opening, other than a stationary window, within 100 feet of a residential district and provided further that all vehicles on a used car sales lot must be in operating condition at all times
							S	S		Automotive repair garage, mechanical and body, provided all operations are conducted in a building which shall not have any opening other than a stationary window within 100 feet of a residential district and which shall not store or otherwise maintain any parts or waste material outside such building
							P	P		Automobile service stations as provided in section 24-473
							P	P		Bakeries employing not more than ten persons other than clerks and vehicle drivers
						S	P	P		Banks and savings and loan institutions
							S	S		Building materials dealer
							P	P		Building materials dealer, not including handling of bulk materials such as sand and gravel
							P	P		Catering establishments

	S	S	P	S	S	P	P	P		Childcare centers
			P			P	P	P		Clinics and medical offices
							P	P		Convenience stores; in the event that gasoline or fuel is sold together with any other uses allowed in this district there must be compliance with this chapter
						S	P	P		Drug stores and other establishment for the filling of prescriptions and sale of pharmaceutical and similar supplies
						P	P	P	P	Emergency services
			S			P	P	P		Family oriented indoor recreation with no alcohol or gambling, including bowling alleys, roller skating, ice skating, game, pinball or other electronic game centers
			S			S	P	P		Farmers markets
							S	S	P	Feed and seed stores
			P			P	P	P		Funeral homes
							P	P		Furniture stores
							S	S	P	Garages, private and public
						S	P	P		Grocery stores
							P	P		Hardware stores
P										Kennels
									P	Laboratories, pharmaceutical or medical
							P	P		Machinery sales and services
							P	P		Motels, motor hotels and motor inns
						P	P	P		Newsstands
S										Nonmotorized bicycle (motorcross) racing facilities
S			S			S		S		Outdoor entertainment such as golf driving ranges or other sports related entertainment
									S	Outdoor theaters, provided the face of the screen is not visible from any arterial or collector streets located within 2,000 feet of such screen
							S	S		Pest exterminating businesses
							P	P		Printing plants and newspaper offices

Created: 2022-11-23 12:13:40 [EST]

(Supp. No. 2)

			P			P	P	P		Professional office buildings
							P	P		Radio and TV offices and studios
							P	P		Restaurants, craft breweries, craft distilleries
							P	P		Retail automotive parts stores
									P	Retail and wholesale greenhouses and nurseries
						S	P	P		Retail nurseries with greenhouses
			P			P	P	P		Retail service stores such as bakeries, barber shops, beauty parlors, shoe shops, self-service laundries, and establishments for receiving and distributing articles for laundering, drying and dry cleaning
									P	Sale of products produced on the premises
							P	P		Satellite dish antenna sales and service establishments
							S	S		Self-service mini-storage and warehouse facilities
							P	P		Shopping centers as provided in section 24-476
							P	P		Theaters, indoor
			S			S	P	P		Time-shares
							S	S		Veterinary hospitals and clinics
			S				P	P		Videotape sales and rental establishments
						P	P	P		Wearing apparel stores
							S	S	S	Wireless telecommunication facilities as provided in article XI of this chapter
<i>Institutional Uses</i>										
						P	P	P		Clubs and lodges, fraternal, civic and patriotic
						S	P	P		Community centers
							S	S		Childcare centers
						S	P	P	P	Government office buildings, including buildings occupied any local, regional, state or federal agency including courthouses
			P	P		P	P	P		Hospitals and nursing homes
							S	S	S	Jails
			P			P	P	P		Public and private schools and accompanying dormitories and facilities

Created: 2022-11-23 12:13:40 [EST]

(Supp. No. 2)

			P			P	P	P		Public libraries
P	P	P	P	P	P	P	P	P		Public parks and playgrounds provided recreational facilities shall not be less than 250 feet from any residential lot line
S										School support facilities
					P	P	P	P		Social, civic, patriotic and recreational clubs, lodges and fraternal orders
			P			P	P	P		U.S. post offices
<i>Industrial Uses</i>										
							P	P		Carpentry and cabinet making shops
							P	P		Cold storage plants and frozen food lockers not including lard rendering and abattoirs
							S	S	S	Contractor facilities and storage yards and establishments for installation and servicing products with outside storage of materials and machinery
							P	P	P	Contractor facilities not involving outside storage of materials and machinery
							P	P		Dry cleaning plants
									P	Frozen food processors, lockers and ice manufacturing
							S	S	P	Light manufacturing, processing or packaging of products (including machine shops without punch presses) provided all operations are conducted in a building which shall not have any opening other than a stationary window within 100 feet of a residential, agricultural or conservation district; shall not store or otherwise maintain any parts or waste material outside such building; and shall not create conditions of smoke, fumes, noise, odor or dust detrimental to health, safety or general welfare of the community; and shall be permanently screened from adjoining residential lots and districts by a wall, fence, evergreen hedge and/or other suitable enclosure of a minimum height of seven feet at the original elevation of the property line

									P	Manufacturing, processing, fabricating, assembling, distributing or packaging of products, including, but not limited to, business equipment, die-cut paperboard and cardboard; glass products made of purchased glass; electrical lighting and wiring equipment; dairy products; baked and confectioners' goods; fruit and vegetable processing, canning and storage; electronic components; professional, scientific, engineering; laboratory, or research instruments; electronic computing instruments; iron and steel, musical instruments; toys; rubber and metal stamps; photographic equipment; drugs; fire extinguisher; sporting and athletic goods, lithographic and printing processes; radio and television receiving sets; appliances; watches; clocks; and optical goods
									P	Moving and storage establishments
						S	S	S	P	Oil and gas exploration, extraction and production, provided the provisions of all applicable state laws and state rules are adhered to
P										Packing and distribution plants for horticultural products, provided such plants are incidental to agricultural operation of the property on which such plants are located
									P	Printing establishments
									S	Processing and sale of milk and milk products, both wholesale or retail
							S	S	S	Radio and TV transmission towers (provided the tower is so located that its minimum distance from any lot line shall equal the maximum height of the tower above ground level)
							S	S	S	Radio and TV transmitters
							S	S		Shopping centers as provided in section 24-476
							S	S	P	Sign manufacturing
									P	Soft drink and bottling plants

							S	S	P	Tire recapping, provided all operations are conducted in a building which shall not have any opening other than a stationary window within 100 feet of a residential district and which shall not store or otherwise maintain any parts or waste material outside such building
									P	Transportation terminals and facilities
									S	Truck stops
							S	S	P	Warehousing operations
							S	S	S	Welding, blacksmith, or machine shops, excluding punch presses
							S	S	P	Wholesale and jobbing establishments
									S	Yards for storage and/or sale of coal, petroleum products, or flammable gases
							S	S	S	Yards for storage and/or sale of lumber, building materials, or contracting equipment
										Uses listed in section 24-265

(Zoning Ord. 2003, table 7.1)



STAFF REPORT REZONING and SPECIAL USE PERMIT

Tyler and Emily Wynn
Planning Commission Public Hearing

General Information:

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

Application Information:

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

Summary of Request and Background Information:

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

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

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

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

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

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

Public Notice

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

Consistency with the Comprehensive Plan and Zoning Ordinance:

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

Citizen Comment:

There has been no citizen comment received about this proposal.

Conclusion:

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

September 15, 2022

Dear Town of Amherst,

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

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

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

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

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

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

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

Proposed Proffered Conditions:

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

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

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

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

Additional things to consider:

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

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

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

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

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

Sincerely,



Emily (Parks) Wynn

Guest Reviews:

Overall rating ★ ★ ★ ★ ★

Perfect place perfect host great location!!!

Overall rating

★ ★ ★ ★ ★

Public review

[View reply](#)

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

Overall rating ★ ★ ★ ★ ★

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

Overall rating

★ ★ ★ ★ ★

Public review

[View reply](#) ↗

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

Overall rating

★ ★ ★ ★ ★

Public review

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

Overall rating

★ ★ ★ ★ ★

Public review

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

Overall rating



Public review

[View reply](#) >

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

Adjacent Property Owner Information for

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

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

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

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

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



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

DATE 9/26/22

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

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

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

STATEMENT BY APPLICANT

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

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

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

[Signature]
Signature of Applicant

9/26/22
Date

PLANNING COMMISSION PUBLIC HEARING

Time

Date

PLANNING COMMISSION ACTION

Zoning Administrator

Date

TOWN COUNCIL PUBLIC HEARING

Time

Date

TOWN COUNCIL ACTION

Clerk of Council

Date

Adjacent property owner information for

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

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

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

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

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

A RESOLUTION TO ADOPT AND EFFECT THE CONTINUATION OF GOVERNANCE FOR THE TOWN OF AMHERST FOR THE JANUARY 1, 2023 – DECEMBER 31, 2024 COUNCIL TERM.

WHEREAS, various provisions of Code of Virginia, the Town Charter and the Town Code as well as tradition indicate that the Town Council of the Town of Amherst, Virginia, should take certain actions following an election,

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Amherst, Virginia, that the following organizational plan shall apply for the January 1, 2023 – December 31, 2024 Council term:

- 1. Election of Vice Mayor:** Pursuant to Article III, Section 3.01(9) of the Town Charter, Andra A. Higginbotham shall be elected Vice Mayor.
- 2. Continuation of Policies:**
 - 2.1 Pursuant to Article III, Section 3.01(10) of the Town Charter, Section 2-31 of the Town Code which establishes the regular date and place of the **regular monthly Town Council meeting** is hereby affirmed. Regular meetings shall begin at 7:00 PM. Special meetings may be called as per Section 3.01 (10) of the Town Charter.
 - 2.2 The **rules of conduct** for the meetings of the Town Council as established in the Rules of Procedure of the Town Council, adopted January 12, 2022, are hereby affirmed.
 - 2.3 The **Code of Ethics** for the Town Council, as adopted on January 11, 2017, is hereby affirmed.
 - 2.4 The **Invocation Policy** for the Town Council, as adopted on January 11, 2017, is hereby affirmed.
 - 2.5 The **Personnel Policy** adopted on June 14, 2006, effective on July 1, 2006 and last amended on October 14, 2020 is hereby affirmed.
 - 2.6 The **Procurement Policy** adopted on December 13, 2017, and last amended on October 9, 2019 is hereby affirmed.
 - 2.7 The **Policy for the Development of Agendas and Presentations** to the Town Council shall be as follows:

Most items considered by the Town Council are routine in nature or are arranged by the Town Manager. Some items are developed and presented by members of the Town Council or any of its various committees, boards and commissions. Materials supporting such issues are to be developed and distributed to the members of the Town Council as soon as practical or, at a minimum, along with the agenda materials.

There are times when residents of the Town of Amherst, Town business operators, or other individuals desire to speak before the Town Council or request the Town Council to take action or otherwise react on a specific issue. The Town Council has found it difficult to appropriately respond in a timely manner if sufficient notice of the request is not given. Therefore, it is the policy of the Town Council of the Town of Amherst

to require that a reproducible (8 ½ x 11) written description of any item to be considered be submitted to the Town Manager by 5:00 PM on the first Wednesday of the month for the meeting to be held that month. Individuals are reminded that such information becomes public information, subject to the Freedom of Information Act, upon receipt at the Town Hall.

However, the Town Council feels that Town residents and business operators have the right to address the Town Council on any issue that may involve the Town. Any individual desiring to speak before the Council who has not met the deadline requirement noted above 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 will be at the discretion of the Mayor. It is the Town Council's policy that agendas for regular monthly Town Council meetings will include time reserved at both the beginning and end of the meeting for hearing public comments.

The Town Council may waive this policy if it finds that strict adherence to its language is too restrictive.

3. **Town Depository:** Pursuant to Article III, Section 3.01(15) of the Town Charter, all banks currently operating a branch inside the corporate limits of the Town of Amherst (Truist, Bank of the James and First National Bank) and SunTrust Bank, VML/VACO Virginia Investment Pool and the Local Government Investment Pool shall be considered approved places of deposit for Town funds. The Mayor, Town Manager and Treasurer are hereby authorized to execute all papers necessary to continue or effect new accounts.
4. **Standing Council Committee Appointments:** The authority of the Town Council to appoint standing committees is established in Section 2-29 of the Town Code. The purpose of standing committees is (a) to facilitate policy decisions by the Town Council via review, preliminary discussion and investigation of various matters during preparation of their reports to the Town Council and (b) to act in an advisory capacity to the Town Manager and department heads but not to supplant the authority of either the Town Council or management. The following standing committees are hereby established, members appointed, and ongoing duties assigned accordingly:
 - 4.1 **Finance Committee-** The Council as a whole will act as the Finance Committee, reviewing the budget annually as a group, and approving monthly check registers at their regular meeting, as a consent item, unless there are any questions.
 - 4.2 **Community Relations and Improvement Committee** – Janice N. Wheaton (Chairman) and Douglas L. Thompson
 - Work with Town staff and community organizers to provide input and guidance into Town improvements and events.
 - Support downtown improvements and address ideas from the public regarding the Town.
 - 4.3 **Utilities Committee** – Andra A. Higginbotham (Chairman) and Sharon W. Turner
 - Monitor the development and construction of capital improvement projects.
 - Review proposed utility system upgrades and extensions.
 - Interface and assist developers in coordinating Town policies with proposed new

developments.

5. **Staff Appointments:** The following staff appointments are hereby made for the January 1, 2023 – December 31, 2024 Town Council term. The effect of this resolution shall be to appoint all individuals subject to the authority granted to the Town Council by the Town Charter.

5.1 **Town Manager** - Pursuant to Article III, Section 3.01 (21), (22), (23) and (24) of the Town Charter, Sara E. McGuffin is hereby appointed Town Manager with duties and authorities as outlined in the Town Code, the Charter, and the Code of Virginia and as may be assigned by the Town Council from time to time.

5.2 **Town Clerk** – Pursuant to Section 2-89 of the Town Code, Vicki K. Hunt is hereby appointed Town Clerk with all duties and authorities as described in the Town Code.

5.3 **Town Treasurer** – Pursuant to Section 2-90 of the Town Code, Tracie L. Morgan is hereby appointed Town Treasurer with all duties and authorities as described in the Town Code. These duties shall be considered in addition to her duties as Office Manager.

5.4 **Town Attorney** – Pursuant to Section 2-91 of the Town Code, the firm of Deal and Lachney is hereby appointed Town Attorney with all duties and authorities as described in the Town Code. Remuneration shall be continued on a contractual basis.

5.5 **Chief of Police** – Pursuant to Section 2-92 of the Town Code, Robert A. Shiflett is hereby appointed Chief of Police with all duties and authorities as described in the Town Code.

5.6 **Town Engineer** – Herbert F. White, III is hereby appointed Town Engineer with duties as assigned from time to time by the Town Council or Town Manager. Contract renewal and remuneration shall be continued on an annual contractual basis.

6. **Board Appointments:**

6.1 Pursuant to Article II, Section 2 of the November 2018 **Central Virginia Planning District Commission** charter, Dwayne Tuggle and Sara McGuffin are hereby appointed to that board for the January 1, 2023 – December 31, 2024 term.

6.2 Pursuant to Article III, Section 1 of the July 2019 **Central Virginia Transportation Planning Council** (MPO) bylaws, Dwayne Tuggle and Sara McGuffin are hereby appointed to that board for the January 1, 2023 – December 31, 2024 term.

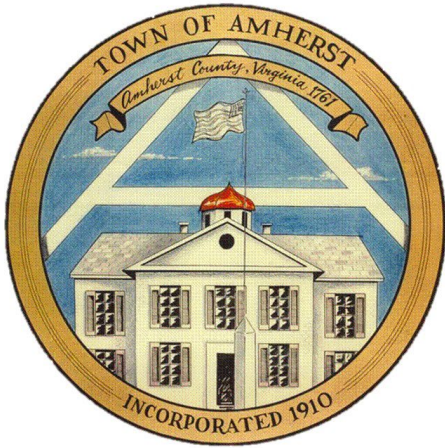
6.3 Pursuant to Section 18.1-1403 of the Town Code, Michael H. Driskill is appointed as the Town Council's representative on the **Town of Amherst Planning Commission** for a term to expire on December 31, 2024.

It is the intent of the Town Council that the terms for all appointments made by this resolution shall continue beyond the January 1, 2023 – December 31, 2024 Town Council term of office until successors are duly appointed.

This Resolution was adopted by the Town Council of the Town of Amherst on January 11th, 2023.

Mayor Dwayne Tuggle

Attest:



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 11th day of January, 2023.
- _____
D. Dwayne Tuggle, Mayor
- _____
Janice N. Wheaton, Council Member
- _____
Douglas L. Thompson, Council Member
- _____
Andra Higginbotham, Vice Mayor
- _____
Sharon W. Turner, Council Member
- _____,
Michael H. Driskill, Council Member
- 79

2023 State of the Town Address

2022 turned into a year of incredible activity. After a time of pandemic, 2022 became the year that people were ready to get back to their normal activities and start new projects. Whether it was new home builds, such as the three homes by Habitat on North Main, or new businesses, such as Hickey on South Main, this was a year of plentiful activity. In the downtown, people were excited to see new businesses start, such as Bonfire, and some of our long term favorites, like Hill House, reinvest in their businesses.

In the Police Department, the Town purchased a new Police car for our Police Chief and saw the addition of a special new Officer- Canine Officer Skye. Officer Rose and Skye were stars during their training, and have already been effective in finding illegal drugs, which would have otherwise been unfound. The Police Department has worked as a team to bring together the community in a variety of events, including the First Responders Parade, the Trunk or Treat, and the biggest Toy Drive ever. Finally, when faced with issues of community concern such as parking, loud vehicles, or loitering in parking lots, they always sought first to work with and inform citizens, increasing the positive community spirit and proactive policing.

On the Utilities side, the Town was able to acquire a backhoe for Maintenance through grant funds at no additional cost to the Town. This is an equipment purchase that has been on the Town's list for several years, and acquiring it without expense was a real benefit to the Town. The Town's project list continued, with the award of the bid for the mostly grant funded generator at the Waugh's Ferry pump station and the near completion of that project. The Water Treatment Plant renovation is proceeding well and staff has worked well with the contractors to address issues and ensure that the construction does not interfere with the provision of safe, clean drinking water. On the wastewater side, the centrifuge is on order for the sludge dewaterer and that project, including the awarded construction bid and the equipment has been awarded under the Town's budget from the federally granted ARPA funds.

The Council also took action on several items to improve the Town. The Industrial Development Authority became an Economic Development Authority. The Zoning Ordinance has been recodified, allowing our complete Code to be available on-line for citizens and customers. A new water and sewer agreement has been made with Sweet Briar College, allowing for predictability and stability for both entities. And, the Council accepted the right of way for Lynchburg Road from the County, allowing VDOT to plan for the completion of that road.

2022 has been a productive and positive year, and we are looking forward to 2023 being even better in our wonderful town.