

# AMHERST TOWN COUNCIL

## AGENDA

Wednesday, April 13, 2022

Meeting at 7:00 p.m.

Town Hall, 174 S. Main Street, Amherst, VA 24521

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation** - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Public Hearings and Presentations**
- 1. Public Hearing on the FY 22-23 Capital Improvement Program (Pg. 18)-** *The proposed Capital Improvement Program is included in the budget , on page 18. The Planning Commission held a public hearing on the CIP on March 2, 2022, and recommends approval of the CIP to Council. This may be adopted separately from the budget and is anticipated for adoption on April 13<sup>th</sup>, 2022, unless Council has changes. The CIP does not obligate any spending.*
  - 2. Public Hearing on the FY 22-23 Budget (Pgs. 1-37)-** *The proposed budget is included in the packet. The public hearing has been set and advertised for April 13, 2022. Comment should be received at this meeting, and adoption is slated for the May meeting.*
  - 3. Public Hearing on the Change from an IDA to an EDA (Pgs. 38-40)-** *During the Council’s strategic planning process for this term, Council expressed interest in having the Industrial Development Authority become an Economic Development Authority. This code amendment would change the group’s title and has been advertised for public hearing at the April 13<sup>th</sup> meeting. If Council is satisfied with the change, it may be adopted at this meeting.*
- 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. -41-43)**
  - 2. 0 – Draft of the March 9, 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. 44-51)**
    - 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 and handout**

## **2. Council Committee Reports**

- a. Finance Committee – *Mrs. Carton*
- b. Utilities Committee – *Mr. Watts*

## **3. Other Reports (Pgs. 52-62)**

- a. Planning Commission
- b. Industrial Development Authority
- c. Property Maintenance Investigation Board
- d. Robert E. Lee SWCD- *met January 27 and February 24, 2022, minutes attached*

## **H. Discussion Items**

- 1. Purchase Approval for Maintenance Truck (Pgs. 63)** *Sara McGuffin- The Maintenance Department's primary work truck is in need of a repair for which parts are unavailable, due to supply chain issues. Staff recommends purchase of a replacement truck, as recommended in the CIP, as well as repair of the existing truck, once parts are available. The replacement truck is available through a state contract for \$57,283.*
- 2. Authorization to Apply for Waterline Funding under VDH funding programs-** *Sara McGuffin- With the advent of additional federal dollars for water projects at the state level, there are projects that will get funded in the coming year that will not require any local match. Staff recommends applying for funding for two projects- the replacement of the Sunset Drive waterline and the replacement of the Maple Lane/Whitehead Drive waterline. Staff requests authorization to apply for these projects, with the understanding that the Town would only accept if no local match is required.*
- 3. Consideration of Ordinance Amendment for Removal of Trash Cans in Public Rights of Way (Pgs. 64-67)-** *Eric Lansing- Last month, Council considered an ordinance requiring the removal of trash cans from the public right of way after garbage pickup. Revisions have been made per Council's request. If Council finds this draft acceptable, a public hearing should be set on the proposed ordinance.*
- 4. Mutual Aid Agreement (Pgs. 68-91)-** *Sara McGuffin- There is a mutual aid agreement for police and sheriff's departments in the region that expires on April 30, 2022. In order for our department to be included in the next agreement for the four-year term, this resolution must be passed and then the agreement must be executed. Staff recommends adoption of the resolution.*

## **I. Matters from Staff**

## **J. Matters from Town Council**

## **K. Citizen Comments**

## **L. Adjournment**

# Town of Amherst FY 23 Budget



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

Budget presented to Council with public hearing on April 13, 2022  
Budget adoption slated for May 11, 2022

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

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



# TOWN OF AMHERST

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

## MEMO

**Date:** March 22, 2022

**To:** Mayor Dwayne Tuggle and Members of Town Council

**From:** Sara McGuffin, Town Manager

**Re:** FY 23 Town of Amherst Budget

It is my pleasure to present to the Amherst Town Council the proposed FY 23 budget. This budget represents both a recovery budget, in that revenues are tracking back to pre-pandemic levels, but also a budget that recognizes that our current financial climate is filled with many unknowns. Inflation in calendar year 2021 was the highest seen in decades, and employment issues continue to be a concern, as finding and retaining employees has become a challenge for all industries, but especially those requiring specialized training. Construction costs for projects continue to escalate, and supply chain problems feel like the new normal. That being said, the Town of Amherst continues to be very well positioned for all that we face. Our work force is well trained, capable, customer service oriented, and stable. Our fund balances continue to be healthy and increasing in most funds. The Town's reinvestment in facilities was extraordinarily well timed and left the Town positioned well for the use of ARPA funds and future projects. While decision making in these turbulent times on the appropriate expenditure of funds is challenging, the Town's overall position leaves us with positive options.

### **Assumptions and Background:**

- This budget is predicated on the return of pre-pandemic tracking of revenues. Sales tax revenues are higher than anticipated, due to the change in how those are tracked by the state. Localities now see the benefit of purchases made on-line and delivered to homes. Meals tax revenues have also rebounded past expected amounts. These improvements were already beginning during the last budget cycle, but staff remained conservative on revenue estimates until the trends continued for a longer period. At this point, these trend lines show over a year of positive movement, and while we continue to be conservative in the projections, the amounts have increased.

- While the economy is creating several increased expenditure lines that are beyond the control of the Town, this budget does not recommend any increases to any taxes, fees, or rates. The Town has worked hard to manage costs and maintain a zero levy for real estate and personal property taxes. This budget maintains this course and seeks to continue it into the future. If inflationary pressure continues for multiple years, this could change, but this is out of Town control.
- The receipt of so many federal dollars to localities has created a temptation to use these dollars on items that are recurring costs for localities. The Town used approximately ten percent of its ARPA funding for lost revenue replacement in the previous fiscal year and anticipates no further use of these funds in any future year for any recurring expense line. While ARPA funds can be used for public safety salaries, doing so repeatedly sets up an operational deficit in future years. With the positive revenue tracking, the use of ARPA funds that Council has designated for a sludge dewaterer is a positive capital commitment that has no recurring costs and increases efficiency at the wastewater treatment plant. Because these funds have been designated for this purpose, these funds are capitalized, and do not appear in your FY23 budget.
- As the USDA funded sliplining debt comes online in this fiscal year, and with the expenditures from that project completing, the wastewater fund shows a loss before balancing from reserves. Debts in this fund create a seven fiscal year challenge, when one of the debts is retired in FY 30. This challenge is known and anticipated as the Town works hard to manage debt appropriately, paying debt down aggressively to save money and better position ourselves for the future.
- Upon completion of the Water Treatment Plant upgrade, staff recommends a review of debts in the Water fund for the FY24 budget process. There may be good opportunities to pay down or eliminate smaller debts once the treatment plant upgrade costs are fully known.
- Staff does not recommend any additional construction projects with this budget cycle. The current slate of construction projects should be completed and fully accounted for prior to beginning any additional projects.

### **Highlights:**

- The completion of the USDA funded sliplining project has secured the viability of our wastewater system. The addition of the ARPA funded sludge dewaterer, which we anticipate to be largely funded in this fiscal year, bring the wastewater plant up to the next level of efficiency and technology. This reinvestment in the Town's core functions ensure reliability, compliance with standards, and financial

health of the system. The Water Treatment Plan renovation project continues in this budget and brings that plant up to the latest standard.

- Changes in the labor market are incredibly challenging right now. With the state and some localities increasing salaries at a pace which has never been seen, “the great resignation” occurring out of the pandemic, and an inflation rate of 7.4% last year, employee retention and development continues to be a key recommendation of this budget. Raises and development plans recommended by this budget do not attempt to bring the Town to the level that may be seen in other localities, but it does attempt to keep us in the marketplace. The budget has a 7.4% salary increase for employees, with a cap of \$60,000 on which the raise is applied. Health insurance rates have increased 8%, and combined with the increase in the rate of inflation, create a definite funding change in this fiscal year. Finally, this budget does include one new employee as a full-time position, converting from a part time position. This employee is the Accreditation assistant, who will spend half time in the Police Department and half time in Town Hall, assisting with grants management and community development initiatives.
- This budget recommends a partially funded Capital Improvement Program cost of \$135,800. This expenditure would purchase a new police car, a new truck for the maintenance department, and a small tractor for the maintenance department, as well as a roof for the lab building at the wastewater plant. While there are other expenditures that could be considered, these are the ones that keep the Town on track in our core areas for the future.
- This budget includes three revisions to the Utility Rate and Fee Policy. The changes are all required by State Code. They include a mandated renter deposit if property liens are applied on landowners, a change in the way penalties are applied, and a change in late fees (with 30 and 60 day late terms and no cut-offs before 60 days). While the Code mandates that the rental deposit needs to be between three and six months of a typical bill, staff anticipates allowing this to be paid over the first three months of the account so that it will not create an undue hardship on new renters in the Town.

### **Adoption Process:**

Council has set a public hearing on the budget and the Capital Improvement Program (CIP) for April 13, 2022. The CIP is anticipated to be adopted at the same meeting. The budget may not be adopted at the meeting where it is heard and is slated for adoption at the Council's May 11, 2022 meeting.





## Town Manager's Budget Message

Table of Contents.....	1
Budget Ordinance.....	2
Schedule of Local Tax Levy.....	5
Utility Rate and Fee Policy.....	6
Public Hearing Notice.....	10
Proposed Capital Improvement Program.....	11

General Fund

Revenue.....	2
Expenditures.....	13

Water Fund

Revenue.....	16
Expenditures.....	16

Sewer Fund

Revenue.....	19
Expenditures.....	19

Garbage Fund

Revenue and Expenditures.....	22
-------------------------------	----

Industrial Development Authority Fund

Revenue and Expenditures.....	23
-------------------------------	----

Policies and Fund Balances

Personnel Cost Allocation Plan.....	24
Fund Balances and Contingency Calculations.....	25
Debt Balances and Payments.....	26
Town Owned Vehicle Information.....	27
Balance Sheet.....	To be Added
Statement of Net Position .....	To be Added
Fund Balance Analysis.....	28
Pay Plan.....	29



AN ORDINANCE TO ESTABLISH THE [BUDGET](#) FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

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

**A. SOURCES OF FUNDS**

That for the support of the Town Government and its General Fund, for the tax year beginning on January 1, 2022, all taxes, fees, charges and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein.

**B. FUND ACCOUNTING**

That the following projected sources and use of funds are hereby approved as the FY23 Town of Amherst budget and approved appropriations for the respective funds.

**Estimated Revenues**

General Fund	\$1,478,508
Water Fund	\$1,212,616
Sewer Fund	\$1,040,942
Garbage Fund	\$154,128
IDA Fund	\$34,530

**Estimated Expenditures**

General Fund	\$1,478,508
Water Fund	\$1,212,616
- Operations	\$827,784
- Debt Service and Capital Projects	\$384,832
Sewer Fund	\$1,040,942
- Operations	\$655,099
- Debt Service and Reserve	\$385,843
Garbage Fund	\$154,128
IDA Fund	\$34,530

**C. TAX RATES**

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

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

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

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

- Contractors: \$0.16 per \$100 of gross receipts
- Financial, Real Estate and/or Professional Services: \$0.50 per \$100 of gross receipts
- Retailers: \$0.10 per \$100 of gross receipts
- Wholesalers: \$0.04 per \$100 of gross receipts
- Repair, Personal, Business and other services: \$0.31 per \$100 of gross receipts
- The rate for Itinerant Merchants and Peddlers shall be set at \$20/year for door to door peddlers, \$200/month for itinerant merchants (\$500/yr max) and peddler of fresh produce \$50/year

**D. UTILITY RATES AND CHARGES**

See attached Utility Rate and Fee Policy for rates related to water and sewer. The FY 23 budget holds all water and sewer rates and fees at the same level since fiscal year 2018.

**E. DONATIONS**

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

<b>Amount</b>	<b>Organization</b>	<b>Purpose/Conditions</b>
<b>\$12,500</b>	Amherst Fire Department	Operating Costs, including water, sewer, electric, training, equipment.
<b>\$3000</b>	Village Garden Club	Civic Beautification
<b>\$2500</b>	Amherst County Museum and Historical Society	Utilities, Programming and repairs to the Museum building.
<b>\$2500</b>	Neighbors Helping Neighbors	Supplies for Food Bank
<b>\$20,500</b>	Total Donations	

**F. FUND BALANCE REQUIREMENTS**

The Town of Amherst maintains a Fund Balance Policy to ensure that the Town has adequate funds to address emergency situations and ensure the Town's credit worthiness. Required balances for the FY21 fiscal year are as follows:

General Fund Permanent Fund		\$ 369,627
General Fund Contingency		\$ 44,355
Water Fund Permanent Fund		\$ 591,778
Sewer Fund Permanent Fund		\$ 549,618
Garbage Fund Permanent Fund		\$ 38,532

**G. PERSONNEL**

To maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost-of-Living increase for all employees of 7.4%, with a cap of \$60,000 applied amount. This cap means that any employee earning over \$60,000 receives the same raise based upon a salary amount of \$60,000, rather than their total salary. The 7.4% is consistent with the consumer price index change in the 2021 calendar year.

Additionally, employees may receive raises during the year commensurate with their completion of career development goals.

Health insurance costs went up by approximately 8% and plan choices remain the same this year from last year.

**H. CONDITIONS**

The intent being to authorize spending according to this budget, all appropriations articulated herein are declared

to be maximum and conditional such that outlay shall be made only in the event the aggregate revenues collected and other resources available to the Town in the respective funds are sufficient. All debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with the Ordinance, the Town Charter, Town Code and Purchasing Policy and administrative rules and procedures.

*This Ordinance was passed by a vote of the Amherst Town Council on the 11<sup>th</sup> of May, 2022 and reflects the complete budget for July 1, 2022 to June 30, 2023.*

Mayor \_\_\_\_\_

Attest:

\_\_\_\_\_  
Clerk of Council

Town of Amherst  
Schedule of Local Levy  
July 1, 2021

The following are tax levies for the fiscal year beginning July 1, 2022. The Town Code contains other tax levies and a more complete description of the Town's taxation program.

1. On the \$100.00 of assessed value of taxable real estate, including mobile homes, the rate shall be \$0.00.
2. On the \$100.00 of assessed value of machinery and tools used in manufacturing or mining business including property specifically classified by Section 58.1-3506A.6 of the Tax Code of Virginia, the rate shall be \$0.00. This tax rate shall also be applicable to real and tangible personal property of public service corporations, based upon the assessments generated annually by the State Corporation Commission, and duly certified.
3. On the \$100.00 of assessed value of taxable tangible personal property, including property specifically classified by Section 58.1-3506 and Section 58.1-3509 of the Code of Virginia, the rate shall be \$0.00.

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

# Town of Amherst Utility Rate and Fee Policy

FY 22/23

## **Initiation or Termination of Service:**

Requests to initiate or terminate Town water, sewer and/or refuse collection (utility) service are accepted at the Town Hall (434/946-7885) 9-5, M-F for processing by the Utilities Department. All new customers and changes to the party to be billed are required to show proper identification and will be charged a \$50.00 account set-up fee/ reconnection fee/trip charge that will be added to the customer's first bill. -

## **Residential Customers:**

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

<u>Rate Component</u>	<u>In Town Residential Base Charge</u>	<u>In Town Use Charge per 1,000 gallons</u>	<u>Out of Town Residential Base Charge</u>	<u>Out of Town Use Charge per 1,000 gallons</u>
<b>Water:</b>				
Effective July 1, 2017	\$15.60	\$7.75	\$31.20	\$15.50
<b>Sewer:</b>				
Effective July 1, 2017	\$27.35	\$6.85	\$54.70	\$13.70
<b>Curbside Refuse Collection:</b>				
Effective July 1, 2016	\$10.60		\$10.60	

## **Nonresidential Customers:**

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

## **Deposits**

A lessee or tenant of a property shall pay a security deposit of \$300 to the Town as a condition precedent to turning on water or sewer services in the name of the lessee or tenant for that property. This may be paid at a rate of \$100/month, added to the monthly utility bill. Interest will not be paid on deposit refunds. Deposits will be credited to the tenant's final bill after the Town is notified that the tenant will no longer be living at a particular residence. Any remaining credit balance left on a closed account will be mailed to the account holder, within two (2) months from when the account was closed, in the form of a check. Refund checks will only be made to the account holder.

## **Curbside Refuse Collection:**

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

## **Fire Sprinkler Fees**

Fire sprinkler fees are as follows:

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

## **Charges for Water Not Discharged to Sewer:**

The Town charges for sewer based on 100% return of the water to the sewer system for those Town water customers that

are connected to the Town of Amherst wastewater collection and system. However, any customer may request that the Town install a separate “irrigation” meter for water that does not return to the sewer system – i.e. for lawn sprinkling or irrigation. For the purposes of billing, the irrigation meter shall be considered a separate account. Separate application and connection fees are required to be paid, and once activated the water-only (no sewer or refuse collection fees apply) will be billed separately. All irrigation systems must meet the provisions of the Cross Connection Control Ordinance (§17-14 of the Town Code).

**Dormant Account Fees:**

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

**Reconnection Fee:** -

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

**Billing:**

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

**Adjustments for Leaks:**

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

**Late Payment Charges and Disconnect Procedures:**

The Town will assess a late charge penalty of 10%, which shall be assessed once for each new delinquent amount charged when the payment is not received by 5:00 P.M. on the due date. Delinquent charges shall also be assessed interest at 10% per annum (0.833% per month) until paid. All payments received after 5:00 P.M. are processed as the next business day’s receipts. If a customer receives a bill with a previous balance showing 60 days past due, that 60 days past due balance must be received by 5:00 P.M. on the 2<sup>nd</sup> Monday of the month following receipt of that bill. If the 60 day previous balance is not received by that time, customer will be put on the Town’s disconnect list for the following morning. **The cut off time refers to online payments and drop box payments as well as in person payments. If you make your payment at 5:05p.m. online on the cutoff date you will be added to the disconnection list per this policy.**

**Restoration of Service:**

If a customer has not paid the 60 day past due balance on an account by the disconnection date or otherwise made arrangements satisfactory to the Office Manager to have the balance paid, the water service will be terminated.



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

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

**Returned Payments:**

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

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

**Payment Arrangements:**

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

**Fire Hydrant Use:**

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

**Cross Connections:**

As required by the Virginia Department of Health, where a high potential exists for contamination of the Town's municipal water system, a backflow prevention device approved by the Town of Amherst must be installed. This includes irrigation systems. Where required, the owner of the backflow prevention device must have annual tests performed to certify that the device is working correctly. Failure to install and operate such devices and/or provide certification or the test results to the Town of Amherst may result in the interruption of water service. (*See* Town Code 22-53, 22-54)

**Sewer Connections and Discharges:**

Connections to and discharges into the Town's sewer system must conform to local, state, and federal sewage pretreatment regulations. This includes the installation of grease traps for restaurants and gritraps for car washes. Failure to meet such provisions may result in the interruption of sewer service via disconnection of the water service or other means. (*See* Town Code § 22-157.)

**Availability and Connection Fees:**

Availability Fees:

The Town does not charge availability fees where:

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

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

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

**Maintenance of Policy and Implementation**

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

**PUBLIC HEARING NOTICE**

The Town of Amherst Town Council will hold a public hearing at 7:00 PM on April 13, 2022 in the Council Chambers of the Town Hall at 174 South Main Street, Amherst, VA, on the following matters:

**Capital Improvement Program**

To receive comments on the Town's 2022 – 2023 Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment.

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

**Fiscal Year 2022/2023 Town of Amherst Budget**

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

**Estimated Revenues**

General Fund	\$1,478,508
Water Fund	\$1,212,616
Sewer Fund	\$1,040,942
Garbage Fund	\$154,128
IDA Fund	\$34,530

**Estimated Expenditures**

General Fund	\$1,478,508
Water Fund	\$1,212,616
- Operations	\$827,784
- Debt Service and Capital Projects	\$384,832
Sewer Fund	\$1,040,942
- Operations	\$655,099
- Debt Service and Reserve	\$385,843
Garbage Fund	\$154,128
IDA Fund	\$34,530

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

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

**Town of Amherst**  
**Capital Improvement Program FY 22-23**  
**Recommended by the Planning Commission for consideration by the Town Council**

Project Description & Ranking	CIP Committee Evaluation	Planning Commission Ranking	Total Estimated Cost	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Recommended Sources of Funds
<b>Police</b>									
Police Tahoe SUV-New	13		47,000.00	47,000.00			47000		General Fund
Police Interceptor-SUV	13		46,845.00		46,845.00	46,845.00			General Fund
<b>Community Development</b>									
<b>Maintenance</b>									
New Truck	11		45,000.00	45,000.00					All Funds
Mini Excavator	18		80,000.00		80,000.00				All Funds
UTV-Side by Side (shared)	19		16,500.00	16,500.00					All funds
Addition to Maintenance Shop	14		100,000.00		100,000.00				All Funds
Backhoe	19		120,000.00	-	120,000.00				All Funds
Tractor w/ bucket mower & backhoe	13		37,000.00	37,000.00					General Fund
<b>Plants</b>									
WWTP SCADA	22		160,590.00	\$ 160,590.00					WW Fund
Roof Replacement-Lab	19		6,800.00	6,800.00					WW Fund
<b>Water Line Replacements</b>									
Replace Author Court W/L			200,000.00		200,000.00				Grant and Water
Sunset Drive Replacement			1,019,260.00			1,019,260.00			Grant and Water
Waugh's Ferry Road Replacement			1,406,595.00			1,406,595.00			Grant and Water
Walnut Street Replacement			136,888.00				136,888.00		Grant and Water
Union Hill Replacement			420,416.00					420,416.00	Grant and Water
Zane Snead Replacement			294,400.00				294,400.00		Grant and Water
<b>TOTAL</b>			<b>4,137,294.00</b>	<b>312,890.00</b>	<b>546,845.00</b>	<b>2,472,700.00</b>	<b>478,288.00</b>	<b>420,416.00</b>	

GENERAL FUND							
		FY 19 Budget	FY 20 Budget	FY 21 BUDGET	FY 22 BUDGET	FY 23 BUDGET	
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY21 Amended Total	FY 22 Approved	FY 23 TM Recommended	FY 23 Recommended less FY22 Adopted=Difference
GENERAL FUND REVENUES							
Real Property Taxes-Current	11010-0001	-	-				-
Real Property Taxes-Delinquent	11010-0002	-	-				-
Personal Property Tax-Current	11030-0001	-	-				-
Personal Property Tax-Delinquent	11030-0002	-	-				-
Penalties on Del Taxes	11060-0001	-	-				-
Interest on Del Taxes	11060-0002	-	-				-
Local Sales & Use Tax	12010-0001	100,000.00	105,000.00	127,000.00	120,000.00	144,000.00	24,000.00
Consumer Utility Tax-Gas, Elec	12020-0001	26,000.00	26,000.00	25,500.00	24,000.00	25,200.00	1,200.00
Electric Consumption Tax	12020-0002	18,000.00	19,000.00	19,000.00	18,000.00	18,000.00	-
Business License Tax	12030-0006	120,000.00	125,000.00	80,500.00	100,000.00	115,000.00	15,000.00
Business Lic Tax-Interest & Pen	12030-0007	2,300.00	3,200.00	1,800.00	1,000.00	2,500.00	1,500.00
Motor Vehicle Licenses	12050-0001	42,000.00	42,500.00	40,000.00	40,000.00	40,000.00	-
Motor Vehicle Licenses Penalties/Interest	12050-0002	4,000.00	400.00	400.00	100.00	300.00	200.00
Bank Stock Fee	12060-0001	75,000.00	58,000.00	60,000.00	62,500.00	70,000.00	7,500.00
Cigarette Tax	12080-0001					30,000.00	
Lodging Tax	12100-0001	7,900.00	8,500.00	8,700.00	8,400.00	12,000.00	3,600.00
Meals Tax	12110-0001	495,000.00	500,000.00	456,000.00	480,000.00	625,000.00	145,000.00
Meals Tax-Pen & Int.	12110-0002	1,000.00		600.00	600.00	600.00	-
Zoning Permits	13030-0007			600.00			-
Fines & Forfeitures	14010-0001	15,000.00	18,000.00	4,400.00	6,000.00	6,000.00	-
Interest on Bank Deposits	15010-0001	5,000.00	5,250.00	6,000.00	6,000.00	3,000.00	(3,000.00)
Interest on Investments	15010-0002	18,000.00	25,000.00	20,000.00	43,200.00	12,000.00	(31,200.00)
VIP Unrealized Gain/Loss	15010-0003			0.00		-1.00	(1.00)
Tower Lease	15020-0005	9,400.00	9,400.00	9,400.00	9,403.56	9,403.56	-
Rent-Firing Range	15020-0006	-		0.00			-
Police Security	16030-0001	1,800.00	1,000.00	0.00			-
Refunds	18030-0001			0.00			-
Credit Card Transaction Fee	18030-0004	3,000.00	250.00	50.00			-
Returned Check Fee	18030-0005	400.00	200.00	250.00	100.00	150.00	50.00
Accident Reports	18030-0006	500.00	150.00	150.00	200.00	200.00	-
Misc Rev	18030-0007	1,000.00	1,000.00	1,000.00			-
Collection Fee	18030-0008			1,000.00	3,000.00	2,200.00	(800.00)
Donations-Police	18990-0003			0.00	200.00		(200.00)
DMV Stop Fees	19020-0005	1,200.00	300.00	1,200.00	500.00	500.00	-
Rolling Stock Tax	22010-0007	2,500.00	2,500.00	2,400.00	2,400.00	2,390.00	(10.00)
Personal Property Tax Relief	22010-0009	17,455.00	17,455.00	17,455.00	17,455.00	17,455.00	-
Rental Tax	22010-0010	2,000.00	2,000.00	2,000.00	2,400.00	2,400.00	-
Game of Skills Tax							
Communication Tax from State	22010-0030	96,000.00	90,000.00	85,000.00	78,000.00	78,000.00	-
DCJS Grants	24010-0001			0.00			-
State Police Aid	24010-0003	54,588.00	54,588.00	56,608.00	56,608.00	58,820.00	2,212.00
Fire Programs Grant	24020-0001	10,000.00	10,000.00	15,000.00	15,000.00	15,000.00	-
CARES Act Funding	33020-0002			260,668.97			-
Insurance Claims	41010-0001			0.00			-
Sale of Land/Vehicles/Buildings	41020-0001			0.00			-
Carryover from previous year for budget balance				0.00			-
Transfers from Other Funds	41050-0006			0.00			-
Reserve Funds	42000-0000		9,350.24	120,751.77	107,547.19	188,390.21	80,843.02
General Fund Revenues Totals		1,129,043.00	1,134,043.24	1,423,433.74	1,202,613.75	1,478,507.77	245,894.02

		FY 19 Budget	FY 20 Budget	FY 21 BUDGET	FY 22 BUDGET	FY 23 BUDGET	
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY21 Amended Total	FY 22 Approved	FY 23 TM Recommended	FY 23 Recommended less FY22 Adopted=Difference
GENERAL FUND EXPENSES							
TOWN COUNCIL							
Wages	11010-1100	11,400.00	11,400.00	11,400.00	11,400.00	11,400.00	-
FICA	11010-2100	872.10	872.10	872.10	872.10	872.10	-
Travel-Milage/Hotels/Conference	11010-5501		2,500.00	500.00	1,500.00	1,500.00	-
Employee Recognition	11010-5811	2,000.00	2,000.00	0.00			-
Town Council Totals		14,272.10	16,772.10	12,772.10	13,772.10	13,772.10	-
TOWN MANAGER							
Wages	12110-1100	24,759.00	25,632.99	26,699.94	27,073.74	28,261.74	1,188.00
PT Wages	12110-1300	32,827.09	35,982.75	35,391.48	35,882.04	60,481.52	24,599.48
FICA	12110-2100	4,405.34	4,560.60	4,749.99	4,816.12	6,788.86	1,972.74
VRS	12110-2200	3,825.03	4,107.52	5,606.99	5,685.49	9,649.13	3,963.64
Health Insurance	12110-2300	2,462.40	2,462.40	2,579.04	2,553.12	7,900.20	5,347.08
Group Life Insurance	12110-2400	306.66	329.31	357.78	362.79	672.68	309.89
STD/Long-Term Disability	12110-2500	178.26	151.23	140.98	142.95	380.89	237.94
Unemployment Insurance	12110-2600	50.00	25.00	25.00	25.00	41.45	16.45
Worker's Comp	12110-2700	146.01	137.42	133.93	144.11	147.83	3.72
Professional Svcs	12110-3150	800.00	2,500.00	2,500.00		3,000.00	3,000.00
Printing & Binding	12110-3500			0.00			-
Advertising	12110-3600	3,000.00	2,000.00	2,000.00	1,000.00	1,000.00	-
Contingency requirement	12110-5000	98,021.65	33,871.00	44,855.66	36,078.12	44,455.00	8,376.88
CARES Act Expenses	12110-5001			0.00			
Postage	12110-5210	200.00	200.00	200.00	200.00	200.00	-
Telecommunications	12110-5230	540.00	540.00	540.00	540.00	540.00	-
Crime & Cyber Insurance	12100-5307	2,329.00	2,481.00	2,481.00	2,956.00	2,956.00	-
Travel-Mileage/Hotel/Conference	12110-5501	4,150.00	4,150.00	800.00	2,000.00	2,000.00	-
Dues & Memberships	12110-5810	3,600.00	4,829.00	1,500.00	3,600.00	2,500.00	(1,100.00)
Capital Improvement Program	12110-8000		33,534.00	0.00	52,845.00	135,800.00	82,955.00
Town Manager Totals		181,600.44	157,494.22	130,561.79	175,904.48	306,775.30	130,870.82
FINANCE DEPARTMENT							
Wages	12420-1100	38,781.19	40,149.35	42,037.82	42,626.35	46,280.54	3,654.19
PT Wages	12420-1300	9,612.97	10,019.49	3,264.07	4,422.57	4,750.80	328.23
FICA	12420-2100	3,702.15	3,837.92	3,465.60	3,599.24	3,903.90	304.66
VRS	12420-2200	6,336.85	6,433.67	6,726.05	6,820.22	7,835.30	1,015.08
Health Insurance	12420-2300	6,657.60	6,657.60	6,972.96	6,902.88	7,489.80	586.92
Group Life Insurance	12420-2400	508.03	515.80	563.31	571.19	620.16	48.97
Unemployment Insurance	12420-2600	50.00	50.00	45.00	45.00	29.83	(15.17)
Worker's Comp	12420-2700	141.27	146.54	105.48	120.37	130.19	9.81
DMV Stops	12420-3009	1,500.00	1,500.00	1,500.00	1,000.00	1,200.00	200.00
Professional Svcs	12420-3150	-	2,800.00	2,800.00	2,800.00	2,800.00	-
Banking Service Charges	12420-3160	3,000.00	1,500.00	1,500.00	200.00	840.00	640.00
VIP Management Fee	12420-3170			5,000.00	4,000.00	3,500.00	(500.00)
Service Contracts	12420-3320	3,215.00	3,215.00	3,500.00	4,250.00	4,250.00	-
Advertising	12420-3600	-		200.00	200.00	200.00	-
Postage	12420-5210	3,000.00	3,000.00	5,000.00	2,000.00	3,000.00	1,000.00
Telecommunications	12420-5230	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00	-
Tuition Reimbursement	12420-5400					5,000.00	
Travel-Mileage/Hotel/Conference	12420-5501	1,850.00	1,850.00	500.00	1,000.00	1,000.00	-
Dues & Memberships	12420-5810	210.00	210.00	500.00	200.00	210.00	10.00
Office Supplies	12420-6001	3,500.00	4,000.00	3,500.00	3,500.00	4,000.00	500.00
Finance Totals		83,145.06	86,965.37	88,260.29	85,337.83	98,120.51	7,782.68

		FY 19 Budget	FY 20 Budget	FY 21 BUDGET	FY 22 BUDGET	FY 23 BUDGET	
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY21 Amended Total	FY 22 Approved	FY 23 TM Recommended	FY 23 Recommended less FY22 Adopted=Difference
Information Technology							
I.T. Services	12510-3150	10,000.00	8,000.00	8,000.00	13,880.00	9,000.00	(4,880.00)
Phone Maintenance	12510-3330	1,200.00	1,000.00	1,000.00	500.00	500.00	-
Website Maintenance	12510-3340	500.00	1,000.00	1,000.00	1,000.00	1,000.00	-
Microsoft Office Service	12510-5600	5,760.00	7,620.00	8,580.00	6,300.00	6,480.00	180.00
I.T. Supplies	12510-6002	2,000.00	2,000.00	1,000.00	3,000.00	3,000.00	-
I.T. Equipment	12510-8001	2,000.00	2,000.00	37,000.00	1,000.00	1,000.00	-
I.T. Totals		21,460.00	21,620.00	56,580.00	25,680.00	20,980.00	(4,700.00)
POLICE DEPARTMENT							
Wages	31100-1100	308,087.94	309,138.55	325,905.98	330,468.67	379,712.76	49,244.09
Overtime	31100-1200		3,500.00	3,500.00	3,500.00	3,500.00	-
PT Wages	31100-1300	7,614.67	7,614.67	31,167.43	12,826.59	47,634.99	34,808.40
Other Pay/Holiday	31100-1400	9,659.07	10,500.00	37,351.27	14,021.69	16,547.41	2,525.72
Security Wages	31100-1500	1,800.00	1,800.00	0.00			-
FICA	31100-2100	25,027.87	25,708.97	30,441.24	29,460.30	34,225.73	4,765.43
VRS	31100-2200	50,341.57	50,513.24	52,144.96	52,874.99	67,999.53	15,124.54
Health Insurance	31100-2300	57,936.00	57,936.00	58,920.00	58,344.00	66,690.00	8,346.00
Group Life Insurance	31100-2400	4,035.95	4,049.72	4,367.14	4,428.28	5,295.57	867.29
Unemployment Insurance	31100-2600	75.00	50.00	70.00	70.00	221.64	151.64
Worker's Comp	31100-2700	10,879.06	10,656.51	13,309.28	14,474.39	17,484.23	3,009.85
LODA Insurance	31100-2710	2,787.00	5,849.00	6,725.00	6,125.00	6,125.00	-
Repair & Maint. Svcs	31100-3310	9,000.00	9,000.00	8,500.00	8,500.00	6,000.00	(2,500.00)
CODE RED	31100-3400	2,500.00	2,500.00	2,500.00	0.00	2,700.00	2,700.00
Advertising	31100-3600	500.00	500.00	400.00	400.00	500.00	100.00
Postage	31100-5210	500.00	500.00	500.00	500.00	500.00	-
Telecommunications	31100-5230	6,000.00	6,600.00	11,543.16	11,700.00	11,760.00	60.00
Motor Vehicle Insurance	31100-5305	3,180.14	3,530.39	3,463.05	3,722.96	3,722.96	-
Other Property Insurance	31100-5306	479.90	509.22	548.24	545.42	545.42	-
Tuition Reimbursement	31100-5400			4,000.00	8,000.00	0.00	(8,000.00)
Travel-Mileage/Conference/Hotel	31100-5501	2,000.00	4,000.00	3,000.00	10,000.00	4,000.00	(6,000.00)
Public Safety Event	31100-5700			5,000.00	5,000.00	6,000.00	1,000.00
Fire Range Fees	31100-5800	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	-
Attorney Fees	31100-5801	2,955.00	2,955.00	3,000.00	3,000.00	2,000.00	(1,000.00)
Dues & Memberships	31100-5810	5,000.00	5,000.00	5,000.00	5,500.00	5,500.00	-
Office Supplies	31100-6001	1,500.00	2,500.00	2,500.00	2,000.00	3,000.00	1,000.00
Fuel	31100-6008	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	-
Vehicle/Power Equipment Supplies	31100-6009	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	-
Police Supplies	31100-6010	6,000.00	9,000.00	10,936.34	10,000.00	28,000.00	18,000.00
Uniforms	31100-6011	5,000.00	5,000.00	5,000.00	5,000.00	4,000.00	(1,000.00)
Crime Prevention	31100-6030	4,000.00	4,000.00	4,000.00	5,000.00	4,000.00	(1,000.00)
Investigation Expense	31100-6032	1,000.00	2,000.00	2,000.00	1,000.00	2,500.00	1,500.00
Grant Expenses	31100-6040	-		0.00			-
Vehicles	31100-8005	-		0.00		0.00	-
Police Department		554,859.17	571,911.27	662,793.09	633,462.29	757,165.25	123,702.96
PUBLIC SAFETY							
Fire Dept Contributions	32200-5600	10,000.00	12,250.00	20,000.00	12,250.00	12,500.00	250.00
Fire Programs Grants	32200-5701	10,000.00	10,000.00	15,000.00	15,000.00	15,000.00	-
Rescue Contributions	32300-5600	10,500.00		0.00			-
Public Safety		30,500.00	22,250.00	35,000.00	27,250.00	27,500.00	250.00
Streetlights	41320-5100	26,225.00	25,500.00	25,995.15	26,000.00	26,000.00	-

		FY 19 Budget	FY 20 Budget	FY 21 BUDGET	FY 22 BUDGET	FY 23 BUDGET	
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY21 Amended Total	FY 22 Approved	FY 23 TM Recommended	FY 23 Recommended less FY22 Adopted=Difference
GENERAL PROPERTIES							
Wages	43200-1100	17,455.57	18,266.10	20,114.07	20,395.67	21,904.95	1,509.28
PT Wages	43200-1300	12,032.02	12,735.78	13,263.68	13,447.46	14,442.71	995.25
Other Pay/Holiday	43200-1400	354.16	279.52	314.17	318.56	342.14	23.57
FICA	43200-2100	2,282.89	2,366.03	2,577.43	2,613.37	2,806.77	193.40
VRS	43200-2200	2,852.24	2,927.02	3,218.25	3,263.31	3,708.51	445.20
Health Insurance	43200-2300	4,104.00	4,104.00	5,906.40	5,863.20	6,225.00	361.80
Group Life Insurance	43200-2400	228.67	234.66	269.53	273.30	293.53	20.22
Long-Term Disability	43200-2500			0.00	0.00		-
Unemployment Insurance	43200-2600	75.00	75.00	60.00	60.00	46.20	(13.80)
Worker's Comp	43200-2700	201.72	183.47	173.48	183.20	196.74	13.54
Maintenance Contracts	43200-3310	5,000.00	5,000.00	5,000.00	0.00		-
Electric	43200-5100	2,800.00	11,460.76	8,531.62	8,000.00	8,000.00	-
Heating Services	43200-5110	3,200.00	3,200.00	5,000.00	5,000.00	3,500.00	(1,500.00)
Water/Sewer	43200-5120	13,595.00	11,000.00	5,000.00	2,970.92	3,400.00	429.09
Telecommunication	43200-5230	6,720.00	6,792.00	10,774.92	11,120.00	10,600.00	(520.00)
Property Insurance	43200-5304	548.98	559.15	664.98	563.21	563.21	-
Motor Vehicle Insurance	43200-5305	1,259.63	1,322.09	1,371.69	1,474.64	1,474.64	-
Other Property Insurance	43200-5306	1,116.34	1,305.70	1,307.21	1,307.21	1,307.21	-
General Liability Insurance	43200-5308	12,510.00	12,953.00	13,734.00	14,783.00	14,783.00	-
Lease of Equipment	43200-5410	2,000.00	2,000.00	2,000.00	2,000.00	7,000.00	5,000.00
Travel-Mileage/Conference/Hotel	43200-5501	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00	-
Dues & Memberships	43200-5810	-		0.00			-
Office Supplies	43200-6001	1,000.00	1,000.00	750.00	750.00	750.00	-
Janitorial Supplies	43200-6005	2,000.00	1,000.00	2,000.00	3,000.00	3,000.00	-
Repair & Maint. Supplies	43200-6007	5,000.00	15,000.00	21,500.00	21,500.00	21,500.00	-
Fuel	43200-6008	12,000.00	13,000.00	13,000.00	15,000.00	15,000.00	-
Vehicle/Power Equipment Supplies	43200-6009	29,000.00	29,000.00	25,000.00	24,000.00	24,000.00	-
Uniforms	43200-6011	2,000.00	2,000.00	2,000.00	3,000.00	2,500.00	(500.00)
Christmas Decorations	43200-6012	4,000.00	4,000.00	6,200.00	2,000.00	3,500.00	1,500.00
Ag Supplies	43200-6013	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Equipment/Vehicles	43200-8005			16,200.00			-
General Properties Totals		147,336.22	165,764.28	188,931.43	165,887.06	173,844.61	7,957.56
Second Stage Contr	71300-5600	2,500.00	2,750.00	2,750.00		0.00	-
Amherst Mountain Bike Club	71500-5600			0.00			-
Village Garden Club Contr.	72100-5600	2,500.00	3,500.00	3,000.00	3,000.00	3,000.00	-
Rotary Club	72150-5600	-	200.00	0.00			-
Museum Contributions	72200-5600	2,500.00	2,500.00	2,900.00	2,500.00	2,500.00	-
Planning/Zoning							
Professional Services	81100-3100			0.00			-
Advertising	81100-3600	1,000.00	500.00	200.00	200.00	200.00	-
Postage	81100-5210	100.00	100.00	75.00	75.00	75.00	-
Dues/Memberships	81100-5810	1,045.00	1,045.00	0.00	1,045.00	1,075.00	30.00
General Properties Totals		2,145.00	1,645.00	275.00	1,320.00	1,350.00	30.00
Community Development							
Chamber of Commerce Contr.	81600-5600	2,500.00	2,671.00	0.00		0.00	-
Neighbors Helping Neighbors Contr.	83500-5600	1,500.00	2,500.00	2,500.00	2500	2,500.00	-
Community Development Totals		4,000.00	5,171.00	2,500.00	2,500.00	2,500.00	0.00
Purchase of Land/Buildings	94000-8000			0.00			-
General Fund Expense Total		1,129,042.99	1,134,043.24	1,435,856.60	1,202,613.75	1,478,507.77	270,894.02



WATER FUND							
		FY 19 Budget	FY 20 Budget	FY 21 Budget	FY 22 Budget	FY 23 Budget	
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Amended	FY 22 Approved	FY 23 Town Manager Recommended	FY 23 Recommended less FY22 Adopted=Difference
WATER FUND REVENUE							
Water In-Town Base Charges	16080-0005	283,770.38	283,723.58	256,895.26	245,907.94	254,707.54	8,799.60
Water OT Base Charges	16080-0006	192,915.17	192,852.77	166,864.32	175,554.62	150,338.98	(25,215.65)
Water In-Town Usage Charge	16080-0007	417,806.34	417,806.34	390,330.87	390,858.85	374,019.84	(16,839.01)
Water OT Usage Charges	16080-0008	317,304.69	317,304.69	274,956.36	291,729.53	253,848.46	(37,881.07)
Penalties	16080-0009	16,000.00	15,000.00	13,100.00	18,000.00	20,000.00	2,000.00
Trip Charges	16080-0010	11,000.00	15,000.00	11,000.00	10,000.00	12,000.00	2,000.00
Dormant Acct Fee	16080-0011	9,110.00	3,716.01	3,582.41	3,856.83	3,662.66	(194.17)
Fire Sprinklers	16080-0012	4,968.00	4,968.00	4,968.00	4,781.00	4,749.55	(31.45)
Avalability Fee	16080-0013			-			-
Water Charges-SBC	16080-0014	113,653.44	113,653.44	117,838.68	119,488.32	131,625.12	12,136.80
Reimbursement of Const. Cost	19020-0004	-		-			-
Grant Revenue	21000-0000	-		-			-
	33020-0002			15,409.56			-
Transfer from Reserve	41040-0006		45,172.68	-		7,663.39	7,663.39
Transfer from Other Fund				20,396.67			-
Revenue Totatls		1,366,528.02	1,409,197.51	1,275,342.13	1,260,177.09	1,212,615.54	(47,561.55)
WATER FUND EXPENSES							
TOWN MANAGER							
Wages	12110-1100	36,680.00	37,974.80	39,555.47	40,109.24	41,869.24	1,760.00
PT Wages	12110-1300	4,103.39	4,247.84	4,423.94	4,485.25	4,817.90	332.64
FICA	12110-2100	3,119.93	3,230.03	3,364.42	3,411.48	3,571.57	160.09
VRS	12110-2200	5,666.71	6,085.21	8,306.65	8,422.94	8,792.54	369.60
Health Insurance	12110-2300	3,648.00	3,648.00	3,820.80	3,782.40	4,104.00	321.60
Group Life Insurance	12110-2400	454.30	487.86	530.04	537.46	561.05	23.58
STD/Long-Term Disability	12110-2500	264.10	224.05	208.85	211.78	221.07	9.29
Unemployment Insurance	12110-2600			-			-
Contingency	12110-5000	25,000.00	25,000.00	40,409.56	25,000.00		(25,000.00)
Town Manager Totals		78,936.43	\$ 80,897.79	\$ 100,619.73	85,960.56	63,937.36	\$ (22,023.20)
FINANCE DEPARTMENT							
Wages	12420-1100	34,066.27	35,267.30	37,160.41	37,680.66	40,718.94	3,038.29
PT Wages	12420-1300	20,027.02	20,873.95	6,528.15	8,845.14	9,501.60	656.46
FICA	12420-2100	4,138.14	4,294.81	3,342.17	3,559.22	3,841.87	282.65
VRS	12420-2200	5,566.43	5,651.35	5,945.67	6,028.91	6,893.72	864.81
Health Insurance	12420-2300	6,384.00	6,384.00	6,686.40	6,719.20	7,182.00	462.80
Group Life Insurance	12420-2400	446.27	453.08	497.95	504.92	545.63	40.71
Unemployment Insurance	12420-2600			-			-
Professional Services	12420-3120			-			-
Banking Service Charges	12420-3160	1,000.00	2,000.00	1,500.00	100.00	-	(100.00)
Support Contracts	12420-3320	2,625.00	2,625.00	2,750.00	3,700.00	3,600.00	(100.00)
Misc Exp	12420-5000			-			-
Postage	12420-5210			2,500.00	3,710.00	3,500.00	(210.00)
Supplies	12420-6001			7,000.00	2,200.00	2,200.00	-

		FY 19 Budget	FY 20 Budget	FY 21 Budget	FY 22 Budget	FY 23 Budget	
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Amended	FY 22 Approved	FY 23 Town Manager Recommended	FY 23 Recommended less FY22 Adopted=Difference
<b>WATER OPERATIONAL DEPARTMENT</b>							
Wages	44000-1100	123,364.41	127,730.34	132,034.75	133,883.24	145,735.81	11,852.57
Overtime	44000-1200				30,000.00		(30,000.00)
PT Wages	44000-1300	13,759.20	14,244.90	14,551.28	14,758.57	15,849.66	1,091.10
Other/Holiday	44000-1400	3,850.70	5,117.03	5,164.90	5,424.25	5,961.45	537.20
FICA	44000-2100	10,784.54	11,204.23	11,608.95	14,081.05	12,817.34	(1,263.71)
VRS	44000-2200	20,157.74	20,467.95	21,125.56	21,421.32	24,673.07	3,251.75
Health Insurance	44000-2300	18,960.00	22,800.00	23,880.00	23,640.00	25,650.00	2,010.00
Group Life Insurance	44000-2400	1,616.07	1,640.94	1,769.27	1,794.04	1,952.86	158.82
Long-Term Disability	44000-2500	269.52	224.28	196.99	199.75	227.39	27.64
Unemployment Insurance	44000-2600	75.00	75.00	40.00		92.40	92.40
Worker's Comp	44000-2700	3,631.73	3,569.05	4,820.67	6,174.24	5,374.40	(799.84)
Water Shed Mgmt	44000-3100	23,000.00	0.00	-			-
Testing Services	44000-3140	18,000.00	12,000.00	12,500.00	31,000.00	31,000.00	-
Professional Svcs	44000-3150	3,000.00	3,000.00	3,200.00	3,200.00	3,200.00	-
Repair & Maint. Svcs	44000-3310	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-
Advertising	44000-3600	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Electrical Svcs	44000-5100	48,000.00	40,000.00	34,881.99	35,000.00	37,000.00	2,000.00
Water & Sewer	44000-5120	48,000.00	32,000.00	30,678.32	3,883.29	7,500.00	3,616.71
Postage	44000-5210	2,500.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Telecommunications	44000-5230	3,660.00	3,480.00	4,320.00	5,040.00	4,500.00	(540.00)
Property Insurance	44000-5304	3,028.50	3,084.61	3,668.40	3,106.98	3,106.98	-
Motor Vehicle Insurance	44000-5305	403.23	423.23	439.11	472.06	472.06	-
Travel-Mileage/Hotel/Conference	44400-5501	4,000.00	4,000.00	4,000.00	4,000.00	3,000.00	(1,000.00)
Lease/Rent Equipment	44000-5410			-			-
Permits	44000-5600			-	4,000.00	4,000.00	-
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Office Supplies	44000-6001	5,000.00	2,500.00	2,500.00	2,500.00	2,000.00	(500.00)
Lab Supplies	44000-6004	12,500.00	15,000.00	15,000.00	15,000.00	15,000.00	-
Repair & Maint. Supplies	44000-6007	25,000.00	25,000.00	25,000.00	25,000.00	20,000.00	(5,000.00)
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Vehicle & Equip Supplies	44000-6009	5,000.00	5,000.00	5,000.00	5,000.00	4,000.00	(1,000.00)
Uniforms	44000-6011	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	-
Chemicals	44000-6051	40,000.00	42,000.00	65,000.00	68,000.00	70,000.00	2,000.00
Equipment	44000-8005	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	-
<b>Operational Totals</b>		<b>479,560.65</b>	<b>439,061.56</b>	<b>465,880.19</b>	<b>501,078.78</b>	<b>487,613.43</b>	<b>(13,465.35)</b>

		FY 19 Budget	FY 20 Budget	FY 21 Budget	FY 22 Budget	FY 23 Budget	
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Amended	FY 22 Approved	FY 23 Town Manager Recommended	FY 23 Recommended less FY22 Adopted=Difference
<b>WATER MAINTENANCE DEPARTMENT</b>							
Wages	45000-1100	87,277.84	91,330.52	100,570.37	101,978.35	109,524.75	7,546.40
PT Wages	45000-1200	1,941.69	616.31	642.01	650.97	699.29	48.32
Other Pay/Holiday	45000-1300	1,770.79	1,397.62	1,570.83	1,592.82	1,710.69	117.87
FICA	45000-2100	6,960.76	7,005.88	7,862.92	7,972.99	8,563.01	590.01
VRS	45000-2200	14,261.20	14,635.12	16,091.26	16,316.54	18,542.54	2,226.00
Health Insurance	45000-2300	20,520.00	20,520.00	21,492.00	5,264.18	23,085.00	17,820.82
Group Life Insurance	45000-2400	1,143.34	1,173.32	1,347.64	1,366.51	1,467.63	101.12
Long-Term Disability	45000-2500			-	-		-
Unemployment Insurance	45000-2600	-		-			-
Worker's Comp	45000-2700	3,496.36	3,496.36	6,820.59	7,348.03	7,737.04	389.01
Repair & Maint. Svcs	45000-3310	-		-			-
Miss Utility	45000-5130	600.00	600.00	600.00	800.00	800.00	-
Telecommunication	45000-5230	-		-			-
Motor Vehicle Insurance	45000-5305	1,259.63	1,322.09	1,371.69	1,474.64	1,474.64	-
Lease of Equipment	45000-5410	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Travel-Mileage/Conference/Hotel	45000-5501	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Dues & Memberships	45000-5810	200.00	200.00	200.00	200.00	200.00	-
Repair & Maint. Supplies	45000-6007	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	-
<b>Maintenance Totals</b>		<b>163,431.61</b>	<b>166,297.22</b>	<b>182,569.31</b>	<b>168,965.04</b>	<b>197,804.60</b>	<b>28,839.55</b>
WTP Improvements	94000-8002					444.00	444.00
<b>Debt Payments</b>							
60W W/L Principle	95000-9000	13,695.00	14,320.00	14,760.00	16,210.00	16,697.98	487.98
60W W/L Interest	95000-9001	15,350.00	14,725.00	14,295.00	12,836.00	10,288.28	(2,547.72)
Mainstreet W/L Principle	95000-9004	70,848.10	67,050.58	68,570.00	76,620.00	78,352.35	1,732.35
Mainstreet W/L Interest	95000-9005	52,103.58	55,902.00	54,390.00	46,332.95	14,866.45	(31,466.50)
Sterling Debt Refi Prin	95000-9006		89,710.87	109,840.00	95,640.00	98,887.58	3,247.58
Sterling Debt Refi Interest	95000-9007		37,500.00	41,215.00	31,565.00	28,315.66	(3,249.34)
Water Plant Upgrades Prin	95000-9008					44,529.08	
Water Plant Upgrades Interest	95000-9009					92,895.00	
Debt Reserve	95000-9010			149,292.15	150,788.34		(150,788.34)
Capital Improvement Program		233,143.54	366,183.00	-			-
<b>Debt Totals</b>		<b>570,346.22</b>	<b>645,391.45</b>	<b>452,362.15</b>	<b>429,992.29</b>	<b>384,832.38</b>	<b>(182,583.99)</b>
<b>Water Fund Expense Totals</b>		<b>1,366,528.04</b>	<b>1,409,197.51</b>	<b>1,275,342.13</b>	<b>1,259,044.72</b>	<b>1,212,615.53</b>	<b>(183,853.26)</b>

SEWER FUND							
		FY 19 Budget	FY 20 Budget	FY 21 Budget	FY 22 Budget	FY 23 Budget	
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Amended	FY 22 Approved	FY 23 Town Manager Recommended	FY 23 Recommended less FY22 Adopted=Difference
SEWER REVENUE							
Sewer In-Town Base Charges	16080-0005	391,457.77	391,594.52	349,103.04	327,844.37	342,220.20	14,375.83
Sewer OT Base Charges	16080-0006	176,663.16	176,663.16	142,187.52	155,026.20	133,646.24	(21,379.96)
Sewer In-Town Usage Charge	16080-0007	284,208.46	284,208.46	260,898.74	255,899.08	243,134.20	(12,764.88)
Sewer OT Usage Charges	16080-0008	143,801.23	143,801.23	115,738.56	126,189.06	108,786.08	(17,402.97)
Penalties	16080-0009	12,000.00	10,000.00	7,300.00	18,000.00	20,000.00	2,000.00
Dormant Acct Fee	16080-0011	5,393.99	5,393.99	4,994.87	5,382.01	5,217.14	(164.87)
Avalability Fee	16080-0012			-		-	-
SBC-Rut. Creek Operations	19020-0003	42,000.00	42,000.00	42,000.00	42,000.00	48,000.00	6,000.00
SBC Sewer Rehab	19020-0004			-			-
Reimbursement of Const. Cost	19020-0005			13,797.00			-
Nutrient Credit	24040-0003	1,000.00	720.00	400.00	700.00	600.00	(100.00)
CARES Act Utility Forgiveness	33020-0002			15,409.56			-
Transfer from Other Funds	41040-0006			30,253.12		139,338.26	139,338.26
Revenue Totals		1,056,524.61	1,054,381.36	982,082.41	931,040.71	1,040,942.12	109,901.41
SEWER EXPENSES							
TOWN MANAGER							
Wages	12110-1100	27,510.00	28,481.10	29,666.60	30,081.93	31,401.93	1,320.00
PT Wages	12110-1300	3,693.05	3,823.06	3,981.54	4,036.73	4,336.11	299.38
FICA	12110-2100	2,387.03	2,503.76	2,574.08	2,610.08	2,733.96	123.88
VRS	12110-2200	4,250.03	4,563.91	6,229.99	6,317.21	6,594.41	277.20
Health Insurance	12110-2300	2,736.00	2,736.00	2,865.60	2,836.80	3,078.00	241.20
Group Life Insurance	12110-2400	340.73	365.89	397.53	403.10	420.79	17.69
STD/Long-Term Disability	12110-2500	198.07	168.04	156.64	158.83	165.80	6.97
Unemployment Insurance	12110-2600			-			-
Contingency	12110-5000	50,000.00	25,000.00	40,409.56	18,208.17		(18,208.17)
Town Manager Totals		91,114.91	67,641.76	86,281.54	64,652.85	48,730.99	(15,921.85)
FINANCE DEPARTMENT							
Wages	12420-1100	26,920.96	27,870.26	29,313.76	29,724.15	32,163.66	2,439.51
PT Wages	12420-1300	10,013.51	10,436.97	6,364.94	8,624.01	9,264.06	640.05
FICA	12420-2100	2,825.49	2,930.50	2,729.42	2,933.63	3,169.22	235.59
VRS	12420-2200	4,398.89	4,466.03	4,690.20	4,755.86	5,445.31	689.44
Health Insurance	12420-2300	4,924.80	4,924.80	5,158.08	5,106.24	5,540.40	434.16
Group Life Insurance	12420-2400	352.66	358.05	392.80	398.30	430.99	32.69
Unemployment Insurance	12420-2600			-			-
Banking Service Charges	12420-3160	1,000.00	2,000.00	1,500.00	100.00	-	(100.00)
Service Contracts	12420-3320	2,625.00	2,625.00	2,750.00	3,710.00	3,700.00	(10.00)
Postage	12420-5210			2,500.00	3,710.00	3,700.00	(10.00)
Supplies	12420-6001				2,200.00	2,200.00	
Finance Totals		53,061.31	55,611.61	55,399.20	61,262.21	65,613.65	4,351.44

		FY 19 Budget	FY 20 Budget	FY 21 Budget	FY 22 Budget	FY 23 Budget	
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Amended	FY 22 Approved	FY 23 Town Manager Recommended	FY 23 Recommended less FY22 Adopted=Difference
<b>SEWER OPERATIONAL DEPARTMENT</b>							
Wages	44000-1100	122,742.21	113,625.42	125,441.77	127,197.95	138,423.95	11,226.00
PT Wages	44000-1300			-			-
Other/Holiday	44000-1400	3,563.47	3,423.78	3,779.20	5,051.42	5,553.68	502.26
FICA	44000-2100	9,662.38	8,786.34	9,885.40	10,117.08	11,014.29	897.21
VRS	44000-2200	20,056.08	18,207.73	20,070.68	20,351.67	23,435.17	3,083.50
Health Insurance	44000-2300	22,800.00	22,800.00	23,880.00	23,640.00	25,650.00	2,010.00
Group Life Insurance	44000-2400	1,607.92	1,459.74	1,680.92	1,704.45	1,854.88	150.43
Long-Term Disability	44000-2500	\$ -	199.09	185.59	191.95	214.27	22.32
Unemployment Insurance	44000-2600	75.00	50.00	50.00		66.00	66.00
Worker's Comp	44000-2700	2,478.88	2,096.49	2,063.48	2,239.22	2,376.64	137.42
Sludge & Trash Removal-Rut.Crk	44000-3120	2,000.00	2,400.00	2,000.00	2,000.00	2,000.00	-
Testing Services	44000-3140	25,000.00	30,000.00	35,000.00	38,000.00	38,000.00	-
Professional Svcs	44000-3150	3,000.00	3,000.00	3,200.00	3,200.00	3,200.00	-
Repair & Maint. Svcs-Rut Crk	44000-3310	15,000.00	20,000.00	20,000.00	15,000.00	14,000.00	(1,000.00)
Advertising	44000-3600	1,000.00	1,000.00	1,000.00	500.00	500.00	-
Electrical Svcs-Rut. Crk	44000-5100	45,000.00	41,000.00	35,316.60	35,000.00	35,000.00	-
Water, Sewer -Rut. Crk	44000-5120	10,600.60	20,000.00	12,285.67	6,000.00	6,000.00	-
Electrical Svcs-Pump Station	44000-5130	2,000.00	2,100.00	1,905.07	2,000.00	1,622.92	(377.08)
Water, Sewer-Pump Station	44000-5140	240.00	200.00	200.00	200.00	200.00	-
Postage	44000-5210	2,500.00	2,000.00	2,000.00	500.00	250.00	(250.00)
Telecommunications	44000-5230	2,880.00	3,480.00	3,660.00	4,080.00	4,260.00	180.00
Property Insurance	44000-5304	5,475.28	5,576.72	6,632.16	5,617.17	5,617.17	-
Motor Vehicle Insurance	44000-5305	382.72	401.70	416.77	448.05	448.05	-
Lease/Rent Equipment	44000-5410	-		-			-
Travel-Mileage/Hotel/Conference	44000-5501	4,000.00	2,000.00	4,000.00	4,000.00	3,000.00	(1,000.00)
Permits	44000-5600	8,000.00	8,000.00	8,000.00	4,000.00	4,000.00	-
Dues & Memberships	44000-5810	2,000.00	2,000.00	2,000.00	1,217.86	2,000.00	782.14
Office Supplies	44000-6001	500.00	2,500.00	2,500.00	2,500.00	2,000.00	(500.00)
Lab Supplies	44000-6004	4,000.00	4,000.00	6,000.00	6,000.00	7,000.00	1,000.00
Repair & Maint. Supplies-Rut. Crk	44000-6007	25,000.00	15,000.00	28,797.00	15,000.00	18,000.00	3,000.00
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-
Vehicle & Equip Supplies	44000-6009	5,000.00	5,000.00	5,000.00	3,000.00	3,000.00	-
Uniforms	44000-6011	1,000.00	1,500.00	1,500.00	1,500.00	2,000.00	500.00
Chemicals-Rut Crk	44000-6051	7,000.00	7,000.00	7,000.00	2,500.00	3,000.00	500.00
Equipment-Rut Crk	44000-8001			-			-
Vehicles	44000-8005			-			-
<b>Treatment Totals</b>		<b>356,564.54</b>	<b>350,807.01</b>	<b>377,450.31</b>	<b>344,756.82</b>	<b>365,687.02</b>	<b>20,930.20</b>

		FY 19 Budget	FY 20 Budget	FY 21 Budget	FY 22 Budget	FY 23 Budget	
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Amended	FY 22 Approved	FY 23 Town Manager Recommended	FY 23 Recommended less FY22 Adopted=Difference
<b>SEWER MAINTENANCE DEPARTMENT</b>							
Wages	45000-1100	87,277.84	91,330.52	109,524.75	101,978.35	109,524.75	7,546.40
PT Wages	45000-1300	897.86	616.31	699.29	650.97	699.29	48.32
Other Pay/Holiday	45000-1400	1,770.79	1,397.62	1,710.69	1,592.82	1,710.69	117.87
FICA	45000-2100	6,880.91	6,880.91	8,563.01	7,972.99	8,563.01	590.01
VRS	45000-2200	14,261.20	14,635.12	18,542.54	16,316.54	18,542.54	2,226.00
Health Insurance	45000-2300	20,520.00	20,520.00	21,492.00	21,276.00	23,085.00	1,809.00
Group Life Insurance	45000-2400	1,143.34	1,173.32	1,467.63	1,366.51	1,467.63	101.12
Long-Term Disability	45000-2500			-	-		-
Unemployment Insurance	45000-2600	-		-			-
Worker's Comp	45000-2700	1,653.40	1,653.40	-			-
Repair & Maint. Services	45000-3310	-		-			-
Telecommunication	45000-5230	-		-			-
Motor Vehicle Insurance	45000-5305	1,259.63	1,322.09	1,371.69	1,474.64	1,474.64	-
Lease of Equipment	45000-5410	2,000.00	4,000.00	4,000.00	2,000.00	2,000.00	-
Travel-Mileage/Conference/Hotel	45000-5501	-		-			-
Misc	45000-5800	-		-			-
Dues & Memberships	45000-5810	-		-			-
Repair & Maint. Supplies	45000-6007	5,000.00	10,000.00	10,000.00	8,000.00	8,000.00	-
Fuel	45000-6008	-		-			-
Vehicle/Power Equipment Supplies	45000-6009	-		-			-
Uniforms	45000-6011	-		-			-
Equipment/Vehicles	45000-8005	-		-			-
<b>Maintenance Totals</b>		<b>142,664.97</b>	<b>153,529.29</b>	<b>177,371.60</b>	<b>162,628.83</b>	<b>175,067.55</b>	<b>12,438.72</b>
<b>Debt Payments</b>							
WWTP Loan Principle	95000-9000	53,270.00		-			-
WWTP Loan Interest	95000-9001	106,290.00		-			-
Sterling Bank WWTP Refi Prin	95000-9002		190,640.00	179,250.00	203,235.00	210,136.13	6,901.13
Sterling Bank WWTP Refi Int	95000-9003		79,680.00	67,250.00	67,075.00	60,170.78	(6,904.22)
Sewer Rehab Principle	95000-9004				11,450.00	69,184.17	
Sewer Rehab Interest	95000-9005				15,980.00	46,351.83	
Debt Reserve	95000-9010	253,558.87	118,838.69	39,079.76			-
Capital Program			37,633.00	-			-
<b>Debt Totals</b>		<b>413,118.87</b>	<b>426,791.69</b>	<b>285,579.76</b>	<b>297,740.00</b>	<b>385,842.91</b>	<b>(3.09)</b>
<b>Sewer Fund Expense Totals</b>		<b>1,056,524.60</b>	<b>1,054,381.36</b>	<b>982,082.41</b>	<b>931,040.71</b>	<b>1,040,942.12</b>	<b>21,795.41</b>

GARBAGE FUND							
		FY 19 Budget	FY 20 Budget	FY 21 Budget	FY 22 Budget	FY 23 Budget	
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Amended	FY 22 Approved	FY 23 Town Manager Recommended	FY 23 Recommended less FY22 Adopted=Difference
GARBAGE REVENUE							
Garbage IT Charges	16080-0005	80,677.30	121,052.00	121,677.40	121,264.00	122,451.20	1,187.20
Garbage OT Charges	16080-0006	24,083.20	17,574.80	17,119.00	17,140.20	17,299.20	159.00
Penalties	16080-0009	1,500.00	1,300.00	2,000.00	2,800.00	2,800.00	-
Transfer from Garbage Reserve	41040-0006			501.21	2,438.03	11,577.44	9,139.41
Transfer for Other Funds				556.59			-
<b>Revenue Totals</b>		<b>106,260.50</b>	<b>\$ 139,926.80</b>	<b>\$ 141,854.20</b>	<b>\$ 143,642.23</b>	<b>\$ 154,127.84</b>	<b>\$ 10,485.61</b>
TOWN MANAGER							
Wages	12110-1100	2,751.00	2,848.11	2,966.66	3,008.19	3,140.19	132.00
PT Wages	12110-1300	410.34	424.78	442.39	448.53	481.79	33.26
FICA	12110-2100	241.84	250.38	260.79	264.44	277.08	12.64
VRS	12110-2200	425.00	465.38	623.00	631.72	659.44	27.72
Health Insurance	12110-2300	273.60	273.60	286.56	283.68	307.80	24.12
Group Life Insurance	12110-2400	34.07	37.31	39.75	40.31	42.08	1.77
STD/Long-Term Disability	12110-2500	19.81	16.80	15.66	15.88	16.58	0.70
Contingency	12110-5000	5,505.11	835.88	-			-
<b>Town Manager Totals</b>		<b>4,155.66</b>	<b>\$ 5,152.24</b>	<b>\$ 4,634.81</b>	<b>\$ 4,692.75</b>	<b>\$ 4,924.96</b>	<b>\$ 232.21</b>
FINANCE DEPARTMENT							
Wages	12420-1100	1,450.27	1,501.39	1,582.78	1,604.94	1,733.71	128.76
PT Wages	12420-1300	400.54	417.48	163.20	221.13	237.54	16.41
FICA	12420-2100	141.59	146.79	133.57	139.69	110.66	(29.04)
VRS	12420-2200	236.97	245.33	253.25	256.79	293.52	36.73
Health Insurance	12420-2300	273.60	273.60	286.56	283.68	307.80	24.12
Group Life Insurance	12420-2400	19.00	19.67	21.21	21.51	23.23	1.73
Banking Service Charges	12420-3160	200.00	400.00	100.00			-
<b>Finance Totals</b>		<b>2,721.97</b>	<b>3,004.26</b>	<b>2,540.57</b>	<b>2,527.74</b>	<b>2,706.45</b>	<b>178.71</b>
GARBAGE EXPENSES							
Collection In-Town	43200-3160	73,411.44	110,737.20	113,125.44	114,598.32	123,036.96	8,438.64
Collection Out of Town	43200-3170	10,930.32	17,858.40	18,244.80	18,480.00	19,840.80	1,360.80
<b>Garbage Totals</b>		<b>84,341.76</b>	<b>\$ 128,595.60</b>	<b>\$ 131,370.24</b>	<b>\$ 133,078.32</b>	<b>\$ 142,877.76</b>	<b>\$ 9,799.44</b>
GARBAGE MAINTENANCE DEPARTMENT							
Wages	45000-1100	1,939.51	2,145.59	2,234.90	2,266.19	2,433.88	167.70
PT Wages	45000-1300	6,599.02	-	-			-
Other Pay/Holiday	45000-1400	39.35	31.06	34.91	35.40	38.02	2.62
FICA	45000-2100	159.80	163.34	173.64	176.07	189.10	13.03
VRS	45000-2200	316.92	350.59	357.58	362.59	412.06	49.47
Health Insurance	45000-2300	<b>456.00</b>	456.00	477.60	472.80	513.00	40.20
Group Life Insurance	45000-2400	25.41	28.11	29.95	30.37	32.61	2.24
<b>Maintenance Totals</b>		<b>9,536.00</b>	<b>\$ 3,174.69</b>	<b>\$ 3,308.58</b>	<b>\$ 3,343.41</b>	<b>\$ 3,618.67</b>	<b>\$ 275.26</b>
<b>Garbage Fund Expense Totals</b>		<b>100,755.39</b>	<b>\$ 139,926.79</b>	<b>\$ 141,854.20</b>	<b>\$ 143,642.23</b>	<b>\$ 154,127.84</b>	<b>\$ 10,485.62</b>

INDUSTRIAL DEVELOPMENT AUTHORITY							
		FY 19 Budget	FY 20 Budget	FY 21 Budget	FY 22 Budget	FY 23 Budget	
Account Name	Account Code	FY 19 Approved	FY 20 Approved	FY 21 Amended	FY 22 Approved	FY 23 Town Manager Recommended	FY 23 Recommended less FY22 Adopted=Difference
IDA REVENUES							
Lease/Sale of Lots	701-41020-0001				75,000.00	-	(75,000.00)
BP Recoupment Rev	701-41030-0001	26,058.00	25,968.00			26,771.75	26,771.75
Zoning Fees		-					-
Bond Issue	701-41040-0001	16,239.00	9,673.75		7,476.25	6,325.00	(1,151.25)
Home Owners Reimb	701-41060-0001	1,332.00	1,345.11		1,350.00	1,433.40	83.40
Transfer from Other Funds				120,331.38			-
Revenue Totals		43,629.00	36,986.86	120,331.38	83,826.25	34,530.15	(49,296.10)
IDA EXPENSES							
PT Wages	45000-1300	6,599.02	7,395.72	\$ 307.13	7,811.60	8,391.44	579.84
FICA	45000-2100	504.83	565.77	\$ 24.25	597.59	8,391.44	7,793.85
Worker's Comp	45000-2700				328.09	352.44	24.35
Repair & Maint. Svcs	81500-3310	-					-
Professional Services	81500-3150	2,000.00	2,000.00				-
Electrical Svcs	81500-5100	325.00	325.00		200.00	200.00	-
Dues & Membership	81500-5810	2,756.00	2,749.00		2,731.00	2,728.00	(3.00)
Transfer to IDA fund ba	81500-9200	31,444.15	23,951.37		65,157.97	14,466.83	(50,691.14)
Small Business Grant				120,000.00			-
Capital expenses					7,000.00		
Expense Totals		43,629.00	36,986.86	120,331.38	76,826.25	34,530.15	(42,296.10)
Revenue Totals		3,701,985.13	3,774,535.77	346,520.23	3,621,300.03	3,591,532.55	(38,810.49)
Expense Totals		3,696,480.02	3,774,535.76	358,943.10	3,613,167.65	4,083,833.43	(31,810.48)



## FY22 PAY & BENEFIT COST ALLOCATION

Job Title	Portion of Time Per Fund			
	General	Water	Sewer	Garbage
Town Manager	27%	40%	30%	3%
Deputy Town Clerk	80%	10%	9%	1%
Alison	100%	0%	0%	0%
Town Manager Total				
Office Manager	50%	25%	24%	1%
Fiscal Assistant	23%	45%	30%	2%
Office Assistant (2)	20%	40%	39%	1%
Finance Total				
Chief of Police	100%	0%	0%	0%
Major	100%	0%	0%	0%
Detective	100%	0%	0%	0%
Officers (3)	100%	0%	0%	0%
PT Office Assistant (2)	100%	0%	0%	0%
PT Officer (2)	100%	0%	0%	0%
Holiday Pay	100%	0%	0%	0%
Retiree Health	100%	0%	0%	0%
Overtime	100%	0%	0%	0%
Police Total				
Director of Plant Utilities	0%	50%	50%	0%
WWTP Operator (2)	0%	0%	100%	0%
Holiday	0%	0%	100%	0%
Sewer Total				
Lead WTP Operator	0%	100%	0%	0%
WTP Operator (2)	0%	100%	0%	0%
PT WTP Operator	0%	100%	0%	0%
Holiday	0%	100%	0%	0%
Water Total				
Maintenance Foreman	9%	45%	45%	1%
Maintenance Tech. (4)	9%	45%	45%	1%
Maintenance Tech PT	30%	5%	5%	60%
Custodian	100%	0%	0%	0%
Holiday	9%	45%	45%	1%
Retiree Health	100%	0%	0%	0%
Utility Total				

Undesignated Fund Balance and Contingency Calculation For FY23								2/4/2022
Permanent Fund principal for the <u>General</u> Fund						GF Revenues	\$	1,478,508
	(based on proposed FY23 Budget)				Administration Fee (covered in W & S Funds)			-
						Net GF Revenues	\$	1,478,508
Reserve per October 2010 policy		15%				Reserve per @		25%
GF target Permanent Fund principal		\$ 221,776.17			GF target Permanent Fund principal		\$	369,626.94
Required contingency in the General Fund						GF Expenses	\$	1,478,508
	(based on proposed FY23 Budget)				Reserve per October 2010 policy			3.0%
						GF Contingency	\$	44,355
Permanent Fund principal for the Water Fund (based on the proposed FY23 Budget)								
	<u>Fund 501 WATER FUND</u>				<u>FY23 Budget</u>			
	DEBT SERVICE				\$ 384,832	Debt		384,832
	ALL OTHER EXPENSES				\$ 827,783	25%/Operation	\$	206,946
	Total				WF target Permanent Fund principal		\$	591,778
Permanent Fund principal for the Sewer Fund (based on the proposed FY23 Budget)								
	<u>Fund 502 SEWER FUND</u>				<u>FY23 Budget</u>			
	DEBT SERVICE				\$ 385,843	Debt		385,843
	ALL OTHER EXPENSES				\$ 655,099	25%/Operation	\$	163,775
	Total				SF target Permanent Fund principal		\$	549,618
Permanent Fund principal for the Garbage Fund (based on the proposed FY23 Budget)								
	<u>Fund 514 GARBAGE FUND</u>				<u>FY23 Budget</u>			
	ALL EXPENSES				154,128	25% operation:	\$	38,532
					Garb target Permanent Fund principal		\$	38,532
					Total of all undesignated fund balances		\$	1,549,555
General Fund Permanent Fund				\$	369,627			
General Fund Contingency				\$	44,355			
Water Fund Permanent Fund				\$	591,778			
Sewer Fund Permanent Fund				\$	549,618			
Garbage Fund Permanent Fund				\$	38,532			

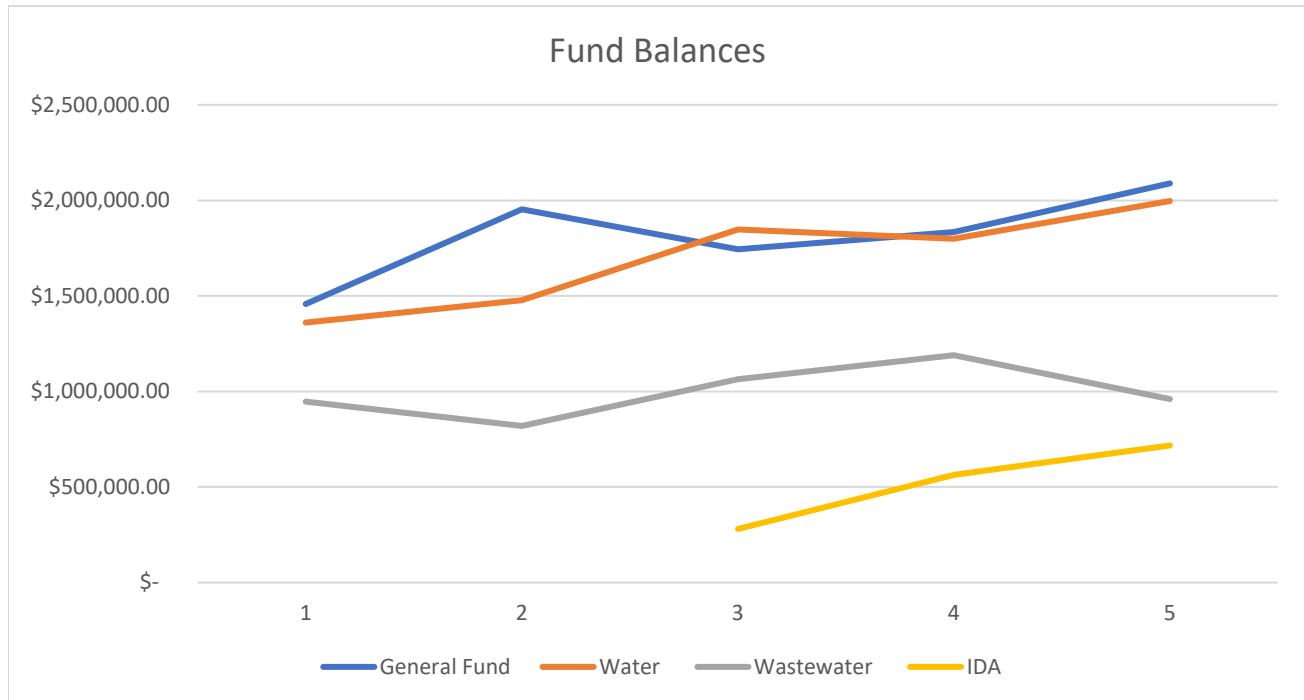
## TOWN OF AMHERST DEBT BALANCES & DEBT PAYMENTS

Description	Original Loan Amount	Outstanding Loan Balance at 12/31/21	Interest Rate	Maturity Date	Principal Payment FY23	Interest Payment FY23	Total Debt Payment FY23
Sterling Debt Refi	\$ 3,933,409.44	\$ 2,936,405.13	3.35%	6/30/2030	\$ 309,023.71	\$ 88,486.44	\$ 397,510.15
Mainstreet Water Line	\$ 2,368,672.03	\$ 2,078,289.64	2.25%	1/1/2047	\$ 78,352.35	\$ 14,866.45	\$ 93,218.80
60 W. Water Line	\$ 565,935.00	\$ 431,882.59	3.00%	7/1/2043	\$ 16,697.98	\$ 10,288.28	\$ 26,986.26
Sewer Sliplining Project	\$ 3,414,000.00	\$ 3,414,000.00	3.63%	2/10/2062	\$ 69,184.17	\$ 46,351.89	\$ 115,536.06
Water Treatment Plan Re	\$ 3,730,000.00	\$ 3,730,000.00	2.50%	7/1/2052	\$ 47,424.08	\$ 87,529.08	\$ 134,953.16
						This figure is just an estimate. The amortization does not give a specific amount.	
Outstanding Debt Balances							
		Sliplining	Sterling Refi	60 WL	Main St. WL	WTP Loan	Total
	FY 2022	3,402,582.45	2,811,057.32	423,838.87	\$ 2,040,194.56	\$ 3,730,000.00	\$ 9,005,090.75
	FY 2023	3,333,398.28	2,502,033.62	407,387.66	\$ 1,962,713.87	\$ 3,730,000.00	\$ 8,602,135.15
	FY 2024	3,263,381.07	2,182,512.13	390,439.21	\$ 1,883,480.05	\$ 3,640,429.76	\$ 8,096,861.15
	FY 2025	3,192,270.78	1,852,136.24	372,978.48	\$ 1,802,453.45	\$ 3,548,787.55	\$ 7,576,355.72
	FY 2026	3,120,176.53	1,510,537.21	354,990.01	\$ 1,719,593.49	\$ 3,455,025.46	\$ 7,040,146.17
	FY 2027	3,047,084.73	1,257,332.59	336,457.83	\$ 1,634,858.70	\$ 3,359,094.43	\$ 6,587,743.55
	FY 2028	2,973,094.88	892,130.20	317,365.51	\$ 1,548,206.65	\$ 3,260,944.31	\$ 6,018,646.67
	FY 2029	2,897,967.90	389,981.55	297,696.13	\$ 1,459,593.96	\$ 3,160,523.75	\$ 5,307,795.39
	FY 2030	2,821,801.40	0	277,432.25	\$ 1,368,976.27	\$ 3,057,780.24	\$ 4,704,188.76
	FY 2031	2,744,580.98		256,555.89	\$ 1,276,308.21	\$ 2,952,660.04	\$ 4,485,524.14
	FY 2032	2,666,393.84		235,048.55	\$ 1,181,543.40	\$ 2,845,108.17	\$ 4,261,700.12

FY23 TOWN OF AMHERST VEHICLES				
MAKE	MODEL	YEAR	VIN NUMBER	MILEAGE
POLICE				
Ford	Interceptor (Watts)	2017	254	87,387
Ford	Interceptor (Harler)	2021	6442	2,870
Ford	Explorer (Shiflett)	2014	8654	109,300
Ford	Interceptor (Payne)	2017	7002	70,610
Ford	Interceptor (Robinson)	2015	1494	96,647
Ford	Interceptor (Martin)	2021	6441	1,865
Ford	Interceptor (Spare)	2016	8692	107,565
MAINTENANCE				
Ford	SUV	2007	7723	101,246
Dodge	Pickup	2014	4675	66,383
Chevy	Pickup	2011	5012	79,401
Dodge	Work Truck	2013	7481	60,298
GMC	Bucket Truck	1995	5212	115,052
GMC	Dump Truck	2003	9981	49,827
Ford	Explorer (Office)	2011	4253	69,396
UTILITIES				
Dodge	Wastewater	2012	9843	66,738
Dodge	Water	2008	4271	96,967

**Fund Balances and Analysis of Reserves**

Year	General Fund	Water	Wastewater	IDA
2016 \$	1,203,035.00	\$ 1,191,623.00	\$ 726,216.00	
2017 \$	1,458,055.00	\$ 1,360,124.00	\$ 946,198.00	
2018 \$	1,954,032.00	\$ 1,477,324.00	\$ 819,116.00	
2019 \$	1,743,817.00	\$ 1,848,141.00	\$ 1,063,572.00	\$ 280,479.00
2020 \$	1,834,360.00	\$ 1,799,144.00	\$ 1,188,806.00	\$ 562,748.00
2021 \$	2,089,532.00	\$ 1,997,481.00	\$ 960,340.00	\$ 716,372.00

**Losses:**

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

General Fund also has an additional \$904,830 of ARPA funds to be spent.

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

Town of Amherst Pay Plan July 1, 2022-June 30, 2023				Lowest Wage		\$19,385 per year		Step Increase		0.02											
Step:				Hours/yr		2080		Grade Increase		0.06											
Grade:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	\$ 19,385.00	\$ 19,772.70	\$ 20,168.15	\$ 20,571.52	\$ 20,982.95	\$ 21,402.61	\$ 21,830.66	\$ 22,267.27	\$ 22,712.62	\$ 23,166.87	\$ 23,630.21	\$ 24,102.81	\$ 24,584.87	\$ 25,076.56	\$ 25,578.10	\$ 26,089.66	\$ 26,611.45	\$ 27,143.68	\$ 27,686.55	\$ 28,240.28	\$ 28,805.09
	\$ 9.32	\$ 9.51	\$ 9.70	\$ 9.89	\$ 10.09	\$ 10.29	\$ 10.50	\$ 10.71	\$ 10.92	\$ 11.14	\$ 11.36	\$ 11.59	\$ 11.82	\$ 12.06	\$ 12.30	\$ 12.54	\$ 12.79	\$ 13.05	\$ 13.31	\$ 13.58	\$ 13.85
2	\$ 20,548.10	\$ 20,959.06	\$ 21,378.24	\$ 21,805.81	\$ 22,241.92	\$ 22,686.76	\$ 23,140.50	\$ 23,603.31	\$ 24,075.37	\$ 24,556.88	\$ 25,048.02	\$ 25,548.98	\$ 26,059.96	\$ 26,581.16	\$ 27,112.78	\$ 27,655.04	\$ 28,208.14	\$ 28,772.30	\$ 29,347.75	\$ 29,934.70	\$ 30,533.40
	\$ 9.88	\$ 10.08	\$ 10.28	\$ 10.48	\$ 10.69	\$ 10.91	\$ 11.13	\$ 11.35	\$ 11.57	\$ 11.81	\$ 12.04	\$ 12.28	\$ 12.53	\$ 12.78	\$ 13.03	\$ 13.30	\$ 13.56	\$ 13.83	\$ 14.11	\$ 14.39	\$ 14.68
3	\$ 21,780.99	\$ 22,216.61	\$ 22,660.94	\$ 23,114.16	\$ 23,576.44	\$ 24,047.97	\$ 24,528.93	\$ 25,019.51	\$ 25,519.90	\$ 26,030.29	\$ 26,550.90	\$ 27,081.92	\$ 27,623.56	\$ 28,176.03	\$ 28,739.55	\$ 29,314.34	\$ 29,900.63	\$ 30,498.64	\$ 31,108.61	\$ 31,730.78	\$ 32,365.40
	\$ 10.47	\$ 10.68	\$ 10.89	\$ 11.11	\$ 11.33	\$ 11.56	\$ 11.79	\$ 12.03	\$ 12.27	\$ 12.51	\$ 12.76	\$ 13.02	\$ 13.28	\$ 13.55	\$ 13.82	\$ 14.09	\$ 14.38	\$ 14.66	\$ 14.96	\$ 15.26	\$ 15.56
4	\$ 23,087.85	\$ 23,549.60	\$ 24,020.59	\$ 24,501.01	\$ 24,991.03	\$ 25,490.85	\$ 26,000.66	\$ 26,520.68	\$ 27,051.09	\$ 27,592.11	\$ 28,143.95	\$ 28,706.83	\$ 29,280.97	\$ 29,866.59	\$ 30,463.92	\$ 31,073.20	\$ 31,694.66	\$ 32,328.56	\$ 32,975.13	\$ 33,634.63	\$ 34,307.32
	\$ 11.10	\$ 11.32	\$ 11.55	\$ 11.78	\$ 12.01	\$ 12.26	\$ 12.50	\$ 12.75	\$ 13.01	\$ 13.27	\$ 13.53	\$ 13.80	\$ 14.08	\$ 14.36	\$ 14.65	\$ 14.94	\$ 15.24	\$ 15.54	\$ 15.85	\$ 16.17	\$ 16.49
5	\$ 24,473.12	\$ 24,962.58	\$ 25,461.83	\$ 25,971.07	\$ 26,490.49	\$ 27,020.30	\$ 27,560.70	\$ 28,111.92	\$ 28,674.16	\$ 29,247.64	\$ 29,832.59	\$ 30,429.24	\$ 31,037.83	\$ 31,658.58	\$ 32,291.76	\$ 32,937.59	\$ 33,596.34	\$ 34,268.27	\$ 34,953.64	\$ 35,652.71	\$ 36,365.76
	\$ 11.77	\$ 12.00	\$ 12.24	\$ 12.49	\$ 12.74	\$ 12.99	\$ 13.25	\$ 13.52	\$ 13.79	\$ 14.06	\$ 14.34	\$ 14.63	\$ 14.92	\$ 15.22	\$ 15.52	\$ 15.84	\$ 16.15	\$ 16.48	\$ 16.80	\$ 17.14	\$ 17.48
6	\$ 25,941.50	\$ 26,460.33	\$ 26,989.54	\$ 27,529.33	\$ 28,079.92	\$ 28,641.52	\$ 29,214.35	\$ 29,798.63	\$ 30,394.61	\$ 31,002.50	\$ 31,622.55	\$ 32,255.00	\$ 32,900.10	\$ 33,558.10	\$ 34,229.26	\$ 34,913.85	\$ 35,612.12	\$ 36,324.37	\$ 37,050.85	\$ 37,791.87	\$ 38,547.71
	\$ 12.47	\$ 12.72	\$ 12.98	\$ 13.24	\$ 13.50	\$ 13.77	\$ 14.05	\$ 14.33	\$ 14.61	\$ 14.91	\$ 15.20	\$ 15.51	\$ 15.82	\$ 16.13	\$ 16.46	\$ 16.79	\$ 17.12	\$ 17.46	\$ 17.81	\$ 18.17	\$ 18.53
7	\$ 27,497.99	\$ 28,047.95	\$ 28,608.91	\$ 29,181.09	\$ 29,764.71	\$ 30,360.01	\$ 30,967.21	\$ 31,586.55	\$ 32,218.28	\$ 32,862.65	\$ 33,519.90	\$ 34,190.30	\$ 34,874.10	\$ 35,571.59	\$ 36,283.02	\$ 37,008.68	\$ 37,748.85	\$ 38,503.83	\$ 39,273.91	\$ 40,059.38	\$ 40,860.57
	\$ 13.22	\$ 13.48	\$ 13.75	\$ 14.03	\$ 14.31	\$ 14.60	\$ 14.89	\$ 15.19	\$ 15.49	\$ 15.80	\$ 16.12	\$ 16.44	\$ 16.77	\$ 17.10	\$ 17.44	\$ 17.79	\$ 18.15	\$ 18.51	\$ 18.88	\$ 19.26	\$ 19.64
8	\$ 29,147.87	\$ 29,730.83	\$ 30,325.45	\$ 30,931.96	\$ 31,550.59	\$ 32,181.61	\$ 32,825.24	\$ 33,481.74	\$ 34,151.38	\$ 34,834.41	\$ 35,531.09	\$ 36,241.72	\$ 36,966.55	\$ 37,705.88	\$ 38,460.00	\$ 39,229.20	\$ 40,013.78	\$ 40,814.06	\$ 41,630.34	\$ 42,462.95	\$ 43,312.21
	\$ 14.01	\$ 14.29	\$ 14.58	\$ 14.87	\$ 15.17	\$ 15.47	\$ 15.78	\$ 16.10	\$ 16.42	\$ 16.75	\$ 17.08	\$ 17.42	\$ 17.77	\$ 18.13	\$ 18.49	\$ 18.86	\$ 19.24	\$ 19.62	\$ 20.01	\$ 20.41	\$ 20.82
9	\$ 30,896.74	\$ 31,514.68	\$ 32,144.97	\$ 32,787.87	\$ 33,443.63	\$ 34,112.50	\$ 34,794.75	\$ 35,490.65	\$ 36,200.46	\$ 36,924.47	\$ 37,662.96	\$ 38,416.22	\$ 39,184.54	\$ 39,968.23	\$ 40,767.60	\$ 41,582.95	\$ 42,414.61	\$ 43,262.90	\$ 44,128.16	\$ 45,010.72	\$ 45,910.94
	\$ 14.85	\$ 15.15	\$ 15.45	\$ 15.76	\$ 16.08	\$ 16.40	\$ 16.73	\$ 17.06	\$ 17.40	\$ 17.75	\$ 18.11	\$ 18.47	\$ 18.84	\$ 19.22	\$ 19.60	\$ 19.99	\$ 20.39	\$ 20.80	\$ 21.22	\$ 21.64	\$ 22.07
10	\$ 32,750.55	\$ 33,405.56	\$ 34,073.67	\$ 34,755.15	\$ 35,450.25	\$ 36,159.25	\$ 36,882.44	\$ 37,620.09	\$ 38,372.49	\$ 39,139.94	\$ 39,922.74	\$ 40,721.19	\$ 41,535.62	\$ 42,366.33	\$ 43,213.65	\$ 44,077.93	\$ 44,959.49	\$ 45,858.68	\$ 46,775.85	\$ 47,711.37	\$ 48,665.59
	\$ 15.75	\$ 16.06	\$ 16.38	\$ 16.71	\$ 17.04	\$ 17.38	\$ 17.73	\$ 18.09	\$ 18.45	\$ 18.82	\$ 19.19	\$ 19.58	\$ 19.97	\$ 20.37	\$ 20.78	\$ 21.19	\$ 21.62	\$ 22.05	\$ 22.49	\$ 22.94	\$ 23.40
11	\$ 34,715.58	\$ 35,409.89	\$ 36,118.09	\$ 36,840.45	\$ 37,577.26	\$ 38,328.81	\$ 39,095.38	\$ 39,877.29	\$ 40,674.84	\$ 41,488.33	\$ 42,318.10	\$ 43,164.46	\$ 44,027.75	\$ 44,908.31	\$ 45,806.47	\$ 46,722.60	\$ 47,657.06	\$ 48,610.20	\$ 49,582.40	\$ 50,574.05	\$ 51,585.53
	\$ 16.69	\$ 17.02	\$ 17.36	\$ 17.71	\$ 18.07	\$ 18.43	\$ 18.80	\$ 19.17	\$ 19.56	\$ 19.95	\$ 20.35	\$ 20.75	\$ 21.17	\$ 21.59	\$ 22.02	\$ 22.46	\$ 22.91	\$ 23.37	\$ 23.84	\$ 24.31	\$ 24.80
12	\$ 36,798.52	\$ 37,534.49	\$ 38,285.18	\$ 39,050.88	\$ 39,831.90	\$ 40,628.54	\$ 41,441.11	\$ 42,269.93	\$ 43,115.33	\$ 43,977.63	\$ 44,857.19	\$ 45,754.33	\$ 46,669.42	\$ 47,602.81	\$ 48,554.86	\$ 49,525.96	\$ 50,516.48	\$ 51,526.81	\$ 52,557.34	\$ 53,608.49	\$ 54,680.66
	\$ 17.69	\$ 18.05	\$ 18.41	\$ 18.77	\$ 19.15	\$ 19.53	\$ 19.92	\$ 20.32	\$ 20.73	\$ 21.14	\$ 21.57	\$ 22.00	\$ 22.44	\$ 22.89	\$ 23.34	\$ 23.81	\$ 24.29	\$ 24.77	\$ 25.27	\$ 25.77	\$ 26.29
13	\$ 39,006.43	\$ 39,786.56	\$ 40,582.29	\$ 41,393.93	\$ 42,221.81	\$ 43,066.25	\$ 43,927.57	\$ 44,806.13	\$ 45,702.25	\$ 46,616.29	\$ 47,548.62	\$ 48,499.59	\$ 49,469.58	\$ 50,458.97	\$ 51,468.15	\$ 52,497.52	\$ 53,547.47	\$ 54,618.42	\$ 55,710.79	\$ 56,825.00	\$ 57,961.50
	\$ 18.75	\$ 19.13	\$ 19.51	\$ 19.90	\$ 20.30	\$ 20.70	\$ 21.12	\$ 21.54	\$ 21.97	\$ 22.41	\$ 22.86	\$ 23.32	\$ 23.78	\$ 24.26	\$ 24.74	\$ 25.24	\$ 25.74	\$ 26.26	\$ 26.78	\$ 27.32	\$ 27.87
14	\$ 41,346.81	\$ 42,173.75	\$ 43,017.23	\$ 43,877.57	\$ 44,755.12	\$ 45,650.22	\$ 46,563.23	\$ 47,494.49	\$ 48,444.38	\$ 49,413.27	\$ 50,401.54	\$ 51,409.57	\$ 52,437.76	\$ 53,486.51	\$ 54,556.24	\$ 55,647.37	\$ 56,760.32	\$ 57,895.52	\$ 59,053.43	\$ 60,234.50	\$ 61,439.19
	\$ 19.88	\$ 20.28	\$ 20.68	\$ 21.09	\$ 21.52	\$ 21.95	\$ 22.39	\$ 22.83	\$ 23.29	\$ 23.76	\$ 24.23	\$ 24.71	\$ 25.21	\$ 25.71	\$ 26.23	\$ 26.75	\$ 27.29	\$ 27.83	\$ 28.39	\$ 28.96	\$ 29.54
15	\$ 43,827.62	\$ 44,704.18	\$ 45,598.26	\$ 46,510.22	\$ 47,440.43	\$ 48,389.24	\$ 49,357.02	\$ 50,344.16	\$ 51,351.05	\$ 52,378.07	\$ 53,425.63	\$ 54,494.14	\$ 55,584.02	\$ 56,695.70	\$ 57,829.62	\$ 58,986.21	\$ 60,165.93	\$ 61,369.25	\$ 62,596.64	\$ 63,848.57	\$ 65,125.54
	\$ 21.07	\$ 21.49	\$ 21.92	\$ 22.36	\$ 22.81	\$ 23.26	\$ 23.73	\$ 24.20	\$ 24.69	\$ 25.18	\$ 25.69	\$ 26.20	\$ 26.72	\$ 27.26	\$ 27.80	\$ 28.36	\$ 28.93	\$ 29.50	\$ 30.09	\$ 30.70	\$ 31.31
16	\$ 46,457.28	\$ 47,386.43	\$ 48,334.15	\$ 49,300.84	\$ 50,286.85	\$ 51,292.59	\$ 52,318.44	\$ 53,364.81	\$ 54,432.11	\$ 55,520.75	\$ 56,631.17	\$ 57,763.79	\$ 58,919.06	\$ 60,097.45	\$ 61,299.40	\$ 62,525.38	\$ 63,775.89	\$ 65,051.41	\$ 66,352.44	\$ 67,679.49	\$ 69,033.08
	\$ 22.34	\$ 22.78	\$ 23.24	\$ 23.70	\$ 24.18	\$ 24.66	\$ 25.15	\$ 25.66	\$ 26.17	\$ 26.69	\$ 27.23	\$ 27.77	\$ 28.33	\$ 28.89	\$ 29.47	\$ 30.06	\$ 30.66	\$ 31.27	\$ 31.90	\$ 32.54	\$ 33.19
17	\$ 49,244.72	\$ 50,229.61	\$ 51,234.20	\$ 52,258.89	\$ 53,304.07	\$ 54,370.15	\$ 55,457.55	\$ 56,566.70	\$ 57,698.04	\$ 58,852.00	\$ 60,029.04	\$ 61,229.62	\$ 62,454.21	\$ 63,703.29	\$ 64,977.36	\$ 66,276.91	\$ 67,602.44	\$ 68,954.49	\$ 70,333.58	\$ 71,740.25	\$ 73,175.06
	\$ 23.68	\$ 24.15	\$ 24.63	\$ 25.12	\$ 25.63	\$ 26.14	\$ 26.66	\$ 27.20	\$ 27.74	\$ 28.29	\$ 28.86	\$ 29.44	\$ 30.03	\$ 30.63	\$ 31.24	\$ 31.86	\$ 32.50	\$ 33.15	\$ 33.81	\$ 34.49	\$ 35.18
18	\$ 52,199.40	\$ 53,243.39	\$ 54,308.26	\$ 55,394.42	\$ 56,502.31	\$ 57,632.36	\$ 58,785.00	\$ 59,960.70	\$ 61,159.92	\$ 62,383.12	\$ 63,630.78	\$ 64,903.39	\$ 66,201.46	\$ 67,525.49	\$ 68,876.00	\$ 70,253.52	\$ 71,658.59	\$ 73,091.76	\$ 74,553.60	\$ 76,044.67	\$ 77,565.56
	\$ 25.10	\$ 25.60	\$ 26.11	\$ 26.63	\$ 27.16	\$ 27.71	\$ 28.26	\$ 28.83	\$ 29.40	\$ 29.99	\$ 30.59	\$ 31.20	\$ 31.83	\$ 32.46	\$ 33.11	\$ 33.78	\$ 34.45	\$ 35.14	\$ 35.84	\$ 36.56	\$ 37.29
19	\$ 55,331.36	\$ 56,437.99	\$ 57,566.75	\$ 58,718.09	\$ 59,892.45	\$ 61,090.30	\$ 62,312.10	\$ 63,558.35	\$ 64,829.51	\$ 66,126.10	\$ 67,448.62	\$ 68,797.60	\$ 70,173.55	\$ 71,577.02	\$ 73,008.56	\$ 74,468.73	\$ 75,958.11	\$ 77,477.27	\$ 79,026.81	\$ 80,607.35	\$ 82,219.50
	\$ 26.60	\$ 27.13	\$ 27.68	\$ 28.23	\$ 28.79	\$ 29.37	\$ 29.96	\$ 30.56	\$ 31.17	\$ 31.79	\$ 32.43	\$ 33.08	\$ 33.74	\$ 34.41	\$ 35.10	\$ 35.80	\$ 36.52	\$ 37.25	\$ 37.99	\$ 38.75	\$ 39.53
20	\$ 58,651.25	\$ 59,824.27	\$ 61,020.76	\$ 62,241.17	\$ 63,486.00	\$ 64,755.72	\$ 66,050.83	\$ 67,371.85	\$ 68,719.28	\$ 70,093.67	\$ 71,495.54	\$ 72,925.45	\$ 74,383.96	\$ 75,871.64	\$ 77,389.07	\$ 78,936.86	\$ 80,515.59	\$ 82,125.90	\$ 83,768.42	\$ 85,443.79	\$ 87,152.67
	\$ 28.20	\$ 28.76	\$ 29.34	\$ 29.92	\$ 30.52	\$ 31.13	\$ 31.76	\$ 32.39	\$ 33.04	\$ 33.70	\$ 34.37	\$ 35.06	\$ 35.76	\$ 36.48	\$ 37.21	\$ 37.95	\$ 38.71	\$ 39.48	\$ 40.27	\$ 41.08	\$ 41.90
21	\$ 62,170.32	\$ 63,413.73	\$ 64,682.00	\$ 65,975.64	\$ 67,295.15	\$ 68,641.06	\$ 70,013.88	\$ 71,414.16	\$ 72,842.44	\$ 74,299.29	\$ 75,785.27	\$ 77,300.98	\$ 78,847.00	\$ 80,423.94	\$ 82,032.42	\$ 83,673.07	\$ 85,346.53	\$ 87,053.46	\$ 88,794.53	\$ 90,570.42	\$ 92,381.83
	\$ 29.89	\$ 30.49	\$ 31.10	\$ 31.72	\$ 32.35	\$ 33.00	\$ 33.66	\$ 34.33	\$ 35.02	\$ 35.72	\$ 36.44	\$ 37.16	\$ 37.91	\$ 38.67	\$ 39.44	\$ 40.23	\$ 41.03	\$ 41.85	\$ 42.69	\$ 4	

Following is a list of positions included in the Town's Pay Plan:

Administration  
20 Office Manager/Finance Director (Exempt)  
19 Clerk to Council  
13 Fiscal Assistant  
14 Senior Fiscal Assistant  
9 Office Assistant (part-time)  
9 Intern

For the FY22-23 budget, the following positions are included:

Administration  
Town Manager  
Office Manager/Finance Director  
Senior Fiscal Assistant  
Office Assistant 2 PT)  
Clerk to Council

Police  
25 Chief of Police (Exempt)  
23 Major (Exempt)  
22 Captain (Exempt)  
20 Investigator  
18 Accreditation Manager  
19 Police Officer 3  
17 Police Officer 2  
15 Police Officer 1  
10 Administrative Officer  
14 Administrative Analyst

Police  
Chief  
Major  
Investigator  
Police Officer 3  
Police Officer 2  
Accreditation Manager  
Administrative Officer (PT)  
Administrative Analyst  
Part Time Officers (as needed)

Public Utilities  
25 Public Utilities Director (Exempt)  
23 Director of Plants (Exempt)  
17 Utility Maintenance Foreman (Exempt)  
15 Lead Treatment Plant Operator  
13 Treatment Plant Operator  
12 Treatment Plant Operator-Apprentice  
12 Utility Maintenance Technician  
8 Custodian

Public Utilities  
Director of Plants  
Utility Maintenance Foreman  
Lead Treatment Plant Operator (2)  
Treatment Plant Operator (2 FT, 1 PT)  
Utility Maintenance Technician (4 FT and 1 PT)  
Custodian (PT, 1)

**TOWN OF AMHERST**  
Office of the Town Attorney  
P.O. Box 280 174 S. Main Street Amherst, VA 24521



Eric M. Lansing, Esq.  
Deal & Lacheney P.C.  
TOWN ATTORNEY  
eric.lansing@amherstva1.us  
PHONE: (888) 456-1547  
FAX: (877) 457-1231

**Mailing Address:**  
174 S. MAIN STREET  
P.O. BOX 280  
AMHERST, VA 24521

**FROM: Eric M. Lansing, Town Attorney**  
**TO: Town Council of the Town of Amherst**  
**DATE: March 1, 2022**  
**SUBJECT: Change of name from IDA to EDA**

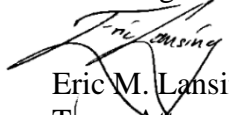
Dear Mayor and Councilors:

Please find enclosed an ordinance amending Town Code §§ 2-140 and 2-141, to change the name of the Town of Amherst's industrial development authority to the "Economic Development Authority of the Town of Amherst, Virginia."

Note that the reference to "an industrial development authority" in § 2-140 is left intact, because this is the generic term for this type of authority under the Industrial Development and Revenue Bond Act. *See, e.g.,* Va. Code § 15.2-4901 ("authoriz[ing] the creation of industrial development authorities").

It is a privilege to serve the Council.

Kind Regards,

  
Eric M. Lansing  
Town Attorney



## ORDINANCE OF THE TOWN OF AMHERST

**AN ORDINANCE AMENDING THE CODE OF THE TOWN OF AMHERST, VIRGINIA, CHAPTER 2 (ADMINISTRATION), ARTICLE IV (BOARDS, COMMISSIONS, AND AUTHORITIES), DIVISION 2 (INDUSTRIAL DEVELOPMENT AUTHORITY), TO PROVIDE THAT THE NAME OF THE INDUSTRIAL DEVELOPMENT AUTHORITY SHALL BE CHANGED TO THE ECONOMIC DEVELOPMENT AUTHORITY.**

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

**WHEREAS**, the Virginia Industrial Development and Revenue Bond Act (Va. Code §§ 15.2-4900 et seq.) allows for local governments to create industrial or economic development authorities;

**WHEREAS**, § 15.2-4903, Subsection C, of the Code of Virginia provides for the name of any industrial development authority to be changed to “Economic Development Authority”;

**WHEREAS**, such a name change reflects developments in the economy of the Town of Amherst since the original establishment of the Industrial Development Authority;

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

**WHEREAS**, on \_\_\_\_\_, a public hearing was held on this matter, and all of those wishing to speak on this topic were heard;

**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF AMHERST**, that Chapter 2 (Administration), Article IV (Boards, Commissions, and Authorities), Division 2 (Industrial Development Authority) of the Amherst Town Code is hereby amended as follows:

### **DIVISION 2. - ~~INDUSTRIAL~~ECONOMIC DEVELOPMENT AUTHORITY**

#### **Sec. 2-140. - Created; powers, duties, and obligations.**

There is hereby created, pursuant to the provisions of the Industrial Development and Revenue Bond Act (~~Code of Virginia, Va. Code~~ §§ 15.2-4900 et seq.), a political subdivision of the ~~commonwealth~~Commonwealth, to be known as an industrial development authority, with such public and corporate powers, duties, and obligations as are set forth in the above-cited sections of the Code of Virginia.

**Sec. 2-141. - Name.**

The name of the political subdivision of the ~~commonwealth~~ Commonwealth created by this ~~d~~Division, ~~shall be heretofore known as~~ the "Industrial Development Authority of the Town of Amherst, Virginia;" is hereby renamed the "Economic Development Authority of the Town of Amherst, Virginia," pursuant to § 15.2-4903(C) of the Code of Virginia. Where the context establishes a reasonable distinction from the economic development authorities of other localities, the Authority may also be referred to as the Economic Development Authority.

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on March 9, 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	Sharon W. Turner
P	Rachel A. Carton	P	Janice N. Wheaton
P	Kenneth S. Watts	P	Andra Higginbotham

Also present were the following staff members:

Sara E. McGuffin	Town Manager		Charles Thompson	Utilities Maintenance Foreman
Vicki K. Hunt	Clerk of Council		Robert Shiflett	Chief of Police
Eric Lansing	Town Attorney		Brandon Payne	Police Officer
Gary Williams	Director of Plants			

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

Mayor Tuggle opened the floor for citizen comment.

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

Ms. Turner made a motion that was seconded by Ms. Carton to approve the Minutes of the meetings held on February 9, 2022, and February 23, 2022.

There being no discussion, the motion as to the February 9, 2022, and February 23, 2022, minutes carried 4-0-1 via the roll call method as follows:

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

Councilor Carton, Chairman of the Finance Committee, gave an oral report on behalf of the Committee reporting that the committee recommends that the current employee insurance options remain in effect. By consensus Council agreed with the recommendation of the committee and instructed Town Manager McGuffin to report the decision to the insurance company.

Councilor Watts, Chairman of the Utilities Committee, gave an oral report on behalf of the Committee related to the Sweet Briar College water and wastewater agreement and on wastewater service for Poplar Grove, reporting that the committee recommends proceeding with the wastewater service agreement for Poplar Grove once the wording of the agreement has been finalized.

After a report by Town Manager McGuffin, Mr. Watts made a motion that was seconded by Mr. Higginbotham to hold a public hearing at its meeting on April 13, 2022, on the proposed Town of Amherst FY22-23 Budget and on the Town of Amherst FY22-23 Capital Improvement Program proposal, as recommended by staff.

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

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

After a report by Town Manager McGuffin on the dewaterer for the Wastewater Treatment Plant, Ms. Turner made a motion that was seconded by Ms. Carton to authorize staff to proceed with a request for quotation (bids) for Centrifuge sludge dewatering equipment, as recommended by staff.

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

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

After a report by Town Manager McGuffin, Ms. Carton made a motion that was seconded by Ms. Turner to accept the bid of Electrical Mechanical Services in the amount of \$159,000.00 for Waugh's Ferry Road Pump Station Generator Improvements, as recommended by staff.

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

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

Town Attorney Lansing gave a report on a proposed ordinance amending Chapter 14, Article IV, of the Town Code, enacting § 14-25 therein, to prohibit the placement of waste receptacles in the public right of way, other than at designated collection times or the evening.

Discussion was held on whether the trash bin collection time for businesses should be extended and on a waiver of the return fee for first time offense. By consensus, Mr. Lansing was directed to revise the language in § 14-25 B. Collection times exempted and § 14-25 C. Removal of waste containers, in the proposed ordinance. Further discussion on the matter was deferred to the April 13, 2022, meeting.

Town Attorney Lansing gave a report on a proposed ordinance amending Town Code §§ 2-140 and 2-141, to change the name of the Town of Amherst's industrial development authority to the "Economic Development Authority of the Town of Amherst, Virginia."

Mr. Watts made a motion that was seconded by Ms. Carton to hold a public hearing at its meeting on April 13, 2022, on the proposed ordinance amending Town Code §§ 2-140 and 2-141, to change the name of the Town of Amherst's industrial development authority to the "Economic Development Authority of the Town of Amherst, Virginia,," as recommended by staff.

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

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

After Town Manager McGuffin gave a report on establishing a service agreement for the Town to provide wastewater treatment for a portion of the Poplar Grove Development, Ms. Carton made a motion that was seconded by Ms. Turner, to authorize Town Manager McGuffin to execute the agreement once completed.

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

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

Town Manager McGuffin reported on the need for a maintenance work truck engine replacement. Discussion was held on engine and truck replacement alternatives. Staff was directed to explore options. Further discussion was deferred.

Mayor Tuggle opened the floor for citizen comment.

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

There being no further business, the meeting adjourned at 7:36 P.M., until April 13, at 7:00 p.m. on motion of Ms. Carton. seconded by Ms. Turner.

The motion carried 5-0 as follows:

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

---

D. Dwayne Tuggle, Mayor

Attest:

---

Clerk of Council

**Town Manager's Report**  
**April 13, 2022**  
*Status of all items shown in italics*

**From the Council's 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- *IDA has begun visitation of all businesses in town. Completion pending.*
- Develop a plan for a new Council table/dais, including the layout and components, get price quotes, and report back to Council- *Next steps would be new table for Council and Clerk. Options presented to Council at budget meeting. Will poll Council for preferences and whether there is desire to proceed.*

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

- Bring to Council a plan for a pathway forward for the IDA to become an EDA- *Ordinance Amendment required. Draft Ordinance to Council for consideration at this meeting.*
- Convene a joint Town Council/IDA meeting *Held July 6, 2021*
- Explore creating a façade improvement program, with incentives
- 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- *Initial meetings and data completed. Framework completed. Utilities committee has approved concept. Working on legal draft now. Anticipating May adoption.*

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.*

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

- Complete initial visitation of town businesses- *Pending.*
- Adopt a revised Comprehensive Plan- *Anticipated completion by Summer, 2022. Staff is working with the PDC on a citizen engagement survey on issues in town, and anticipates that the survey will go live in April. . Survey completion will coincide with a public meeting.*

### **Other Major Projects:**

#### Sewer Sliplining Project

*Wastewater Treatment Plant improvements are complete. On the collection side of the project, the we have worked with the contractor on a plan of action for the remaining work. USDA has approved pipe bursting and working to get a completion schedule.*

#### Water Treatment Plant

*The project is proceeding well, although there are time delays due to supply chain issues and a pandemic related shutdown.*

#### 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.*

#### Standalone Generator at Waugh's Ferry Water Tank

*Contract has been approved and awarded.*

#### Centrifuge Facility (Sludge Dewaterer)

*WW has begun work on drawings for the facility. Purchase approval request in this month's packet for the centrifuge equipment. Drawings for the construction project are underway.*



DATE: March 2022	SHIFT WORKING:
OFFICERS: 1,2,3,4,5,6	VEHICLES: 101,102,103,104,105,106
TOTAL MILES PATROLLED : 4765	TOTAL CALLS FOR SERVICE: 209

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	24
ALARM	13
PHONE COMPLAINT	172
BOLO	20
MISSING PERSON	
SHOPLIFTING	1
PROBLEM WITH OTHERS	8
DOMESTIC	
CHECK WELFARE	1
NOISE OR DOG COMPLAINT	4
TRAFFIC CRASH	6
EMS CALLS	1
SUDDEN DEATH	
SUSPICIOUS PERSON	2
OTHER	40
CALLS AT AMBRIAR	

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

OFFICER INITIATED	NUMBER
BUILDING CHECKS	190
BUSINESS VISIT	45
BUILDING SEARCH	1
TRAFFIC SUMMONS	26
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	115 / 16
WARRANT SERVICE	5
PROPERTY WALK AROUNDS	28
WARRANTS OBTAINED	8
PARKING TICKETS	
MISD. INVESTIGATION	1
FELONY INVESTIGATION	3
NARCOTICS INV.	1
SEARCH WARRANT	
PUBLIC RELATIONS	1
CITIZEN CONTACT	197

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	13
EQUIPMENT VIOLATION	
RECKLESS DRIVING	3
SUSPENDED LICENSE	2
INSPECTION/REGISTRATION	4
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	5





ARREST	NUMBER
MISDEMEANOR	5
FELONY	8
EPO	
ECO/ PPO	
NARCOTICS VIOLATION	1
DUI / DUID	

OTHER	NUMBER
ASSIST OTHER OFFICER	13
ASSIST OTHER AGENCY	8
COURT	2
REPORTS	12
SCHOOL / TRAINING	11 / 120
MEETINGS	16
TOWED / IMPOUNDED VEH	

### Assist County

3/17/22 Mental health situation Little Piney Voluntary ECO  
 3/20/22 Domestic 751 Campbells Mill Road Advice  
 3/24/22 Arrest Turkey Mountain Road Assist  
 Assist County in possible gang activity at the High School

### After Hours Calls

3/20/22 Traffic Crash 29/60 Arrest  
 3/24/22 Problems with others 167 Dogwood St Advice

### Schools/Training

Planning for First Responders Parade  
 Trauma Informed Community Meeting  
 CIT Advisory Council Meeting  
 Officer Martin assisted in CIT Instructor School 16-18  
 Officer Robinson completed CIT Instructor School  
 Firearms recertification 3/21/22: 30 hours  
 Taser/Baton recertification 3/24/22: 10 hours  
 Major Harler completed 40 hours Inservice Training  
 Chief Shiflett completed 40 hours Inservice Training  
 Reserve Officer Training: 9 hours  
 Chief Shiflett sat on interview panel for Public Safety  
 Captain Interview for department 3/22/22  
 Sexual Harassment/Driver Training for VML



## TOWN OF AMHERST

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

**To:** Town Council  
**From:** Tracie Morgan  
**Date:** April 6, 2022  
**Re:** March 2022 Monthly Report

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**Utilities** – March utility billing total was \$170,379.42.

**A/P** – The total amount of checks cut for March 2022 bills, including payroll deductions were \$364,658.92.

**Meals and Beverage Tax** – 16 Businesses paid \$49,361.49 in Meals and Beverage Tax for the month of February 2022.

**License Tax Bills** – License Fee Bills were due December 6, 2021. Second notices have been sent out to those that are delinquent. I ran my collection process February 14, 2022 that included bank liens, and intercepting State Tax Refunds. Dee had begun the DMV Stop process.

**Audit**- We ran into some more Edmunds conversion problems affecting the reports that I run for the audit. I hope this will be complete soon and next year we have everything worked out.

**Business License** – Business License notices and applications were sent out the beginning of March. Applications and payments are due by May 1, 2022 to avoid penalty and interest.

**CLERK OF COUNCIL REPORT  
MARCH 2022**

**COMMITTEE MEETINGS**

**Planning Commission**

Regular Meeting on 03-02-22: 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.

**IDA**

Regular Meeting on 03-07-22: Receive and review agenda materials; assemble packet for meeting; distribute and post agenda packet to website; draft minutes for approval; post to Town website.

**Town Council**

Regular Meeting on 03-09-22: 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 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:
  - Notice: Procedures for Amherst Town Council March meeting
  - Notice: DMV to go service at Town Hall
  - Notice: Job Opening Town of Amherst Full-Time Certified Police Officer
  - Notice: Crossing work – Temporary Closure on River Road and Depot Street
- Share links to community news and events; Monitor feedback.

**ZONING ORDINANCE RECODIFICATION**

Review Recodification Proof checking for requested changes; prepare cross reference; redline proof and prepare memo for discussion on additional changes

**BANNER PERMIT**

Pancake Day: Prepare banner permit application package; correspond with VDOT

**FOIA**

Receive, review, and respond to one request for information

**OTHER:**

- Convert and post audio meeting recording to website
- Prepare legal ads; correspond with News and Advance re estimate and publication; post public hearing notices
- Council chambers furniture – request estimate
- Requirement to house hard copy of Virginia Code: research and confirm with Town Attorney that there is no requirement; cancel subscription
- Contact Point Source re Council Chamber TV issue
- Order new business cards and name tag for Town Manager
- Correspond with BZA re potential meeting dates
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

# Town of Amherst Committees as of March 31, 2022

Appointed/Term Expires

**TOWN COUNCIL**

D. Dwayne Tuggle, Mayor	01/01/19	12/31/22
Rachel A. Carton, Vice	01/01/21	12/31/24
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	11/11/21	06/30/22
Clifford Hart	07/01/19	06/30/23
Anne Webster Day	03/13/19	06/30/22

**BOARD OF ZONING APPEALS**

June Driskill	11/13/20	08/31/25
Ed Carton	09/01/19	08/31/24
Teresa Tatlock	11/11/21	08/31/26
Marvin Hensley	08/31/17	08/31/22
R.A. "Tony" Robertson	01/13/21	08/31/23

**INDUSTRIAL DEVELOPMENT AUTHORITY**

Clifford Hart	07/01/19	08/31/23
Sharon Watts Turner	07/01/18	06/30/22
Aaron H. Mahler	07/01/21	06/30/25
Jacob Bailey	07/01/20	06/30/24
Manly Rucker	07/01/21	06/30/25
Kim Odell Stein	07/11/18	06/30/22
Richard Wydner	07/01/19	06/30/23

**PROPERTY MAINTENANCE INVESTIGATION BOARD**

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

**CENTRAL VIRGINIA PLANNING COMMISSION/MPO**

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

Appointed/Term Expires

**CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)**

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

**TOWN/SWEET BRIAR SEWER USE ADVISORY COMMISSION**

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

<b>TOWN COUNCIL COMMITTEES (FOR THE 01/01/21-12/31/22 TERM)</b>
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**FINANCE COMMITTEE**

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

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

**UTILITIES COMMITTEE**

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

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

**TOWN HALL MEETING ROOM REHABILITATION AD HOC COMMITTEE**

Rachel Carton (Chairman) and Sharon Turner

- Oversee and monitor rehabilitation and refurbishment

## Utility/Town Maintenance and Construction Report

Mar-22

Water Meter Read	1150
Water Meter Re-Read	22
Disconnects	17
VA-811 Service locations	36
Vehicle PM Work Orders	10
Pump Station/Plant Work Orders	30
Banners Installed/Dismantled	0
Water Services Installed/Replaced	3
Sewer Services Installed/Replaced	5
Minor Leaks Repaired	3
Major Leaks Repaired	0
Minor Sewer Problems Resolved	6
Major Sewer Problems Resolved	0

### Man Hours

Meter Reading	110
Street/Sidewalk Maintenance	286
Safety Training	6
Bush gogging/ Right of way water/ sewer	42
Flushing Water	8
Equipment Maintenance	83
Xmas decorations	0

### 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.

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

**Board of Directors Regular Meeting Minutes**  
**The Spring House Restaurant**  
9789 Richmond Hwy  
Lynchburg, VA 24504  
January 27, 2022 – 6:00 p.m.

**Directors:** Jeff Floyd, Chairman  
(Present) Brandon Schmitt, Assistant Chairman  
Doug Perrow, Treasurer  
Chad Barrett, Assistant Treasurer  
Charles Smith  
Joetricia Humbles  
Karen Angulo  
Bonnie Swanson  
Brandon Payne  
Bruce Jones

**Directors:**  
(Absent)

**Staff/Partners:** Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.  
(Present) Mark Hollberg, CDC, DCR Conservation District Coordinator  
Cindy Miller, RELSWCD Office Administrator  
Lauran Campbell, RELSWCD Conservation Education Specialist  
George Shrader, Timberlake WID Treasurer

**Others:** Jim Echols, DCR Western Area Manager  
Kinkle Robinson, Clean Water Award Recipient

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order January 27, 2022, at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Acknowledgement of Guests:** Jim Echols, DCR Western Area Manager  
Kinkle Robinson, Clean Water Award Recipient

**Adopting the Agenda:** Jeff Floyd, Chairman, asked if there were any changes to the agenda. Motion was made to approve the agenda as presented. (Barrett, Payne passed 10/0)

**Reading and Approving of the November 18, 2021 Minutes:** Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). Motion was made to approve the minutes as presented. (Perrow, Barrett passed 10/0).

#### **REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer's Report – December 2021 –Doug Perrow, Treasurer,** gave the Treasurer's report (copy filed with minutes). All bank statements were reconciled to the checkbook and QuickBooks program. The December 2021 Treasurer's report will be filed in the District Office.

**2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC** gave the January 2022 report. (copy filed with minutes).

### Administration:

Second quarter reports (Attachment E, cash balance and P&L) are due Tuesday, January 18.

### VACS:

Tracking program module users are to complete **IT Security training** by January 28. Please send a copy of training completion certificate to me.

Recent changes to the AgBMP Tax Credit program require SWCDs to send participants their tax credit certificates by **January 31**, Virginia Form ABM and the applicable letters documenting an approved Soil Conservation Plan and/or Resource Management Plan. The producer is responsible to work with their tax preparer to submit all required documentation to the Virginia Department of Taxation (TAX) by the firm deadline of April 1, not the District The producer must send these documents to TAX at least **90 days prior to the producer's state income tax filing deadline**. Feel free to share this informational video with producers: [https://www.youtube.com/watch?v=Uv5\\_XqYCNj0](https://www.youtube.com/watch?v=Uv5_XqYCNj0)  
**By January 15**, please be sure tax credit data in tracking is accurate such that DCR's report to the State Department of Taxation regarding ag bmp Tax Credits is accurate. Logi reports are available to quickly check the quality of tax credit data.

### Miscellaneous:

The **Governor's budget proposal** released on December 15 requested full funding for AgBMPs per the Ag Needs Assessment. The deposit from the budget surplus into WQIF is roughly \$313 million, yielding roughly \$208 million for cost-share in the upcoming FY.

**Risk Management Coverage Reminder:** As per the memo distributed in August 2021, the Division of Risk Management provides tort liability and fidelity bonding. SWCDs are eligible to participate in the auto liability insurance for a cost to the SWCD. However, **DRM DOES NOT PROVIDE PROPERTY INSURANCE OR WORKER'S COMP.**

IRS 2022 mileage rate is 58.5 cents per mile

Each year the Board needs to review the Strategic plan once and the Plan of work twice a year.

**3-USDA Natural Resources Conservation Service Report** – Jon Lipinski- DC, Rustburg Service Center- written report provided (copy filed with minutes)

### Staffing

District Conservationist: Kelly Burke has accepted the DC position and will start teleworking on 18 Jan 2022

### Programs

#### Environmental Quality Incentives Program (EQIP)

FY 2022 EQIP application deadline was 19 Nov 2021

FY 2022 EQIP ranking deadline is 18 Feb 2022, Rustburg has many applications consisting of High tunnels, Livestock, Cropland, Irrigation management, Wildlife habitat, and Forestry plans. Lauren is working with Kelly and other NRCS staff to meet this deadline

#### CRP/GRP/WRP

Nothing significant to report

#### Conservation Stewardship Program (CSP)

CSP sign up has a proposed signup date of 25 March 2022

### Outreach, Training and Upcoming Events

VAFGC will have their winter meetings in Jan.

**4-Virginia Department of Forestry Report** – Rick Butler, Appomattox Forester –no report provided for January 2022. No updates to report.

**5-Virginia Cooperative Extension Report** – Bruce Jones, Appomattox VCE Agent – gave the January 2022

Virginia Cooperative Extension Update – January 27 meeting

1. A Commercial Pesticide Applicator Recertification Class is scheduled for March 9 at Sweet Briar. This course is aimed at home pest, lawncare and right-of-way license holders. Cost is \$50 and runs from 8 till 3:30 by June 30<sup>th</sup>.
2. Private Pesticide Applicator Recertifications have been going well. Still focusing on individuals with a December 2021 expiration as there is a 60-day grace window.

Need to be completed by the end of February.

3. Dark, Cigar and Burley Tobacco production meeting scheduled for February 15 in Charlotte County.
4. Dicamba specific pesticide training for soybean producers on February 24 at Campbell County Extension Office. This will be a breakfast type meeting and usually draws a good attendance since mandatory for the herbicide purchase.

**Motion request:** Motion was made to approve for the District to donate \$100 to pay for Breakfast Biscuits for the Pesticide training on February 24<sup>th</sup>. (Perrow/ Smith 9/0).  
Jones obtained from voting.

5. Southern Farm Show is February 2, 3, and 4<sup>th</sup> in Raleigh, NC
6. Extension worked with Campbell County Economic Development and was awarded a \$500,000 producer grant for precision agriculture and farm efficiency. This grant will cover Appomattox and Campbell Counties in the SWCD. Producers have a varied list of potential practices with cost share being 1/3. Maximum reimbursement is \$5,000. No date set yet for applications. Hay Barns included.
7. The Virginia Cooperative Extension Annual Conference is Jan 31 – February 1. This was recently changed to virtual.
8. The Virginia Forage and Grassland Council producer meetings were held the week of January 17. Our closest meeting was in Chatham on the 19<sup>th</sup>. Very diverse and interesting program.
9. Training with the Lynchburg Master Gardeners is upcoming on the control of the infestation of the Spotted Lantern Fly. Bruce will let us know when it is scheduled.

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

**Projects:**

Been a busy month here at Robert E. Lee SWCD. The winter weather has slowed down field work. Working on plans and designs for new projects. Monitoring progress on projects under construction. Also meeting new producers that are interested in our programs. Working on estimates and maps for new projects for the new program year. Helping out with soil testing questions. Working on Nutrient Management Plans for producers.

**Practices and Conservation Plans for Board Approval:**

Please see attached sheet for BMP's for approval.

Motion was made to approve all BMP's listed 10-22-0020 thru 10-22-0025.

Motion was made by Barrett for an open discussion on the BMP's.

Discussion was done and it was decided for BMP approval request to include Ranking Score on the request.

Discussion was closed.

Motion to approve all BMP's listed 10-22-0020 thru 10-22-0025 (Perrow, Barrett 10/0)

**Watershed Dams:**

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Billy Hall completed the second maintenance event at the watershed dams and has been paid.

**Spot Checks:**

September 21-23 2021. 2 BMP's are still working on correcting maintenance issues. One the landowner has called in to tell is complete, will be going out soon with landowner to certify. Other has 2 water troughs left that need gravel maintenance.

**Attended Meetings: at Office**

Listed in packet.

<u>Contract</u>	<u>Instance</u>	<u>Co.</u>	<u>Est. Cost</u>	<u>CS amt.</u>	<u>Comp/Date</u>	<u>Funding Source</u>	<u>Practice</u>
10-22-0020	469370	CAM/OCB	\$35,100.00	\$37,308.00 Includes: \$2,208.00 Buffer Payment	June 30, 2023	PY22 OCB  VACS	SL-6W



10-22-0021	469738	CAM/OCB	\$4,851.00	\$4,851.00	June 30, 2022	PY22 OCB VACS	FR-1
10-22-0022	469798	CAM/OCB	\$36,787.50	\$42,307.50 Includes: \$5,520.00 Buffer Payment	June 30, 2023	PY22 OCB VACS	SL-6W
10-22-0023	469984	AP/CB	\$63,600.00	\$70,068.00 Includes: \$6,468.00 Buffer Payment	June 30, 2023	PY22 CB VACS	SL-6W
10-22-0024	469986	AP/CB	\$40,204.25	\$45,204.25 Includes: \$5,484.00 Buffer Payment	June 30, 2023	PY22 CB VACS	SL-6W
10-22-0025	469987	AP/CB	\$72,325.00	\$79,081.00 Includes: \$6,756.00 Buffer Payment	June 30, 2023	PY22 CB VACS	SL-6W

**Upcoming Meetings: "Virtual" at Office**

2-2-2022. VACS Training. Office

2-15-2022. Campbell County Cattleman's meeting. Rustburg.

**Hours/Mileage:**

125hrs/829 miles. Due to winter weather and Office/delay/closing.

7-RELSWCD Conservation Education Specialist- Lauran Campbell gave her report for January 2022 (copy filed with minutes).

**Meetings:**

11/30 Envirothon Workshop Zoom Meeting, buying food due to not having a team this year, emailed local schools to see if they wanted to stop by workshop to see what Envirothon is about for potential teams for next time

12/1-12/2 Native Grasses, Zoom

12/6-12/7 VASWCD Annual Meeting, Zoom

12/7 Retirement Meeting, discuss options of retirement

12/10 Lynchburg Water Resource Face to Face, toured facility and meet and greet

12/14 Lynchburg Parks & Rec, meet and greet discuss programs

12/15 Envirothon Advisor's Meeting, Zoom

1/3 Amherst County Agricultural Committee, Meet and Greet, discuss programs

1/5, 1/12, 1/19/2022 Revised Universal Soil Loss Equation

1/28 Lynchburg Regional Environmental Education Roundtable

**Education Program Log:**

Date/Location	Program	# of People Reached
12/13 Grace Hill Baptist Church, Boy Scouts	Rain Garden in a Cup	13
12/15 Appomattox Library	Read/Craft	8

12/17 Timbrook Library (Campbell County)	Snow Project "Melting Snowman"	45
1/1 James River State Park	"Wetland" First Day Hike	7
1/5 First Presbyterian Church (Campbell County), Boy Scouts	Enviroscape	13
1/12 Appomattox Library	Read/Craft	7

#### **Future Programs**

- Recycled Valentines (virtual accompanied with kits)
- Tabling at Appomattox Schools (2/3/2022)
- Road Clean-Up (2/5/2022)
- Soil Sampling and Testing with Lynchburg Parks and Rec (2/10)
- Appomattox Library Story/Craft (2/16/2022) \*\*Canceled due to COVID as of now\*\*
- Envirothon Subcommittee Meeting (Date TBD)

#### **Future Ideas:**

- Farmer's Breakfast
- Recycling Field Day.
- VDOT Adopt-A-Highway

REL Received a financial support grant of \$500 from VASWCDEF in order to support the local Envirothon program.

#### **OPPORTUNITIES TO SUPPORT THE VIRGINIA ASSOCIATION OF SOIL & WATER CONSERVATION DISTRICTS EDUCATIONAL FOUNDATION:**

Fundraising is the sole reason environmental programs such as Envirothon, Youth Conservation Camp, teacher workshops, and classroom outreach activities across the Commonwealth are possible. Please take the time and support the VASWCDEF to offer support through these programs listed below. Kroger donates 3%-5% of total amount spent. Amazon will donate .5% of the purchase prices to the charitable organization.  
<https://smile.amazon.com/gp/chpf/homepage?orig=%2F>  
<https://www.kroger.com/i/community/community-rewards>

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

- Monthly duties completed and all accounts balanced to QuickBooks and Bank accounts.
- Processed and distributed Attachment E for 2<sup>nd</sup> Quarter.
- Submitted 2022 allocation request to each county.
- Updated current mileage reimbursement rate to 58.5 cents per mile.
- Participated in the December 8, 2021 audit, observations attached.
- Forwarded file requested and letter of response to DCR for audit letter received.
- Worked on record retention for financial files.
- Worked with Lauran on outreach and building contacts.
- Assisted Lauran with her activities and preparations.
- Assisted with W2 processing
- Prepared 1099 tax forms and mailed them out on 1/12/22.

**Motion request:** Request motion to approve attached mileage log for use for all District employees effective Jan 27, 2022. (Approved Barrett, Schmitt 10/0)

**Meetings attended:** Virtually: on file.  
**Jan Envirothon workshop** postponed until March.  
**Future Meetings:** Virtually  
None at this time

Our next Board of Directors meeting will be on Thursday February 24, 2022.

8. Timberlake WID – Doug Perrow reviewed attachments provided by George Shrader from the Timberlake WID showing that the funding process will be transferred as planned.

**REPORT OF COMMITTEES –**

**UNFINISHED BUSINESS – None**

7:35 pm George Schrader stepped in.

**NEW BUSINESS-** Audit letter and response letter were reviewed by the Board of Directors. Open discussion was held on purchasing a District Vehicle or two. Motion was made about checking into purchasing two vehicles and all that in tells and for the Finance Budget Committee to meet for further discussion. (Schmitt, Smith 10/0)

7:41 pm Luran Campbell stepped out.

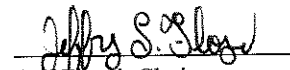
7:43 pm Luran Campbell Stepped back in.

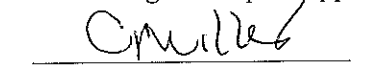
8. Timberlake WID- George Schrader spoke on topics reviewed by Doug Perrow in reference to tax and funding of the Timberlake WID project.

**PUBLIC COMMENT - None**

**ANNOUNCEMENTS – None**

**ADJOURNMENT -** The Chairman adjourned the meeting at 7:49 p.m. Approved (Angulo, Smith 10/0)

  
Jeff Floyd, Chairman

  
Cindy Miller, Office Administrator

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

Board of Directors Regular Meeting Minutes  
The Spring House Restaurant  
9789 Richmond Hwy  
Lynchburg, VA 24504  
February 24, 2022

**Directors:** Jeff Floyd, Chairman  
(Present) Brandon Schmitt, Assistant Chairman  
Doug Perrow, Treasurer  
Chad Barrett, Assistant Treasurer  
Charles Smith  
Joetricia Humbles  
Karen Angulo  
Bonnie Swanson  
Bruce Jones

**Directors:** Brandon Payne  
(Absent)

**Staff/Partners:** Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.  
(Present) Mark Hollberg, CDC, DCR Conservation District Coordinator  
Cindy Miller, RELSWCD Office Administrator (via phone)  
Lauran Campbell, RELSWCD Conservation Education Specialist  
Kelly Burke, NRCS District Conservationist  
George Shrader, Timberlake WID Treasurer

**Others:**

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order February 24, 2022, at 6:02 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Acknowledgement of Guests:** None

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

**Reading and Approving of the January 27, 2022 Minutes:** Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as presented. (Perrow, Humbles passed 9/0).**

#### **REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer's Report – January 2022 –Doug Perrow, Treasurer,** gave the treasurer's report (copy filed with minutes). All bank statements were reconciled to the checkbook and QuickBooks program. The January 2022 Treasurer's report will be filed in the District Office.

**2-DCR Conservation District Coordinator Report - Mark Hollberg,** CDC gave the February 2022 report. (Copy filed with minutes).

### Administration and VACS:

Third quarter disbursement letters will be emailed to districts February 9.

BMPs such as cover crop and animal waste require nutrient management plans (see pages 1-4 of the VACS manual). Current NMPs must be on file with the district before these practices can be issued cost share or tax credits (page II-18). Practices such as cover crops cannot be carried over. DCR Nutrient Management Specialists are available and willing to write plans

*Review Admin/Ops grant deliverables:*

- “Prepare and follow an **annual plan of work** with Board documented review at least twice annually.
- “Develop and maintain a **long-term plan** A documented review of the plan is expected at least annually during a scheduled meeting of the District Board.
- “**Desktop Procedures for District Fiscal Operations**” annually reviewed by the District Board or their Finance Committee and documented in official minutes”
- “**Annually review and maintain employee personnel documents** including position descriptions, performance expectations, and the district personnel policy; ... and conduct annual employee evaluations.”
- **Tillage Survey (Bay only):** District staff participated in informational webinars last month and have been briefed on the tillage survey process. This survey will update the data districts gathered in 2015/2016. Information gained feeds the Bay Model and influences SWCD cost share allocations. Districts have been provided the dollar amount they will receive once the data has been submitted (**NLT May 31**) and reviewed. MOUs will be sent to districts for board approval in February/March.
- **General Assembly:** Your Association provides weekly reports of legislative items of interest via “all district” email.
- Dam Management increased to \$4500.

**Clyde Cristman**, DCR Director retired January 14. Until Governor Youngkin appoints his replacement, Frank Stovall, Deputy Director for Administration, is the Acting Director.

**David Bryan**, Agricultural Incentives Program Manager, has accepted a promotion to serve as a Planner for the Division of State Parks effective on February 10. Until his replacement is hired and trained, his duties have been divided between folks in Richmond. Continue to send VACS questions to me. I will forward them to the appropriate people. TAC matters will be handled by Christine Watlington Jones. CREP matters will be handled by Barbara McGarry.

**Jim Echols**, Western Area Manager, retired January 31. Interviews have been scheduled.

**3-USDA Natural Resources Conservation Service Report** –Kelly Burke Cons Technician- written report is on file. Kelly introduced herself and provided her background.

Program review provided.

**4-Virginia Department of Forestry Report** – Rick Butler, Appomattox Forester –no written report provided.

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

1. Thank you for the support of the meeting today (Thursday) for the mandatory Dicamba herbicide training for soybean producers.
2. The Central Virginia Cattle Conference is being held on Friday March 25 at Knoll Crest Farm in Red House. We have multiple speakers coming from campus and expect a good turnout. We also will offer Beef Quality Assurance (BQA) training at this meeting.

Motion was made to provide a \$500 sponsorship to be paid toward the cost of expenses for the Central Virginia Cattle Conference on March 25, 2022. (Barrett, Smith passed 8/0), Bruce abstained from voting.

3. We just finished a spray water testing clinic collection this week.
4. March 10, Scale certification by VDACS for direct marketers in Appomattox
5. Website design and direct marketing class being planned. Contact me for more details

6. The Central Virginia Farm Tour is planned for June 26. Thank you for the support last year and we look forward to an even larger event this year.
7. Spotted Lanternfly Train the Trainer workshop will be held in Bedford on March 29 from 9-3. There will be a registration for specific ½ hour time slots to limit attendance size. Current recommendation is for only two individuals from given groups attend since this is a train the trainer type event. Charles Smith requested staff to attend this training.

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

**Projects:**

Weather and supply issues has slowed down field work. Working on estimates and maps for new program year, Soil testing and Nutrient Management plans for producers.

**Practice and Conservation Plans for Board Approval:**

Contract 10-22-0026 Instance 470665 Co AP/CB Est Cost \$52925.00  
 CS amt 56045.0 includes \$3120. Buffer payment Comp Date/ June 30/23  
 Funding Source PY22 CB VACS Practice Ranking SL-6W/107/165  
**Motion request approved (Schmitt, Smith 9/0)**

**Watershed Dams:**

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

**Spot Checks:**

September 21-23, 021. 1 BMPs are still working on correcting maintenance issues. The one left has 2 water troughs left that need gravel maintenance.

Jonathan Wooldridge District Manager/ Sr Ag BMP Conservation Specialist has joined the All-District Admins and Ops email list and he pledges to attend all meetings and trainings. Pledge has been accepted by the full board.

Meeting attended are on file.

**Hours/ Mileage:**

148 hrs./ 620 miles driven

**7-RELSWCD Conservation Education Specialist-** Lauran Campbell gave her report for February 2022 (copy filed with minutes).

**Meetings:** On File.

**Education Programs:**

Date/ Location	Program	# Of People Reached
2/3 Appomattox	Tabling for Scholarship	20
2/5/2022 James River State Park	Road Clean Up	10
2/10/2022 Lynchburg	Dirt on Gardens	7
2/22 Virtual via Facebook Quiz	Trivia Tuesday	25
2/23 Appomattox CCA	Soil Studies	17
1/28-2/14	Recycled Valentines	80 kits were given out

**Future Programs:**

**JRA-** will have 3 stations that kids will go through, 1. Abiotic water quality testing with food web lesson. 2. Biotic Water quality testing. 3. Kayaking lesson and Macro catching with Sein Net

3/16 James River Association- Appomattox County Schools Education

3/17 James River Association- Appomattox County Schools Education

3/21 James River Association- Appomattox County School Education

3/24 Envirothon Workshop at Longwood

3/28 James River Association- Amherst School Education

**3/30 James River Association- Campbell County Education**

**Motions:**

I would like to ask the board for a donation of \$200 to support one camper to attend Camp Woods & Wildlife (formerly called Holiday Lake Forestry Camp). At camp, they teach young people about sustainable natural resource management, using the Appomattox-Buckingham State Forest at the classroom.

**Motion made to sponsor a camper for \$200 (approved Schmitt, Perrow 9/0)**

**Upcoming Events:**

Recycle Field Day- still in the works. Appomattox Abbitt Park, April 16<sup>th</sup>, two groups 1<sup>st</sup> 9:30-11:30, hour for lunch, 12:30-2:30. set-up 8am, Clean-up 3pm, Volunteers Needed. Will make post on Facebook with a flyer and google form.

**8-RELSWCD Office Administrator Report** – Cindy Miller provided her February report and attended by phone, currently out on medical leave (copy filed with minutes).

**Monthly duties are kept up to date.**

- Distributed the approved minutes from the November 18, 2021 Board of Directors meeting.
- Draft minutes for the January 27, 2022 RELSWCD Board of Directors meeting were prepared and distributed for review.
- Prepared the January 2022 Treasurer's and Budget reports and forwarded them to Doug Perrow Treasurer.
- Reconciled the bank statements (3), checkbook, QBs and multi-funded account balances.
- Ran the Budget to Actual Expense report monthly and year to date and reviewed for errors.
- Payroll summary (monthly) and general ledger for the month reviewed for accuracy, each month.
- Processed the Monthly payroll, taxes, and retirement.
- Prepared the draft agenda for the February 24, 2022 regular Board of Directors meeting and forwarded for review.
- Assisted with Budget & Finance Committee Meeting
- **Bi-Annual review needed on our Annual Plan of work, attached. Second review is scheduled for May 2022.**
- **Annual review needed on our Desktop Procedures for District Fiscal Operations. A copy was emailed to Directors on 2/2/2022 and one copy is available today.**
- **Annual review needed on our Strategic Plan, attached.**

Reviews noted in minutes for our Annual Plan of work, Desktop Procedures for District Fiscal Operations and Strategic Plan.

Meetings attended: Virtually: on file

**Our next Board of Directors meeting will be on Thursday March 24, 2022.**

**8. Timberlake WID – George Shrader provided the Timberlake WID FY2022 Proposed Budget.**  
There was a discussion on a loan restructuring of the loan with details noted in the report.

A motion was made to approve the Timberlake WID FY2022 Proposed Budget and to be submitted to Richmond in a letter with the Approved Minutes to be submitted once approved at the March 2022 meeting.  
Approved (Schmitt, Smith 7/2).

**REPORT OF COMMITTEES:** Budget & Finance Committee meeting held on 2/3/2022: Topics were to purchase vehicles for the district one possibly two. Vehicle use policy is on file from Shenandoah Valley SWCD and Mark Hollberg confirmed that the Operations Account would be used for the purchase of vehicles and expenses.

**Motion to approve minutes from meeting approved (Smith, Schmitt 9/0).**

**Motion to approve Vehicle Policy and Purchasing Policy approved (Schmitt, Smith 9/0).**

**Motion to use Operation Funds to Purchase two vehicles approved (Barrett, Humbles 9/0).**

**UNFINISHED BUSINESS – None**

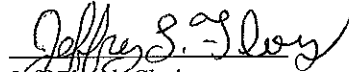
**NEW BUSINESS- None**

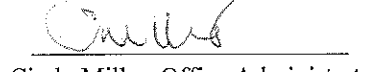
**PUBLIC COMMENT - None**

**ANNOUNCEMENTS – None**

**Charles Smith exited meeting at 8:10 pm.**

**ADJOURNMENT - The Chairman adjourned the meeting at 8:12 p.m. Approved (Humbles, Barrett 9/0)**

  
Jeff Floyd, Chairman

  
Cindy Miller, Office Administrator



Contract Line Item #		Vehicle Configurator Virginia beach Contract: #PWAS-20-0076 Commodity: Chevrolet Colorado Vendor: R. K. Chevrolet Inc NIGP Commodity Code: 07180	Option / Order Code	UNIT PRICE	Vehicle Configuration 1 ENTER QUANTITY IN YELLOW COLUMN ONLY.		Vehicle Configuration 2 ENTER QUANTITY IN YELLOW COLUMN ONLY.	
1	2022, Chevrolet Silverado 2500 Crew Cab 4x4	CK20943	\$ 36,104.25	1	\$ 36,104.25		\$ -	
2	Additional Delivery Charges -(Note: 50 Miles are included in the base price of each vehicle.) Only enter miles in excess of 50. The spreadsheet will auto calculate the mileage by the qty of vehicles ordered.	n/a	\$ 1.80		\$ -		\$ -	
	All Terrain Tires	QXT	\$ 200.00	1	\$ 200.00		\$ -	
	WT Convenience Package Includes Keyless Entry, EZ Lift Tailgate, Tinted Glass, Rear Window Defogger, Cruise Control, Power Heat Mirrors	PCV	\$ 1,035.00	1	\$ 1,035.00			
	Snow Plow Prep Package	VYU	\$ 300.00	1	\$ 300.00			
	Trailer Brake Controller	JL1	\$ 275.00	1	\$ 275.00			
	Chrome Bumpers	V46	\$ 100.00	1	\$ 100.00			
	Sirius XM Capable	U2K	\$ 100.00	1	\$ 100.00			
	Upfitter Switches	9L7	\$ 150.00	1	\$ 150.00			
	120V Power Outlet	KI4	\$ 150.00	1	\$ 150.00			
	Rear Camera Kit	5N5	\$ 73.00	1	\$ 73.00			
	Onstar Capable	UE1	\$ 175.00	1	\$ 175.00			
	8ft Reading Sl. Body with hitch, plug and camera.	Reading	\$ 9,715.75	1	\$ 9,715.75			
	Western UTP80 Ultramount Pro Plow with headlights	Western	\$ 8,905.00	1	\$ 8,905.00			
	Pacific Blue Metallic	G60	\$ -		\$ -		\$ -	
	Red Hot	G7C	\$ -		\$ -		\$ -	
	Satin Steel Metallic	G9K	\$ -		\$ -		\$ -	
	Silver Ice Metallic	GAN	\$ -		\$ -		\$ -	
	Summit White	GAZ	\$ -	1	\$ -		\$ -	
	Black	GBA	\$ -		0			
	Shadow Gray Metallic	GJI	\$ -		0			
Total Cost for each Base Vehicle plus Mileage & Options				1 ea	\$ 57,283.00	1 ea	#DIV/0!	
Column Totals for All Base Vehicle Plus Options				1	\$ 57,283.00	0	\$ -	
Grand Total of all vehicles ordered on this spreadsheet: \$							57,283.00	
Enter Other Information or Instructions in Yellow Block to the Right								

**TOWN OF AMHERST**  
Office of the Town Attorney  
P.O. Box 280 174 S. Main Street Amherst, VA 24521



Eric M. Lansing, Esq.  
Deal & Lacheney P.C.  
TOWN ATTORNEY  
eric.lansing@amherstva1.us  
PHONE: (888) 456-1547  
FAX: (877) 457-1231

**Mailing Address:**  
174 S. MAIN STREET  
P.O. BOX 280  
AMHERST, VA 24521

**FROM: Eric M. Lansing, Town Attorney**  
**TO: Town Council of the Town of Amherst**  
**DATE: March 1, 2022**  
**SUBJECT: Ordinance to Prohibit the Placement of Trashcans in Public Right-of-Way**

Dear Mayor and Councilors:

Please find enclosed an ordinance prohibiting the placement of trashcans or recycling cans in the public right-of-way. The following comments are also provided on each subsection of the draft ordinance:

- **Civil penalties vs. return fee.** The original version of this draft ordinance was patterned after the enabling legislation in Virginia Code § 15.2-928. However, this enabling legislation only allowed for an ordinance that was difficult to enforce (requiring notification prior to the implementation of civil penalties). Notification requirements can be an impediment to enforceability, because the notifier must testify in court; and they are sometimes misinterpreted to provide stringent requirements that render a statute unenforceable (for example, requiring a defendant to be notified every single time he leaves his trashcan in the street). On the recommendation of the Town Manager, I have drafted this ordinance to give Town staff the authority to remove a trashcan from the public right-of-way, and to return the trashcan only upon payment of a \$50 return fee. This is outside the scope of what is authorized in Virginia Code § 15.2-928; however, it is permitted by broader grants of authority from the General Assembly under the Town Charter.
- **Collection times.** This draft ordinance would exempt the placement of trashcans in the public right-of-way during designated pickup times, including the evening before until the afternoon afterward. The pickup times are designed to be consistent with Town Code § 14-21(1), which provides: “Such containers shall be placed at the curb in front of the dwelling or place of business after 6:00 p.m. of the day preceding the scheduled trash pick-up.”
- **Public nuisance.** A classic example of a public nuisance is obstruction of a public right-of-way.<sup>1</sup> Even if a person is leaving a trashcan in the street during pickup times, he might


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<sup>1</sup> *Breeding ex rel. Breeding v. Hensley*, 258 Va. 207, 213 (1999) (“[A]ny unauthorized use of a public highway that is extensive and continues long enough to be unreasonable may amount to a public nuisance.”); *id.* (“Any

still be committing a public nuisance. For example, a trashcan that is left in the middle of the road is a danger to the public, even if it is left there during pickup times. The Town is authorized to abate and punish public nuisances under Virginia Code §§ 15.2-900 and 48-5; and Subsection B makes clear that (by authorizing certain times where trashcans can be left on the curb) it is not authorizing a public nuisance.

Please let me know if you have any questions. It is a privilege to serve the Council.

Kind Regards,



Eric M. Lansing  
Town Attorney

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unauthorized obstruction that unnecessarily impedes the lawful use of a public street is a public nuisance at common law"); *City of Virginia Beach v. Murphy*, 239 Va. 353, 355 (1990) (quoting *People v. Rubinfeld*, 254 N.Y. 245, 247, 172 N.E. 485, 486 (1930)) ("Public is the nuisance whereby 'a public right or privilege common to every person in the community is interrupted or interfered with,' as by the obstruction of a public way.").

## **ORDINANCE OF THE TOWN OF AMHERST**

**AN ORDINANCE AMENDING THE CODE OF THE TOWN OF AMHERST, VIRGINIA, CHAPTER 14 (SOLID WASTE), ARTICLE IV (COLLECTION AND DISPOSAL), BY ENACTING § 14-25 THEREIN, TO PROHIBIT THE PLACEMENT OF WASTE RECEPTACLES IN THE PUBLIC RIGHT-OF-WAY, OTHER THAN AT DESIGNATED COLLECTION TIMES OR THE EVENING BEFOREHAND.**

**WHEREAS**, §§ 15.2-1427 and 15.2-1433 of the Code of Virginia (1950) enable a local governing body to adopt, amend, and codify ordinances or portions thereof;

**WHEREAS**, § 7.01 of the Town Charter empowers the Town Council “to prevent the obstruction of . . . streets, alleys and highways . . . and to do all other things whatsoever adapted to make the streets and highways safe, convenient and attractive”; § 9.01(1) of the Town Charter empowers the Town Council to “prevent all things detrimental to the . . . safety, convenience and welfare of the inhabitants of the town”; and § 9.01(17) of the Town Charter empowers the Town Council to “pass and enforce all . . . ordinances which it may deem necessary for the good order and government of the town . . . , and to do such other things and pass such other laws as may be necessary or proper to carry into full effect all powers . . . [of the] town”;

**WHEREAS**, the safety of the public, the good order of the Town, the convenience of the public right-of-way, and the prevention of obstruction to Town’s streets, alleys, and highways, require the Town to make measures to prevent waste containers from being left in the public right-of-way;

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

**WHEREAS**, on \_\_\_\_\_, a public hearing was held on this matter, and all of those wishing to speak on this topic were heard;

**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF AMHERST**, that Chapter 14 (Solid Waste), Article II (Collection and Disposal) of the Amherst Town Code, be amended by enacting therein a newly created section, § 14-25, as follows:

### **Chapter 14 - Solid Waste**

#### **Article II - Collection and Disposal**

##### **Sec. 14-25. - Placement of waste container in public right-of-way prohibited**

**A. Prohibited acts; penalties.** Except as provided in Subsection B, no person shall place any waste container in any public right-of-way (including any highway, road, street, alley, or sidewalk), or allow any such waste container to be placed in the public right-of-way in front of the property owned or occupied by that person.

**B. Collection times exempted.** A person who has arranged for the pickup of a waste container may place such waste container at the curb in front of the dwelling or place of business, from ~~after 6:00 p.m. noon~~ of the day preceding the scheduled trash pick-up, until ~~6:00pm following noon of the day after~~ the scheduled trash pick-up. But nothing in this Subsection shall be construed to authorize any individual to commit a public nuisance, or engage in activity otherwise prohibited by law.

**C. Removal of waste containers.** Any person who violates Subsection A shall be thereby deemed to have abandoned and forfeited the waste container to the Town. Town staff shall have the authority to remove any waste container left in the public right-of-way (except as exempted in Subsection B), and, upon a second or subsequent violation of this Section, shall only return the waste container after payment of a \$50 return fee to the Town.

**D. Equitable relief.** The Town shall have power to seek appropriate relief in equity for violation of Subsection A through an injunction to any court of competent jurisdiction, including the General District Court. Violation of any such order shall be punishable as contempt of court.

**E. “Waste container” defined.** For purposes of this Section, “waste container” includes trash containers, recycling containers, and all other receptacles subject to § 14-21.

# REGIONAL MUTUAL AID AGREEMENT

Amherst County Sheriff's Office  
Appomattox County Sheriff's Office  
Bedford County Sheriff's Office  
Campbell County Sheriff's Office  
City of Lynchburg Sheriff's Office  
Nelson County Sheriff's Office  
Pittsylvania County Sheriff's Office  
Town of Altavista Police Department  
Town of Amherst Police Department  
Town of Bedford Police Department  
Town of Brookneal Police Department  
Town of Chatham Police Department  
Town of Hurt Police Department  
City of Lynchburg Police Department

THIS AGREEMENT, made and entered into this 1<sup>st</sup> day of May, 2022, by and between **THE SHERIFF OF THE COUNTY OF AMHERST, VIRGINIA; THE SHERIFF OF THE COUNTY OF APPOMATTOX, VIRGINIA; THE SHERIFF OF THE COUNTY OF BEDFORD, VIRGINIA; THE SHERIFF OF THE COUNTY OF CAMPBELL, VIRGINIA; THE SHERIFF OF COUNTY OF NELSON, VIRGINIA; THE SHERIFF OF THE CITY OF LYNCHBURG, VIRGINIA; THE SHERIFF OF THE COUNTY OF PITTSYLVANIA, VIRGINIA; THE TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Altavista); **THE TOWN COUNCIL OF THE TOWN OF AMHERST, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Amherst); **THE TOWN COUNCIL OF THE TOWN OF BEDFORD, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Bedford); **THE TOWN COUNCIL OF THE TOWN OF BROOKNEAL, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Brookneal); **THE TOWN COUNCIL OF THE TOWN OF CHATHAM, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Chatham); **THE TOWN COUNCIL OF THE TOWN OF HURT, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Hurt); and **THE CITY COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (City of Lynchburg);

**WITNESSETH:**

**WHEREAS**, the parties hereto are the Sheriffs of counties where no police department has been established, the Sheriff of the City of Lynchburg, or are the governing bodies of cities and towns within the Commonwealth of Virginia where police departments are established; and

**WHEREAS**, it is the desire of the parties hereto to enter into a Mutual Aid Agreement in accordance with the provisions of §15.2-1736, and any successor statute, of the Code of Virginia; and

1. **WHEREAS**, §15.2-1736 of The Code of Virginia authorizes such Mutual Aid Agreements; and
2. **WHEREAS**, the Sheriffs and local governments who are parties to this Agreement, have determined that the provision of police aid across jurisdictional lines, and the ability of police officers and sheriffs and their deputies to make arrests across jurisdictional lines, will increase their

ability to maintain peace and good order throughout the entire area; and

3. **WHEREAS**, it is deemed to be mutually beneficial to the parties hereto to enter into an Agreement concerning mutual aid and cooperation and with regard to law enforcement; and

4. **WHEREAS**, the parties desire that the terms and conditions of this Mutual Aid Agreement be established; NOW, THEREFORE,

**WITNESSETH:**

That for and in consideration of the mutual benefits to be derived from this police Mutual Aid Agreement, the parties hereto covenant and agree as follows:

1. Each party will endeavor to provide police support to the jurisdictions which are parties to this Agreement with the capabilities available at the time the request for such support is made and within the terms of this Agreement.

2. The term "law-enforcement officer" as used in this Agreement shall mean any full-time or part-time employee of a police department or sheriff's office who is responsible for the prevention or detection of crime and the enforcement of the penal, traffic or highway laws of this Commonwealth or of a city, town, or county of this Commonwealth, including any auxiliary police officers and auxiliary deputy sheriffs lawfully appointed. The police support provided under this Agreement by the Sheriff of the City of Lynchburg shall be limited to the Sheriff and such deputies who have law enforcement certification from the Virginia Department of Criminal Justice Services and comply with minimum qualifications of §15.2-1705 and §15.2-1706 of the Code of Virginia.

3. Requests for assistance pursuant to the terms and conditions of this Agreement may be made in person or by radio, telephone or any other method of communication, directly by and between supervisory law-enforcement officers on duty, or indirectly through supervisory administrative or dispatch personnel of any of the parties to this Agreement.

4. The personnel of the requested jurisdiction shall render such assistance under the direction of the Chief of Police or Sheriff or their respective designee of the requesting jurisdiction. Responding personnel should report to the person and/or location identified in the initial request for assistance. Supervision of the incident will be determined by the requesting agency. Once the mutual aid request is made, the requesting agency should determine the best method of communication. If the agencies



have common radio channels, they should utilize the best appropriate frequency. If there is no common frequency between the agencies, arrangements should be made so communication is available to the requested agency. This can be done in person, by cell phone, or by issuing a radio with the necessary frequency.

5. Law enforcement support provided pursuant to this Agreement may include, but not be limited to the following resources: uniformed officers, canine officers, aerial support when maintained, forensic support, plainclothes officers, special operations personnel and related equipment.

6. Nothing contained in this Agreement shall in any manner be construed to compel any of the parties hereto to respond to a request for police support when the law enforcement officers of the jurisdiction to whom the request is made are, in the opinion of the requested jurisdiction, needed or are being used within the boundaries of that jurisdiction, nor shall any such request compel the requested jurisdiction to continue to provide police support to another jurisdiction when its law enforcement officers or equipment, in the opinion of the requested jurisdiction, are needed for other duties within the boundaries of its own jurisdiction.

7. In those situations not involving the provision of mutual aid upon request, law enforcement officers may also enter any of the other jurisdictions that are parties of this Agreement in furtherance of law enforcement purposes, concerning any offense in which the entering police department or sheriffs office may have a valid interest; provided, that the entering law enforcement officers shall, as soon as practical, make such presence known to the police department or sheriff's office of the entered jurisdiction.

8. The responsibility for investigation and subsequent actions concerning any criminal offense shall remain with the police department or sheriff's office of the locality whose court has original jurisdiction over the offense. Entering law-enforcement officers shall promptly notify the police department or sheriff's office of the entered locality upon discovery of a crime which a court of the entered locality has original jurisdiction.

9. All law enforcement officers of the parties to this Agreement who are acting pursuant to this Agreement shall be granted authority to enforce the laws of the Commonwealth of Virginia and laws

and ordinances of the locality within which they are present and to perform the other duties of a law enforcement officer in each jurisdiction subscribing to this Agreement; such authority shall be in conformance with §15.2-1736, and any successor statute, of the Code of Virginia and any other section of the Code of Virginia that may be applicable; however, law enforcement officers of any jurisdiction or sheriff's office who are casually present in any other jurisdiction shall have power to apprehend and make arrests only in such instances wherein an apparent, immediate threat to public safety precludes the option of deferring action to the police department or sheriff's office of that jurisdiction, or when such law enforcement officer observes a person known to be wanted and subject to arrest, or for whom a warrant of arrest or capias exists.

10. All law enforcement officers of the parties to this Agreement who are acting pursuant to this Agreement shall have the same powers, rights, benefits, privileges, and immunities in each jurisdiction subscribing to this Agreement, including the authority to make arrests in each such jurisdiction subscribing to this Agreement, as he has within the locality where he is employed.

11. The services performed and expenditures made under this Agreement shall be deemed to be for public and governmental purposes and all immunities from liability enjoyed by the local government within its boundaries shall extend to its participation in rendering assistance outside its boundaries. It is understood that for the purpose of this Agreement, the responding party is rendering aid once it has entered the jurisdictional boundaries of the party receiving assistance.

12. All pension, relief disability, worker's compensation, life and health insurance, and other benefits enjoyed by said employees shall extend to the services they perform under this Agreement outside their respective jurisdictions. Each party agrees that provisions of these benefits shall remain the responsibility of the primary employing jurisdiction.

13. Each party agrees that, in activities involving the rendering of assistance to a requesting jurisdiction pursuant to this Agreement, each party shall (i) waive any and all claims against all other parties hereto which may arise out of their activities outside their respective jurisdictions; and (ii) indemnify hold and save harmless to the extent it is legal to do so the other parties from all claims by third parties for property damage or personal injury which may arise out of the activities of the other

parties outside their respective jurisdictions. It is expressly understood that the provisions of this paragraph shall not apply to the entry of law enforcement officers into another jurisdiction pursuant to paragraph 7 of this Agreement. This Agreement does not constitute a waiver of any parties' right to sovereign immunity or any other form of immunity any party may enjoy or be entitled to.

14. The parties shall not be liable to each other for reimbursement for injuries to personnel or damage to equipment incurred when going to or returning from another jurisdiction. Neither shall the parties be liable to each other for any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement.

15. This Agreement amends and replaces the previous written Agreement by these parties pursuant to §15.2-1736 of the Code of Virginia.

16. Withdrawal. Any party of this Agreement shall have the right to withdraw from this Agreement, with or without cause, by giving written notice to the other parties by certified mail, return receipt requested. Any withdrawal shall be effective thirty (30) days after receipt of notice of withdrawal. This Agreement shall be presumed to be in full force and effect unless and until notice of withdrawal shall be produced in the event the question of continuing effect of this Agreement shall arise in any judicial or administrative proceeding. In the event one or more parties withdraws, this Agreement shall continue in full force and effect as to the remaining parties.

17. Succession of Sheriffs. It is the intention of the parties that this Agreement shall be of a continuous duration and remain in effect even if any of the Sheriffs who are in the parties to this Agreement leave office. Should any of the Sheriffs who are parties to this Agreement leave office, this Agreement shall continue and remain in full force and effect in the jurisdiction of the Sheriff who has left office, provided that his successor shall within thirty (30) days of taking office, give written notice to the Clerk of the City Council of Lynchburg stating his intention to remain a part of this Agreement. Should such written notice not be provided within (30) days of taking office, the successor Sheriff shall be deemed to have withdrawn from this Agreement.

18. Completeness of Agreement. This Agreement represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, or representations, either oral or

written. This Agreement may be amended only by written instruments signed by authorized representatives of the participating jurisdictions.

19. Gender. Any word importing the masculine gender used in this Agreement may extend to and be applied to females as well as males.

20. Agreement Custodian. The Clerk of the City Council of the City of Lynchburg shall retain the original signed copy of this Agreement and shall be the custodian thereof and authorized to make and distribute attested or authenticated copies of the Agreement.

21. Effective Date and Duration of Agreement. This Agreement shall be in effect for a period of five (5) years beginning at 12:01 a.m. May 1, 2022, or at such later time as all of the parties have endorsed this Agreement, and shall terminate at 11:59 p.m. on April 30, 2027.

**WITNESSETH THE FOLLOWING SIGNATURES**

**SHERIFF, COUNTY OF AMHERST**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
County of Amherst

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By \_\_\_\_\_  
E.W. Viar  
Sheriff, County of Amherst

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**SHERIFF, COUNTY OF APPOMATTOX**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
County of Appomattox

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By \_\_\_\_\_  
Donald D. Simpson  
Sheriff, County of Appomattox

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**SHERIFF, COUNTY OF BEDFORD**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
County of Bedford

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By \_\_\_\_\_  
Michael J. Brown  
Sheriff, County of Bedford

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_



**SHERIFF, COUNTY OF CAMPBELL**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
County of Campbell

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By \_\_\_\_\_  
Winston W. Clark  
Sheriff, County of Campbell

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**SHERIFF, COUNTY OF NELSON**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
County of Nelson

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By \_\_\_\_\_  
David Hill  
Sheriff, County of Nelson

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**SHERIFF, COUNTY OF PITTSYLVANIA**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
County of Pittsylvania

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By \_\_\_\_\_  
Michael W. Taylor  
Sheriff, County of Pittsylvania

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**SHERIFF, CITY OF LYNCHBURG**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
City of Lynchburg

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By \_\_\_\_\_  
Donald T. Sloan  
Sheriff, City of Lynchburg

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**TOWN OF ALTAVISTA**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
Town of Altavista

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By

\_\_\_\_\_  
Gary Shanaberger  
Town Clerk

\_\_\_\_\_  
Gary Shanaberger  
Town Manager, Town of Altavista

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_  
Notary Number: \_\_\_\_\_

**TOWN OF AMHERST**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
Town of Amherst

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By \_\_\_\_\_  
Sara McGuffin  
Town Manager, Town of Amherst

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_  
Notary Number: \_\_\_\_\_

**TOWN OF BEDFORD**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
Town of Bedford

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By

\_\_\_\_\_  
Debra Anderson  
Town Clerk

\_\_\_\_\_  
Barrett F. Warner  
Town Manager, Bedford

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**TOWN OF BROOKNEAL**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
Town of Brookneal

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By

\_\_\_\_\_  
Bobbie A. Waller  
Town Clerk

\_\_\_\_\_  
Russell Thurston  
Town Manager  
Town of Brookneal

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_  
Notary Number: \_\_\_\_\_



**TOWN OF CHATHAM**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
Town of Chatham

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By

\_\_\_\_\_  
Kelly Hawker  
Town Clerk

\_\_\_\_\_  
Richard Cocke  
Town Manager, Town of Chatham

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**TOWN OF HURT**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
Town of Hurt

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By

\_\_\_\_\_  
Gary Hodnett  
Mayor of Hurt

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

Notary Number: \_\_\_\_\_

**CITY OF LYNCHBURG**

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated May 1, 2022, by and between the Sheriffs of the Counties of Amherst, Appomattox, Bedford, Campbell, Lynchburg, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, Chatham and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia  
City of Lynchburg

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By

\_\_\_\_\_  
Alicia L. Finney  
City Clerk

\_\_\_\_\_  
Wynter Benda  
City Manager, City of Lynchburg

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

Notary Number: \_\_\_\_\_

THIS IS TO CERTIFY that the attached copy of an Agreement dated May 1, 2022, between The Sheriff of the County of Amherst, Virginia; The Sheriff of the County of Appomattox, Virginia; The Sheriff of the County of Bedford, Virginia; The Sheriff of the County of Campbell, Virginia; The Sheriff of the County of Nelson, Virginia; The Sheriff of the City of Lynchburg, Virginia; The Sheriff of the County of Pittsylvania, Virginia; The Town Council of the Town of Altavista, Virginia; the Town Council of the Town of Amherst, Virginia; the Town Council of the Town of Bedford, Virginia; the Town Council of the Town of Brookneal, Virginia; the Town Council of the Town of Chatham, Virginia; the Town Council of the Town of Hurt, Virginia; and the City Council of the City of Lynchburg, Virginia; is a true and correct copy of said agreement.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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Alicia L. Finney  
Clerk of Council  
City of Lynchburg, Virginia

RESOLUTION OF THE AMHERST TOWN COUNCIL  
MUTUAL AID AGREEMENT

**WHEREAS**, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

**WHEREAS**, these mutual aid agreements have (a) helped promote regional cooperation among law enforcement agencies (b) helped participating jurisdictions provide necessary law enforcement services during emergencies and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

**WHEREAS**, the Town of Amherst entered into a written mutual aid agreement with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Town of Altavista, the Town of Brookneal, the Town of Bedford, and the Town of Hurt; and,

**WHEREAS**, these mutual aid agreements must be amended from time to time to reflect amendments to the Virginia Code, to add new parties, etc.; and,

**WHEREAS**, the Sheriff's Departments for Nelson County and Pittsylvania County have requested that they be allowed to participate in the mutual aid agreement along with the cities, counties, and towns and other law enforcement agencies in Central Virginia who are currently parties to the said mutual aid agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Amherst Town Council hereby authorizes the Town to enter into a written mutual aid agreement with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Altavista, the Town of Bedford, the Town of Brookneal, the Town of Hurt and such other cities, counties, and towns and law enforcement agencies in the Central Virginia area as may be appropriate for the joint use of law enforcement forces, both regular and auxiliary, equipment and materials, in order to maintain the peace and good order, and the Town Manager is authorized to execute such an agreement on behalf of the Town of Amherst.

**BE IT FURTHER RESOLVED** the Amherst Town Council hereby approves the Town's participation in future law enforcement mutual aid agreements with the cities, counties, and towns in Central Virginia and their law enforcement agencies and at such times as those mutual aid agreements must be updated and amended, the Town Council authorizes the Town Manager to sign such future law enforcement mutual aid agreements on behalf of the Town.

Adopted: \_\_\_\_\_

Certified: \_\_\_\_\_

Clerk of Council