

AMHERST TOWN COUNCIL

AGENDA

Wednesday, February 8, 2023

Meeting at 7:00 p.m.

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

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation** - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Public Hearings and Presentations**
- 1. Resolution Honoring W. A. Ogden (Pg. 1)** - *The Council wishes to honor the memory of W.A. Ogden and pass a resolution commemorating his life, service, and accomplishments.*
 - 2. Officer of the Year and Achievement Award- Chief Shiflett-** *Chief Shiflett will be making his annual awards presentations for the previous year.*
 - 3. Appearance from the Amherst County Sheriff's Department-** *Amherst County Sheriff E. W. Viar requests that the Council support having the annual National Night Out celebration in Town and allow for the closure of Main Street for the celebration.*
 - 4. Public Hearings: Wynn Short Term Rental Request (117 Pine Street) (Pgs. 2-20)-** *Tyler and Emily Wynn are requesting action from the Town Council to allow Short Term Rental of their single family home at 117 Pine Street. Under the current Ordinance, the request would require a rezoning to business and then an additional Special Use Permit for Short Term Rental. The applicants have proffered that no other use would be made of their commercial zoning.*
 - a. Zoning Ordinance Amendment-** *This amendment would allow for short term rental as a Special User Permit in the R-1 and R-2 zoning districts.*
 - b. Rezoning of 117 Pine Street-** *This would rezone the Wynn property from R-2 to B-1.*
 - c. Special Use Permit for 117 Pine Street-** *This provides the requested permit to operate a short term rental at 117 Pine Street.*
- 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. 21-33)** – *Draft of the January 11, 2023 and January 28, 2023 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.*

2. **Check approval (Pgs. 34-47)-** *The check register for the month of January 2023 is **attached**. Please let Tracie Morgan know if you have any concerns by Wednesday morning so that any needed documentation will be available at the meeting. All invoices will be available for review.*

G. Correspondence and Reports

1. Staff Reports (Pgs. 48-77)

- a. Town Manager Monthly Report
- b. Police Chief Monthly Report - **attached**
- c. Office Manager Monthly Report - **attached**
- d. Clerk of Council Monthly Report- **attached**
- e. Public Works Monthly Reports- **attached**

2. Other Reports (Pgs. 78-80)

- a. Planning Commission– *met February 1st, 2023, minutes attached.*
- b. Economic Development Authority- *,meeting February 6th, 2023, minutes to follow.*
- c. Robert E. Lee SWCD

H. Discussion Items

1. **Purchase Approval for new UV Lights for the Wastewater Treatment Plant- (Pgs. 73-77)** *Sara McGuffin and Gary Williams- UV lights at the wastewater treatment plant need to be replaced on a regular basis. The cost of these lights exceed the amount that allowed without Council approval. They have a proprietary connection to the UV setup and have a limited number of suppliers. No new funds are requested for this purchase.*
2. **Consider revisions to Personnel Policy- (Pgs. 781-132)-** *Sara McGuffin- Staff is requesting consideration of three changes to the personnel policy. First, staff requests a change to allow the clothing allowance for staff members who wear uniforms to be set by the Town Manager. Second, staff recommends changing the meals policy from a per meal basis to a per diem basis. Third, staff recommends removing the residency requirement for Police Officers, as this is not allowed by State Code.*
3. **Set Public Hearing for Easement to be Granted to Appalachian Power-Sara McGuffin-** *As part of the centrifuge project at the Wastewater Treatment Plant, a new power line is going to be run to the lower plant area. Appalachian Power will require an easement to run the line. There is no cost to this request. Staff recommends setting a public hearing for Council's March meeting to allow staff to execute this easement.*
4. **Set Public Hearing for revocation of Section 20-87(b)- (Pg. 133)-** *Sara McGuffin- As a result of Council's desire to end the two hour parking prohibition in the downtown area, the above referenced Code section will need to be deleted. Staff requests a public hearing be set for this item for next month.*
5. **Set Public Hearing for Code Amendments regarding Inoperable Vehicles (Pgs. 134-137)-** *Sara McGuffin- Per Council's direction, staff has been working on the process to add the necessary Code sections so that complaints regarding inoperable vehicles may be addressed. The Planning Commission has held their public hearing on the Zoning Ordinance Amendment and both Code sections may now come to Council for a public hearing. Staff requests that Council set a public hearing for their March meeting.*
6. **Set Public Hearing(s) for 123 Lee Street-(Pgs. 138-148)** *Sara McGuffin- Depending upon the outcome of the previous short term rental case, public hearings need to be set for an additional request at 123 Lee Street for short term rental. They may need rezoning to B-1 and a Special Use Permit. However, if Council amends the Zoning Ordinance to allow short term rental as a Special Use Permit in the residential districts, they will only require a public hearing for a Special Use Permit.*

I. Matters from Staff

- J. Matters from Town Council**
- K. Anticipated Town Council Agenda Items for Next Month**
- L. Citizen Comments**
- M. Adjournment**

Resolution
of the
Town Council of the Town of Amherst

WHEREAS, the Town of Amherst Town Council hereby notes the passing of Willie Allen Ogden Jr. “W.A.,” on December 29, 2022; and

WHEREAS, Willie Allen Ogden Jr. “W.A.,” a highly respected citizen of the Town of Amherst was a long-time resident of our community; and

WHEREAS, Willie Allen Ogden, Jr. “W.A.” has rendered loyal and dedicated service to the residents of the Town of Amherst and the surrounding area as a business operator and through his career in public service; and

WHEREAS, Willie Allen Ogden, Jr. “W.A.” was a firefighter joining the Amherst Fire Department in 1971 where he became the First Assistant Chief; and

WHEREAS, as Amherst Fire Department Assistant Chief Willie Allen Ogden, Jr. “W.A.” directed the construction of the new fire station, as well as the specification and purchase of three new fire trucks; and

WHEREAS, Willie Allen Ogden, Jr. “W.A.” served the citizens of Amherst faithfully becoming an honorary member of the Amherst Fire Department after over 30 years of service to the community; and

WHEREAS, Willie Allen Ogden, Jr. “W.A.” is a hero to many, but most importantly to his wife, daughter, grandchildren, and other family members; and,

WHEREAS, the loss of this great man is felt deeply within the Amherst community by his colleagues, his friends, and his family; he will never be forgotten; and

WHEREAS, the Amherst Town Council wishes to acknowledge the services that Willie Allen Ogden, Jr. “W.A.” has given to his community and also to express its appreciation for all that he has done for the Town of Amherst; and

NOW, THEREFORE, BE IT RESOLVED that the Amherst Town Council does, on this date, acknowledge the outstanding service that Willie Allen Ogden, Jr. “W.A.” has given to our community; and

BE IT FURTHER RESOLVED by the Town Council of the Town of Amherst, on behalf of the Amherst community, we pause to remember the many contributions of Willie Allen Ogden Jr. “W.A.” to the citizens of the Town of Amherst and his family; we honor and acknowledge him for his dedication and heroic acts; we recognize him for his giving spirit; and we join with his many friends and family in expressing our sorrow at his passing; and

FINALLY, BE IT RESOLVED that the Clerk of Council of the Town of Amherst is directed to prepare a memorial copy of this Resolution for presentation to the family of Willie Allen Ogden, Jr. “W.A.” as a token of the Council’s deep appreciation for his contributions to our community and that this resolution be spread upon the minute books of the Town Council of the Town of Amherst as a tribute to a *Good Neighbor and Friend of the Town of Amherst*.

Adopted February 8, 2023.

D. Dwayne Tuggle, Mayor

Attest:

Clerk of Council



TOWN OF AMHERST

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

To: Town Council
From: Sara McGuffin
Date: February 3, 2023
Re: Short Term Rental Request for 117 Pine Street

As part of ensuring that all Town businesses have the appropriate licenses and taxes are remitted to the Town, Mrs. Morgan has been reaching out to proprietors of Air B&B rentals in the Town. As these are found, determinations are made regarding whether or not they have the required zoning in order to operate.

The house at 117 Pine Street, owned by Tyler and Emily Wynn, is being used for an Air B&B. When staff reached out to them to let them know of the zoning requirements, they made the necessary applications so that they could come into compliance with the Code, if their request is approved by the Council.

Currently, in order to operate the short term rental, the property would need to be rezoned to a business classification. In order to accommodate their request, staff has treated the application as a rezoning to B-1 and a Special Use Permit for a short term rental. At the same time, staff suggested to the Planning Commission that a change in the Code be considered that would allow an Air B&B to operate in an R-1 or R-2 neighborhood with a Special Use Permit.

On a 4-3 vote, the Planning Commission recommends to Council denial of all three of these items. Ultimately, the majority of the Commission at that time did not believe that short term rentals belong in residential neighborhoods in any case.

All three of these public hearings are on the Council's February agenda. Because of the uncertainty of where Council's desire lay in this regard, staff requests that Council hold the public hearing, and then discuss their thoughts with staff so that staff may prepare any necessary documentation to implement Council's direction, and defer any action on the requests to the March meeting. At the March meeting, Mrs. Kemp and I will be prepared with any documents that Council may need for this proposal.

Sec. 24-235. Table of uses.

Table 24-235. Table of Uses

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

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

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

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

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

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

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

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

(Zoning Ord. 2003, table 7.1)



STAFF REPORT REZONING and SPECIAL USE PERMIT

Tyler and Emily Wynn
Planning Commission Public Hearing

General Information:

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

Application Information:

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

Summary of Request and Background Information:

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

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

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

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

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

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

Public Notice

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

Consistency with the Comprehensive Plan and Zoning Ordinance:

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

Citizen Comment:

There has been no citizen comment received about this proposal.

Conclusion:

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

September 15, 2022

Dear Town of Amherst,

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

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

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

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

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

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

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

Proposed Proffered Conditions:

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

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

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

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

Additional things to consider:

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

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

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

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

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

Sincerely,



Emily (Parks) Wynn

Guest Reviews:

Overall rating ★ ★ ★ ★ ★

Perfect place perfect host great location!!!

Overall rating

★ ★ ★ ★ ★

Public review

[View reply](#)

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

Overall rating ★ ★ ★ ★ ★

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

Overall rating

★ ★ ★ ★ ★

Public review

[View reply](#) ↗

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

Overall rating

★ ★ ★ ★ ★

Public review

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

Overall rating

★ ★ ★ ★ ★

Public review

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

Overall rating



Public review

[View reply](#) >

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



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

DATE 9/26/77

APPLICANT	<u>Timothy & Emily Wynn</u>	OWNER	<u>Timothy & Emily Wynn</u>
ADDRESS	<u>953 N Haven Cir</u>	ADDRESS	<u>same</u>
CITY	<u>Chesapeake VA 23322</u>	CITY	<u>same</u>
TELEPHONE NO.	<u>757-617-4435</u>	TELEPHONE NO	<u>same</u>

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

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

STATEMENT BY APPLICANT

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

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

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

Signature of Applicant

9/26/22
Date

PLANNING COMMISSION PUBLIC HEARING

Time

Date _____

PLANNING COMMISSION ACTION

Zoning Administrator

Date _____

TOWN COUNCIL PUBLIC HEARING

Time

Date _____

TOWN COUNCIL ACTION

Clerk of Council

Date _____

Adjacent Property Owner Information for

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

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

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

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

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



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

DATE 9/26/22

APPLICANT
ADDRESS

Timothy + Emily Wynn
953 N Haven Cir

OWNER
ADDRESS

Timothy + Emily Wynn
same

CITY
TELEPHONE NO.

Chesapeake VA 23322
757-617-4435

CITY
TELEPHONE NO.

same
same

REPRESENTATIVE

self

ADDRESS

N/A

CITY

N/A

TELEPHONE NO.

N/A

LOCATION OF REQUEST

117 Pine St Amherst VA 24521

TAX MAP NO.

96A414 39-40

LOT AREA

6,174 Ft.

EXISTING ZONING

R2

PROPOSED ZONING

B1 (short term rental use)
only

STATEMENT BY APPLICANT

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

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

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

[Signature]
Signature of Applicant

9/26/22
Date

PLANNING COMMISSION PUBLIC HEARING

Time

Date

PLANNING COMMISSION ACTION

Zoning Administrator

Date

TOWN COUNCIL PUBLIC HEARING

Time

Date

TOWN COUNCIL ACTION

Clerk of Council

Date

Adjacent property owner information for

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

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

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96A414 53-55	151 Pine St	Hwang	151 Pine St.
96A414 11-14	136 Pine St.	Taylor	136 Pine St.
96A414 15-18	144 Pine St	Wright	144 Pine St.
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96A414 56-58	157 Pine St	McLellan	157 Pine St.
96A414 63-72	172 Pine St	Higgins	172 Pine St.

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

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

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on January 11, 2023, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

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

Also present were the following staff members:

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

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Charles Thompson.

Mayor Tuggle opened the floor to citizen comments.

Alex Motley, President of the Amherst Mountain Biking Club, came forward with an invitation to the Amherst Biking Club Community Planning Meeting on January 27, 2023, at 6:00 PM in the Amherst Fire Department Fire Hall where discussions will be held on Amherst Biking Club's long-term goals and to gain community input on the club's various projects.

Tim Ware, Amherst, VA, came forward to also extend the invitation to Amherst Biking Club Community Planning Meeting and to voice his appreciation to Council for their work on the issue of two hour parking limitations.

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

Ms. Wheaton made a motion that was seconded by Ms. Turner to approve the Minutes of the meeting held on December 14, 2022, as presented.

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

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

Ms. Turner gave a report on behalf of the Ad Hoc Parking Committee. It was the recommendation of the committee that the Town remove all two hour parking limitations with a committee review after a year.

By affirmation Council approved the recommendation of the Ad Hoc Parking Committee and directed Town Manager McGuffin and Town Attorney Kemp to present a proposed ordinance revision, if one is required, for consideration by Town Council at their February 8, 2022, meeting.

There being no further business to perform the Ad Hoc Parking Committee was dissolved.

Town Manager McGuffin gave a report on 1) a possible amendment to the Town's Zoning Ordinance referring to Table of Uses, Short Term Rental Property, to allow for special use permits for short term rental in certain residential district; 2) a request for rezoning 117 Pine Street in the Town of Amherst to B-1 for short term rental use only; and 3) a request for a Special Use Permit to allow short term rental at 117 Pine Street in the Town of Amherst. By divided vote, at its meeting on January 4, 2023, the Planning Commission made a recommendation for denial of all three. Staff requested that Council set a public hearing on each of the three matters.

Ms. Wheaton made a motion that was seconded by Ms. Turner to set three public hearings at the February 8, 2023, meeting of Town Council on 1) a possible amendment to the Town's Zoning Ordinance referring to Table of Uses, Short Term Rental Property, to allow for special use permits for short term rental in certain residential district; 2) a request for rezoning 117 Pine Street in the Town of Amherst to B-1 for short term rental use only; and 3) a request for a Special Use Permit to allow short term rental at 117 Pine Street in the Town of Amherst, as recommended by staff.

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

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

Town Manager McGuffin gave a report on a proposed Resolution to Adopt and Effect the Organizational Plan for the Town of Amherst for January 1, 2023, through December 31, 2024, having the effect of appointing a variety of positions and covering a series of items required by Town Code and Town Charter.

Council discussed deletion of Resolution Item 4. Standing Council Committee Appointments including 4.1 Finance Committee, 4.2 Community Relations and Improvement Committee, and 4.3 Utilities Committee to give Council time to further discuss standing committees and appointments.

Mr. Driskill made a motion that was seconded by Mr. Higginbotham to approve the Resolution to Adopt and Effect the Organizational Plan for the Town of Amherst for the January 1, 2023, through December 31, 2024, Council Term having the effect of appointing a variety of positions and covering a series of items required by Town Code and Town Charter with the deletion of Item 4. Standing Council Committee Appointments including 4.1 Finance Committee, 4.2 Community Relations and Improvement Committee, and 4.3 Utilities Committee.

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

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

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

The Code of Ethics for the Town Council, as adopted on January 11, 2017, and affirmed January 11, 2023, was presented to each council member for signature and will be reproduced for display in Council Chambers at Town Hall.

Mayor D. Dwayne Tuggle gave a Town of Amherst year in review reporting on a variety of the Town's accomplishments during 2022.

After discussion Clerk of Council Hunt was directed to prepare a resolution recognizing the contributions of Willie Allen Ogden, Jr. "W.A." for adoption by Council at its February 8, 2023, meeting.

Mayor Tuggle opened the floor to citizen comments.

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

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

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

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

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

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

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

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

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

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

Mayor Tuggle recessed the open meeting at 7:42 PM.

At 7:45 PM, pursuant to the Resolution, Town Council convened in closed session.

At 7:55 PM the meeting reopened to the public.

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

Do you certify that to the best of your knowledge (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 of the Code of Virginia, and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered in the session?

Responses via the roll call method was as follows:

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

There being no further business, the meeting recessed at 7:55 P.M., until January 28, 2023, at 9:00 a.m. on motion of Ms. Wheaton seconded by Mr. Thompson.

The motion carried 5-0 as follows:

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

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

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

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

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

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

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

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

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

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

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

3. **Town Depository:** Pursuant to Article III, Section 3.01(15) of the Town Charter, all banks currently operating a branch inside the corporate limits of the Town of Amherst (Truist, Bank of the James and First National Bank) and SunTrust Bank, VML/VACO Virginia Investment Pool and the Local Government Investment Pool shall be considered approved places of deposit for Town funds. The Mayor, Town Manager and Treasurer are hereby authorized to execute all papers necessary to continue or effect new accounts.
4. **Staff Appointments:** The following staff appointments are hereby made for the January 1, 2023 – December 31, 2024, Town Council term. The effect of this resolution shall be to appoint all individuals subject to the authority granted to the Town Council by the Town Charter.
 - 4.1 **Town Manager** - Pursuant to Article III, Section 3.01 (21), (22), (23) and (24) of the Town Charter, Sara E. McGuffin is hereby appointed Town Manager with duties and authorities as outlined in the Town Code, the Charter, and the Code of Virginia and as may be assigned by the Town Council from time to time.
 - 4.2 **Town Clerk** – Pursuant to Section 2-89 of the Town Code, Vicki K. Hunt is hereby appointed Town Clerk with all duties and authorities as described in the Town Code.
 - 4.3 **Town Treasurer** – Pursuant to Section 2-90 of the Town Code, Tracie L. Morgan is hereby appointed Town Treasurer with all duties and authorities as described in the Town Code. These duties shall be considered in addition to her duties as Office Manager.
 - 4.4 **Town Attorney** – Pursuant to Section 2-91 of the Town Code, the firm of Deal and Lachney is hereby appointed Town Attorney with all duties and authorities as described in the Town Code. Remuneration shall be continued on a contractual basis.
 - 4.5 **Chief of Police** – Pursuant to Section 2-92 of the Town Code, Robert A. Shiflett is

hereby appointed Chief of Police with all duties and authorities as described in the Town Code.

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

5. Board Appointments:

- 5.1 Pursuant to Article II, Section 2 of the November 2018 **Central Virginia Planning District Commission** charter, Dwayne Tuggle and Sara McGuffin are hereby appointed to that board for the January 1, 2023 – December 31, 2024, term.
- 5.2 Pursuant to Article III, Section 1 of the July 2019 **Central Virginia Transportation Planning Council** (MPO) bylaws, Dwayne Tuggle and Sara McGuffin are hereby appointed to that board for the January 1, 2023 – December 31, 2024, term.
- 5.3 Pursuant to Section 18.1-1403 of the Town Code, Michael H. Driskill is appointed as the Town Council’s representative on the **Town of Amherst Planning Commission** for a term to expire on December 31, 2024.

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

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

Mayor Dwayne Tuggle

Attest:

TOWN COUNCIL OF THE TOWN OF AMHERST

MOTION: Sharon Turner

Wednesday, January 11, 2023
Regular Meeting

SECOND: Janice Wheaton

RE: AUTHORIZE CLOSED MEETING

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

- Consultation with legal counsel pertaining to actual or probable litigation, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the public body concerning the Town Council v. MacAdams case.

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

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

Adopted this 11th day of January 2023.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council

Mayor D. Dwayne Tuggle called a meeting of the Amherst Town Council to order on January 28, 2023, at 7:00 P.M., continued from the January 11, 2023, session, in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

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

Also present were the following staff members:

Sara E. McGuffin	Town Manager		Brandon Payne	Police Captain
Vicki K. Hunt	Clerk of Council		Gary Williams	Director of Plants
Tracie Morgan	Office Manager/Treasurer		Charles Thompson	Utilities Maintenance Foreman

Stephanie D. Davis, Ph.D., Virginia Tech Collegiate Assistant Professor and Program Director for Graduate Certificate in Local Government Management, facilitated the meeting, the purpose of which was for Town Council to discuss two-year strategic planning and governance issues for the Town and Council members own development.

Council discussion involved the development of the Town's Mission, Vision, and Values Statement, and steps to reach goals for topics including recreation facilities and entertainment venues development; business promotion and economic development; balanced and affordable housing; downtown area revitalization; and improvement and enhancement of services.

Ms. Wheaton made a motion that was seconded by Mr. Higginbotham to establish the following council standing committees and appoint members and ongoing duties to each for the January 1, 2023-December 31, 2024, Council term:

- **Community Relations and Improvement Committee** – Janice N. Wheaton (Chairman) and Douglas L. Thompson
 - Work with Town staff and community organizers to provide input and guidance into
 - Town improvements and events.
 - Support downtown improvements and address ideas from the public regarding the
 - Town.
- **Utilities Committee** – Andra A. Higginbotham (Chairman) and Sharon W. Turner
 - Monitor the development and construction of capital improvement projects.
 - Review proposed utility system upgrades and extensions.
 - Interface and assist developers in coordinating Town policies with proposed new developments.

Discussion was held on the necessity of establishing council standing committees to act in an advisory capacity to Town Council based on committee investigations and discussions on various matters.

After discussion, Ms. Wheaton moved to amend her motion, seconded by Mr. Higginbotham, to abolish standing council committees for the January 1, 2023-December 31, 2024, Council term.

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

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

Mayor Tuggle directed that the Continuation of Governance Resolution adopted by Council at its meeting on January 11, 2023, reflect the change. The amended resolution is attached and made a part of these minutes.

There being no further business, the meeting adjourned at 2.33 P.M., until February 8, 2023, at 7:00 p.m. on motion of Ms. Wheaton seconded by Mr. Thompson.

The motion carried 5-0 as follows:

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

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

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

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

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

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

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

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

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

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

3. **Town Depository:** Pursuant to Article III, Section 3.01(15) of the Town Charter, all banks currently operating a branch inside the corporate limits of the Town of Amherst (Truist, Bank of the James and First National Bank) and SunTrust Bank, VML/VACO Virginia Investment Pool and the Local Government Investment Pool shall be considered approved places of deposit for Town funds. The Mayor, Town Manager and Treasurer are hereby authorized to execute all papers necessary to continue or effect new accounts.
4. **Standing Council Committee Appointments:** Pursuant to Chapter 2, Article II, Section 2-29 of the Town Code, the Town Council shall appoint standing committees as the council deems necessary or expedient for the efficient and timely transaction of its business. The purpose of standing committees is (a) to facilitate policy decisions by the Town Council via review, preliminary discussion and investigation of various matters during preparation of their reports to the Town Council and (b) to act in an advisory capacity to the Town Manager and department heads but not to supplant the authority of either the Town Council or management. Town Council will act as a whole in lieu of a committee process.
5. **Staff Appointments:** The following staff appointments are hereby made for the January 1, 2023 – December 31, 2024, Town Council term. The effect of this resolution shall be to appoint all individuals subject to the authority granted to the Town Council by the Town Charter.
 - 5.1 **Town Manager** - Pursuant to Article III, Section 3.01 (21), (22), (23) and (24) of the Town Charter, Sara E. McGuffin is hereby appointed Town Manager with duties and authorities as outlined in the Town Code, the Charter, and the Code of Virginia and as may be assigned by the Town Council from time to time.
 - 5.2 **Town Clerk** – Pursuant to Section 2-89 of the Town Code, Vicki K. Hunt is hereby appointed Town Clerk with all duties and authorities as described in the Town Code.
 - 5.3 **Town Treasurer** – Pursuant to Section 2-90 of the Town Code, Tracie L. Morgan is

hereby appointed Town Treasurer with all duties and authorities as described in the Town Code. These duties shall be considered in addition to her duties as Office Manager.

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

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

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

6. Board Appointments:

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

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

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

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

This Resolution was adopted by the Town Council of the Town of Amherst on January 11th, 2023, and revised 1-28-23.

Mayor Dwayne Tuggle

Attest:

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

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
GENERAL							
5138	01/06/23	CREAT010 CREATIVE PRODUCT SOURCE, INC		(Replaced By: GENERAL	5156)	01/10/23 VOID	158
V3-00257	1	STICKERS	667.52	100-4-31100-6030	Expenditure		6 1
				CRIME PREVENTION			
5139	01/06/23	CLEAR015 CLEAR COMMUNICATIONS & ELEC.					170
V3-00362	1	MISC HARDWARE	278.89	100-4-31100-6009	Expenditure		5 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5140	01/06/23	COMCA005 COMCAST					170
V3-00370	1	WWTP PHONE/INTERNET 0101-0131	189.67	502-4-44000-5230	Expenditure		21 1
				TELECOMMUNICATIONS			
5141	01/06/23	DEALL005 DEAL & LACHENEY P.C.					170
V3-00374	1	DECEMBER 22 LEGAL SERVICE	2,000.00	100-4-12210-3150	Expenditure		26 1
				TOWN ATTORNEY			
5142	01/06/23	DRUMM005 DRUMMOND ELECTRICAL, INC.					170
V3-00360	1	GENERATOR SERVICE	425.00	100-4-31100-3310	Expenditure		3 1
				REPAIR & MAINT. SVCS			
5143	01/06/23	GFLN005 GFL ENVIRONMENTAL					170
V3-00367	1	SLUDGE DUMPED	155.00	502-4-44000-3120	Expenditure		18 1
				SLUDGE & TRASH REMOVAL-RUT CRK.			
5144	01/06/23	HARRI005 HARRIS TIRE COMPANY					170
V3-00358	1	TIRE SERVICE	202.00	100-4-31100-6009	Expenditure		1 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5145	01/06/23	LAURE005 LAUREL STONE VET HOSPITAL					170
V3-00361	1	CANINE CARE	345.95	100-4-31100-6003	Expenditure		4 1
				CANINE SUPPLIES			
5146	01/06/23	LEADS005 LEADS ONLINE					170
V3-00366	1	LEADS ONLINE	1,954.00	100-4-31100-6010	Expenditure		17 1
				POLICE SUPPLIES			
5147	01/06/23	MARTI005 MARTIN'S PAINT & BODY SHOP					170
V3-00359	1	VEHICLE REPAIR	461.80	100-4-31100-6009	Expenditure		2 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5148	01/06/23	MGLPR005 MGL PRINTING SOLUTIONS					170
V3-00365	1	2022 W2S &1099	133.00	100-4-12420-6001	Expenditure		16 1
				OFFICE SUPPLIES			
5149	01/06/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					170
V3-00368	1	LAB TESTING	24.98	501-4-44000-3140	Expenditure		19 1
				TESTING SERVICES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL			Continued				
5150	01/06/23	RICHM005 RICHMOND ALARM COMPANY					170
V3-00372	1	SERVICE CALL	156.25	100-4-12510-3150 I.T. SERVICES	Expenditure		24 1
5151	01/06/23	SUPPL005 THE SUPPLY ROOM					170
V3-00373	1	COPY PAPER	106.12	100-4-12420-6001 OFFICE SUPPLIES	Expenditure		25 1
5152	01/06/23	UNIVE005 UNIVERSAL CHEMICAL LLC.					170
V3-00364	1	CONCRETE CLEANER	50.00	501-4-44000-6051 CHEMICALS	Expenditure		14 1
V3-00364	2	CONCRETE CLEANER	50.00	502-4-44000-6051 CHEMICALS - RUT. CREEK	Expenditure		15 1
			<u>100.00</u>				
5153	01/06/23	VAASS005 VA ASSOC OF WASTEWATER AGENCIE					170
V3-00369	1	2ND QUARTER MEMBERSHIP	77.82	502-4-44000-5810 DUES & MEMBERSHIPS	Expenditure		20 1
5154	01/06/23	VACOR005 VACORP					170
V3-00363	1	DEC 22 HYBRID DISABILITY	17.85	502-4-44000-2500 LONG-TERM DISABILITY	Expenditure		6 1
V3-00363	2	DEC 22 HYBRID DISABILITY	9.65	100-4-31100-2500 STD/LONG-TERM DISABILITY	Expenditure		7 1
V3-00363	3	DEC 22 HYBRID DISABILITY	9.65	100-4-12110-2500 STD/LONG-TERM DISABILITY	Expenditure		8 1
V3-00363	4	DEC 22 HYBRID DISABILITY	12.43	100-4-12110-2500 STD/LONG-TERM DISABILITY	Expenditure		9 1
V3-00363	5	DEC 22 HYBRID DISABILITY	16.51	501-4-44000-2500 LONG-TERM DISABILITY	Expenditure		10 1
V3-00363	6	DEC 22 HYBRID DISABILITY	18.42	501-4-12110-2500 STD/LONG-TERM DISABILITY	Expenditure		11 1
V3-00363	7	DEC 22 HYBRID DISABILITY	13.81	502-4-12110-2500 STD/LONG-TERM DISABILITY	Expenditure		12 1
V3-00363	8	DEC 22 HYBRID DISABILITY	1.41	514-4-12110-2500 STD/LONG-TERM DISABILITY	Expenditure		13 1
			<u>99.73</u>				
5155	01/06/23	VERIZ005 VERIZON					170
V3-00371	1	PHONE UH 11/25-12/24	66.64	100-4-43200-5230 TELECOMMUNICATION	Expenditure		22 1
V3-00371	2	SHOP INTERNET	39.99	100-4-43200-5230 TELECOMMUNICATION	Expenditure		23 1
			<u>106.63</u>				
5156	01/10/23	CREAT010 CREATIVE PRODUCT SOURCE, INC		(Replacement of: GENERAL	5138)		158
V3-00257	1	STICKERS	667.52	100-4-31100-6030 CRIME PREVENTION	Expenditure		6 1
5157	01/10/23	AMERI015 AMERICAN WATER WORKS ASSOC.					171
V3-00381	1	MEMBERSHIP FEE	383.00	501-4-44000-5810 DUES & MEMBERSHIPS	Expenditure		20 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL			Continued				
5158	01/10/23	ANDER005 ANDERSON CONSTRUCTION, INC.					171
V3-00392	1	WTP IMPROVEMENT PROJECT	43,428.67	501-4-94000-8002	Expenditure		37 1
				WATER TREATMENT PLANT IMPROVEMENTS			
5159	01/10/23	ANTW005 BENCHMARK SYSTEMS, INC.					171
V3-00383	1	MS OFFICE 11/16-12/15	576.00	100-4-12510-5600	Expenditure		23 1
				MICROSOFT OFFICE SERVICE			
5160	01/10/23	APPAL005 APPALACHIAN POWER					171
V3-00389	1	STREETLIGHTS TO 12/31	2,565.07	100-4-41320-5100	Expenditure		28 1
				STREETLIGHTS			
5161	01/10/23	CIVIC005 CIVICPLUS, LLC.					171
V3-00386	1	UNCODIFIED ORDINANCES	1,564.52	100-4-12110-3150	Expenditure		26 1
				PROFESSIONAL SVCS			
5162	01/10/23	DEPAR005 DEPARTMENT OF MOTOR VEHICLES					171
V3-00393	1	DEC DMV STOPS	25.00	100-4-12420-3009	Expenditure		38 1
				DMV STOPS			
5163	01/10/23	FISHE005 FISHER AUTO PARTS, INC					171
V3-00390	1	GOODWIN OIL/GREASE	25.58	501-4-44000-6007	Expenditure		29 1
				REPAIR & MAINT. SUPPLIES			
V3-00390	2	CHARGER DOE	74.95	501-4-44000-6007	Expenditure		30 1
				REPAIR & MAINT. SUPPLIES			
V3-00390	3	BATTERY	139.95	501-4-44000-6007	Expenditure		31 1
				REPAIR & MAINT. SUPPLIES			
V3-00390	4	OIL AND FILTER FOR TRUCK	121.29	100-4-43200-6009	Expenditure		32 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V3-00390	5	BATTERY	139.95	100-4-43200-6009	Expenditure		33 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
			<u>501.72</u>				
5164	01/10/23	HILLH005 HILL HARDWARE CORPORATION					171
V3-00376	1	SPRAY NOZZLE	6.99	501-4-44000-6007	Expenditure		2 1
				REPAIR & MAINT. SUPPLIES			
V3-00376	2	PLUNGER	5.39	502-4-44000-6004	Expenditure		3 1
				LAB SUPPLIES			
V3-00376	3	EXTENSION CORD	161.98	501-4-44000-6007	Expenditure		4 1
				REPAIR & MAINT. SUPPLIES			
V3-00376	4	TRASH BAGS	16.49	100-4-43200-6007	Expenditure		5 1
				REPAIR & MAINT. SUPPLIES			
V3-00376	5	BUCKET	8.29	501-4-44000-6007	Expenditure		6 1
				REPAIR & MAINT. SUPPLIES			
V3-00376	6	ICE MAKER	18.99	100-4-43200-6007	Expenditure		7 1
				REPAIR & MAINT. SUPPLIES			
V3-00376	7	GFCI RECEPT	24.49	100-4-43200-6007	Expenditure		8 1
				REPAIR & MAINT. SUPPLIES			
V3-00376	8	LINE PAINT	7.59	100-4-43200-6007	Expenditure		9 1
				REPAIR & MAINT. SUPPLIES			
V3-00376	9	2" COUPLING	10.78	100-4-43200-6007	Expenditure		10 1
				REPAIR & MAINT. SUPPLIES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
GENERAL			Continued					
5164	HILL	HARDWARE CORPORATION	Continued					
V3-00376	10	HOSE BIB	6.29	100-4-43200-6007	Expenditure		11	1
				REPAIR & MAINT. SUPPLIES				
			<u>267.28</u>					
5165	01/10/23	MANSF005 MANSFIELD OIL COMPANY					171	
V3-00391	1	FUEL 12/16-12/31/2022 PD	696.87	100-4-31100-6008	Expenditure		34	1
				FUEL				
V3-00391	2	FUEL 12/16-12/31/2022 UTILITIE	337.21	100-4-43200-6008	Expenditure		35	1
				FUEL				
V3-00391	3	FUEL 12/16-12/31/2022 UTILITIE	202.37	502-4-44000-6008	Expenditure		36	1
				FUEL/OIL				
			<u>1,236.45</u>					
5166	01/10/23	NEWSA005 THE NEWS & ADVANCE					171	
V3-00377	1	ADS	272.12	100-4-12110-3600	Expenditure		12	1
				ADVERTISING				
5167	01/10/23	OMNIS005 OMNI SITE					171	
V3-00378	1	WIRE SERVICE	290.00	100-4-43200-5230	Expenditure		13	1
				TELECOMMUNICATION				
5168	01/10/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					171	
V3-00380	1	LAB TEST	216.11	502-4-44000-3140	Expenditure		15	1
				TESTING SERVICES				
V3-00380	2	LAB TEST	181.36	502-4-44000-3140	Expenditure		16	1
				TESTING SERVICES				
V3-00380	3	LAB TEST	173.76	502-4-44000-3140	Expenditure		17	1
				TESTING SERVICES				
V3-00380	4	LAB TEST	135.75	502-4-44000-3140	Expenditure		18	1
				TESTING SERVICES				
V3-00380	5	LAB TEST	173.76	502-4-44000-3140	Expenditure		19	1
				TESTING SERVICES				
			<u>880.74</u>					
5169	01/10/23	SUPPL005 THE SUPPLY ROOM					171	
V3-00375	1	DATE STAMP	5.62	100-4-12420-6001	Expenditure		1	1
				OFFICE SUPPLIES				
V3-00384	1	BOXES OF PAPER	106.12	100-4-12420-6001	Expenditure		24	1
				OFFICE SUPPLIES				
			<u>111.74</u>					
5170	01/10/23	UNIVA005 UNIVAR					171	
V3-00379	1	CHEMICALS	3,203.57	501-4-44000-6051	Expenditure		14	1
				CHEMICALS				
5171	01/10/23	VIRGI005 VIRGINIA EMPLOYMENT COMMISSION					171	
V3-00385	1	RECORD REQUEST	496.00	100-4-12420-3150	Expenditure		25	1
				PROFESSIONAL SVCS				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL			Continued				
5172	01/10/23	WITME005 WITMER PUBLIC SAFETY GROUP					171
V3-00387	1	NAME TAPE	6.00	100-4-31100-6011	Expenditure		27 1
				UNIFORMS			
5173	01/10/23	WWASS005 WW ASSOCIATES					171
V3-00382	1	RETAINER	250.00	501-4-44000-3150	Expenditure		21 1
				PROFESSIONAL SVCS			
V3-00382	2	RETAINER	250.00	502-4-44000-3150	Expenditure		22 1
				PROFESSIONAL SVCS			
			500.00				
5174	01/18/23	ANTW0005 BENCHMARK SYSTEMS, INC.					172
V3-00399	1	PROCARE	341.25	100-4-12510-5600	Expenditure		6 1
				MICROSOFT OFFICE SERVICE			
V3-00399	2	MMS OFFICE	136.00	100-4-12510-5600	Expenditure		7 1
				MICROSOFT OFFICE SERVICE			
			477.25				
5175	01/18/23	APPAL005 APPALACHIAN POWER					172
V3-00407	1	ELECTRIC 121422-011623	1,571.85	100-4-43200-5100	Expenditure		38 1
				ELECTRIC			
V3-00407	2	ELECTRIC 121422-011623	7,197.18	501-4-44000-5100	Expenditure		39 1
				ELECTRICAL SVCS			
V3-00407	3	ELECTRIC 121422-011623	5,016.79	502-4-44000-5100	Expenditure		40 1
				ELECTRICAL SVCS-RUT CRK			
V3-00407	4	ELECTRIC 121422-011623	361.63	502-4-44000-5130	Expenditure		41 1
				ELECTRICAL SVCS-PUMP STATION			
V3-00407	5	ELECTRIC 121422-011623	386.37	100-4-41320-5100	Expenditure		42 1
				STREETLIGHTS			
V3-00407	6	ELECTRIC 121422-011623	15.83	701-4-81500-5100	Expenditure		43 1
				ELECTRICAL SERV.			
			14,549.65				
5176	01/18/23	BBTBA005 TRUIST BANK					172
V3-00403	1	VLGMA SM	375.00	100-4-12110-5501	Expenditure		14 1
				TRAVEL-MILAGE/HOTEL/CONFERENCE			
V3-00403	2	STAFF STUFF SM	59.45	100-4-12110-5000	Expenditure		15 1
				CONTINGENCY REQUIREMENT			
V3-00403	3	WASABI SM	8.45	100-4-12510-3150	Expenditure		16 1
				I.T. SERVICES			
V3-00403	4	ADOBE SM	12.99	100-4-12510-6002	Expenditure		17 1
				I.T. SUPPLIES			
V3-00403	5	ZOOM VH	42.00	100-4-12510-3150	Expenditure		18 1
				I.T. SERVICES			
V3-00403	6	DICKS CUPS VH	136.89	100-4-12110-5000	Expenditure		19 1
				CONTINGENCY REQUIREMENT			
V3-00403	7	DICKS CUPS VH	98.10	100-4-12110-5000	Expenditure		20 1
				CONTINGENCY REQUIREMENT			
V3-00403	8	TAV ENROL PM	75.00	100-4-12420-5400	Expenditure		21 1
				TUITION REIMBURSEMENT			
V3-00403	9	CASH MANG. CLASS PM	160.00	100-4-12420-5400	Expenditure		22 1
				TUITION REIMBURSEMENT			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
GENERAL								
			Continued					
5176	TRUIST BANK	Continued						
V3-00403	10	BREAKFAST BP	14.82	100-4-31100-5501	Expenditure		23	1
				TRAVEL-MILEAGE/CONFERENCE/HOTEL				
V3-00403	11	FOOD FOR PARADE BRIEFING BP	157.28	100-4-12110-5000	Expenditure		24	1
				CONTINGENCY REQUIREMENT				
V3-00403	12	TOY DRIVE RS	309.87	100-4-31100-5700	Expenditure		25	1
				PUBLIC SAFETY FOURTH OF JULY EVENT				
V3-00403	13	TOY DRIVE RS	1,381.69	100-4-31100-5700	Expenditure		26	1
				PUBLIC SAFETY FOURTH OF JULY EVENT				
V3-00403	14	COOKIES SANTA TM	133.72	100-4-12110-5000	Expenditure		27	1
				CONTINGENCY REQUIREMENT				
V3-00403	15	SCANNER KEYBOARD CALENDAR TM	307.82	100-4-12420-6001	Expenditure		28	1
				OFFICE SUPPLIES				
V3-00403	16	UNIFORMS CT	550.96	100-4-43200-6011	Expenditure		29	1
				UNIFORMS				
V3-00403	17	BOOTS CT	614.16	100-4-43200-6011	Expenditure		30	1
				UNIFORMS				
V3-00403	18	PAPER PRODUCT GSJ	25.67	502-4-44000-6004	Expenditure		31	1
				LAB SUPPLIES				
V3-00403	19	PAPER PRODUCT	35.04	501-4-44000-6004	Expenditure		32	1
				LAB SUPPLIES				
			4,498.91					
5177	01/18/23	BLUER005 BLUE RIDGE SOLVENTS & COATINGS					172	
V3-00397	1	LIME FOR PH ADJUSTMENT	1,400.00	502-4-44000-6051	Expenditure		4	1
				CHEMICALS - RUT. CREEK				
5178	01/18/23	CAMPB005 CAMPBELL'S REPAIR					172	
V3-00395	1	SAW MAINT	124.62	100-4-43200-6009	Expenditure		2	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5179	01/18/23	INFRA005 INFRASTRUCTURE SOLUTIONS GROUP					172	
V3-00396	1	HOSE FOR VAC	717.69	100-4-43200-6009	Expenditure		3	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5180	01/18/23	MALLO005 MALLOY FORD CHARLOTTESVILLE					172	
V3-00405	1	VEHICLE REPAIRS	3,194.13	100-4-31100-6009	Expenditure		35	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5181	01/18/23	MICHA005 MICHAEL H. DRISKILL					172	
V3-00401	1	VML TRAINING	313.73	100-4-11010-5501	Expenditure		10	1
				TRAVEL-MILAGE/HOTELS/CONFERENCE				
5182	01/18/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					172	
V3-00402	1	LAB TESTING	173.76	502-4-44000-3140	Expenditure		11	1
				TESTING SERVICES				
V3-00402	2	LAB TESTING	173.76	502-4-44000-3140	Expenditure		12	1
				TESTING SERVICES				
V3-00402	3	LAB TESTING	173.76	502-4-44000-3140	Expenditure		13	1
				TESTING SERVICES				
			521.28					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5183	01/18/23	SUPPL005 THE SUPPLY ROOM					172	
V3-00400	1	PATTY CHAIR	269.99	100-4-12420-6001	Expenditure		8	1
				OFFICE SUPPLIES				
V3-00400	2	TRASH BAGS	32.58	100-4-12420-6001	Expenditure		9	1
				OFFICE SUPPLIES				
			<u>302.57</u>					
5184	01/18/23	TIGER005 TIGER FUEL CO.					172	
V3-00404	1	PROPANE	325.35	100-4-43200-5110	Expenditure		33	1
				HEATING SERVICES				
V3-00404	2	DIESEL	1,387.66	100-4-43200-6008	Expenditure		34	1
				FUEL				
			<u>1,713.01</u>					
5185	01/18/23	USABL005 USA BLUE BOOK					172	
V3-00398	1	LAB TESTING REAGENTS WTP	1,472.69	501-4-44000-6004	Expenditure		5	1
				LAB SUPPLIES				
5186	01/18/23	VUPS0005 VA UTILITY PROTECTION SERVICE					172	
V3-00394	1	DEC 811 TICKETS	21.00	501-4-45000-6007	Expenditure		1	1
				REPAIR & MAINT. SUPPLIES				
5187	01/18/23	WITME005 WITMER PUBLIC SAFETY GROUP					172	
V3-00406	1	SHIRTS	356.50	100-4-31100-6011	Expenditure		36	1
				UNIFORMS				
V3-00406	2	BELTS	157.00	100-4-31100-6011	Expenditure		37	1
				UNIFORMS				
			<u>513.50</u>					
5188	01/18/23	POSTM005 POSTMASTER, AMHERST					173	
V3-00408	1	MAILINGPERMIT RENEWAL	275.00	100-4-12110-5210	Expenditure		1	1
				POSTAGE				
5189	01/24/23	AMERI005 AMERICAN FIDELITY ASSURANCE CO					174	
23-00033	1	JANUARY 23 PR DEDUCTION CHECKS	220.76	100-2-21500-0000	G/L		1	1
				AMERICAN FIDELITY DISABILITY W/HOLDING				
23-00033	2	JANUARY 23 PR DEDUCTION CHECKS	42.50	100-2-21600-0000	G/L		2	1
				CANCER W/HOLDING				
23-00033	3	JANUARY 23 PR DEDUCTION CHECKS	187.09	100-2-21950-0000	G/L		3	1
				AMERICAN FIDELITY LIFE W/HOLDING				
23-00033	4	JANUARY 23 PR DEDUCTION CHECKS	53.49	501-2-21500-0000	G/L		4	1
				AMERICAN FIDELITY DISABILITY W/HOLDING				
23-00033	5	JANUARY 23 PR DEDUCTION CHECKS	37.38	501-2-21600-0000	G/L		5	1
				CANCER W/HOLDING				
23-00033	6	JANUARY 23 PR DEDUCTION CHECKS	53.49	502-2-21500-0000	G/L		6	1
				AMERICAN DISABILITY W/HOLDING				
23-00033	7	JANUARY 23 PR DEDUCTION CHECKS	37.38	502-2-21600-0000	G/L		7	1
				CANCER W/HOLDING				
23-00033	8	JANUARY 23 PR DEDUCTION CHECKS	56.15	502-2-21950-0000	G/L		8	1
				AMERICAN FIDELITY LIFE W/HOLDING				
			<u>688.24</u>					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5190	01/24/23	ANTW005 BENCHMARK SYSTEMS, INC.					174	
V3-00414	1	MS OFFICE 12/16-01/15	636.00	100-4-12510-5600	Expenditure		21	1
				MICROSOFT OFFICE SERVICE				
5191	01/24/23	BYMEL005 BY MELISSA FLORAL DESIGN					174	
V3-00419	1	FLOWERS FOR PATTYS SISTER	75.00	100-4-12110-5000	Expenditure		35	1
				CONTINGENCY REQUIREMENT				
5192	01/24/23	DARRY005 DARRYL DWAYNE TUGGLE					174	
V3-00418	1	VML DAY REIMBURSEMENT	23.31	100-4-11010-5501	Expenditure		34	1
				TRAVEL-MILAGE/HOTELS/CONFERENCE				
5193	01/24/23	ELECT010 ELECTRICAL MECHANICAL SVCS					174	
V3-00420	1	WF PS GENERATOR PROJECT	42,750.00	501-4-94000-9000	Expenditure		36	1
				CAPITAL IMPROVEMENTS				
5194	01/24/23	MINNE005 MINNESOTA LIFE					174	
23-00035	1	JANUARY 23 PR DEDUCTION CHECKS	10.80	100-2-21550-0000	G/L		9	1
				OPT LIFE INS. W/HOLDING				
23-00035	2	JANUARY 23 PR DEDUCTION CHECKS	51.20	501-2-21550-0000	G/L		10	1
				OPT LIFE INS. W/HOLDING				
			62.00					
5195	01/24/23	NATIO010 NATIONWIDE RETIREMENT SOLUTION					174	
23-00036	1	JANUARY 23 PR DEDUCTION CHECKS	132.44	100-2-21400-0000	G/L		11	1
				RETIREMENT W/HOLDING				
23-00036	2	JANUARY 23 PR DEDUCTION CHECKS	91.10	100-2-21900-0000	G/L		12	1
				DEFERRED COMP W/HOLDING				
23-00036	3	JANUARY 23 PR DEDUCTION CHECKS	173.54	501-2-21400-0000	G/L		13	1
				RETIREMENT W/HOLDINGS				
23-00036	4	JANUARY 23 PR DEDUCTION CHECKS	119.38	501-2-21900-0000	G/L		14	1
				DEFERRED COMP W/H				
23-00036	5	JANUARY 23 PR DEDUCTION CHECKS	130.16	502-2-21400-0000	G/L		15	1
				RETIRMENT W/HOLDING				
23-00036	6	JANUARY 23 PR DEDUCTION CHECKS	89.52	502-2-21900-0000	G/L		16	1
				DEFERRED COMP W/HOLDING				
			736.14					
5196	01/24/23	PYROT005 PYROTECNICO FIREWORKS, INC.					174	
V3-00411	1	FIRST RESPONDERS FIREWORKS	3,500.00	100-4-31100-5700	Expenditure		18	1
				PUBLIC SAFTETY FOURTH OF JULY EVENT				
5197	01/24/23	TIGER005 TIGER FUEL CO.					174	
V3-00410	1	PROPANE MAINT SHOP HEAT	382.34	100-4-43200-5110	Expenditure		17	1
				HEATING SERVICES				
5198	01/24/23	TMOBI005 T-MOBILE					174	
V3-00413	1	12/15/22-1/14/23	105.70	100-4-43200-5230	Expenditure		20	1
				TELECOMMUNICATION				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5199	01/24/23	UNITE010 UNITED RENTALS, INC.					174	
V3-00412	1	LIGHT TOWER RENTAL	188.37	100-4-43200-5110	Expenditure		19	1
				HEATING SERVICES				
5200	01/24/23	VACOR005 VACORP					174	
V3-00416	1	JAN 22 HYBRID DISABILITY	17.85	502-4-44000-2500	Expenditure		22	1
				LONG-TERM DISABILITY				
V3-00416	2	JAN 22 HYBRID DISABILITY	9.65	100-4-31100-2500	Expenditure		23	1
				STD/LONG-TERM DISABILITY				
V3-00416	3	JAN 22 HYBRID DISABILITY	9.65	100-4-12110-2500	Expenditure		24	1
				STD/LONG-TERM DISABILITY				
V3-00416	4	JAN 22 HYBRID DISABILITY	12.43	501-4-12110-2500	Expenditure		25	1
				STD/LONG-TERM DISABILITY				
V3-00416	5	JAN 22 HYBRID DISABILITY	16.51	501-4-44000-2500	Expenditure		26	1
				LONG-TERM DISABILITY				
V3-00416	6	JAN 22 HYBRID DISABILITY	18.42	501-4-12110-2500	Expenditure		27	1
				STD/LONG-TERM DISABILITY				
V3-00416	7	JAN 22 HYBRID DISABILITY	13.81	502-4-12110-2500	Expenditure		28	1
				STD/LONG-TERM DISABILITY				
V3-00416	8	JAN 22 HYBRID DISABILITY	1.41	514-4-12110-2500	Expenditure		29	1
				STD/LONG-TERM DISABILITY				
			99.73					
5201	01/24/23	VACOR005 VACORP					174	
V3-00417	1	JAN 22 HYBRID DISABILITY	4.02	100-4-12420-2500	Expenditure		30	1
				HYBRID DISABILITY				
V3-00417	2	JAN 22 HYBRID DISABILITY	7.87	501-4-12420-2500	Expenditure		31	1
				HYBRID DISABILITY				
V3-00417	3	JAN 22 HYBRID DISABILITY	5.25	502-4-12420-2500	Expenditure		32	1
				HYBRID DISABILITY				
V3-00417	4	JAN 22 HYBRID DISABILITY	0.37	514-4-12420-2500	Expenditure		33	1
				HYBRID DISABILITY				
			17.51					
5202	01/24/23	WWASS005 WW ASSOCIATES					174	
V3-00421	1	INSPECTOR	8,820.00	501-4-94000-8000	Expenditure		37	1
				W. COURT STREET PROJECT				
5203	01/31/23	POSTM005 POSTMASTER, AMHERST					175	
V3-00422	1	01312023 UTILITY BILL MAILING	294.43	502-4-12420-5210	Expenditure		6	1
				POSTAGE				
V3-00422	2	01312023 UTILITY BILL MAILING	294.43	501-4-12420-5210	Expenditure		7	1
				POSTAGE				
			588.86					
5204	01/31/23	U-000002 CENTRA HEALTH					175	
23-00037	1	UTILITY REFUND SIC	3,228.76	501-3-16080-0015	Revenue		1	1
				PREPAY UTILITIES				
23-00037	2	UTILITY REFUND SUC	2,740.00	501-3-16080-0015	Revenue		2	1
				PREPAY UTILITIES				
23-00037	3	UTILITY REFUND Water	11,188.77	501-3-16080-0015	Revenue		3	1
				PREPAY UTILITIES				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
GENERAL								
			Continued					
5204	CENTRA	HEALTH	Continued					
23-00037	4	UTILITY REFUND WIC	1,807.05	501-3-16080-0015	Revenue		4	1
				PREPAY UTILITIES				
23-00037	5	UTILITY REFUND WUC	3,100.00	501-3-16080-0015	Revenue		5	1
				PREPAY UTILITIES				
			22,064.58					
5205	01/31/23	CARTE010 CARTER MACHINERY COMPANY, INC.					176	
V3-00430	1	PREVENTATIVE MAINT	779.87	501-4-44000-3310	Expenditure		12	1
				REPAIR & MAINT. SVCS				
5206	01/31/23	MANSF005 MANSFIELD OIL COMPANY					176	
V3-00427	1	FUEL 1/01-1/15/2023	768.54	100-4-31100-6008	Expenditure		7	1
				FUEL				
V3-00427	2	FUEL 1/01-1/15/2023	322.35	100-4-43200-6008	Expenditure		8	1
				FUEL				
V3-00427	3	FUEL 1/01-1/15/2023	207.95	502-4-44000-6008	Expenditure		9	1
				FUEL/OIL				
			1,298.84					
5207	01/31/23	ONSOL005 ONSOLVE, LLC					176	
V3-00432	1	CODE RED 2023	2,700.00	100-4-31100-3400	Expenditure		14	1
				CODE RED				
5208	01/31/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					176	
V3-00433	3	LAB TESTING	169.30	502-4-44000-3140	Expenditure		15	1
				TESTING SERVICES				
V3-00433	4	LAB TESTING	50.20	502-4-44000-3140	Expenditure		16	1
				TESTING SERVICES				
V3-00433	5	LAB TESTING	169.30	502-4-44000-3140	Expenditure		17	1
				TESTING SERVICES				
V3-00433	6	LAB TESTING	169.30	502-4-44000-3140	Expenditure		18	1
				TESTING SERVICES				
V3-00433	7	LAB TESTING	358.80	502-4-44000-3140	Expenditure		19	1
				TESTING SERVICES				
V3-00433	8	LAB TESTING	169.30	502-4-44000-3140	Expenditure		20	1
				TESTING SERVICES				
			1,086.20					
5209	01/31/23	SULLI005 SULLIVAN PLUMBING					176	
V3-00429	1	FIX POLICE TOILET	225.00	100-4-31100-3310	Expenditure		11	1
				REPAIR & MAINT. SVCS				
5210	01/31/23	SUPPL005 THE SUPPLY ROOM					176	
V3-00424	1	OFFICE SUPPLIES	24.42	100-4-12420-6001	Expenditure		2	1
				OFFICE SUPPLIES				
V3-00424	2	OFFICE SUPPLIES	28.72	100-4-12420-6001	Expenditure		3	1
				OFFICE SUPPLIES				
			53.14					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL			Continued				
5211	01/31/23	USABL005 USA BLUE BOOK					176
V3-00428	1	LAB EQUIPMENT AND REAGENTS	1,634.38	502-4-44000-6004 LAB SUPPLIES	Expenditure		10 1
5212	01/31/23	VALEA005 VA LAW ENFORCEMENT ACCRED. COA					176
V3-00431	1	2023 DUES	100.00	100-4-31100-5810 DUES & MEMBERSHIP	Expenditure		13 1
5213	01/31/23	VERIZ005 VERIZON					176
V3-00426	1	12/25-01/24 INTERNET SERVICE	67.29	100-4-43200-5230 TELECOMMUNICATION	Expenditure		5 1
V3-00426	2	12/25-01/24 INTERNET SERVICE	39.99	100-4-43200-5230 TELECOMMUNICATION	Expenditure		6 1
			107.28				
5214	01/31/23	VILLA005 VILLAGE GARDEN CLUB					176
V3-00423	1	FY 23 DONATION REQUEST	3,000.00	100-4-72100-5600 VILLAGE GARDEN CLUB CONTRI.	Expenditure		1 1
5215	01/31/23	WITME005 WITMER PUBLIC SAFETY GROUP					176
V3-00425	1	BUCKSHOT	352.30	100-4-31100-5800 FIRE RANGE FEES	Expenditure		4 1
5216	01/31/23	MANSF005 MANSFIELD OIL COMPANY		(Replacement of: GENERAL 5126)			168
V3-00347	1	FUEL PD	763.52	100-4-31100-6008 FUEL	Expenditure		24 1
V3-00347	2	FUEL UTILITIES	417.86	100-4-43200-6008 FUEL	Expenditure		25 1
V3-00347	3	FUEL PLANTS	176.03	502-4-44000-6008 FUEL/OIL	Expenditure		26 1
			1,357.41				
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>	
		Checks:	78	1	187,319.47	667.52	
		Direct Deposit:	0	0	0.00	0.00	
		Total:	78	1	187,319.47	667.52	
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>	
		Checks:	78	1	187,319.47	667.52	
		Direct Deposit:	0	0	0.00	0.00	
		Total:	78	1	187,319.47	667.52	

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	3-100	41,927.24	0.00	684.69	42,611.93
WATER FUND	3-501	109,218.33	22,064.58	434.99	131,717.90
SEWER FUND	3-502	12,603.92	0.00	366.70	12,970.62
GARBAGE FUND	3-514	3.19	0.00	0.00	3.19
IDA FUND	3-701	15.83	0.00	0.00	15.83
Total of All Funds:		163,768.51	22,064.58	1,486.38	187,319.47

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	41,927.24	0.00	684.69	42,611.93
WATER FUND	501	109,218.33	22,064.58	434.99	131,717.90
SEWER FUND	502	12,603.92	0.00	366.70	12,970.62
GARBAGE FUND	514	3.19	0.00	0.00	3.19
IDA FUND	701	15.83	0.00	0.00	15.83
Total of All Funds:		<u>163,768.51</u>	<u>22,064.58</u>	<u>1,486.38</u>	<u>187,319.47</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	3-100	41,927.24	0.00	0.00	0.00	41,927.24
WATER FUND	3-501	109,218.33	0.00	0.00	0.00	109,218.33
SEWER FUND	3-502	12,603.92	0.00	0.00	0.00	12,603.92
GARBAGE FUND	3-514	3.19	0.00	0.00	0.00	3.19
IDA FUND	3-701	15.83	0.00	0.00	0.00	15.83
Total of All Funds:		<u>163,768.51</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>163,768.51</u>



January 2023 Monthly Report

Total Calls: 296

Total Mileage: 5,883

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	25
ALARM	4
PHONE COMPLAINT	82
BOLO	14
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	14
DOMESTIC	2
CHECK WELFARE	8
NOISE OR DOG COMPLAINT	3
TRAFFIC CRASH	9
EMS CALLS	1
SUDDEN DEATH	1
SUSPICIOUS PERSON	8
OTHER	46
CALLS AT AMBRIAR	5

OTHER	NUMBER
ASSIST OTHER OFFICER	15
ASSIST OTHER AGENCY	13
COURT	6
REPORTS	6
SCHOOL / TRAINING	5
MEETINGS	5
TOWED / IMPOUNDED VEH	1

WARNINGS	NUMBER
SPEEDING	11
EQUIPMENT VIOLATION	
RECKLESS DRIVING	3
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	1
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	5

OFFICER INITIATED	NUMBER
BUILDING CHECKS	141
BUSINESS VISIT	124
BUILDING SEARCH	4
TRAFFIC SUMMONS	32
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	263/48
WARRANT SERVICE	2
PROPERTY WALK AROUNDS	72
WARRANTS OBTAINED	5
PARKING TICKETS	
MISD. INVESTIGATION	5
FELONY INVESTIGATION	3
NARCOTICS INV.	
SEARCH WARRANT	
PUBLIC RELATIONS	13
CITIZEN CONTACT	350

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	20
EQUIPMENT VIOLATION	
RECKLESS DRIVING	2
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	2
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	8

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



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

Month of January Activities:

1/8/23 – Captain Payne taught cyber and personal security to 7th and 8th graders at AMS.
1/9/23 – Officer Rose taught CIT.
1/10/23 – Officer Rose attended K9 training.
1/11/23 – Officer Rose attended K9 training.
1/9/23 – Officer Martin attended Breath Operator Recertification.
1/11/23 – Chief Shiflett turned in budget preparation.
1/11/23 – Officer Robinson taught community policing at the academy.
1/11/23 – Chief Shiflett attended Town Council meeting.
1/13/23 – Chief Shiflett attended after council meeting.
1/20/23 – Investigator Watts attended MDT meeting.
1/26/23 – Captain Payne attended RASAC meeting.
1/27/23 – Officer Rose taught Alzheimer & Autism.
1/28/23 – Captain Payne attended Council retreat at Sweet Briar.
1/28/23 – Captain Payne and Officer Martin participated in a birthday party drive through.

Investigator Watts has been assisting Brookneal PD on investigations.
Officer Rose had three K9 deployments this month, all narcotic scans.

AFTER HOURS CALLS

No after-hours calls.

ASSIST COUNTY CALLS

1/19/23	842 Sandidges Road	Stabbing	Arrest
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TOWN OF AMHERST

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

To: Town Council
From: Tracie Morgan
Date: February 2, 2023
Re: January 2023 Monthly Report

Utilities:

- January utility billing total was \$192,055.97.
- There were five disconnects for January 2023.
- Six new account set-ups.

Accounts Payable:

- The total amount of checks cut for January bills, including payroll deductions were \$187,319.47. The majority of this amount is from payments related to the Water Treatment Plant Project.
- Please see attached report for full check listing.

Vehicle License Fee Bills:

- Vehicle License fees were due December 5, 2022. Late notices have been mailed out. Collection efforts will start soon.

Meals and Beverage Tax:

- 18 Businesses paid \$60,303.64 in Meals and Beverage Tax for the month of December 2022.

Revenue and Expense Report:

- The attached report shows revenue and expense totals through January 31, 2023.

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account Range: First Expend Account Range: First Print Zero YTD Activity: No		to Last to Last	Include Non-Anticipated: Yes Include Non-Budget: No		Year To Date As Of: 01/31/23 Current Period: 01/01/23 to 01/31/23 Prior Year: 01/01/22 to 01/31/22			
Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-11010-0001	REAL PROPERTY TAXES - CURRENT	0.00	0.00	0.00	430.64	0.00	430.64	0
100-3-11030-0001	PERSONAL PROPERTY TAX-CURRENT	0.00	0.00	0.00	350.00	0.00	350.00	0
100-3-11030-0002	PERSONAL PROPERTY TAX-DELINQUENT	632.98-	0.00	0.00	0.00	0.00	0.00	0
11030 Total		632.98-	0.00	0.00	350.00	0.00	350.00	0
100-3-11060-0002	INTEREST ON DEL TAXES	33.33	0.00	0.00	171.41	0.00	171.41	0
100-3-12010-0001	LOCAL SALES & USE TAX	12,199.19	144,000.00	12,761.87	91,627.10	0.00	52,372.90-	64
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,256.43	25,200.00	0.00	10,583.82	0.00	14,616.18-	42
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,599.98	18,000.00	0.00	7,522.43	0.00	10,477.57-	42
12020 Total		3,856.41	43,200.00	0.00	18,106.25	0.00	25,093.75-	42
100-3-12030-0006	BUSINESS LICENSE TAX	307.40	115,000.00	2,708.35	18,731.27	0.00	96,268.73-	16
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	15.02	2,500.00	376.35	2,446.43	0.00	53.57-	98
12030 Total		322.42	117,500.00	3,084.70	21,177.70	0.00	96,322.30-	18
100-3-12050-0001	MOTOR VEHICLE LICENSES	424.00-	40,000.00	0.00	42,616.00	0.00	2,616.00	107
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTERE	99.59	300.00	0.00	116.03	0.00	183.97-	39
12050 Total		324.41-	40,300.00	0.00	42,732.03	0.00	2,432.03	106
100-3-12060-0001	BANK STOCK FEE	0.00	70,000.00	0.00	0.00	0.00	70,000.00-	0
100-3-12080-0001	CIGARETTE TAX	0.00	30,000.00	0.00	18,000.00	0.00	12,000.00-	60
100-3-12100-0001	LODGING TAX	825.59	12,000.00	1,055.36	7,428.58	0.00	4,571.42-	62
100-3-12110-0001	MEALS TAX	53,882.49	625,000.00	61,201.59	429,657.38	0.00	195,342.62-	69
100-3-12110-0002	MEALS TAX-PEN & INTEREST	17.87	600.00	287.91	788.20	0.00	188.20	131
12110 Total		53,900.36	625,600.00	61,489.50	430,445.58	0.00	195,154.42-	69

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-13030-0007	ZONING PERMITS	0.00	0.00	0.00	1,854.01	0.00	1,854.01	0
100-3-14010-0001	FINES & FORFEITURES	814.15	6,000.00	558.09	7,077.61	0.00	1,077.61	118
100-3-15010-0001	INTEREST ON BANK DEPOSITS	99.85	3,000.00	0.00	5,604.19	0.00	2,604.19	187
100-3-15010-0002	INTEREST ON INVESTMENTS	1,056.97	12,000.00	0.00	24,720.17	0.00	12,720.17	206
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	18,897.07-	0.00	0.00	33,831.56-	0.00	33,831.56-	0
15010 Total		17,740.25-	15,000.00	0.00	3,507.20-	0.00	18,507.20-	202
100-3-15020-0005	TOWER LEASE	783.63	9,402.56	1,809.86	7,239.44	0.00	2,163.12-	77
100-3-16030-0001	POLICE SECURITY	0.00	0.00	3,014.48	8,250.24	0.00	8,250.24	0
100-3-18030-0001	REFUNDS	1,001.00	0.00	1,174.00	60,895.15	0.00	60,895.15	0
100-3-18030-0005	RETURNED CHECK FEE	100.00	150.00	0.00	355.00	0.00	205.00	237
100-3-18030-0006	ACCIDENT REPORTS	0.00	200.00	10.00	120.00	0.00	80.00-	60
100-3-18030-0007	MISC REV	3.00	0.00	1.00	183.58	0.00	183.58	0
100-3-18030-0008	COLLECTION FEE	30.00	2,200.00	0.00	99.37	0.00	2,100.63-	5
18030 Total		1,134.00	2,550.00	1,185.00	61,653.10	0.00	59,103.10	23
100-3-18990-0003	DONATIONS-POLICE	0.00	0.00	0.00	1,700.00	0.00	1,700.00	0
100-3-19020-0005	DMV STOP FEES	52.12	500.00	137.01	790.93	0.00	290.93	158
100-3-22010-0007	ROLLING STOCK TAX	0.00	2,390.00	0.00	2,395.81	0.00	5.81	100
100-3-22010-0009	PERSONAL PROPERTY TAX RELIEF	0.00	17,455.00	0.00	17,455.92	0.00	0.92	100
100-3-22010-0010	RENTAL TAX	339.74	2,400.00	206.82	2,189.86	0.00	210.14-	91
100-3-22010-0030	COMMUNICATION TAX FROM STATE	6,107.96	78,000.00	5,998.30	35,507.29	0.00	42,492.71-	46
22010 Total		6,447.70	100,245.00	6,205.12	57,548.88	0.00	42,696.12-	57
100-3-24010-0001	DCJS GRANTS	0.00	0.00	0.00	36,789.00	0.00	36,789.00	0
100-3-24010-0003	STATE POLICE AID	0.00	58,820.00	0.00	16,166.00	0.00	42,654.00-	27
24010 Total		0.00	58,820.00	0.00	52,955.00	0.00	5,865.00-	27
100-3-24020-0001	FIRE PROGRAM GRANT	0.00	15,000.00	0.00	0.00	0.00	15,000.00-	0

Town of Amherst
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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-33030-0003	ARPA FUNDS	0.00	0.00	0.00	1,130,893.00	0.00	1,130,893.00	0
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	0.00	0.00	0.00	1,550.00	0.00	1,550.00	0
100-3-42000-0000	RESERVE	0.00	193,628.89	0.00	0.00	0.00	193,628.89-	0
100-3-90000-0000	Cancel Revenue	0.00	0.00	0.00	8.48	0.00	8.48	0
100 GENERAL FUND Revenue Total		61,671.26	1,483,746.45	91,300.99	1,958,482.78	0.00	474,736.33	50

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-11010-0000	TOWN COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-11010-1100	WAGES	950.00	11,400.00	950.01	6,575.01	0.00	4,824.99	58
100-4-11010-2100	FICA	72.70	872.10	72.70	503.16	0.00	368.94	58
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	300.00	1,500.00	337.04	4,919.52	0.00	3,419.52-	328
11010 TOWN COUNCIL		1,322.70	13,772.10	1,359.75	11,997.69	0.00	1,774.41	87
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	2,082.60	28,261.74	3,366.98	23,902.06	0.00	4,359.68	85
100-4-12110-1300	PT WAGES	2,760.58	60,481.52	2,964.86	22,145.25	0.00	38,336.27	37
100-4-12110-2100	FICA	379.80	6,788.86	492.68	3,583.02	0.00	3,205.84	53
100-4-12110-2200	VRS	481.18	9,649.13	761.38	4,749.30	0.00	4,899.83	49
100-4-12110-2300	HEALTH INSURANCE	216.10	7,900.20	592.57	3,745.12	0.00	4,155.08	47
100-4-12110-2400	GROUP LIFE INSURANCE	30.70	672.68	52.57	339.32	0.00	333.36	50
100-4-12110-2500	STD/LONG-TERM DISABILITY	23.82	380.89	31.73	132.62	0.00	248.27	35
100-4-12110-2600	UNEMPLOYMENT INSURANCE	0.00	41.45	0.00	0.00	0.00	41.45	0
100-4-12110-2700	WORKER'S COMP	0.00	112.69	0.00	112.69	0.00	0.00	100
100-4-12110-3150	PROFESSIONAL SVCS	0.00	3,000.00	1,564.52	2,817.92	0.00	182.08	94
100-4-12110-3600	ADVERTISING	0.00	1,000.00	272.12	1,532.52	0.00	532.52-	153
100-4-12110-5000	CONTINGENCY REQUIREMENT	242.00	31,746.00	660.44	8,470.76	0.00	23,275.24	27
100-4-12110-5210	POSTAGE	265.00	200.00	275.00	379.21	0.00	179.21-	190
100-4-12110-5230	TELECOMMUNICATIONS	45.00	540.00	45.00	315.00	0.00	225.00	58
100-4-12110-5307	CRIME & CYBER INSURANCE	0.00	2,225.00	0.00	2,225.00	0.00	0.00	100
100-4-12110-5501	TRAVEL-MILAGE/HOTEL/CONFERENCE	100.00	2,000.00	375.00	2,443.86	0.00	443.86-	122
100-4-12110-5810	DUES & MEMBERSHIPS	0.00	2,500.00	0.00	659.00	0.00	1,841.00	26
100-4-12110-8000	CAPITAL EQUIPMENT	0.00	88,800.00	0.00	0.00	0.00	88,800.00	0

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	12110 TOWN MANAGER	6,626.78	246,300.16	11,454.85	77,552.65	0.00	168,747.51	31
100-4-12210-3150	TOWN ATTORNEY	2,310.00	25,000.00	2,000.00	14,020.23	0.00	10,979.77	56
100-4-12240-3150	INDEPENDENT AUDITOR	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12420-1100	WAGES	3,845.32	46,280.54	7,873.32	33,086.42	0.00	13,194.12	71
100-4-12420-1300	PT WAGES	243.74	4,750.80	398.95	2,548.00	0.00	2,202.80	54
100-4-12420-2100	FICA	280.62	3,903.90	663.37	2,546.99	0.00	1,356.91	65
100-4-12420-2200	VRS	675.25	7,835.30	639.26	4,691.38	0.00	3,143.92	60
100-4-12420-2300	HEALTH INSURANCE	693.73	7,489.80	1,220.53	5,374.85	0.00	2,114.95	72
100-4-12420-2400	GROUP LIFE INSURANCE	56.54	620.16	52.44	391.78	0.00	228.38	63
100-4-12420-2500	HYBRID DISABILITY	0.00	0.00	4.02	4.02	0.00	4.02-	0
100-4-12420-2600	UNEMPLOYMENT INSURANCE	6.87	29.83	0.00	29.85	0.00	0.02-	100
100-4-12420-2700	WORKER'S COMP	0.00	130.19	0.00	97.52	0.00	32.67	75
100-4-12420-3009	DMV STOPS	75.00	1,200.00	25.00	925.00	0.00	275.00	77
100-4-12420-3150	PROFESSIONAL SVCS	82.43	2,800.00	496.00	518.86	0.00	2,281.14	19
100-4-12420-3160	BANKING SERVICE CHARGES	39.43	840.00	0.00	207.67	0.00	632.33	25
100-4-12420-3170	VIP MANAGEMENT FEE	255.15	3,500.00	0.00	1,452.82	0.00	2,047.18	42
100-4-12420-3320	SERVICE CONTRACTS	0.00	4,250.00	0.00	6,257.60	0.00	2,007.60-	147
100-4-12420-3600	ADVERTISING	0.00	200.00	0.00	151.54	0.00	48.46	76
100-4-12420-5210	POSTAGE	29.36	3,000.00	0.00	1,727.70	0.00	1,272.30	58
100-4-12420-5230	TELECOMMUNICATIONS	90.00	1,080.00	45.00	585.00	0.00	495.00	54
100-4-12420-5400	TUITION REIMBURSEMENT	0.00	5,000.00	235.00	2,882.25	0.00	2,117.75	58
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	1,000.00	0.00	1,618.82	0.00	618.82-	162
100-4-12420-5810	DUES & MEMBERSHIPS	0.00	210.00	0.00	200.00	0.00	10.00	95
100-4-12420-6001	OFFICE SUPPLIES	185.11	4,000.00	1,014.39	3,741.86	0.00	258.14	94
	12420 FINANCE DEPARTMENT	6,558.55	98,120.52	12,667.28	69,039.93	0.00	29,080.59	70
100-4-12510-0000	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12510-3150	I.T. SERVICES	343.00	9,000.00	206.70	1,300.62	0.00	7,699.38	14
100-4-12510-3330	PHONE MAINTENANCE	0.00	500.00	0.00	0.00	0.00	500.00	0
100-4-12510-3340	WEBSITE MAINTENANCE	0.00	1,000.00	0.00	450.00	0.00	550.00	45
100-4-12510-5600	MICROSOFT OFFICE SERVICE	536.00	6,480.00	1,689.25	6,434.75	0.00	45.25	99
100-4-12510-6002	I.T. SUPPLIES	25.98	3,000.00	12.99	5,500.36	0.00	2,500.36-	183
100-4-12510-8001	I.T. EQUIPMENT	0.00	1,000.00	0.00	608.12	0.00	391.88	61
	12510 INFORMATION TECHNOLOGY	904.98	20,980.00	1,908.94	14,293.85	0.00	6,686.15	68

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	26,869.21	379,712.76	32,334.96	227,360.23	0.00	152,352.53	60
100-4-31100-1200	OVERTIME	0.00	3,500.00	0.00	599.77	0.00	2,900.23	17
100-4-31100-1300	PT WAGES	2,509.34	47,634.99	1,447.20	17,897.76	0.00	29,737.23	38
100-4-31100-1400	OTHER PAY/HOLIDAY	3,067.62	16,547.41	1,483.81	6,215.00	0.00	10,332.41	38
100-4-31100-1500	SECURITY WAGES	0.00	0.00	2,570.00	10,280.00	0.00	10,280.00-	0
100-4-31100-2100	FICA	2,427.66	34,225.73	2,801.40	19,421.85	0.00	14,803.88	57
100-4-31100-2200	VRS	4,765.92	67,999.53	5,456.34	37,920.31	0.00	30,079.22	56
100-4-31100-2300	HEALTH INSURANCE	4,783.50	66,690.00	5,199.25	33,475.33	0.00	33,214.67	50
100-4-31100-2400	GROUP LIFE INSURANCE	397.00	5,295.57	455.33	3,162.46	0.00	2,133.11	60
100-4-31100-2500	STD/LONG-TERM DISABILITY	0.00	0.00	19.30	57.90	0.00	57.90-	0
100-4-31100-2600	UNEMPLOYMENT INSURANCE	4.97	221.64	0.00	61.27	0.00	160.37	28
100-4-31100-2700	WORKER'S COMP	0.00	11,498.63	0.00	11,498.63	0.00	0.00	100
100-4-31100-2710	LODA INSURANCE	0.00	2,642.00	0.00	2,642.00	0.00	0.00	100
100-4-31100-3310	REPAIR & MAINT. SVCS	0.00	6,000.00	650.00	650.00	0.00	5,350.00	11
100-4-31100-3320	PROFESSIONAL SERVICES	0.00	11,000.00	0.00	11,091.36	0.00	91.36-	101
100-4-31100-3400	CODE RED	0.00	2,700.00	2,700.00	2,700.00	0.00	0.00	100
100-4-31100-3600	ADVERTISING	0.00	500.00	0.00	0.00	0.00	500.00	0
100-4-31100-5210	POSTAGE	0.00	500.00	0.00	49.15	0.00	450.85	10
100-4-31100-5230	TELECOMMUNICATIONS	708.74	11,760.00	0.00	3,545.46	0.00	8,214.54	30
100-4-31100-5305	MOTOR VEHICLE INSURANCE	0.00	2,844.68	0.00	2,844.68	0.00	0.00	100
100-4-31100-5306	OTHER PROPERTY INSURANCE	0.00	163.69	0.00	163.69	0.00	0.00	100
100-4-31100-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	670.31	4,000.00	14.82	1,231.22	0.00	2,768.78	31
100-4-31100-5700	PUBLIC SAFETY FOURTH OF JULY EVENT	0.00	6,000.00	5,191.56	5,191.56	0.00	808.44	87
100-4-31100-5800	FIRE RANGE FEES	0.00	3,000.00	352.30	452.29	0.00	2,547.71	15
100-4-31100-5801	ATTORNEY FEES	0.00	2,000.00	0.00	450.00	0.00	1,550.00	22
100-4-31100-5810	DUES & MEMBERSHIP	0.00	5,500.00	100.00	5,265.00	0.00	235.00	96
100-4-31100-6001	OFFICE SUPPLIES	79.02	3,000.00	0.00	1,126.27	0.00	1,873.73	38
100-4-31100-6003	CANINE SUPPLIES	0.00	3,766.36	345.95	4,232.29	0.00	465.93-	112
100-4-31100-6008	FUEL	1,958.57	15,000.00	1,465.41	10,519.71	0.00	4,480.29	70
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	4,650.00	9,000.00	4,136.82	7,502.49	0.00	1,497.51	83
100-4-31100-6010	POLICE SUPPLIES	1,256.00	33,238.68	1,954.00	21,150.16	0.00	12,088.52	64
100-4-31100-6011	UNIFORMS	198.52	4,000.00	574.10	3,354.52	0.00	645.48	84
100-4-31100-6030	CRIME PREVENTION	51.54	4,000.00	0.00	7,767.99	0.00	3,767.99-	194
100-4-31100-6032	INVESTIGATION EXPENSE	164.05	2,500.00	0.00	0.00	0.00	2,500.00	0
100-4-31100-8005	VEHICLES/EQUIPMENT	4,717.52	47,000.00	0.00	47,334.82	0.00	334.82-	101
31100 POLICE DEPARTMENT		59,279.49	813,441.67	69,252.55	507,215.17	0.00	306,226.50	62

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-32200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-32200-5600	FIRE DEPT CONTRIBUTIONS	12,250.00	12,500.00	0.00	0.00	0.00	12,500.00	0
100-4-32200-5701	FIRE PROGRAM GRANTS	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0
	32200 CONTROL	27,250.00	27,500.00	0.00	0.00	0.00	27,500.00	0
100-4-41320-5100	STREETLIGHTS	2,336.51	26,000.00	2,951.44	14,715.70	0.00	11,284.30	57
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	4,610.31	21,904.95	3,942.39	22,416.00	0.00	511.05-	102
100-4-43200-1300	PT WAGES	631.43	14,442.71	604.55	5,915.11	0.00	8,527.60	41
100-4-43200-1400	OTHER PAY/HOLIDAY	0.00	342.14	0.00	179.43	0.00	162.71	52
100-4-43200-2100	FICA	391.40	2,806.77	338.97	2,122.87	0.00	683.90	76
100-4-43200-2200	VRS	826.62	3,708.51	714.85	3,952.35	0.00	243.84-	107
100-4-43200-2300	HEALTH INSURANCE	1,290.81	6,225.00	957.10	5,304.09	0.00	920.91	85
100-4-43200-2400	GROUP LIFE INSURANCE	69.23	293.53	59.16	330.45	0.00	36.92-	113
100-4-43200-2600	UNEMPLOYMENT INSURANCE	8.53	46.20	0.00	31.20	0.00	15.00	68
100-4-43200-2700	WORKER'S COMP	0.00	119.19	0.00	119.19	0.00	0.00	100
100-4-43200-5100	ELECTRIC	861.67	20,709.00	1,571.85	7,449.49	0.00	13,259.51	36
100-4-43200-5110	HEATING SERVICES	437.66	3,500.00	896.06	1,573.47	0.00	1,926.53	45
100-4-43200-5120	WATER/SEWER	231.01	3,400.00	235.17	2,347.32	0.00	1,052.68	69
100-4-43200-5230	TELECOMMUNICATION	1,160.75	10,600.00	789.61	8,168.91	0.00	2,431.09	77
100-4-43200-5304	PROPERTY INSURANCE	0.00	358.22	0.00	358.22	0.00	0.00	100
100-4-43200-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	1,126.76	0.00	0.00	100
100-4-43200-5306	OTHER PROPERTY INSURANCE	0.00	1,281.25	0.00	1,281.25	0.00	0.00	100
100-4-43200-5308	GENERAL LIABILITY INSURANCE	0.00	12,167.77	0.00	7,238.00	0.00	4,929.77	59
100-4-43200-5410	LEASE OF EQUIPMENT	0.00	7,000.00	0.00	661.56	0.00	6,338.44	9
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	1,000.00	0.00	455.00	0.00	545.00	46
100-4-43200-6001	OFFICE SUPPLIES	0.00	750.00	0.00	467.06	0.00	282.94	62
100-4-43200-6005	JANITORIAL SUPPLIES	237.59	3,000.00	0.00	739.60	0.00	2,260.40	25
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	111.51	21,500.00	84.63	2,617.67	0.00	18,882.33	12
100-4-43200-6008	FUEL	2,546.13	15,000.00	2,047.22	12,124.73	0.00	2,875.27	81
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	4.78	24,000.00	1,103.55	11,974.91	0.00	12,025.09	50
100-4-43200-6011	UNIFORMS	0.00	2,500.00	1,165.12	1,165.12	0.00	1,334.88	47
100-4-43200-6012	CHRISTMAS DECORATIONS	959.98	3,500.00	0.00	3,964.23	0.00	464.23-	113
100-4-43200-6013	AG SUPPLIES	150.00	2,000.00	0.00	637.87	0.00	1,362.13	32
	43200 GENERAL MAINTENANCE	14,529.41	183,282.00	14,510.23	104,721.86	0.00	78,560.14	57
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	1,267.97	3,000.00	3,000.00	3,000.00	0.00	0.00	100

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-72200-5600	MUSEUM CONTRIBUTIONS	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
100-4-81100-0000	PLANNING/ZONING	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-81100-3600	ADVERTISING	0.00	200.00	0.00	118.52	0.00	81.48	59
100-4-81100-5210	POSTAGE	4.33	75.00	0.00	0.00	0.00	75.00	0
100-4-81100-5810	DUES/MEMBERSHIP	0.00	1,075.00	0.00	1,118.00	0.00	43.00-	104
	81100 PLANNING/ZONING	4.33	1,350.00	0.00	1,236.52	0.00	113.48	92
100-4-83500-5600	NEIGHBORS HELPING NEIGHBORS CONTRIBUTION	0.00	2,500.00	0.00	2,500.00	0.00	0.00	100
100-4-92000-9000	REVENUE REFUNDS	0.00	0.00	0.00	169.65	0.00	169.65-	0
	100 GENERAL FUND Expend Total	122,390.72	1,483,746.45	119,105.04	820,463.25	0.00	663,283.20	55

100 GENERAL FUND

	Prior	Current	YTD
Revenues:	61,671.26	91,300.99	1,958,482.78
Expended:	122,390.72	119,105.04	820,463.25
Net Income:	60,719.46-	27,804.05-	1,138,019.53

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
501-3-16080-0005	WATER IN-TOWN BASE CHARGES	504.88-	254,707.54	0.00	137,866.42	0.00	116,841.12-	54
501-3-16080-0006	WATER OT BASE CHARGES	10,795.73	150,338.98	0.00	98,971.14	0.00	51,367.84-	66
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	28,135.86	374,019.84	0.00	211,559.81	0.00	162,460.03-	57
501-3-16080-0008	WATER OT USAGE CHARGES	17,284.44	253,848.46	0.00	163,628.61	0.00	90,219.85-	64
501-3-16080-0009	PENALTIES	274.48	20,000.00	0.00	31,043.11	0.00	11,043.11	155
501-3-16080-0010	TRIP CHARGES	1,650.00	12,000.00	0.00	3,087.46	0.00	8,912.54-	26
501-3-16080-0011	DORMANT ACCT FEE	282.64	3,662.66	0.00	1,882.23	0.00	1,780.43-	51
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,749.55	0.00	2,382.00	0.00	2,367.55-	50
501-3-16080-0013	AVAILABILITY FEE	0.00	0.00	0.00	2,366.49	0.00	2,366.49	0
501-3-16080-0014	WATER CHARGES-SBC	10,212.68	131,625.12	0.00	49,771.69	0.00	81,853.43-	38
16080 Total		68,527.95	1,204,952.15	0.00	702,558.96	0.00	502,393.19-	58
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	0.00	0.00	0.00	1,300.00	0.00	1,300.00	0
501-3-42000-0000	RESERVE FUNDS	0.00	7,663.39	0.00	0.00	0.00	7,663.39-	0
501 WATER FUND Revenue Total		68,527.95	1,212,615.54	0.00	703,858.96	0.00	508,756.58-	58

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12110-1100	WAGES	3,085.33	41,869.24	3,220.72	24,092.51	0.00	17,776.73	58
501-4-12110-1300	PT WAGES	345.08	4,817.90	370.60	2,768.10	0.00	2,049.80	57
501-4-12110-2100	FICA	276.20	3,571.57	289.12	2,156.04	0.00	1,415.53	60
501-4-12110-2200	VRS	697.86	8,792.54	728.64	5,100.39	0.00	3,692.15	58
501-4-12110-2300	HEALTH INSURANCE	313.38	4,104.00	340.10	2,380.66	0.00	1,723.34	58
501-4-12110-2400	GROUP LIFE INSURANCE	44.54	561.05	46.50	325.49	0.00	235.56	58
501-4-12110-2500	STD/LONG-TERM DISABILITY	35.28	221.07	49.27	141.37	0.00	79.70	64
501-4-12110-5000	CONTINGENCY	0.00	444.00	0.00	0.00	0.00	444.00	0
12110 TOWN MANAGER		4,797.67	64,381.37	5,044.95	36,964.56	0.00	27,416.81	57
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	2,617.80	40,718.94	2,911.15	22,404.38	0.00	18,314.56	55
501-4-12420-1300	PT WAGES	487.47	9,501.60	797.90	5,096.02	0.00	4,405.58	54
501-4-12420-2100	FICA	222.73	3,841.87	264.72	1,993.42	0.00	1,848.45	52
501-4-12420-2200	VRS	448.97	6,893.72	460.01	3,524.98	0.00	3,368.74	51
501-4-12420-2300	HEALTH INSURANCE	482.66	7,182.00	250.03	3,603.59	0.00	3,578.41	50
501-4-12420-2400	GROUP LIFE INSURANCE	37.60	545.63	37.58	294.28	0.00	251.35	54

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-12420-2500	HYBRID DISABILITY	0.00	0.00	7.87	7.87	0.00	7.87-	0
501-4-12420-3160	BANKING SERVICE CHARGES	14.00	0.00	0.00	35.00	0.00	35.00-	0
501-4-12420-3320	SUPPORT CONTRACTS	0.00	3,600.00	0.00	0.00	0.00	3,600.00	0
501-4-12420-5210	POSTAGE	276.66	3,500.00	294.43	2,362.71	0.00	1,137.29	68
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,486.00	0.00	714.00	68
12420 FINANCE DEPARTMENT		4,587.89	77,983.76	5,023.69	40,808.25	0.00	37,175.51	52
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	10,473.13	145,735.81	10,064.00	84,904.38	0.00	60,831.43	58
501-4-44000-1300	PT WAGES	539.70	15,849.66	792.48	5,943.28	0.00	9,906.38	38
501-4-44000-1400	OTHER/HOLIDAY	923.34	5,961.45	1,319.95	5,318.57	0.00	642.88	89
501-4-44000-2100	FICA	859.44	12,817.34	874.86	6,955.11	0.00	5,862.23	54
501-4-44000-2200	VRS	1,819.22	24,673.07	1,869.22	12,443.96	0.00	12,229.11	50
501-4-44000-2300	HEALTH INSURANCE	1,973.12	25,650.00	2,140.70	12,847.49	0.00	12,802.51	50
501-4-44000-2400	GROUP LIFE INSURANCE	152.36	1,952.86	153.47	1,035.07	0.00	917.79	53
501-4-44000-2500	LONG-TERM DISABILITY	34.28	227.39	33.02	101.49	0.00	125.90	45
501-4-44000-2600	UNEMPLOYMENT INSURANCE	5.84	92.40	0.00	53.69	0.00	38.71	58
501-4-44000-2700	WORKER'S COMP	0.00	5,374.40	0.00	2,600.52	0.00	2,773.88	48
501-4-44000-3140	TESTING SERVICES	0.00	31,000.00	24.98	4,701.31	0.00	26,298.69	15
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	2,000.00	0.00	1,200.00	62
501-4-44000-3310	REPAIR & MAINT. SVCS	0.00	10,000.00	779.87	1,923.54	0.00	8,076.46	19
501-4-44000-3600	ADVERTISING	0.00	2,000.00	0.00	1,148.00	0.00	852.00	57
501-4-44000-5100	ELECTRICAL SVCS	3,815.08	37,000.00	7,197.18	29,566.60	0.00	7,433.40	80
501-4-44000-5120	WATER & SEWER	1,723.80	7,500.00	5,185.98	27,553.36	0.00	20,053.36-	367
501-4-44000-5210	POSTAGE	0.00	2,000.00	0.00	285.30	0.00	1,714.70	14
501-4-44000-5230	TELECOMMUNICATIONS	312.48	4,500.00	90.00	1,699.82	0.00	2,800.18	38
501-4-44000-5301	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	0.00	0.00	225.00	0.00	225.00-	0
501-4-44000-5304	PROPERTY INSURANCE	0.00	3,106.98	0.00	1,976.14	0.00	1,130.84	64
501-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	472.06	0.00	360.70	0.00	111.36	76
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	25.00	0.00	2,975.00	1
501-4-44000-5600	PERMITS	0.00	4,000.00	0.00	7,543.00	0.00	3,543.00-	189
501-4-44000-5810	DUES & MEMBERSHIPS	307.00	2,000.00	383.00	707.00	0.00	1,293.00	35
501-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
501-4-44000-6004	LAB SUPPLIES	0.00	15,000.00	1,507.73	6,780.18	0.00	8,219.82	45
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	3,042.74	20,000.00	417.74	3,728.14	0.00	16,271.86	19
501-4-44000-6008	FUEL/OIL	0.00	2,000.00	0.00	2,087.38	0.00	87.38-	104
501-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	4,000.00	0.00	526.91	0.00	3,473.09	13
501-4-44000-6011	UNIFORMS	0.00	1,500.00	0.00	1,485.80	0.00	14.20	99
501-4-44000-6051	CHEMICALS	5,552.11	70,000.00	3,253.57	36,034.38	0.00	33,965.62	51

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-44000-8005	EQUIPMENT	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0
	44000 WATER OPERATIONAL	31,783.64	487,613.42	36,337.75	262,561.12	0.00	225,052.30	54
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	7,640.89	109,524.75	7,427.81	66,087.74	0.00	43,437.01	60
501-4-45000-1200	OTHER PAY/HOLIDAYS	0.00	1,710.69	0.00	0.00	0.00	1,710.69	0
501-4-45000-1300	PT WAGES	38.96	699.29	39.84	486.57	0.00	212.72	70
501-4-45000-2100	FICA	563.42	8,563.01	559.66	4,908.56	0.00	3,654.45	57
501-4-45000-2200	VRS	1,307.96	18,542.54	1,276.62	10,534.05	0.00	8,008.49	57
501-4-45000-2300	HEALTH INSURANCE	1,667.31	23,085.00	1,640.71	13,727.72	0.00	9,357.28	59
501-4-45000-2400	GROUP LIFE INSURANCE	109.53	1,467.63	106.56	881.85	0.00	585.78	60
501-4-45000-2700	WORKER'S COMP	0.00	7,737.04	0.00	4,282.23	0.00	3,454.81	55
501-4-45000-3320	PROFESSIONAL SERVICES	0.00	0.00	0.00	3,375.00	0.00	3,375.00-	0
501-4-45000-5130	MISS UTILITY	25.20	800.00	0.00	175.35	0.00	624.65	22
501-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,474.64	0.00	1,126.76	0.00	347.88	76
501-4-45000-5410	LEASE OF EQUIPMENT	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
501-4-45000-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
501-4-45000-5810	DUES & MEMBERSHIP	0.00	200.00	0.00	0.00	0.00	200.00	0
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	954.20	20,000.00	23.16-	10,678.58	0.00	9,321.42	53
	45000 WATER MAINTENANCE	12,307.47	197,804.59	11,028.04	116,264.41	0.00	81,540.18	59
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8000	W. COURT STREET PROJECT	0.00	0.00	8,820.00	8,820.00	0.00	8,820.00-	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	416,328.72	0.00	43,428.67	1,297,081.00	0.00	1,297,081.00-	0
501-4-94000-9000	CAPITAL IMPROVEMENTS	3,500.00	0.00	42,750.00	124,810.00	0.00	124,810.00-	0
	94000 CONTROL	419,828.72	0.00	94,998.67	1,430,711.00	0.00	1,430,711.00-	0
501-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9000	60W W/L PRINCIPLE	0.00	16,697.98	0.00	8,286.84	0.00	8,411.14	50
501-4-95000-9001	60W W/L INTEREST	0.00	10,288.28	0.00	6,235.12	0.00	4,053.16	61
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	0.00	78,352.35	0.00	38,957.04	0.00	39,395.31	50
501-4-95000-9005	MAINSTREET W/L INTEREST	0.00	14,866.45	0.00	22,518.80	0.00	7,652.35-	151
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	7,969.89	98,887.58	0.00	49,443.84	0.00	49,443.74	50
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	2,619.28	28,315.66	0.00	14,525.39	0.00	13,790.27	51
501-4-95000-9008	WATER PLANT UPGRADES PRINCIPLES	0.00	44,529.08	0.00	0.00	0.00	44,529.08	0
501-4-95000-9009	WATER PLANT UPGRADES INTEREST	0.00	92,895.00	0.00	49,235.38	0.00	43,659.62	53

Town of Amherst
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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	95000 DEBT SERVICE	10,589.17	384,832.38	0.00	189,202.41	0.00	195,629.97	49
	501 WATER FUND Expend Total	483,894.56	1,212,615.52	152,433.10	2,076,511.75	0.00	863,896.23-	171

501 WATER FUND		Prior	Current	YTD
	Revenues:	68,527.95	0.00	703,858.96
	Expended:	483,894.56	152,433.10	2,076,511.75
	Net Income:	415,366.61-	152,433.10-	1,372,652.79-

Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	5,350.38	342,220.20	0.00	190,214.05	0.00	152,006.15-	56
502-3-16080-0006	SEWER OT BASE CHARGES	6,962.71	133,646.24	0.00	82,346.72	0.00	51,299.52-	62
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	18,109.82	243,134.20	0.00	136,714.94	0.00	106,419.26-	56
502-3-16080-0008	SEWER OT USAGE CHARGE	5,667.55	108,786.08	0.00	67,029.03	0.00	41,757.05-	62
502-3-16080-0009	PENALTIES	43.70	20,000.00	0.00	12,838.89	0.00	7,161.11-	64
502-3-16080-0011	DORMANT ACCT FEE	425.27	5,217.14	0.00	2,821.59	0.00	2,395.55-	54
16080 Total		36,559.43	853,003.86	0.00	491,965.22	0.00	361,038.64-	58
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	0.00	48,000.00	0.00	25,168.79	0.00	22,831.21-	52
502-3-19020-0004	SBC SEWER REHAB	0.00	0.00	0.00	8,379.00	0.00	8,379.00	0
19020 Total		0.00	48,000.00	0.00	33,547.79	0.00	14,452.21-	52
502-3-24040-0003	NUTRIENT CREDIT	0.00	600.00	0.00	304.61	0.00	295.39-	51
502-3-42000-0000	RESERVE FUNDS	0.00	139,338.26	0.00	0.00	0.00	139,338.26-	0
502 SEWER FUND Revenue Total		36,559.43	1,040,942.12	0.00	525,817.62	0.00	515,124.50-	50
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-12110-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-12110-1100	WAGES	2,314.00	31,401.93	2,415.54	18,069.39	0.00	13,332.54	58
502-4-12110-1300	PT WAGES	310.56	4,336.11	333.54	2,491.29	0.00	1,844.82	57
502-4-12110-2100	FICA	211.10	2,733.96	221.08	1,648.72	0.00	1,085.24	60
502-4-12110-2200	VRS	523.38	6,594.41	546.48	3,825.30	0.00	2,769.11	58
502-4-12110-2300	HEALTH INSURANCE	235.02	3,078.00	255.08	1,785.53	0.00	1,292.47	58
502-4-12110-2400	GROUP LIFE INSURANCE	33.40	420.79	34.86	244.02	0.00	176.77	58
502-4-12110-2500	STD/LONG-TERM DISABILITY	26.46	165.80	27.62	96.65	0.00	69.15	58
12110 CONTROL		3,653.92	48,731.00	3,834.20	28,160.90	0.00	20,570.10	58
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	2,106.13	32,163.66	2,334.46	17,834.89	0.00	14,328.77	55
502-4-12420-1300	PT WAGES	475.29	9,264.06	777.95	4,968.59	0.00	4,295.47	54
502-4-12420-2100	FICA	182.50	3,169.22	219.89	1,632.05	0.00	1,537.17	52
502-4-12420-2200	VRS	361.31	5,445.31	374.36	2,817.03	0.00	2,628.28	52
502-4-12420-2300	HEALTH INSURANCE	379.03	5,540.40	228.87	2,837.60	0.00	2,702.80	51
502-4-12420-2400	GROUP LIFE INSURANCE	30.27	430.99	30.74	235.32	0.00	195.67	55

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-12420-2500	HYBRID DISABILITY	0.00	0.00	5.25	5.25	0.00	5.25-	0
502-4-12420-3320	SERVICE CONTRACTS	0.00	3,700.00	0.00	2,750.00	0.00	950.00	74
502-4-12420-5210	POSTAGE	276.65	3,700.00	294.43	1,771.16	0.00	1,928.84	48
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,486.00	0.00	714.00	68
	12420 FINANCE DEPARTMENT	3,811.18	65,613.64	4,265.95	36,337.89	0.00	29,275.75	55
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	9,949.43	138,423.95	10,840.28	79,722.37	0.00	58,701.58	58
502-4-44000-1400	OTHER/HOLIDAY	1,069.87	5,553.68	1,864.33	6,948.84	0.00	1,395.16-	125
502-4-44000-2100	FICA	845.78	11,014.29	977.34	6,655.75	0.00	4,358.54	60
502-4-44000-2200	VRS	1,720.69	23,435.17	1,873.50	12,389.62	0.00	11,045.55	53
502-4-44000-2300	HEALTH INSURANCE	1,966.88	25,650.00	2,134.30	14,940.01	0.00	10,709.99	58
502-4-44000-2400	GROUP LIFE INSURANCE	144.10	1,854.88	157.03	1,080.19	0.00	774.69	58
502-4-44000-2500	LONG-TERM DISABILITY	33.24	214.27	35.70	124.95	0.00	89.32	58
502-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	66.00	0.00	0.00	0.00	66.00	0
502-4-44000-2700	WORKER'S COMP	0.00	2,376.64	0.00	2,750.00	0.00	373.36-	116
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	310.00	2,000.00	155.00	620.00	0.00	1,380.00	31
502-4-44000-3140	TESTING SERVICES	0.00	38,000.00	2,488.22	18,999.57	0.00	19,000.43	50
502-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	1,500.00	0.00	1,700.00	47
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	0.00	14,000.00	0.00	1,280.67	0.00	12,719.33	9
502-4-44000-3600	ADVERTISING	0.00	500.00	0.00	352.20	0.00	147.80	70
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	3,274.78	35,000.00	5,016.79	27,115.62	0.00	7,884.38	77
502-4-44000-5120	WATER, SEWER - RUT. CRK.	266.08	6,000.00	204.05	2,454.76	0.00	3,545.24	41
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	136.10	1,622.92	361.63	1,355.21	0.00	267.71	84
502-4-44000-5140	WATER,SEWER-PUMP STATION	15.60	200.00	15.60	109.28	0.00	90.72	55
502-4-44000-5210	POSTAGE	0.00	259.90	0.00	0.00	0.00	259.90	0
502-4-44000-5230	TELECOMMUNICATIONS	248.62	4,260.00	279.67	1,686.61	0.00	2,573.39	40
502-4-44000-5304	PROPERTY INSURANCE	0.00	5,617.17	0.00	3,572.70	0.00	2,044.47	64
502-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	448.05	0.00	1,126.76	0.00	678.71-	251
502-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	125.00	3,000.00	0.00	225.00	0.00	2,775.00	8
502-4-44000-5600	PERMITS	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
502-4-44000-5810	DUES & MEMBERSHIPS	227.29	2,000.00	77.82	401.82	0.00	1,598.18	20
502-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	98.80	0.00	1,901.20	5
502-4-44000-6004	LAB SUPPLIES	0.00	7,000.00	1,665.44	4,484.16	0.00	2,515.84	64
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	815.32	18,059.20	0.00	3,046.58	0.00	15,012.62	17
502-4-44000-6008	FUEL/OIL	0.00	2,000.00	410.32	2,806.66	0.00	806.66-	140
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	0.00	84.98	0.00	2,915.02	3
502-4-44000-6011	UNIFORMS	0.00	2,000.00	0.00	960.23	0.00	1,039.77	48
502-4-44000-6051	CHEMICALS - RUT. CREEK	0.00	3,000.00	1,450.00	1,716.40	0.00	1,283.60	57

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	44000 SEWER OPERATIONAL	21,398.78	365,756.12	30,257.02	198,609.74	0.00	167,146.38	54
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	5,040.13	109,524.75	7,427.81	50,986.32	0.00	58,538.43	47
502-4-45000-1300	PT WAGES	38.96	699.29	39.84	486.57	0.00	212.72	70
502-4-45000-1400	OTHER PAY/HOLIDAY	0.00	1,710.69	0.00	0.00	0.00	1,710.69	0
502-4-45000-2100	FICA	365.23	8,563.01	559.66	3,756.42	0.00	4,806.59	44
502-4-45000-2200	VRS	862.91	18,542.54	1,276.62	8,203.27	0.00	10,339.27	44
502-4-45000-2300	HEALTH INSURANCE	1,085.32	23,085.00	1,640.71	10,622.53	0.00	12,462.47	46
502-4-45000-2400	GROUP LIFE INSURANCE	72.26	1,467.63	106.56	686.64	0.00	780.99	47
502-4-45000-3310	REPAIR & MAINT. SERVICES	276.00	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-3320	PROFESSIONAL SERVICES	0.00	0.00	0.00	3,375.00	0.00	3,375.00-	0
502-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,474.64	0.00	342.35	0.00	1,132.29	23
502-4-45000-5410	LEASE OF EQUIPMENT	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
502-4-45000-6007	REPAIR & MAINT. SUPPLIES	0.00	8,000.00	0.00	3,928.32	0.00	4,071.68	49
	45000 SEWER MAINTENANCE	7,740.81	175,067.55	11,051.20	82,387.42	0.00	92,680.13	47
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8000	SLIPLINING PROJECT	0.00	0.00	0.00	135,727.00	0.00	135,727.00-	0
502-4-94000-8002	WWTP CENTRIFUGE	0.00	0.00	0.00	133,547.66	0.00	133,547.66-	0
	94000 CAPITAL PROJECTS	0.00	0.00	0.00	269,274.66	0.00	269,274.66-	0
502-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-95000-9002	STERLING BANK WWTP REFI PRIN	16,936.01	210,136.13	0.00	105,067.99	0.00	105,068.14	50
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	5,565.95	60,170.78	0.00	30,866.36	0.00	29,304.42	51
502-4-95000-9004	SEWER REHAB PRINCIPLE	0.00	69,184.17	0.00	28,627.08	0.00	40,557.09	41
502-4-95000-9005	SEWER REHAB INTEREST	0.00	46,351.83	0.00	29,140.92	0.00	17,210.91	63
	95000 DEBT SERVICE	22,501.96	385,842.91	0.00	193,702.35	0.00	192,140.56	50
	502 SEWER FUND Expend Total	59,106.65	1,041,011.22	49,408.37	808,472.96	0.00	232,538.26	78

502 SEWER FUND

	Prior	Current	YTD
Revenues:	36,559.43	0.00	525,817.62
Expended:	59,106.65	49,408.37	808,472.96
Net Income:	22,547.22-	49,408.37-	282,655.34-

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
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Town of Amherst
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
514-3-16080-0005	GARBAGE IT CHARGES	9,989.36	122,451.20	0.00	61,334.71	0.00	61,116.49-	50
514-3-16080-0006	GARBAGE OT CHARGES	1,462.80	17,299.20	0.00	8,730.78	0.00	8,568.42-	50
514-3-16080-0009	PENALTIES	181.62	2,800.00	0.00	2,320.76	0.00	479.24-	83
	16080 Total	11,633.78	142,550.40	0.00	72,386.25	0.00	70,164.15-	51
514-3-42000-0000	RESERVE FUNDS	0.00	11,577.44	0.00	0.00	0.00	11,577.44-	0
	514 GARBAGE FUND Revenue Total	11,633.78	154,127.84	0.00	72,386.25	0.00	81,741.59-	47
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
514-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12110-1100	WAGES	231.39	3,140.19	241.54	1,806.87	0.00	1,333.32	58
514-4-12110-1300	PT WAGES	34.50	481.79	37.08	276.96	0.00	204.83	57
514-4-12110-2100	FICA	21.38	277.08	22.38	166.93	0.00	110.15	60
514-4-12110-2200	VRS	52.34	659.44	54.66	382.60	0.00	276.84	58
514-4-12110-2300	HEALTH INSURANCE	23.50	307.80	25.50	178.51	0.00	129.29	58
514-4-12110-2400	GROUP LIFE INSURANCE	3.34	42.08	3.48	24.36	0.00	17.72	58
514-4-12110-2500	STD/LONG-TERM DISABILITY	2.70	16.58	2.82	9.76	0.00	6.82	59
	12110 TOWN MANAGER	369.15	4,924.96	387.46	2,845.99	0.00	2,078.97	58
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	110.85	1,733.71	123.40	951.67	0.00	782.04	55
514-4-12420-1300	PT WAGES	12.18	237.54	19.95	127.41	0.00	110.13	54
514-4-12420-2100	FICA	8.83	110.66	10.20	78.26	0.00	32.40	71
514-4-12420-2200	VRS	19.01	293.52	19.41	149.55	0.00	143.97	51
514-4-12420-2300	HEALTH INSURANCE	20.58	307.80	10.17	153.56	0.00	154.24	50
514-4-12420-2400	GROUP LIFE INSURANCE	1.59	23.23	1.60	12.52	0.00	10.71	54
514-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.37	0.37	0.00	0.37-	0
	12420 FINANCE DEPARTMENT	173.04	2,706.46	185.10	1,473.34	0.00	1,233.12	54
514-4-43200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-43200-3160	COLLECTION IN-TOWN	9,506.93	123,036.96	0.00	50,400.88	0.00	72,636.08	41
514-4-43200-3170	COLLECTION OUT OF TOWN	1,335.91	19,840.80	0.00	6,996.42	0.00	12,844.38	35
	43200 CONTROL	10,842.84	142,877.76	0.00	57,397.30	0.00	85,480.46	40

Town of Amherst
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-45000-1100	WAGES	140.85	2,433.88	165.05	1,300.82	0.00	1,133.06	53
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	38.02	0.00	0.00	0.00	38.02	0
514-4-45000-2100	FICA	10.24	189.10	12.37	95.44	0.00	93.66	50
514-4-45000-2200	VRS	24.11	412.06	28.39	208.30	0.00	203.76	51
514-4-45000-2300	HEALTH INSURANCE	30.56	513.00	36.48	270.66	0.00	242.34	53
514-4-45000-2400	GROUP LIFE INSURANCE	2.02	32.61	2.36	17.41	0.00	15.20	53
	45000 GARBAGE MAINTENANCE	207.78	3,618.67	244.65	1,892.63	0.00	1,726.04	52
	514 GARBAGE FUND Expend Total	11,592.81	154,127.85	817.21	63,609.26	0.00	90,518.59	41

514 GARBAGE FUND

	Prior	Current	YTD
Revenues:	11,633.78	0.00	72,386.25
Expended:	11,592.81	817.21	63,609.26
Net Income:	40.97	817.21-	8,776.99

Town of Amherst
Statement of Revenue and Expenditures

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

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
701-4-45000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
701-4-45000-1300	PT WAGES	467.45	8,391.44	478.08	5,838.84	0.00	2,552.60	70
701-4-45000-2100	FICA	35.76	8,391.44	36.57	446.70	0.00	7,944.74	5
701-4-45000-2700	WORKER'S COMP	0.00	352.44	0.00	210.21	0.00	142.23	60
	45000 CONTROL	503.21	17,135.32	514.65	6,495.75	0.00	10,639.57	38
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-5100	ELECTRICAL SERV.	13.86	200.00	15.83	97.97	0.00	102.03	49
701-4-81500-5810	DUES AND MEMBERSHIP	0.00	2,728.00	0.00	2,728.00	0.00	0.00	100
701-4-81500-9200	TRANSFER TO IDA FUND	0.00	14,466.83	0.00	0.00	0.00	14,466.83	0
	81500 ECONOMIC DEVELOPMENT	13.86	17,394.83	15.83	2,825.97	0.00	14,568.86	16
	701 IDA FUND Expend Total	517.07	34,530.15	530.48	9,321.72	0.00	25,208.43	27

701 IDA FUND

	Prior	Current	YTD
Revenues:	0.00	0.00	6,404.22
Expended:	517.07	530.48	9,321.72
Net Income:	517.07-	530.48-	2,917.50-

Grand Totals

	Prior	Current	YTD
Revenues:	178,392.42	91,300.99	3,266,949.83
Expended:	677,501.81	322,294.20	3,778,378.94
Net Income:	499,109.39-	230,993.21-	511,429.11-

**CLERK OF COUNCIL REPORT
JANUARY 2023**

COMMITTEE MEETINGS

Planning Commission

Regular Meeting 1/4/23: Receive and review agenda materials; assemble packet for meeting; distribute and post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

Town Council

Regular Meeting 1/11/23: 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.

Strategic Planning Session – 1/28/23 – Attend meeting; draft minutes for approval; post to Town Website.

Quorums: Confirm meetings and cancellations with board members.

TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT

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

TOWN FACEBOOK ADMINISTRATOR

- Create content and/or design and post on Facebook with links to Town website.
- Share links to community news and events; Monitor feedback.

FREEDOM OF INFORMATION ACT

Receive and respond to one FOIA request.

MUNIDOCs MANAGEMENT

Prepare documents for inclusion in Munidocs:

- Extract adopted monthly meeting minutes from scanned combined yearly minutes pdf file; assign name to individual files.
- Extract ordinances and assign name.
- Extract resolutions and assign name.

OTHER:

- Convert and post audio meeting recording to website.
- Prepare miscellaneous legal ads; correspond with News and Advance; post public hearing notices.
- Prepare Resolution for W. A. Ogden for adoption.
- Prepare 2023 calendars (Trash and Recycle; Town Meetings; Town Holidays) for distribution and posting.
- Telephone conference with Court Clerk and Circuit Court Judicial Assistant entry of order for new Board of Zoning member; receive order; prepare oath; correspond with new member re order and oath.
- Review Code of Conduct for dates, name corrections, and code citations; prepare for framing.
- Pick up employee gifts.
- Prepare and order business cards and name badges for new council members Driskill and Thompson.
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees as of January 31, 2023

Appointed/Term Expires

TOWN COUNCIL

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

PLANNING COMMISSION

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

BOARD OF ZONING APPEALS

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

ECONOMIC DEVELOPMENT AUTHORITY

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

PROPERTY MAINTENANCE INVESTIGATION BOARD

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

CENTRAL VIRGINIA PLANNING COMMISSION/MPO

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

Appointed/Term Expires

CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)

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

Appointed/Term Expires

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

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

Utility/Town Maintenance and Construction Report

Jan-23

Water Meter Read	1150
Water Meter Re-Read	82
Disconnects	6
VA-811 Service locations	47
Vehicle PM Work Orders	14
Pump Station/Plant Work Orders	28
Banners Installed/Dismantled	1
Water Services Installed/Replaced	7
Sewer Services Installed/Replaced	0
Minor Leaks Repaired	4
Major Leaks Repaired	1
Minor Sewer Problems Resolved	3
Major Sewer Problems Resolved	4

Man Hours

Meter Reading	162
Street/Sidewalk Maintenance	217
Safety Training	4
Bush gogging/ Right of way water/ sewer	10
Flushing Water	64
Equipment Maintenance	41
Xmas decorations	101

Major Issues & Comments

Routine/Annual Work

Projects/Unusual Work

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

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



**TOWN OF AMHERST
DEPARTMENT OF PLANTS
MONTHLY REPORT TO COUNCIL
FOR THE MONTH OF JANUARY 2023**

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

February 2, 2023

Grandview Water Filtration Plant:

While the rains of January have slowed work on the water plant upgrade, it did not stop it. Of note is the water plant is now using its waste tank as the primary containment tank for waste and overflow water generated by the plant. Staff is happy to report, and not wanting to be over braggadocious, the noisy diesel-powered portable pump has been returned to the wastewater plant and, after over five years, has returned to Grandview Drive.

The river raw water intake has had the cement pad poured and the strength test done and approved. The emergency generator will be placed in the next few days. Raw pump intake screens are 50% complete as of this writing and should be finished by the end of today. The wet well back wash system received a thumbs up yesterday as he was in attendance at the pump screen scour installation. He reports the 90° elbow directs the flush in a way that creates a good mix and flush of the grit in the bottom of the intake wet well.

On January 12, 2023, Staff took samples for your quarterly Chlorine By-Products testing. The results have come back. The Town continues to stay below the action level of 0.060 for HAA5s and 0.080 for TTHMs. The highlighted numbers are the calculated running average as directed by the By-Products Program.

122 Dulwich Drive HAAS									
	April 12, 2022		July 5, 2022		October 13, 2022		January 12, 2023		Quarterly Average
	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	mg/L
(Mono) Bromoacetic Acid	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
(Mono) Chloroacetic Acid	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
Dibromoacetic Acid	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
Dichloroacetic Acid	6.00000	0.00600	9.00000	0.00900	8.00000	0.00800	6.00000	0.00600	0.00725
Trichloroacetic Acid	8.00000	0.00800	11.00000	0.01100	10.00000	0.01000	6.00000	0.00600	0.00875
HAA5	14.00000	0.01400	20.00000	0.02000	18.00000	0.01800	12.00000	0.01300	0.01625
									<i>1st quarter 2023</i>
									> 0.060 mg/L is an Exceedance

Sweet Briar College TTHM									
	April 12, 2022		July 5, 2022		October 13, 2022		January 12, 2023		Quarterly Average
	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	ug/L	mg/L	mg/L
Bromodichloromethane	2.00000	0.00200	3.00000	0.00300	3.00000	0.00300	1.00000	0.00100	0.00225
Bromoform	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
Chloroform	18.00000	0.01800	41.00000	0.04100	32.00000	0.03200	13.00000	0.01300	0.02600
Dibromochloromethane	ND	0.00000	ND	0.00000	ND	0.00000	ND	0.00000	0.00000
TTHM	20.00000	0.02000	44.00000	0.04400	35.00000	0.03500	15.00000	0.01500	0.02850
									<i>1st quarter 2023</i>
									> 0.080 mg/L is an Exceedance

Rutledge Creek Wastewater Treatment Facility:

Wastewater is currently trying to source Ultraviolet Disinfection supplies and Disc Filter items. Attached is the original quote Staff received from the maker of the UV system we now have. The supplier of parts for our previous system was that the current system manufacturer had a patent on the lamp design, and he could not sell them. As the Trojan quotes shows, it will be a significant financial obligation to change lamps on the recommended yearly basis. As of yesterday, Staff was able to find another supplier, one we have not worked with, but their price is inclosed as a comparison. We are reviewing the new company and, as of yet not set up an account with them.



TROJAN TECHNOLOGIES
3020 GORE ROAD
LONDON, ON N5V 4T7
CANADA
T. 519-457-3400
www.trojantechnologies.com

QUOTATION
QO0003176

Sold to
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Customer Service Contact : tuvcustomerservice@trojantechnologies.com

Payment Terms : 0% / 00 / 30 net

Delivery Terms :

Carrier/LSP :

Internal Sales Rep : Keegan Davis

Customer No. : 100004756

Reference :

Quote Date : 01-17-2023

Quote Expiry Date : 02-16-2023

Project Line Item Description	Quantity	Price Discount %	Unit Net Price Net Amount	Tax Rate Tax Amount	Amount
10 794447-ORD LAMP P, GA64T6HE ANGLE BASE	45.00	434.50/ EA	434.50 19,552.50	0.00% 0.00	19,552.50
20 FREIGHT FREIGHT & HANDLING Actual expenses to be charged.	1.00	/ EA	0.00 0.00	0.00% 0.00	0.00
		Goods Costs	19,552.50	Discount Subtotal	0.00
			0.00	19,552.50	
				Tax Amount	0.00
				Total USD	19,552.50



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FREE SHIPPING ON MOST ORDERS OVER \$89

Shipping To: 24521

[Neo-Pure](#)

Neo-Pure UV Lamp Compatible with Trojan 794447-ORD for UV3000 Plus Systems

Part Number: NP-UVA1-0002

Alt. Part Number: 794447-ORD

IN STOCK



[Neo-Pure](#)

Neo-Pure UV Lamp Compatible with Trojan 794447-ORD for UV3000 Plus Systems

Part Number: NP-UVA1-0002

Alt. Part Number: 794447-ORD

IN STOCK

\$114.99

Choose

Single

Case of 30

Quantity

1

[ADD TO CART](#)



[Similar Items](#)



FREE SHIPPING ON MOST ORDERS OVER \$89

Shipping To: 24521 

DESCRIPTION

This **Neo-Pure UV Lamp Compatible with Trojan 794447-ORD for UV3000 Plus Systems**. This UV lamp ensures clean quality water for Aqua Treatment Services. UV light technology has a lethal effect on bacteria, protozoa, molds, viruses, and other harmful pathogens. UV destroys the genetic structure of the microorganisms and makes the water that passes through it safe for consumption.

Specifications:

- **Base Description:** 4 Pin Slant Single Ended Amalgam
- **Lamp Description:** GIA1570T6L/HO/CB-023
- **Power Consumption:** 300 Watts
- **Length:** 1564 mm (61.57 in.)
- **Qtz. OD:** 19 mm (0.748 in.)
- **Output:** Amalgam
- **Pin Configuration:** 4 Pin
- **Wires:** 2

***NOTE:** Replacing your UV Lamp every year is important to ensure consistent water quality. Though UV lamps rarely burn out, they will lose their ultraviolet effectiveness (disinfection power) over a 12 month period.*

SPECIFICATIONS

Product Details

Application	Germicidal (254nm), Preheat
Series	UV3000 Plus

Product Weight & Dimensions

Product Height	0.748"
Product Length	61.57"
Product Width	0.748"
Product Weight	0.6

Recently Viewed:



UV794447-
ORD
Compatible...
\$12999.00

FREE SHIPPING ON MOST ORDERS OVER \$89
Shipping To: 24521

Neo-Pure

Neo-Pure UV Lamp Compatible with Trojan 794447-ORD for UV3000 Plus Systems

Part Number: NP-UVA1-0002:30PK
Alt. Part Number: 794447-ORD
ONLY A FEW LEFT!



Neo-Pure

Neo-Pure UV Lamp Compatible with Trojan 794447-ORD for UV3000 Plus Systems

Part Number: NP-UVA1-0002:30PK
Alt. Part Number: 794447-ORD
ONLY A FEW LEFT!

\$3277.21 (\$109.24 each)

Choose

Single

Case of 30

Quantity

1

ADD TO CART



Similar Items



**Town of Amherst Planning Commission
Minutes
February 1, 2023**

A meeting of the Town of Amherst Planning Commission was called to order by Town Manager McGuffin on February 1, 2023, at 7:00 P.M. in the Council Chambers of Town Hall at 174 S. Main Street.

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

P	June Driskill	P	Michael Driskill
P	William Jones	P	John Vandervelde
P	Anne Webster Day	P	Nathaniel Holden Chase
P	Clifford Hart		

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

Town Manager McGuffin asked for nominations for Chairman. Mr. Jones nominated June Driskill to be Chairman. There being no other nominations, by affirmation the Commission voted 7-0 to elect Ms. Driskill Chairman as follows:

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

The Chair asked for nominations for Vice Chairman. Mr. Jones nominated Clifford Hart to be Vice Chairman seconded by Ms. Day. There being no other nominations, the motion carried 7-0 to elect Mr. Hart Vice Chairman as follows:

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

The Chair opened the floor for citizen comments.

There being no one present to speak no comments were made.

Mr. Vandervelde made a motion that was seconded by Mr. Hart to approve the minutes of the January 4, 2023, meeting.

There being no discussion, the motion carried 6-0-1 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Michael Driskill	Abstain		John Vandervelde	Aye
William Jones	Aye		Nathaniel Holden Chase	Aye
Clifford Hart	Aye			

Town Manager McGuffin gave a report on an application submitted by Svet and Shah Kanev to rezone 123 Lee Street (Tax Map 96A-416-5) from R-2 to B-1, that would, if approved, allow for a short term rental business on the property, and an application submitted by Svet and Shah Kanev, that would, if approved, allow for a special use permit for short term rental on 123 Lee Street (Tax Map 96 A 416 5).

Svet Kanev and Shah Kanev were present to answer questions.

The Chair opened a duly advertised public hearing at 7:06 P.M., on the application to rezone 123 Lee Street, Amherst, VA, (Tax Map 96 A 416 5) from R-2 to B-1, to allow a short term rental business on the property.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:06 PM.

Ms. Day made a motion that was seconded by Mr. Vandavelde to make a recommendation to Town Council to approve the request to rezone 123 Lee Street, Amherst, VA (Tax Map 96A-416-5) from R-2 to B-1.

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

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

The Chair opened a duly advertised hearing at 7:06 PM on the application submitted by Svet and Shah Kanev for a special use permit for 123 Lee Street, Amherst, Virginia (Tax Map 96 A 416 5).

There being no one present who wished to speak on the matter, the public hearing was closed at 7:06 PM.

Mr. Chase made a motion that was seconded by Mr. Vandavelde to make a recommendation to Town Council to approve the request for a special use permit to allow short term rental (Air B&B) at 123 Lee Street, Amherst, Virginia (Tax Map 96A-416-5).

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

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

The Chair opened a duly advertised public hearing at 7:15 P.M., on the Town of Amherst FY23-24 Capital Improvement Program proposal that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment, copies of which were distributed to the Commissioners.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:24 PM.

After discussion and a report by Town Manager Carter, Mr. Hart made a motion that was seconded by Mr. Chase to make a recommendation to Town Council to approve the Town of Amherst FY23-24 Capital Improvement Program proposal, as recommended by staff.

The motion carried 7-0 according to the following:

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

Town Manager McGuffin gave a report on a proposed amendment to Chapter 24 of the Town Code, Zoning and Subdivisions, to add a new code section to Chapter 24 of the Town Code, related to Inoperable Vehicles.

The Chair opened a duly advertised public hearing at 7:25 P.M., on a proposed addition to Chapter 24, Zoning and Subdivisions related to Inoperable Vehicles.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:27 PM.

After discussion, Mr. Chase made a motion that was seconded by Mr. Hart to approve the proposed addition to Chapter 24, Zoning and Subdivisions, related to inoperable vehicles, as recommended by staff.

After discussion, the motion carried 7-0 according to the following:

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

After discussion, Mr. Hart made a motion that was seconded by Mr. Chase to make a recommendation to Town Council to approve the proposed addition to Chapter 24, Zoning and Subdivisions, related to inoperable vehicles, as recommended by staff.

After discussion, the motion carried 7-0 according to the following:

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

There being no further business, on motion of Mr. Vandervelde which was seconded by Ms. Day and carried 7-0, the meeting adjourned at 7:43 PM, according to the following:

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

June Driskill, Chairperson

Attest: _____

PERSONNEL POLICIES

OF THE
TOWN OF AMHERST, VIRGINIA



Effective July 1, 2006
Amended July 14, 2010
Amended December 12, 2012
Amended June 12, 2013; Re-amended August 14, 2013
Amended August 13, 2014
Amended October 8, 2014
Amended June 10, 2015
Amended December 13, 2015
Amended February 14, 2018
Amended March 14, 2018
Amended October 10, 2018
Amended May 8, 2019
Amended June 10, 2020
Amended October 14, 2020

PERSONNEL POLICIES

I. Purpose

II. Definitions

- A. Exempt Employee
- B. Full-time Employee
- C. Manager
- D. Part-time Employee
- E. Probationary Employee
- F. Supervisor
- G. Temporary Employee

III. Equal Employment Opportunity

- A. Policy Statement
- B. Harassment
- C. Violence in the Workplace
- D. Accommodating Individuals with Disabilities
- E. Violations
- F. Retaliation

IV. Recruitment and Selection

- A. Open Positions
- B. Probationary Period
- C. Hiring Authority
- D. Operators of Town-Owned Motor Vehicles

V. Outside Employment

VI. Employee Compensation

- A. Pay and Classifications; Compensation Plan
- B. Hours of Work
- C. Performance Increases
- D. Overtime
- E. Bonuses
- F. Retirement
- G. Time Cards
- H. Protective Clothing and Uniforms

VII. Holidays and Leave

- A. Holidays
- B. Leave
 - 1 Annual Leave
 - 2 Sick Leave
 - 3 Military Leave
 - 4 Military Leave Without Pay
 - 5 Civil Leave
- C. Workers' Compensation Leave
- D. Leave Without Pay
 - 1 Family & Medical Leave
 - 2 Eligible Employees
 - 3 Purposes for Which FMLA Leave May Be Taken
 - 4 FMLA Benefits
 - a. Leave
 - b. Job Restoration
 - c. Health Benefits
 - 5 Extended Leave Without Pay
 - 6 Disciplinary Leave Without Pay
 - 7 Return to Work

VIII. Employee Development

IX. Performance Appraisals

X. Health and Safety

- A. Workers' Compensation
- B. Occupational Safety and Health
- C. Medical Insurance
- D. Employee Assistance Program

XI. Electronic Communications

- A. Internet
- B. Consent to Monitoring
- C. Cell Phone Reimbursement

XII. Alcohol & Drug Free Workplace

- A. Employee Responsibilities
- B. Drug & Alcohol Testing
- C. Procedure for Testing

XIII. Political Activity

XIV. Freedom of Information Act

XV. Smoking in Workplace

XVI. Discipline and Grievances

- A. Disciplinary Actions
- B. Notification
- C. Grievance

XVII. Termination of Employment

- A. Resignation
- B. Lay-off
- C. Termination for Inability to Perform
- D. Severance Pay

XVIII. In-Service Activities

- A. Motor Vehicles and Mileage Reimbursement

XIX. Grievances

XX. Modification of Policies

I. PURPOSE

The objective of these Personnel Policies (“Policies”) is to provide a uniform system of personnel administration for the staff of the Town of Amherst (“Town”), based on merit principles, equitable compensation, open competition in hiring and advancement, and equal employment opportunities.

It is the policy of the Town to establish reasonable rules of employment conduct (i.e., guidelines for management and employees to follow) and to ensure compliance with these rules through a program consistent with the best interests of the Town and its employees. THIS MANUAL IS NOT, AND SHALL NOT BE CONSTRUED AS, AN EXPLICIT OR IMPLIED CONTRACT, SHALL NOT MODIFY ANY EXISTING AT-WILL STATUS OF ANY TOWN EMPLOYEE, AND SHALL NOT CREATE ANY DUE PROCESS REQUIREMENT IN EXCESS OF FEDERAL OR STATE CONSTITUTIONAL OR STATUTORY REQUIREMENTS. THE TERM AT-WILL MEANS EMPLOYEES CAN TERMINATE OR BE TERMINATED AT WILL. EXCEPTIONS ARE EMPLOYEES HAVING WRITTEN CONTRACTS APPROVED BY THE TOWN COUNCIL AND SIGNED BY THE MAYOR.

Additionally, it is the policy of the Town to strive for safety in all activities and operations, and to carry out the commitment of compliance with health and safety laws applicable to the Town by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

II. DEFINITIONS

Whenever responsibilities fall to the Manager under these Policies, he or she may designate another to fulfill his or her responsibilities.

- A. **Exempt Employee** – a salaried employee who performs executive, administrative or professional duties as defined under the Fair Labor Standards Act and its regulations. Full-time, part-time, and temporary employees may be exempt.
- B. **Full-time Employee** – an individual hired on either a salary or wage basis for an established position for an indefinite term who is expected to work a minimum of 28 hours a week.
- C. **Manager** – the Town Manager as appointed by the Town Council.
- D. **Part-time Employee** – an individual hired on either a salary or wage basis for an established position for an indefinite term who is expected to work an established period of time that is less than 28 hours per week.
- E. **Probationary Employee** – a full-time or part-time employee who has worked for the Town for less than three months.
- F. **Supervisor** – an exempt employee that has subordinate employees.
- G. **Temporary Employee** – an individual hired on a term basis, e.g., day, week, period of months or on a project basis.

III. EQUAL EMPLOYMENT OPPORTUNITY

A. Policy Statement

It is the policy of the Town to provide equal opportunity in employment and to administer employment policies without regard to race, color, religion, sex, age, national origin, or disability. This policy applies to every aspect of employment practices including, but not limited to the following:

1. Recruiting, hiring and promoting in all job classifications without regard to race, color, religion, sex, age, national origin, political affiliation or disability, except where such a factor can be demonstrated as a bona fide occupational qualification.
2. All decisions for hiring or promotions shall be based solely upon each individual's qualifications for the position to be filled.
3. Other personnel actions such as compensation, benefits, transfers, layoffs, training, assignments, will be administered without regard to race, color, religion, national origin, sex, age, political affiliation or disability.

B. Harassment

The Town of Amherst is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the Town will not tolerate unlawful harassment of its employees by anyone, including any supervisor, co-worker, or third party. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's race, color, national origin, religion, age, sex, gender or disability. Harassment that affects job benefits, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual or electronic, or offensive physical actions. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex constitutes harassment when (1) submission to the conduct is required as a term or condition of employment or is the basis for employment action, or (2) the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive workplace. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another.

All Town of Amherst employees are responsible for helping to enforce this policy against harassment. Any employee who has been the victim of prohibited harassment or who has witnessed such harassment must immediately notify his supervisor so the situation can be promptly investigated and remedied. If it is the supervisor who is responsible for the harassment or reporting the situation to the supervisor fails to remedy the situation, complaints of harassment must immediately be reported to the Town Manager. If an employee believes it would be inappropriate to discuss the matter with the Town Manager, the employee may report it to the Mayor.

It is the Town of Amherst's policy to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, the Town of Amherst will maintain the confidentiality of those involved. If an investigation confirms that harassment has occurred, the Town of Amherst will take corrective action. Corrective action may include discipline up to and including immediate termination of employment. The Town of Amherst forbids retaliation against anyone who has reported harassment or who has cooperated in the investigation of harassment complaints.

C. Violence in the Workplace

It is the policy of the Town of Amherst to prohibit workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Town or which occur on Town property, will not be tolerated.

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Town of Amherst, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on the Town of Amherst's premises, regardless of the relationship between Town of Amherst and the parties involved.
2. All threats or acts of violence occurring off Town of Amherst 's premises involving someone who is acting in the capacity of a representative of Town of Amherst.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destroy any Town of Amherst property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

The Town of Amherst 's prohibition against threats and acts of violence applies to all persons involved in Town of Amherst 's operation, including but not limited to personnel, contract and temporary workers, and anyone else on Town of Amherst property. Violations of this policy by any individual on Town of Amherst property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the supervisor. If it is the supervisor who is responsible for the alleged harassment or reporting the situation to the supervisor fails to remedy the situation, complaints of harassment must immediately be reported to the Town Manager. If an employee believes it would be inappropriate to discuss the matter with the Town Manager, the employee shall report it to the Mayor.

D. Accommodating Individuals with Disabilities

The Town provides equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations will be provided to a qualified employee or applicant with a disability when that employee or applicant requests an accommodation. A qualified employee or applicant is one who is able to perform the essential functions of the job with or without accommodation. A request for an accommodation will be denied if the accommodation is not shown to be effective, places an undue burden on the Town, or if the employee poses a direct threat to the health and safety of him or herself or others.

E. Violations

An employee who believes that any portion of this policy is being violated should (1) inform the offending person(s) that the conduct is unwelcome and (2) report it immediately to the supervisor. **The report should be made in writing;** however, a report will also be accepted by phone or in person.

Charges will be promptly and thoroughly investigated and corrective actions taken if the charge is founded. If it is determined that a violation has occurred, appropriate relief for the employee(s) bringing the complaint and appropriate disciplinary action, up to and including discharge, against the person(s) who violated the policy will follow.

A non-employee who subjects an employee to harassment in the workplace will be informed of the Town's policy and appropriate actions will be taken to protect the employee from future harassing conduct.

In all cases, the Town will make follow-up inquiries to ensure that the harassment has not resumed.

An employee violating this policy will be subject to disciplinary action, including termination. The employee who brought the complaint will be provided information on the outcome of the investigation.

F. Retaliation

Retaliation is illegal and contrary to the policy of the Town. Employees who bring complaints of discrimination or who identify potential violations, witnesses interviewed during the investigation, and others who may have opposed discriminatory conduct are protected from retaliatory acts.

If an employee believes that he or she is being retaliated against, a written report should be made to the manager. Those who are found to be acting in a retaliatory manner will be disciplined for such conduct.

IV. RECRUITMENT AND SELECTION

A. Open Positions

All positions shall be open to all individuals who meet the minimum requirements for the position. The recruitment objective is to obtain well-qualified applicants for all vacancies and selection shall be based on the best-qualified person available at the pay offered for the particular position.

First consideration will be given to current employees who desire to fill an open position, if the current employee is qualified for the position and if the placement best serves the needs of the Town. The Manager may carry out open competition to fill any vacancy.

Employment decisions shall be handled in a manner consistent with the Virginia Conflicts of Interest Act.

B. Probationary Period

All new full-time and part-time employees serve a three month probationary period. During this period the employee must show that he or she is capable and willing to perform the job satisfactorily. At the end of the probationary period the employee will be evaluated by the manager to determine satisfactory performance. If satisfactory performance is attained the employee will be entitled to all the benefits of non-probationary status including utilization of the grievance procedure. In establishing a probationary period, the Town does not abrogate or modify in any way the employment-at-will status that applies to its employment relationship with all employees.

C. Hiring Authority

The manager has complete authority for hiring, promoting and discharging employees in accordance with these policies. The manager has the responsibility and authorization for administering the personnel system established by these policies.

D. Operators of Town-Owned Motor Vehicles

- All drivers of Town owned, leased or otherwise operated vehicles must have a valid and appropriate license for the vehicle to be driven.
- Only Town employees, including those individuals working in a contract employee capacity, are authorized to drive Town vehicles.
- There shall be no personal use made of Town vehicles. Incidental and minimal use, such as travel to or from lunch or for minor personal errands on the way to or from work or during lunch break, if the errand requires only a minor deviation from the normal route traveled, shall be excepted from this provision.
- There shall be no non-employee use of Town vehicles.

- Permission from a supervisor shall be obtained before an individual who is not a Town employee is allowed to ride as a passenger in a Town vehicle.
- Employees are to use hands-free mobile communication devices unless the vehicle is pulled off of the road in a safe location.

~~E. Police Department Residency Policy~~

~~Background:~~

~~The Town Council of the Town of Amherst has determined that it is desirable for police officers employed by the town of Amherst to live in the Town for the following reasons:~~

- ~~1. Availability of such officers to work in the event of emergency, inclement weather, vehicle breakdown, etc.;~~
- ~~2. Enhanced safety of individuals who live in the same neighborhood as a police officer. This will also help make those neighborhoods more desirable and therefore positively influence property values; and~~
- ~~3. Reduced Town costs due to lower gasoline expenses and less wear and tear on police vehicles.~~

~~Policy:~~

~~All sworn officers employed by the town of Amherst Police Department on a full-time basis shall be residents of the Town of Amherst or live in a permanent residence within five miles of the corporate limits of the Town of Amherst within 9 months of their first day on the job and must continue to live within this specified area as a condition of continued employment.~~

V. OUTSIDE EMPLOYMENT

The town considers itself to be the primary employer for all employees who are not temporary or part-time, and requires that activities away from the job must not adversely affect the employee's job performance or compromise the Town's interest.

Before seeking or accepting outside or self-employment, employees are cautioned to consider carefully the demands that such additional employment will create. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, refusal to travel, or refusal to work overtime or different hours. In addition, prior written permission must be obtained from the manager before such activities are commenced.

Employees will also avoid conflicts of interest and situations that give the appearance of the conflict of interest. Except for work done as a Town employee, the Town's public works employees are not to install water or sewer facilities, whether they are to be owned and operated by the Town or privately owned, that are or reasonably could be expected to connect to the Town's system.

In addition, employees are not to conduct any outside business during paid working time.

VI. EMPLOYEE COMPENSATION

The total compensation of employees consists of the regular pay and authorized overtime pay for full-time employees, the employer's contributions to employee benefits, holiday pay, and various forms of leave with pay. Part-time and temporary employees may also receive leave in certain circumstances. Leave policies, found in Section VI, should be reviewed.

A. Pay and Classifications; Compensation Plan

1. The compensation plan for employees of the Town shall consist of:
 - a. A classification system for all classified jobs.
 - b. A pay grade that sets a pay range for each classified position.
2. The rates of pay for each employee within a pay grade shall be set by the manager, upon recommendation from the subordinate supervisor (if any) and subject to approval by the Town Council. The normal entrance rate of pay for new employees shall be at the lower end of the pay grade for the position.
3. The Town Council shall consider updating the compensation plan annually concurrently with the Town budget process.

B. Hours of Work

1. The employee's supervisor shall establish the hours of work for all Town employees under his direction. The standard scheduled workweek for full time employees for which pay is paid consists of 40 hours, generally Monday through Friday.
2. Employees shall have two 15-minute rest breaks per day, which are included within the total required hours of work. Such breaks may not accumulate from one shift or one day to another. Flexible work scheduling may be used for the purpose of extending a meal break with the employee's start time being advanced or end time being extended as approved by his supervisor. Certain employees as approved by the manager have their meal break(s) included as a part of their regularly scheduled workday if required to stay on premises or duty during scheduled lunch breaks.
3. Flexible work scheduling may be considered within the standard workweek so long as the standard hours in a workweek, normally 40, are not altered. Some examples are:
 - a. Arrive earlier in the morning and leave earlier in the afternoon.
 - b. Arrive later in the morning and leave later in the afternoon.
 - c. Work four 10-hour days.
 - d. Work four 9-hour days and one 4-hour day.
 - e. Work some other similar permanent or seasonal scheduling option(s)
 - f. Add time to meal break and arrive earlier and leave later.

Other temporary or occasional flexible work schedules may include some combination of altered work start and stop times to allow employees to have medical appointments or take care of personal business during work hours without being charged leave. If flexible work

scheduling or compressed workweeks are instituted on an ongoing basis, the supervisor may approve such only after consultation with the manager.

4. If an employee is unable to report for work or expects to be late, the employee must contact his supervisor as soon as possible but no later than the beginning of his or her scheduled work period, giving the reason for his absence or tardiness. Paid leave may or may not be approved. If an employee has difficulty reaching his supervisor, he should leave a message reporting his absence but continue to attempt to contact with his supervisor. The responsibility to notify a supervisor(s) about absences or about tardiness always rests with the employee.
5. Hours of work, schedules, and duty assignments of short duration of individual employees or work units may be altered under authorization of the supervisor or manager within the established workweek as conditions warrant. Schedules may also be adjusted to meet FMLA and ADA requirements.
6. All Town employees are expected to be available for duty in the event of a weather emergency or civil crisis. In the event of a significant local weather emergency or civil crisis, it is the duty of each employee to (a) contact his supervisor for instruction on emergency work scheduling and (b) to maintain appropriate transportation to and from his residence and the Town/work site.
7. An employee's contact with his supervisor is to be either in person or by telephone. Calls from other individuals (such as family members) or to other individuals (such as co-workers) will not suffice except in the most extreme circumstances. If an employee cannot contact his supervisor, the employee is to leave a voice mail on his supervisor's mobile telephone and follow up with a call to either to the supervisor or the Town Hall to ensure that the supervisor knows the circumstances of the employee's situation and can react accordingly. Failure to adhere to this policy will be considered leave without approval and is therefore subject to an interruption in pay.

C. Performance Increases

The Town promotes excellence in its workforce. Pay increases within budget constraints may be given to that end. Each employee's performance will be reviewed at least annually concurrently with the budget process by his supervisor, and based on satisfactory performance and contributions to the organization pay increases may be given. In exceptional circumstances an employee's pay may be increased in less than a year for meritorious service or enhanced responsibilities. Pay increases are not automatic or guaranteed.

D. Overtime

For the purposes of computing overtime under the Fair Labor Standards Act, the work period shall begin at midnight on Friday.

Unless authorized by their supervisor to do so, employees should not work over 40 hours per week. Full-time employees who are not exempt under the Fair Labor Standards Act will accrue compensatory time at the rate of time and a half for all hours actually worked

in excess of 40 hours in a week during any work period except for non-exempt full-time police officers who will accrue compensatory time at the rate of time and a half for all hours actually worked in excess of 80 hours in any 14-day work period.

It is the policy of the Town of Amherst to give compensatory time off instead of paying for overtime. Exempt employees who are required to work beyond normal hours or on weekends and holidays shall be given compensatory time off at the discretion of the manager. The manager is responsible for limiting compensatory time accrual and shall report the accrual of any employee's compensatory time above 80 hours to the Town Council. Employees shall be paid for the value of the accrued compensatory time upon termination of their Town employment at their final rate of pay concurrent with the final paycheck. As part of a supervisor's responsibility for meeting departmental budgetary limitations, he is also responsible for limiting compensatory time accrual to that end.

However, when approved full-time staff positions are vacant and increased work hours are required of non-exempt full-time employees due to such full-time staff vacancies, the manager may approve monetary compensation for overtime work subject to limits of the annual operating budget. A written report of any overtime work involving monetary compensation shall be provided to the Town Council at its next regular meeting. The Town Council must approve all other instances of monetary compensation for overtime worked.

Note: The accrual of compensatory time is limited to 240 hours by the Fair Labor Standards Act except for public safety, emergency response and seasonal activity which is limited to 480 hours (Reference 29 U.S.C. § 207(a), (k) and (o)3A) and § 9.1-701 of the Code of Virginia).

E. Bonuses

The Town Council may grant a bonus to an employee to recognize superior service to the Town.

F. Hazard Pay

The Town Manager may authorize supplemental Hazard Pay for employees that are subject to working in hazardous conditions during a declared state of emergency (either State or Local). The supplement is subject to budget constraints and the nature of the emergency and shall not be considered for duties under conditions that are a regular part or hazard of the job.

G. Retirement

The Town participates in the Virginia Retirement System for all employees eligible for retirement benefits pursuant to the rules and policies of VRS.

H. Time Cards

All employees shall complete a timesheet in the form required by the Town Manager with actual time for arrival at work and departure from work, including "clocking in" and "clocking out" for lunch and non-work activities.

Emergency or on-call work is to be noted on the timesheet as emergency/on-call work, along with vacation time, holiday, and sick leave. All non-scheduled and overtime hours are to be approved by the appropriate supervisor in advance.

Each employee is responsible for accurately completing his timesheet and turning it in to his supervisor the Monday following the end of the two-week time card cycle. Any timesheets turned in to the supervisor late will not be processed until the following pay cycle.

Each supervisor is responsible for reviewing the timesheets delivered to him by the employee and approving them. The supervisor is responsible for maintaining his own time sheet and for delivering all time sheets for his department to the payroll clerk by 5 P.M. on the Tuesday following the end of the two-week time card cycle.

OTHER THAN SUPERVISORS FOR EMPLOYEES IN HIS DEPARTMENT DUE TO EXTRAORDINARY CIRCUMSTANCES, NO EMPLOYEE MAY COMPLETE A TIME SHEET FOR ANOTHER EMPLOYEE.

I. Protective Clothing and Uniforms

The appearance of the Town of Amherst's employees is a major factor in how the Town is perceived by the residents, non-residents and business operators of the community. All Town employees are expected to maintain a clean, neat and professional appearance while on duty.

It is recognized that the style of the protective clothing and uniform worn may necessarily vary dependent on the location of the employee and the type of work that employee does. The wearing of uniforms and protective clothing for some staff employed by the Town is relative to their working environment, and so the impact on employees may vary. If the employee normally works away from a fixed location (i.e. away from the Town Hall, water plant or sewer plant) that employee should be clearly identifiable as a Town employee.

This policy addresses the clothing to be worn by employees and the financial subsidy provided by the Town of Amherst towards the cost of purchase and maintenance of such clothing. This section applies to all clothing purchased by the Town of Amherst and sets out ownership, maintenance, and replacement requirements.

Application

- A. For the purposes of this section, clothing shall be defined as anything that is worn, including but not limited to the components of a uniform, protective clothing, safety equipment and hats.
- B. The Town of Amherst will furnish every employee appropriate safety equipment required by the work that employee does, in accordance with usual and customary workplace safety standards, as per the provisions of this section.
- C. The Town of Amherst will furnish any employee required to wear a uniform in the performance of his/her usual work responsibilities clothing with accessories as per the provisions of this section.

- D. All clothing purchased by the Town is the property of the Town. Nonserviceable clothing may be replaced on a one-for-one basis by turning in the nonserviceable item. All lost or negligently damaged clothing is to be replaced at the employee's expense.
- E. Employees will be responsible for exercising reasonable care of such items and when requesting replacements due to wear or damage, are required to return the original item. Where damage to such items is a result of the employee's deliberate misconduct or is due to the employee's gross or willful negligence, the employee will be responsible for cost of replacing the item.
- F. All uniform clothing worn by Town employees shall be neat, clean in appearance and free of rips, tears, and holes and shall not be missing any required parts such as buttons, patches, and accessories and free from obvious stains and other defects. The employee's supervisor shall be responsible for ensuring that the employee is appropriately dressed while on duty.
- G. Town uniforms and protective clothing are to be worn only while going to and coming from work and while actually at work for the Town of Amherst. Under no circumstances will Town employees wear Town uniforms or Town protective clothing while not working for the Town.
- H. Employees are responsible for laundering and other normal cleaning and maintenance tasks for uniform clothing.
- I. Supervisors are responsible for inventorying all uniform items and protective clothing and procuring needed items. This responsibility may be delegated to a subordinate employee.
- J. Uniform clothing within a Town department shall be consistent in color and style as specified by the departmental supervisor.
- K. Generally, the Town of Amherst will furnish normal clothing and safety gear to all full-time water and sewer employees up to the following limits. Part-time employees shall be furnished uniforms according to their specific circumstances.

Item Provided	Initial Issue	Replacement Policy	Style
Gloves	2	As worn	Latex
Dust mask	1	Return of worn out item	
Rainwear	1	Return of worn out item	
Ear protection	1	Return of worn out item	
Hard hats	1	Return of worn out item	
Hip waders	1	Return of worn out item	
Safety goggles or glasses	1	Return of worn out item	
Gloves	2	Return of worn out item	Rubber, Leather
Identification Badge	1	Return of worn out item	Picture card
Light Coveralls	1	Return of worn out item	
Insulated Coveralls	1	Return of worn out item	
Safety Boots	1	Annual \$ 125 allowance <u>set by manager</u>	
Pants	6	Return of worn out item	
Short Sleeved Shirt or	12Total	Return of worn out item	

Long Sleeved Shirt		
T-shirt		
Jacket	1	Return of worn out item

- L. During inclement weather (heavy rain, sleet, snow, etc.) or during emergency or extraordinary situations, the supervisor may permit personal clothing appropriate for the situation, including turn-out gear, to be worn.

Upon leaving the employ of the Town of Amherst, uniform clothing shall be returned to the employee's supervisor.

VII. HOLIDAYS AND LEAVE

A. Holidays

The following holidays are observed by the Town. Full-time employees shall be granted time off for these days without charging the time against leave balances:

- Any day on the Governor of Virginia's planned holiday schedule.
- Any other day so appointed by the Town Council.

Whenever a holiday falls on a Saturday, the Friday before the actual day shall be observed as the holiday; whenever a holiday falls on a Sunday, the Monday after the actual day shall be observed as the holiday.

Employees who are scheduled by the supervisor to work at least a 40 hour work week during a week in which a holiday falls may receive his or her base rate of pay and an additional 100% (8 hours maximum) of his/her rate of base pay as compensation for that holiday. It shall remain the supervisor's option to allow either monetary compensation in accordance with the terms of this policy or a floater holiday. If an employee receives monetary compensation for the holiday, the employee will not be eligible to receive a floater holiday. Exempt supervisors will not be eligible to receive monetary compensation for a holiday.

Any day so appointed a "holiday" by the Town Council in excess of the Governor's scheduled holidays shall be considered a "Town Hall/Town Shop Closed" day and leave time charged against annual leave for all full-time employees normally scheduled to work but not working that day. Such extra appointed holidays shall have no effect on part-time employees.

B. Leave

1. Annual Leave

Full-time employees will accrue paid annual leave for personal purposes at the following rates and shall be used on an hour for hour basis.

0-5 years	(3.69 hours/2 weeks)
5 - 10 years	(4.62 hours/2 weeks)
10-15 years	(5.55 hours/2 weeks)
15 years or more	(6.46 hours/2 weeks)

Annual leave shall be scheduled and approved in advance by the manager or supervisor. Annual leave shall not be used until all compensatory leave is used. Annual leave is not eligible at all times as the manager and supervisors have a primary obligation to insure that the Town's service to the citizens is carried out.

Each employee may accumulate a maximum of 288 hours of annual leave. Annual leave above that amount shall expire and may not be accumulated or used. Employees shall be paid for the value of the accrued vacation, not to exceed 120 hours of time to be paid out upon termination of their Town employment concurrent with the final paycheck.

Employees with previous VRS service shall be credited for that service in the calculation of their annual leave time.

2. Sick Leave

Sick leave shall accrue at the rate of 3.69 hours per two (2) weeks, and, when taken, shall be used on an hour for hour basis. Sick leave shall be used for:

- a. FMLA leave, pursuant to section D.1.
- b. Illness or injury incapacitating the employee and preventing the employee from performing assigned duties, doctor or dental appointments during working hours. Personal sick leave is charged on an hour-for-hour basis for all employees and is not considered an entitlement.
- c. An employee may elect to charge against earned sick leave credits an absence required by illness or death in the immediate family.

The "immediate family," in this application, includes only: the employee's or spouse's parents, wife, husband, children, brother, or sister, and any relative living in the household of the employee. The period of absence which may be charged against sick leave in this application may not exceed twenty-four work hours for an illness of one cause, for an injury, or for a death. Sick leave used as a result of death shall be continuous and within one week of the death.

An employee away from work for medical conditions which require absence in excess of one week or for FMLA purposes is required to (1) submit to the supervisor a written statement from the attending physician or health care provider, stating the earliest approximate date of return to duty and advising on the ability of the employee to perform the essential functions of his or her job with or without reasonable accommodations, and simultaneously (2) apply for leave under the Family and Medical Leave Act. The supervisor or manager has the prerogative of requiring a physician's or health care provider's letter with the above content prior to an absence of one week if in his or her judgment this information is necessary. Medical information and the personnel needs of the Town will be considered in determining the holding of the employee's position or placement in another position for which the employee qualifies. All medical information will be kept confidential and will be kept separate from the employee's personnel file.

Exceptions to this policy may be considered on a case-by-case basis and approved by the manager. Sick leave is charged on an hour-for-hour basis for all employees and is not considered entitlement.

Each employee may accumulate a maximum of 520 hours of sick leave. Sick leave above that amount shall expire and may not be accumulated or used. All accumulated sick leave is forfeited upon separation from employment with the Town. Accumulated sick leave is not compensable for any reason.

3. Military Leave

An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called into emergency active duty for the purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a leave of absence with full pay during the period of such activity, not to exceed fifteen (15) consecutive calendar days for training duty and five (5) working days for emergency active duty. The Town may, by motion of council, pay any such employee the difference between his or her pay and the pay received for the military duty.

4. Military Leave Without Pay

An employee who leaves the employ of the Town to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be placed on military leave without pay commencing on the first business day following the last day of active employment with the Town. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the Town not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and the employee being physically and mentally capable of performing the work of the vacated position. This section does not override section VII B.3.

5. Civil Leave

An employee will be given time off without charge to leave or loss of pay for (a) performing jury duty, when subpoenaed as a witness to appear before a court, public body or commission, (b) performing emergency civilian duties in connection with national defense. The period of such leave shall be only as necessary for the performance of the activity, plus any necessary travel time.

6. Workers' Compensation Leave

When an employee is unable to report to work because of incapacity that is the result of a compensable injury under the Virginia Workers' Compensation Act, the employee will receive for the first seven (7) days of absence full pay minus normal payroll deductions. The first seven days of Workers' Compensation leave will not be charged against the employee's consolidated leave balance.

If the absence is longer than seven days, the employee will receive for the period of absence the full compensation that is provided under Workers' Compensation Act. If the period of incapacity extends beyond twenty-one (21) calendar days, the employee will be required to reimburse the Town the amount of compensation awarded to the employee by the Town's workers' compensation insurance for the employee's first seven days of absence. This is an obligation owed to the Town and one which, if not reimbursed within 30 days, will be deducted from future monies (wages, terminal leave pay, etc.) owed to the employee by the Town.

7. Return to Work

This policy addresses the Town of Amherst's deliberate, organized effort to return injured employees to productive employment as early as possible, compatible with physical restrictions and good medical practices.

A strong return to work effort yields several benefits including:

- acceleration of the injured employee's recovery;
- maintenance of an experienced workforce;
- reductions in future insurance costs; and
- improved employee relations.

The Town's first responsibility is the prevention of occupational injury and illness. Despite all best efforts, injuries and illnesses do sometimes occur. It then becomes the Town's responsibility to mitigate the impact of the injury or illness on both the employee and the Town. The Town of Amherst is committed to providing transitional work, on a temporary basis.

Transitional work is defined as:

- Appropriate work to allow the resolution of the injury and to prevent re-injury.
- Modification of the job according to the medical limitations.
- Setting a positive atmosphere and letting employees ease back into a routine by adjusting work expectations/encouraging employees to adhere to therapy schedules, and explaining the need for transitional work to the employee's co-workers to reduce peer resentment.
- Since make-work projects are of little or no value, a meaningful job.
- Work assignments that are temporary. Temporary transitional work assignments will be reviewed every seven days.

Procedure

1. The employee's supervisor shall review written correspondence from a medical provider which identifies specific employee restrictions.
2. The supervisor shall review these physical restrictions and plan tasks for the employee on a temporary transitional assignment.
3. The supervisor and employee will meet to discuss the temporary transitional work assignment.
4. The employee shall provide documentation signed by a medical provider to the supervisor as to any changes in the injured worker's physical restrictions.
5. The supervisor will re-evaluate all temporary work assignments every seven days.

C. Leave Without Pay

The following are the situations for which an employee may be on leave without pay status.

1. Family & Medical Leave

- A. Employees are entitled to participate in the benefits of the Family and Medical Leave Act (“FMLA”). FMLA leave is unpaid leave. The Town requires an employee to use accrued paid leave on an hour for hour basis in conjunction with FMLA leave.
- B. *Eligible Employees.* To be covered under the FMLA, an employee must have worked for the Town for twelve (12) months and must have worked at least 1,250 hours within the twelve (12) months preceding the start of the leave. Part-time and temporary employees who meet these requirements are eligible for FMLA leave.
- C. *Purposes for Which FMLA Leave May Be Taken.* FMLA leave may be used:
 - a. to care for an employee’s child after birth, or for the placement with an employee of a child for adoption or foster care (provided that the leave is requested and used within twelve (12) months of the birth, placement, adoption, or foster care),
 - b. to care for an employee’s spouse, child, or parent (does not include in-laws) who has a serious health condition,
 - c. When the employee is unable to work because of a serious health condition.

A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or an incapacity lasting more than three consecutive days and involving continuing treatment by a health care provider. Continuing treatment involves two or more treatments (or one treatment when the condition is such that continuing follow-up is or will be required) by a healthcare provider, pregnancy, prenatal care, or other chronic or long-term serious health conditions.

To qualify for leave due to the serious health condition of a family member, the family member must be incapable of self-care. To qualify for leave due to the serious health condition of the employee, the employee must be unable to work at all or unable to perform any of the essential functions of the employee’s position.

Employees are required to obtain a health care provider certification for all absences for which FMLA leave is being requested. A chronic or long-term health condition or pregnancy does not require a visit to the health care provider for each absence; however, a statement by the health care provider that the absence was due to the chronic condition or pregnancy may be requested by the Town at its discretion.

D. *FMLA Benefits.*

a. *Leave.*

An eligible employee is entitled to twelve weeks of unpaid leave during a twelve-month period. The twelve-month period begins on January 1 and terminates on December 31 of each year. Employees will be required to use accumulated paid leave (sick, compensatory, annual, etc.) on an hour for hour basis concurrent with the FMLA leave. If FMLA leave is exhausted before the end of the twelve-month period, the employee will not be entitled to further FMLA leave during this period.

An employee is required to request FMLA leave in writing at least thirty days before the leave is to commence if the need for the leave is foreseeable. In circumstances when the leave is not foreseeable thirty days in advance, an employee must request the leave as soon as practicable. The Town may designate leave as FMLA leave without a request from an employee.

FMLA leave taken for a serious health condition of the employee or family member may be taken intermittently or on a reduced hours basis.

FMLA leave taken for birth, adoption, placement, or foster care cannot be taken intermittently unless approved in advance. If both spouses work for the Town, the total FMLA leave that may be taken for this event by both employees is twelve weeks, pro-rated between as the spouses choose. FMLA leave taken for the birth, adoption, placement, or foster care of a child must be taken within the twelve months following the event.

Should the Town obtain information that the employee was not FMLA eligible or the event did not qualify under FMLA, the designation of FMLA leave previously given may be withdrawn.

b. *Job Restoration*

Upon return from FMLA leave, an employee is entitled to be restored to the same position that was held before the start of the FMLA leave, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. If an employee is unable to return to work after the FMLA leave benefits have been exhausted, the employee will not have a right to return to his or her position even if there are unused accrued leave balances.

Key employees are entitled to FMLA leave but are not entitled to job restoration if re-employment after the conclusion of the leave will cause a substantial and grievous economic injury to the Town. A key employee is a salaried employee who is among the highest paid ten percent of the Town's workforce. A key employee will be notified in writing of his or her status in response to the employee's notice of intent to take FMLA leave, unless circumstances do not permit such notice. If a key employee is already on FMLA leave when s/he receives notice that s/he is a key

employee, the employee will be given a reasonable time to return to work before losing the right to job restoration.

c. Health Benefits.

If paid leave is used for FMLA purposes, an employee will maintain the same benefits as if working. If the employee is on leave without pay, continuation in the health care plan is permitted, provided that the employee continues to pay for his or her share of the premiums. If the employee fails to make his premium payments, the employee will be provided written notice of this failure and will be given an additional fifteen days to make payment in full. If payment is not made after this notice, health benefit coverage will cease.

If an employee does not return to work after the conclusion of the FMLA leave, the employee is responsible for reimbursing the Town for the Town's share of the health care premiums paid while on FMLA leave.

2. Extended Leave Without Pay

When special circumstances require an extended leave, the manager has the authority to grant an employee leave without pay provided that the operations of the Town's program(s) will not be adversely affected.

3. Disciplinary Leave Without Pay

An employee who is absent from work without prior approval shall receive no pay for the duration of the absence and may be subject to disciplinary action which may include dismissal. If extenuating circumstances exist for the unauthorized absence, due consideration will be given.

VIII. EMPLOYEE DEVELOPMENT

It is the policy of the Town to encourage employees to obtain training designed to develop the employee's value to the organization.

Education leave is discretionary and is normally taken with without pay. When an employee can demonstrate that the pursuit of the educational program will have an immediate and discernable benefit to the Town, leave with full pay may be granted by the manager. The conditions of such leave shall be subject to a case by case determination based on factors which include the nature of the education or training, length of the absence, work record of the employee, work requirements at the time of the request, and value of the education or training to Town.

The cost of training and related expenses undertaken at the direction of the manager shall be paid in full by the Town. In such case, the hours of training count as hours worked. For training requested by an employee, the employee may receive reimbursement of tuition costs if (1) the training was approved in advance by the manager and (2) the employee shows successful completion of the course as evidenced by the grade of C or better. If the training was not required by the Town, the hours do not count as hours worked.

While employees are at Town approved training or conferences, the per diem rate shall be \$52/day, with travel days allowing a 75% rate on the per diem. ~~meal reimbursement rate shall not exceed the following for each meal:~~

Breakfast: \$10

Lunch: \$16

Dinner: \$26

~~When a meal is provided as a part of the training or conference, no reimbursement shall occur for that meal.~~

IX. PERFORMANCE APPRAISALS

The work of each employee will be evaluated at least annually concurrently with the budget by his immediate supervisor. The supervisor will meet with the employee to discuss the year's performance. A written report of the appraisal will be prepared with a copy provided to the employee being appraised and a copy for the personnel files. If the employee believes that the report is unfair, he or she may submit comments to be attached to the supervisor's appraisal report within 10 calendar days of being provided a copy of the appraisal.

X. HEALTH AND SAFETY

A. Workers' Compensation

Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or deaths. Any job related accident or workplace injury, no matter how insignificant, must be reported to the supervisor as soon as possible, but within 24 hours.

The Town may select a panel of physicians to whom employees must go for all work-related injuries. Supervisors are to inform employees of the physicians included in the panel. In the event an injury requires immediate medical attention, the employee may go directly to the nearest hospital emergency room; follow-up care must be with the panel of physicians. If the Town selects a panel, all employees will be notified.

B. Occupational Safety and Health

The Town attempts to provide a safe and healthy working environment for all employees by providing the necessary safety education and training. Employees shall follow all prescribed safety procedures when performing their daily activities and shall further exercise all reasonable and prudent judgment to ensure safety.

Each supervisor has the responsibility for ensuring that the various work centers are free from any recognized hazards that might lead to death or injury. Further, it is the responsibility of each employee to perform all work in a safe manner. All hazards, deaths, injuries, and illnesses that occur on Town property must be reported to the supervisor within the same day of the discovery or occurrence.

Employees are directed to utilize all applicable safety procedures and to perform all work in a safe manner. Employees are responsible for bringing to their supervisor's attention any potential hazards that might exist within their work area. Supervisors are responsible for developing and maintaining work safety rules and for providing these rules in writing to their subordinates.

1. Supervisors Safety Responsibilities

The first line supervisor is essential to the overall program and must be actively involved in loss control activities.

Specifically, the supervisor shall:

- a. Conduct accident investigations to ensure prevention of recurrence.
- b. Provide instructions in accident prevention and hazard recognition to employees.
- c. Enforce all established safety rules and procedures and firmly support and convey all safety policies to all employees.
- d. Take immediate action to ensure correction of all identified unsafe acts or conditions.

- e. Communicate any additional safety needs to the manager.

2. Duties of Employees

Every employee is required to adhere to all safety rules, procedures and practices, and to use personal protective equipment provided by the Town of Amherst.

Specifically, employees shall:

- a. **Report all injuries**, regardless of severity, to his supervisor immediately. If a supervisor is not available, the injury must be reported to the manager before medical treatment is sought, except in the case of emergencies.
- b. Report and, if possible, correct all unsafe conditions, procedures, or acts.
- c. Report for work free from the influence of alcohol or drugs.
- d. Avoid horseplay and mischief which could cause injury.
- e. Take all standard safety precautions to prevent injury to yourself or fellow employees.
- f. Follow all special or departmental safety rules, including personal protective equipment wearing requirements, specifically:
 - A. **HARD HATS** will be worn by all Town employees including supervisors in the following situations:
 - (1) At any work site where hard hat requirements are posted.
 - (2) All water, sewer, and street work.
 - (3) In the presence of high voltage electrical hazards.
 - (4) In any situation where a potential for head injury exists.
 - B. **GOGGLES** as eye protection are required where grinding, cutting, weed eating, blowing leaves, chipping or any other operation presents a potential hazard from flying debris.
 - C. **SAFETY SHOES AND GLOVES** must be worn when appropriate.

3. All Employees to Observe Rules

Failure to conform to the safety policies of the Town of Amherst shall be considered insubordination and, therefore, grounds for suspension or other disciplinary action.

C. Medical Insurance

The Town will endeavor to offer each full time employee a medical and hospitalization plan, the terms of which will be established from time to time by the Town. Coverage under the plan for each full time employee will be provided at no cost to the employee.

In addition, the Town will endeavor to provide optional coverage under the plan for each employee's spouse and dependent children which additional coverage the employee may elect to take by notice to the Town and agreement to pay via payroll deduction all additional premiums attributable to such additional coverage, subject to any conditions imposed by the Town's medical and hospitalization plan provider.

Any full time employee who is a member of the plan upon retirement may elect to continue his or her participation after retirement in the plan provided that such employee agrees to pay, and does pay promptly, any and all premiums attributable to his continued participation in the plan. In addition, any such employee who, at the time of retirement, is participating in any optional coverage under the plan for his or her spouse and/or dependent children may continue to participate in such optional coverage provided that he or she elects to do so by notice to the Town at the time of retirement and agrees to pay, and does pay promptly, any and all premiums attributable to such spousal and dependent children's coverage. It is the retiree's responsibility to deliver premiums to the Town Hall by the 15th of the prior month and maintain the appropriate paperwork as required by the Town's health insurance carrier. In other words, the Town staff will advise you when additional paperwork is needed and a check for the July health insurance needs to be received by June 15. For the purposes of this paragraph, retirement shall mean a status in which the former Town employee is eligible to receive retirement benefits from the Virginia Retirement System program.

Any right to participate in the plan shall terminate:

- a. In the case of a full time employee, his or her spouse, and dependent children, upon termination of the employee's employment.
- b. In the case of a retiree, upon notice of withdrawal from the plan by the retiree or failure to pay any premiums when due.
- c. In the case of a surviving spouse who is participating in the plan at the time of the retiree's death, upon notice of withdrawal from the plan, failure to pay any premium when due, or remarriage.

Except for retirees and family members whose health insurance is provided by the Town as of January 1, 2005, the Town of Amherst will not fund any portion of a retiree's health insurance.

D. Employee Assistance Program

The Town of Amherst provides an employee assistance program (EAP) to all employees.

EAP provides confidential assistance and/or referral to employees when personal problems or concerns are troubling an employee personally or when they are contributing to, or may contribute to, deteriorating job performance. The EAP is provided as a service to employees. In itself, use of the EAP, by self-referral or supervisory referral, is not an indication of illness, inadequacy, or disability. All people have problems in their lives; thoughtful, intelligent people seek appropriate assistance with their problems.

The Town recognizes that a wide range of problems, not directly associated with one's job function, may have an adverse effect on an employee's job performance. Further, personal problems of a family member can also affect an employee's job performance.

When marital or family discord, financial or emotional crises, alcohol or drug problems, illness, or other difficulties interfere with or threaten job performance or conduct, the Town offers assistance through the EAP. There is no desire to intrude on the employee's private life. These problems are recognized as progressive and potentially destructive, but they are also recognized as able to be solved or improved. The Town stands ready to assist employees and their families who are willing to help themselves.

Early recognition of the troubled employee, through application of job performance standards, is a proper function of management.

Employees with identifiable performance problems that are not the result of deficits in knowledge, skills, education, and/or working conditions may have personal problems affecting job performance.

The Town actively supports rehabilitation efforts, when applicable and appropriate, through employee group health benefits, sick leave, and disability policies. An employee may be referred to the EAP by Town supervisory personnel, colleagues, medical personnel, or union personnel, because of a condition that may affect his or her job performance or because the employee is troubled and seeks help. The decision to accept assistance is the responsibility of the employee.

Employees are encouraged to self-refer. Immediate family members are also eligible for employee assistance services.

An employee participating in EAP at the direction of his supervisor or manager shall be considered at work for the first session. Other sessions are to occur on the employee's time; sick leave shall not be used in connection with EAP.

All records and information about referral, assessment, and treatment will be maintained by the EAP and treated as confidential. No information concerning a client's personal problems will become a part of the employee's personnel record. Except as set forth herein and in situations of dangerousness, or as may otherwise be required by law, no information, oral or written, will be disclosed without the express written permission of the employee.

If an employee is referred by the Town to the EAP because of performance-related issues, the only information the EAP will disclose to the referring person is whether the employee has followed through on the EAP referral. Additional information will only be shared as stated in the previous paragraph.

Employees participating in the EAP will not be given preferential treatment, nor will they be subject to any special regulations by the Town. EAP participation will not immunize an employee against discipline, including discharge, by reason of an infraction of work rules or the rules of conduct. All employees will be evaluated strictly on job performance criteria, irrespective of their participation in the EAP. An EAP client may be disciplined for his or her continued unsatisfactory job performance.

An employee's job security or future career advancement will not be jeopardized as a result of

his or her participation in the EAP.

The immediate supervisor is responsible for monitoring an employee's job performance. In the case of deteriorating performance, the supervisor, following established procedures, should work with the employee in an effort to reestablish accepted levels of performance. Whether or not it appears that the substandard performance is or may be due to problems or impairment, the supervisor should refer the employee to the EAP only as part of a performance improvement plan.

In the case of a job-performance-related referral, the supervisor will do all of the following:

- Document, as part of a performance improvement plan, that the employee was made aware of the EAP as a resource
- Notify the EAP that a referral has been made
- Consult with the manager as appropriate.
- Complete an EAP referral form in order to provide relevant documentation of the performance problem to the EAP

The manager may refer an employee to the EAP. He should both:

- Document the referral in the employee's medical record
- Notify the EAP of the referral

Employees and their family members experiencing problems, whether or not they may affect the job performance of that employee, are encouraged to voluntarily seek information, referral, and related services on a confidential basis by contacting the EAP.

XI. ELECTRONIC COMMUNICATIONS

A. Internet

The Town may provide electronic, digital and wire communications equipment for business purposes. The use of this equipment should not be for personal use. Messages received, sent, and stored on this equipment will be subject to monitoring from time to time and in the course of this monitoring may be read for content. Employees should be aware that there are stored records of all communications. There should be no expectation of privacy in any communications received, sent, or stored on equipment or service provided by the Town.

The Town may provide unlimited access to the Internet and the World Wide Web to its employees as one of the many resources available to assist them in doing their jobs better and more efficiently. Therefore, the Town may establish an Internet account that may be accessed by employees.

Employees may be provided with passwords and e-mail addresses to enable them to use the account; these addressees and passwords are not provided to make employees' usage confidential or private. E-mail records are business records of the Town. The usage of the Internet is subject to the same code of conduct which applies to all other actions in the workplace and using the Town's Internet account in a manner that violates any rules or regulations constitutes grounds for disciplinary action, up to and including discharge. The electronic use, transmission and storage of messages, files, images and sounds are subject to monitoring by the Town.

Employees must not share their passwords with any other individuals, including other employees or outsiders. Nor is it appropriate to attempt to subvert network security either by accessing the Internet without using your password or by seeking to discover other passwords to gain access. Employees are representatives of the Town when using the Town's Internet account. Accordingly, they are expected to act and to communicate professionally on the Internet, not to engage in any commercial or illegal activities, or to use the account for personal business.

The Town will have access to a log of all usage, including a list of employees who have used the Internet and the sites they visited. The Town will monitor this usage from time to time, and employees found to be abusing usage or using the Internet inappropriately will be subject to disciplinary action.

B. Consent to Monitoring

Employees will be required to consent to the monitoring of communications sent, received and stored on equipment provided by the Town or an electronic, wire, or digital services provided by the Town as a requirement for employment by the Town. A signed statement acknowledging the receipt of the Personnel Policy document shall be proof of this consent.

C. Cell Phone Reimbursement

Town of Amherst employees are more valuable to the Town's workforce by being readily accessible while on duty and in the event of an emergency. The Town Council has determined that, in lieu of providing a wireless telephone for an employee's use while on duty, an allowance may be paid to full-time Town employees who provide their own wireless telephone service for the Town's use. This policy will enable the employee to select the wireless telephone service plan that best suits his individual needs for personal calls which are to be made on personal time.

At the end of each month the Town shall reimburse at the rate of \$45/month to all full-time Town of Amherst employees subject to the following understandings:

- A. The wireless telephone service shall have a number reached without toll from the Town Hall.
- B. The wireless telephone number shall be provided to the Town Manager for reasonable Town business use.
- C. Voice mail and text messaging services shall be provided in the employee's service plan. Information on the carrier shall be provided to facilitate group text messages via email.
- D. The wireless telephone unit shall be normally carried by the employee both while on- and off-duty.
- E. The employee shall regularly check his voice mail and text messages.

XII. Alcohol and Drug Free Workplace

The Town of Amherst is an established drug-free workplace and has a vital interest and responsibility in maintaining a safe, healthy, and efficient workplace for the benefit of its employees, customers, and public. The use of performance impairing drugs can cause avoidable injuries to employees, the public, or damage to public or private property.

STATEMENT OF POLICY:

To ensure a safe and productive work environment, employees shall comply with a zero-tolerance drug, alcohol, and substance abuse policy and are prohibited from:

- A. Unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances, or misusing or abusing prescribed, or over the counter drugs.
- B. The sale, purchase, use, or possession of illegal drugs, or prescription drugs obtained illegally.
- C. Having present in their bodies detectable levels of illegal drugs during work hours, including arrival for work or from break periods, including lunch.
- D. Violating any Federal, State, or Local law relating to drugs.
- E. The exception to this policy is the authorized possession, use and transportation of drugs prescribed by a Physician and used according to prescription instruction, unless such use would pose a safety risk to the employee, other employees, or the public.

A. Employee Responsibilities

- 1. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
- 2. Any employee convicted under a federal or state statute regulating controlled substances shall notify their supervisor and the manager within five days after the conviction.
- 3. No employee shall consume alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
- 4. No employee shall be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
- 5. No employee shall represent the Town in an official capacity while impaired by alcohol, illegal drugs, or medication.
- 6. No employee using medication that may impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for Town.
- 7. If an employee is using prescription or non-prescription medication that may impair performance of duties; the employee shall report that fact to his or her supervisor.

8. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the supervisor or manager.

DISCIPLINARY ACTION. Because of the serious nature of illegal use or abuse of alcohol, controlled substances, and/or non-prescribed use of medication, and/or failure to consent to a drug test or follow adopted procedures, appropriate employee disciplinary action will be taken, up to and including termination.

B. Drug & Alcohol Testing

In order to achieve a drug-free work place, employees in, and applicants for, all positions shall be required to participate in all of the following alcohol and controlled substances testing:

1. When an applicant for a position has been extended a conditional offer of employment but before beginning work.
2. When there is a reasonable suspicion to believe that the employee is in an impaired state.
3. When the employee has been involved in an on-duty serious accident or has endangered others in the workplace.
4. As a condition for return to duty after testing positive for controlled substances or alcohol.
5. As part of follow-up procedures to return-to-duty related drug or alcohol violations.
6. The Town of Amherst, at its discretion, shall institute a policy of random testing of current and future employees. This policy shall include testing of all personnel by department and/or a random selection policy of all personnel by department and/or a random selection policy of all personnel throughout each year. Refusal to test shall result in termination of employment.

This policy covers all employees of and applicants to the Town.

C. Procedure

1. The prospective new hire or current employee will be given a drug screening form (copies in the Town Hall vault) and a copy of this sheet.
2. The prospective new hire or current employee will be sent to Lab Corp for testing (directions and map below). Prospective new hires are to arrange for their own transportation. Current town employees will be reimbursed for transportation costs only if a Town vehicle is not available.
3. The prospective new hire or current employee will return "copy 4" from form sheet to his or her potential or current supervisor after the test has been completed.

4. The results will be transmitted to the Town Manager after the test has been read.

SUPERVISORY RESPONSIBILITIES:

Supervisors shall be required to notify the Town Manager if there is any suspicion that an employee is in violation of this policy. Failure to do so can result in discipline up to and including termination of employment for the supervisor.

I have read, understand, and agree to the terms, conditions, provisions, and requirements set forth in this Drug, Alcohol, and Substance Abuse Policy.

Employee Signature

Date

XIII. Political Activity

- A. An employee shall not be coerced to support a political activity, whether funds or time are involved.
- B. An employee shall not engage in political activity on work premises during work hours, nor shall such activity have any bearing on the employee's normal work schedule.
- C. An employee shall not use Town-owned equipment, supplies or resources, and other attendant material (diskettes, paper, computer online and access charges, etc.) when engaged in political activities.
- D. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- E. An employee shall not use the employee's title or position while engaging in political activity.
- F. An employee who seeks to hold an elected office shall advise the manager in writing of such an intention. Upon attainment of such office, whether by election or appointment, he shall, at the beginning of every term in such office, supply the manager with a written plan that (a) explains how conflicts of interest will be avoided, (b) an analysis of time and scheduling requirements, and (c) assurances that serving in such elected office will not unreasonably limit the employee's work for the Town of Amherst.

XIV. Freedom of Information Act

This policy is intended to fulfill the requirements of §2.2, Chapter 37 of the Code of Virginia.

The Virginia Freedom of Information Act (FOIA), located in §2.2, Chapter 37 of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording – regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format – that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

All employees of the Town of Amherst are responsible for furthering the interest of open and responsive government and it is the goal of the Town of Amherst to meet and exceed the requirements of the law where information is concerned.

Any questions regarding information should be forwarded to the Town's FOIA officer, and answered as quickly as possible.

In addition, the Freedom of Information Advisory Council is available to answer any questions the requestor may have about FOIA. The Council may be contacted by email at foiacouncil@dls.virginia.gov, or by phone at 866-448-4100.

XV. Smoking – Town-owned and controlled buildings and work places.

Smoking in public areas in Town owned and controlled buildings is prohibited. The Town Manager may develop and implement policies and procedures governing smoking in parts of Town-owned and controlled buildings or work areas not open to the general public in the normal course of business, except by invitation. The Town Manager shall enforce these policies and procedures through administrative methods. Any total ban on smoking in the workplace shall only be enforced by the Town upon an affirmative vote of a majority of the affected employees voting. [State law reference(s) – §§ 15.2-2801, 15.2-2802]

XVI. DISCIPLINE AND GRIEVANCES

Town employees are expected to conduct themselves in a professional and courteous manner as representatives of the Town. Employees are expected to avoid any action, which might result in giving preferential treatment to any organization or person, losing independence or impartiality of action, or adversely affecting the integrity of the Town.

A. Disciplinary Actions

If an employee's work performance or behavior is deemed unsatisfactory, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral admonishment, written reprimand, suspension, demotion, or dismissal. Other types of discipline may be used in addition to those listed.

The following are examples of misconduct that may result in discipline. The list is not inclusive and other misconduct may be subject to disciplinary action:

1. Conviction of a felony or of a misdemeanor involving moral turpitude and other criminal acts that continued performance of duties is compromised;
2. Willfully falsifying Town records (including time records, leave records, job applications, or pay or reimbursement vouchers) or lying about work including but not limited to the manner in which work was done, whether it was completed and the timeframe for completion;
3. Gross negligence with Town property or misuse of Town property;
4. Violating any workplace rule;
5. Performing official duties in a rude and discourteous manner, threatening co-workers, or using physical violence while on duty;
6. Violating any lawful official regulation or order or willfully failing to obey a proper direction of the supervisor or the manager;
7. Using or being impaired at work by intoxicants, drugs, or alcohol;
8. Grossly neglecting duty or continually being unable or unwilling to render satisfactory performance or demonstrating repeated carelessness in the commission of one's duties;
9. Taking property of the Town for one's personal use, for sale to another or for a gift to another;
10. Inducing, or attempting to induce, an officer or employee in the service of the Town to commit an unlawful act or to act in violation of any lawful or official regulation or order;

11. Accepting a bribe, gift, token, money, or other thing of value intended as an inducement to perform or refrain from performing any official acts, or engages in any action of extortion or other means of obtaining money or other things of value through his/ her position in the Town;
12. Failing to report for work or being absent without prior notice to supervisor;
13. Unsatisfactory attendance, excessive absences, or excessive tardiness.
14. Harassing other employees or the public.
15. Violating the Town's drug free workplace rules.

B. Notification

Prior to imposing disciplinary action, including termination, the supervisor shall inform the employee of the reason for the discipline and the employee shall have the right to comment on the discipline. However, the supervisor may have the employee removed from the workplace prior to giving an opportunity to comment if the employee's continued presence poses a safety danger or is disruptive to the workplace.

C. Grievance

The Town grievance procedure is available for all eligible employees of the Town. Exceptions are listed in the grievance policy.

XVII. TERMINATION OF EMPLOYMENT

A. Resignation

To resign in good standing, an employee must give at least two weeks advance notice. If special circumstances exist, the notice requirement may be waived by the manager. Failure to give the required advance notice will result in forfeiture of compensation for accrued leave. Failure to return to work at the expiration of an approved leave of absence shall be interpreted as a resignation.

B. Lay-off

The Town reserves the right to dismiss employees for lack of available work or funds.

C. Termination for Inability to Perform

An employee may be terminated if he or she becomes physically or mentally unable to perform the duties of the position. However, any such action shall be taken in a manner that complies with the requirements of the American's with Disabilities Act.

D. Severance Pay

An employee terminated due to job elimination shall be paid two weeks severance pay based on average hours worked for the prior 13 weeks.

An employee terminated due to lay-off, where prospects for re-hire are probable, or for cause shall not be eligible for severance pay.

An employee terminating employment at his discretion shall not be eligible for severance pay.

XVIII. IN-SERVICE ACTIVITIES

A. Motor Vehicles and Mileage Reimbursement

Employees are encouraged to have a valid operator license issued by the Virginia Division of Motor Vehicles and, if the employee's duties may involve such, to attain commercial driver's license that would allow for the operation of larger motor vehicles. The Chief of Police will certify validity of driver's licenses for each employee and the Chief of Police must be notified immediately if an employee's driver's license is revoked.

The personal use of vehicles and equipment for bona fide Town business must be approved in advance by the manager with all expenses reimbursed to the employee in each instance. The employee shall be reimbursed at the then-current federal mileage rate.

XIX. GRIEVANCES

The purpose of this grievance procedure is to provide a prompt, fair, and orderly method for the resolution of employee grievances initiated by eligible employees of the Town of Amherst.

I. Definition of Grievance

- A. A grievance is a complaint or dispute by an employee relating to his employment, including but not necessarily limited to:
1. Disciplinary actions, including disciplinary demotions, suspensions, and dismissals provided that such dismissals result from formal discipline or unsatisfactory job performance.
 2. The application of personnel policies, procedures, rules, and regulations, and the application of ordinances and statutes.
 3. Acts of retaliation as the result of the use of or the participation in the grievance procedure or because the employee has complied with any law of the United States or of the Commonwealth of Virginia, has reported any violation of such law to a governmental authority, has sought any change in law before the United States Congress or the General Assembly of Virginia, or has reported an incident of fraud, abuse, or gross mismanagement.
 4. Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, or sex.

B. Management Rights and Prerogatives

The Town reserves to itself the exclusive right to manage the affairs and operations of Town government. Accordingly, complaints involving the following management rights and prerogatives are not grievable:

1. Establishment and revision of wages or salaries, position classification, or general benefits.
2. Work activity accepted by the employee as a condition of employment, or work activity which may reasonably be expected to be a part of the job content.
3. The contents of ordinances, statutes, or established personnel policies, procedures, rules, and regulations.
4. The methods, means, and personnel by which work activities are to be carried on, including but not necessarily limited to:
 - a. The provision of equipment, tools, and facilities necessary to accomplish tasks.
 - b. The scheduling and distribution of manpower/personnel resources.
 - c. Training and career development.

5. The hiring, promotion, transfer, assignment, and retention of employees in positions within the Town's service.
6. Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly.
7. The relief of employees from duties, or taking action as may be necessary to carry out the duties, of the Town in emergencies.
8. Direction and evaluation of the work of Town employees.
9. Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in force, or job abolition, except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance. In any grievance brought under the exception to this paragraph, the action shall be upheld upon a showing by the Town that:
 - a. There was a valid business reason for the action, and
 - b. the employee was notified of the reason in writing prior to the effective date of the action.

II. Coverage of Personnel

- A. Except as noted below, all nonprobationary full-time and part-time employees are eligible to file grievances under this procedure. The following are the exceptions:
 1. Key officials of the Town. For purposes of this procedure, a key official is defined as the head of any separate Town department.
 2. Members of boards and commissions.
 3. Employees whose terms of employment are limited by law.
 4. Officials and employees who serve at the will or pleasure of an appointing authority.
 5. Appointees of elected individuals or elected groups.
 6. Probationary employees in matters concerning their dismissal. Probationary employees may, however, use this procedure for complaints or disputes other than dismissals that are determined to be grievable.
 7. Temporary, limited term, and seasonal employees.
 8. Law enforcement officers as defined in Chapter 10.1 (§2.1-116.1, et seq.) of Title 2.1 of the Code of Virginia whose grievance is subject to the provisions of Chapter 10.1 and who have elected to proceed pursuant to those provisions in the resolution of their grievance, or any other employee electing to proceed pursuant to any other existing procedure in the resolution of his grievance.

- B. The Town Manager shall determine the officers and employees (by position) excluded from this grievance procedure and shall maintain a list of such excluded positions.

III. Operation of the Grievance Procedure

Step 1. An employee who believes he has a grievance and wishes to utilize this procedure shall discuss the grievance informally with his immediate supervisor within twenty calendar days of the occurrence of the incident giving rise to the grievance or within twenty calendar days following the time when the employee reasonably should have gained knowledge of its occurrence. A response to the grievance shall be communicated, either orally or in writing, to the grievant within ten calendar days.

Note: If the complaint is alleging discrimination or retaliation by the immediate supervisor the grievance may be presented at Step 1 to the department head or, if there is no department head above the immediate supervisor to the Town Manager. If Step 1 is with the Town Manager, Step 2 is omitted and the written grievance is presented to the Town Manager. The grievance proceeds immediately to Step 3.

Step 2. If the grievant is not satisfied with and does not accept the Step 1 response, or if a response is not provided within the required time frame, the grievant may proceed by putting the grievance in writing on the Grievance Form which is attached to this procedure. The Grievance Form shall be delivered, by mail or in person, to the department head within ten calendar days of receipt of the supervisor's response or the deadline for that response, whichever occurs first. If the immediate supervisor is the department head, the written grievance should be presented to the Town Manager and it will proceed as if it were at Step 3.

The grievant shall specify the relief that he expects to gain through the use of this procedure. The department head shall promptly meet with the grievant. Normally, the only persons who may be present at the meeting or hearing shall be the agency head, the grievant, and the appropriate witnesses. The department head shall render a written response to the grievance within ten calendar days following receipt of the completed request form with a copy of the response being sent to the manager. By mutual consent of the grievant and the department head, the grievant may skip Step 2 and proceed directly to Step 3.

Step 3. If the grievant does not accept the response at Step 2, or if the department head fails to respond within the required time frame, the grievant shall indicate his desire to advance the grievance to Step 3 on the Grievance Form. The Grievance Form shall be delivered by mail or in person, directly to the Town Manager within ten calendar days following receipt of the Step 2 response or immediately after the deadline for that response, whichever occurs first. If the Town Manager determines (or has previously determined) that the complaint is grievable, a meeting with the grievant, the grievant's representative if there is one, a representative of the affected department and the Town Manager will be held within five days. Appropriate witnesses for each side, and such other persons as the Town Manager or the grievant may want to call, may be present to offer testimony only. The Town Manager shall render a written response to the grievance within ten calendar days following receipt of the completed request form.

In the event that the Town Manager determines that the complaint, or a portion of the complaint, is not grievable, the grievant may appeal that decision to the Circuit Court as set out in Section IV(B) of this procedure.

Step 4. If the grievant does not accept the Step 3 written response, or if the Town Manager fails to respond within the required time frame, and the grievant wishes to advance to a grievance panel hearing, the grievant shall complete step 4 of the Grievance Form.

The Grievance Form shall be delivered, by mail or in person, directly to the Town Manager within ten calendar days following receipt of the Step 3 response or the deadline for that response, whichever occurs first. The Grievance Form shall contain the name of the person whom the grievant desires to serve on the grievance panel. The grievant shall not name a person to serve on the grievance panel unless and until the grievant has received that person's consent to do so. The grievance shall be heard by an impartial grievance panel as set out in Section VI of this procedure.

IV. Grievability and Access

- A. Grievability and access are determined by the Town Manager generally after the grievance reaches Step 3. Only after the Town Manager has determined that a complaint is grievable and/or the grievant has access to the procedure may a grievance be advanced through Steps 3 and 4. Should the question of grievability or access arise at Step 2 the grievant or the department head may request a ruling on grievability and/or on access by the Town Manager. The Town Manager shall render a decision within ten calendar days of receipt of the ruling request and shall send a copy of the decision to the grievant and the department head.
- B. The Town Manager's decision on grievability and/or access may be appealed to the Circuit Court of the County. Such appeals shall be instituted by the grievant by filing a notice of appeal with the Town Manager within ten calendar days from the date the grievant received the decision. Within ten calendar days after the filing of the notice of appeal, the Town Manager or his designee shall transmit to the Clerk of the Circuit Court a copy of the Town Manager's decision on grievability or access to the procedure, a copy of the notice of appeal, a copy of the grievance record, and copies of all exhibits. A list of the evidence furnished to the Court shall also be furnished to the grievant. The appeal will be heard by the Court as provided by law. The decision of the Court is final and is not appealable.

V. General Terms

Except as otherwise noted, the following rules apply to all levels of grievance hearings.

- A. Time intervals specified in Steps 1 through 4 may be extended by mutual consent of the parties.
- B. When a deadline falls on a Saturday, Sunday, or Town holiday, the next calendar day that is not a Saturday, Sunday, or Town holiday shall be considered the last calendar day.
- C. All grievance meeting and hearings shall be held during normal Town working hours unless both the grievant and the Town Manager should mutually agree otherwise.

- D. Town employees who are necessary participants at grievance hearings shall not lose pay for time necessarily lost from their jobs and will not be charged leave because of their attendance at the grievance proceedings.
- E. At the Step 3 meeting, the grievant, at his option, may have present a representative of his choice. If the grievant is represented by legal counsel, the Town likewise has the option of being represented by counsel.
- F. The use of recording devices or a court reporter is not permitted at Step 1, 2, and 3 meetings. Only Step 4 hearings may be recorded.
- H. Hearings are not intended to be conducted like proceedings in court and the rules of evidence do not necessarily apply.
- I. At Step 4, the grievance panel shall have the discretion to limit the attendance at the hearing of persons not having a direct interest in the hearing.
- J. At the request of either party, Step 4 hearings shall be private.
- K. Except in grievances involving discipline or in cases where the grievance panel determines otherwise, the grievant shall present his evidence first.
- L. The grievance panel shall determine the propriety of and the weight to be given the evidence submitted.
- L. Both the grievant and the Town may call appropriate witnesses. All witnesses, including the grievant, shall be subject to examination and cross-examination.
- N. Witnesses shall be present only while actually giving testimony and shall otherwise be excluded from the room.
- O. The grievant shall not be entitled to financially recover more than that which he has lost; the grievant's costs are not to be assessed against the Town.
- P. Where a grievant has obtained partial relief at one level of this grievance procedure but decides to appeal to the next higher level, the filing of a request form to the next higher level shall constitute rejection of, and relinquishment of any claim to, any and all relief granted at the previous level.
- Q. Each party shall bear the costs and expenses, if any, of his legal counsel or representative.

VI. Rules Concerning Grievance Panels and Panel Hearings

A. Selection of Grievance Panel.

- 1. Within five calendar days of receipt of the Step 4 request form, the Town Manager shall appoint a member to serve on a grievance panel. The member selected by the grievant and the member selected by the Town Manager shall then select a third member.

2. If the panel member appointed by the grievant and the panel member appointed by the Town Manager or his designee cannot agree upon a third panel member within 20 calendar days of the Town's receipt of the selection of the first two panel members, then the chief judge of the Circuit Court shall choose an impartial, third panel member. The third panel member shall act as chair of the panel.
- B. Eligibility to Serve on Grievance Panel. The panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute, giving rise to the grievance. Managers who are in a direct line of supervision of a grievant, persons residing in the same household as the grievant, and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew, and first cousin. No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee, or co-employee of the attorney shall serve as a panel member.
- C. The following rules apply to Step 4 grievance panels and the conduct of Step 4 grievance panel hearings:
1. The grievant shall bear the reasonable costs and expenses, if any, of his panel member.
 2. The Town shall bear the reasonable costs and expenses, if any, of its panel member and those of the third panel member unless the grievant objects. Upon objection, the reasonable costs and expenses of the third panel member shall be shared equally between the Town and the grievant.
 3. No person shall receive any compensation, whether monetary or otherwise, for his time in serving as a member of a grievance panel. Notwithstanding this prohibition, a Town employee serving as a member of a grievance panel may receive his usual Town pay for the period he serves on such a panel.
 4. The panel shall promptly set the date, time, and location for hearing the grievance and shall notify the parties.
 5. The Town shall provide the panel with copies of the grievance record prior to the hearing, and shall provide the grievant with a list of the documents furnished to the panel.
 6. Each party shall furnish to the other with copies of all documents, exhibits, and a list of witnesses it intends to use at the panel hearing seven calendar days in advance of the hearing.
 7. Both the grievant and the Town may be represented by legal counsel or other representative at the panel hearing. Such representatives may examine, cross-examine, question, and present evidence on behalf of the

grievant or the Town before the panel without being in violation of the provisions of Virginia Code §54.1-3904.

8. The panel shall have the authority to determine the admissibility of evidence without regard to the burden of proof so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence. The Town shall present its evidence first in grievances challenging a disciplinary action and shall have the burden of persuasion on such issue.
10. All evidence shall be presented in the presence of the panel and the parties except by mutual consent of the parties.
11. The decision of the panel should be rendered as soon as possible, but, in any case, not later than five calendar days following the conclusion of the hearing.
12. The panel shall have the authority, if it finds (based on the greater weight of the evidence) that the grievant has been denied a benefit or wrongly disciplined without just cause (where such cause is required) to reverse, reduce, or otherwise modify such action and, where appropriate, to order the reinstatement of such employee to his former position with back pay.
 - a. Back pay shall not exceed pay for time actually lost or paid leave required to be taken due to such suspension or discharge, in an amount the panel believes equitable up to the amount of actual loss.
 - b. Any award of back pay shall be offset by interim earnings the grievant earned during the period of separation.
 - c. The panel also has the power to sustain, modify or reverse the Town's action.
13. The panel shall not have authority to do any of the following:
 - a. Formulate policies or procedures.
 - b. Alter existing policies or procedures.
 - c. Circumscribe or modify the rights afforded the parties in this procedure.
 - d. Grant relief greater than that which the grievant has requested in the request form.
14. The majority decision of the panel, acting within the scope of its authority, shall be final and binding, subject to existing policies, procedures, and law.
15. The question of whether the relief granted by a panel is consistent with written policy shall be determined by the Town Manager or

his designee, unless the Town Manager or his designee has a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the Attorney for the Commonwealth for the County.

16. Either party may petition the Circuit Court for an order requiring implementation of the panel decision.

VII. Compliance

- A. Except as noted in paragraph VII(B), after the initial submission of the grievance to the immediate supervisor, the failure of either party to comply with all substantial procedural requirements of this procedure without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five work days of receipt of written notification by the other party of the noncompliance. Such written notification by the grievant shall be made directly to the Town Manager.
- B. If one of the management respondents in Steps 1, 2, or 3 does not respond to the grievance, the grievant at his option may move the grievance to the next level by submitting it without the response to the next Step or the grievant can provide the Town Manager notice of the non-compliance as set forth in paragraph VII(A).
- C. The Town Manager shall determine compliance issues. Compliance determinations made by the Town Manager or his designee shall be subject to judicial review, which shall be initiated by the grievant filing a petition with the Circuit Court of the County within thirty calendar days of the compliance determination.

XX. MODIFICATION OF POLICIES

These policies do not constitute a contract of employment. The policies as a whole, or individually by section, may be modified, amended, or rescinded at the sole discretion of the Town Council without notice.

Grievance Hearing Form

- Please type or print -

Name of Grievant

Job Title

Department

Telephone Number(s)

Step 2 – Department Head Meeting: To be completed by the grievant at Step 2 only and filed with the grievant's department with a copy sent to the Manager.

1. Date of the incident-giving rise to this grievance. _____

2. Date of the grievant's first awareness of the incident. _____

3. Have you had a Step 1 informal hearing with your immediate supervisor? ____ Yes ____ No (check one)

4. If yes, when? _____

5. Person(s) against whom this grievance is directed.

6. Specify the incident that resulted in this grievance. (Use separate sheets if necessary.) _____

7. Specify the policy(ies), rule(s), or regulation(s) at issue. (Use separate sheets if necessary.) _____

8. Specify why the action taken was not proper. (Use separate sheets if necessary.)

9. Specify the relief sought. (Use separate sheets if necessary.) _____

Signature of grievant

Date submitted

Department Head Response:

Signature of departmental head and date

Date grievance was received

Request for Step 3 –Town Manager Meeting: To be completed by the grievant at Step 3 only and filed directly with the Manager's office.

I wish to have my grievance heard at the Step 3 (Town Manager) level. I understand that, by requesting to have my grievance heard at Step 3, I am giving up the relief, if any, that was awarded to me at Step 2.

Signature of grievant

Date submitted

Town Manager Response:

Signature of Town Manager and date

Date grievance was received

Request for Step 4 – Grievance Panel Hearing: To be completed by the grievant at Step 4 only and filed directly with the Town Manager.

1. I wish to have my grievance heard at the Step 4 (grievance panel) level. I understand that, by requesting to have my grievance heard at Step 4, I am giving up the relief, if any, that was awarded to me at Step 3.

2. Name of grievant's panel member: _____

Address: _____

Telephone Number: (Home) _____ (Work) _____

Signature of grievant

Date submitted

Town Panel Member

Name of Town's panel member: _____

Address: _____

Telephone Number: (Home) _____ (Work) _____

Sec. 20-87. Limited-time parking in certain areas.

- (a) It shall be unlawful for any person to permit a vehicle to remain or to be parked in any parking space designated for limited-time parking by signs, decals, or painted markings if such vehicle has already been parked beyond the period of time prescribed for such parking space. It shall be unlawful for any person to cause, allow, permit or suffer any vehicle registered in his name to be parked overtime or beyond the period of legal parking time established for any parking zone.
- (b) The following areas are designated as two-hour parking zones and shall be in effect from 9:00 a.m. until 5:00 p.m., Monday through Saturday: South Main Street from the intersection of Lee Street to the Intersection of Star Street, Second Street from South Main Street to Depot Street, the entirety of East Court Street and the entirety of Goodwin Street. There shall be no time limit in effect during town holidays.
- (c) Members of recognized public safety agencies shall not be subject to the provisions of this section while responding to emergency calls, but shall be subject to its provisions at all other times.

(Code 2005, § 16-58; Ord. of 1-14-2009)

ARTICLE IV. - ABANDONED VEHICLES^[3]

Sec. 20-141. - Disposition of inoperable abandoned motor vehicles.

When in the opinion of the chief of police any motor vehicle, trailer, semitrailer, or part thereof which is inoperable and which by virtue of its condition cannot be feasibly restored to operable condition, such vehicle, trailer or semitrailer may be disposed of to a demolisher. The chief of police shall thereupon certify on behalf of the town to the division of motor vehicles that such motor vehicle, trailer or semitrailer has been found or abandoned on property located within the town and was determined before it was demolished that it was inoperable and could not be feasibly restored to operable condition. The chief of police shall further request reimbursement from the state for demolishing such inoperable vehicle.

(Code 2005, § 16-74)

Sec. 20-142. - Enforcement.

The chief of police is directed to enforce the provisions of Code of Virginia, title 46, ch. 12, art. 1 (Code of Virginia, § 46.2-1200 et seq.).

(Code 2005, § 16-75)

Sec. 20-143. - Inoperative motor vehicles on residential, commercial or agricultural property.

It shall be unlawful for any person, firm, or corporation to keep, except within a fully enclosed building or structure or otherwise shielded or screened from public view, ~~on any property zoned Restricted Residential (R-1), General Residential (R-2), Light Business (B-1), or General Business (B-2)~~, any motor vehicle, trailer or semitrailer, as such is defined in Code of Virginia, § 46.2-100 et seq., or its successor statute, which is inoperative. As used in this section, the term "inoperative motor vehicle" means any motor vehicle which is not in operating condition; or which, for a period of 60 days or longer, has been partially or totally disassembled by the removal of tires and wheels, the engine or other essential parts required for the operation of the vehicle, or on which there are displayed neither valid license plates nor a valid inspection decal. The provisions of this section shall not apply to any licensed business which, subsequent to June 26, 1970, is regularly engaged in business as an automobile dealer, salvage dealer or scrap processor. Any violation of this section shall be a Class 4 misdemeanor with a fine of not more than \$100.00 for each offense.

(Code 2005, § 16-76)

State Law reference— Penalty for ordinance violations, Code of Virginia, § 15.2-1429; punishments for Class 1—4 misdemeanors, Code of Virginia, § 18.2-11.

Sec. 20-144. - Removal of inoperative motor vehicles.

The owner of any property in any zoning district within the Town ~~zoned Restricted Residential (R-1), General Residential (R-2), Light Business (B-1), or General Business (B-2)~~ shall remove from its property any inoperative motor vehicles, trailers or semitrailers as defined in Code of Virginia, title 46.2 et seq., that are not kept within a fully enclosed building or structure. Any owner of property must remove any such vehicles, trailers or semitrailers within seven days after having received notice from the chief of police, the town manager or the town council. In the event that such vehicle, trailer or semitrailer is not removed within seven days of notice to remove the same, the town, through its agents or employees, may remove any such inoperative motor vehicle, trailer or semitrailer. In the event that the town removes any such inoperative motor vehicle, trailer or semitrailer after having given notice to remove the same, the town may sell, dispose, destroy or store such inoperative vehicle, trailer or semitrailer, as the town deems appropriate, after having given 15 days of advance notice to the owner. The cost of any such removal and disposal shall be chargeable to the owner of the vehicle and/or the owner of the premises upon which the inoperative vehicle, trailer or semitrailer was located, and may be collected when the taxes of the town are collected. The cost of removal and disposal as authorized by this section shall constitute a lien on the real estate from which the vehicle was removed and the lien shall continue until the payment of such costs have been made to the town.

(Code 2005, § 16-77)

24-xxx Inoperable vehicles.

24-xxx Keeping of inoperable vehicles.

(1) Definitions as used in this section:

- a. *Motor vehicle or vehicle* means any motor vehicle, trailer or semi-trailer, or any part thereof, as defined in Code of Virginia, § 46.2-100, as amended.
- b. *Inoperable vehicle* means any vehicle:
 1. Which is not in operating condition; or
 2. Which for a period of 60 days or longer has been partially or totally disassembled by the removal of tires and wheels, the engine, or other essential parts required for operation of the vehicle; or
 3. On which there are displayed no valid state license plates; or
 4. On which there is displayed no valid state inspection decal; or
 5. This definition of "inoperable vehicle" shall not include a registered and licensed antique vehicle, classic vehicle, or prestige vehicle so long as the vehicle is in operating condition.
- c. *Shielded or screened from view* means not visible by someone standing at ground level from outside of the property on which the subject vehicle is located by using one of the following methods:
 1. A form fitted, defect-free cover specifically designed and manufactured to completely shield the motor vehicle, trailer or semi-trailer from view;
 2. A hedge or dense evergreen landscape planting not less than six feet high and ten feet wide that is neat and well maintained; or
 3. An opaque masonry wall or treated wood fence of stockade, board and batten, panel or similar type design in good repair of not less than six feet high and ten feet wide.

(2) The keeping by any person, firm or corporation, except within a fully enclosed building or structure or otherwise shielded or screened from view, of any inoperable motor vehicle on any property zoned for residential, commercial or agricultural purposes is detrimental to the public health, safety and welfare, and is hereby declared to constitute a public nuisance.

(3) It shall be unlawful for any person, firm or corporation to keep on any property zoned for residential, commercial or agricultural purposes any vehicle which is inoperable, except as follows:

- a. On property less than two acres, one inoperable vehicle, including any portions thereof, may be kept provided they are shielded or screened from view; or

-
- b. On property two acres and larger, two inoperable vehicles, including any portions thereof, may be kept provided they are shielded or screened from view; or
 - c. The inoperable vehicle is kept at a commercial business in compliance with the county's zoning regulations covering such business and/or a conditional use permit has been issued for the operation of such business; or
 - d. An inoperable vehicle being repaired at an automobile repair business may be kept at such property for no more than 60 continuous days; or
 - e. The inoperable vehicle is kept within a fully enclosed building or structure.
- (4) The provisions of this section shall not apply to any entity which was licensed and regularly engaged in business as an automobile dealer, salvage dealer or scrap processor, as of June 26, 1970.
- (5) The zoning administrator or his designee is hereby authorized to take any action necessary to ensure compliance with this Code section.

24-xxx Notice of violation. Property owner's, permit applicants, and/or establishment owners/managers, as applicable, and shall be notified in writing of violations of the provisions of this article. The zoning administrator or his designee shall, in the notice of violation, state the nature of the violation, the date that it was observed, and the remedy or remedies necessary to correct the violation. The zoning administrator or his designee may establish a reasonable time period for the correction of the violation. The procedure for any violations of this section will follow the procedures and penalties outlined in section 24-168 General Penalties for Zoning Violations.



STAFF REPORT REZONING and SPECIAL USE PERMIT

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

General Information:

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

Application Information:

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

Summary of Request and Background Information:

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

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

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

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

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

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

Public Notice

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

Consistency with the Comprehensive Plan and Zoning Ordinance:

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

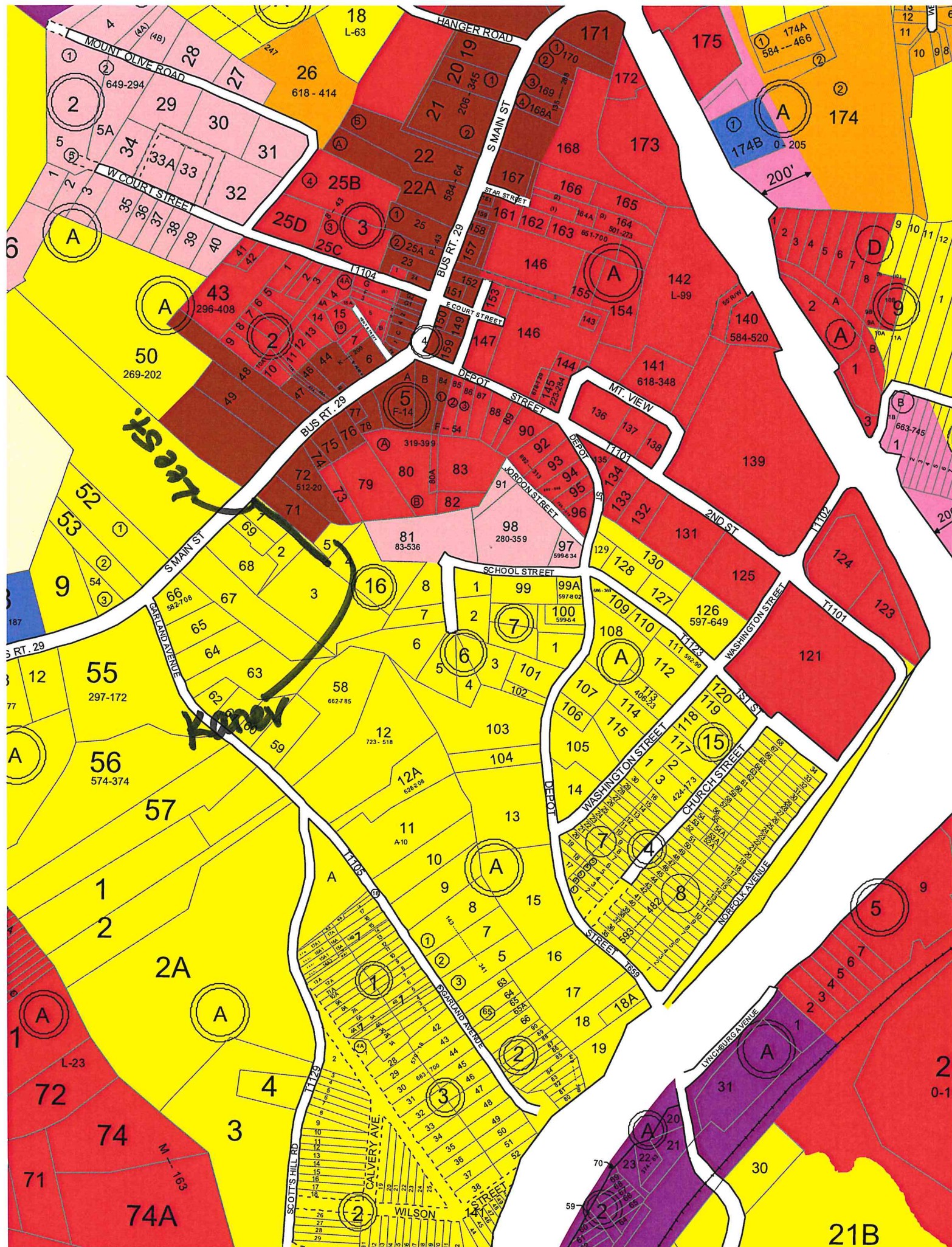
Citizen Comment:

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

Conclusion:

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

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



Airbnb purpose

Shakhnoza <nozik25@list.ru>

Wed 11/9/2022 4:14 PM

To: Svetlozar Kanev <winery@rebecwinery.com>

Cover letter for Airbnb purpose.

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

Sent from my iPhone

Shah Kanev 

Sup for short term rental

Required contents for a full Special Use Permit Application:

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

All documentation should be on reproducible 8½ X 11 paper.

DATE 10/26/22

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

APPLICANT
ADDRESSShakhmoza KanerOWNER
ADDRESSSvetlana Kaner

CITY

204 Sunset Drive
Amherst, VA 24521

CITY

Shakhmoza Kaner
204 Sunset Drive

TELEPHONE NO.

434-907-2618

TELEPHONE NO.

Amherst, VA 24521434-907-1259

REPRESENTATIVE

Self

ADDRESS

CITY

TELEPHONE NO.

LOCATION OF REQUEST

108 Lee Street, Amherst, VA 24521

TAX MAP NO.

96A416-5

LOT AREA

1/5

EXISTING ZONING

PROPOSED SPECIAL USE

AirBnb and short term rental

STATEMENT BY APPLICANT

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

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

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

Signature of Applicant

Date

10/26/2022

PLANNING COMMISSION PUBLIC HEARING

Time

Date

PLANNING COMMISSION ACTION

Zoning Administrator

Date

TOWN COUNCIL PUBLIC HEARING

Time

Date

TOWN COUNCIL ACTION

Clerk of Council

Date

Adjacent property owner information for

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

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

[illegible]

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

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

Rezone to B-1

Required contents for a full Rezoning Application:

\$300

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

All documentation should be on reproducible 8½ X 11 paper.



DATE _____

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

APPLICANT
ADDRESS

Shakhnoza Kaner

OWNER
ADDRESS

Svetlozar Kaner

CITY

Amherst VA 24521

ADDRESS

Shakhnoza Kaner

TELEPHONE NO.

204 Sunset Drive

CITY

204 Sunset Drive

TELEPHONE NO.

Amherst VA 24521

REPRESENTATIVE

Self

ADDRESS

CITY

Amherst VA

TELEPHONE NO.

LOCATION OF REQUEST

123 Lee street, Amherst VA 24521

TAX MAP NO.

96A 416-5

LOT AREA

#5

EXISTING ZONING

.

PROPOSED ZONING

add B-1

STATEMENT BY APPLICANT

I would rezone our rental property on 123 Lee street to add B1 to allow me to conduct short term rental through Airbnb, Vrbo & other sites.

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

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

Signature of Applicant

Date

PLANNING COMMISSION PUBLIC HEARING

Time

Date

PLANNING COMMISSION ACTION

Zoning Administrator

Date

TOWN COUNCIL PUBLIC HEARING

Time

Date

TOWN COUNCIL ACTION

Clerk of Council

Date

Adjacent property owner information for

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

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

[illegible]

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

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