

# AMHERST TOWN COUNCIL

## AGENDA

Wednesday, March 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 Jacob Bailey (Pg. 1)** - *The Council wishes to honor Jacob "Jack" Bailey for his many years of service to the Town, on the Economic Development Authority, as well as serving as the Town's Mayor.*
  - 2. 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. Dallas Hill, with the Amherst County Sheriff's Office, will be present to represent the department and answer questions about the request.*
  - 3. Public Hearing to consider granting an easement for Appalachian Power at the Wastewater Treatment Plant (Pgs. 2-4)-** *This public hearing is to consider granting an easement for Appalachian Power to be able to provide power at the lower Wastewater Treatment Plant for provision of power for the new centrifuge facility.*
  - 4. Public Hearing: Two Hour Parking (Pgs. 5-6)-** *This public hearing has been set and advertised to consider repeal of Chapter 20, section 87(b) to remove the two hour parking limitation on Main Street.*
  - 5. Public Hearing: Inoperable Vehicles (Pgs. 7-10)-** *Council has requested changes that would allow staff to better enforce codes regarding abandoned and inoperable vehicles. This change would affect Article IV, Chapter 20, sections 143-144 and Chapter 24 to add a new code section regarding inoperable vehicles.*
  - 6. Public Hearings: Kanev Short Term Rental Request (123 Lee Street) (Pgs. 11-20)-** *Svet and Shah Kanev are requesting action from the Town Council to allow Short Term Rental of their single family home at 123 Lee Street. Under the current Ordinance, the request would require a rezoning to business and then an additional Special Use Permit for Short Term Rental.*
    - a. Rezoning of 123 Lee Street** - *This would rezone the Kanev property from R-2 to B-1.*
    - b. Special Use Permit for 123 Lee Street-** *This provides the requested permit to operate a short term rental at 123 Lee 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. 21-31)** – *Draft of the February 8 and 9, 2023 meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning so that any needed corrections can be presented at the meeting.*
2. **Check approval (Pgs. 32-57)**- *The check register for the month of February 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. 58-66)**
  - 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. 67-68)**
  - a. Planning Commission– *met March 1<sup>st</sup>, 2023, minutes attached.*
  - b. Economic Development Authority- *,meeting March 6<sup>th</sup>, 2023, minutes to follow.*
  - c. Robert E. Lee SWCD

**H. Discussion Items**

1. **Consideration of a Zoning Ordinance Change to Allow Short Term Rental as a Special Use Permit in the R-1 and R-2 districts (Pgs. 69-75)**- *Sara McGuffin- Last month, Council held a public hearing to consider this Zoning Ordinance amendment. Staff requests Council decide this question prior to addressing the two specific short term rental requests.*
2. **Rezoning and Special Use Permit Request for 117 Pine Street (Pgs. 76-80)**- *Sara McGuffin- Last month, Council held public hearing related to the rezoning and special use permit request from Tyler and Emily Wynn to allow short term rental at 117 Pine Street. This time is set aside for Council deliberation and decision.*
3. **Rezoning and Special Use Permit Request for 123 Lee Street (Pgs. 81-82)**- *Sara McGuffin- Council held a public hearing tonight related to the rezoning and special use permit request from Svet and Shah Kanev to allow short term rental at 123 Lee Street. This time is set aside for Council deliberation and decision.*
4. **Purchase Approval for new Grit Pump for the Wastewater Treatment Plant- (Pgs. 83-96)** *Sara McGuffin and Gary Williams-This is a purchase approval for a new grit pump for the Wastewater Treatment Plant. This is an anticipated replacement of a necessary pump. The cost is \$13,315.93. Mr. Williams obtained three quotes in writing and this was the lowest quote.*
5. **Adoption of the Council Strategic Plan (Pgs. 97-98)**- *Sara McGuffin- At Council's strategic planning retreat, they worked together with Dr. Stephanie Davis to work on the their direction and priorities for the next two years. Dr. Davis has submitted this draft for Council's consideration.*
6. **Consideration of Purchasing Policy changes (Pgs. 99-103)**- *Tracie Morgan-With the change in the Council committee structure, the purchasing policy requires a change, as there is no finance committee. Additionally, staff requests that the Council consider updating amounts that require Council approval for purchase once money has been budgeted and appropriated.*

7. **Set Public Hearing for Rezoning for Drive Through Addition to McDonalds (Pg. 104)-** *Sara McGuffin- McDonalds is seeking to add a second drive through lane. In order to do so, they need to purchase an additional 15 feet adjacent to their current location. In order for this land to be eligible for use for the McDonalds, they will require rezoning of that fifteen foot strip to be rezoned to B-2. This is a request to set that public hearing of the Council's April meeting.*
8. **Set Public Hearing for Budget and Capital Improvement Program-** *Sara McGuffin- Staff requests that the Council set public hearings for the budget and Capital Improvement Program for the Council's April meeting.*
9. **Vacancy on the Economic Development Authority-** *Sara McGuffin- With the resignation of Jack Bailey, there is a vacancy for the remainder of his term on the Economic Development Authority. Staff requests Council consider a replacement.*

**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**, Jacob P. Bailey is a highly respected citizen and community leader, and long-time resident of the Town of Amherst; and

**WHEREAS**, Jacob P. Bailey has served on the Industrial Development Authority, now the Economic Development Authority, from July 1998, to February 2023; and as its chair from April 2000, to May 2021; and,

**WHEREAS**, Jacob P. Bailey served on the Amherst Town Council from July 1994, to June 1998, and again from July 2002, to October 2012; and as Vice Mayor from July 1994, to June 1996, and from August 2002, to October 2003, and as Mayor from October 2003, to December 2012; and,

**WHEREAS**, serving as Mayor of the Town of Amherst and Chairman of the Economic Development Authority, Jacob P. Bailey provided strong leadership to ensure the efficient and effective operation of local government; and

**WHEREAS**, committed to the economic growth and development of the Town of Amherst, Jacob P. Bailey played an important role in the purchase and development of the L. Barnes Brockman, Sr. Business and Industrial Park; and

**WHEREAS**, Jacob P. Bailey, through his faithful service, consistently demonstrated essential qualities of leadership and diplomacy while rendering loyal and dedicated service to the residents of the Town of Amherst and the surrounding area through his career in public service, civic efforts and community involvement; and

**WHEREAS**, the Town Council of the Town of Amherst wishes to acknowledge the services that Jacob P. Bailey has given to his community and also to express its appreciation for all that Jacob P. Bailey has done for the Town of Amherst.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Amherst does, on this date, acknowledge the outstanding service that Jacob P. Bailey has given to our community; and

**BE IT FURTHER RESOLVED** that the Town Council of the Town of Amherst hereby declares that the Town of Amherst has been greatly improved as a result of Jacob P. Bailey's tenure on the Economic Development Authority and as a member of the Town Council; and

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

Adopted March 8, 2023.

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Mayor D. Dwayne Tuggle

Attest:

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Clerk of Council

TAX ID or PARCEL NO. 96-A-37

GRW 251 - OH - VA

TOWN OF AMHERST

Eas No. \_\_\_\_\_  
W.O. No. W003496701  
Line AMHERST WWTP

R/W Map No. 3879 1044 B4  
Job No. 23310018 Prop. No. 1

THIS AGREEMENT, made this 3RD day of FEBRUARY, 20 23,  
by and between TOWN OF AMHERST

herein called "Grantors", whether one or more persons, and APPALACHIAN POWER COMPANY, a Virginia corporation, herein called "Appalachian",

WITNESSETH:

That for and in consideration of the sum of One Dollar (\$1.00), cash in hand paid to Grantors by Appalachian, the receipt whereof is hereby acknowledged, Grantors hereby grant, convey, and warrant to Appalachian, its successors, assigns, lessees and tenants, a right of way and easement for an electric power line or lines, and communication lines, in, on, along, through, over, and across the following described lands of the Grantors situated in NEW GLASGOW District, County of AMHERST, State of Virginia.

Being a right of way and easement on the property of the Grantors identified as AMHERST County, Tax Parcel No. 96-A-37.

This easement extends in a NORTHWESTERLY direction from  
Appalachian's existing POLE numbered 1044-287 to  
and including new POLE numbered 1044-6052

TOGETHER with the right, privilege and authority to Appalachian, its successors, assigns, lessees and tenants, to construct, erect, install, place, operate, maintain, inspect, repair, renew, remove, add to the number of, and relocate at will, poles, with wires, cables, crossarms, guys, anchors, grounding systems and all other appurtenant equipment and fixtures (hereinafter called "Appalachian's Facilities"), and string wires and cables, adding thereto from time to time, across, through, or over the above referred to premises; the right to cut down, trim and/or otherwise control, and at Appalachian's option, remove from said premises, any trees, overhanging branches, buildings, or other obstructions which may endanger the safety of, or interfere with the use of, Appalachian's Facilities; and the right of ingress and egress to and over said above referred to premises, and any of the adjoining lands of the Grantors at any and all times, for the purpose of exercising and enjoying the rights herein granted, and for doing anything necessary or useful or convenient in connection therewith.

It is understood and agreed between the parties hereto, that the Grantors reserve the right to use said lands in any way not inconsistent with the rights herein granted.

TO HAVE AND TO HOLD the same unto Appalachian Power Company, its successors, assigns, lessees and tenants.

THIS INSTRUMENT PREPARED BY AND UPON RECORDATION RETURN TO  
APPALACHIAN POWER COMPANY, P O BOX 2021, ROANOKE, VIRGINIA 24022

It is agreed that the foregoing is the entire contract between the parties hereto, and that this written agreement is complete in all its terms and provisions.

NOTICE TO LANDOWNER: You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

WITNESS the following signatures and seals.

_____	(SEAL)	_____	(SEAL)
<b>TOWN OF AMHERST</b>	(SEAL)	_____	(SEAL)
<b>BY:</b>	(SEAL)	_____	(SEAL)
<b>SARA E. MCGUFFIN, TOWN MANGER OF</b>	(SEAL)	_____	(SEAL)
_____	(SEAL)	_____	(SEAL)

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) To-wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by **TOWN OF AMHERST, BY**

**SARA E. MCGUFFIN, TOWN MANGER OF**  
(print or type exact name of each person who signed above)

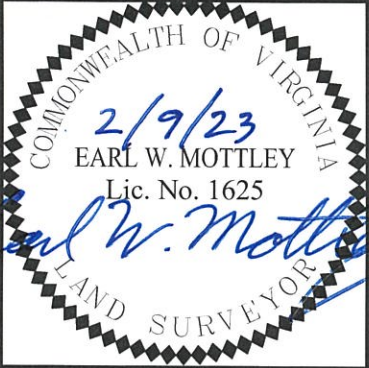
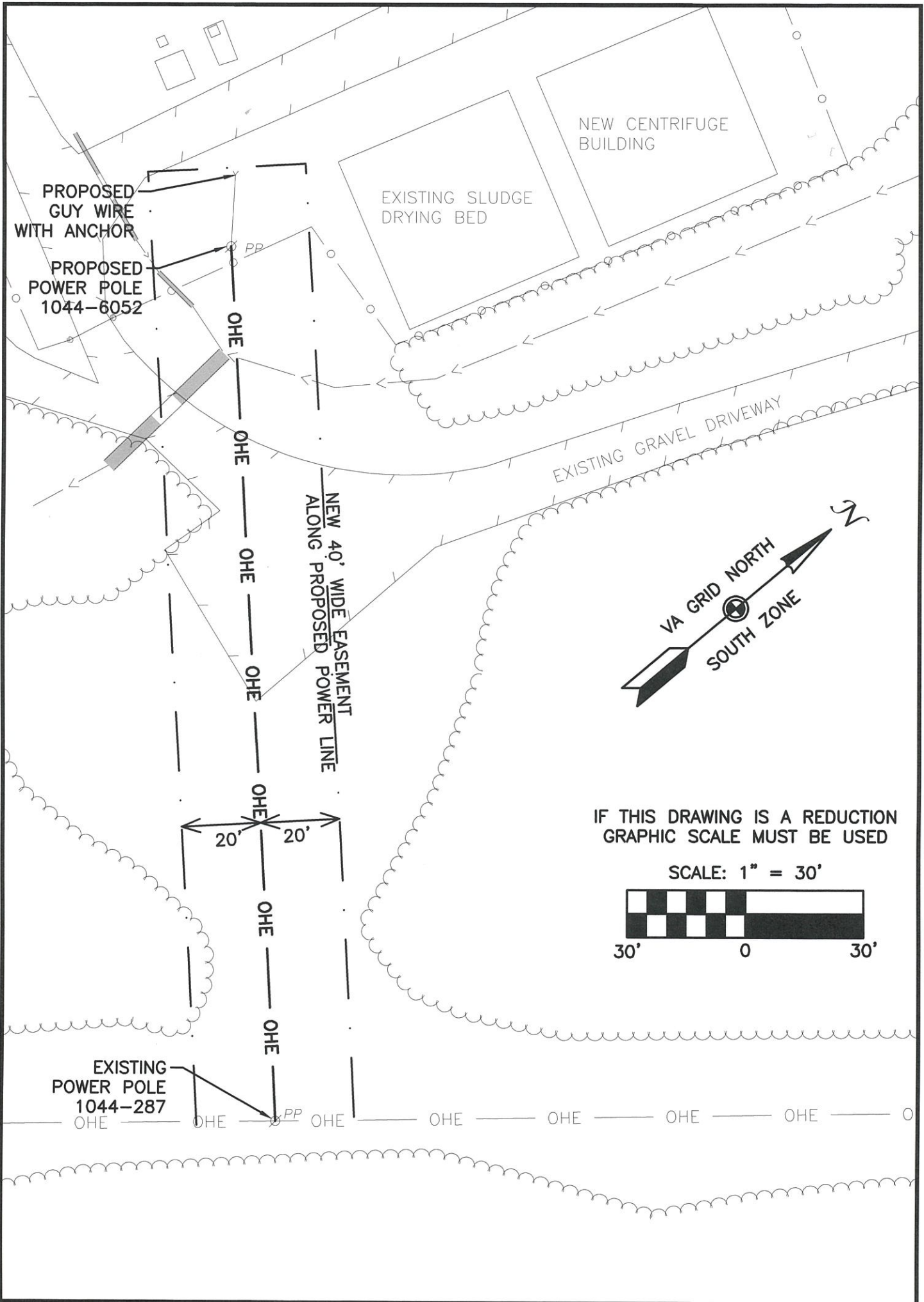
\_\_\_\_\_  
(Notarial Seal If Applicable)

\_\_\_\_\_  
Notary Public / Commissioner

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

Notary Registration # - \_\_\_\_\_  
(For Va. Only)

M:\221038 Amherst WWTP\AEP ESMT PLAT\103800C\_DES-PLAT.dwg



PLAT SHOWING			
NEW 40' WIDE EASEMENT ON PROPERTY OF			
TOWN OF AMHERST			
(TMP 96-A-37)			
COURTHOUSE MAGISTIERIAL DISTRICT			
AMHERST COUNTY, VIRGINIA			
SCALE: 1"=30'	DRAWN BY:	SHEET	WWA NUMBER:
DATE:02/09/23	BRU	1 OF 1	221038



ENGINEERS  
SURVEYORS  
PLANNERS

## ASSOCIATES

PO Box 4119  
Lynchburg, VA 24502  
Phone: 434.316.6080

968 Olympia Drive, Suite 1  
Charlottesville, VA 22911  
Phone: 434.984.2700

www.wwassociates.net

**AN ORDINANCE AMENDING THE TOWN OF AMHERST CODE OF ORDINANCES TO AMEND CHAPTER 20 – TRAFFIC AND VEHICLES, SECTION 87(b) – LIMITED-TIME PARKING IN CERTAIN AREAS. THIS AMENDMENT WILL REMOVE THE TWO-HOUR PARKING LIMITATIONS IN TOWN.**

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

**WHEREAS**, this amendment will repeal the two hour parking limitations on Main Street, Second Street, East Court Street, and Goodwin Street; and

**WHEREAS**, Council created a committee to review parking limitations in the Town; and

**WHEREAS**, it was recommended by the parking committee to eliminate the two-hour parking in Town; and

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

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

**NOW THEREFORE**, BE IT ORDAINED BY THE AMHERST TOWN COUNCIL that Chapter 20, Section 87(b) be amended and reenacted as follows:

**CODE OF THE TOWN OF AMHERST, VIRGINIA  
CHAPTER 20 - TRAFFIC AND VEHICLES**

**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.

**AN ORDINANCE AMENDING THE TOWN OF AMHERST CODE OF ORDINANCES TO AMEND CHAPTER 20 – TRAFFIC AND VEHICLES, SECTION 143 – INOPERATIVE MOTOR VEHICLES ON RESIDENTIAL, COMMERCIAL, OR AGRICULTURAL PROPERTY AND SECTION 144 – REMOVAL OF INOPERATIVE VEHICLES. THIS AMENDMENT WILL REMOVE ZONING DISTRICT DESIGNATIONS MAKING IT UNLAWFUL TO KEEP AN INOPERABLE VEHICLE IN ALL ZONING DISTRICTS.**

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

**WHEREAS**, this amendment will remove the zoning districts from the ordinance; thereby not allowing inoperable vehicles in the Town regardless of zoning district; and

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

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

**NOW THEREFORE**, BE IT ORDAINED BY THE AMHERST TOWN COUNCIL that Chapter 20, Section 143 and Section 144 be amended and reenacted as follows:

**CODE OF THE TOWN OF AMHERST, VIRGINIA  
CHAPTER 20 - TRAFFIC AND VEHICLES**

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.

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.

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## 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

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- 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

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### **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 KanevOWNER  
ADDRESSSvetlana Kanev

CITY

204 Sunset Drive  
Amherst, VA 24521

CITY

Shakhmoza Kanev  
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.

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on February 8, 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		Brandon Payne	Police Captain

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

Mr. Thompson made a motion that was seconded by Mr. Higginbotham to approve a Resolution honoring W. A. Ogden, and commemorating his life, service, and accomplishments.

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

The resolution is attached to and made a part of these minutes.

Police Chief Shiflett presented Investigator Watts with Officer of the Year Award, Investigator Robinson with the MADD Award, and Officer Rose and K9 Skye with Award of Excellence, recognizing their hard work and dedicated service to the Amherst Police Department and the Town of Amherst.

Town Manager McGuffin gave a report on a possible amendment to the Town's Zoning Ordinance, Table of Uses, Short Term Rental Property, to allow short term rentals in certain residential districts with a Special Use Permit. "Short-term rental" means the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy (Town Code §24-2; Code of Virginia §15.2-983). Unlike a bed and breakfast, short term rentals are not occupied by the owner during rental periods.

Town Manager McGuffin also gave a report on an application submitted by Timothy and Emily Wynn to rezone 117 Pine Street (Tax Map 96A414 3940) from R-2 to B-1, with conditions, to allow a short term rental business on the property, and on an application submitted by Timothy and Emily Wynn for a



special use permit to allow short term rental on property described as 117 Pine Street (Tax Map 96A414 3940). The rezoning request is intended for the purpose of having a short term rental property with rezoning from R-2 to B-1 for the time period in which they own the property only.

The Planning Commission held duly advertised public hearings on the matters on December 7, 2022, after which the matters were deferred for discussion and consideration. On February 2, 2023, the Planning Commission voted 4-3 to recommend disapproval of the amendment to the zoning ordinance to Town Council and voted 4-3 to recommend disapproval of the applications submitted by Timothy and Emily Wynn for rezoning and special use permit to allow for short term rental.

Staff recommended Town Council hold public hearings on the matters with discussion and consideration by Council deferred to its March 8, 2023, meeting.

Emily Wynn was present to speak and answer questions.

Mayor Tuggle opened a duly advertised public hearing at 7:21 p.m. on the possible amendment to the Town's Zoning Ordinance, Table of Uses, Short Term Rental Property, to allow short term rentals in certain residential districts with a Special Use Permit.

Rae Hart, 219 Garland Avenue in the Town of Amherst, came forward in opposition of short term rentals in residential areas.

Michelle Curago, 720 Barkwood Farm Road, in Amherst County, came forward in favor of short term rentals in residential areas.

Susan Schjonning, 253 Rosecliff, former Town of Amherst resident and Amherst County business owner, came forward in favor of short term rentals in residential areas.

Kelli Hallowell, 642 S. Main Street, in the Town of Amherst, came forward in support of short term rentals in residential areas.

Jeremiah Kirkland, 146 N. Main Street, in the Town of Amherst, came forward in support of short term rentals in residential areas.

Betsy E'rrore, 245 N. Main Street, in the Town of Amherst, came forward in support of short term rentals in residential areas.

Meredith Nauman, 332 Kenmore Road, Amherst County resident, came forward in support of special use permits for short term rentals in residential areas.

Written statements from the following persons in support of short term rentals in the Town of Amherst were read by Town Manager McGuffin:

Nate Downey, 385 N. Main Street in the Town of Amherst.

Janet Iseman Abbott, resident of the Town of Amherst.

Sherri Temple, 252 Grandview Drive in the Town of Amherst.

Philip Kormoraski, resident of the Town of Amherst.

Jimmy Lawrence, resident of the Town of Amherst.  
Susan Parks, resident of the Town of Amherst.  
Julie Parrow, resident of Amherst County.  
Tanner Amburgey, resident of Amherst County resident and former resident of the Town of Amherst.  
Jessie and Renita Kuepfer, Amherst County resident.  
Martha Shanaberger, resident of the Town of Amherst.  
Virginia Tomlin, Amherst County resident.  
Rita Pettigrew, Amherst County resident.

There being no one else present or otherwise who wished to speak on the matter, the public hearing was closed at 7:41 PM.

Mayor Tuggle opened a duly advertised public hearing at 7:41 p.m. on an application submitted by Timothy and Emily Wynn to rezone 117 Pine Street (Tax Map 96A414 3940) from R-2 to B-1, with conditions, to allow a short term rental business on the property.

Emily Wynn was present to speak and answer questions.

There being no one else present who wished to speak the public hearing was closed at 7:43 PM.

Mayor Tuggle opened a duly advertised public hearing at 7:43 p.m. on an application submitted by Timothy and Emily Wynn for a special use permit to allow short term rental on property described as 117 Pine Street (Tax Map 96A414 3940).

Julie Glover, resident of the Town of Amherst, came forward in favor of a special use permit to allow for short term rental.

There being no one else present who wished to speak the public hearing was closed at 7:44 PM.

Further discussion was deferred to the March 8, 2023, meeting.

Mayor Tuggle opened the floor to citizen comments.

Tim Ware, Amherst, VA, came forward to thank Town Council for attending the Amherst Biking Club Community Planning Meeting on January 27, 2023.

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

Mr. Driskill made a motion that was seconded by Mr. Higginbotham to approve the consent agenda items consisting of minutes of the meetings held on January 11, 2023, and January 28, 2023, and the January 2023 check registry, 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

Town Manager McGuffin and Director of Plants Williams gave a report on the necessity for replacement of UV lights required for the Wastewater Treatment Plant. Staff requests approval to purchase new UV lights at an approximate cost of \$20,000. Prior to purchase staff will continue to explore the use of less costly lights.

Ms. Wheaton made a motion that was seconded by Mr. Driskill to approve purchase of UV lights required for the Wastewater Treatment Plant for approximately \$20,000.00 with staff exploring other less costly options.

After discussion, the motion carried 4-1 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	Nay

Town Manager McGuffin gave a report on proposed changes to the personnel policy to allow the clothing allowance for staff members who wear uniforms to be set by the Town Manager, changing meals policy from a meal basis for travel to a per diem basis, and removing the residency requirement for Police Officers which is not allowed by state code.

Ms. Wheaton made a motion that was seconded by Mr. Higginbotham to approve the changes to the personnel policy as recommended by staff.

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

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

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

Ms. Wheaton made a motion that was seconded by Mr. Thompson to set a public hearing at Council's March 8, 2023, meeting, to consider granting an easement to Appalachian Power Company required to run a new power line to the lower area of the Wastewater Treatment Plant for the new centrifuge facility.

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. Wheaton made a motion that was seconded by Ms. Turner to set a public hearing at Council's March 8, 2023, meeting to consider amending the Town Code to repeal Section 20-87(b)-Limited-time parking in certain areas, related to two-hour parking limitation.

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

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

Ms. Turner made a motion that was seconded by Mr. Driskill to set a public hearing at Council's March 8, 2023, meeting to consider proposed amendments to Article IV, Chapter 20, Sections 143-144, Abandoned Vehicles, and to Chapter 24 of the Town Code, Zoning and Subdivisions, to add a new code section, Inoperable Vehicles, to allow enforcement on any property zoned for residential, commercial, or agricultural purposes.

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

Mr. Driskill made a motion that was seconded by Ms. Wheaton to set public hearings at Council's March 8, 2023, meeting to consider an application to rezone 123 Lee Street, Amherst, VA (Tax Map 96A-416-5) from R-2 to B-1; and an application for a special use permit at 123 Lee Street to allow for short term rental (airbnb).

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

Mayor Tuggle opened the floor to citizen comments.

Angela Sundermarthy, a resident and business owner in the Town of Amherst, came forward in support of bike racks, planting of trees on Main Street, and a concern about speeding in the downtown area.

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

There being no further business, the meeting recessed at 8:36 P.M., until February 9, 2023, at 6:30 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

FOR APPROVAL

**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

## **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.~~



## 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.~~

Mayor D. Dwayne Tuggle called a meeting of the Amherst Town Council to order on February 9, 2023, at 6:30 P.M., continued from the February 8, 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
Bobby Shiflett	Police Chief		Gary P. Smith, Jr.	Lead Wastewater Operator

The purpose of the meeting was to give staff department heads Morgan, Thompson, Williams and Shiflett the opportunity to present their prioritized immediate and future departmental need requests and to answer questions from council.

Town Manager McGuffin reported on the 2023/24 capital improvement plan line items and the Town's fund and debt balances. Recommendations were as follows:

- Increase garbage rate by \$2.00.
- Add one additional staff member in the plants department and one additional staff member in the maintenance department; and
- Continue pay policy for cost of living increase, and staff improvement:
  - Staff salary increase based on improvement with positive performance of 7.04 percent; and
  - Staff salary increase based on securing additional licensure and certificates.

There being no further business, the meeting adjourned at 8:52 P.M., until March 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

Range of Checking Accts: First to Last Range of Check Dates: 02/01/22 to 02/28/22  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
GENERAL							
4417	02/01/22	ANTW005 BENCHMARK SYSTEMS, INC.				02/28/22	100
V2-00373	1	MS OFFICE 365 12/16 - 1/15	536.00	100-4-12510-5600	Expenditure		1 1
				MICROSOFT OFFICE SERVICE			
4418	02/01/22	CAMPB005 CAMPBELL'S REPAIR				02/28/22	100
V2-00374	1	REPAIR & PARTS	150.77	100-4-43200-6009	Expenditure		2 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
4419	02/01/22	COBBT005 COBB TECHNOLOGIES				02/28/22	100
V2-00375	1	OVERAGE 10/25/21 - 1/24/22	340.47	100-4-12510-6002	Expenditure		3 1
				I.T. SUPPLIES			
4420	02/01/22	COMCA005 COMCAST				02/28/22	100
V2-00376	1	INTERNET 1/30 - 2/28	282.82	100-4-43200-5230	Expenditure		4 1
				TELECOMMUNICATION			
4421	02/01/22	GRAIN005 GRAINGER				02/28/22	100
V2-00377	1	TRANSFER PUMP	452.78	501-4-44000-6007	Expenditure		5 1
				REPAIR & MAINT. SUPPLIES			
4422	02/01/22	GREGO005 GREGORYS GENERAL AUTO REPAIR				02/28/22	100
V2-00378	1	TIRES & BRAKES	1,052.90	100-4-43200-6009	Expenditure		6 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V2-00378	2	INSPECTION	51.25	100-4-43200-6009	Expenditure		7 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
			1,104.15				
4423	02/01/22	ONSOL005 ONSOLVE, LLC				02/28/22	100
V2-00379	1	CODE RED	2,700.00	100-4-31100-3400	Expenditure		8 1
				CODE RED			
4424	02/01/22	TIGER005 TIGER FUEL CO.				02/28/22	100
V2-00380	1	PROPANE	460.69	100-4-43200-5110	Expenditure		9 1
				HEATING SERVICES			
V2-00381	1	REPAIR	95.00	100-4-43200-5110	Expenditure		10 1
				HEATING SERVICES			
			555.69				
4425	02/01/22	USCEL005 U.S. CELLULAR				02/28/22	100
V2-00382	1	PHONE 1/14 -2/13 PD	539.76	100-4-31100-5230	Expenditure		11 1
				TELECOMMUNICATIONS			
4426	02/01/22	VALEA005 VA LAW ENFORCEMENT ACCRED. COA				02/28/22	100
V2-00383	1	ANNUAL DUES	100.00	100-4-31100-5810	Expenditure		12 1
				DUES & MEMBERSHIP			
4427	02/01/22	VERIZ005 VERIZON				02/28/22	100
V2-00384	1	SHOP INTERNET 1/25 - 2/24	39.99	100-4-43200-5230	Expenditure		13 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					
4428	02/01/22	VERIZ005 VERIZON				02/28/22	100	
V2-00385	1	PHONE UH 12/25 - 1/24	66.29	100-4-43200-5230	Expenditure		14	1
				TELECOMMUNICATION				
4429	02/08/22	ANDER005 ANDERSON CONSTRUCTION, INC.				02/28/22	101	
V2-00386	1	WTP RENOVATIONS	117,146.53	501-4-94000-8002	Expenditure		1	1
				WATER TREATMENT PLANT IMPROVEMENTS				
4430	02/08/22	APPAL005 APPALACHIAN POWER				02/28/22	101	
V2-00387	1	STREET LIGHTS TO 1/31/2022	2,063.75	100-4-41320-5100	Expenditure		2	1
				STREETLIGHTS				
4431	02/08/22	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS				02/28/22	101	
V2-00388	1	PHONE 2/1 - 2/28	656.43	100-4-43200-5230	Expenditure		3	1
				TELECOMMUNICATION				
4432	02/08/22	COMCA005 COMCAST				02/28/22	101	
V2-00389	1	INTERNET 2/1 - 2/28	188.30	502-4-44000-5230	Expenditure		4	1
				TELECOMMUNICATIONS				
4433	02/08/22	COUNT005 COUNTY WASTE				02/28/22	101	
V2-00390	1	CURBSIDE PICKUP JAN 2022	9,506.93	514-4-43200-3160	Expenditure		5	1
				COLLECTION IN-TOWN				
V2-00390	2	CURBSIDE PICKUP JAN 2022	1,356.28	514-4-43200-3170	Expenditure		6	1
				COLLECTION OUT OF TOWN				
			<u>10,863.21</u>					
4434	02/08/22	DARRY005 DARRYL DWAYNE TUGGLE				02/28/22	101	
V2-00393	1	PARKING & MEAL	59.13	100-4-11010-5501	Expenditure		9	1
				TRAVEL-MILAGE/HOTELS/CONFERENCE				
4435	02/08/22	DEALL005 DEAL & LACHENEY P.C.				02/28/22	101	
V2-00391	1	ATTORNEY FEES JAN 2022	2,000.00	100-4-12210-3150	Expenditure		7	1
				TOWN ATTORNEY				
4436	02/08/22	DEPAR005 DEPARTMENT OF MOTOR VEHICLES				02/28/22	101	
V2-00392	1	DMV STOP REMOVALS	100.00	100-4-12420-3009	Expenditure		8	1
				DMV STOPS				
4437	02/08/22	GALLS005 GALLS, INC.				02/28/22	101	
V2-00394	1	FLASHLIGHT	120.00	100-4-31100-6010	Expenditure		10	1
				POLICE SUPPLIES				
V2-00394	2	FLASHLIGHT	120.01	100-4-31100-6010	Expenditure		11	1
				POLICE SUPPLIES				
			<u>240.01</u>					
4438	02/08/22	MANSF005 MANSFIELD OIL COMPANY				02/28/22	101	
V2-00395	1	GAS 1/16 - 1/31	610.42	100-4-31100-6008	Expenditure		12	1
				FUEL				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
4438	MANSFIELD OIL COMPANY	Continued						
V2-00395	2	GAS 1/16 - 1/31	279.22	100-4-43200-6008	Expenditure		13	1
				FUEL				
			889.64					
4439	02/08/22	SUPL005 THE SUPPLY ROOM				02/28/22	101	
V2-00396	1	NAME PLATES	248.20	100-4-12110-3150	Expenditure		14	1
				PROFESSIONAL SVCS				
4440	02/08/22	VUPS0005 VA UTILITY PROTECTION SERVICE				02/28/22	101	
V2-00397	1	MISS UTILITY JAN 2022	21.00	100-4-12210-3150	Expenditure		15	1
				TOWN ATTORNEY				
4441	02/08/22	WWASS005 WW ASSOCIATES				02/28/22	101	
V2-00398	1	WTP PROJECT	1,907.50	501-4-94000-8002	Expenditure		16	1
				WATER TREATMENT PLANT IMPROVEMENTS				
V2-00398	2	RETAINER	250.00	501-4-44000-3150	Expenditure		17	1
				PROFESSIONAL SVCS				
V2-00398	3	RETAINER	250.00	502-4-44000-3150	Expenditure		18	1
				PROFESSIONAL SVCS				
			2,407.50					
4442	02/15/22	COMCA005 COMCAST				02/28/22	102	
V2-00399	1	CAMERAS	169.26	501-4-44000-5230	Expenditure		1	1
				TELECOMMUNICATIONS				
4443	02/15/22	EVIDE005 EVIDENT, INC.				02/28/22	102	
V2-00400	1	INVESTIGATING SUPPLIES	504.06	100-4-31100-6032	Expenditure		2	1
				INVESTIGATION EXPENSE				
4444	02/15/22	FISHE005 FISHER AUTO PARTS, INC				02/28/22	102	
V2-00401	1	2/1 STMT	57.45	100-4-31100-6009	Expenditure		3	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
4445	02/15/22	FRIZZ005 FRIZZELL CONSTRUCTION COMPANY				02/28/22	102	
V2-00402	1	WWTP PROJECT	4,800.00	502-4-94000-8000	Expenditure		4	1
				SLIPLINING PROJECT				
4446	02/15/22	GREG0005 GREGORYS GENERAL AUTO REPAIR				02/28/22	102	
V2-00403	1	INSPECTION	20.00	100-4-31100-6009	Expenditure		5	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
V2-00403	2	REPAIRS	65.95	100-4-31100-6009	Expenditure		6	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
			85.95					
4447	02/15/22	HILLH005 HILL HARDWARE CORPORATION				02/28/22	102	
V2-00404	1	1/31 STMT	313.46	100-4-43200-6009	Expenditure		7	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
V2-00404	2	1/31 STMT	37.47	501-4-45000-6007	Expenditure		8	1
				REPAIR & MAINT. SUPPLIES				
V2-00404	3	1/31 STMT	29.78	100-4-31100-6001	Expenditure		9	1
				OFFICE SUPPLIES				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
GENERAL			Continued					
4447		HILL HARDWARE CORPORATION	Continued					
V2-00404	4	1/31 STMT	10.99	100-4-43200-6007	Expenditure		10	1
				REPAIR & MAINT. SUPPLIES				
V2-00404	5	1/31 STMT	120.48	502-4-44000-6007	Expenditure		11	1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.				
V2-00404	6	1/31 STMT	69.36	501-4-44000-6007	Expenditure		12	1
				REPAIR & MAINT. SUPPLIES				
			<u>581.54</u>					
4448	02/15/22	TIGER005 TIGER FUEL CO.				02/28/22	102	
V2-00405	1	PROPANE	781.01	100-4-43200-5110	Expenditure		13	1
				HEATING SERVICES				
4449	02/15/22	UNIVA005 UNIVAR				02/28/22	102	
V2-00406	1	CHEMICALS	656.82	501-4-44000-6051	Expenditure		14	1
				CHEMICALS				
4450	02/15/22	USABL005 USA BLUE BOOK				02/28/22	102	
V2-00407	1	TESTING	267.01	502-4-44000-6004	Expenditure		15	1
				LAB SUPPLIES				
4451	02/15/22	WATCH005 WATCHGUARD VIDEO				02/28/22	102	
V2-00408	1	CAMERAS	23,775.00	100-4-31100-6010	Expenditure		16	1
				POLICE SUPPLIES				
4452	02/15/22	WWASS005 WW ASSOCIATES				02/28/22	102	
V2-00409	1	WWTP CENTRIFUGE DESIGN	61,250.00	502-4-94000-8002	Expenditure		17	1
				WWTP CENTRIFUGE				
4453	02/23/22	AMERI005 AMERICAN FIDELITY ASSURANCE CO				02/28/22	103	
22-00041	1	FEBRUARY 22 PR DEDUCTIONS	191.90	100-2-21500-0000	G/L		1	1
				AMERICAN FIDELITY DISABILITY W/HOLDING				
22-00041	2	FEBRUARY 22 PR DEDUCTIONS	74.43	100-2-21600-0000	G/L		2	1
				CANCER W/HOLDING				
22-00041	3	FEBRUARY 22 PR DEDUCTIONS	185.88	100-2-21950-0000	G/L		3	1
				AMERICAN FIDELITY LIFE W/HOLDING				
22-00041	4	FEBRUARY 22 PR DEDUCTIONS	54.01	501-2-21500-0000	G/L		4	1
				AMERICAN FIDELITY DISABILITY W/HOLDING				
22-00041	5	FEBRUARY 22 PR DEDUCTIONS	47.42	501-2-21600-0000	G/L		5	1
				CANCER W/HOLDING				
22-00041	6	FEBRUARY 22 PR DEDUCTIONS	54.01	502-2-21500-0000	G/L		6	1
				AMERICAN DISABILITY W/HOLDING				
22-00041	7	FEBRUARY 22 PR DEDUCTIONS	30.41	502-2-21600-0000	G/L		7	1
				CANCER W/HOLDING				
22-00041	8	FEBRUARY 22 PR DEDUCTIONS	57.36	502-2-21950-0000	G/L		8	1
				AMERICAN FIDELITY LIFE W/HOLDING				
			<u>695.42</u>					
4454	02/23/22	ANDER005 ANDERSON CONSTRUCTION, INC.				02/28/22	103	
V2-00410	1	WTP RENOVATIONS	93,750.62	501-4-94000-8002	Expenditure		17	1
				WATER TREATMENT PLANT IMPROVEMENTS				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL			Continued				
4455	02/23/22	ANTWO005 BENCHMARK SYSTEMS, INC.				02/28/22	103
V2-00413	1	PROCARE JAN 2022	169.00	100-4-12510-3150 I.T. SERVICES	Expenditure		25 1
V2-00413	2	PROCARE JAN 2022	124.00	100-4-12510-3150 I.T. SERVICES	Expenditure		26 1
V2-00413	3	SONICWALL RENEWAL	1,430.00	100-4-12510-3150 I.T. SERVICES	Expenditure		27 1
V2-00413	4	MSO 365 JAN 16 - FEB 15	536.00	100-4-12510-5600 MICROSOFT OFFICE SERVICE	Expenditure		28 1
			<u>2,259.00</u>				
4456	02/23/22	APPAL005 APPALACHIAN POWER				02/28/22	103
V2-00412	1	ELECTRIC TO 021422	618.45	100-4-43200-5100 ELECTRIC	Expenditure		19 1
V2-00412	2	ELECTRIC TO 021422	4,574.04	501-4-44000-5100 ELECTRICAL SVCS	Expenditure		20 1
V2-00412	3	ELECTRIC TO 021422	3,480.32	502-4-44000-5100 ELECTRICAL SVCS-RUT CRK	Expenditure		21 1
V2-00412	4	ELECTRIC TO 021422	127.47	502-4-44000-5130 ELECTRICAL SVCS-PUMP STATION	Expenditure		22 1
V2-00412	5	ELECTRIC TO 021422	116.24	100-4-41320-5100 STREETLIGHTS	Expenditure		23 1
V2-00412	6	ELECTRIC TO 021422	13.13	100-4-41320-5100 STREETLIGHTS	Expenditure		24 1
			<u>8,929.65</u>				
4457	02/23/22	APPLE005 APPLE AUTO GLASS & MIRROR INC				02/28/22	103
V2-00411	1	WINDSHIELD REPLACEMENT	727.00	100-4-43200-6009 VEHICLE/POWER EQUIPMENT SUPPLIES	Expenditure		18 1
4458	02/23/22	BBTBA005 TRUIST BANK				02/28/22	103
V2-00420	1	2/2 STMT GH	325.00	100-4-31100-5501 TRAVEL-MILEAGE/CONFERENCE/HOTEL	Expenditure		36 1
V2-00420	2	2/2 STMT GH	210.60	100-4-12110-5000 CONTINGENCY REQUIREMENT	Expenditure		37 1
V2-00420	3	2/2 STMT GH	13.56	100-4-31100-5501 TRAVEL-MILEAGE/CONFERENCE/HOTEL	Expenditure		38 1
V2-00420	4	2/2 STMT CT	178.71	100-4-43200-6001 OFFICE SUPPLIES	Expenditure		39 1
V2-00420	5	2/2 STMT CT	119.80	100-4-43200-6007 REPAIR & MAINT. SUPPLIES	Expenditure		40 1
V2-00420	6	2/2 STMT CT	537.36	100-4-43200-6011 UNIFORMS	Expenditure		41 1
V2-00420	7	2/2 STMT CT	737.05	501-4-45000-6007 REPAIR & MAINT. SUPPLIES	Expenditure		42 1
V2-00420	8	2/2 STMT CT	80.00	501-4-45000-5810 DUES & MEMBERSHIP	Expenditure		43 1
V2-00420	9	2/2 STMT DF	11.25	100-4-12420-5210 POSTAGE	Expenditure		44 1
V2-00420	10	2/2 STMT VH	143.04	100-4-12110-3150 PROFESSIONAL SVCS	Expenditure		45 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
4458	TRUIST BANK		Continued					
V2-00420	11	2/2 STMT VH	42.00	100-4-12510-3150	Expenditure		46	1
				I.T. SERVICES				
V2-00420	12	2/2 STMT BC	221.00	501-4-44000-5810	Expenditure		47	1
				DUES & MEMBERSHIPS				
V2-00420	13	2/2 STMT BC	53.19	501-4-44000-6007	Expenditure		48	1
				REPAIR & MAINT. SUPPLIES				
V2-00420	14	2/2 STMT SC	7.87	100-4-12510-3150	Expenditure		49	1
				I.T. SERVICES				
V2-00420	15	2/2 STMT SC	290.00	100-4-12420-5210	Expenditure		50	1
				POSTAGE				
V2-00420	16	2/2 STMT SC	707.70	501-4-12420-6001	Expenditure		51	1
				OFFICE SUPPLIES				
V2-00420	17	2/2 STMT SC	12.99	100-4-12510-6002	Expenditure		52	1
				I.T. SUPPLIES				
V2-00420	18	2/2 STMT GS	84.23	502-4-44000-6011	Expenditure		53	1
				UNIFORMS				
V2-00420	19	2/2 STMT GS	100.00	502-4-44000-5810	Expenditure		54	1
				DUES & MEMBERSHIPS				
V2-00420	20	2/2 STMT RS	280.17	100-4-31100-6001	Expenditure		55	1
				OFFICE SUPPLIES				
V2-00420	21	2/2 STMT RS	284.06	100-4-31100-6010	Expenditure		56	1
				POLICE SUPPLIES				
V2-00420	22	2/2 STMT RS	46.77	100-4-31100-6011	Expenditure		57	1
				UNIFORMS				
			3,836.35					
4459	02/23/22	CLEAR015 CLEAR COMMUNICATIONS & ELEC.				02/28/22	103	
V2-00414	1	CAMERA INSTALL	508.75	100-4-31100-6009	Expenditure		29	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
4460	02/23/22	COMCA005 COMCAST				02/28/22	103	
V2-00415	1	INTERNET & PHONE 2/18 -3/17 PD	183.86	100-4-31100-5230	Expenditure		30	1
				TELECOMMUNICATIONS				
4461	02/23/22	ENVIR005 ENVIRONMENTAL RESOURCES ASSOC.				02/28/22	103	
V2-00423	1	TEST	501.48	502-4-44000-6004	Expenditure		60	1
				LAB SUPPLIES				
4462	02/23/22	MANSF005 MANSFIELD OIL COMPANY				02/28/22	103	
V2-00416	1	GAS TO 2/1 - 2/15	722.90	100-4-31100-6008	Expenditure		31	1
				FUEL				
V2-00416	2	GAS TO 2/1 - 2/15	483.27	100-4-43200-6008	Expenditure		32	1
				FUEL				
			1,206.17					
4463	02/23/22	MINNE005 MINNESOTA LIFE				02/28/22	103	
22-00043	1	FEBRUARY 22 PR DEDUCTIONS	9.20	100-2-21550-0000	G/L		9	1
				OPT LIFE INS. W/HOLDING				



Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
GENERAL			Continued					
4463	MINNESOTA LIFE	Continued						
22-00043	2	FEBRUARY 22 PR DEDUCTIONS	48.00	501-2-21550-0000	G/L		10	1
				OPT LIFE INS. W/HOLDING				
			<u>57.20</u>					
4464	02/23/22	NATIO010 NATIONWIDE RETIREMENT SOLUTION				02/28/22	103	
22-00044	1	FEBRUARY 22 PR DEDUCTIONS	126.94	100-2-21400-0000	G/L		11	1
				RETIREMENT W/HOLDING				
22-00044	2	FEBRUARY 22 PR DEDUCTIONS	91.16	100-2-21900-0000	G/L		12	1
				DEFERRED COMP W/HOLDING				
22-00044	3	FEBRUARY 22 PR DEDUCTIONS	166.20	501-2-21400-0000	G/L		13	1
				RETIREMENT W/HOLDINGS				
22-00044	4	FEBRUARY 22 PR DEDUCTIONS	119.34	501-2-21900-0000	G/L		14	1
				DEFERRED COMP W/H				
22-00044	5	FEBRUARY 22 PR DEDUCTIONS	124.66	502-2-21400-0000	G/L		15	1
				RETIRMENT W/HOLDING				
22-00044	6	FEBRUARY 22 PR DEDUCTIONS	89.50	502-2-21900-0000	G/L		16	1
				DEFERRED COMP W/HOLDING				
			<u>717.80</u>					
4465	02/23/22	REDBU005 RED BUD SUPPLY, INC.				02/28/22	103	
V2-00418	1	GLOVES & SIGNS	964.72	100-4-43200-6007	Expenditure		34	1
				REPAIR & MAINT. SUPPLIES				
4466	02/23/22	RICHM005 RICHMOND ALARM COMPANY				02/28/22	103	
V2-00417	1	CAMERA SECURITY FIX	549.95	100-4-12510-3150	Expenditure		33	1
				I.T. SERVICES				
4467	02/23/22	SOUTH005 SOUTHERN AIR, INC.				02/28/22	103	
V2-00424	1	REPAIR WWTP	1,870.40	502-4-44000-3310	Expenditure		61	1
				REPAIR & MAINT. SVCS-RUT CRK				
4468	02/23/22	SUPPL005 THE SUPPLY ROOM				02/28/22	103	
V2-00419	1	OFFICE SUPPLIES	49.33	100-4-12420-6001	Expenditure		35	1
				OFFICE SUPPLIES				
4469	02/23/22	UNITE010 UNITED RENTALS, INC.				02/28/22	103	
V2-00421	1	BOOM RENTAL	1,283.82	100-4-43200-6012	Expenditure		58	1
				CHRISTMAS DECORATIONS				
4470	02/23/22	UNIVA005 UNIVAR				02/28/22	103	
V2-00422	1	CHEMICALS	2,628.17	501-4-44000-6051	Expenditure		59	1
				CHEMICALS				
4471	02/28/22	POSTM005 POSTMASTER, AMHERST				02/28/22	104	
V2-00425	1	2/28 UT BILLING POSTAGE	276.45	501-4-12420-5210	Expenditure		1	1
				POSTAGE				
V2-00425	2	2/28 UT BILLING POSTAGE	276.46	502-4-12420-5210	Expenditure		2	1
				POSTAGE				
			<u>552.91</u>					

Check #	Check Date	Vendor			Reconciled/Void	Ref Num
PO #	Item	Description	Amount Paid	Charge Account	Account Type	Contract Ref Seq Acct
GENERAL						
			Continued			
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:		55	0	357,953.12	0.00
	Direct Deposit:		0	0	0.00	0.00
	Total:		55	0	357,953.12	0.00
Report Totals						
	Checks:		55	0	357,953.12	0.00
	Direct Deposit:		0	0	0.00	0.00
	Total:		55	0	357,953.12	0.00

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	2-100	48,585.40	0.00	679.51	49,264.91
WATER FUND	2-501	223,717.94	0.00	434.97	224,152.91
SEWER FUND	2-502	73,316.15	0.00	355.94	73,672.09
GARBAGE FUND	2-514	10,863.21	0.00	0.00	10,863.21
Total of All Funds:		356,482.70	0.00	1,470.42	357,953.12

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	48,585.40	0.00	679.51	49,264.91
WATER FUND	501	223,717.94	0.00	434.97	224,152.91
SEWER FUND	502	73,316.15	0.00	355.94	73,672.09
GARBAGE FUND	514	10,863.21	0.00	0.00	10,863.21
Total of All Funds:		356,482.70	0.00	1,470.42	357,953.12

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	2-100	0.00	0.00	0.00	48,585.40	48,585.40
WATER FUND	2-501	0.00	0.00	0.00	223,717.94	223,717.94
SEWER FUND	2-502	0.00	0.00	0.00	73,316.15	73,316.15
GARBAGE FUND	2-514	0.00	0.00	0.00	10,863.21	10,863.21
Total of All Funds:		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>356,482.70</u>	<u>356,482.70</u>

Town of Amherst  
Statement of Revenue and Expenditures

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

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

Year To Date As Of: 02/28/23  
Current Period: 07/01/22 to 02/28/23  
Prior Year: 07/01/21 to 02/28/22

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	430.64	430.64	0.00	430.64	0
100-3-11030-0001	PERSONAL PROPERTY TAX-CURRENT	475.00	0.00	350.00	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		157.98-	0.00	350.00	350.00	0.00	350.00	0
100-3-11060-0002	INTEREST ON DEL TAXES	267.83	0.00	171.41	171.41	0.00	171.41	0
100-3-12010-0001	LOCAL SALES & USE TAX	101,725.49	144,000.00	106,559.70	106,559.70	0.00	37,440.30-	74
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	17,261.72	25,200.00	10,583.82	10,583.82	0.00	14,616.18-	42
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	12,079.51	18,000.00	7,522.43	7,522.43	0.00	10,477.57-	42
12020 Total		29,341.23	43,200.00	18,106.25	18,106.25	0.00	25,093.75-	42
100-3-12030-0006	BUSINESS LICENSE TAX	21,531.40	115,000.00	35,062.44	35,062.44	0.00	79,937.56-	30
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	758.83	2,500.00	2,623.19	2,623.19	0.00	123.19	105
12030 Total		22,290.23	117,500.00	37,685.63	37,685.63	0.00	79,814.37-	32
100-3-12050-0001	MOTOR VEHICLE LICENSES	40,944.00	40,000.00	42,616.00	42,616.00	0.00	2,616.00	107
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTERE	293.51	300.00	116.03	116.03	0.00	183.97-	39
12050 Total		41,237.51	40,300.00	42,732.03	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	33,300.00	30,000.00	18,000.00	18,000.00	0.00	12,000.00-	60
100-3-12100-0001	LODGING TAX	8,795.80	12,000.00	8,300.86	8,300.86	0.00	3,699.14-	69
100-3-12110-0001	MEALS TAX	420,555.02	625,000.00	486,383.97	486,383.97	0.00	138,616.03-	78
100-3-12110-0002	MEALS TAX-PEN & INTEREST	200.97	600.00	838.51	838.51	0.00	238.51	140
12110 Total		420,755.99	625,600.00	487,222.48	487,222.48	0.00	138,377.52-	78

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-13030-0007	ZONING PERMITS	300.00	0.00	2,154.01	2,154.01	0.00	2,154.01	0
100-3-14010-0001	FINES & FORFEITURES	3,798.14	6,000.00	8,084.61	8,084.61	0.00	2,084.61	135
100-3-15010-0001	INTEREST ON BANK DEPOSITS	1,024.09	3,000.00	5,604.19	5,604.19	0.00	2,604.19	187
100-3-15010-0002	INTEREST ON INVESTMENTS	8,987.35	12,000.00	24,720.17	24,720.17	0.00	12,720.17	206
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	49,419.73-	0.00	38,148.48-	38,148.48-	0.00	38,148.48-	0
15010 Total		39,408.29-	15,000.00	7,824.12-	7,824.12-	0.00	22,824.12-	202
100-3-15020-0005	TOWER LEASE	5,485.41	9,402.56	8,144.37	8,144.37	0.00	1,258.19-	87
100-3-16030-0001	POLICE SECURITY	2,540.00	0.00	12,308.60	12,308.60	0.00	12,308.60	0
100-3-18030-0001	REFUNDS	1,187.67	0.00	61,588.75	61,588.75	0.00	61,588.75	0
100-3-18030-0005	RETURNED CHECK FEE	200.00	150.00	355.00	355.00	0.00	205.00	237
100-3-18030-0006	ACCIDENT REPORTS	95.00	200.00	130.00	130.00	0.00	70.00-	65
100-3-18030-0007	MISC REV	3.03	0.00	199.39	199.39	0.00	199.39	0
100-3-18030-0008	COLLECTION FEE	871.47	2,200.00	275.37	275.37	0.00	1,924.63-	13
18030 Total		2,357.17	2,550.00	62,548.51	62,548.51	0.00	59,998.51	30
100-3-18990-0003	DONATIONS-POLICE	125.00	0.00	1,825.00	1,825.00	0.00	1,825.00	0
100-3-18990-0005	SALE OF SALVAGE/SURPLUS PROPERTY	21,605.95	0.00	0.00	0.00	0.00	0.00	0
18990 Total		21,730.95	0.00	1,825.00	1,825.00	0.00	1,825.00	0
100-3-19020-0005	DMV STOP FEES	739.97	500.00	872.42	872.42	0.00	372.42	174
100-3-22010-0007	ROLLING STOCK TAX	2,395.61	2,390.00	2,403.26	2,403.26	0.00	13.26	101
100-3-22010-0009	PERSONAL PROPERTY TAX RELIEF	17,455.92	17,455.00	17,455.92	17,455.92	0.00	0.92	100
100-3-22010-0010	RENTAL TAX	2,613.76	2,400.00	2,346.04	2,346.04	0.00	53.96-	98
100-3-22010-0020	GAME OF SKILLS TAX	576.00	0.00	0.00	0.00	0.00	0.00	0
100-3-22010-0030	COMMUNICATION TAX FROM STATE	48,802.75	78,000.00	41,369.36	41,369.36	0.00	36,630.64-	53
22010 Total		71,844.04	100,245.00	63,574.58	63,574.58	0.00	36,670.42-	63
100-3-24010-0001	DCJS GRANTS	0.00	0.00	38,783.00	38,783.00	0.00	38,783.00	0
100-3-24010-0003	STATE POLICE AID	29,410.00	58,820.00	16,166.00	16,166.00	0.00	42,654.00-	27

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-24010-0004	OTHER PUBLIC SAFETY GRANTS	2,000.00	0.00	0.00	0.00	0.00	0.00	0
	24010 Total	31,410.00	58,820.00	54,949.00	54,949.00	0.00	3,871.00-	27
100-3-24020-0001	FIRE PROGRAM GRANT	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00-	0
100-3-33030-0003	ARPA FUNDS	0.00	0.00	1,130,893.00	1,130,893.00	0.00	1,130,893.00	0
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	0.00	0.00	1,550.00	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	8.48	8.48	0.00	8.48	0
	100 GENERAL FUND Revenue Total	773,353.49	1,483,746.45	2,058,647.46	2,058,647.46	0.00	574,901.01	57

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	7,525.00	11,400.00	7,525.01	7,525.01	0.00	3,874.99	66
100-4-11010-2100	FICA	575.86	872.10	575.86	575.86	0.00	296.24	66
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	3,552.97	1,500.00	4,919.52	4,919.52	0.00	3,419.52-	328
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	17,689.78	28,261.74	26,472.19	26,472.19	0.00	1,789.55	94
100-4-12110-1300	PT WAGES	23,450.82	60,481.52	25,110.11	25,110.11	0.00	35,371.41	42
100-4-12110-2100	FICA	3,221.95	6,788.86	4,015.55	4,015.55	0.00	2,773.31	59
100-4-12110-2200	VRS	4,338.62	9,649.13	5,674.72	5,674.72	0.00	3,974.41	59
100-4-12110-2300	HEALTH INSURANCE	1,728.81	7,900.20	4,135.89	4,135.89	0.00	3,764.31	52
100-4-12110-2400	GROUP LIFE INSURANCE	245.61	672.68	392.83	392.83	0.00	279.85	58
100-4-12110-2500	STD/LONG-TERM DISABILITY	647.73-	380.89	145.05	145.05	0.00	235.84	38
100-4-12110-2600	UNEMPLOYMENT INSURANCE	12.88	41.45	0.00	0.00	0.00	41.45	0
100-4-12110-2700	WORKER'S COMP	0.00	112.69	112.69	112.69	0.00	0.00	100
100-4-12110-3150	PROFESSIONAL SVCS	7,448.26	3,000.00	5,387.92	5,387.92	0.00	2,387.92-	180
100-4-12110-3600	ADVERTISING	684.76	1,000.00	1,532.52	1,532.52	0.00	532.52-	153
100-4-12110-5000	CONTINGENCY REQUIREMENT	7,433.04	31,746.00	8,763.42	8,763.42	0.00	22,982.58	28
100-4-12110-5210	POSTAGE	287.50	200.00	379.21	379.21	0.00	179.21-	190
100-4-12110-5230	TELECOMMUNICATIONS	360.00	540.00	360.00	360.00	0.00	180.00	67
100-4-12110-5307	CRIME & CYBER INSURANCE	0.00	2,225.00	2,225.00	2,225.00	0.00	0.00	100
100-4-12110-5501	TRAVEL-MILAGE/HOTEL/CONFERENCE	1,091.30	2,000.00	2,443.86	2,443.86	0.00	443.86-	122
100-4-12110-5810	DUES & MEMBERSHIPS	1,314.00	2,500.00	659.00	659.00	0.00	1,841.00	26



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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-12110-8000	CAPITAL EQUIPMENT	0.00	88,800.00	0.00	0.00	0.00	88,800.00	0
100-4-12210-3150	TOWN ATTORNEY	16,554.75	25,000.00	16,020.23	16,020.23	0.00	8,979.77	64
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	29,551.14	46,280.54	36,484.98	36,484.98	0.00	9,795.56	79
100-4-12420-1300	PT WAGES	2,541.55	4,750.80	2,909.50	2,909.50	0.00	1,841.30	61
100-4-12420-2100	FICA	2,193.26	3,903.90	2,861.01	2,861.01	0.00	1,042.89	73
100-4-12420-2200	VRS	4,916.46	7,835.30	5,919.10	5,919.10	0.00	1,916.20	76
100-4-12420-2300	HEALTH INSURANCE	4,962.55	7,489.80	6,660.49	6,660.49	0.00	829.31	89
100-4-12420-2400	GROUP LIFE INSURANCE	411.69	620.16	448.64	448.64	0.00	171.52	72
100-4-12420-2500	HYBRID DISABILITY	0.00	0.00	8.04	8.04	0.00	8.04-	0
100-4-12420-2600	UNEMPLOYMENT INSURANCE	30.92	29.83	29.85	29.85	0.00	0.02-	100
100-4-12420-2700	WORKER'S COMP	0.00	130.19	97.52	97.52	0.00	32.67	75
100-4-12420-3009	DMV STOPS	850.00	1,200.00	1,000.00	1,000.00	0.00	200.00	83
100-4-12420-3150	PROFESSIONAL SVCS	82.43	2,800.00	3,668.86	3,668.86	0.00	868.86-	131
100-4-12420-3160	BANKING SERVICE CHARGES	261.69	840.00	299.87	299.87	0.00	540.13	36
100-4-12420-3170	VIP MANAGEMENT FEE	2,022.35	3,500.00	1,452.82	1,452.82	0.00	2,047.18	42
100-4-12420-3320	SERVICE CONTRACTS	2,683.33	4,250.00	6,257.60	6,257.60	0.00	2,007.60-	147
100-4-12420-3600	ADVERTISING	95.33	200.00	151.54	151.54	0.00	48.46	76
100-4-12420-5210	POSTAGE	1,880.51	3,000.00	1,732.50	1,732.50	0.00	1,267.50	58
100-4-12420-5230	TELECOMMUNICATIONS	720.00	1,080.00	630.00	630.00	0.00	450.00	58
100-4-12420-5400	TUITION REIMBURSEMENT	0.00	5,000.00	3,042.25	3,042.25	0.00	1,957.75	61
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	99.00	1,000.00	1,618.82	1,618.82	0.00	618.82-	162
100-4-12420-5810	DUES & MEMBERSHIPS	182.50	210.00	295.00	295.00	0.00	85.00-	140
100-4-12420-6001	OFFICE SUPPLIES	3,015.94	4,000.00	3,786.76	3,786.76	0.00	213.24	95
100-4-12510-0000	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12510-3150	I.T. SERVICES	5,801.80	9,000.00	1,351.01	1,351.01	0.00	7,648.99	15
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	430.00	1,000.00	450.00	450.00	0.00	550.00	45
100-4-12510-5600	MICROSOFT OFFICE SERVICE	4,278.97	6,480.00	7,558.00	7,558.00	0.00	1,078.00-	117
100-4-12510-6002	I.T. SUPPLIES	1,365.80	3,000.00	5,861.10	5,861.10	0.00	2,861.10-	195
100-4-12510-8001	I.T. EQUIPMENT	1,600.24	1,000.00	913.87	913.87	0.00	86.13	91
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	225,717.78	379,712.76	257,453.71	257,453.71	0.00	122,259.05	68
100-4-31100-1200	OVERTIME	1,962.20	3,500.00	599.77	599.77	0.00	2,900.23	17
100-4-31100-1300	PT WAGES	22,158.91	47,634.99	19,346.41	19,346.41	0.00	28,288.58	41
100-4-31100-1400	OTHER PAY/HOLIDAY	9,127.43	16,547.41	6,697.17	6,697.17	0.00	9,850.24	40
100-4-31100-1500	SECURITY WAGES	1,732.50	0.00	12,080.00	12,080.00	0.00	12,080.00-	0
100-4-31100-2100	FICA	19,626.08	34,225.73	21,917.03	21,917.03	0.00	12,308.70	64
100-4-31100-2200	VRS	36,841.43	67,999.53	43,843.75	43,843.75	0.00	24,155.78	64

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-31100-2300	HEALTH INSURANCE	37,741.50	66,690.00	38,876.38	38,876.38	0.00	27,813.62	58
100-4-31100-2400	GROUP LIFE INSURANCE	3,089.35	5,295.57	3,651.79	3,651.79	0.00	1,643.78	69
100-4-31100-2500	STD/LONG-TERM DISABILITY	0.00	0.00	57.90	57.90	0.00	57.90-	0
100-4-31100-2600	UNEMPLOYMENT INSURANCE	69.83	221.64	61.27	61.27	0.00	160.37	28
100-4-31100-2700	WORKER'S COMP	0.00	11,498.63	11,498.63	11,498.63	0.00	0.00	100
100-4-31100-2710	LODA INSURANCE	0.00	2,642.00	2,642.00	2,642.00	0.00	0.00	100
100-4-31100-3310	REPAIR & MAINT. SVCS	1,478.05	6,000.00	650.00	650.00	0.00	5,350.00	11
100-4-31100-3320	PROFESSIONAL SERVICES	0.00	11,000.00	11,091.36	11,091.36	0.00	91.36-	101
100-4-31100-3400	CODE RED	2,700.00	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	49.15	49.15	0.00	450.85	10
100-4-31100-5230	TELECOMMUNICATIONS	5,113.68	11,760.00	5,168.82	5,168.82	0.00	6,591.18	44
100-4-31100-5305	MOTOR VEHICLE INSURANCE	0.00	2,844.68	2,844.68	2,844.68	0.00	0.00	100
100-4-31100-5306	OTHER PROPERTY INSURANCE	0.00	163.69	163.69	163.69	0.00	0.00	100
100-4-31100-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	5,184.85	4,000.00	1,231.22	1,231.22	0.00	2,768.78	31
100-4-31100-5700	PUBLIC SAFTETY FOURTH OF JULY EVENT	3,000.00	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	452.29	452.29	0.00	2,547.71	15
100-4-31100-5801	ATTORNEY FEES	450.00	2,000.00	450.00	450.00	0.00	1,550.00	22
100-4-31100-5810	DUES & MEMBERSHIP	4,880.00	5,500.00	5,265.00	5,265.00	0.00	235.00	96
100-4-31100-6001	OFFICE SUPPLIES	2,028.06	3,000.00	1,209.07	1,209.07	0.00	1,790.93	40
100-4-31100-6003	CANINE SUPPLIES	0.00	3,766.36	4,232.29	4,232.29	0.00	465.93-	112
100-4-31100-6008	FUEL	9,354.28	15,000.00	11,998.55	11,998.55	0.00	3,001.45	80
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	16,091.17	9,000.00	7,630.49	7,630.49	0.00	1,369.51	85
100-4-31100-6010	POLICE SUPPLIES	30,244.65	33,238.68	22,687.21	22,687.21	0.00	10,551.47	68
100-4-31100-6011	UNIFORMS	1,114.39	4,000.00	3,506.62	3,506.62	0.00	493.38	88
100-4-31100-6030	CRIME PREVENTION	1,081.87	4,000.00	7,767.99	7,767.99	0.00	3,767.99-	194
100-4-31100-6032	INVESTIGATION EXPENSE	793.11	2,500.00	478.17	478.17	0.00	2,021.83	19
100-4-31100-8005	VEHICLES/EQUIPMENT	91,811.86	47,000.00	47,334.82	47,334.82	0.00	334.82-	101
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
100-4-41320-5100	STREETLIGHTS	15,210.48	26,000.00	17,423.68	17,423.68	0.00	8,576.32	67
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	27,687.92	21,904.95	24,940.26	24,940.26	0.00	3,035.31-	114
100-4-43200-1300	PT WAGES	5,536.97	14,442.71	6,365.67	6,365.67	0.00	8,077.04	44
100-4-43200-1400	OTHER PAY/HOLIDAY	0.00	342.14	179.43	179.43	0.00	162.71	52
100-4-43200-2100	FICA	2,466.71	2,806.77	2,346.11	2,346.11	0.00	460.66	84
100-4-43200-2200	VRS	4,746.34	3,708.51	4,638.80	4,638.80	0.00	930.29-	125
100-4-43200-2300	HEALTH INSURANCE	7,512.27	6,225.00	6,064.39	6,064.39	0.00	160.61	97
100-4-43200-2400	GROUP LIFE INSURANCE	397.47	293.53	371.11	371.11	0.00	77.58-	126

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-43200-2600	UNEMPLOYMENT INSURANCE	35.39	46.20	31.20	31.20	0.00	15.00	68
100-4-43200-2700	WORKER'S COMP	0.00	119.19	119.19	119.19	0.00	0.00	100
100-4-43200-5100	ELECTRIC	4,687.89	20,709.00	8,571.08	8,571.08	0.00	12,137.92	41
100-4-43200-5110	HEATING SERVICES	2,325.78	3,500.00	2,091.97	2,091.97	0.00	1,408.03	60
100-4-43200-5120	WATER/SEWER	2,281.78	3,400.00	2,347.32	2,347.32	0.00	1,052.68	69
100-4-43200-5230	TELECOMMUNICATION	9,123.59	10,600.00	9,753.79	9,753.79	0.00	846.21	92
100-4-43200-5304	PROPERTY INSURANCE	0.00	358.22	358.22	358.22	0.00	0.00	100
100-4-43200-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	1,126.76	1,126.76	0.00	0.00	100
100-4-43200-5306	OTHER PROPERTY INSURANCE	0.00	1,281.25	1,281.25	1,281.25	0.00	0.00	100
100-4-43200-5308	GENERAL LIABILITY INSURANCE	0.00	12,167.77	7,238.00	7,238.00	0.00	4,929.77	59
100-4-43200-5410	LEASE OF EQUIPMENT	292.50	7,000.00	4,839.51	4,839.51	0.00	2,160.49	69
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	1,055.11	1,000.00	1,563.09	1,563.09	0.00	563.09-	156
100-4-43200-6001	OFFICE SUPPLIES	343.99	750.00	467.06	467.06	0.00	282.94	62
100-4-43200-6005	JANITORIAL SUPPLIES	618.63	3,000.00	903.99	903.99	0.00	2,096.01	30
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	6,101.32	21,500.00	2,650.27	2,650.27	0.00	18,849.73	12
100-4-43200-6008	FUEL	11,663.24	15,000.00	12,726.81	12,726.81	0.00	2,273.19	85
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	9,204.44	24,000.00	13,930.84	13,930.84	0.00	10,069.16	58
100-4-43200-6011	UNIFORMS	632.12	2,500.00	1,165.12	1,165.12	0.00	1,334.88	47
100-4-43200-6012	CHRISTMAS DECORATIONS	5,615.57	3,500.00	3,964.23	3,964.23	0.00	464.23-	113
100-4-43200-6013	AG SUPPLIES	1,596.39	2,000.00	637.87	637.87	0.00	1,362.13	32
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
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	292.80	292.80	0.00	92.80-	146
100-4-81100-5210	POSTAGE	4.33	75.00	44.00	44.00	0.00	31.00	59
100-4-81100-5810	DUES/MEMBERSHIP	1,063.00	1,075.00	1,118.00	1,118.00	0.00	43.00-	104
100-4-83500-5600	NEIGHBORS HELPING NEIGHBORS CONTRIBUTION	2,500.00	2,500.00	2,500.00	2,500.00	0.00	0.00	100
100-4-92000-9000	REVENUE REFUNDS	31,201.02	0.00	169.65	169.65	0.00	169.65-	0
100-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-94000-8000	PURCHASE OF LAND/BUILDING	50,566.35	0.00	0.00	0.00	0.00	0.00	0
100 GENERAL FUND Expend Total		933,227.19	1,483,746.45	918,389.97	918,389.97	0.00	565,356.48	62

100 GENERAL FUND

	Prior	Current	YTD
Revenues:	773,353.49	2,058,647.46	2,058,647.46
Expended:	933,227.19	918,389.97	918,389.97
Net Income:	159,873.70-	1,140,257.49	1,140,257.49

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	154,501.07	254,707.54	137,866.42	137,866.42	0.00	116,841.12-	54
501-3-16080-0006	WATER OT BASE CHARGES	108,485.34	150,338.98	98,971.14	98,971.14	0.00	51,367.84-	66
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	258,478.26	374,019.84	211,559.81	211,559.81	0.00	162,460.03-	57
501-3-16080-0008	WATER OT USAGE CHARGES	178,869.44	253,848.46	163,628.61	163,628.61	0.00	90,219.85-	64
501-3-16080-0009	PENALTIES	51,919.98	20,000.00	31,043.11	31,043.11	0.00	11,043.11	155
501-3-16080-0010	TRIP CHARGES	10,500.00	12,000.00	3,087.46	3,087.46	0.00	8,912.54-	26
501-3-16080-0011	DORMANT ACCT FEE	2,374.66	3,662.66	1,882.23	1,882.23	0.00	1,780.43-	51
501-3-16080-0012	FIRE SPRINKLERS	3,173.29	4,749.55	2,382.00	2,382.00	0.00	2,367.55-	50
501-3-16080-0013	AVAILABILITY FEE	1,582.38	0.00	6,293.42	6,293.42	0.00	6,293.42	0
501-3-16080-0014	WATER CHARGES-SBC	81,914.05	131,625.12	49,771.69	49,771.69	0.00	81,853.43-	38
501-3-16080-0015	PREPAY UTILITIES	0.00	0.00	22,442.37-	22,442.37-	0.00	22,442.37-	0
16080 Total		851,798.47	1,204,952.15	684,043.52	684,043.52	0.00	520,908.63-	58
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	0.00	0.00	1,300.00	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		851,798.47	1,212,615.54	685,343.52	685,343.52	0.00	527,272.02-	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	26,206.99	41,869.24	27,313.23	27,313.23	0.00	14,556.01	65
501-4-12110-1300	PT WAGES	2,931.41	4,817.90	3,138.70	3,138.70	0.00	1,679.20	65
501-4-12110-2100	FICA	2,339.78	3,571.57	2,445.16	2,445.16	0.00	1,126.41	68
501-4-12110-2200	VRS	5,582.84	8,792.54	5,829.03	5,829.03	0.00	2,963.51	66
501-4-12110-2300	HEALTH INSURANCE	2,507.03	4,104.00	2,720.76	2,720.76	0.00	1,383.24	66
501-4-12110-2400	GROUP LIFE INSURANCE	356.31	561.05	371.99	371.99	0.00	189.06	66
501-4-12110-2500	STD/LONG-TERM DISABILITY	123.48	221.07	159.79	159.79	0.00	61.28	72
501-4-12110-5000	CONTINGENCY	0.00	444.00	0.00	0.00	0.00	444.00	0
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	24,033.68	40,718.94	25,144.01	25,144.01	0.00	15,574.93	62
501-4-12420-1300	PT WAGES	5,083.08	9,501.60	5,819.02	5,819.02	0.00	3,682.58	61
501-4-12420-2100	FICA	2,113.56	3,841.87	2,238.33	2,238.33	0.00	1,603.54	58
501-4-12420-2200	VRS	3,875.50	6,893.72	3,953.76	3,953.76	0.00	2,939.96	57
501-4-12420-2300	HEALTH INSURANCE	4,204.52	7,182.00	3,815.57	3,815.57	0.00	3,366.43	53
501-4-12420-2400	GROUP LIFE INSURANCE	324.57	545.63	329.28	329.28	0.00	216.35	60
501-4-12420-2500	HYBRID DISABILITY	0.00	0.00	15.74	15.74	0.00	15.74-	0
501-4-12420-3160	BANKING SERVICE CHARGES	134.03	0.00	35.00	35.00	0.00	35.00-	0

Town of Amherst  
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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-12420-3320	SUPPORT CONTRACTS	3,541.30	3,600.00	0.00	0.00	0.00	3,600.00	0
501-4-12420-5210	POSTAGE	2,225.98	3,500.00	2,660.74	2,660.74	0.00	839.26	76
501-4-12420-6001	OFFICE SUPPLIES	707.70	2,200.00	1,486.00	1,486.00	0.00	714.00	68
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	87,838.33	145,735.81	96,261.04	96,261.04	0.00	49,474.77	66
501-4-44000-1300	PT WAGES	6,514.56	15,849.66	6,735.76	6,735.76	0.00	9,113.90	42
501-4-44000-1400	OTHER/HOLIDAY	5,869.64	5,961.45	5,462.93	5,462.93	0.00	498.52	92
501-4-44000-2100	FICA	7,239.07	12,817.34	7,838.80	7,838.80	0.00	4,978.54	61
501-4-44000-2200	VRS	14,253.11	24,673.07	14,587.19	14,587.19	0.00	10,085.88	59
501-4-44000-2300	HEALTH INSURANCE	15,784.98	25,650.00	14,988.19	14,988.19	0.00	10,661.81	58
501-4-44000-2400	GROUP LIFE INSURANCE	1,203.64	1,952.86	1,187.01	1,187.01	0.00	765.85	61
501-4-44000-2500	LONG-TERM DISABILITY	134.10	227.39	117.99	117.99	0.00	109.40	52
501-4-44000-2600	UNEMPLOYMENT INSURANCE	27.55	92.40	53.69	53.69	0.00	38.71	58
501-4-44000-2700	WORKER'S COMP	0.00	5,374.40	2,600.52	2,600.52	0.00	2,773.88	48
501-4-44000-3140	TESTING SERVICES	1,244.12	31,000.00	4,751.51	4,751.51	0.00	26,248.49	15
501-4-44000-3150	PROFESSIONAL SVCS	2,000.00	3,200.00	2,250.00	2,250.00	0.00	950.00	70
501-4-44000-3310	REPAIR & MAINT. SVCS	675.00	10,000.00	1,923.54	1,923.54	0.00	8,076.46	19
501-4-44000-3600	ADVERTISING	0.00	2,000.00	1,148.00	1,148.00	0.00	852.00	57
501-4-44000-5100	ELECTRICAL SVCS	30,053.21	37,000.00	36,431.75	36,431.75	0.00	568.25	98
501-4-44000-5120	WATER & SEWER	8,153.31	7,500.00	27,553.36	27,553.36	0.00	20,053.36-	367
501-4-44000-5210	POSTAGE	70.00	2,000.00	285.30	285.30	0.00	1,714.70	14
501-4-44000-5230	TELECOMMUNICATIONS	2,431.54	4,500.00	1,789.82	1,789.82	0.00	2,710.18	40
501-4-44000-5301	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	0.00	225.00	225.00	0.00	225.00-	0
501-4-44000-5304	PROPERTY INSURANCE	0.00	3,106.98	1,976.14	1,976.14	0.00	1,130.84	64
501-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	472.06	360.70	360.70	0.00	111.36	76
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	295.00	295.00	0.00	2,705.00	10
501-4-44000-5600	PERMITS	3,940.00	4,000.00	7,543.00	7,543.00	0.00	3,543.00-	189
501-4-44000-5810	DUES & MEMBERSHIPS	4,230.38	2,000.00	787.00	787.00	0.00	1,213.00	39
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	778.72	15,000.00	6,799.65	6,799.65	0.00	8,200.35	45
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	5,937.78	20,000.00	3,790.23	3,790.23	0.00	16,209.77	19
501-4-44000-6008	FUEL/OIL	0.00	2,000.00	2,087.38	2,087.38	0.00	87.38-	104
501-4-44000-6009	VEHICLE & EQUIP SUPPLIES	298.99	4,000.00	526.91	526.91	0.00	3,473.09	13
501-4-44000-6011	UNIFORMS	0.00	1,500.00	1,485.80	1,485.80	0.00	14.20	99
501-4-44000-6051	CHEMICALS	32,143.49	70,000.00	49,652.38	49,652.38	0.00	20,347.62	71
501-4-44000-8005	EQUIPMENT	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	70,646.72	109,524.75	74,216.81	74,216.81	0.00	35,307.94	68
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	351.57	699.29	491.55	491.55	0.00	207.74	70

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-45000-2100	FICA	5,230.72	8,563.01	5,517.47	5,517.47	0.00	3,045.54	64
501-4-45000-2200	VRS	11,400.72	18,542.54	11,941.07	11,941.07	0.00	6,601.47	64
501-4-45000-2300	HEALTH INSURANCE	14,748.37	23,085.00	15,533.49	15,533.49	0.00	7,551.51	67
501-4-45000-2400	GROUP LIFE INSURANCE	954.73	1,467.63	998.48	998.48	0.00	469.15	68
501-4-45000-2700	WORKER'S COMP	0.00	7,737.04	4,282.23	4,282.23	0.00	3,454.81	55
501-4-45000-3320	PROFESSIONAL SERVICES	0.00	0.00	3,375.00	3,375.00	0.00	3,375.00-	0
501-4-45000-5130	MISS UTILITY	249.91	800.00	217.35	217.35	0.00	582.65	27
501-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,474.64	1,126.76	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	80.00	200.00	0.00	0.00	0.00	200.00	0
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	8,014.46	20,000.00	17,978.33	17,978.33	0.00	2,021.67	90
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8000	W. COURT STREET PROJECT	15,730.00	0.00	8,820.00	8,820.00	0.00	8,820.00-	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	1,468,285.60	0.00	1,316,516.47	1,316,516.47	0.00	1,316,516.47-	0
501-4-94000-9000	CAPITAL IMPROVEMENTS	3,500.00	0.00	143,050.00	143,050.00	0.00	143,050.00-	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	9,123.43	16,697.98	8,286.84	8,286.84	0.00	8,411.14	50
501-4-95000-9001	60W W/L INTEREST	5,398.53	10,288.28	6,235.12	6,235.12	0.00	4,053.16	61
501-4-95000-9002	REFI WATER LOAN PRINCIPLE	55,789.26	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9003	REFI WATER LOAN INTEREST	18,779.24	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	53,682.25	78,352.35	38,957.04	38,957.04	0.00	39,395.31	50
501-4-95000-9005	MAINSTREET W/L INTEREST	7,793.59	14,866.45	22,518.80	22,518.80	0.00	7,652.35-	151
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	7,969.89	98,887.58	49,443.84	49,443.84	0.00	49,443.74	50
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	2,619.28	28,315.66	14,525.39	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	49,235.38	49,235.38	0.00	43,659.62	53
501 WATER FUND Expend Total		2,077,461.55	1,212,615.52	2,182,239.12	2,182,239.12	0.00	969,623.60-	180

501 WATER FUND

	Prior	Current	YTD
Revenues:	851,798.47	685,343.52	685,343.52
Expended:	2,077,461.55	2,182,239.12	2,182,239.12
Net Income:	1,225,663.08-	1,496,895.60-	1,496,895.60-

Town of Amherst  
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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	218,373.16	342,220.20	190,214.05	190,214.05	0.00	152,006.15-	56
502-3-16080-0006	SEWER OT BASE CHARGES	87,468.14	133,646.24	82,346.72	82,346.72	0.00	51,299.52-	62
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	168,229.74	243,134.20	136,714.94	136,714.94	0.00	106,419.26-	56
502-3-16080-0008	SEWER OT USAGE CHARGE	71,197.80	108,786.08	67,029.03	67,029.03	0.00	41,757.05-	62
502-3-16080-0009	PENALTIES	35,122.62	20,000.00	12,838.89	12,838.89	0.00	7,161.11-	64
502-3-16080-0011	DORMANT ACCT FEE	3,358.15	5,217.14	2,821.59	2,821.59	0.00	2,395.55-	54
502-3-16080-0012	AVAILABILITY FEE	3,980.27	0.00	0.00	0.00	0.00	0.00	0
16080 Total		587,729.88	853,003.86	491,965.22	491,965.22	0.00	361,038.64-	58
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	36,537.24	48,000.00	37,148.05	37,148.05	0.00	10,851.95-	77
502-3-19020-0004	SBC SEWER REHAB	0.00	0.00	11,172.00	11,172.00	0.00	11,172.00	0
19020 Total		36,537.24	48,000.00	48,320.05	48,320.05	0.00	320.05	77
502-3-24040-0003	NUTRIENT CREDIT	554.08	600.00	304.61	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		624,821.20	1,040,942.12	540,589.88	540,589.88	0.00	500,352.24-	51

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	19,655.30	31,401.93	20,484.93	20,484.93	0.00	10,917.00	65
502-4-12110-1300	PT WAGES	2,638.18	4,336.11	2,824.83	2,824.83	0.00	1,511.28	65
502-4-12110-2100	FICA	1,788.40	2,733.96	1,869.80	1,869.80	0.00	864.16	68
502-4-12110-2200	VRS	4,187.01	6,594.41	4,371.78	4,371.78	0.00	2,222.63	66
502-4-12110-2300	HEALTH INSURANCE	1,880.16	3,078.00	2,040.61	2,040.61	0.00	1,037.39	66
502-4-12110-2400	GROUP LIFE INSURANCE	267.20	420.79	278.88	278.88	0.00	141.91	66
502-4-12110-2500	STD/LONG-TERM DISABILITY	92.61	165.80	110.46	110.46	0.00	55.34	67
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	19,085.33	32,163.66	20,055.01	20,055.01	0.00	12,108.65	62
502-4-12420-1300	PT WAGES	4,956.06	9,264.06	5,673.51	5,673.51	0.00	3,590.55	61
502-4-12420-2100	FICA	1,722.45	3,169.22	1,836.97	1,836.97	0.00	1,332.25	58
502-4-12420-2200	VRS	3,079.58	5,445.31	3,170.57	3,170.57	0.00	2,274.74	58
502-4-12420-2300	HEALTH INSURANCE	3,261.04	5,540.40	3,041.10	3,041.10	0.00	2,499.30	55
502-4-12420-2400	GROUP LIFE INSURANCE	258.01	430.99	264.34	264.34	0.00	166.65	61
502-4-12420-2500	HYBRID DISABILITY	0.00	0.00	10.50	10.50	0.00	10.50-	0
502-4-12420-3160	BANKING SERVICE CHARGES	68.95	0.00	0.00	0.00	0.00	0.00	0

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-12420-3320	SERVICE CONTRACTS	3,541.32	3,700.00	2,750.00	2,750.00	0.00	950.00	74
502-4-12420-5210	POSTAGE	2,219.17	3,700.00	2,069.20	2,069.20	0.00	1,630.80	56
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	1,486.00	1,486.00	0.00	714.00	68
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	84,720.78	138,423.95	90,754.95	90,754.95	0.00	47,669.00	66
502-4-44000-1400	OTHER/HOLIDAY	5,280.31	5,553.68	7,351.08	7,351.08	0.00	1,797.40-	132
502-4-44000-2100	FICA	6,908.92	11,014.29	7,535.98	7,535.98	0.00	3,478.31	68
502-4-44000-2200	VRS	13,625.45	23,435.17	14,409.19	14,409.19	0.00	9,025.98	61
502-4-44000-2300	HEALTH INSURANCE	15,735.02	25,650.00	17,074.31	17,074.31	0.00	8,575.69	67
502-4-44000-2400	GROUP LIFE INSURANCE	1,152.80	1,854.88	1,242.28	1,242.28	0.00	612.60	67
502-4-44000-2500	LONG-TERM DISABILITY	99.72	214.27	142.80	142.80	0.00	71.47	67
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	2,750.00	2,750.00	0.00	373.36-	116
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	930.00	2,000.00	620.00	620.00	0.00	1,380.00	31
502-4-44000-3140	TESTING SERVICES	16,114.70	38,000.00	21,674.43	21,674.43	0.00	16,325.57	57
502-4-44000-3150	PROFESSIONAL SVCS	2,000.00	3,200.00	4,000.00	4,000.00	0.00	800.00-	125
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	3,020.44	14,000.00	4,900.86	4,900.86	0.00	9,099.14	35
502-4-44000-3600	ADVERTISING	0.00	500.00	352.20	352.20	0.00	147.80	70
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	21,825.57	35,000.00	31,599.25	31,599.25	0.00	3,400.75	90
502-4-44000-5120	WATER, SEWER - RUT. CRK.	4,472.88	6,000.00	2,454.76	2,454.76	0.00	3,545.24	41
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	880.90	1,622.92	1,643.02	1,643.02	0.00	20.10-	101
502-4-44000-5140	WATER,SEWER-PUMP STATION	124.80	200.00	109.28	109.28	0.00	90.72	55
502-4-44000-5210	POSTAGE	7.38	259.90	0.00	0.00	0.00	259.90	0
502-4-44000-5230	TELECOMMUNICATIONS	1,952.34	4,260.00	1,776.61	1,776.61	0.00	2,483.39	42
502-4-44000-5304	PROPERTY INSURANCE	0.00	5,617.17	3,572.70	3,572.70	0.00	2,044.47	64
502-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	448.05	1,126.76	1,126.76	0.00	678.71-	251
502-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	125.00	3,000.00	375.00	375.00	0.00	2,625.00	12
502-4-44000-5600	PERMITS	600.00	4,000.00	0.00	0.00	0.00	4,000.00	0
502-4-44000-5810	DUES & MEMBERSHIPS	1,385.20	2,000.00	401.82	401.82	0.00	1,598.18	20
502-4-44000-6001	OFFICE SUPPLIES	23.88	2,000.00	98.80	98.80	0.00	1,901.20	5
502-4-44000-6004	LAB SUPPLIES	3,110.99	7,000.00	4,523.50	4,523.50	0.00	2,476.50	65
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	13,147.28	18,059.20	3,161.62	3,161.62	0.00	14,897.58	18
502-4-44000-6008	FUEL/OIL	0.00	2,000.00	3,094.51	3,094.51	0.00	1,094.51-	155
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	462.91	3,000.00	84.98	84.98	0.00	2,915.02	3
502-4-44000-6011	UNIFORMS	84.23	2,000.00	960.23	960.23	0.00	1,039.77	48
502-4-44000-6051	CHEMICALS - RUT. CREEK	60.00	3,000.00	1,716.40	1,716.40	0.00	1,283.60	57
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	48,417.40	109,524.75	59,115.39	59,115.39	0.00	50,409.36	54
502-4-45000-1300	PT WAGES	351.57	699.29	491.55	491.55	0.00	207.74	70
502-4-45000-1400	OTHER PAY/HOLIDAY	0.00	1,710.69	0.00	0.00	0.00	1,710.69	0



Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-45000-2100	FICA	3,536.13	8,563.01	4,365.33	4,365.33	0.00	4,197.68	51
502-4-45000-2200	VRS	7,812.30	18,542.54	9,610.29	9,610.29	0.00	8,932.25	52
502-4-45000-2300	HEALTH INSURANCE	10,055.79	23,085.00	12,428.30	12,428.30	0.00	10,656.70	54
502-4-45000-2400	GROUP LIFE INSURANCE	654.22	1,467.63	803.27	803.27	0.00	664.36	55
502-4-45000-3310	REPAIR & MAINT. SERVICES	2,526.00	0.00	1,055.00	1,055.00	0.00	1,055.00-	0
502-4-45000-3320	PROFESSIONAL SERVICES	0.00	0.00	3,375.00	3,375.00	0.00	3,375.00-	0
502-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,474.64	342.35	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	3,937.61	3,937.61	0.00	4,062.39	49
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	1,304,611.12	0.00	511,986.00	511,986.00	0.00	511,986.00-	0
502-4-94000-8002	WWTP CENTRIFUGE	61,250.00	0.00	133,547.66	133,547.66	0.00	133,547.66-	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	135,488.08	210,136.13	105,067.99	105,067.99	0.00	105,068.14	50
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	45,471.79	60,170.78	30,866.36	30,866.36	0.00	29,304.42	51
502-4-95000-9004	SEWER REHAB PRINCIPLE	0.00	69,184.17	28,627.08	28,627.08	0.00	40,557.09	41
502-4-95000-9005	SEWER REHAB INTEREST	0.00	46,351.83	29,140.92	29,140.92	0.00	17,210.91	63
502 SEWER FUND Expend Total		1,886,726.67	1,041,011.22	1,236,605.91	1,236,605.91	0.00	195,594.69-	119

502 SEWER FUND

	Prior	Current	YTD
Revenues:	624,821.20	540,589.88	540,589.88
Expended:	1,886,726.67	1,236,605.91	1,236,605.91
Net Income:	1,261,905.47-	696,016.03-	696,016.03-

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	81,104.99	122,451.20	61,334.71	61,334.71	0.00	61,116.49-	50
514-3-16080-0006	GARBAGE OT CHARGES	11,663.76	17,299.20	8,730.78	8,730.78	0.00	8,568.42-	50
514-3-16080-0009	PENALTIES	6,861.86	2,800.00	2,320.76	2,320.76	0.00	479.24-	83
	16080 Total	99,630.61	142,550.40	72,386.25	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	99,630.61	154,127.84	72,386.25	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	1,965.51	3,140.19	2,048.41	2,048.41	0.00	1,091.78	65
514-4-12110-1300	PT WAGES	293.08	481.79	314.04	314.04	0.00	167.75	65
514-4-12110-2100	FICA	181.13	277.08	189.31	189.31	0.00	87.77	68
514-4-12110-2200	VRS	418.72	659.44	437.26	437.26	0.00	222.18	66
514-4-12110-2300	HEALTH INSURANCE	188.00	307.80	204.01	204.01	0.00	103.79	66
514-4-12110-2400	GROUP LIFE INSURANCE	26.72	42.08	27.84	27.84	0.00	14.24	66
514-4-12110-2500	STD/LONG-TERM DISABILITY	9.41	16.58	11.17	11.17	0.00	5.41	67
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	1,021.64	1,733.71	1,067.46	1,067.46	0.00	666.25	62
514-4-12420-1300	PT WAGES	126.95	237.54	145.50	145.50	0.00	92.04	61
514-4-12420-2100	FICA	83.37	110.66	87.70	87.70	0.00	22.96	79
514-4-12420-2200	VRS	164.78	293.52	167.57	167.57	0.00	125.95	57
514-4-12420-2300	HEALTH INSURANCE	179.89	307.80	162.04	162.04	0.00	145.76	53
514-4-12420-2400	GROUP LIFE INSURANCE	13.73	23.23	14.00	14.00	0.00	9.23	60
514-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.74	0.74	0.00	0.74-	0
514-4-12420-3160	BANKING SERVICE CHARGES	5.92	0.00	0.00	0.00	0.00	0.00	0
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	77,334.68	123,036.96	80,625.10	80,625.10	0.00	42,411.86	66
514-4-43200-3170	COLLECTION OUT OF TOWN	9,358.15	19,840.80	11,210.60	11,210.60	0.00	8,630.20	56
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-45000-1100	WAGES	1,322.82	2,433.88	1,481.48	1,481.48	0.00	952.40	61
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	96.87	189.10	108.95	108.95	0.00	80.15	58
514-4-45000-2200	VRS	213.44	412.06	239.58	239.58	0.00	172.48	58
514-4-45000-2300	HEALTH INSURANCE	275.57	513.00	310.82	310.82	0.00	202.18	61
514-4-45000-2400	GROUP LIFE INSURANCE	17.90	32.61	20.00	20.00	0.00	12.61	61
	514 GARBAGE FUND Expend Total	93,298.28	154,127.85	98,873.58	98,873.58	0.00	55,254.27	64

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
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514 GARBAGE FUND

	Prior	Current	YTD
Revenues:	99,630.61	72,386.25	72,386.25
Expended:	93,298.28	98,873.58	98,873.58
Net Income:	6,332.33	26,487.33-	26,487.33-

Town of Amherst  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
701-3-41020-0001	LEASE/SALE OF LOTES	75,000.00	0.00	0.00	0.00	0.00	0.00	0
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	7,475.00	6,325.00	6,404.22	6,404.22	0.00	79.22	101
701-3-41060-0001	HOME OWNERS REIM	477.80	1,433.40	0.00	0.00	0.00	1,433.40-	0
	701 IDA FUND Revenue Total	82,952.80	34,530.15	6,404.22	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	4,218.47	8,391.44	5,898.60	5,898.60	0.00	2,492.84	70
701-4-45000-2100	FICA	322.72	8,391.44	451.27	451.27	0.00	7,940.17	5
701-4-45000-2700	WORKER'S COMP	0.00	352.44	210.21	210.21	0.00	142.23	60
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-3150	PROFESSIONAL SERV.	1,250.00	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-3310	REPAIR & MAINT. SERV.	3,750.00	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-5100	ELECTRICAL SERV.	91.92	200.00	112.73	112.73	0.00	87.27	56
701-4-81500-5810	DUES AND MEMBERSHIP	2,731.00	2,728.00	2,728.00	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
	701 IDA FUND Expend Total	12,364.11	34,530.15	9,400.81	9,400.81	0.00	25,129.34	27

701 IDA FUND

	Prior	Current	YTD
Revenues:	82,952.80	6,404.22	6,404.22
Expended:	12,364.11	9,400.81	9,400.81
Net Income:	70,588.69	2,996.59-	2,996.59-

Grand Totals

	Prior	Current	YTD
Revenues:	2,432,556.57	3,363,371.33	3,363,371.33
Expended:	5,003,077.80	4,445,509.39	4,445,509.39
Net Income:	2,570,521.23-	1,082,138.06-	1,082,138.06-



**February 2023 Total Calls: 255 Total Mileage: 6013**

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	28
ALARM	9
PHONE COMPLAINT	128
BOLO	7
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	11
DOMESTIC	2
CHECK WELFARE	4
NOISE OR DOG COMPLAINT	1
TRAFFIC CRASH	9
EMS CALLS	1
SUDDEN DEATH	
SUSPICIOUS PERSON	5
OTHER	30
CALLS AT AMBRIAR	

OTHER	NUMBER
ASSIST OTHER OFFICER	15
ASSIST OTHER AGENCY	12
COURT	1
REPORTS	13
SCHOOL / TRAINING	3
MEETINGS	16
TOWED / IMPOUNDED VEH	2

WARNINGS	NUMBER
SPEEDING	4
EQUIPMENT VIOLATION	
RECKLESS DRIVING	1
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	2
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	

OFFICER INITIATED	NUMBER
BUILDING CHECKS	88
BUSINESS VISIT	94
BUILDING SEARCH	4
TRAFFIC SUMMONS	22
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	232/35
WARRANT SERVICE	6
PROPERTY WALK AROUNDS	52
WARRANTS OBTAINED	5
PARKING TICKETS	
MISD. INVESTIGATION	7
FELONY INVESTIGATION	3
NARCOTICS INV.	
SEARCH WARRANT	
PUBLIC RELATIONS	9
CITIZEN CONTACT	313

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	11
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	6
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	5

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



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

### MONTH OF February ACTIVITIES:

- 2/7 – DCJS representative visited department.
- 2/7 – Officer Rose attended K9 Training.
- 2/8 – Officer Rose attended K9 Training.
- 2/8 – Officer of the Year and Award of Excellence presentation at Town Council.
- 2/9 – Chief Shiflett and Captain Payne attended Budget Strategy meeting.
- 2/10 – Chief Shiflett attended After Council meeting.
- 2/14 – Captain Payne attended virtual meetings on school mapping system.
- 2/17 – First Responders Parade prep meeting.
- 2/17 – Chief Shiflett and Captain Payne attended St. Francis of Assisi spaghetti luncheon.
- 2/20 – Officer Martin attended security briefing with Sgt. Floyd at Amherst Baptist Church.
- 2/21 – Officer Rose attended CNT Training.
- 2/23 – Chief Shiflett attended RASAC meeting and Horizon Board meeting.
- 2/27 – Chief Shiflett and Captain Payne attended new CAD demo at Sheriff's Office.
- 2/28 – Captain Payne completed vehicle/uniform/building inspections

Reserve Officer hours: 12

### AFTER HOURS CALLS

2/1	Road Hazard	Blue Ridge Dr.	Hazard Removed
2/1	Hangup 911	ACHS	Accidental
2/2	Welfare Check	122 Dulwich	No disposition given
2/3	Alarm	550 Richmond Hwy	left for day shift
2/17	Truck Accident	29 North/Scotts Hill	VSP handled
2/19	Susp. Person	Post Office	Advice
2/24	Prowler	479 Union Hill	No disposition given



# TOWN OF AMHERST

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

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

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## Utilities:

- February utility billing total was \$175,236.50.
- There were seven disconnects for February 2023.
- Two new account set-ups.

## Accounts Payable:

- The total amount of checks cut for January bills, including payroll deductions were \$524,077.36. The majority of this amount is from payments related to the Waste Water Rehab Project.
- Please see attached report for full check listing.

## Vehicle License Fee Bills:

- Vehicle License fees were due December 5, 2022. Collection efforts are taking place now in the form of State Tax Debt-Setoffs, garnishments and bank liens. Anything still outstanding after these processes will have a DMV stop placed. I will be bringing a requested change in our Collection Policy to you soon. At this point in the year, I have the biggest balance I have had still outstanding since I started employment here. Once more information is gathered on the subject, I will be requesting to use a third-party collection agency to assist with this.

## Meals and Beverage Tax:

- 17 Businesses paid \$56,230.48 in Meals and Beverage Tax for the month of January 2023.

## Revenue and Expense Report:

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

## **CLERK OF COUNCIL REPORT FEBRURY 2023**

### **COMMITTEE MEETINGS**

#### **Economic Development Authority**

*Regular Meeting 2/06/23:* 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.

#### **Planning Commission**

*Regular Meeting 2/01/23:* 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 2/08/23:* Receive and review agenda materials; assemble packet for meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

*Finance Session 2/9/23:* Receive and review agenda; prepare for and attend meeting; draft minutes for approval; post to Town website.

**Quorums:** Confirm meetings and cancellations with board members.

### **TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT**

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

### **TOWN FACEBOOK ADMINISTRATOR**

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

### **FREEDOM OF INFORMATION ACT**

Receive and respond to four FOIA requests.

### **MUNIDOCs MANAGEMENT**

Continue to prepare documents for inclusion in Munidocs:

- Extract adopted monthly meeting minutes from scanned combined yearly minutes pdf file; assign name to individual files; extracting ordinance and resolutions assigning names to each

.

### **OTHER:**

- Convert and post audio meeting recording to website.
- Prepare miscellaneous legal ads; correspond with News and Advance; post public hearing notices.
- Meeting with Mr. Driskill re Council Chambers clerk/audio workstation
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees Report– February 28, 2023 - See Attached.



## Town of Amherst Committees as of FEBRUARY 28, 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 - Vacancy
Manly Rucker	07/01/21	06/30/25
Mark Milhous	08/18/22	08/31/26
Richard Wydner	07/01/19	06/30/23

#### **PROPERTY MAINTENANCE INVESTIGATION BOARD**

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

#### **CENTRAL VIRGINIA PLANNING COMMISSION/MPO**

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

### Appointed/Term Expires

#### **CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)**

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

### Appointed/Term Expires

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

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

## Utility/Town Maintenance and Construction Report

February-23

Water Meter Read	1150
Water Meter Re-Read	43
Disconnects	5
VA-811 Service locations	40
Vehicle PM Work Orders	16
Pump Station/Plant Work Orders	26
Banners Installed/Dismantled	0
Water Services Installed/Replaced	4
Sewer Services Installed/Replaced	2
Minor Leaks Repaired	2
Major Leaks Repaired	1
Minor Sewer Problems Resolved	6
Major Sewer Problems Resolved	3

### Man Hours

Meter Reading	175
Street/Sidewalk Maintenance	271
Safety Training	3
Bush gogging/ Right of way water/ sewer	73
Flushing Water	75
Equipment Maintenance	51
Xmas decorations	0

### Major Issues & Comments

### Routine/Annual Work

### Projects/Unusual Work

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

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



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

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

March 2, 2023



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**Grandview Water Filtration Plant:**

**Water Production Construction Update:**

While staff tends to use the generic term "Water Plant Upgrade," the more precise terminology would be "Water Production Update" because a fair amount of construction and updating occurs at Town water ancillary sites.

Principal among these sites is the Buffalo River Pumping Station which supplies the water plant with the raw that becomes the Town's drinking water. While all Town water production sites are essential, the river pumping station is second only after the water plant. And as a source water river, the Buffalo is good, if not pristine relative to other rivers in the James River Watershed. And as a surface source for drinking water, staff continues to learn how clean its waters are. Just this week, the town received test results from the Commercial Lab retained by the State of Virginia to run the Phase 2 PFAS Monitoring Tests in Virginia. On October 3, 2022, samples were taken. The results were reported to the Town on February 27, 2023, after being reviewed by the Office of Drinking Water with the Virginia Department of Health as "Non-Detect."

Ongoing test results like this show what a valuable resource the Buffalo River is, the Town of Amherst, and how the upgrade project will enrich the citizens for years to come.

One of the riverside projects is the emergency power generator (Picture 1), which will enable staff to continue supplying water through incidents such as the micro burst suffered by the Town in June of 2022. The generator will see a business-as-usual approach when power outages happen.





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Installed along with the generator is the emergency transfer switch (Picture 2), which triggers the generator motor to fire up when it senses power loss from Appalachian. It then closes the breaker, which feeds from Appalachian Power lines, and opens the power supply line breaker to allow power to continue to the raw water pumps.



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The structure housing the new raw water pumps and motors has a new roof, and two hatch-way doors (Picture 3) have been installed. Originally the hatchways were covered by skylights whose purpose was to allow the pumps and motors to be craned out when needing replacement. After the vandalism of late summer 2022, the staff decided to request the contractor to switch from skylights to metal hatch covers for increased security reasons.



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Other property damage controls at the water's edge included bollards (Picture 4) to help block and deflect floating debris during high flows and flooding. A handrail and electric power were installed on the opposite side of the structure, where the bollards are located, to run the motorized sluiceway (Picture 5). Also added on this end are solid covers over three wet-well fill ports added in the 1995 upgrade. Their actual function has become obsolete.

Other additions are a new handrail going down to the river and a standpipe yard hydrant with a river water supply for the general cleaning of the water's edge structure and screens (Picture 6).

### **Rutledge Creek Wastewater Treatment Facility:**

Littleton and associates have begun moving equipment and their field office (Picture 7 & 8) into the lower compound work site for the installation of the sludge drying centrifuge. The construction project is scheduled to begin on March 6, 2023.



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

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on March 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
A	William Jones	A	John Vandervelde
P	Anne Webster Day	P	Nathaniel Holden Chase
P	Clifford Hart		

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

The Chair opened the floor for citizen comments.

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

Mr. Hart made a motion that was seconded by Mr. Driskill to approve the minutes of the February 1, 2023, meeting.

There being no discussion, the motion carried 5-0 according to the following:

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

Town Manager McGuffin gave a report on an Application for Site Plan Approval submitted by Chad Hodges, Hurt and Proffitt, for auditorium addition to the Amherst County High School, Tax Map No. 95-A-83. The site plan shows an addition to the Amherst County High School, additional parking lot, site layout, water and sewer connections, storm design/management, parking, erosion and sediment control measures and associated grading. It was the recommendation of staff that the Commission approve the site plan and authorize Town Manager McGuffin as Zoning Administrator for the Town of Amherst to execute conditioned upon compliance with utility changes requested by W/W Associates as the Town's engineer, approval by VDOT, and an approvable landscape plan.

Chad Hodges was present to answer questions.

Mr. Hart made a motion that was seconded by Mr. Driskill, to approve the site plan as presented and authorize Ms. McGuffin to execute same, with the following conditions as recommended by staff:

1. Compliance with utility changes requested by W/W Associates as the Town's engineer; and
2. Approval by VDOT; and
3. An approvable landscape plan.

After discussion, the motion carried 5-0 according to the following:

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

Town Manager McGuffin gave a report on an Application for Rezoning submitted by McDonald's Corporation to rezone 2,193 square feet of property adjacent to the existing McDonalds (Tax Map No. 96A4-A-174) from T-1 to B-2 for the purpose of redevelopment of the applicant's drive-thru. Staff recommended setting a public hearing on the rezoning request, and consideration of applicant's site plan.

Mr. Hart made a motion that was seconded by Mr. Chase to set a public hearing on the submitted request to rezone at its April 5, 2023, meeting, as recommended by staff.

After discussion, the motion carried 5-0 according to the following:

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

There being no further business, on motion of Mr. Driskill which was seconded by Mr. Hart and carried 5-0, the meeting adjourned at 7:19 PM, according to the following:

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

\_\_\_\_\_  
June Driskill, Chairperson

Attest: \_\_\_\_\_

**ORDINANCE #O-2023-01**

**AN ORDINANCE AMENDING THE PROVISIONS SET FORTH IN CHAPTER 24 (ZONING ORDINANCE) ARTICLE IV (ZONING DISTRICT REGULATOINS) SEC. 24-226 – R-1 LIMITED RESIDENTIAL DISTRICT, SEC. 24-227 R-2 GENERAL RESIDENTIAL DISTRICT, AND SECTION 24-235 – TABLE OF USES. THIS PROVISION ALLOW SHORT TERM RENTALS IN THE RESIDENTIAL DISTRICTS WITH A SPECIAL USE PERMIT.**

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

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

**WHEREAS**, this amendment of the Town of Amherst Zoning Ordinance is required to serve the public necessity, convenience, general welfare, and good zoning practice pursuant to Section 15.2-2286(A)(7) of the Code of Virginia, as amended; and

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

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

**NOW THEREFORE**, BE IT ORDAINED BY THE TOWN COUNCIL OF AMHERST that Section 24-226, Section 24-227, and Section 24-235 of the Town of Amherst Zoning Ordinance are amended and reenacted as follows:

Sec. 24-235. - Table of uses

Table 24-235. Table of Uses

A-1	R-1	R-2	T-1	R-3	R-4	B-1	CBD	B-2	M-1	Description of Use
<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
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	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
			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
			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
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**AT A MEETING OF THE AMHERST TOWN COUNCIL, HELD ON MARCH 8, 2023, IN THE TOWN HALL BUILDING LOCATED AT 174 S. MAIN STREET, AMHERST, VIRGINIA, THE FOLLOWING ACTION WAS TAKEN:**

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

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

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

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

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

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

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

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

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

1. There shall be no amplified sound outside.
2. There shall be no outdoor music after 10:00 p.m.
3. No parties.
4. Owner must provide a phone number of the owner or a manager who can respond quickly.
5. Must pay appropriate taxes and maintain a business license with the Town of Amherst.

6. Must provide off street parking for all renters.





## 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

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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.



## 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 7<sup>th</sup>. . Adjacent notice has been provided by certified mail and the property has been posted, per the Code.

### **Application Information:**

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

### **Summary of Request and Background Information:**

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

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

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

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

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

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

### **Public Notice**

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

### **Consistency with the Comprehensive Plan and Zoning Ordinance:**

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

### **Citizen Comment:**

There has been no citizen comment received about this proposal.

### **Conclusion:**

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

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

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

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

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

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

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

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

**WHEREAS**, pursuant to Virginia Code Section 15.2-2204, the Amherst Planning Commission advertised as required by law and held a public hearing on this application on February 1, 2023 and voted to recommend approval of this request to Council; and

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

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

1. There shall be no amplified sound outside.
2. There shall be no outdoor music after 10:00 p.m.
3. No parties.
4. Owner must provide a phone number of the owner or a manager who can respond quickly.
5. Must pay appropriate taxes and maintain a business license with the Town of Amherst.

6. Must provide off street parking for all renters.

## &lt;&lt; QUOTE &gt;&gt;

Electric Motor Shop  
P.O. Box 1885  
1225 N White St  
Wake Forest, NC 27588  
UNITED STATES  
(919)-556-3229



PAGE 1

QUOTE DATE 11/18/2022

QUOTE NO 117420

S 001263  
O TOWN OF AMHERST  
L PO BOX 280  
D AMHERST, VA 24521

T  
O

S 000001  
H TOWN OF AMHERST - WWTP  
I TOM FORE  
P 174 S. MAIN STREET  
AMHERST, VA 24521

T  
O

TOTAL DUE 31,200.00

SLS1	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
000	12/18/2022	11/18/2022	00126539	11/18/2022	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
Net 30			

ITEM ID	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
20223711-A	EA	1.0000	0.0000	29,750.000000	29,750.00

WEMCO 4" Model C pump to replace Twin Pump Model 4500C

Clockwise rotation, Ni-Hard Impeller  
Steel shaft  
Steel impeller bolting  
Steel pump hardware  
Single mechanical seal  
no shaft shaft  
Hi-chrome gland housing  
SST gland  
Oil lubricated bearings  
Nitrile elastomers

Motor is not included  
Baseplate is not included

Lead Time 42-44 Weeks

Fright Additional

SHIPPING	EA	1.0000	0.0000	1,450.000000	1,450.00
SHIPPING					

Additional 4% will be applied for credit cards

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
0.00	31,200.00	0.00	0.00	0.00	31,200.00
83					
TOTAL DUE					31,200.00



**Quote**  
**VAQ00260**  
Date 11/21/2022

VA (276) 796-5473      WV (304) 469-3443  
IL (618) 997-2560      TN (865) 484-1361  
[www.bpspump.com](http://www.bpspump.com)

**Bill To:** Amherst, Town of  
PO Box 280  
Amherst VA 24521

**Ship To:** Town of Amherst  
448 Industrial Park Dr  
Amherst VA 24521

**Attention:**  
FRED ADAMS

Customer PO		Customer ID	Freight Terms	Shipping Method	Payment Terms		Req Ship Date
		1809		DELIVERY-OT	Net 30		0/0/0000
Quantity	Item Number		Description		UOM	Unit Price	Ext. Price
1	METSO PUMP		GRIT PUMP		Each	\$13,315.93	\$13,315.93
1	FREIGHT IN		TBD		Each	TBD	TBD

**Prepared By:** James Wells

<b>Subtotal</b>	\$13,315.93
<b>Tax</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Total</b>	\$13,315.93

***This Quote is valid for 30 days. We appreciate your business!***

**From:** [GSW](#)  
**To:** [Sara McGuffin](#)  
**Subject:** Fw: Need a Grit Pump Quote  
**Date:** Monday, February 27, 2023 8:34:20 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[Outlook-j4uhh00z.png](#)  
[Outlook-xjoka1wu.png](#)

---

Requested Quote 3

*Gary S. Williams*  
***Director of Plants***  
*Town of Amherst*  
*P.O. Box 280*  
*Amherst, Virginia 24521*  
*434.946.5769*



---

**From:** Fred Adams <fred.adams@amherstva.gov>  
**Sent:** Friday, December 2, 2022 14:35  
**To:** GSW <gary.williams@amherstva.gov>; Gary Smith, Jr. <gary.smith@amherstva.gov>  
**Subject:** Fw: Need a Grit Pump Quote

Fred W. Adams  
Operations  
Town of Amherst  
Plants Department  
P.O. Box 280  
Amherst VA 24521



---

**From:** Bruce Blount <B.Blount@sydnorhydro.com>  
**Sent:** Friday, December 2, 2022 2:02 PM  
**To:** Fred Adams <fred.adams@amherstva.gov>  
**Subject:** RE: Need a Grit Pump Quote

Good Afternoon Fred,



I apologize for the delay in getting this quote to you. We are pleased to offer you a **3" Model C Grit Pump (Pump-End Only)** designed to produce 150 gpm @ 26' TDH to serve as a drop in replacement to your Fairbanks 3" 4523C for the price of **\$ 20,929**. This price is net to you and would include freight but would not include any applicable taxes.

This pump would include the following features/options:

- Oil lubricated bearings with Trico constant oil leveler
- 3x3 Ni-Hard Case
- Ni-Hard Impeller
- Packing
- Quote is for Pump-End Only; It does NOT include Motor, Base, or Couplings
- Lead Time: 44 weeks

The same pump as above with a Slurry Dynamics Single **Mechanical Slurry Seal** (in lieu of packing) would cost **\$ 28,236**. Again, this price would include freight but NOT include taxes. Please let me know if you have questions or need anything else. Thank you for the opportunity, Fred!

Sincerely,

**Bruce Blount**

Outside Sales



2111 Magnolia St.

Richmond, VA 23223

[b.blount@sydnorhydro.com](mailto:b.blount@sydnorhydro.com)

Office: 804-643-2725

Mobile: 804-314-8583

---

**From:** Fred Adams [mailto:[fred.adams@amherstva.gov](mailto:fred.adams@amherstva.gov)]

**Sent:** Monday, November 28, 2022 3:25 PM

**To:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>

**Subject:** Re: Need a Grit Pump Quote

Thank you for the update.

Get [Outlook for iOS](#)

---

**From:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>

**Sent:** Monday, November 28, 2022 3:24:07 PM

**To:** Fred Adams <[fred.adams@amherstva.gov](mailto:fred.adams@amherstva.gov)>

**Subject:** RE: Need a Grit Pump Quote

Good Afternoon Fred,

I hope you had a wonderful Thanksgiving, sir. Sorry for the delay in responding to your email below. We were closed both Thursday and Friday for the holiday. I followed up with the manufacturer Wednesday of last week and again today. I am hoping to have a quote for you on this by the end of the day tomorrow. Again, I apologize for the time this is taking.

Sincerely,

**Bruce Blount**

Outside Sales



2111 Magnolia St.

Richmond, VA 23223

[b.blount@sydnorhydro.com](mailto:b.blount@sydnorhydro.com)

Office: 804-643-2725

Mobile: 804-314-8583

---

**From:** Fred Adams [<mailto:fred.adams@amherstva.gov>]

**Sent:** Friday, November 25, 2022 2:15 PM

**To:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>

**Subject:** Re: Need a Grit Pump Quote

Hi Bruce,

Just checking on the progress of your quote. Thanks

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---

**From:** Fred Adams <[fred.adams@amherstva.gov](mailto:fred.adams@amherstva.gov)>

**Sent:** Friday, November 18, 2022 12:22:02 PM

**To:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>

**Subject:** Re: Need a Grit Pump Quote

Sounds good, thank you.

Fred W. Adams

Operations

Town of Amherst

Plants Department

P.O. Box 280

Amherst VA 24521



---

**From:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>

**Sent:** Friday, November 18, 2022 10:55 AM

**To:** Fred Adams <[fred.adams@amherstva.gov](mailto:fred.adams@amherstva.gov)>

**Subject:** RE: Need a Grit Pump Quote

Good Morning Fred,

Thank you for the reply. There would be a price increase to go with mechanical seal over packing. I will get it quoted both ways. One other option I think is a worthwhile upgrade would be the Trico constant level oiler. I will get that priced in also.

Thanks again, Fred. I will be back as quickly as I can with a quote.

Sincerely,

**Bruce Blount**

Outside Sales



2111 Magnolia St.

Richmond, VA 23223

[b.blount@sydnorhydro.com](mailto:b.blount@sydnorhydro.com)

Office: 804-643-2725

Mobile: 804-314-8583

---

**From:** Fred Adams [<mailto:fred.adams@amherstva.gov>]

**Sent:** Friday, November 18, 2022 9:23 AM

**To:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>

**Subject:** Re: Need a Grit Pump Quote

Hi Bruce,

We would like to pursue the same options on the replacement but would prefer a mechanical seal over the packing. I don't know if there is a price difference between the two. If so we would like a price on both. Also we are open to any suggestions you might have.

Fred W. Adams  
Operations  
Town of Amherst  
Plants Department  
P.O. Box 280  
Amherst VA 24521



---

**From:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>  
**Sent:** Thursday, November 17, 2022 3:43 PM  
**To:** Fred Adams <[fred.adams@amherstva.gov](mailto:fred.adams@amherstva.gov)>  
**Subject:** RE: Need a Grit Pump Quote

Hi Fred,

I was able to pull the file on the older Fairbanks pump we supplied and am able to answer the highlighted portions of the questions he posed. Please see below.

I don't know if you wanted to pursue the same options on the replacement that were on the previous. But I thought I would share with you what I found. Hope this helps.

- What discharge position is required (vertical or horizontal / **CW** or CCW)?
- High-Chrome or **Ni-hard case**?
- Trico oiler required?
- Torus buster?
- SS pump hardware?
- 1" vent & drain? **NO**
- Standard suction connection or suction spool required?
- High-chrome or **ni-hard impeller**?
- Steel or stainless steel shaft?
- SS impeller hardware?
- **Packing** or mechanical seal?
- 416SS or 440C SS shaft sleeve?
- **CI** or SS gland housing / backplate?

**Bruce Blount**

Outside Sales



2111 Magnolia St.  
Richmond, VA 23223  
[b.blount@sydnorhydro.com](mailto:b.blount@sydnorhydro.com)

Office: 804-643-2725  
Mobile: 804-314-8583

---

**From:** Fred Adams [<mailto:fred.adams@amherstva.gov>]  
**Sent:** Thursday, November 17, 2022 3:32 PM  
**To:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>  
**Subject:** Re: Need a Grit Pump Quote

I will have to get back to you on the questions the engineer was asking about.

Fred W. Adams  
Operations  
Town of Amherst  
Plants Department  
P.O. Box 280  
Amherst VA 24521



---

**From:** Fred Adams <[fred.adams@amherstva.gov](mailto:fred.adams@amherstva.gov)>  
**Sent:** Thursday, November 17, 2022 3:25 PM  
**To:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>  
**Subject:** Re: Need a Grit Pump Quote

Yes, this is correct.

Fred W. Adams  
Operations  
Town of Amherst  
Plants Department  
P.O. Box 280  
Amherst VA 24521



---

**From:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>

**Sent:** Thursday, November 17, 2022 2:34 PM  
**To:** Fred Adams <[fred.adams@amherstva.gov](mailto:fred.adams@amherstva.gov)>  
**Subject:** FW: Need a Grit Pump Quote

Fred - Also, I am assuming you wanted the pump end only in the quote. NOT the motor, base, etc. Correct?

Thanks again,

**Bruce Blount**

Outside Sales



2111 Magnolia St.

Richmond, VA 23223

[b.blount@sydnorhydro.com](mailto:b.blount@sydnorhydro.com)

Office: 804-643-2725

Mobile: 804-314-8583

---

**From:** Bruce Blount  
**Sent:** Thursday, November 17, 2022 2:32 PM  
**To:** 'Fred Adams' <[fred.adams@amherstva.gov](mailto:fred.adams@amherstva.gov)>  
**Subject:** RE: Need a Grit Pump Quote

Good Afternoon Fred,

I hope you are well, sir. The applications engineer came back asking what options you wanted included in the quote. Please see the list of questions below.

- What discharge position is required (vertical or horizontal / CW or CCW)?
- High-Chrome or Ni-hard case?
- Trico oiler required?
- Torus buster?
- SS pump hardware?
- 1" vent & drain?
- Standard suction connection or suction spool required?
- High-chrome or ni-hard impeller?
- Steel or stainless steel shaft?
- SS impeller hardware?
- Packing or mechanical seal?
- 416SS or 440C SS shaft sleeve?
- CI or SS gland housing / backplate?

Answers to these questions/options should allow for the pump to be quoted. Thanks Fred!

Sincerely,

**Bruce Blount**

Outside Sales



2111 Magnolia St.

Richmond, VA 23223

[b.blount@sydnorhydro.com](mailto:b.blount@sydnorhydro.com)

Office: 804-643-2725

Mobile: 804-314-8583

---

**From:** Fred Adams [<mailto:fred.adams@amherstva.gov>]

**Sent:** Wednesday, November 16, 2022 11:30 AM

**To:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>

**Subject:** Re: Need a Grit Pump Quote

Hi Bruce,

Just checking on the progress of the quote.

Get [Outlook for iOS](#)

---

**From:** Fred Adams <[fred.adams@amherstva.gov](mailto:fred.adams@amherstva.gov)>

**Sent:** Friday, November 11, 2022 12:24:12 PM

**To:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>

**Subject:** Re: Need a Grit Pump Quote

Thank you. I appreciate it.

Fred W. Adams

Operations

Town of Amherst

Plants Department

P.O. Box 280

Amherst VA 24521



**From:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>  
**Sent:** Friday, November 11, 2022 11:56 AM  
**To:** Fred Adams <[fred.adams@amherstva.gov](mailto:fred.adams@amherstva.gov)>  
**Subject:** RE: Need a Grit Pump Quote

Yes sir. I will work on getting you a quote.

Sincerely,

**Bruce Blount**

Outside Sales



2111 Magnolia St.

Richmond, VA 23223

[b.blount@sydnorhydro.com](mailto:b.blount@sydnorhydro.com)

Office: 804-643-2725

Mobile: 804-314-8583

---

**From:** Fred Adams [<mailto:fred.adams@amherstva.gov>]  
**Sent:** Friday, November 11, 2022 11:54 AM  
**To:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>  
**Subject:** Re: Need a Grit Pump Quote

As a drop shipped item.

Get [Outlook for iOS](#)

---

**From:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>  
**Sent:** Friday, November 11, 2022 11:51:51 AM  
**To:** Fred Adams <[fred.adams@amherstva.gov](mailto:fred.adams@amherstva.gov)>  
**Subject:** RE: Need a Grit Pump Quote

Hi Fred,

Thank you for the quick answer. I will go ahead and get a quote on the WEMCO replacement. Are we quoting this as a drop shipped item, or with installation services included? Thanks again, Fred.

Sincerely,

**Bruce Blount**

Outside Sales





2111 Magnolia St.  
Richmond, VA 23223  
[b.blount@sydnorhydro.com](mailto:b.blount@sydnorhydro.com)  
Office: 804-643-2725  
Mobile: 804-314-8583

---

**From:** Fred Adams [<mailto:fred.adams@amherstva.gov>]  
**Sent:** Friday, November 11, 2022 11:45 AM  
**To:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>  
**Subject:** Re: Need a Grit Pump Quote

Hi Bruce,

Not sure on what would need to be replaced on the one we have. All I know right now is when the belts turn the shaft on the pump the shaft is very wobbly. You can go ahead and send a quote on the new WEMCO.

Get [Outlook for iOS](#)

---

**From:** Bruce Blount <[B.Blount@sydnorhydro.com](mailto:B.Blount@sydnorhydro.com)>  
**Sent:** Friday, November 11, 2022 11:34:39 AM  
**To:** Fred Adams <[fred.adams@amherstva.gov](mailto:fred.adams@amherstva.gov)>  
**Subject:** RE: Need a Grit Pump Quote

Good Morning Fred,

My name is Bruce Blount and I cover the Amherst area for Sydnor Hydro. Thank you for reaching out and providing information on the Grit Pump you have at the WWTP. That pump is a Fairbanks Twin Pump vortex model (4500 series). Unfortunately, Fairbanks discontinued that pump line back in late 2020. So we can no longer offer a complete duplicate replacement pump. We can, however, offer select replacement parts for the pump. Or we can offer a pump of a different make to replace this one. That pump would be a WEMCO and should bolt right in place of the Fairbanks Twin Pump you currently have. When you have a moment, please let me know your thoughts on this. We would be happy to proceed in any direction you choose. Thanks again for reaching out.

Sincerely,

***Bruce Blount***  
Outside Sales



2111 Magnolia St.  
Richmond, VA 23223  
[b.blount@sydnorhydro.com](mailto:b.blount@sydnorhydro.com)  
Office: 804-643-2725  
Mobile: 804-314-8583

---

**From:** Fred Adams [<mailto:fred.adams@amherstva.gov>]  
**Sent:** Friday, November 11, 2022 10:11 AM  
**To:** Tyler Poindexter <[tyler.poindexter@sydnorhydro.com](mailto:tyler.poindexter@sydnorhydro.com)>  
**Subject:** Need a Grit Pump Quote

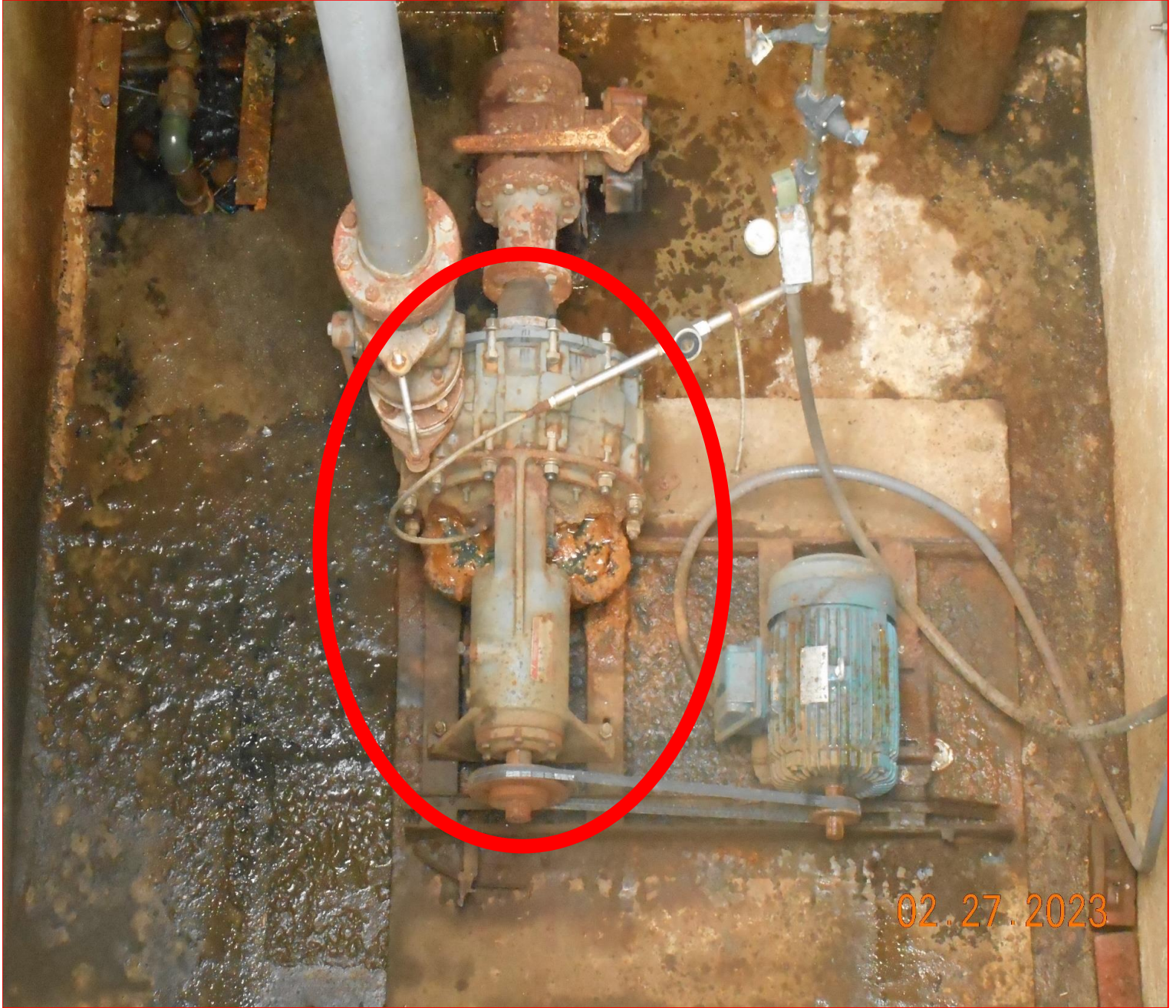
Hi, My name is Fred Adams and I'm an operator at the Town of Amherst WWTP. Our grit pump has gone down there is something wrong with the shaft. I want to get a price quote on a new pump. Here is the info for the one we currently have.

Serial Number -- 1831088  
Model Number -- 4523C  
Size -- 3"x 3"  
GPM -- 150  
Head -- 26 (Feet)  
BHP -- 7.5  
RPM -- 875\*(1800)  
Pump Weight -- 710lbs

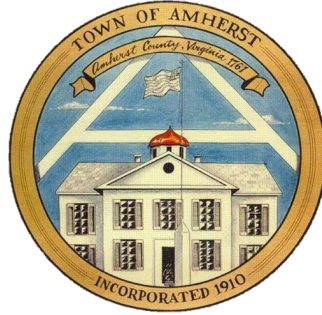
If you have any other questions contact me at this email. Thanks

Fred W. Adams  
Operations  
Town of Amherst  
Plants Department  
P.O. Box 280  
Amherst VA 24521





**Grit Pump is the piece of equipment circled in red.**



## **Mission**

The Town of Amherst strives to provide efficient and effective services that improve the quality of life for our community.

## **Vision**

The Town of Amherst has charming neighborhoods and a vibrant downtown making us the best small town in Virginia to visit and call home.

## **Values**

Integrity, Community, Transparency, Efficacy

## **Goals**

Develop Recreational Facilities and Entertainment Venues

Promote Business and Economic Develop

Revitalize Downtown Area

Continuously Improve and Enhance Services

## Goals and Strategies

<i>Goal #</i>	<i>Goals</i>	<i>Strategy #</i>	<i>Workshop Council Proposed Strategies - 2-year time frame</i>
<b>1</b>	<b>Develop Recreational Facilities and Entertainment Venues</b>		
		1.a	Define the purpose and events in Downtown, Evaluate Town Square Concept (sites, purpose, etc.), including investigation of purchase of land (10 acres on North Main-Presbyterian Church), car wash property, all options, addresses Parks and 2022 Vision Survey, Town Clock
		1.b	Community Relations Committee expand /create a broad group of people; main street businesses, all others
		1.c	Signage/Promotion/for Scotts Mill Park (passive park)
<b>2</b>	<b>Promote Business and Economic Development</b>		
		2.a	Update from EDA to promote industry at the Industrial Park
		2.b	Explore creation of one pad ready site and have ready by end of two years
		2.c	Evaluate business license tax/revenue
<b>4</b>	<b>Revitalize Downtown Area</b>		
		4.a	Investigate other towns on beautification and revitalization projects
		4.b	Investigate grants for underground lighting, new brick, trees, street lamps, greenery
		4.c	Coordinate with VDOT on sidewalk widening
		4.d	Evaluate tax incentives for beautification efforts
		4.e	See 2.d
		4.d	Explore parking space elimination to extend more public space
<b>5</b>	<b>Continuously Improve and Enhance Services</b>		
		5.a	Support continuing education for employees
		5.b	Facility improvements identified in the CIP



## 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 23, 2023  
**Re:** Revised Procurement Policy

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I have attached a revised Procurement Policy for the Town of Amherst with two change requests.

Currently, the Town is required to have any purchases between \$5,000 and \$10,000 that is within the normal approved and appropriated budget to be approved by the Finance Committee. Any purchases above \$10,000 are to be approved by the Town Council. Due to the abolishment of the Finance Committee and due to rising costs that are pushing some costs above the \$5,000 limit on a regular basis, I am requesting that we take this requirement out of the policy. I am asking that as long as funds are approved, appropriated and available within a department head's budget that they be able to make the purchase as long as it is consistent with the new threshold amounts and requirements for each threshold.

In addition to this change, I am requesting that we take away the need for purchase orders unless a purchase is above the \$5,000 threshold and it requires verbal or written quotes. Currently we require a purchase order to be attached to invoices over \$100 that are not normal, reoccurring invoices. However, because we are a small locality, department heads do their own purchasing, which turns into the purchase order simply being attached to the invoice in order to show we are following our policies upon review by our auditors. This step is affective in larger localities that must go through a purchasing department for approval, however, that is not the case here, and eliminating this step would reduce unnecessary work.

Please let me know if you have any questions or concerns about the revisions.

Thank you.



**TOWN OF AMHERST  
PROCUREMENT POLICY**  
~~Approved 12/13/17~~

**I. Introduction**

This purchasing policy and procedures manual is intended for use as a general guide to the Town of Amherst's procurement methods and practices. The understanding and cooperation of all employees is essential if the Town is to obtain the maximum value for each tax and utility dollar spent.

If the procedures and guidelines established in this manual are followed, each department can efficiently manage, control and plan its' available resources to meet present and future department needs.

**1.1 Procurement Authority**

The Town Manager or his designee shall serve as the principal public purchasing official for the Town and shall be responsible for the procurement of goods, services, insurance, and construction. The Town Manager has delegated to all department heads the authority to make purchases with the guidelines of this policy.

**1.3 Prevailing Policy**

The Town Procurement Policy and the Virginia Public Procurement Act shall prevail should there be a conflict between their requirements and the policies and procedures set forth in this manual.

**1.4 Basic Goals of Procurement**

The basic goals for competitive procurement are establish in § 2.2.4300 B & C of the Virginia Public Procurement Act:

- Obtain high quality goods and services at reasonable cost
- Procurement procedures are to be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety
- All qualified vendors have access to public business and that no offeror is arbitrarily or capriciously excluded
- Completion is to be sought to the maximum feasible degree
- Procurement procedures involve openness and administrative efficiency
- Rules governing contract award are to be made clear in advance of the competition
- Procurement specification should reflect the need of the purchasing body rather than being drawn to favor a particular vendor
- Purchaser and vendor freely exchange information concerning what is sought to be procured and what is offered.

**1.5 Local Buying**

It is the desire of the Town to purchase from vendors located within the Town of Amherst whenever possible. This can be accomplished by insuring that local vendors who have goods or services available which are needed by the Town are included in the competitive purchasing process. The Town has a responsibility to its residents to insure

that maximum value is obtained for each public dollar spent; however, the Town cannot and will not make purchasing decisions solely on the basis of vendor residence. Rather, the Town will endeavor to encourage local vendors and suppliers to compete for all Town business.

#### 1.6 Planning

Planning for purchases should be done on a short-term and long-term basis, thereby minimizing small orders and last minute purchases. Planning will also reduce the number of trips required to obtain materials and minimize clerical and supervisory time spent on documenting purchases.

### II. AUTHORITY TO SIGN CONTRACTS AND CHANGE ORDERS

The Town Manager's signature, or his designee, is required on all contracts and change orders.

### III. PURCHASING PROCEDURES

This section covers the purchase of supplies, materials, equipment and/or services. Departments are urged to be as cost conscience as possible and try to always obtain the best price for items purchased, without sacrificing value.

#### 3.1 Methods of Procurement

The ~~three~~ standard methods of procurement used are listed below. Purchases made in methods 3.1.1 through 3.1.3 are contingent on if there are enough funds already appropriated within the departments' approved budget:

**3.1.1 Purchases up to ~~\$1,000.00~~ 5,000 in value** - should be done solely by the Department Head, or designee. This amount applies to the total of all items purchased on an invoice. No competition or documentation required. ~~Any purchase below \$100 does not require a purchase order to be submitted for the purchase, however, additional notes and explanations should be provided on the invoice itself.~~

**3.1.2 Purchases equal to ~~\$5,001 1,001~~, up to ~~\$2,500~~ 10,000** - For purchases of this type, the Department Head should obtain at least ~~23~~ verbal quotes and document those quotes in writing to be filed. Documentation of the three verbal quotes are to be submitted with an attached purchase order.

**3.1.3 Purchases equal to ~~\$10,001 2,501~~ up to ~~\$5,000~~ 30,000** - Purchases in the group are required to have three quotes in writing. Documentation of the three quotes are to be submitted with an attached purchase order.

**~~3.1.4 Purchases over \$5,000 including non-budgeted items and capital items~~** - All non-emergency purchases with an anticipated value over \$5,000 shall be approved by the Town Council as well as all non-budgeted items and capital items.

**3.1.3 Purchases over \$30,000** - All Purchases of goods or services over \$30,000 are to be procured using an Invitation for Bid or Request for Proposals that will be advertised in a paper of local circulation and the Town website. The low bid amount, payment and possible appropriation of funds will need to be approved by Town Council.

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### 3.3 Purchase Orders

To be valid, a Town purchase order must be completed and signed by a Department Head.

Purchase Orders are not required for the following transactions:

1. Any purchase below ~~\$100-~~ \$5,000 does not require a purchase order to be submitted for the purchase, however, additional notes and explanations should be provided on the invoice itself.
2. Any invoice received on a monthly or quarterly reoccurring basis such as utilities.
3. Any purchase made on a Town credit card. Purchases with reoccurring vendors should not be made on a Town credit card.

## VII. Special Procurement Procedures

**7.1 Emergency Purchases** - In case of emergencies, the Department Head may purchase directly from any vendor supplies or services where immediate procurement is essential to prevent delays in work which may affect the life, health, safety or convenience of the Town of Amherst employees or citizens.

After determining that a true emergency does exist, the department shall exercise good judgment and use established vendors when making emergency purchases. The department must always obtain the best possible price, and limit purchases to those items which are related to an emergency. Not anticipating needs does not constitute an emergency situation. Needs should be anticipated in order to avoid emergency purchases whenever possible.

### 7.1.1 Emergency Purchase Procedures

During working hours, the following procedures shall be used for emergency purchases:

Submit a purchase order request to the Finance Division/Buyer with all pertinent information. Information submitted should include documentation showing why the purchase is an emergency. After verifying the available funds, a purchase order will be originated and forwarded to the user department. Should the purchase over-encumber the account balance, a Request for Transfer of Funds form shall be completed as soon as possible.

After working hours, the following procedure shall be used for emergency purchases:

As soon as practicable, after directing the contractor/vendor to proceed, the procedures outlined above shall be followed.

Emergency purchases, although at times are necessary, are costly both in time and money. The use of emergency procedures should be limited and will be monitored for abuse.

**7.2 Sole Source Purchases** – In the event there is only one vendor capable of providing a particular good or service, the competitive pricing procedures outlined in this policy may be waived.

## VIII. Alternative Sources of Procurement

**8.1 Virginia State Contracts** – Departments may utilize state contracts whenever possible for procurement of capital and non-capital items. The use of state contracts expedites the purchase of goods, offers pricing generally lower than quotes by formal and informal bids, and satisfies the requirements of the Town’s procurement policy.

**8.2 Local and National Public Agency Contracts** – All public agencies that specially include within their bid documents the cooperative phrase which allows any resulting contract to be utilized by other public bodies and municipalities.

#### **XIV. Surplus Property**

The transfer of surplus property from one department to other within the Town is encouraged.

Property that is no longer useful to a department or to the Town shall be disposed of by one of the following methods:

- **Public sale/auction** – The preferred method of sale of surplus property to the general public is by auction. Auctions are scheduled by the Director of Public Services and the Town Buyer.
- **Sale to other political subdivisions** – Prior to an auction, the Town may offer the surplus item(s) to other political subdivisions within the Commonwealth of Virginia at the item(s) fair market value.
- **Sale by competitive bid** – Property may also be sold by competitive bid. A list of available items shall be mailed to all interested bidders.
- **Negotiated sale** – This method is used only when the property does not sale by public auction or sealed bid.



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

DATE \_\_\_\_\_

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

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

LOCATION OF REQUEST US Route 60

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

EXISTING ZONING T-1 Transitional PROPOSED ZONING CZ-1

STATEMENT BY APPLICANT

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

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

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

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

PLANNING COMMISSION PUBLIC HEARING

Time \_\_\_\_\_ Date \_\_\_\_\_

PLANNING COMMISSION ACTION

\_\_\_\_\_  
Zoning Administrator Date

TOWN COUNCIL PUBLIC HEARING

Time \_\_\_\_\_ Date \_\_\_\_\_

TOWN COUNCIL ACTION

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