

**AMHERST TOWN COUNCIL**  
**AGENDA**  
**Wednesday, April 12, 2023**  
**Meeting at 7:00 p.m.**  
**Town Hall, 174 S. Main Street, Amherst, VA 24521**  
**REVISED**

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation** - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Public Hearings and Presentations**
- 1. Public Hearing: FY 24 Capital Improvement Program (Pg. 17)** *Council has set and notice has been provided for the proposed Capital Improvement Program, as recommended by the Planning Commission. During the Council's review of the proposed CIP, they requested that one item be removed from purchase, and added to the annual budget as a rental item. The budget reflects that change.*
  - 2. Public Hearing: FY 2024 Annual Budget (Pgs. 1-35)-** *Council has set this time and notice has been provided for a public hearing on the Town's FY 2024 annual budget.*
- 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. 36-57)** – *Draft of the March 8 and 30, 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. 58-109)-** *The check register for the month of March 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. 110-121)**
    - a. Town Manager Monthly Report- **attached**
    - b. Police Chief Monthly Report - **attached**
    - c. Office Manager Monthly Report - **attached**
    - d. Clerk of Council Monthly Report- **attached**
    - e. Public Works Monthly Reports- **attached**

## **2. Other Reports (Pgs. 122-126)**

- a. Planning Commission– *no meeting*
- b. Economic Development Authority- , *no meeting*
- c. Robert E. Lee SWCD- *minutes attached*

## **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. 127-135) - Sara McGuffin-** *In February, Council held a public hearing to consider this Zoning Ordinance amendment. In March, Council discussed the possible amendment and also discussed the option of allowing short term rental as a permitted use with conditions. Attached is a report generated by Mr. Driskill and Mr. Thompson regarding that proposal.*
- 2. Rezoning and Special Use Permit Request for 117 Pine Street (Pgs. 136-139)- Sara McGuffin-** *In February, 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. If Council considers a different approach, the Wynns have indicated that they are agreeable to a deferral while this is determined.*
- 3. Rezoning and Special Use Permit Request for 123 Lee Street (Pgs. 140-144)- Sara McGuffin-** *Council held a public hearing in March related to the rezoning and special use permit request from Svet and Shah Kanev to allow short term rental at 123 Lee Street. Action on this will be deferred until Council determines the direction for regulation of short term rentals.*
- 4. Consideration of Collections Policy changes (Pgs. 145-160)- Tracie Morgan-** *Staff requests adoption of a resolution that would allow collections by a third party.*
- 5. Adoption of an amendment to the Utilities Rate and Fee Policy (Pgs. 161-164) Sara McGuffin-** *Staff requests an addition to the Utility Rate and Fee Policy for this year, and wishes to add it to the proposed Rate and Fee Policy for next year. In 2021 and 2022, the policy included a provision to allow an in town rate for community based non-profits that were out of town. This was inadvertently left out of the FY23 policy. The Town has received a request from the Amherst Recreation Center, and staff recommends making this addition to the policy.*
- 6. Set Public Hearing for Revisions to the Property Maintenance Code related to Grass and Weeds- - Sara McGuffin-** *Staff requests that the Council set a public hearings for revisions to Town Code Chapter 10. Nuisances related to Grass and Weeds the budget and Capital Improvement Program for the Council's April meeting.*

## **I. Matters from Staff**

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

## **K. Anticipated Town Council Agenda Items for Next Month**

## **L. Citizen Comments**

## **M. Adjournment**

# Town of Amherst FY 24 Budget



Mayor D. Dwayne Tuggle  
Vice-Mayor Andra Higginbotham  
Councilor Michael H. Driskill  
Councilor Douglas L. Thompson  
Councilor Sharon W. Turner  
Councilor Janice N. Wheaton

Budget presented to Council with public hearing on April 12, 2023  
Budget adoption slated for May 10, 2023

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

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



# TOWN OF AMHERST

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

## MEMO

**Date:** March 7, 2023

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

**From:** Sara McGuffin, Town Manager

**Re:** FY 24 Town of Amherst Budget

It is my pleasure to present to the Amherst Town Council the proposed FY 24 budget. The financial outlook for the Town is very positive, however, the Town, like all other entities is impacted by the global economic situation. Calendar year 2022 saw an inflation rate of over 7%, for the second year in a row. In addition, many of our set costs increased at a higher rate than inflation, including necessary chemicals for water treatment and equipment for police officers. Delays getting necessary supplies for renovations creates projects that take longer than anticipated, and a greater cost. Personnel costs increase with inflation, as well with changing market conditions due to labor shortages and increased minimum wages. Fortunately, the Town is seeing positive revenue growth and has healthy fund balances to see the Town through this time without increases in taxes or utility rates in the near term.

The renovation of the Water Treatment Plant was well timed, as was the sewer rehabilitation project, both of which were the beneficiaries of lower prices at the time of the bidding and contract execution. These projects saw increased costs at the end of the project cycle, due to the time lag, which meant that there were increased times for staff and contract engineers to monitor and address the projects. However, the new budget year should see both of these completed, or very nearly so.

The decision by Council to focus ARPA expenditures on capital investments in wastewater provides an increased level of service and pollution control at that plant, while the work of the design team meant that the contracts were executed with very reasonable price points. Council, staff, and our engineer should be proud of the quick decision making on this project, which allowed the Town to obligate those funds in advance of the worst of the market increases.

Capital projects in this fiscal year are the completion of these existing projects, a new SCADA system at the wastewater treatment plant, minor renovations to Town Hall, and

equipment replacement. New projects and equipment in this coming fiscal year are funded by a combination of fund reserves and ARPA funding.

**Assumptions and Background:**

- This budget is predicated on current revenues, with neither an upward nor downward adjustment based upon the financial conditions. While inflationary numbers may place upward pressure on some of the Town's revenue streams based upon receipts, these are not accounted for, as the increase in prices may also have the effect of decreasing sales to some of the Town's businesses. Holding the course on projected revenues is the wise path, given these uncertainties.
- While the economy is creating several increased expenditure lines that are beyond the control of the Town, this budget recommends only one change to any rate, fee, or taxes. Staff recommends an increase in garbage fees from \$10.60 to \$12.00/month. The cost to the Town is increased annually by the rate of inflation, and after several years of no increases, the garbage fund is reaching its required minimum. This increase will make the fund sustainable again.
- The Town received approximately \$2.2 million in ARPA funds from the Federal government. The Town has wisely invested these funds in a way that does not create additional operating expenses over the years. This budget does not include those funds, as they are capitalized separately, but acknowledges that there is continuing work on the wastewater centrifuge, and that there may be additional projects such as a wastewater SCADA system update that Council may be requested to approve.
- At the Council's budget strategy session, Council determined that the optimal way to handle the structural deficits in the water and sewer lines created by the Sterling loan (which runs through FY 2030) is to recognize the cost and use fund balance to pay any annual deficit. Because of the Town's fiscal responsibility with these funds, there is an adequate balance to do this for several years, and the current inflation makes this the fiscally responsible approach. Depending on the changing economic conditions, as well as growth and development in the Town, it may be necessary in the future to consider increases to the Town's tax and rate structure. However, these conversations can wait until more data is known, given the state of the fund balances.
- Staff does not recommend any additional construction projects with this budget cycle, outside of the already pending projects funded through current grant/loan cycles and ARPA funding. Staff does recommend a new SCADA system for the wastewater treatment plant, which can largely be funded through the remainder of the ARPA funds or the remainder of the USDA slipling funds, now

that the centrifuge project has been bid and the contracts signed and the slip lining is completed.

- This budget assumes the continuation of Council's previous practice of increasing salaries and the pay scale by the rate of inflation for the previous year. For calendar year 2022, this amount is 7.04%. Additional raises and increases are based upon each employee's professional development plan. The percentage increase for employees is capped at \$80,000, so that the highest paid employees are paid the inflation increase on \$80,000, rather than their entire pay rate.

### **Highlights:**

- This budget represents a reinvestment in the Town's physical and personnel assets. It recognizes the value of its assets and ensures that they are taken care of in a responsible manner- reinvesting in infrastructure, vehicles, equipment, and most importantly, people.
- Staff recommends the addition of two new positions. One of these positions would be the creation of a position to oversee and conduct proper maintenance at both the water and the wastewater plant. This position would also provide plants operation during vacation or sickness in the plants, hopefully, eliminating some of the current overtime costs. The budget also includes \$85,000 in funding to set this position up with a truck, computer, tools, and an upfit to the old lower wastewater plant for an office. The second position would be an additional position focused on landscaping in the Maintenance department. As time has gone on, Maintenance is asked to do more and more to improve the appearance of the Town. This position would be an entry level position to grow a new staff person in the department and train them on utilities work as they learn.
- Staff recommends funding all of the first year requests in the CIP, with the exception of agreeing with the direction of council to forgo one expense, but rather increase rental allowances in the budget. The funding for the wastewater treatment plant SCADA is not shown in the budget, as it is accounted for in the USDA/ARPA funds.
- Staff recommends increasing the amount set aside for the First Responders Parade and event, understanding that fireworks become more expensive each year, and there is real interest in having a larger and longer event, including bands.
- Based upon the concern of Council regarding Police technology, staff has included the new tough books for the Police Department. These computers are

nearing the end of life, and have created a maintenance issue for the department.

- Based on Council input from the strategic planning session, staff has included \$250,000 for land acquisition, should the Council choose to purchase land for any park or recreational activities.
- Staff recommends a 50% increase for Mayor and Councilor pay, based upon the stipends for similar sized jurisdictions in Virginia. Staff additionally recommends that these positions have the same increases in the future as are given for staff. Additionally, staff has added to the amount for training and conferences for the Council, given the participation level over the last several years.

**Adoption Process:**

Council will be requested to set a public hearing on the budget and the Capital Improvement Program (CIP) for April 12, 2023. The CIP is anticipated to be adopted at the same meeting. The budget may not be adopted at the meeting where it is heard and is slated for adoption at the Council's May 10, 2023 meeting.

## Town Manager's Budget Message

Table of Contents.....	1
Budget Ordinance.....	2
Schedule of Local Tax Levy.....	5
Utility Rate and Fee Policy.....	6
Public Hearing Notice.....	10
Proposed Capital Improvement Program.....	11
Proposed Fiscal Year Spending on Capital Improvements.....	12
 <u>General Fund</u>	
Revenue.....	13
Expenditures.....	14
 <u>Water Fund</u>	
Revenue.....	17
Expenditures.....	17
 <u>Sewer Fund</u>	
Revenue.....	20
Expenditures.....	20
 <u>Garbage Fund</u>	
Revenue and Expenditures.....	23
 <u>Industrial Development Authority Fund</u>	
Revenue and Expenditures.....	24
 <u>Policies and Fund Balances</u>	
Personnel Cost Allocation Plan.....	25
Fund Balances and Contingency Calculations.....	26
Debt Balances and Payments.....	27
Town Owned Vehicle Information.....	28
Balance Sheet.....	To be Added
Statement of Net Position .....	To be Added
Fund Balance Analysis.....	29
Pay Plan.....	30

AN ORDINANCE TO ESTABLISH THE [BUDGET](#) FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024, MAKING REVENUE ESTIMATES AND APPROPRIATIONS FOR SAME.

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

**A. SOURCES OF FUNDS**

That for the support of the Town Government and its General Fund, for the tax year beginning on January 1, 2023, all taxes, fees, charges and penalties shall remain as heretofore set out by Ordinance, Resolution or other appropriate action of the Town Council except as the Town Council may establish or amend herein.

**B. FUND ACCOUNTING**

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

**Estimated Revenues**

General Fund	\$1,940,468
Water Fund	\$1,456,199
Sewer Fund	\$1,241,213
Garbage Fund	\$163,436
EDA Fund	\$36,421

**Estimated Expenditures**

General Fund	\$1,940,468
Operations	\$1,769,276
Capital Projects	\$171,192
Water Fund	\$1,456,199
- Operations	\$1,015,381
- Debt Service and Capital Projects	\$440,818
Sewer Fund	\$1,241,213
- Operations	\$839,069
- Debt Service and Capital Projects	\$402,344
Garbage Fund	\$163,436
EDA Fund	\$36,421

**C. TAX RATES**

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

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

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

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

- Contractors: \$0.16 per \$100 of gross receipts

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

#### **D. UTILITY RATES AND CHARGES**

See attached Utility Rate and Fee Policy for rates related to water and sewer. The FY 24 budget holds all water and sewer rates and fees at the same level since fiscal year 2018.

#### **E. DONATIONS**

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

<b>Amount</b>	<b>Organization</b>	<b>Purpose/Conditions</b>
<b>\$15,000</b>	Amherst Fire Department	Operating Costs, including water, sewer, electric, training, equipment.
<b>\$3000</b>	Village Garden Club	Civic Beautification
<b>\$3000</b>	Amherst County Museum and Historical Society	Utilities, Programming and repairs to the Museum building.
<b>\$2500</b>	Neighbors Helping Neighbors	Supplies for Food Bank
<b>\$23,500</b>	Total Donations	

#### **F. FUND BALANCE REQUIREMENTS**

The Town of Amherst maintains a Fund Balance Policy to ensure that the Town has adequate funds to address emergency situations and ensure the Town's credit worthiness. Required balances for the FY24 fiscal year are as follows:

General Fund Permanent Fund		\$ 334,432
General Fund Contingency		\$ 58,214
Water Fund Permanent Fund		\$ 708,131
Sewer Fund Permanent Fund		\$ 787,176
Garbage Fund Permanent Fund		\$ 40,718

#### **G. PERSONNEL**

To maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost-of-Living increase for all employees of 7.04%, with a cap of \$80,000 applied amount. This cap means that any employee earning over \$80,000 receives the same raise based upon a salary amount of \$80,000, rather than their total salary. The 7.04% is consistent with the consumer price index change in the 2022 calendar year.

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

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

#### **H. CONDITIONS**

The intent being to authorize spending according to this budget, all appropriations articulated herein are declared to be maximum and conditional such that outlay shall be made only in the event the aggregate revenues collected and other resources available to the Town in the respective funds are sufficient. All debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with the Ordinance, the Town Charter, Town Code and Purchasing Policy and administrative rules and procedures.

*This Ordinance was passed by a vote of the Amherst Town Council on the 10<sup>th</sup> of May, 2023 and reflects the complete budget for July 1, 2023 to June 30, 2024.*

\_\_\_\_\_  
Mayor

Attest:

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

Town of Amherst  
Schedule of Local Levy  
July 1, 2023

The following are tax levies for the fiscal year beginning July 1, 2023. The Town Code contains other tax levies and a more complete description of the Town's taxation program.

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

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

# Town of Amherst Utility Rate and Fee Policy

FY 23/24

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

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

## **Residential Customers:**

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

<u>Rate Component</u>	<u>In Town Residential Base Charge</u>	<u>In Town Use Charge per 1,000 gallons</u>	<u>Out of Town Residential Base Charge</u>	<u>Out of Town Use Charge per 1,000 gallons</u>
<b>Water:</b>				
Effective July 1, 2017	\$15.60	\$7.75	\$31.20	\$15.50
<b>Sewer:</b>				
Effective July 1, 2017	\$27.35	\$6.85	\$54.70	\$13.70
<b>Curbside Refuse Collection:</b>				
Effective July 1, 2016	\$12.00		\$12.00	

## **Nonresidential Customers:**

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

## **Deposits**

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

## **Curbside Refuse Collection:**

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

## **Fire Sprinkler Fees**

Fire sprinkler fees are as follows:

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

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

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

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

#### **Dormant Account Fees:**

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

#### **Reconnection Fee: -**

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

#### **Billing:**

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

**Property owners are held responsible for utility bills against their properties.**

#### **Adjustments for Leaks:**

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

#### **Late Payment Charges and Disconnect Procedures:**

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

#### **Restoration of Service:**

If a customer has not paid the 60 day past due balance on an account by the disconnection date or

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

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

**Returned Payments:**

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

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

**Payment Arrangements:**

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

**Fire Hydrant Use:**

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

**Cross Connections:**

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

**Sewer Connections and Discharges:**

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

**Availability and Connection Fees:**

Availability Fees:

The Town does not charge availability fees where:

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

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

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

**Maintenance of Policy and Implementation**

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

**PUBLIC HEARING NOTICE**

The Town of Amherst Town Council will hold a public hearing at 7:00 PM on April 12, 2023 in the Council Chambers of the Town Hall at 174 South Main Street, Amherst, VA, on the following matters:

**Capital Improvement Program**

To receive comments on the Town's 2023 – 2024 Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment.

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

**Fiscal Year 2023/2024 Town of Amherst Budget**

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

**Estimated Revenues**

General Fund	\$1,940,468
Water Fund	\$1,456,199
Sewer Fund	\$1,241,213
Garbage Fund	\$163,436
EDA Fund	\$36,421

**Estimated Expenditures**

General Fund	\$1,940,468
Operations	\$1,769,276
Capital Projects	\$171,192
Water Fund	\$1,456,199
- Operations	\$1,015,381
- Debt Service and Capital Projects	\$440,818
Sewer Fund	\$1,241,213
- Operations	\$839,069
- Debt Service and Capital Projects	\$402,344
Garbage Fund	\$163,436
EDA Fund	\$36,421

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

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

**Town of Amherst  
Capital Improvement Program FY 23-24  
Recommended by the Planning Commission for consideration by the Town Council**

Project Description & Ranking	Total Estimated Cost	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
<b>Police</b>						
Police Tahoe SUV-K-9 Unit-New	54,346.04	54,346.04				
Police Tahoe SUV-Investigation-New	201,420.16	50,346.04	50,346.04		50,364.04	50,364.04
ToughBooks-6-NEW	35,000.00			35,000.00		
<b>Plants</b>						
WWTP Scada	160,590.00	160,590.00				
WWTP Generator-New				\$250,000		
<b>Maintenance</b>						
Automated Meter Reading-New	100,000.00		100,000.00			
Mini Excavator	80,000.00	80,000.00				
UTV-Side by Side (shared)	22,000.00	22,000.00				
Addition to Maintenance Shop	120,000.00		120,000.00			
Tractor w/ bucket mower & backhoe	44,000.00	44,000.00				
<b>Town Hall/Finance</b>						
Town Hall Renovation-New	50,000.00	\$ 50,000.00				
<b>Water Line Replacements</b>						
Replace Author Court W/L	200,000.00		200,000.00			
Sunset Drive Replacement	1,019,260.00			1,019,260.00		
Waugh's Ferry Road Replacement	1,406,595.00			1,406,595.00		
Walnut Street Replacement	136,888.00				136,888.00	
Union Hill Replacement	420,416.00					420,416.00
Zane Snead Replacement	294,400.00				294,400.00	
<b>TOTAL</b>	4,344,915.20	461,282.08	470,346.04	2,710,855.00	481,652.04	470,780.04

TOWN OF AMHERST							
Proposed Funding- CAPITAL IMPROVEMENT PROGRAM FY23-24				Percent Per Fund			
Project Description & Ranking	Total Estimated Cost	2023-2024	Recommended Sources of Funds	General	Water	Sewer	EDA
<b>Police</b>							
Police Tahoe SUV-K-9 Unit-New	54,346.04	54,346.04	General Fund	100%			
Police Tahoe SUV-Investigation-New	201,420.16	50,346.04	General Fund	100%			
ToughBooks-6-NEW	35,000.00		General Fund	100%			
<b>Plants</b>							
WWTP Scada	160,590.00		Wastewater			100%	
WWTP Generator-New			Wastewater				
<b>Maintenance</b>							
Automated Meter Reading-New	100,000.00		All Funds				
Mini Excavator	80,000.00	-	All Funds	34%	33%	33%	
UTV-Side by Side (shared)	22,000.00	22,000.00	All funds	25%	25%	25%	25%
Addition to Maintenance Shop	120,000.00		All Funds				
Tractor w/ bucket mower &backhoe	44,000.00	44,000.00	General Fund	25%	25%	25%	25%
<b>Town Hall/Finance</b>							
Town Hall Renovation-New	50,000.00	\$ 50,000.00	General Fund	100%			
<b>Water Line Replacements</b>							
Replace Author Court W/L	200,000.00		Grant and Water				
Sunset Drive Replacement	1,019,260.00		Grant and Water				
Waugh's Ferry Road Replacement	1,406,595.00		Grant and Water				
Walnut Street Replacement	136,888.00		Grant and Water				
Union Hill Replacement	420,416.00		Grant and Water				
Zane Snead Replacement	294,400.00		Grant and Water				
<b>TOTAL</b>	<b>4,344,915.20</b>	<b>220,692.08</b>					

This list represents the items that are shown as funded in the budget, as well as which funds are designated for each improvement. Total capital improvements for FY 24 are \$220,692.08. There are two changes from the proposed Capital Improvement Program recommended by the Planning Commission and the proposed funding for FY 24. First, Council has expressed a preference for renting a min-excavator when needed, and staff has increased the rental line for that purpose. Second, the SCADA system for the wastewater treatment plant is anticipated to be funded through ARPA and USDA funds.

GENERAL FUND									
		FY 21 BUDGET	FY 22 BUDGET	FY 23 BUDGET	FY 24 BUDGET				
Account Name	Account Code	FY21 Amended Total	FY 22 Amended Total	FY 23 Approved	FY 23 @ 12/31/22	FY 24 Department Request	FY 24 TM Recommended	FY 24 Approved	FY 24 Recommended less FY23 Adopted=Difference
GENERAL FUND REVENUES									
Real Property Taxes-Current	11010-0001		-						-
Real Property Taxes-Delinquent	11010-0002		-						-
Personal Property Tax-Current	11030-0001		-						-
Personal Property Tax-Delinquent	11030-0002		-						-
Penalties on Del Taxes	11060-0001		-						-
Interest on Del Taxes	11060-0002		-						-
Local Sales & Use Tax	12010-0001	127,000.00	120,000.00	144,000.00	78,865.23	146,400.00	146,400.00		2,400.00
Consumer Utility Tax-Gas, Elec	12020-0001	25,500.00	24,000.00	25,200.00	10,583.82	25,000.00	25,000.00		(200.00)
Electric Consumption Tax	12020-0002	19,000.00	18,000.00	18,000.00	7,522.43	18,000.00	18,000.00		-
Business License Tax	12030-0006	80,500.00	100,000.00	115,000.00	16,022.92	130,000.00	130,000.00		15,000.00
Business Lic Tax-Interest & Pen	12030-0007	1,800.00	1,000.00	2,500.00	2,070.08	1,300.00	1,300.00		(1,200.00)
Motor Vehicle Licenses	12050-0001	40,000.00	40,000.00	40,000.00	(36.00)	40,000.00	40,000.00		-
Motor Vehicle Licenses Penalties/Interest	12050-0002	400.00	100.00	300.00	48.12	300.00	300.00		-
Bank Stock Fee	12060-0001	60,000.00	62,500.00	70,000.00		70,000.00	70,000.00		-
Cigarette Tax	12080-0001		-	30,000.00	18,000.00	30,000.00	30,000.00		-
Lodging Tax	12100-0001	8,700.00	8,400.00	12,000.00	6,373.22	12,000.00	12,000.00		-
Meals Tax	12110-0001	456,000.00	480,000.00	625,000.00	368,455.79	625,000.00	700,000.00		75,000.00
Meals Tax-Pen & Int.	12110-0002	600.00	600.00	600.00	500.29	600.00	600.00		-
Zoning Permits	13030-0007	600.00	-		1,854.01				-
Fines & Forfeitures	14010-0001	4,400.00	6,000.00	6,000.00	6,519.52	6,000.00	6,000.00		-
Interest on Bank Deposits	15010-0001	6,000.00	6,000.00	3,000.00	5,604.19	5,000.00	5,000.00		2,000.00
Interest on Investments	15010-0002	20,000.00	43,200.00	12,000.00	24,720.17	20,000.00	20,000.00		8,000.00
VIP Unrealized Gain/Loss	15010-0003	0.00	-	0.00	(33,891.56)	-			-
Tower Lease	15020-0005	9,400.00	9,403.56	9,403.56	5,429.58	10,859.16	10,859.16		1,455.60
Rent-Firing Range	15020-0006	0.00	-						-
Police Security	16030-0001	0.00	2,100.00		5,235.76	20,000.00	20,000.00		20,000.00
Refunds	18030-0001	0.00	-		59,721.15				-
Returned Check Fee	18030-0005	250.00	100.00	150.00	255.00	500.00	500.00		350.00
Accident Reports	18030-0006	150.00	200.00	200.00	110.00	250.00	250.00		50.00
Misc Rev	18030-0007	1,000.00	-		182.58				-
Collection Fee	18030-0008	1,000.00	3,000.00	2,200.00	124.38	2,000.00	2,000.00		(200.00)
Donations-Police	18990-0003	0.00	200.00		1,700.00				-
Sale of Surplus Property/Salvage	18990-0005		9,955.95						-
DMV Stop Fees	19020-0005	1,200.00	500.00	500.00	628.92	1,200.00	1,200.00		700.00
Rolling Stock Tax	22010-0007	2,400.00	2,400.00	2,390.00	2,395.81	2,400.00	2,400.00		10.00
Personal Property Tax Relief	22010-0009	17,455.00	17,455.00	17,455.00	17,455.92	17,455.92	17,455.92		0.92
Rental Tax	22010-0010	2,000.00	2,400.00	2,400.00	1,983.04	3,000.00	3,000.00		600.00
Game of Skills Tax			-	0.00	-				-
Communication Tax from State	22010-0030	85,000.00	78,000.00	78,000.00	29,508.99	70,800.00	70,800.00		(7,200.00)
DCJS Grants	24010-0001	0.00	-		36,789.00				-
State Police Aid	24010-0003	56,608.00	56,608.00	58,820.00	16,166.00	64,664.00	64,664.00		5,844.00
Fire Programs Grant	24020-0001	15,000.00	15,000.00	15,000.00	-	15,000.00	15,000.00		-
Other Public Safety Grants	24020-0004		2,000.00						-
DCJS Federal Justice Grants	33010-0009		20,756.00						-
CARES Act Funding	33020-0002	260,668.97	226,063.00		1,130,893.00				-
Insurance Claims	41010-0001	0.00	-						-
Sale of Land/Vehicles/Buildings	41020-0001	0.00	-		1,550.00				-
Carryover from previous year for budget balance		0.00	-						-
Transfers from Other Funds	41050-0006	0.00	-						-
Reserve Funds	42000-0000	120,751.77	107,547.19	188,390.21			527,739.21		339,349.00
General Fund Revenues Totals		1,423,433.74	1,463,488.70	1,478,508.77	1,823,341.36	1,337,729.08	1,940,468.29	0.00	461,959.52

GENERAL FUND									
		FY 21 BUDGET	FY 22 BUDGET	FY 23 BUDGET	FY 24 BUDGET				
Account Name	Account Code	FY21 Amended Total	FY 22 Amended Total	FY 23 Approved	FY 23 @ 12/31/22	FY 24 Department Request	FY 24 TM Recommended	FY 24 Approved	FY 24 Recommended less FY23 Adopted=Difference
GENERAL FUND EXPENSES									
TOWN COUNCIL									
Wages	11010-1100	11,400.00	11,400.00	11,400.00	5,625.00	11,400.00	15,600.00		4,200.00
FICA	11010-2100	872.10	872.10	872.10	430.46	872.10	872.10		-
Travel-Milage/Hotels/Conference	11010-5501	500.00	3,737.65	1,500.00	4,582.48	5,000.00	5,000.00		3,500.00
Employee Recognition	11010-5811	0.00	-						-
Town Council Totals		12,772.10	16,009.75	13,772.10	10,637.94	17,272.10	21,472.10	-	7,700.00
TOWN MANAGER									
Wages	12110-1100	26,699.94	27,073.74	28,261.74	20,535.08	53,263.01	53,263.01		25,001.27
PT Wages	12110-1300	35,391.48	35,882.04	60,481.52	19,180.39	41,252.82	41,252.82		(19,228.70)
FICA	12110-2100	4,749.99	4,816.12	6,788.86	3,090.34	7,230.46	7,230.46		441.60
VRS	12110-2200	5,606.99	5,685.49	9,649.13	3,987.92	4,952.11	4,952.11		(4,697.02)
Health Insurance	12110-2300	2,579.04	2,553.12	7,900.20	3,152.55	8,602.44	8,602.44		702.24
Group Life Insurance	12110-2400	357.78	362.79	672.68	286.75	713.72	713.72		41.04
STD/Long-Term Disability	12110-2500	140.98	142.95	380.89	100.89	281.23	281.23		(99.66)
Unemployment Insurance	12110-2600	25.00	25.00	41.45	-	26.00	26.00		(15.45)
Worker's Comp	12110-2700	133.93	144.11	147.83	112.69	121.29	121.29		(26.54)
Professional Svcs	12110-3150	2,500.00	7,448.26	3,000.00	1,253.40	-	3,000.00		-
Printing & Binding	12110-3500	0.00	-						-
Advertising	12110-3600	2,000.00	1,000.00	1,000.00	1,260.40	2,000.00	2,000.00		1,000.00
Contingency requirement	12110-5000	44,855.66	48,555.73	44,455.00	7,810.32	45,000.00	58,214.00		13,759.00
CARES Act Expenses	12110-5001	0.00	-						-
Postage	12110-5210	200.00	287.50	200.00	104.21	250.00	250.00		50.00
Telecommunications	12110-5230	540.00	540.00	540.00	270.00	540.00	540.00		-
Crime & Cyber Insurance	12100-5307	2,481.00	2,956.00	2,956.00	2,225.00	2,225.00	2,225.00		(731.00)
Travel-Mileage/Hotel/Conference	12110-5501	800.00	2,000.00	2,000.00	2,068.86	3,000.00	3,000.00		1,000.00
Dues & Memberships	12110-5810	1,500.00	3,600.00	2,500.00	659.00	2,500.00	2,500.00		-
Capital Improvement Program	12110-8000	0.00	9,532.00	135,800.00		198,392.08	171,192.08	-	35,392.08
Town Manager Totals		130,561.79	152,604.85	306,775.30	66,097.80	370,350.16	359,364.16	0.00	52,588.86
Town Attorney	12210-3150	35,000.00	25,000.00	25,000.00	12,020.23	26,757.50	26,575.50		1,575.50
Independent Auditor	12240-3150	17,000.00	20,000.00	20,000.00	-	20,000.00	20,000.00		-
FINANCE DEPARTMENT									
Wages	12420-1100	42,037.82	42,626.35	46,280.54	25,213.10	47,332.46	47,332.46		1,051.92
PT Wages	12420-1300	3,264.07	4,422.57	4,750.80	2,149.05	5,084.68	5,084.68		333.88
FICA	12420-2100	3,465.60	3,599.24	3,903.90	1,883.62	4,009.91	4,009.91		106.01
VRS	12420-2200	6,726.05	6,820.22	7,835.30	4,052.12	8,013.39	8,013.39		178.09
Health Insurance	12420-2300	6,972.96	6,902.88	7,489.80	4,154.32	8,155.56	8,155.56		665.76
Group Life Insurance	12420-2400	563.31	571.19	620.16	339.34	634.25	634.25		14.10
Unemployment Insurance	12420-2600	45.00	45.00	29.83	15.49	41.60	41.60		11.77
Worker's Comp	12420-2700	105.48	120.37	130.19	97.52	100.47	100.47		(29.72)
DMV Stops	12420-3009	1,500.00	1,000.00	1,200.00	900.00	2,000.00	2,000.00		800.00
Professional Svcs	12420-3150	2,800.00	2,800.00	2,800.00	22.86	3,800.00	3,800.00		1,000.00
Banking Service Charges	12420-3160	1,500.00	200.00	840.00	207.67	800.00	800.00		(40.00)
VIP Management Fee	12420-3170	5,000.00	4,000.00	3,500.00	1,452.82	3,500.00	3,500.00		-
Service Contracts	12420-3320	3,500.00	4,250.00	4,250.00	3,507.60	4,250.00	4,250.00		-
Advertising	12420-3600	200.00	200.00	200.00	151.54	200.00	200.00		-
Postage	12420-5210	5,000.00	2,000.00	3,000.00	1,727.70	3,000.00	3,000.00		-
Telecommunications	12420-5230	1,080.00	1,080.00	1,080.00	540.00	1,080.00	1,080.00		-
Tuition Reimbursement	12420-5400		-	5,000.00	2,647.25	8,000.00	8,000.00		3,000.00
Travel-Mileage/Hotel/Conference	12420-5501	500.00	1,000.00	1,000.00	1,618.82	3,000.00	3,000.00		2,000.00
Dues & Memberships	12420-5810	500.00	200.00	210.00	200.00	300.00	300.00		90.00
Office Supplies	12420-6001	3,500.00	3,500.00	4,000.00	2,727.47	4,000.00	4,000.00		-

GENERAL FUND									
		FY 21 BUDGET	FY 22 BUDGET	FY 23 BUDGET	FY 24 BUDGET				
Account Name	Account Code	FY21 Amended Total	FY 22 Amended Total	FY 23 Approved	FY 23 @ 12/31/22	FY 24 Department Request	FY 24 TM Recommended	FY 24 Approved	FY 24 Recommended less FY23 Adopted=Difference
Information Technology									
I.T. Services	12510-3150	8,000.00	13,880.00	9,000.00	1,093.92	15,000.00	9,000.00		-
Phone Maintenance	12510-3330	1,000.00	500.00	500.00		-			(500.00)
Website Maintenance	12510-3340	1,000.00	1,000.00	1,000.00	450.00	1,000.00	1,000.00		-
Microsoft Office Service	12510-5600	8,580.00	6,300.00	6,480.00	4,745.50	8,000.00	8,000.00		1,520.00
I.T. Supplies	12510-6002	1,000.00	2,399.76	3,000.00	5,487.37	5,000.00	5,000.00		2,000.00
I.T. Equipment	12510-8001	37,000.00	1,600.24	1,000.00	608.12	5,000.00	5,000.00		4,000.00
I.T. Totals		56,580.00	25,680.00	20,980.00	12,384.91	34,000.00	28,000.00	-	7,020.00
POLICE DEPARTMENT									
Wages	31100-1100	325,905.98	338,419.96	379,712.76	195,025.27	432,367.83	432,367.83		52,655.07
Overtime	31100-1200	3,500.00	3,500.00	3,500.00	599.77	8,455.46	3,500.00		-
PT Wages	31100-1300	31,167.43	37,126.59	47,634.99	16,450.56	31,523.48	31,523.48		(16,111.51)
Other Pay/Holiday	31100-1400	37,351.27	14,021.69	16,547.41	4,731.19	13,908.20	13,908.20		(2,639.21)
Security Wages	31100-1500	0.00	1,732.50		7,710.00	20,000.00	20,000.00		20,000.00
FICA	31100-2100	30,441.24	29,460.30	34,225.73	16,620.45	37,198.50	39,066.03		4,840.30
VRS	31100-2200	52,144.96	52,874.99	67,999.53	32,463.97	73,199.87	73,199.87		5,200.34
Health Insurance	31100-2300	58,920.00	58,344.00	66,690.00	28,276.08	74,262.00	74,262.00		7,572.00
STD/Long-Term Disability					38.60	123.98	123.98		
Group Life Insurance	31100-2400	4,367.14	4,428.28	5,295.57	2,707.13	5,793.73	5,793.73		498.16
Unemployment Insurance	31100-2600	70.00	70.00	221.64	48.73	93.45	93.45		(128.18)
Worker's Comp	31100-2700	13,309.28	11,774.39	17,484.23	11,498.63	14,241.19	14,584.80		(2,899.43)
LODA Insurance	31100-2710	6,725.00	6,125.00	6,125.00	2,642.00	2,642.00	2,642.00		(3,483.00)
Maint Services	31100-3310				425.00	6,000.00	2,000.00		
Professional Services	31100-3320	8,500.00	8,500.00	6,000.00	11,091.36	4,000.00	4,000.00		(2,000.00)
CODE RED	31100-3400	2,500.00	2,700.00	2,700.00	-	2,700.00	2,700.00		-
Advertising	31100-3600	400.00	400.00	500.00	-	500.00	500.00		-
Postage	31100-5210	500.00	500.00	500.00	49.15	500.00	500.00		-
Telecommunications	31100-5230	11,543.16	11,700.00	11,760.00	3,545.46	10,500.00	10,000.00		(1,760.00)
Motor Vehicle Insurance	31100-5305	3,463.05	3,722.96	3,722.96	2,844.68	2,844.68	2,844.68		(878.28)
Other Property Insurance	31100-5306	548.24	545.42	545.42	163.69	163.69	163.69		(381.73)
Tuition Reimbursement	31100-5400	4,000.00	-	0.00	-	-	-		-
Travel-Mileage/Conference/Hotel	31100-5501	3,000.00	10,000.00	4,000.00	1,216.40	8,000.00	5,000.00		1,000.00
Public Safety Event	31100-5700	5,000.00	6,000.00	6,000.00	-	8,000.00	12,000.00		6,000.00
Fire Range Fees	31100-5800	3,000.00	3,000.00	3,000.00	99.99	5,000.00	3,000.00		-
Attorney Fees	31100-5801	3,000.00	3,000.00	2,000.00	450.00	2,000.00	2,000.00		-
Dues & Memberships	31100-5810	5,000.00	5,500.00	5,500.00	5,165.00	8,000.00	6,000.00		500.00
Office Supplies	31100-6001	2,500.00	2,000.00	3,000.00	1,126.27	3,000.00	3,000.00		-
K-9 Supplies	31100-6003				3,886.34	4,000.00	4,000.00		
Fuel	31100-6008	15,000.00	15,000.00	15,000.00	9,054.30	20,000.00	20,000.00		5,000.00
Vehicle/Power Equipment Supplies	31100-6009	9,000.00	9,000.00	9,000.00	3,365.67	12,000.00	9,000.00		-
Police Supplies	31100-6010	10,936.34	34,459.95	28,000.00	19,196.16	45,000.00	45,000.00		17,000.00
Uniforms	31100-6011	5,000.00	5,000.00	4,000.00	2,780.42	4,000.00	4,000.00		-
Crime Prevention	31100-6030	4,000.00	5,000.00	4,000.00	7,767.99	6,000.00	5,000.00		1,000.00
Investigation Expense	31100-6032	2,000.00	1,000.00	2,500.00	-	2,500.00	2,500.00		-
Vehicles	31100-8005	0.00	91,812.84	0.00	47,334.82				-
Police Department		662,793.09	776,718.87	757,165.25	438,375.08	868,518.06	854,273.76	0.00	90,984.53
PUBLIC SAFETY									
Fire Dept Contributions	32200-5600	20,000.00	12,250.00	12,500.00		15,000.00	15,000.00		2,500.00
Fire Programs Grants	32200-5701	15,000.00	15,000.00	15,000.00	-	15,000.00	15,000.00		-
Public Safety		35,000.00	27,250.00	27,500.00	0.00	30,000.00	30,000.00	0.00	2,500.00
Streetlights	41320-5100	25,995.15	26,000.00	26,000.00	11,764.26	26,085.79	26,085.79		85.79

GENERAL FUND									
		FY 21 BUDGET	FY 22 BUDGET	FY 23 BUDGET	FY 24 BUDGET				
Account Name	Account Code	FY21 Amended Total	FY 22 Amended Total	FY 23 Approved	FY 23 @ 12/31/22	FY 24 Department Request	FY 24 TM Recommended	FY 24 Approved	FY 24 Recommended less FY23 Adopted=Difference
GENERAL PROPERTIES									
Wages	43200-1100	20,114.07	20,395.67	21,904.95	18,473.61	42,648.75	42,648.75		20,743.80
PT Wages	43200-1300	13,263.68	13,447.46	14,442.71	5,310.56	15,456.45	15,456.45		1,013.74
Other Pay/Holiday	43200-1400	314.17	318.56	342.14	179.43	4,126.44	4,126.44		3,784.30
FICA	43200-2100	2,577.43	2,613.37	2,806.77	1,783.90	3,262.63	3,262.63		455.86
VRS	43200-2200	3,218.25	3,263.31	3,708.51	3,237.50	7,220.43	7,220.43		3,511.93
Health Insurance	43200-2300	5,906.40	5,863.20	6,225.00	4,346.99	10,613.40	10,613.40		4,388.40
Group Life Insurance	43200-2400	269.53	273.30	293.53	271.29	571.49	571.49		277.97
Long-Term Disability	43200-2500	0.00	-		-	100.10	100.10		100.10
Unemployment Insurance	43200-2600	60.00	60.00	46.20	11.90	83.20	83.20		37.00
Worker's Comp	43200-2700	173.48	183.20	196.74	119.19	146.95	146.95		(49.79)
Maintenance Contracts	43200-3310	5,000.00	-						-
Electric	43200-5100	8,531.62	8,000.00	8,000.00	5,877.64	7,702.59	7,702.59		(297.41)
Heating Services	43200-5110	5,000.00	5,000.00	3,500.00	677.41	4,500.00	4,500.00		1,000.00
Water/Sewer	43200-5120	5,000.00	2,970.92	3,400.00	2,112.15	3,759.00	3,759.00		359.00
Telecommunication	43200-5230	10,774.92	11,120.00	10,600.00	7,379.30	11,136.00	11,136.00		536.00
Property Insurance	43200-5304	664.98	563.21	563.21	358.22	358.22	358.22		(204.99)
Motor Vehicle Insurance	43200-5305	1,371.69	1,474.64	1,474.64	1,126.76	1,126.76	1,126.76		(347.88)
Other Property Insurance	43200-5306	1,307.21	1,307.21	1,307.21	1,281.25	1,281.25	1,281.25		(25.96)
General Liability Insurance	43200-5308	13,734.00	14,783.00	14,783.00	7,238.00	5,433.00	5,433.00		(9,350.00)
Lease of Equipment	43200-5410	2,000.00	2,000.00	7,000.00	661.56	7,000.00	7,000.00		-
Travel-Mileage/Conference/Hotel	43200-5501	1,000.00	1,915.11	1,000.00	455.00	3,000.00	3,000.00		2,000.00
Dues & Memberships	43200-5810	0.00	-		-	-	0.00		-
Office Supplies	43200-6001	750.00	750.00	750.00	456.00	750.00	750.00		-
Janitorial Supplies	43200-6005	2,000.00	2,084.89	3,000.00	739.60	3,000.00	3,000.00		-
Repair & Maint. Supplies	43200-6007	21,500.00	17,884.43	21,500.00	2,533.04	21,500.00	21,500.00		-
Fuel	43200-6008	13,000.00	15,000.00	15,000.00	10,077.51	20,000.00	20,000.00		5,000.00
Vehicle/Power Equipment Supplies	43200-6009	25,000.00	24,000.00	24,000.00	10,871.36	24,000.00	24,000.00		-
Uniforms	43200-6011	2,000.00	3,000.00	2,500.00	-	2,500.00	2,500.00		-
Christmas Decorations	43200-6012	6,200.00	5,615.57	3,500.00	3,964.23	4,000.00	4,000.00		500.00
Ag Supplies	43200-6013	2,000.00	2,000.00	2,000.00	637.87	2,500.00	2,500.00		500.00
Equipment/Vehicles	43200-8005	16,200.00	83,114.00						-
General Properties Totals		188,931.43	249,001.06	173,844.61	90,181.27	207,776.67	207,776.67	0.00	33,932.06
Second Stage Contr	71300-5600	2,750.00	-	0.00					-
Amherst Mountain Bike Club	71500-5600	0.00	-						-
Village Garden Club Contr.	72100-5600	3,000.00	3,000.00	3,000.00		3,000.00	3,000.00		-
Rotary Club	72150-5600	0.00	-						-
Museum Contributions	72200-5600	2,900.00	2,500.00	2,500.00		3,000.00	3,000.00		500.00
Planning/Zoning									
Professional Services	81100-3100	0.00	-						
Advertising	81100-3600	200.00	200.00	200.00					
Postage	81100-5210	75.00	75.00	75.00					
Dues/Memberships	81100-5810	0.00	1,045.00	1,075.00	1,118.00	1,118.00	1,118.00		
General Properties Totals		275.00	1,320.00	1,350.00	1,118.00	1,118.00	1,118.00	0.00	0.00
Community Development									
Chamber of Commerce Contr.	81600-5600	0.00	-	0.00					
Neighbors Helping Neighbors Contr.	83500-5600	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00		
Community Development Totals		2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00	0.00
Purchase of Land/Buildings	94000-8000	0.00	50,566.35				250,000.00		
General Fund Expense Total		1,450,423.69	1,463,488.70	1,478,507.77	698,687.78	1,717,680.60	1,940,468.29	-	206,068.54

WATER FUND									
		FY 21 Budget	FY 22 Budget	FY 23 Budget			FY 24 Budget		
Account Name	Account Code	FY 21 Amended	FY 22 Amended Total	FY 23 Approved	FY 223 @ 12/31/22	FY 24 Department Request	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Recommended less FY23 Adopted=Difference
WATER FUND REVENUE									
Water In-Town Base Charges	16080-0005	256,895.26	245,907.94	254,707.54	137,866.42	269,934.29	269,934.29		15,226.75
Water OT Base Charges	16080-0006	166,864.32	175,554.62	150,338.98	98,971.14	175,851.84	175,851.84		25,512.86
Water In-Town Usage Charge	16080-0007	390,330.87	390,858.85	374,019.84	211,559.81	408,047.97	408,047.97		34,028.13
Water OT Usage Charges	16080-0008	274,956.36	291,729.53	253,848.46	163,628.61	291,179.13	291,179.13		37,330.67
Penalties	16080-0009	13,100.00	18,000.00	20,000.00	31,043.11	20,000.00	20,000.00		-
Trip Charges	16080-0010	11,000.00	10,000.00	12,000.00	3,087.46	8,000.00	8,000.00		(4,000.00)
Dormant Acct Fee	16080-0011	3,582.41	3,856.83	3,662.66	1,882.23	3,715.33	3,715.33		52.67
Fire Sprinklers	16080-0012	4,968.00	4,781.00	4,749.55	2,382.00	4,764.00	4,764.00		14.45
Availability Fee	16080-0013	-	0.00		2,366.49	3,000.00	3,000.00		3,000.00
Water Charges-SBC	16080-0014	117,838.68	119,488.32	131,625.12	49,771.69	131,625.12	131,625.12		-
Reimbursement of Const. Cost	19020-0004	-	0.00						-
Grant Revenue	21000-0000	-	0.00						-
	33020-0002	15,409.56	0.00						-
Transfer from Reserve	41040-0006	-	0.00	7,663.39			140,081.53		132,418.14
Transfer from Other Fund		20,396.67	11,011.37						-
Revenue Totals		1,275,342.13	1,271,188.46	1,212,615.54	702,558.96	1,316,117.67	1,456,199.20	0.00	243,583.67
WATER FUND EXPENSES									
TOWN MANAGER									
Wages	12110-1100	39,555.47	40,109.24	41,869.24	20,871.79	44,122.04	44,122.04		2,252.80
PT Wages	12110-1300	4,423.94	4,485.25	4,817.90	2,397.50	5,156.60	5,156.60		338.71
FICA	12110-2100	3,364.42	3,411.48	3,571.57	1,866.92	3,769.82	3,769.82		198.25
VRS	12110-2200	8,306.65	8,422.94	8,792.54	4,371.75	9,265.63	9,265.63		473.09
Health Insurance	12110-2300	3,820.80	3,782.40	4,104.00	2,040.56	4,468.80	4,468.80		364.80
Group Life Insurance	12110-2400	530.04	537.46	561.05	278.99	591.24	591.24		30.19
STD/Long-Term Disability	12110-2500	208.85	211.78	221.07	92.10	232.96	232.96		11.89
Unemployment Insurance	12110-2600	-	0.00						-
Contingency	12110-5000	40,409.56	21,148.72						-
Town Manager Totals		\$ 100,619.73	82,109.28	\$ 63,937.36	31,919.61	67,607.09	67,607.09	\$ -	\$ 3,669.73
FINANCE DEPARTMENT									
Wages	12420-1100	37,160.41	37,680.66	40,718.94	19,493.23	38,207.34	38,207.34		(2,511.60)
PT Wages	12420-1300	6,528.15	8,845.14	9,501.60	4,298.12	10,169.36	10,169.36		667.76
FICA	12420-2100	3,342.17	3,559.22	3,841.87	1,728.70	3,700.82	3,700.82		(141.05)
VRS	12420-2200	5,945.67	6,028.91	6,893.72	3,064.97	6,468.50	6,468.50		(425.21)
Health Insurance	12420-2300	6,686.40	6,719.20	7,182.00	3,353.56	7,820.40	7,820.40		638.40
Group Life Insurance	12420-2400	497.95	504.92	545.63	256.70	511.98	511.98		(33.66)
Unemployment Insurance	12420-2600	-	0.00						-
Professional Services	12420-3120	-	0.00						-
Banking Service Charges	12420-3160	1,500.00	100.00	-	35.00	200.00	200.00		200.00
Support Contracts	12420-3320	2,750.00	3,700.00	3,600.00	2,750.00	3,600.00	3,600.00		-
Misc Exp	12420-5000	-	0.00						-
Postage	12420-5210	2,500.00	3,710.00	3,500.00	2,362.71	3,600.00	3,600.00		100.00
Supplies	12420-6001	7,000.00	2,200.00	2,200.00	1,486.00	2,200.00	2,200.00		-

WATER FUND									
		FY 21 Budget	FY 22 Budget	FY 23 Budget			FY 24 Budget		
Account Name	Account Code	FY 21 Amended	FY 22 Amended Total	FY 23 Approved	FY 223 @ 12/31/22	FY 24 Department Request	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Recommended less FY23 Adopted=Difference

WATER OPERATIONAL DEPARTMENT									
Wages	44000-1100	132,034.75	133,883.24	145,735.81	74,840.38	172,309.74	172,309.74		26,573.94
Overtime	44000-1200		5,850.00						-
PT Wages	44000-1300	14,551.28	14,758.57	15,849.66	5,150.80	27,547.38	27,547.38		11,697.72
Other/Holiday	44000-1400	5,164.90	10,424.25	5,961.45	3,998.62	6,232.27	6,232.27		270.82
FICA	44000-2100	11,608.95	14,081.05	12,817.34	6,080.25	15,765.84	6,232.27		(6,585.07)
VRS	44000-2200	21,125.56	21,421.32	24,673.07	10,574.74	23,112.97	15,765.84		(8,907.23)
Health Insurance	44000-2300	23,880.00	23,640.00	25,650.00	10,706.79	33,516.00	23,112.97		(2,537.03)
Group Life Insurance	44000-2400	1,769.27	1,794.04	1,952.86	881.60	2,308.95	33,516.00		31,563.14
Long-Term Disability	44000-2500	196.99	299.75	227.39	68.47	496.43	2,308.95		2,081.57
Unemployment Insurance	44000-2600	40.00	50.00	92.40	25.88	41.60	496.43		404.03
Worker's Comp	44000-2700	4,820.67	6,174.24	5,374.40	2,600.52	4,167.01	41.60		(5,332.80)
Water Shed Mgmt	44000-3100	-	0.00		-		4,167.01		4,167.01
Testing Services	44000-3140	12,500.00	31,000.00	31,000.00	4,676.33	31,000.00	31,000.00		-
Professional Svcs	44000-3150	3,200.00	3,200.00	3,200.00	1,750.00	3,200.00	3,200.00		-
Repair & Maint. Svcs	44000-3310	10,000.00	10,000.00	10,000.00	1,143.67	10,000.00	10,000.00		-
Advertising	44000-3600	2,000.00	2,000.00	2,000.00	1,148.00	2,000.00	2,000.00		-
Electrical Svcs	44000-5100	34,881.99	46,000.00	37,000.00	22,369.42	47,707.13	47,707.13		10,707.13
Water & Sewer	44000-5120	30,678.32	8,883.29	7,500.00	22,367.38	40,400.00	40,400.00		32,900.00
Postage	44000-5210	2,000.00	2,000.00	2,000.00	285.30	2,000.00	2,000.00		-
Telecommunications	44000-5230	4,320.00	5,040.00	4,500.00	1,609.82	5,040.00	5,040.00		540.00
Property Insurance	44000-5304	3,668.40	3,106.98	3,106.98	1,976.14	1,976.14	1,976.14		(1,130.84)
Motor Vehicle Insurance	44000-5305	439.11	472.06	472.06	360.70	360.70	360.70		(111.36)
Travel-Mileage/Hotel/Conference	44400-5501	4,000.00	4,000.00	3,000.00	25.00	3,000.00	3,000.00		-
Lease/Rent Equipment	44000-5410	-	0.00						-
Permits	44000-5600	-	4,000.00	4,000.00	7,543.00	7,500.00	7,500.00		3,500.00
Dues & Memberships	44000-5810	2,000.00	5,000.00	2,000.00	324.00	2,000.00	2,000.00		-
Office Supplies	44000-6001	2,500.00	2,500.00	2,000.00		2,000.00	2,000.00		-
Lab Supplies	44000-6004	15,000.00	15,000.00	15,000.00	5,272.45	15,000.00	15,000.00		-
Repair & Maint. Supplies	44000-6007	25,000.00	25,000.00	20,000.00	3,310.40	20,000.00	20,000.00		-
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	2,087.38	3,000.00	3,000.00		1,000.00
Vehicle & Equip Supplies	44000-6009	5,000.00	5,000.00	4,000.00	526.91	3,000.00	3,000.00		(1,000.00)
Uniforms	44000-6011	1,500.00	1,500.00	1,500.00	1,485.80	1,500.00	1,500.00		-
Chemicals	44000-6051	65,000.00	68,000.00	70,000.00	32,780.81	108,000.00	108,000.00		38,000.00
Equipment	44000-8005	25,000.00	25,000.00	25,000.00			42,500.00		17,500.00
Operational Totals		465,880.19	501,078.78	487,613.43	225,970.56	594,182.16	642,914.43	0.00	155,301.00
WATER MAINTENANCE DEPARTMENT									
Wages	45000-1100	100,570.37	101,978.35	109,524.75	58,659.93	127,929.98	127,929.98		18,405.23
PT Wages	45000-1200	642.01	650.97	699.29	446.73	748.35	748.35		49.06
Other Pay/Holiday	45000-1300	1,570.83	1,592.82	1,710.69	-	1,856.90	1,856.90		146.20
FICA	45000-2100	7,862.92	7,972.99	8,563.01	4,348.90	9,985.94	9,985.94		1,422.94
VRS	45000-2200	16,091.26	16,316.54	18,542.54	9,257.43	21,658.55	21,658.55		3,116.01
Health Insurance	45000-2300	21,492.00	5,264.18	23,085.00	12,087.01	27,930.00	27,930.00		4,845.00
Group Life Insurance	45000-2400	1,347.64	1,366.51	1,467.63	775.29	1,714.26	1,714.26		246.63
Long-Term Disability	45000-2500	-	0.00			50.05	50.05		50.05
Unemployment Insurance	45000-2600	-	0.00						-
Worker's Comp	45000-2700	6,820.59	7,348.03	7,737.04	4,282.23	6,380.09	6,380.09		(1,356.95)
Repair & Maint. Svcs	45000-3310	-	0.00			1,000.00	1,000.00		1,000.00
Miss Utility	45000-5130	600.00	800.00	800.00		800.00	800.00		-
Telecommunication	45000-5230	-	0.00						-
Motor Vehicle Insurance	45000-5305	1,371.69	1,474.64	1,474.64	1,126.76	1,126.76	1,126.76		(347.88)
Lease of Equipment	45000-5410	2,000.00	2,000.00	2,000.00		2,000.00	5,000.00		3,000.00
Travel-Mileage/Conference/Hotel	45000-5501	2,000.00	2,000.00	2,000.00		2,000.00	2,000.00		-
Dues & Memberships	45000-5810	200.00	200.00	200.00		200.00	200.00		-
Repair & Maint. Supplies	45000-6007	20,000.00	20,000.00	20,000.00	10,701.74	20,000.00	20,000.00		-
Fuel	45000-6008	-	0.00						-
Vehicle/Power Equipment Supplies	45000-6009	-	0.00						-
Uniforms	45000-6011	-	0.00						-
Equipment/Vehicles	45000-8005	-	0.00						-
Maintenance Totals		182,569.31	168,965.04	197,804.60	101,686.02	225,380.87	228,380.87	-	30,576.28
Revenue Refunds	92000-9000		14,862.65						-
WTP Improvements	94000-8002		0.00						-

WATER FUND									
		FY 21 Budget	FY 22 Budget	FY 23 Budget			FY 24 Budget		
Account Name	Account Code	FY 21 Amended	FY 22 Amended Total	FY 23 Approved	FY 223 @ 12/31/22	FY 24 Department Request	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Recommended less FY23 Adopted=Difference

Debt Payments									
60W W/L Principle	95000-9000	14,760.00	16,210.00	16,697.98	8,286.84	17,202.68	17,202.68		504.70
60W W/L Interest	95000-9001	14,295.00	12,836.00	10,288.28	6,235.12	11,841.24	11,841.24		1,552.96
Mainstreet W/L Principle	95000-9004	68,570.00	76,620.00	78,352.35	38,957.04	78,352.35	78,352.35		-
Mainstreet W/L Interest	95000-9005	54,390.00	46,332.95	14,866.45	22,518.80	14,866.45	14,866.45		-
Sterling Debt Refi Prin	95000-9006	109,840.00	95,640.00	98,887.58	49,443.84	102,248.00	102,248.00		3,360.42
Sterling Debt Refi Interest	95000-9007	41,215.00	31,565.00	28,315.66	14,525.39	24,960.00	24,960.00		(3,355.66)
Water Plant Upgrades Prin	95000-9008		0.00	44,529.08	-	84,247.39	84,247.39		39,718.31
Water Plant Upgrades Interest	95000-9009		0.00	92,895.00	49,235.38	90,600.30	90,600.30		(2,294.70)
Debt Reserve	95000-9010	149,292.15	150,788.34						-
Capital Improvement Program		-	0.00			42,900.00	16,500.00		16,500.00
Debt Totals		452,362.15	429,992.29	384,832.38	189,202.41	467,218.41	440,818.41	-	55,986.03
Water Fund Expense Totals		1,275,342.13	1,270,056.09	1,212,171.53	363,882.86	1,430,866.93	1,456,199.20	-	244,027.66

SEWER FUND		FY 21 Budget		FY 22 Budget	FY 23 Budget		FY 24 Budget		
Account Name	Account Code	FY 21 Amended	FY 22 Amended Total	FY 23 Approved	FY 23 @ 12/31/22	FY 24 Department Request	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Recommended less FY22 Adopted=Difference
SEWER REVENUE									
Sewer In-Town Base Charges	16080-0005	349,103.04	327,844.37	342,220.20	190,214.05	366,129.74	366,129.74		23,909.54
Sewer OT Base Charges	16080-0006	142,187.52	155,026.20	133,646.24	82,346.72	144,879.09	144,879.09		11,232.86
Sewer In-Town Usage Charge	16080-0007	260,898.74	255,899.08	243,134.20	136,714.94	269,596.69	269,596.69		26,462.49
Sewer OT Usage Charges	16080-0008	115,738.56	126,189.06	108,786.08	67,029.03	117,929.46	117,929.46		9,143.38
Penalties	16080-0009	7,300.00	18,000.00	20,000.00	12,838.89	15,000.00	15,000.00		(5,000.00)
Dormant Acct Fee	16080-0011	4,994.87	5,382.01	5,217.14	2,821.59	5,395.54	5,395.54		178.40
Availability Fee	16080-0012	-	-	-	-	-	-		-
SBC-Rut. Creek Operations	19020-0003	42,000.00	42,000.00	48,000.00	25,168.79	50,000.00	50,000.00		2,000.00
SBC Sewer Rehab	19020-0004	-	-	-	8,379.00	11,172.00	11,172.00		11,172.00
Reimbursement of Const. Cost	19020-0005	13,797.00	-	-	-	-	-		-
Nutrient Credit	24040-0003	400.00	700.00	600.00	304.61	400.00	400.00		(200.00)
CARES Act Utility Forgiveness	33020-0002	15,409.56	11,011.37	-	-	-	-		-
Transfer from Reserve		-	-	-	-	-	260,710.96		-
USDA Grant Funds	41040-0006	44,820.21	-	139,338.26	-	-	-		(139,338.26)
Revenue Totals		996,649.50	942,052.08	1,040,942.12	525,817.62	980,502.52	1,241,213.48	-	(60,439.59)
SEWER EXPENSES									
TOWN MANAGER									
Wages	12110-1100	29,666.60	30,081.93	31,401.93	15,653.85	37,732.48	37,732.48		6,330.54
PT Wages	12110-1300	3,981.54	4,036.73	4,336.11	2,157.75	4,640.94	4,640.94		304.84
FICA	12110-2100	2,574.08	2,610.08	2,733.96	1,427.64	2,886.53	2,886.53		152.57
VRS	12110-2200	6,229.99	6,317.21	6,594.41	3,278.82	6,949.22	6,949.22		354.82
Health Insurance	12110-2300	2,865.60	2,836.80	3,078.00	1,530.45	3,351.60	3,351.60		273.60
Group Life Insurance	12110-2400	397.53	403.10	420.79	209.16	443.43	443.43		22.64
STD/Long-Term Disability	12110-2500	156.64	158.83	165.80	69.03	174.72	174.72		8.92
Unemployment Insurance	12110-2600	-	-	-	-	-	-		-
Contingency	12110-5000	40,409.56	13,584.47	-	-	-	-		-
Town Manager Totals		86,281.54	60,029.15	48,730.99	24,326.70	56,178.92	56,178.92	-	7,447.93
FINANCE DEPARTMENT									
Wages	12420-1100	29,313.76	29,724.15	32,163.66	15,500.43	30,949.42	30,949.42		(1,214.25)
PT Wages	12420-1300	6,364.94	8,624.01	9,264.06	4,190.64	9,915.12	9,915.12		651.06
FICA	12420-2100	2,729.42	2,933.63	3,169.22	1,412.16	3,126.14	3,126.14		(43.08)
VRS	12420-2200	4,690.20	4,755.86	5,445.31	2,442.67	5,239.74	5,239.74		(205.57)
Health Insurance	12420-2300	5,158.08	5,106.24	5,540.40	2,608.73	6,703.20	6,703.20		1,162.80
Group Life Insurance	12420-2400	392.80	398.30	430.99	204.58	414.72	414.72		(16.27)
Unemployment Insurance	12420-2600	-	-	-	-	-	-		-
Banking Service Charges	12420-3160	1,500.00	100.00	-	-	-	-		-
Service Contracts	12420-3320	2,750.00	3,710.00	3,700.00	2,750.00	3,000.00	3,000.00		(700.00)
Postage	12420-5210	2,500.00	3,710.00	3,700.00	1,476.73	3,700.00	3,700.00		-
Supplies	12420-6001	-	2,200.00	2,200.00	1,486.00	2,000.00	2,000.00		(200.00)
Finance Totals		55,399.20	61,262.21	65,613.65	32,071.94	65,048.33	65,048.33	-	(565.31)

SEWER FUND		FY 21 Budget	FY 22 Budget	FY 23 Budget					
Account Name	Account Code	FY 21 Amended	FY 22 Amended Total	FY 23 Approved	FY 23 @ 12/31/22	FY 24 Department Request	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Recommended less FY22 Adopted=Difference
SEWER OPERATIONAL DEPARTMENT									
Wages	44000-1100	125,441.77	127,197.95	138,423.95	68,882.09	183,688.93	183,688.93		45,264.98
PT Wages	44000-1300	-	-						-
Other/Holiday	44000-1400	3,779.20	5,051.42	5,553.68	5,084.51	5,878.07	5,878.07		324.40
FICA	44000-2100	9,885.40	10,117.08	11,014.29	5,678.41	14,501.88	14,501.88		3,487.59
VRS	44000-2200	20,070.68	20,351.67	23,435.17	10,516.12	31,098.54	31,098.54		7,663.36
Health Insurance	44000-2300	23,880.00	23,640.00	25,650.00	12,805.71	33,516.00	33,516.00		7,866.00
Group Life Insurance	44000-2400	1,680.92	1,704.45	1,854.88	923.16	2,461.43	2,461.43		606.55
Long-Term Disability	44000-2500	185.59	191.95	214.27	89.25	229.33	229.33		15.06
Unemployment Insurance	44000-2600	50.00	-	66.00	-	41.60	41.60		(24.40)
Worker's Comp	44000-2700	2,063.48	2,239.22	2,376.64	2,750.00	3,395.61	3,395.61		1,018.97
Sludge & Trash Removal-Rut.Crk	44000-3120	2,000.00	2,000.00	2,000.00	465.00	2,000.00	2,000.00		-
Testing Services	44000-3140	35,000.00	38,000.00	38,000.00	16,511.35	50,666.00	50,666.00		12,666.00
Professional Svcs	44000-3150	3,200.00	3,200.00	3,200.00	1,250.00	3,000.00	3,000.00		(200.00)
Repair & Maint. Svcs-Rut Crk	44000-3310	20,000.00	15,000.00	14,000.00	1,280.67	18,666.00	18,666.00		4,666.00
Advertising	44000-3600	1,000.00	500.00	500.00	352.20	500.00	500.00		-
Electrical Svcs-Rut. Crk	44000-5100	35,316.60	35,000.00	35,000.00	22,098.83	41,426.32	41,426.32		6,426.32
Water, Sewer -Rut. Crk	44000-5120	12,285.67	6,000.00	6,000.00	2,250.71	9,705.00	9,705.00		3,705.00
Electrical Svcs-Pump Station	44000-5130	1,905.07	2,000.00	1,622.92	993.58	1,785.30	1,785.30		162.38
Water, Sewer-Pump Station	44000-5140	200.00	200.00	200.00	93.68	187.20	187.20		(12.80)
Postage	44000-5210	2,000.00	500.00	250.00		250.00	250.00		-
Telecommunications	44000-5230	3,660.00	4,080.00	4,260.00	1,406.94	4,260.00	4,260.00		-
Property Insurance	44000-5304	6,632.16	5,617.17	5,617.17	3,572.70	3,572.70	3,572.70		(2,044.47)
Motor Vehicle Insurance	44000-5305	416.77	448.05	448.05	1,126.76	360.70	360.70		(87.35)
Lease/Rent Equipment	44000-5410	-	-						-
Travel-Mileage/Hotel/Conference	44000-5501	4,000.00	4,000.00	3,000.00	225.00	3,000.00	3,000.00		-
Permits	44000-5600	8,000.00	4,000.00	4,000.00		4,000.00	4,000.00		-
Dues & Memberships	44000-5810	2,000.00	1,217.86	2,000.00	324.00	2,000.00	2,000.00		-
Office Supplies	44000-6001	2,500.00	2,500.00	2,000.00	98.80	2,000.00	2,000.00		-
Lab Supplies	44000-6004	6,000.00	6,000.00	7,000.00	2,818.72	8,235.00	8,235.00		1,235.00
Repair & Maint. Supplies-Rut. Crk	44000-6007	28,797.00	15,000.00	18,000.00	3,046.58	27,692.00	27,692.00		9,692.00
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	2,396.34	2,000.00	2,000.00		-
Vehicle & Equip Supplies	44000-6009	5,000.00	3,000.00	3,000.00	84.98	3,000.00	3,000.00		-
Uniforms	44000-6011	1,500.00	1,500.00	2,000.00	960.23	2,000.00	2,000.00		-
Chemicals-Rut Crk	44000-6051	7,000.00	2,500.00	3,000.00	266.40	4,615.00	4,615.00		1,615.00
Equipment-Rut Crk	44000-8001	-	-						-
Vehicles	44000-8005	-	-				42,500.00		42,500.00

SEWER FUND		FY 21 Budget	FY 22 Budget	FY 23 Budget					
Account Name	Account Code	FY 21 Amended	FY 22 Amended Total	FY 23 Approved	FY 23 @ 12/31/22	FY 24 Department Request	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Recommended less FY22 Adopted=Difference
<b>SEWER MAINTENANCE DEPARTMENT</b>									
Wages	45000-1100	118,450.67	101,978.35	109,524.75	43,558.51	127,550.81	127,550.81		18,026.06
PT Wages	45000-1300	748.35	650.97	699.29	446.73	748.35	748.35		49.06
Other Pay/Holiday	45000-1400	1,856.90	1,592.82	1,710.69	-	1,856.90	1,856.90		146.20
FICA	45000-2100	9,260.78	7,972.99	8,563.01	3,196.76	9,956.94	9,956.94		1,393.93
VRS	45000-2200	22,942.42	16,316.54	18,542.54	6,926.65	21,594.35	21,594.35		3,051.81
Health Insurance	45000-2300	21,492.00	21,276.00	23,085.00	8,981.82	27,818.28	27,818.28		4,733.28
Group Life Insurance	45000-2400	1,815.88	1,366.51	1,467.63	580.08	1,709.18	1,709.18		241.55
Long-Term Disability	45000-2500	-	-			48.05	48.05		48.05
Unemployment Insurance	45000-2600	-	-						-
Worker's Comp	45000-2700	-	-						-
Repair & Maint. Services	45000-3310	-	-						-
Professional Services	45000-3320				2,750.00	0.00	-		
Telecommunication	45000-5230	-	-						-
Motor Vehicle Insurance	45000-5305	1,371.69	1,474.64	1,474.64	342.35	1,126.76	1,126.76		(347.88)
Lease of Equipment	45000-5410	4,000.00	2,000.00	2,000.00			5,000.00		3,000.00
Travel-Mileage/Conference/Hotel	45000-5501	-	-						-
Misc	45000-5800	-	-						-
Dues & Memberships	45000-5810	-	-						-
Repair & Maint. Supplies	45000-6007	10,000.00	8,000.00	8,000.00	3,928.32	8,000.00	8,000.00		-
Fuel	45000-6008	-	-						-
Vehicle/Power Equipment	45000-6009								
Supplies		-	-						-
Uniforms	45000-6011	-	-						-
Equipment/Vehicles	45000-8005	-	-						-
<b>Maintenance Totals</b>		<b>191,938.69</b>	<b>162,628.83</b>	<b>175,067.55</b>	<b>70,711.22</b>	<b>200,409.61</b>	<b>205,409.61</b>	<b>-</b>	<b>30,342.06</b>
Revenue Refund	92000-90000		15,635.07						
<b>Debt Payments</b>									
Sterling Bank WWTP Refi Prin	95000-9002	179,250.00	203,235.00	210,136.13	105,067.99	217,275.00	217,275.00		7,138.87
Sterling Bank WWTP Refi Int	95000-9003	67,250.00	67,075.00	60,170.78	30,866.36	53,033.00	53,033.00		(7,137.78)
Sewer Rehab Principle	95000-9004		11,450.00	69,184.17	28,627.08	70,017.22	70,017.22		
Sewer Rehab Interest	95000-9005		15,980.00	46,351.83	29,140.92	45,518.78	45,518.78		
Debt Reserve	95000-9010	39,079.76	-						-
Capital Program		-	-			203,490.00	16,500.00		16,500.00
<b>Debt Totals</b>		<b>285,579.76</b>	<b>297,740.00</b>	<b>385,842.91</b>	<b>193,702.35</b>	<b>589,334.00</b>	<b>402,344.00</b>	<b>-</b>	<b>16,501.09</b>
<b>Sewer Fund Expense Totals</b>		<b>996,649.50</b>	<b>942,052.08</b>	<b>1,040,942.12</b>	<b>489,164.93</b>	<b>1,380,703.48</b>	<b>1,241,213.48</b>	<b>-</b>	<b>200,271.36</b>

GARBAGE FUND									
		FY 21 Budget	FY 22 Budget	FY 23 Budget			FY 23 Budget		
Account Name	Account Code	FY 21 Amended	FY 22 Approved	FY 23 Approved	FY 23 @ 12/31/22	FY 24 Department Request	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Recommended less FY23 Adopted=Difference
GARBAGE REVENUE									
Garbage IT Charges	16080-0005	121,677.40	121,264.00	122,451.20	61,334.71	138,492.00	138,492.00		16,040.80
Garbage OT Charges	16080-0006	17,119.00	17,140.20	17,299.20	8,730.78	19,944.00	19,944.00		2,644.80
Penalties	16080-0009	2,000.00	2,800.00	2,800.00	2,320.76	5,000.00	5,000.00		2,200.00
Transfer from Garbage Reserve	41040-0006	501.21	2,438.03	11,577.44					(11,577.44)
Transfer for Other Funds		556.59							-
<b>Revenue Totals</b>		<b>\$ 141,854.20</b>	<b>\$ 143,642.23</b>	<b>\$ 154,127.84</b>	<b>\$ 72,386.25</b>	<b>163,436.00</b>	<b>\$ 163,436.00</b>	<b>\$ -</b>	<b>\$ 9,308.16</b>
TOWN MANAGER									
Wages	12110-1100	2,966.66	3,008.19	3,140.19	1,565.33	3,309.15	3,309.15		168.96
PT Wages	12110-1300	442.39	448.53	481.79	239.88	515.66	515.66		33.87
FICA	12110-2100	260.79	264.44	277.08	144.55	292.60	292.60		15.52
VRS	12110-2200	623.00	631.72	659.44	327.94	694.92	694.92		35.48
Health Insurance	12110-2300	286.56	283.68	307.80	153.01	335.16	335.16		27.36
Group Life Insurance	12110-2400	39.75	40.31	42.08	20.88	44.34	44.34		2.26
STD/Long-Term Disability	12110-2500	15.66	15.88	16.58	6.94	17.47	17.47		0.89
Contingency	12110-5000	-					565.48		565.48
<b>Town Manager Totals</b>		<b>\$ 4,634.81</b>	<b>\$ 4,692.75</b>	<b>\$ 4,924.96</b>	<b>\$ 2,458.53</b>	<b>5,209.31</b>	<b>\$ 5,774.79</b>	<b>\$ -</b>	<b>\$ 849.83</b>
FINANCE DEPARTMENT									
Wages	12420-1100	1,582.78	1,604.94	1,733.71	828.27	1,615.11	1,615.11		(118.60)
PT Wages	12420-1300	163.20	221.13	237.54	107.46	254.23	254.23		16.69
FICA	12420-2100	133.57	139.69	110.66	68.06	143.00	143.00		32.35
VRS	12420-2200	253.25	256.79	293.52	130.14	273.44	273.44		(20.08)
Health Insurance	12420-2300	286.56	283.68	307.80	143.39	335.16	335.16		27.36
Group Life Insurance	12420-2400	21.21	21.51	23.23	10.92	21.64	21.64		(1.59)
Banking Service Charges	12420-3160	100.00							-
<b>Finance Totals</b>		<b>2,540.57</b>	<b>2,527.74</b>	<b>2,706.45</b>	<b>1,288.24</b>	<b>2,642.58</b>	<b>2,642.58</b>	<b>-</b>	<b>(63.87)</b>
GARBAGE EXPENSES									
Collection In-Town	43200-3160	113,125.44	114,598.32	123,036.96	50,400.88	129,646.32	129,646.32		6,609.36
Collection Out of Town	43200-3170	18,244.80	18,480.00	19,840.80	6,996.42	20,865.60	20,865.60		1,024.80
<b>Garbage Totals</b>		<b>\$ 131,370.24</b>	<b>\$ 133,078.32</b>	<b>\$ 142,877.76</b>	<b>\$ 57,397.30</b>	<b>150,511.92</b>	<b>\$ 150,511.92</b>	<b>\$ -</b>	<b>\$ 7,634.16</b>
GARBAGE MAINTENANCE DEPARTMENT									
Wages	45000-1100	2,234.90	2,266.19	2,433.88	1,135.77	3,011.41	3,011.41		577.53
PT Wages	45000-1300	-							-
Other Pay/Holiday	45000-1400	34.91	35.40	38.02		41.26	41.26		3.25
FICA	45000-2100	173.64	176.07	189.10	83.07	233.53	233.53		44.43
VRS	45000-2200	357.58	362.59	412.06	179.91	509.83	509.83		97.78
Health Insurance	45000-2300	477.60	472.80	513.00	234.18	670.32	670.32		157.32
Group Life Insurance	45000-2400	29.95	30.37	32.61	15.05	40.35	40.35		7.74
<b>Maintenance Totals</b>		<b>\$ 3,308.58</b>	<b>\$ 3,343.41</b>	<b>\$ 3,618.67</b>	<b>\$ 1,647.98</b>	<b>4,506.71</b>	<b>\$ 4,506.71</b>	<b>\$ -</b>	<b>\$ 888.04</b>
<b>Garbage Fund Expense Totals</b>		<b>\$ 141,854.20</b>	<b>\$ 143,642.23</b>	<b>\$ 154,127.84</b>	<b>\$ 62,792.05</b>	<b>162,870.52</b>	<b>\$ 163,436.00</b>	<b>\$ -</b>	<b>\$ 9,308.16</b>

ECONOMIC DEVELOPMENT AUTHORITY									
		FY 21 Budget	FY 22 Budget	FY 23 Budget			FY 24 Budget		
Account Name	Account Code	FY21 Amended	FY 22 Amended Total	FY 23 Approved	FY 223@ 12/31/22	FY 24 Department Request	FY 24 Town Manager Recommended	FY 24 Approved	FY 24 Recommended less FY23 Adopted=Difference
IDA REVENUES									
Lease/Sale of Lots	701-41020-0001	300,000.00	75,000.00	-					-
BP Recoupment Rev	701-41030-0001	26,264.18	-	26,771.75	26,771.75	28,456.73	28,456.73		1,684.98
Bond Issue	701-41040-0001	8,592.50	7,476.25	6,325.00	6,404.22	5,148.76	5,148.76		(1,176.24)
Home Owners Reimb	701-41060-0001	-	1,350.00	1,433.40	1,433.40	2,815.14	2,815.14		1,381.74
Transfer from Other Funds		120,331.38	-						-
Revenue Totals		455,188.06	83,826.25	34,530.15	34,609.37	36,420.63	36,420.63	-	1,890.48
IDA EXPENSES									
PT Wages	45000-1300	13,008.13	7,811.60	8,391.44	5,360.76	8,980.14	8,980.14		588.70
FICA	45000-2100	613.38	597.59	8,391.44	410.13	686.98	686.98		(7,704.46)
Worker's Comp	45000-2700	310.64	328.09	352.44	210.21	258.93	258.93		(93.51)
Repair & Maint. Svcs	81500-3310	-	3,750.00			-	-		-
Professional Services	81500-3150	5,000.00	1,250.00						-
Electrical Svcs	81500-5100	200.00	200.00	200.00	82.14	180.00	180.00		(20.00)
Dues & Membership	81500-5810	2,731.00	2,731.00	2,728.00		2,800.00	2,800.00		72.00
Transfer to IDA fund b	81500-9200	313,324.91	60,157.97	14,466.83		23,514.58	7,014.58		(7,452.25)
Small Business Grant		120,000.00	-						-
Capital expenses			7,000.00			16,500.00	16,500.00		16,500.00
Expense Totals		455,188.06	76,826.25	34,530.15	6,063.24	36,420.63	36,420.63	-	(14,609.52)
Revenue Totals		4,292,467.62	517,863.14	3,920,724.41	4,866,802.16	3,834,205.91	4,837,737.61	4,637,880.98	11,198.64
Expense Totals		4,319,457.57	497,731.94	3,920,723.42	2,018,385.83	4,728,542.16	4,837,737.61	4,637,880.97	(5,301.36)

## FY24 PAY & BENEFIT COST ALLOCATION

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

Required contingency in the General Fund						GF Expenses	\$	1,940,468
(based on proposed FY24 Budget)						Reserve per October 2010 policy		3.0%
						GF Contingency	\$	58,214
Permanent Fund principal for the Water Fund (based on the proposed FY24 Budget)								
	<u>Fund 501 WATER FUND</u>				<u>FY24 Budget</u>			
	DEBT SERVICE				\$	467,218	Debt	467,218
	ALL OTHER EXPENSES				\$	963,649	25%/Operation	\$ 240,912
	Total					WF target Permanent Fund principal		\$ 708,131
Permanent Fund principal for the Sewer Fund (based on the proposed FY24 Budget)								
	<u>Fund 502 SEWER FUND</u>				<u>FY24 Budget</u>			
	DEBT SERVICE				\$	589,334	Debt	589,334
	ALL OTHER EXPENSES				\$	791,369	25%/Operation	\$ 197,842
	Total					SF target Permanent Fund principal		\$ 787,176
Permanent Fund principal for the Garbage Fund (based on the proposed FY24 Budget)								
	<u>Fund 514 GARBAGE FUND</u>				<u>FY24 Budget</u>			
	ALL EXPENSES					162,871	25% operation:	\$ 40,718
						Garb target Permanent Fund principal		\$ 40,718
					Total of all undesignated fund balances			
					\$ 1,870,457			
General Fund Permanent Fund				\$	334,432			
General Fund Contingency				\$	58,214			
Water Fund Permanent Fund				\$	708,131			
Sewer Fund Permanent Fund				\$	787,176			
Garbage Fund Permanent Fund				\$	40,718			

## TOWN OF AMHERST DEBT BALANCES & DEBT PAYMENTS

Description	Original Loan Amount	Outstanding Loan Balance at 12/31/22	Interest Rate	Maturity Date	Principal Payment FY24	Interest Payment FY24	Total Debt Payment FY24
Sterling Debt Refi	\$ 3,933,409.44	\$ 2,632,457.89	3.35%	6/30/2030	\$ 319,521.60	\$ 77,988.65	\$ 397,510.25
Mainstreet Water Line	\$ 2,368,672.03	\$ 1,962,713.87	2.25%	1/1/2047	\$ 78,352.35	\$ 14,866.45	\$ 93,218.80
60 W. Water Line	\$ 565,935.00	\$ 407,387.66	3.00%	7/1/2043	\$ 17,202.68	\$ 11,841.24	\$ 29,043.92
Sewer Sliplining Project	\$ 3,414,000.00	\$ 3,368,172.76	3.63%	2/10/2062	\$ 70,017.22	\$ 45,518.78	\$ 115,536.00
Water Treatment Plan Re	\$ 3,730,000.00	\$ 3,730,000.00	2.50%	7/1/2052	\$ 84,247.39	\$ 90,600.30	\$ 174,847.69
Outstanding Debt Balances							
		Sliplining	Sterling Refi	60 WL	Main St. WL	WTP Loan	Total
	<b>FY 2022</b>	3,402,582.45	2,786,969.72	415,674.50	\$ 2,001,670.91	\$ 3,730,000.00	\$ 8,934,315.13
	<b>FY 2023</b>	3,333,398.28	2,477,946.02	398,976.52	\$ 1,923,318.56	\$ 3,685,470.92	\$ 8,485,712.02
	<b>FY 2024</b>	3,263,381.07	2,158,424.53	381,773.84	\$ 1,843,193.36	\$ 3,594,870.62	\$ 7,978,262.35
	<b>FY 2025</b>	3,192,270.78	1,828,048.64	364,051.20	\$ 1,761,255.21	\$ 3,502,174.53	\$ 7,455,529.58
	<b>FY 2026</b>	3,120,176.53	1,486,449.61	345,792.90	\$ 1,677,463.08	\$ 3,407,334.17	\$ 6,917,039.76
	<b>FY 2027</b>	3,047,084.73	1,233,244.99	326,982.73	\$ 1,591,775.02	\$ 3,310,299.94	\$ 6,462,302.68
	<b>FY 2028</b>	2,973,094.88	868,042.60	307,604.03	\$ 1,504,148.13	\$ 3,211,021.09	\$ 5,890,815.85
	<b>FY 2029</b>	2,897,967.90	389,981.55	287,639.61	\$ 1,414,538.55	\$ 3,109,445.69	\$ 5,201,605.40
	<b>FY 2030</b>	2,821,801.40	0	267,071.77	\$ 1,322,901.41	\$ 3,005,520.63	\$ 4,595,493.81
	<b>FY 2031</b>	2,744,580.98		245,882.27	\$ 1,229,190.84	\$ 2,899,191.55	\$ 4,374,264.66
	<b>FY 2032</b>	2,666,393.84		224,052.32	\$ 1,133,359.93	\$ 2,790,402.83	\$ 4,147,815.08

FY24 TOWN OF AMHERST VEHICLES				
MAKE	MODEL	YEAR	VIN NUMBER	MILEAGE
POLICE				
Ford	Interceptor (Watts)	2017	254	108,827
Ford	Interceptor (Payne)	2021	6442	10,170
Chevrolet	Tahoe (Shiflett)	2022	2110	1,985
Ford	Interceptor (Robinson)	2017	7002	80,777
Ford	Interceptor (Spare)	2015	1494	103,251
Ford	Interceptor (Martin)	2021	6441	14,282
Ford	Interceptor (Rose)	2016	8692	115,685
MAINTENANCE				
Ford	SUV	2007	7723	103,415
Dodge	Pickup	2014	4675	74,475
Chevy	Pickup	2011	5012	84,704
Dodge	Work Truck	2013	7481	70,293
GMC	Dump Truck	2003	9981	50,347
Ford	Explorer (Office)	2011	4253	72,213
UTILITIES				
Dodge	Wastewater	2012	9843	70,093
Dodge	Water	2008	4271	105,503
Ford	Explorer-Moved from Police	2014	8654	120,621

Fund Balances and Analysis of Reserves					
Year	General Fund	Water	Wastewater	EDA	
2016	\$ 1,203,035.00	\$ 1,191,623.00	\$ 726,216.00		
2017	\$ 1,458,055.00	\$ 1,360,124.00	\$ 946,198.00		
2018	\$ 1,954,032.00	\$ 1,477,324.00	\$ 819,116.00		
2019	\$ 1,743,817.00	\$ 1,848,141.00	\$ 1,063,572.00	\$ 280,479.00	
2020	\$ 1,834,360.00	\$ 1,799,144.00	\$ 1,188,806.00	\$ 562,748.00	
2021	\$ 2,089,532.00	\$ 1,997,481.00	\$ 960,340.00	\$ 716,372.00	
2022	\$ 2,000,965.98	\$ 2,182,806.34	\$ 1,386,953.67	\$ 804,400.44	

Fund Balances

Period	General Fund	Water	Wastewater	EDA
1	\$1,954,032.00	\$1,477,324.00	\$819,116.00	-
2	\$1,743,817.00	\$1,848,141.00	\$1,063,572.00	\$280,479.00
3	\$1,834,360.00	\$1,799,144.00	\$1,188,806.00	\$562,748.00
4	\$2,089,532.00	\$1,997,481.00	\$960,340.00	\$716,372.00
5	\$2,000,965.98	\$2,182,806.34	\$1,386,953.67	\$804,400.44

Losses:				
General Fund loss from FY 18-19 reflects transfer of funds to the IDA fund, rather than combined.				
Wastewater Fund loss in from FY 17-18 reflects engineering expenses for sliplining project.				
Water fund lostt in FY 20 is engineering funds paid by the Town for the WTP upgrade.				

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on March 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 Charles Thompson.

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

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

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

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

Town Manager McGuffin reported that Amherst County Sheriff E. W. Viar has requested that Council support having the annual Amherst Night Out on August 5, 2023, from 5pm to 9pm in the town and allow for the closure of Main Street, East Court Street, and Goodwin Street for the celebration.

Lieutenant Dallas Hill of the Amherst County Sheriff's Office was present to represent the department and answer questions about the request.

Mr. Higginbotham made a motion that was seconded by Ms. Wheaton to allow the requested street closures for the Amherst Night Out celebration and provide necessary participation in the event by town staff.

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

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

Town Manager McGuffin gave a report on a proposal to grant a right of way and easement to Appalachian Power for an electric power line or lines and communication lines at the lower Wastewater Treatment Plant for provision of power for the new centrifuge facility. Staff recommended that Town Council grant the easement to Appalachian Power and authorize staff to execute the agreement.

Mayor Tuggle opened a duly advertised public hearing at 7:08 p.m. on the proposal to grant Appalachian Power a right of way and easement for an electric power line or lines, and communication lines for power for the new centrifuge facility.

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

Ms. Turner made a motion that was seconded by Ms. Wheaton to grant Appalachian Power a right of way and easement for an electric power line or lines and communication lines at the lower Wastewater Treatment Plant for provision of power for the new centrifuge facility and authorize staff to execute the agreement, as recommended by staff.

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

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

Town Manager McGuffin gave a report on a proposed Ordinance amending the Town of Amherst Code of Ordinances Chapter 20 – Traffic and Vehicles, Section 87(b) – limited time parking in certain areas. If approved, the amendment would remove the two hour parking limitations on Main Street in the Town of Amherst.

Mayor Tuggle opened a duly advertised public hearing at 7:10 p.m. on the proposed amendment to Chapter 20, Section 87(b).

Town Manager McGuffin read a written statement from Carl Jackson, Town of Amherst resident and owner of Ladle and Blade, in support of removal of two hour parking limitation on Main Street and in support of new regulated parking requirements prohibiting extended overnight parking on Main Street.

There being no one present, or otherwise, who wished to speak the public hearing was closed at 7:12 PM.

Mr. Driskill made a motion that was seconded by Ms. Wheaton to approve the Ordinance amending the Town of Amherst Code of Ordinances Chapter 20 – Traffic and Vehicles, Section 87(b) – limited time parking in certain areas, to be reviewed after one year, as recommended by staff.

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

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

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

Town Manager McGuffin gave a report on proposed amendments to Town Code Chapter 20 – Traffic and Vehicles, Section 143 – inoperative motor vehicles on residential, commercial, or agricultural property, and Section 144 – removal of in operative vehicles, that would, if approved, remove zoning district designations making it unlawful to keep an inoperable vehicle in all zoning districts; and proposed addition of a new section in Chapter 24, Zoning and Subdivisions, Inoperable Vehicles, that would, if approved, allow enforcement on any property zoned for residential, commercial, or agricultural purposes.

Mayor Tuggle opened a duly advertised public hearing at 7:13 p.m. on the proposed amendments to Chapter 20 – Sections 143 and 144, and new section, Chapter 24 – Inoperable Vehicles.

There being no one present, or otherwise, who wished to speak the public hearing was closed at 7:13 PM.

Ms. Turner made a motion that was seconded by Ms. Wheaton to approve the Ordinance amending the Town of Amherst Code of Ordinances Chapter 20 – Sections 143 and 144, and new Code Section, Chapter 24 – Inoperable Vehicles, as recommended by staff.

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

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

Copies of the ordinances are attached to and made a part of these minutes.

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

The Planning Commission held duly advertised public hearings on the matters on March 1, 2023, after which the Commission voted 4-3 to recommend approval of the applications submitted by Svet and Shah Kanev for rezoning 123 Lee Street (Tax Map 96A-416-5) from R-2 to B-1, and special use permit to allow for short term rental on the property.

Staff recommended Town Council hold public hearings on the matters but defer discussion and consideration by Council until later in the meeting after discussions could be held on consideration of the proposed amendment to the Town's Zoning Ordinance to allow for short term rental as a special use permit in the R-1 and R-2 districts.

Svet and Shah Kanev were present to speak and answer questions.

Mayor Tuggle opened a duly advertised public hearing at 7:15 p.m. on an application submitted by Svet and Shah Kanev to rezone 123 Lee Street (Tax Map 96A-416-5) from R-2 to B-1.

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

Mayor Tuggle opened a duly advertised public hearing at 7:15 p.m. on an application submitted by Svet and Shah Kanev for a special use permit to allow short term rental on property described as 123 Lee Street (Tax Map 96A-416-5).

A written statement from the Nathaniel Holden Chase, Amherst Town Resident, in support of short term rentals in the Town of Amherst was read by Town Manager McGuffin.

There being no one else present, or otherwise, who wished to speak on the matter, the public hearing was closed at 7:17 PM.

Mayor Tuggle opened the floor to citizen comments.

Leslie Sprouse, Treasurer of the Amherst Wolverines, came forward on behalf of the Amherst Wolverines, seeking support for upcoming events, Movies on the Field. Dawn Smith, Amherst Wolverine's General Manager was also present.

John Vandervelde, Second Stage Board Member, came forward on behalf of Second Stage to extend an invitation to Second Stage Live From Rosewood event on March 11, 2023.

Tim Ware, Town of Amherst, VA, came forward in support of Airbnb's in the Town of Amherst.

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

Mr. Thompson made a motion that was seconded by Mr. Higginbotham to approve the consent agenda items consisting of minutes of the meetings held on February 8, 2023, and February 9, 2023, and the February 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 gave a report on consideration of an amendment to the Town's Zoning Ordinance to allow for short term rental as a special use permit in the R-1 and R-2 districts. A public hearing was held on the matters at Council's February 8, 2023, at which time the matter was deferred for discussion and consideration.

Mr. Driskill made a motion that was seconded by Mr. Higginbotham to approve amendment to the zoning ordinance to allow for short term rental as a special use permit in the R-1 and R-2 districts.

After discussion, Mr. Driskill was allowed to withdraw his motion and the matter was deferred to Town Council's April 12, 2023, meeting to allow time for Messrs. Driskill and Thompson to present Council with specific requirements or conditions for short term rental permitted use in R-1 and R-2 districts.

Town Manager McGuffin gave a report on consideration of applications to rezone 117 Pine Street from R-1 to B-2 and for a special use permit to allow short term rental on property described as 117 Pine Street (Tax Map 96A414 3940). Public hearings on the matters were held by Council at its meeting on February 8, 2023, at which time the matters were deferred for discussion and consideration.

By consensus the matters were deferred to the Town Council April 12, 2023, meeting.

By consensus discussion and consideration of the applications to rezone 123 Pine Street from R-1 to B-2 and for a special use permit to allow short term rental on property described as 123 Lee Street (Tax Map 96A-416-5), were deferred to the Town Council April 12, 2023, meeting.

Town Manager McGuffin gave a report on a new grit pump for the Wastewater Treatment plant. Staff requested approval of the purchase of the new grit pump from Buchanan Pump Service and Supply in the amount of \$13,315.93.

Ms. Turner made a motion that was seconded by Mr. Higginbotham to approve purchase of the new grit pump from Buchanan Service and Supply in the amount of \$13,315.93, as recommended by staff.

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

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

Town Manager McGuffin gave a report on the proposed 2023 two year Strategic Plan prepared by Stephanie D. Davis, Ph.D., Virginia Tech Collegiate Assistant Professor and Program Director for Graduate Certificate in Local Government Management, setting out the Mission, Vision, Values and Goals for the Town of Amherst as discussed by Council at its January 11, 2023, strategic planning session.

Ms. Turner made a motion that was seconded by Mr. Thompson to approve and adopt the 2023 two year Strategic Plan setting out the Mission, Vision, Values, and Goals for the Town of Amherst.

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

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

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

Office Manager/Treasurer Morgan gave a report on proposed changes to the Town's procurement policy to allow for an increase in purchase amounts requiring submittal of purchase orders, and deletion of the requirement to obtain purchase approval from Council for items whose funds have been appropriated and are available within the requesting department's budget.

Mr. Higginbotham made a motion that was seconded by Ms. Wheaton to approve the changes to the procurement 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 to and made a part of these minutes.

Town Manager McGuffin gave a report on an application 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.

Ms. Turner made a motion that was seconded by Mr. Higginbotham to set public hearings at Council's April 12, 2023, meeting to consider an application 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, as recommended by staff.

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

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

Mr. Driskill made a motion that was seconded by Ms. Turner to set public hearings at Council's April 12, 2023, meeting on the Town's 23-24 Capital Improvement Program and the Fiscal Year 2023/2024 Town of Amherst Budget, as recommended by staff.

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

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

Chief Shifflett gave a report on funds available through the of Virginia Department of Criminal Justice Services (DCJS) federal American Rescue Plan Act ("ARPA") law enforcement equipment grant program.

By consensus staff will apply for DCJS ARPA grant funds which, upon receipt and contingent upon the terms of the grant, are to be first applied to the purchase of items contained in the CIP.

Mayor Tuggle opened the floor to citizen comments.

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

There being no further business, the meeting adjourned at 8:08 P.M., until April 12, 2023, at 7:00 p.m. on motion of Ms. Wheaton seconded by Ms. Turner.

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

**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.

---

Mayor D. Dwayne Tuggle

Attest:

---

Clerk of Council

**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.

**AN ORDINANCE AMENDING THE CODE OF THE TOWN OF AMHERST, VIRGINIA, CHAPTER 24 (ZONING AND SUBDIVISIONS) BY CREATING THEREIN NEW ARTICLE \_\_\_\_ (INOPERABLE VEHICLES) , § 24 - \_\_\_\_ (KEEPING OF INOPERABLE VEHICLES) AND § 24 - \_\_\_\_ (NOTICE OF VIOLATION).**

**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 allow enforcement on any property zoned for residential, commercial, or agricultural purposes; 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 Council of the Town of Amherst that Chapter 24 of the Code of the Town of Amherst is hereby amended to enact a new Article \_\_\_\_ (Inoperable Vehicles), § 24 - \_\_\_\_ (Keeping of Inoperable Vehicles) and § 24 - \_\_\_\_ (Notice of Violation), as follows:

**ARTICLE xxx - INOPERABLE VEHICLES**

*24-xxx Keeping of inoperable vehicles.*

(1) Definitions as used in this section:

- a. *Motor vehicle or vehicle* means any motor vehicle, trailer or semi-trailer, or any part thereof, as defined in Code of Virginia, § 46.2-100, as amended.
- b. *Inoperable vehicle* means any vehicle:
  1. Which is not in operating condition; or
  2. Which for a period of 60 days or longer has been partially or totally disassembled by the removal of tires and wheels, the engine, or other essential parts required for operation of the vehicle; or
  3. On which there are displayed no valid state license plates; or
  4. On which there is displayed no valid state inspection decal; or
  5. This definition of "inoperable vehicle" shall not include a registered and licensed antique vehicle, classic vehicle, or prestige vehicle so long as the vehicle is in operating condition.
- c. *Shielded or screened from view* means not visible by someone standing at ground level from outside of the property on which the subject vehicle is located by using one of the following methods:

1. A form fitted, defect-free cover specifically designed and manufactured to completely shield the motor vehicle, trailer or semi-trailer from view;
  2. A hedge or dense evergreen landscape planting not less than six feet high and ten feet wide that is neat and well maintained; or
  3. An opaque masonry wall or treated wood fence of stockade, board and batten, panel or similar type design in good repair of not less than six feet high and ten feet wide.
- (2) The keeping by any person, firm or corporation, except within a fully enclosed building or structure or otherwise shielded or screened from view, of any inoperable motor vehicle on any property zoned for residential, commercial or agricultural purposes is detrimental to the public health, safety and welfare, and is hereby declared to constitute a public nuisance.
- (3) It shall be unlawful for any person, firm or corporation to keep on any property zoned for residential, commercial or agricultural purposes any vehicle which is inoperable, except as follows:
- a. On property less than two acres, one inoperable vehicle, including any portions thereof, may be kept provided they are shielded or screened from view; or
  - b. On property two acres and larger, two inoperable vehicles, including any portions thereof, may be kept provided they are shielded or screened from view; or
  - c. The inoperable vehicle is kept at a commercial business in compliance with the county's zoning regulations covering such business and/or a conditional use permit has been issued for the operation of such business; or
  - d. An inoperable vehicle being repaired at an automobile repair business may be kept at such property for no more than 60 continuous days; or
  - e. The inoperable vehicle is kept within a fully enclosed building or structure.
- (4) The provisions of this section shall not apply to any entity which was licensed and regularly engaged in business as an automobile dealer, salvage dealer or scrap processor, as of June 26, 1970.
- (5) The zoning administrator or his designee is hereby authorized to take any action necessary to ensure compliance with this Code section.

*24-xxx Notice of violation.* Property owner's, permit applicants, and/or establishment owners/managers, as applicable, and shall be notified in writing of violations of the provisions of this article. The zoning administrator or his designee shall, in the notice of violation, state the nature of the violation, the date that it was observed, and the remedy or remedies necessary to correct the violation. The zoning administrator or his designee may establish a

reasonable time period for the correction of the violation. The procedure for any violations of this section will follow the procedures and penalties outlined in section 24-168 General Penalties for Zoning Violations.

That this Ordinance shall be effective on March 8, 2023.

This ordinance was adopted on March 8, 2023.

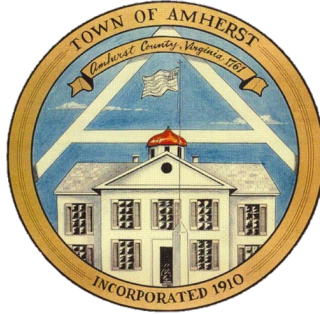
---

Mayor

ATTEST:

---

Clerk of the Council



## **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  
PROCUREMENT POLICY  
Approved 3/8/2023**

**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 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 \$ 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.

**3.1.2 Purchases equal to \$5,001 , up to \$ 10,000** - For purchases of this type, the Department Head should obtain at least 3 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 up to \$ 30,000** - Purchases in the group are required to have three quotes in writing. Documentation of the three written quotes are to be submitted with an attached purchase order.

**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.

## **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 \$ \$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.

Mayor D. Dwayne Tuggle called a meeting of the Amherst Town Council to order on March 30, 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	A	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		Tracie Morgan	Office Manager/Treasurer
------------------	--------------	--	---------------	--------------------------

The purpose of the meeting was to discuss the proposed 2023/24 capital improvement plan and 2023/24 budget.

Council discussions involved concerns related to the policy process used for salary increases for town staff; the proposed salary increase for council members; prioritization of Town Hall and Maintenance Department refurbishment; inclusion of \$250,000 for land acquisition, should the Council choose to purchase land for any park or recreational activities; and donations to non-profit organizations.

By consensus council members will notify Town Manager of any other concerns that they might have concerning the CIP and/or budget proposal.

There being no further business, the meeting adjourned at 8:41 P.M., until April 8, 2023, at 7:00 p.m. on motion of Mr. Thompson, and carried by affirmation.

\_\_\_\_\_  
D. Dwayne Tuggle, Mayor

Attest: \_\_\_\_\_  
Clerk of Council

Range of Checking Accts: First to Last Range of Check Dates: 03/01/23 to 03/31/23  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
GENERAL							
5268	03/07/23	ANDER005 ANDERSON CONSTRUCTION, INC.					183
V3-00501	1	PAYMENT NO. 22	159,006.09	501-4-94000-8002	Expenditure		29 1
				WATER TREATMENT PLANT IMPROVEMENTS			
5269	03/07/23	APPAL005 APPALACHIAN POWER					183
V3-00496	1	STREET LIGHTS TO 02/28/2023	2,602.58	100-4-41320-5100	Expenditure		17 1
				STREETLIGHTS			
5270	03/07/23	BHFOT005 B&H FOTO & ELECTRONICS CORP					183
V3-00504	1	CAMERA	1,396.95	100-4-31100-6032	Expenditure		33 1
				INVESTIGATION EXPENSE			
5271	03/07/23	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					183
V3-00494	1	FEBRUARY STATEMENT	649.59	100-4-43200-5230	Expenditure		14 1
				TELECOMMUNICATION			
5272	03/07/23	CHARL020 CHARLEY DOVE					183
V3-00485	1	STAFF CHRISTMAS DINNER	370.00	100-4-12110-5000	Expenditure		2 1
				CONTINGENCY REQUIREMENT			
5273	03/07/23	CHILD005 CHILDRESS ELECTRICAL, LLC					183
V3-00491	1	INSTALL AND REPAIR ELC	12,700.00	100-4-43200-5100	Expenditure		9 1
				ELECTRIC			
V3-00491	2	INSTALL AND REPAIR ELC	300.00	701-4-81500-3310	Expenditure		10 1
				REPAIR & MAINT. SERV.			
V3-00491	3	INSTALL AND REPAIR ELC	375.90	100-4-43200-6007	Expenditure		11 1
				REPAIR & MAINT. SUPPLIES			
			13,375.90				
5274	03/07/23	CIVIC005 CIVICPLUS, LLC.					183
V3-00490	1	MUNIDOCs	367.50	100-4-12110-3150	Expenditure		8 1
				PROFESSIONAL SVCS			
5275	03/07/23	DEALL005 DEAL & LACHENEY P.C.					183
V3-00492	1	FEB LEGAL SERVICES	2,000.00	100-4-12210-3150	Expenditure		12 1
				TOWN ATTORNEY			
5276	03/07/23	ELECT010 ELECTRICAL MECHANICAL SVCS		(Void Reason: DUPLICATE PAYMENT)		03/10/23 VOID	183
V3-00500	1	PAYMENT NO 7	18,240.00	501-4-94000-9000	Expenditure		28 1
				CAPITAL IMPROVEMENTS			
5277	03/07/23	GREG0005 GREGORYS GENERAL AUTO REPAIR					183
V3-00502	1	HUB AND BEARING	191.70	502-4-44000-6009	Expenditure		30 1
				VEHICLE & EQUIP SUPPLIES			
V3-00502	2	HUB AND BEARING	191.70	501-4-44000-6009	Expenditure		31 1
				VEHICLE & EQUIP SUPPLIES			
			383.40				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
GENERAL			Continued					
5278	03/07/23	HILLH005 HILL HARDWARE CORPORATION					183	
V3-00497	1	FEBRUARY STATEMENT	177.94	100-4-43200-6013	Expenditure		18	1
				AG SUPPLIES				
V3-00497	2	FEBRUARY STATEMENT	28.28	100-4-43200-6009	Expenditure		19	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
V3-00497	3	FEBRUARY STATEMENT	16.49	100-4-43200-6007	Expenditure		20	1
				REPAIR & MAINT. SUPPLIES				
V3-00497	4	FEBRUARY STATEMENT	109.00	501-4-44000-6007	Expenditure		21	1
				REPAIR & MAINT. SUPPLIES				
V3-00497	5	FEBRUARY STATEMENT	26.47	501-4-45000-6007	Expenditure		22	1
				REPAIR & MAINT. SUPPLIES				
V3-00497	6	FEBRUARY STATEMENT	1,120.00	100-4-43200-5410	Expenditure		23	1
				LEASE OF EQUIPMENT				
			<u>1,478.18</u>					
5279	03/07/23	IHMCB005 I.H. MCBRIDE SIGN COMPANY					183	
V3-00484	1	SIGNS	780.00	100-4-12110-5000	Expenditure		1	1
				CONTINGENCY REQUIREMENT				
5280	03/07/23	LAWEN005 LAW ENFORCEMENT SEMINARS, LLC					183	
V3-00503	1	INTERNAL AFFAIRS SEMINAR	425.00	100-4-31100-5501	Expenditure		32	1
				TRAVEL-MILEAGE/CONFERENCE/HOTEL				
5281	03/07/23	MANSF005 MANSFIELD OIL COMPANY					183	
V3-00498	1	02/16-02/28/2023	600.10	100-4-31100-6008	Expenditure		24	1
				FUEL				
V3-00498	2	02/16-02/28/2023	146.60	100-4-43200-6008	Expenditure		25	1
				FUEL				
V3-00498	3	02/16-02/28/2023	138.91	502-4-44000-6008	Expenditure		26	1
				FUEL/OIL				
			<u>885.61</u>					
5282	03/07/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					183	
V3-00486	1	LAB TESTING	169.30	502-4-44000-3140	Expenditure		3	1
				TESTING SERVICES				
V3-00486	2	LAB TESTING	169.30	502-4-44000-3140	Expenditure		4	1
				TESTING SERVICES				
			<u>338.60</u>					
5283	03/07/23	SUPPL005 THE SUPPLY ROOM					183	
V3-00489	1	CHAIR	329.99	100-4-31100-6001	Expenditure		7	1
				OFFICE SUPPLIES				
5284	03/07/23	TMOBI005 T-MOBILE					183	
V3-00488	1	1/15-2/14/2023	405.84	100-4-31100-5230	Expenditure		6	1
				TELECOMMUNICATIONS				
5285	03/07/23	TROJA005 TROJAN TECHNOLOGIES					183	
V3-00499	1	UV LAMPS	20,103.15	502-4-44000-6007	Expenditure		27	1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5286	03/07/23	VERIZ005 VERIZON					183	
V3-00495	1	FEBRUARY STATEMENT	39.99	100-4-43200-5230	Expenditure		15	1
				TELECOMMUNICATION				
V3-00495	2	FEBRUARY STATEMENT	67.29	100-4-43200-5230	Expenditure		16	1
				TELECOMMUNICATION				
			<u>107.28</u>					
5287	03/07/23	VUPS0005 VA UTILITY PROTECTION SERVICE					183	
V3-00487	1	TRANSMISSIONS	42.00	100-4-43200-6007	Expenditure		5	1
				REPAIR & MAINT. SUPPLIES				
5288	03/07/23	WITME005 WITMER PUBLIC SAFETY GROUP					183	
V3-00493	1	ELCTRODES	614.54	100-4-31100-6010	Expenditure		13	1
				POLICE SUPPLIES				
5295	03/13/23	DEPAR005 DEPARTMENT OF MOTOR VEHICLES					184	
V3-00509	1	FEBRUARY 23 STOP REMOVALS	275.00	100-4-12420-3009	Expenditure		6	1
				DMV STOPS				
5296	03/13/23	ENVIR005 ENVIRONMENTAL RESOURCES ASSOC.					184	
V3-00515	1	OPERATOR PROFICIENCY TEST	529.34	502-4-44000-6004	Expenditure		12	1
				LAB SUPPLIES				
5297	03/13/23	FISHE005 FISHER AUTO PARTS, INC					184	
V3-00511	1	FEBRUARY STATEMENT	35.90	100-4-43200-6009	Expenditure		8	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5298	03/13/23	GREGO005 GREGORYS GENERAL AUTO REPAIR					184	
V3-00516	1	WORK TRUCK INSPECTION	853.85	502-4-44000-6009	Expenditure		13	1
				VEHICLE & EQUIP SUPPLIES				
5299	03/13/23	NEWSA005 THE NEWS & ADVANCE					184	
V3-00506	1	STMT02262023	169.56	100-4-12110-3600	Expenditure		2	1
				ADVERTISING				
5300	03/13/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					184	
V3-00514	1	LAB TEST	709.30	501-4-44000-3140	Expenditure		11	1
				TESTING SERVICES				
5301	03/13/23	PYLES005 PYLE SOLUTIONS, LLC.					184	
V3-00505	1	BIOBOM	2,166.67	502-4-45000-6007	Expenditure		1	1
				REPAIR & MAINT. SUPPLIES				
5302	03/13/23	SUPPL005 THE SUPPLY ROOM					184	
V3-00508	1	COUNCIL CHAIRS	3,299.90	100-4-12420-6001	Expenditure		5	1
				OFFICE SUPPLIES				
5303	03/13/23	TIGER005 TIGER FUEL CO.					184	
V3-00510	1	PROPANE MAINT SHOP	198.30	100-4-43200-5110	Expenditure		7	1
				HEATING SERVICES				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
GENERAL			Continued					
5304	03/13/23	USABL005 USA BLUE BOOK					184	
V3-00512	1	DOLPH METER	867.18	502-4-44000-6004	Expenditure		9	1
				LAB SUPPLIES				
V3-00513	1	LAB EQUIPEMENT WIPES	86.27	502-4-44000-6004	Expenditure		10	1
				LAB SUPPLIES				
			953.45					
5305	03/13/23	WILLI005 WILLIAM LYLE CARVER					184	
V3-00517	1	4TH QUARTER 2022	450.00	100-4-31100-5801	Expenditure		14	1
				ATTORNEY FEES				
V3-00517	2	1ST QUARTER 2023	450.00	100-4-31100-5801	Expenditure		15	1
				ATTORNEY FEES				
			900.00					
5306	03/13/23	WWASS005 WW ASSOCIATES					184	
V3-00507	1	RETAINER	250.00	501-4-44000-3150	Expenditure		3	1
				PROFESSIONAL SVCS				
V3-00507	2	RETAINER	250.00	502-4-44000-3150	Expenditure		4	1
				PROFESSIONAL SVCS				
			500.00					
5324	03/30/23	AMERI005 AMERICAN FIDELITY ASSURANCE CO					186	
23-00044	1	MAR 23 PR CHECK DEDUCTIONS	216.32	100-2-21500-0000	G/L		1	1
				AMERICAN FIDELITY DISABILITY W/HOLDING				
23-00044	2	MAR 23 PR CHECK DEDUCTIONS	33.28	100-2-21600-0000	G/L		2	1
				CANCER W/HOLDING				
23-00044	3	MAR 23 PR CHECK DEDUCTIONS	182.17	100-2-21950-0000	G/L		3	1
				AMERICAN FIDELITY LIFE W/HOLDING				
23-00044	4	MAR 23 PR CHECK DEDUCTIONS	55.71	501-2-21500-0000	G/L		4	1
				AMERICAN FIDELITY DISABILITY W/HOLDING				
23-00044	5	MAR 23 PR CHECK DEDUCTIONS	41.99	501-2-21600-0000	G/L		5	1
				CANCER W/HOLDING				
23-00044	6	MAR 23 PR CHECK DEDUCTIONS	55.71	502-2-21500-0000	G/L		6	1
				AMERICAN DISABILITY W/HOLDING				
23-00044	7	MAR 23 PR CHECK DEDUCTIONS	41.99	502-2-21600-0000	G/L		7	1
				CANCER W/HOLDING				
23-00044	8	MAR 23 PR CHECK DEDUCTIONS	61.07	502-2-21950-0000	G/L		8	1
				AMERICAN FIDELITY LIFE W/HOLDING				
			688.24					
5325	03/30/23	AMHER030 AMHERST COUNTY MUSEUM AND					186	
V3-00534	1	FY 23 CONTRIBUTION	1,676.78	100-4-72200-5600	Expenditure		17	1
				MUSEUM CONTRIBUTIONS				
5326	03/30/23	GFLN005 GFL ENVIRONMENTAL					186	
V3-00536	1	DRYING BED SLUDGE REMOVAL	23.25	502-4-44000-3120	Expenditure		20	1
				SLUDGE & TRASH REMOVAL-RUT CRK.				
5327	03/30/23	MINNE005 MINNESOTA LIFE					186	
23-00046	1	MAR 23 PR CHECK DEDUCTIONS	10.80	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					
5327	MINNESOTA LIFE	Continued						
23-00046	2	MAR 23 PR CHECK DEDUCTIONS	51.20	501-2-21550-0000	G/L		10	1
				OPT LIFE INS. W/HOLDING				
			62.00					
5328	03/30/23	NATIO010 NATIONWIDE RETIREMENT SOLUTION					186	
23-00047	1	MAR 23 PR CHECK DEDUCTIONS	132.44	100-2-21400-0000	G/L		11	1
				RETIREMENT W/HOLDING				
23-00047	2	MAR 23 PR CHECK DEDUCTIONS	121.46	100-2-21900-0000	G/L		12	1
				DEFERRED COMP W/HOLDING				
23-00047	3	MAR 23 PR CHECK DEDUCTIONS	173.54	501-2-21400-0000	G/L		13	1
				RETIREMENT W/HOLDINGS				
23-00047	4	MAR 23 PR CHECK DEDUCTIONS	159.16	501-2-21900-0000	G/L		14	1
				DEFERRED COMP W/H				
23-00047	5	MAR 23 PR CHECK DEDUCTIONS	130.16	502-2-21400-0000	G/L		15	1
				RETIRMENT W/HOLDING				
23-00047	6	MAR 23 PR CHECK DEDUCTIONS	119.38	502-2-21900-0000	G/L		16	1
				DEFERRED COMP W/HOLDING				
			836.14					
5329	03/30/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					186	
V3-00535	1	LAB TESTING	169.30	502-4-44000-3140	Expenditure		18	1
				TESTING SERVICES				
V3-00535	2	LAB TESTING	169.30	502-4-44000-3140	Expenditure		19	1
				TESTING SERVICES				
			338.60					
5330	03/30/23	POSTM005 POSTMASTER, AMHERST					186	
V3-00538	1	MARCH BILL MAILING	296.31	501-4-12420-5210	Expenditure		22	1
				POSTAGE				
V3-00538	2	MARCH BILL MAILING	296.32	502-4-12420-5210	Expenditure		23	1
				POSTAGE				
			592.63					
5331	03/30/23	TMOBI005 T-MOBILE					186	
V3-00537	1	02/15-03/14/2023	405.84	100-4-31100-5230	Expenditure		21	1
				TELECOMMUNICATIONS				
5307	03/31/23	AMHER035 AMHERST VOL. FIRE DEPARTMENT					185	
V3-00529	1	FY23 DISTRIBUTIONS	15,000.00	100-4-32200-5701	Expenditure		28	1
				FIRE PROGRAM GRANTS				
V3-00529	2	FY23 DISTRIBUTIONS	12,500.00	100-4-32200-5600	Expenditure		29	1
				FIRE DEPT CONTRIBUTIONS				
			27,500.00					
5308	03/31/23	ANTW005 BENCHMARK SYSTEMS, INC.					185	
V3-00527	1	MS OFFICE 02/16-06/15	613.00	100-4-12510-5600	Expenditure		23	1
				MICROSOFT OFFICE SERVICE				
V3-00527	2	MS OFFICE 02/16-06/15	136.00	100-4-12510-5600	Expenditure		24	1
				MICROSOFT OFFICE SERVICE				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5308	BENCHMARK SYSTEMS, INC.	Continued						
V3-00527	3	MS OFFICE 02/16-06/15	382.50	100-4-12510-5600	Expenditure		25	1
				MICROSOFT OFFICE SERVICE				
			<u>1,131.50</u>					
5309	03/31/23	APPAL005 APPALACHIAN POWER					185	
V3-00519	1	ELECTRIC 02/14-03/15/2023	855.35	100-4-43200-5100	Expenditure		6	1
				ELECTRIC				
V3-00519	2	ELECTRIC 02/14-03/15/2023	5,788.11	501-4-44000-5100	Expenditure		7	1
				ELECTRICAL SVCS				
V3-00519	3	ELECTRIC 02/14-03/15/2023	3,611.85	502-4-44000-5100	Expenditure		8	1
				ELECTRICAL SVCS-RUT CRK				
V3-00519	4	ELECTRIC 02/14-03/15/2023	289.78	502-4-44000-5130	Expenditure		9	1
				ELECTRICAL SVCS-PUMP STATION				
V3-00519	5	ELECTRIC 02/14-03/15/2023	56.38	100-4-41320-5100	Expenditure		10	1
				STREETLIGHTS				
V3-00519	6	ELECTRIC 02/14-03/15/2023	26.53	701-4-81500-5100	Expenditure		11	1
				ELECTRICAL SERV.				
			<u>10,628.00</u>					
5310	03/31/23	APPLE010 APPLE FORD OF LYNCHBURG					185	
V3-00525	1	ECU PROBLEM	466.50	100-4-43200-6009	Expenditure		19	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5311	03/31/23	BBTBA005 TRUIST BANK					185	
V3-00531	1	BANK FEE	152.16	100-4-12420-3160	Expenditure		31	1
				BANKING SERVICE CHARGES				
V3-00531	2	SHARON TURNER BANK FEE	477.28	100-4-11010-5501	Expenditure		32	1
				TRAVEL-MILAGE/HOTELS/CONFERENCE				
V3-00531	3	GARY WILLIAMS RETURN	114.99	502-4-44000-6007	Expenditure		33	1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.				
V3-00531	4	GW FOODLION	27.12	502-4-44000-6004	Expenditure		34	1
				LAB SUPPLIES				
V3-00531	5	GW SUNCOAST	225.00	501-4-44000-5501	Expenditure		35	1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE				
V3-00531	6	GW VA DPOR	240.00	501-4-44000-5810	Expenditure		36	1
				DUES & MEMBERSHIPS				
V3-00531	7	GW AWWA	25.00	501-4-44000-5501	Expenditure		37	1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE				
V3-00531	8	CT AMAZON	243.94	100-4-43200-6009	Expenditure		38	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
V3-00531	9	CT VA DPOR	160.00	501-4-45000-5810	Expenditure		39	1
				DUES & MEMBERSHIP				
V3-00531	10	VH ZOOM	42.00	100-4-12510-3150	Expenditure		40	1
				I.T. SERVICES				
V3-00531	11	GS FOODLION	44.07	501-4-44000-6004	Expenditure		41	1
				LAB SUPPLIES				
V3-00531	12	GS DEPT OF PROFF	100.00	501-4-44000-5501	Expenditure		42	1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE				
V3-00531	13	RS ENGRAVING	187.24	100-4-31100-6001	Expenditure		43	1
				OFFICE SUPPLIES				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL			Continued				
5311	TRUIST BANK	Continued					
V3-00531	14	RS VA DMV	5.00	100-4-31100-6009	Expenditure		44 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V3-00531	15	CW SPARTAN CAMERA	32.99	100-4-31100-6010	Expenditure		45 1
				POLICE SUPPLIES			
V3-00531	16	SM USPS	33.46	100-4-81100-5210	Expenditure		46 1
				POSTAGE			
V3-00531	17	SM HOTEL	230.64	100-4-12110-5501	Expenditure		47 1
				TRAVEL-MILAGE/HOTEL/CONFERENCE			
V3-00531	18	SM ADOBE	12.99	100-4-12510-6002	Expenditure		48 1
				I.T. SUPPLIES			
V3-00531	19	SM WASABI	8.72	100-4-12510-3150	Expenditure		49 1
				I.T. SERVICES			
V3-00531	20	PM UVA	185.00	100-4-12420-5400	Expenditure		50 1
				TUITION REIMBURSEMENT			
V3-00531	21	PM USPS	4.15	100-4-12420-5210	Expenditure		51 1
				POSTAGE			
V3-00531	22	LR DOGFOOD	51.98	100-4-31100-6003	Expenditure		52 1
				CANINE SUPPLIES			
V3-00531	23	TM OFFICE SUPPLY	223.74	100-4-12420-6001	Expenditure		53 1
				OFFICE SUPPLIES			
V3-00531	24	TM POSTAGE	658.75	100-4-12420-5210	Expenditure		54 1
				POSTAGE			
V3-00531	25	TM CONFERENCE	80.00	100-4-12420-5501	Expenditure		55 1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE			
			3,336.24				
5312	03/31/23	CAMPB005 CAMPBELL'S REPAIR					185
V3-00521	1	TUNE UP KIT	167.98	100-4-43200-6009	Expenditure		13 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5313	03/31/23	CMCSU005 CMC SUPPLY, INC.					185
V3-00520	1	CLEANOUT	772.45	502-4-45000-6007	Expenditure		12 1
				REPAIR & MAINT. SUPPLIES			
5314	03/31/23	CPMUS005 CP MUSIC LLC.					185
V3-00532	1	CODY PURVIS	1,000.00	100-4-31100-5700	Expenditure		56 1
				PUBLIC SAFETY FOURTH OF JULY EVENT			
5315	03/31/23	DARRY005 DARRYL DWAYNE TUGGLE					185
V3-00530	1	PDC CONGRESSIONAL	483.54	100-4-11010-5501	Expenditure		30 1
				TRAVEL-MILAGE/HOTELS/CONFERENCE			
5316	03/31/23	FLEXS005 FLEX STAGE					185
V3-00533	1	STAGE FIRST RESPONDERS	500.00	100-4-31100-5700	Expenditure		57 1
				PUBLIC SAFETY FOURTH OF JULY EVENT			
5317	03/31/23	FOSTE005 FOSTER ELECTRIC CO., INC					185
V3-00522	1	LIMIT SWITCH	232.25	501-4-44000-6007	Expenditure		14 1
				REPAIR & MAINT. SUPPLIES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL			Continued				
5318	03/31/23	GFLN005 GFL ENVIRONMENTAL					185
V3-00528	1	TRASH/RECYCLE 3/1-3/31	10,074.74	514-4-43200-3160	Expenditure		26 1
				COLLECTION IN-TOWN			
V3-00528	2	TRASH/RECYCLE 3/1-3/31	1,404.72	514-4-43200-3170	Expenditure		27 1
				COLLECTION OUT OF TOWN			
			<u>11,479.46</u>				
5319	03/31/23	LOVIN005 LOVINGSTON FARM SUPPLY, LLC					185
V3-00524	1	STRAW	279.85	100-4-43200-6013	Expenditure		18 1
				AG SUPPLIES			
5320	03/31/23	MANSF005 MANSFIELD OIL COMPANY					185
V3-00523	1	FUEL 03/01-03/15/2023	317.77	100-4-43200-6008	Expenditure		15 1
				FUEL			
V3-00523	2	FUEL 03/01-03/15/2023	716.21	100-4-31100-6008	Expenditure		16 1
				FUEL			
V3-00523	3	FUEL 03/01-03/15/2023	197.83	502-4-44000-6008	Expenditure		17 1
				FUEL/OIL			
			<u>1,231.81</u>				
5321	03/31/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					185
V3-00526	1	LAB TESTING	169.30	502-4-44000-3140	Expenditure		20 1
				TESTING SERVICES			
V3-00526	2	LAB TESTING	169.30	502-4-44000-3140	Expenditure		21 1
				TESTING SERVICES			
V3-00526	3	LAB TESTING	169.30	502-4-44000-3140	Expenditure		22 1
				TESTING SERVICES			
			<u>507.90</u>				
5322	03/31/23	TMOBI005 T-MOBILE					185
V3-00518	1	02/15-03/14/2023 UT	105.70	100-4-43200-5230	Expenditure		5 1
				TELECOMMUNICATION			
5323	03/31/23	U-000003 PORTILLO, ANTONIO					185
23-00043	1	UTILITY REFUND Garbage	0.10	501-3-16080-0015	Revenue		1 1
				PREPAY UTILITIES			
23-00043	2	UTILITY REFUND Sewer	0.18	501-3-16080-0015	Revenue		2 1
				PREPAY UTILITIES			
23-00043	3	UTILITY REFUND PNS	1.92	501-3-16080-0015	Revenue		3 1
				PREPAY UTILITIES			
23-00043	4	UTILITY REFUND Water	35.43	501-3-16080-0015	Revenue		4 1
				PREPAY UTILITIES			
			<u>37.63</u>				
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>	
		Checks:	57	1	280,737.76	18,240.00	
		Direct Deposit:	0	0	0.00	0.00	
		Total:	<u>57</u>	<u>1</u>	<u>280,737.76</u>	<u>18,240.00</u>	

Check #	Check Date	Vendor				Reconciled/Void	Ref Num
PO #	Item	Description	Amount Paid	Charge Account	Account Type	Contract	Ref Seq Acct
<hr/>							
GENERAL		Continued					
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>	
	Checks:		57	1	280,737.76	18,240.00	
	Direct Deposit:		0	0	0.00	0.00	
	Total:		<u>57</u>	<u>1</u>	<u>280,737.76</u>	<u>18,240.00</u>	
<hr/>							

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	3-100	68,428.68	0.00	696.47	69,125.15
WATER FUND	3-501	167,403.30	37.63	481.60	167,922.53
SEWER FUND	3-502	31,475.78	0.00	408.31	31,884.09
GARBAGE FUND	3-514	11,479.46	0.00	0.00	11,479.46
IDA FUND	3-701	326.53	0.00	0.00	326.53
Total of All Funds:		279,113.75	37.63	1,586.38	280,737.76

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	68,428.68	0.00	696.47	69,125.15
WATER FUND	501	167,403.30	37.63	481.60	167,922.53
SEWER FUND	502	31,475.78	0.00	408.31	31,884.09
GARBAGE FUND	514	11,479.46	0.00	0.00	11,479.46
IDA FUND	701	326.53	0.00	0.00	326.53
Total of All Funds:		279,113.75	37.63	1,586.38	280,737.76

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	3-100	68,428.68	0.00	0.00	0.00	68,428.68
WATER FUND	3-501	167,403.30	0.00	0.00	0.00	167,403.30
SEWER FUND	3-502	31,475.78	0.00	0.00	0.00	31,475.78
GARBAGE FUND	3-514	11,479.46	0.00	0.00	0.00	11,479.46
IDA FUND	3-701	326.53	0.00	0.00	0.00	326.53
Total of All Funds:		<u>279,113.75</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>279,113.75</u>

Town of Amherst  
Statement of Revenue and Expenditures

Revenue Account Range: First		to Last to Last	Include Non-Anticipated: Yes		Year To Date As Of: 03/31/23			
Expend Account Range: First			Include Non-Budget: Yes		Current Period: 03/01/23 to 03/31/23			
Print Zero YTD Activity: No					Prior Year: 03/01/22 to 03/31/22			
Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-11010-0001	REAL PROPERTY TAXES - CURRENT	0.00	0.00	0.00	430.64	0.00	430.64	0
100-3-11030-0001	PERSONAL PROPERTY TAX-CURRENT	0.00	0.00	0.00	350.00	0.00	350.00	0
100-3-11030-0002	PERSONAL PROPERTY TAX-DELINQUENT	68.44-	0.00	0.00	0.00	0.00	0.00	0
	11030 Total	68.44-	0.00	0.00	350.00	0.00	350.00	0
100-3-11060-0002	INTEREST ON DEL TAXES	39.24	0.00	0.00	171.41	0.00	171.41	0
100-3-12010-0001	LOCAL SALES & USE TAX	11,126.22	144,000.00	12,457.43	119,017.13	0.00	24,982.87-	83
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,269.65	25,200.00	0.00	10,583.82	0.00	14,616.18-	42
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,939.35	18,000.00	0.00	7,522.43	0.00	10,477.57-	42
	12020 Total	4,209.00	43,200.00	0.00	18,106.25	0.00	25,093.75-	42
100-3-12030-0006	BUSINESS LICENSE TAX	29,178.23	115,000.00	25,508.66	60,571.10	0.00	54,428.90-	53
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	16.69	2,500.00	0.00	2,623.19	0.00	123.19	105
	12030 Total	29,194.92	117,500.00	25,508.66	63,194.29	0.00	54,305.71-	54
100-3-12050-0001	MOTOR VEHICLE LICENSES	1,600.00-	40,000.00	0.00	42,616.00	0.00	2,616.00	107
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTERE	28.55	300.00	0.00	116.03	0.00	183.97-	39
	12050 Total	1,571.45-	40,300.00	0.00	42,732.03	0.00	2,432.03	106
100-3-12060-0001	BANK STOCK FEE	0.00	70,000.00	0.00	0.00	0.00	70,000.00-	0
100-3-12080-0001	CIGARETTE TAX	0.00	30,000.00	6,000.00	24,000.00	0.00	6,000.00-	80
100-3-12100-0001	LODGING TAX	698.64	12,000.00	895.36	9,829.75	0.00	2,170.25-	82
100-3-12110-0001	MEALS TAX	49,361.49	625,000.00	56,137.55	542,521.52	0.00	82,478.48-	87
100-3-12110-0002	MEALS TAX-PEN & INTEREST	0.00	600.00	0.00	838.51	0.00	238.51	140
	12110 Total	49,361.49	625,600.00	56,137.55	543,360.03	0.00	82,239.97-	87

Town of Amherst  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-13030-0007	ZONING PERMITS	0.00	0.00	200.00	2,354.01	0.00	2,354.01	0
100-3-14010-0001	FINES & FORFEITURES	0.00	6,000.00	1,645.48	9,730.09	0.00	3,730.09	162
100-3-15010-0001	INTEREST ON BANK DEPOSITS	100.14	3,000.00	0.00	5,604.19	0.00	2,604.19	187
100-3-15010-0002	INTEREST ON INVESTMENTS	1,581.20	12,000.00	0.00	24,720.17	0.00	12,720.17	206
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	36,745.92-	0.00	0.00	38,148.48-	0.00	38,148.48-	0
15010 Total		35,064.58-	15,000.00	0.00	7,824.12-	0.00	22,824.12-	202
100-3-15020-0005	TOWER LEASE	904.93	9,402.56	0.00	8,144.37	0.00	1,258.19-	87
100-3-16030-0001	POLICE SECURITY	0.00	0.00	1,937.52	14,246.12	0.00	14,246.12	0
100-3-18030-0001	REFUNDS	0.00	0.00	906.54	62,495.29	0.00	62,495.29	0
100-3-18030-0005	RETURNED CHECK FEE	50.00	150.00	0.00	355.00	0.00	205.00	237
100-3-18030-0006	ACCIDENT REPORTS	20.00	200.00	55.00	185.00	0.00	15.00-	92
100-3-18030-0007	MISC REV	0.00	0.00	0.00	199.39	0.00	199.39	0
100-3-18030-0008	COLLECTION FEE	937.72	2,200.00	409.20	684.57	0.00	1,515.43-	31
18030 Total		1,007.72	2,550.00	1,370.74	63,919.25	0.00	61,369.25	48
100-3-18990-0003	DONATIONS-POLICE	0.00	0.00	0.00	1,825.00	0.00	1,825.00	0
100-3-19020-0005	DMV STOP FEES	181.51	500.00	55.60	928.02	0.00	428.02	186
100-3-22010-0007	ROLLING STOCK TAX	0.00	2,390.00	0.00	2,403.26	0.00	13.26	101
100-3-22010-0009	PERSONAL PROPERTY TAX RELIEF	0.00	17,455.00	0.00	17,455.92	0.00	0.92	100
100-3-22010-0010	RENTAL TAX	64.81	2,400.00	459.72	2,805.76	0.00	405.76	117
100-3-22010-0030	COMMUNICATION TAX FROM STATE	6,083.34	78,000.00	5,779.86	53,241.82	0.00	24,758.18-	68
100-3-22010-0040	PLANNING GRANTS	150.00	0.00	0.00	0.00	0.00	0.00	0
22010 Total		6,298.15	100,245.00	6,239.58	75,906.76	0.00	24,338.24-	76
100-3-24010-0001	DCJS GRANTS	14,705.00	0.00	0.00	38,783.00	0.00	38,783.00	0
100-3-24010-0003	STATE POLICE AID	0.00	58,820.00	16,166.00	32,332.00	0.00	26,488.00-	55
24010 Total		14,705.00	58,820.00	16,166.00	71,115.00	0.00	12,295.00	55

Town of Amherst  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-24020-0001	FIRE PROGRAM GRANT	0.00	15,000.00	15,000.00	15,000.00	0.00	0.00	100
100-3-33030-0003	ARPA FUNDS	0.00	0.00	0.00	1,130,893.00	0.00	1,130,893.00	0
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	0.00	0.00	0.00	1,550.00	0.00	1,550.00	0
100-3-42000-0000	RESERVE	0.00	193,628.89	0.00	0.00	0.00	193,628.89-	0
100-3-90000-0000	Cancel Revenue	0.00	0.00	0.00	8.48	0.00	8.48	0
100 GENERAL FUND Revenue Total		81,022.35	1,483,746.45	143,613.92	2,208,987.51	0.00	725,241.06	67
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-11010-0000	TOWN COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-11010-1100	WAGES	950.00	11,400.00	950.00	8,475.01	0.00	2,924.99	74
100-4-11010-2100	FICA	72.70	872.10	72.70	648.56	0.00	223.54	74
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	184.68	1,500.00	960.82	5,880.34	0.00	4,380.34-	392
	11010 TOWN COUNCIL	1,207.38	13,772.10	1,983.52	15,003.91	0.00	1,231.81-	109

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	3,123.90	28,261.74	2,854.84	29,327.03	0.00	1,065.29-	104
100-4-12110-1300	PT WAGES	4,140.87	60,481.52	2,964.86	28,074.97	0.00	32,406.55	46
100-4-12110-2100	FICA	565.40	6,788.86	454.18	4,469.73	0.00	2,319.13	66
100-4-12110-2200	VRS	484.49	9,649.13	640.88	6,477.82	0.00	3,171.31	67
100-4-12110-2300	HEALTH INSURANCE	216.10	7,900.20	426.15	4,562.04	0.00	3,338.16	58
100-4-12110-2400	GROUP LIFE INSURANCE	30.70	672.68	43.03	435.86	0.00	236.82	65
100-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	380.89	0.00	145.05	0.00	235.84	38
100-4-12110-2600	UNEMPLOYMENT INSURANCE	0.00	41.45	0.00	0.00	0.00	41.45	0
100-4-12110-2700	WORKER'S COMP	0.00	112.69	0.00	112.69	0.00	0.00	100
100-4-12110-3150	PROFESSIONAL SVCS	0.00	3,000.00	367.50	5,755.42	0.00	2,755.42-	192
100-4-12110-3600	ADVERTISING	71.76	1,000.00	169.56	1,702.08	0.00	702.08-	170
100-4-12110-5000	CONTINGENCY REQUIREMENT	1,718.20	31,746.00	1,150.00	9,913.42	0.00	21,832.58	31
100-4-12110-5210	POSTAGE	0.00	200.00	0.00	379.21	0.00	179.21-	190
100-4-12110-5230	TELECOMMUNICATIONS	45.00	540.00	45.00	405.00	0.00	135.00	75
100-4-12110-5307	CRIME & CYBER INSURANCE	0.00	2,225.00	0.00	2,225.00	0.00	0.00	100
100-4-12110-5501	TRAVEL-MILAGE/HOTEL/CONFERENCE	0.00	2,000.00	230.64	2,674.50	0.00	674.50-	134
100-4-12110-5810	DUES & MEMBERSHIPS	0.00	2,500.00	0.00	659.00	0.00	1,841.00	26
100-4-12110-8000	CAPITAL EQUIPMENT	0.00	88,800.00	0.00	0.00	0.00	88,800.00	0
	12110 TOWN MANAGER	10,396.42	246,300.16	9,346.64	97,318.82	0.00	148,981.34	40

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-12210-3150	TOWN ATTORNEY	2,038.85	25,000.00	2,000.00	18,020.23	0.00	6,979.77	72

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-12240-3150	INDEPENDENT AUDITOR	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12420-1100	WAGES	5,012.04	46,280.54	3,582.68	40,067.66	0.00	6,212.88	87
100-4-12420-1300	PT WAGES	450.08	4,750.80	329.06	3,238.56	0.00	1,512.24	68
100-4-12420-2100	FICA	385.69	3,903.90	325.45	3,186.46	0.00	717.44	82
100-4-12420-2200	VRS	590.30	7,835.30	717.64	6,824.18	0.00	1,011.12	87
100-4-12420-2300	HEALTH INSURANCE	590.98	7,489.80	1,285.64	7,946.13	0.00	456.33-	106
100-4-12420-2400	GROUP LIFE INSURANCE	49.43	620.16	58.94	507.58	0.00	112.58	82
100-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.00	8.04	0.00	8.04-	0
100-4-12420-2600	UNEMPLOYMENT INSURANCE	0.00	29.83	0.00	29.85	0.00	0.02-	100
100-4-12420-2700	WORKER'S COMP	0.00	130.19	0.00	97.52	0.00	32.67	75
100-4-12420-3009	DMV STOPS	75.00	1,200.00	275.00	1,275.00	0.00	75.00-	106
100-4-12420-3150	PROFESSIONAL SVCS	0.00	2,800.00	0.00	3,668.86	0.00	868.86-	131
100-4-12420-3160	BANKING SERVICE CHARGES	34.82	840.00	152.16	452.03	0.00	387.97	54
100-4-12420-3170	VIP MANAGEMENT FEE	227.96	3,500.00	0.00	1,452.82	0.00	2,047.18	42
100-4-12420-3320	SERVICE CONTRACTS	0.00	4,250.00	0.00	6,257.60	0.00	2,007.60-	147
100-4-12420-3600	ADVERTISING	0.00	200.00	0.00	151.54	0.00	48.46	76
100-4-12420-5210	POSTAGE	0.00	3,000.00	662.90	2,395.40	0.00	604.60	80
100-4-12420-5230	TELECOMMUNICATIONS	90.00	1,080.00	45.00	675.00	0.00	405.00	62
100-4-12420-5400	TUITION REIMBURSEMENT	0.00	5,000.00	185.00	3,227.25	0.00	1,772.75	65
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	475.00	1,000.00	80.00	1,698.82	0.00	698.82-	170
100-4-12420-5810	DUES & MEMBERSHIPS	35.00	210.00	0.00	295.00	0.00	85.00-	140
100-4-12420-6001	OFFICE SUPPLIES	98.56	4,000.00	3,523.64	7,310.40	0.00	3,310.40-	183
	12420 FINANCE DEPARTMENT	8,114.86	98,120.52	11,223.11	90,765.70	0.00	7,354.82	92

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
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	327.90	9,000.00	50.72	1,401.73	0.00	7,598.27	16
100-4-12510-3330	PHONE MAINTENANCE	0.00	500.00	0.00	0.00	0.00	500.00	0
100-4-12510-3340	WEBSITE MAINTENANCE	0.00	1,000.00	0.00	450.00	0.00	550.00	45
100-4-12510-5600	MICROSOFT OFFICE SERVICE	536.00	6,480.00	1,131.50	8,689.50	0.00	2,209.50-	134
100-4-12510-6002	I.T. SUPPLIES	12.99	3,000.00	12.99	5,874.09	0.00	2,874.09-	196
100-4-12510-8001	I.T. EQUIPMENT	0.00	1,000.00	0.00	913.87	0.00	86.13	91
	12510 INFORMATION TECHNOLOGY	876.89	20,980.00	1,195.21	17,329.19	0.00	3,650.81	83

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	40,908.90	379,712.76	30,524.00	287,977.71	0.00	91,735.05	76
100-4-31100-1200	OVERTIME	0.00	3,500.00	0.00	599.77	0.00	2,900.23	17
100-4-31100-1300	PT WAGES	2,588.21	47,634.99	1,447.20	20,793.61	0.00	26,841.38	44
100-4-31100-1400	OTHER PAY/HOLIDAY	377.81	16,547.41	234.69	6,931.86	0.00	9,615.55	42
100-4-31100-1500	SECURITY WAGES	105.00	0.00	1,200.00	13,280.00	0.00	13,280.00-	0
100-4-31100-2100	FICA	3,312.33	34,225.73	2,463.54	24,380.57	0.00	9,845.16	71
100-4-31100-2200	VRS	4,644.79	67,999.53	5,267.33	49,703.58	0.00	18,295.95	73
100-4-31100-2300	HEALTH INSURANCE	4,571.00	66,690.00	5,365.67	44,516.05	0.00	22,173.95	67
100-4-31100-2400	GROUP LIFE INSURANCE	390.06	5,295.57	440.37	4,092.16	0.00	1,203.41	77
100-4-31100-2500	STD/LONG-TERM DISABILITY	0.00	0.00	0.00	57.90	0.00	57.90-	0
100-4-31100-2600	UNEMPLOYMENT INSURANCE	0.00	221.64	0.00	61.27	0.00	160.37	28
100-4-31100-2700	WORKER'S COMP	0.00	11,498.63	0.00	11,498.63	0.00	0.00	100
100-4-31100-2710	LODA INSURANCE	0.00	2,642.00	0.00	2,642.00	0.00	0.00	100
100-4-31100-3310	REPAIR & MAINT. SVCS	0.00	6,000.00	0.00	650.00	0.00	5,350.00	11
100-4-31100-3320	PROFESSIONAL SERVICES	0.00	11,000.00	0.00	11,091.36	0.00	91.36-	101
100-4-31100-3400	CODE RED	0.00	2,700.00	0.00	2,700.00	0.00	0.00	100
100-4-31100-3600	ADVERTISING	0.00	500.00	0.00	0.00	0.00	500.00	0
100-4-31100-5210	POSTAGE	0.00	500.00	0.00	49.15	0.00	450.85	10
100-4-31100-5230	TELECOMMUNICATIONS	1,263.38	11,760.00	811.68	5,980.50	0.00	5,779.50	51
100-4-31100-5305	MOTOR VEHICLE INSURANCE	0.00	2,844.68	0.00	2,844.68	0.00	0.00	100
100-4-31100-5306	OTHER PROPERTY INSURANCE	0.00	163.69	0.00	163.69	0.00	0.00	100
100-4-31100-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	4,000.00	425.00	1,656.22	0.00	2,343.78	41
100-4-31100-5700	PUBLIC SAFETY FOURTH OF JULY EVENT	0.00	6,000.00	1,500.00	6,691.56	0.00	691.56-	112
100-4-31100-5800	FIRE RANGE FEES	0.00	3,000.00	0.00	452.29	0.00	2,547.71	15
100-4-31100-5801	ATTORNEY FEES	120.00	2,000.00	900.00	1,350.00	0.00	650.00	68
100-4-31100-5810	DUES & MEMBERSHIP	0.00	5,500.00	0.00	5,265.00	0.00	235.00	96
100-4-31100-6001	OFFICE SUPPLIES	0.00	3,000.00	517.23	1,726.30	0.00	1,273.70	58
100-4-31100-6003	CANINE SUPPLIES	0.00	3,766.36	51.98	4,284.27	0.00	517.91-	114
100-4-31100-6008	FUEL	1,282.38	15,000.00	1,316.31	13,314.86	0.00	1,685.14	89
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	502.00	9,000.00	5.00	7,635.49	0.00	1,364.51	85
100-4-31100-6010	POLICE SUPPLIES	306.62	33,238.68	647.53	23,334.74	0.00	9,903.94	70
100-4-31100-6011	UNIFORMS	65.52	4,000.00	54.60	3,561.22	0.00	438.78	89
100-4-31100-6030	CRIME PREVENTION	20.48	4,000.00	0.00	7,767.99	0.00	3,767.99-	194
100-4-31100-6032	INVESTIGATION EXPENSE	0.00	2,500.00	1,396.95	1,875.12	0.00	624.88	75
100-4-31100-8005	VEHICLES/EQUIPMENT	0.00	47,000.00	0.00	47,334.82	0.00	334.82-	101
31100 POLICE DEPARTMENT		60,458.48	813,441.67	54,569.08	616,264.37	0.00	197,177.30	76

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-32200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-32200-5600	FIRE DEPT CONTRIBUTIONS	0.00	12,500.00	12,500.00	12,500.00	0.00	0.00	100
100-4-32200-5701	FIRE PROGRAM GRANTS	0.00	15,000.00	15,000.00	15,000.00	0.00	0.00	100
	32200 CONTROL	0.00	27,500.00	27,500.00	27,500.00	0.00	0.00	100

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-41320-5100	STREETLIGHTS	2,359.02	26,000.00	2,658.96	20,082.64	0.00	5,917.36	77

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	3,492.52	21,904.95	2,570.97	27,511.23	0.00	5,606.28-	126
100-4-43200-1300	PT WAGES	1,019.33	14,442.71	694.37	7,060.04	0.00	7,382.67	49
100-4-43200-1400	OTHER PAY/HOLIDAY	0.00	342.14	0.00	179.43	0.00	162.71	52
100-4-43200-2100	FICA	207.80	2,806.77	259.95	2,606.06	0.00	200.71	93
100-4-43200-2200	VRS	430.55	3,708.51	475.88	5,475.52	0.00	1,767.01-	148
100-4-43200-2300	HEALTH INSURANCE	704.44	6,225.00	628.19	6,692.58	0.00	467.58-	108
100-4-43200-2400	GROUP LIFE INSURANCE	36.06	293.53	39.48	410.59	0.00	117.06-	140
100-4-43200-2600	UNEMPLOYMENT INSURANCE	0.00	46.20	0.00	31.20	0.00	15.00	68
100-4-43200-2700	WORKER'S COMP	0.00	119.19	0.00	119.19	0.00	0.00	100
100-4-43200-5100	ELECTRIC	1,347.77	20,709.00	13,555.35	22,126.43	0.00	1,417.43-	107
100-4-43200-5110	HEATING SERVICES	768.27	3,500.00	198.30	2,290.27	0.00	1,209.73	65
100-4-43200-5120	WATER/SEWER	339.82	3,400.00	0.00	2,347.32	0.00	1,052.68	69
100-4-43200-5230	TELECOMMUNICATION	1,327.62	10,600.00	1,042.57	10,796.36	0.00	196.36-	102
100-4-43200-5304	PROPERTY INSURANCE	0.00	358.22	0.00	358.22	0.00	0.00	100
100-4-43200-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	1,126.76	0.00	0.00	100
100-4-43200-5306	OTHER PROPERTY INSURANCE	0.00	1,281.25	0.00	1,281.25	0.00	0.00	100
100-4-43200-5308	GENERAL LIABILITY INSURANCE	0.00	12,167.77	0.00	7,238.00	0.00	4,929.77	59
100-4-43200-5410	LEASE OF EQUIPMENT	0.00	7,000.00	1,120.00	5,959.51	0.00	1,040.49	85
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	1,000.00	0.00	1,563.09	0.00	563.09-	156
100-4-43200-6001	OFFICE SUPPLIES	0.00	750.00	0.00	467.06	0.00	282.94	62
100-4-43200-6005	JANITORIAL SUPPLIES	0.00	3,000.00	0.00	903.99	0.00	2,096.01	30
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	1,175.57	21,500.00	434.39	3,084.66	0.00	18,415.34	14
100-4-43200-6008	FUEL	881.48	15,000.00	464.37	13,191.18	0.00	1,808.82	88
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	2,964.95	24,000.00	942.60	14,873.44	0.00	9,126.56	62
100-4-43200-6011	UNIFORMS	386.25	2,500.00	0.00	1,165.12	0.00	1,334.88	47
100-4-43200-6012	CHRISTMAS DECORATIONS	0.00	3,500.00	0.00	3,964.23	0.00	464.23-	113
100-4-43200-6013	AG SUPPLIES	0.00	2,000.00	457.79	1,095.66	0.00	904.34	55
	43200 GENERAL MAINTENANCE	15,082.43	183,282.00	22,884.21	143,918.39	0.00	39,363.61	79

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	0.00	3,000.00	0.00	3,000.00	0.00	0.00	100

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-72200-5600	MUSEUM CONTRIBUTIONS	1,627.85	2,500.00	1,676.78	1,676.78	0.00	823.22	67

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-81100-0000	PLANNING/ZONING	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-81100-3600	ADVERTISING	0.00	200.00	0.00	292.80	0.00	92.80-	146
100-4-81100-5210	POSTAGE	0.00	75.00	33.46	77.46	0.00	2.46-	103
100-4-81100-5810	DUES/MEMBERSHIP	0.00	1,075.00	0.00	1,118.00	0.00	43.00-	104
	81100 PLANNING/ZONING	0.00	1,350.00	33.46	1,488.26	0.00	138.26-	110

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-83500-5600	NEIGHBORS HELPING NEIGHBORS CONTRIBUTION	0.00	2,500.00	0.00	2,500.00	0.00	0.00	100

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-92000-9000	REVENUE REFUNDS	0.00	0.00	0.00	169.65	0.00	169.65-	0
	100 GENERAL FUND Expend Total	102,162.18	1,483,746.45	135,070.97	1,055,037.94	0.00	428,708.51	71

100 GENERAL FUND		Prior	Current	YTD
	Revenues:	81,022.35	143,613.92	2,208,987.51
	Expended:	102,162.18	135,070.97	1,055,037.94
	Net Income:	21,139.83-	8,542.95	1,153,949.57

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	21,886.63	254,707.54	0.00	137,866.42	0.00	116,841.12-	54
501-3-16080-0006	WATER OT BASE CHARGES	12,500.22	150,338.98	0.00	98,971.14	0.00	51,367.84-	66
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	27,834.04	374,019.84	0.00	211,559.81	0.00	162,460.03-	57
501-3-16080-0008	WATER OT USAGE CHARGES	19,251.51	253,848.46	0.00	163,628.61	0.00	90,219.85-	64
501-3-16080-0009	PENALTIES	12,465.12	20,000.00	0.00	31,043.11	0.00	11,043.11	155
501-3-16080-0010	TRIP CHARGES	1,200.00	12,000.00	0.00	3,087.46	0.00	8,912.54-	26
501-3-16080-0011	DORMANT ACCT FEE	310.00	3,662.66	0.00	1,882.23	0.00	1,780.43-	51
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,749.55	0.00	2,382.00	0.00	2,367.55-	50
501-3-16080-0013	AVAILABILITY FEE	0.00	0.00	0.00	6,293.42	0.00	6,293.42	0
501-3-16080-0014	WATER CHARGES-SBC	10,212.68	131,625.12	0.00	49,771.69	0.00	81,853.43-	38
501-3-16080-0015	PREPAY UTILITIES	0.00	0.00	37.63-	22,480.00-	0.00	22,480.00-	0
16080 Total		106,057.20	1,204,952.15	37.63-	684,005.89	0.00	520,946.26-	58
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	0.00	0.00	0.00	1,300.00	0.00	1,300.00	0
501-3-42000-0000	RESERVE FUNDS	0.00	7,663.39	0.00	0.00	0.00	7,663.39-	0
501 WATER FUND Revenue Total		106,057.20	1,212,615.54	37.63-	685,305.89	0.00	527,309.65-	58
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd

Town of Amherst  
Statement of Revenue and Expenditures

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	5,784.98	41,869.24	3,220.72	30,533.95	0.00	11,335.29	73
501-4-12110-1300	PT WAGES	517.62	4,817.90	370.60	3,509.30	0.00	1,308.60	73
501-4-12110-2100	FICA	407.90	3,571.57	289.12	2,734.28	0.00	837.29	77
501-4-12110-2200	VRS	697.86	8,792.54	728.64	6,557.67	0.00	2,234.87	75
501-4-12110-2300	HEALTH INSURANCE	313.38	4,104.00	340.10	3,060.86	0.00	1,043.14	75
501-4-12110-2400	GROUP LIFE INSURANCE	44.54	561.05	46.50	418.49	0.00	142.56	75
501-4-12110-2500	STD/LONG-TERM DISABILITY	17.64	221.07	0.00	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
	12110 TOWN MANAGER	7,783.92	64,381.37	4,995.68	46,974.34	0.00	17,407.03	73

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	4,368.48	40,718.94	2,632.04	27,776.05	0.00	12,942.89	68
501-4-12420-1300	PT WAGES	900.16	9,501.60	658.14	6,477.16	0.00	3,024.44	68
501-4-12420-2100	FICA	390.39	3,841.87	231.81	2,470.14	0.00	1,371.73	64
501-4-12420-2200	VRS	498.61	6,893.72	413.53	4,367.29	0.00	2,526.43	63
501-4-12420-2300	HEALTH INSURANCE	542.71	7,182.00	211.98	4,027.55	0.00	3,154.45	56
501-4-12420-2400	GROUP LIFE INSURANCE	41.76	545.63	33.79	363.07	0.00	182.56	67
501-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.00	15.74	0.00	15.74-	0
501-4-12420-3160	BANKING SERVICE CHARGES	10.50	0.00	0.00	35.00	0.00	35.00-	0
501-4-12420-3320	SUPPORT CONTRACTS	0.00	3,600.00	0.00	0.00	0.00	3,600.00	0
501-4-12420-5210	POSTAGE	278.10	3,500.00	296.31	2,957.05	0.00	542.95	84
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,486.00	0.00	714.00	68
	12420 FINANCE DEPARTMENT	7,030.71	77,983.76	4,477.60	49,975.05	0.00	28,008.71	64

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	16,789.01	145,735.81	11,273.74	107,534.78	0.00	38,201.03	74
501-4-44000-1300	PT WAGES	2,174.45	15,849.66	568.96	7,304.72	0.00	8,544.94	46
501-4-44000-1400	OTHER/HOLIDAY	875.19	5,961.45	144.36	5,607.29	0.00	354.16	94
501-4-44000-2100	FICA	1,407.77	12,817.34	860.25	8,699.05	0.00	4,118.29	68
501-4-44000-2200	VRS	1,819.21	24,673.07	1,868.12	16,864.44	0.00	7,808.63	68
501-4-44000-2300	HEALTH INSURANCE	1,973.12	25,650.00	2,140.70	17,128.89	0.00	8,521.11	67
501-4-44000-2400	GROUP LIFE INSURANCE	152.36	1,952.86	150.28	1,358.24	0.00	594.62	70
501-4-44000-2500	LONG-TERM DISABILITY	17.64	227.39	0.00	117.99	0.00	109.40	52
501-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	92.40	0.00	53.69	0.00	38.71	58
501-4-44000-2700	WORKER'S COMP	0.00	5,374.40	0.00	2,600.52	0.00	2,773.88	48
501-4-44000-3140	TESTING SERVICES	1,108.67	31,000.00	709.30	5,460.81	0.00	25,539.19	18
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	2,500.00	0.00	700.00	78
501-4-44000-3310	REPAIR & MAINT. SVCS	0.00	10,000.00	0.00	1,923.54	0.00	8,076.46	19
501-4-44000-3600	ADVERTISING	369.40	2,000.00	0.00	1,148.00	0.00	852.00	57
501-4-44000-5100	ELECTRICAL SVCS	3,988.44	37,000.00	5,788.11	42,219.86	0.00	5,219.86-	114
501-4-44000-5120	WATER & SEWER	1,446.49	7,500.00	0.00	27,553.36	0.00	20,053.36-	367
501-4-44000-5210	POSTAGE	0.00	2,000.00	0.00	285.30	0.00	1,714.70	14
501-4-44000-5230	TELECOMMUNICATIONS	304.26	4,500.00	90.00	1,879.82	0.00	2,620.18	42
501-4-44000-5301	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	0.00	0.00	225.00	0.00	225.00-	0
501-4-44000-5304	PROPERTY INSURANCE	0.00	3,106.98	0.00	1,976.14	0.00	1,130.84	64
501-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	472.06	0.00	360.70	0.00	111.36	76
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	350.00	645.00	0.00	2,355.00	22
501-4-44000-5600	PERMITS	0.00	4,000.00	0.00	7,543.00	0.00	3,543.00-	189
501-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	240.00	1,027.00	0.00	973.00	51
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	663.73	15,000.00	44.07	6,843.72	0.00	8,156.28	46
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	23.28	20,000.00	341.25	4,131.48	0.00	15,868.52	21
501-4-44000-6008	FUEL/OIL	0.00	2,000.00	0.00	2,087.38	0.00	87.38-	104
501-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	4,000.00	191.70	718.61	0.00	3,281.39	18
501-4-44000-6011	UNIFORMS	0.00	1,500.00	0.00	1,485.80	0.00	14.20	99
501-4-44000-6051	CHEMICALS	10,991.40	70,000.00	0.00	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
44000 WATER OPERATIONAL		44,354.42	487,613.42	25,010.84	326,936.51	0.00	160,676.91	67

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	13,354.38	109,524.75	8,105.97	82,322.78	0.00	27,201.97	75
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	22.26	699.29	39.84	531.39	0.00	167.90	76
501-4-45000-2100	FICA	1,000.58	8,563.01	649.16	6,166.63	0.00	2,396.38	72
501-4-45000-2200	VRS	1,522.22	18,542.54	1,403.38	13,344.45	0.00	5,198.09	72
501-4-45000-2300	HEALTH INSURANCE	1,981.33	23,085.00	1,803.36	17,336.85	0.00	5,748.15	75
501-4-45000-2400	GROUP LIFE INSURANCE	127.47	1,467.63	116.29	1,114.77	0.00	352.86	76
501-4-45000-2700	WORKER'S COMP	0.00	7,737.04	0.00	4,282.23	0.00	3,454.81	55
501-4-45000-3320	PROFESSIONAL SERVICES	0.00	0.00	0.00	3,375.00	0.00	3,375.00-	0
501-4-45000-5130	MISS UTILITY	0.00	800.00	0.00	217.35	0.00	582.65	27
501-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,474.64	0.00	1,126.76	0.00	347.88	76
501-4-45000-5410	LEASE OF EQUIPMENT	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
501-4-45000-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
501-4-45000-5810	DUES & MEMBERSHIP	0.00	200.00	160.00	160.00	0.00	40.00	80
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	1,862.36	20,000.00	26.47	18,004.80	0.00	1,995.20	90
	45000 WATER MAINTENANCE	19,870.60	197,804.59	12,304.47	147,983.01	0.00	49,821.58	75

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8000	W. COURT STREET PROJECT	0.00	0.00	0.00	8,820.00	0.00	8,820.00-	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	248,107.37	0.00	159,006.09	1,475,522.56	0.00	1,475,522.56-	0
501-4-94000-9000	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	143,050.00	0.00	143,050.00-	0
	94000 CONTROL	248,107.37	0.00	159,006.09	1,627,392.56	0.00	1,627,392.56-	0

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9000	60W W/L PRINCIPLE	0.00	16,697.98	0.00	8,286.84	0.00	8,411.14	50
501-4-95000-9001	60W W/L INTEREST	0.00	10,288.28	0.00	6,235.12	0.00	4,053.16	61
501-4-95000-9002	REFI WATER LOAN PRINCIPLE	7,969.89	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9003	REFI WATER LOAN INTEREST	2,574.84	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	0.00	78,352.35	0.00	38,957.04	0.00	39,395.31	50
501-4-95000-9005	MAINSTREET W/L INTEREST	0.00	14,866.45	0.00	22,518.80	0.00	7,652.35-	151
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	0.00	98,887.58	0.00	49,443.84	0.00	49,443.74	50
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	0.00	28,315.66	0.00	14,525.39	0.00	13,790.27	51
501-4-95000-9008	WATER PLANT UPGRADES PRINCIPLES	0.00	44,529.08	0.00	0.00	0.00	44,529.08	0
501-4-95000-9009	WATER PLANT UPGRADES INTEREST	0.00	92,895.00	0.00	49,235.38	0.00	43,659.62	53
95000 DEBT SERVICE		10,544.73	384,832.38	0.00	189,202.41	0.00	195,629.97	49
501 WATER FUND Expend Total		337,691.75	1,212,615.52	205,794.68	2,388,463.88	0.00	1,175,848.36-	197

501 WATER FUND

	Prior	Current	YTD
Revenues:	106,057.20	37.63-	685,305.89
Expended:	337,691.75	205,794.68	2,388,463.88
Net Income:	231,634.55-	205,832.31-	1,703,157.99-

Town of Amherst  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	30,185.39	342,220.20	0.00	190,214.05	0.00	152,006.15-	56
502-3-16080-0006	SEWER OT BASE CHARGES	9,097.70	133,646.24	0.00	82,346.72	0.00	51,299.52-	62
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	19,069.70	243,134.20	0.00	136,714.94	0.00	106,419.26-	56
502-3-16080-0008	SEWER OT USAGE CHARGE	7,405.40	108,786.08	0.00	67,029.03	0.00	41,757.05-	62
502-3-16080-0009	PENALTIES	10,152.67	20,000.00	0.00	12,838.89	0.00	7,161.11-	64
502-3-16080-0011	DORMANT ACCT FEE	430.00	5,217.14	0.00	2,821.59	0.00	2,395.55-	54
16080 Total		76,340.86	853,003.86	0.00	491,965.22	0.00	361,038.64-	58
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	0.00	48,000.00	0.00	37,148.05	0.00	10,851.95-	77
502-3-19020-0004	SBC SEWER REHAB	0.00	0.00	0.00	11,172.00	0.00	11,172.00	0
19020 Total		0.00	48,000.00	0.00	48,320.05	0.00	320.05	77
502-3-24040-0003	NUTRIENT CREDIT	0.00	600.00	0.00	304.61	0.00	295.39-	51
502-3-42000-0000	RESERVE FUNDS	0.00	139,338.26	0.00	0.00	0.00	139,338.26-	0
502 SEWER FUND Revenue Total		76,340.86	1,040,942.12	0.00	540,589.88	0.00	500,352.24-	51
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-12110-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-12110-1100	WAGES	2,314.00	31,401.93	2,415.54	22,900.47	0.00	8,501.46	73
502-4-12110-1300	PT WAGES	465.84	4,336.11	333.54	3,158.37	0.00	1,177.74	73
502-4-12110-2100	FICA	311.86	2,733.96	221.08	2,090.88	0.00	643.08	76
502-4-12110-2200	VRS	523.38	6,594.41	546.48	4,918.26	0.00	1,676.15	75
502-4-12110-2300	HEALTH INSURANCE	235.02	3,078.00	255.08	2,295.69	0.00	782.31	75
502-4-12110-2400	GROUP LIFE INSURANCE	33.40	420.79	34.86	313.74	0.00	107.05	75
502-4-12110-2500	STD/LONG-TERM DISABILITY	13.23	165.80	0.00	110.46	0.00	55.34	67
	12110 CONTROL	3,896.73	48,731.00	3,806.58	35,787.87	0.00	12,943.13	73

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	3,453.72	32,163.66	2,148.39	22,203.40	0.00	9,960.26	69
502-4-12420-1300	PT WAGES	877.67	9,264.06	641.68	6,315.19	0.00	2,948.87	68
502-4-12420-2100	FICA	317.82	3,169.22	194.65	2,031.62	0.00	1,137.60	64
502-4-12420-2200	VRS	394.41	5,445.31	343.37	3,513.94	0.00	1,931.37	65
502-4-12420-2300	HEALTH INSURANCE	419.06	5,540.40	203.50	3,244.60	0.00	2,295.80	59
502-4-12420-2400	GROUP LIFE INSURANCE	33.04	430.99	28.21	292.55	0.00	138.44	68
502-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.00	10.50	0.00	10.50-	0
502-4-12420-3160	BANKING SERVICE CHARGES	10.50	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-3320	SERVICE CONTRACTS	0.00	3,700.00	0.00	2,750.00	0.00	950.00	74
502-4-12420-5210	POSTAGE	278.10	3,700.00	296.32	2,365.52	0.00	1,334.48	64
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,486.00	0.00	714.00	68
	12420 FINANCE DEPARTMENT	5,784.32	65,613.64	3,856.12	44,213.32	0.00	21,400.32	67

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	14,924.16	138,423.95	11,032.59	101,787.54	0.00	36,636.41	74
502-4-44000-1400	OTHER/HOLIDAY	277.39	5,553.68	184.62	7,535.70	0.00	1,982.02-	136
502-4-44000-2100	FICA	1,167.13	11,014.29	863.59	8,399.57	0.00	2,614.72	76
502-4-44000-2200	VRS	1,720.70	23,435.17	1,873.50	16,726.55	0.00	6,708.62	71
502-4-44000-2300	HEALTH INSURANCE	1,966.88	25,650.00	2,134.30	19,208.61	0.00	6,441.39	75
502-4-44000-2400	GROUP LIFE INSURANCE	144.10	1,854.88	159.82	1,402.10	0.00	452.78	76
502-4-44000-2500	LONG-TERM DISABILITY	28.53	214.27	0.00	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	0.00	2,750.00	0.00	373.36-	116
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	0.00	2,000.00	23.25	643.25	0.00	1,356.75	32
502-4-44000-3140	TESTING SERVICES	3,982.47	38,000.00	1,185.10	22,859.53	0.00	15,140.47	60
502-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	4,250.00	0.00	1,050.00-	133
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	0.00	14,000.00	0.00	4,900.86	0.00	9,099.14	35
502-4-44000-3600	ADVERTISING	0.00	500.00	0.00	352.20	0.00	147.80	70
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	3,259.05	35,000.00	3,611.85	35,211.10	0.00	211.10-	101
502-4-44000-5120	WATER, SEWER - RUT. CRK.	291.59	6,000.00	0.00	2,454.76	0.00	3,545.24	41
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	124.73	1,622.92	289.78	1,932.80	0.00	309.88-	119
502-4-44000-5140	WATER,SEWER-PUMP STATION	15.60	200.00	0.00	109.28	0.00	90.72	55
502-4-44000-5210	POSTAGE	0.00	259.90	0.00	0.00	0.00	259.90	0
502-4-44000-5230	TELECOMMUNICATIONS	242.02	4,260.00	90.00	1,866.61	0.00	2,393.39	44
502-4-44000-5304	PROPERTY INSURANCE	0.00	5,617.17	0.00	3,572.70	0.00	2,044.47	64
502-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	448.05	0.00	1,126.76	0.00	678.71-	251
502-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	569.00	3,000.00	0.00	375.00	0.00	2,625.00	12
502-4-44000-5600	PERMITS	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
502-4-44000-5810	DUES & MEMBERSHIPS	240.00	2,000.00	0.00	401.82	0.00	1,598.18	20
502-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	98.80	0.00	1,901.20	5
502-4-44000-6004	LAB SUPPLIES	51.96	7,000.00	1,509.91	6,033.41	0.00	966.59	86
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	0.00	18,059.20	19,988.16	23,149.78	0.00	5,090.58-	128
502-4-44000-6008	FUEL/OIL	0.00	2,000.00	336.74	3,431.25	0.00	1,431.25-	172
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	1,045.55	1,130.53	0.00	1,869.47	38
502-4-44000-6011	UNIFORMS	0.00	2,000.00	0.00	960.23	0.00	1,039.77	48
502-4-44000-6051	CHEMICALS - RUT. CREEK	0.00	3,000.00	0.00	1,716.40	0.00	1,283.60	57
44000 SEWER OPERATIONAL		29,255.31	365,756.12	44,578.76	274,529.94	0.00	91,226.18	75

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	9,052.38	109,524.75	8,105.97	67,221.36	0.00	42,303.39	61
502-4-45000-1300	PT WAGES	22.26	699.29	39.84	531.39	0.00	167.90	76
502-4-45000-1400	OTHER PAY/HOLIDAY	0.00	1,710.69	0.00	0.00	0.00	1,710.69	0
502-4-45000-2100	FICA	672.02	8,563.01	649.16	5,014.49	0.00	3,548.52	59
502-4-45000-2200	VRS	1,040.37	18,542.54	1,403.38	11,013.67	0.00	7,528.87	59
502-4-45000-2300	HEALTH INSURANCE	1,351.21	23,085.00	1,803.36	14,231.66	0.00	8,853.34	62
502-4-45000-2400	GROUP LIFE INSURANCE	87.12	1,467.63	116.29	919.56	0.00	548.07	63
502-4-45000-3310	REPAIR & MAINT. SERVICES	0.00	0.00	0.00	1,055.00	0.00	1,055.00-	0
502-4-45000-3320	PROFESSIONAL SERVICES	0.00	0.00	0.00	3,375.00	0.00	3,375.00-	0
502-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,474.64	0.00	342.35	0.00	1,132.29	23
502-4-45000-5410	LEASE OF EQUIPMENT	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
502-4-45000-6007	REPAIR & MAINT. SUPPLIES	344.42	8,000.00	2,939.12	6,876.73	0.00	1,123.27	86
	45000 SEWER MAINTENANCE	12,569.78	175,067.55	15,057.12	110,581.21	0.00	64,486.34	63

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8000	SLIPLINING PROJECT	0.00	0.00	0.00	511,986.00	0.00	511,986.00-	0
502-4-94000-8002	WWTP CENTRIFUGE	8,750.00	0.00	0.00	133,547.66	0.00	133,547.66-	0
	94000 CAPITAL PROJECTS	8,750.00	0.00	0.00	645,533.66	0.00	645,533.66-	0

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-95000-9002	STERLING BANK WWTP REFI PRIN	16,936.01	210,136.13	0.00	105,067.99	0.00	105,068.14	50
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	5,471.53	60,170.78	0.00	30,866.36	0.00	29,304.42	51
502-4-95000-9004	SEWER REHAB PRINCIPLE	0.00	69,184.17	0.00	28,627.08	0.00	40,557.09	41
502-4-95000-9005	SEWER REHAB INTEREST	44,737.45	46,351.83	0.00	29,140.92	0.00	17,210.91	63
	95000 DEBT SERVICE	67,144.99	385,842.91	0.00	193,702.35	0.00	192,140.56	50
	502 SEWER FUND Expend Total	127,401.13	1,041,011.22	67,298.58	1,304,348.35	0.00	263,337.13-	125

502 SEWER FUND

	Prior	Current	YTD
Revenues:	76,340.86	0.00	540,589.88
Expended:	127,401.13	67,298.58	1,304,348.35
Net Income:	51,060.27-	67,298.58-	763,758.47-

Town of Amherst  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
514-3-16080-0005	GARBAGE IT CHARGES	10,233.69	122,451.20	0.00	61,334.71	0.00	61,116.49-	50
514-3-16080-0006	GARBAGE OT CHARGES	1,451.82	17,299.20	0.00	8,730.78	0.00	8,568.42-	50
514-3-16080-0009	PENALTIES	1,980.50	2,800.00	0.00	2,320.76	0.00	479.24-	83
	16080 Total	13,666.01	142,550.40	0.00	72,386.25	0.00	70,164.15-	51
514-3-42000-0000	RESERVE FUNDS	0.00	11,577.44	0.00	0.00	0.00	11,577.44-	0
	514 GARBAGE FUND Revenue Total	13,666.01	154,127.84	0.00	72,386.25	0.00	81,741.59-	47
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd

Town of Amherst  
Statement of Revenue and Expenditures

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	347.10	3,140.19	241.54	2,289.95	0.00	850.24	73
514-4-12110-1300	PT WAGES	51.75	481.79	37.08	351.12	0.00	130.67	73
514-4-12110-2100	FICA	31.58	277.08	22.38	211.69	0.00	65.39	76
514-4-12110-2200	VRS	52.34	659.44	54.66	491.92	0.00	167.52	75
514-4-12110-2300	HEALTH INSURANCE	23.50	307.80	25.50	229.51	0.00	78.29	75
514-4-12110-2400	GROUP LIFE INSURANCE	3.34	42.08	3.48	31.32	0.00	10.76	74
514-4-12110-2500	STD/LONG-TERM DISABILITY	1.35	16.58	0.00	11.17	0.00	5.41	67
	12110 TOWN MANAGER	510.96	4,924.96	384.64	3,616.68	0.00	1,308.28	73

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	185.91	1,733.71	110.98	1,178.44	0.00	555.27	68
514-4-12420-1300	PT WAGES	22.49	237.54	16.48	161.98	0.00	75.56	68
514-4-12420-2100	FICA	15.46	110.66	8.96	96.66	0.00	14.00	87
514-4-12420-2200	VRS	21.22	293.52	17.34	184.91	0.00	108.61	63
514-4-12420-2300	HEALTH INSURANCE	23.25	307.80	8.48	170.52	0.00	137.28	55
514-4-12420-2400	GROUP LIFE INSURANCE	1.77	23.23	1.42	15.42	0.00	7.81	66
514-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.00	0.74	0.00	0.74-	0
	12420 FINANCE DEPARTMENT	270.10	2,706.46	163.66	1,808.67	0.00	897.79	67

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
514-4-43200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-43200-3160	COLLECTION IN-TOWN	9,527.30	123,036.96	10,074.74	90,699.84	0.00	32,337.12	74
514-4-43200-3170	COLLECTION OUT OF TOWN	1,335.91	19,840.80	1,404.72	12,615.32	0.00	7,225.48	64
	43200 CONTROL	10,863.21	142,877.76	11,479.46	103,315.16	0.00	39,562.60	72

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-45000-1100	WAGES	248.98	2,433.88	180.14	1,661.62	0.00	772.26	68
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	18.56	189.10	14.39	123.34	0.00	65.76	65
514-4-45000-2200	VRS	28.46	412.06	31.20	270.78	0.00	141.28	66
514-4-45000-2300	HEALTH INSURANCE	37.02	513.00	40.09	350.91	0.00	162.09	68
514-4-45000-2400	GROUP LIFE INSURANCE	2.39	32.61	2.58	22.58	0.00	10.03	69
	45000 GARBAGE MAINTENANCE	<u>335.41</u>	<u>3,618.67</u>	<u>268.40</u>	<u>2,429.23</u>	<u>0.00</u>	<u>1,189.44</u>	<u>67</u>
	514 GARBAGE FUND Expend Total	<u>11,979.68</u>	<u>154,127.85</u>	<u>12,296.16</u>	<u>111,169.74</u>	<u>0.00</u>	<u>42,958.11</u>	<u>72</u>

514 GARBAGE FUND

	Prior	Current	YTD
Revenues:	<u>13,666.01</u>	<u>0.00</u>	<u>72,386.25</u>
Expended:	<u>11,979.68</u>	<u>12,296.16</u>	<u>111,169.74</u>
Net Income:	<u>1,686.33</u>	<u>12,296.16-</u>	<u>38,783.49-</u>

Town of Amherst  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
701-3-41030-0001	BP RECOUPMENT REV	26,771.75	26,771.75	28,456.73	28,456.73	0.00	1,684.98	106
701-3-41040-0001	BOND ISSUE	0.00	6,325.00	0.00	6,404.22	0.00	79.22	101
701-3-41060-0001	HOME OWNERS REIM	0.00	1,433.40	0.00	0.00	0.00	1,433.40-	0
	701 IDA FUND Revenue Total	26,771.75	34,530.15	28,456.73	34,860.95	0.00	330.80	101
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd

Town of Amherst  
Statement of Revenue and Expenditures

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	267.12	8,391.44	478.08	6,376.68	0.00	2,014.76	76
701-4-45000-2100	FICA	20.43	8,391.44	36.58	487.85	0.00	7,903.59	6
701-4-45000-2700	WORKER'S COMP	0.00	352.44	0.00	210.21	0.00	142.23	60
	45000 CONTROL	287.55	17,135.32	514.66	7,074.74	0.00	10,060.58	41

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-3310	REPAIR & MAINT. SERV.	0.00	0.00	300.00	300.00	0.00	300.00-	0
701-4-81500-5100	ELECTRICAL SERV.	13.11	200.00	26.53	139.26	0.00	60.74	70
701-4-81500-5810	DUES AND MEMBERSHIP	0.00	2,728.00	0.00	2,728.00	0.00	0.00	100
701-4-81500-9200	TRANSFER TO IDA FUND	0.00	14,466.83	0.00	0.00	0.00	14,466.83	0
81500 ECONOMIC DEVELOPMENT		13.11	17,394.83	326.53	3,167.26	0.00	14,227.57	18
701 IDA FUND Expend Total		300.66	34,530.15	841.19	10,242.00	0.00	24,288.15	30

701 IDA FUND

	Prior	Current	YTD
Revenues:	26,771.75	28,456.73	34,860.95
Expended:	300.66	841.19	10,242.00
Net Income:	26,471.09	27,615.54	24,618.95

Grand Totals

	Prior	Current	YTD
Revenues:	303,858.17	172,033.02	3,542,130.48
Expended:	579,535.40	421,301.58	4,869,261.91
Net Income:	275,677.23-	249,268.56-	1,327,131.43-

# Town Manager Report to Council

## Status of Strategic Planning Initiatives

### Goals and Strategies

Goal #	Goals	Strategy #	Workshop Council Proposed Strategies - 2-year time frame
1	Develop Recreational Facilities and Entertainment Venues		
		1.a	Define the purpose and events in Downtown, Evaluate Town Square Concept (sites, purpose, etc.), including investigation of purchase of land (10 acres on North Main-Presbyterian Church), car wash property, all options, addresses Parks and 2022 Vision Survey, Town Clock
		1.b	Community Relations Committee expand /create a broad group of people; main street businesses, all others
		1.c	Signage/Promotion/for Scotts Mill Park (passive park)
Actions Taken: <ul style="list-style-type: none"><li>• Staff proposed funding in the budget for land purchase.</li><li>• Staff proposed additional funding for the First Responders event next year.</li><li>• Staff is working on a larger event for the First Responders event this year, and have secured two bands for the event.</li><li>• Signs have been installed at the park, and the name sign is ready for unveiling.</li></ul>			
2	Promote Business and Economic Development		
		2.a	Update from EDA to promote industry at the Industrial Park
		2.b	Explore creation of one pad ready site and have ready by end of two years
		2.c	Evaluate business license tax/revenue
		2.d	Joint Goals and Strategies Meeting with EDA members (guidance on path forward for Economic Development in Town)
Actions Taken: <ul style="list-style-type: none"><li>• Staff has met with the new engineers who are working on the grading plans to follow up on the grading plans. Staff has worked with the engineers to respond to DEQ comments.</li><li>• Staff has been seeking additional information from other localities about business licenses and also reviewing the revenue stream for business licenses to give Council more information about this issue.</li><li>• The Town EDA met with the County EDA.</li></ul>			
3	Revitalize Downtown Area		
		4.a	Investigate other towns on beautification and revitalization projects
		4.b	Investigate grants for underground lighting, new brick, trees, street lamps, greenery
		4.c	Coordinate with VDOT on sidewalk widening

		4.d	Evaluate tax incentives for beautification efforts
		4.e	See 2.d
		4.d	Explore parking space elimination to extend more public space
Action Taken:			
<ul style="list-style-type: none"><li>Staff has held an initial meeting with our VDOT Residency Engineer to discuss issues around having parking spaces eliminated and adding sidewalk space, as well as street trees.</li></ul>			
4	Continuously Improve and Enhance Services		
		5.a	Support continuing education for employees
		5.b	Facility improvements identified in the CIP



**MARCH 2023 MONTHLY REPORT    CALLS: 302    MILEAGE: 6627**

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	29
ALARM	10
PHONE COMPLAINT	34
BOLO	11
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	14
DOMESTIC	2
CHECK WELFARE	10
NOISE OR DOG COMPLAINT	9
TRAFFIC CRASH	4
EMS CALLS	6
SUDDEN DEATH	
SUSPICIOUS PERSON	11
OTHER	30
CALLS AT AMBRIAR	6

OTHER	NUMBER
ASSIST OTHER OFFICER	17
ASSIST OTHER AGENCY	24
COURT	6
REPORTS	16
SCHOOL / TRAINING	10
MEETINGS	15
TOWED / IMPOUNDED VEH	1

WARNINGS	NUMBER
SPEEDING	4
EQUIPMENT VIOLATION	3
RECKLESS DRIVING	5
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	7
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	1

OFFICER INITIATED	NUMBER
BUILDING CHECKS	117
BUSINESS VISIT	130
BUILDING SEARCH	
TRAFFIC SUMMONS	22
DRUNK IN PUBLIC	1
EXTRA PATROLS/PARKS	279 / 43
WARRANT SERVICE	6
PROPERTY WALK AROUNDS	100
WARRANTS OBTAINED	2
PARKING TICKETS	
MISD. INVESTIGATION	5
FELONY INVESTIGATION	1
NARCOTICS INV.	2
SEARCH WARRANT	
PUBLIC RELATIONS	14
CITIZEN CONTACT	426

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	10
EQUIPMENT VIOLATION	1
RECKLESS DRIVING	2
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	7
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	1

ARREST	NUMBER
MISDEMEANOR	9
FELONY	
EPO/PPO	1
ECO	
NARCOTICS VIOLATION	
DUI / DUID	3



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 March ACTIVITIES:**

3/1 – First Responders Event planning meeting  
3/7 – Officer Rose attended K9 training  
3/8 – Officer Rose attended K9 training  
3/8 – Chief Shiflett attended Community Leaders Breakfast at Sweet Briar  
3/8 – Chief Shiflett attended meeting with Department of Behavioral Health & Developmental services at Horizon  
3/8 – Chief Shiflett and Captain Payne attended Town Council Meeting  
3/9 – Parade planning committee meeting at Police Department  
3/10 – PowerDMS workshop meeting  
3/10 – After council meeting at Town Hall  
3/13-17 – Officer Rose taught CIT  
3/14 – Meeting at Buena Vista Police Department in reference to reserve officer program and state requirements  
3/15 – Officer Rose assisted ACSO with narcotic search at ACHS  
3/15 – ARPA Grant completed and sent  
3/15 – TICN monthly meeting  
3/16 – Parade committee meeting  
3/16 – Meeting with Sheriff's Department in regard to VCIN regulations  
3/17 – Officer Martin helped teach CIT  
3/23 – RASAC meeting  
3/24 – Department conducted annual firearms qualification  
3/25 – Officer Martin attended CIT advisory council meeting  
3/28 – Officer Rose made appearance with K9 Skye at Dixie Youth Ball Field  
3/31 – Meeting with Mrs. McGuffin on after budget meeting  
3/31 – Officer Martin attended TRIAD conference in Roanoke

7 K9 deployments – 35 vehicles scanned – 3 indications – 5 arrests from finds



### **AFTER HOURS CALLS**

3/4/23	Alarm	391 Union Hill Road	False Alarm
3/4/23	Alarm	115 Richmond Hwy	Building Secure

### **ASSIST COUNTY CALLS**

3/13/23	Brandish Firearm	Toytown Road railroad crossing	Unfounded
---------	------------------	--------------------------------	-----------



# TOWN OF AMHERST

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

**To:** Town Council  
**From:** Tracie Morgan  
**Date:** April 5, 2023  
**Re:** March 2023 Monthly Report

---

## **Utilities:**

- March utility billing total was \$172,369.10.
- There were three disconnects for March 2023.
- Three new account set-ups.

## **Accounts Payable:**

- The total amount of checks cut for January bills, including payroll deductions were \$280,737.76
- 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.

## **Meals and Beverage Tax:**

- 17 Businesses paid \$56,141.64 in Meals and Beverage Tax for the month of February 2023.

## **Revenue and Expense Report:**

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

## **CLERK OF COUNCIL REPORT**

### **MARCH 2023**

#### **COMMITTEE MEETINGS**

##### **Planning Commission**

*Regular Meeting 3/01/23:* 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.

##### **Economic Development Authority**

*Regular Meeting 3/06/23:* 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.

##### **Town Council**

*Regular Meeting 3/08/23:* 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.

**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 two FOIA requests.

#### **BANNERS**

Pancake Day: Prepare permit application package; correspond with VDOT; receive and distribute permit.

First Responders Parade & Celebration: Design street banner; correspond with McBride Signs

Light Pole Banners: Design Welcome to Amherst placeholder pole banners; correspond with AEP and VDOT for approval for pole use and permits.

#### **OTHER:**

- Convert and post audio meeting recording to website.
- Prepare miscellaneous legal ads; correspond with News and Advance; post public hearing notices.
- Prepare Resolution honoring Jack Bailey
- Track Council and EDA members FOIA Training compliance
- Prepare letter of commendation for Town Postmaster
- Inoperable vehicle ordinance – reformat to adopting ordinance
- Attend meeting with Mr. Driskill re Council Chambers clerk/audio workstation
- Attend First Responders Parade meeting; design event staff t-shirts;
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

## Town of Amherst Committees as of MARCH 31, 2023

### Appointed/Term Expires

#### **TOWN COUNCIL**

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

#### **PLANNING COMMISSION**

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

#### **ECONOMIC DEVELOPMENT AUTHORITY**

Clifford Hart	07/01/19	08/31/23 – Seeking Reappointment
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

Mar-23

Water Meter Read	1180
Water Meter Re-Read	42
Disconnects	4
VA-811 Service locations	32
Vehicle PM Work Orders	12
Pump Station/Plant Work Orders	36
Banners Installed/Dismantled	0
Water Services Installed/Replaced	6
Sewer Services Installed/Replaced	3
Minor Leaks Repaired	3
Major Leaks Repaired	0
Minor Sewer Problems Resolved	4
Major Sewer Problems Resolved	9

### Man Hours

Meter Reading	187
Street/Sidewalk Maintenance	266
Safety Training	4
Bush gogging/ Right of way water/ sewer	87
Flushing Water	53
Equipment Maintenance	48
Xmas decorations	0

### Major Issues & Comments

### Routine/Annual Work

### Projects/Unusual Work

Service Work Orders	Locating Un-marked/Unknown Water & Sewer System Assets
Meter Reading	Continue Safety and Shop/Yard Clean-up
Prev-Maint Work Orders	Staff has been working on finding water valves and addressing issues
Disconnects	Working on clearing water right of ways.
Re-connects	
Flushing Program	
in Select Locations	



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

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

April 4, 2023



**Grandview Water Filtration Plant:  
Water Production Construction Update:**

The current flurry of activity comes from installing the walls that will form the laboratory and filter pods. Each pod will house two filters, and the common wall with the lab will have an observation window overlooking each filter and a door allowing access through the pod to the settling basins outside. Pictures 1 and 2 are of Pod 1, Filters 1 and 2.

As the masonry sub builds walls, the electric sub continues to run electrical service lines and data highway cables, which spider web back to the central PLC and are connected by the SCADA sub into useable data and equipment control functions.

During the week in which Council will meet, work at the plant will involve draining both basins in alternation and installing new piping and valves. As each basin is emptied, Staff will use the opportunity to perform routine cleaning on take sidewalls and bottom. And an overall inspection of the sludge removal system. It is expected that operations will harken back to the 1950s of one basin and two filters. The contractor crew and Town Staff will work two twelve-hour shifts daily to speed the process and keep water supplies at needed volumes that week.





3



6

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

Annual UV lamp change-out took place in March with lamps purchased from Trojan. While it was the most expensive, they came in with no broken or damaged lamps, which was not the case with the cheaper company. However, the lamp purchase amount was returned after the broken replacement lamp arrived. Pictures 3 and 4 show the process involved in the lamp change out.

Littleton's work has progressed since starting on March 6, 2023. Picture 5 shows the work site earlier in the fall, and picture 6 shows what Littleton accomplished in a four-day week.

As of this report, they have excavated down roughly eight feet and are backfilling with compacted stone to form the base for the foundation of cement to be poured on. As directed by the Town Engineer for this project, the stone base is to take care of the poor soil makeup at the site. Going down eight feet puts the grave on bedrock for the stability of the cement slab that will be poured. The strength is needed because of the high water table at the location.

Pictures 7 and 8 show the stone before adding a small gravel top layer.



4



5



7



8

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

**Board of Directors Regular Meeting Minutes**  
**The Spring House Restaurant**  
**9789 Richmond Hwy**  
**Lynchburg, VA 24504**  
**February 23, 2023 6:00pm**

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

**Directors:** Charles Smith  
(Absent) Brandon Payne

**Staff/Partners:** Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.  
(Present) Mark Hollberg, CDC, DCR Conservation District Coordinator  
Cindy Miller, RELSWCD Office Administrator  
Katelin Savage, RELSWCD Education Specialist

**Staff Absent:** None

**Others:** None

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order February 23, 2023 at 6:00 p.m., by Jeff Floyd, Chairman at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Acknowledgement of Guests:** None

**Adopting the Agenda:** Jeff Floyd, Chairman, asked if there were any changes to the agenda. **Motion was made to approve the agenda as presented. Approved (Perrow, Schmitt passed 8/0)**

**Reading and Approving of the January 26, 2023 Minutes:** Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as written. Approved (Perrow, Barrett passed 8/0).**

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

**1-Treasurer's Report –January 2023 – Doug Perrow, Treasurer,** gave the Treasurer's report (copy filed with minutes). Cost Share and Operation Savings bank statements were reconciled to the checkbook and QuickBooks program. No discrepancies noted. All financial reports are on file.

**2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC** gave the February 2023 report. . (Copy filed with minutes).

#### **Administration:**

Third quarter disbursement letters will be emailed to districts February 10.

Review Admin/Ops grant deliverables:

- “Prepare and follow an **annual plan of work ...**” with Board documented review at least once annually.
- “Develop and maintain a **long-term plan...**” A documented review of the plan is expected at least annually during a scheduled meeting of the District Board.
- “**Desktop Procedures for District Fiscal Operations**” annually reviewed by the District Board or their Finance Committee and documented in official minutes”
- “**Annually review and maintain employee personnel documents** including position descriptions, performance expectations, and the District personnel policy; ... and conduct annual employee evaluations.” Please provide me a copy of employee position descriptions and the District personnel policy once annually reviewed and updated. Please add the date of review to these documents so readers know the vintage.
- **Plan, coordinate and deliver an outreach event that meets the criteria listed in the grant agreement**

#### SWCD Director Elections – Elected Director Positions:

General election is **November 7, 2023**. The filing deadline is **7:00 pm Tuesday, June 20, 2023** / file Ad 30+ days prior.

§ **24.2-507**. *Deadlines for filing declarations and petitions of candidacy. For any office, declarations of candidacy and the petitions therefore shall be filed according to the following schedule: 1. For a general election in November, by 7:00 p.m. on the ~~second~~ **third Tuesday in June**.*

Information can be found on the State Board of Elections website:

<https://www.elections.virginia.gov/candidatepac-info/candidate-bulletins/index.html>

**Choose the Local and Constitutional Offices Bulletin**

Instructions for Candidates – provides links to resources and forms.

<https://www.elections.virginia.gov/candidatepac-info/becoming-a-candidate/index.html>

Below are the forms you will need to complete:

- **Certificate of Candidate Qualifications** [https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/SBE\\_501\\_4-rev7-18.pdf](https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/SBE_501_4-rev7-18.pdf)
- **Declaration of Candidacy** [https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/SBE\\_505\\_520\\_Declaration\\_of\\_Candidacy\\_Rev1\\_15.pdf](https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/SBE_505_520_Declaration_of_Candidacy_Rev1_15.pdf)
- **Petition of Qualified Voters ( 8 1/2 x 11 Letter Size or 8 1/2 x 14 Legal Size )**  
([https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/Petition-of-Qualified-Voters-SBE-506\\_521\\_letter.pdf](https://www.elections.virginia.gov/media/formswarehouse/campaign-finance/2018/candidates/Petition-of-Qualified-Voters-SBE-506_521_letter.pdf))
  - *SWCD Directors are not required to submit the Statement of Economic Interests (confirmed with the Ethics Council Jan 2023).*
  - *The number of petition signatures required is 25, see page 12 of the bulletin. Recommend at least 30. The petition must be printed two sided! (Front and back)*
  - *Contact your local General Registrar if you have any questions.*

#### **Virginia Ag Cost Share (VACS):**

*Cost-Share Obligations and Transfers:* As the General Assembly begins to discuss and amend the budget introduced by the Governor, legislators and this administration are asking frequent questions about how much of the funding provided to Districts for cost-share has been obligated. As of January 1, 2023, the Bay Districts have obligated approximately 44% of these funds, while Southern Rivers Districts have obligated about 64%. These percentages do not include amounts requested for the WFA practices, and we have made that clear. While FY2023 provided an unprecedented level of cost-share funding, the amount of funds that have been obligated is causing concerns. DCR currently has a list of Districts that need funding both in the Bay watershed and outside of the Bay watershed. If your District is unable to obligate the cost-share funds provided, it is time to consider either transferring money to another District or releasing the allocation back to DCR. I am ready to assist with either of these processes if needed.

*Reminder:* There are a number of BMPs such as cover crop and animal waste that require nutrient management plans (see pages 1-4 of the VACS manual). Current NMPs must be on file with the District before these practices can be issued cost share or tax credits (page II-18). Remember, practices such as cover crops cannot be carried over. If a plan cannot be obtained before June 30 then the cover crop practice must be cancelled. DCR Nutrient Management Specialists are available and willing to write plans, but they cannot be expected to fulfill last minute requests. Another option is to refer producers to DCR’s Direct Pay Program that pays private plan writers to provide plans.

#### **General Assembly:**

Your Association provides weekly reports of legislative items of interest via “all district” email.

**Dates:**

Feb 23, VACS training for Conservation Planner Certification, webinar, register in advance:  
[https://us02web.zoom.us/meeting/register/tZYod-qrrzMjHNSNW77ZwqJIT1VZH8NU0G2A](https://us02web.zoom.us/join/zoom/register/tZYod-qrrzMjHNSNW77ZwqJIT1VZH8NU0G2A)  
Non-technical staff and directors are welcome to participate.

**3-USDA Natural Resources Conservation Service Report** – Kelly Burke, NRCS District Conservationist written February 2023 report was provided. (Copy filed with minutes)

**Program Updates/ Deadlines:****Environmental Quality Incentives Program (EQIP)**

- EQIP Ranking Deadline: 3/3/2023
- EQIP Preapprovals: 3/13/2023
- EQIP-CIC Ranking Deadline: 3/31/2023
- CSP Classic Ranking Deadline: 5/26/2023
- Final EQIP Obligations: 8/15/2023

**Environmental Quality Incentives Program (EQIP):****14 EQIP Contracts:**

- 3-Amherst Co
- 4-Appomattox, Co
- 14-Campbell Co

**1 EQIP CIC Contract:**

- 1-Campbell Co

**45 EQIP Applications**

- 13-Amherst Co
- 11-Appomattox, Co
- 17-Campbell Co

**3 EQIP CIC Applications**

- 1-Appomattox Co
- 2-Campbell Co

**Conservation Stewardship Program (CSP)-****30 CSP-GCI (Grassland Conservation Initiative) Contracts:**

- 10- Appomattox Co
- 20-Campbell Co

**24 CSP Contracts:**

- 5-Amherst Co
- 5-Appomattox Co
- 14-Campbell Co

**2 CSP Applications:**

- 2-Campbell Co

**Agricultural Conservation Easement Program (ACEP)**

- None at this time.

**Conservation Reserve Programs/ Conservation Reserve Enhancement Program (CRP/CREP)**

- 36 Crep contracts
- 7 General CRP contracts
- 0 Continuous CRP contracts
- 12 CREP expiring 2023
- 6 General CRP expiring 2023

All trainings are on file.

**4-Virginia Department of Forestry Report** – BJ Butler, Area Forester – February 2023 report was not provided.

**5-Virginia Cooperative Extension Report** – Bruce Jones, Appomattox VCE Agent gave the February 2023 report. (Copy filed with minutes).

1. Backyard Poultry – March 8th – Charlotte County Extension Office – 10-12
2. Commercial Pesticide Recertification – March 7 – Lynchburg (CVCC-Meritt Hall)
3. Blueberry Pruning Workshop – March 20 – Hat Creek – 10am

4. Central VA Cattle Conference – March 24 – Knoll Crest Farm – Red House
  5. Youth Cattle Working Area Contest – March 30 – Red Oak, VA
  6. VDOT Commercial Pesticide Recertification – April 3 – Lynchburg
  7. Central VA Crops Expo – August 18 – Hat Creek
- During the first week of May the Youth will have Livestock at the Lynchburg Livestock Market.

**6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report:** Jonathan Wooldridge gave the February 2023 report (copy filed with minutes).

**Projects:**

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

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

<u>Contract</u>	<u>Instance</u>	<u>Co.</u>	<u>Est. Cost</u>	<u>CS amt.</u>	<u>Comp/Date</u>	<u>Fund</u>	<u>Practice</u>
10-23-00043	522317	AM/CB	\$140,819.75	\$157,619.75 Includes: \$16,800 Buffer Payment	June 30, 2024	PY23 CB VACS	SL-6W/ 110

**Motion was made to approve Contract 10-23-0043 Approved (Schmitt, Perrow passed 8/0).**

**Watershed Dams:**

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

**Spot Checks:**

9-21-2022: 7 spot checks in Appomattox and Campbell. Had two contracts that needed gravel tending around water troughs (complete), 1 needing fence tending to get cows out of the buffer and stream crossing rebuilt. Have been in contact with the landowner of the stream crossing and the rebuilding is still working with NRCS addressing that stream crossing issue.

**Discussion was made to extend the review of NRCS's update until March 23, 2023 in reference to the above spot check. Due to NRCS was not able to attend the February 23, 2023 meeting.**

**Meeting Information is on file.**

**Hours/Mileage:**

130hrs worked

1186 miles traveled

**7-RELSWCD Education Specialist Report-Katelin Savage** provided the February 2023 report(copy filed with minutes).

**February Activities:**

- Feb 7<sup>th</sup>: Education Committee Meeting
- Feb. 15<sup>th</sup>: Envirothon Meeting: We met with other staff in Area V to discuss the progress of the Envirothon planning. We have 8 teams registered for the Area V competition.
- Feb. 22: Appomattox Library Storytime: Soil sundaes with the preschool class (25 kids)

**Upcoming Activities:**

- Feb. 24<sup>th</sup>: Envirothon Workshop
- Feb. 27<sup>th</sup>: Scholarship table at ACHS
- Mar 1<sup>st</sup>: Area V meeting
- Mar 2<sup>nd</sup>: AES Science Fair

**Updates:** We have continued to work on planning the Envirothon, Area V meeting, and the Farmer's Breakfast Event. I have scheduled dates to assist with Woods and Wildlife camp this summer. I dropped off scholarship packets at the CVCC

satellite centers in our district as well as STEM academy and CVGS. I have set up dates to run a station for Amherst's Trout in a Classroom field trip in April. I am also communicating with local scout troops about the patches we offer through the district. Lastly, I have started working on the application for the teacher grants.

Notes: Tuition for Woods and Wildlife camp has increased to \$300 dollars this year. We will be sponsoring two campers this year.

**8. RELSWCD Office Administrator Report** – Cindy Miller gave the February 2023 report (copy filed with minutes). Monthly duties are kept up to date.

- **Working with Nathan Simpson on Email conversion, which is not complete.**
- **Assisted Katelin with activities as needed.**
- **Worked on Area V Envirothon Workshop and Competition with the help of Katelin and Jonathan.**
- **Envirothon Workshop is Friday Feb 24, 2023 8 to 3 at Longwood.**
- **Area V meeting at the Spring House Restaurant on March 1, 2023 10-3 at the Spring House Restaurant.**
- **Farmer's Breakfast event scheduled for March 9, 2023 at 9:00 am at the Spring House Restaurant. Speakers have been secured, Invites emailed and mailed. Ads have been submitted to local papers and flyers have been posted.**
- **FOIA training has been completed.**
- **Assisted Katelin with lining up Education Activities.**
- **Scheduled Annual inspection of vehicles, with oil change and tire rotation**

**Meetings information is on file.**

**Our next Board of Directors meeting will be on Thursday, March 23, 2023 at 6 p.m.**

**8. Timberlake WID** – February 2023, Charles Falwell and J. Kim Steinhurst reviewed the updated budget in detail and asked for the Board of Directors approval to submit the Budget the Virginia Soil & Water Conservation Board Meeting on March 25, 2023. Motion was made to approved the Timberlake WID FY2023 Budget and to forward the budget for approval by the Virginia Soil & Water Conservation Board. Approved (Perrow, Schmitt passed 6/2).

**REPORT OF COMMITTEES : None**

**UNFINISHED BUSINESS-** Trailer quotes for purchase of 22' Trailer for the Underground Classroom project. Information was provided showing attempt to received a third quote for a customized trailer for the Underground Classroom project. After review, **Motion was made to Approve Leonard quote for purchase and show attempt was made to receive a third quote. Approved (Perrow, Barrett passed 8/0).**

**NEW BUSINESS-** Dustin Woodall, Part time Conservation Technician introduced himself to the Board of Directors and reviewed what he has accomplished since starting his position.

**PUBLIC COMMENT** – None

**ANNOUNCEMENTS** – Eric Bowman- Amherst Co Extention Agent was introduced to the Staff and Board of Directors by Jeff Floyd.

**ADJOURNMENT** - The Chairman adjourned the meeting at 6:53 p.m. **Approved (Perrow, Angulo passed 8/0)**

---

Jeff Floyd, Chairman

---

Cindy Miller, Office Administrator

**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
--	--	--	--	--	--	--	--	--	--	-------------------------------

# **DRAFT**

## **“BOILER PLATE” REQUIREMENTS FOR SHORT TERM RENTALS**

### **PROPOSED ORDINANCE – Sec 24-XXX**

All short-term rentals must have a Town of Amherst business license per State Code and pay the appropriate lodging tax. Even if the owner has a third party intermediary for the payment of taxes, the responsibility of full compliance with filing and paying of taxes lies with the property owner.

The owner will provide point-of-contact information to the Town and keep the information current.

No renter/guest on-street parking is allowed.

No outside events after 10:00 PM.

No amplified sound outside.

Overnight adult-plus-teen occupancy shall not exceed the advertised number of guests or beds. If there is no advertised “guest” number, overnight occupancy shall not exceed the number of furnished bed spaces.

No rental shall be made unless the contracting renter/guest is 21 years old or older.

Owner/agent is responsible for refuse removal into receptacles dedicated to the rental property and for ensuring the receptacles are emptied during weekly refuse pickup.

Additional requirements or restrictions on specific short-term rentals may be imposed, based on neighborhood objections, special conditions, unique environments, etc.

## COMMENTS REGARDING THIS PROPOSAL

The most practical way to provide “boiler plate” across-the-board requirements for Airbnb’s is to publish the most common Supplemental Use Permit requirements/restrictions as an ordinance.

“Chapter 24 - Zoning and Subdivisions, Article VIII - Supplemental Zoning Regulations, Division 1 – Generally” is the best fit since it already lists requirements for townhouses, manufactured homes, family day homes, etc.

Adoption of this ordinance would allow the usage table to reflect “P” (permitted) for short term rentals in zones R1 and R2.

Since the Airbnb website refers to “guests”, the ordinance should use the term “renters/guests” to avoid confusion.

The number of renters/guests per bedroom, square footage, etc., is basically “self-policing” by the owners because:

The Airbnb website specifies the number of “guests” for which the property is offered and the rate for that number.

The Vrbo website actually specifies how many sleepers that can be supported, the number of bedrooms, and the number of beds. The number of sleepers matches the number of beds, not the number of bedrooms.

The 500 ft limitation between two short-term rentals is not included in this ordinance. It would limit the number of lofts in the Central Business District on South Main St to probably just one. It is conceivable that one owner could have more than one property in an innocuous location that does not affect the neighborhood.

The current Special Use Permit statement that short-term rentals would not exceed 5% of single family housing is not included in the ordinance. This is a Town goal, not a requirement/restriction for an owner. The Town can control this by other means.

In the once-in-a-blue-moon situation that additional requirements or restrictions would be prudent, how would we impose those requirements/restrictions?



## 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-2023-01 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.



## STAFF REPORT REZONING and SPECIAL USE PERMIT

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

---

### **General Information:**

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

### **Application Information:**

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

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

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

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

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

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

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

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

### **Public Notice**

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

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

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

### **Citizen Comment:**

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

### **Conclusion:**

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

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

**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.



## TOWN OF AMHERST

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

**To:** Town Council  
**From:** Tracie Morgan  
**Date:** April 5, 2023  
**Re:** Approval of Resolution for Collection Services

---

I am asking for adoption of the enclosed resolution to allow the Town to enter into agreement with a third-party collection agency to collect on delinquent Town accounts.

Normal procedures when taking payments are to make notes in our accounting software regarding the bank that a citizen writes a check on for payment. By doing this, we are able to go back to see where a person holds an account so that we can apply "bank liens" if that citizens ever becomes delinquent on any accounts. In past years, this one procedure has served well for collections. However, with more people taking advantage of our online payment feature we are unable to document the bank information for future reference. This year we attempted to do "wage garnishments" for the first time. I sent a list of citizen names and social security numbers into Virginia Employment Commission (VEC) for request of the most recent employer wage information on record. This process was to allow me to send in garnish requests to a citizens' employer. However, out of 100 requests sent into VEC we only received employment information for about 40 citizens. Once we sent in a garnishment requests to the employer we then received notice from the majority of those requests that the citizen was no longer employed with that company. Therefore, the wage garnishments were not successful. In addition to bank liens, I do utilize the state system IRMS in order to collect any State tax refunds or lottery winning that may be owed to the citizen, however, this process cannot be used for any accounts that are not tax accounts. As a local government we are able to utilize several other collection methods but with the small size of our finance office we simply do not have the means to spend so much time on research and collection procedures.

Therefore, I am requesting that on an as needed basis, the Town allows a third-party collection agency to take this process. This is no charge to the Town. Tax Authority Consulting Services TACS, will handle all aspects of collections and will add their 20% fee on top of any delinquent fees they are trying to collect. TACS serves several localities throughout Virginia and is a supporter of the Treasurers Association of Virginia

Thank you.

**RESOLUTION AUTHORIZING THE TOWN TO EMPLOY THE SERVICES OF A PRIVATE COLLECTION ATTORNEY TO ASSIST WITH THE COLLECTION OF ALL DELINQUENT ACCOUNTS AND TO AUTHORIZE THE IMPOSITION OF A FEE TO COVER THE COST OF RETAINING A PRIVATE COLLECTION ATTORNEY**

**WHEREAS**, there are certain bills that the Town has been unable to collect, and it is in the interest of the Town to retain a private collection attorney to assist with the collection of all delinquent accounts and other charges; and

**WHEREAS**, Section 58.1-3934 of the Code of Virginia allows the Town to employ the services of a private collection attorney to assist with the collection of all delinquent taxes and other charges; and

**WHEREAS**, Section 58.1-3958 of the Code of Virginia allows the governing body to impose fees to cover the reasonable attorney's or collection agency's fees actually contracted for, not to exceed 20% of the amount collected and which fees are chargeable against the delinquent;

**NOW, THEREFORE BE IT RESOLVED**, by the Town Council for the Town of Amherst, that, pursuant to Virginia Code Section 58.1-3934, it hereby authorizes the employment of the services of a private collection attorney to assist with the collection all delinquent accounts; and

**BE IT FURTHER RESOLVED**, that the Town Council for the Town of Amherst pursuant to the authority of Virginia Code Section 58.1-3958, authorizes the addition of a the maximum permitted fee to all delinquent bills to cover the reasonable actual expense of employing the private collection attorney.

# WHAT TO EXPECT WHEN YOU'RE USING TACS TO COLLECT

On behalf of the partners and staff of TACS, we look forward to the opportunity to work with you and your locality to meet your collection needs and achieve your collection goals.

The information in this guide is intended as a general overview of how the collection process works at TACS. Many of your questions will be answered here, but we anticipate that you will have additional questions along the way. We will be providing more detailed guidance and training at appropriate intervals as you enter each new phase of the collection process.



## FILE ACCEPTANCE



Our IT staff will work with you to generate a computer file for submission to TACS. That file will typically be placed on our secure FTP site using a password and user ID that we have assigned to you. For security purposes we would prefer not to receive these files via attachment to an e-mail. Once we receive the file, the TACS IT Department will ensure the file is scrubbed, formatted and ready to be loaded into our Collections system. It can take a little time to program for your initial file and to ensure everything is loaded properly. Please be aware that we will not immediately be able to handle inquiries or calls about accounts as soon as you send the file. We will communicate with you once it is appropriate to start referring customer calls and inquiries to TACS.

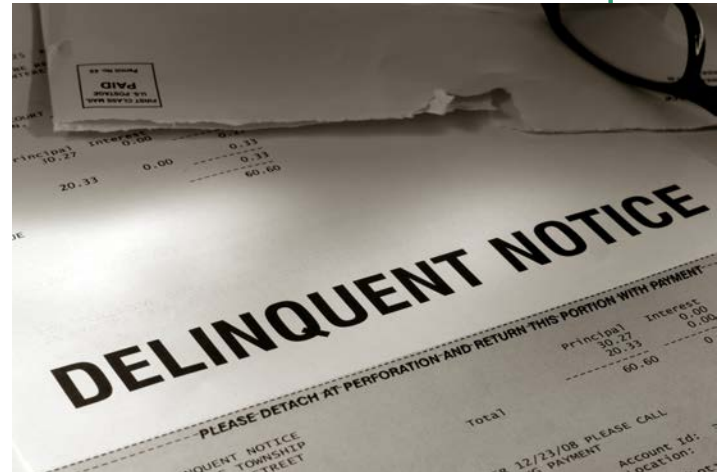
We do our best to roll out new accounts as quickly as possible. We do take our time to ensure that the data that we load is correct before any letters are generated. This is an important quality control check that is necessary for us and for you. To minimize errors in balances and account information, we only work with electronic files. If you need to place specific accounts for collection, please let us know and we will work with you and your software to allow these accounts to be placed in a uniform fashion. We also require that any amounts assigned for collection be in a file that comes from your collection system. It becomes impossible to track charges such as DMV Fees or Admin Fees if they are not in the system of record.

We will also make arrangements on how to handle any payments that are received during the file posting and transition period. We will make sure to get an updated file from you so that any of these transitional payments are properly accounted for.

## DELINQUENT NOTICES

Once the accounts are loaded, we will try to verify balances with you prior to mailing notices. When we are comfortable that our information is in sync, we will mail an initial letter to the primary address and primary debtor name on the account. Depending on the size of the file and mailing, we may break up the mailing over several days to ensure that our office, your office and the Commissioner of Revenue's office are not overwhelmed. Our initial letter in the series is sent with a due date of two weeks to see if the customer will call in to pay in full or set up a payment plan. If there is no response, a second letter is sent that explains what can occur should a taxpayer not pay on the account.

When mail is returned to our office, we code the account with a "bad address" indicator. We will then utilize tools to locate a new address to resend the letters. We can also find possible phone numbers for our office to try and contact the taxpayer.



**We implement  
detailed  
automated and  
manual skip  
tracing on all  
mail-return  
accounts.**

## PHONE CALLS

We have several different call queues that handle different types of calls depending on the type of debt or action that has been taken against their account. Here is a listing of the queues

**Main Collections Queue-** This our main contact line in which the taxpayer can discuss payments, payment plans, DMV stops and general questions or disputes.

**Lit/Legal Queue-** These calls are sent to representatives who handle questions concerning Summonses, Judgments, distress, or pre-litigation (pre-sale) accounts.

**FDCPA/Fines Queue-** This group will handle any consumer debt calls such as utilities, water/sewer, miscellaneous debt other than taxes and court charges.

**Liens Queue-** These representatives take calls concerning recent bank or employer liens that have been issued by TACS



**We operate from  
8:30 to 6:30  
Monday through  
Friday except for  
holidays.**

**We can be reached at (804) 545-2500 and at [questions@taxva.com](mailto:questions@taxva.com) for tax accounts and at (804) 548-4422 and [bills@taxva.com](mailto:bills@taxva.com) for utilities and other non-tax accounts.**

## PAYMENT PLANS



At TACS, we will work with your debtors to make appropriate payment agreements that are designed with your consultation to assist them in paying the bill. When the debtors enter into an appropriate payment agreement, they are protected from collections as long as they remain current on their payment plans. Should they default, we will ask for the balance in full and we will continue with collections such as liens or legal action. Our typical agreement terms (for accounts other than real estate) are as follows for account balances over \$500:

1. We will ask for a 50% down payment and we will then enter an agreement that can be spread out up to 12 months.
2. If the taxpayer is unable to pay 50% of the debt, we will offer a payment plan with 25% down with the balance to be paid in full within 6-8 months.

If the taxpayer cannot meet these expectations, we do not offer them a formal arrangement, but we will allow them to make payment with a "promise to pay." This does not secure the account, and taxpayers are informed that collections can happen at any time, but it does give the taxpayer an option to pay something.

We will accept all frequencies of payment plans from monthly, weekly or bi-weekly, and we are able to set up an auto draft either by check, debit or credit card. This also can be done for a promise to pay.

**We will work with your taxpayers to find a payment arrangement that works for them while securing the debt**

## DMV STOPS

When it can be determined that a DMV stop is on the account, our collectors will send an e-mail to the locality advising them the bills that have been referred to us by the county have been paid. You can designate who should receive this e-mail and we can create a distribution group for your locality.

In this communication, we will inform you how the payment was made, but you will not receive the actual payment until the regular remittance for that week. Some of the customers we will report to you have paid by check and it is in your discretion whether to release the stop. We will only email you about payments made where there is a stop involved on the account or where the taxpayer advises there is a stop. **We will not email about regular payments or if the taxpayer does not tell us there is a stop. If you need to know about a payment so you can take payment on the current year taxes, you may call us on the supervisor line at 804-893-5116 or you can email us at [super@taxva.com](mailto:super@taxva.com).**

## TREASURERS' LIENS

If we do not get a response to our notices and telephone calls, we will look for other ways to collect the account, including the issuance of a Treasurer's Lien according to parameters you have approved. Before a lien is issued on an account we have already sent letters, made calls and skip traced for better addresses.

The two most common types of liens we will issue on your behalf are a VEC/Employer Lien and Bank Liens. We will discuss the parameters for lien use in our initial meeting with you. Unless otherwise instructed, we will issue Employment Liens (for taxes) for 100% of a person's disposable income. We do offer the ability to create a payment plan though the lien so all 100% will not be deducted in one paycheck. The taxpayer will have to contact us so we can discuss the arrangement and properly inform their employer of the change.

# **FDCPA**

## **(FOR COLLECTION OF SOME NON-TAX DEBT)**



What is FDCPA? It stands for Fair Debt Collections Practices Act which governs the collection of consumer debt. TACS does collect consumer debt for some localities such as utilities and miscellaneous charges that are not tax related as well as trash and solid waste fees. For these accounts, we have designated a separate team with a separate call group to ensure we are abiding by the FDCPA laws when taking calls in the office or making calls out. We train our representatives to handle this work in compliance with the law and under the proper standards.

Because the FDCPA (non-tax) accounts are subject to different standards, we may be required to treat them separately from tax accounts which may be owed by the same debtor. While we would make every effort to advise a taxpayer of all of their delinquencies, we may not be able to collect everything at the same time.

Under the FDCPA, the consumer must be given 30 days to contest the debt. If they do contest the debt, we are unable to take further action until the debt is verified. To verify the debt, the locality will need to provide confirmation that the amount is due, along with any documentation to show the amount is due. Once the debt is verified, we will advise the consumer that the debt has been verified and that collections will resume. A copy of the verification letter is attached. It is helpful to the process if the locality can provide a specific contact(s) for FDCPA disputes and verifications.

## LEGAL ACTION

In the event an account is not collected by the above means, TACS has other paths to pursue to bring a taxpayer into compliance.



### SUMMONS

TACS can issue Administrative Summons (per Code of Virginia §58.1-3128) to have taxpayers and other parties produce documents and answer questions about the unpaid tax liability. This action often generates positive responses as we use the local sheriff to serve the Summons documents.

### GENERAL DISTRICT COURT

If the plethora of administrative remedies are not successful, TACS' Legal Team will prepare and file suit against non-compliant taxpayers. In addition to serving as its own collection tool, by serving the court papers on the debtor, the court suit can result in a judgment impacting the debtor's credit and extending the time limitation for collection.

### OTHER ACTIONS

The TACS Legal Team can also investigate and pursue other means of collection. Some of these other actions include Responsible Officer Assessments, Site Visits, Distress (either notices or actual seizure), and Circuit Court.

# BANKRUPTCY

During the collection of a delinquent account it is not uncommon to encounter a debtor filing bankruptcy for outstanding liabilities. Once TACS receives notice of a bankruptcy case we will immediately flag the account in a bankruptcy status. This prevents any collection action from happening on the bankrupt debtors and deters any violation of the stay. We will also notify your office of the bankruptcy filing with the relevant particulars.

The account once flagged is reviewed every three months during the duration of the bankruptcy case. TACS reviews the account for discharge, dismissal or termination, so that once the bankruptcy is complete collection can resume, and any debt that should be discharged from the account will be taken off. TACS will notify the locality upon finding any bankruptcy case has closed, as well as providing information on any debt that should be written off.

TACS also offers more advanced services on bankruptcy cases for an additional fee, including claim filing services, trustee payment reviews, and legal services should the bankruptcy case require them. We will file the claim prior to the government bar date for the debtors under bankruptcy, including all debt at TACS as well as any still at the locality to ensure the balance is paid in full through the case. Please contact us at [bankruptcy@taxva.com](mailto:bankruptcy@taxva.com) for more information.



# PAYMENTS

## TACS PAYMENT OPTIONS

Payments can be made to TACS in many ways. The customer can mail a check or money order, can call in and pay with an E-check, debit, or credit card, or they can pay with those options on-line through our website. We also have the ability for them to use a barcode that can be texted or emailed, and they can go to any CVS, Family Dollar or 7-11 store to pay with cash.

## PROCESSING PHYSICAL PAYMENTS

Although we can process payments made out to our office, customers should make checks or money orders payable to the locality not to Taxing Authority Consulting Services, P.C. **We do not accept any walk-in traffic to our Henrico or Martinsville offices.**

## PAYMENTS RECEIVED BY USPS

Mail is picked up from the post office every day. Under normal circumstances, payments are posted within two days of receipt. We scan in the payment, the envelope, and any accompanying documents that came with the payment.

If payments are received in your office for delinquent taxpayers assigned to TACS, please contact [super@taxva.com](mailto:super@taxva.com) to make sure we still have a balance and to obtain a TACS number to forward any payments received at your office for delinquent taxpayers turned over to us for collection.

If you are able, please block taxpayers who have been turned over to TACS for collection from paying through your online sites. If you cannot block them, you should place a notice on your site that additional fees may apply.



## PROCESSING ELECTRONIC PAYMENTS:

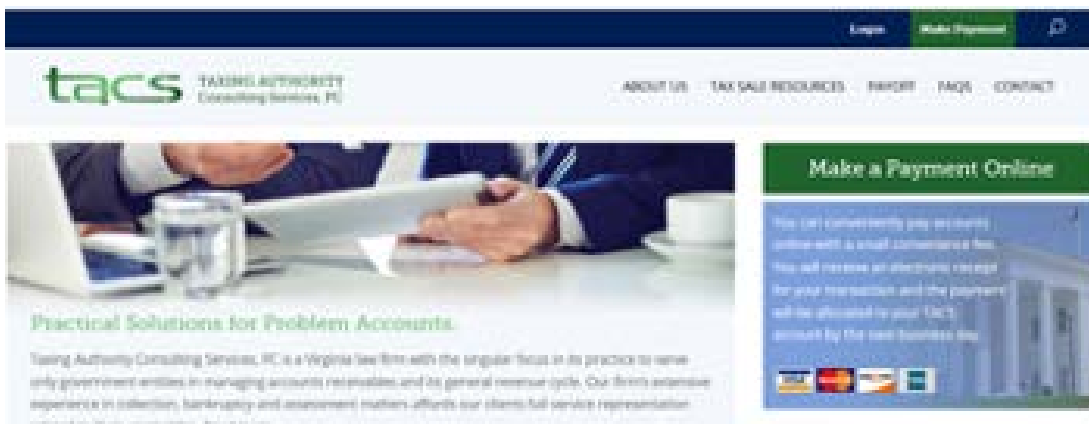
If a taxpayer wished to pay using a debit or credit card or e-check through Pay-Near-Me, they will be charged a convenience fee. There is a 3% fee charged for all debit and credit card transactions which is based on the transaction amount.

To use an e-check there is a flat \$3.00 fee for transactions up to \$55,000.00.

The convenience fee for cash payments is \$3.99 per transaction and the most that can be paid at one time is \$1,000.00. The daily limit for cash payments is \$2,900.00.

If the taxpayer wants to pay with debit or credit, through Official Payments, there will be a 3% convenience fee based on the transaction amount. If you are making an ACH/E-check payment using Official Payments, the convenience fee is \$3.00 up to \$15,000.00 and greater the fee increases to \$15.00.

Our Accounting staff will receive notification the next day of any credit/debit/or e-check payments made by the web or by the Collection Representatives from the previous day. If the transactions are taken on a Friday, Saturday or Sunday the notifications are received on Monday. The Accounting Representatives will post the payments the day the report is received.



## PAYMENTS RECEIVED TO OUR PHYSICAL ADDRESS

We only give out our physical address to attorney's offices, mortgage companies, and title companies. Please do not give out our physical address to taxpayers.

Taxpayers can send payments by Priority Mail to our P.O. Box which will provide tracking that will tell them when the payment reached the post office.

## PAYMENT POSTING

It is important that you post the payments you receive from TACS on a timely basis. We often update our account balances from your revision file (a refreshed file of all account assignments). If the payment is not posted promptly in your system, it will reinstate account balances that may have already been paid and letters and collection attempts may be made on incorrect balances.

We do not have the ability to back date payments when posting; therefore, we do not use envelope post mark dates for posting as these payments are all already delinquent. We provide payoff amounts that are good through the current month as well as the following month to assist in making sure the locality is paid in full.

There will be occasions where we will post a payment at the beginning of a month that would have paid in full if received by the end of the previous month. You may want to scrutinize these payments to back date to our posting date if this would pay in full the delinquent tax balance in your system.



## REMITTING PAYMENTS

TACS remits payments to our clients on a weekly basis. Payments are generally sent on Wednesdays except when there is a holiday that week. The remittance is made on a delay so that any returned items are culled from the report. Your report and remittance will consist of payments made from about two weeks previously. For instance, the payments made the week of July 6th through 10th, will be reported and on paid on Wednesday, July 22nd.

You will also see COSTS on your remittance report on occasion. These amounts should be posted to your allocation for legal or litigation costs for this customer. We are collecting this amount from the customer to reimburse you for these legal or litigation costs that have already been billed to your office.

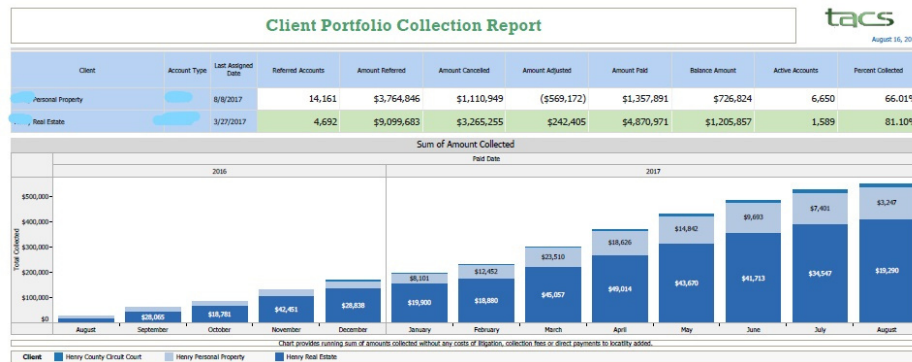
We send your weekly remittance funds through an ACH transaction. We send an email to staff members that you provide to indicate the amount of the ACH that you will be receiving in the next day or two depending on your bank. This email will also notify you that your remittance reports in PDF and Excel have been posted to our FTP site for your retrieval.

Depending on your tax system, we may also send a file of the payments using your lockbox structure so you can import those transactions right into your system. This saves the time and effort of manually posting the payments.



## REPORTING

TACS prepares regular reports of our collection results to our clients. In addition to weekly remittance reports, TACS will prepare a report at least quarterly providing collection metrics on the entire portfolio of accounts assigned. We are always willing and able to prepare additional reports to meet your needs which can be addressed to [reporting@taxva.com](mailto:reporting@taxva.com).



## CLIENT COMMUNICATION

Remember, you've retained us to help with **your** collection program. We work for you and want to make sure you are on board with how we operate and what we do!

We continue to evaluate the avenues we use to build relationships and communicate processes with our clients. We would love to receive feedback from you in order to refine and improve our collection processes.

**tacs** TAXING AUTHORITY  
Consulting Services, PC

## Town of Amherst Utility Rate and Fee Policy

### FY 22/23

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

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

#### **Residential Customers:**

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

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

#### **Nonresidential Customers:**

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

#### **Deposits**

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

#### **Curbside Refuse Collection:**

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

#### **Fire Sprinkler Fees**

Fire sprinkler fees are as follows:

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

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

The Town charges for sewer based on 100% return of the water to the sewer system for those Town watercustomers that are connected to the Town of Amherst wastewater collection and system. However, any customer may request that the Town install a separate “irrigation” meter for water that does not return to the sewer system – i.e. for lawn sprinkling or irrigation. For the purposes of billing, the irrigation meter shall be considered a separate account. Separate application and connection fees are required to be paid, and once activated the water-only (no sewer or refuse collection fees apply) will be billed separately. All irrigation systems must meet the provisions of the Cross Connection Control Ordinance (§17-14 of the Town Code).

#### **Dormant Account Fees:**

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

#### **Reconnection Fee:**

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

#### **Billing:**

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

#### **Adjustments for Leaks:**

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

#### **Late Payment Charges and Disconnect Procedures:**

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

#### **Restoration of Service:**

If a customer has not paid the 60 day past due balance on an account by the disconnection date or otherwise

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

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

**Returned Payments:**

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

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

**Payment Arrangements:**

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

**Fire Hydrant Use:**

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

**Cross Connections:**

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

**Sewer Connections and Discharges:**

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

**Availability and Connection Fees:**

Availability Fees:

The Town does not charge availability fees where:

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

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

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

**Maintenance of Policy and Implementation**

The Town Manager shall be responsible for maintaining and updating this policy and for its proper administration. The Town Manager shall have the authority to deviate from strict enforcement for good cause. The Town Manager is further authorized to allow out-of-town non-profit organizations that have a financial hardship and provide a community service to be billed at an in-town rate, on an annual basis.