

# AMHERST TOWN COUNCIL

## AGENDA

Wednesday, May 10, 2023

Meeting at 7:00 p.m.

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

- A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**
- B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*
- C. Invocation** - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*
- D. Public Hearings and Presentations**
- 1. Appearance by Deputy S.W. Martin on behalf of Sheriff Viar-** *Sheriff Viar has requested that the Council approve the closure of East Court Street, Goodwin Street and Main Street (from Star Street to the traffic light) for a car show scheduled for September 9, 2023.*
  - 2. Public Hearing: Property Maintenance Code- (Pgs. 1-4)** *Council has set and notice has been provided for the proposed Code amendment to change the procedure and time frame for tall grass and weeds enforcement. Staff recommends adoption of the ordinance following the hearing.*
- 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. 5-18)** – *Draft of the April 12 and 27, 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. 19-29)-** *The check register for the month of April 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. 30-59)**
    - 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. 60-69)**

- a. Planning Commission—met May 3, 2023, minutes attached
- b. Economic Development Authority- no meeting
- c. Robert E. Lee SWCD- minutes attached

**H. Discussion Items**

- 1. Adoption of an amendment to the Utilities Rate and Fee Policy (Pgs. 70-73)** *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.*
- 2. Consideration of a Policy for Short Term Rentals (Pgs. 74-77)** - *Sara McGuffin - At Council's request, staff has updated and revised the policy for short term rentals in the Town. This addresses financial policies, as well as offers standard conditions for any required Special Use Permits.*
- 3. SCADA Proposal (Pgs. 78-79)-** *Sara McGuffin- Please see attached for a proposal from W/W Associates for engineering work for a new SCADA system at the Wastewater Plant. The system would go for bid for equipment and installation, and would be paid for primarily from USDA Sliplining funds and remaining ARPA funds.*
- 4. Set Public Hearing for Special Use Permit for Temporary Storage Yard-** *Sara McGuffin- Staff requests that the Council set a public hearing for next month to hear a request for a Special Use Permit in the B-2 district to allow a temporary storage yard. The parcel is at the southeast quadrant of Route 60 and the railroad tracks.*
- 5. Set Public Hearing for to Vacate an Alley on Mount Olive Road (Pgs. 80-88)-** *Sara McGuffin- Mount Olive Baptist Church has requested consideration by the Council of a vacation of an unopened alley. This alley is adjacent to the church, and would require a public hearing by the Council for consideration of its vacation. Should Council wish to proceed, the public hearing should be set, and Mount Olive Baptist Church should be requested to provide the appropriate plat.*
- 6. Set Public Hearing for a Town Road Addition for The Meadows -** *Sara McGuffin- Staff requests that the Council set public hearing to consider acceptance of property from The Meadows, and dedication of right of way to the Virginia Department of Transportation as a town road addition, so that these roads may be maintained by VDOT in the future.*
- 7. Appointment to Planning Commission- (Pg. 89)** *Sara McGuffin- The Town has received an application for the Planning Commission from Veda Butcher, a resident of Sunset Drive. Staff recommends her appointment to the remainder of Holden Chase's term.*

**I. Matters from Staff**

**J. Matters from Town Council**

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

**L. Citizen Comments**

**M. Closed Session-** *Pursuant to §2.2-3711A.1 and §2.2-3711A.7 of the Code of Virginia, for Town Council to convene in closed session for discussion of personnel matters, specifically to discuss job performance with the Town Attorney and the Town Manager and for actual or probable litigation. The litigation is related to enforcement of a zoning violation.*

**N. Adjournment**

## Chapter 10 NUISANCES [11](#)

### ARTICLE I. - IN GENERAL

### ARTICLE II. - SUPPLEMENTAL PROHIBITIONS AND ABATEMENT PROVISIONS

### ARTICLE III. - BUILDING MAINTENANCE

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FOOTNOTE(S):

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**State Law reference—** Nuisance abatement, Code of Virginia, §§ 15.2-900, 15.2-1115. [\(Back\)](#)

### ARTICLE I. IN GENERAL

[Sec. 10-1. Maintenance of premises.](#)

[Secs. 10-2—10-20. Reserved.](#)

#### Sec. 10-1. Maintenance of premises.

In order to promote the general welfare of the town and the safety, health, peace, good order, comfort, convenience and morale of its inhabitants, all owners, occupants and persons in charge of real property, including vacant lots, shall at all times maintain such premises in a clean and sanitary condition, free from stagnant water, weeds, filth, trash, garbage, refuse, litter, unsightly objects and other substances which might endanger the health or safety of other residents of the town.

(1) *Weeds.*

- a. *Definitions.* The following words, terms and phrases, when used in this subsection (1), shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Neglected property* includes any property which contains weeds that violate the provisions of this section and whose owner/occupant has failed to cut the weeds after receiving notice from the town.

*Nuisance* means the doing of any act or the omission to perform any duty, or the permitting of any condition or thing to exist that endangers life or health, obstructs or interferes with the reasonable or comfortable use of public or private property, tends to depreciate the value of the property of others, or in any way renders other persons insecure in the life or the use of property. Wherever the term "nuisance" is used in this section, it shall be deemed to mean a public nuisance.

## PART II - CODE OF ORDINANCES

### Chapter 10 NUISANCES

*Owner* means and includes the owner or occupant of any parcel of real estate, including, but not limited to, any person in possession thereof having charge thereof as an executor, administrator, trustee, guardian or agent, and the beneficiary of any easement or right of use thereof.

*Person* includes individuals, corporations, partnerships and all other legal entities which may hold title to real or personal property.

*Premises* means a tract of real property with a building thereon and shall include its grounds and other appurtenances.

*Property* means both real property and personal property.

*Public nuisance* means a nuisance which is common to the public generally and which injures those citizens generally who may be so circumstanced as to come within its influence. A nuisance shall be deemed to be public if it is committed in such a place and in such a manner that the aggregation of private persons injured thereby is sufficiently great so as to constitute a public annoyance and inconvenience.

*Safety* means any situation that creates a health hazard, a personal or public safety hazard, or creates a need for expedited enforcement action due to the nature of the condition that constitutes more than a nuisance.

*Weeds* includes any plant, grass or other vegetation (herbaceous or woody) over 12 inches in height, excluding trees, ornamental shrubbery, vegetable and flower gardens purposefully planted and maintained by the property owner or occupant free of weed hazards or nuisances, cultivated crops, or undisturbed woodlands not otherwise in violation. The term "weeds" includes any plant, grass or other vegetation that is prohibited by state or federal law.

- b. *Prohibited growth.* It shall be unlawful for the owner or occupant of any property, either vacant or developed, situated in the town to allow weeds to reach a stage of growth to a height of 12 inches or more. Prohibited growth shall include weeds or grasses 12 inches in height or taller situated within 15 feet of any structure, or protruding beyond the boundaries of such property or which constitutes a health or safety hazard, or which is known to harbor nuisance wildlife as defined by Code of Virginia, § 29.1-100, which shall also include rats, or vermin, snakes, or poisonous or vicious animals. This subsection shall not apply to land zoned for or in active farming operation.
- c. *Violation.* Any owner or occupant coming under the provisions of this section who shall fail to cause weeds to be cut and/or removed from such property or premises within the time specified will be deemed to be in violation of this section.
- d. *Notice to cut and/or remove.* The owner or occupant of property situated in the town shall be, and is hereby, required to cut and/or remove all weeds. It shall be the duty of the town manager to serve notice on the owner to cause such grass, weeds, or other foreign growth to be cut and/or removed from the premises within 15 calendar days after notification. Only one written notice per growing season to the owner is required.
- e. *Service of notice; generally.* All notices to comply with the provisions of this section shall be served either by personal service, publication, posting or by certified mail, and such procedures shall be deemed the equivalent of personal service. If the owner of any unoccupied lot or premises is not a resident of the town and does not have an agent in the town upon whom notice can be served, notice may be given by sending the same by certified mail to the last-known address of the nonresident owner. The last-known address of the owner shall be that shown on the current real estate tax assessment books or current real estate tax assessment records. Nonresident owners shall also have 15 calendar days to comply with said directive.

## PART II - CODE OF ORDINANCES

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#### f. *Enforcement.*

1. The town manager shall be responsible for enforcing the provisions of this section. The town manager shall have the authority to delegate duties and powers to other appropriate agencies and individuals to assist in the enforcement of this section. Whenever the term "town manager" is used in this section, it includes all the agencies or individuals to which the town manager delegates enforcement powers, except where the context clearly indicates a different meaning.
2. The town manager shall have the authority, after notice is given to the owner, to have such weeds or grasses on property or on such portions of the property as deemed appropriate cut and/or removed and to restrict their future growth by the town's agents or employees, in which event the costs and expenses thereof shall be chargeable to and paid by the owner of such property and may be collected by the town in the same manner as taxes and levies are collected, and all unpaid costs and expenses shall constitute a lien against such property. Any owner may avoid any liability to the town, provided abatement is completed prior to the initiation of the abatement process by the town's designated agent.

#### g. *Application for removal of weeds.*

1. Whenever any town resident or property owner believes that the provisions of this section are being violated, such person shall notify the town manager in writing and the town manager shall examine the condition of the property described in such notice. If the town manager determines that the provisions of this section are being violated, the owner/occupant of the offending property shall be given notice as provided in this section and shall be requested to remove the weeds from the property within 15 calendar days of the posted notice or the certified mailing of the notice.
2. If the owner of the property cannot be found within the town after a reasonable search, notice shall be sent by certified mail, return receipt requested, to the last-known address of the owner as provided in this section, and a copy of the notice shall be posted on the property in a conspicuous place and such procedures shall be deemed the equivalent of personal service.
3. If the owner/occupant of the property does not cut the weeds within 15 calendar days of the posted notice or the certified mailing of the notice, whichever period is greater, the town manager shall declare the property to be neglected property, and such designation shall remain in full force and effect until the owner gives the town manager adequate assurances that the property will be properly maintained in regard to weeds in the future.
4. Once the town manager designates a parcel of property to be neglected property, the person or organization that is contracted by the town to abate such nuisances shall be authorized to go onto the property as an agent of the town at the owner's sole cost and expense to cut, remove and restrict the future growth of the offending weeds. The agent shall be responsible for taking all precautions necessary to cut, remove and restrict the growth of offending weeds in a safe and proper manner.
5. Neither the town nor its employees and officials shall be liable for any damages or injuries caused by cutting, removing or restricting the future growth of weeds from a neglected property and shall not be liable for any damages, injuries or expenses incurred by any agent or any other person in cutting, removing or restricting the future growth of weeds.
6. The provisions of this section shall not authorize an agent to enter onto property to remove trees or shrubbery either alive or dead unless the branches, limbs, or other parts of the trees or shrubbery extend or protrude onto private or public property in a

## PART II - CODE OF ORDINANCES

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manner which constitutes a danger to citizens or property or where the limbs or branches are likely to fall in such a manner as to endanger private citizens or property. If the property maintenance investigation board determines that the trees or shrubbery constitute a danger or hindrance to the public, private citizens or private property, the agent may be authorized to cut and remove such trees and shrubbery that have been designated for removal by the property maintenance investigation board in accordance with the provisions of this section.

h. *Costs of expenses chargeable to owner.*

1. Cost and expenses incurred for abatement of nuisances shall be assessed upon the owner of the property. The assessment shall be collected by the town as taxes and levies are collected. Every charge authorized by this section with which the owner of any property shall have been assessed and which remains unpaid shall constitute a lien against such property. Included in every charge to the property owner in the abatement cost shall be an administrative service charge of 20 percent of the abatement cost and interest on any unpaid balance of the abatement cost accruing at a rate of ten percent per annum from the date of the assessment until paid.
2. With respect to all such accounts remaining unpaid 14 days after being assessed, a notice of the lien of the special assessment shall be prepared by the treasurer and recorded in the clerk's office of the circuit court. The treasurer may take any appropriate steps, including initiating court action, to enforce the lien to satisfy the special assessment.

(2) *Safety.*

- a. If a written complaint is made to the town manager regarding unsafe or unsanitary conditions existing upon a property, the town manager shall, as soon as practical, perform an inspection of the property. Under a finding by the town manager that a health, safety or fire hazard exists on any premises, the town manager shall give written notice to the owner, occupant or person in charge of such premises to take such action as may be necessary to abate such violation within ten days or within such lesser period as may be provided in such notice, which may be served in any manner authorized by law for the service of process. For the purposes of this subsection, nuisance weeds alone, absent any condition which otherwise constitute a health, safety or fire hazard, are not considered a safety hazard. Protruding or dead trees as described in subsection (1)g.6 of this section may be considered a safety hazard.
- b. If any owner, occupant or person in charge of any premises to whom such notice is given as provided in subsection (2)a of this section fails to comply with such notice within the time therein specified, the town manager shall proceed to have done that which was directed in such notice to be done, and the expense so incurred shall be chargeable to and paid by the owner or occupant of the premises involved and may be collected by suit or motion or by distress sale, or by any other means by which taxes and levies are collected.

(Code 2005, § 7-2.1; Ord. of 8-8-2012)

## ORDINANCE #5-2023-10

**AN ORDINANCE AMENDING THE PROVISIONS SET FORTH IN THE AMHERST TOWN CODE OF ORDINANCES TO AMEND CHAPTER 10 (NUISANCES) ARTICLE I (IN GENERAL) SEC. 10-1 – MAINTENANCE OF PREMISES. THIS AMENDMENT WILL DELETE THE AUTHORITY AND/OR INVOLVEMENT OF THE PROPERTY MAINTENANCE BOARD IN MATTERS RELATED TO PROPERTY MAINTENANCE GIVING ALL AUTHORITY TO THE TOWN MANAGER, AND WILL CHANGE THE MANNER IN WHICH PROPERTY OWNERS RECEIVE NOTICE.**

**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 delete the authority and/or involvement of the Property Maintenance Board in matters related to property maintenance, giving that authority to the Town Manager only, and will change notice requirements to property owners.

**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 10-1 of the Town of Amherst Code of Ordinances is amended and reenacted as follows:

### **Sec. 10-1. Maintenance of premises.**

In order to promote the general welfare of the town and the safety, health, peace, good order, comfort, convenience and morale of its inhabitants, all owners, occupants and persons in charge of real property, including vacant lots, shall at all times maintain such premises in a clean and sanitary condition, free from stagnant water, weeds, filth, trash, garbage, refuse, litter, unsightly objects and other substances which might endanger the health or safety of other residents of the town.

#### **(1) Weeds.**

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*Owner* means and includes the owner or occupant of any parcel of real estate, including, but not limited to, any person in possession thereof having charge thereof as an

executor, administrator, trustee, guardian or agent, and the beneficiary of any easement or right of use thereof.

*Person* includes individuals, corporations, partnerships and all other legal entities which may hold title to real or personal property.

*Premises* means a tract of real property with a building thereon and shall include its grounds and other appurtenances.

*Property* means both real property and personal property.

*Public nuisance* means a nuisance which is common to the public generally and which injures those citizens generally who may be so circumstanced as to come within its influence. A nuisance shall be deemed to be public if it is committed in such a place and in such a manner that the aggregation of private persons injured thereby is sufficiently great so as to constitute a public annoyance and inconvenience.

*Safety* means any situation that creates a health hazard, a personal or public safety hazard, or creates a need for expedited enforcement action due to the nature of the condition that constitutes more than a nuisance.

*Weeds* includes any plant, grass or other vegetation (herbaceous or woody) over 12 inches in height, excluding trees, ornamental shrubbery, vegetable and flower gardens purposefully planted and maintained by the property owner or occupant free of weed hazards or nuisances, cultivated crops, or undisturbed woodlands not otherwise in violation. The term "weeds" includes any plant, grass or other vegetation that is prohibited by state or federal law.

- b. *Prohibited growth.* It shall be unlawful for the owner or occupant of any property, either vacant or developed, situated in the town to allow weeds to reach a stage of growth to a height of 12 inches or more. Prohibited growth shall include weeds or grasses 12 inches in height or taller situated within 15 feet of any structure, or protruding beyond the boundaries of such property or which constitutes a health or safety hazard, or which is known to harbor nuisance wildlife as defined by Code of Virginia, § 29.1-100, which shall also include rats, or vermin, snakes, or poisonous or vicious animals. This subsection shall not apply to land zoned for or in active farming operation.
- c. *Violation.* Any owner or occupant coming under the provisions of this section who shall fail to cause weeds to be cut and/or removed from such property or premises within the time specified will be deemed to be in violation of this section.
- d. *Notice to cut and/or remove.* The owner or occupant of property situated in the town shall be, and is hereby, required to cut and/or remove all weeds. It shall be the duty of the town manager to serve notice on the owner to cause such grass, weeds, or other foreign growth to be cut and/or removed from the premises within 15 calendar days after notification. Only one written notice per growing season to the owner is required.
- e. *Service of notice; generally.* All notices to comply with the provisions of this section shall be served either by personal service, publication, posting or by certified mail, and such procedures shall be deemed the equivalent of personal service. If the owner of any unoccupied lot or premises is not a resident of the town and does not have an agent in the town upon whom notice can be served, notice may be given by sending the same by certified mail to the last-known address of the nonresident owner. The last-known address of the owner shall be that shown on the current real estate tax assessment books or current real estate tax assessment records. Nonresident owners shall also have 15 calendar days to comply with said directive.
- f. *Enforcement.*
  - 1. The town manager shall be responsible for enforcing the provisions of this section. The town manager shall have the authority to delegate duties and powers to other appropriate agencies and individuals to assist in the enforcement of this section.



Whenever the term "town manager" is used in this section, it includes all the agencies or individuals to which the town manager delegates enforcement powers, except where the context clearly indicates a different meaning.

2. The town manager shall have the authority, ~~whenever deemed appropriate~~ after notice is given to the owner, ~~and upon recommendation of the property maintenance board~~ to have such weeds or grasses on property or on such portions of the property as deemed appropriate cut and/or removed and to restrict their future growth by the town's agents or employees, in which event the costs and expenses thereof shall be chargeable to and paid by the owner of such property and may be collected by the town in the same manner as taxes and levies are collected, and all unpaid costs and expenses shall constitute a lien against such property. Any owner may avoid any liability to the town, provided abatement is completed prior to the initiation of the abatement process by the town's designated agent.
- g. *Application for removal of weeds.*
1. Whenever any town resident or property owner believes that the provisions of this section are being violated, such person shall notify the town manager in writing ~~and the property maintenance board~~ and the town manager shall examine the condition of the property described in such notice. If the ~~property maintenance board~~ town manager determines that the provisions of this section are being violated, ~~the board will report the violation to the town manager for enforcement.~~ The owner/occupant of the offending property shall be given notice as provided in this section and shall be requested to remove the weeds from the property within 15 calendar days of the delivery or mailing of the notice. posted notice or the certified mailing of the notice.
  2. If the owner of the property cannot be found within the town after a reasonable search, notice shall be sent by ~~registered~~ certified mail, return receipt requested, to the last-known address of the owner as provided in this section, and a copy of the notice shall be posted on the property in a conspicuous place and such procedures shall be deemed the equivalent of personal service.
  3. If the owner/occupant of the property does not cut the weeds within 15 calendar days of the ~~delivery or mailing of the notice or within 15 calendar days of the posting of the notice~~ posted notice or the certified mailing of the notice, whichever period is greater, the town manager shall declare the property to be neglected property, and such designation shall remain in full force and effect until the owner gives the town manager adequate assurances that the property will be properly maintained in regard to weeds in the future.
  4. ~~Once the property maintenance investigation board~~ the town manager designates a parcel of property to be neglected property, the person or organization that is contracted by the town to abate such nuisances shall be authorized to go onto the property as an agent of the town at the owner's sole cost and expense to cut, remove and restrict the future growth of the offending weeds. The agent shall be responsible for taking all precautions necessary to cut, remove and restrict the growth of offending weeds in a safe and proper manner.
  5. Neither the town nor its employees and officials shall be liable for any damages or injuries caused by cutting, removing or restricting the future growth of weeds from a neglected property and shall not be liable for any damages, injuries or expenses incurred by any agent or any other person in cutting, removing or restricting the future growth of weeds.
  6. The provisions of this section shall not authorize an agent to enter onto property to remove trees or shrubbery either alive or dead unless the branches, limbs, or other parts of the trees or shrubbery extend or protrude onto private or public property in a manner which constitutes a danger to citizens or property or where the limbs or branches are likely to fall in such a manner as to endanger private citizens or property.

If the property maintenance investigation board determines that the trees or shrubbery constitute a danger or hindrance to the public, private citizens or private property, the agent may be authorized to cut and remove such trees and shrubbery that have been designated for removal by the property maintenance investigation board in accordance with the provisions of this section.

h. *Costs of expenses chargeable to owner.*

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(2) *Safety.*

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- b. If any owner, occupant or person in charge of any premises to whom such notice is given as provided in subsection (2)a of this section fails to comply with such notice within the time therein specified, the town manager shall proceed to have done that which was directed in such notice to be done, and the expense so incurred shall be chargeable to and paid by the owner or occupant of the premises involved and may be collected by suit or motion or by distress sale, or by any other means by which taxes and levies are collected. That this Ordinance shall be effective on May 10, 2023.

This ordinance was adopted on May 10, 2023.

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D. Dwayne Tuggle, Mayor

ATTEST:

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Clerk of the Council

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on April 12, 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
A	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		Bobby Shiflett	Police Chief
Kelley Kemp	Town Attorney		Gary Williams	Director of Plants
Vicki K. Hunt	Clerk of Council		Becky Cash	Plants Operator
Tracie Morgan	Office Manager/Treasurer			

Recitation of the Pledge of Allegiance to the Flag was followed by an invocation by Sharon Turner.

Town Manager McGuffin gave a short report on the 2023-2024 Capital Improvement Program that identifies acquisition, construction and improvement of town facilities, and acquisition of capital equipment.

Mayor Tuggle opened a duly advertised public hearing at 7:03 P.M. on the Town's proposed 2023-2024 Capital Improvement Program. There being no one present in person or otherwise who wished to speak on the proposed Capital Improvement Program, the public hearing closed at 7:03 P.M.

Town Manager McGuffin gave a short report on the Town's FY23/24 Proposed Budget. By state code the budget cannot be adopted at the same meeting as the public hearing.

Mayor Tuggle opened a duly advertised public hearing on the Town's FY23/24 Proposed Budget at 7:04 P.M., presented by staff. There being no one present in person or otherwise who wished to speak on the budget matter, the public hearing closed at 7:04 P.M.

Ms. Turner made a motion that was seconded by Mr. Driskill to hold a budget meeting to further discuss the Town's 2023/2024 Capital Improvement Program and the FY23/24 Proposed Budget prior to the May 10, 2023, meeting.

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

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

Town Manager McGuffin was directed to schedule the budget meeting.

Mayor Tuggle opened the floor to citizen comments.

Angela Sundaramurthy, resident of the Town of Amherst, came forward in support of Airbnb in residential districts and encouraged council members to vote as representatives of the majority views on matters brought to council.

Sonny Sundaramurthy, resident of the Town of Amherst, came forward in support of Airbnb in residential districts.

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

Ms. Turner made a motion that was seconded by Mr. Higginbotham to approve the consent agenda items consisting of minutes of the meetings held on March 8, 2023, and March 30, 2023, and the March 2023 check registry, as presented.

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

D. Dwayne Tuggle		Andra Higginbotham	Aye
Janice N. Wheaton	Absent	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 duly advertised public hearing was held on the matters at Council's February 8, 2023. The matter was deferred for discussion and consideration to March 8, 2023, at which time a work group consisting of Councilors Thompson and Driskill was assigned to discuss potential rules related to Airbnb. The matter was deferred to the April 12, 2023, meeting, for further discussion and consideration.

Mr. Driskill made a motion that was seconded by Mr. Higginbotham to approve the amendment to the zoning ordinance to allow for short term rental as a special use permit in the R-1 and R-2 districts along with the adoption of a short term rental policy, to be reviewed within twelve months from its adoption, stating the following conditions:

- 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.

After discussion, the motion, with Mayor Tuggle casting a tie breaking vote, carried 3-2 via the roll call method as follows:

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

Town Manager McGuffin was directed to lay out the above short term rental conditions in proper policy format for distribution.

A copy of the amended zoning ordinance Table 24-235. Table of Uses is attached hereto and made a part of these minutes.

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). Duly advertised public hearings on the matters were held by Council at its meeting on February 8, 2023. The matters were deferred for discussion and consideration to March 8, 2023, and again to the April 12, 2023, meeting, for further discussion and consideration. The application to rezone the property was rendered moot by the adoption of the amended Town Code Zoning Ordinance Table 24-235. Table of Uses leaving the application for short term rental on the property remaining for discussion and consideration.

Town Manager McGuffin gave a report on consideration of applications to rezone 123 Lee 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). Duly advertised public hearings on the matters were held by Council at its meeting on February 8, 2023. The matters were deferred for discussion and consideration to March 8, 2023, and again to the April 12, 2023, meeting, for further discussion and consideration. The application to rezone the property was rendered moot by the adoption of the amended Town Code Zoning Ordinance Table 24-235. Table of Uses leaving the application for short term rental on the property remaining for discussion and consideration.

After discussion, by consensus consideration of the applications to allow short term rental on properties described as 117 Pine Street (Tax Map 96A414 3940) and 123 Lee Street (Tax Map 96A-416-5) was deferred to the May 10, 2023, meeting to allow time for Town Manager to present the adopted short term rental policy to the applicants.

Office Manager/Treasurer Morgan gave a report on the use of a third party collection agency to assist in the collection of delinquent accounts. Staff recommended adoption of a resolution allowing staff to enter into agreement with a third-party collection agency to assist in the collection of all delinquent accounts and other charges.

Mr. Driskill made a motion that was seconded by Ms. Turner to adopt the Resolution Authorizing the Town to Employ the Services of a Private Collection Agency 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, as recommended by staff.

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

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

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

Town Manager McGuffin gave a report on adoption of a proposed amendment to the FY23 Utility Rate and Fee Policy to allow for an in town rate for community based nonprofits that are located out of town. At its meeting on April 14, 2021, council approved amendment to the town's water policy to allow Town Manager authorization 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. The provision was included in the 2021/2022 Utility Rate and Fee Policy but inadvertently left out of the 2022/2023 Utility Rate Fee Policy. Staff recommended the amendment to the current FY23 policy.

Mr. Driskill made a motion to approve the proposed amendment to the FY23 Utility Rate and Fee Policy to allow for in-town rate for community based nonprofits that are located out of town, as recommended by staff. Lacking a second to the motion, the motion failed.

Town Manager McGuffin gave a report on revisions to the Property Maintenance Code related to Grass and Weeds. Staff recommended setting a public hearing on the matter at the May 10, 2023, meeting.

Mr. Higginbotham made a motion that was seconded by Mr. Driskill to set a public hearing at Council's May 10, 2023, meeting on the revisions to Town Code Chapter 10, Nuisances, related to Grass and Weeds, as recommended by staff.

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

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

Police Chief Shiflett reported that Investigator Ryan Watts will be acting Police Captain due to the vacancy created by the recent resignation of Captain Brandon Payne from the Amherst Police Department.

Mr. Thompson made a motion that was seconded by Ms. Turner to authorize an exit interview with Captain Payne to be conducted by Attorney Kemp.

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

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

Mayor Tuggle opened the floor to citizen comments.

Angela Sundaramurthy, resident of the Town of Amherst, came forward with various concerns related to complaints made about unfinished work around new power poles on sidewalks and questions about new bike racks and planting of trees.

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

There being no further business, the meeting adjourned at 8:02 P.M., until May 10, 2023, at 7:00 p.m. on motion of Mr. Driskill seconded by Mr. Higginbotham.

The motion carried 4-0 as follows:

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

---

D. Dwayne Tuggle, Mayor

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

**ORDINANCE #230412**

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

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

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

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

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

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

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

Sec. 24-235. - Table of uses

Table 24-235. Table of Uses

A-1	R-1	R-2	T-1	R-3	R-4	B-1	CBD	B-2	M-1	Description of Use
<i>Accessory and Agricultural Uses</i>										
P	P	P	P	P	P	P	P	P	P	Accessory buildings and uses as provided in section 24-472
P	P	P	P	P	P	P	P	P	P	Agricultural activities, including the raising of crops and animals, provided that agricultural use shall not be objectionable by reason of odor, dust, noise, pollution, erosion or drainage



							P	P	P	Antenna and equipment buildings associated with existing wireless telecommunication facilities as provided in article XI of this chapter
									S	Cemeteries
S	S	S	P	S	S	P	P	P		Church accessory uses involving 2,000 SF or more of building area, including childcare centers, indoor recreation or fellowship halls, and schools
P	P	P	P	P	P	P	P	P	P	Confined livestock facilities as provided in section 24-478
								S	S	Helipads on public property or collocated with a nonprofit health care facility
P	S	S	S	S	S	P	P	P		Home occupation in an accessory building to the main dwelling unit as provided in section 24-474
P	P	P	P	P	P	P	P	P		Home occupations within a dwelling unit as provided in section 24-474
P	P	P	P	P	P	P	P	P	P	Public utilities: poles, lines, transformers, pipes, meters, and/or other facilities necessary for the provision and maintenance of public utilities, provided that electric service lines from the street property line to any residence or other permitted use shall be underground, provided that only one line of poles will be allowed on any street
P	P	P	P	P	P	P	P	P	P	Signs as provided in article IX of this chapter
S	S	S	S	S	S	P	P	P	P	Temporary uses, including, but not limited to, sale of Christmas trees, tents for revivals, carnivals, but such use not permitted for a period to exceed four months in any calendar year
<i>Residential Uses</i>										
S	S	P	P	P	P					Apartments in an existing single-family dwelling
P	S	S	P	S	S	P	P	P		Bed and breakfast lodging, provided that the owner and family must occupy the residence and own the business, the single-family dwelling appearance be maintained, and adequate off-street parking is provided to the rear of the front setback of the dwelling
P	P	P	P	P	P	P	P	P		Churches, manses, parish houses and adjacent cemeteries
P	P	P	P	P	P	P	P	P		Garages, private
P					S					Individual manufactured or modular homes 19 feet or greater in width placed on continuous masonry foundations
					S					Manufactured home parks, as provided in article X of this chapter
				P		P	P	P		Multifamily dwellings with an aggregate of three or more units as specified in section 24-475
S	S	S	S	S	S	S	S	S		Planned unit developments, as provided in article VI of this section
	S	S				S	S	S		Short-term rental
P	P	P	P	P	P	P	P	P		Single-family dwellings, except for mobile homes and manufactured homes

						P	P	P		Single-family, two-family and multifamily dwellings within a building that contains a business
			P	P		P	P	P		Townhouses, as provided in section 24-477, and condominiums
		P								Townhouses, as provided in section 24-477, with no more than four townhouses within any one development
P		P	P	P	P	P	P	P		Two-family dwelling units and semi-detached dwellings
<i>Commercial Uses</i>										
							S	S		Adult oriented entertainment that may include alcohol or gambling, such as pool halls, dance halls, or electronic skills games halls
							P	P		Agricultural, farm and lawn machinery display, sales and services, provided that all inoperable machinery must not be visible from any public right of way
			P			P	P	P		Antique and gift shops
									S	Arenas, auditoriums or stadiums
							P	P	P	Automobile laundry or car wash, provided that a paved area shall be located on the same lot for the storage of vehicles awaiting entrance to the washing process
							P	P	P	Automobile, motor home, travel trailer, and mobile home sales (new and used) which need not be enclosed, but any mechanical or body repair must be conducted entirely within a structure which shall not have any opening, other than a stationary window, within 100 feet of a residential district and provided further that all vehicles on a used car sales lot must be in operating condition at all times
							S	S		Automotive repair garage, mechanical and body, provided all operations are conducted in a building which shall not have any opening other than a stationary window within 100 feet of a residential district and which shall not store or otherwise maintain any parts or waste material outside such building
							P	P		Automobile service stations as provided in section 24-473
							P	P		Bakeries employing not more than ten persons other than clerks and vehicle drivers
						S	P	P		Banks and savings and loan institutions
							S	S		Building materials dealer
							P	P		Building materials dealer, not including handling of bulk materials such as sand and gravel
							P	P		Catering establishments
	S	S	P	S	S	P	P	P		Childcare centers
			P			P	P	P		Clinics and medical offices
							P	P		Convenience stores; in the event that gasoline or fuel is sold together with any other uses allowed in

										this district there must be compliance with this chapter
						S	P	P		Drug stores and other establishment for the filling of prescriptions and sale of pharmaceutical and similar supplies
						P	P	P	P	Emergency services
			S			P	P	P		Family oriented indoor recreation with no alcohol or gambling, including bowling alleys, roller skating, ice skating, game, pinball or other electronic game centers
			S			S	P	P		Farmers markets
							S	S	P	Feed and seed stores
			P			P	P	P		Funeral homes
							P	P		Furniture stores
							S	S	P	Garages, private and public
						S	P	P		Grocery stores
							P	P		Hardware stores
P										Kennels
									P	Laboratories, pharmaceutical or medical
							P	P		Machinery sales and services
							P	P		Motels, motor hotels and motor inns
						P	P	P		Newsstands
S										Nonmotorized bicycle (motorcross) racing facilities
S			S			S		S		Outdoor entertainment such as golf driving ranges or other sports related entertainment
									S	Outdoor theaters, provided the face of the screen is not visible from any arterial or collector streets located within 2,000 feet of such screen
							S	S		Pest exterminating businesses
							P	P		Printing plants and newspaper offices
			P			P	P	P		Professional office buildings
							P	P		Radio and TV offices and studios
							P	P		Restaurants, craft breweries, craft distilleries
							P	P		Retail automotive parts stores
									P	Retail and wholesale greenhouses and nurseries
						S	P	P		Retail nurseries with greenhouses
			P			P	P	P		Retail service stores such as bakeries, barber shops, beauty parlors, shoe shops, self-service laundries, and establishments for receiving and distributing articles for laundering, drying and dry cleaning
									P	Sale of products produced on the premises
							P	P		Satellite dish antenna sales and service establishments
							S	S		Self-service mini-storage and warehouse facilities
							P	P		Shopping centers as provided in section 24-476
							P	P		Theaters, indoor
			S			S	P	P		Time-shares
							S	S		Veterinary hospitals and clinics
			S				P	P		Videotape sales and rental establishments

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

									P	Manufacturing, processing, fabricating, assembling, distributing or packaging of products, including, but not limited to, business equipment, die-cut paperboard and cardboard; glass products made of purchased glass; electrical lighting and wiring equipment; dairy products; baked and confectioners' goods; fruit and vegetable processing, canning and storage; electronic components; professional, scientific, engineering; laboratory, or research instruments; electronic computing instruments; iron and steel, musical instruments; toys; rubber and metal stamps; photographic equipment; drugs; fire extinguisher; sporting and athletic goods, lithographic and printing processes; radio and television receiving sets; appliances; watches; clocks; and optical goods
									P	Moving and storage establishments
						S	S	S	P	Oil and gas exploration, extraction and production, provided the provisions of all applicable state laws and state rules are adhered to
P										Packing and distribution plants for horticultural products, provided such plants are incidental to agricultural operation of the property on which such plants are located
									P	Printing establishments
									S	Processing and sale of milk and milk products, both wholesale or retail
							S	S	S	Radio and TV transmission towers (provided the tower is so located that its minimum distance from any lot line shall equal the maximum height of the tower above ground level)
							S	S	S	Radio and TV transmitters
							S	S		Shopping centers as provided in section 24-476
							S	S	P	Sign manufacturing
									P	Soft drink and bottling plants
							S	S	P	Tire recapping, provided all operations are conducted in a building which shall not have any opening other than a stationary window within 100 feet of a residential district and which shall not store or otherwise maintain any parts or waste material outside such building
									P	Transportation terminals and facilities
									S	Truck stops
							S	S	P	Warehousing operations
							S	S	S	Welding, blacksmith, or machine shops, excluding punch presses
							S	S	P	Wholesale and jobbing establishments
									S	Yards for storage and/or sale of coal, petroleum products, or flammable gases
							S	S	S	Yards for storage and/or sale of lumber, building materials, or contracting equipment

										Uses listed in section 24-265
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That this Ordinance shall be effective on April 12, 2023.

This ordinance was adopted on April 12, 2023.

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D. Dwayne Tuggle, Mayor

ATTEST:

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Clerk of the Council

**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.

Adopted this 12th day of April, 2023.

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D. Dwayne Tuggle, Mayor

ATTEST:

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Clerk of the Council

Mayor D. Dwayne Tuggle called a meeting of the Amherst Town Council to order on April 27, 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
Vicki K. Hunt	Clerk of Council			

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

Council discussions involved concerns related salary increases for town staff; proposed salary increase for council members; inclusion of \$250,000 for land acquisition, should the Council choose to purchase land for any park or recreational activities; and promotion of wastewater plant staff and new hire for that department.

After discussion Town Manager was directed to make revisions to the proposed budget for consideration based on the following recommendations from Council:

- Land Acquisition: Removal of proposed \$250,000 for potential land acquisition. Council to pursue other options.
- Employee Salaries: Include a base raise for all employees of five percent (5%) and provide options to Council to address market issues for salaries of employees who are below market value for their positions.
- Council Salary: Removal of mayor and town council salary increase.
- Maintenance Department: Include increase for promotion of Lead Wastewater Operator and new entry level wastewater operator and an amount for purchase of tools, inventory, and equipment; and removal of purchase of new vehicle for use by Maintenance Department.

There being no further business, the meeting adjourned at 8:41 P.M., until May 10, 2023, at 7:00 p.m. on motion of Mr. Driskill, seconded by Ms. Turner, and carried by affirmation.

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D. Dwayne Tuggle, Mayor

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





Range of Checking Accts: First to Last Range of Check Dates: 04/01/23 to 04/30/23  
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							
5332	04/05/23	CAMPB005 CAMPBELL'S REPAIR					187
V3-00542	1	SPARK PLUG & CONTROL CABLE	64.87	100-4-43200-6009	Expenditure		18 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V3-00542	2	SPARK PLUG & CONTROL CABLE	97.11	100-4-43200-6009	Expenditure		19 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
			161.98				
5333	04/05/23	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					187
V3-00548	1	MARCH STATEMENT	648.99	100-4-43200-5230	Expenditure		26 1
				TELECOMMUNICATION			
5334	04/05/23	DEALL005 DEAL & LACHENEY P.C.					187
V3-00547	1	MARCH LEGAL SERVICES	2,000.00	100-4-12210-3150	Expenditure		25 1
				TOWN ATTORNEY			
5335	04/05/23	HILLH005 HILL HARDWARE CORPORATION					187
V3-00550	1	MARCH STATEMENT	145.90	100-4-43200-6009	Expenditure		28 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V3-00550	2	MARCH STATEMENT	20.22	100-4-43200-6007	Expenditure		29 1
				REPAIR & MAINT. SUPPLIES			
V3-00550	3	MARCH STATEMENT	62.55	502-4-45000-6007	Expenditure		30 1
				REPAIR & MAINT. SUPPLIES			
V3-00550	4	MARCH STATEMENT	69.99	501-4-44000-6007	Expenditure		31 1
				REPAIR & MAINT. SUPPLIES			
			298.66				
5336	04/05/23	LITTL005 LITTLETON AND ASSOCIATES, INC.					187
V3-00552	1	PAYMENT NO 1	232,417.50	502-4-94000-8002	Expenditure		33 1
				WWTP CENTRIFUGE			
5337	04/05/23	MANSF005 MANSFIELD OIL COMPANY					187
V3-00540	1	FUEL 03/16-03/31/2023	186.89	502-4-44000-6008	Expenditure		4 1
				FUEL/OIL			
V3-00540	2	FUEL 03/16-03/31/2023	385.84	100-4-43200-6008	Expenditure		5 1
				FUEL			
V3-00540	3	FUEL 03/16-03/31/2023	839.16	100-4-31100-6008	Expenditure		6 1
				FUEL			
			1,411.89				
5338	04/05/23	NASHS005 NASH SURVEYING SERVICES, PLLC					187
V3-00551	1	SEWER EASEMENT	1,200.00	100-4-12110-3150	Expenditure		32 1
				PROFESSIONAL SVCS			
5339	04/05/23	NEWSA005 THE NEWS & ADVANCE					187
V3-00549	1	02/27-03/26/2023 STATMENT	292.00	100-4-12110-3600	Expenditure		27 1
				ADVERTISING			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL			Continued				
5340	04/05/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					187
V3-00543	1	LAB TESTING	169.30	502-4-44000-3140	Expenditure		20 1
				TESTING SERVICES			
V3-00543	2	LAB TESTING	169.30	502-4-44000-3140	Expenditure		21 1
				TESTING SERVICES			
			<u>338.60</u>				
5341	04/05/23	TIGER005 TIGER FUEL CO.					187
V3-00539	1	DIESEL AND PROPANE	231.71	100-4-43200-6008	Expenditure		1 1
				FUEL			
V3-00539	2	DIESEL AND PROPANE	840.87	100-4-43200-6008	Expenditure		2 1
				FUEL			
V3-00539	3	DIESEL AND PROPANE	193.74	100-4-43200-5110	Expenditure		3 1
				HEATING SERVICES			
			<u>1,266.32</u>				
5342	04/05/23	UNIVA005 UNIVAR					187
V3-00545	1	WATER TREATMENT CHEMICALS	7,018.96	501-4-44000-6051	Expenditure		23 1
				CHEMICALS			
5343	04/05/23	USABL005 USA BLUE BOOK					187
V3-00544	1	LAB EQUIP CONSUMABLE	1,020.42	502-4-44000-6004	Expenditure		22 1
				LAB SUPPLIES			
5344	04/05/23	VACOR005 VACORP					187
V3-00541	1	MARCH 2023 HYBRID DISABILITY	22.08	100-4-12110-2500	Expenditure		7 1
				STD/LONG-TERM DISABILITY			
V3-00541	2	MARCH 2023 HYBRID DISABILITY	9.65	100-4-31100-2500	Expenditure		8 1
				STD/LONG-TERM DISABILITY			
V3-00541	3	MARCH 2023 HYBRID DISABILITY	18.42	501-4-12110-2500	Expenditure		9 1
				STD/LONG-TERM DISABILITY			
V3-00541	4	MARCH 2023 HYBRID DISABILITY	13.81	502-4-12110-2500	Expenditure		10 1
				STD/LONG-TERM DISABILITY			
V3-00541	5	MARCH 2023 HYBRID DISABILITY	1.39	514-4-12110-2500	Expenditure		11 1
				STD/LONG-TERM DISABILITY			
V3-00541	6	MARCH 2023 HYBRID DISABILITY	4.02	100-4-12420-2500	Expenditure		12 1
				HYBRID DISABILITY			
V3-00541	7	MARCH 2023 HYBRID DISABILITY	7.87	501-4-12420-2500	Expenditure		13 1
				HYBRID DISABILITY			
V3-00541	8	MARCH 2023 HYBRID DISABILITY	5.25	502-4-12420-2500	Expenditure		14 1
				HYBRID DISABILITY			
V3-00541	9	MARCH 2023 HYBRID DISABILITY	0.40	514-4-12420-2500	Expenditure		15 1
				HYBRID DISABILITY			
V3-00541	10	MARCH 2023 HYBRID DISABILITY	16.50	501-4-44000-2500	Expenditure		16 1
				LONG-TERM DISABILITY			
V3-00541	11	MARCH 2023 HYBRID DISABILITY	17.85	502-4-44000-2500	Expenditure		17 1
				LONG-TERM DISABILITY			
			<u>117.24</u>				
5345	04/05/23	WITME005 WITMER PUBLIC SAFETY GROUP					187
V3-00546	1	SPEED PLATE	770.00	100-4-31100-6010	Expenditure		24 1
				POLICE SUPPLIES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5346	04/11/23	ANDER005 ANDERSON CONSTRUCTION, INC.					188	
V3-00553	1	PAYMENT NO 23	122,468.57	501-4-94000-8002	Expenditure		1	1
				WATER TREATMENT PLANT IMPROVEMENTS				
5347	04/11/23	APPAL005 APPALACHIAN POWER					188	
V3-00562	1	STREET LIGHTS 03/31/2023	2,532.32	100-4-41320-5100	Expenditure		19	1
				STREETLIGHTS				
5348	04/11/23	CMCSU005 CMC SUPPLY, INC.					188	
V3-00563	1	METER BOX	1,738.77	501-4-45000-6007	Expenditure		20	1
				REPAIR & MAINT. SUPPLIES				
5349	04/11/23	DEPAR005 DEPARTMENT OF MOTOR VEHICLES					188	
V3-00556	1	MARCH 23 STOP REMOVALS	25.00	100-4-12420-3009	Expenditure		6	1
				DMV STOPS				
5350	04/11/23	FISHE005 FISHER AUTO PARTS, INC					188	
V3-00559	1	MARCH STATEMENT	35.96	100-4-43200-6009	Expenditure		13	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
V3-00559	2	MARCH STATEMENT	206.58	501-4-44000-6007	Expenditure		14	1
				REPAIR & MAINT. SUPPLIES				
V3-00559	3	MARCH STATEMENT	25.65	501-4-44000-6009	Expenditure		15	1
				VEHICLE & EQUIP SUPPLIES				
V3-00559	4	MARCH STATEMENT	5.56	100-4-43200-6007	Expenditure		16	1
				REPAIR & MAINT. SUPPLIES				
			<u>273.75</u>					
5351	04/11/23	LOVIN005 LOVINGSTON FARM SUPPLY, LLC					188	
V3-00561	1	STRAW AND SEED	227.00	100-4-43200-6013	Expenditure		18	1
				AG SUPPLIES				
5352	04/11/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					188	
V3-00557	1	LAB TESTING	110.10	501-4-44000-3140	Expenditure		7	1
				TESTING SERVICES				
V3-00557	2	LAB TESTING	169.30	501-4-44000-3140	Expenditure		8	1
				TESTING SERVICES				
V3-00557	3	LAB TESTING	169.30	501-4-44000-3140	Expenditure		9	1
				TESTING SERVICES				
V3-00557	4	LAB TESTING	169.30	501-4-44000-3140	Expenditure		10	1
				TESTING SERVICES				
V3-00557	5	LAB TESTING	169.30	501-4-44000-3140	Expenditure		11	1
				TESTING SERVICES				
			<u>787.30</u>					
5353	04/11/23	POWER005 POWER DMS, INC.					188	
V3-00567	1	LITEACCRED	1,150.00	100-4-12510-3150	Expenditure		26	1
				I.T. SERVICES				
5354	04/11/23	SUPPL005 THE SUPPLY ROOM					188	
V3-00555	1	TONER PD	225.98	100-4-31100-6001	Expenditure		3	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					
5354	THE SUPPLY ROOM	Continued						
V3-00555	2	STENO/CLIPS	15.18	100-4-31100-6001	Expenditure		4	1
				OFFICE SUPPLIES				
V3-00555	3	CLEANER	21.14	100-4-43200-6005	Expenditure		5	1
				JANITORIAL SUPPLIES				
			<u>262.30</u>					
5355	04/11/23	TRACI005 TRACIE L. MORGAN					188	
V3-00560	1	GAS FOR EXPLORER	45.00	100-4-43200-6008	Expenditure		17	1
				FUEL				
5356	04/11/23	UNIVA005 UNIVAR					188	
V3-00558	1	FLOURID FOR WATER PLANT	564.66	501-4-44000-6051	Expenditure		12	1
				CHEMICALS				
5357	04/11/23	VERIZ005 VERIZON					188	
V3-00564	1	PHONE UH	69.29	100-4-43200-5230	Expenditure		21	1
				TELECOMMUNICATION				
V3-00564	2	SHOPT INTERNET	39.99	100-4-43200-5230	Expenditure		22	1
				TELECOMMUNICATION				
			<u>109.28</u>					
5358	04/11/23	VIRGI010 VIRGINIA COOPERATIVE EXTENSION					188	
V3-00554	1	PESTICIDE RECERT	120.00	100-4-43200-6013	Expenditure		2	1
				AG SUPPLIES				
5359	04/11/23	VUPS0005 VA UTILITY PROTECTION SERVICE					188	
V3-00565	1	TRANSMISSIONS	38.85	501-4-45000-6007	Expenditure		23	1
				REPAIR & MAINT. SUPPLIES				
5360	04/11/23	WWASS005 WW ASSOCIATES					188	
V3-00566	1	RETAINER	250.00	501-4-44000-3150	Expenditure		24	1
				PROFESSIONAL SVCS				
V3-00566	2	RETAINER	250.00	502-4-44000-3150	Expenditure		25	1
				PROFESSIONAL SVCS				
V3-00568	1	CONSTUC. PHASE SERVICES	2,250.00	501-4-94000-8000	Expenditure		27	1
				W. COURT STREET PROJECT				
			<u>2,750.00</u>					
5361	04/19/23	ANTWO005 BENCHMARK SYSTEMS, INC.					189	
V3-00573	1	MARCH STATEMENT	357.75	100-4-12510-5600	Expenditure		9	1
				MICROSOFT OFFICE SERVICE				
V3-00573	2	MARCH STATEMENT	136.00	100-4-12510-5600	Expenditure		10	1
				MICROSOFT OFFICE SERVICE				
			<u>493.75</u>					
5362	04/19/23	APPAL005 APPALACHIAN POWER					189	
V3-00575	1	ELECTRIC TO 4/16/2023	846.68	100-4-43200-5100	Expenditure		12	1
				ELECTRIC				
V3-00575	2	ELECTRIC TO 4/16/2023	6,222.31	501-4-44000-5100	Expenditure		13	1
				ELECTRICAL SVCS				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5362		APPALACHIAN POWER	Continued					
V3-00575	3	ELECTRIC TO 4/16/2023	5,016.95	502-4-44000-5100	Expenditure		14	1
				ELECTRICAL SVCS-RUT CRK				
V3-00575	4	ELECTRIC TO 4/16/2023	164.14	502-4-44000-5130	Expenditure		15	1
				ELECTRICAL SVCS-PUMP STATION				
V3-00575	5	ELECTRIC TO 4/16/2023	86.80	100-4-41320-5100	Expenditure		16	1
				STREETLIGHTS				
V3-00575	6	ELECTRIC TO 4/16/2023	27.24	701-4-81500-5100	Expenditure		17	1
				ELECTRICAL SERV.				
			<u>12,364.12</u>					
5363	04/19/23	BRAND005 BRANDON PAYNE					189	
V3-00580	1	FOIA FLASHDRIVE	31.58	100-4-31100-6001	Expenditure		26	1
				OFFICE SUPPLIES				
5364	04/19/23	GFLN005 GFL ENVIRONMENTAL					189	
V3-00571	1	4/1-4/30/2023	10,074.74	514-4-43200-3160	Expenditure		6	1
				COLLECTION IN-TOWN				
V3-00571	2	4/1-4/30/2023	1,404.72	514-4-43200-3160	Expenditure		7	1
				COLLECTION IN-TOWN				
			<u>11,479.46</u>					
5365	04/19/23	GREG0005 GREGORYS GENERAL AUTO REPAIR					189	
V3-00569	1	OIL/ROTORS	1,084.78	100-4-31100-6009	Expenditure		1	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5366	04/19/23	HILLC005 HILL CITY & WOOD CO.					189	
V3-00578	1	PAPER SUPPLIES	306.31	502-4-44000-6004	Expenditure		22	1
				LAB SUPPLIES				
5367	04/19/23	MANSF005 MANSFIELD OIL COMPANY					189	
V3-00577	1	FUEL 04/01-04/15/2023	353.31	100-4-43200-6008	Expenditure		19	1
				FUEL				
V3-00577	2	FUEL 04/01-04/15/2023	123.09	100-4-31100-6008	Expenditure		20	1
				FUEL				
V3-00577	3	FUEL 04/01-04/15/2023	659.35	502-4-44000-6008	Expenditure		21	1
				FUEL/OIL				
			<u>1,135.75</u>					
5368	04/19/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					189	
V3-00579	1	LAB TESTING	169.30	502-4-44000-3140	Expenditure		23	1
				TESTING SERVICES				
V3-00579	2	LAB TESTING	169.30	502-4-44000-3140	Expenditure		24	1
				TESTING SERVICES				
V3-00579	3	LAB TESTING	50.20	502-4-44000-3140	Expenditure		25	1
				TESTING SERVICES				
			<u>388.80</u>					
5369	04/19/23	SUPPL005 THE SUPPLY ROOM					189	
V3-00570	1	PENS, PAPER INK	321.90	501-4-44000-6001	Expenditure		2	1
				OFFICE SUPPLIES				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
GENERAL			Continued					
5369	THE SUPPLY ROOM	Continued						
V3-00570	2	PENS, PAPER INK	321.90	502-4-44000-6001	Expenditure		3	1
				OFFICE SUPPLIES				
V3-00570	3	PENS, PAPER INK	83.97	100-4-12420-6001	Expenditure		4	1
				OFFICE SUPPLIES				
V3-00570	4	PENS, PAPER INK	316.97	100-4-31100-6001	Expenditure		5	1
				OFFICE SUPPLIES				
			<u>1,044.74</u>					
5370	04/19/23	VANUT005 VA NUTRIENT CREDIT EXCHANGE					189	
V3-00576	1	CREDIT PURCHASE	729.39	502-4-44000-5810	Expenditure		18	1
				DUES & MEMBERSHIPS				
5371	04/19/23	WITME005 WITMER PUBLIC SAFETY GROUP					189	
V3-00574	1	SHIRTS	351.50	100-4-31100-6011	Expenditure		11	1
				UNIFORMS				
5372	04/19/23	WOHLF005 WOHLFORD'S RADAR CALIBRATION					189	
V3-00572	1	CALIBRATE	72.00	100-4-31100-6010	Expenditure		8	1
				POLICE SUPPLIES				
5373	04/25/23	AMERI005 AMERICAN FIDELITY ASSURANCE CO					190	
23-00049	1	APRIL 2023 CHECK DEDUCTIONS	214.28	100-2-21500-0000	G/L		1	1
				AMERICAN FIDELITY DISABILITY W/HOLDING				
23-00049	2	APRIL 2023 CHECK DEDUCTIONS	33.32	100-2-21600-0000	G/L		2	1
				CANCER W/HOLDING				
23-00049	3	APRIL 2023 CHECK DEDUCTIONS	179.91	100-2-21950-0000	G/L		3	1
				AMERICAN FIDELITY LIFE W/HOLDING				
23-00049	4	APRIL 2023 CHECK DEDUCTIONS	56.73	501-2-21500-0000	G/L		4	1
				AMERICAN FIDELITY DISABILITY W/HOLDING				
23-00049	5	APRIL 2023 CHECK DEDUCTIONS	41.97	501-2-21600-0000	G/L		5	1
				CANCER W/HOLDING				
23-00049	6	APRIL 2023 CHECK DEDUCTIONS	56.73	502-2-21500-0000	G/L		6	1
				AMERICAN DISABILITY W/HOLDING				
23-00049	7	APRIL 2023 CHECK DEDUCTIONS	41.97	502-2-21600-0000	G/L		7	1
				CANCER W/HOLDING				
23-00049	8	APRIL 2023 CHECK DEDUCTIONS	63.33	502-2-21950-0000	G/L		8	1
				AMERICAN FIDELITY LIFE W/HOLDING				
			<u>688.24</u>					
5374	04/25/23	APPAL005 APPALACHIAN POWER					190	
V3-00583	1	CHRISTMAS LIGHTS	656.64	100-4-41320-5100	Expenditure		20	1
				STREETLIGHTS				
5375	04/25/23	BBTBA005 TRUIST BANK					190	
V3-00589	1	MICROWAVE BP	208.49	100-4-31100-3310	Expenditure		29	1
				REPAIR & MAINT. SVCS				
V3-00589	2	GANG INVEST. BP	15.00	100-4-31100-3310	Expenditure		30	1
				REPAIR & MAINT. SVCS				
V3-00589	3	FOODLION GW	32.08	502-4-44000-6004	Expenditure		31	1
				LAB SUPPLIES				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
<b>GENERAL</b>								
			Continued					
5375	TRUIST BANK		Continued					
V3-00589	4	USPS GW	4.78	502-4-44000-5210	Expenditure		32	1
				POSTAGE				
V3-00589	5	ABC-NV GS	124.00	502-4-44000-5501	Expenditure		33	1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE				
V3-00589	6	DOLLAR GENERAL GS	31.91	502-4-44000-6004	Expenditure		34	1
				LAB SUPPLIES				
V3-00589	7	ZOOM VH	199.40	100-4-12510-3150	Expenditure		35	1
				I.T. SERVICES				
V3-00589	8	LYNCHBURG SPEC BS	33.22	100-4-31100-6010	Expenditure		36	1
				POLICE SUPPLIES				
V3-00589	9	COOPER TM	10.00	100-4-12420-5501	Expenditure		37	1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE				
V3-00589	10	AMAZON TM	302.97	100-4-12510-6002	Expenditure		38	1
				I.T. SUPPLIES				
V3-00589	11	APPLE TM	2.99	100-4-12420-5000	Expenditure		39	1
				MISC EXP				
V3-00589	12	USPS SM	16.60	100-4-81100-5210	Expenditure		40	1
				POSTAGE				
V3-00589	13	ADOBE SM	12.99	100-4-12510-6002	Expenditure		41	1
				I.T. SUPPLIES				
V3-00589	14	WASABI SM	9.05	100-4-12510-3150	Expenditure		42	1
				I.T. SERVICES				
V3-00589	15	USPS PM	4.15	100-4-12420-5210	Expenditure		43	1
				POSTAGE				
			1,007.63					
5376	04/25/23	CAMPB005 CAMPBELL'S REPAIR					190	
V3-00585	1	ECHO	930.00	100-4-43200-6009	Expenditure		22	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
V3-00585	2	LAWN MOWER REPAIR	129.98	100-4-43200-6009	Expenditure		23	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
			1,059.98					
5377	04/25/23	CIVIC005 CIVICPLUS, LLC.					190	
V3-00582	1	MUNICODE 6/1/23-5/31/24	1,254.75	100-4-12110-3150	Expenditure		19	1
				PROFESSIONAL SVCS				
5378	04/25/23	COBBT005 COBB TECHNOLOGIES					190	
V3-00587	1	OVERAGE 01/25-04/24/2023	369.56	100-4-12510-6002	Expenditure		27	1
				I.T. SUPPLIES				
5379	04/25/23	GFLN005 GFL ENVIRONMENTAL					190	
V3-00588	1	SHOOTING RANGE RECEP	60.29	100-4-31100-6008	Expenditure		28	1
				FUEL				
5380	04/25/23	GREGO005 GREGORYS GENERAL AUTO REPAIR					190	
V3-00584	1	INSPECTION	40.00	100-4-43200-6009	Expenditure		21	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				



Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5381	04/25/23	JOSEP005 JOSEPH CUNDIFF					190	
V3-00590	1	DINNER WATER CONF.	40.70	100-4-43200-5501	Expenditure		44	1
				TRAVEL-MILEAGE/CONFERENCE/HOTEL				
5382	04/25/23	LOWES005 LOWE'S BUSINESS ACCOUNT					190	
V3-00581	1	CRAFTSMAN	523.87	100-4-43200-6009	Expenditure		18	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5383	04/25/23	MINNE005 MINNESOTA LIFE					190	
23-00051	1	APRIL 2023 CHECK DEDUCTIONS	10.80	100-2-21550-0000	G/L		9	1
				OPT LIFE INS. W/HOLDING				
23-00051	2	APRIL 2023 CHECK DEDUCTIONS	51.20	501-2-21550-0000	G/L		10	1
				OPT LIFE INS. W/HOLDING				
			62.00					
5384	04/25/23	NATIO010 NATIONWIDE RETIREMENT SOLUTION					190	
23-00052	1	APRIL 2023 CHECK DEDUCTIONS	132.44	100-2-21400-0000	G/L		11	1
				RETIREMENT W/HOLDING				
23-00052	2	APRIL 2023 CHECK DEDUCTIONS	121.46	100-2-21900-0000	G/L		12	1
				DEFERRED COMP W/HOLDING				
23-00052	3	APRIL 2023 CHECK DEDUCTIONS	173.54	501-2-21400-0000	G/L		13	1
				RETIREMENT W/HOLDINGS				
23-00052	4	APRIL 2023 CHECK DEDUCTIONS	159.16	501-2-21900-0000	G/L		14	1
				DEFERRED COMP W/H				
23-00052	5	APRIL 2023 CHECK DEDUCTIONS	130.16	502-2-21400-0000	G/L		15	1
				RETIRMENT W/HOLDING				
23-00052	6	APRIL 2023 CHECK DEDUCTIONS	119.38	502-2-21900-0000	G/L		16	1
				DEFERRED COMP W/HOLDING				
			836.14					
5385	04/25/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					190	
V3-00586	1	LAB TESTING	25.10	501-4-44000-3140	Expenditure		24	1
				TESTING SERVICES				
V3-00586	2	LAB TESTING	169.30	501-4-44000-3140	Expenditure		25	1
				TESTING SERVICES				
V3-00586	3	LAB TESTING	169.30	501-4-44000-3140	Expenditure		26	1
				TESTING SERVICES				
			363.70					
5386	04/25/23	U-000004 AMHERST CAR & TRUCK SALES					190	
23-00053	1	UTILITY REFUND Water	59.54	501-3-16080-0015	Revenue		17	1
				PREPAY UTILITIES				
5387	04/27/23	POSTM005 POSTMASTER, AMHERST					191	
V3-00591	1	APRIL UTILITY MAILING	293.69	501-4-12420-5210	Expenditure		1	1
				POSTAGE				
V3-00591	2	APRIL UTILITY MAILING	293.68	502-4-12420-5210	Expenditure		2	1
				POSTAGE				
			587.37					

Check #	Check Date	Vendor					Reconciled/Void	Ref Num
PO #	Item	Description	Amount Paid	Charge Account	Account Type	Contract	Ref Seq	Acct
GENERAL								
			Continued					
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount</u>	<u>Void</u>	
	Checks:	56	0		419,147.95		0.00	
	Direct Deposit:	0	0		0.00		0.00	
	Total:	56	0		419,147.95		0.00	
Report Totals								
	Checks:	56	0		419,147.95		0.00	
	Direct Deposit:	0	0		0.00		0.00	
	Total:	56	0		419,147.95		0.00	

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	3-100	20,943.66	0.00	692.21	21,635.87
WATER FUND	3-501	142,663.72	59.54	482.60	143,205.86
SEWER FUND	3-502	242,386.16	0.00	411.57	242,797.73
GARBAGE FUND	3-514	11,481.25	0.00	0.00	11,481.25
IDA FUND	3-701	27.24	0.00	0.00	27.24
Total of All Funds:		417,502.03	59.54	1,586.38	419,147.95

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	20,943.66	0.00	692.21	21,635.87
WATER FUND	501	142,663.72	59.54	482.60	143,205.86
SEWER FUND	502	242,386.16	0.00	411.57	242,797.73
GARBAGE FUND	514	11,481.25	0.00	0.00	11,481.25
IDA FUND	701	27.24	0.00	0.00	27.24
Total of All Funds:		417,502.03	59.54	1,586.38	419,147.95

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	3-100	20,943.66	0.00	0.00	0.00	20,943.66
WATER FUND	3-501	142,663.72	0.00	0.00	0.00	142,663.72
SEWER FUND	3-502	242,386.16	0.00	0.00	0.00	242,386.16
GARBAGE FUND	3-514	11,481.25	0.00	0.00	0.00	11,481.25
IDA FUND	3-701	27.24	0.00	0.00	0.00	27.24
Total of All Funds:		<u>417,502.03</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>417,502.03</u>

# 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



# **APRIL 2023 MONTHLY REPORT**

**CALLS: 269**

**MILEAGE: 3971**

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	22
ALARM	5
PHONE COMPLAINT	134
BOLO	8
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	12
DOMESTIC	3
CHECK WELFARE	8
NOISE OR DOG COMPLAINT	5
TRAFFIC CRASH	3
EMS CALLS	5
SUDDEN DEATH	
SUSPICIOUS PERSON	14
OTHER	34
CALLS AT AMBRIAR	1

OTHER	NUMBER
ASSIST OTHER OFFICER	18
ASSIST OTHER AGENCY	8
COURT	4
REPORTS	10
SCHOOL / TRAINING	2
MEETINGS	16
TOWED / IMPOUNDED VEH	

WARNINGS	NUMBER
SPEEDING	6
EQUIPMENT VIOLATION	
RECKLESS DRIVING	5
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	5
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	1

OFFICER INITIATED	NUMBER
BUILDING CHECKS	192
BUSINESS VISIT	123
BUILDING SEARCH	1
TRAFFIC SUMMONS	28
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	262/23
WARRANT SERVICE	8
PROPERTY WALK AROUNDS	108
WARRANTS OBTAINED	6
PARKING TICKETS	
MISD. INVESTIGATION	5
FELONY INVESTIGATION	3
NARCOTICS INV.	
SEARCH WARRANT	
PUBLIC RELATIONS	16
CITIZEN CONTACT	325

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	17
EQUIPMENT VIOLATION	
RECKLESS DRIVING	1
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	2
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	8

ARREST	NUMBER
MISDEMEANOR	6
FELONY	2
EPO/PPO	4
ECO	
NARCOTICS VIOLATION	
DUI / DUID	





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 APRIL 2023 ACTIVITIES:**

4/4/2023- 4/5/2023- Officer Rose attended K-9 training.

4/10/2023- Chief Shiflett and Captain Watts met with the First Responder Event committee.

4/11/2023- Chief Shiflett along with the Sheriff's Department met with FLOCK camera representatives.

4/12/2023- Chief Shiflett met with the Sheriff's Department in reference to planning events and security coverage.

4/12/2023- Chief Shiflett and Captain Watts attended Council Meeting.

4/14/2023- Chief Shiflett had after council meeting with Mrs. McGuffin.

4/20/2023- Chief Shiflett and Captain Watts attended Parade prep meeting.

4/20/2023- Officer Robinson and Officer Rose attended CNT training.

4/21/2023- Captain Payne's years of service to the Town appreciation luncheon.

4/23/2023- Iron Lives 5K- Capt. Watts, Officer Floyd (part-time), Officer Banton and Officer Taylor (reserves) with the assistance of the Amherst County Sheriff's Office and State Police.

4/23/2023- Officer Rose performed a K-9 demonstration at the Dixie Youth Baseball fields for the children.



4/26/2023- The police department held a staff meeting.

4/26/2023- Officer Martin attended the Trauma Informed Community Network Meeting.

4/26/2023- Officer Martin Assistant Accreditation Manager Allison Davis attended Power DMS introduction Meeting.

4/27/2023- Chief Shiflett and Captain Watts attended the RASAC Meeting.

4/27/2023- Chief Shiflett attended the Horizon Board of Directors Meeting.

4/28/2023- Chief Shiflett met with Captain C. Thompson and Mrs. McGuffin in reference to a new camera system (FLOCK).

Iron Lives 5K- Capt. Watts, Officer Floyd (part-time), Officer Banton and Officer Taylor (reserves) with the assistance of the Amherst County Sheriff's Office and State Police.

Throughout the month several officers have met with Commonwealth Attorneys in reference to ongoing cases.

Numerous extra patrols with K-9 throughout the month.

Reserve Officer Banton performed several hours of range maintenance this month.

All department staff have been reviewing policies for annual review.

Reserve officer hours totaled: 8 hours for the month.

### **AFTER HOURS CALLS**

4/1/2023- Suspicious person      Dulwich Drive      Unable to locate

4/7/2023- Suspicious person      Old Mill Park      Advice

4/25/2023- Alarm      Richmond Hwy      Building Secure



4/26/2023- Disabled Vehicle    Richmond Hwy    Assist Motorist

### **ASSIST COUNTY CALLS**

4/23/2023- Officer Rose assisted Nelson County with Negotiations.



# 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:** May 2, 2023  
**Re:** April 2023 Monthly Report

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## Utilities:

- March utility billing total was \$176,033.46.
- There were 12 disconnects for April 2023.
- Ten new account set-ups.

## Accounts Payable:

- The total amount of checks cut for January bills, including payroll deductions were \$419,147.95
- Please see attached report for full check listing.

## Vehicle License Fee Bills:

- Vehicle License fees were due December 5, 2022. Patty has started adding DMV Stops to any account that was not paid through Debt-Set Offs.

## Meals and Beverage Tax:

- 19 Businesses paid \$67,838.25 in Meals and Beverage Tax for the month of March 2023.

## Revenue and Expense Report:

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

Town of Amherst  
Statement of Revenue and Expenditures

Revenue Account Range: First Expend Account Range: First Print Zero YTD Activity: No		to Last to Last	Include Non-Anticipated: Yes Include Non-Budget: Yes		Year To Date As Of: 04/30/23 Current Period: 04/01/23 to 04/30/23 Prior Year: 04/01/22 to 04/30/22			
Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-11010-0001	REAL PROPERTY TAXES - CURRENT	2,187.77	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
100-3-11060-0002	INTEREST ON DEL TAXES	32.24	0.00	0.00	171.41	0.00	171.41	0
100-3-12010-0001	LOCAL SALES & USE TAX	10,219.25	144,000.00	12,392.62	131,409.75	0.00	12,590.25-	91
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	0.00	25,200.00	0.00	10,583.82	0.00	14,616.18-	42
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,558.11	18,000.00	0.00	7,522.43	0.00	10,477.57-	42
12020 Total		1,558.11	43,200.00	0.00	18,106.25	0.00	25,093.75-	42
100-3-12030-0006	BUSINESS LICENSE TAX	65,663.92	115,000.00	42,320.44	102,891.54	0.00	12,108.46-	89
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	0.00	2,500.00	14.50	2,637.69	0.00	137.69	106
12030 Total		65,663.92	117,500.00	42,334.94	105,529.23	0.00	11,970.77-	90
100-3-12050-0001	MOTOR VEHICLE LICENSES	325.00-	40,000.00	0.00	42,616.00	0.00	2,616.00	107
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTERE	32.80	300.00	0.00	116.03	0.00	183.97-	39
12050 Total		292.20-	40,300.00	0.00	42,732.03	0.00	2,432.03	106
100-3-12060-0001	BANK STOCK FEE	28,322.00	70,000.00	32,190.00	32,190.00	0.00	37,810.00-	46
100-3-12080-0001	CIGARETTE TAX	0.00	30,000.00	0.00	24,000.00	0.00	6,000.00-	80
100-3-12100-0001	LODGING TAX	862.12	12,000.00	1,580.71	11,410.46	0.00	589.54-	95
100-3-12110-0001	MEALS TAX	58,863.20	625,000.00	70,504.84	613,026.36	0.00	11,973.64-	98
100-3-12110-0002	MEALS TAX-PEN & INTEREST	0.00	600.00	825.65	1,664.16	0.00	1,064.16	277
12110 Total		58,863.20	625,600.00	71,330.49	614,690.52	0.00	10,909.48-	98
100-3-13030-0007	ZONING PERMITS	0.00	0.00	800.00	3,154.01	0.00	3,154.01	0

Town of Amherst  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-14010-0001	FINES & FORFEITURES	719.32	6,000.00	890.81	10,620.90	0.00	4,620.90	177
100-3-15010-0001	INTEREST ON BANK DEPOSITS	93.63	3,000.00	0.00	5,604.19	0.00	2,604.19	187
100-3-15010-0002	INTEREST ON INVESTMENTS	1,662.24	12,000.00	0.00	24,720.17	0.00	12,720.17	206
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	14,347.32-	0.00	0.00	38,148.48-	0.00	38,148.48-	0
15010 Total		12,591.45-	15,000.00	0.00	7,824.12-	0.00	22,824.12-	202
100-3-15020-0005	TOWER LEASE	1,688.56	9,402.56	904.93	9,049.30	0.00	353.26-	96
100-3-16030-0001	POLICE SECURITY	120.00	0.00	430.56	14,676.68	0.00	14,676.68	0
100-3-18030-0001	REFUNDS	0.00	0.00	420.00	62,915.29	0.00	62,915.29	0
100-3-18030-0005	RETURNED CHECK FEE	50.00	150.00	50.00	405.00	0.00	255.00	270
100-3-18030-0006	ACCIDENT REPORTS	30.00	200.00	50.00	235.00	0.00	35.00	118
100-3-18030-0007	MISC REV	0.00	0.00	31.58	230.97	0.00	230.97	0
100-3-18030-0008	COLLECTION FEE	44.84	2,200.00	303.93	988.50	0.00	1,211.50-	45
18030 Total		124.84	2,550.00	855.51	64,774.76	0.00	62,224.76	64
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	384.22	500.00	0.00	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	143.52	2,400.00	54.57	2,860.33	0.00	460.33	119
100-3-22010-0030	COMMUNICATION TAX FROM STATE	5,948.70	78,000.00	6,389.20	59,631.02	0.00	18,368.98-	76
22010 Total		6,092.22	100,245.00	6,443.77	82,350.53	0.00	17,894.47-	82
100-3-24010-0001	DCJS GRANTS	0.00	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	0.00	32,332.00	0.00	26,488.00-	55
24010 Total		0.00	58,820.00	0.00	71,115.00	0.00	12,295.00	55
100-3-24020-0001	FIRE PROGRAM GRANT	0.00	15,000.00	0.00	15,000.00	0.00	0.00	100
100-3-33010-0009	DCJS FEDERAL JUSTICE FUNDS	500.00	0.00	0.00	0.00	0.00	0.00	0

Town of Amherst  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
100-3-33030-0003	ARPA FUNDS	0.00	0.00	0.00	1,130,893.00	0.00	1,130,893.00	0
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	0.00	0.00	0.00	1,550.00	0.00	1,550.00	0
100-3-42000-0000	RESERVE	0.00	193,628.89	0.00	0.00	0.00	193,628.89-	0
100-3-90000-0000	Cancel Revenue	0.00	0.00	0.00	8.48	0.00	8.48	0
100 GENERAL FUND Revenue Total		164,454.12	1,483,746.45	170,154.34	2,379,141.85	0.00	895,395.40	78
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	9,425.01	0.00	1,974.99	83
100-4-11010-2100	FICA	72.70	872.10	72.70	721.26	0.00	150.84	83
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	0.00	1,500.00	0.00	5,880.34	0.00	4,380.34-	392
11010 TOWN COUNCIL		1,022.70	13,772.10	1,022.70	16,026.61	0.00	2,254.51-	116
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	2,082.60	28,261.74	3,621.85	34,676.48	0.00	6,414.74-	123
100-4-12110-1300	PT WAGES	2,760.58	60,481.52	2,964.86	32,522.26	0.00	27,959.26	54
100-4-12110-2100	FICA	379.80	6,788.86	512.02	5,227.66	0.00	1,561.20	77
100-4-12110-2200	VRS	272.28	9,649.13	788.86	7,266.68	0.00	2,382.45	75
100-4-12110-2300	HEALTH INSURANCE	216.10	7,900.20	630.54	5,192.58	0.00	2,707.62	66
100-4-12110-2400	GROUP LIFE INSURANCE	30.70	672.68	54.74	490.60	0.00	182.08	73
100-4-12110-2500	STD/LONG-TERM DISABILITY	23.82	380.89	22.08	167.13	0.00	213.76	44
100-4-12110-2600	UNEMPLOYMENT INSURANCE	52.80	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	2,454.75	8,210.17	0.00	5,210.17-	274
100-4-12110-3600	ADVERTISING	0.00	1,000.00	292.00	1,994.08	0.00	994.08-	199
100-4-12110-5000	CONTINGENCY REQUIREMENT	923.51	31,746.00	0.00	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	450.00	0.00	90.00	83
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	0.00	2,674.50	0.00	674.50-	134
100-4-12110-5810	DUES & MEMBERSHIPS	46.00	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		6,833.19	246,300.16	11,386.70	112,161.46	0.00	134,138.70	46

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-12210-3150	TOWN ATTORNEY	2,000.00	25,000.00	2,000.00	20,020.23	0.00	4,979.77	80
100-4-12240-3150	INDEPENDENT AUDITOR	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12420-1100	WAGES	3,470.02	46,280.54	3,667.38	45,436.51	0.00	844.03	98
100-4-12420-1300	PT WAGES	306.40	4,750.80	325.53	3,693.30	0.00	1,057.50	78
100-4-12420-2100	FICA	256.04	3,903.90	331.60	3,658.24	0.00	245.66	94
100-4-12420-2200	VRS	610.97	7,835.30	729.65	7,553.83	0.00	281.47	96
100-4-12420-2300	HEALTH INSURANCE	615.98	7,489.80	1,285.64	9,231.77	0.00	1,741.97-	123
100-4-12420-2400	GROUP LIFE INSURANCE	51.15	620.16	59.89	567.47	0.00	52.69	92
100-4-12420-2500	HYBRID DISABILITY	0.00	0.00	4.02	12.06	0.00	12.06-	0
100-4-12420-2600	UNEMPLOYMENT INSURANCE	68.53	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	175.00	1,200.00	25.00	1,300.00	0.00	100.00-	108
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	65.64	840.00	0.00	452.03	0.00	387.97	54
100-4-12420-3170	VIP MANAGEMENT FEE	251.25	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
100-4-12420-5000	MISC EXP	0.00	0.00	2.99	2.99	0.00	2.99-	0
100-4-12420-5210	POSTAGE	0.00	3,000.00	4.15	2,399.55	0.00	600.45	80
100-4-12420-5230	TELECOMMUNICATIONS	90.00	1,080.00	45.00	720.00	0.00	360.00	67
100-4-12420-5400	TUITION REIMBURSEMENT	0.00	5,000.00	0.00	3,227.25	0.00	1,772.75	65
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	1,000.00	10.00	1,708.82	0.00	708.82-	171
100-4-12420-5810	DUES & MEMBERSHIPS	0.00	210.00	0.00	295.00	0.00	85.00-	140
100-4-12420-6001	OFFICE SUPPLIES	57.41	4,000.00	83.97	7,394.37	0.00	3,394.37-	185
	12420 FINANCE DEPARTMENT	6,018.39	98,120.52	6,574.82	99,311.38	0.00	1,190.86-	101
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	492.40	9,000.00	1,358.45	2,760.18	0.00	6,239.82	31
100-4-12510-3330	PHONE MAINTENANCE	0.00	500.00	0.00	0.00	0.00	500.00	0
100-4-12510-3340	WEBSITE MAINTENANCE	0.00	1,000.00	0.00	450.00	0.00	550.00	45
100-4-12510-5600	MICROSOFT OFFICE SERVICE	0.00	6,480.00	493.75	9,183.25	0.00	2,703.25-	142
100-4-12510-6002	I.T. SUPPLIES	20.46	3,000.00	685.52	6,559.61	0.00	3,559.61-	219
100-4-12510-8001	I.T. EQUIPMENT	0.00	1,000.00	0.00	913.87	0.00	86.13	91
	12510 INFORMATION TECHNOLOGY	512.86	20,980.00	2,537.72	19,866.91	0.00	1,113.09	95



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	27,331.82	379,712.76	35,872.08	339,793.85	0.00	39,918.91	89
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	2,831.70	47,634.99	1,448.83	22,966.04	0.00	24,668.95	48
100-4-31100-1400	OTHER PAY/HOLIDAY	0.00	16,547.41	0.00	6,931.86	0.00	9,615.55	42
100-4-31100-1500	SECURITY WAGES	0.00	0.00	600.00	13,880.00	0.00	13,880.00-	0
100-4-31100-2100	FICA	2,253.14	34,225.73	2,808.09	28,465.82	0.00	5,759.91	83
100-4-31100-2200	VRS	4,841.17	67,999.53	5,461.40	55,164.98	0.00	12,834.55	81
100-4-31100-2300	HEALTH INSURANCE	4,571.00	66,690.00	5,588.78	50,104.83	0.00	16,585.17	75
100-4-31100-2400	GROUP LIFE INSURANCE	390.06	5,295.57	455.88	4,548.04	0.00	747.53	86
100-4-31100-2500	STD/LONG-TERM DISABILITY	0.00	0.00	9.65	67.55	0.00	67.55-	0
100-4-31100-2600	UNEMPLOYMENT INSURANCE	184.79	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	223.49	873.49	0.00	5,126.51	15
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	183.81	11,760.00	0.00	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	0.00	1,656.22	0.00	2,343.78	41
100-4-31100-5700	PUBLIC SAFETY FOURTH OF JULY EVENT	0.00	6,000.00	0.00	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	599.32	2,000.00	0.00	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	589.71	2,316.01	0.00	683.99	77
100-4-31100-6003	CANINE SUPPLIES	0.00	3,766.36	0.00	4,284.27	0.00	517.91-	114
100-4-31100-6008	FUEL	1,449.00	15,000.00	1,022.54	14,337.40	0.00	662.60	96
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	72.00	9,000.00	1,084.78	8,720.27	0.00	279.73	97
100-4-31100-6010	POLICE SUPPLIES	917.74	33,238.68	875.22	24,209.96	0.00	9,028.72	73
100-4-31100-6011	UNIFORMS	264.32	4,000.00	406.10	3,967.32	0.00	32.68	99
100-4-31100-6030	CRIME PREVENTION	491.82	4,000.00	0.00	7,767.99	0.00	3,767.99-	194
100-4-31100-6032	INVESTIGATION EXPENSE	0.00	2,500.00	0.00	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		46,381.69	813,441.67	56,446.55	690,655.74	0.00	122,785.93	85

Town of Amherst  
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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-32200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-32200-5600	FIRE DEPT CONTRIBUTIONS	0.00	12,500.00	0.00	12,500.00	0.00	0.00	100
100-4-32200-5701	FIRE PROGRAM GRANTS	0.00	15,000.00	0.00	15,000.00	0.00	0.00	100
	32200 CONTROL	0.00	27,500.00	0.00	27,500.00	0.00	0.00	100
100-4-41320-5100	STREETLIGHTS	2,123.79	26,000.00	3,275.76	23,358.40	0.00	2,641.60	90
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	3,247.09	21,904.95	2,473.89	31,009.21	0.00	9,104.26-	142
100-4-43200-1300	PT WAGES	556.00	14,442.71	548.08	7,979.42	0.00	6,463.29	55
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	281.03	2,806.77	230.71	2,944.16	0.00	137.39-	105
100-4-43200-2200	VRS	593.85	3,708.51	462.32	5,937.84	0.00	2,229.33-	160
100-4-43200-2300	HEALTH INSURANCE	939.70	6,225.00	606.59	7,299.17	0.00	1,074.17-	117
100-4-43200-2400	GROUP LIFE INSURANCE	49.72	293.53	38.07	448.66	0.00	155.13-	153
100-4-43200-2600	UNEMPLOYMENT INSURANCE	141.34	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	549.10	20,709.00	846.68	22,973.11	0.00	2,264.11-	111
100-4-43200-5110	HEATING SERVICES	0.00	3,500.00	193.74	2,484.01	0.00	1,015.99	71
100-4-43200-5120	WATER/SEWER	342.62	3,400.00	0.00	2,347.32	0.00	1,052.68	69
100-4-43200-5230	TELECOMMUNICATION	1,161.65	10,600.00	938.27	11,734.63	0.00	1,134.63-	111
100-4-43200-5304	PROPERTY INSURANCE	0.00	358.22	0.00	358.22	0.00	0.00	100
100-4-43200-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	1,126.76	0.00	0.00	100
100-4-43200-5306	OTHER PROPERTY INSURANCE	0.00	1,281.25	0.00	1,281.25	0.00	0.00	100
100-4-43200-5308	GENERAL LIABILITY INSURANCE	0.00	12,167.77	0.00	7,238.00	0.00	4,929.77	59
100-4-43200-5410	LEASE OF EQUIPMENT	0.00	7,000.00	0.00	5,959.51	0.00	1,040.49	85
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	860.00	1,000.00	40.70	1,603.79	0.00	603.79-	160
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	8.31	3,000.00	21.14	925.13	0.00	2,074.87	31
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	4,679.79	21,500.00	25.78	3,110.44	0.00	18,389.56	14
100-4-43200-6008	FUEL	1,183.85	15,000.00	1,856.73	15,047.91	0.00	47.91-	100
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	7,284.18	24,000.00	1,967.69	16,841.13	0.00	7,158.87	70
100-4-43200-6011	UNIFORMS	0.00	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	482.22	2,000.00	347.00	1,442.66	0.00	557.34	72
	43200 GENERAL MAINTENANCE	22,360.45	183,282.00	10,597.39	156,018.56	0.00	27,263.44	85
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	0.00	3,000.00	0.00	3,000.00	0.00	0.00	100

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
100-4-72200-5600	MUSEUM CONTRIBUTIONS	0.00	2,500.00	0.00	1,676.78	0.00	823.22	67
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	16.60	94.06	0.00	19.06-	125
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	16.60	1,504.86	0.00	154.86-	111
100-4-83500-5600	NEIGHBORS HELPING NEIGHBORS CONTRIBUTION	0.00	2,500.00	0.00	2,500.00	0.00	0.00	100
100-4-92000-9000	REVENUE REFUNDS	0.00	0.00	0.00	169.65	0.00	169.65-	0
	100 GENERAL FUND Expend Total	87,253.07	1,483,746.45	93,858.24	1,173,770.58	0.00	309,975.87	79

100 GENERAL FUND

	Prior	Current	YTD
Revenues:	164,454.12	170,154.34	2,379,141.85
Expended:	87,253.07	93,858.24	1,173,770.58
Net Income:	77,201.05	76,296.10	1,205,371.27

Town of Amherst  
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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
501-3-16080-0005	WATER IN-TOWN BASE CHARGES	23,412.26	254,707.54	0.00	137,866.42	0.00	116,841.12-	54
501-3-16080-0006	WATER OT BASE CHARGES	14,290.16	150,338.98	0.00	98,971.14	0.00	51,367.84-	66
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	34,668.75	374,019.84	0.00	211,559.81	0.00	162,460.03-	57
501-3-16080-0008	WATER OT USAGE CHARGES	23,592.33	253,848.46	0.00	163,628.61	0.00	90,219.85-	64
501-3-16080-0009	PENALTIES	13,713.47	20,000.00	0.00	31,043.11	0.00	11,043.11	155
501-3-16080-0010	TRIP CHARGES	1,400.00	12,000.00	0.00	3,087.46	0.00	8,912.54-	26
501-3-16080-0011	DORMANT ACCT FEE	318.23	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	1,080.14	0.00	1,000.00	7,293.42	0.00	7,293.42	0
501-3-16080-0014	WATER CHARGES-SBC	10,990.82	131,625.12	0.00	49,771.69	0.00	81,853.43-	38
501-3-16080-0015	PREPAY UTILITIES	0.00	0.00	59.54-	22,539.54-	0.00	22,539.54-	0
16080 Total		123,863.16	1,204,952.15	940.46	684,946.35	0.00	520,005.80-	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		123,863.16	1,212,615.54	940.46	686,246.35	0.00	526,369.19-	58
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12110-1100	WAGES	3,085.32	41,869.24	3,220.72	35,365.03	0.00	6,504.21	84
501-4-12110-1300	PT WAGES	345.08	4,817.90	370.60	4,065.20	0.00	752.70	84
501-4-12110-2100	FICA	276.20	3,571.57	289.12	3,161.29	0.00	410.28	89
501-4-12110-2200	VRS	697.86	8,792.54	728.64	7,286.31	0.00	1,506.23	83
501-4-12110-2300	HEALTH INSURANCE	313.38	4,104.00	340.10	3,400.96	0.00	703.04	83
501-4-12110-2400	GROUP LIFE INSURANCE	44.54	561.05	46.50	464.99	0.00	96.06	83
501-4-12110-2500	STD/LONG-TERM DISABILITY	35.28	221.07	18.42	178.21	0.00	42.86	81
501-4-12110-5000	CONTINGENCY	0.00	444.00	0.00	0.00	0.00	444.00	0
12110 TOWN MANAGER		4,797.66	64,381.37	5,014.10	53,921.99	0.00	10,459.38	84
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	2,837.13	40,718.94	2,582.55	31,713.99	0.00	9,004.95	78
501-4-12420-1300	PT WAGES	612.80	9,501.60	651.06	7,386.64	0.00	2,114.96	78
501-4-12420-2100	FICA	249.49	3,841.87	227.52	2,821.23	0.00	1,020.64	73
501-4-12420-2200	VRS	486.54	6,893.72	406.51	4,773.80	0.00	2,119.92	69
501-4-12420-2300	HEALTH INSURANCE	528.10	7,182.00	211.98	4,239.53	0.00	2,942.47	59

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-12420-2400	GROUP LIFE INSURANCE	40.75	545.63	33.24	396.31	0.00	149.32	73
501-4-12420-2500	HYBRID DISABILITY	0.00	0.00	7.87	23.61	0.00	23.61-	0
501-4-12420-3160	BANKING SERVICE CHARGES	7.00	0.00	0.00	35.00	0.00	35.00-	0
501-4-12420-3320	SUPPORT CONTRACTS	0.00	3,600.00	0.00	0.00	0.00	3,600.00	0
501-4-12420-5210	POSTAGE	279.32	3,500.00	293.69	3,250.74	0.00	249.26	93
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,486.00	0.00	714.00	68
	12420 FINANCE DEPARTMENT	5,041.13	77,983.76	4,414.42	56,126.85	0.00	21,856.91	72
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	11,701.89	145,735.81	12,226.20	125,399.04	0.00	20,336.77	86
501-4-44000-1300	PT WAGES	1,210.88	15,849.66	1,005.84	8,696.64	0.00	7,153.02	55
501-4-44000-1400	OTHER/HOLIDAY	578.00	5,961.45	135.35	5,742.64	0.00	218.81	96
501-4-44000-2100	FICA	949.36	12,817.34	965.92	10,128.81	0.00	2,688.53	79
501-4-44000-2200	VRS	1,819.16	24,673.07	1,892.63	18,757.07	0.00	5,916.00	76
501-4-44000-2300	HEALTH INSURANCE	1,973.12	25,650.00	2,140.70	19,269.59	0.00	6,380.41	75
501-4-44000-2400	GROUP LIFE INSURANCE	152.36	1,952.86	152.21	1,510.45	0.00	442.41	77
501-4-44000-2500	LONG-TERM DISABILITY	51.90	227.39	16.50	134.49	0.00	92.90	59
501-4-44000-2600	UNEMPLOYMENT INSURANCE	66.42	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	388.94	31,000.00	1,151.00	6,611.81	0.00	24,388.19	21
501-4-44000-3150	PROFESSIONAL SVCS	550.00	3,200.00	250.00	2,750.00	0.00	450.00	86
501-4-44000-3310	REPAIR & MAINT. SVCS	855.00	10,000.00	0.00	1,923.54	0.00	8,076.46	19
501-4-44000-3600	ADVERTISING	0.00	2,000.00	0.00	1,148.00	0.00	852.00	57
501-4-44000-5100	ELECTRICAL SVCS	3,857.38	37,000.00	6,222.31	48,442.17	0.00	11,442.17-	131
501-4-44000-5120	WATER & SEWER	2,485.10	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	304.18	4,500.00	90.00	1,969.82	0.00	2,530.18	44
501-4-44000-5301	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	0.00	0.00	225.00	0.00	225.00-	0
501-4-44000-5304	PROPERTY INSURANCE	0.00	3,106.98	0.00	1,976.14	0.00	1,130.84	64
501-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	472.06	0.00	360.70	0.00	111.36	76
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	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	221.00	2,000.00	0.00	1,027.00	0.00	973.00	51
501-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	321.90	321.90	0.00	1,678.10	16
501-4-44000-6004	LAB SUPPLIES	701.31	15,000.00	0.00	6,843.72	0.00	8,156.28	46
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	46.42	20,000.00	276.57	4,408.05	0.00	15,591.95	22
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	53.94	4,000.00	25.65	744.26	0.00	3,255.74	19
501-4-44000-6011	UNIFORMS	0.00	1,500.00	0.00	1,485.80	0.00	14.20	99

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-44000-6051	CHEMICALS	2,448.90	70,000.00	7,583.62	57,236.00	0.00	12,764.00	82
501-4-44000-8005	EQUIPMENT	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0
	44000 WATER OPERATIONAL	30,415.26	487,613.42	34,456.40	367,880.89	0.00	119,732.53	75
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	8,349.22	109,524.75	8,154.00	94,647.91	0.00	14,876.84	86
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	14.84	699.29	19.92	577.21	0.00	122.08	83
501-4-45000-2100	FICA	615.90	8,563.01	625.56	7,116.23	0.00	1,446.78	83
501-4-45000-2200	VRS	1,428.92	18,542.54	1,410.09	14,754.54	0.00	3,788.00	80
501-4-45000-2300	HEALTH INSURANCE	1,848.58	23,085.00	1,814.05	19,150.90	0.00	3,934.10	83
501-4-45000-2400	GROUP LIFE INSURANCE	119.66	1,467.63	116.99	1,231.76	0.00	235.87	84
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	37.80	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	0.00	160.00	0.00	40.00	80
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	0.00	20,000.00	1,777.62	19,782.42	0.00	217.58	99
	45000 WATER MAINTENANCE	12,414.92	197,804.59	13,918.23	166,422.31	0.00	31,382.28	84
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	2,250.00	11,070.00	0.00	11,070.00-	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	158,956.85	0.00	122,468.57	1,597,991.13	0.00	1,597,991.13-	0
501-4-94000-9000	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	143,050.00	0.00	143,050.00-	0
	94000 CONTROL	158,956.85	0.00	124,718.57	1,752,111.13	0.00	1,752,111.13-	0
501-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9000	60W W/L PRINCIPLE	0.00	16,697.98	0.00	8,286.84	0.00	8,411.14	50
501-4-95000-9001	60W W/L INTEREST	0.00	10,288.28	0.00	6,235.12	0.00	4,053.16	61
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	0.00	78,352.35	0.00	38,957.04	0.00	39,395.31	50
501-4-95000-9005	MAINSTREET W/L INTEREST	0.00	14,866.45	0.00	22,518.80	0.00	7,652.35-	151
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	7,969.89	98,887.58	0.00	49,443.84	0.00	49,443.74	50
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	2,552.63	28,315.66	0.00	14,525.39	0.00	13,790.27	51
501-4-95000-9008	WATER PLANT UPGRADES PRINCIPLES	0.00	44,529.08	0.00	0.00	0.00	44,529.08	0
501-4-95000-9009	WATER PLANT UPGRADES INTEREST	0.00	92,895.00	0.00	49,235.38	0.00	43,659.62	53

Town of Amherst  
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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	95000 DEBT SERVICE	10,522.52	384,832.38	0.00	189,202.41	0.00	195,629.97	49
	501 WATER FUND Expend Total	222,148.34	1,212,615.52	182,521.72	2,585,665.58	0.00	1,373,050.06-	213

501 WATER FUND		Prior	Current	YTD
	Revenues:	123,863.16	940.46	686,246.35
	Expended:	222,148.34	182,521.72	2,585,665.58
	Net Income:	98,285.18-	181,581.26-	1,899,419.23-

Town of Amherst  
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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	32,217.91	342,220.20	0.00	190,214.05	0.00	152,006.15-	56
502-3-16080-0006	SEWER OT BASE CHARGES	11,366.83	133,646.24	0.00	82,346.72	0.00	51,299.52-	62
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	22,940.40	243,134.20	0.00	136,714.94	0.00	106,419.26-	56
502-3-16080-0008	SEWER OT USAGE CHARGE	9,252.43	108,786.08	0.00	67,029.03	0.00	41,757.05-	62
502-3-16080-0009	PENALTIES	11,259.97	20,000.00	0.00	12,838.89	0.00	7,161.11-	64
502-3-16080-0011	DORMANT ACCT FEE	446.47	5,217.14	0.00	2,821.59	0.00	2,395.55-	54
16080 Total		87,484.01	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		87,484.01	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
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	26,523.78	0.00	4,878.15	84
502-4-12110-1300	PT WAGES	310.56	4,336.11	333.54	3,658.68	0.00	677.43	84
502-4-12110-2100	FICA	211.10	2,733.96	221.08	2,417.51	0.00	316.45	88
502-4-12110-2200	VRS	523.38	6,594.41	546.48	5,464.74	0.00	1,129.67	83
502-4-12110-2300	HEALTH INSURANCE	235.02	3,078.00	255.08	2,550.77	0.00	527.23	83
502-4-12110-2400	GROUP LIFE INSURANCE	33.40	420.79	34.86	348.60	0.00	72.19	83
502-4-12110-2500	STD/LONG-TERM DISABILITY	26.46	165.80	13.81	124.27	0.00	41.53	75
12110 CONTROL		3,653.92	48,731.00	3,820.39	41,088.35	0.00	7,642.65	84
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	2,252.34	32,163.66	2,115.40	25,419.24	0.00	6,744.42	79
502-4-12420-1300	PT WAGES	597.49	9,264.06	634.79	7,201.94	0.00	2,062.12	78
502-4-12420-2100	FICA	203.29	3,169.22	191.63	2,326.80	0.00	842.42	73
502-4-12420-2200	VRS	386.34	5,445.31	338.69	3,852.63	0.00	1,592.68	71
502-4-12420-2300	HEALTH INSURANCE	409.32	5,540.40	203.50	3,448.10	0.00	2,092.30	62
502-4-12420-2400	GROUP LIFE INSURANCE	32.37	430.99	27.84	320.39	0.00	110.60	74



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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-12420-2500	HYBRID DISABILITY	0.00	0.00	5.25	15.75	0.00	15.75-	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	279.32	3,700.00	293.68	2,659.20	0.00	1,040.80	72
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,486.00	0.00	714.00	68
	12420 FINANCE DEPARTMENT	4,160.47	65,613.64	3,810.78	49,480.05	0.00	16,133.59	75
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	9,949.44	138,423.95	11,032.58	118,336.41	0.00	20,087.54	85
502-4-44000-1400	OTHER/HOLIDAY	712.98	5,553.68	2,261.35	9,797.05	0.00	4,243.37-	176
502-4-44000-2100	FICA	818.48	11,014.29	1,022.45	9,846.75	0.00	1,167.54	89
502-4-44000-2200	VRS	1,720.70	23,435.17	1,873.50	18,600.05	0.00	4,835.12	79
502-4-44000-2300	HEALTH INSURANCE	1,966.88	25,650.00	2,134.30	21,342.91	0.00	4,307.09	83
502-4-44000-2400	GROUP LIFE INSURANCE	144.10	1,854.88	159.82	1,561.92	0.00	292.96	84
502-4-44000-2500	LONG-TERM DISABILITY	16.62	214.27	17.85	160.65	0.00	53.62	75
502-4-44000-2600	UNEMPLOYMENT INSURANCE	79.20	66.00	0.00	0.00	0.00	66.00	0
502-4-44000-2700	WORKER'S COMP	0.00	2,376.64	0.00	2,750.00	0.00	373.36-	116
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	310.00	2,000.00	0.00	643.25	0.00	1,356.75	32
502-4-44000-3140	TESTING SERVICES	3,298.00	38,000.00	727.40	23,586.93	0.00	14,413.07	62
502-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	4,500.00	0.00	1,300.00-	141
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	4,505.26	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	3,386.15	35,000.00	5,016.95	40,228.05	0.00	5,228.05-	115
502-4-44000-5120	WATER, SEWER - RUT. CRK.	255.27	6,000.00	0.00	2,454.76	0.00	3,545.24	41
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	126.93	1,622.92	164.14	2,096.94	0.00	474.02-	129
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	4.78	4.78	0.00	255.12	2
502-4-44000-5230	TELECOMMUNICATIONS	259.69	4,260.00	90.00	1,956.61	0.00	2,303.39	46
502-4-44000-5304	PROPERTY INSURANCE	0.00	5,617.17	0.00	3,572.70	0.00	2,044.47	64
502-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	448.05	0.00	1,126.76	0.00	678.71-	251
502-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	124.00	499.00	0.00	2,501.00	17
502-4-44000-5600	PERMITS	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
502-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	729.39	1,131.21	0.00	868.79	57
502-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	321.90	420.70	0.00	1,579.30	21
502-4-44000-6004	LAB SUPPLIES	201.21	7,000.00	1,390.72	7,424.13	0.00	424.13-	106
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	0.00	18,059.20	0.00	23,149.78	0.00	5,090.58-	128
502-4-44000-6008	FUEL/OIL	0.00	2,000.00	846.24	4,277.49	0.00	2,277.49-	214
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	0.00	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

Town of Amherst  
Statement of Revenue and Expenditures

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	44000 SEWER OPERATIONAL	28,016.51	365,756.12	28,167.37	308,638.33	0.00	57,117.79	84
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	5,680.02	109,524.75	8,154.00	79,546.49	0.00	29,978.26	73
502-4-45000-1300	PT WAGES	14.84	699.29	19.92	577.21	0.00	122.08	83
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	412.49	8,563.01	625.56	5,964.09	0.00	2,598.92	70
502-4-45000-2200	VRS	972.17	18,542.54	1,410.09	12,423.76	0.00	6,118.78	67
502-4-45000-2300	HEALTH INSURANCE	1,251.27	23,085.00	1,814.05	16,045.71	0.00	7,039.29	70
502-4-45000-2400	GROUP LIFE INSURANCE	81.41	1,467.63	116.99	1,036.55	0.00	431.08	71
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	350.00	8,000.00	62.55	6,939.28	0.00	1,060.72	87
	45000 SEWER MAINTENANCE	8,762.20	175,067.55	12,203.16	127,305.44	0.00	47,762.11	73
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	0.00	0.00	232,417.50	365,965.16	0.00	365,965.16-	0
	94000 CAPITAL PROJECTS	0.00	0.00	232,417.50	877,951.16	0.00	877,951.16-	0
502-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-95000-9002	STERLING BANK WWTP REFI PRIN	16,936.01	210,136.13	0.00	105,067.99	0.00	105,068.14	50
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	5,424.32	60,170.78	0.00	30,866.36	0.00	29,304.42	51
502-4-95000-9004	SEWER REHAB PRINCIPLE	0.00	69,184.17	0.00	28,627.08	0.00	40,557.09	41
502-4-95000-9005	SEWER REHAB INTEREST	0.00	46,351.83	0.00	29,140.92	0.00	17,210.91	63
	95000 DEBT SERVICE	22,360.33	385,842.91	0.00	193,702.35	0.00	192,140.56	50
	502 SEWER FUND Expend Total	66,953.43	1,041,011.22	280,419.20	1,598,165.68	0.00	557,154.46-	154

502 SEWER FUND

	Prior	Current	YTD
Revenues:	87,484.01	0.00	540,589.88
Expended:	66,953.43	280,419.20	1,598,165.68
Net Income:	20,530.58	280,419.20-	1,057,575.80-

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
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Town of Amherst  
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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
514-3-16080-0005	GARBAGE IT CHARGES	10,243.43	122,451.20	0.00	61,334.71	0.00	61,116.49-	50
514-3-16080-0006	GARBAGE OT CHARGES	1,459.97	17,299.20	0.00	8,730.78	0.00	8,568.42-	50
514-3-16080-0009	PENALTIES	2,189.07	2,800.00	0.00	2,320.76	0.00	479.24-	83
	16080 Total	13,892.47	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	13,892.47	154,127.84	0.00	72,386.25	0.00	81,741.59-	47
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
514-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12110-1100	WAGES	231.40	3,140.19	241.54	2,652.26	0.00	487.93	84
514-4-12110-1300	PT WAGES	34.50	481.79	37.08	406.74	0.00	75.05	84
514-4-12110-2100	FICA	21.38	277.08	22.38	244.77	0.00	32.31	88
514-4-12110-2200	VRS	52.34	659.44	54.66	546.58	0.00	112.86	83
514-4-12110-2300	HEALTH INSURANCE	23.50	307.80	25.50	255.01	0.00	52.79	83
514-4-12110-2400	GROUP LIFE INSURANCE	3.34	42.08	3.48	34.80	0.00	7.28	83
514-4-12110-2500	STD/LONG-TERM DISABILITY	2.70	16.58	1.39	12.56	0.00	4.02	76
	12110 TOWN MANAGER	369.16	4,924.96	386.03	4,152.72	0.00	772.24	84
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	120.61	1,733.71	108.77	1,344.45	0.00	389.26	78
514-4-12420-1300	PT WAGES	15.31	237.54	16.28	184.72	0.00	52.82	78
514-4-12420-2100	FICA	9.82	110.66	8.78	110.32	0.00	0.34	100
514-4-12420-2200	VRS	20.69	293.52	17.03	201.94	0.00	91.58	69
514-4-12420-2300	HEALTH INSURANCE	22.60	307.80	8.48	179.00	0.00	128.80	58
514-4-12420-2400	GROUP LIFE INSURANCE	1.73	23.23	1.39	16.81	0.00	6.42	72
514-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.40	1.14	0.00	1.14-	0
	12420 FINANCE DEPARTMENT	190.76	2,706.46	161.13	2,038.38	0.00	668.08	75
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	19,061.39	123,036.96	11,479.46	102,179.30	0.00	20,857.66	83
514-4-43200-3170	COLLECTION OUT OF TOWN	2,678.61	19,840.80	0.00	12,615.32	0.00	7,225.48	64
	43200 CONTROL	21,740.00	142,877.76	11,479.46	114,794.62	0.00	28,083.14	80

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	155.86	2,433.88	181.18	1,935.49	0.00	498.39	80
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	38.02	0.00	0.00	0.00	38.02	0
514-4-45000-2100	FICA	11.40	189.10	13.86	144.37	0.00	44.73	76
514-4-45000-2200	VRS	26.66	412.06	31.34	302.12	0.00	109.94	73
514-4-45000-2300	HEALTH INSURANCE	34.45	513.00	40.31	391.22	0.00	121.78	76
514-4-45000-2400	GROUP LIFE INSURANCE	2.25	32.61	2.59	25.17	0.00	7.44	77
	45000 GARBAGE MAINTENANCE	230.62	3,618.67	269.28	2,798.37	0.00	820.30	77
	514 GARBAGE FUND Expend Total	22,530.54	154,127.85	12,295.90	123,784.09	0.00	30,343.76	80

514 GARBAGE FUND

	Prior	Current	YTD
Revenues:	13,892.47	0.00	72,386.25
Expended:	22,530.54	12,295.90	123,784.09
Net Income:	8,638.07-	12,295.90-	51,397.84-

Town of Amherst  
Statement of Revenue and Expenditures

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Cancel	Excess/Deficit	% Real
701-3-41030-0001	BP RECOUPMENT REV	0.00	26,771.75	0.00	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	1,062.54	1,062.54	0.00	370.86-	74
	701 IDA FUND Revenue Total	0.00	34,530.15	1,062.54	35,923.49	0.00	1,393.34	104

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	178.08	8,391.44	239.04	6,926.46	0.00	1,464.98	83
701-4-45000-2100	FICA	13.62	8,391.44	18.29	529.92	0.00	7,861.52	6
701-4-45000-2700	WORKER'S COMP	0.00	352.44	0.00	210.21	0.00	142.23	60
	45000 CONTROL	191.70	17,135.32	257.33	7,666.59	0.00	9,468.73	45
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	0.00	300.00	0.00	300.00-	0
701-4-81500-5100	ELECTRICAL SERV.	0.00	200.00	27.24	166.50	0.00	33.50	83
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	0.00	17,394.83	27.24	3,194.50	0.00	14,200.33	18
	701 IDA FUND Expend Total	191.70	34,530.15	284.57	10,861.09	0.00	23,669.06	31

701 IDA FUND

	Prior	Current	YTD
Revenues:	0.00	1,062.54	35,923.49
Expended:	191.70	284.57	10,861.09
Net Income:	191.70-	777.97	25,062.40

Grand Totals

	Prior	Current	YTD
Revenues:	389,693.76	172,157.34	3,714,287.82
Expended:	399,077.08	569,379.63	5,492,247.02
Net Income:	9,383.32-	397,222.29-	1,777,959.20-

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
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## **CLERK OF COUNCIL REPORT**

### **APRIL 2023**

#### **COMMITTEE MEETINGS**

##### **Town Council**

*Regular Meeting 4/12/23:* 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.

*Budget Session 4/27/23:* Attend meeting; draft minutes for approval; post to Town website.

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

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

Administration of website generating and continuously uploading information/documents; revising 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**

Second Stage Market Banner: Prepare permit application package; correspond with VDOT; receive permit.

Light Pole Banners: Correspond with McBride Signs; correspond with VDOT re permit.

#### **FIRST RESPONDERS PARADE AND CELEBRATION**

Purchase t-shirts for event staff; deliver for application of graphic.

Receive and track parade entry forms.

#### **OTHER:**

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

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



## Town of Amherst Committees as of APRIL 28, 2023

### Appointed/Term Expires

#### **TOWN COUNCIL**

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

#### **PLANNING COMMISSION**

June Driskill, Chairperson	05/13/20	06/30/24
Michael H. Driskill	01/01/23	12/31/24 (TC rep)
William Jones	07/01/19	06/30/23 – 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.



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

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

May 3, 2023

Picture 1



Picture 2



Picture 3



April saw some of the significant work needed in the settling basins completed. New valves and piping were installed, requiring one of the basins to be drained while the work was being done. This did allow for staff to be able to perform side wall cleaning. The new sludge removal systems help decrease sludge accumulation, but the side walls must be manually washed.

The Town's significant water users were notified before this event since it would limit production by fifty percent. Not all of the Town's significant users are high water volume users, but medical applications need a reliable water supply to perform their life-saving service. Work was also scheduled to fit around the Amherst County School System schedule, with work starting the week school was closed, which coincided with Sweet Briar being on break.

Pictures one and two show the old transfer line from basin number two being removed, and picture three shows its new replacement. Picture four shows the empty settling basin number one with the mentioned sludge removal system that travels the bottom of the tank.

Picture 4





Picture 5



Picture 6



Picture 7



April 28, 2023, saw four inches of rainfall in less than twenty hours. The abundant rain caused localized flooding in and around Amherst, and the Plants Department was not exempted. Pictures five and six show the Buffalo River at the flood stage. While operations could have continued, the town's storage tank was full, and non-production for one day was deemed less harmful to plant equipment than to continue pumping the thick slurry of mud, silt, and sand.

Wastewater was inundated by a million gallons plus that day. This caused the breach of containment from the surge equalization line that offshoots from the raw influent receiving structures, as seen in picture seven. The estimated time of the overflow was reported as one hour and forty-five minutes, with a loss of an estimated fifty-six thousand gallons as reported to the Department of Environmental Quality.

Picture 8 shows the Rutledge Creek flows through the floodplain and the lower plant.

Picture 8



**Town of Amherst Planning Commission  
Minutes  
May 3, 2023**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on May 3, 2023, at 7:00 P.M. in the Council Chambers of Town Hall at 174 S. Main Street.

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

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

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

The Chair opened the floor for citizen comments.

Manly Rucker and John Wimer were present to comment and answer questions on the application of Rutledge Development, LLC for a special use permit for a temporary contractor storage yard on property at Route 60 and the railroad tracks. Tom Howell and Beth Brown were also present to answer questions.

There being no one else present to speak, no further comments were made.

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

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

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

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

Mr. Vandervelde made a motion that was seconded by Mr. Hart to set a public hearing on the submitted request to rezone the property and consideration of the applicant's site plan at its June 7, 2023, meeting, as recommended by staff.

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

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

Town Manager McGuffin gave a report on a request for a Special Use Permit by Rutledge Development LLC for a temporary contractor storage yard located at their property at Route 60 and the railroad tracks (no address). Staff recommended setting a public hearing on the request.

Mr. Driskill made a motion that was seconded by Mr. Day to set a public hearing on the submitted request for a special use permit at its June 7, 2023, meeting, as recommended by staff.

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

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

There being no further business, on motion of Mr. Driskill which was seconded by Mr. Vandervelde and carried 7-0, the meeting adjourned at 7:41 PM, according to the following:

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

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

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

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  
March 23, 2023

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

**Directors:** None  
(Absent)

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

**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 March 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. (Perrow, Barrett passed 9/0).**

**Reading and Approving of the February 23, 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 presented. (Angulo, Perrow passed 7/0), Payne and Smith Abstained.**

## REPORT OF OFFICERS/PARTNERS/STAFF

**1-Treasurer's Report – February 2023 –Doug Perrow, Treasurer**, gave the treasurer's report (copy filed with minutes). All bank statements were reconciled to the checkbook and QuickBooks program. The February 2023 Treasurer's report will be filed in the District Office.

6:04 pm Brandon Schmitt entered the meeting.

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

### **Administration:**

Third quarter reports are due Monday, April 17– Attachment E, cash balance and P&L.

District finance committees should be drafting **FY24 annual budgets** for board approval in June. Page 6 of the *Desktop Procedures for District Fiscal Operations* provides information to develop the annual budgets. Review of Desktop Procedures and policies are also needed.

General Assembly adjourned February 25 without finalizing budget amendments. FY24 is the second year of the two-year budget passed last year. The state is funded for FY24 and that covers SWCDs and our grant agreements.

Interviews should include closed meetings for discussions.

### **Ag Cost Share:**

Please encourage BMP participants to complete their projects in time for payment prior to the close of the fiscal year so no carry over into FY24 is needed. **Please review Pages II 41 - 44** in the VACS manual. Practices approved in FY23 that are listed as “two-year completion date eligible” do not need formal board approval prior to the end of this year. Other practices substantially under construction and eligible for carryover will need approval by district boards prior to COB 6/30/23. **Notify Sara Bottenfield by May 15** (cc me please) of any projects needing DCR approval prior to district consideration to carry over a third time into a 4<sup>th</sup> program year.

Districts unable to obligate 90% of their FY23 cost share allocation can either transfer allocation to other districts or return allocation with proportional TA to DCR before the end of June. Check on records for expired SL-6s, WP-2s and WP-4s for possible CCI sign-up.

*Reminder:* CCI practices “must not be in lifespan from any other conservation program.” VACS practices that are out of lifespan (including piggybacks) are eligible for CCI. Projects that were federal only, such as NRCS EQIP, are only eligible for CCI after the practices are out of their program lifespan. Note Terms of EQIP, a "practice" is the same as a "component" in DCR terminology. Also note that even though an average EQIP contract may only last a few years, the lifespan of the practices within that contract can last significantly longer. CCI can only be applied after the original EQIP project practices are out of lifespan.

Meetings are on file.

**3-USDA Natural Resources Conservation Service Report** –Kelly Burke District Conservationist-gave the March report.

### **Program Updates/ Deadlines:**

The Rustburg, VA office is managing conservation on cropland, pasture and forest through the NRCS EQIP and CPS programs

Environmental Quality Incentives Program (EQIP)

- March 17, 2023 New IRA application deadline
- March 31, 2023 EQIP-CIC Ranking Deadline
- May 26, 2023 CSP Classic Ranking Deadline
- August 7, 2023 FSA Continuous-CRP Application Deadline
- August 15, 2023 Final EQIP Obligations Deadline
- Sept 8, 2023 Continuous-CRP Conservation Plan Deadline
- Sept 15, 2023 EQIP-IRA Obligations Deadline
- Sept 29, 2023 FY24 EQIP/CSP Application Ranking Deadline

Environmental Quality Incentives Program (EQIP):

14 EQIP Contracts:

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

1 EQIP CIC Contract:

- 1-Campbell Co

45 EQIP Applications

- 14-Amherst Co
- 12-Appomattox, Co
- 19-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:

- 4-Amherst Co
- 5-Appomattox Co
- 14-Campbell Co
- 2-Pittsylvania 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 NRCS letter provided for Stream Crossing Issue for SWCD practice number 10-19-0006.



**4-Virginia Department of Forestry Report** – BJ Butler, Appomattox Forester –written report was provided.

Thank you for allowing me to come and present during the breakfast you all had. It was a pleasure to be there, and a lot of good information was spread throughout. We at the DOF have been busy with spring fire season and also planting occurring throughout the county.

First I would like to produce some sad news we had a fatality on a fire down in southwest VA. It was our first fatality in history of DOF, this has hit us hard as an agency because we are rather small and everyone knows everybody. If you could please keep his family and us in your prayers as we continue to go through the healing process of no longer having him with us.

On some brighter news in Campbell County we have begun the process of reforestation close to 800 acres of cutover and open fields. We have had 20 fires so far with the biggest one down in Brookneal area of 65 acres so far. Knock on wood we don't have any more. With the weather being drier and windy for the remainder of the season it could become a problem. So please remember don't burn and look at the weather for warnings or special weather statement.

**5-Virginia Cooperative Extension Report** – Bruce Jones, Appomattox VCE Agent –Gave the March report.

1. Central VA Cattle Conference-March 24-Knoll Crest Farm-Red House
2. Youth Cattle Working Area Contest-March 30-Red Oak VA
3. VDOT Commercial Pesticide Recertification-April 3-Lynchburg
4. Agro-Forestry Workshop-Charlotte County-May 11 (\$10 fee) flier attached
5. Central VA Crops Expo-August 18-Hat Creek

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

**Projects:**

It has been a busy month 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 and 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>
10-23-0046	524854	AP/CB	\$82,423.28	\$90,487.28 Includes: \$8,064.00 Buffer Payment	June 30, 2024	PY23 CB VACS	SL-6W/ 110
10-23-0044	524656	CAM/OCB	\$13,050.00	\$13,050.00	June 30, 2023	PY23 OCB VACS	FR-1/ 87

10-23-0045	524659	CAM/OCB	\$3,262.50	\$3,262.50	June 30, 2023	PY23 OCB VACS	FR-1/ 77
10-23-0047	524855	AP/OCB	\$401.84	\$401.84	June 30, 2023	PY23 OCB VACS	NM-1A/ 90
10-23-0048	524859	AP/CB	\$4,893.75	\$4,893.75	June 30, 2023	PY23 CB VACS	FR-1/ 77

**Motion was made to approve all projects as listed 10-23-0044 thru 10-23-0048. Approved (Schmitt, Smith passed 10/0).**

#### **Watershed Dams:**

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Will be putting out advertisement for bids for the district maintenance contract.

#### **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. See report on letter from NRCS. Copy is on file at office.

Meeting information is on file.

#### **Hours/Mileage:**

165hrs worked

1440 miles traveled

**7-RELSWCD Conservation Technician- Dustin Woodall provided a written report (copy filed with minutes).**

- Performed monthly duties
- Conducted field visits
- Attended Conservation Application Suite Ag/BMP Tracking and Conservation Planning training
- Assisted with Envirothon mock trial
- Assisted with Farmers Breakfast and Area V annual meeting
- Created four new BMPs (10-23-0046, 10-23-0047, 10-23-0045, 10-23-0044)

**8-RELSWCD Conservation Education Specialist- Katelin Savage gave her report for March report (copy filed with minutes).**

#### **March Activities:**

- March 1<sup>st</sup>: Area V Meeting
- March 2<sup>nd</sup>: Judge for Appomattox Elementary Science Fair and assisted Bonnie with afterschool gardening club
- March 9<sup>th</sup>: Farmer's Breakfast
- March 13<sup>th</sup>: Enviroscope at Cornerstone Christian Academy (15 students)
- March 14<sup>th</sup>: Enviroscope at Appomattox Elementary (40 students)
- March 16<sup>th</sup>: Aquatic Ecology class at Holiday Lake 4-H center (55 students)

- March 20<sup>th</sup>: Enviroscope at Appomattox Elementary (34 students)

Upcoming Activities:

- March 24<sup>th</sup>: Cattlemen's Conference
- April 4<sup>th</sup>: Ag Field Day at Appomattox Highschool
- April 5<sup>th</sup>: Holiday Lake 4-H Center field trip
- April 6<sup>th</sup> & 7<sup>th</sup>: Amherst Middle Trout in a Classroom field trip

Updates: We have continued to work on the upcoming Envirothon competition. I have distributed more scholarship packets to high schools in our district and received responses from interested students. I will have a draft application for the outdoor classroom grant program at our next meeting. The next steps in the Underground Trailer are in the works and after receiving a design plan confirmation I will make the replacement section tailored for our area. Meeting information is on file.

**9-RELSWCD Office Administrator Report** – Cindy Miller gave her March report. (copy filed with minutes).

Monthly duties are kept up to date.

- Assisted Katelin with activities as needed.
- February 24th Area V Envirothon Workshop at Longwood went well with 71 High School students attending. Shout out to Jonathan, Katelin, Dustin and Frito Lay( donated 200 Bags of chips).
- Area V meeting at the Spring House Restaurant was March 1, 2023 at the Spring House Restaurant. This event was a success with over 80 in attendance.
- Farmer's Breakfast event on March 9, 2023 at the Spring House Restaurant was also a successful event with 31 in attendance. The Envirothon Competition will be held on April 18<sup>th</sup> at Holliday Lake Education Center with our District hosting along with the Peaks of Otter District. Scheduled Annual inspection of vehicles, with oil change and tire rotation.
- Submitted camping scholarship for Camp Woods and Wildlife.
- Submitted approval for trailer purchase with Leonard and for Grophen to do graphic for Underground classroom.
- Picked up awards for the Envirothon competition.

Prior to our April meeting we will need to hold Personal, Budget & Finance and Education meetings. Meetings are on file.

Golf Tournament is Wednesday May 3, 2023 10 am location information will be provided soon, Admin/ Director Admin/ Ops Training will be Tuesday May 9<sup>th</sup> at Drury Hotel 11049 W. Broad St, Glen Allen, VA 23060. Jonathan and I will be attending. Let me know if you would like to attend. Our next Board of Directors meeting will be on Thursday, April 27, 2023 at 6 p.m

**10-Timberlake WID-update provided by Doug Perrow**

**Doug Perrw provided an update and stated that the Campbell Co Board voted not to sale the property near Greenway Park and the Timberlake WID to have it turned into a runway. The lake is looking good at this time. VDOT is hoping to still consider improvements to fix the run off issues.**

**REPORT OF COMMITTEES: None**

**UNFINISHED BUSINESS – None**

**NEW BUSINESS- None**

**PUBLIC COMMENT - None**

**ANNOUNCEMENTS – None**

**ADJOURNMENT** - The Chairman adjourned the meeting at 6:44 p.m. **Approved (Payne, Angulo 10/0)**

---

Jeff Floyd, Chairman

---

Cindy Miller, Office Administrator

## 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.





## TOWN OF AMHERST

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

### **About Short Term Rentals in the Town of Amherst:**

(Q) What is considered a Short-Term Rental?

(A) Any rental less than 30 days is considered a short-term rental.

(Q) Am I allowed to have a Short-Term Rental?

(A) Short-Term rentals are allowed in commercial zoned areas as well as R1 and R2 areas, with the approval of a Special Use Permit (SUP). The SUP is a zoning change that allows this new use (short term rental), along with the other uses currently allowed on the property, as long as there are no issues found during the process. The process includes a public hearing at both the Planning Commission and Town Council.

(Q) How do I apply for a Special Use Permit?

(A) Application for Special Use is available at Town Hall or on our website at [www.amherstva.gov](http://www.amherstva.gov). There is also a \$300 fee associated with the application and process, which covers the cost of the required advertising and notice.

(Q) Do I need a business license?

(A) Yes. Code of Virginia considers short-term rentals under the retail sale category of business and requires a business license.

(Q) Do I have to pay Transient Occupancy Tax (Lodging Tax)?

(A) Yes. The owner is required to submit Lodging Tax forms each month by the 20<sup>th</sup> of the month for the previous month along with payment.

(Q) What if AirBnb, VRBO, etc. charged for taxes from the renters?

(A) The third-party intermediary will submit payment to us for the bookings that were made on their site. However, they do not remit tax forms or documentation to us. That is the responsibility of the owner.

(Q) Is this an annual process?

(A) Once approved, the owner does not have to apply or go through the Special Use Permit process again, however, there is an annual review process to determine if you will be able to continue to operate under the Special Use Permit and the owner must turn in their business license forms and payment annually by May 1<sup>st</sup>.

## SHORT-TERM RENTAL POLICY

**Standard Zoning Conditions for Short-Term Rentals-** These are the standard conditions that are applied to short term rental requests in the Town. Other conditions may be added, as specific sites vary.

1. The owner will provide point-of-contact information to the Town and keep the information current. This is required per the business license application. Should any information change prior to renewal the provider must update the Town in a timely manner.
2. No renter/guest on-street parking is allowed.
3. No outside events after 10:00 PM.
4. No amplified sound outside.
5. 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.
6. No rental shall be made unless the contracting renter/guest is 21 years old or older.
7. Accommodations provider is responsible for refuse removal into receptacles dedicated to the rental property and for ensuring the receptacles are emptied during weekly refuse pickup.
8. Additional requirements or restrictions on specific short-term rentals may be imposed, based on neighborhood objections, special conditions, unique environments, etc.

### **Business Licenses and Lodging Taxes:** **“Accommodations Intermediary”**

#### **Definitions:**

**Accommodations Intermediary** is any person other than an accommodations provider that facilitates the sale of an accommodation, charges a room charge to the customer, and charges an accommodations fee to the customer.

**Accommodations Provider** is any person that furnishes accommodations to the general public for compensation.

**Short-term rental** means the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy.

#### **Registration:**

The accommodations provider must fill out an Application for Special Use Permit in order to

operate in Town limits. This process must be advertised for public hearing and go through a discussion and voting process at the Town Planning Commission meeting prior to public hearing, discussion and vote by the Town Council. The accommodations provider must go through a yearly renewal process to allow Council to determine if any issues have been created for the Town as a result of the Special Use Permit to allow Short-Term Rental at the registered address.

In addition to the Application for Special Use Permit, Code of Virginia specifically defines “Short-term” rentals as a business and should be reported as “retail” for business license purposes under Section 58.1-3706. Accommodations Providers are required to pay for a Business License prior to making any accommodations in the Town. This Business License renewal applications and payments are due each year by May 1<sup>st</sup>. The license tax shall be paid on all gross receipts received for operating a Short-Term rental business.

If at any time an accommodations provider is not granted renewal or fails to file a renewal business license application and payment, the accommodations provider must cease all short-term rentals in Town limits. If operations are not ceased, the accommodations provider will be subject to zoning violations and business license collection efforts.

#### **Filing Transient Occupancy Tax:**

If you use an accommodations intermediary, you will file and remit taxes on accommodations one of the following ways:

1. If all taxes for a particular month are collected by an accommodations intermediary or real estate company, you will file and report the total gross receipts from ALL sales on the monthly reporting form but will not remit any taxes since they are collected and remitted by an accommodations intermediary.
2. If you rented and collected the taxes for your property and use an accommodations intermediary or real estate company to rent and collect the taxes, you will file and report the total gross receipts from ALL sales on the monthly reporting form but will only remit the taxes for the portion of gross receipts you collected.
3. If you rented and collected all taxes for a particular month without the use of an accommodations intermediary or real estate company, you will file and report your total gross receipts on the monthly reporting form and remit the total amount of taxes collected.
4. If any taxes for a particular month are collected by an accommodations intermediary, you are required to include in your filing a copy of the report(s) you receive from the accommodations intermediary showing the total gross receipts and taxes collected by them for that month.

As the accommodations provider, you are ultimately responsible for collecting and remitting the Town’s transient occupancy tax. Should an accommodations intermediary fail to collect and/or remit the taxes correctly on your behalf, you will be responsible for any uncollected or unremitted tax liability.

Transient Occupancy Tax forms are due by the 20<sup>th</sup> of each month following the report month. Forms must be submitted regardless of any tax being owed by the accommodations provider for the filing month.



April 10, 2023

Mrs. Sara McGuffin  
Town Manager  
Town of Amherst  
174 South Main Street  
Amherst, VA 24521

Re: Wastewater Treatment Plant SCADA Proposal

Dear Mrs. McGuffin:

We are pleased to provide this engineering fee proposal for design and construction phase services for a SCADA upgrade to the existing WWTP. The SCADA upgrade will include:

- New programmable logic controllers (PLC's) to replace existing PLC's in the plant. Each PLC will be provided with an Uninterrupted Power Supply (UPS). Plant PLC's will include:
  - Grit Control Panel
  - Screenings Control Panel
  - Influent Pump Station Control Panel
  - Oxidation Ditch Control Panel
  - Filter Control Panel
  - UV Control Panel
  - Centrifuge Control Panel (new)
- New Central Control Unit (CCU) in lab to communicate with the plant PLC's and record data. CCU data will be downloadable and will provide trending data for plant equipment. The design will include:
  - Process Instrumentation Diagrams (P&ID's) for each control panel
  - System architecture layout including PLC's and CCU unit
  - Screen description for control and trending screens
  - Plans and details
  - Hardware/software specifications
  - Technical Specifications
  - Bid documents

We also propose to provide Construction Phase Services including:

1. Bidding Assistance, including pre-bid conference, addenda preparation, bid opening, and award recommendation.
2. Construction administration, including shop drawing review, response to contractor generated RFI's, payment request review and authorization, periodic construction inspection, final inspection, and record drawing preparation.

We propose to provide the engineering services listed above in accordance with the following fee schedule:

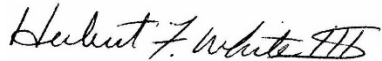
<u>Project</u>	<u>Lump Sum Design Fee</u>
Design Phase Services	\$ 35,000
Construction Phase Services	<u>\$ 25,000</u>
Total Fee	\$ 60,000

Invoicing for these services will be monthly based on our estimate of percent completion. Payment will be within 30 calendar days from the time the bill is issued by WW Associates, Inc.

We appreciate the opportunity to be of continued service to the Town of Amherst and trust this proposal meets with your approval. We look forward to working on this most important project! Should you have any questions, please feel free to call. A purchase order will be considered our Notice to Proceed.

Sincerely,

WW Associates, Inc.



Herbert F. White, III, P.E.  
President

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

Kelley Kemp, Esq.  
Deal & Lacheney P.C.  
TOWN ATTORNEY  
kelley.kemp@amherstva1.us  
PHONE: (804) 464-8990  
FAX: (877) 457-1231



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

**FROM: Kelley Kemp, Town Attorney**  
**TO: Mayor and Town Council of the Town of Amherst**  
**DATE: May 3, 2023**  
**SUBJECT: Abandonment of alley by Mount Olive Baptist Church**

Photo of alley from Mt. Olive Road:

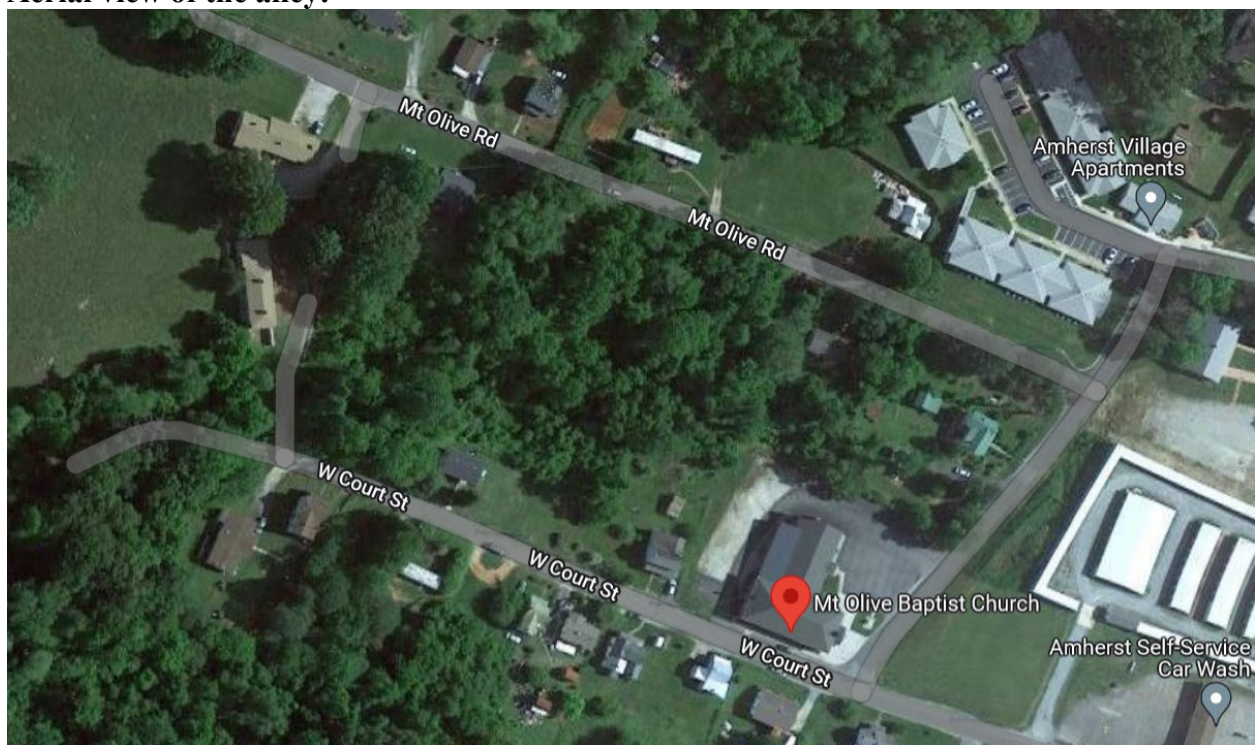




Alley is shown in orange:



Aerial view of the alley:



## Recommendations for an Application Package

I recommend that the Council require Mt. Olive Church to apply for the abandonment, and that we put together an application package, which should include:

- A description of why the Applicant wishes the right-of-way to be abandoned, and the proposed use of the right-of-way;
- Fees and expenses, which should include:
  - \$100 application fee
  - \$250 “viewer” fee (\$50 per viewer) if the Town wants to pursue this option
  - The expenses for public advertising;
- A proposal to purchase the property (including a proposed purchase price), or some other indication of how the Applicant wishes the alley to be owned and maintained.
- A description of how far back the Applicant wishes to abandon the alley.
- A plat of the area to be abandoned, showing the location of property lines all utility easements, drainage easements, and other easements.
- A deed and title search for the ownership of the land.
- A signed commitment to undertaking the expense for any deconstruction or other costs for the abandonment.

## Statutory Authority for Abandoning an Alley:

1. **Va. Code § 15.2-2006 (“Alteration and vacation of public rights-of-way”).**
  - By petition or on the governing body’s motion
  - Public advertising – published at least twice, with six days between the first and the second advertisement; cost paid by the applicant.
  - Governing body may appoint 3–5 “viewers” to examine any inconveniences from the discontinuing of the right of way.
  - Optional conditions:
    - “When an applicant requests a vacation to accommodate expansion or development of an existing or proposed business, the governing body may condition the vacation upon commencement of the expansion or development within a specified period of time.”
    - “Notwithstanding any contrary provision of law, general or special, any locality, as a condition to a vacation or abandonment, may require the fractional portion of its public rights-of-way and easements to be purchased by any abutting property owner.” Va. Code § 15.2-2008.
2. **Town Charter art. VII, § 1(1):** “The town shall have the power to acquire, establish, enter, open, widen, extend, grade, improve, construct, maintain, and clear public highways, streets, sidewalks, boulevards, parkways, alleys, and to alter, vacate, or close the same.”
3. **Va. Code § 15.2-2272, subdiv. 2 (vacation of plat).** See § 33.2-925 (“[A] road may be abandoned in accordance with the procedure for vacations in subdivision 2 of § 15.2-2272.”).
4. **Va. Code § 33.2-914 et seq. applies only to counties.**

## Key issues that need resolution:

1. The applicant needs to perform a title search to ascertain ownership of the alley.
2. Applicant needs to have a plat that shows the ally, the property, utility lines, and all other easements.



3. Generally, when a right of way is abandoned, the property owners on each side split the right of way area. Each adjoining property owner takes half. The Applicant needs to involve the adjacent property owners.
4. Do we want to condition the vacation on the purchase of the property or the commencement of some new use?



# Application for Abandonment of a Public Right-of-Way

Town of Amherst  
P.O. Box 280 174 S. Main Street Amherst, VA 24521

## Who should use this form?

You should use this form if you desire for a public right-of-way (such as a road, alley, or sidewalk) owned by the Town of Amherst to be abandoned (or "vacated"). This could involve, for example, redrawing the property lines for a grass-covered alleyway that runs behind the backyards of a neighborhood, so that the alleyway is absorbed into the backyards of the neighborhood; or it could involve scraping up the asphalt of a rarely used road, conveying the land to a private owner, and converting it to a better use.

## What is the legal authority for abandoning a public right-of-way?

The Virginia General Assembly has outlined several different processes for abandoning a public right-of-way. These include Va. Code § 15.2-2006; Va. Code § 33.2-925 ("[A] road may be abandoned in accordance with the procedure for vacations in subdivision 2 of § 15.2-2272"); and Town Charter art. VII, § 1(1). The Town Council has sole discretion as to whether a public right-of-way is to be abandoned.

**Instructions.** Please answer the questions in the spaces provided below. If you need additional space to answer these questions, feel free to attach additional pages. Please label each page as "Attachment N," with "N" representing the question number. (For example, if you need additional space to answer Question #2, label the attachment as Attachment 2.) Once you have completed the form, enclose with it a check covering the application fee (\$100.<sup>00</sup>) and the costs of public advertising (\$000.<sup>00</sup>). (Total: \$000.<sup>00</sup>.) Mail or hand-deliver this form, with the enclosed check, to the Town of Amherst at the address at the top of this form. Once a complete application is received, your application will be scheduled for a public hearing before the Town Council.

1. Name of Applicant(s) (individual(s), corporation(s), or other entity(ies)): \_\_\_\_\_

Mount Olive Baptist Church  
160 W. Court Street  
Amherst, VA

2. Name/description of the public right-of-way to be abandoned: Alley-way <sup>at 160 W. Court St</sup>  
between Mount Olive Baptist Church and  
property of Jean A. Higginbotham at  
107 Mount Olive Rd

3. Do you wish for the entire extent of the public right-of-way to be abandoned, or only a portion of it? If you only wish to abandon a portion of the public right-of-way, please describe how much of the right-of-way that you wish the Town to abandon (for example, "The portion of the right-of-way to the north of my property, Tax Map No. 96A4-A-25, located at 174 S. Main Street, Amherst, VA 24521.")

The portion that's adjacent "North Side" of Mount Olive Baptist Church property from Mount Olive Rd

4. Why do you wish for the right-of-way to be abandoned? What use do you propose for the right-of-way to be put to, if the right-of-way is abandoned?

Alley-way is overgrown and my understanding has never been used - just a divider between properties. Could be upgraded to a playground for small children / or extra parking space

5. Who do you wish to own or maintain the property, once the public right-of-way is abandoned? (For example, do you wish to purchase the property on which the right-of-way currently sits?)

Mount Olive Baptist Church

6. If you wish to purchase the property, what purchase price do you propose for the land? (If multiple applicants would purchase multiple portions of the property, be sure to be specific about the proposed price for each portion.)

Negotiable

7. Do you own land that is near or adjacent to the public right-of-way that you wish to be abandoned?

- ☒ Yes  
☐ No

8. If yes, please describe the land you own:

Address: Mount Olive Baptist Church

Parcel ID (Tax Map Number): \_\_\_\_\_

(TIP: If you need help finding the Parcel ID for your property, you may be able to find it at [amherstgis.timmons.com](http://amherstgis.timmons.com).)

9. Where is your land in relation to the public right-of-way? Adjacent/beside

10. Please list and describe any utilities, public works, facilities, or other valuable property (hereinafter collectively referred to as “facilities”) located in the public right-of-way that you wish to abandon.

NONE

11. Please provide any additional information you wish for the Town Council to consider.

Alley-way is not useable for traffic of any kind

12. Enclosures. Please enclose the following:

- A plat of the right-of-way to be abandoned, showing the location of property lines, all utility easements, drainage easements, and other easements, dated no more than three months prior to the date of your application. (Unless you already have such a plat, you will need to hire a surveyor for this purpose.)
- All documents associated with a deed and title search for the ownership of the land. (You will need to hire an attorney for the purpose of conducting this title search.)

13. Date that this application was mailed or hand-delivered: \_\_\_\_\_

By signing this application, I/we agree to post a bond to cover the estimated expenses for any construction, deconstruction, or other costs for the abandonment of the public right-of-way, as well as any damage to underground utilities or other facilities that we have not fully disclosed in this form and/or its enclosures, regardless of whether those facilities are known to us. I/we understand that the amount of the bond will be determined by the Town Council; and the approval of my/our application by the Town Council will be contingent upon my/our payment of the bond.

**APPLICANT #1:**

Cal C. Gamble  
Signature

4-10-23  
Date

By: Trustee (if you are signing on behalf of a corporation/entity)  
Title: \_\_\_\_\_ (if you are signing on behalf of a corporation/entity)

**APPLICANT #2 (if applicable):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By: \_\_\_\_\_ (if you are signing on behalf of a corporation/entity)  
Title: \_\_\_\_\_ (if you are signing on behalf of a corporation/entity)

**APPLICANT #3 (if applicable):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By: \_\_\_\_\_ (if you are signing on behalf of a corporation/entity)  
Title: \_\_\_\_\_ (if you are signing on behalf of a corporation/entity)

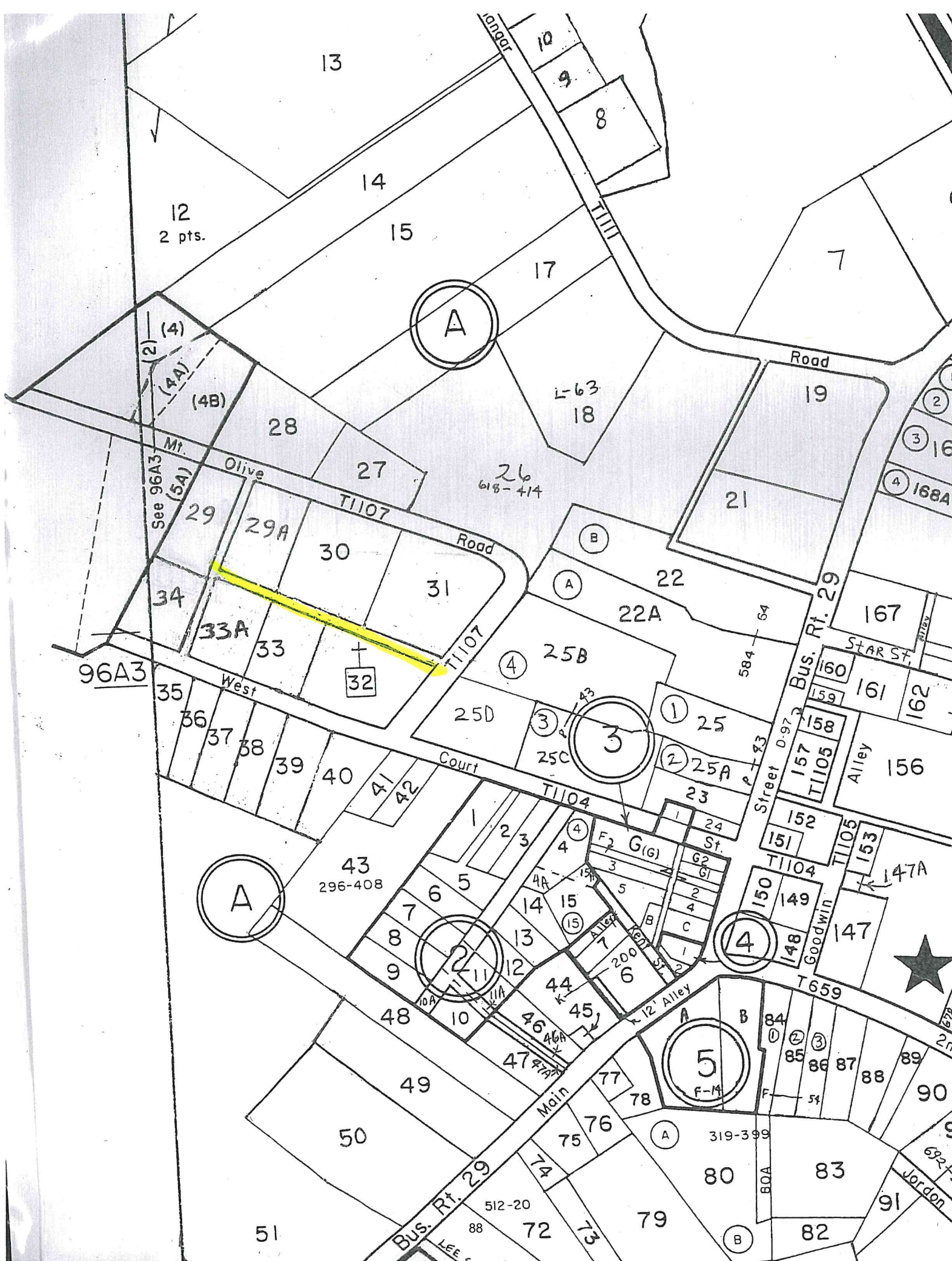
**(If there are any additional applicants, attach additional signature page(s), as necessary)**

**FOR OFFICE USE ONLY**

Received on (date): \_\_\_\_\_ Received by (name): \_\_\_\_\_

Check(s) cleared on (date): \_\_\_\_\_





**TOWN OF AMHERST**  
**APPLICATION FOR APPOINTMENT TO STANDING BOARDS, COMMISSIONS,**  
**AND AUTHORITIES**

The following biographical information has been requested by the Amherst Town Council on each nominee for Council appointment. When completed, please return to:  
Town of Amherst  
Attn: Clerk of the Council  
P.O. Box 280, 174 South Main Street, Amherst, VA 24521  
Email: [vicki.hunt@amherstva.gov](mailto:vicki.hunt@amherstva.gov).

**Authority, Board, or Commission** (check all you wish to apply for):

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Planning Commission   | <input type="checkbox"/> Property Maintenance Investigation Board       |
| <input type="checkbox"/> Board of Zoning Appeals          | <input type="checkbox"/> Town/Sweet Briar Sewer Use Advisory Commission |
| <input type="checkbox"/> Industrial Development Authority |   |

Full Legal Name: Veda M Butcher  
Mailing Address: 173 Sunset Dr, Amherst, VA 24521

Home Address: same

E-mail Address: family5butcher@gmail.com

Phone No: Office cell 540-525-9912 Work: \_\_\_\_\_

Length of time at present address: 5 yrs

Are you over the age of 18? yes

Employer Name: Central Health Address: \_\_\_\_\_

Current employment position: Reg. Respiratory Therapist

List specific information which might qualify you for this appointment: I am

interested in the continued health and  
improvement of our community in the Town  
of Amherst.

Why are you interested in serving as a member of this authority, board or commission?

\_\_\_\_\_

V. Butcher  
Signature of Applicant

4/30/23  
Date