

# AMHERST TOWN COUNCIL

## AGENDA

Wednesday, July 12, 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. Public Hearing: Vacate an Alley on Mount Olive Road (Pgs. 1-9)- 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 requires a public hearing by the Council for consideration of its vacation. The public hearing has been set and notified and Council can consider if they would like to approve this request and authorize staff to execute appropriate documents upon completion by the church.*
  - 2. Public Hearing: Rezoning for McDonalds (Pgs. 10-11)- Sara McGuffin-** *The McDonald's at 135 Richmond Highway seeks to add a second drive through lane. This addition requires the addition of a fifteen foot strip of land to the east of the existing parcel. In order for this to be used for the purpose, it must be rezoned to B-2. A public hearing on this proposal has been set and advertised for this meeting.*
- E. Citizen Comments** - *Per the Town Council's policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor's discretion.*
- F. Consent Agenda** – *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*
- 1. Town Council Minutes (Pgs. 12-58)** – *Draft of the June 14, 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. 59-71)-** *The check register for the month of June 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.72-127)**
    - 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. 128-135)**

- a. Planning Commission—*met July 5, 2023, minutes attached*
- b. Economic Development Authority- *no meeting*
- c. Robert E. Lee SWCD- *minutes attached*

**H. Discussion Items**

- 1. Acceptance of VDH Grant Offer for the Replacement of the Sunset Drive Water Line (Pgs. 136-143)-** *Sara McGuffin- The Office of Drinking Water has offered the Town grant funding for the entirety of the estimated cost for the Sunset Drive water line replacement. Staff recommends accepting the offer and requests the Council authorize staff to execute the funding agreement when completed by ODW.*
- 2. Approval of Fee Proposal for Engineering Services for Sunset Drive (Pgs. 144-145)-** *Sara McGuffin- Attached is a fee proposal from WW Associates for the engineering design, bid assistance and contract administration work for the Sunset Drive water line replacement. The cost for this work would be paid from the grant funding that has been awarded.*
- 3. Poplar Grove (Pgs. 146-156)-** *Sara McGuffin- After a meeting with the Utilities Committee, Council had previously authorized staff to execute an agreement with Poplar Grove for the provision of sewer services. The agreement has been changed since Council's previous review and staff requests Council's authorization to execute this version.*
- 4. Update to Council Regarding Lead Service Line Inventory and Replacements (Pgs. 157-159)-** *Sara McGuffin- Staff wishes to update Council regarding the required Lead Service Line Inventory, staff's plan for completion, and proposed action steps in the coming months.*

**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.3 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. Second, to discuss or consider the acquisition of real property, where discussion in an open meeting would adversely affect the bargaining position of the public body, specifically, a discussion regarding the real property owned by the Amherst Lifesaving Crew.*

**N. Adjournment**

**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:

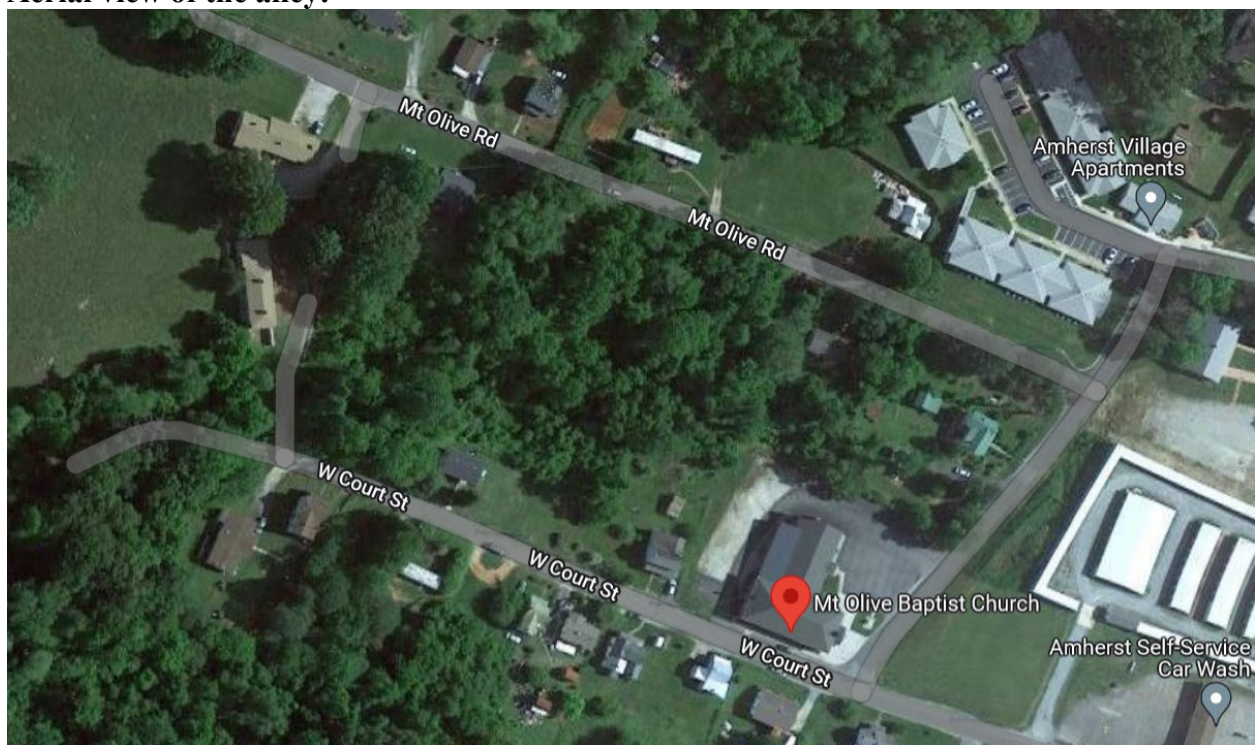




Alley is shown in orange:



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):**

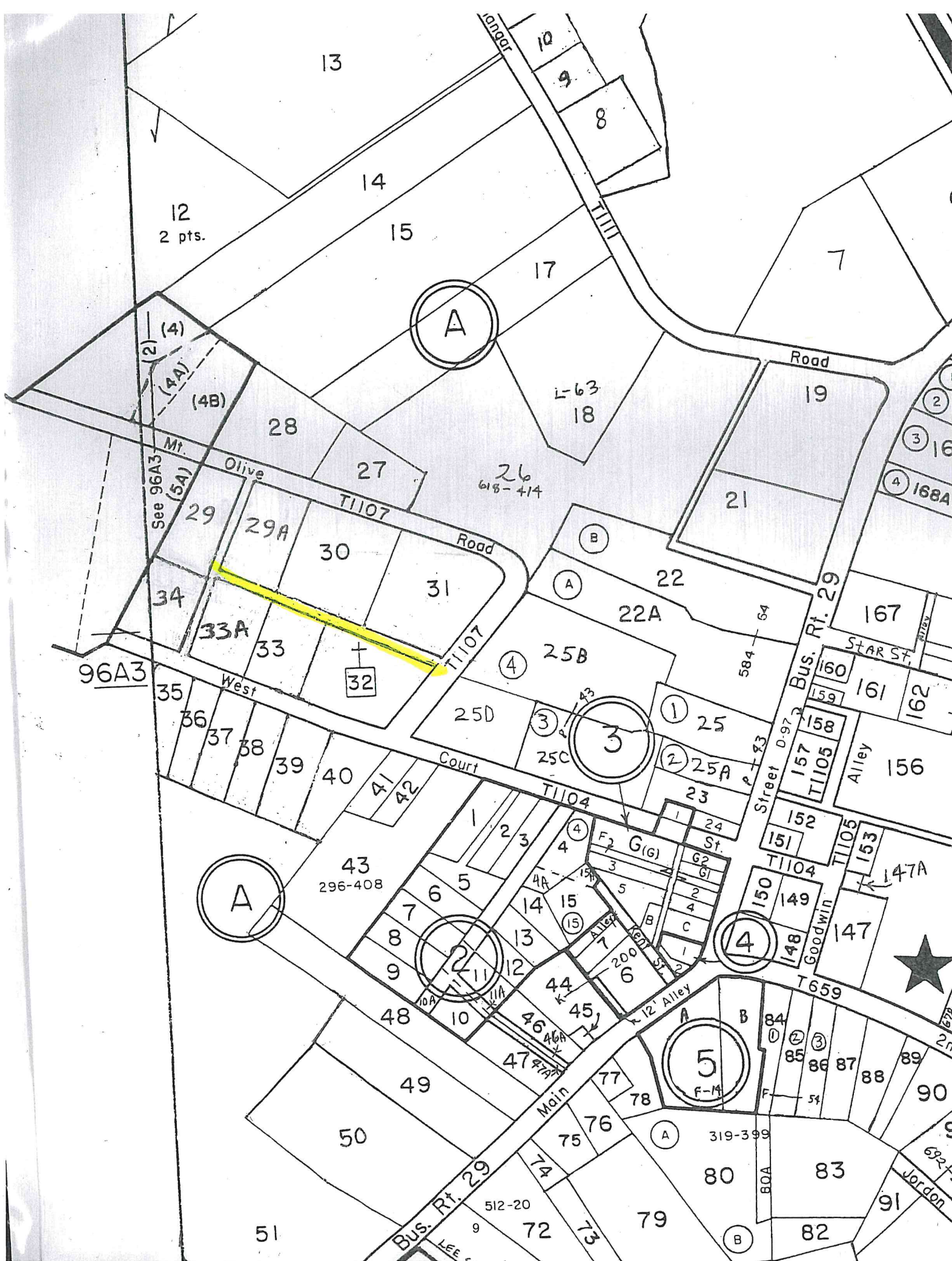
\_\_\_\_\_  
Signature

\_\_\_\_\_  
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)

<b>FOR OFFICE USE ONLY</b>	
Received on (date): _____	Received by (name): _____
Check(s) cleared on (date): _____	



**AT A MEETING OF THE AMHERST TOWN COUNCIL, HELD ON JULY 12, 2023, IN THE TOWN HALL BUILDING LOCATED AT 174 S. MAIN STREET, AMHERST, VIRGINIA, THE FOLLOWING ACTION WAS TAKEN:**

Ordinance rezoning 2,193 square feet to the east of 135 Richmond Highway in the Town of Amherst, Virginia Tax Map 96A4-A174 from T-1 to B-2 to accommodate an expanded drive through lane at the McDonalds Restaurant.

**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**, Golden Arch Limited Partnership, owner of property at 135 Richmond Highway (Tax Map 96A4-A174B) filed an application requesting a second drive through lane at the McDonalds restaurant; and

**WHEREAS**, to safely have a second drive through lane, Golden Arch Limited Partnership needed to acquire 2,193 square feet of additional land to the east of its property (Tax Map 96A4 A174); and

**WHEREAS**, the property at 135 Richmond Highway, currently a McDonalds restaurant, is zoned Business (B-2), but the additional 2,193 square feet needed on the adjacent property is zoned T-1; and

**WHEREAS**, the adjacent, additional property needs to be rezoned to B-2 to accommodate a drive through restaurant; and

**WHEREAS**, pursuant to Virginia Code Section 15.2-2204, the Town of Amherst Planning Commission advertised as required by law and held a public hearing on this application on June 7, 2023, and voted 6-0 to recommend approval of this request to Council; and

**WHEREAS**, pursuant to Virginia Code Section 15.2-2204, the Amherst Town Council advertised as required by law and held a public hearing on July 12, 2023.

**NOW, THEREFORE, BE IT ORDAINED**, by the Amherst Town Council in accordance with Section 24-235 of the Amherst Zoning Ordinance, public necessity, convenience, general welfare, and good zoning practice, Rezoning 2023-01 is approved to rezone a small portion of Tax map 96A4 -A174 to B-2 to allow for an expanded drive through.

This ordinance was adopted July 12, 2023.

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D. Dwayne Tuggle, Mayor

ATTEST:

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Clerk of Council



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

DATE \_\_\_\_\_

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

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

LOCATION OF REQUEST US Route 60

TAX MAP NO. 96A4-A-174

LOT AREA .050 A (2,193 sf)

EXISTING ZONING T-1 Transitional

PROPOSED ZONING CZ-1

STATEMENT BY APPLICANT

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

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

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

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

PLANNING COMMISSION PUBLIC HEARING

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

PLANNING COMMISSION ACTION

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

TOWN COUNCIL PUBLIC HEARING

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

TOWN COUNCIL ACTION

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



Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on June 14, 2023, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

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

Also present were the following staff members:

Sara E. McGuffin	Town Manager		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		Charles Thompson	Utilities Maintenance Foreman

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

Town Manager McGuffin gave a report on an Application for Special Use Permit submitted by Rutledge Development LLC which, if approved, would allow a temporary contractor storage yard on property owned by Rutledge Development LLC (Tax Map No. 96 A 22) located in the B-2 district at Route 60 and the railroad tracks (no address). The Planning Commission held a duly advertised public hearing at its meeting on June 7, 2023, at which time the Commission recommended by unanimous vote that Town Council approve the special use permit with the condition that it will end on December 31, 2024.

John Wimer and Manly Rucker were present to comment and answer questions on the application of Rutledge Development, LLC.

Mayor Tuggle opened a duly advertised public hearing at 7:04 P.M. on the application of Rutledge Development LLC for a special use permit.

There being no one present in person or otherwise who wished to speak on the matter, the public hearing closed at 7:05 P.M.

Mr. Higginbotham made a motion that was seconded by Mr. Thompson to approve the application for Special Use Permit submitted by Rutledge Development LLC, to allow a temporary contractor storage yard on property owned by Rutledge Development LLC (Tax Map No. 96 A 22) located in the B-2 district at Route 60 and the railroad tracks (no address), with the special use permit to end on December 31, 2024, as recommended by the Planning Commission and by staff.

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

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

A copy of the ordinance approving the special use permit is attached hereto and made a part of these minutes.

Town Manager McGuffin gave a report on a proposal to accept property from The Meadows known as The Meadows, Section I, II, III, located at Route 1114 Cedar Street, Meadow Green Court and Meadow Lake Court, and to grant Virginia Department of Transportation (VDOT) an unrestricted right of way along the property that would, if approved, allow VDOT maintenance of the road. Town Manager McGuffin asked that Council proceed with the public hearing but defer discussion and determination of the matter to the July 12, 2023, meeting of council.

Mayor Tuggle opened a duly advertised public hearing at 7:08 P.M. on the proposal to accept property from The Meadows known as The Meadows, Section I, II, III, located at Route 1114 Cedar Street, Meadow Green Court and Meadow Lake Court, and to grant Virginia Department of Transportation (VDOT) an unrestricted right of way along the property that would, if approved, allow VDOT maintenance of the road.

There being no one present in person or otherwise who wished to speak on the matter, the public hearing closed at 7:08 P.M.

The matter was deferred to the July 12, 2023, Town Council meeting.

Mayor Tuggle opened the floor to citizen comments.

Christine Spicer, acting Vice President of Amherst Recreation Center, came forward in support of allowing in-town water rate for the pool at the Center.

Jason Ingram, President of Amherst Recreation Center, came forward on behalf of the Center in support of allowing Amherst Recreation Center an in-town water rate due to the Center's non-profit status and benefits it provides to the community.

Robin Davies came forward on behalf of Amherst County Lions Club to request support for closure of Lancer Lane for a wellness fair.

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

Mr. Higginbotham made a motion that was seconded by Mr. Driskill to approve the consent agenda items consisting of minutes of the meetings held on May 10, 2023, and June 6, 2023, and the June 2023 check registry, as presented by staff.

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

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

Chief Shiflett introduced the Amherst Police Department's new investigator Jeff Floyd having 24 years of law enforcement experience. Chief Shiflett also congratulated Ryan Watts on his promotion to Captain of the department.

Town Manager McGuffin gave a short report on the Town's FY23/24 Proposed Budget. A duly advertised public hearing was held by Council at its meeting on April 12, 2023, after which two additional meetings on the proposed budget were held by Council. Staff recommended adoption of the proposed budget as presented.

Ms. Turner made a motion that was seconded by Mr. Higginbotham to adopt the proposed Town of Amherst FY23-24 budget including the Ordinance to Establish the Budget for the Town of Amherst, Virginia, for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024, Making Revenue Estimates and Appropriations for Same, as presented and recommended by staff.

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

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

A copy of the Budget including the Ordinance is attached hereto and made a part of these minutes.

Treasurer Morgan gave a report on a list of miscellaneous unanticipated revenue including grant funds, donations, and police contract work. Staff requested appropriation of the revenue to specific lines in the 22/23 budget.

Ms. Turner made a motion that was seconded by Mr. Driskill to approve the list of appropriations as recommended by staff.

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

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

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

Town Manager McGuffin gave a report on consideration of an application for a special use permit to allow short term rental on property described as 117 Pine Street (Tax Map 96A414 3940). A duly advertised public hearing on the matter was held by Council at its meeting on February 8, 2023. The matter was deferred for discussion and consideration. At its meeting on April 12, 2023, Council adopted an amendment to the Town Code Zoning Ordinance Table Town Code Zoning Ordinance Table 24-235. Table of Uses allowing 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.

Ms. Driskill made a motion that was seconded by Mr. Higginbotham to approve the requested special use permit to allow short term rental on property described as 117 Pine Street (Tax Map 96A414 3940).

After discussion, the motion failed 3-2 via the roll call method as follows:

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

Town Manager McGuffin gave a report on consideration of an application for a special use permit to allow short term rental on property described as 123 Lee Street (Tax Map 96A-416-5). A duly advertised public hearing on the matter was held by Council at its meeting on February 8, 2023. The matter was deferred for discussion and consideration.

Mr. Driskill made a motion that was seconded by Mr. Higginbotham to approve the requested special use permit to allow short term rental on property described as 123 Lee Street (Tax Map 96A-416-5).

There being no discussion, the motion failed 3-2 via the roll call method as follows:

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

After a short report by Town Manager McGuffin, Mr. Higginbotham made a motion that was seconded by Ms. Wheaton to set a public hearing at its meeting on July 12, 2023, on an Application for Rezoning submitted by McDonald's Corporation which, if approved, would rezone 2,193 square feet of property adjacent to the existing McDonalds (Tax Map No. 96A4-A-174) from T-1 to B-2. The rezoning is intended for the purpose of redevelopment of the applicant's drive-thru.

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

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

Town Manager McGuffin gave a report on an application for appointment to the Economic Development Authority received from Steven Jefferson for the remainder of the term of Jacob Bailey.

Ms. Turner made a motion that was seconded by Ms. Wheaton to appoint Steven Jefferson to the following board and for the term listed below:

<b>Board</b>	<b>Appointed</b>	<b>Term of Office</b>
Economic Development Authority	Steven Jefferson	7-1-2023 - 6-30-2024

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

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

After a report by Town Manager McGuffin on current members willingness to continue to serve on various boards, noting that a recommendation for reappointment is required for the Board of Zoning

Appeals, Ms. Turner made a motion that was seconded by Mr. Driskill to reappoint, and recommend for appointment, the following individuals to the following boards and for the terms listed below.

<b>Board</b>	<b>Appointed</b>	<b>Term of Office</b>
Planning Commission	Clifford Hart	7-1-2023 - 6-30-2027
Planning Commission	William Jones	7-1-2023 - 6-30-2027
Economic Development Authority	Clifford Hart	7-1-2023 - 6-30-2027
Board of Zoning Appeals	R. A. "Tony" Robertson	9-1-2023 - 8-31-2028

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

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

Mr. Thompson made a motion that was seconded by Ms. Turner to support the Amherst County Lion's Club wellness fair and approve the closure of Lancer Lane during the event.

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

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

Mayor Tuggle opened the floor to citizen comments.

Sam Sogho, resident of the Town of Amherst, came forward in support of Airbnb type short term rentals.

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 7:32 P.M., until July 12, 2023, at 7:00 p.m. on motion of Mr. Turner seconded by Mr. Higginbotham.

The motion carried 5-0 as follows:

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

---

D. Dwayne Tuggle, Mayor

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



**AT A MEETING OF THE AMHERST TOWN COUNCIL, HELD ON JUNE 14, 2023, IN THE TOWN HALL BUILDING LOCATED AT 174 S. MAIN STREET, AMHERST, VIRGINIA, THE FOLLOWING ACTION WAS TAKEN:**

Ordinance granting a Special Use Permit SUP-2023-03 to allow a contractor storage yard on Tax Map Number 96 A 22, located at the southeast quadrant of Route 60 and the railroad tracks in Amherst, Virginia.

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

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

**WHEREAS**, Rutledge Development, LLC filed an application requesting a Special Use Permit to allow for a contractor storage yard; and

**WHEREAS**, the subject property is zoned Business (B-2); and

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

**WHEREAS**, pursuant to Virginia Code Section 15.2-2204, the Amherst Planning Commission advertised as required by law and held a public hearing on this application on June 7, 2023, and voted to recommend approval of this request to Council; and

**WHEREAS**, pursuant to Virginia Code Section 15.2-2204, the Amherst Town Council advertised as required by law and held a public hearing on June 14, 2023.

**NOW, THEREFORE, BE IT ORDAINED**, by the Amherst Town Council in accordance with Section 24-235 of the Amherst Zoning Ordinance, public necessity, convenience, general welfare, and good zoning practice, SUP-2023-03 is approved to allow a contractor storage yard at the southeast corner of Route 60 and the railroad track, also known as Tax Map Number 96 A 22 in Amherst, Virginia with the following condition:

1. The use will stop on December 31, 2024.
2. The Applicant will have to re-apply for a Special Use Permit to have the use extended beyond December 31, 2024.

This ordinance was approved June 14, 2023.

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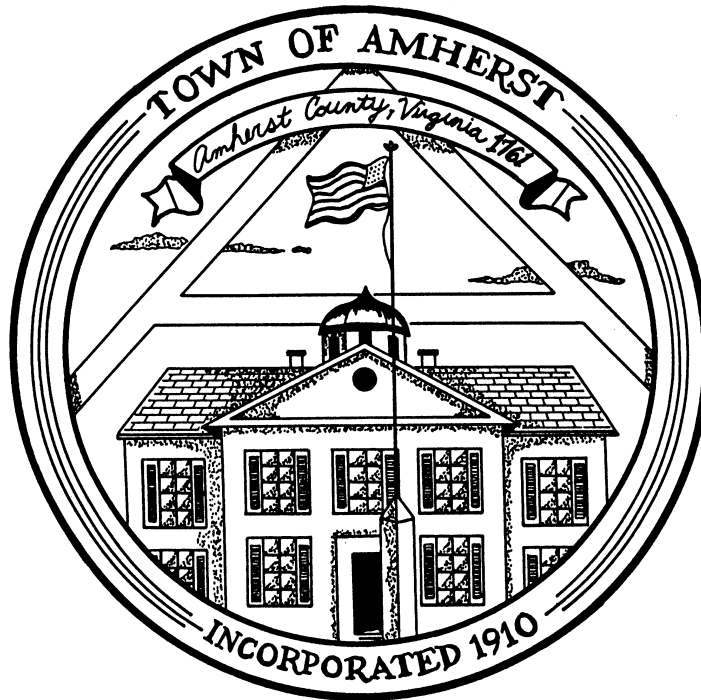
D. Dwayne Tuggle, Mayor

ATTEST:

---

Clerk of Council

# Town of Amherst FY 24 Budget



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

Budget presented to Council with public hearing on April 12, 2023  
Budget adopted June 14, 2023

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

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



# TOWN OF AMHERST

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

## MEMO

**Date:** June 8, 2023

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

**From:** Sara McGuffin, Town Manager

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

Thank you Mayor, and Town Councilors, for your persistence and diligence in working on this upcoming year's budget. There are many changes and challenges in the world, and places where politics overcome unity. The efforts made by Council to create a fair and unified budget proposal are greatly appreciated.

Council has agreed upon the following changes to the staff proposed budget, which are shown in the spreadsheets as "FY 24 Approved." Generally, these changes are as follows:

- The staff cost of living increases, and the annual pay plan will be increased by 5%.
- Staff members with a satisfactory evaluation will receive an additional 2% merit increase.
- Five employees who have salary amounts below current market averages are designated for additional raises to bring them to an appropriate level.
- Staff will work with Council to consider updates to the personnel policy in the coming year to examine the structure for future staff increases.
- The raises for the Mayor and the Council were removed from the budget.
- The Capital Improvement Plan listed improvements to the maintenance shop in FY 24-25. Council has moved this improvement up one year, and has designated \$50,000 for this project.

- The expenditure amount for setting up a new employee position has been reduced from \$80,000 to \$30,00, as Council has stated that one of the replaced Police Department vehicles will substitute for a new vehicle for this position.
- Council removed the recommended funding for a land purchase, noting that if Council finds an opportunity to purchase land, that they can appropriate money from reserves at that time.

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## Manager's Message

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

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

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

Capital projects in this fiscal year are the completion of these existing projects, a new SCADA system at the wastewater treatment plant, minor renovations to Town Hall, and equipment replacement. New projects and equipment in this coming fiscal year are funded by a combination of fund reserves and ARPA funding.

## **Assumptions and Background:**



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

year. For calendar year 2022, this amount is 7.04%. Additional raises and increases are based upon each employee's professional development plan. The percentage increase for employees is capped at \$80,000, so that the highest paid employees are paid the inflation increase on \$80,000, rather than their entire pay rate.

### **Highlights:**

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

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

**Adoption Process:**

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

## Town Manager's Budget Message

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

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

**A. SOURCES OF FUNDS**

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

**B. FUND ACCOUNTING**

That the following projected sources and use of funds are hereby approved as the FY24 Town of Amherst budget and approved appropriations for the respective funds.

**Estimated Revenues**

General Fund	\$1,690,856
Water Fund	\$1,417,969
Sewer Fund	\$1,207,829
Garbage Fund	\$163,436
EDA Fund	\$36,421

**Estimated Expenditures**

General Fund	\$1,690,856
Operations	\$1,489,894
Capital Projects	\$200,962
Water Fund	\$1,417,969
- Operations	\$975,651
- Debt Service and Capital Projects	\$442,318
Sewer Fund	\$1,207,829
- Operations	\$803,985
- Debt Service and Capital Projects	\$403,844
Garbage Fund	\$163,436
EDA Fund	\$36,421

**C. TAX RATES**

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

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

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

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

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

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

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

The attached Zoning Fees sheet is included in this budget and holds all fees and charges at their current level.

#### **E. DONATIONS**

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

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

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

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

General Fund Permanent Fund		\$ 422,714
General Fund Contingency		\$ 50,726
Water Fund Permanent Fund		\$ 672,731
Sewer Fund Permanent Fund		\$ 591,340

Garbage Fund Permanent Fund		\$	40,859
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**G. PERSONNEL**

To maintain the work that has been done to keep salaries fair and competitive, the budget includes a Cost-of-Living increase for all employees of 5%, with a merit increase of 2% for employees with a satisfactory evaluation. Additionally, five employees have been designated for raises, and will receive neither the 5% nor the 2% raises but will get a raise designed to bring them closer to market rate.

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

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

**H. CONDITIONS**

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

*This Ordinance was passed by a vote of the Amherst Town Council on the 14<sup>th</sup> day of June 2023 and reflects the complete budget for July 1, 2023 to June 30, 2024.*

\_\_\_\_\_  
Mayor

Attest:

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

Town of Amherst  
Schedule of Local Levy  
July 1, 2023

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

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

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



# Town of Amherst Utility Rate and Fee Policy

FY 23/24

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

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

## **Residential Customers:**

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

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

## **Nonresidential Customers:**

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

## **Deposits**

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

## **Curbside Refuse Collection:**

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

## **Fire Sprinkler Fees**

Fire sprinkler fees are as follows:

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

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

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

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

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

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

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

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

#### **Billing:**

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

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

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

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

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

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

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

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

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

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

**Returned Payments:**

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

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

**Payment Arrangements:**

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

**Fire Hydrant Use:**

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

**Cross Connections:**

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

**Sewer Connections and Discharges:**

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

**Availability and Connection Fees:**

Availability Fees:

The Town does not charge availability fees where:

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

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

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

**Maintenance of Policy and Implementation**

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

**PUBLIC HEARING NOTICE**

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

**Capital Improvement Program**

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

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

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

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

**Estimated Revenues**

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

**Estimated Expenditures**

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

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

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

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

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

TOWN OF AMHERST							
Proposed Funding- CAPITAL IMPROVEMENT PROGRAM FY22-23				Percent Per Fund			
Project Description & Ranking	Total Estimated Cost	2023-2024	Recommended Sources of Funds	General	Water	Sewer	EDA
<b>Police</b>							
Police Tahoe SUV-K-9 Unit-New	54,346.04	54,346.04	General Fund	100%			
Police Tahoe SUV-Investigation-New	201,420.16	50,346.04	General Fund	100%			
ToughBooks-6-NEW	35,000.00	35,000.00	General Fund	100%			
<b>Plants</b>							
WWTP Scada	160,590.00		Wastewater			100%	
WWTP Generator-New			Wastewater				
<b>Maintenance</b>							
Automated Meter Reading-New	100,000.00		All Funds				
Mini Excavator	80,000.00	-	All Funds	34%	33%	33%	
UTV-Side by Side (shared)	22,000.00	22,000.00	All funds	25%	25%	25%	25%
Addition to Maintenance Shop	120,000.00	50,000.00	All Funds	25%	25%	25%	25%
<b>Town Hall/Finance</b>							
Town Hall Renovation-New	50,000.00	\$ 50,000.00	General Fund	100%			
<b>Water Line Replacements</b>							
Replace Author Court W/L	200,000.00		Grant and Water				
Sunset Drive Replacement	1,019,260.00		Grant and Water				
Waugh's Ferry Road Replacement	1,406,595.00		Grant and Water				
Walnut Street Replacement	136,888.00		Grant and Water				
Union Hill Replacement	420,416.00		Grant and Water				
Zane Snead Replacement	294,400.00		Grant and Water				
<b>TOTAL</b>	<b>4,300,915.20</b>	<b>261,692.08</b>					

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

Upon Council review of the budget, they also moved the improvement of the Maintenance Shop to the coming fiscal year, and upon study, designated \$50,000 for the purpose.

GENERAL FUND								
		FY 21 BUDGET	FY 22 BUDGET	FY 23 BUDGET	FY 24 BUDGET			
Account Name	Account Code	FY21 Amended Total	FY 22 Amended Total	FY 23 Approved	FY 22 EOY	FY 23 @ 12/31/22	FY 24 TM Recommended	FY 24 Approved
GENERAL FUND REVENUES								
Real Property Taxes-Current	11010-0001		-					
Real Property Taxes-Delinquent	11010-0002		-					
Personal Property Tax-Current	11030-0001		-					
Personal Property Tax-Delinquent	11030-0002		-					
Penalties on Del Taxes	11060-0001		-					
Interest on Del Taxes	11060-0002		-					
Local Sales & Use Tax	12010-0001	127,000.00	120,000.00	144,000.00	150,296.32	78,865.23	146,400.00	146,400.00
Consumer Utility Tax-Gas, Elec	12020-0001	25,500.00	24,000.00	25,200.00	25,078.11	10,583.82	25,000.00	25,000.00
Electric Consumption Tax	12020-0002	19,000.00	18,000.00	18,000.00	17,102.65	7,522.43	18,000.00	18,000.00
Business License Tax	12030-0006	80,500.00	100,000.00	115,000.00	130,208.16	16,022.92	130,000.00	130,000.00
Business Lic Tax-Interest & Pen	12030-0007	1,800.00	1,000.00	2,500.00	1,315.74	2,070.08	1,300.00	1,300.00
Motor Vehicle Licenses	12050-0001	40,000.00	40,000.00	40,000.00	38,919.00	(36.00)	40,000.00	40,000.00
Motor Vehicle Licenses Penalties/Interest	12050-0002	400.00	100.00	300.00	415.68	48.12	300.00	300.00
Bank Stock Fee	12060-0001	60,000.00	62,500.00	70,000.00	67,082.00		70,000.00	70,000.00
Cigarette Tax	12080-0001		-	30,000.00	42,300.00	18,000.00	30,000.00	30,000.00
Lodging Tax	12100-0001	8,700.00	8,400.00	12,000.00	12,678.20	6,373.22	12,000.00	12,000.00
Meals Tax	12110-0001	456,000.00	480,000.00	625,000.00	640,191.20	368,455.79	700,000.00	700,000.00
Meals Tax-Pen & Int.	12110-0002	600.00	600.00	600.00	200.97	500.29	600.00	600.00
Zoning Permits	13030-0007	600.00	-		600.00	1,854.01		
Fines & Forfeitures	14010-0001	4,400.00	6,000.00	6,000.00	6,900.42	6,519.52	6,000.00	6,000.00
Interest on Bank Deposits	15010-0001	6,000.00	6,000.00	3,000.00	1,421.32	5,604.19	5,000.00	5,000.00
Interest on Investments	15010-0002	20,000.00	43,200.00	12,000.00	16,820.76	24,720.17	20,000.00	20,000.00
VIP Unrealized Gain/Loss	15010-0003	0.00	-	0.00	(103,957.24)	(33,891.56)		
Tower Lease	15020-0005	9,400.00	9,403.56	9,403.56	9,888.76	5,429.58	10,859.16	10,859.16
Rent-Firing Range	15020-0006	0.00	-		-			
Police Security	16030-0001	0.00	2,100.00		3,026.04	5,235.76	20,000.00	20,000.00
Refunds	18030-0001	0.00	-		1,187.67	59,721.15		
Returned Check Fee	18030-0005	250.00	100.00	150.00	500.00	255.00	500.00	500.00
Accident Reports	18030-0006	150.00	200.00	200.00	250.00	110.00	250.00	250.00
Misc Rev	18030-0007	1,000.00	-		10.83	182.58		
Collection Fee	18030-0008	1,000.00	3,000.00	2,200.00	1,914.89	124.38	2,000.00	2,000.00
Donations-Police	18990-0003	0.00	200.00		125.00	1,700.00		
Sale of Surplus Property/Salvage	18990-0005		9,955.95		21,605.95			
DMV Stop Fees	19020-0005	1,200.00	500.00	500.00	1,690.70	628.92	1,200.00	1,200.00
Rolling Stock Tax	22010-0007	2,400.00	2,400.00	2,390.00	2,395.61	2,395.81	2,400.00	2,400.00
Personal Property Tax Relief	22010-0009	17,455.00	17,455.00	17,455.00	17,455.92	17,455.92	17,455.92	17,455.92
Rental Tax	22010-0010	2,000.00	2,400.00	2,400.00	3,292.50	1,983.04	3,000.00	3,000.00
Game of Skills Tax			-	0.00	-	-		
Communication Tax from State	22010-0030	85,000.00	78,000.00	78,000.00	73,142.51	29,508.99	70,800.00	70,800.00
DCJS Grants	24010-0001	0.00	-		29,410.00	36,789.00		92,000.00
State Police Aid	24010-0003	56,608.00	56,608.00	58,820.00		16,166.00	64,664.00	64,664.00
Fire Programs Grant	24020-0001	15,000.00	15,000.00	15,000.00	15,000.00	-	15,000.00	15,000.00
Other Public Safety Grants	24020-0004		2,000.00		2,000.00			
DCJS Federal Justice Grants	33010-0009		20,756.00		2,006.00			
CARES Act Funding	33020-0002	260,668.97	226,063.00			1,130,893.00		
Insurance Claims	41010-0001	0.00	-					
Sale of Land/Vehicles/Buildings	41020-0001	0.00	-			1,550.00		
Carryover from previous year for budget balance		0.00	-					
Transfers from Other Funds	41050-0006	0.00	-					
Reserve Funds	42000-0000	120,751.77	107,547.19	188,390.21			527,739.21	186,127.21



		FY 21 BUDGET	FY 22 BUDGET	FY 23 BUDGET	FY 24 BUDGET			
Account Name	Account Code	FY21 Amended Total	FY 22 Amended Total	FY 23 Approved	FY 22 EOY	FY 23 @ 12/31/22	FY 24 TM Recommended	FY 24 Approved
GENERAL FUND EXPENSES								
TOWN COUNCIL								
Wages	11010-1100	11,400.00	11,400.00	11,400.00	11,752.50	5,625.00	15,600.00	11,400.00
FICA	11010-2100	872.10	872.10	872.10	899.38	430.46	872.10	872.10
Travel-Milage/Hotels/Conference	11010-5501	500.00	3,737.65	1,500.00	3,737.65	4,582.48	5,000.00	5,000.00
Employee Recognition	11010-5811	0.00	-					
Town Council Totals		12,772.10	16,009.75	13,772.10	16,389.53	10,637.94	21,472.10	17,272.10
TOWN MANAGER								
Wages	12110-1100	26,699.94	27,073.74	28,261.74	28,001.58	20,535.08	53,263.01	54,705.81
PT Wages	12110-1300	35,391.48	35,882.04	60,481.52	37,125.54	19,180.39	41,252.82	41,241.26
FICA	12110-2100	4,749.99	4,816.12	6,788.86	5,098.84	3,090.34	7,230.46	7,339.95
VRS	12110-2200	5,606.99	5,685.49	9,649.13	6,055.38	3,987.92	4,952.11	4,950.72
Health Insurance	12110-2300	2,579.04	2,553.12	7,900.20	2,611.57	3,152.55	8,602.44	8,602.44
Group Life Insurance	12110-2400	357.78	362.79	672.68	368.41	286.75	713.72	733.06
STD/Long-Term Disability	12110-2500	140.98	142.95	380.89	142.95	100.89	281.23	288.85
Unemployment Insurance	12110-2600	25.00	25.00	41.45	65.68	-	26.00	26.00
Worker's Comp	12110-2700	133.93	144.11	147.83	97.79	112.69	121.29	125.04
Professional Svcs	12110-3150	2,500.00	7,448.26	3,000.00	7,798.26	1,253.40	3,000.00	-
Printing & Binding	12110-3500	0.00	-					
Advertising	12110-3600	2,000.00	1,000.00	1,000.00	2,470.80	1,260.40	2,000.00	2,000.00
Contingency requirement	12110-5000	44,855.66	48,555.73	44,455.00	11,588.53	7,810.32	58,214.00	50,726.00
CARES Act Expenses	12110-5001	0.00	-					
Postage	12110-5210	200.00	287.50	200.00	500.72	104.21	250.00	250.00
Telecommunications	12110-5230	540.00	540.00	540.00	540.00	270.00	540.00	540.00
Crime & Cyber Insurance	12100-5307	2,481.00	2,956.00	2,956.00	2,956.00	2,225.00	2,225.00	2,225.00
Travel-Mileage/Hotel/Conference	12110-5501	800.00	2,000.00	2,000.00	1,466.30	2,068.86	3,000.00	3,000.00
Dues & Memberships	12110-5810	1,500.00	3,600.00	2,500.00	7,632.00	659.00	2,500.00	2,500.00
Capital Improvement Program	12110-8000	0.00	9,532.00	135,800.00			171,192.08	
Town Manager Totals		130,561.79	152,604.85	306,775.30	114,520.35	66,097.80	359,364.16	179,254.12
Town Attorney	12210-3150	35,000.00	25,000.00	25,000.00	24,593.60	12,020.23	26,575.50	26,750.00
Independent Auditor	12240-3150	17,000.00	20,000.00	20,000.00	19,000.00	-	20,000.00	20,000.00
FINANCE DEPARTMENT								
Wages	12420-1100	42,037.82	42,626.35	46,280.54	46,799.03	25,213.10	47,332.46	49,879.28
PT Wages	12420-1300	3,264.07	4,422.57	4,750.80	3,950.25	2,149.05	5,084.68	5,083.25
FICA	12420-2100	3,465.60	3,599.24	3,903.90	3,471.20	1,883.62	4,009.91	4,204.63
VRS	12420-2200	6,726.05	6,820.22	7,835.30	7,394.67	4,052.12	8,013.39	8,444.56
Health Insurance	12420-2300	6,972.96	6,902.88	7,489.80	7,523.45	4,154.32	8,155.56	8,155.56
Group Life Insurance	12420-2400	563.31	571.19	620.16	619.20	339.34	634.25	668.38
Unemployment Insurance	12420-2600	45.00	45.00	29.83	99.45	15.49	41.60	41.60
Worker's Comp	12420-2700	105.48	120.37	130.19	84.10	97.52	100.47	104.03
DMV Stops	12420-3009	1,500.00	1,000.00	1,200.00	1,575.00	900.00	2,000.00	2,000.00
Professional Svcs	12420-3150	2,800.00	2,800.00	2,800.00	82.43	22.86	3,800.00	3,800.00
Banking Service Charges	12420-3160	1,500.00	200.00	840.00	425.91	207.67	800.00	800.00
VIP Management Fee	12420-3170	5,000.00	4,000.00	3,500.00	2,990.25	1,452.82	3,500.00	3,500.00
Service Contracts	12420-3320	3,500.00	4,250.00	4,250.00	2,683.33	3,507.60	4,250.00	4,250.00
Advertising	12420-3600	200.00	200.00	200.00	95.33	151.54	200.00	200.00
Postage	12420-5210	5,000.00	2,000.00	3,000.00	1,938.51	1,727.70	3,000.00	3,000.00
Telecommunications	12420-5230	1,080.00	1,080.00	1,080.00	1,080.00	540.00	1,080.00	1,080.00
Tuition Reimbursement	12420-5400		-	5,000.00		2,647.25	8,000.00	8,000.00
Travel-Mileage/Hotel/Conference	12420-5501	500.00	1,000.00	1,000.00	874.00	1,618.82	3,000.00	3,000.00
Dues & Memberships	12420-5810	500.00	200.00	210.00	217.50	200.00	300.00	300.00
Office Supplies	12420-6001	3,500.00	3,500.00	4,000.00	3,539.64	2,727.47	4,000.00	4,000.00
Finance Totals		88,260.29	85,337.83	98,120.51	85,443.25	53,608.29	107,302.32	110,511.30

		FY 21 BUDGET	FY 22 BUDGET	FY 23 BUDGET	FY 24 BUDGET			
Account Name	Account Code	FY21 Amended Total	FY 22 Amended Total	FY 23 Approved	FY 22 EOY	FY 23 @ 12/31/22	FY 24 TM Recommended	FY 24 Approved
<b>Information Technology</b>								
I.T. Services	12510-3150	8,000.00	13,880.00	9,000.00	12,538.52	1,093.92	9,000.00	9,000.00
Phone Maintenance	12510-3330	1,000.00	500.00	500.00				
Website Maintenance	12510-3340	1,000.00	1,000.00	1,000.00	430.00	450.00	1,000.00	1,000.00
Microsoft Office Service	12510-5600	8,580.00	6,300.00	6,480.00	6,459.22	4,745.50	8,000.00	8,000.00
I.T. Supplies	12510-6002	1,000.00	2,399.76	3,000.00	4,754.69	5,487.37	5,000.00	5,000.00
I.T. Equipment	12510-8001	37,000.00	1,600.24	1,000.00	3,765.25	608.12	5,000.00	5,000.00
<b>I.T. Totals</b>		<b>56,580.00</b>	<b>25,680.00</b>	<b>20,980.00</b>	<b>27,947.68</b>	<b>12,384.91</b>	<b>28,000.00</b>	<b>28,000.00</b>
<b>POLICE DEPARTMENT</b>								
Wages	31100-1100	325,905.98	338,419.96	379,712.76	370,610.40	195,025.27	432,367.83	436,639.62
Overtime	31100-1200	3,500.00	3,500.00	3,500.00	2,178.65	599.77	3,500.00	8,453.09
PT Wages	31100-1300	31,167.43	37,126.59	47,634.99	33,484.29	16,450.56	31,523.48	31,516.13
Other Pay/Holiday	31100-1400	37,351.27	14,021.69	16,547.41	10,145.31	4,731.19	13,908.20	13,904.30
Security Wages	31100-1500	0.00	1,732.50		2,857.50	7,710.00	20,000.00	20,000.00
FICA	31100-2100	30,441.24	29,460.30	34,225.73	31,403.33	16,620.45	39,066.03	37,524.26
VRS	31100-2200	52,144.96	52,874.99	67,999.53	56,854.57	32,463.97	73,199.87	73,923.09
Health Insurance	31100-2300	58,920.00	58,344.00	66,690.00	55,075.50	28,276.08	74,262.00	74,262.00
STD/Long-Term Disability						38.60	123.98	123.94
Group Life Insurance	31100-2400	4,367.14	4,428.28	5,295.57	4,751.11	2,707.13	5,793.73	5,850.97
Unemployment Insurance	31100-2600	70.00	70.00	221.64	254.62	48.73	93.45	93.45
Worker's Comp	31100-2700	13,309.28	11,774.39	17,484.23	9,535.85	11,498.63	14,584.80	14,140.78
LODA Insurance	31100-2710	6,725.00	6,125.00	6,125.00	6,125.00	2,642.00	2,642.00	2,642.00
Maint Services	31100-3310				1,478.05	425.00	2,000.00	2,000.00
Professional Services	31100-3320	8,500.00	8,500.00	6,000.00	1,478.05	11,091.36	4,000.00	4,000.00
CODE RED	31100-3400	2,500.00	2,700.00	2,700.00	2,700.00	-	2,700.00	2,700.00
Advertising	31100-3600	400.00	400.00	500.00	630.00	-	500.00	500.00
Postage	31100-5210	500.00	500.00	500.00	9.90	49.15	500.00	500.00
Telecommunications	31100-5230	11,543.16	11,700.00	11,760.00	8,546.87	3,545.46	10,000.00	10,000.00
Motor Vehicle Insurance	31100-5305	3,463.05	3,722.96	3,722.96	3,559.95	2,844.68	2,844.68	2,844.68
Other Property Insurance	31100-5306	548.24	545.42	545.42	545.42	163.69	163.69	163.69
Tuition Reimbursement	31100-5400	4,000.00	-	0.00	-	-		
Travel-Mileage/Conference/Hotel	31100-5501	3,000.00	10,000.00	4,000.00	6,825.65	1,216.40	5,000.00	5,000.00
Public Safety Event	31100-5700	5,000.00	6,000.00	6,000.00	6,000.00	-	12,000.00	12,000.00
Fire Range Fees	31100-5800	3,000.00	3,000.00	3,000.00	9,831.76	99.99	3,000.00	3,000.00
Attorney Fees	31100-5801	3,000.00	3,000.00	2,000.00	1,619.32	450.00	2,000.00	2,000.00
Dues & Memberships	31100-5810	5,000.00	5,500.00	5,500.00	5,005.00	5,165.00	6,000.00	6,000.00
Office Supplies	31100-6001	2,500.00	2,000.00	3,000.00	2,356.03	1,126.27	3,000.00	3,000.00
K-9 Supplies	31100-6003					3,886.34	4,000.00	4,000.00
Fuel	31100-6008	15,000.00	15,000.00	15,000.00	16,878.86	9,054.30	20,000.00	20,000.00
Vehicle/Power Equipment Supplies	31100-6009	9,000.00	9,000.00	9,000.00	13,772.11	3,365.67	9,000.00	9,000.00
Police Supplies	31100-6010	10,936.34	34,459.95	28,000.00	31,579.01	19,196.16	45,000.00	45,000.00
Uniforms	31100-6011	5,000.00	5,000.00	4,000.00	4,017.29	2,780.42	4,000.00	4,000.00
Crime Prevention	31100-6030	4,000.00	5,000.00	4,000.00	1,534.97	7,767.99	5,000.00	5,000.00
Investigation Expense	31100-6032	2,000.00	1,000.00	2,500.00	829.07	-	2,500.00	2,500.00
Vehicles	31100-8005	0.00	91,812.84	0.00	91,811.86	47,334.82		104,692.08
<b>Police Department</b>		<b>662,793.09</b>	<b>776,718.87</b>	<b>757,165.25</b>	<b>794,285.30</b>	<b>438,375.08</b>	<b>854,273.76</b>	<b>966,974.08</b>
<b>PUBLIC SAFETY</b>								
Fire Dept Contributions	32200-5600	20,000.00	12,250.00	12,500.00	12,250.00		15,000.00	15,000.00
Fire Programs Grants	32200-5701	15,000.00	15,000.00	15,000.00	15,000.00	-	15,000.00	15,000.00
<b>Public Safety</b>		<b>35,000.00</b>	<b>27,250.00</b>	<b>27,500.00</b>	<b>27,250.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>30,000.00</b>
Streetlights	41320-5100	25,995.15	26,000.00	26,000.00	26,035.34	11,764.26	26,085.79	26,085.79

		FY 21 BUDGET	FY 22 BUDGET	FY 23 BUDGET	FY 24 BUDGET			
Account Name	Account Code	FY21 Amended Total	FY 22 Amended Total	FY 23 Approved	FY 22 EOY	FY 23 @ 12/31/22	FY 24 TM Recommended	FY 24 Approved
<b>GENERAL PROPERTIES</b>								
Wages	43200-1100	20,114.07	20,395.67	21,904.95	41,717.18	18,473.61	42,648.75	43,140.93
PT Wages	43200-1300	13,263.68	13,447.46	14,442.71	8,896.90	5,310.56	15,456.45	15,452.12
Other Pay/Holiday	43200-1400	314.17	318.56	342.14	-	179.43	4,126.44	4,125.28
FICA	43200-2100	2,577.43	2,613.37	2,806.77	3,627.90	1,783.90	3,262.63	3,300.28
VRS	43200-2200	3,218.25	3,263.31	3,708.51	6,847.16	3,237.50	7,220.43	7,303.76
Health Insurance	43200-2300	5,906.40	5,863.20	6,225.00	11,065.00	4,346.99	10,613.40	10,613.40
Group Life Insurance	43200-2400	269.53	273.30	293.53	573.39	271.29	571.49	578.09
Long-Term Disability	43200-2500	0.00	-	-	-	-	100.10	100.10
Unemployment Insurance	43200-2600	60.00	60.00	46.20	176.73	11.90	83.20	83.20
Worker's Comp	43200-2700	173.48	183.20	196.74	73.84	119.19	146.95	146.91
Maintenance Contracts	43200-3310	5,000.00	-	-	-	-	-	-
Electric	43200-5100	8,531.62	8,000.00	8,000.00	7,492.68	5,877.64	7,702.59	7,702.59
Heating Services	43200-5110	5,000.00	5,000.00	3,500.00	3,094.05	677.41	4,500.00	4,500.00
Water/Sewer	43200-5120	5,000.00	2,970.92	3,400.00	4,249.88	2,112.15	3,759.00	3,759.00
Telecommunication	43200-5230	10,774.92	11,120.00	10,600.00	14,142.94	7,379.30	11,136.00	11,136.00
Property Insurance	43200-5304	664.98	563.21	563.21	563.21	358.22	358.22	358.22
Motor Vehicle Insurance	43200-5305	1,371.69	1,474.64	1,474.64	1,410.07	1,126.76	1,126.76	1,126.76
Other Property Insurance	43200-5306	1,307.21	1,307.21	1,307.21	1,307.21	1,281.25	1,281.25	1,281.25
General Liability Insurance	43200-5308	13,734.00	14,783.00	14,783.00	14,783.00	7,238.00	5,433.00	5,433.00
Lease of Equipment	43200-5410	2,000.00	2,000.00	7,000.00	292.50	661.56	7,000.00	7,000.00
Travel-Mileage/Conference/Hotel	43200-5501	1,000.00	1,915.11	1,000.00	2,942.56	455.00	3,000.00	3,000.00
Dues & Memberships	43200-5810	0.00	-	-	-	-	0.00	0.00
Office Supplies	43200-6001	750.00	750.00	750.00	493.04	456.00	750.00	750.00
Janitorial Supplies	43200-6005	2,000.00	2,084.89	3,000.00	626.94	739.60	3,000.00	3,000.00
Repair & Maint. Supplies	43200-6007	21,500.00	17,884.43	21,500.00	11,740.79	2,533.04	21,500.00	21,500.00
Fuel	43200-6008	13,000.00	15,000.00	15,000.00	17,283.69	10,077.51	20,000.00	20,000.00
Vehicle/Power Equipment Supplies	43200-6009	25,000.00	24,000.00	24,000.00	47,877.85	10,871.36	24,000.00	24,000.00
Uniforms	43200-6011	2,000.00	3,000.00	2,500.00	1,139.45	-	2,500.00	2,500.00
Christmas Decorations	43200-6012	6,200.00	5,615.57	3,500.00	5,615.57	3,964.23	4,000.00	4,000.00
Ag Supplies	43200-6013	2,000.00	2,000.00	2,000.00	2,291.60	637.87	2,500.00	2,500.00
Equipment/Vehicles	43200-8005	16,200.00	83,114.00	-	-	-	-	68,000.00
<b>General Properties Totals</b>		<b>188,931.43</b>	<b>249,001.06</b>	<b>173,844.61</b>	<b>210,325.13</b>	<b>90,181.27</b>	<b>207,776.67</b>	<b>276,390.90</b>
Second Stage Contr	71300-5600	2,750.00	-	0.00	-	-	-	-
Amherst Mountain Bike Club	71500-5600	0.00	-	-	-	-	-	-
Village Garden Club Contr.	72100-5600	3,000.00	3,000.00	3,000.00	3,000.00	-	3,000.00	3,000.00
Rotary Club	72150-5600	0.00	-	-	-	-	-	-
Museum Contributions	72200-5600	2,900.00	2,500.00	2,500.00	2,500.00	-	3,000.00	3,000.00
<b>Planning/Zoning</b>								
Professional Services	81100-3100	0.00	-	-	-	-	-	-
Advertising	81100-3600	200.00	200.00	200.00	-	-	-	-
Postage	81100-5210	75.00	75.00	75.00	4.33	-	-	-
Dues/Memberships	81100-5810	0.00	1,045.00	1,075.00	1,063.00	1,118.00	1,118.00	1,118.00
<b>General Properties Totals</b>		<b>275.00</b>	<b>1,320.00</b>	<b>1,350.00</b>	<b>1,067.33</b>	<b>1,118.00</b>	<b>1,118.00</b>	<b>1,118.00</b>
<b>Community Development</b>								
Chamber of Commerce Contr.	81600-5600	0.00	-	0.00	-	-	-	-
Neighbors Helping Neighbors Contr.	83500-5600	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
<b>Community Development Totals</b>		<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>
Purchase of Land/Buildings	94000-8000	0.00	50,566.35	-	55,566.35	-	250,000.00	0
<b>General Fund Expense Total</b>		<b>1,453,521.68</b>	<b>1,463,488.70</b>	<b>1,478,507.77</b>	<b>1,410,423.86</b>	<b>698,687.78</b>	<b>1,940,468.29</b>	<b>1,690,856.29</b>

WATER FUND								
		FY 21 Budget	FY 22 Budget	FY 23 Budget	FY 24 Budget			
Account Name	Account Code	FY 21 Amended	FY 22 Amended Total	FY 23 Approved	FY 22 EOY	FY 223 @ 12/31/22	FY 24 Town Manager Recommended	FY 24 Approved
WATER FUND REVENUE								
Water In-Town Base Charges	16080-0005	256,895.26	245,907.94	254,707.54	235,867.79	137,866.42	269,934.29	269,934.29
Water OT Base Charges	16080-0006	166,864.32	175,554.62	150,338.98	163,768.60	98,971.14	175,851.84	175,851.84
Water In-Town Usage Charge	16080-0007	390,330.87	390,858.85	374,019.84	389,181.15	211,559.81	408,047.97	408,047.97
Water OT Usage Charges	16080-0008	274,956.36	291,729.53	253,848.46	267,143.39	163,628.61	291,179.13	291,179.13
Penalties	16080-0009	13,100.00	18,000.00	20,000.00	95,086.86	31,043.11	20,000.00	20,000.00
Trip Charges	16080-0010	11,000.00	10,000.00	12,000.00	15,500.00	3,087.46	8,000.00	8,000.00
Dormant Acct Fee	16080-0011	3,582.41	3,856.83	3,662.66	3,647.20	1,882.23	3,715.33	3,715.33
Fire Sprinklers	16080-0012	4,968.00	4,781.00	4,749.55	4,761.29	2,382.00	4,764.00	4,764.00
Avalability Fee	16080-0013	-	0.00		2,662.52	2,366.49	3,000.00	3,000.00
Water Charges-SBC	16080-0014	117,838.68	119,488.32	131,625.12	121,355.23	49,771.69	131,625.12	131,625.12
Reimbursement of Const. Cost	19020-0004	-	0.00					
Grant Revenue	21000-0000	-	0.00					
	33020-0002	15,409.56	0.00					
Transfer from Reserve	41040-0006	-	0.00	7,663.39			140,081.53	101,851.33
Transfer from Other Fund		20,396.67	11,011.37					
Revenue Totals		1,275,342.13	1,271,188.46	1,212,615.54	1,298,974.03	702,558.96	1,456,199.20	1,417,969.00
WATER FUND EXPENSES								
TOWN MANAGER								
Wages	12110-1100	39,555.47	40,109.24	41,869.24	42,180.64	20,871.79	44,122.04	43,962.71
PT Wages	12110-1300	4,423.94	4,485.25	4,817.90	4,640.78	2,397.50	5,156.60	5,058.80
FICA	12110-2100	3,364.42	3,411.48	3,571.57	3,701.26	1,866.92	3,769.82	3,750.15
VRS	12110-2200	8,306.65	8,422.94	8,792.54	8,374.28	4,371.75	9,265.63	9,232.17
Health Insurance	12110-2300	3,820.80	3,782.40	4,104.00	3,787.19	2,040.56	4,468.80	4,468.80
Group Life Insurance	12110-2400	530.04	537.46	561.05	534.47	278.99	591.24	589.10
STD/Long-Term Disability	12110-2500	208.85	211.78	221.07	211.68	92.10	232.96	232.12
Unemployment Insurance	12110-2600	-	0.00					
Contingency	12110-5000	40,409.56	21,148.72					
Town Manager Totals		\$ 100,619.73	82,109.28	\$ 63,937.36	63,430.30	31,919.61	67,607.09	\$ 67,293.84
FINANCE DEPARTMENT								
Wages	12420-1100	37,160.41	37,680.66	40,718.94	38,049.08	19,493.23	38,207.34	37,853.15
PT Wages	12420-1300	6,528.15	8,845.14	9,501.60	7,900.48	4,298.12	10,169.36	9,976.48
FICA	12420-2100	3,342.17	3,559.22	3,841.87	336.77	1,728.70	3,700.82	3,658.97
VRS	12420-2200	5,945.67	6,028.91	6,893.72	5,801.59	3,064.97	6,468.50	6,408.54
Health Insurance	12420-2300	6,686.40	6,719.20	7,182.00	6,335.75	3,353.56	7,820.40	7,820.40
Group Life Insurance	12420-2400	497.95	504.92	545.63	485.88	256.70	511.98	507.23
Unemployment Insurance	12420-2600	-	0.00					
Professional Services	12420-3120	-	0.00					
Banking Service Charges	12420-3160	1,500.00	100.00	-	165.53	35.00	200.00	200.00
Support Contracts	12420-3320	2,750.00	3,700.00	3,600.00	3,541.30	2,750.00	3,600.00	3,600.00
Misc Exp	12420-5000	-	0.00					
Postage	12420-5210	2,500.00	3,710.00	3,500.00	3,618.49	2,362.71	3,600.00	3,600.00
Supplies	12420-6001	7,000.00	2,200.00	2,200.00	707.70	1,486.00	2,200.00	2,200.00
Finance Totals		\$ 73,910.75	73,048.04	\$ 77,983.77	\$ 66,942.57	\$ 38,828.99	76,478.40	\$ 75,824.77

		FY 21 Budget	FY 22 Budget	FY 23 Budget	FY 24 Budget			
Account Name	Account Code	FY 21 Amended	FY 22 Amended Total	FY 23 Approved	FY 22 EOY	FY 223 @ 12/31/22	FY 24 Town Manager Recommended	FY 24 Approved
WATER OPERATIONAL DEPARTMENT								
Wages	44000-1100	132,034.75	133,883.24	145,735.81	146,180.73	74,840.38	172,309.74	170,869.00
Overtime	44000-1200		5,850.00		-			
PT Wages	44000-1300	14,551.28	14,758.57	15,849.66	12,170.29	5,150.80	27,547.38	27,299.88
Other/Holiday	44000-1400	5,164.90	10,424.25	5,961.45	8,949.87	3,998.62	6,232.27	6,114.07
FICA	44000-2100	11,608.95	14,081.05	12,817.34	11,979.87	6,080.25	15,765.84	15,627.65
VRS	44000-2200	21,125.56	21,421.32	24,673.07	21,580.04	10,574.74	23,112.97	22,983.97
Health Insurance	44000-2300	23,880.00	23,640.00	25,650.00	24,239.22	10,706.79	33,516.00	33,516.00
Group Life Insurance	44000-2400	1,769.27	1,794.04	1,952.86	1,813.08	881.60	2,308.95	2,289.64
Long-Term Disability	44000-2500	196.99	299.75	227.39	71.85	68.47	496.43	492.41
Unemployment Insurance	44000-2600	40.00	50.00	92.40	93.97	25.88	41.60	41.60
Worker's Comp	44000-2700	4,820.67	6,174.24	5,374.40	3,654.04	2,600.52	4,167.01	4,115.07
Water Shed Mgmt	44000-3100	-	0.00			-		
Testing Services	44000-3140	12,500.00	31,000.00	31,000.00	3,143.51	4,676.33	31,000.00	31,000.00
Professional Svcs	44000-3150	3,200.00	3,200.00	3,200.00	3,300.00	1,750.00	3,200.00	3,200.00
Repair & Maint. Svcs	44000-3310	10,000.00	10,000.00	10,000.00	1,530.00	1,143.67	10,000.00	10,000.00
Advertising	44000-3600	2,000.00	2,000.00	2,000.00	369.40	1,148.00	2,000.00	2,000.00
Electrical Svcs	44000-5100	34,881.99	46,000.00	37,000.00	44,414.19	22,369.42	47,707.13	47,707.13
Water & Sewer	44000-5120	30,678.32	8,883.29	7,500.00	17,596.40	22,367.38	40,400.00	40,400.00
Postage	44000-5210	2,000.00	2,000.00	2,000.00	70.00	285.30	2,000.00	2,000.00
Telecommunications	44000-5230	4,320.00	5,040.00	4,500.00	3,648.34	1,609.82	5,040.00	5,040.00
Property Insurance	44000-5304	3,668.40	3,106.98	3,106.98	3,106.98	1,976.14	1,976.14	1,976.14
Motor Vehicle Insurance	44000-5305	439.11	472.06	472.06	451.39	360.70	360.70	360.70
Travel-Mileage/Hotel/Conference	44400-5501	4,000.00	4,000.00	3,000.00	225.00	25.00	3,000.00	3,000.00
Lease/Rent Equipment	44000-5410	-	0.00		-			
Permits	44000-5600	-	4,000.00	4,000.00	3,940.00	7,543.00	7,500.00	7,500.00
Dues & Memberships	44000-5810	2,000.00	5,000.00	2,000.00	4,617.38	324.00	2,000.00	2,000.00
Office Supplies	44000-6001	2,500.00	2,500.00	2,000.00			2,000.00	2,000.00
Lab Supplies	44000-6004	15,000.00	15,000.00	15,000.00	3,430.05	5,272.45	15,000.00	15,000.00
Repair & Maint. Supplies	44000-6007	25,000.00	25,000.00	20,000.00	6,225.21	3,310.40	20,000.00	20,000.00
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	-	2,087.38	3,000.00	3,000.00
Vehicle & Equip Supplies	44000-6009	5,000.00	5,000.00	4,000.00	352.93	526.91	3,000.00	3,000.00
Uniforms	44000-6011	1,500.00	1,500.00	1,500.00	1,485.80	1,485.80	1,500.00	1,500.00
Chemicals	44000-6051	65,000.00	68,000.00	70,000.00	70,310.59	32,780.81	108,000.00	108,000.00
Equipment	44000-8005	25,000.00	25,000.00	25,000.00	-		42,500.00	15,000.00
Operational Totals		465,880.19	501,078.78	487,613.43	398,950.13	225,970.56	636,682.16	607,033.24

		FY 21 Budget	FY 22 Budget	FY 23 Budget	FY 24 Budget			
Account Name	Account Code	FY 21 Amended	FY 22 Amended Total	FY 23 Approved	FY 22 EOY	FY 223 @ 12/31/22	FY 24 Town Manager Recommended	FY 24 Approved
<b>WATER MAINTENANCE DEPARTMENT</b>								
Wages	45000-1100	100,570.37	101,978.35	109,524.75	113,066.68	58,659.93	127,929.98	125,683.37
PT Wages	45000-1200	642.01	650.97	699.29	525.23	446.73	748.35	734.15
Other Pay/Holiday	45000-1300	1,570.83	1,592.82	1,710.69	-	-	1,856.90	1,821.68
FICA	45000-2100	7,862.92	7,972.99	8,563.01	8,362.07	4,348.90	9,985.94	9,810.30
VRS	45000-2200	16,091.26	16,316.54	18,542.54	17,234.62	9,257.43	21,658.55	21,278.19
Health Insurance	45000-2300	21,492.00	5,264.18	23,085.00	22,483.04	12,087.01	27,930.00	27,930.00
Group Life Insurance	45000-2400	1,347.64	1,366.51	1,467.63	1,443.27	775.29	1,714.26	1,684.16
Long-Term Disability	45000-2500	-	0.00				50.05	50.05
Unemployment Insurance	45000-2600	-	0.00					
Worker's Comp	45000-2700	6,820.59	7,348.03	7,737.04	5,265.52	4,282.23	6,380.09	6,380.09
Repair & Maint. Svcs	45000-3310	-	0.00				1,000.00	1,000.00
Miss Utility	45000-5130	600.00	800.00	800.00	394.81		800.00	800.00
Telecommunication	45000-5230	-	0.00					
Motor Vehicle Insurance	45000-5305	1,371.69	1,474.64	1,474.64	1,410.07	1,126.76	1,126.76	1,126.76
Lease of Equipment	45000-5410	2,000.00	2,000.00	2,000.00			5,000.00	5,000.00
Travel-Mileage/Conference/Hotel	45000-5501	2,000.00	2,000.00	2,000.00			2,000.00	2,000.00
Dues & Memberships	45000-5810	200.00	200.00	200.00	80.00		200.00	200.00
Repair & Maint. Supplies	45000-6007	20,000.00	20,000.00	20,000.00	12,609.74	10,701.74	20,000.00	20,000.00
Fuel	45000-6008	-	0.00					
Vehicle/Power Equipment Supplies	45000-6009	-	0.00					
Uniforms	45000-6011	-	0.00					
Equipment/Vehicles	45000-8005	-	0.00					18,000.00
<b>Maintenance Totals</b>		<b>182,569.31</b>	<b>168,965.04</b>	<b>197,804.60</b>	<b>182,875.05</b>	<b>101,686.02</b>	<b>228,380.87</b>	<b>243,498.75</b>
Revenue Refunds	92000-9000		14,862.65					
WTP Improvements	94000-8002		0.00					
<b>Debt Payments</b>								
60W W/L Principle	95000-9000	14,760.00	16,210.00	16,697.98		8,286.84	17,202.68	17,202.68
60W W/L Interest	95000-9001	14,295.00	12,836.00	10,288.28		6,235.12	11,841.24	11,841.24
Mainstreet W/L Principle	95000-9004	68,570.00	76,620.00	78,352.35		38,957.04	78,352.35	78,352.35
Mainstreet W/L Interest	95000-9005	54,390.00	46,332.95	14,866.45		22,518.80	14,866.45	14,866.45
Sterling Debt Refi Prin	95000-9006	109,840.00	95,640.00	98,887.58		49,443.84	102,248.00	102,248.00
Sterling Debt Refi Interest	95000-9007	41,215.00	31,565.00	28,315.66		14,525.39	24,960.00	24,960.00
Water Plant Upgrades Prin	95000-9008		0.00	44,529.08		-	84,247.39	84,247.39
Water Plant Upgrades Interest	95000-9009		0.00	92,895.00		49,235.38	90,600.30	90,600.30
Debt Reserve	95000-9010	149,292.15	150,788.34					
Capital Improvement Program		-	0.00				-	
<b>Debt Totals</b>		<b>452,362.15</b>	<b>429,992.29</b>	<b>384,832.38</b>	<b>-</b>	<b>189,202.41</b>	<b>424,318.41</b>	<b>424,318.41</b>
<b>Water Fund Expense Totals</b>		<b>1,275,342.13</b>	<b>1,270,056.09</b>	<b>1,212,171.53</b>	<b>-</b>	<b>363,882.86</b>	<b>1,433,466.93</b>	<b>1,417,969.00</b>

SEWER FUND		FY 21 Budget	FY 22 Budget	FY 23 Budget	FY 24 Budget			
Account Name	Account Code	FY 21 Amended	FY 22 Amended Total	FY 23 Approved	FY 22 EOY	FY 23 @ 12/31/22	FY 24 Town Manager Recommended	FY 24 Approved
SEWER REVENUE								
Sewer In-Town Base Charges	16080-0005	349,103.04	327,844.37	342,220.20	344,502.19	190,214.05	366,129.74	366,129.74
Sewer OT Base Charges	16080-0006	142,187.52	155,026.20	133,646.24	130,809.89	82,346.72	144,879.09	144,879.09
Sewer In-Town Usage Charge	16080-0007	260,898.74	255,899.08	243,134.20	255,206.07	136,714.94	269,596.69	269,596.69
Sewer OT Usage Charges	16080-0008	115,738.56	126,189.06	108,786.08	106,477.35	67,029.03	117,929.46	117,929.46
Penalties	16080-0009	7,300.00	18,000.00	20,000.00	70,689.74	12,838.89	15,000.00	15,000.00
Dormant Acct Fee	16080-0011	4,994.87	5,382.01	5,217.14	5,143.94	2,821.59	5,395.54	5,395.54
Availability Fee	16080-0012	-	-	-	3,980.27			
SBC-Rut. Creek Operations	19020-0003	42,000.00	42,000.00	48,000.00	48,477.89	25,168.79	50,000.00	50,000.00
SBC Sewer Rehab	19020-0004	-	-			8,379.00	11,172.00	11,172.00
Reimbursement of Const. Cost	19020-0005	13,797.00	-					
Nutrient Credit	24040-0003	400.00	700.00	600.00	554.08	304.61	400.00	400.00
CARES Act Utility Forgiveness	33020-0002	15,409.56	11,011.37					
Transfer from Reserve							260,710.96	227,326.61
USDA Grant Funds	41040-0006	47,918.19	-	139,338.26	1,262,515.42			
Revenue Totals		999,747.48	942,052.08	1,040,942.12	2,228,356.84	525,817.62	1,241,213.48	1,207,829.13
SEWER EXPENSES								
TOWN MANAGER								
Wages	12110-1100	29,666.60	30,081.93	31,401.93	29,955.86	15,653.85	37,732.48	37,524.95
PT Wages	12110-1300	3,981.54	4,036.73	4,336.11	4,176.56	2,157.75	4,640.94	4,552.92
FICA	12110-2100	2,574.08	2,610.08	2,733.96	2,829.10	1,427.64	2,886.53	2,870.66
VRS	12110-2200	6,229.99	6,317.21	6,594.41	6,280.53	3,278.82	6,949.22	6,924.13
Health Insurance	12110-2300	2,865.60	2,836.80	3,078.00	2,840.24	1,530.45	3,351.60	3,351.60
Group Life Insurance	12110-2400	397.53	403.10	420.79	400.80	209.16	443.43	441.83
STD/Long-Term Disability	12110-2500	156.64	158.83	165.80	158.76	69.03	174.72	174.09
Unemployment Insurance	12110-2600	-	-					
Contingency	12110-5000	40,409.56	13,584.47					
Town Manager Totals		86,281.54	60,029.15	48,730.99	46,641.85	24,326.70	56,178.92	55,840.17
FINANCE DEPARTMENT								
Wages	12420-1100	29,313.76	29,724.15	32,163.66	31,034.58	15,500.43	30,949.42	30,609.39
PT Wages	12420-1300	6,364.94	8,624.01	9,264.06	7,703.05	4,190.64	9,915.12	9,727.07
FICA	12420-2100	2,729.42	2,933.63	3,169.22	2,717.78	1,412.16	3,126.14	3,085.74
VRS	12420-2200	4,690.20	4,755.86	5,445.31	4,611.59	2,442.67	5,239.74	5,182.17
Health Insurance	12420-2300	5,158.08	5,106.24	5,540.40	4,915.75	2,608.73	6,703.20	6,703.20
Group Life Insurance	12420-2400	392.80	398.30	430.99	386.36	204.58	414.72	410.17
Unemployment Insurance	12420-2600	-	-					
Banking Service Charges	12420-3160	1,500.00	100.00	-	79.45	-		
Service Contracts	12420-3320	2,750.00	3,710.00	3,700.00	3,541.32	2,750.00	3,000.00	3,000.00
Postage	12420-5210	2,500.00	3,710.00	3,700.00	3,055.89	1,476.73	3,700.00	3,700.00
Supplies	12420-6001		2,200.00	2,200.00		1,486.00	2,000.00	2,000.00
Finance Totals		55,399.20	61,262.21	65,613.65	58,045.77	32,071.94	65,048.33	64,417.73

		FY 21 Budget	FY 22 Budget	FY 23 Budget	FY 24 Budget			
Account Name	Account Code	FY 21 Amended	FY 22 Amended Total	FY 23 Approved	FY 22 EOY	FY 23 @ 12/31/22	FY 24 Town Manager Recommended	FY 24 Approved
Supplies	12420-6001		2,200.00	2,200.00		1,486.00	2,000.00	2,000.00
<b>Finance Totals</b>		<b>55,399.20</b>	<b>61,262.21</b>	<b>65,613.65</b>	<b>58,045.77</b>	<b>32,071.94</b>	<b>65,048.33</b>	<b>64,417.73</b>
<b>SEWER OPERATIONAL DEPARTMENT</b>								
Wages	44000-1100	125,441.77	127,197.95	138,423.95	133,988.08	68,882.09	183,688.93	181,011.05
PT Wages	44000-1300	-	-					
Other/Holiday	44000-1400	3,779.20	5,051.42	5,553.68	7,974.04	5,084.51	5,878.07	5,766.59
FICA	44000-2100	9,885.40	10,117.08	11,014.29	10,897.94	5,678.41	14,501.88	14,288.49
VRS	44000-2200	20,070.68	20,351.67	23,435.17	20,350.81	10,516.12	31,098.54	30,645.17
Health Insurance	44000-2300	23,880.00	23,640.00	25,650.00	23,375.78	12,805.71	33,516.00	33,516.00
Group Life Insurance	44000-2400	1,680.92	1,704.45	1,854.88	1,729.20	923.16	2,461.43	2,425.55
Long-Term Disability	44000-2500	185.59	191.95	214.27	178.11	89.25	229.33	224.98
Unemployment Insurance	44000-2600	50.00	-	66.00	79.20	-	41.60	41.60
Worker's Comp	44000-2700	2,063.48	2,239.22	2,376.64	1,723.50	2,750.00	3,395.61	3,359.10
Sludge & Trash Removal-Rut.Crk	44000-3120	2,000.00	2,000.00	2,000.00	1,550.00	465.00	2,000.00	2,000.00
Testing Services	44000-3140	35,000.00	38,000.00	38,000.00	26,760.73	16,511.35	50,666.00	50,666.00
Professional Svcs	44000-3150	3,200.00	3,200.00	3,200.00	3,000.00	1,250.00	3,000.00	3,000.00
Repair & Maint. Svcs-Rut Crk	44000-3310	20,000.00	15,000.00	14,000.00	10,748.25	1,280.67	18,666.00	18,666.00
Advertising	44000-3600	1,000.00	500.00	500.00	-	352.20	500.00	500.00
Electrical Svcs-Rut. Crk	44000-5100	35,316.60	35,000.00	35,000.00	34,397.96	22,098.83	41,426.32	41,426.32
Water, Sewer -Rut. Crk	44000-5120	12,285.67	6,000.00	6,000.00	5,487.98	2,250.71	9,705.00	9,705.00
Electrical Svcs-Pump Station	44000-5130	1,905.07	2,000.00	1,622.92	1,498.43	993.58	1,785.30	1,785.30
Water, Sewer-Pump Station	44000-5140	200.00	200.00	200.00	187.20	93.68	187.20	187.20
Postage	44000-5210	2,000.00	500.00	250.00	17.28		250.00	250.00
Telecommunications	44000-5230	3,660.00	4,080.00	4,260.00	3,142.82	1,406.94	4,260.00	4,260.00
Property Insurance	44000-5304	6,632.16	5,617.17	5,617.17	5,617.17	3,572.70	3,572.70	3,572.70
Motor Vehicle Insurance	44000-5305	416.77	448.05	448.05	428.43	1,126.76	360.70	360.70
Lease/Rent Equipment	44000-5410	-	-					
Travel-Mileage/Hotel/Conference	44000-5501	4,000.00	4,000.00	3,000.00	1,019.00	225.00	3,000.00	3,000.00
Permits	44000-5600	8,000.00	4,000.00	4,000.00	600.00		4,000.00	4,000.00
Dues & Memberships	44000-5810	2,000.00	1,217.86	2,000.00	3,157.20	324.00	2,000.00	2,000.00
Office Supplies	44000-6001	2,500.00	2,500.00	2,000.00	163.83	98.80	2,000.00	2,000.00
Lab Supplies	44000-6004	6,000.00	6,000.00	7,000.00	3,396.57	2,818.72	8,235.00	8,235.00
Repair & Maint. Supplies-Rut. Crk	44000-6007	28,797.00	15,000.00	18,000.00	13,435.50	3,046.58	27,692.00	27,692.00
Fuel/Oil	44000-6008	2,000.00	2,000.00	2,000.00	-	2,396.34	2,000.00	2,000.00
Vehicle & Equip Supplies	44000-6009	5,000.00	3,000.00	3,000.00	496.67	84.98	3,000.00	3,000.00
Uniforms	44000-6011	1,500.00	1,500.00	2,000.00	126.34	960.23	2,000.00	2,000.00
Chemicals-Rut Crk	44000-6051	7,000.00	2,500.00	3,000.00	587.00	266.40	4,615.00	4,615.00
Equipment-Rut Crk	44000-8001	-	-					
Vehicles	44000-8005	-	-				42,500.00	15,000.00
<b>Treatment Totals</b>		<b>377,450.31</b>	<b>344,756.82</b>	<b>365,687.02</b>	<b>316,115.02</b>	<b>168,352.72</b>	<b>512,232.61</b>	<b>481,199.75</b>



		FY 21 Budget	FY 22 Budget	FY 23 Budget	FY 24 Budget			
Account Name	Account Code	FY 21 Amended	FY 22 Amended Total	FY 23 Approved	FY 22 EOY	FY 23 @ 12/31/22	FY 24 Town Manager Recommended	FY 24 Approved
<b>SEWER MAINTENANCE DEPARTMENT</b>								
Wages	45000-1100	120,911.58	101,978.35	109,524.75	77,489.40	43,558.51	127,550.81	125,304.20
PT Wages	45000-1300	748.14	650.97	699.29	525.23	446.73	748.35	734.15
Other Pay/Holiday	45000-1400	1,856.38	1,592.82	1,710.69	-	-	1,856.90	1,821.68
FICA	45000-2100	9,448.98	7,972.99	8,563.01	5,649.56	3,196.76	9,956.94	9,781.29
VRS	45000-2200	23,359.05	16,316.54	18,542.54	11,854.32	6,926.65	21,594.35	21,214.00
Health Insurance	45000-2300	21,492.00	21,276.00	23,085.00	15,391.19	8,981.82	27,818.28	27,818.28
Group Life Insurance	45000-2400	1,848.86	1,366.51	1,467.63	992.69	580.08	1,709.18	1,679.08
Long-Term Disability	45000-2500	-	-				48.05	48.05
Unemployment Insurance	45000-2600	-	-					
Worker's Comp	45000-2700	-	-					
Repair & Maint. Services	45000-3310	-	-					
Professional Services	45000-3320					2,750.00	-	-
Telecommunication	45000-5230	-	-					
Motor Vehicle Insurance	45000-5305	1,371.69	1,474.64	1,474.64	1,410.07	342.35	1,126.76	1,126.76
Lease of Equipment	45000-5410	4,000.00	2,000.00	2,000.00			5,000.00	5,000.00
Travel-Mileage/Conference/Hotel	45000-5501	-	-					
Misc	45000-5800	-	-					
Dues & Memberships	45000-5810	-	-					
Repair & Maint. Supplies	45000-6007	10,000.00	8,000.00	8,000.00	4,991.57	3,928.32	8,000.00	8,000.00
Fuel	45000-6008	-	-					
Vehicle/Power Equipment Supplies	45000-6009	-	-					
Uniforms	45000-6011	-	-					
Equipment/Vehicles	45000-8005	-	-					18,000.00
<b>Maintenance Totals</b>		<b>195,036.67</b>	<b>162,628.83</b>	<b>175,067.55</b>	<b>118,304.03</b>	<b>70,711.22</b>	<b>205,409.61</b>	<b>220,527.48</b>
Revenue Refund	92000-90000		15,635.07					
<b>Debt Payments</b>								
Sterling Bank WWTP Refi Prin	95000-9002	179,250.00	203,235.00	210,136.13		105,067.99	217,275.00	217,275.00
Sterling Bank WWTP Refi Int	95000-9003	67,250.00	67,075.00	60,170.78		30,866.36	53,033.00	53,033.00
Sewer Rehab Principle	95000-9004		11,450.00	69,184.17		28,627.08	70,017.22	70,017.22
Sewer Rehab Interest	95000-9005		15,980.00	46,351.83		29,140.92	45,518.78	45,518.78
Debt Reserve	95000-9010	39,079.76	-					
Capital Program		-	-				-	
<b>Debt Totals</b>		<b>285,579.76</b>	<b>297,740.00</b>	<b>385,842.91</b>	<b>-</b>	<b>193,702.35</b>	<b>385,844.00</b>	<b>385,844.00</b>
<b>Sewer Fund Expense Totals</b>		<b>999,747.48</b>	<b>942,052.08</b>	<b>1,040,942.12</b>	<b>539,106.67</b>	<b>489,164.93</b>	<b>1,224,713.48</b>	<b>1,207,829.13</b>

GARBAGE FUND								
		FY 21 Budget	FY 22 Budget	FY 23 Budget	FY 23 Budget			
Account Name	Account Code	FY 21 Amended	FY 22 Approved	FY 23 Approved	FY 22 EOY	FY 23 @ 12/31/22	FY 24 Town Manager Recommended	FY 24 Approved
GARBAGE REVENUE								
Garbage IT Charges	16080-0005	121,677.40	121,264.00	122,451.20	122,101.23	61,334.71	138,492.00	138,492.00
Garbage OT Charges	16080-0006	17,119.00	17,140.20	17,299.20	17,469.70	8,730.78	19,944.00	19,944.00
Penalties	16080-0009	2,000.00	2,800.00	2,800.00	13,672.94	2,320.76	5,000.00	5,000.00
Transfer from Garbage Reserve	41040-0006	501.21	2,438.03	11,577.44				
Transfer for Other Funds		556.59						
Revenue Totals		\$ 141,854.20	\$ 143,642.23	\$ 154,127.84	\$ 153,243.87	\$ 72,386.25	\$ 163,436.00	\$ 163,436.00
TOWN MANAGER								
Wages	12110-1100	2,966.66	3,008.19	3,140.19	3,111.26	1,565.33	3,309.15	3,297.20
PT Wages	12110-1300	442.39	448.53	481.79	463.99	239.88	515.66	505.88
FICA	12110-2100	260.79	264.44	277.08	486.52	144.55	292.60	290.94
VRS	12110-2200	623.00	631.72	659.44	628.08	327.94	694.92	692.41
Health Insurance	12110-2300	286.56	283.68	307.80	284.00	153.01	335.16	335.16
Group Life Insurance	12110-2400	39.75	40.31	42.08	40.08	20.88	44.34	44.18
STD/Long-Term Disability	12110-2500	15.66	15.88	16.58	16.16	6.94	17.47	17.41
Contingency	12110-5000	-					565.48	678.34
Town Manager Totals		\$ 4,634.81	\$ 4,692.75	\$ 4,924.96	\$ 5,030.09	\$ 2,458.53	\$ 5,774.79	\$ 5,861.52
FINANCE DEPARTMENT								
Wages	12420-1100	1,582.78	1,604.94	1,733.71	1,617.36	828.27	1,615.11	1600.93863
PT Wages	12420-1300	163.20	221.13	237.54	197.33	107.46	254.23	249.41196
FICA	12420-2100	133.57	139.69	110.66	131.82	68.06	143.00	141.5518201
VRS	12420-2200	253.25	256.79	293.52	246.63	130.14	273.44	271.0389101
Health Insurance	12420-2300	286.56	283.68	307.80	271.05	143.39	335.16	335.16
Group Life Insurance	12420-2400	21.21	21.51	23.23	20.56	10.92	21.64	21.45257764
Banking Service Charges	12420-3160	100.00			5.92			
Finance Totals		2,540.57	2,527.74	2,706.45	2,490.67	1,288.24	2,642.58	2,619.55
GARBAGE EXPENSES								
Collection In-Town	43200-3160	113,125.44	114,598.32	123,036.96	125,088.51	50,400.88	129,646.32	129,646.32
Collection Out of Town	43200-3170	18,244.80	18,480.00	19,840.80	16,015.43	6,996.42	20,865.60	20,865.60
Garbage Totals		\$ 131,370.24	\$ 133,078.32	\$ 142,877.76	\$ 141,103.94	\$ 57,397.30	\$ 150,511.92	\$ 150,511.92
GARBAGE MAINTENANCE DEPARTMENT								
Wages	45000-1100	2,234.90	2,266.19	2,433.88	2,117.11	1,135.77	3,011.41	2,961.48
PT Wages	45000-1300	-						
Other Pay/Holiday	45000-1400	34.91	35.40	38.02			41.26	40.48
FICA	45000-2100	173.64	176.07	189.10	154.90	83.07	233.53	229.65
VRS	45000-2200	357.58	362.59	412.06	323.10	179.91	509.83	501.38
Health Insurance	45000-2300	477.60	472.80	513.00	420.77	234.18	670.32	670.32
Group Life Insurance	45000-2400	29.95	30.37	32.61	27.13	15.05	40.35	39.68
Maintenance Totals		\$ 3,308.58	\$ 3,343.41	\$ 3,618.67	\$ 3,043.01	\$ 1,647.98	\$ 4,506.71	\$ 4,443.00

ECONOMIC DEVELOPMENT AUTHORITY								
		FY 21 Budget	FY 22 Budget	FY 23 Budget	FY 24 Budget			
Account Name	Account Code	FY21 Amended	FY 22 Amended Total	FY 23 Approved	FY 22 EOY	FY 223@ 12/31/22	FY 24 Town Manager Recommended	FY 24 Approved
IDA REVENUES								
Lease/Sale of Lots	701-41020-0001	300,000.00	75,000.00	-	75,000.00			
BP Recoupment Rev	701-41030-0001	26,264.18	-	26,771.75	26,771.75	26,771.75	28,456.73	28,456.73
Bond Issue	701-41040-0001	8,592.50	7,476.25	6,325.00	7,475.00	6,404.22	5,148.76	5,148.76
Home Owners Reimb	701-41060-0001	-	1,350.00	1,433.40	477.80	1,433.40	2,815.14	2,815.14
Transfer from Other Funds		120,331.38	-					
<b>Revenue Totals</b>		<b>455,188.06</b>	<b>83,826.25</b>	<b>34,530.15</b>	<b>109,724.55</b>	<b>34,609.37</b>	<b>36,420.63</b>	<b>36,420.63</b>
IDA EXPENSES								
PT Wages	45000-1300	13,008.13	7,811.60	8,391.44	6,302.35	5,360.76	8,980.14	8,809.82
FICA	45000-2100	613.38	597.59	8,391.44	482.14	410.13	686.98	673.95
Worker's Comp	45000-2700	310.64	328.09	352.44	186.39	210.21	258.93	254.02
Repair & Maint. Svcs	81500-3310	-	3,750.00		1,250.00		-	-
Professional Services	81500-3150	5,000.00	1,250.00		3,750.00			
Electrical Svcs	81500-5100	200.00	200.00	200.00	118.31	82.14	180.00	180.00
Dues & Membership	81500-5810	2,731.00	2,731.00	2,728.00	2,731.00		2,800.00	2,800.00
Transfer to IDA fund b	81500-9200	313,324.91	60,157.97	14,466.83			7,014.58	23,702.84
Small Business Grant		120,000.00	-					
Capital expenses			7,000.00				-	18,000.00
<b>Expense Totals</b>		<b>455,188.06</b>	<b>76,826.25</b>	<b>34,530.15</b>	<b>14,820.19</b>	<b>6,063.24</b>	<b>19,920.63</b>	<b>36,420.63</b>

## Budget Totals:

Revenue Totals	4,295,565.61	517,863.14	3,920,724.41		4,866,802.16	4,837,737.61	4,516,511.06
Expense Totals	4,325,653.55	497,731.94	3,920,723.42		2,018,385.83	4,782,005.33	4,516,511.05

## FY24 PAY & BENEFIT COST ALLOCATION

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

Undesignated Fund Balance and Contingency Calculation For FY24							1/26/2023	
<b>Permanent Fund principal for the <u>General</u> Fund</b>							GF Revenues	\$ 1,690,856
<b>(based on proposed FY24 Budget)</b>							Administration Fee (covered in W & S Funds)	-
							Net GF Revenues	\$ 1,690,856
Reserve per October 2010 policy 15%							Reserve per @	25%
GF target Permanent Fund principal \$ 253,628.44							GF target Permanent Fund principal	\$ 422,714.07 ←
<b>Required contingency in the General Fund</b>							GF Expenses	\$ 1,690,856
<b>(based on proposed FY24 Budget)</b>							Reserve per October 2010 policy	3.0%
							GF Contingency	\$ 50,726 ←
<b>Permanent Fund principal for the Water Fund (based on the proposed FY24 Budget)</b>								
<b><u>Fund 501 WATER FUND</u></b>							<b><u>FY24 Budget</u></b>	
DEBT SERVICE							\$ 424,318 Debt	424,318
ALL OTHER EXPENSES							\$ 993,651 25%/Operation	\$ 248,413
<b>Total</b>							WF target Permanent Fund principal	\$ 672,731 ←
<b>Permanent Fund principal for the Sewer Fund (based on the proposed FY24 Budget)</b>								
<b><u>Fund 502 SEWER FUND</u></b>							<b><u>FY24 Budget</u></b>	
DEBT SERVICE							\$ 385,844 Debt	385,844
ALL OTHER EXPENSES							\$ 821,985 25%/Operation	\$ 205,496
<b>Total</b>							SF target Permanent Fund principal	\$ 591,340 ←
<b>Permanent Fund principal for the Garbage Fund (based on the proposed FY24 Budget)</b>								
<b><u>Fund 514 GARBAGE FUND</u></b>							<b><u>FY24 Budget</u></b>	
ALL EXPENSES							163,436 25% operation	\$ 40,859
							Garb target Permanent Fund principal	\$ 40,859
							<b>Total of all undesignated fund balances</b>	<b>\$ 1,727,644</b>
General Fund Permanent Fund			\$	422,714				
General Fund Contingency			\$	50,726				
Water Fund Permanent Fund			\$	672,731				
Sewer Fund Permanent Fund			\$	591,340				
Garbage Fund Permanent Fund			\$	40,859				

## TOWN OF AMHERST DEBT BALANCES & DEBT PAYMENTS

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

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



Town of Amherst, Virginia  
Balance Sheet  
Governmental Funds  
June 30, 2022

	<u>General</u>	<u>Forfeited Assets Fund</u>	<u>Total</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 2,970,183	\$ 3,400	\$ 2,973,583
Receivables (net of allowance for uncollectibles):			
Accounts receivable	105,605	-	105,605
Lease receivable	24,783	-	24,783
Due from other funds	318	-	318
Due from other governmental units	37,870	-	37,870
Prepaid items	8,934	-	8,934
Total assets	<u>\$ 3,147,693</u>	<u>\$ 3,400</u>	<u>\$ 3,151,093</u>
<b>LIABILITIES</b>			
Accounts payable	\$ 34,950	\$ -	\$ 34,950
Accrued liabilities	25,975	-	25,975
Unearned revenue	907,137	-	907,137
Total liabilities	<u>\$ 968,062</u>	<u>\$ -</u>	<u>\$ 968,062</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Lease related	\$ 23,123	\$ -	\$ 23,123
Total deferred inflows of resources	<u>\$ 23,123</u>	<u>\$ -</u>	<u>\$ 23,123</u>
<b>FUND BALANCES</b>			
Nonspendable	\$ 8,934	\$ -	\$ 8,934
Restricted	-	330	330
Assigned	-	3,070	3,070
Unassigned	2,147,574	-	2,147,574
Total fund balances	<u>\$ 2,156,508</u>	<u>\$ 3,400</u>	<u>\$ 2,159,908</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 3,147,693</u>	<u>\$ 3,400</u>	<u>\$ 3,151,093</u>

The notes to financial statements are an integral part of this statement.

Town of Amherst, Virginia  
Statement of Net Position  
June 30, 2022

	Primary Government			Component Unit
	Governmental	Business-type		
	Activities	Activities	Total	IDA
<b>ASSETS</b>				
Cash and cash equivalents	\$ 2,973,583	\$ 3,066,032	\$ 6,039,615	\$ 804,400
Cash and cash equivalents, restricted	-	431,748	431,748	-
Receivables:				
Accounts receivable	105,605	462,571	568,176	-
Due from other governmental units	37,870	-	37,870	-
Internal balances	318	(318)	-	-
Inventories	-	82,909	82,909	-
Prepaid items	8,934	10,151	19,085	-
Lease receivable	24,783	-	24,783	-
Capital assets (net of accumulated depreciation):				
Land and land improvements	1,267,930	25,084	1,293,014	-
Buildings and improvements	707,203	-	707,203	-
Plant	-	1,830,066	1,830,066	-
Machinery and equipment	213,114	11,453	224,567	-
Infrastructure	-	6,164,028	6,164,028	-
Construction in progress	-	8,503,047	8,503,047	-
Total assets	\$ 5,339,340	\$ 20,586,771	\$ 25,926,111	\$ 804,400
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Pension related items	\$ 176,083	\$ 167,612	\$ 343,695	\$ -
OPEB related items	10,229	11,502	21,731	-
Total deferred outflows of resources	\$ 186,312	\$ 179,114	\$ 365,426	\$ -
<b>LIABILITIES</b>				
Accounts payable	\$ 34,950	\$ 323,575	\$ 358,525	\$ 446
Retainage payable	-	130,747	130,747	-
Accrued liabilities	25,975	41,431	67,406	-
Unearned revenue	907,137	-	907,137	-
Long-term liabilities:				
Due within one year	4,377	626,668	631,045	-
Due in more than one year	556,714	10,612,936	11,169,650	-
Total liabilities	\$ 1,529,153	\$ 11,735,357	\$ 13,264,510	\$ 446
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Lease related	\$ 23,123	\$ -	\$ 23,123	\$ -
Pension related items	323,960	296,068	620,028	-
OPEB related items	10,330	11,615	21,945	-
Total deferred inflows of resources	\$ 357,413	\$ 307,683	\$ 665,096	\$ -
<b>NET POSITION</b>				
Net investment in capital assets	\$ 2,188,247	\$ 5,880,686	\$ 8,068,933	\$ -
Restricted for debt reserves	-	431,748	431,748	-
Restricted for forfeited assets	330	-	330	-
Unrestricted	1,450,509	2,410,411	3,860,920	803,954
Total net position	\$ 3,639,086	\$ 8,722,845	\$ 12,361,931	\$ 803,954

The notes to financial statements are an integral part of this statement.

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

Fund Balances

Year	General Fund	Water	Wastewater	EDA
1	1,954,032.00	1,191,623.00	726,216.00	-
2	1,743,817.00	1,848,141.00	1,063,572.00	280,479.00
3	1,848,141.00	1,799,144.00	960,340.00	562,748.00
4	2,089,532.00	1,997,481.00	1,188,806.00	716,372.00
5	2,000,965.98	2,182,806.34	1,386,953.67	804,400.44

Losses:

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

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

Water fund lostt in FY 20 is engineering funds paid by the Town for the WTP upgrade.

Town of Amherst Pay Plan July 1, 2023-June 30, 2024 Step:		Hours/Year Housr/Hr		2023/4 per year 2080		Step Increase Grade Increase		0.02 0.06													
Grade:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	20,354.00	20,761.08	21,176.30	21,599.83	22,031.82	22,472.46	22,921.96	23,380.35	23,847.96	24,324.21	24,811.41	25,307.64	25,813.79	26,330.07	26,856.67	27,393.80	27,941.68	28,500.51	29,070.52	29,651.91	30,244.97
2	9.79	9.95	10.10	10.38	10.59	10.80	11.02	11.27	11.47	11.69	11.93	12.17	12.42	12.68	12.95	13.23	13.50	13.78	14.06	14.35	14.54
2	21,575.24	22,006.74	22,446.88	22,895.82	23,353.73	23,820.81	24,297.22	24,783.17	25,278.83	25,784.41	26,300.10	26,826.10	27,362.62	27,909.87	28,468.07	29,037.43	29,618.18	30,210.54	30,814.76	31,431.05	32,059.67
3	10.37	10.58	10.79	11.01	11.23	11.45	11.68	11.91	12.15	12.40	12.64	12.90	13.16	13.42	13.69	13.96	14.24	14.52	14.81	15.11	15.41
3	22,869.75	23,327.15	23,793.69	24,269.57	24,754.96	25,250.06	25,755.06	26,270.16	26,795.56	27,331.47	27,878.10	28,435.67	29,004.38	29,584.47	30,167.16	30,779.68	31,395.27	32,023.18	32,663.64	33,316.91	33,983.25
4	11.00	11.21	11.43	11.67	11.92	12.14	12.37	12.63	12.88	13.14	13.41	13.67	13.94	14.22	14.51	14.80	15.09	15.37	15.67	16.02	16.34
4	24,241.94	24,763.78	25,242.31	25,725.74	26,240.26	26,765.06	27,300.36	27,846.37	28,403.30	28,971.36	29,550.79	30,141.80	30,744.64	31,349.71	31,967.43	32,597.26	33,239.09	33,893.47	34,633.66	35,351.92	36,048.14
5	11.65	11.89	12.13	12.37	12.62	12.87	13.13	13.39	13.66	13.93	14.21	14.49	14.78	15.08	15.35	15.69	16.00	16.30	16.65	16.98	17.32
5	25,696.46	26,210.39	26,734.59	27,269.18	27,814.67	28,370.96	28,938.38	29,517.15	30,107.49	30,709.64	31,323.84	31,950.31	32,589.32	33,241.11	33,905.93	34,584.05	35,275.73	35,981.24	36,700.87	37,434.88	38,181.58
6	12.35	12.60	12.85	13.11	13.37	13.64	13.91	14.19	14.47	14.76	15.06	15.36	15.67	15.98	16.30	16.63	16.96	17.30	17.64	18.00	18.36
6	27,238.24	27,783.01	28,338.67	28,905.44	29,483.55	30,073.22	30,674.69	31,288.18	31,913.94	32,552.22	33,203.27	33,867.33	34,544.68	35,235.57	35,940.28	36,659.09	37,392.27	38,140.12	38,902.92	39,680.98	40,474.60
7	13.10	13.36	13.62	13.90	14.17	14.46	14.75	15.04	15.34	15.65	15.96	16.28	16.61	16.94	17.28	17.62	17.98	18.34	18.70	19.08	19.46
7	28,214.54	28,800.89	29,398.89	30,008.99	30,621.56	31,237.56	31,877.61	32,515.17	33,167.32	33,834.96	34,519.26	35,209.37	35,904.46	36,604.71	37,310.19	38,021.03	38,737.69	39,454.52	40,172.03	40,890.07	41,608.07
8																					

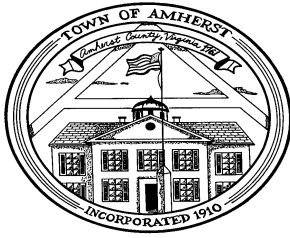
**Town of Amherst Zoning Fees**

September 20, 2008

**Sec. 18.1-1009. Administrative fee structure.**

In order to cover costs incurred by the town council, the commission, the board of zoning appeals and the zoning administrator incidental to the review, hearing and reporting of the processing applications for a zoning certificate for a permitted use or a special use permit, a zoning amendment, an administrative review, a variance, a site plan and subdivision plats, the following fees shall be required to accompany appropriate applications:

<b><u>Application Type</u></b>	<b><u>Application Fee</u></b>
Permitted Use	No fee
Special Use Permit	\$ 300
Zoning Ordinance Amendment	\$ 300
Variance	\$ 150
Any other application to the Board of Zoning Appeals	\$ 300
Site Plan subject to special review under Section 1103	\$ 200
Other Site Plan	No fee
Subdivision Pre-application review	No fee
Preliminary Plat	\$ 40
Final Plat	\$60+\$15/lot



# TOWN OF AMHERST

## Appropriation Request Form

DEPARTMENT: Various

REASON FOR REQUEST: To appropriate funds for Expenses

Transfer from Expense Item #	Expense Item Name	Dollar Amount
100-3-18030-0001	Refunds- Conf. Costs	477.28
100-3-16030-0001	Reimbursement of CIT Pay	16,000.00
100-3-18030-0001	Reimburse Medicare Supplement	1,644.00
100-3-24010-0001	DCJS Grants	5,572.00
100-4-18990-0003	Donations	5,000.00

Transfer To Expense Item #	Expense Item Name	Dollar Amount
100-4-11010-5501	Travel	477.28
100-4-31100-1500	Security Pay	16,000.00
100-4-31100-2300	Health Insurance	1,644.00
100-4-31100-6001	OFFICE SUPPLIES	1,705.00
100-4-31100-1200	Overtime	3,253.00
100-4-31100-5501	Travel-Mileage	614.00
100-4-31100-5700	Events	5,000.00

Range of Checking Accts: First to Last Range of Check Dates: 06/01/23 to 06/30/23  
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 Contract	Ref Num
PO #	Item	Description					Seq Acct
GENERAL							
5437	06/07/23	ALISO005 ALISON C. DAVIS					198
V3-00660	1	CASE FOR LAPTOP	11.57	100-4-31100-6001	Expenditure		39 1
				OFFICE SUPPLIES			
5438	06/07/23	AMHER040 AMHERST SHERIFF OFFICE					198
V3-00667	1	BATTERIES	37.63	100-4-31100-5800	Expenditure		48 1
				FIRE RANGE FEES			
5439	06/07/23	ANTW005 BENCHMARK SYSTEMS, INC.					198
V3-00652	1	BATTERIES	167.98	100-4-12510-6002	Expenditure		27 1
				I.T. SUPPLIES			
V3-00664	1	PREPAID HOURS	3,000.00	100-4-12510-3150	Expenditure		43 1
				I.T. SERVICES			
			3,167.98				
5440	06/07/23	APPAL005 APPALACHIAN POWER					198
V3-00650	1	STREET LIGHTS	2,624.19	100-4-41320-5100	Expenditure		25 1
				STREETLIGHTS			
5441	06/07/23	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					198
V3-00645	1	JUNE BILLING	648.99	100-4-43200-5230	Expenditure		15 1
				TELECOMMUNICATION			
5442	06/07/23	CLEAR005 CLEAR WATER MANUFACTURING CORP		(Void Reason: ISS TO WRONG VENDOR)		06/21/23 VOID	198
V3-00641	1	CAL FLOW METERS	1,405.00	502-4-44000-3310	Expenditure		3 1
				REPAIR & MAINT. SVCS-RUT CRK			
5443	06/07/23	COLLE005 COLLEN FEED & SEED, LLC					198
V3-00654	1	STRAW BLANKET	274.95	100-4-43200-6013	Expenditure		31 1
				AG SUPPLIES			
5444	06/07/23	DARRY005 DARRYL DWAYNE TUGGLE					198
V3-00662	1	VAPCD	181.24	100-4-11010-5501	Expenditure		41 1
				TRAVEL-MILAGE/HOTELS/CONFERENCE			
5445	06/07/23	DEALL005 DEAL & LACHENEY P.C.					198
V3-00661	1	MAY LEGAL	2,000.00	100-4-12210-3150	Expenditure		40 1
				TOWN ATTORNEY			
5446	06/07/23	FISHE005 FISHER AUTO PARTS, INC					198
V3-00646	1	MAY STATEMENT	16.48	501-4-44000-6009	Expenditure		16 1
				VEHICLE & EQUIP SUPPLIES			
5447	06/07/23	FLOCK005 FLOCK SAFETY					198
V3-00666	1	FLOCK CAMERAS	450.00	100-4-31100-6010	Expenditure		45 1
				POLICE SUPPLIES			
V3-00666	2	FLOCK CAMERAS	3,070.00	150-4-31100-9000	Expenditure		46 1
				ASSET FOREITURE EXPENSE			

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GENERAL			Continued					
5447	FLOCK SAFETY	Continued						
V3-00666	3	FLOCK CAMERAS	5,930.00	100-4-31100-6010	Expenditure		47	1
				POLICE SUPPLIES				
			<u>9,450.00</u>					
5448	06/07/23	GFLN005 GFL ENVIRONMENTAL					198	
V3-00657	1	SHOOTING RANGE	26.95	100-4-31100-5800	Expenditure		34	1
				FIRE RANGE FEES				
5449	06/07/23	HILLH005 HILL HARDWARE CORPORATION					198	
V3-00648	1	MAY STATEMENT	106.96	100-4-43200-6009	Expenditure		19	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
V3-00648	2	MAY STATEMENT	3.95	100-4-31100-6001	Expenditure		20	1
				OFFICE SUPPLIES				
			<u>110.91</u>					
5450	06/07/23	LITTL005 LITTLETON AND ASSOCIATES, INC.					198	
V3-00639	1	PAYMENT NUMBER 3	71,891.25	502-4-94000-8002	Expenditure		1	1
				WWTP CENTRIFUGE				
5451	06/07/23	MANSF005 MANSFIELD OIL COMPANY					198	
V3-00653	1	FUEL 05/16-05/31/2023	321.69	100-4-43200-6008	Expenditure		28	1
				FUEL				
V3-00653	2	FUEL 05/16-05/31/2023	669.69	100-4-31100-6008	Expenditure		29	1
				FUEL				
V3-00653	3	FUEL 05/16-05/31/2023	87.78	502-4-44000-6008	Expenditure		30	1
				FUEL/OIL				
			<u>1,079.16</u>					
5452	06/07/23	NEWSA005 THE NEWS & ADVANCE					198	
V3-00640	1	MAY STATEMENT	172.56	100-4-12110-3600	Expenditure		2	1
				ADVERTISING				
5453	06/07/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					198	
V3-00644	1	LAB TESTING	169.30	502-4-44000-3140	Expenditure		6	1
				TESTING SERVICES				
V3-00644	2	LAB TESTING	169.30	502-4-44000-3140	Expenditure		7	1
				TESTING SERVICES				
V3-00644	3	LAB TESTING	38.30	501-4-44000-3140	Expenditure		8	1
				TESTING SERVICES				
V3-00644	4	LAB TESTING	169.30	501-4-44000-3140	Expenditure		9	1
				TESTING SERVICES				
V3-00644	5	LAB TESTING	169.30	501-4-44000-3140	Expenditure		10	1
				TESTING SERVICES				
V3-00644	6	LAB TESTING	76.40	501-4-44000-3140	Expenditure		11	1
				TESTING SERVICES				
V3-00644	7	LAB TESTING	50.20	501-4-44000-3140	Expenditure		12	1
				TESTING SERVICES				
V3-00644	8	LAB TESTING	169.30	502-4-44000-3140	Expenditure		13	1
				TESTING SERVICES				



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PO #	Item	Description					Ref Seq	Num Acct
GENERAL			Continued					
5453	PACE	ANALYTICAL SERVICES, INC. Continued						
V3-00644	9	LAB TESTING	169.30	502-4-44000-3140	Expenditure		14	1
				TESTING SERVICES				
			<u>1,180.70</u>					
5454	06/07/23	PINKE005 PINKERTON CHEVROLET					198	
V3-00665	1	TAHOE PROBLEM	803.70	100-4-31100-6009	Expenditure		44	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5455	06/07/23	POSTM005 POSTMASTER, AMHERST					198	
V3-00651	1	PO BOX ANNUAL FEE	146.00	100-4-12110-5210	Expenditure		26	1
				POSTAGE				
5456	06/07/23	ROBIN005 ROBINSON FARMER COX ASSOC.					198	
V3-00659	1	FY 22 AUDIT	19,850.00	100-4-12240-3150	Expenditure		38	1
				INDEPENDENT AUDITOR				
5457	06/07/23	TMOBI005 T-MOBILE					198	
V3-00656	1	MAY STATEMENT	379.08	100-4-31100-5230	Expenditure		33	1
				TELECOMMUNICATIONS				
5458	06/07/23	UNIVA005 UNIVAR					198	
V3-00642	1	WATER PROCESS CHEMICALS	7,073.05	501-4-44000-6051	Expenditure		4	1
				CHEMICALS				
5459	06/07/23	VAASS010 VA. ASSOC OF POLICE CHIEFS					198	
V3-00655	1	MEMBERSHIP RENEWAL	200.00	100-4-31100-5501	Expenditure		32	1
				TRAVEL-MILEAGE/CONFERENCE/HOTEL				
5460	06/07/23	VANUT005 VA NUTRIENT CREDIT EXCHANGE					198	
V3-00643	1	EXCHANGE COMPLIANCE	625.00	502-4-44000-5810	Expenditure		5	1
				DUES & MEMBERSHIPS				
5461	06/07/23	VERIZ005 VERIZON					198	
V3-00647	1	MAY INTERNET	39.99	100-4-43200-5230	Expenditure		17	1
				TELECOMMUNICATION				
V3-00647	2	MAY INTERNET	68.70	100-4-43200-5230	Expenditure		18	1
				TELECOMMUNICATION				
			<u>108.69</u>					
5462	06/07/23	VUPS0005 VA UTILITY PROTECTION SERVICE					198	
V3-00663	1	MAY TRANSMISSION	40.95	501-4-45000-5130	Expenditure		42	1
				MISS UTILITY				
5463	06/07/23	WITME005 WITMER PUBLIC SAFETY GROUP					198	
V3-00658	1	HOLDER/ CLIP ON	35.00	100-4-31100-6010	Expenditure		35	1
				POLICE SUPPLIES				
V3-00658	2	ELECTRO	536.00	100-4-31100-6010	Expenditure		36	1
				POLICE SUPPLIES				

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GENERAL			Continued					
5463	WITMER	PUBLIC SAFETY GROUP	Continued					
V3-00658	3	GLOVE AND HOLSTER	301.00	100-4-31100-6010	Expenditure		37	1
				POLICE SUPPLIES				
			<u>872.00</u>					
5464	06/07/23	WWASS005 WW ASSOCIATES					198	
V3-00649	1	SS REHAB	2,500.00	502-4-94000-8000	Expenditure		21	1
				SLIPLINING PROJECT				
V3-00649	2	RETAINER	250.00	502-4-44000-3150	Expenditure		22	1
				PROFESSIONAL SVCS				
V3-00649	3	RETAINER	250.00	501-4-44000-3150	Expenditure		23	1
				PROFESSIONAL SVCS				
V3-00649	4	CENTRIFUGE	2,250.00	502-4-94000-8002	Expenditure		24	1
				WWTP CENTRIFUGE				
			<u>5,250.00</u>					
5465	06/07/23	VACOR005 VACORP					199	
V3-00668	1	APRIL 23 HYBRID DISABILITY	22.08	100-4-12110-2500	Expenditure		1	1
				STD/LONG-TERM DISABILITY				
V3-00668	2	APRIL 23 HYBRID DISABILITY	9.65	100-4-31100-2500	Expenditure		2	1
				STD/LONG-TERM DISABILITY				
V3-00668	3	APRIL 23 HYBRID DISABILITY	18.42	501-4-12110-2500	Expenditure		3	1
				STD/LONG-TERM DISABILITY				
V3-00668	4	APRIL 23 HYBRID DISABILITY	13.81	502-4-12110-2500	Expenditure		4	1
				STD/LONG-TERM DISABILITY				
V3-00668	5	APRIL 23 HYBRID DISABILITY	1.39	514-4-12110-2500	Expenditure		5	1
				STD/LONG-TERM DISABILITY				
V3-00668	6	APRIL 23 HYBRID DISABILITY	4.02	100-4-12420-2500	Expenditure		6	1
				HYBRID DISABILITY				
V3-00668	7	APRIL 23 HYBRID DISABILITY	7.87	501-4-12420-2500	Expenditure		7	1
				HYBRID DISABILITY				
V3-00668	8	APRIL 23 HYBRID DISABILITY	5.25	502-4-12420-2500	Expenditure		8	1
				HYBRID DISABILITY				
V3-00668	9	APRIL 23 HYBRID DISABILITY	0.40	514-4-12420-2500	Expenditure		9	1
				HYBRID DISABILITY				
V3-00668	10	APRIL 23 HYBRID DISABILITY	16.50	501-4-44000-2500	Expenditure		10	1
				LONG-TERM DISABILITY				
V3-00668	11	APRIL 23 HYBRID DISABILITY	17.85	502-4-44000-2500	Expenditure		11	1
				LONG-TERM DISABILITY				
			<u>117.24</u>					
5466	06/13/23	ALMON005 ALMOND'S TOWING					200	
V3-00679	1	TOWING	80.00	100-4-31100-6032	Expenditure		16	1
				INVESTIGATION EXPENSE				
5467	06/13/23	ANDER005 ANDERSON CONSTRUCTION, INC.					200	
V3-00669	1	PAYMENT NUMBER 25	116,666.86	501-4-94000-8002	Expenditure		1	1
				WATER TREATMENT PLANT IMPROVEMENTS				
5468	06/13/23	APPLE010 APPLE FORD OF LYNCHBURG					200	
V3-00680	1	EXPLORER	615.19	100-4-43200-6009	Expenditure		17	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				

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GENERAL			Continued				
5469	06/13/23	CENTV005 CENT VA PLANNING DISTRICT COMM					200
V3-00678	1	FY 24 DUES	1,172.00	100-1-13000-0000 PREPAID EXP	G/L		15 1
5470	06/13/23	IHEAR005 IHEART MEDIA					200
V3-00677	1	ADVERTISING	795.00	100-4-31100-3600 ADVERTISING	Expenditure		14 1
5471	06/13/23	JAMES005 JAMES RIVER EQUIPMENT					200
V3-00673	1	TRACTOR	540.56	100-4-43200-6009 VEHICLE/POWER EQUIPMENT SUPPLIES	Expenditure		9 1
V3-00673	2	TRACTOR	30,053.70	100-4-43200-6009 VEHICLE/POWER EQUIPMENT SUPPLIES	Expenditure		10 1
			<u>30,594.26</u>				
5472	06/13/23	PYLES005 PYLE SOLUTIONS, LLC.					200
V3-00681	1	BIO BOMB	1,665.99	502-4-45000-6007 REPAIR & MAINT. SUPPLIES	Expenditure		18 1
5473	06/13/23	SUPPL005 THE SUPPLY ROOM					200
V3-00672	1	AAA BATTERIES	16.65	100-4-12420-6001 OFFICE SUPPLIES	Expenditure		5 1
V3-00672	2	KITCHEN TOWEL	36.18	100-4-43200-6005 JANITORIAL SUPPLIES	Expenditure		6 1
V3-00672	3	TRASH BAGS	77.06	100-4-43200-6005 JANITORIAL SUPPLIES	Expenditure		7 1
V3-00672	4	PAPER TOWELS	217.08	100-4-43200-6005 JANITORIAL SUPPLIES	Expenditure		8 1
			<u>346.97</u>				
5474	06/13/23	VAC00005 VA ASSOCIATION OF COUNTIES					200
V3-00671	1	MEMBERSHIP DUES	1,000.00	100-1-13000-0000 PREPAID EXP	G/L		4 1
5475	06/13/23	VACOR005 VACORP					200
V3-00670	1	FY24 LODA & WORKERS COMP	26,148.00	100-1-13000-0000 PREPAID EXP	G/L		2 1
V3-00670	2	FY24 PROPERTY INS	23,467.00	100-1-13000-0000 PREPAID EXP	G/L		3 1
			<u>49,615.00</u>				
5476	06/13/23	VERAT005 VERATIS APPLICANT SCREENING					200
V3-00675	1	POLYGRAPH	225.00	100-4-31100-6032 INVESTIGATION EXPENSE	Expenditure		12 1
5477	06/13/23	VERIZ005 VERIZON					200
V3-00676	1	WWTP SCADA	200.05	502-4-44000-5230 TELECOMMUNICATIONS	Expenditure		13 1
5478	06/13/23	VRA00005 VIRGINIA RESOURCES AUTHORITY					200
V3-00682	1	LOAN PAYMENTS	8,411.14	501-4-95000-9000 60W W/L PRINCIPLE	Expenditure		19 1

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GENERAL			Continued					
5478		VIRGINIA RESOURCES AUTHORITY	Continued					
V3-00682	2	LOAN PAYMENTS	6,110.82	501-4-95000-9001	Expenditure		20	1
				60W W/L INTEREST				
V3-00682	3	LOAN PAYMENTS	39,395.31	501-4-95000-9004	Expenditure		21	1
				MAINSTREET W/L PRINCIPLE				
V3-00682	4	LOAN PAYMENTS	22,080.53	501-4-95000-9005	Expenditure		22	1
				MAINSTREET W/L INTEREST				
V3-00682	5	LOAN PAYMENTS	51,452.26	501-4-95000-9008	Expenditure		23	1
				WATER PLANT UPGRADES PRINCIPLES				
V3-00682	6	LOAN PAYMENTS	35,971.83	501-4-95000-9009	Expenditure		24	1
				WATER PLANT UPGRADES INTEREST				
			163,421.89					
5479	06/13/23	WITME005 WITMER PUBLIC SAFETY GROUP					200	
V3-00674	1	VEST	48.99	100-4-31100-6010	Expenditure		11	1
				POLICE SUPPLIES				
5480	06/21/23	ANTW0005 BENCHMARK SYSTEMS, INC.					201	
V3-00687	1	05/16-06/15/2023	628.00	100-4-12510-5600	Expenditure		6	1
				MICROSOFT OFFICE SERVICE				
V3-00687	2	05/16-06/15/2023	136.00	100-4-12510-5600	Expenditure		7	1
				MICROSOFT OFFICE SERVICE				
V3-00687	3	05/16-06/15/2023	349.50	100-4-12510-5600	Expenditure		8	1
				MICROSOFT OFFICE SERVICE				
			1,113.50					
5481	06/21/23	APPAL005 APPALACHIAN POWER					201	
V3-00700	1	ELECTRIC TO 6/15/2023	594.34	100-4-43200-5100	Expenditure		43	1
				ELECTRIC				
V3-00700	2	ELECTRIC TO 6/15/2023	4,875.65	501-4-44000-5100	Expenditure		44	1
				ELECTRICAL SVCS				
V3-00700	3	ELECTRIC TO 6/15/2023	4,400.07	502-4-44000-5100	Expenditure		45	1
				ELECTRICAL SVCS-RUT CRK				
V3-00700	4	ELECTRIC TO 6/15/2023	110.51	502-4-44000-5130	Expenditure		46	1
				ELECTRICAL SVCS-PUMP STATION				
V3-00700	5	ELECTRIC TO 6/15/2023	94.77	100-4-41320-5100	Expenditure		47	1
				STREETLIGHTS				
V3-00700	6	ELECTRIC TO 6/15/2023	25.57	701-4-81500-5100	Expenditure		48	1
				ELECTRICAL SERV.				
			10,100.91					
5482	06/21/23	BALLO005 BALLOON DUDE TRAVIS					201	
V3-00684	1	BALLOON MAKER	300.00	100-4-31100-5700	Expenditure		3	1
				EVENTS				
5483	06/21/23	BBTBA005 TRUIST BANK					201	
V3-00699	1	TRAVEL TM	102.80	100-4-12420-5501	Expenditure		26	1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE				
V3-00699	2	TRAVEL TM	58.23	100-4-43200-6008	Expenditure		27	1
				FUEL				
V3-00699	3	ZOOM VH	42.00	100-4-12510-3150	Expenditure		28	1
				I.T. SERVICES				

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GENERAL			Continued					
5483	TRUIST BANK	Continued						
V3-00699	4	SHIRT VH	40.54	100-4-12110-5000	Expenditure		29	1
				CONTINGENCY REQUIREMENT				
V3-00699	5	WASABI SM	8.43	100-4-12510-3150	Expenditure		30	1
				I.T. SERVICES				
V3-00699	6	ADOBE SM	12.99	100-4-12510-6002	Expenditure		31	1
				I.T. SUPPLIES				
V3-00699	7	POSTAGE SM	46.28	100-4-12110-5210	Expenditure		32	1
				POSTAGE				
V3-00699	8	VISTA SM	283.35	100-4-12110-5000	Expenditure		33	1
				CONTINGENCY REQUIREMENT				
V3-00699	9	VERIZON GW	426.00	501-4-44000-5230	Expenditure		34	1
				TELECOMMUNICATIONS				
V3-00699	10	FOOD LION GW	27.12	502-4-44000-6007	Expenditure		35	1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.				
V3-00699	11	GRAMMARLY GW	69.97	501-4-44000-6001	Expenditure		36	1
				OFFICE SUPPLIES				
V3-00699	12	GRAMMARLY GW	69.98	501-4-44000-6001	Expenditure		37	1
				OFFICE SUPPLIES				
V3-00699	13	FOODLION GS	18.80	501-4-44000-6007	Expenditure		38	1
				REPAIR & MAINT. SUPPLIES				
V3-00699	14	FAMILY DOLLAR RS	36.00	100-4-31100-5800	Expenditure		39	1
				FIRE RANGE FEES				
V3-00699	15	COLONIAL RW	16.01	100-4-31100-5501	Expenditure		40	1
				TRAVEL-MILEAGE/CONFERENCE/HOTEL				
V3-00699	16	POST PM	24.90	100-4-12420-5210	Expenditure		41	1
				POSTAGE				
V3-00699	17	TRAVEL CT	237.69	100-4-43200-5501	Expenditure		42	1
				TRAVEL-MILEAGE/CONFERENCE/HOTEL				
			1,521.09					
5484	06/21/23	C-000003 APRIL BAILEY HOMES, INC					201	
23-00060	1	CUSTOMER REFUND B0000169	347.08	100-2-22000-0000	G/L		1	1
				DEFERRED REVENUE				
5485	06/21/23	CHILD005 CHILDRESS ELECTRICAL, LLC					201	
V3-00690	1	TOWN HALL WORK	953.00	100-4-43200-6007	Expenditure		12	1
				REPAIR & MAINT. SUPPLIES				
5486	06/21/23	CLEAR010 CLEARWATER, INC.					201	
V3-00701	1	CAL FLOW METER	1,405.00	502-4-44000-3310	Expenditure		49	1
				REPAIR & MAINT. SVCS-RUT CRK				
5487	06/21/23	COREM005 CORE & MAIN LP					201	
V3-00688	1	DR METER	1,059.11	501-4-45000-6007	Expenditure		9	1
				REPAIR & MAINT. SUPPLIES				
5488	06/21/23	CPMUS005 CP MUSIC LLC.					201	
V3-00693	1	CODY PURVIS	2,000.00	100-4-31100-5700	Expenditure		15	1
				EVENTS				

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GENERAL			Continued					
5489	06/21/23	DEPAR005 DEPARTMENT OF MOTOR VEHICLES					201	
V3-00691	1	MAY 2023 STOP REMOVALS	225.00	100-4-12420-3009 DMV STOPS	Expenditure		13	1
5490	06/21/23	FLEXS005 FLEX STAGE					201	
V3-00692	1	STAGE	500.00	100-4-31100-5700 EVENTS	Expenditure		14	1
5491	06/21/23	GFLN005 GFL ENVIRONMENTAL					201	
V3-00697	1	TRASH/RECYCLE JUNE	10,074.74	514-4-43200-3160 COLLECTION IN-TOWN	Expenditure		21	1
V3-00697	2	TRASH/RECYCLE JUNE	1,404.72	514-4-43200-3170 COLLECTION OUT OF TOWN	Expenditure		22	1
			<u>11,479.46</u>					
5492	06/21/23	MANSF005 MANSFIELD OIL COMPANY					201	
V3-00698	1	FUEL 06/01-063/15/2023	618.12	100-4-31100-6008 FUEL	Expenditure		23	1
V3-00698	2	FUEL 06/01-063/15/2023	281.23	100-4-43200-6008 FUEL	Expenditure		24	1
V3-00698	3	FUEL 06/01-063/15/2023	163.85	502-4-44000-6008 FUEL/OIL	Expenditure		25	1
			<u>1,063.20</u>					
5493	06/21/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					201	
V3-00695	1	LAB TESTING	169.30	502-4-44000-3140 TESTING SERVICES	Expenditure		17	1
V3-00695	2	LAB TESTING	206.50	502-4-44000-3140 TESTING SERVICES	Expenditure		18	1
			<u>375.80</u>					
5494	06/21/23	SUPPL005 THE SUPPLY ROOM					201	
V3-00689	1	TISSUE	49.56	100-4-43200-6005 JANITORIAL SUPPLIES	Expenditure		10	1
V3-00689	2	SOAP	50.94	100-4-43200-6005 JANITORIAL SUPPLIES	Expenditure		11	1
			<u>100.50</u>					
5495	06/21/23	THES005 THE SOUND LIVE LLC					201	
V3-00685	1	LIGHTS	5,200.00	100-4-31100-5700 EVENTS	Expenditure		4	1
5496	06/21/23	TRANS005 TRANSFORMATIONS					201	
V3-00683	1	FACE PAINTING	250.00	100-4-31100-5700 EVENTS	Expenditure		2	1
5497	06/21/23	UNIVA005 UNIVAR					201	
V3-00694	1	TREATMENT CHEMICALS	2,917.60	501-4-44000-6051 CHEMICALS	Expenditure		16	1

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PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5498	06/21/23	VAASS005 VA ASSOC OF WASTEWATER AGENCIE					201	
V3-00696	1	CHES AND NUTRIENT CRITERIA	77.82	502-4-44000-5810	Expenditure		19	1
				DUES & MEMBERSHIPS				
V3-00696	2	ANNUAL DUES	831.00	502-4-44000-5810	Expenditure		20	1
				DUES & MEMBERSHIPS				
			<u>908.82</u>					
5499	06/21/23	VAMUN005 VA MUNICIPAL LEAGUE					201	
V3-00686	1	FY 24 DUES	1,498.00	100-1-13000-0000	G/L		5	1
				PREPAID EXP				
5500	06/29/23	AMHER030 AMHERST COUNTY MUSEUM AND					202	
V3-00712	1	REMAINING FY 23 DONATION	823.22	100-4-72200-5600	Expenditure		24	1
				MUSEUM CONTRIBUTIONS				
5501	06/29/23	ARC3G005 ARC3 GASES					202	
V3-00704	1	INDUSTRIAL LEASE	83.00	100-4-43200-6007	Expenditure		11	1
				REPAIR & MAINT. SUPPLIES				
5502	06/29/23	CAMPB005 CAMPBELL'S REPAIR					202	
V3-00702	1	CARB CLEANER	170.12	100-4-43200-6009	Expenditure		9	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5503	06/29/23	GFLN005 GFL ENVIRONMENTAL					202	
V3-00709	1	SHOOTING RANGE	26.95	100-4-31100-5800	Expenditure		20	1
				FIRE RANGE FEES				
5504	06/29/23	GREGO005 GREGORYS GENERAL AUTO REPAIR					202	
V3-00703	1	2011 CHEV TRK	1,365.73	100-4-43200-6009	Expenditure		10	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5505	06/29/23	LOWES005 LOWE'S BUSINESS ACCOUNT					202	
V3-00707	1	MAY STATEMENT	611.23	100-4-43200-6013	Expenditure		18	1
				AG SUPPLIES				
5506	06/29/23	MINNE005 MINNESOTA LIFE					202	
23-00063	1	June 2023 Deduction Checks	10.80	100-2-21550-0000	G/L		1	1
				OPT LIFE INS. W/HOLDING				
23-00063	2	June 2023 Deduction Checks	51.20	501-2-21550-0000	G/L		2	1
				OPT LIFE INS. W/HOLDING				
			<u>62.00</u>					
5507	06/29/23	NATIO010 NATIONWIDE RETIREMENT SOLUTION					202	
23-00064	1	June 2023 Deduction Checks	132.44	100-2-21400-0000	G/L		3	1
				RETIREMENT W/HOLDING				
23-00064	2	June 2023 Deduction Checks	121.48	100-2-21900-0000	G/L		4	1
				DEFERRED COMP W/HOLDING				
23-00064	3	June 2023 Deduction Checks	173.54	501-2-21400-0000	G/L		5	1
				RETIREMENT W/HOLDINGS				
23-00064	4	June 2023 Deduction Checks	159.16	501-2-21900-0000	G/L		6	1
				DEFERRED COMP W/H				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Seq	Acct
PO #	Item	Description							
GENERAL			Continued						
5507	23-00064	5 June 2023 Deduction Checks	130.16	502-2-21400-0000	G/L		7	1	
				RETIRMENT W/HOLDING					
	23-00064	6 June 2023 Deduction Checks	119.36	502-2-21900-0000	G/L		8	1	
				DEFERRED COMP W/HOLDING					
			836.14						
5508	06/29/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					202		
V3-00710	1	LAB TESTING	187.90	502-4-44000-3140	Expenditure		21	1	
				TESTING SERVICES					
V3-00710	2	LAB TESTING	206.50	502-4-44000-3140	Expenditure		22	1	
				TESTING SERVICES					
			394.40						
5509	06/29/23	POSTM005 POSTMASTER, AMHERST					202		
V3-00705	1	JUNE UTILITY BILL MAILING	296.72	501-4-12420-5210	Expenditure		12	1	
				POSTAGE					
V3-00705	2	JUNE UTILITY BILL MAILING	296.72	502-4-12420-5210	Expenditure		13	1	
				POSTAGE					
			593.44						
5510	06/29/23	PYROT005 PYROTECNICO FIREWORKS, INC.					202		
V3-00708	1	FIRST RESPONDERS FIREWORKS	3,500.00	100-4-31100-5700	Expenditure		19	1	
				EVENTS					
5511	06/29/23	VMLVA005 VML/VACO AEP STERRING COMM					202		
V3-00711	1	VML/VACO AEP FY 24	423.00	100-1-13000-0000	G/L		23	1	
				PREPAID EXP					
5512	06/29/23	WITME005 WITMER PUBLIC SAFETY GROUP					202		
V3-00706	1	UNIFORM	1,164.00	100-4-31100-6010	Expenditure		14	1	
				POLICE SUPPLIES					
V3-00706	2	UNIFORM	59.00	100-4-31100-6010	Expenditure		15	1	
				POLICE SUPPLIES					
V3-00706	3	UNIFORM	34.50	100-4-31100-6010	Expenditure		16	1	
				POLICE SUPPLIES					
V3-00706	4	UNIFORM	11.50	100-4-31100-6010	Expenditure		17	1	
				POLICE SUPPLIES					
			1,269.00						
Checking Account Totals			Paid	Void	Amount Paid	Amount Void			
		Checks:	75	1	548,263.77	1,405.00			
		Direct Deposit:	0	0	0.00	0.00			
		Total:	75	1	548,263.77	1,405.00			
Report Totals			Paid	Void	Amount Paid	Amount Void			
		Checks:	75	1	548,263.77	1,405.00			
		Direct Deposit:	0	0	0.00	0.00			
		Total:	75	1	548,263.77	1,405.00			



Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	3-100	92,717.91	0.00	54,319.80	147,037.71
	3-150	3,070.00	0.00	0.00	3,070.00
WATER FUND	3-501	297,749.35	0.00	383.90	298,133.25
SEWER FUND	3-502	88,266.47	0.00	249.52	88,515.99
GARBAGE FUND	3-514	11,481.25	0.00	0.00	11,481.25
IDA FUND	3-701	25.57	0.00	0.00	25.57
Total of All Funds:		493,310.55	0.00	54,953.22	548,263.77

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	92,717.91	0.00	54,319.80	147,037.71
	150	3,070.00	0.00	0.00	3,070.00
WATER FUND	501	297,749.35	0.00	383.90	298,133.25
SEWER FUND	502	88,266.47	0.00	249.52	88,515.99
GARBAGE FUND	514	11,481.25	0.00	0.00	11,481.25
IDA FUND	701	25.57	0.00	0.00	25.57
Total of All Funds:		493,310.55	0.00	54,953.22	548,263.77

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	3-100	92,717.91	0.00	0.00	0.00	92,717.91
	3-150	3,070.00	0.00	0.00	0.00	3,070.00
WATER FUND	3-501	297,749.35	0.00	0.00	0.00	297,749.35
SEWER FUND	3-502	88,266.47	0.00	0.00	0.00	88,266.47
GARBAGE FUND	3-514	11,481.25	0.00	0.00	0.00	11,481.25
IDA FUND	3-701	25.57	0.00	0.00	0.00	25.57
Total of All Funds:		<u>493,310.55</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>493,310.55</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 and secured donations for this year to have the biggest event thus far.</li><li>• Signs have been installed at the park, and the name sign is ready for unveiling.</li><li>• Bike racks have been purchased and installed at Town Hall and at the mini park.</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 to follow up on the grading plans. Staff has worked with the engineers to respond to DEQ comments. Staff has provided additional information related to existing stormwater facilities at Brockman. The revised plans will have phasing in place to allow the plans to be approved by DEQ.</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>			
		4.a	Investigate other towns on beautification and revitalization projects

3	Revitalize Downtown Area	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



**JUNE 2023 MONTHLY ACTIVITIES**

**CALLS FOR SERVICE: 279**

**MILES PATROLLED: 5,474**

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	35
ALARM	4
PHONE COMPLAINT	343
BOLO	13
MISSING PERSON	1
SHOPLIFTING	1
PROBLEM WITH OTHERS	6
DOMESTIC	1
CHECK WELFARE	4
NOISE OR DOG COMPLAINT	3
TRAFFIC CRASH	3
EMS CALLS	3
SUDDEN DEATH	2
SUSPICIOUS PERSON	12
OTHER	43
CALLS AT AMBRIAR	3

OTHER	NUMBER
ASSIST OTHER OFFICER	23
ASSIST OTHER AGENCY	14
COURT	9
REPORTS	14
SCHOOL / TRAINING	12
MEETINGS	230
TOWED / IMPOUNDED VEH	1

WARNINGS	NUMBER
SPEEDING	8
EQUIPMENT VIOLATION	1
RECKLESS DRIVING	2
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	5
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	1

OFFICER INITIATED	NUMBER
BUILDING CHECKS	170
BUSINESS VISIT	110
BUILDING SEARCH	4
TRAFFIC SUMMONS	24
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	232/27
WARRANT SERVICE	20
PROPERTY WALK AROUNDS	64
WARRANTS OBTAINED	3
PARKING TICKETS	
MISD. INVESTIGATION	4
FELONY INVESTIGATION	3
NARCOTICS INV.	1
SEARCH WARRANT	3
PUBLIC RELATIONS	12
CITIZEN CONTACT	290

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	15
EQUIPMENT VIOLATION	
RECKLESS DRIVING	
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	6
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	3

ARREST	NUMBER
MISDEMEANOR	2
FELONY	
EPO/PPO	3
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 JUNE 2023 ACTIVITIES:**

6/5/2023- Officer Rose attended a meeting with the Commonwealth Attorney

6/5/2023- Officer Rose had J&D Court

6/5/2023- Officer Rose attended a meeting with Chief Shiflett and the Town Manager

6/5/2023-6/6/2023- Officer Robinson attended Cop Camp at the high school to teach.

6/5/-6/6/2023- Capt. Watts attended Internal Affairs Training.

6/6/2023- Officer Rose had Circuit Court

6/7/2023- Chief Shiflett and Capt. Watts attended Event Prep Meeting.

6/8/2023- Chief Shiflett and Capt. Watts met with the Public Safety Director in reference to fireworks placement and for EMS staffing for the event.

6/8/2023-6/9/2023- Capt. Watts attended Cop Camp at the high school to teach.

6/12/2023- Officer Rose patrolled the Dixie Youth fields with K9 Skye

6/12/2023- Chief Shiflett met with Mike Cargill in reference to site planning and production for live streaming of the event.

6/12/2023- Captain Watts spent three hours in Circuit Court for Grand Jury.



6/13/2023-6/14/2023- Officer Rose and K9 Skye attended K9 training.

6/13/2023-6/14/2023- Officer Rose Spoke with Lisa Turner about possible Community Outreach event w/ Skye.

6/13/2023- Officer Rose met with Katherine Barnhart about K9 Demo at St. Mark Baptist Church.

6/14/2023- Chief Shiflett and Capt. Watts attended Event Prep Meeting.

6/14/2023- Chief Shiflett, Capt. Watts and Inv. Floyd attended the Town Council Meeting.

6/15/2023- Capt. Watts met with an Assistant Commonwealth Attorney in reference to a case.

6/16/2023- Chief Shiflett and Capt. Watts attended the after-Council meeting.

6/18/2023-6/21/2023- Officer Martin attended the Virginia Law Enforcement Assistance Program's Post Critical Incident Seminar training.

6/20/2023- Chief Shiflett and Capt. Watts attended Event Prep Meeting.

6/22/2023- Chief Shiflett attended RASAC meeting.

6/22/2023- Chief Shiflett attended Horizon Board of Directors Meeting.

6/23/2023- Chief Shiflett and Capt. Watts prepped for parade and event.

6/24/2023- All Officers worked First Responders Parade and Event.

6/26/2023-6/30/2023- Officer Rose taught CIT.

6/27/2023- Officer Rose and K9 Skye performed a K9 demonstration at St. Mark Baptist Church.

6/28/2023- Capt. Watts and Officer Rose had J&D Court.

6/28/2023- Chief Shiflett delivered thank you letters for all event sponsors.

6/29/2023-6/30/2023- Officer Robinson taught CIT.





Reserve Officers performed approximately 31 hours of duty this month.

All Officers performed mandatory use of force training.

### **AFTER HOURS CALLS**

Brockman Park Dr 911 Hangup 6/3/23 0603

Garland Ave Animal Complaint 6/20/ 0414

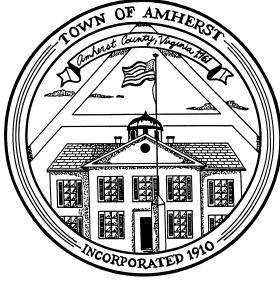
N Main St Prowler 6/23/23 0113

Lancer Ln Alarm 6/24/23 0536

Garland Ave Disabled Vehicle 6/25/23 0142

### **ASSIST COUNTY CALLS**

Fight in progress at Sardis



# 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:** July 6, 2023  
**Re:** June 2023 Monthly Report

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## **Utilities:**

- June utility billing total was \$179,535.
- There were 4 disconnects for June 2023.
- Nine new account set-ups.

## **Accounts Payable:**

- The total amount of checks cut for June bills, including payroll deductions was \$548,263.77. The majority of this total was due to the Water Treatment Plant renovations.
- Please see attached report for full check listing.

## **Meals and Beverage Tax:**

- 18 Businesses paid \$66,490.77 in Meals and Beverage Tax for the month of May 2023.

## **Business License Tax:**

- Business License Tax and renewals were due May 1, 2023. Currently we have issued 147 licenses totaling \$152,520.34 in revenues. Any business that still had not submitted payment were sent assessments to pay from. Assessments are bills that are automatically generated at a rate of 10% more than the gross receipts the businesses submitted last year. If the amounts on the assessments are not paid, then collection efforts will begin on the assessed amounts.

## **Revenue and Expense Report:**

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

**Town of Amherst**  
Statement of Revenue and Expenditures

07/06/2023  
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**Revenue Account Range:** First to Last

**Include Non-Anticipated:** Yes

**Year To Date As Of:** 06/30/23

**Expend Account Range:** First to Last

**Include Non-Budget:** Yes

**Current Period:** 07/01/22 to 06/30/23

**Print Zero YTD Activity:** No

**Prior Year:** 07/01/21 to 06/30/22

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
100-3-11010-0001	REAL PROPERTY TAXES - CURRENT	3,367.24	0.00	430.64	430.64	0.00	430.64	0
100-3-11030-0001	PERSONAL PROPERTY TAX-CURRENT	475.00	0.00	350.00	350.00	0.00	350.00	0
100-3-11030-0002	PERSONAL PROPERTY TAX-DELINQUENT	1,673.53	0.00	0.00	0.00	0.00	0.00	0
<b>11030 Total</b>		<b>2,148.53</b>	<b>0.00</b>	<b>350.00</b>	<b>350.00</b>	<b>0.00</b>	<b>350.00</b>	<b>0</b>
100-3-11060-0002	INTEREST ON DEL TAXES	397.97	0.00	303.43	303.43	0.00	303.43	0
100-3-12010-0001	LOCAL SALES & USE TAX	149,921.02	144,000.00	161,194.04	161,194.04	0.00	17,194.04	112
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	25,008.29	25,200.00	10,583.82	10,583.82	0.00	14,616.18 -	42
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	17,208.70	18,000.00	7,522.43	7,522.43	0.00	10,477.57 -	42
<b>12020 Total</b>		<b>42,216.99</b>	<b>43,200.00</b>	<b>18,106.25</b>	<b>18,106.25</b>	<b>0.00</b>	<b>25,093.75 -</b>	<b>42</b>
100-3-12030-0006	BUSINESS LICENSE TAX	130,554.54	115,000.00	168,504.70	168,504.70	0.00	53,504.70	147
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	1,315.74	2,500.00	4,531.42	4,531.42	0.00	2,031.42	181
<b>12030 Total</b>		<b>131,870.28</b>	<b>117,500.00</b>	<b>173,036.12</b>	<b>173,036.12</b>	<b>0.00</b>	<b>55,536.12</b>	<b>147</b>
100-3-12050-0001	MOTOR VEHICLE LICENSES	39,039.28	40,000.00	41,581.00	41,581.00	0.00	1,581.00	104
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTERE	415.68	300.00	436.05	436.05	0.00	136.05	145
<b>12050 Total</b>		<b>39,454.96</b>	<b>40,300.00</b>	<b>42,017.05</b>	<b>42,017.05</b>	<b>0.00</b>	<b>1,717.05</b>	<b>104</b>
100-3-12060-0001	BANK STOCK FEE	67,082.00	70,000.00	64,400.00	64,400.00	0.00	5,600.00 -	92
100-3-12080-0001	CIGARETTE TAX	42,300.00	30,000.00	39,000.00	39,000.00	0.00	9,000.00	130
100-3-12100-0001	LODGING TAX	12,697.23	12,000.00	15,294.74	15,294.74	0.00	3,294.74	127
100-3-12110-0001	MEALS TAX	649,506.56	625,000.00	744,424.40	744,424.40	0.00	119,424.40	119
100-3-12110-0002	MEALS TAX-PEN & INTEREST	200.97	600.00	2,657.58	2,657.58	0.00	2,057.58	443
<b>12110 Total</b>		<b>649,707.53</b>	<b>625,600.00</b>	<b>747,081.98</b>	<b>747,081.98</b>	<b>0.00</b>	<b>121,481.98</b>	<b>119</b>

**Town of Amherst**  
Statement of Revenue and Expenditures

07/06/2023  
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100-3-13030-0007	ZONING PERMITS	600.00	0.00	3,454.01	3,454.01	0.00	3,454.01	0
100-3-14010-0001	FINES & FORFEITURES	7,749.18	6,000.00	12,281.33	12,281.33	0.00	6,281.33	205
100-3-15010-0001	INTEREST ON BANK DEPOSITS	1,421.32	3,000.00	5,604.19	5,604.19	0.00	2,604.19	187
100-3-15010-0002	INTEREST ON INVESTMENTS	16,820.76	12,000.00	24,720.17	24,720.17	0.00	12,720.17	206
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	103,957.24 -	0.00	38,148.48 -	38,148.48 -	0.00	38,148.48 -	0
<b>15010 Total</b>		<b>85,715.16 -</b>	<b>15,000.00</b>	<b>7,824.12 -</b>	<b>7,824.12 -</b>	<b>0.00</b>	<b>22,824.12 -</b>	<b>202</b>
100-3-15020-0005	TOWER LEASE	11,549.28	9,402.56	11,764.09	11,764.09	0.00	2,361.53	125
100-3-16030-0001	POLICE SECURITY	2,466.04	16,000.00	15,753.08	15,753.08	0.00	246.92 -	98
100-3-18030-0001	REFUNDS	1,187.67	2,121.28	63,469.29	63,469.29	0.00	61,348.01	***
100-3-18030-0005	RETURNED CHECK FEE	435.44	150.00	455.00	455.00	0.00	305.00	303
100-3-18030-0006	ACCIDENT REPORTS	250.00	200.00	310.00	310.00	0.00	110.00	155
100-3-18030-0007	MISC REV	1,883.94	0.00	230.97	230.97	0.00	230.97	0
100-3-18030-0008	COLLECTION FEE	1,914.89	2,200.00	3,557.20	3,557.20	0.00	1,357.20	162
<b>18030 Total</b>		<b>5,671.94</b>	<b>4,671.28</b>	<b>68,022.46</b>	<b>68,022.46</b>	<b>0.00</b>	<b>63,351.18</b>	<b>***</b>
100-3-18990-0003	DONATIONS-POLICE	125.00	5,000.00	7,675.00	7,675.00	0.00	2,675.00	154
100-3-18990-0005	SALE OF SALVAGE/SURPLUS PROPERTY	21,605.95	0.00	0.00	0.00	0.00	0.00	0
<b>18990 Total</b>		<b>21,730.95</b>	<b>5,000.00</b>	<b>7,675.00</b>	<b>7,675.00</b>	<b>0.00</b>	<b>2,675.00</b>	<b>154</b>
100-3-19020-0005	DMV STOP FEES	1,668.98	500.00	1,327.86	1,327.86	0.00	827.86	266
100-3-22010-0007	ROLLING STOCK TAX	2,405.42	2,390.00	2,403.26	2,403.26	0.00	13.26	101
100-3-22010-0008	MOBILE HOME SALES TAX	75.00	0.00	0.00	0.00	0.00	0.00	0
100-3-22010-0009	PERSONAL PROPERTY TAX RELIEF	17,455.92	17,455.00	17,455.92	17,455.92	0.00	0.92	100
100-3-22010-0010	RENTAL TAX	3,559.62	2,400.00	3,110.41	3,110.41	0.00	710.41	130
100-3-22010-0020	GAME OF SKILLS TAX	288.00	0.00	0.00	0.00	0.00	0.00	0
100-3-22010-0030	COMMUNICATION TAX FROM STATE	73,088.81	78,000.00	71,390.58	71,390.58	0.00	6,609.42 -	92
100-3-22010-0040	PLANNING GRANTS	150.00	0.00	0.00	0.00	0.00	0.00	0
<b>22010 Total</b>		<b>97,022.77</b>	<b>100,245.00</b>	<b>94,360.17</b>	<b>94,360.17</b>	<b>0.00</b>	<b>5,884.83 -</b>	<b>94</b>

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100-3-24010-0001	DCJS GRANTS	29,410.00	5,572.00	40,488.00	40,488.00	0.00	34,916.00	727
100-3-24010-0003	STATE POLICE AID	29,410.00	58,820.00	48,498.00	48,498.00	0.00	10,322.00 -	82
100-3-24010-0004	OTHER PUBLIC SAFETY GRANTS	2,000.00	0.00	0.00	0.00	0.00	0.00	0
<b>24010 Total</b>		<b>60,820.00</b>	<b>64,392.00</b>	<b>88,986.00</b>	<b>88,986.00</b>	<b>0.00</b>	<b>24,594.00</b>	<b>138</b>
100-3-24020-0001	FIRE PROGRAM GRANT	15,000.00	15,000.00	15,000.00	15,000.00	0.00	0.00	100
100-3-33010-0009	DCJS FEDERAL JUSTICE FUNDS	20,756.00	0.00	0.00	0.00	0.00	0.00	0
100-3-33030-0003	ARPA FUNDS	223,755.71	0.00	1,130,893.00	1,130,893.00	0.00	1,130,893.00	0
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	0.00	0.00	1,750.00	1,750.00	0.00	1,750.00	0
100-3-41040-0006	FOIA REQUESTS	0.00	0.00	198.54	198.54	0.00	198.54	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	86.84	0.00	138.48	138.48	0.00	138.48	0
<b>GENERAL FUND Revenue Totals</b>		<b>1,524,326.28</b>	<b>1,512,439.73</b>	<b>2,704,994.15</b>	<b>2,704,994.15</b>	<b>0.00</b>	<b>1,192,554.42</b>	<b>106</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-11010-0000	TOWN COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-11010-1100	WAGES	11,372.50	11,400.00	11,325.01	11,325.01	0.00	74.99	99
100-4-11010-2100	FICA	870.30	872.10	866.66	866.66	0.00	5.44	99
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	3,737.65	5,880.34	6,061.58	6,061.58	0.00	181.24 -	103
<b>11010 TOWN COUNCIL</b>		<b>15,980.45</b>	<b>18,152.44</b>	<b>18,253.25</b>	<b>18,253.25</b>	<b>0.00</b>	<b>100.81 -</b>	<b>101</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	27,178.40	48,261.74	44,682.10	44,682.10	0.00	3,579.64	93
100-4-12110-1300	PT WAGES	36,032.60	40,481.52	38,451.98	38,451.98	0.00	2,029.54	95
100-4-12110-2100	FICA	4,948.56	6,788.86	6,474.00	6,474.00	0.00	314.86	95
100-4-12110-2200	VRS	6,055.38	9,649.13	9,739.08	9,739.08	0.00	89.95 -	101
100-4-12110-2300	HEALTH INSURANCE	2,611.57	7,900.20	6,528.86	6,528.86	0.00	1,371.34	83
100-4-12110-2400	GROUP LIFE INSURANCE	368.41	672.68	601.15	601.15	0.00	71.53	89
100-4-12110-2500	STD/LONG-TERM DISABILITY	1,017.90 -	380.89	233.37	233.37	0.00	147.52	61
100-4-12110-2600	UNEMPLOYMENT INSURANCE	65.68	41.45	0.00	0.00	0.00	41.45	0
100-4-12110-2700	WORKER'S COMP	97.79	112.69	112.69	112.69	0.00	0.00	100
100-4-12110-3150	PROFESSIONAL SVCS	7,798.26	8,039.77	8,039.77	8,039.77	0.00	0.00	100
100-4-12110-3600	ADVERTISING	2,470.80	1,000.00	2,530.36	2,530.36	0.00	1,530.36 -	253
100-4-12110-5000	CONTINGENCY REQUIREMENT	11,588.53	15,048.31	11,448.76	11,448.76	0.00	3,599.55	76
100-4-12110-5210	POSTAGE	500.72	200.00	296.49	296.49	0.00	96.49 -	148
100-4-12110-5230	TELECOMMUNICATIONS	540.00	540.00	540.00	540.00	0.00	0.00	100
100-4-12110-5307	CRIME & CYBER INSURANCE	2,956.00	2,225.00	2,225.00	2,225.00	0.00	0.00	100
100-4-12110-5501	TRAVEL-MILAGE/HOTEL/CONFERENCE	1,466.30	3,000.00	2,752.50	2,752.50	0.00	247.50	92
100-4-12110-5810	DUES & MEMBERSHIPS	7,632.00	1,500.00	659.00	659.00	0.00	841.00	44
<b>12110 TOWN MANAGER</b>		<b>111,293.10</b>	<b>145,842.24</b>	<b>135,315.11</b>	<b>135,315.11</b>	<b>0.00</b>	<b>10,527.13</b>	<b>93</b>

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
100-4-12210-3150	TOWN ATTORNEY	24,593.60	25,000.00	24,020.23	24,020.23	0.00	979.77	96



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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
100-4-12240-3150	INDEPENDENT AUDITOR	19,000.00	20,000.00	19,850.00	19,850.00	0.00	150.00	99

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12420-1100	WAGES	45,500.05	46,280.54	43,287.67	43,287.67	0.00	2,992.87	94
100-4-12420-1300	PT WAGES	3,879.12	4,750.80	4,381.36	4,381.36	0.00	369.44	92
100-4-12420-2100	FICA	3,380.75	3,903.90	3,653.55	3,653.55	0.00	250.35	94
100-4-12420-2200	VRS	7,394.67	7,835.30	8,491.03	8,491.03	0.00	655.73 -	108
100-4-12420-2300	HEALTH INSURANCE	7,523.45	7,489.80	8,765.91	8,765.91	0.00	1,276.11 -	117
100-4-12420-2400	GROUP LIFE INSURANCE	619.20	620.16	627.78	627.78	0.00	7.62 -	101
100-4-12420-2500	HYBRID DISABILITY	0.00	30.00	24.12	24.12	0.00	5.88	80
100-4-12420-2600	UNEMPLOYMENT INSURANCE	99.45	29.83	29.85	29.85	0.00	0.02 -	100
100-4-12420-2700	WORKER'S COMP	84.10	100.19	97.52	97.52	0.00	2.67	97
100-4-12420-3009	DMV STOPS	1,575.00	1,400.00	1,525.00	1,525.00	0.00	125.00 -	109
100-4-12420-3150	PROFESSIONAL SVCS	82.43	3,668.86	3,668.86	3,668.86	0.00	0.00	100
100-4-12420-3160	BANKING SERVICE CHARGES	425.91	840.00	452.03	452.03	0.00	387.97	54
100-4-12420-3170	VIP MANAGEMENT FEE	2,990.25	3,373.54	1,452.82	1,452.82	0.00	1,920.72	43
100-4-12420-3320	SERVICE CONTRACTS	2,683.33	3,507.60	3,507.60	3,507.60	0.00	0.00	100
100-4-12420-3600	ADVERTISING	95.33	200.00	151.54	151.54	0.00	48.46	76
100-4-12420-5000	MISC EXP	0.00	2.99	2.99	2.99	0.00	0.00	100
100-4-12420-5210	POSTAGE	1,938.51	2,997.01	2,699.45	2,699.45	0.00	297.56	90
100-4-12420-5230	TELECOMMUNICATIONS	1,080.00	1,080.00	1,035.00	1,035.00	0.00	45.00	96
100-4-12420-5400	TUITION REIMBURSEMENT	0.00	5,294.50	5,294.50	5,294.50	0.00	0.00	100
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	874.00	3,230.00	3,332.04	3,332.04	0.00	102.04 -	103
100-4-12420-5810	DUES & MEMBERSHIPS	217.50	370.00	370.00	370.00	0.00	0.00	100
100-4-12420-6001	OFFICE SUPPLIES	3,539.64	7,600.00	7,551.87	7,551.87	0.00	48.13	99
<b>12420 FINANCE DEPARTMENT</b>		<b>83,982.69</b>	<b>104,605.02</b>	<b>100,402.49</b>	<b>100,402.49</b>	<b>0.00</b>	<b>4,202.53</b>	<b>96</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
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	12,538.52	9,000.00	8,622.25	8,622.25	0.00	377.75	96
100-4-12510-3330	PHONE MAINTENANCE	0.00	500.00	0.00	0.00	0.00	500.00	0
100-4-12510-3340	WEBSITE MAINTENANCE	430.00	1,000.00	450.00	450.00	0.00	550.00	45
100-4-12510-5600	MICROSOFT OFFICE SERVICE	6,459.22	8,480.00	9,287.88	9,287.88	0.00	807.88 -	110
100-4-12510-6002	I.T. SUPPLIES	4,754.69	7,000.00	6,753.57	6,753.57	0.00	246.43	96
100-4-12510-8001	I.T. EQUIPMENT	3,765.25	1,000.00	913.87	913.87	0.00	86.13	91
<b>12510 INFORMATION TECHNOLOGY</b>		<b>27,947.68</b>	<b>26,980.00</b>	<b>26,027.57</b>	<b>26,027.57</b>	<b>0.00</b>	<b>952.43</b>	<b>96</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	360,283.55	379,712.76	402,074.95	402,074.95	0.00	22,362.19 -	106
100-4-31100-1200	OVERTIME	2,178.65	2,753.00	694.81	694.81	0.00	2,058.19	25
100-4-31100-1300	PT WAGES	32,360.30	40,634.99	19,176.15	19,176.15	0.00	21,458.84	47
100-4-31100-1400	OTHER PAY/HOLIDAY	10,145.31	16,547.41	7,531.25	7,531.25	0.00	9,016.16	46
100-4-31100-1500	SECURITY WAGES	2,857.50	16,000.00	15,080.00	15,080.00	0.00	920.00	94
100-4-31100-2100	FICA	29,927.81	34,225.73	32,845.20	32,845.20	0.00	1,380.53	96
100-4-31100-2200	VRS	56,854.57	67,999.53	64,640.47	64,640.47	0.00	3,359.06	95
100-4-31100-2300	HEALTH INSURANCE	55,075.50	68,334.00	60,712.52	60,712.52	0.00	7,621.48	89
100-4-31100-2400	GROUP LIFE INSURANCE	4,751.11	5,295.57	5,348.35	5,348.35	0.00	52.78 -	101
100-4-31100-2500	STD/LONG-TERM DISABILITY	0.00	0.00	96.50	96.50	0.00	96.50 -	0
100-4-31100-2600	UNEMPLOYMENT INSURANCE	254.62	221.64	61.27	61.27	0.00	160.37	28
100-4-31100-2700	WORKER'S COMP	9,535.85	11,498.63	11,498.63	11,498.63	0.00	0.00	100
100-4-31100-2710	LODA INSURANCE	6,125.00	2,642.00	2,642.00	2,642.00	0.00	0.00	100
100-4-31100-3310	REPAIR & MAINT. SVCS	1,478.05	1,100.00	1,025.00	1,025.00	0.00	75.00	93
100-4-31100-3320	PROFESSIONAL SERVICES	0.00	11,000.00	11,091.36	11,091.36	0.00	91.36 -	101
100-4-31100-3400	CODE RED	2,700.00	2,700.00	2,700.00	2,700.00	0.00	0.00	100
100-4-31100-3600	ADVERTISING	630.00	900.00	843.92	843.92	0.00	56.08	94
100-4-31100-5210	POSTAGE	9.90	100.00	49.15	49.15	0.00	50.85	49
100-4-31100-5230	TELECOMMUNICATIONS	8,546.87	11,760.00	6,359.58	6,359.58	0.00	5,400.42	54
100-4-31100-5305	MOTOR VEHICLE INSURANCE	3,559.95	2,844.68	2,844.68	2,844.68	0.00	0.00	100
100-4-31100-5306	OTHER PROPERTY INSURANCE	545.42	163.69	163.69	163.69	0.00	0.00	100
100-4-31100-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	6,825.65	2,614.00	1,920.20	1,920.20	0.00	693.80	73
100-4-31100-5700	EVENTS	6,000.00	21,000.00	18,441.56	18,441.56	0.00	2,558.44	88
100-4-31100-5800	FIRE RANGE FEES	9,831.76	1,800.00	929.83	929.83	0.00	870.17	52
100-4-31100-5801	ATTORNEY FEES	1,619.32	2,000.00	1,350.00	1,350.00	0.00	650.00	68
100-4-31100-5810	DUES & MEMBERSHIP	5,005.00	5,500.00	5,265.00	5,265.00	0.00	235.00	96
100-4-31100-6001	OFFICE SUPPLIES	2,356.03	8,705.00	7,268.11	7,268.11	0.00	1,436.89	83
100-4-31100-6003	CANINE SUPPLIES	0.00	4,286.36	4,284.27	4,284.27	0.00	2.09	100

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
100-4-31100-6008	FUEL	16,878.86	16,200.00	17,448.87	17,448.87	0.00	1,248.87 -	108
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	13,772.11	13,900.00	10,333.61	10,333.61	0.00	3,566.39	74
100-4-31100-6010	POLICE SUPPLIES	31,579.01	34,718.68	33,611.93	33,611.93	0.00	1,106.75	97
100-4-31100-6011	UNIFORMS	4,017.29	4,000.00	4,054.68	4,054.68	0.00	54.68 -	101
100-4-31100-6030	CRIME PREVENTION	1,594.17	8,000.00	7,767.99	7,767.99	0.00	232.01	97
100-4-31100-6032	INVESTIGATION EXPENSE	829.07	2,500.00	2,180.12	2,180.12	0.00	319.88	87
100-4-31100-8005	VEHICLES/EQUIPMENT	91,811.86	47,000.00	47,334.82	47,334.82	0.00	334.82 -	101
<b>31100 POLICE DEPARTMENT</b>		<b>779,940.09</b>	<b>848,657.67</b>	<b>809,670.47</b>	<b>809,670.47</b>	<b>0.00</b>	<b>38,987.20</b>	<b>95</b>

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
100-4-32200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-32200-5600	FIRE DEPT CONTRIBUTIONS	12,250.00	12,500.00	12,500.00	12,500.00	0.00	0.00	100
100-4-32200-5701	FIRE PROGRAM GRANTS	15,000.00	15,000.00	15,000.00	15,000.00	0.00	0.00	100
	<b>32200 CONTROL</b>	<b>27,250.00</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100</b>

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
100-4-41320-5100	STREETLIGHTS	26,035.34	26,000.00	28,806.45	28,806.45	0.00	2,806.45 -	111

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	39,890.15	25,029.95	26,214.95	26,214.95	0.00	1,185.00 -	105
100-4-43200-1300	PT WAGES	8,556.15	9,817.71	9,600.92	9,600.92	0.00	216.79	98
100-4-43200-1400	OTHER PAY/HOLIDAY	0.00	342.14	179.43	179.43	0.00	162.71	52
100-4-43200-2100	FICA	3,466.10	2,806.77	2,705.38	2,705.38	0.00	101.39	96
100-4-43200-2200	VRS	6,847.16	5,208.51	5,357.07	5,357.07	0.00	148.56 -	103
100-4-43200-2300	HEALTH INSURANCE	11,065.00	6,225.00	5,978.76	5,978.76	0.00	246.24	96
100-4-43200-2400	GROUP LIFE INSURANCE	573.39	293.53	368.59	368.59	0.00	75.06 -	126
100-4-43200-2600	UNEMPLOYMENT INSURANCE	176.73	46.20	31.20	31.20	0.00	15.00	68
100-4-43200-2700	WORKER'S COMP	73.84	119.19	119.19	119.19	0.00	0.00	100
100-4-43200-5100	ELECTRIC	7,492.68	25,638.00	24,291.15	24,291.15	0.00	1,346.85	95
100-4-43200-5110	HEATING SERVICES	3,094.05	3,500.00	2,424.28	2,424.28	0.00	1,075.72	69
100-4-43200-5120	WATER/SEWER	4,249.88	3,400.00	3,550.15	3,550.15	0.00	150.15 -	104
100-4-43200-5230	TELECOMMUNICATION	14,142.94	10,600.00	13,718.68	13,718.68	0.00	3,118.68 -	129
100-4-43200-5304	PROPERTY INSURANCE	563.21	358.22	358.22	358.22	0.00	0.00	100
100-4-43200-5305	MOTOR VEHICLE INSURANCE	1,410.07	1,126.76	1,126.76	1,126.76	0.00	0.00	100
100-4-43200-5306	OTHER PROPERTY INSURANCE	1,307.21	1,281.25	1,281.25	1,281.25	0.00	0.00	100
100-4-43200-5308	GENERAL LIABILITY INSURANCE	14,783.00	7,238.77	7,238.00	7,238.00	0.00	0.77	100
100-4-43200-5410	LEASE OF EQUIPMENT	292.50	7,000.00	6,147.88	6,147.88	0.00	852.12	88
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	2,942.56	1,911.97	2,149.66	2,149.66	0.00	237.69 -	112
100-4-43200-6001	OFFICE SUPPLIES	493.04	750.00	467.06	467.06	0.00	282.94	62
100-4-43200-6005	JANITORIAL SUPPLIES	626.94	1,363.53	1,355.95	1,355.95	0.00	7.58	99
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	11,740.79	18,930.29	4,258.18	4,258.18	0.00	14,672.11	22
100-4-43200-6008	FUEL	17,283.69	17,000.00	16,680.86	16,680.86	0.00	319.14	98
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	47,877.85	24,000.00	52,161.45	52,161.45	0.00	28,161.45 -	217
100-4-43200-6011	UNIFORMS	1,139.45	2,500.00	1,787.42	1,787.42	0.00	712.58	72
100-4-43200-6012	CHRISTMAS DECORATIONS	5,615.57	3,964.23	3,964.23	3,964.23	0.00	0.00	100
100-4-43200-6013	AG SUPPLIES	2,291.60	2,105.48	2,991.66	2,991.66	0.00	886.18 -	142
100-4-43200-8005	EQUIPMENT/VEHICLES	0.00	77,640.00	0.00	0.00	0.00	77,640.00	0



Town of Amherst  
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
	43200 GENERAL MAINTENANCE	207,995.55	260,197.50	196,508.33	196,508.33	0.00	63,689.17	76

Town of Amherst  
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.00	100

Town of Amherst  
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
100-4-72200-5600	MUSEUM CONTRIBUTIONS	2,500.00	2,500.00	2,500.00	2,500.00	0.00	0.00	100

**Town of Amherst**  
Statement of Revenue and Expenditures

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
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	292.80	812.56	812.56	0.00	519.76 -	278
100-4-81100-5210	POSTAGE	4.33	94.06	94.06	94.06	0.00	0.00	100
100-4-81100-5810	DUES/MEMBERSHIP	1,063.00	1,118.00	1,118.00	1,118.00	0.00	0.00	100
<b>81100 PLANNING/ZONING</b>		<b>1,067.33</b>	<b>1,504.86</b>	<b>2,024.62</b>	<b>2,024.62</b>	<b>0.00</b>	<b>519.76 -</b>	<b>135</b>

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

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
100-4-92000-9000	REVENUE REFUNDS	11,640.37	0.00	169.65	169.65	0.00	169.65 -	0

Town of Amherst  
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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-94000-8000	PURCHASE OF LAND/BUILDING	50,566.35	0.00	0.00	0.00	0.00	0.00	0
GENERAL FUND Expenditure Totals		1,395,292.55	1,512,439.73	1,396,548.17	1,396,548.17	0.00	115,891.56	92

100 GENERAL FUND

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	1,524,326.28	2,704,994.15	2,704,994.15
Expenditures:	1,395,292.55	1,396,548.17	1,396,548.17
Net Income:	129,033.73	1,308,445.98	1,308,445.98

**Town of Amherst**  
Statement of Revenue and Expenditures

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
150-4-31100-9000	ASSET FOREITURE EXPENSE	0.00	0.00	3,070.00	3,070.00	0.00	3,070.00 -	0
<b>Fund 150 Expenditure Totals</b>		<b>0.00</b>	<b>0.00</b>	<b>3,070.00</b>	<b>3,070.00</b>	<b>0.00</b>	<b>3,070.00 -</b>	<b>0</b>

**150 Fund**

	<i>Prior</i>	<i>Current</i>	<i>YTD</i>
<b>Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditures:</b>	<b>0.00</b>	<b>3,070.00</b>	<b>3,070.00</b>
<b>Net Income:</b>	<b>0.00</b>	<b>3,070.00 -</b>	<b>3,070.00 -</b>

<i>Revenue Account</i>	<i>Description</i>	<i>Prior Yr Rev</i>	<i>Anticipated</i>	<i>Curr Rev</i>	<i>YTD Rev</i>	<i>Cancel</i>	<i>Excess/Deficit</i>	<i>% Real</i>
501-3-16080-0005	WATER IN-TOWN BASE CHARGES	260,498.20	254,707.54	241,606.26	241,606.26	0.00	13,101.28 -	95
501-3-16080-0006	WATER OT BASE CHARGES	163,768.60	150,338.98	166,799.85	166,799.85	0.00	16,460.87	111
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	373,743.41	374,019.84	371,627.19	371,627.19	0.00	2,392.65 -	99
501-3-16080-0008	WATER OT USAGE CHARGES	267,143.39	253,848.46	274,038.26	274,038.26	0.00	20,189.80	108
501-3-16080-0009	PENALTIES	95,023.18	20,000.00	43,497.84	43,497.84	0.00	23,497.84	217
501-3-16080-0010	TRIP CHARGES	15,500.00	12,000.00	7,087.46	7,087.46	0.00	4,912.54 -	59
501-3-16080-0011	DORMANT ACCT FEE	3,647.20	3,662.66	3,400.92	3,400.92	0.00	261.74 -	93
501-3-16080-0012	FIRE SPRINKLERS	4,761.29	4,749.55	4,367.00	4,367.00	0.00	382.55 -	92
501-3-16080-0013	AVAILABILITY FEE	2,662.52	0.00	10,285.64	10,285.64	0.00	10,285.64	0
501-3-16080-0014	WATER CHARGES-SBC	121,355.23	131,625.12	89,896.69	89,896.69	0.00	41,728.43 -	68
501-3-16080-0015	PREPAY UTILITIES	0.00	0.00	22,539.54 -	22,539.54 -	0.00	22,539.54 -	0
<b>16080 Total</b>		<b>1,308,103.02</b>	<b>1,204,952.15</b>	<b>1,190,067.57</b>	<b>1,190,067.57</b>	<b>0.00</b>	<b>14,884.58 -</b>	<b>100</b>

501-3-41060-0007	DEPOSIT-UTILITY ACCTS	0.00	0.00	900.00	900.00	0.00	900.00	0
501-3-42000-0000	RESERVE FUNDS	0.00	10,163.39	0.00	0.00	0.00	10,163.39 -	0
<b>WATER FUND Revenue Totals</b>		<b>1,308,103.02</b>	<b>1,215,115.54</b>	<b>1,190,967.57</b>	<b>1,190,967.57</b>	<b>0.00</b>	<b>24,147.97 -</b>	<b>99</b>



**Town of Amherst**  
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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
501-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12110-1100	WAGES	40,961.11	41,869.24	41,806.46	41,806.46	0.00	62.78	100
501-4-12110-1300	PT WAGES	4,504.16	4,817.90	4,806.40	4,806.40	0.00	11.50	100
501-4-12110-2100	FICA	3,193.80	3,571.57	3,739.53	3,739.53	0.00	167.96 -	105
501-4-12110-2200	VRS	29,257.90 -	8,792.54	8,743.59	8,743.59	0.00	48.95	99
501-4-12110-2300	HEALTH INSURANCE	84,922.05 -	4,104.00	4,111.39	4,111.39	0.00	7.39 -	100
501-4-12110-2400	GROUP LIFE INSURANCE	12.69 -	561.05	557.99	557.99	0.00	3.06	99
501-4-12110-2500	STD/LONG-TERM DISABILITY	211.68	221.07	233.47	233.47	0.00	12.40 -	106
501-4-12110-5000	CONTINGENCY	0.00	444.00	0.00	0.00	0.00	444.00	0
<b>12110 TOWN MANAGER</b>		<b>65,321.89 -</b>	<b>64,381.37</b>	<b>63,998.83</b>	<b>63,998.83</b>	<b>0.00</b>	<b>382.54</b>	<b>99</b>

**Town of Amherst**  
Statement of Revenue and Expenditures

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	36,901.54	40,718.94	40,360.57	40,360.57	0.00	358.37	99
501-4-12420-1300	PT WAGES	7,758.21	9,501.60	8,762.78	8,762.78	0.00	738.82	92
501-4-12420-2100	FICA	3,245.97	3,841.87	3,673.68	3,673.68	0.00	168.19	96
501-4-12420-2200	VRS	5,801.59	6,893.72	6,030.86	6,030.86	0.00	862.86	87
501-4-12420-2300	HEALTH INSURANCE	6,335.75	7,182.00	6,024.13	6,024.13	0.00	1,157.87	84
501-4-12420-2400	GROUP LIFE INSURANCE	485.88	545.63	497.55	497.55	0.00	48.08	91
501-4-12420-2500	HYBRID DISABILITY	0.00	0.00	47.22	47.22	0.00	47.22 -	0
501-4-12420-3160	BANKING SERVICE CHARGES	165.53	0.00	35.00	35.00	0.00	35.00 -	0
501-4-12420-3320	SUPPORT CONTRACTS	3,541.30	3,600.00	2,750.00	2,750.00	0.00	850.00	76
501-4-12420-5210	POSTAGE	3,618.49	3,500.00	3,848.83	3,848.83	0.00	348.83 -	110
501-4-12420-6001	OFFICE SUPPLIES	707.70	2,200.00	1,486.00	1,486.00	0.00	714.00	68
<b>12420 FINANCE DEPARTMENT</b>		<b>68,561.96</b>	<b>77,983.76</b>	<b>73,516.62</b>	<b>73,516.62</b>	<b>0.00</b>	<b>4,467.14</b>	<b>94</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	142,109.58	145,735.81	148,701.98	148,701.98	0.00	2,966.17 -	102
501-4-44000-1300	PT WAGES	12,170.29	11,849.66	12,531.07	12,531.07	0.00	681.41 -	106
501-4-44000-1400	OTHER/HOLIDAY	8,724.91	9,961.45	10,137.62	10,137.62	0.00	176.17 -	102
501-4-44000-2100	FICA	11,671.94	12,817.34	11,602.97	11,602.97	0.00	1,214.37	91
501-4-44000-2200	VRS	21,580.04	24,673.07	23,005.71	23,005.71	0.00	1,667.36	93
501-4-44000-2300	HEALTH INSURANCE	24,239.22	25,650.00	27,085.27	27,085.27	0.00	1,435.27 -	106
501-4-44000-2400	GROUP LIFE INSURANCE	1,813.08	1,952.86	1,838.02	1,838.02	0.00	114.84	94
501-4-44000-2500	LONG-TERM DISABILITY	71.85	227.39	183.99	183.99	0.00	43.40	81
501-4-44000-2600	UNEMPLOYMENT INSURANCE	93.97	92.40	53.69	53.69	0.00	38.71	58
501-4-44000-2700	WORKER'S COMP	3,654.04	2,601.40	2,600.52	2,600.52	0.00	0.88	100
501-4-44000-3140	TESTING SERVICES	3,143.51	17,000.00	8,334.81	8,334.81	0.00	8,665.19	49
501-4-44000-3150	PROFESSIONAL SVCS	3,300.00	3,200.00	3,250.00	3,250.00	0.00	50.00 -	102
501-4-44000-3310	REPAIR & MAINT. SVCS	1,530.00	10,000.00	2,501.04	2,501.04	0.00	7,498.96	25
501-4-44000-3600	ADVERTISING	369.40	2,000.00	1,148.00	1,148.00	0.00	852.00	57
501-4-44000-5100	ELECTRICAL SVCS	44,414.19	58,130.00	59,008.82	59,008.82	0.00	878.82 -	102
501-4-44000-5120	WATER & SEWER	17,596.40	41,120.00	40,251.19	40,251.19	0.00	868.81	98
501-4-44000-5210	POSTAGE	70.00	500.00	285.30	285.30	0.00	214.70	57
501-4-44000-5230	TELECOMMUNICATIONS	3,648.34	4,500.00	2,553.32	2,553.32	0.00	1,946.68	57
501-4-44000-5301	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	0.00	225.00	225.00	0.00	225.00 -	0
501-4-44000-5304	PROPERTY INSURANCE	3,106.98	1,976.98	1,976.14	1,976.14	0.00	0.84	100
501-4-44000-5305	MOTOR VEHICLE INSURANCE	451.39	472.06	360.70	360.70	0.00	111.36	76
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	225.00	1,000.00	645.00	645.00	0.00	355.00	64
501-4-44000-5600	PERMITS	3,940.00	4,000.00	3,558.00	3,558.00	0.00	442.00	89
501-4-44000-5810	DUES & MEMBERSHIPS	4,617.38	2,000.00	1,027.00	1,027.00	0.00	973.00	51
501-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	461.85	461.85	0.00	1,538.15	23
501-4-44000-6004	LAB SUPPLIES	3,430.05	15,000.00	6,791.02	6,791.02	0.00	8,208.98	45
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	6,225.21	14,000.00	4,426.85	4,426.85	0.00	9,573.15	32
501-4-44000-6008	FUEL/OIL	0.00	2,000.00	2,087.38	2,087.38	0.00	87.38 -	104

**Town of Amherst**  
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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
501-4-44000-6009	VEHICLE & EQUIP SUPPLIES	352.93	4,000.00	804.72	804.72	0.00	3,195.28	20
501-4-44000-6011	UNIFORMS	0.00	1,500.00	1,485.80	1,485.80	0.00	14.20	99
501-4-44000-6051	CHEMICALS	70,310.59	70,000.00	73,250.13	73,250.13	0.00	3,250.13 -	105
	<b>44000 WATER OPERATIONAL</b>	<b>392,860.29</b>	<b>489,960.42</b>	<b>452,172.91</b>	<b>452,172.91</b>	<b>0.00</b>	<b>37,787.51</b>	<b>92</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	110,159.98	109,524.75	108,133.72	108,133.72	0.00	1,391.03	99
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	495.16	699.29	698.73	698.73	0.00	0.56	100
501-4-45000-2100	FICA	8,147.49	8,563.01	8,163.67	8,163.67	0.00	399.34	95
501-4-45000-2200	VRS	17,234.62	18,542.54	17,342.34	17,342.34	0.00	1,200.20	94
501-4-45000-2300	HEALTH INSURANCE	22,483.04	23,085.00	22,528.08	22,528.08	0.00	556.92	98
501-4-45000-2400	GROUP LIFE INSURANCE	1,443.27	1,467.63	1,445.40	1,445.40	0.00	22.23	98
501-4-45000-2700	WORKER'S COMP	5,265.52	7,737.04	4,282.23	4,282.23	0.00	3,454.81	55
501-4-45000-3320	PROFESSIONAL SERVICES	0.00	2,500.00	3,375.00	3,375.00	0.00	875.00 -	135
501-4-45000-5130	MISS UTILITY	394.81	800.00	294.00	294.00	0.00	506.00	37
501-4-45000-5305	MOTOR VEHICLE INSURANCE	1,410.07	1,127.64	1,126.76	1,126.76	0.00	0.88	100
501-4-45000-5810	DUES & MEMBERSHIP	80.00	200.00	160.00	160.00	0.00	40.00	80
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	22,545.05	22,000.00	21,954.29	21,954.29	0.00	45.71	100
<b>45000 WATER MAINTENANCE</b>		<b>189,659.01</b>	<b>197,957.59</b>	<b>189,504.22</b>	<b>189,504.22</b>	<b>0.00</b>	<b>8,453.37</b>	<b>96</b>

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-5000	DEPRECIATION EXPENSE	440,684.01	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8000	W. COURT STREET PROJECT	0.00	0.00	11,070.00	11,070.00	0.00	11,070.00 -	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	0.00	0.00	1,798,603.21	1,798,603.21	0.00	1,798,603.21 -	0
501-4-94000-9000	CAPITAL IMPROVEMENTS	0.00	0.00	143,050.00	143,050.00	0.00	143,050.00 -	0
	<b>94000 CONTROL</b>	<b>440,684.01</b>	<b>0.00</b>	<b>1,952,723.21</b>	<b>1,952,723.21</b>	<b>0.00</b>	<b>1,952,723.21 -</b>	<b>0</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
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	15,867.53	16,697.98	16,697.98	16,697.98	0.00	0.00	100
501-4-95000-9001	60W W/L INTEREST	11,756.12	10,288.28	12,345.94	12,345.94	0.00	2,057.66 -	120
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	23,751.54	78,352.35	78,352.35	78,352.35	0.00	0.00	100
501-4-95000-9005	MAINSTREET W/L INTEREST	7,793.59	14,866.45	44,599.33	44,599.33	0.00	29,732.88 -	300
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	0.01	98,887.58	49,443.84	49,443.84	0.00	49,443.74	50
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	31,564.60	28,315.66	14,525.39	14,525.39	0.00	13,790.27	51
501-4-95000-9008	WATER PLANT UPGRADES PRINCIPLES	0.00	44,529.08	51,452.26	51,452.26	0.00	6,923.18 -	116
501-4-95000-9009	WATER PLANT UPGRADES INTEREST	0.00	92,895.00	85,207.21	85,207.21	0.00	7,687.79	92
<b>95000 DEBT SERVICE</b>		<b>90,733.39</b>	<b>384,832.38</b>	<b>352,624.30</b>	<b>352,624.30</b>	<b>0.00</b>	<b>32,208.08</b>	<b>92</b>
<b>WATER FUND Expenditure Totals</b>		<b>1,117,176.77</b>	<b>1,215,115.52</b>	<b>3,084,540.09</b>	<b>3,084,540.09</b>	<b>0.00</b>	<b>1,869,424.57 -</b>	<b>254</b>

**501 WATER FUND**

	<i>Prior</i>	<i>Current</i>	<i>YTD</i>
<b>Revenues:</b>	<b>1,308,103.02</b>	<b>1,190,967.57</b>	<b>1,190,967.57</b>
<b>Expenditures:</b>	<b>1,117,176.77</b>	<b>3,084,540.09</b>	<b>3,084,540.09</b>
<b>Net Income:</b>	<b>190,926.25</b>	<b>1,893,572.52 -</b>	<b>1,893,572.52 -</b>

<i>Revenue Account</i>	<i>Description</i>	<i>Prior Yr Rev</i>	<i>Anticipated</i>	<i>Curr Rev</i>	<i>YTD Rev</i>	<i>Cancel</i>	<i>Excess/Deficit</i>	<i>% Real</i>
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	354,192.67	342,220.20	311,141.41	311,141.41	0.00	31,078.79 -	91
502-3-16080-0006	SEWER OT BASE CHARGES	130,809.89	133,646.24	127,631.16	127,631.16	0.00	6,015.08 -	96
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	270,643.81	243,134.20	241,999.39	241,999.39	0.00	1,134.81 -	100
502-3-16080-0008	SEWER OT USAGE CHARGE	106,477.35	108,786.08	103,889.93	103,889.93	0.00	4,896.15 -	96
502-3-16080-0009	PENALTIES	70,703.50	20,000.00	21,071.73	21,071.73	0.00	1,071.73	105
502-3-16080-0011	DORMANT ACCT FEE	5,143.94	5,217.14	5,074.95	5,074.95	0.00	142.19 -	97
502-3-16080-0012	AVAILABILITY FEE	3,980.27	0.00	0.00	0.00	0.00	0.00	0
<b>16080 Total</b>		<b>941,951.43</b>	<b>853,003.86</b>	<b>810,808.57</b>	<b>810,808.57</b>	<b>0.00</b>	<b>42,195.29 -</b>	<b>95</b>
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	48,477.89	48,000.00	54,102.29	54,102.29	0.00	6,102.29	113
502-3-19020-0004	SBC SEWER REHAB	0.00	0.00	13,965.00	13,965.00	0.00	13,965.00	0
<b>19020 Total</b>		<b>48,477.89</b>	<b>48,000.00</b>	<b>68,067.29</b>	<b>68,067.29</b>	<b>0.00</b>	<b>20,067.29</b>	<b>113</b>

Town of Amherst  
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<i>Revenue Account</i>	<i>Description</i>	<i>Prior Yr Rev</i>	<i>Anticipated</i>	<i>Curr Rev</i>	<i>YTD Rev</i>	<i>Cancel</i>	<i>Excess/Deficit</i>	<i>% Real</i>
502-3-24040-0003	NUTRIENT CREDIT	554.08	600.00	304.61	304.61	0.00	295.39 -	51
502-3-42000-0000	RESERVE FUNDS	0.00	141,838.26	0.00	0.00	0.00	141,838.26 -	0
SEWER FUND Revenue Totals		990,983.40	1,043,442.12	879,180.47	879,180.47	0.00	164,261.65 -	83



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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
502-4-12110-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-12110-1100	WAGES	29,041.21	31,401.93	31,354.86	31,354.86	0.00	47.07	100
502-4-12110-1300	PT WAGES	4,053.60	4,336.11	4,325.76	4,325.76	0.00	10.35	100
502-4-12110-2100	FICA	2,432.79	2,733.96	2,859.67	2,859.67	0.00	125.71 -	105
502-4-12110-2200	VRS	10,824.37 -	6,594.41	6,557.70	6,557.70	0.00	36.71	99
502-4-12110-2300	HEALTH INSURANCE	67,999.52 -	3,078.00	3,083.59	3,083.59	0.00	5.59 -	100
502-4-12110-2400	GROUP LIFE INSURANCE	36.14 -	420.79	418.32	418.32	0.00	2.47	99
502-4-12110-2500	STD/LONG-TERM DISABILITY	158.76	165.80	165.70	165.70	0.00	0.10	100
<b>12110 CONTROL</b>		<b>43,173.67 -</b>	<b>48,731.00</b>	<b>48,765.60</b>	<b>48,765.60</b>	<b>0.00</b>	<b>34.60 -</b>	<b>100</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	30,129.19	32,163.66	31,971.00	31,971.00	0.00	192.66	99
502-4-12420-1300	PT WAGES	7,564.33	9,264.06	8,543.66	8,543.66	0.00	720.40	92
502-4-12420-2100	FICA	2,645.87	3,169.22	2,976.25	2,976.25	0.00	192.97	94
502-4-12420-2200	VRS	4,611.59	5,445.31	4,829.93	4,829.93	0.00	615.38	89
502-4-12420-2300	HEALTH INSURANCE	4,915.75	5,540.40	4,767.60	4,767.60	0.00	772.80	86
502-4-12420-2400	GROUP LIFE INSURANCE	386.36	430.99	399.23	399.23	0.00	31.76	93
502-4-12420-2500	HYBRID DISABILITY	0.00	0.00	31.50	31.50	0.00	31.50 -	0
502-4-12420-3160	BANKING SERVICE CHARGES	79.45	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-3320	SERVICE CONTRACTS	3,541.32	3,700.00	2,750.00	2,750.00	0.00	950.00	74
502-4-12420-5210	POSTAGE	3,055.89	3,700.00	3,257.29	3,257.29	0.00	442.71	88
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	1,486.00	1,486.00	0.00	714.00	68
<b>12420 FINANCE DEPARTMENT</b>		<b>56,929.75</b>	<b>65,613.64</b>	<b>61,012.46</b>	<b>61,012.46</b>	<b>0.00</b>	<b>4,601.18</b>	<b>93</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	130,105.83	138,423.95	139,540.94	139,540.94	0.00	1,116.99 -	101
502-4-44000-1400	OTHER/HOLIDAY	7,974.04	5,553.68	6,434.14	6,434.14	0.00	880.46 -	116
502-4-44000-2100	FICA	10,599.82	11,014.29	12,042.46	12,042.46	0.00	1,028.17 -	109
502-4-44000-2200	VRS	20,350.81	23,435.17	22,470.79	22,470.79	0.00	964.38	96
502-4-44000-2300	HEALTH INSURANCE	23,375.78	25,650.00	22,381.23	22,381.23	0.00	3,268.77	87
502-4-44000-2400	GROUP LIFE INSURANCE	1,729.20	1,854.88	1,862.27	1,862.27	0.00	7.39 -	100
502-4-44000-2500	LONG-TERM DISABILITY	178.11	214.27	214.20	214.20	0.00	0.07	100
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	1,723.50	2,376.64	2,750.00	2,750.00	0.00	373.36 -	116
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	1,550.00	2,000.00	643.25	643.25	0.00	1,356.75	32
502-4-44000-3140	TESTING SERVICES	26,760.73	28,000.00	26,632.43	26,632.43	0.00	1,367.57	95
502-4-44000-3150	PROFESSIONAL SVCS	3,000.00	3,200.00	2,750.00	2,750.00	0.00	450.00	86
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	10,748.25	14,000.00	6,988.36	6,988.36	0.00	7,011.64	50
502-4-44000-3600	ADVERTISING	0.00	500.00	352.20	352.20	0.00	147.80	70
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	34,397.96	42,000.00	49,149.73	49,149.73	0.00	7,149.73 -	117
502-4-44000-5120	WATER, SEWER - RUT. CRK.	5,487.98	6,800.00	6,505.22	6,505.22	0.00	294.78	96
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	1,498.43	2,422.92	2,346.79	2,346.79	0.00	76.13	97
502-4-44000-5140	WATER,SEWER-PUMP STATION	187.20	200.00	193.79	193.79	0.00	6.21	97
502-4-44000-5210	POSTAGE	7.38	259.90	4.78	4.78	0.00	255.12	2
502-4-44000-5230	TELECOMMUNICATIONS	3,142.82	4,260.00	2,359.16	2,359.16	0.00	1,900.84	55
502-4-44000-5304	PROPERTY INSURANCE	5,617.17	3,572.70	3,572.70	3,572.70	0.00	0.00	100
502-4-44000-5305	MOTOR VEHICLE INSURANCE	428.43	1,126.76	1,126.76	1,126.76	0.00	0.00	100
502-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	1,019.00	2,765.76	499.00	499.00	0.00	2,266.76	18
502-4-44000-5600	PERMITS	600.00	4,000.00	3,985.00	3,985.00	0.00	15.00	100
502-4-44000-5810	DUES & MEMBERSHIPS	3,157.20	2,000.00	2,889.03	2,889.03	0.00	889.03 -	144
502-4-44000-6001	OFFICE SUPPLIES	163.83	1,000.00	420.70	420.70	0.00	579.30	42
502-4-44000-6004	LAB SUPPLIES	3,396.57	8,000.00	7,492.44	7,492.44	0.00	507.56	94
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	13,376.30	18,059.20	37,307.31	37,307.31	0.00	19,248.11 -	207

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
502-4-44000-6008	FUEL/OIL	0.00	5,000.00	4,965.09	4,965.09	0.00	34.91	99
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	496.67	3,000.00	1,130.53	1,130.53	0.00	1,869.47	38
502-4-44000-6011	UNIFORMS	126.34	2,000.00	960.23	960.23	0.00	1,039.77	48
502-4-44000-6051	CHEMICALS - RUT. CREEK	587.00	3,000.00	1,716.40	1,716.40	0.00	1,283.60	57
<b>44000 SEWER OPERATIONAL</b>		<b>311,865.55</b>	<b>365,756.12</b>	<b>371,686.93</b>	<b>371,686.93</b>	<b>0.00</b>	<b>5,930.81 -</b>	<b>102</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	75,384.94	109,524.75	108,133.72	108,133.72	0.00	1,391.03	99
502-4-45000-1300	PT WAGES	495.16	699.29	698.73	698.73	0.00	0.56	100
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	5,496.11	8,563.01	8,163.67	8,163.67	0.00	399.34	95
502-4-45000-2200	VRS	11,854.32	18,542.54	17,342.34	17,342.34	0.00	1,200.20	94
502-4-45000-2300	HEALTH INSURANCE	15,391.19	23,085.00	22,666.72	22,666.72	0.00	418.28	98
502-4-45000-2400	GROUP LIFE INSURANCE	992.69	1,467.63	1,445.40	1,445.40	0.00	22.23	98
502-4-45000-3310	REPAIR & MAINT. SERVICES	2,526.00	1,055.00	1,055.00	1,055.00	0.00	0.00	100
502-4-45000-3320	PROFESSIONAL SERVICES	0.00	2,500.00	3,375.00	3,375.00	0.00	875.00 -	135
502-4-45000-5305	MOTOR VEHICLE INSURANCE	1,410.07	1,474.64	342.35	342.35	0.00	1,132.29	23
502-4-45000-5410	LEASE OF EQUIPMENT	0.00	945.00	0.00	0.00	0.00	945.00	0
502-4-45000-6007	REPAIR & MAINT. SUPPLIES	7,299.49	8,000.00	8,605.27	8,605.27	0.00	605.27 -	108
<b>45000 SEWER MAINTENANCE</b>		<b>120,849.97</b>	<b>177,567.55</b>	<b>171,828.20</b>	<b>171,828.20</b>	<b>0.00</b>	<b>5,739.35</b>	<b>97</b>

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-5000	DEPRECIATION EXPENSE	254,751.20	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8000	SLIPLINING PROJECT	0.00	0.00	514,486.00	514,486.00	0.00	514,486.00 -	0
502-4-94000-8002	WWTP CENTRIFUGE	0.00	0.00	536,352.66	536,352.66	0.00	536,352.66 -	0
	<b>94000 CAPITAL PROJECTS</b>	<b>254,751.20</b>	<b>0.00</b>	<b>1,050,838.66</b>	<b>1,050,838.66</b>	<b>0.00</b>	<b>1,050,838.66 -</b>	<b>0</b>

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
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	0.00	210,136.13	105,067.99	105,067.99	0.00	105,068.14	50
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	67,074.67	60,170.78	30,866.36	30,866.36	0.00	29,304.42	51
502-4-95000-9004	SEWER REHAB PRINCIPLE	0.00	69,184.17	28,627.08	28,627.08	0.00	40,557.09	41
502-4-95000-9005	SEWER REHAB INTEREST	52,557.12	46,351.83	29,140.92	29,140.92	0.00	17,210.91	63
<b>95000 DEBT SERVICE</b>		<b>119,631.79</b>	<b>385,842.91</b>	<b>193,702.35</b>	<b>193,702.35</b>	<b>0.00</b>	<b>192,140.56</b>	<b>50</b>
<b>SEWER FUND Expenditure Totals</b>		<b>820,854.59</b>	<b>1,043,511.22</b>	<b>1,897,834.20</b>	<b>1,897,834.20</b>	<b>0.00</b>	<b>854,322.98 -</b>	<b>182</b>

**502 SEWER FUND**

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>990,983.40</b>	<b>879,180.47</b>	<b>879,180.47</b>
<b>Expenditures:</b>	<b>820,854.59</b>	<b>1,897,834.20</b>	<b>1,897,834.20</b>
<b>Net Income:</b>	<b>170,128.81</b>	<b>1,018,653.73 -</b>	<b>1,018,653.73 -</b>

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
514-3-16080-0005	GARBAGE IT CHARGES	122,778.68	122,451.20	112,854.47	112,854.47	0.00	9,596.73 -	92
514-3-16080-0006	GARBAGE OT CHARGES	17,469.70	17,299.20	16,051.17	16,051.17	0.00	1,248.03 -	93
514-3-16080-0009	PENALTIES	13,615.05	2,800.00	4,325.99	4,325.99	0.00	1,525.99	154
<b>16080 Total</b>		<b>153,863.43</b>	<b>142,550.40</b>	<b>133,231.63</b>	<b>133,231.63</b>	<b>0.00</b>	<b>9,318.77 -</b>	<b>93</b>
514-3-42000-0000	RESERVE FUNDS	0.00	11,577.44	0.00	0.00	0.00	11,577.44 -	0
<b>GARBAGE FUND Revenue Totals</b>		<b>153,863.43</b>	<b>154,127.84</b>	<b>133,231.63</b>	<b>133,231.63</b>	<b>0.00</b>	<b>20,896.21 -</b>	<b>86</b>

**Town of Amherst**  
Statement of Revenue and Expenditures

07/06/2023  
03:51 PM

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
514-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12110-1100	WAGES	3,019.80	3,140.19	3,135.35	3,135.35	0.00	4.84	100
514-4-12110-1300	PT WAGES	450.33	481.79	480.90	480.90	0.00	0.89	100
514-4-12110-2100	FICA	269.71	277.08	289.54	289.54	0.00	12.46 -	104
514-4-12110-2200	VRS	628.08	659.44	655.90	655.90	0.00	3.54	99
514-4-12110-2300	HEALTH INSURANCE	284.00	307.80	308.29	308.29	0.00	0.49 -	100
514-4-12110-2400	GROUP LIFE INSURANCE	40.08	42.08	41.76	41.76	0.00	0.32	99
514-4-12110-2500	STD/LONG-TERM DISABILITY	16.16	16.58	16.73	16.73	0.00	0.15 -	101
<b>12110 TOWN MANAGER</b>		<b>4,708.16</b>	<b>4,924.96</b>	<b>4,928.47</b>	<b>4,928.47</b>	<b>0.00</b>	<b>3.51 -</b>	<b>100</b>



**Town of Amherst**  
Statement of Revenue and Expenditures

07/06/2023  
03:51 PM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	1,568.49	1,733.71	1,716.84	1,716.84	0.00	16.87	99
514-4-12420-1300	PT WAGES	194.48	237.54	219.12	219.12	0.00	18.42	92
514-4-12420-2100	FICA	128.08	110.66	145.44	145.44	0.00	34.78 -	131
514-4-12420-2200	VRS	246.63	293.52	255.68	255.68	0.00	37.84	87
514-4-12420-2300	HEALTH INSURANCE	271.05	307.80	256.36	256.36	0.00	51.44	83
514-4-12420-2400	GROUP LIFE INSURANCE	20.56	23.23	21.17	21.17	0.00	2.06	91
514-4-12420-2500	HYBRID DISABILITY	0.00	0.00	2.34	2.34	0.00	2.34 -	0
514-4-12420-3160	BANKING SERVICE CHARGES	5.92	0.00	0.00	0.00	0.00	0.00	0
<b>12420 FINANCE DEPARTMENT</b>		<b>2,435.21</b>	<b>2,706.46</b>	<b>2,616.95</b>	<b>2,616.95</b>	<b>0.00</b>	<b>89.51</b>	<b>97</b>

**Town of Amherst**  
Statement of Revenue and Expenditures

07/06/2023  
03:51 PM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
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	125,088.51	123,036.96	122,328.78	122,328.78	0.00	708.18	99
514-4-43200-3170	COLLECTION OUT OF TOWN	16,015.43	19,840.80	15,424.76	15,424.76	0.00	4,416.04	78
	<b>43200 CONTROL</b>	<b>141,103.94</b>	<b>142,877.76</b>	<b>137,753.54</b>	<b>137,753.54</b>	<b>0.00</b>	<b>5,124.22</b>	<b>96</b>

**Town of Amherst**  
Statement of Revenue and Expenditures

07/06/2023  
03:51 PM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-45000-1100	WAGES	2,061.42	2,433.88	2,402.90	2,402.90	0.00	30.98	99
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	150.86	189.10	180.25	180.25	0.00	8.85	95
514-4-45000-2200	VRS	323.10	412.06	385.46	385.46	0.00	26.60	94
514-4-45000-2300	HEALTH INSURANCE	420.77	513.00	497.12	497.12	0.00	15.88	97
514-4-45000-2400	GROUP LIFE INSURANCE	27.13	32.61	31.81	31.81	0.00	0.80	98
<b>45000 GARBAGE MAINTENANCE</b>		<b>2,983.28</b>	<b>3,618.67</b>	<b>3,497.54</b>	<b>3,497.54</b>	<b>0.00</b>	<b>121.13</b>	<b>97</b>
<b>GARBAGE FUND Expenditure Totals</b>		<b>151,230.59</b>	<b>154,127.85</b>	<b>148,796.50</b>	<b>148,796.50</b>	<b>0.00</b>	<b>5,331.35</b>	<b>97</b>

**514 GARBAGE FUND**

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenues:</b>	<b>153,863.43</b>	<b>133,231.63</b>	<b>133,231.63</b>
<b>Expenditures:</b>	<b>151,230.59</b>	<b>148,796.50</b>	<b>148,796.50</b>
<b>Net Income:</b>	<b>2,632.84</b>	<b>15,564.87 -</b>	<b>15,564.87 -</b>

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
701-3-41020-0001	LEASE/SALE OF LOTES	75,000.00	0.00	0.00	0.00	0.00	0.00	0
701-3-41030-0001	BP RECOUPMENT REV	26,771.75	26,771.75	28,456.73	28,456.73	0.00	1,684.98	106
701-3-41040-0001	BOND ISSUE	7,475.00	6,325.00	6,404.22	6,404.22	0.00	79.22	101
701-3-41060-0001	HOME OWNERS REIM	477.80	1,433.40	1,593.81	1,593.81	0.00	160.41	111
<b>IDA FUND Revenue Totals</b>		<b>109,724.55</b>	<b>34,530.15</b>	<b>36,454.76</b>	<b>36,454.76</b>	<b>0.00</b>	<b>1,924.61</b>	<b>106</b>

**Town of Amherst**  
Statement of Revenue and Expenditures

07/06/2023  
03:51 PM

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
701-4-45000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
701-4-45000-1300	PT WAGES	5,941.53	8,391.44	8,384.58	8,384.58	0.00	6.86	100
701-4-45000-2100	FICA	451.95	8,391.44	641.47	641.47	0.00	7,749.97	8
701-4-45000-2700	WORKER'S COMP	186.39	352.44	210.21	210.21	0.00	142.23	60
701-4-45000-8005	CAPITAL	7,324.82	0.00	0.00	0.00	0.00	0.00	0
<b>45000 CONTROL</b>		<b>13,904.69</b>	<b>17,135.32</b>	<b>9,236.26</b>	<b>9,236.26</b>	<b>0.00</b>	<b>7,899.06</b>	<b>54</b>

**Town of Amherst**  
Statement of Revenue and Expenditures

07/06/2023  
03:51 PM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Cancel</u>	<u>Balance</u>	<u>% Expd</u>
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-3150	PROFESSIONAL SERV.	1,250.00	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-3310	REPAIR & MAINT. SERV.	3,750.00	0.00	300.00	300.00	0.00	300.00 -	0
701-4-81500-5100	ELECTRICAL SERV.	118.31	200.00	217.33	217.33	0.00	17.33 -	109
701-4-81500-5810	DUES AND MEMBERSHIP	2,731.00	2,728.00	2,728.00	2,728.00	0.00	0.00	100
701-4-81500-9200	TRANSFER TO IDA FUND	0.00	14,466.83	0.00	0.00	0.00	14,466.83	0
<b>81500 ECONOMIC DEVELOPMENT</b>		<b>7,849.31</b>	<b>17,394.83</b>	<b>3,245.33</b>	<b>3,245.33</b>	<b>0.00</b>	<b>14,149.50</b>	<b>19</b>

Town of Amherst  
Statement of Revenue and Expenditures

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
IDA FUND Expenditure Totals		21,754.00	34,530.15	12,481.59	12,481.59	0.00	22,048.56	36
701 IDA FUND								
		<u>Prior</u>	<u>Current</u>	<u>YTD</u>				
Revenues:		109,724.55	36,454.76	36,454.76				
Expenditures:		21,754.00	12,481.59	12,481.59				
Net Income:		87,970.55	23,973.17	23,973.17				
Grand Totals								
		<u>Prior</u>	<u>Current</u>	<u>YTD</u>				
Revenues:		4,087,000.68	4,944,828.58	4,944,828.58				
Expenditures:		3,506,308.50	6,543,270.55	6,543,270.55				
Net Income:		580,692.18	1,598,441.97 -	1,598,441.97 -				



## **CLERK OF COUNCIL REPORT**

### **JUNE 2023**

#### **COMMITTEE MEETINGS**

##### **Planning Commission**

*Regular Meeting 6/7/23:* 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.

##### **Town Council**

*Budget Meeting 6/6/23:* Attend meeting; draft minutes for approval; post to Town website.

*Regular Meeting 6/14/23:* Receive and review agenda materials; assemble packet for meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

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

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

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

#### **TOWN FACEBOOK ADMINISTRATOR**

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

#### **FREEDOM OF INFORMATION ACT**

Receive and respond to two (2) FOIA requests

#### **AMHERST NIGHT OUT**

Prepare permit application documents; correspond with VDOT

#### **PROJECT LIFESAVER ANNUAL CAR SHOW**

Prepare permit application documents; correspond with VDOT

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

Receive and track parade entry forms; prepare line-up map and list; correspond with parade participants  
Attend parade; direct participants at library

#### **OTHER:**

- Convert and post audio recording of meeting to website.
- Prepare miscellaneous legal ads; correspond with News and Advance; post public hearing notices.
- Prepare updates to FOIA rights and responsibilities for approval
- Prepare and send letters and oaths of office to Clerk of Court and appointees re Planning Commission and Economic Development Authority; prepare letter to Judges re Board of Zoning Appeals
- Correspond with VDOT re banner requirements
- Complete mandatory FOIA certification
- Discussions with Alison Davies re Munidocs; work on documents for inclusion in Munidocs
- Discussion with High Peak re council apparel; deliver shirt to High Peak
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.



## Town of Amherst Committees as of JUNE 30, 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	07/01/23	06/30/27
Veda Butcher	5/10/23	11/10/25
John Kendrick Vandervelde	07/01/22	06/30/26
Clifford Hart	07/01/23	06/30/27
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** 09/1/23 - 08/31/28 – PENDING ORDER

#### **ECONOMIC DEVELOPMENT AUTHORITY**

Clifford Hart	07/01/23	06/30/27
Sharon Watts Turner	07/01/22	06/30/26
Douglas L. Thompson	08/15/22	06/30/25
Steven A. Jefferson	06/14/23	06/30/24
Manly Rucker	07/01/21	06/30/25
Mark Milhous	08/18/22	08/31/26
<b>Richard Wydner</b>	<b>07/01/19</b>	<b>06/30/23</b>

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

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

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

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

### Appointed/Term Expires

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

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

### Appointed/Term Expires

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

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

## Utility/Town Maintenance and Construction Report

Jun-23

Water Meter Read	1180
Water Meter Re-Read	22
Disconnects	4
VA-811 Service locations	29
Vehicle PM Work Orders	15
Pump Station/Plant Work Orders	27
Banners Installed/Dismantled	2
Water Services Installed/Replaced	3
Sewer Services Installed/Replaced	1
Minor Leaks Repaired	2
Major Leaks Repaired	0
Minor Sewer Problems Resolved	2
Major Sewer Problems Resolved	4

### Man Hours

Meter Reading	67
Street/Sidewalk Maintenance	290
Safety Training	3
Bush gogging/ Right of way water/ sewer	77
Flushing Water	27
Equipment Maintenance	58
Xmas decorations	0

### Major Issues & Comments

### Routine/Annual Work

### Projects/Unusual Work

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

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



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

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

July 5, 2023

Regrettably, the format for the Plants Department is currently under remodeling to incorporate more process information. We, therefore, ask for your patience and look forward to a more informative presentation platform next month...

**Town of Amherst Planning Commission  
Minutes  
July 5, 2023**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on July 5, 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	Veda Butcher
P	Clifford Hart		

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

The Chair opened the floor for citizen comments. There being no one present in person or otherwise to speak, no comments were made.

Mr. Jones made a motion that was seconded by Mr. Vandervelde to approve the minutes of the June 7, 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	Veda Butcher	Aye
Clifford Hart	Aye		

Town Manager McGuffin gave a report on an Application for a special use permit submitted by Jeremiah and Andrea Kirkland which, if approved, would allow a Bed and Breakfast at 146 N. Main Street, Amherst, Virginia.

Jeremiah Kirkland was present to answer questions.

Mr. Vandervelde made a motion that was seconded by Ms. Day to set a public hearing at its next meeting on August 2, 2023, for a special use permit submitted by Jeremiah and Andrea Kirkland to allow a Bed and Breakfast at 146 N. Main Street, Amherst, Virginia, 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	Veda Butcher	Aye
Clifford Hart	Aye		

Town Manager McGuffin gave a report on consideration of a code amendment to allow dwelling units on a residential lot.

Ms. Day made a motion that was seconded by Mr. Driskill to set a public hearing on consideration of an amendment to the Town's zoning ordinance that, if approved, would allow up to two additional accessory dwelling units on a residential lot, with consideration of lot size, overall density and the provision of water and wastewater services, as well as the underlying zoning of the parcel.

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		Veda Butcher	Aye
Clifford Hart	Aye			

Town Manager McGuffin gave a report on consideration of a Town code amendment for flag lots with the recommendation that the proposed amendment include standard requirements for minimum street front footage, a minimum lot area not to include the flagpole portion; not more than two adjacent flag lots, a flag lot cannot be placed behind another, and flag lots must meet all setbacks from the flag portion.

By consensus, Town Manager was requested to draft a proposed amended ordinance for consideration.

There being no further business, on motion of Ms. Day which was seconded by Mr. Driskill and carried 7-0, the meeting adjourned at 7:36 PM, according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Michael Driskill	Aye		John Vandervelde	Aye
William Jones	Aye		Veda Butcher	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**  
**May 25, 2023 – 6:00 p.m.**

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

**Directors:** Bruce Jones  
(Absent) Jennifer Elliott

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

**Staff Absent:** Katelin Savage, RELSWCD Conservation Education Specialist

**Others:** Angela W. Ball, PhD DCR Western Area Manager

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order May 25, 2023 at 6:00 p.m., by Jeff Floyd, Chairman at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Acknowledgement of Guests:** Angela W. Ball, PhD DCR Western Area Manager was in attendance.

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

**Reading and Approving of the April 27, 2023 Minutes:** Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as written. Approved (Perrow, Schmitt passed 8/0).**

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

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

**2-DCR Conservation District Coordinator Report** - Mark Hollberg, CDC provided the May 2023 report. Angela W. Ball, PhD DCR Western Area Manager presented the report along with her background and history of her time with SWCD.(Copy filed with minutes).

**Administration:**

Fourth quarter disbursement letters will be sent to SWCDs on May 16. Due on July 17 will be the 4<sup>th</sup> quarter Attachment E.

Every SWCD must have a FOIA Officer and a Record Retention Officer. The FOIA Officer must take required FOIA training once every two years, and the FOIA Officer's name must be posted to the SWCDs' website, social media pages and on the FOIA website. **Record Retention Officers** are required to take Library of Virginia training once every three years.

**Va Ag Cost Share (VACS)**

Notify Sara Bottenfield **by May 15** of any structural bmps needing DCR approval prior to district action to carry over a third time into a 4<sup>th</sup> program year. Review the *FY24* Carryover report in Logi at "Shared Reports>District Year End Reports>Fiscal Year Closeout Reports.

Under the current VACS Program, districts can only grant increased cost share for practices due to "*site conditions unforeseen during the design of the practice*" such as dry well or hitting rock during construction where "*additional material expenses must be directly related to the unforeseen site condition*" (VACS Guidelines Pages II-31 and II-32). Inflation is not an "unforeseen site condition."

Ninety percent of a district's FY23 VACS allocations must be obligated by June 30 to receive a "Fully Satisfied" rating on its FY23 grant assessment. Any unobligated VACS cash remaining with the District after June 30 must be returned to DCR.

When completing **Transfers of Responsibility** forms, the W-9 for the new participant should be attached to the contract or instance in Tracking and then send an email sent to DCR Data Services (Jen Edwards) and/or SWCD Liaison (Blair Gordon) with the contract or instance number to request the participant change. See pages II-50 and 51. The forms contain PII and this method is more secure than sending them by email. Remember that the Transfer form must be used for all Transfers of Responsibility, whether the practice is complete or under construction and even if the transfer is between an individual and their farm/business. **Tracking/CAS accounts cannot be shared.** Security is closely monitored.

Virginia State SWCD Board meet today but there was no Quorum.

**DATES:** **Meeting attended are on file.**

**June 7 (1p.m.) & June 15 (9a.m.):** PY24 VACS Update virtual. (All Ag Tech staff must attend one session)

**June 20:** General Election Filing Deadline w/ local registrar (SWCD to post notice at least 30 days prior).

**3-USDA Natural Resources Conservation Service Report** – Kelly Burke, NRCS District Conservationist gave the May 2023 report. (Copy filed with minutes)

- May 26th: CSP Classic & IRA Ranking Deadline
- May 26th : CRP-Grassland Application Deadline
- June 15: Virginia's OTI (Organic Transition Initiative) EQIP Offering Application Deadline
- June 16: CSP-IRA Ranking Deadline
- July 28: Virginia's OTI (Organic Transition Initiative) EQIP Offering Ranking Deadline
- July 31: FSA – CRP-Clear 30 Signup
- August 7th: FSA Continuous-CRP Application Deadline
- August 15th: Final EQIP Obligations Deadline

- September 8th: Continuous-CRP Conservation Plan Deadline
- September 15th: EQIP-IRA Obligations Deadline
- September 29th: FY24 EQIP/CSP Application Ranking Deadline

Environmental Quality Incentives Program (EQIP)

- 48 Applications
- 16 Contracts

Conservation Stewardship Program (CSP)

- 2 CSP Classic Application
- 25 CSP Contracts

CSP-Grassland Conservation Initiative (CSP-GCI)::

- Contracts: 30

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

Conservation Technical Assistance

- 12 Potential Participants
  - 3 Wildlife/ Forestry
  - 2 Wildlife
  - 6 Pasture
  - 1 Forest

Local Working Group/ Public Meetings

- 9AM June 13<sup>th</sup> Meeting, Rustburg Meeting Room
- July 28<sup>th</sup> LWG Meeting Minutes Submission

**Training Opportunities are on file.**

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

**5-Virginia Cooperative Extension Report** – Bruce Jones, Appomattox VCE Agent- May 2023 report was not provided.

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

**Projects:**

Been a busy month here at Robert E. Lee SWCD. The supply issues have slowed down field work Working on plans and designs for new projects. Monitoring progress on projects under construction, meeting new producers, working on estimates and maps for new projects and helping out with soil testing questions. Working on Nutrient Management Plans for producer, flagging waterways not to be sprayed and helping with questions on erosion issues.



**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>
10-23-0054	526594	CAM/OCB	\$55,900.00	\$62,380.00 Includes:  \$6,480.00 Buffer Payment	June 30, 2024	PY23  OCB  VACS	SL-6W/  110
10-23-0055	527643	CAM/CB	\$106,592.00	\$118,580.00 Includes: \$11,988.00 Buffer Payment	June 30, 2024	PY23 CB VACS	SL-6W/ 120
10-23-0056	527646	CAM/CB	\$98,375.00	\$109,535.00 Includes: \$11,160.00 Buffer Payment	June 30, 2024	PY23 CB VACS	SL-6W/ 120
10-23-0057	527647	AM/CB	\$44,900.00	\$44,274.00 Includes: \$4,490.00 Buffer Payment \$1,22.50 TC	June 30, 2024	PY23 CB VACS	SL-6W/ 110
10-23-0058	527720	AP/CB	\$20,269.00	\$20,269.00	June 30, 2023	PY23 CB VACS	CCI- CNT/ 90
10-23-0059	527893	AP/CB	\$119,418.50	\$137,418.50 Includes: \$18,000.00 Buffer Payment	June 30, 2024	PY23 OCB VACS	SL-6W/ 120

**Motion was made to approve all practices as listed above. Approved (Perrow, Smith passed 8/0).**

**PY23 Cost Share Funding:**

DCR Allocation: CB: \$1,706,895.00, OCB: \$916,967.00 = \$2,623,862.00

District Obligated: CB: \$1,635,890, OCB: \$913,589.00 = \$2,549,479.00

90% = \$2,361,475.80 to receive A on Hollberg's assessment.

*Motion: The Board authorizes staff to return what unobligated 2023 VACS is necessary to hit at least the 90% obligation goal. The Board recognizes that a proportional amount of Technical Assistance must be returned as well if any allocation is surrendered.*

**Motion was Approved (Barrett, Schmitt passed 8/0).**

**Watershed Dams:**

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. Put out bidding for the two year maintenance of the 6 watershed dams. Closed on May 24, 2023 at 3:30pm. Four packets were picked up. Two were returned.

B&B Services LLC = \$26,000.00

Hall's Landscaping = \$28,000.00

**Motion was made to accept lower of two bids and to request mowing to be done by B&B Services LLC. Approved (Schmitt, Barrett passed 8/0).**

**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  
Meetings attended are on file.

**Hours/Mileage:**

168hrs worked

1647 miles traveled

Discussed the RMP audit conducted by DCR. Copy of audit is on file with minutes. No findings were noted.

**7-RELSWCD Conservation Technician-Dustin Wooldall** provided the May 2023 report (copy filed with minutes).

- Performed monthly duties
- Conducted field visits
- Conducted check-ups on cover crop termination
- Met with VCAP coordinators and Peter Francisco SWCD staff to discuss VCAP program
- Participated in VASWCD Educational Foundation Golf Tournament
- Attended Perennial Stream Determination Workshop
- Plan to attend Soil Science, Soil Fertility and Crop Production School June 6-7, Requesting approval for overnight lodging.

**Motion was made to approve overnight lodging for June 6-7 training. Approved (Schmitt, Smith passed 8/0).**

**8-RELSWCD Education Specialist Report-Katelin Savage** gave the May 2023 report(copy filed with minutes).

**May Activities:**

- April 29<sup>th</sup>: Enviroscope at Camp Sacajawea (Campbell County Girl Scouts; 82 students)
- May 3<sup>rd</sup>: Education Fund Golf Tournament
- May 10<sup>th</sup>: Amherst Scholarship Ceremony
- May 16<sup>th</sup>: Soil tunnel table and Enviroscope at Appomattox Christian Academy (50 students)
- May 18<sup>th</sup> and 19<sup>th</sup>: Holiday Lake 4-H Center water testing (Appomattox Elementary school 184 students)
- May 21<sup>st</sup> and 22<sup>nd</sup>: State Envirothon

**Upcoming Activities:**

- June 5<sup>th</sup> and 6<sup>th</sup>: Project Wild Facilitator Training
- June 7<sup>th</sup>: Appomattox Summer Library Program

**Upcoming Meetings:**

- June 8<sup>th</sup>: Education Committee meeting and Camp Woods and Wildlife counselor training

**Notes:** The trailer is scheduled to be complete by 4<sup>th</sup> quarter and the design will take place in the fall. We are expecting to have the finished trailer by January 2024.

**9-RELSWCD Office Administrator Report** – Cindy Miller gave the May 2023 report (copy filed with minutes).

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

- **Monthly duties are on file with the minutes.**
- **Assisted Katelin with activities as needed.**
- **VCAP inquiry researched and training attended with Buckingham on May 19, 2023, additional training will be attended online.**
- **Assisted with the State Envirothon as a volunteer May 21-22, 2023 at VSU.**

**Tax Credit Certificate Issued**

**Instance 457105    Contract # 10-22-0012    2022 OCB VACS    Tax Credit amount \$829.60**

**As a Board we will need to review the Strategic Plan and Annual Plan of work noting to add for February 2024 to start on a new Strategic Plan for June 2024-July 2028.**

**Note in Minutes review.**

**Motion was made to document in minutes that the Board of Directors has reviewed the Strategic Plan and Annual Plan of work. Approved (Perrow, Schmitt passed 8/0).**

**Our next Board of Directors meeting will be on Thursday, June 22, 2023 at 6 p.m.**

**10. Timberlake WID – May 2023** Doug Perrow provided a verbal report.

Biannual tax bills have been sent out. Timberlake WID is still hoping that VDOT will correct issues with runoff.

**REPORT OF COMMITTEES –None**

**UNFINISHED BUSINESS- None**

**NEW BUSINESS- None**

**PUBLIC COMMENT – None**

**ANNOUNCEMENTS – None**

**ADJOURNMENT** - The Chairman adjourned the meeting at 6:42 p.m. **Approved (Schmitt/ Barrett passed 8/0)**

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Jeff Floyd, Chairman

---

Cindy Miller, Office Administrator



## COMMONWEALTH of VIRGINIA

Colin M. Greene, MD, MPH  
State Health Commissioner

Department of Health  
P O BOX 2448  
RICHMOND, VA 23218

TTY 7-1-1 OR  
1-800-828-1120

June 22, 2023

Subject: Town of Amherst, VA  
Project Name: Sunset Drive Improvement

Ms. Sara McGuffin  
Town of Amherst  
174 South Main Street, P.O. Box 280  
Amherst, VA 24521

*Re: 2023 American Rescue Plan Act (ARPA)  
ARPA Award*

Dear Ms. Sara McGuffin:

Virginia Department of Health, Office of Drinking Water (ODW) has selected you to receive ARPA funds to address a Drinking Water project. The amount of the award is \$ **1,304,576.00** and is 100% grant funds.

The project identified as: **CSFRF-47: Town of Amherst-Sunset Drive Improvement**

The subject waterworks serves a population of approximately 2711. The waterworks system suffers from aging infrastructure which constructed in 50's and 60's and nearing the end of its expected life, low distribution system pressures, improper cross and does not have individual service meters for each home served, the project included:

- Transferring ownership to Ms. Sara McGuffin
- Replace short run 3" pipe and all 6" pipe with an 8" pipe
- Increase available water flow and insure constant.
- Installing individual service lines to each connection
- Installing a new service water main
- Installing service meters for each connection

Ms. Sara McGuffin  
June 22, 2023  
Page 2

Please contact your Field Office and begin the construction permit process. Once you begin the project, ODW requires periodic updates on the project. Any increase or decrease in funding assistance necessary for the project must be requested in writing. ODW is committing these funds and assistance to help you finalize the project.

The process manager for your project is Oras Albareh. You can contact me at [oras.albareh@vdh.virginia.gov](mailto:oras.albareh@vdh.virginia.gov) or (804) 972-4579. Please include your project name and number (**CSFRF-47: Town of Amherst-Sunset Drive Improvement**) in all correspondence.

Below are links that can provide additional information and provide answers to FAQs:

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/non-entitlement-units>

<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>

<https://www.nlc.org/covid-19-pandemic-response/american-rescue-plan-act/arpa-local-relief-frequently-asked-questions/>

On behalf of VDH and ODW, I congratulate you and look forward to a successful project.

Sincerely,

*Oras Albareh*

Oras Albareh, Project Manager  
American Recovery Plan Act (ARPA) Program

cc: Steve Kvech, P.E., Deputy Field Director, Lexington Field Office  
Project file

Project Name: Sunset Drive Improvements Location (City/County) Town of Amherst, VA

**VIRGINIA DEPARTMENT OF HEALTH (VDH)**  
OFFICE OF DRINKING WATER (ODW)

**AMERICAN RESCUE PLAN ACT for SMALL AND DISADVANTAGED WATERWORKS**

**RETURN APPLICATION TO:**

Virginia Department of Health  
Office of Drinking Water  
ARPA Grant Coordinator  
109 Governor Street, 6th Floor  
Richmond, VA 23219

**Note: Submit two complete and signed hard copy applications and two copies of all required attachments to the address shown at the left before the application deadline**

**ARPA GRANT APPLICATION FOR CONSTRUCTION FUNDS**

*Applicants are advised to schedule the required Preliminary Engineering Conference with the appropriate ODW Field Office.*

**PRE-REQUIREMENTS FOR FUNDING**

If you answer **YES** to either of these questions, **STOP**, as you are not eligible to apply for funds.

1. Have you been debarred or suspended from applying for state or federal funds? ☐ Yes ☒ No.  
2. Is your waterworks state, federally, or tribally owned? ☐ Yes ☒ No.

**PROJECT, ORGANIZATIONAL, AND CONTACT INFORMATION**

1. Project Name: Sunset Drive Improvements Location (City/County) Town of Amherst, VA
2. Waterworks info: ☐ New ☒ Existing  
☒ Community PWS ID number: 5009050 System Name: Town of Amherst Water System  
☐ Nonprofit noncommunity PWS ID number: \_\_\_\_\_ System Name: \_\_\_\_\_  
Ownership Type: ☒ Publically owned ☐ Investor/private owned ☐ Other: Explanation: \_\_\_\_\_
3. Legal Owner of Waterworks or Authorized Agent:  
a. Name: Town of Amherst, VA  
b. Address: 174 South Main Street, PO Box 280 Amherst VA 24521  
Street Address/P.O. Box Town/City State ZIP  
c. Contact Person: Sara McGuffin  
d. Telephone Number: 434-946-7885 Alternate Number: \_\_\_\_\_  
e. FAX Number: 434-946-2087 E-mail Address: sara.mcguiffin@amherstva.gov  
f. Federal DUNS #: 622831550 CCR # \_\_\_\_\_
4. Engineering Consultant (If applicable):  
a. Firm Name: WW Associates, Inc.  
b. Address: PO Box 4119 Lynchburg VA 24502  
Street Address/P.O. Box Town/City State ZIP  
c. Preferred Contact Info:  
Contact Person: Sara McGuffin Town Manager  
Name Title  
Telephone Number: 434-946-7885 Alternate Number: \_\_\_\_\_  
E-mail Address: sara.mcguiffin@amherstva.gov Alternate E-mail Address: \_\_\_\_\_  
FAX Number: 434-946-2087

## APPLICATION CERTIFICATION

Submittal of this application is only a starting point for discussion and is not a binding agreement on either party.

Incomplete information may result in the delay or rejection of the application request.

The undersigned representative of the applicant certifies that the information contained herein and the attached statements and exhibits are true, correct, and complete to the best of their knowledge and belief. The undersigned agrees to clarify or supplement information pertaining to this application upon request. The undersigned recognizes that the information contained herein may be subject to state Freedom of Information Act requirements.

### Owner or Chief Administrative Officer of Waterworks:

NAME and TITLE: Sara McGuffin Town Manager

ORGANIZATION: Town of Amherst, VA

SIGNATURE :  DATE: 4.29.22

## **SECTION C – REQUIRED ATTACHMENTS**

- Attachment A - Project schedule
- Attachment B – Project budget breakdown
- Attachment C – Disadvantaged Criteria Documentation
  - o Documentation must be signed by Town Mayor/Council President/authorized signatory designee of the public water system
  - o Document must be notarized

## **SECTION D – PROPOSED PROJECT DESCRIPTION – Provide Documentation**

Please provide a brief summary and a detailed project description including a map/sketch depicting the project area and proposed facilities including length of waterlines, storage tank(s) sizes, etc. (Sketches on 8 ½ by 11 portions of topo sheets are adequate.)

### **I. Brief Summary – 3 sentences or less for each A, B, and C.**

#### **A. Briefly describe the public health issue, concern, or problem that this project intends to correct or address.**

This area of the Town of Amherst has piping constructed in the 50's and 60's and is nearing the end of its expected life. Severe tuberculation has caused a serious reduction of water pressure and available water flow.

#### **B. Briefly describe the proposed project scope of work.**

Replace short run of 3" pipe and all 6" pipe with an 8" pipe.

#### **C. Briefly quantify the expected benefits or problems corrected with the successful completion of the project.**

Increase available water flow and insure constant pressure throughout area. Improvements will strengthen the system and provide better service to nearly 50 houses in the area.

### **II. Demographics**

#### **A. Describe income levels in the proposed project area.**

The MHI for the Town of Amherst is \$50,238. The poverty rate is 7.41%.

#### **B. Describe the community that benefits from the proposed project.**

Residential area along Sunset Drive, which is middle income housing.



# **ARPA GRANT APPLICATION FOR CONSTRUCTION FUNDS**

## **Attachment A – Project Schedule**

Project Name: **Sunset Drive Improvements**

Location (City/County) **Town of Amherst, VA**

### **VIRGINIA DEPARTMENT OF HEALTH (VDH) OFFICE OF DRINKING WATER (ODW)**

<b><u>ACTIVITY</u></b>	<b><u>ANTICIPATED COMPLETION DATE</u></b>
Engineering Procurement	July 2021
Submit PER	October 2022
Submit P&S	December 2022
Environment Review	January 2023
Advertise Project for Bid	February 2023
Open Bids	April 1, 2023
Award Project	April 30, 2023
Substantial Completion	February 1, 2024

# **ARPA GRANT APPLICATION FOR CONSTRUCTION FUNDS**

## **Attachment B – Project Budget Breakdown**

Project Name: **Sunset Drive Improvements**

Location (City/County) **Town of Amherst, VA**

### **VIRGINIA DEPARTMENT OF HEALTH (VDH) OFFICE OF DRINKING WATER (ODW)**

<b><u>ACTIVITY</u></b>	<b><u>COST ESTIMATE</u></b>
Administration, Legal Expense	\$19,000
Land, Right-of-Way	\$3,000
Architectural/Engineering Basic Fees	\$69,000
Distribution System Construction	\$1,163,576
Construction Administration	\$50,000
<b>TOTAL</b>	<b>\$1,304,576</b>

# ARPA GRANT APPLICATION FOR CONSTRUCTION FUNDS

## Attachment C – Disadvantaged Criteria Documentation

Project Name: **Sunset Drive Improvements**

Location (City/County) **Town of Amherst, VA**

### **VIRGINIA DEPARTMENT OF HEALTH (VDH)**

OFFICE OF DRINKING WATER (ODW)

#### **Small Community:**

Total Population – 2,711

#### **Disadvantaged:**

Median Household Income - \$50,238

Average monthly residential water user rate - \$38.69/month

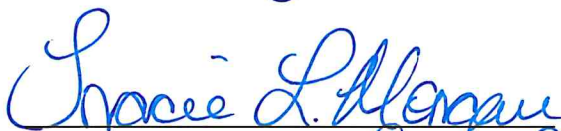

Average number gallons water used per connection – 3,230 gallons/month

Target User Rate - \$41.87/month

  
Signed by Town Manager



Date

  
Signature of Notary Public  
Commissioned as 





July 6, 2023

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

Re: Sunset Drive Waterline Improvements

Dear Mrs. McGuffin:

We are pleased to provide this engineering fee proposal for design and construction phase services for Sunset Drive Waterline Improvements as defined by a Preliminary Engineering Report prepared in November, 2010 and as approved by VDH ARPA award dated June 22, 2023. The Sunset Waterline Improvement project consists of the replacement of approximately 6,500 linear feet of 3-6 inch diameter piping with new 8 inch diameter piping.

We offer the following design and construction phase services:

Preliminary Design:

Preparation of a field survey of existing site conditions. Utilizing the survey topography and field survey data, a preliminary horizontal alignment of the water line, will be prepared and submitted to the Town and VDOT for approval. The preliminary design will include a preliminary construction cost estimate.

Final Design:

The final design will include preparation of plans, profiles, details, and erosion and sediment control. Technical specifications and project documents will be prepared for bidding the project that comply with VDH funding criteria. We propose to submit plans and specifications to the Town, VDH, and VDOT for review and approval. The final design will include a final construction cost estimate.

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	\$ 69,000
Construction Phase Services	<u>\$ 50,000</u>
Total Fee	\$ 119,000

This proposal is based on the following considerations:

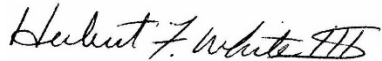
1. Wetland delineations and environmental permitting are not included in this proposal.
2. This waterline route is in VDOT right of way and therefore does not include preparation of easement plats.

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, VIRGINIA  
WASTEWATER SERVICE AGREEMENT

This AGREEMENT is dated as of the \_\_\_\_ day of \_\_\_\_\_ in the year 2023 by and between the Town of Amherst, Virginia (hereinafter called TOWN) and Green Leaf Golf Club of Amherst, L.L.C., a Virginia limited liability company, or its successors and assigns (hereinafter called CUSTOMER).

CUSTOMER desires to discharge wastewater to the wastewater collection system owned and operated by the TOWN in accordance with Wastewater Rules and Regulations established by the TOWN. TOWN desires to provide wastewater collection and treatment services to the CUSTOMER. This mutual AGREEMENT defines the specific terms and conditions under which the TOWN agrees to provide service and the CUSTOMER agrees to abide by while receiving wastewater service.

TOWN and CUSTOMER, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. Rules and Regulations

- 1.1 The provisions of this AGREEMENT are intended to supplement and not supersede the current Wastewater Rules and Regulations in effect throughout the duration of this AGREEMENT.
- 1.2 CUSTOMER will bear all costs associated with installing a gravity sanitary sewer line from the CUSTOMER'S property to the nearest TOWN interceptor manhole (the "Project"), including but not limited to system design and construction. Without limiting the foregoing, the TOWN acknowledges that CUSTOMER may seek funding for all or a portion of the Project from Amherst County, Virginia.
- 1.3 CUSTOMER will obtain all necessary right of way agreements and easements for the Project and all easements will be dedicated to the TOWN for operation and maintenance of the collection system. CUSTOMER has been provided with a list of possible easements based on the sewer alignment preliminary set, but the parties acknowledge that these alignments may change. The parties anticipate that between three (3) and five (5) easements will be required in addition to an update to an existing Norfolk Southern Utility Crossing Agreement. Notwithstanding the foregoing, the parties acknowledge and agree that any changes to the path or alignment of the Project or any associated easements or rights of way shall be subject to review and approval by the TOWN.

Article 2. Discharge Volume and Rate

- 2.1 CUSTOMER shall discharge wastewater to the public sewer system at the following flow rates:

- |    |                     |                        |
|----|---------------------|------------------------|
| 1) | Average Daily Flow: | 24,000 gallons per day |
| 2) | Maximum Daily Flow: | 60,000 gallons per day |

Deviations in the Average Daily Flow rate are anticipated and will not exceed the above set limits.

- 2.2 CUSTOMER intends to discharge all flows into INT-0069-MH based on details shown on the Wastewater Collection System – July 1, 2017 Town of Amherst, Virginia Existing Sewer System Map.
- 2.3 CUSTOMER shall notify the TOWN when additional connections are made to the wastewater collection system. New connections will be approved by the TOWN.
- 2.4 If additional connections to the system or demand increase the average flow from the CUSTOMER to a value of 110% of the Average Daily Flow for three (3) consecutive months, the TOWN and CUSTOMER will begin planning for necessary improvements to TOWN wastewater collection and treatment services. CUSTOMER will pay only for those construction costs of added wastewater treatment facilities that are made necessary directly as a result of an increase in CUSTOMER demand, which payment obligation shall be based upon a percentage of the total project costs in proportion to the demand for additional capacity needed solely for the CUSTOMER'S usage. CUSTOMER shall not be required to pay for such construction costs if they are made necessary as a result of usage by other customers; provided, however that CUSTOMER shall be permitted to make additional connections to such added wastewater treatment facilities made necessary by other customers.
- 2.5 TOWN does not guarantee future capacity above the quantities detailed in this AGREEMENT. Any discharge volume above the quantities detailed in this AGREEMENT may require improvements to the TOWN collection system and/or treatment plant, the cost of which shall be paid in accordance with Section 2.4 above. Any additional connections to the wastewater treatment facilities must be made within the then-existing system capacity.

#### Article 3. Discharge Strength

- 3.1 CUSTOMER shall discharge wastewater from residential or commercial sources to the public sewer system. Any pre-treatment requirements will be determined by the TOWN based on wastewater treatment ordinances in place at the time of application to the TOWN for the connection to the system.

#### Article 4. Billing

- 4.1 The TOWN will bill the CUSTOMER based upon CUSTOMER'S water usage at their published Utility Rates pursuant to the TOWN'S standard utility billing schedule. Notwithstanding the foregoing, the parties acknowledge and agree that the TOWN may arrange for a third-party to bill CUSTOMER on behalf of the TOWN, including the Amherst County Service

Authority (ACSA) billing CUSTOMER directly in conjunction with ACSA's water bills.

- 4.2 TOWN is not responsible for the provision of water to the CUSTOMER. TOWN and CUSTOMER anticipate that water for the property will be provided by ACSA at rates arranged between ASCA and CUSTOMER. The parties acknowledge that CUSTOMER is already receiving water service from ACSA.

#### Article 5. Duration and Transferability

- 5.1 This AGREEMENT is entered into by the parties named above and may be transferred by CUSTOMER to any other party upon sale of the property, with the understanding that any new owner of the property shall be required to have its own wastewater service account with the TOWN. The CUSTOMER shall notify the TOWN upon intent to transfer the AGREEMENT; provided, however that the TOWN shall have no right to prohibit, hinder, condition, or delay the sale of the property based upon the existence or terms of this AGREEMENT.
- 5.2 This AGREEMENT shall remain in full force and effect for a period of twenty (20) years from the date hereof, at which time this AGREEMENT shall automatically terminate if the CUSTOMER has not then constructed the collection system contemplated in this AGREEMENT. The CUSTOMER may decide to cancel this AGREEMENT at any time the CUSTOMER determines that the collection system shall not be constructed.
- 5.3 Notwithstanding anything herein to the contrary, upon not less than thirty (30) days prior written notice to CUSTOMER, the TOWN reserves the right to modify the terms of this AGREEMENT, as may be required by any state or federal agency or department regulation(s), in a form of modification or amendment mutually agreed upon between TOWN and CUSTOMER.
- 5.4 The parties acknowledge and agree that the CUSTOMER intends to complete certain internal transfers of the property from CUSTOMER to affiliated or related entities (the "INTERNAL PROPERTY TRANSFERS"). Upon the completion of such INTERNAL PROPERTY TRANSFERS, the TOWN agrees to consent to the assignment of this AGREEMENT to any affiliated or related entity designated by CUSTOMER.

#### Article 6. Miscellaneous

- 6.1 At the request of CUSTOMER, the TOWN shall promptly execute, acknowledge, and deliver to CUSTOMER a memorandum in respect of this AGREEMENT and/or any amendment or modification of this AGREEMENT sufficient for recording, setting forth the matters required to be set forth pursuant to Virginia law as exists on the date of the request. Such memorandum shall not in any circumstance be deemed to change or otherwise affect any of the terms of this AGREEMENT. The TOWN shall



not record this AGREEMENT or said memorandum or any other document related hereto.

- 6.2 This AGREEMENT shall be governed by and construed in accordance with the domestic laws of the Commonwealth of Virginia without giving effect to any choice or conflict of law provision or rule that would cause the application of the laws of any jurisdiction other than the Commonwealth of Virginia.
- 6.3 All notices given in connection with this AGREEMENT shall be effective as of the date personally delivered, one day after the date delivered to overnight courier, or three days after being mailed by U.S. Mail (postage prepaid), as the case may be, if sent to the parties at the addresses set forth below.
- 6.4 This AGREEMENT contains all agreements of the parties with respect to the Project and supersedes any prior discussions, contracts or other agreements with respect thereto. No modifications to this AGREEMENT or waivers of any rights or benefits provided herein shall be binding unless signed by the party against whom such modification or waiver is sought to be enforced.
- 6.5 No determination by any court, governmental body or otherwise that any provision of this AGREEMENT or any amendment hereof is invalid or unenforceable in any instance shall affect the validity or enforceability of any other such provision or such provision in any circumstance not controlled by such determination. Each such provision shall be valid and enforceable to the fullest extent allowed by law and shall be construed wherever possible as being consistent with, applicable law.
- 6.6 This AGREEMENT may be signed in counterparts and shall be fully enforceable when signed in such manner.
- 6.7 The phrase "business days" as used herein shall mean the days of Monday through Friday, excepting only federal holidays. The phrase "calendar days" as used herein shall mean all days of the week, including all holidays. The term "days" without reference to calendar or business days shall mean calendar days. Time is of the essence of this AGREEMENT.
- 6.8 Each party agrees that this AGREEMENT and any other documents to be delivered in connection herewith may be electronically signed, and that any electronic signatures appearing on this AGREEMENT, or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

*[Signatures on Next Page]*

IN WITNESS WHEREOF, TOWN and CUSTOMER have signed this AGREEMENT in duplicate. One counterpart each has been delivered to TOWN and CUSTOMER.

This AGREEMENT will be effective on \_\_\_\_\_, 2023.

TOWN: Town of Amherst, VA

CUSTOMER: Green Leaf Golf Club  
of Amherst, L.L.C.

By \_\_\_\_\_

By \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

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

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

Address for giving notices:

Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_

1005 N. Glebe Rd., Suite 210  
Arlington, VA 22201

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on March 9, 2022, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

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

Also present were the following staff members:

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

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

Mayor Tuggle opened the floor for citizen comment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mayor Tuggle opened the floor for citizen comment.

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

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

The motion carried 5-0 as follows:

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

---

D. Dwayne Tuggle, Mayor

Attest:

---

Clerk of Council

TOWN OF AMHERST, VIRGINIA  
WASTEWATER SERVICE AGREEMENT

This AGREEMENT is dated as of the 1<sup>st</sup> day of November in the year 2021 by and between the Town of Amherst, Virginia (hereinafter called TOWN) and Poplar Grove (hereinafter called CUSTOMER).

CUSTOMER desires to discharge wastewater to the wastewater collection system owned and operated by the TOWN in accordance with Wastewater Rules and Regulations established by the TOWN. TOWN desires to provide wastewater collection and treatment services to the CUSTOMER. This mutual AGREEMENT defines the specific terms and conditions under which the TOWN agrees to provide service and the CUSTOMER agrees to abide by while receiving wastewater service.

TOWN and CUSTOMER, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. Rules and Regulations

- 1.1 The provisions of this AGREEMENT are intended to supplement and not supersede the current Wastewater Rules and Regulations in effect throughout the duration of this AGREEMENT.
- 1.2 CUSTOMER will bear all costs associated with this project, including but not limited to system design and construction.
- 1.3 CUSTOMER will obtain all necessary easements for the project and all easements will be dedicated to the TOWN for operation and maintenance of the collection system.

Article 2. Discharge Volume and Rate

- 2.1 CUSTOMER shall discharge wastewater to the public sewer system at the following flow rates:

1) Average Daily Flow:	24,000 gallons per day
2) Maximum Daily Flow:	60,000 gallons per day

Deviations in the Average Daily Flow rate are anticipated and will not exceed the above set limits.
- 2.2 CUSTOMER intends to discharge all flows into INT-0069-MH based on details shown on the Wastewater Collection System – July 1, 2017 Town of Amherst, Virginia Existing Sewer System Map.
- 2.3 CUSTOMER shall notify the TOWN when additional connections are made to the wastewater collection system.
- 2.4 If additional connections to the system or demand increase the average flow

**Commented [EL1]:** Is this referring to **Poplar Grove Golf Community Owners Association, Inc.**? I think spelling out the full legal name of the corporation would be helpful.

**Commented [SM2]:** As this is turned over to individual owners, how do we define that the customer is those owners? Won't there be individual properties on this line, or just the association?

**Commented [SC3]:** New connections to be approved by the Town, pay the connection cost, and have billing set up with Town and ACSA. New connections will be approved so long as there is capacity within the agreement to serve the use.

from the CUSTOMER to a value of 110% of the Average Daily Flow for three (3) consecutive months, the TOWN and CUSTOMER will begin planning for necessary improvements to TOWN wastewater collection and treatment services.

- 2.5 TOWN does not guarantee future capacity above the quantities detailed in this AGREEMENT. Any discharge volume above the quantities detailed in this AGREEMENT may require improvements to the TOWN collection system and/or treatment plant.

Article 3. Discharge Strength

- 3.1 CUSTOMER shall discharge wastewater from residential or commercial sources to the public sewer system. No pre-treatment will be required outside of required grease traps for certain commercial connections.

Article 4. Billing

- 4.1 The TOWN will bill the CUSTOMER at their published Utility Rates.
- 4.2 Water for the CUSTOMER'S property is provided by the Amherst County Service Authority (ACSA). ACSA agrees to provide a copy of the CUSTOMER'S monthly water bill to the TOWN to calculate gallons of wastewater sent to the TOWN.

Article 5. Duration and Transferability

- 5.1 This AGREEMENT is entered into by the parties named above and may be transferred by CUSTOMER to any other party upon sale of the property. The CUSTOMER shall notify the TOWN upon intent to transfer the AGREEMENT.
- 5.2 This AGREEMENT is entered into for an initial period of 1 year from the date hereof and shall renew itself annually hereafter unless, at least 120 days prior to any such renewal, written notice is given by either party to the other of their intention to terminate this AGREEMENT on the next renewal date.
- 1) If the CUSTOMER has not begun construction on the collection system 1 year from the date of this AGREEMENT, the TOWN and CUSTOMER must renew this AGREEMENT at that time. At that annual renewal, the CUSTOMER shall notify the TOWN of the intended schedule for construction of the collection system. The CUSTOMER may decide to cancel this AGREEMENT at that time if the system will not be constructed.
- 5.3 Notwithstanding anything herein to the contrary, the TOWN reserves the right to modify the terms of this AGREEMENT as may be required by any state or federal agency or department regulation(s).

**Commented [SC4]:** Costs of additional capacity needed at WWTP will be borne by Poplar Grove if their treatment needs increase past the agreed upon amounts.

**Commented [SC5]:** Requirements for pretreatment will be based upon the ordinance standards in effect at the time. It is impossible to say there will never be a requirement to pretreat when we don't know what DEQ will require in the future.

**Commented [EL6]:** ACSA isn't a signatory on this agreement, so we can't really say what they agree to or what they will provide.

I would delete the second sentence of § 4.2, and revise the first sentence to read as follows:

"TOWN is not responsible for the provision of water to CUSTOMER. TOWN and CUSTOMER anticipate that Water for the CUSTOMER's property will be provided by the Amherst County Service Authority (ACSA), at rates arranged between ACSA and CUSTOMER."

**Commented [SC7R6]:** Agreed. I have emailed ACSA to discuss a separate agreement to get billing information from them

**Commented [SM8R6]:** Looking like this will be meter reading by the Town, but will resolve after ACSA meeting.

IN WITNESS WHEREOF, TOWN and CUSTOMER have signed this AGREEMENT in duplicate. One counterpart each has been delivered to TOWN and CUSTOMER.

This AGREEMENT will be effective on \_\_\_\_\_, 20\_\_\_\_\_

TOWN: Town of Amherst, VA

CUSTOMER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Attest \_\_\_\_\_

Attest \_\_\_\_\_

Address for giving notices

Address for giving notices

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## **FAQs Initial Lead Service Line Inventory**

### **Office of Drinking Water**

On August 4, 2022, EPA published *Guidance for Developing and Maintaining a Service Line Inventory*, along with a service line template. These documents can be found here: <https://www.epa.gov/ground-water-and-drinking-water/revised-lead-and-copper-rule>

- 1. Who is impacted by the LCR Revisions and the lead service line (LSL) inventory requirements?** All community and nontransient noncommunity (NTNC) waterworks.
- 2. When must the LSL inventory be submitted?** The waterworks must submit the LSL inventory to ODW by the compliance date, October 16, 2024.
- 3. What is included in the inventory?** For all service lines (regardless of ownership status):
  - Location identifier
    - Street address, customer number, block, or some other marker or landmark
  - Service line material identifier
    - Waterworks side: Unknown, lead, galvanized requiring replacement, non-lead. ODW encourages the inclusion of specific material type if known.
    - Customer side: Unknown, lead, galvanized requiring replacement, non-lead. ODW encourages the inclusion of specific material type if known.
- 4. What are “unknown” service lines?** A waterworks may classify service line materials as “lead status unknown” or “unknown” where the service line material is not known to be lead, galvanized requiring replacement, or a non-lead service line, such as where there is no documented evidence supporting material classification. The LCRR does not require the LSL inventory to identify the material of every service line by the compliance date. However, the EPA has dis-incentivized having large numbers of unknown service lines by requiring annual public education and other requirements for all service connections listed as unknown. Please see [40 CFR 141.85](#) for more information.
- 5. What are non-lead service lines?** The EPA defines non-lead service lines as those with evidence-based record, method, or techniques that they are not lead or galvanized service lines requiring replacement. The water system may classify the actual material of the service line (i.e., plastic or copper) as an alternative to classifying it as “non-lead”.
- 6. What is galvanized service lines requiring replacement?** A galvanized service line requiring replacement is any galvanized service main that has ever been downstream of a lead service line, or of an unknown material service line. These lines are included in the lead service line replacement program because they have demonstrated the ability to absorb lead from a lead service line, and release it in the future. Replacing these lines will reduce a source of lead to the customers.
- 7. Do lead goosenecks, pigtails, or connectors cause a service line to be classified as a lead service line under the LCRR?** No, the presence of lead goosenecks, pigtails or connectors do not by themselves cause a service line to be classified as a lead service line.
- 8. Do lead goosenecks, pigtails, or connectors cause a service line to be classified as a galvanized requiring replacement service line under the LCRR?** No, the presence of lead goosenecks, pigtails or connectors do not by themselves cause a service line to be classified as a galvanized requiring replacement service line.

9. **Which service lines are included?** The LCRR service line inventory must include all service lines, regardless of the actual or intended use. These include non-potable applications such as fire suppression, irrigation, and industrial water connections. Inventories must include service lines to vacant or abandoned buildings, even if they are unoccupied and the water service is turned off.
10. **My waterworks has a well serving a single building. What do I report?** Report the pipe material from the well to the building inlet for the inventory.
11. **What records must my waterworks use to prepare the service line inventory?** Use previous materials evaluation, construction and plumbing codes/records, water system records, distribution system inspections and records, information obtained through normal operations, and state-specified information.
12. **What state-specified information is required?** Virginia waterworks must use the most recent approved LCR material survey and the Lead Ban Guidance and Chronology (posted on ODW's website). <https://www.vdh.virginia.gov/drinking-water/lcrr-guidance/>
13. **Is there a requirement to collect new information and update the inventory?** Systems must identify and track information on service line material as they are encountered in the course of normal operations (e.g., checking service line materials when reading water meters or performing maintenance activities). Systems must update the inventory based on all applicable sources and any lead service line replacements or service line material inspections that may have been conducted.
14. **What methods are available for determining the materials for unknown service lines?** ODW is accepting visual inspection of service line material, including at meter setting and inside home/building, customer self-identification, Closed-Circuit Television (CCTV) inspection, and use of lead swabs or surface test kits. ODW is accepting excavation, including vacuum and mechanical excavation. ODW will review and accept water quality sampling, predictive modeling, emerging methods and other methods on a case by case basis.
15. **Can a waterworks submit a statement that there are no lead service lines in lieu of an inventory?** The LCRR calls for all community and NTNC water systems to develop the inventory and submit it to the state. There is no provision in the LCRR for a statement in lieu of developing and submitting the inventory.
16. **What do I do with the LSL inventory?** All community and NTNC waterworks must submit a lead service line inventory to ODW. The LSL inventory must be submitted to ODW by the compliance date. An example LSL inventory template is available on our website at <https://www.vdh.virginia.gov/drinking-water/lead-and-copper-information/>. Links to EPA's guidance and service line inventory template are also available on our website. Submittal instructions will be provided to waterworks in the future.

All systems must make their LSL inventories available to the public. In addition, all systems serving greater than 50,000 people must post their LSL inventory on the internet.

17. **What if I have no lead service lines and no galvanized service lines requiring replacement?** Waterworks that can demonstrate that they have only non-lead service lines must submit an initial inventory by the compliance date but are not required to provide inventory updates to the State or the Public. Waterworks with only non-lead service lines may comply with the requirement for a publicly accessible inventory using a written statement, in lieu of the inventory, declaring that the distribution system has no lead service lines or galvanized requiring replacement service lines.

**18. Where can I find more information about the LCRR?** ODW will post guidance materials on our website <https://www.vdh.virginia.gov/drinking-water/lead-and-copper-information/> as they become available. We also encourage all waterworks to visit the EPA's website at <https://www.epa.gov/ground-water-and-drinking-water/final-revisions-lead-and-copper-rule> for more information.

This FAQ document does not replace or supersede the requirements of the EPA Lead and Copper Rule or guidance published by the EPA. You may find more information on the requirements at 40 CFR § 141.84.