

**AMHERST TOWN COUNCIL**  
**AGENDA**  
**Wednesday, September 13, 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. Ratification of setting of Public Hearing-** *Sara McGuffin- Public hearings are set by the body holding them. If a public hearing was not set by the body, ratification of the action must occur prior to the holding of the hearing. Staff requests a motion from the Council to ratify the setting of the public hearing for consideration of an amendment to the Comprehensive Plan.*

**2. Public Hearing: Comprehensive Plan Amendment (Pgs. 1-3)-***Sara McGuffin - The Town has been offered a donation of a 22 acre property for a park. The owner is requesting approval of a conservation easement on the acreage for the tax benefit, prior to the donation. In order for the conservation easement to be approved, an amendment to the Comprehensive Plan must be adopted to be consistent with the use. The Planning Commission unanimously recommends approval of this request.*

**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. 4-9)** – *Draft of the August 9, and August 30, 2023 meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning so that any needed corrections can be presented at the meeting.*

**2. Check approval (Pgs. 10-22)-** *The check register for the month of August 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. 23-55)**

- 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. 56-59)**

- a. Planning Commission—met September 6, 2023, minutes attached
- b. Economic Development Authority- no meeting
- c. Robert E. Lee SWCD

**H. Discussion Items**

- 1. **Appropriation of Funds for New Police Vehicle Outfitting (Pgs.60-62 )-** Sara McGuffin- With the unavailability of Police SUVs, it has been a struggle to find appropriate vehicles. New Police Tahoes have been found in New Hampshire, but with the increased cost and transport, staff is requesting an appropriation of \$12,000 to ensure that both vehicles are outfitted to standard. One of the two new vehicles is being funded completely with grant funds, but the remaining vehicle will exceed the amount budgeted and appropriated.
- 2. **Appropriation of Funds for Wastewater Treatment Plant Change Order (Pg. 63)-** Sara McGuffin- With work going on at the Wastewater Treatment Plant for the construction of the new centrifuge facility, it has become clear that there is a culvert that requires replacement, and the remaining drying bed structure should be demolished. Staff recommends appropriation of funds for a change order to have these items completed under the existing contract.
- 3. **Agreement for Wastewater Connection for Poplar Grove (Pgs. 64-68)-** 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. This was deferred from the July meeting, and has been brought back to Council for action.
- 4. **Christmas Parade Approval-** Sara McGuffin- Per Town Code, approval must be granted by Council for any event with closures of public streets. The Christmas Parade is being planned for December 1st, with a theme of "Cartoon Christmas." Staff requests a motion for Council approval of the parade street closure.
- 5. **Adoption of the FY25 CIP and Budget Calendar (Pg. 69)** Tracie Morgan- Attached is the proposed CIP and Budget calendar for the next fiscal year. Staff recommends approval of the calendar.
- 6. **Set public Hearing for Revision to Sidewalk and Skateboards Code (Pgs. 70-83)-** Sara McGuffin- At the point of adoption of the revised Code in 2022, the previous Code section was not deleted, leading to a conflict in the Code. Staff requests setting a public hearing to delete the old Code.
- 7. **Set public hearing for Flag Lots (Pg. 84)-** Sara McGuffin- The Zoning Ordinance allows flag lots, but the Code is not clear on the standards for these. The Planning Commission has reviewed this issue, and recommends the attached addition to the Code. Staff recommends that the Council set a public hearing for this amendment.
- 8. **Set Public Hearing for SUP for Bed at Breakfast (Pgs. 85-87)-** Sara McGuffin- Jeremiah and Andrea Kirkland are seeking a Special Use Permit for a Bed and Breakfast in the R-2 district. The request is for 146 N. Main Street.

**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**



## STAFF REPORT COMPREHENSIVE PLAN AMENDMENT

Paul Kilgore  
Planning Commission  
Public Hearing  
September 6, 2023

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### **General Information:**

Processing schedule:	Staff advertised this amendment to the Comprehensive Plan for the Planning Commission for the September 6, 2023 meeting. Staff requests ratification of the setting of the public hearing. Staff requests hearing the proposal and forwarding a recommendation to the Council for the Council to hold a public hearing on September 13, 2023.
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### **Application Information:**

Owner and Applicant:	Amber Farm- Paul Kilgore
Requested Action:	Comprehensive Plan Amendment
Location:	Across from ACHS, no address
Tax Map Numbers:	95 A 90, 90A, 91, 110 A 103
Existing Zoning:	B-2, T-1, R-1
Proposed Zoning:	No change requested
Existing land uses:	Vacant
Comp. plan area:	Residential
Comp. plan request:	Public/Semi-public
Adjacent Zoning:	various

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

Paul Kilgore has purchased a total of 28 acres across from the Amherst County High School. His intention is to donate 22 of the 28 acres to the Town for the use of the park. He intends to retain the six acres at the south western end of the property for commercial purposes.

In order to fund the donation, he is seeking to place a conservation easement upon the 22 acres. Virginia State Code requires that a conservation easement be in compliance with the locality's



adopted Comprehensive Plan. In order to accommodate the request, and allow for the land donation to move forward, staff is requesting that the 22 acres be designated for public/semi-public uses.

A plat of the property is attached to this staff report.

No zoning change is requested as a part of this request.

### **Public Notice**

The proposal was advertised for public hearing for two consecutive weeks, as required by State Code. Because the public hearing was not set by the Planning Commission, staff is requesting ratification of the public hearing by the Commission.

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

The request will bring the request into conformity with the Comprehensive Plan.

### **Citizen Comment:**

There has been no citizen comment at this time.

### **Conclusion:**

Staff recommends that the Planning Commission hold a public hearing on this request. Staff further recommends approval of the request.

The timeframe for the completion of the land donation is as follows:

- |            |  |
|------------|--|
| September: | Planning Commission public hearing of Comprehensive Plan amendment |
|            | Town Council public hearing of Comprehensive Plan amendment        |
| October:   | Planning Commission Determination of Substantial Accord            |
|            | Town Council Confirmation of Substantial Accord                    |
|            | Town Council MOU with Ambler Farm, LLC                             |
|            | Town Approval of Conservation Easement                             |
| November:  | Town Council Public Hearing for land donation                      |
|            | Acceptance of land donation  |

NOTES:

1. THIS DRAWING HAS BEEN PREPARED FOR CONCEPTUAL PURPOSES AND DOES NOT REPRESENT AN ACTUAL BOUNDARY SURVEY.
2. THIS DRAWING HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT, THEREFORE, NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.
3. ZONING LINES SHOWN HEREON HAVE BEEN SCALED FROM THE TOWN OF AMHERST ZONING MAP, LAST AMENDED JUNE 19, 2017. PORTIONS OF THIS PROPERTY ARE IN THE FOLLOWING ZONES:  
B-2 GENERAL COMMERCIAL DISTRICT  
R-1 LIMITED RESIDENTIAL DISTRICT  
T-1 TRANSITIONAL USE ZONE DISTRICT

PID #110-A-109  
DEBORAH A. WORSHAM  
D.B. 1063 PAGE 293  
PC 1 SLIDE 69

PID #95-A-93  
HOWELL BARRETT THOMPSON, JR. &  
JEAN DILLARD THOMPSON TRS.  
D.B. 1303 PAGE 1  
PC 3 SLIDE 3

PID #110-A-103  
6.864 ACRES

PID #110-A-108A  
CENTRA HEALTH, INC.  
D.B. 1282 PAGE 675  
PC 3 SLIDE 53

PID #110-A-108B  
CENTRA HEALTH, INC.  
D.B. 1282 PAGE 675  
PC 3 SLIDE 53

PID #110-A-104A  
CENTRA HEALTH, INC.  
D.B. 1264 PAGE 766  
PC 2 SLIDE 241

PID #110-A-104  
PTC REAL ESTATE, LLC  
D.B. 1078 PAGE 399  
D.B. 300 PAGE 29 (PLAT)

6.00 ACRES

PID #110-A-103  
4.260 ACRES

PID #95-A-91  
9.996 ACRES

PID #95-A-90A  
3.533 ACRES

PID #95-A-90  
3.503 ACRES

PID #95-A-89  
JOAN V. LINGERFELT  
INST. #170001416  
PC 2 SLIDE 277

PID #95-A-97  
DONALD THURMAN WOOD &  
JUNE ELAINE TURMAN WOOD  
D.B. 265 PAGE 219  
PB F PAGE 112

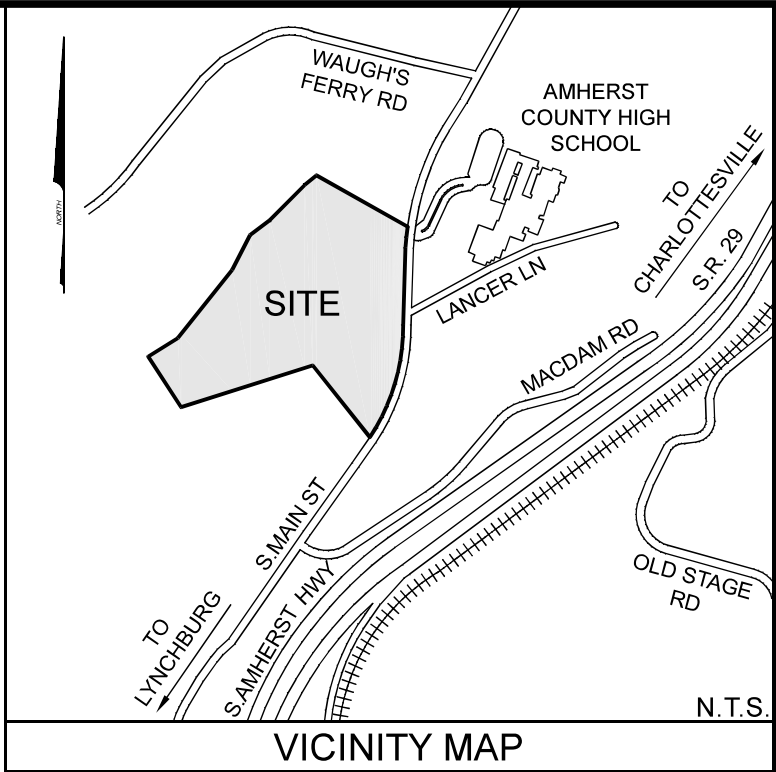
PID #95-A-94  
ETHAN M. CHASE &  
KATRINA P. CHASE  
INST. #19002482  
PB F PAGE 108

PID #95-A-95  
WANDA L. BURLEY  
D.B. 1291 PAGE 181  
D.B. 238 PAGE 131 (PLAT)

DILAPIDATED  
FRAME  
DWELLING

- LEGEND**
- ELECTRIC POLE
  - WATER VALVE
  - FIRE HYDRANT
  - CREEK
  - FENCE
  - OVERHEAD UTILITY

NORTH  
VIRGINIA STATE PLANE: SOUTH ZONE (NAD 83)



**HURT & PROFFITT**

INSPIRED / RESPONSIVE / TRUSTED



HANDP.COM  
LYNCHBURG, VA. 24501  
434.847.7796  
2524 LANGHORNE ROAD  
ENGINEERING • SURVEYING • LAND DEVELOPMENT • ENVIRONMENTAL  
GEOTECHNICAL • CONSTRUCTION TESTING & INSPECTION • CULTURAL RESOURCES

**EXHIBIT DRAWING SHOWING**

**RECONFIGURATION OPTION 4 OF**

**AMBLER FARM, L.L.C.**

**TOWN OF AMHERST, AMHERST COUNTY, VIRGINIA**

PROJECT NO.	20221383
FILE NO.	
LAT.	37.568443°
LONG.	-79.062309°
DATE:	02/27/2023
DRAWN BY:	JMM
CHECKED BY:	JMM

SHEET NO.  
1 OF 1

REV.



Vice Mayor Andra Higginbotham called a regular monthly meeting of the Amherst Town Council to order on August 9, 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:

A	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		Jeff Floyd	Police Investigator
Kelley Kemp	Town Attorney		Gary Williams	Director of Plants
Vicki K. Hunt	Clerk of Council		Becky Cash	Plants Operator

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

Vice Mayor Higginbotham opened the floor to citizen comments.

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

Ms. Turner made a motion that was seconded by Ms. Wheaton to approve the consent agenda items consisting of minutes of the meeting held on July 12, 2023, and the July 2023 check registry, as presented.

There being no discussion, the motion carried 4-0-1 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	Abstain

Vice Mayor Higginbotham opened the floor to citizen comments.

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

At 7:07 PM, Town Attorney Kemp read a resolution to authorize closed meeting, as follows:

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

- Discussion or consideration of the acquisition of real property for a public purpose, namely emergency services, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically real property owned by the Amherst Lifesaving Crew and a second property that may be available for the Town.

WHEREAS, pursuant to: §2.2-3711 (A)(1) and (A)(7) of the Code of Virginia, such discussions may occur in Closed Meeting;

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

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

The motion carried 5-0 via the roll call method as follows:

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

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

At 7:08 PM, pursuant to the Resolution, Town Council convened in closed session.

At 8:25 PM the meeting reopened to the public.

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

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

Responses via the roll call method were as follows:

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

There being no further business, on motion of Ms. Turner seconded by Mr. Driskill, the meeting adjourned at 8:26 P.M., until September 13, 2023, at 7:00 p.m.

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

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Andra Higginbotham, Vice Mayor

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

**TOWN COUNCIL OF THE TOWN OF AMHERST**

MOTION: Wednesday, August 9, 2023

SECOND: Regular Meeting

RE: AUTHORIZE CLOSED MEETING

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

- Discussion or consideration of the acquisition of real property for a public purpose, namely emergency services, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically real property owned by the Amherst Lifesaving Crew and a second property that may be available for the Town.

WHEREAS, pursuant to: §2.2-3711(A)(3) of the Code of Virginia, such discussions may occur in Closed Meeting;

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

Adopted this 9<sup>th</sup> day of August 2023.

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D. Dwayne Tuggle, Mayor

ATTEST:

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Clerk of Council

Mayor D. Dwayne Tuggle called a special meeting of the Amherst Town Council to order on August 30, 2023, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

A	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
Kelley Kemp	Town Attorney
Vicki K. Hunt	Clerk of Council

The purpose of the meeting was to discuss short term rentals in the R-1 and R-2 districts.

Town Manager McGuffin gave a brief report on the matter. At its meeting on April 12, 2023, Council approved an amendment of the zoning ordinance to allow for short term rental as a special use permit in the R-1 and R-2 districts along with the adoption of a short term rental policy, with the policy to be reviewed within twelve months from its adoption. Council then requested staff to put the policy in proper format stating the approved standard zoning conditions for short term rentals, which was presented by staff and subsequently denied by Council on May 10, 2023.

Council discussion included whether additional conditions should be placed on short term rentals, whether short term rentals be a permitted use or remain a special use in the R-1 and R-2 districts, and whether conditions should be by ordinance or policy.

Ms. Turner and Mr. Driskill were requested to prepare and present to all council members a document containing proposed revisions of the short term rental conditions and the matter was deferred to September 28, 2023, for further discussion.

At 7:58 PM, Town Attorney Kemp read a resolution to authorize closed meeting, as follows:

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

- Discussion or consideration of the acquisition of real property for a public purpose, namely emergency services, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically real property owned by the Amherst Lifesaving Crew.

WHEREAS, pursuant to: §2.2-3711 (A)(3) of the Code of Virginia, such discussions may occur in Closed Meeting;

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

After the reading, Ms. Turner made a motion that was seconded by Mr. Higginbotham to approve the resolution and go into closed session.

The motion carried 5-0 via the roll call method as follows:

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

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

At 7:59 PM, pursuant to the Resolution, Town Council convened in closed session.

At 8:31 PM the meeting reopened to the public.

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

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

Responses via the roll call method were as follows:

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

There being no further business, on motion of Mr. Thompson seconded by Mr. Higginbotham, the meeting adjourned at 8:31 P.M., until September 13, 2023, at 7:00 p.m.

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

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D. Dwayne Tuggle, Mayor

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

**TOWN COUNCIL OF THE TOWN OF AMHERST**

MOTION: Sharon Turner

SECOND: Andra Higginbotham

Wednesday, August 30, 2023

Regular Meeting

RE: AUTHORIZE CLOSED MEETING

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

- Discussion or consideration of the acquisition of real property for a public purpose, namely emergency services, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically real property owned by the Amherst Lifesaving Crew.

WHEREAS, pursuant to: §2.2-3711(A)(3) of the Code of Virginia, such discussions may occur in Closed Meeting;

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

Adopted this 30<sup>th</sup> day of August 2023.

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D. Dwayne Tuggle, Mayor

ATTEST:

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Clerk of Council



Range of Checking Accts: First to Last Range of Check Dates: 08/01/23 to 08/31/23  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
GENERAL							
5552	08/01/23	ANTW005 BENCHMARK SYSTEMS, INC.					208
V4-00029	1	MS OFFICE	628.00	100-4-12510-5600	Expenditure		19 1
				MICROSOFT OFFICE SERVICE			
5553	08/01/23	CENTV010 CENTRAL VIRGINIA CRIMINAL					208
V4-00024	1	ACADEMY MEMBERSHIP	4,248.00	100-4-31100-5810	Expenditure		14 1
				DUES & MEMBERSHIP			
5554	08/01/23	COBBT005 COBB TECHNOLOGIES					208
V4-00023	1	OVERAGE 4/25-07/24	325.76	100-4-12510-6002	Expenditure		13 1
				I.T. SUPPLIES			
5555	08/01/23	CONTR005 CONTROL EQUIPMENT COMPANY					208
V4-00031	1	CHLORINE ANALYZERS	17,655.00	501-4-44000-6004	Expenditure		21 1
				LAB SUPPLIES			
5556	08/01/23	DARRY005 DARRYL DWAYNE TUGGLE					208
V4-00027	1	DWAYNE VADPC	504.88	100-4-11010-5501	Expenditure		17 1
				TRAVEL-MILAGE/HOTELS/CONFERENCE			
5557	08/01/23	GFLN005 GFL ENVIRONMENTAL					208
V4-00019	1	SHOOTING RANGE	26.95	100-4-31100-5800	Expenditure		5 1
				FIRE RANGE FEES			
5558	08/01/23	GRAIN005 GRAINGER					208
V4-00030	1	HOSE FOR GEN CLEANIGN	190.44	502-4-44000-6007	Expenditure		20 1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.			
5559	08/01/23	HIGHP005 HIGH PEAK SPORTSWEAR, INC.					208
V4-00020	1	TOWN SHIRTS	118.75	100-4-12110-5000	Expenditure		6 1
				CONTINGENCY REQUIREMENT			
5560	08/01/23	MANSF005 MANSFIELD OIL COMPANY					208
V4-00018	1	FUEL 07/01-07/15/2023	425.96	100-4-43200-6008	Expenditure		2 1
				FUEL			
V4-00018	2	FUEL 07/01-07/15/2023	567.28	100-4-31100-6008	Expenditure		3 1
				FUEL			
V4-00018	3	FUEL 07/01-07/15/2023	60.00	502-4-44000-6008	Expenditure		4 1
				FUEL/OIL			
			1,053.24				
5561	08/01/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					208
V4-00022	1	LAB TESTING	358.80	501-4-44000-3140	Expenditure		9 1
				TESTING SERVICES			
V4-00022	2	LAB TESTING	25.10	501-4-44000-3140	Expenditure		10 1
				TESTING SERVICES			
V4-00022	3	LAB TESTING	50.20	501-4-44000-3140	Expenditure		11 1
				TESTING SERVICES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5561	PACE	ANALYTICAL SERVICES, INC. Continued						
V4-00022	4	LAB TESTING	206.50	502-4-44000-3140	Expenditure		12	1
				TESTING SERVICES				
			<u>640.60</u>					
5562	08/01/23	SARAC005 SARA MCGUFFIN					208	
V4-00026	1	SARA WATER TRAINIGN	52.00	100-4-12110-5501	Expenditure		16	1
				TRAVEL-MILAGE/HOTEL/CONFERENCE				
5563	08/01/23	SUPPL005 THE SUPPLY ROOM					208	
V4-00021	1	SUPPLIES	73.00	100-4-12420-6001	Expenditure		7	1
				OFFICE SUPPLIES				
V4-00021	2	SUPPLIES	40.06	100-4-43200-6005	Expenditure		8	1
				JANITORIAL SUPPLIES				
			<u>113.06</u>					
5564	08/01/23	TIDEW005 TIDEWATER FLEET SUPPLY LLC					208	
V4-00034	1	TB55 DOCK	6,354.85	100-4-31100-6010	Expenditure		25	1
				POLICE SUPPLIES				
5565	08/01/23	TOUGH005 TOUGH RUGGED LAPTOPS					208	
V4-00036	1	TOUGH BOOKS	17,010.25	100-4-31100-6010	Expenditure		37	1
				POLICE SUPPLIES				
5566	08/01/23	U-000006 GILBERT, MACKENZIE					208	
24-00005	1	UTILITY REFUND Water	226.77	501-3-16080-0015	Revenue		1	1
				PREPAY UTILITIES				
5567	08/01/23	USABL005 USA BLUE BOOK					208	
V4-00032	1	REAGENT	513.77	501-4-44000-6004	Expenditure		22	1
				LAB SUPPLIES				
V4-00032	2	REAGENT	3,127.93	501-4-44000-6004	Expenditure		23	1
				LAB SUPPLIES				
			<u>3,641.70</u>					
5568	08/01/23	VACOR005 VACORP					208	
V4-00035	1	JULY 23 HYBRID DISABILITY	24.08	100-4-12110-2500	Expenditure		26	1
				STD/LONG-TERM DISABILITY				
V4-00035	2	JULY 23 HYBRID	10.33	100-4-31100-2500	Expenditure		27	1
				STD/LONG-TERM DISABILITY				
V4-00035	3	JULY 23 HYBRID	20.36	501-4-12110-2500	Expenditure		28	1
				STD/LONG-TERM DISABILITY				
V4-00035	4	JULY 23 HYBRID	15.27	502-4-12110-2500	Expenditure		29	1
				STD/LONG-TERM DISABILITY				
V4-00035	5	JULY 23 HYBRID	1.52	514-4-12110-2500	Expenditure		30	1
				STD/LONG-TERM DISABILITY				
V4-00035	6	JULY 23 HYBRID	4.40	100-4-12420-2500	Expenditure		31	1
				HYBRID DISABILITY				
V4-00035	7	JULY 23 HYBRID	8.60	501-4-12420-2500	Expenditure		32	1
				HYBRID DISABILITY				
V4-00035	8	JULY 23 HYBRID	5.73	502-4-12420-2500	Expenditure		33	1
				HYBRID DISABILITY				

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GENERAL			Continued					
5568	VACORP		Continued					
V4-00035	9	JULY 23 HYBRID	0.37	514-4-12420-2500	Expenditure		34	1
				HYBRID DISABILITY				
V4-00035	10	JULY 23 HYBRID	17.66	501-4-44000-2500	Expenditure		35	1
				LONG-TERM DISABILITY				
V4-00035	11	JULY 23 HYBRID	19.11	502-4-44000-2500	Expenditure		36	1
				LONG-TERM DISABILITY				
			<u>127.43</u>					
5569	08/01/23	VDHWA005 VDH-WATERWORKS TECHNICAL ASSIS					208	
V4-00033	1	VDH OPERATION FEE	3,558.00	501-4-44000-5600	Expenditure		24	1
				PERMITS				
5570	08/01/23	VERIZ005 VERIZON					208	
V4-00028	1	SHOP INTERNET	108.75	100-4-43200-5230	Expenditure		18	1
				TELECOMMUNICATION				
5571	08/01/23	Alignment Check				VOID		
5572	08/01/23	WITME005 WITMER PUBLIC SAFETY GROUP					208	
V4-00025	1	FLOYD	500.98	100-4-31100-6011	Expenditure		15	1
				UNIFORMS				
5573	08/09/23	ANTWO005 BENCHMARK SYSTEMS, INC.					209	
V4-00038	1	USB	20.00	100-4-12510-6002	Expenditure		2	1
				I.T. SUPPLIES				
5574	08/09/23	APPAL005 APPALACHIAN POWER					209	
V4-00041	1	STREET LIGHTS	2,629.26	100-4-41320-5100	Expenditure		5	1
				STREETLIGHTS				
5575	08/09/23	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					209	
V4-00044	1	JULY & AUGUST	651.99	100-4-43200-5230	Expenditure		11	1
				TELECOMMUNICATION				
V4-00044	2	JULY & AUGUST	656.19	100-4-43200-5230	Expenditure		12	1
				TELECOMMUNICATION				
			<u>1,308.18</u>					
5576	08/09/23	DEALL005 DEAL & LACHENEY P.C.					209	
V4-00045	1	JULY SERVICES	2,140.00	100-4-12210-3150	Expenditure		13	1
				TOWN ATTORNEY				
5577	08/09/23	FISHE005 FISHER AUTO PARTS, INC					209	
V4-00040	1	JULY STATEMENT	6.48	100-4-43200-6009	Expenditure		4	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5578	08/09/23	HILLH005 HILL HARDWARE CORPORATION					209	
V4-00042	1	JULY STATEMENT	43.36	100-4-43200-6007	Expenditure		6	1
				REPAIR & MAINT. SUPPLIES				

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GENERAL			Continued				
5578	08/09/23	HILL HARDWARE CORPORATION	Continued				
V4-00042	2	JULY STATEMENT	30.27	100-4-43200-6009	Expenditure		7 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
			<u>73.63</u>				
5579	08/09/23	LITTL005 LITTLETON AND ASSOCIATES, INC.					209
V4-00037	1	PAYMENT #5	240,848.75	502-4-94000-8002	Expenditure		1 1
				WWTP CENTRIFUGE			
5580	08/09/23	MANSF005 MANSFIELD OIL COMPANY					209
V4-00043	1	0716-07312023	337.80	100-4-43200-6008	Expenditure		8 1
				FUEL			
V4-00043	2	0716-07312023	772.81	100-4-31100-6008	Expenditure		9 1
				FUEL			
V4-00043	3	0716-07312023	102.40	502-4-44000-6008	Expenditure		10 1
				FUEL/OIL			
			<u>1,213.01</u>				
5581	08/09/23	NEWSA005 THE NEWS & ADVANCE					209
V4-00039	1	JULY STATEMENT	362.72	100-4-12110-3600	Expenditure		3 1
				ADVERTISING			
5582	08/17/23	ANTWO005 BENCHMARK SYSTEMS, INC.					210
V4-00050	1	JULY PROCARE	415.50	100-4-12510-5600	Expenditure		7 1
				MICROSOFT OFFICE SERVICE			
5583	08/17/23	BBTBA005 TRUIST BANK					210
V4-00054	1	WASABI SM	9.39	100-4-12510-3150	Expenditure		12 1
				I.T. SERVICES			
V4-00054	2	ADOBE SM	12.99	100-4-12510-6002	Expenditure		13 1
				I.T. SUPPLIES			
V4-00054	3	USPS SM	47.45	100-4-12110-5210	Expenditure		14 1
				POSTAGE			
V4-00054	4	VML SM	190.83	100-4-12110-5810	Expenditure		15 1
				DUES & MEMBERSHIPS			
V4-00054	5	REIMBURSEMENT TM	14.99	100-4-12420-5000	Expenditure		16 1
				MISC EXP			
V4-00054	6	VA TREAS TM	200.00	100-4-12420-5810	Expenditure		17 1
				DUES & MEMBERSHIPS			
V4-00054	7	INDEED TM	259.97	100-4-12420-3600	Expenditure		18 1
				ADVERTISING			
V4-00054	8	AMAZON TM	210.78	100-4-12510-6002	Expenditure		19 1
				I.T. SUPPLIES			
V4-00054	9	ZOOM	42.00	100-4-12510-3150	Expenditure		20 1
				I.T. SERVICES			
V4-00054	10	VISTA PRINT VH	14.43	501-4-44000-6001	Expenditure		21 1
				OFFICE SUPPLIES			
V4-00054	11	VISTA PRINT VH	14.42	502-4-44000-6001	Expenditure		22 1
				OFFICE SUPPLIES			
V4-00054	12	CVS RW	109.97	100-4-31100-6001	Expenditure		23 1
				OFFICE SUPPLIES			

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GENERAL							
Continued							
5583	08/17/23	TRUIST BANK					
V4-00054	13	SPARTAN CAMERA RW	22.99	100-4-31100-6032	Expenditure		24 1
				INVESTIGATION EXPENSE			
			<u>1,150.21</u>				
5584	08/17/23	BYMEL005 BY MELISSA FLORAL DESIGN					210
V4-00052	1	FLOWERS FOR MARY SISTER FUNERA	78.98	100-4-12110-5000	Expenditure		10 1
				CONTINGENCY REQUIREMENT			
5585	08/17/23	GREGO005 GREGORYS GENERAL AUTO REPAIR					210
V4-00049	1	OIL CHANGE	64.00	100-4-31100-6009	Expenditure		6 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5586	08/17/23	JOHNS005 JOHNSON CONTROLS SECURITY SOLU					210
V4-00055	1	CAMERAS	3,028.76	100-4-43200-6007	Expenditure		25 1
				REPAIR & MAINT. SUPPLIES			
5587	08/17/23	TIGER005 TIGER FUEL CO.					210
V4-00047	1	DIESEL	1,171.09	100-4-43200-6008	Expenditure		2 1
				FUEL			
5588	08/17/23	VERIZ005 VERIZON					210
V4-00046	1	07/02-08/01/2023 SCADA	414.38	502-4-44000-5230	Expenditure		1 1
				TELECOMMUNICATIONS			
5589	08/17/23	WILLI005 WILLIAM LYLE CARVER					210
V4-00053	1	QUARTER 2 2023	450.00	100-4-31100-5801	Expenditure		11 1
				ATTORNEY FEES			
5590	08/17/23	WITME005 WITMER PUBLIC SAFETY GROUP					210
V4-00051	1	VEST AND BADGE	306.00	100-4-31100-6010	Expenditure		8 1
				POLICE SUPPLIES			
V4-00051	2	VEST AND BADGE	250.00	100-4-31100-6010	Expenditure		9 1
				POLICE SUPPLIES			
			<u>556.00</u>				
5591	08/17/23	WWASS005 WW ASSOCIATES					210
V4-00048	1	CENTRIFUGE	2,250.00	502-4-94000-8002	Expenditure		3 1
				WWTP CENTRIFUGE			
V4-00048	2	RETAINER	250.00	501-4-44000-3150	Expenditure		4 1
				PROFESSIONAL SVCS			
V4-00048	3	RETAINER	250.00	502-4-44000-3150	Expenditure		5 1
				PROFESSIONAL SVCS			
			<u>2,750.00</u>				
5592	08/25/23	AMERI005 AMERICAN FIDELITY ASSURANCE CO					211
24-00007	1	AUGUST 2023 DEDUCTION CHECKS	212.72	100-2-21500-0000	G/L		1 1
				AMERICAN FIDELITY DISABILITY W/HOLDING			
24-00007	2	AUGUST 2023 DEDUCTION CHECKS	33.42	100-2-21600-0000	G/L		2 1
				CANCER W/HOLDING			
24-00007	3	AUGUST 2023 DEDUCTION CHECKS	178.27	100-2-21950-0000	G/L		3 1
				AMERICAN FIDELITY LIFE W/HOLDING			

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PO #	Item	Description					Seq	Acct
GENERAL			Continued					
5592	24-00007	AMERICAN FIDELITY ASSURANCE CO	Continued					
	4	AUGUST 2023 DEDUCTION CHECKS	57.51	501-2-21500-0000	G/L		4	1
				AMERICAN FIDELITY DISABILITY W/HOLDING				
	24-00007	5 AUGUST 2023 DEDUCTION CHECKS	41.92	501-2-21600-0000	G/L		5	1
				CANCER W/HOLDING				
	24-00007	6 AUGUST 2023 DEDUCTION CHECKS	57.51	502-2-21500-0000	G/L		6	1
				AMERICAN DISABILITY W/HOLDING				
	24-00007	7 AUGUST 2023 DEDUCTION CHECKS	41.92	502-2-21600-0000	G/L		7	1
				CANCER W/HOLDING				
	24-00007	8 AUGUST 2023 DEDUCTION CHECKS	64.97	502-2-21950-0000	G/L		8	1
				AMERICAN FIDELITY LIFE W/HOLDING				
			688.24					
5593	08/25/23	ANDER005 ANDERSON CONSTRUCTION, INC.					211	
V4-00059	1	PAYMENT #27	104,791.77	501-4-94000-8002	Expenditure		26	1
				WATER TREATMENT PLANT IMPROVEMENTS				
5594	08/25/23	ANTHE005 ANTHEM BLUE CROSS & BLUE SHIEL		(Void Reason: PRINTED BEFORE VOID)		08/25/23 VOID	211	
24-00008	1	AUGUST 2023 DEDUCTION CHECKS	17,649.00	100-2-21000-0000	G/L		9	1
				MEDICAL W/HOLDING				
5595	08/25/23	ANTWO005 BENCHMARK SYSTEMS, INC.					211	
V4-00065	1	MONITORS/PC	2,515.44	501-4-44000-6001	Expenditure		34	1
				OFFICE SUPPLIES				
V4-00065	2	MONITORS/PC	2,515.44	502-4-44000-6001	Expenditure		35	1
				OFFICE SUPPLIES				
			5,030.88					
5596	08/25/23	APPAL005 APPALACHIAN POWER					211	
V4-00057	1	ELEC TO 8/10/2023	715.72	100-4-43200-5100	Expenditure		19	1
				ELECTRIC				
V4-00057	2	ELEC TO 8/10/2023	5,105.84	501-4-44000-5100	Expenditure		20	1
				ELECTRICAL SVCS				
V4-00057	3	ELEC TO 8/10/2023	3,533.11	502-4-44000-5100	Expenditure		21	1
				ELECTRICAL SVCS-RUT CRK				
V4-00057	4	ELEC TO 8/10/2023	105.05	502-4-44000-5130	Expenditure		22	1
				ELECTRICAL SVCS-PUMP STATION				
V4-00057	5	ELEC TO 8/10/2023	93.69	100-4-41320-5100	Expenditure		23	1
				STREETLIGHTS				
V4-00057	6	ELEC TO 8/10/2023	24.26	701-4-81500-5100	Expenditure		24	1
				ELECTRICAL SERV.				
			9,577.67					
5597	08/25/23	BOXLE005 BOXLEY					211	
V4-00076	1	#57 GRAVEL	1,548.33	501-4-45000-6007	Expenditure		65	1
				REPAIR & MAINT. SUPPLIES				
5598	08/25/23	BUCHA005 BUCHANAN PUMP SERVICE & SUPPLY					211	
V4-00071	1	CUTTER PUMP	1,442.50	501-4-44000-6007	Expenditure		56	1
				REPAIR & MAINT. SUPPLIES				

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GENERAL			Continued					
5598	BUCHANAN PUMP SERVICE & SUPPLY	Continued						
V4-00071	2	CUTTER PUMP	1,442.50	502-4-44000-6007	Expenditure		57	1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.				
			<u>2,885.00</u>					
5599	08/25/23	CLEAR015 CLEAR COMMUNICATIONS & ELEC.					211	
V4-00067	1	DOCKING STATIONS	1,668.00	100-4-31100-6010	Expenditure		43	1
				POLICE SUPPLIES				
5600	08/25/23	DEPAR005 DEPARTMENT OF MOTOR VEHICLES					211	
V4-00060	1	JULY STOP REMOVALS	150.00	100-4-12420-3009	Expenditure		27	1
				DMV STOPS				
5601	08/25/23	GFLN005 GFL ENVIRONMENTAL					211	
V4-00064	1	TRASH SERIVCE 08/01-08/31/2023	10,534.36	514-4-43200-3160	Expenditure		32	1
				COLLECTION IN-TOWN				
V4-00064	2	TRASH SERIVCE 08/01-08/31/2023	1,461.68	514-4-43200-3170	Expenditure		33	1
				COLLECTION OUT OF TOWN				
			<u>11,996.04</u>					
5602	08/25/23	HILLC005 HILL CITY & WOOD CO.					211	
V4-00077	1	PAPER SUPPLIES	141.80	501-4-44000-6004	Expenditure		66	1
				LAB SUPPLIES				
V4-00077	2	PAPER SUPPLIES	141.80	502-4-44000-6004	Expenditure		67	1
				LAB SUPPLIES				
			<u>283.60</u>					
5603	08/25/23	MANSF005 MANSFIELD OIL COMPANY					211	
V4-00072	1	FUEL 08/01-08/15/2023	851.67	100-4-31100-6008	Expenditure		58	1
				FUEL				
V4-00072	2	FUEL 08/01-08/15/2023	292.76	100-4-43200-6008	Expenditure		59	1
				FUEL				
V4-00072	3	FUEL 08/01-08/15/2023	213.48	502-4-44000-6008	Expenditure		60	1
				FUEL/OIL				
			<u>1,357.91</u>					
5604	08/25/23	MINNE005 MINNESOTA LIFE					211	
24-00009	1	AUGUST 2023 DEDUCTION CHECKS	11.40	100-2-21550-0000	G/L		10	1
				OPT LIFE INS. W/HOLDING				
24-00009	2	AUGUST 2023 DEDUCTION CHECKS	52.80	501-2-21550-0000	G/L		11	1
				OPT LIFE INS. W/HOLDING				
			<u>64.20</u>					
5605	08/25/23	NATIO010 NATIONWIDE RETIREMENT SOLUTION					211	
24-00010	1	AUGUST 2023 DEDUCTION CHECKS	146.20	100-2-21400-0000	G/L		12	1
				RETIREMENT W/HOLDING				
24-00010	2	AUGUST 2023 DEDUCTION CHECKS	121.34	100-2-21900-0000	G/L		13	1
				DEFERRED COMP W/HOLDING				
24-00010	3	AUGUST 2023 DEDUCTION CHECKS	191.88	501-2-21400-0000	G/L		14	1
				RETIREMENT W/HOLDINGS				
24-00010	4	AUGUST 2023 DEDUCTION CHECKS	159.24	501-2-21900-0000	G/L		15	1
				DEFERRED COMP W/H				

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GENERAL			Continued					
5605	NATIONWIDE	RETIREMENT SOLUTION Continued						
24-00010	5	AUGUST 2023 DEDUCTION CHECKS	143.90	502-2-21400-0000	G/L		16	1
				RETIRMENT W/HOLDING				
24-00010	6	AUGUST 2023 DEDUCTION CHECKS	119.42	502-2-21900-0000	G/L		17	1
				DEFERRED COMP W/HOLDING				
			881.98					
5606	08/25/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					211	
V4-00066	1	LAB TESTING	187.90	502-4-44000-3140	Expenditure		36	1
				TESTING SERVICES				
V4-00066	2	LAB TESTING	206.50	502-4-44000-3140	Expenditure		37	1
				TESTING SERVICES				
V4-00066	3	LAB TESTING	187.90	502-4-44000-3140	Expenditure		38	1
				TESTING SERVICES				
V4-00066	4	LAB TESTING	206.50	502-4-44000-3140	Expenditure		39	1
				TESTING SERVICES				
V4-00066	5	LAB TESTING	202.70	502-4-44000-3140	Expenditure		40	1
				TESTING SERVICES				
V4-00066	6	LAB TESTING	184.10	502-4-44000-3140	Expenditure		41	1
				TESTING SERVICES				
V4-00066	7	LAB TESTING	187.90	502-4-44000-3140	Expenditure		42	1
				TESTING SERVICES				
V4-00075	1	LAB TESTING	25.10	501-4-44000-3140	Expenditure		64	1
				TESTING SERVICES				
			1,388.60					
5607	08/25/23	RKCHE005 R.K. CHEVROLET					211	
V4-00074	1	2023 CHEV TRUCK MAINT	37,366.50	501-4-45000-8005	Expenditure		62	1
				EQUIPMENT/VEHICLES				
V4-00074	2	2023 CHEV TRUCK MAINT	37,366.50	502-4-45000-8005	Expenditure		63	1
				EQUIPMENT/VEHICLES				
			74,733.00					
5608	08/25/23	SOUTH015 SOUTHERN COPIER					211	
V4-00061	1	COLOR COPIES	20.50	100-4-31100-6001	Expenditure		28	1
				OFFICE SUPPLIES				
5609	08/25/23	SUPPL005 THE SUPPLY ROOM					211	
V4-00073	1	TISSUE	84.99	100-4-43200-6005	Expenditure		61	1
				JANITORIAL SUPPLIES				
5610	08/25/23	TENCA005 TENCARVA MACHINERY CO.					211	
V4-00058	1	PUMP SERVICING	7,148.68	502-4-45000-6007	Expenditure		25	1
				REPAIR & MAINT. SUPPLIES				
5611	08/25/23	TMOBI005 T-MOBILE					211	
V4-00063	1	PD PHONE 06/15-08/15	379.08	100-4-31100-5230	Expenditure		30	1
				TELECOMMUNICATIONS				
V4-00063	2	PD PHONE 06/15-08/15	379.08	100-4-31100-5230	Expenditure		31	1
				TELECOMMUNICATIONS				
			758.16					



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GENERAL			Continued				
5612	08/25/23	TROJA005 TROJAN TECHNOLOGIES					211
V4-00068	1	LAMP BALAST	3,491.22	502-4-44000-6007	Expenditure		44 1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.			
5613	08/25/23	UNIVA005 UNIVAR					211
V4-00070	1	WATER CHEMICALS	3,638.12	501-4-44000-6051	Expenditure		54 1
				CHEMICALS			
V4-00070	2	WATER CHEMICALS	7,370.58	501-4-44000-6051	Expenditure		55 1
				CHEMICALS			
			11,008.70				
5614	08/25/23	USABL005 USA BLUE BOOK					211
V4-00069	1	PPE FOR STAFF	239.60	502-4-44000-6011	Expenditure		45 1
				UNIFORMS			
V4-00069	2	PLANT CHEMICAL TRANSFER	37.52	501-4-44000-6007	Expenditure		46 1
				REPAIR & MAINT. SUPPLIES			
V4-00069	3	WATER SUPPLYU TO ANALYZER	260.00	501-4-44000-6007	Expenditure		47 1
				REPAIR & MAINT. SUPPLIES			
V4-00069	4	LAB EQUIP	59.85	502-4-44000-6004	Expenditure		48 1
				LAB SUPPLIES			
V4-00069	5	PLANT CHEMICAL TRANSFER	15.99	501-4-44000-6007	Expenditure		49 1
				REPAIR & MAINT. SUPPLIES			
V4-00069	6	SAFETY GEAR	576.58	502-4-44000-6004	Expenditure		50 1
				LAB SUPPLIES			
V4-00069	7	SAFETY GEAR	120.09	501-4-44000-6004	Expenditure		51 1
				LAB SUPPLIES			
V4-00069	8	SAFETY GEAR	274.38	502-4-44000-6011	Expenditure		52 1
				UNIFORMS			
V4-00069	9	SAFETY GEAR	513.98	501-4-44000-6011	Expenditure		53 1
				UNIFORMS			
			2,097.99				
5615	08/25/23	VALEA005 VA LAW ENFORCEMENT ACCRED. COA					211
V4-00056	1	VALEAC CONFERENCE	300.00	100-4-31100-5501	Expenditure		18 1
				TRAVEL-MILEAGE/CONFERENCE/HOTEL			
5616	08/25/23	WITME005 WITMER PUBLIC SAFETY GROUP					211
V4-00062	1	FED CART	417.08	100-4-31100-5800	Expenditure		29 1
				FIRE RANGE FEES			
5617	08/30/23	ANTWO005 BENCHMARK SYSTEMS, INC.					212
V4-00079	1	0716-0815/2023 MS	628.00	100-4-12510-5600	Expenditure		3 1
				MICROSOFT OFFICE SERVICE			
5618	08/30/23	GFLN005 GFL ENVIRONMENTAL					212
V4-00081	1	SHOOTING RANGE	26.95	100-4-31100-5800	Expenditure		5 1
				FIRE RANGE FEES			
5619	08/30/23	HAROL005 HAROLD BENNETT					212
V4-00080	1	TRAINING 09/01-08/31/2024	4,000.00	100-4-31100-3320	Expenditure		4 1
				PROFESSIONAL SERVICES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL Continued								
5620	08/30/23	LITTL005 LITTLETON AND ASSOCIATES, INC.					212	
V4-00082	1	PAYMENT #6	117,515.00	502-4-94000-8002	Expenditure		6	1
				WWTP CENTRIFUGE				
5621	08/30/23	POSTM005 POSTMASTER, AMHERST					212	
V4-00078	1	AUGUST UTILITY MAILING	315.06	501-4-12420-5210	Expenditure		1	1
				POSTAGE				
V4-00078	2	AUGUST UTILITY MAILING	315.07	502-4-12420-5210	Expenditure		2	1
				POSTAGE				
			630.13					
5622	08/30/23	SUPPL005 THE SUPPLY ROOM					212	
V4-00083	1	PO STAMPS	186.00	100-4-12420-6001	Expenditure		7	1
				OFFICE SUPPLIES				
Checking Account Totals								
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
		Checks:	69	2	681,124.98	17,649.00		
		Direct Deposit:	0	0	0.00	0.00		
		Total:	69	2	681,124.98	17,649.00		
Report Totals								
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>		
		Checks:	69	2	681,124.98	17,649.00		
		Direct Deposit:	0	0	0.00	0.00		
		Total:	69	2	681,124.98	17,649.00		

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	4-100	55,754.37	0.00	703.35	56,457.72
WATER FUND	4-501	190,808.47	226.77	503.35	191,538.59
SEWER FUND	4-502	420,678.76	0.00	427.72	421,106.48
GARBAGE FUND	4-514	11,997.93	0.00	0.00	11,997.93
IDA FUND	4-701	24.26	0.00	0.00	24.26
Total of All Funds:		679,263.79	226.77	1,634.42	681,124.98

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	55,754.37	0.00	703.35	56,457.72
WATER FUND	501	190,808.47	226.77	503.35	191,538.59
SEWER FUND	502	420,678.76	0.00	427.72	421,106.48
GARBAGE FUND	514	11,997.93	0.00	0.00	11,997.93
IDA FUND	701	24.26	0.00	0.00	24.26
Total of All Funds:		679,263.79	226.77	1,634.42	681,124.98

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	4-100	55,754.37	0.00	0.00	0.00	55,754.37
WATER FUND	4-501	190,808.47	0.00	0.00	0.00	190,808.47
SEWER FUND	4-502	420,678.76	0.00	0.00	0.00	420,678.76
GARBAGE FUND	4-514	11,997.93	0.00	0.00	0.00	11,997.93
IDA FUND	4-701	24.26	0.00	0.00	0.00	24.26
Total of All Funds:		<u>679,263.79</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>679,263.79</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><li>• Staff has begun research on Town clock options and exploring best option for location.</li><li>• Planning Commission has held a public hearing and recommended approval of a Comprehensive Plan amendment to allow a conservation easement for the 22 acre park parcel.</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>			

3	Revitalize Downtown Area	4.a	Investigate other towns on beautification and revitalization projects
		4.b	Investigate grants for underground lighting, new brick, trees, street lamps, greenery
		4.c	Coordinate with VDOT on sidewalk widening
		4.d	Evaluate tax incentives for beautification efforts
		4.e	See 2.d
		4.d	Explore parking space elimination to extend more public space
Action Taken: <ul style="list-style-type: none"><li>Staff has held an initial meeting with our VDOT Residency Engineer to discuss issues around having parking spaces eliminated and adding sidewalk space, as well as street trees.</li></ul>			
4	Continuously Improve and Enhance Services		
		5.a	Support continuing education for employees
		5.b	Facility improvements identified in the CIP



**\*\*AUGUST 2023\*\* CALLS FOR SERVICE: 311 MILES PATROLLED: 5,480**

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	60
ALARM	9
PHONE COMPLAINT	131
BOLO	17
MISSING PERSON	2
SHOPLIFTING	1
PROBLEM WITH OTHERS	8
DOMESTIC	2
CHECK WELFARE	11
NOISE OR DOG COMPLAINT	3
TRAFFIC CRASH	12
EMS CALLS	4
SUDDEN DEATH	1
SUSPICIOUS PERSON	11
OTHER	39
CALLS AT AMBRIAR	13

WARNINGS	NUMBER
SPEEDING	6
EQUIPMENT VIOLATION	5
RECKLESS DRIVING	13
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	1
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	3

OTHER	NUMBER
ASSIST OTHER OFFICER	34
ASSIST OTHER AGENCY	14
COURT	4
REPORTS	17
SCHOOL / TRAINING	5
MEETINGS	6
TOWED / IMPOUNDED VEH	

OFFICER INITIATED	NUMBER
BUILDING CHECKS	121
BUSINESS VISIT	58
BUILDING SEARCH	3
TRAFFIC SUMMONS	31
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	235/15
WARRANT SERVICE	14
PROPERTY WALK AROUNDS	87
WARRANTS OBTAINED	4
PARKING TICKETS	
MISD. INVESTIGATION	5
FELONY INVESTIGATION	4
NARCOTICS INV.	
SEARCH WARRANT	3
PUBLIC RELATIONS	16
CITIZEN CONTACT	591

TRAFFIC STOPS TICKETED	NUMBER
SPEEDING	9
EQUIPMENT VIOLATION	
RECKLESS DRIVING	1
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	7
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	15

ARREST	NUMBER
MISDEMEANOR	10
FELONY	6
EPO/PPO	10
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 \*\*AUGUST\*\* ACTIVITIES:**

8/5/2023- All Officers worked at the National Night Out event.

8/6/2023- Capt. Watts and Inv. Floyd spoke at the Monican Nation back to school event.

8/7/2023- Officer Martin Attended DCJS Basic Crime Prevention Class in Hampton Va.

8/8/2023- Capt. Watts attended Grand Jury 1.5 hours.

8/12/23- Officer Martin attended the Colonial Day at Amherst County Museum

8/15/23- Officer Martin attended Amherst County Caring Coalition Board Meeting (TICN)

8/18/2023- Chief Shiflett and Capt. Watts attended after council meeting.

8/19/2023- Capt. Watts and Officer Martin attended the Bows and Badges event at Reedy's Archery.

8/29/2023- Chief Shiflett attended Horizon Board meeting.

8/30/2023- Chief Shiflett attended the Christmas Parade meeting.

8/31/2023- Departmental pictures were done.

8/31/2023- Officer Rose attended Fair meeting.



Reserve hours worked: 18

Officer Martin worked with Assistant Accreditation Manager Alison Davis on completing files for our accreditation. We end our second term on September 2, 2023.

Vehicle Inspections completed for all fleet vehicles.

Installs have been completed for computers and docking stations for Officers.

### **AFTER HOURS CALLS**

8/4/23 Ambriar Plaza- Alarm

8/7/23 S. Main St.- Alarm

8/11/23 Ambriar Plaza 911- Hangup

8/21/23 Walnut St. Problems- with Others

8/24/23 Loch Lane Suspicious- Vehicle

8/28/23 S. Main St.- Alarm

### **ASSIST COUNTY CALLS**



# 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:** September 6, 2023  
**Re:** August 2023 Monthly Report

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## **Utilities:**

- August 2023 utility billing total was \$174,626.93.
- There were seven disconnects for August 2023.
- Five new account set-ups.
- Our online payment system now has a feature for customers to set up Auto-Pay. A notice about this was on the August utility bills.

## **Accounts Payable:**

- The total amount of checks cut for June bills, including payroll deductions was \$691,124.98.
- Please see attached report for full check listing.

## **Meals and Beverage Tax:**

- 19 Businesses paid \$61,034.26 in Meals and Beverage Tax for the month of July 2023.

## **Revenue and Expense Report:**

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

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

09/06/2023  
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**Revenue Account Range:** First to Last

**Expend Account Range:** First to Last

**Print Zero YTD Activity:** No

**Include Non-Anticipated:** Yes

**Include Non-Budget:** Yes

**Year To Date As Of:** 08/31/23

**Current Period:** 08/01/23 to 08/31/23

**Prior Year:** 08/01/22 to 08/31/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
100-3-11060-0002	INTEREST ON DEL TAXES	29.63	0.00	0.00	0.00	0.00	0.00	0
100-3-12010-0001	LOCAL SALES & USE TAX	12,165.71	146,400.00	36,898.16	48,956.59	0.00	97,443.41 -	33
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,150.01	25,000.00	2,154.04	4,242.02	0.00	20,757.98 -	17
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,572.66	18,000.00	1,396.93	2,595.57	0.00	15,404.43 -	14
	<b>12020 Total</b>	<b>3,722.67</b>	<b>43,000.00</b>	<b>3,550.97</b>	<b>6,837.59</b>	<b>0.00</b>	<b>36,162.41 -</b>	<b>16</b>
100-3-12030-0006	BUSINESS LICENSE TAX	5,966.32	130,000.00	4,514.51	26,288.62	0.00	103,711.38 -	20
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	694.56	1,300.00	560.38	3,098.96	0.00	1,798.96	238
	<b>12030 Total</b>	<b>6,660.88</b>	<b>131,300.00</b>	<b>5,074.89</b>	<b>29,387.58</b>	<b>0.00</b>	<b>101,912.42 -</b>	<b>22</b>
100-3-12050-0001	MOTOR VEHICLE LICENSES	25.00	40,000.00	0.00	0.00	0.00	40,000.00 -	0
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES	24.90	300.00	0.00	0.00	0.00	300.00 -	0
	<b>12050 Total</b>	<b>49.90</b>	<b>40,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,300.00 -</b>	<b>0</b>
100-3-12060-0001	BANK STOCK FEE	0.00	70,000.00	0.00	0.00	0.00	70,000.00 -	0
100-3-12080-0001	CIGARETTE TAX	0.00	30,000.00	6,000.00	6,000.00	0.00	24,000.00 -	20
100-3-12100-0001	LODGING TAX	608.68	12,000.00	1,439.15	3,400.57	0.00	8,599.43 -	28
100-3-12110-0001	MEALS TAX	60,725.02	700,000.00	62,033.20	128,718.34	0.00	571,281.66 -	18
100-3-12110-0002	MEALS TAX-PEN & INTEREST	191.72	600.00	28.69	223.47	0.00	376.53 -	37
	<b>12110 Total</b>	<b>60,916.74</b>	<b>700,600.00</b>	<b>62,061.89</b>	<b>128,941.81</b>	<b>0.00</b>	<b>571,658.19 -</b>	<b>18</b>
100-3-13030-0007	ZONING PERMITS	823.35	0.00	0.00	0.00	0.00	0.00	0
100-3-14010-0001	FINES & FORFEITURES	1,224.43	6,000.00	1,294.52	2,383.13	0.00	3,616.87 -	40
100-3-15010-0001	INTEREST ON BANK DEPOSITS	145.80	5,000.00	0.00	0.00	0.00	5,000.00 -	0
100-3-15010-0002	INTEREST ON INVESTMENTS	3,228.59	20,000.00	0.00	0.00	0.00	20,000.00 -	0

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

09/06/2023  
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<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>
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	19,870.44 -	0.00	0.00	0.00	0.00	0.00	0
	<b>15010 Total</b>	<b>16,496.05 -</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00 -</b>	<b>0</b>
100-3-15020-0005	TOWER LEASE	904.93	10,859.16	0.00	904.93	0.00	9,954.23 -	8
100-3-16030-0001	POLICE SECURITY	861.28	20,000.00	215.28	1,291.68	0.00	18,708.32 -	6
100-3-18030-0001	REFUNDS	0.00	500.00	2,699.26	3,185.54	0.00	2,685.54	637
100-3-18030-0005	RETURNED CHECK FEE	255.00	0.00	0.00	0.00	0.00	0.00	0
100-3-18030-0006	ACCIDENT REPORTS	20.00	250.00	25.00	25.00	0.00	225.00 -	10
100-3-18030-0007	MISC REV	127.58	0.00	0.00	2.00	0.00	2.00	0
100-3-18030-0008	COLLECTION FEE	30.00	2,000.00	237.75	571.99	0.00	1,428.01 -	29
	<b>18030 Total</b>	<b>432.58</b>	<b>2,750.00</b>	<b>2,962.01</b>	<b>3,784.53</b>	<b>0.00</b>	<b>1,034.53</b>	<b>138</b>
100-3-18990-0003	DONATIONS-POLICE	0.00	0.00	50.00	50.00	0.00	50.00	0
100-3-19020-0005	DMV STOP FEES	154.84	1,200.00	179.83	391.14	0.00	808.86 -	33
100-3-22010-0007	ROLLING STOCK TAX	2,403.26	2,400.00	2,623.01	2,627.62	0.00	227.62	109
100-3-22010-0009	PERSONAL PROPERTY TAX RELIEF	17,455.92	17,455.92	17,455.92	17,455.92	0.00	0.00	100
100-3-22010-0010	RENTAL TAX	360.63	3,000.00	138.91	286.37	0.00	2,713.63 -	10
100-3-22010-0030	COMMUNICATION TAX FROM STATE	5,723.31	70,800.00	5,591.45	11,268.35	0.00	59,531.65 -	16
	<b>22010 Total</b>	<b>25,943.12</b>	<b>93,655.92</b>	<b>25,809.29</b>	<b>31,638.26</b>	<b>0.00</b>	<b>62,017.66 -</b>	<b>34</b>
100-3-24010-0001	DCJS GRANTS	18,750.00	92,000.00	0.00	0.00	0.00	92,000.00 -	0
100-3-24010-0003	STATE POLICE AID	0.00	64,664.00	0.00	0.00	0.00	64,664.00 -	0
	<b>24010 Total</b>	<b>18,750.00</b>	<b>156,664.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>156,664.00 -</b>	<b>0</b>
100-3-24020-0001	FIRE PROGRAM GRANT	0.00	15,000.00	0.00	0.00	0.00	15,000.00 -	0
100-3-41040-0006	FOIA REQUESTS	0.00	0.00	12.79	12.79	0.00	12.79	0
100-3-42000-0000	RESERVE	0.00	186,127.21	0.00	0.00	0.00	186,127.21 -	0
	<b>GENERAL FUND Revenue Totals</b>	<b>116,752.69</b>	<b>1,690,856.29</b>	<b>145,548.78</b>	<b>263,980.60</b>	<b>0.00</b>	<b>1,426,875.69 -</b>	<b>16</b>

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

09/06/2023  
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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>
100-4-11010-0000	TOWN COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-11010-1100	WAGES	950.00	11,400.00	950.00	1,900.00	0.00	9,500.00	17
100-4-11010-2100	FICA	72.70	872.10	72.70	145.40	0.00	726.70	17
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	3,132.56	5,000.00	0.00	504.88	0.00	4,495.12	10
	<b>11010 TOWN COUNCIL</b>	<b>4,155.26</b>	<b>17,272.10</b>	<b>1,022.70</b>	<b>2,550.28</b>	<b>0.00</b>	<b>14,721.82</b>	<b>15</b>
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	3,717.71	54,705.81	3,977.32	7,569.04	0.00	47,136.77	14
100-4-12110-1300	PT WAGES	2,964.86	41,241.26	3,172.74	6,241.54	0.00	34,999.72	15
100-4-12110-2100	FICA	519.24	7,339.95	554.99	1,072.41	0.00	6,267.54	15
100-4-12110-2200	VRS	892.63	4,950.72	866.64	1,655.58	0.00	3,295.14	33
100-4-12110-2300	HEALTH INSURANCE	661.82	8,602.44	694.22	1,328.15	0.00	7,274.29	15
100-4-12110-2400	GROUP LIFE INSURANCE	56.54	733.06	60.08	114.42	0.00	618.64	16
100-4-12110-2500	STD/LONG-TERM DISABILITY	22.12	288.85	24.08	24.08	0.00	264.77	8
100-4-12110-2600	UNEMPLOYMENT INSURANCE	0.00	26.00	0.00	0.00	0.00	26.00	0
100-4-12110-2700	WORKER'S COMP	0.00	125.03	0.00	0.00	0.00	125.03	0
100-4-12110-3600	ADVERTISING	0.00	2,000.00	362.72	362.72	0.00	1,637.28	18
100-4-12110-5000	CONTINGENCY REQUIREMENT	271.78	50,726.00	78.98	197.73	0.00	50,528.27	0
100-4-12110-5210	POSTAGE	0.00	250.00	47.45	60.60	0.00	189.40	24
100-4-12110-5230	TELECOMMUNICATIONS	45.00	540.00	45.00	90.00	0.00	450.00	17
100-4-12110-5307	CRIME & CYBER INSURANCE	0.00	2,225.00	0.00	0.00	0.00	2,225.00	0
100-4-12110-5501	TRAVEL-MILAGE/HOTEL/CONFERENCE	545.72	3,000.00	0.00	52.00	0.00	2,948.00	2
100-4-12110-5810	DUES & MEMBERSHIPS	25.00	2,500.00	190.83	190.83	0.00	2,309.17	8
	<b>12110 TOWN MANAGER</b>	<b>9,722.42</b>	<b>179,254.12</b>	<b>10,075.05</b>	<b>18,959.10</b>	<b>0.00</b>	<b>160,295.02</b>	<b>11</b>
100-4-12210-3150	TOWN ATTORNEY	2,000.00	26,750.00	2,140.00	4,140.00	0.00	22,610.00	15
100-4-12240-3150	INDEPENDENT AUDITOR	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0

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

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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	4,259.35	49,879.28	3,836.94	7,471.62	0.00	42,407.66	15
100-4-12420-1300	PT WAGES	335.37	5,083.25	298.16	597.83	0.00	4,485.42	12
100-4-12420-2100	FICA	317.11	4,204.63	346.66	677.94	0.00	3,526.69	16
100-4-12420-2200	VRS	840.48	8,444.56	814.46	1,589.79	0.00	6,854.77	19
100-4-12420-2300	HEALTH INSURANCE	781.51	8,155.56	1,399.64	2,799.28	0.00	5,356.28	34
100-4-12420-2400	GROUP LIFE INSURANCE	62.53	668.38	64.46	125.81	0.00	542.57	19
100-4-12420-2500	HYBRID DISABILITY	0.00	0.00	4.40	4.40	0.00	4.40 -	0
100-4-12420-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	0.00	0.00	41.60	0
100-4-12420-2700	WORKER'S COMP	0.00	104.04	0.00	0.00	0.00	104.04	0
100-4-12420-3009	DMV STOPS	175.00	2,000.00	150.00	650.00	0.00	1,350.00	32
100-4-12420-3150	PROFESSIONAL SVCS	0.00	3,800.00	0.00	0.00	0.00	3,800.00	0
100-4-12420-3160	BANKING SERVICE CHARGES	27.42	800.00	0.00	0.00	0.00	800.00	0
100-4-12420-3170	VIP MANAGEMENT FEE	247.53	3,500.00	0.00	0.00	0.00	3,500.00	0
100-4-12420-3320	SERVICE CONTRACTS	0.00	4,250.00	0.00	0.00	0.00	4,250.00	0
100-4-12420-3600	ADVERTISING	0.00	200.00	259.97	259.97	0.00	59.97 -	130
100-4-12420-5000	MISC EXP	0.00	0.00	14.99	14.99	0.00	14.99 -	0
100-4-12420-5210	POSTAGE	7.38	3,000.00	0.00	16.60	0.00	2,983.40	1
100-4-12420-5230	TELECOMMUNICATIONS	90.00	1,080.00	90.00	180.00	0.00	900.00	17
100-4-12420-5400	TUITION REIMBURSEMENT	0.00	8,000.00	0.00	2,647.25	0.00	5,352.75	33
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
100-4-12420-5810	DUES & MEMBERSHIPS	200.00	300.00	200.00	200.00	0.00	100.00	67
100-4-12420-6001	OFFICE SUPPLIES	297.32	4,000.00	186.00	273.48	0.00	3,726.52	7
	<b>12420 FINANCE DEPARTMENT</b>	<b>7,641.00</b>	<b>110,511.30</b>	<b>7,665.68</b>	<b>17,508.96</b>	<b>0.00</b>	<b>93,002.34</b>	<b>16</b>
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	355.58	9,000.00	51.39	102.09	0.00	8,897.91	1
100-4-12510-3340	WEBSITE MAINTENANCE	0.00	1,000.00	0.00	450.00	0.00	550.00	45

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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>
100-4-12510-5600	MICROSOFT OFFICE SERVICE	556.00	8,000.00	1,043.50	2,045.75	0.00	5,954.25	26
100-4-12510-6002	I.T. SUPPLIES	1,393.02	5,000.00	243.77	582.52	0.00	4,417.48	12
100-4-12510-8001	I.T. EQUIPMENT	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
<b>12510 INFORMATION TECHNOLOGY</b>		<b>2,304.60</b>	<b>28,000.00</b>	<b>1,338.66</b>	<b>3,180.36</b>	<b>0.00</b>	<b>24,819.64</b>	<b>11</b>
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	29,414.88	436,639.62	34,980.08	69,365.50	0.00	367,274.12	16
100-4-31100-1200	OVERTIME	0.00	8,453.09	798.39	4,804.07	0.00	3,649.02	57
100-4-31100-1300	PT WAGES	3,049.70	31,516.13	1,548.80	3,048.25	0.00	28,467.88	10
100-4-31100-1400	OTHER PAY/HOLIDAY	0.00	13,904.30	0.00	1,658.24	0.00	12,246.06	12
100-4-31100-1500	SECURITY WAGES	400.00	20,000.00	0.00	400.00	0.00	19,600.00	2
100-4-31100-2100	FICA	2,421.33	37,524.26	2,673.05	5,699.04	0.00	31,825.22	15
100-4-31100-2200	VRS	5,702.45	73,923.09	6,166.46	12,216.00	0.00	61,707.09	17
100-4-31100-2300	HEALTH INSURANCE	4,839.50	74,262.00	6,077.07	12,214.11	0.00	62,047.89	16
100-4-31100-2400	GROUP LIFE INSURANCE	451.36	5,850.97	424.48	839.03	0.00	5,011.94	14
100-4-31100-2500	STD/LONG-TERM DISABILITY	9.65	123.94	10.33	10.33	0.00	113.61	8
100-4-31100-2600	UNEMPLOYMENT INSURANCE	0.00	93.45	0.00	0.00	0.00	93.45	0
100-4-31100-2700	WORKER'S COMP	0.00	14,140.78	0.00	0.00	0.00	14,140.78	0
100-4-31100-2710	LODA INSURANCE	0.00	2,642.00	0.00	0.00	0.00	2,642.00	0
100-4-31100-3310	REPAIR & MAINT. SVCS	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
100-4-31100-3320	PROFESSIONAL SERVICES	7,000.00	4,000.00	4,000.00	4,000.00	0.00	0.00	100
100-4-31100-3400	CODE RED	0.00	2,700.00	0.00	0.00	0.00	2,700.00	0
100-4-31100-3600	ADVERTISING	0.00	500.00	0.00	0.00	0.00	500.00	0
100-4-31100-5210	POSTAGE	4.50	500.00	0.00	0.00	0.00	500.00	0
100-4-31100-5230	TELECOMMUNICATIONS	553.24	10,000.00	1,048.74	1,048.74	0.00	8,951.26	10
100-4-31100-5305	MOTOR VEHICLE INSURANCE	0.00	2,844.68	0.00	0.00	0.00	2,844.68	0
100-4-31100-5306	OTHER PROPERTY INSURANCE	0.00	163.69	0.00	0.00	0.00	163.69	0
100-4-31100-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	20.00	5,000.00	300.00	395.85	0.00	4,604.15	8



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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>
100-4-31100-5700	EVENTS	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
100-4-31100-5800	FIRE RANGE FEES	0.00	3,000.00	444.03	470.98	0.00	2,529.02	16
100-4-31100-5801	ATTORNEY FEES	0.00	2,000.00	450.00	450.00	0.00	1,550.00	22
100-4-31100-5810	DUES & MEMBERSHIP	5,015.00	6,000.00	0.00	4,248.00	0.00	1,752.00	71
100-4-31100-6001	OFFICE SUPPLIES	457.39	3,000.00	130.47	130.47	0.00	2,869.53	4
100-4-31100-6003	CANINE SUPPLIES	668.80	4,000.00	0.00	0.00	0.00	4,000.00	0
100-4-31100-6008	FUEL	1,774.39	20,000.00	1,624.48	2,191.76	0.00	17,808.24	11
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIE:	0.00	9,000.00	64.00	2,111.52	0.00	6,888.48	23
100-4-31100-6010	POLICE SUPPLIES	1,534.61	45,000.00	19,234.25	26,175.38	0.00	18,824.62	58
100-4-31100-6011	UNIFORMS	260.60	4,000.00	43.68	588.34	0.00	3,411.66	15
100-4-31100-6030	CRIME PREVENTION	4,455.06	5,000.00	0.00	0.00	0.00	5,000.00	0
100-4-31100-6032	INVESTIGATION EXPENSE	0.00	2,500.00	22.99	22.99	0.00	2,477.01	1
100-4-31100-8005	VEHICLES/EQUIPMENT	0.00	104,692.08	0.00	0.00	0.00	104,692.08	0
<b>31100 POLICE DEPARTMENT</b>		<b>68,032.46</b>	<b>966,974.08</b>	<b>80,041.30</b>	<b>152,088.60</b>	<b>0.00</b>	<b>814,885.48</b>	<b>16</b>
100-4-32200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-32200-5600	FIRE DEPT CONTRIBUTIONS	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
100-4-32200-5701	FIRE PROGRAM GRANTS	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
<b>32200 CONTROL</b>		<b>0.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0</b>
100-4-41320-5100	STREETLIGHTS	82.37	26,085.79	2,722.95	2,817.17	0.00	23,268.62	11
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	2,804.86	43,140.93	2,639.01	6,377.56	0.00	36,763.37	15
100-4-43200-1300	PT WAGES	769.39	15,452.12	922.09	1,792.45	0.00	13,659.67	12
100-4-43200-1400	OTHER PAY/HOLIDAY	0.00	4,125.28	0.00	261.92	0.00	3,863.36	6
100-4-43200-2100	FICA	262.98	3,300.28	272.45	643.98	0.00	2,656.30	20
100-4-43200-2200	VRS	689.92	7,303.76	488.92	1,164.08	0.00	6,139.68	16
100-4-43200-2300	HEALTH INSURANCE	693.59	10,613.40	644.38	1,592.21	0.00	9,021.19	15

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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>
100-4-43200-2400	GROUP LIFE INSURANCE	43.54	578.09	40.45	96.64	0.00	481.45	17
100-4-43200-2500	HYBRID DISABILITY	0.00	100.10	0.00	0.00	0.00	100.10	0
100-4-43200-2600	UNEMPLOYMENT INSURANCE	0.00	83.20	0.00	0.00	0.00	83.20	0
100-4-43200-2700	WORKER'S COMP	0.00	146.91	0.00	0.00	0.00	146.91	0
100-4-43200-5100	ELECTRIC	559.04	7,702.60	715.72	1,399.09	0.00	6,303.51	18
100-4-43200-5110	HEATING SERVICES	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0
100-4-43200-5120	WATER/SEWER	544.99	3,759.00	329.15	641.31	0.00	3,117.69	17
100-4-43200-5230	TELECOMMUNICATION	1,156.53	11,136.00	1,729.87	2,018.62	0.00	9,117.38	18
100-4-43200-5304	PROPERTY INSURANCE	0.00	358.22	0.00	0.00	0.00	358.22	0
100-4-43200-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	0.00	1,126.76	0
100-4-43200-5306	OTHER PROPERTY INSURANCE	0.00	1,281.25	0.00	0.00	0.00	1,281.25	0
100-4-43200-5308	GENERAL LIABILITY INSURANCE	0.00	5,433.00	0.00	0.00	0.00	5,433.00	0
100-4-43200-5410	LEASE OF EQUIPMENT	0.00	7,000.00	0.00	0.00	0.00	7,000.00	0
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
100-4-43200-6001	OFFICE SUPPLIES	0.00	750.00	0.00	0.00	0.00	750.00	0
100-4-43200-6005	JANITORIAL SUPPLIES	0.00	3,000.00	84.99	125.05	0.00	2,874.95	4
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	94.94	21,500.00	3,072.12	3,072.12	0.00	18,427.88	14
100-4-43200-6008	FUEL	1,321.80	20,000.00	1,801.65	2,227.61	0.00	17,772.39	11
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	7,885.40	24,000.00	36.75	319.39	0.00	23,680.61	1
100-4-43200-6011	UNIFORMS	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
100-4-43200-6012	CHRISTMAS DECORATIONS	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
100-4-43200-6013	AG SUPPLIES	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
100-4-43200-8005	EQUIPMENT/VEHICLES	0.00	68,000.00	0.00	0.00	0.00	68,000.00	0
	<b>43200 GENERAL MAINTENANCE</b>	<b>16,826.98</b>	<b>276,390.90</b>	<b>12,777.55</b>	<b>21,732.03</b>	<b>0.00</b>	<b>254,658.87</b>	<b>8</b>
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
100-4-72200-5600	MUSEUM CONTRIBUTIONS	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
100-4-81100-0000	PLANNING/ZONING	0.00	0.00	0.00	0.00	0.00	0.00	0

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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>
100-4-81100-3600	ADVERTISING	118.52	0.00	0.00	0.00	0.00	0.00	0
100-4-81100-5810	DUES/MEMBERSHIP	0.00	1,118.00	0.00	0.00	0.00	1,118.00	0
	<b>81100 PLANNING/ZONING</b>	<b>118.52</b>	<b>1,118.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,118.00</b>	<b>0</b>
100-4-83500-5600	NEIGHBORS HELPING NEIGHBORS CON	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
100-4-92000-9000	REVENUE REFUNDS	45.00	0.00	0.00	0.00	0.00	0.00	0
	<b>GENERAL FUND Expenditure Totals</b>	<b>110,928.61</b>	<b>1,690,856.29</b>	<b>117,783.89</b>	<b>222,976.50</b>	<b>0.00</b>	<b>1,467,879.79</b>	<b>13</b>
<b>100 GENERAL FUND</b>								
	<b>Revenues:</b>		<b>116,752.69</b>	<b>145,548.78</b>	<b>263,980.60</b>			
	<b>Expenditures:</b>		<b>110,928.61</b>	<b>117,783.89</b>	<b>222,976.50</b>			
	<b>Net Income:</b>		<b>5,824.08</b>	<b>27,764.89</b>	<b>41,004.10</b>			

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
501-3-16080-0005	WATER IN-TOWN BASE CHARGES	19,754.06	269,934.29	0.00	0.00	0.00	269,934.29 -	0
501-3-16080-0006	WATER OT BASE CHARGES	15,930.27	175,851.84	0.00	0.00	0.00	175,851.84 -	0
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	33,352.70	408,047.97	0.00	0.00	0.00	408,047.97 -	0
501-3-16080-0008	WATER OT USAGE CHARGES	25,942.42	291,179.13	0.00	0.00	0.00	291,179.13 -	0
501-3-16080-0009	PENALTIES	17,563.96	20,000.00	0.00	0.00	0.00	20,000.00 -	0
501-3-16080-0010	TRIP CHARGES	800.00	8,000.00	0.00	0.00	0.00	8,000.00 -	0
501-3-16080-0011	DORMANT ACCT FEE	322.66	3,715.33	0.00	0.00	0.00	3,715.33 -	0
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,764.00	0.00	0.00	0.00	4,764.00 -	0
501-3-16080-0013	AVAILABILITY FEE	1,192.63	3,000.00	390.27	2,740.72	0.00	259.28 -	91
501-3-16080-0014	WATER CHARGES-SBC	8,025.00	131,625.12	0.00	0.00	0.00	131,625.12 -	0
501-3-16080-0015	PREPAY UTILITIES	0.00	0.00	226.77 -	226.77 -	0.00	226.77 -	0
	<b>16080 Total</b>	<b>123,280.70</b>	<b>1,316,117.68</b>	<b>163.50</b>	<b>2,513.95</b>	<b>0.00</b>	<b>1,313,603.73 -</b>	<b>0</b>
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	600.00	0.00	0.00	0.00	0.00	0.00	0
501-3-42000-0000	RESERVE FUNDS	0.00	101,851.33	0.00	0.00	0.00	101,851.33 -	0
	<b>WATER FUND Revenue Totals</b>	<b>123,880.70</b>	<b>1,417,969.01</b>	<b>163.50</b>	<b>2,513.95</b>	<b>0.00</b>	<b>1,415,455.06 -</b>	<b>0</b>
Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
501-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12110-1100	WAGES	3,220.72	43,962.71	3,559.17	6,949.12	0.00	37,013.59	16
501-4-12110-1300	PT WAGES	370.60	5,058.80	396.60	780.20	0.00	4,278.60	15
501-4-12110-2100	FICA	289.12	3,750.15	318.54	622.37	0.00	3,127.78	17
501-4-12110-2200	VRS	728.64	9,232.17	805.64	1,572.78	0.00	7,659.39	17
501-4-12110-2300	HEALTH INSURANCE	340.10	4,468.80	370.52	740.95	0.00	3,727.85	17
501-4-12110-2400	GROUP LIFE INSURANCE	46.50	589.10	51.40	100.35	0.00	488.75	17
501-4-12110-2500	STD/LONG-TERM DISABILITY	18.42	232.11	20.36	20.36	0.00	211.75	9
	<b>12110 TOWN MANAGER</b>	<b>5,014.10</b>	<b>67,293.84</b>	<b>5,522.23</b>	<b>10,786.13</b>	<b>0.00</b>	<b>56,507.71</b>	<b>16</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>
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	2,723.54	37,853.15	3,037.10	5,902.42	0.00	31,950.73	16
501-4-12420-1300	PT WAGES	670.76	9,976.48	596.32	1,195.65	0.00	8,780.83	12
501-4-12420-2100	FICA	243.68	3,658.97	257.54	502.14	0.00	3,156.83	14
501-4-12420-2200	VRS	467.45	6,408.54	492.64	954.98	0.00	5,453.56	15
501-4-12420-2300	HEALTH INSURANCE	506.84	7,820.40	230.93	461.61	0.00	7,358.79	6
501-4-12420-2400	GROUP LIFE INSURANCE	39.15	507.23	39.00	75.60	0.00	431.63	15
501-4-12420-2500	HYBRID DISABILITY	0.00	0.00	8.60	8.60	0.00	8.60 -	0
501-4-12420-3160	BANKING SERVICE CHARGES	7.00	200.00	0.00	0.00	0.00	200.00	0
501-4-12420-3320	SUPPORT CONTRACTS	0.00	3,600.00	0.00	0.00	0.00	3,600.00	0
501-4-12420-5210	POSTAGE	295.54	3,600.00	315.06	629.26	0.00	2,970.74	17
501-4-12420-6001	OFFICE SUPPLIES	1,486.00	2,200.00	0.00	0.00	0.00	2,200.00	0
88	<b>12420 FINANCE DEPARTMENT</b>	<b>6,439.96</b>	<b>75,824.77</b>	<b>4,977.19</b>	<b>9,730.26</b>	<b>0.00</b>	<b>66,094.51</b>	<b>13</b>
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	8,888.10	170,869.00	14,589.81	26,996.83	0.00	143,872.17	16
501-4-44000-1200	OVERTIME	0.00	0.00	822.16	1,006.06	0.00	1,006.06 -	0
501-4-44000-1300	PT WAGES	1,076.96	27,299.88	2,683.22	5,016.50	0.00	22,283.38	18
501-4-44000-1400	OTHER/HOLIDAY	91.74	6,114.07	579.40	1,628.37	0.00	4,485.70	27
501-4-44000-2100	FICA	713.82	15,627.65	1,368.38	2,529.41	0.00	13,098.24	16
501-4-44000-2200	VRS	1,419.27	22,983.97	2,632.76	4,869.84	0.00	18,114.13	21
501-4-44000-2300	HEALTH INSURANCE	1,285.70	33,516.00	2,827.10	5,312.64	0.00	28,203.36	16
501-4-44000-2400	GROUP LIFE INSURANCE	114.74	2,289.62	211.08	390.69	0.00	1,898.93	17
501-4-44000-2500	LONG-TERM DISABILITY	0.00	492.41	17.66	17.66	0.00	474.75	4
501-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	0.00	0.00	41.60	0
501-4-44000-2700	WORKER'S COMP	0.00	4,115.07	0.00	0.00	0.00	4,115.07	0
501-4-44000-3140	TESTING SERVICES	53.21	31,000.00	25.10	459.20	0.00	30,540.80	1
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	500.00	0.00	2,700.00	16

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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>
501-4-44000-3310	REPAIR & MAINT. SVCS	1,143.67	10,000.00	0.00	0.00	0.00	10,000.00	0
501-4-44000-3600	ADVERTISING	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
501-4-44000-5100	ELECTRICAL SVCS	5,614.34	47,707.13	5,105.84	10,532.06	0.00	37,175.07	22
501-4-44000-5120	WATER & SEWER	3,743.47	40,400.00	86.15	170.90	0.00	40,229.10	0
501-4-44000-5210	POSTAGE	8.95	2,000.00	0.00	8.13	0.00	1,991.87	0
501-4-44000-5230	TELECOMMUNICATIONS	259.47	5,040.00	325.41	415.41	0.00	4,624.59	8
501-4-44000-5304	PROPERTY INSURANCE	0.00	1,976.14	0.00	0.00	0.00	1,976.14	0
501-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	360.70	0.00	0.00	0.00	360.70	0
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	25.00	3,000.00	0.00	125.00	0.00	2,875.00	4
501-4-44000-5600	PERMITS	0.00	7,500.00	0.00	3,558.00	0.00	3,942.00	47
501-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	0.00	225.00	0.00	1,775.00	11
501-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	2,529.87	2,529.87	0.00	529.87 -	126
501-4-44000-6004	LAB SUPPLIES	1,468.67	15,000.00	261.89	21,558.59	0.00	6,558.59 -	144
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	245.34	20,000.00	1,756.01	1,756.01	0.00	18,243.99	9
501-4-44000-6008	FUEL/OIL	2,087.38	3,000.00	0.00	0.00	0.00	3,000.00	0
501-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
501-4-44000-6011	UNIFORMS	0.00	1,500.00	513.98	513.98	0.00	986.02	34
501-4-44000-6051	CHEMICALS	4,289.56	108,000.00	11,008.70	11,008.70	0.00	96,991.30	10
501-4-44000-8005	EQUIPMENT	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
	<b>44000 WATER OPERATIONAL</b>	<b>32,779.39</b>	<b>607,033.24</b>	<b>47,594.52</b>	<b>101,128.85</b>	<b>0.00</b>	<b>505,904.39</b>	<b>17</b>
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	9,265.35	125,683.37	8,938.00	16,899.44	0.00	108,783.93	13
501-4-45000-1200	PT WAGES	0.00	734.15	0.00	0.00	0.00	734.15	0
501-4-45000-1300	PT WAGES	59.76	1,821.68	69.26	142.41	0.00	1,679.27	8
501-4-45000-2100	FICA	676.12	9,810.30	690.42	1,306.30	0.00	8,504.00	13
501-4-45000-2200	VRS	1,590.84	21,278.19	1,548.18	2,928.64	0.00	18,349.55	14
501-4-45000-2300	HEALTH INSURANCE	2,081.09	27,930.00	1,983.03	3,815.75	0.00	24,114.25	14

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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>
501-4-45000-2400	GROUP LIFE INSURANCE	133.24	1,684.16	128.38	242.69	0.00	1,441.47	14
501-4-45000-2500	HYBRID DISABILITY	0.00	50.05	0.00	0.00	0.00	50.05	0
501-4-45000-2700	WORKER'S COMP	0.00	6,380.09	0.00	0.00	0.00	6,380.09	0
501-4-45000-3310	REPAIR & MAINT. SVCS	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
501-4-45000-5130	MISS UTILITY	30.45	800.00	0.00	0.00	0.00	800.00	0
501-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	0.00	1,126.76	0
501-4-45000-5410	LEASE OF EQUIPMENT	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
501-4-45000-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
501-4-45000-5810	DUES & MEMBERSHIP	0.00	200.00	0.00	0.00	0.00	200.00	0
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	121.44	20,000.00	1,548.33	1,548.33	0.00	18,451.67	8
501-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	37,366.50	37,366.50	0.00	19,366.50 -	208
	<b>45000 WATER MAINTENANCE</b>	<b>13,958.29</b>	<b>243,498.75</b>	<b>52,272.10</b>	<b>64,250.06</b>	<b>0.00</b>	<b>179,248.69</b>	<b>26</b>
40501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEM	541,845.58	0.00	104,791.77	104,791.77	0.00	104,791.77 -	0
501-4-94000-9000	CAPITAL IMPROVEMENTS	66,500.00	0.00	0.00	0.00	0.00	0.00	0
	<b>94000 CONTROL</b>	<b>608,345.58</b>	<b>0.00</b>	<b>104,791.77</b>	<b>104,791.77</b>	<b>0.00</b>	<b>104,791.77 -</b>	<b>0</b>
501-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9000	60W W/L PRINCIPLE	0.00	17,202.68	0.00	0.00	0.00	17,202.68	0
501-4-95000-9001	60W W/L INTEREST	0.00	11,841.24	0.00	0.00	0.00	11,841.24	0
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	0.00	78,352.35	0.00	0.00	0.00	78,352.35	0
501-4-95000-9005	MAINSTREET W/L INTEREST	0.00	14,866.45	0.00	0.00	0.00	14,866.45	0
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	8,240.64	102,248.00	0.00	0.00	0.00	102,248.00	0
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	2,463.01	24,960.00	0.00	0.00	0.00	24,960.00	0
501-4-95000-9008	WATER PLANT UPGRADES PRINCIPLES	0.00	84,247.39	0.00	0.00	0.00	84,247.39	0
501-4-95000-9009	WATER PLANT UPGRADES INTEREST	0.00	90,600.30	0.00	0.00	0.00	90,600.30	0
	<b>95000 DEBT SERVICE</b>	<b>10,703.65</b>	<b>424,318.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>424,318.41</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>
	<b>WATER FUND Expenditure Totals</b>	<b>677,240.97</b>	<b>1,417,969.01</b>	<b>215,157.81</b>	<b>290,687.07</b>	<b>0.00</b>	<b>1,127,281.94</b>	<b>20</b>
<b>501 WATER FUND</b>								
			<b>Prior</b>	<b>Current</b>	<b>YTD</b>			
	Revenues:		123,880.70	163.50	2,513.95			
	Expenditures:		677,240.97	215,157.81	290,687.07			
	Net Income:		553,360.27 -	214,994.31 -	288,173.12 -			



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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>
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	30,126.95	366,129.74	0.00	0.00	0.00	366,129.74 -	0
502-3-16080-0006	SEWER OT BASE CHARGES	10,863.09	144,879.09	0.00	0.00	0.00	144,879.09 -	0
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	20,824.77	269,596.69	0.00	0.00	0.00	269,596.69 -	0
502-3-16080-0008	SEWER OT USAGE CHARGE	8,842.39	117,929.46	0.00	0.00	0.00	117,929.46 -	0
502-3-16080-0009	PENALTIES	2,006.09	15,000.00	0.00	0.00	0.00	15,000.00 -	0
502-3-16080-0011	DORMANT ACCT FEE	484.67	5,395.54	0.00	0.00	0.00	5,395.54 -	0
	<b>16080 Total</b>	<b>73,147.96</b>	<b>918,930.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>918,930.52 -</b>	<b>0</b>
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	2,913.40	50,000.00	14,404.96	14,404.96	0.00	35,595.04 -	29
502-3-19020-0004	SBC SEWER REHAB	0.00	11,172.00	2,793.00	2,793.00	0.00	8,379.00 -	25
	<b>19020 Total</b>	<b>2,913.40</b>	<b>61,172.00</b>	<b>17,197.96</b>	<b>17,197.96</b>	<b>0.00</b>	<b>43,974.04 -</b>	<b>28</b>
502-3-24040-0003	NUTRIENT CREDIT	0.00	400.00	0.00	389.47	0.00	10.53 -	97
502-3-42000-0000	RESERVE FUNDS	0.00	227,326.61	0.00	0.00	0.00	227,326.61 -	0
	<b>SEWER FUND Revenue Totals</b>	<b>76,061.36</b>	<b>1,207,829.13</b>	<b>17,197.96</b>	<b>17,587.43</b>	<b>0.00</b>	<b>1,190,241.70 -</b>	<b>1</b>
<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	2,415.54	37,524.95	2,669.38	5,211.84	0.00	32,313.11	14
502-4-12110-1300	PT WAGES	333.54	4,552.92	356.94	702.18	0.00	3,850.74	15
502-4-12110-2100	FICA	221.08	2,870.66	243.44	475.70	0.00	2,394.96	17
502-4-12110-2200	VRS	546.48	6,924.13	604.22	1,179.57	0.00	5,744.56	17
502-4-12110-2300	HEALTH INSURANCE	255.08	3,351.60	277.90	555.72	0.00	2,795.88	17
502-4-12110-2400	GROUP LIFE INSURANCE	34.86	441.83	38.56	75.27	0.00	366.56	17
502-4-12110-2500	STD/LONG-TERM DISABILITY	13.80	174.08	15.27	15.27	0.00	158.81	9
	<b>12110 CONTROL</b>	<b>3,820.38</b>	<b>55,840.17</b>	<b>4,205.71</b>	<b>8,215.55</b>	<b>0.00</b>	<b>47,624.62</b>	<b>15</b>
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0

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Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
502-4-12420-1100	WAGES	2,201.67	30,609.39	2,474.84	4,806.96	0.00	25,802.43	16
502-4-12420-1300	PT WAGES	653.98	9,727.07	581.40	1,165.75	0.00	8,561.32	12
502-4-12420-2100	FICA	202.26	3,085.74	214.20	417.69	0.00	2,668.05	14
502-4-12420-2200	VRS	377.97	5,182.17	410.36	795.35	0.00	4,386.82	15
502-4-12420-2300	HEALTH INSURANCE	400.06	6,703.20	221.70	443.16	0.00	6,260.04	7
502-4-12420-2400	GROUP LIFE INSURANCE	31.66	410.16	32.48	62.96	0.00	347.20	15
502-4-12420-2500	HYBRID DISABILITY	0.00	0.00	5.73	5.73	0.00	5.73 -	0
502-4-12420-3320	SERVICE CONTRACTS	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
502-4-12420-5210	POSTAGE	295.55	3,700.00	315.07	629.27	0.00	3,070.73	17
502-4-12420-6001	OFFICE SUPPLIES	1,486.00	2,000.00	0.00	0.00	0.00	2,000.00	0
<b>12420 FINANCE DEPARTMENT</b>		<b>5,649.15</b>	<b>64,417.73</b>	<b>4,255.78</b>	<b>8,326.87</b>	<b>0.00</b>	<b>56,090.86</b>	<b>13</b>
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	10,647.98	181,011.05	8,911.42	19,091.67	0.00	161,919.38	11
502-4-44000-1200	OVERTIME	0.00	0.00	822.15	1,006.05	0.00	1,006.05 -	0
502-4-44000-1400	OTHER/HOLIDAY	935.88	5,766.59	0.00	938.45	0.00	4,828.14	16
502-4-44000-2100	FICA	889.23	14,288.49	750.75	1,621.21	0.00	12,667.28	11
502-4-44000-2200	VRS	1,979.15	30,645.17	1,477.20	3,190.42	0.00	27,454.75	10
502-4-44000-2300	HEALTH INSURANCE	2,134.30	33,516.00	1,789.40	3,882.86	0.00	29,633.14	12
502-4-44000-2400	GROUP LIFE INSURANCE	154.24	2,425.55	129.42	277.04	0.00	2,148.51	11
502-4-44000-2500	LONG-TERM DISABILITY	17.85	224.98	19.11	19.11	0.00	205.87	8
502-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	0.00	0.00	41.60	0
502-4-44000-2700	WORKER'S COMP	0.00	3,359.10	0.00	0.00	0.00	3,359.10	0
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
502-4-44000-3140	TESTING SERVICES	1,773.43	50,666.00	1,363.50	2,358.80	0.00	48,307.20	5
502-4-44000-3150	PROFESSIONAL SVCS	250.00	3,000.00	250.00	500.00	0.00	2,500.00	17
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	1,280.67	18,666.00	0.00	0.00	0.00	18,666.00	0
502-4-44000-3600	ADVERTISING	0.00	500.00	0.00	0.00	0.00	500.00	0

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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>
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	4,116.48	41,426.32	3,533.11	8,153.91	0.00	33,272.41	20
502-4-44000-5120	WATER, SEWER - RUT. CRK.	214.88	9,705.00	338.67	503.48	0.00	9,201.52	5
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	137.97	1,785.30	105.05	220.87	0.00	1,564.43	12
502-4-44000-5140	WATER,SEWER-PUMP STATION	15.60	187.20	15.60	31.20	0.00	156.00	17
502-4-44000-5210	POSTAGE	0.00	250.00	0.00	25.04	0.00	224.96	10
502-4-44000-5230	TELECOMMUNICATIONS	260.09	4,260.00	789.79	879.79	0.00	3,380.21	21
502-4-44000-5304	PROPERTY INSURANCE	0.00	3,572.70	0.00	0.00	0.00	3,572.70	0
502-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	360.70	0.00	0.00	0.00	360.70	0
502-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
502-4-44000-5600	PERMITS	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
502-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	0.00	325.00	0.00	1,675.00	16
502-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	2,529.86	2,529.86	0.00	529.86 -	126
502-4-44000-6004	LAB SUPPLIES	1,565.91	8,235.00	778.23	778.23	0.00	7,456.77	9
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	10.49	27,692.00	4,933.72	5,124.16	0.00	22,567.84	18
502-4-44000-6008	FUEL/OIL	2,085.22	2,000.00	315.88	375.88	0.00	1,624.12	19
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
502-4-44000-6011	UNIFORMS	0.00	2,000.00	513.98	513.98	0.00	1,486.02	26
502-4-44000-6051	CHEMICALS - RUT. CREEK	0.00	4,615.00	0.00	0.00	0.00	4,615.00	0
502-4-44000-8005	VEHICLES	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
	<b>44000 SEWER OPERATIONAL</b>	<b>28,469.37</b>	<b>481,199.75</b>	<b>29,366.84</b>	<b>52,347.01</b>	<b>0.00</b>	<b>428,852.74</b>	<b>11</b>
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	6,524.63	125,304.20	8,938.00	16,899.44	0.00	108,404.76	13
502-4-45000-1300	PT WAGES	59.76	734.15	69.26	142.41	0.00	591.74	19
502-4-45000-1400	OTHER PAY/HOLIDAY	0.00	1,821.68	0.00	0.00	0.00	1,821.68	0
502-4-45000-2100	FICA	467.13	9,781.29	690.42	1,306.30	0.00	8,474.99	13
502-4-45000-2200	VRS	1,121.44	21,214.00	1,548.18	2,928.64	0.00	18,285.36	14
502-4-45000-2300	HEALTH INSURANCE	1,460.94	27,818.28	1,983.03	3,815.75	0.00	24,002.53	14

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

09/06/2023  
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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>
502-4-45000-2400	GROUP LIFE INSURANCE	93.92	1,679.07	128.38	242.69	0.00	1,436.38	14
502-4-45000-2500	HYBRID DISABILITY	0.00	48.05	0.00	0.00	0.00	48.05	0
502-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	0.00	1,126.76	0
502-4-45000-5410	LEASE OF EQUIPMENT	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
502-4-45000-6007	REPAIR & MAINT. SUPPLIES	310.87	8,000.00	7,148.68	7,968.68	0.00	31.32	100
502-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	37,366.50	37,366.50	0.00	19,366.50 -	208
	<b>45000 SEWER MAINTENANCE</b>	<b>10,038.69</b>	<b>220,527.48</b>	<b>57,872.45</b>	<b>70,670.41</b>	<b>0.00</b>	<b>149,857.07</b>	<b>32</b>
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8002	WWTP CENTRIFUGE	17,500.00	0.00	360,613.75	362,863.75	0.00	362,863.75 -	0
502-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-95000-9002	STERLING BANK WWTP REFI PRIN	17,511.33	217,275.00	0.00	0.00	0.00	217,275.00	0
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	5,233.89	53,033.00	0.00	0.00	0.00	53,033.00	0
502-4-95000-9004	SEWER REHAB PRINCIPLE	5,661.19	70,017.22	0.00	0.00	0.00	70,017.22	0
502-4-95000-9005	SEWER REHAB INTEREST	3,966.81	45,518.78	0.00	0.00	0.00	45,518.78	0
	<b>95000 DEBT SERVICE</b>	<b>32,373.22</b>	<b>385,844.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>385,844.00</b>	<b>0</b>
	<b>SEWER FUND Expenditure Totals</b>	<b>97,850.81</b>	<b>1,207,829.13</b>	<b>456,314.53</b>	<b>502,423.59</b>	<b>0.00</b>	<b>705,405.54</b>	<b>42</b>

502 SEWER FUND		Prior	Current	YTD
Revenues:	76,061.36	17,197.96	17,587.43	
Expenditures:	97,850.81	456,314.53	502,423.59	
Net Income:	21,789.45 -	439,116.57 -	484,836.16 -	

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

09/06/2023  
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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>
514-3-16080-0005	GARBAGE IT CHARGES	10,242.00	138,492.00	0.00	0.00	0.00	138,492.00 -	0
514-3-16080-0006	GARBAGE OT CHARGES	1,442.95	19,944.00	0.00	0.00	0.00	19,944.00 -	0
514-3-16080-0009	PENALTIES	366.19	5,000.00	0.00	0.00	0.00	5,000.00 -	0
	<b>16080 Total</b>	<b>12,051.14</b>	<b>163,436.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>163,436.00 -</b>	<b>0</b>
	<b>GARBAGE FUND Revenue Totals</b>	<b>12,051.14</b>	<b>163,436.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>163,436.00 -</b>	<b>0</b>
<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	241.54	3,297.20	266.95	521.19	0.00	2,776.01	16
514-4-12110-1300	PT WAGES	37.08	505.88	39.64	78.00	0.00	427.88	15
514-4-12110-2100	FICA	22.38	290.94	24.66	48.18	0.00	242.76	17
514-4-12110-2200	VRS	54.66	692.41	60.42	117.96	0.00	574.45	17
514-4-12110-2300	HEALTH INSURANCE	25.50	335.16	27.79	55.57	0.00	279.59	17
514-4-12110-2400	GROUP LIFE INSURANCE	3.48	44.18	3.86	7.53	0.00	36.65	17
514-4-12110-2500	STD/LONG-TERM DISABILITY	1.38	17.41	1.52	1.52	0.00	15.89	9
514-4-12110-5000	CONTINGENCY	0.00	678.34	0.00	0.00	0.00	678.34	0
	<b>12110 TOWN MANAGER</b>	<b>386.02</b>	<b>5,861.52</b>	<b>424.84</b>	<b>829.95</b>	<b>0.00</b>	<b>5,031.57</b>	<b>14</b>
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	115.18	1,600.93	128.14	249.07	0.00	1,351.86	16
514-4-12420-1300	PT WAGES	16.77	249.41	14.92	29.89	0.00	219.52	12
514-4-12420-2100	FICA	9.48	141.55	10.12	19.68	0.00	121.87	14
514-4-12420-2200	VRS	19.76	271.05	20.66	40.04	0.00	231.01	15
514-4-12420-2300	HEALTH INSURANCE	21.59	335.16	9.23	18.45	0.00	316.71	6
514-4-12420-2400	GROUP LIFE INSURANCE	1.66	21.45	1.64	3.18	0.00	18.27	15
514-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.37	0.37	0.00	0.37 -	0
	<b>12420 FINANCE DEPARTMENT</b>	<b>184.44</b>	<b>2,619.55</b>	<b>185.08</b>	<b>360.68</b>	<b>0.00</b>	<b>2,258.87</b>	<b>14</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>
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	10,593.14	129,646.32	10,534.36	21,068.72	0.00	108,577.60	16
514-4-43200-3170	COLLECTION OUT OF TOWN	1,475.41	20,865.61	1,461.68	2,923.36	0.00	17,942.25	14
	<b>43200 CONTROL</b>	<b>12,068.55</b>	<b>150,511.93</b>	<b>11,996.04</b>	<b>23,992.08</b>	<b>0.00</b>	<b>126,519.85</b>	<b>16</b>
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-45000-1100	WAGES	175.45	2,961.48	198.62	375.54	0.00	2,585.94	13
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	40.48	0.00	0.00	0.00	40.48	0
514-4-45000-2100	FICA	12.60	229.65	15.22	28.79	0.00	200.86	13
514-4-45000-2200	VRS	30.16	501.38	34.42	65.11	0.00	436.27	13
514-4-45000-2300	HEALTH INSURANCE	39.38	670.32	44.06	84.79	0.00	585.53	13
514-4-45000-2400	GROUP LIFE INSURANCE	2.52	39.69	2.85	5.39	0.00	34.30	14
	<b>45000 GARBAGE MAINTENANCE</b>	<b>260.11</b>	<b>4,443.00</b>	<b>295.17</b>	<b>559.62</b>	<b>0.00</b>	<b>3,883.38</b>	<b>13</b>
	<b>GARBAGE FUND Expenditure Totals</b>	<b>12,899.12</b>	<b>163,436.00</b>	<b>12,901.13</b>	<b>25,742.33</b>	<b>0.00</b>	<b>137,693.67</b>	<b>16</b>

**514 GARBAGE FUND**

	<i>Prior</i>	<i>Current</i>	<i>YTD</i>
Revenues:	12,051.14	0.00	0.00
Expenditures:	12,899.12	12,901.13	25,742.33
Net Income:	847.98 -	12,901.13 -	25,742.33 -

Town of Amherst  
Statement of Revenue and Expenditures

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Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
701-3-41030-0001	BP RECOUPMENT REV	0.00	28,456.73	0.00	0.00	0.00	28,456.73 -	0
701-3-41040-0001	BOND ISSUE	0.00	5,148.76	0.00	0.00	0.00	5,148.76 -	0
701-3-41060-0001	HOME OWNERS REIM	0.00	2,815.14	0.00	0.00	0.00	2,815.14 -	0
IDA FUND Revenue Totals		0.00	36,420.63	0.00	0.00	0.00	36,420.63 -	0

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
701-4-45000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
701-4-45000-1300	PT WAGES	717.12	8,809.82	831.08	1,708.85	0.00	7,100.97	19
701-4-45000-2100	FICA	54.86	673.95	63.57	130.72	0.00	543.23	19
701-4-45000-2700	WORKER'S COMP	0.00	254.02	0.00	0.00	0.00	254.02	0
701-4-45000-8005	CAPITAL	0.00	18,000.00	0.00	0.00	0.00	18,000.00	0
45000 CONTROL		771.98	27,737.79	894.65	1,839.57	0.00	25,898.22	7

48	701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-5100	ELECTRICAL SERV.	13.16	180.00	24.26	47.99	0.00	132.01	27
701-4-81500-5810	DUES AND MEMBERSHIP	0.00	2,800.00	0.00	2,690.00	0.00	110.00	96
701-4-81500-9200	TRANSFER TO IDA FUND	0.00	5,702.84	0.00	0.00	0.00	5,702.84	0
81500 ECONOMIC DEVELOPMENT		13.16	8,682.84	24.26	2,737.99	0.00	5,944.85	32

IDA FUND Expenditure Totals		785.14	36,420.63	918.91	4,577.56	0.00	31,843.07	13
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701 IDA FUND	Prior	Current	YTD
Revenues:	0.00	0.00	0.00
Expenditures:	785.14	918.91	4,577.56
Net Income:	785.14 -	918.91 -	4,577.56 -

Town of Amherst  
Statement of Revenue and Expenditures

Grand Totals	Prior	Current	YTD
Revenues:	328,745.89	162,910.24	284,081.98
Expenditures:	899,704.65	803,076.27	1,046,407.05
Net Income:	570,958.76 -	640,166.03 -	762,325.07 -



## **CLERK OF COUNCIL REPORT**

### **AUGUST 2023**

#### **COMMITTEE MEETINGS**

##### **Planning Commission**

*Regular Meeting* 8/2/23: 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**

*Regular Meeting* 8/9/23: 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.

*Special Meeting:* 8/30/23: Prepare and post notice of meeting; 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 two (2) requests

- Respond to requestor re cost estimate
- Respond to requestor re unpaid fees for a previous request for records

#### **CHRISTMAS PARADE**

Schedule and attend August 30, 2023, Christmas Parade staff meeting; prepare parade checklist

#### **OTHER:**

- Convert and post audio recording of meeting to website.
- Prepare/draft miscellaneous legal ads; correspond with News and Advance; prepare and post public hearing notices.
- Finalize revisions to FOIA information for website
- Contact Point Source re VIA
- Contact David Woody re wordpress data base updates
- Pick up and distribute council apparel; order additional apparel
- Research and begin draft of committee “handbook”
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

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

### Appointed/Term Expires

#### **TOWN COUNCIL**

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

#### **PLANNING COMMISSION**

June Driskill, Chairperson	05/13/20	06/30/24
Michael H. Driskill	01/01/23	12/31/24 (TC rep)
William Jones	07/01/23	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	09/01/22	08/31/27
R.A. "Tony" Robertson	09/1/23 -	08/31/28

#### **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
Richard Wydner	07/01/19	06/30/23

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

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

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

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

### Appointed/Term Expires

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

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

### Appointed/Term Expires

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

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

## Utility/Town Maintenance and Construction Report

Aug-23

Water Meter Read	1180
Water Meter Re-Read	41
Disconnects	7
VA-811 Service locations	42
Vehicle PM Work Orders	20
Pump Station/Plant Work Orders	25
Banners Installed/Dismantled	0
Water Services Installed/Replaced	3
Sewer Services Installed/Replaced	2
Minor Leaks Repaired	0
Major Leaks Repaired	1
Minor Sewer Problems Resolved	3
Major Sewer Problems Resolved	1

### Man Hours

Meter Reading	78
Street/Sidewalk Maintenance	314
Safety Training	4
Bush gogging/ Right of way water/ sewer	75
Flushing Water	10
Equipment Maintenance	44
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 August 2023**

SUBMITTED BY:  
GARY S. WILLIAMS, DIRECTOR OF PLANTS



**Rutledge Creek Wastewater Treatment Plant  
Sludge Centrifuge Project Update:**

As reported last month, the block walls of the centrifuge building were erected. Over August, the rafters and roof were installed, and the shingles have topped off the building. Interior plywood has been added to the ceiling, and painting has started. Once the painting is completed, the light fixtures will be going up.

Word from Alfa Laval Inc. is the centrifuge has been loaded on the ship and is due to be in port on September 24, 2023, with an eight-day processing and delivery time after that. Going by their current progress, Littleton Construction will be more than ready as its plant to go ahead and set it in place when it arrives.







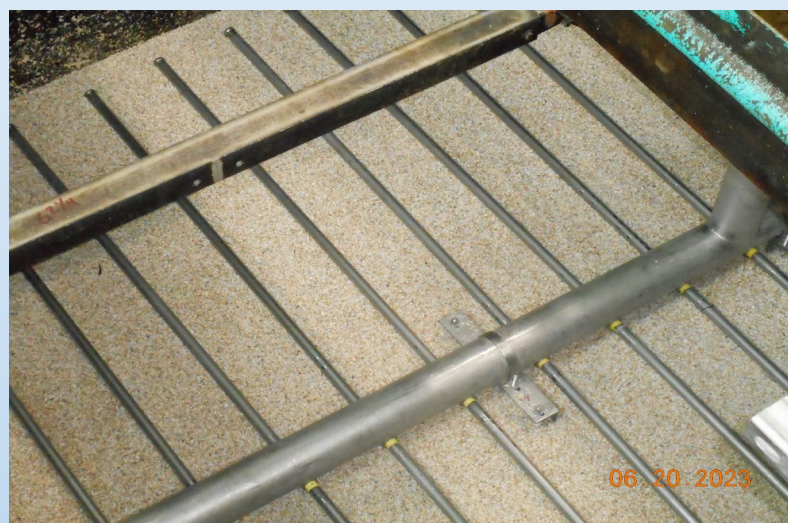
## Grandview Drive Water Treatment Plant Upgrade Project Update:

The water plant upgrade is continuing to make progress toward completion. August saw the twelve-inch valve at the river raw water intake wet well changed out, which is a substantial completion in that area of operations. At the Grandview location, the second floor saw the completion of painting with the ceiling and walls over the filters being done. And the tile flooring in the lab has been finished.

Systems controls have been running with the old system removed from service and the new online. Some system glitches still need to be worked out, but operations are done through the new system.

The last filter is currently being rehabbed. Once the underdrain system is in place, gravel, sand, and anthracite coal layers will be added, and the filter will be disinfected and tested. The filter will be returned to service once we have a result pointing to absent bacterial content.

The site works around the plant's exterior consist of the contractor cleaning up and removing much of the building materials no longer needed and general pick up. The fence along the next-door resident's property line has been cleaned in readiness to install the fence that is part of the project.







## Change Order at WWTP Explanation:

A “Change Order” has been requested to remove the sludge drying bed cover at the wastewater treatment plant. Initially, it was planned to keep the bed as is in an emergency where sludge would need to be added to it. However, in light of recent high winds, it is felt that the polycarbonate cover should be removed for the safety of plant staff and the general public. As you can tell from the pictures, the covering sheets are badly deteriorated and are starting to fly loose in heavy winds, becoming sharp-edged projectiles, possibly causing injury.

The masonry structure of the drying bed will be kept with its dry sand intact so that use in an emergency can be carried out. A covered drying bed is not a State requirement and is only used to speed the sludge drying process, and its use is expected to be limited.

The culvert replacement is replacing the original nineteen seventies construction. Over time, it has sunk into the ground with increased usage of sludge removal.

Finally, the reasoning for having Littleton do the work on this is they have the equipment to do it, and the equipment is already on site. The quoted price also includes disposal of the debris.



**Town of Amherst Planning Commission  
Minutes  
September 6, 2023**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on September 6, 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. Hart made a motion that was seconded by Mr. Driskill to approve the minutes of the August 2, 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 a proposed donation to the Town of Amherst from Paul Kilgore of 22 acres of land which is a portion of the property generally known as the "Ambler property," designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, and generally located across South Main Street from the Amherst County High School. Mr. Kilgore is seeking to place a conservation easement on the land. To be compliant with the Town's adopted Comprehensive Plan staff requested that the 22 acres of land be designated for public/semi-public uses.

The proposal was advertised for public hearing for two consecutive weeks, as required by State Code. Because the public hearing was not set by the Planning Commission, staff requested ratification of the public hearing by the Commission.

Mr. Vandervelde made a motion that was seconded by Mr. Driskill to ratify the setting of a public hearing on determination of whether to amend the adopted Town of Amherst Comprehensive Plan, Section 13, Land Use Profile, to include a provision to address parks in specific suitable

areas; and whether to amend the Town’s Future Land Use Map to include a proposed public use designation on a portion of the property generally known as the “Ambler property,” designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, and generally located across South Main Street from the Amherst County High School, 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			

The Chair opened a duly advertised public hearing at 7:04 p.m. on determination of whether to amend the adopted Town of Amherst Comprehensive Plan, Section 13, Land Use Profile, to include a provision to address parks in specific suitable areas; and whether to amend the Town’s Future Land Use Map to include a proposed public use designation on a portion of the property generally known as the “Ambler property,” designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, and generally located across South Main Street from the Amherst County High School.

Mr. Kilgore was present to answer questions.

There being no one else present who wished to speak on the matter, the public hearing was closed at 7:22 PM.

Mr. Driskill made a motion that was seconded by Mr. Hart to make a recommendation to Town Council for approval of an amendment to the adopted Town of Amherst Comprehensive Plan, Section 13, Land Use Profile, to include a provision to address parks in specific suitable areas and to amend the Town’s Future Land Use Map to include a proposed public use designation on a portion of the property generally known as the “Ambler property,” designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, and generally located across South Main Street from the Amherst County High School, 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 an amendment to the Town’s Zoning and Subdivision Ordinances, Chapter 24, that would, if approved, allow the creation of flag lots in those instances where severe topographic constraints or unusual existing lot lines make this type of lot arrangement the only feasible way to develop the tract and which meet certain criteria.

The Chair opened a duly advertised public hearing at 7:23 p.m.



Paul Kilgore, a resident of the Town of Amherst, came forward in support of the proposal.

There being no one else present who wished to speak on the matter, the public hearing was closed at 7:28 PM.

Mr. Vandavelde made a motion that was seconded by Mr. Hart to make a recommendation to Town Council for approval of an amendment to the Town's Zoning and Subdivision Ordinances, Chapter 24, that would to allow the creation of flag lots in those instances where severe topographic constraints or unusual existing lot lines make this type of lot arrangement the only feasible way to develop the tract and which meet certain criteria, 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 the application of Jeremiah and Andrea Kirkland for a special use permit to allow a bed and breakfast at their residence 146 N. Main Street, Amherst, Virginia. A public hearing was held on the matter by the Commission on August 2, 2023, at which time the matter was deferred to allow the applicants sufficient time to present a list of conditions for consideration.

Jeremiah Kirkland was present to answer questions.

Mr. Vandavelde made a motion that was seconded by Ms. Day to make a recommendation to Town Council for approval of a special use permit of a bed and breakfast at 146 N. Main Street, with the following conditions:

1. The Special Use Permit shall only apply to the use of the duplex unit as a bed and breakfast unit and shall only apply to the garage structure if the living space is compliant with the Accessory Dwelling Unit zoning and Building Code requirements.
2. A maximum of two rental units shall be allowed on the property, and only if all dwelling units on the property meet zoning requirements.
3. The property owner shall live on the property while the short-term rental use is in effect.
4. If the property owner will not be home for the night while the property is being rented, they will have a responsible property manager on site for the night.
5. Quiet hours shall be from 10 p.m. to 7 a.m., consistent with the Town's adopted noise ordinance.
6. Occupancy in the duplex rental unit shall be limited to four people.
7. Occupancy in the garage unit shall be limited to two people.
8. Camping, overnight stays in RV's or other motor vehicles is prohibited.
9. All guest parking must be off street parking.

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 proposed amendment to the Town's zoning ordinance that, if approved, would allow more than one accessory unit on a residential lot, and on consideration of a proposed amendment to the Town's zoning ordinance that would, if approved, allow more than one dwelling unit on a lot based on the underlying zoning district and/or size of parcel. A public hearing was held on the matter by the Commission on August 2, 2023, at which time the matter was deferred to allow staff an opportunity to present a draft code amendment for consideration.

After discussion, by consensus the matter was deferred to the October 4, 2023, Planning Commission meeting for further discussion and consideration.

There being no further business, on motion of Mr. Vandervelde which was seconded by Mr. Hart and carried 7-0, the meeting adjourned at 8:09 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: \_\_\_\_\_



# Tidewater Fleet Supply®

## 901ATPD TAHINV

### Quoted To:

AMHERST TOWN PD

2023 INVESTIGATOR TAHOE

ATT: CHIEF SHIFLETT

9/1/2023

TERMS: NET 30

NO PROMPT PAY DISCOUNTS ALLOWED

By:

**Rick Allen, Sales Rep**

9501 Burge Avenue

Richmond, VA 23237

Cell 757-407-2415

[rallen@tidewaterfleetsupply.com](mailto:rallen@tidewaterfleetsupply.com)

QTY	PART NO.	DESCRIPTION	LIST PRICE	DISC.	UNIT PRICE	TOTAL
0			\$0.00	0.00%	\$0.00	\$0.00
8	IONB	BLUE ION	\$168.00	49.97%	\$84.05	\$672.40
2	TLMIB	BLUE MINI T-ION	\$149.00	49.97%	\$74.54	\$149.08
1	IX54UF5P	XLP 1/2 PASSENGER INNER EDGE B/R/B/R/B W/TD	\$727.00	49.97%	\$363.72	\$363.72
2	TLIB	BLUE T-ION	\$163.00	49.97%	\$81.55	\$163.10
2	TLI2E	B/W DUO T-ION	\$189.00	49.97%	\$94.56	\$189.12
1	SA315P	100 WATT SPEAKER	\$391.00	49.97%	\$195.62	\$195.62
1	SAK70	2021+ TAHOE SA315 BRACKET	\$49.00	49.97%	\$24.51	\$24.51
1	HHS3206	HANDHELD SIREN W/CANCTL6 HEAD	\$891.00	49.97%	\$445.77	\$445.77
1	ULF44	UNIVERSAL FLASHER	\$110.00	49.97%	\$55.03	\$55.03
1	C-VS-1012-TAH-1	HAVIS TAHOE CONSOLE	\$780.00	35.00%	\$507.00	\$507.00
1	CUP2-1001	DUAL CUPHOLDER	\$67.00	35.00%	\$43.55	\$43.55
1	C-ARM-102	SIDE ARMREST	\$94.00	35.00%	\$61.10	\$61.10
1	C-AP-0325-1	3" ACCESSORY POCKET	\$51.00	35.00%	\$33.15	\$33.15
1	GPC5715D-H	DUAL PROCELL TRILOCK WEAPON RACK WITH PISTOL BOX	\$686.00	30.00%	\$480.20	\$480.20
1	P1000T21AOSB	PROGARD SINGLE PRISONER PROCELL UNIT W/OUTBOARD SEATBELTS	\$3,645.00	30.00%	\$2,551.50	\$2,551.50
1	C-ADP-101	HAVIS GAMBER JOHNSON ADAPTER PLATE	\$68.00	35.00%	\$44.20	\$44.20
1	C-MD-119	HAVIS 11" SWING ARM W/LOW PROFILE TILT/SWIVEL	\$367.00	35.00%	\$238.55	\$238.55
1	C-HDM-204	HAVIS SIDE POLE MOUNT	\$184.00	35.00%	\$119.60	\$119.60
0			\$0.00	0.00%	\$0.00	\$0.00
2	TCRWX5	WECANX TRACERS 5 HEAD ALL BLUE	\$1,116.00	49.97%	\$558.33	\$1,116.66
2	TCRB54A	TRACER TAHOE R/BOARD MOUNT KIT	\$103.00	49.97%	\$51.53	\$103.06
1	CCP	WECAN X CONTROL POINT (FOR NON WECAN X SWITCHING)	\$215.00	49.97%	\$107.56	\$107.56
0			\$0.00	0.00%	\$0.00	\$0.00
0			\$0.00	0.00%	\$0.00	\$0.00
0			\$0.00	0.00%	\$0.00	\$0.00
0			\$0.00	0.00%	\$0.00	\$0.00
0			\$0.00	0.00%	\$0.00	\$0.00
0			\$0.00	0.00%	\$0.00	\$0.00

### Quote Expires: \*30 Days

Please allow 5 Business Days for shipping. Shipping charges will be added.

\*This price quotation for products is for immediate acceptance and is subject to change by Tidewater Fleet Supply, LLC ("TFS") without notice. Quotations are valid for 30 days from the date of the quotation. All purchase orders for products are subject to TFS' acceptance. Prices are based upon current costs and therefore subject to change without notice to account for changes in the cost of raw materials and other direct costs which are beyond TFS' control.

<b>GOODS</b>	\$7,664.48
<b>SHIPPING</b>	\$300.00
<b>TOTAL</b>	\$7,964.48

### NOTES

## Inner Edge® XLP Series LC 3-LED Worksheet

### Configuration

Passenger Side					
B LED	R LED	B LED	R LED	B LED	W TIR3

### Line Items

QTY	Model #	Description	List Price
1	IX54UF5P	Inner Edge® XLP Series Lightbar, w/ take-downs, Chevy Tahoe, 2021	\$727.00
1	IXP23000	Passenger, 2 Red, 3 Blue,	\$ .00
Total:			\$727.00

The above costs (in US Dollars) is an estimate only. Refer to the current Whelen Automotive Price List for accurate pricing!

### Order Information

Order Date 9/1/2023  
Account Number  
Project Name  
Vehicle Type  
Voltage 12  
Bar Length  
WECAD Version WeCad 5.23.37.0  
Order Popularity Code C

#### Bill To:

PO Number  
Name  
Address1  
Address2  
City  
State  
Zip Code  
Telephone  
Contact 1  
Contact 2

#### Ship To:

PO Number  
Name  
Address1  
Address2  
City  
State  
Zip Code  
Telephone  
Contact 1  
Contact 2

### Special Instructions

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## Tracer Worksheet

### Configuration

-Cable Entry

B LED	B LED	B LED	B LED	B LED
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### Line Items

QTY	Model #	Description	List Price
1	TCRWX5	5 Lamp Housing - WeCanX® Series	\$1,116.00
1	TCRB54A	Chevy Tahoe, 2021 Running Board Mounting Kit	\$103.00
1	TCRWXPB	Add SOLO™ Series Linear-LED® Flasher, 1 Blue	\$ .00
4	TCRWXSB	Add SOLO™ Series Linear-LED® Flasher, 1 Blue	\$ .00
Total:			\$1,219.00

The above costs (in US Dollars) is an estimate only. Refer to the current Whelen Automotive Price List for accurate pricing!

### Order Information

Order Date 9/1/2023  
Account Number  
Project Name  
Vehicle Type  
Voltage 12  
Bar Length 5  
WECAD Version WeCad 5.23.37.0  
Order Popularity Code C

#### Bill To:

PO Number  
Name  
Address1  
Address2  
City  
State  
Zip Code  
Telephone  
Contact 1  
Contact 2

#### Ship To:

PO Number  
Name  
Address1  
Address2  
City  
State  
Zip Code  
Telephone  
Contact 1  
Contact 2

### Special Instructions

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# **LITTLETON AND ASSOC. INC.**

**GENERAL CONTRACTOR**  
**P.O. Box 1134 , 500 Liberty St.**  
**Covington Va. 24426**

**Phone 1-540-962-0595**

**Fax 1-540-962-4182**

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August 28, 2023

Herb White PE  
W W Associates Inc.  
1499 Crossings Centre Dr Ste B,  
Forest, VA 24551

**RE : Change order request #2**  
**Wastewater Treatment Plant Improvements**  
**Town of Amherst VA**

Dear Mr. White ;

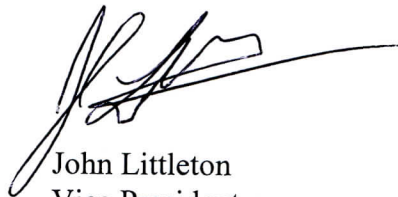
I have been asked by the town to give a change order price for installing 30' of 15" ADS double wall pipe in replace a culvert just inside of the fence on the way to the new sludge building. This drain pipe will be replaced in the same location as the old. Littleton will dispose of the old drain pipe. I have also been asked to give a price to demo the existing sludge drying bed structure and roof. No concrete, masonry, or sludge will be removed from the drying bead area. Only the roof and all wood structure will be removed. The roof and all metal fasteners will be hauled to the county landfill and the wood will be burned onsite.

**Total this request for this Change Order**

**\$ 39,950.00**

We request a change order be issued for \$39,950.00 for the work described above. As always we thank you for the assistance and please contact us if you have any questions.

Very truly yours,



John Littleton  
Vice 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.
- 6.9 Notwithstanding anything herein to the contrary, the rights of Customer under this Agreement shall be solely for commercial use, except such rights

shall also extend to any and all residential lots that comprise Poplar Grove Property Association, Inc. and are subject to the Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements for Poplar Grove Property Association, Inc, recorded in the land records of Amherst County Virginia at Book 1189 Pages 302-324, as may be amended.

*[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

# **TOWN OF AMHERST**

## **BUDGET CALENDAR FOR FY 2024-2025**

**December 2023** – Treasurer prepares budget worksheets for department heads and mails out donation request forms to local organizations.

**January 26, 2024**– Deadline for budget requests from department heads and local organizations.

**February 5, 2023** – Treasurer presents prepared budget documents to Town Manager for recommendations.

**March 2023**- Council, Town Manager and Treasurer will meet prior to regular Council Meeting to go over Town Manager proposed FY25 Budget.

**March 18-22, 2023** – Town Council meets with Treasurer and Town Manager to review budget documents and recommendations.

**April 10, 2023** – Public hearing of FY25 budget at regular Council meeting.

**May 8, 2023** – Adoption and appropriation of FY25 budget at regular Council meeting.

## **CAPITAL IMPROVEMENTS PLAN FY 2024-2025**

**October 2023** – Treasurer sends out CIP requests documents to department heads.

**November 17, 2023** – Department heads submit CIP requests to Treasurer.

**December 2023** – Department heads and Town Manager meet to discuss CIP requests.

**January 2023** – Town Manager Presents CIP recommendations to Planning Commission.

**March 6, 2023** – Planning Commission public hearing on CIP requests.

**April 10, 2023** – Council public hearing on CIP requests.

**May 8, 2023** – Council adopts Capital Improvements Plan.

Sec. 20-8. - Operation of bicycles on certain sidewalks.

No person shall ride a bicycle on a sidewalk. Each violation of this section shall constitute a Class 4 misdemeanor.

(Code 2005, § 14-7; Ord. of 8-8-2007)

State Law reference— Penalty for ordinance violations, Code of Virginia, § 15.2-1429; punishments for Class 1—4 misdemeanors, Code of Virginia, § 18.2-11; authority to prohibit bicycles on sidewalks, Code of Virginia, § 46.2-904.

Sec. 20-9. - Operation of skateboards on certain sidewalks.

No person shall ride a skateboard on a sidewalk. Each violation of this article shall constitute a Class 4 misdemeanor.

(Code 2005, § 14-7.1; Ord. of 8-8-2007)

State Law reference— Penalty for ordinance violations, Code of Virginia, § 15.2-1429; punishments for Class 1—4 misdemeanors, Code of Virginia, § 18.2-11; authority to prohibit bicycles on sidewalks, Code of Virginia, § 46.2-904.

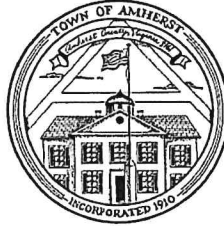
Sec. 20-10. - Bicycles and skateboards to yield to pedestrians on sidewalks.

(a)A person riding a bicycle or skateboard on a sidewalk or across a roadway on a crosswalk shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing any pedestrian.(b)No person riding a skateboard on a sidewalk shall thereby:(1)Interfere with a business conducting its trade;(2)Interfere with access to or egress from any building open to the public (including but not limited to any business, office, school, government building, place of worship, or assembly hall); or(3)Use a sidewalk for tricks or stunts without the purpose of transportation.(c)"Interfere," for purposes of subsection (b), shall mean to hinder, delay, or obstruct. Factors for determining interference include:(1)The extent and duration of the skateboarder's presence in front of a business or building;(2)Whether the skateboarder was traveling to a fixed location, or going back and forth in front of the business or building;(3)Whether the skateboarder was asked to leave by any owner, shopkeeper, patron, member, staff person, or other individual having a legitimate interest in the business, building, or its affairs;(4)The extent of hazard or difficulty imposed by the skateboarder on any individual trying to patronize or support the business or building; and(5)The speed of the skateboard and its proximity to

any individual, vehicles, windows, or other damageable property in its path.(d)Each violation of this section shall be punishable by a civil penalty of not more than \$50.00.

MOTION: Kenneth S. Watts

SECOND: Andra Higginbotham



June 8, 2022  
Regular Meeting  
Ord. No. 220608B

## ORDINANCE OF THE TOWN OF AMHERST

**AN ORDINANCE AMENDING THE CODE OF THE TOWN OF AMHERST, VIRGINIA, CHAPTER 20 (TRAFFIC AND VEHICLES), ARTICLE I (IN GENERAL), BY CREATING THEREIN § 20-10 (“BICYCLES AND SKATEBOARDS TO YIELD TO PEDESTRIANS ON SIDEWALKS”), TO REQUIRE SKATEBOARDERS AND BICYCLISTS TO YIELD TO PEDESTRIANS, PROHIBIT THEM FROM IMPEDING A BUSINESS OR PUBLIC BUILDING, PROHIBIT THE USE OF SIDEWALKS FOR TRICKS OR STUNTS, AND PROVIDE RELATED VIOLATIONS, DEFINITIONS, AND PENALTIES.**

**WHEREAS**, §§ 15.2-1427 and 15.2-1433 of the Code of Virginia, 1950 enables a local governing body to adopt, amend and codify ordinances or portions thereof;

**WHEREAS**, § 7.01 of the Town Charter empowers the Town Council to “maintain, and clear . . . sidewalks . . . and to regulate the use of all such highways . . . and works”; “to prevent the obstruction of such streets, alleys and highways . . . and to do all other things whatsoever adapted to make the streets and highways safe, convenient and attractive”; § 9.01(1) of the Town Charter empowers the Town Council to “prevent all things detrimental to the . . . safety, convenience and welfare of the inhabitants of the town”; and § 9.01(17) of the Town Charter empowers the Town Council to “pass and enforce all . . . ordinances which it may deem necessary for the good order and government of the town . . . , and to do such other things and pass such other laws as may be necessary or proper to carry into full effect all powers . . . [of the] town”;

**WHEREAS**, the Town Council expresses concern over a tendency to use skateboards on sidewalks for tricks and stunts rather for a legitimate transportation function, and in a manner that impedes or endangers pedestrians, or disrupts business; and

**WHEREAS**, on June 8, 2022, a public hearing was held on this matter, and all of those wishing to speak on this topic were heard;

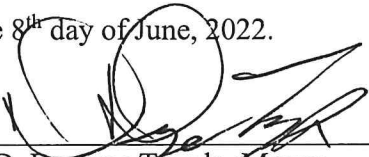
**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF AMHERST**, that Chapter 20 (Traffic and Vehicles), Article I (In General) of the Amherst Town Code is hereby amended to enact a new section, § 20-10, as follows:

### **Sec. 20-10. – Bicycles and skateboards to yield to pedestrians on sidewalks.**

- A. A person riding a bicycle or skateboard on a sidewalk or across a roadway on a crosswalk shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing any pedestrian.

- B. No person riding a skateboard on a sidewalk shall thereby (1) interfere with a business conducting its trade, (2) interfere with access to or egress from any building open to the public (including but not limited to any business, office, school, government building, place of worship, or assembly hall), or (3) use a sidewalk for tricks or stunts without the purpose of transportation.
- C. "Interfere," for purposes of Subsection B, shall mean to hinder, delay, or obstruct. Factors for determining interference include (1) the extent and duration of the skateboarder's presence in front of a business or building; (2) whether the skateboarder was traveling to a fixed location, or going back and forth in front of the business or building; (3) whether the skateboarder was asked to leave by any owner, shopkeeper, patron, member, staff person, or other individual having a legitimate interest in the business, building, or its affairs; (4) the extent of hazard or difficulty imposed by the skateboarder on any individual trying to patronize or support the business or building; and (5) the speed of the skateboard and its proximity to any individual, vehicles, windows, or other damageable property in its path.
- D. Each violation of this Section shall be punishable by a civil penalty of not more than \$50.

The foregoing Ordinance was adopted on the 8<sup>th</sup> day of June, 2022.

  
\_\_\_\_\_  
D. Dwayne Fuggle, Mayor

ATTEST:

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



Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on June 8, 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 - Remote	Charles Thompson	Utilities Maintenance Foreman
Vicki K. Hunt	Clerk of Council	Robert Shiflett	Chief of Police
Eric Lansing	Town Attorney	Brandon Payne	Police Captain
Tracie Morgan	Office Manager - Remote	Gary Williams	Director of Plants

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

Town Manager McGuffin gave a brief report on a proposal to grant the Virginia Department of Transportation an unrestricted right of way of forty feet along town owned property for the purpose of allowing the construction and maintenance of a road, commonly known as Lynchburg Road.

Mayor Tuggle opened a duly advertised public hearing at 7:03 P.M. on the proposal to grant the Virginia Department of Transportation an unrestricted right of way of forty feet along town owned property, that would, if approved allow the construction and maintenance of a road, commonly known as Lynchburg Road.

There being no one present in person or otherwise who wished to speak on the proposal to grant the Virginia Department of Transportation an unrestricted right of way of forty feet along town owned property for the purpose of allowing the construction and maintenance of a road, commonly known as Lynchburg Road, the public hearing closed at 7:03 P.M.

Mr. Watts made a motion that was seconded by Ms. Turner to approve the proposal and adopt the Resolution granting the Virginia Department of Transportation an unrestricted right of way of 40 feet along town owned property for the purpose of allowing the construction and maintenance of a road, commonly known as Lynchburg Road, pursuant to Sec. 33.2-339 of the Code of 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

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

Town Manager McGuffin gave a brief report on a proposed amended 2021/22 budget to adjust the aggregate amount to be appropriated during the current fiscal year exceeding one percent of the total

expenditures shown in the current 2021/22 budget, pursuant to §15.2-2507 of the Code. The proposed amended budget accounts for receipt of a grant for police cameras and Cares Act funds and appropriates expenditure of the funds.

Mayor Tuggle opened a duly advertised public hearing at 7:06 p.m. on the proposed amendment of the 2021/22 budget, that would, if approved, account for receipt of a grant for police cameras and Cares Act funds, and appropriate expenditure of the funds.

There being no one present in person or otherwise who wished to speak on the proposed amendment of the 2021/22 budget, the public hearing closed at 7:06 P.M.

Ms. Carton made a motion that was seconded by Mr. Higginbotham to approve the amended 2021/22 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

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

Town Manager McGuffin gave a report on the proposed recodified Town of Amherst Zoning and Subdivision ordinances as recommended by the Planning Commission on June 1, 2022, and by staff.

Town Manager McGuffin gave a brief report on the recodification of the Amherst Town Code the purpose of which was to reorganize, reword, and renumber and clarify various provisions and references throughout the Subdivision and Zoning Ordinance; redefine the terms “cemetery,” “childcare center,” “family,” “highway, primary,” “highway, secondary,” “nonconforming lot,” “nursing home,” “public water system,” and “residential facility”; create definitions for “craft brewery,” “craft distillery,” “mixed use development,” “short term rental,” “town development area,” and “urban development area”; provide that nonconforming leases for oil and gas exploration shall comply with all other applicable state laws and rules; provide that a landowner’s rights shall be deemed vested when the landowner relies in good faith on certain decisions by the zoning administrator; provide for the loss of nonconforming zoning status after discontinuance of two years, or when the nonconformity is enlarged; establish provisions for acquiring lawful nonconformity after obtaining a building permit, payment of taxes for the building or structure for more than 15 years, and other related criteria; require the rebuilding of nonconforming buildings destroyed by acts of God within two years; provide for the replacement of on-site sewage systems for nonconforming structures where otherwise not permitted; provide for the replacement of comparable nonconforming manufactured homes; provide that certain incidental, unobjectionable agriculture under five acres is permitted without a zoning permit in any district that allows residential uses; provide, generally, that no new use shall be commenced without a zoning certificate for that use; amend requirements on how signage must be placed to give notice of certain zoning actions; repeal provisions requiring signage to be posted up to once every 500 feet to notify of certain zoning actions; provide for conditional zoning to require a guarantee or contract for improvements to be completed; provide for appeals from decisions of the zoning

administrator; repeal the prohibition on reconsideration of a petition for a zoning change within twelve months; provide for changes to proffered conditions; providing for administrative fees as adopted by the Town Council; providing for site plan review by the planning commission; establish information required on the map of a proposed development for site plan review; provide that uses not permitted are prohibited; provide for civil penalties and revise the provisions for criminal penalties for violations of the zoning ordinance; provide for appeals from decisions of the board of zoning appeals; revise the description of the intent and characteristics of the Central Business District and General Commercial District; provide for certain helipads as a special use for the B-3 and M-1 district; provide for short-term lodging as a special use in the CBD, B-1 and B-2; provide that adult oriented entertainment that may include alcohol or gambling, (e.g., pool halls, dance halls, or electronic skills games halls are permitted uses in the CBD and B2 districts; provide that family-oriented indoor recreation uses with no alcohol or gambling (e.g., bowling alleys, roller skating, ice-skating, game, pinball, or other electronic game centers) are permitted uses in the B-1, CBD, and B-2 districts, and are special uses in the T-1 district; provide that outdoor entertainment (e.g., golf driving ranges or other sports related entertainment) is a special use in the A, B-1, B-2, and T-1 districts; provide that kennels are a special use in the A-1 district; provide that farmers' markets are a permitted use in the CBD and B-2 districts, and are a special use in the T-1 and B-1 districts; require compliance, in the E-1 district, with all laws and rules applicable to oil and gas exploration, extraction, and production; revise the maximum density requirements for multifamily dwellings, townhouses, and condominiums within a planned unit development (PUD); revise the minimum frontage for single-family dwellings and townhouses for PUDs; repeal the requirement for parking lots, streets, and roadways in multifamily developments to comply with Department of Transportation standards; repeal the requirement that all units in a multifamily development be connected to water and sewerage systems approved by the Health Department and that they shall be open to inspection; repeal regulations regarding site storm drainage for multifamily developments; provide that, in the Central Business District, there shall be no requirement for common open space in multifamily developments, and no special yard requirements for townhouses lots; increase the width of paved common walks to at least five feet for townhouse developments; provide that certain confined livestock facilities shall not be permitted in any mixed use district, but repeal such requirement with respect to commercial districts; provide that certain manufactured houses are permitted in the A-1 district; provide for certain residential facilities for certain disabled, aged, or infirmed individuals, and certain family day homes, to be deemed single-family residences; provide for certain temporary family health care structures to be considered an accessory use in any single-family residential zoning district; revise provisions for property owners to submit a parking master plan in lieu of the general off-street parking requirements; permit such plan to be considered by the planning commission rather than by special use permit; revise the regulations regarding wireless telecommunications facilities; provide for certain wireless telecommunications facilities, including certain small cell facilities and certain wireless facilities under 50 feet, to become permitted zoning uses; eliminate or revise setbacks for wireless communications facilities; repeal certain requirements for a bond or other guarantee for landscaping; establish timeframes and procedures for review, approval, and recordation of a plat or plan; revise requirements for performance bonds and other financial requirements for dedication of a right-of-way for public use; revise requirements for release of bonds and other performance guarantees from subdividers or developers; change the methods by which a plat may be vacated, relocated, or altered; repeal certain requirements regarding the design of subdivision streets, and require instead that the design and installation of streets shall conform to VDOT standards; repeal certain regulations of block lengths, widths, and space; require the conveyance of common or shared easements for cable television,

gas, telephone, and electric service to a proposed subdivision; and replace references to various provisions in the Code of Virginia with references to their successor statutes, as recommended by the Planning Commission on June 1, 2022, and by staff.

Mayor Tuggle opened a duly advertised public hearing at 7:12 p.m., on the proposed recodified Town of Amherst Zoning and Subdivision ordinances.

There being no one present in person or otherwise who wished to speak on the proposed recodified Town of Zoning and Subdivision ordinances, the public hearing closed at 7:12 P.M.

After discussion, the matter was deferred to the July 13, 2022, Town Council meeting to clarify the definition of Intent of CBD Central Business District contained in Sec. 24-232. CBD Central Business District of the proposed recodified Town of Amherst Zoning and Subdivision Ordinances.

Town Attorney Lansing gave a brief report on a proposed amendment to Chapter 20, Article 1, Sec. 20-8 – Operation of bicycles on certain sidewalks, which would, if approved, change the penalty for each violation from criminal to civil; and Sec. 20-9. - Operation of skateboards on certain sidewalks, which would, if approved, restrict riding of skateboards in the Central Business District only and change the penalty for each violation from criminal to civil; and on a proposed amendment to Chapter 20, Article 1, of the Town of Amherst Code, creating a new Sec. 20-10. – Bicycles and skateboards to yield to pedestrians on sidewalks. The proposed new section would, if approved, require skateboarders and bicyclists to yield to pedestrians, prohibit them from impeding a business or public building, and prohibit the use of sidewalks for tricks or stunts. The proposed new section would also provide related violations, definitions, and penalties.

Mayor Tuggle opened a duly advertised public hearing at 7:18 P.M. on a proposed amendment to Chapter 20, Article 1, Sec. 20-8 – Operation of bicycles on certain sidewalks, which would, if approved, change the penalty for each violation from criminal to civil; and Sec. 20-9. - Operation of skateboards on certain sidewalks, which would, if approved restrict riding of skateboards in the Central Business District only and change the penalty for each violation from criminal to civil.

There being no one present in person or otherwise who wished to speak on a proposed amendment to Chapter 20, Article 1, Sec. 20-8 – Operation of bicycles on certain sidewalks; and Sec. 20-9. - Operation of skateboards on certain sidewalks, the public hearing closed at 7:19 PM.

Mayor Tuggle opened a duly advertised public hearing at 7:19 P.M. on a proposed amendment to Chapter 20, Article 1, of the Town of Amherst Code, creating a new Sec. 20-10. – Bicycles and skateboards to yield to pedestrians on sidewalks that would, if approved, require skateboarders and bicyclists to yield to pedestrians, prohibit them from impeding a business or public building, prohibit the use of sidewalks for tricks or stunts, and provide related violations, definitions, and penalties.

Holden Chase, Amherst, VA, came forward in opposition of a prohibition on skateboards.

Sharon Massie, Amherst, VA, came forward in favor of a prohibition on skateboards.

Glenda Hash, Amherst, VA, came forward in favor of bicycles and skateboards yielding to pedestrians.

Angela Sundaramorthy, Amherst, VA, came forward in opposition to a prohibition of bicycles and skateboards and in favor of bicycles and skateboards yielding to pedestrians.

Rachel Thompson, Amherst, VA, came forward in favor of prohibiting skateboards in the Central Business District.

Doug Thompson, Amherst, VA, came forward in favor of prohibiting skateboards in the Central Business District.

Christian Butcher, Amherst, VA, came forward in opposition of a prohibition on skateboards.

Tim Ware, Amherst, VA, came forward in opposition of a prohibition on bicycles and skateboards.

Sam Soghor, Amherst, VA, came forward in favor of amending the ordinances to comply with state code only.

Lucas Butcher, Amherst, VA, came forward in opposition to a prohibition on bicycles and skateboards.

There being no one else present in person or otherwise who wished to speak on the proposed amendment to Chapter 20, Article 1, of the Town of Amherst Code, creating a new Sec. 20-10. – Bicycles and skateboards to yield to pedestrians on sidewalks, the public hearing closed at 7:48 P.M.

Ms. Turner made a motion that was seconded by Mr. Watts to adopt the proposed amendment to Chapter 20, Article 1, Sec. 20-8 – Operation of bicycles on certain sidewalks, changing the penalty for each violation from criminal to civil; and Sec. 20-9. - Operation of skateboards on certain sidewalks, restricting riding of skateboards in the Central Business District only and changing the penalty for each violation from criminal to civil.

After discussion, the motion failed 1-4 via the roll call method as follows:

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

Mr. Watts made a motion that was seconded by Mr. Higginbotham to adopt the proposed amendment to Chapter 20, Article 1, of the Town of Amherst Code, creating a new Sec. 20-10. – Bicycles and skateboards to yield to pedestrians on sidewalks, requiring skateboarders and bicyclists to yield to pedestrians, prohibit them from impeding a business or public building, prohibit the use of sidewalks for tricks or stunts, and providing related violations, definitions, and penalties.

After discussion, the motion carried 4-1 via the roll call method as follows:

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

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

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 Mr. Watts to approve the Minutes of the meeting held on May 11, 2022.

There being no discussion, the motion as to the May 11, 2022, minutes 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

Town Manager McGuffin gave a report on a permit approved by the Amherst County Board of Supervisors for special events venue, wedding venue, short term rentals, and hunting and fishing retreat at Kenmore Farm, just outside of Town limits on Kenmore Road, and how it might impact to the Town's water system and the surrounding community.

Mr. Watts made a motion that was seconded by Mr. Higginbotham to authorize staff to proceed with an appeal to the Amherst County Board of Zoning Appeals of the County's approval of the permit for special events venue, wedding venue, short term rentals, and hunting and fishing retreat at Kenmore Farm, as recommended by staff.

After 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

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

There being no further business, the meeting adjourned at 8:27 P.M., until July 13, 2022, at 7:00 p.m., on motion of Ms. Carton seconded by Mr. Watts.

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

---

D. Dwayne Tuggle, Mayor

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

**§33.2-339 – Town Addition to Secondary Route**  
**Extension of Lynchburg Road (Route 1125)**

**RESOLUTION**

WHEREAS, the Town of Amherst has authority pursuant to §33.2-339, *Code of Virginia*, to request the addition of mileage to the Secondary System of State Highways as long as all proposed mileage conforms to specific Virginia Department of Transportation (VDOT) requirements addressing widths of right-of-way and not exceeding the 0.25 mile limitation of maximum allowable new Secondary System mileage per VDOT fiscal year.

WHEREAS, the Town of Amherst and the Virginia Department of Transportation have entered into an agreement on the 23<sup>rd</sup> day of May, 2022 for stormwater detention for Lynchburg Road, which applies to this request for addition.


NOW THEREFORE BE IT RESOLVED, the Town Council of the Town of Amherst requests the Virginia Department of Transportation to add the segment(s) described on the attached Form AM-4.3 to the Secondary System of State Highways.

BE IT FURTHER RESOLVED, the Town Council of the Town of Amherst does guarantee to the Commonwealth of Virginia a clear and unrestricted right-of-way of 40 feet, as required by VDOT Secondary Highway System policy and including all necessary easements for cuts, fills and drainage structures for the segment(s) requested to be added.

This Resolution was adopted by the Town Council of the Town of Amherst on the 8th day of June, 2022.

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

ATTEST:

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

AN ORDINANCE TO ESTABLISH THE [BUDGET](#) FOR THE TOWN OF AMHERST, VIRGINIA FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022 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, 2021, 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 FY22 Town of Amherst budget and approved appropriations for the respective funds.

**Estimated Revenues**

General Fund	\$1,463,489
Water Fund	\$1,271,188
Sewer Fund	\$942,052
Garbage Fund	\$143,642
IDA Fund	\$83,826

**Estimated Expenditures**

General Fund	\$1,463,489
Water Fund	\$1,271,188
- Operations	\$841,196
- Debt Service and Capital Projects	\$429,992
Sewer Fund	\$942,052
- Operations	\$644,312
- Debt Service and Reserve	\$297,740
Garbage Fund	\$143,642
IDA Fund	\$83,826

**C. 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 8<sup>th</sup> of June, 2021 and shall become effective immediately.*

Mayor \_\_\_\_\_

Attest:

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



MOTION: Kenneth S. Watts

SECOND: Andra Higginbotham



June 8, 2022  
Regular Meeting  
Ord. No. 220608B

## ORDINANCE OF THE TOWN OF AMHERST

**AN ORDINANCE AMENDING THE CODE OF THE TOWN OF AMHERST, VIRGINIA, CHAPTER 20 (TRAFFIC AND VEHICLES), ARTICLE I (IN GENERAL), BY CREATING THEREIN § 20-10 (“BICYCLES AND SKATEBOARDS TO YIELD TO PEDESTRIANS ON SIDEWALKS”), TO REQUIRE SKATEBOARDERS AND BICYCLISTS TO YIELD TO PEDESTRIANS, PROHIBIT THEM FROM IMPEDING A BUSINESS OR PUBLIC BUILDING, PROHIBIT THE USE OF SIDEWALKS FOR TRICKS OR STUNTS, AND PROVIDE RELATED VIOLATIONS, DEFINITIONS, AND PENALTIES.**

**WHEREAS**, §§ 15.2-1427 and 15.2-1433 of the Code of Virginia, 1950 enables a local governing body to adopt, amend and codify ordinances or portions thereof;

**WHEREAS**, § 7.01 of the Town Charter empowers the Town Council to “maintain, and clear . . . sidewalks . . . and to regulate the use of all such highways . . . and works”; “to prevent the obstruction of such streets, alleys and highways . . . and to do all other things whatsoever adapted to make the streets and highways safe, convenient and attractive”; § 9.01(1) of the Town Charter empowers the Town Council to “prevent all things detrimental to the . . . safety, convenience and welfare of the inhabitants of the town”; and § 9.01(17) of the Town Charter empowers the Town Council to “pass and enforce all . . . ordinances which it may deem necessary for the good order and government of the town . . ., and to do such other things and pass such other laws as may be necessary or proper to carry into full effect all powers . . . [of the] town”;

**WHEREAS**, the Town Council expresses concern over a tendency to use skateboards on sidewalks for tricks and stunts rather for a legitimate transportation function, and in a manner that impedes or endangers pedestrians, or disrupts business; and

**WHEREAS**, on June 8, 2022, a public hearing was held on this matter, and all of those wishing to speak on this topic were heard;

**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF AMHERST**, that Chapter 20 (Traffic and Vehicles), Article I (In General) of the Amherst Town Code is hereby amended to enact a new section, § 20-10, as follows:

### **Sec. 20-10. – Bicycles and skateboards to yield to pedestrians on sidewalks.**

- A. A person riding a bicycle or skateboard on a sidewalk or across a roadway on a crosswalk shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing any pedestrian.

- B. No person riding a skateboard on a sidewalk shall thereby (1) interfere with a business conducting its trade, (2) interfere with access to or egress from any building open to the public (including but not limited to any business, office, school, government building, place of worship, or assembly hall), or (3) use a sidewalk for tricks or stunts without the purpose of transportation.
- C. “Interfere,” for purposes of Subsection B, shall mean to hinder, delay, or obstruct. Factors for determining interference include (1) the extent and duration of the skateboarder’s presence in front of a business or building; (2) whether the skateboarder was traveling to a fixed location, or going back and forth in front of the business or building; (3) whether the skateboarder was asked to leave by any owner, shopkeeper, patron, member, staff person, or other individual having a legitimate interest in the business, building, or its affairs; (4) the extent of hazard or difficulty imposed by the skateboarder on any individual trying to patronize or support the business or building; and (5) the speed of the skateboard and its proximity to any individual, vehicles, windows, or other damageable property in its path.
- D. Each violation of this Section shall be punishable by a civil penalty of not more than \$50.

The foregoing Ordinance was adopted on the 8<sup>th</sup> day of June, 2022.

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D. Dwayne Tuggle, Mayor

ATTEST:

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Clerk of Council

**Flag lots-** The creation of flag lots will only be considered in those instances where topographic constraints or unusual existing lot lines make this type of lot arrangement the only feasible way to develop the tract.

Flag lots must meet the following criteria:

- (a) Each flag lot must have a minimum of 25 feet of frontage on the street.
- (b) The required minimum lot area shall meet the zoning ordinance requirement of the district in which it is located and shall not include the area of the long narrow "flagpole" portion.
- (c) The development of one flag lot behind another flag lot shall be prohibited.
- (d) A home on a flag lot must meet all setbacks within the "flag" portion of the lot, not including the "pole" portion of the lot.



**STAFF REPORT  
SPECIAL USE PERMIT**  
Jeremiah and Andrea Kirkland  
Planning Commission  
September 6, 2023

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**General Information:**

Processing schedule:	The Planning Commission set this proposal for a public hearing for the August 2 meeting. The public hearing was notified and advertised as required by law. A sign has been posted in the yard of the home in advance of the meeting, and since that time. The Planning Commission requested that staff review the proposal and provide conditions for the Special Use Permit, addressing the concerns of the Commission.
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**Application Information:**

Owner and Applicant:	Jeremiah and Andrea Kirkland
Requested Action:	Special Use Permit for Bed and Breakfast
Location:	146 N. Main Street
Tax Map Numbers:	96A4A 179
Existing Zoning:	R-2
Proposed Zoning:	R-2, with SUP for Bed and Breakfast
Existing land uses:	Single family residential
Comp. plan area:	Residential
Adjacent Zoning:	R-2

**Summary of Request and Background Information:**

The current Zoning Ordinance for the Town only allows bed and breakfasts (defined as less than 30 day occupancy, on the same property as the owner's residence) in the R-2 district with a Special Use Permit.

Jeremiah and Andrea Kirkland purchased this home in July, 2021. The home was originally designed as a duplex, with two doors in the front of the home. Each side contains two bedrooms. The home had a garage in the back of the property. There was damage to the garage, and the

Kirklands have sought to convert it to a studio apartment for rental as a bed and breakfast. They also have been renting one side of the duplex as a bed and breakfast.

By the current Zoning Ordinance in the Town, the duplex is a legal, conforming structure, and may be used as a home or long term rental. The use as a bed and breakfast requires an SUP.

The use of the previous garage structure for living space requires a change in the Ordinance regarding accessory dwelling units. Additionally, if there is an approval of the accessory dwelling unit ordinance, there will need to be clarification regarding how many bed and breakfast accommodations would be legal for the Kirklands on the lot.

### **Public Notice**

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

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

The existing zoning of the lot is consistent with the use of the duplex and the SUP for a bed and breakfast. The use of the garage structure will require a change in the Code in order to allow it to be used for living space.

### **Citizen Comment:**

There has been one citizen comment received about this proposal. A neighbor who received the adjacent notification expressed concern about the possible number of units, but was reassured that the SUP was only requested for the existing home and the garage structure.

### **Conclusion:**

In general, the public has been very favorable in Town regarding bed and breakfast proposals. There have no complaints about the use by the Kirklands to date.

Staff recommends approval of the proposal. Based upon feedback from the Planning Commission, staff proposes the following possible conditions:

1. The Special Use Permit shall only apply to the use of the duplex unit as a bed and breakfast unit, and shall only apply to the garage structure if the living space is compliant with the Accessory Dwelling Unit zoning and Building Code requirements.
2. A maximum of two rental units shall be allowed on the property, and only if all dwelling units on the property meet zoning requirements.
3. The property owner shall live on the property while the short-term rental use is in effect.
4. If the property owner will not be home for the night while the property is being rented, they will have a responsible property manager on site for the night.
5. Quiet hours shall be from 10 p.m. to 7 a.m., consistent with the Town's adopted noise ordinance.
6. Occupancy in the duplex rental unit shall be limited to four people.

7. Occupancy in the garage unit shall be limited to two people.
8. Camping, overnight stays in RV's or other motor vehicles is prohibited.
9. All guest parking must be off street parking.