

AMHERST TOWN COUNCIL
AGENDA
Wednesday, November 8, 2023
Meeting at 7:00 p.m.
Town Hall, 174 S. Main Street, Amherst, VA 24521

A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle

B. Pledge of Allegiance - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*

C. Invocation - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*

D. Public Hearings and Presentations

- 1. Public Hearing for Accessory Dwelling Unit Ordinance (Pg. 1)-** *Sara McGuffin- The Planning Commission has been considering changes to the Zoning Ordinance that would allow accessory dwelling units that are not contained within a residence. The Commission sends this to the Council with a unanimous recommendation for approval. A public hearing has been set and advertised for this meeting on the proposal.*

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. 2-13)** – *Drafts of the October 11th and 26th 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. 14-26)-** *The check register for the month of October 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. 27-60)**
 - a. 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. 61-67)**
 - a. Planning Commission– *no meeting*
 - b. Economic Development Authority- *no meeting*

H. Discussion Items

- 1. Proposed Conservation Easement for Ambler Farm (Pgs.)68-84)-** *Sara McGuffin and Kelley Kemp- Mr. Paul Kilgore has proposed a conservation easement for the property known as the “Ambler Farm,” across the street from Amherst County High School. Included in the packet is the draft easement language from the attorney who is working with Mr. Kilgore. Staff seeks comments or approval of the easement from Council.*

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.7 of the Code of Virginia, for the purpose of consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, specifically to discuss the pending legal matter involving the Amherst Lifesaving Crew.*

N. Adjournment

Accessory Dwelling Unit Examples:

- **Sec. xx.xx- Dwellings units accessory to single-household residences.**

Dwellings units, which include guest houses, garage apartments, additional dwellings within a home, mother-in law dwellings, and other residential accommodations, may be established accessory to a single-household residence either in the principal dwelling or as a detached accessory structure subject to the following provisions:

(a) Accessory dwelling units within the home shall retain the appearance of a single-household residence, or be located in an accessory structure located in the rear yard and outside the required setback lines for principal structures.

(b) The number of dwellings shall not exceed the limits established in the applicable zoning district.

(c) One additional accessory dwelling may be allowed above the limits established in the applicable zoning ordinance, if the additional unit meets the area requirements for subdivision for the district, meets all primary dwelling setbacks, and meets the requirements for water and wastewater provision.

(d)(d) Accessory dwellings shall comply with all applicable parking, building coverage and density requirements.

(e) No lot shall contain more than two accessory dwellings, for a total of three dwellings on a lot.

(f) Before a zoning certificate will be issued for development of an accessory dwelling unit, acceptable provision for water and wastewater must be obtained.

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on October 11, 2023, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

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

Also present were the following staff members:

Sara E. McGuffin	Town Manager		Officer Martin	Police Officer
Kelley Kemp	Town Attorney		Gary Williams	Director of Plants
Vicki K. Hunt	Clerk of Council		Gary P. Smith, Jr.	Plants Maintenance Supervisor
Tracie Morgan	Office Manager/Treasurer		Charles Thompson	Utilities Maintenance Foreman

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

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 at 146 N. Main Street, Amherst, Virginia. A public hearing was held on the matter by the Planning Commission on August 2, 2023, and at its meeting on September 6, 2023, the Commission unanimously voted to recommend approval of the special use permit with conditions.

Jeremiah Kirkland was present to answer questions.

Mayor Tuggle opened a duly advertised public hearing at 7:03 p.m. on the application of Jeremiah and Andrea Kirkland for a special use permit allowing a bed and breakfast at their residence at 146 N. Main Street, Amherst, Virginia.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:05 p.m.

Mr. Higginbotham made a motion that was seconded by Mr. Driskill to approve an ordinance granting a Special Use Permit SUP-2023-0xx allowing a bed and breakfast at 146 North Main Street, Amherst, Virginia, as recommended by staff.

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

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

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

Town Manager McGuffin gave a report on a conflict contained in Chapter 20 of the Town Code §§Sec. 20-8 and 20-9 referring to bicycles and skateboards on sidewalks created by the adoption of §20-10. - Bicycles and skateboards to yield to pedestrians on sidewalks. Staff recommended repeal of Chapter 20 of the Town Code §§Sec. 20-8 and 20-9 to resolve the conflict.

Mayor Tuggle opened a duly advertised public hearing at 7:07 p.m. on consideration of an amendment to Chapter 20 of the Town Code to repeal §§Sec. 20-8 and 20-9 referring to bicycles and skateboards on sidewalks.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:07 p.m.

Ms. Wheaton made a motion that was seconded by Mr. Driskill to approve an ordinance amending Chapter 20 of the Town Code to repeal §§Sec. 20-8 and 20-9 referring to bicycles and skateboards on sidewalks, as recommended by staff.

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

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

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

Town Manager McGuffin gave a report on a proposed amendment to the Town's Zoning and Subdivision Ordinances, Chapter 24, 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. Following a public hearing held on the matter by the Planning Commission on September 6, 2023, the Commission unanimously voted to recommend approval of the proposed ordinance.

Mayor Tuggle opened a duly advertised public hearing at 7:09 p.m. on consideration of an amendment to the Town's Zoning and Subdivision Ordinances, Chapter 24, 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.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:09 p.m.

Mr. Driskill motion that was seconded by Ms. Wheaton to approve an ordinance amending the Town's Zoning and Subdivision Ordinances, Chapter 24, 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 the Planning Commission and staff.

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

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

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

Mayor Tuggle opened the floor to citizen comments.

Steve T. Martin, owner of Martin's Paint and Body Shop, came forward in opposition to an existing ordinance in the Town code that governs regulations on hard surface treatment of business parking areas.

Jerry N. Martin, owner of Martin's Paint and Body Shop, came forward in opposition to an existing ordinance in the Town code that governs regulations on hard surface treatment of business parking areas.

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

Ms. Turner made a motion that was seconded by Mr. Higginbotham to approve the consent agenda items consisting of minutes of the meetings held on September 13, 2023, and September 28, 2023, and the September 2023 check registry, as presented.

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

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

Town Manager McGuffin reported that at its meeting on October 4, 2023, the Planning Commission made a finding that use of 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 for a town park is in substantial accord with the Comprehensive Plan in accordance with §15.2-2232 of the Code of Virginia. Staff recommended that Town Council confirm the Commission's finding.

Ms. Wheaton made a motion that was seconded by Mr. Driskill to confirm the finding of the Planning Commission that use of 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 for a town park is in substantial accord with the Comprehensive Plan, as recommended by staff.

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

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

Town Manager gave a report on proposed change orders submitted by Anderson Construction for completion of improvements to the Water Treatment Plant. Staff recommended appropriation of funds from the Water Reserve in the amount of \$101,110.00 for the completion of the project.

Ms. Wheaton made a motion that was seconded by Ms. Turner to appropriate \$101,110.00 from the Water Reserve for the completion of improvements to the Water Treatment Plan, as recommended by staff.

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

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

Town Manager McGuffin gave a report on two bids received in response to the Town's Request for Bid for improvements to the Maintenance Shop that would create a better work environment for the maintenance staff. Although both bids were more than anticipated for the project, staff determined that neither were close to design standards and that more specific design standards for the improvements could be included in a rebidding process. Council could either accept the lower bid or start the rebidding process with more specific design standards.

Mr. Driskill made a motion that was seconded by Mr. Thompson not to award the bid for Maintenance Shop improvements and to start a rebidding process to include more specific design standards and inclusion of mandatory attendance at a preproposal conference.

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

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

Town Manager McGuffin gave a report on consideration of a code amendment to enact a new code section, Dwelling Units Accessory to Single-Household Residences, which would, if approved, allow up to two accessory units on a lot based on the underlying zoning district and/or size of parcel for a total of three dwellings on a lot. A public hearing was held on the matter by the Commission on August 2, 2023, and at its meeting on October 4, 2023, the Commission unanimously voted to recommend approval of the proposed amendment.

Mr. Driskill made a motion that was seconded by Ms. Wheaton to hold a public hearing at the November 8, 2023, Town Council Meeting on consideration of an amendment to the Town's zoning ordinance that, if approved, enact a new code section, Dwelling Units Accessory to Single-Household Residences, which would, if approved, allow up to two accessory units on a lot based on the underlying zoning district and/or size of parcel for a total of three dwellings on a lot.

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

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

Mayor Tuggle opened the floor to citizen comments.

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

There being no further business, on motion of Mr. Driskill that was seconded by Ms. Wheaton the meeting adjourned at 7:36 P.M., until November 8, 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

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

AT A MEETING OF THE AMHERST TOWN COUNCIL, HELD ON OCTOBER 11, 2023, IN THE TOWN HALL BUIDLING LOCATED AT 174 S. MAIN STREET, AMHERST, VIRGINIA, THE FOLLOWING ACTION WAS TAKEN:

Ordinance granting a Special Use Permit SUP-2023-0xx to allow a bed and breakfast at 146 North Main Street, Amherst, Virginia.

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

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

WHEREAS, Jeremiah and Andrea Kirkland filed an application requesting to amend the zoning ordinance to allow a bed and breakfast in a residential district and an application for said special use permit; and

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

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

WHEREAS, pursuant to Virginia Code Section 15.2-2204, the Amherst Planning Commission advertised as required by law and held a public hearing on this application on August 2, 2023 and voted to recommend not approving this request to Council; and

WHEREAS, pursuant to Virginia Code Section 15.2-2204, the Amherst Town Council advertised as required by law and held a public hearing on October 11, 2023.

NOW, THEREFORE, BE IT ORDAINED, by the Amherst Town Council in accordance with Sections 24-227 and 24-235 of the Amherst Zoning Ordinance, public necessity, convenience, general welfare, and good zoning practice, SUP-2023-0xx is approved to allow short term rentals at 146 North Main Street, Amherst, Virginia 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.

ADOPTED BY THE AMHERST TOWN COUNCIL ON OCTOBER 11, 2023.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of the Council



MOTION: Janice N. Wheaton
SECOND: Michael Driskill

Regular Meeting
October 11, 2023
Ord. No. 231011A

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 REPEALING THEREIN §20-8 ("OPERATION OF BICYCLES ON CERTAIN SIDEWALKS") AND §20-9 ("OPERATION OF SKATEBOARDS ON CERTAIN SIDEWALKS"), TO RESOLVE A CONFLICT WITH §20-10 ("BICYCLES AND SKATEBOARDS TO YIELD TO PEDESTRIANS ON SIDEWALKS").

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

WHEREAS, Amherst Town Code Sections 20-8 and 20-9 regulating bicycles and skateboards on sidewalks were previously adopted by the Amherst Town Council on August 8, 2007; and

WHEREAS, on June 8, 2022, Town Council passed Ordinance Section 20-10 regarding bicycles and skateboards on sidewalks that is in contradiction to Sections 20-8 and 20-9; and

WHEREAS, at the time it passed Ordinance §20-10, Council did not repeal Ordinance §§20-8 and 20-9; and

WHEREAS, the Amherst Town Council desires to repeal Sections 20-8 and 20-9 of the Amherst Town Code to eliminate the conflict; and

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

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

NOW, THEREFORE, BE IT ORDAINED by the Amherst Town Council that Sections 20-8 and 20-9 of the Amherst Town Code of Ordinances are hereby repealed.

~~Sec. 20-8 Operation of Bicycle on Certain Sidewalks~~

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

~~Sec. 20-9 Operation of Skateboards on Certain Sidewalks~~

~~No person shall ride a skateboard on a sidewalk. Each violation of this section shall constitute a class 4 misdemeanor.~~

ADOPTED BY THE AMHERST TOWN COUNCIL ON October 11, 2023.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of Council



MOTION: Michael Driskill
SECOND: Janice N. Wheaton

Regular Meeting
October 11, 2023
Ord. No. 231011B

ORDINANCE OF THE TOWN OF AMHERST

AN ORDINANCE AMENDING THE TOWN OF AMHERST CODE OF ORDINANCES TO ADD PROVISIONS TO CHAPTER 24 – ZONING AND SUBDIVISIONS TO INCLUDE PROVISIONS FOR FLAG LOTS.

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

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

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

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

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

NOW THEREFORE, BE IT ORDAINED BY THE AMHERST TOWN COUNCIL that the Town of Amherst Zoning Ordinance is amended and reenacted as follows:

Sec. xx.xx 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 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.

- e. Additional prohibitions regarding lots apply to the Ambriar Access Area, as outlined in Section 24-435.

This ordinance was adopted on October 11, 2023.

D. Dwayne Tuggle, Mayor

ATTEST:

Clerk of the Council

Mayor D. Dwayne Tuggle called a special meeting of the Amherst Town Council to order on October 26, 2023, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

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

Also present were the following staff members:

Sara E. McGuffin	Town Manager
Vicki K. Hunt	Clerk of Council
Tracie Morgan	Town Treasurer
Kelley Kemp - Remote	Town Attorney

The purpose of the meeting was to discuss town ordinances related to surface treatment of parking lots in business areas, and short term rentals in the R-1 and R-2 districts.

After Town Manager McGuffin gave a report on the Town's ordinance pertaining to surface treatment of parking lots in business areas and discussion by Council, no action was taken on the matter.

After Town Manager McGuffin gave a report on short term rentals in the R-1 and R-2 districts and discussion by Council, the matter was forwarded to the Planning Commission. No further action was taken on the matter.

There being no further business, the meeting adjourned at 8:36 p.m.

D. Dwayne Tuggle, Mayor

Attest: _____
Clerk of Council

Range of Checking Accts: First to Last Range of Check Dates: 10/01/23 to 10/31/23
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							
5670	10/05/23	ANTW005 BENCHMARK SYSTEMS, INC.					218
V4-00134	1	8/16-9/15/2023	628.00	100-4-12510-5600	Expenditure		13 1
				MICROSOFT OFFICE SERVICE			
5671	10/05/23	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					218
V4-00135	1	10/01-10/31/2023	657.15	100-4-43200-5230	Expenditure		14 1
				TELECOMMUNICATION			
5672	10/05/23	COBBT005 COBB TECHNOLOGIES					218
V4-00139	1	SERVICE/SUPPLES 102523-102424	1,091.00	100-4-12420-3320	Expenditure		20 1
				SERVICE CONTRACTS			
5673	10/05/23	COREM005 CORE & MAIN LP					218
V4-00140	1	LAMPHOLE FRAME	478.55	502-4-45000-6007	Expenditure		21 1
				REPAIR & MAINT. SUPPLIES			
5674	10/05/23	DEALL005 DEAL & LACHENEY P.C.					218
V4-00132	1	SEPTEMBER LEGAL FEES	2,140.00	100-4-12210-3150	Expenditure		11 1
				TOWN ATTORNEY			
5675	10/05/23	DEPAR005 DEPARTMENT OF MOTOR VEHICLES					218
V4-00128	1	REMOVALS SEPTEMBER	325.00	100-4-12420-3009	Expenditure		3 1
				DMV STOPS			
5676	10/05/23	FERRO005 FERRO FELLING LLC. TREE SVCS					218
V4-00129	1	TREE REMOVAL	650.00	501-4-45000-6007	Expenditure		4 1
				REPAIR & MAINT. SUPPLIES			
5677	10/05/23	GRAIN005 GRAINGER					218
V4-00127	1	LAB REAGENT	309.70	501-4-44000-6004	Expenditure		2 1
				LAB SUPPLIES			
5678	10/05/23	GREGO005 GREGORYS GENERAL AUTO REPAIR					218
V4-00137	1	OIL CHANGE PD	84.00	100-4-31100-6009	Expenditure		18 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5679	10/05/23	HILLH005 HILL HARDWARE CORPORATION					218
V4-00130	1	SEPTEMBER STATEMENT	33.79	100-4-43200-6009	Expenditure		5 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V4-00130	2	SEPTEMBER STATEMENT	48.11	501-4-44000-6007	Expenditure		6 1
				REPAIR & MAINT. SUPPLIES			
V4-00130	3	SEPTEMBER STATEMENT	25.99	502-4-44000-6007	Expenditure		7 1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.			
V4-00130	4	SEPTEMBER STATEMENT	119.00	100-4-43200-6013	Expenditure		8 1
				AG SUPPLIES			
			226.89				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5680	10/05/23	LITTL005 LITTLETON AND ASSOCIATES, INC.					218	
V4-00144	1	PAYMENT NUMBER 7	186,627.50	502-4-94000-8002	Expenditure		25	1
				WWTP CENTRIFUGE				
5681	10/05/23	LOWES005 LOWE'S BUSINESS ACCOUNT					218	
V4-00126	1	SEPTEMBER STATEMENT	414.16	100-4-43200-6009	Expenditure		1	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5682	10/05/23	MANSF005 MANSFIELD OIL COMPANY					218	
V4-00136	1	916-9302023 FUEL	414.21	100-4-43200-6008	Expenditure		15	1
				FUEL				
V4-00136	2	916-9302023 FUEL	754.92	100-4-31100-6008	Expenditure		16	1
				FUEL				
V4-00136	3	916-9302023 FUEL	147.32	502-4-44000-6008	Expenditure		17	1
				FUEL/OIL				
			<u>1,316.45</u>					
5683	10/05/23	NEWSA005 THE NEWS & ADVANCE					218	
V4-00133	1	SEPT. STATEMENT	345.12	100-4-81100-3600	Expenditure		12	1
				ADVERTISING				
5684	10/05/23	PYLES005 PYLE SOLUTIONS, LLC.					218	
V4-00141	1	BIO BOMB & SUPPLIES	2,378.08	502-4-45000-6007	Expenditure		22	1
				REPAIR & MAINT. SUPPLIES				
5685	10/05/23	SUPPL005 THE SUPPLY ROOM					218	
V4-00138	1	OFFICE SUPPLIES	40.94	100-4-12420-6001	Expenditure		19	1
				OFFICE SUPPLIES				
5686	10/05/23	VACOR005 VACORP					218	
V4-00145	1	JULY 23 HYBRID DISABILITY	24.08	100-4-12110-2500	Expenditure		26	1
				STD/LONG-TERM DISABILITY				
V4-00145	2	JULY 23 HYBRID	10.33	100-4-31100-2500	Expenditure		27	1
				STD/LONG-TERM DISABILITY				
V4-00145	3	AUGUST 23 HYBRID	20.36	501-4-12110-2500	Expenditure		28	1
				STD/LONG-TERM DISABILITY				
V4-00145	4	AUGUST 23 HYBRID	15.27	502-4-12110-2500	Expenditure		29	1
				STD/LONG-TERM DISABILITY				
V4-00145	5	AUGUST 23 HYBRID	1.52	514-4-12110-2500	Expenditure		30	1
				STD/LONG-TERM DISABILITY				
V4-00145	6	AUGUST 23 HYBRID	4.40	100-4-12420-2500	Expenditure		31	1
				HYBRID DISABILITY				
V4-00145	7	AUGUST 23 HYBRID	8.60	501-4-12420-2500	Expenditure		32	1
				HYBRID DISABILITY				
V4-00145	8	AUGUST 23 HYBRID	5.73	502-4-12420-2500	Expenditure		33	1
				HYBRID DISABILITY				
V4-00145	9	AUGUST 23 HYBRID	0.37	514-4-12420-2500	Expenditure		34	1
				HYBRID DISABILITY				
V4-00145	10	AUGUST 23 HYBRID	17.66	501-4-44000-2500	Expenditure		35	1
				LONG-TERM DISABILITY				

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GENERAL			Continued					
5686	VACORP		Continued					
V4-00145	11	AUGUST 23 HYBRID	19.11	502-4-44000-2500	Expenditure		36	1
				LONG-TERM DISABILITY				
			<u>127.43</u>					
5687	10/05/23	VACOR005 VACORP					218	
V4-00146	1	SEPT 23 HYBRID	24.08	100-4-12110-2500	Expenditure		37	1
				STD/LONG-TERM DISABILITY				
V4-00146	2	SEPT 23 HYBRID	10.33	100-4-31100-2500	Expenditure		38	1
				STD/LONG-TERM DISABILITY				
V4-00146	3	SEPT 23 HYBRID	20.36	501-4-12110-2500	Expenditure		39	1
				STD/LONG-TERM DISABILITY				
V4-00146	4	SEPT 23 HYBRID	15.27	502-4-12110-2500	Expenditure		40	1
				STD/LONG-TERM DISABILITY				
V4-00146	5	SEPT 23 HYBRID	1.52	514-4-12110-2500	Expenditure		41	1
				STD/LONG-TERM DISABILITY				
V4-00146	6	SEPT 23 HYBRID	4.40	100-4-12420-2500	Expenditure		42	1
				HYBRID DISABILITY				
V4-00146	7	SEPT 23 HYBRID	8.60	501-4-12420-2500	Expenditure		43	1
				HYBRID DISABILITY				
V4-00146	8	SEPT 23 HYBRID	5.73	502-4-12420-2500	Expenditure		44	1
				HYBRID DISABILITY				
V4-00146	9	SEPT 23 HYBRID	0.37	514-4-12420-2500	Expenditure		45	1
				HYBRID DISABILITY				
V4-00146	10	SEPT 23 HYBRID	17.66	501-4-44000-2500	Expenditure		46	1
				LONG-TERM DISABILITY				
V4-00146	11	SEPT 23 HYBRID	20.26	502-4-44000-2500	Expenditure		47	1
				LONG-TERM DISABILITY				
			<u>128.58</u>					
5688	10/05/23	VERIZ005 VERIZON					218	
V4-00131	1	9/25-10/24	39.99	100-4-43200-5230	Expenditure		9	1
				TELECOMMUNICATION				
V4-00131	2	8/25-9/24/2023	68.76	100-4-43200-5230	Expenditure		10	1
				TELECOMMUNICATION				
			<u>108.75</u>					
5689	10/05/23	VUPS0005 VA UTILITY PROTECTION SERVICE					218	
V4-00143	1	SEPTEMBER 811	38.50	501-4-45000-5130	Expenditure		24	1
				MISS UTILITY				
5690	10/05/23	WOOLD005 WOOLDRIDGE HEATING, AIR & ELEC					218	
V4-00142	1	AC REPAIR	401.00	100-4-43200-6007	Expenditure		23	1
				REPAIR & MAINT. SUPPLIES				
5691	10/11/23	APPAL005 APPALACHIAN POWER					219	
V4-00149	1	STREET LIGHTS SEPTEMBER	2,705.09	100-4-41320-5100	Expenditure		5	1
				STREETLIGHTS				
5692	10/11/23	EDMUN005 EDMUNDS & ASSOCIATES, INC.					219	
V4-00148	1	MAINTENANCE 2024	3,208.33	100-4-12420-3320	Expenditure		2	1
				SERVICE CONTRACTS				

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PO #	Item	Description					Seq	Acct
GENERAL			Continued					
5692	EDMUNDS & ASSOCIATES, INC.	Continued						
V4-00148	2	MAINTENANCE 2024	3,208.33	501-4-12420-3320	Expenditure		3	1
				SUPPORT CONTRACTS				
V4-00148	3	MAINTENANCE 2024	3,208.34	502-4-12420-3320	Expenditure		4	1
				SERVICE CONTRACTS				
			<u>9,625.00</u>					
5693	10/11/23	FISHE005 FISHER AUTO PARTS, INC					219	
V4-00151	1	SEPTEMBER STATEMENT	6.72	100-4-43200-6009	Expenditure		11	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
V4-00151	2	SEPTEMBER STATEMENT	49.80	502-4-44000-6007	Expenditure		12	1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.				
			<u>56.52</u>					
5694	10/11/23	SUPPL005 THE SUPPLY ROOM					219	
V4-00152	1	COPY PAPER	143.97	100-4-12420-6001	Expenditure		13	1
				OFFICE SUPPLIES				
5695	10/11/23	VERIZ005 VERIZON					219	
V4-00147	1	SCADA 09/02-10/01	200.09	502-4-44000-5230	Expenditure		1	1
				TELECOMMUNICATIONS				
5696	10/11/23	WWASS005 WW ASSOCIATES					219	
V4-00150	1	SUNSET/CENTRI/RETAIN/SCADA	10,350.00	501-4-94000-8003	Expenditure		6	1
				SUNSET WATERLINE REPLACEMENT				
V4-00150	2	SUNSET/CENTRI/RETAIN/SCADA	250.00	501-4-44000-3150	Expenditure		7	1
				PROFESSIONAL SVCS				
V4-00150	3	SUNSET/CENTRI/RETAIN/SCADA	250.00	502-4-44000-3150	Expenditure		8	1
				PROFESSIONAL SVCS				
V4-00150	4	SUNSET/CENTRI/RETAIN/SCADA	2,250.00	502-4-94000-8002	Expenditure		9	1
				WWTP CENTRIFUGE				
V4-00150	5	SUNSET/CENTRI/RETAIN/SCADA	7,000.00	501-4-94000-8002	Expenditure		10	1
				WATER TREATMENT PLANT IMPROVEMENTS				
			<u>20,100.00</u>					
5697	10/20/23	ANDER005 ANDERSON CONSTRUCTION, INC.					220	
V4-00164	1	PAYMENT 28/29	114,477.15	501-4-94000-8002	Expenditure		61	1
				WATER TREATMENT PLANT IMPROVEMENTS				
V4-00164	2	PAYMENT 28/29	28,424.23	501-4-94000-8002	Expenditure		62	1
				WATER TREATMENT PLANT IMPROVEMENTS				
			<u>142,901.38</u>					
5698	10/20/23	AUTOS005 AUTOSLED, INC.					220	
V4-00171	1	TAHOE TRANSPORT	1,790.00	100-4-31100-8005	Expenditure		69	1
				VEHICLES/EQUIPMENT				
5699	10/20/23	BBTBA005 TRUIST BANK					220	
V4-00153	1	ZOOM VH	42.00	100-4-12510-3150	Expenditure		1	1
				I.T. SERVICES				
V4-00153	2	VISTA VH	28.85	100-4-43200-6001	Expenditure		2	1
				OFFICE SUPPLIES				

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GENERAL			Continued					
5699	TRUIST BANK		Continued					
V4-00153	3	VA MUNI VH	154.00	100-4-12110-5810	Expenditure		3	1
				DUES & MEMBERSHIPS				
V4-00153	4	NA ASSOC VH	25.00	100-4-12110-5810	Expenditure		4	1
				DUES & MEMBERSHIPS				
V4-00153	5	CUSTOMER SERV PM	141.41	100-4-12420-5501	Expenditure		5	1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE				
V4-00153	6	USPS SM	13.71	100-4-12110-5210	Expenditure		6	1
				POSTAGE				
V4-00153	7	ADOBE SM	12.99	100-4-12510-6002	Expenditure		7	1
				I.T. SUPPLIES				
V4-00153	8	WASABI SM	9.27	100-4-12510-3150	Expenditure		8	1
				I.T. SERVICES				
V4-00153	9	NEWS SM	1.00	100-4-12110-5810	Expenditure		9	1
				DUES & MEMBERSHIPS				
V4-00153	10	OPEN PHONE	15.00	100-4-12110-3150	Expenditure		10	1
				PROFESSIONAL SVCS				
V4-00153	11	INDEED TM	247.11	100-4-12420-3600	Expenditure		11	1
				ADVERTISING				
V4-00153	12	USPS TM	8.99	100-4-12420-5210	Expenditure		12	1
				POSTAGE				
V4-00153	13	GAS TM	49.55	100-4-43200-6008	Expenditure		13	1
				FUEL				
V4-00153	14	BEEN VERI TM	22.86	100-4-12420-3150	Expenditure		14	1
				PROFESSIONAL SVCS				
V4-00153	15	AMAZON TM	653.47	100-4-31100-6032	Expenditure		15	1
				INVESTIGATION EXPENSE				
V4-00153	16	AMAZON TM	606.69	100-4-31100-6010	Expenditure		16	1
				POLICE SUPPLIES				
V4-00153	17	PACK LR	140.00	100-4-31100-6003	Expenditure		17	1
				CANINE SUPPLIES				
V4-00153	18	FOOD LION GS	37.18	502-4-44000-6004	Expenditure		18	1
				LAB SUPPLIES				
V4-00153	19	SPARTAN CW	45.98	100-4-31100-6032	Expenditure		19	1
				INVESTIGATION EXPENSE				
V4-00153	20	DMV TM	5.00	100-4-31100-6009	Expenditure		20	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
			<hr/>					
			2,260.06					
5700	10/20/23	BECKY005 BECKY CASH					220	
V4-00169	1	CLASS 1 EXAM	124.00	502-4-44000-5810	Expenditure		67	1
				DUES & MEMBERSHIPS				
5701	10/20/23	CARTE010 CARTER MACHINERY COMPANY, INC.					220	
V4-00156	1	PREVEN/EMERG REPAIR	1,089.81	501-4-44000-3310	Expenditure		48	1
				REPAIR & MAINT. SVCS				
V4-00156	2	PREVEN/EMERG REPAIR	6,064.00	502-4-44000-3310	Expenditure		49	1
				REPAIR & MAINT. SVCS-RUT CRK				
V4-00156	3	PREVEN/EMERG REPAIR	4,573.76	502-4-44000-6007	Expenditure		50	1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.				

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GENERAL			Continued					
5701		CARTER MACHINERY COMPANY, INC. Continued						
V4-00156	4	PREVEN/EMERG REPAIR	367.43	501-4-44000-3310	Expenditure		51	1
				REPAIR & MAINT. SVCS				
			<u>12,095.00</u>					
5702	10/20/23	CASHA005 CASH ALIGNMENT					220	
V4-00170	1	BATTERY	214.99	100-4-31100-6009	Expenditure		68	1
				VEHICLE/POWER EQUIPMENT SUPPLIES				
5703	10/20/23	DARRY005 DARRYL DWAYNE TUGGLE					220	
V4-00163	1	VML	355.72	100-4-11010-5501	Expenditure		60	1
				TRAVEL-MILAGE/HOTELS/CONFERENCE				
5704	10/20/23	GFLN005 GFL ENVIRONMENTAL					220	
V4-00159	1	OCTOBER SERVICE	10,534.36	514-4-43200-3160	Expenditure		55	1
				COLLECTION IN-TOWN				
V4-00159	2	OCTOBER SERVICE	1,461.68	514-4-43200-3170	Expenditure		56	1
				COLLECTION OUT OF TOWN				
			<u>11,996.04</u>					
5705	10/20/23	HACHC005 HACH COMPANY					220	
V4-00160	1	REPLACEMENT LIGHTING	2,160.00	501-4-44000-6007	Expenditure		57	1
				REPAIR & MAINT. SUPPLIES				
5706	10/20/23	HIGHP005 HIGH PEAK SPORTSWEAR, INC.					220	
V4-00161	1	TRACIE/PATTY SHIRTS	201.30	100-4-12420-6001	Expenditure		58	1
				OFFICE SUPPLIES				
5707	10/20/23	KRUGE005 KRUGER					220	
V4-00157	1	FILTER PANNEL	2,300.88	502-4-44000-6007	Expenditure		52	1
				REPAIR & MAINT. SUPPLIES-RUT. CRK.				
5708	10/20/23	PACEA005 PACE ANALYTICAL SERVICES, INC.				10/20/23 VOID		0
5709	10/20/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					220	
V4-00154	1	LAB TESTING	187.90	502-4-44000-3140	Expenditure		21	1
				TESTING SERVICES				
V4-00154	2	LAB TESTING	206.50	502-4-44000-3140	Expenditure		22	1
				TESTING SERVICES				
V4-00154	3	LAB TESTING	187.90	502-4-44000-3140	Expenditure		23	1
				TESTING SERVICES				
V4-00154	4	LAB TESTING	206.50	502-4-44000-3140	Expenditure		24	1
				TESTING SERVICES				
V4-00154	5	LAB TESTING	187.90	502-4-44000-3140	Expenditure		25	1
				TESTING SERVICES				
V4-00154	6	LAB TESTING	206.50	502-4-44000-3140	Expenditure		26	1
				TESTING SERVICES				
V4-00154	7	LAB TESTING	187.90	502-4-44000-3140	Expenditure		27	1
				TESTING SERVICES				
V4-00154	8	LAB TESTING	19.70	501-4-44000-3140	Expenditure		28	1
				TESTING SERVICES				

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GENERAL			Continued				
5709 PACE ANALYTICAL SERVICES, INC. Continued							
V4-00154	9	LAB TESTING	50.20	501-4-44000-3140 TESTING SERVICES	Expenditure		29 1
V4-00154	10	LAB TESTING	25.10	501-4-44000-3140 TESTING SERVICES	Expenditure		30 1
V4-00154	11	LAB TESTING	50.20	501-4-44000-3140 TESTING SERVICES	Expenditure		31 1
V4-00154	12	LAB TESTING	25.10	501-4-44000-3140 TESTING SERVICES	Expenditure		32 1
V4-00154	13	LAB TESTING	3,769.80	502-4-44000-3140 TESTING SERVICES	Expenditure		33 1
V4-00154	14	LAB TESTING	3,088.50	502-4-44000-3140 TESTING SERVICES	Expenditure		34 1
V4-00154	15	LAB TESTING	217.40	502-4-44000-3140 TESTING SERVICES	Expenditure		35 1
V4-00154	16	LAB TESTING	2,823.20	502-4-44000-3140 TESTING SERVICES	Expenditure		36 1
V4-00154	17	LAB TESTING	206.50	502-4-44000-3140 TESTING SERVICES	Expenditure		37 1
V4-00154	18	LAB TESTING	187.90	502-4-44000-3140 TESTING SERVICES	Expenditure		38 1
V4-00154	19	LAB TESTING	169.30	502-4-44000-3140 TESTING SERVICES	Expenditure		39 1
V4-00154	20	LAB TESTING	76.40	501-4-44000-3140 TESTING SERVICES	Expenditure		40 1
V4-00154	21	LAB TESTING	169.30	502-4-44000-3140 TESTING SERVICES	Expenditure		41 1
V4-00154	22	LAB TESTING	169.30	502-4-44000-3140 TESTING SERVICES	Expenditure		42 1
V4-00154	23	LAB TESTING	192.22	502-4-44000-3140 TESTING SERVICES	Expenditure		43 1
V4-00154	24	LAB TESTING	55.39	501-4-44000-3140 TESTING SERVICES	Expenditure		44 1
			<u>12,666.61</u>				
5710	10/20/23	ROBER005 ROBERT SHIFLETT					220
V4-00162	1	BOBBY GAS	15.00	100-4-31100-6008 FUEL	Expenditure		59 1
5711	10/20/23	SARAC005 SARA MCGUFFIN					220
V4-00158	1	VML	39.00	100-4-12110-5501 TRAVEL-MILAGE/HOTEL/CONFERENCE	Expenditure		53 1
V4-00158	2	VML	50.34	100-4-43200-6008 FUEL	Expenditure		54 1
			<u>89.34</u>				
5712	10/20/23	SUPPL005 THE SUPPLY ROOM					220
V4-00168	1	NAME PLATE	29.20	100-4-12110-5000 CONTINGENCY REQUIREMENT	Expenditure		66 1

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GENERAL			Continued				
5713	10/20/23	UNIVA005 UNIVAR					220
V4-00155	1	CHEMICALS	3,443.88	501-4-44000-6051	Expenditure		45 1
				CHEMICALS			
V4-00155	2	CHEMICALS	7,127.15	501-4-44000-6051	Expenditure		46 1
				CHEMICALS			
V4-00155	3	CHEMICALS	564.66	501-4-44000-6051	Expenditure		47 1
				CHEMICALS			
			<u>11,135.69</u>				
5714	10/20/23	VACOR005 VACORP					220
V4-00166	1	WORKERS COMP	237.00	100-4-43200-2700	Expenditure		64 1
				WORKER'S COMP			
5715	10/20/23	VARUR005 VA RURAL WATER ASSOCIATION					220
V4-00165	1	VRWA	350.00	100-4-43200-5501	Expenditure		63 1
				TRAVEL-MILEAGE/CONFERENCE/HOTEL			
5716	10/20/23	Alignment Check				VOID	
5717	10/20/23	WOHLF005 WOHLFORD'S RADAR CALIBRATION					220
V4-00167	1	CALIBRATE	72.00	100-4-31100-6010	Expenditure		65 1
				POLICE SUPPLIES			
5718	10/30/23	AMERI005 AMERICAN FIDELITY ASSURANCE CO					221
24-00019	1	OCT 23 DEDUCTION CHECKS	212.16	100-2-21500-0000	G/L		1 1
				AMERICAN FIDELITY DISABILITY W/HOLDING			
24-00019	2	OCT 23 DEDUCTION CHECKS	29.52	100-2-21600-0000	G/L		2 1
				CANCER W/HOLDING			
24-00019	3	OCT 23 DEDUCTION CHECKS	177.66	100-2-21950-0000	G/L		3 1
				AMERICAN FIDELITY LIFE W/HOLDING			
24-00019	4	OCT 23 DEDUCTION CHECKS	57.79	501-2-21500-0000	G/L		4 1
				AMERICAN FIDELITY DISABILITY W/HOLDING			
24-00019	5	OCT 23 DEDUCTION CHECKS	43.87	501-2-21600-0000	G/L		5 1
				CANCER W/HOLDING			
24-00019	6	OCT 23 DEDUCTION CHECKS	57.79	502-2-21500-0000	G/L		6 1
				AMERICAN DISABILITY W/HOLDING			
24-00019	7	OCT 23 DEDUCTION CHECKS	43.87	502-2-21600-0000	G/L		7 1
				CANCER W/HOLDING			
24-00019	8	OCT 23 DEDUCTION CHECKS	65.58	502-2-21950-0000	G/L		8 1
				AMERICAN FIDELITY LIFE W/HOLDING			
			<u>688.24</u>				
5719	10/30/23	APPAL005 APPALACHIAN POWER					221
V4-00176	1	ELEC TO 10/12/2023	528.10	100-4-43200-5100	Expenditure		22 1
				ELECTRIC			
V4-00176	2	ELEC TO 10/12/2023	5,450.43	501-4-44000-5100	Expenditure		23 1
				ELECTRICAL SVCS			
V4-00176	3	ELEC TO 10/12/2023	4,489.06	502-4-44000-5100	Expenditure		24 1
				ELECTRICAL SVCS-RUT CRK			
V4-00176	4	ELEC TO 10/12/2023	119.70	502-4-44000-5130	Expenditure		25 1
				ELECTRICAL SVCS-PUMP STATION			

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GENERAL			Continued					
5719		APPALACHIAN POWER	Continued					
V4-00176	5	ELEC TO 10/12/2023	97.32	100-4-41320-5100	Expenditure		26	1
				STREETLIGHTS				
V4-00176	6	ELEC TO 10/12/2023	28.32	701-4-81500-5100	Expenditure		27	1
				ELECTRICAL SERV.				
			10,712.93					
5720	10/30/23	COBBT005 COBB TECHNOLOGIES					221	
V4-00177	1	OVERAGE 7/25-10/24/2023	503.84	100-4-12510-6002	Expenditure		28	1
				I.T. SUPPLIES				
5721	10/30/23	GFLN005 GFL ENVIRONMENTAL					221	
V4-00174	1	SHOOTING RANGE	26.95	100-4-31100-5800	Expenditure		19	1
				FIRE RANGE FEES				
5722	10/30/23	LOWES005 LOWE'S BUSINESS ACCOUNT					221	
V4-00178	1	8/22-10/13/2023	550.70	100-4-43200-6012	Expenditure		29	1
				CHRISTMAS DECORATIONS				
V4-00178	2	8/22-10/13/2023	129.43	501-4-44000-8005	Expenditure		30	1
				EQUIPMENT				
V4-00178	3	8/22-10/13/2023	129.43	502-4-44000-8005	Expenditure		31	1
				VEHICLES				
V4-00178	4	8/22-10/13/2023	810.26	501-4-44000-6004	Expenditure		32	1
				LAB SUPPLIES				
			1,619.82					
5723	10/30/23	MANSF005 MANSFIELD OIL COMPANY					221	
V4-00179	1	10/01-10/15/2023	620.34	100-4-31100-6008	Expenditure		33	1
				FUEL				
V4-00179	2	10/01-10/15/2023	404.79	100-4-43200-6008	Expenditure		34	1
				FUEL				
V4-00179	3	10/01-10/15/2023	104.76	502-4-44000-6008	Expenditure		35	1
				FUEL/OIL				
			1,129.89					
5724	10/30/23	MELVI005 MELVIN T. MORGAN ROOFING					221	
V4-00180	1	TH ROOF REPAIR	1,871.00	100-4-43200-6007	Expenditure		36	1
				REPAIR & MAINT. SUPPLIES				
5725	10/30/23	MINNE005 MINNESOTA LIFE					221	
24-00021	1	OCT 23 DEDUCTION CHECKS	11.40	100-2-21550-0000	G/L		9	1
				OPT LIFE INS. W/HOLDING				
24-00021	2	OCT 23 DEDUCTION CHECKS	52.80	501-2-21550-0000	G/L		10	1
				OPT LIFE INS. W/HOLDING				
			64.20					
5726	10/30/23	NATIO010 NATIONWIDE RETIREMENT SOLUTION					221	
24-00022	1	OCT 23 DEDUCTION CHECKS	146.20	100-2-21400-0000	G/L		11	1
				RETIREMENT W/HOLDING				
24-00022	2	OCT 23 DEDUCTION CHECKS	121.33	100-2-21900-0000	G/L		12	1
				DEFERRED COMP W/HOLDING				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5726	NATIONWIDE	RETIREMENT SOLUTION	Continued					
24-00022	3	OCT 23 DEDUCTION CHECKS	191.88	501-2-21400-0000	G/L		13	1
				RETIREMENT W/HOLDINGS				
24-00022	4	OCT 23 DEDUCTION CHECKS	159.24	501-2-21900-0000	G/L		14	1
				DEFERRED COMP W/H				
24-00022	5	OCT 23 DEDUCTION CHECKS	143.90	502-2-21400-0000	G/L		15	1
				RETIRMENT W/HOLDING				
24-00022	6	OCT 23 DEDUCTION CHECKS	119.43	502-2-21900-0000	G/L		16	1
				DEFERRED COMP W/HOLDING				
			881.98					
5727	10/30/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					221	
V4-00175	1	LAB TESTING	206.50	502-4-44000-3140	Expenditure		20	1
				TESTING SERVICES				
V4-00175	2	LAB TESTING	187.90	502-4-44000-3140	Expenditure		21	1
				TESTING SERVICES				
			394.40					
5728	10/30/23	SUPPL005 THE SUPPLY ROOM					221	
V4-00173	1	TRACIE CALCULATOR	134.99	100-4-12420-6001	Expenditure		18	1
				OFFICE SUPPLIES				
5729	10/30/23	TMOBI005 T-MOBILE					221	
V4-00172	1	PD 9/15-10/14	379.14	100-4-31100-5230	Expenditure		17	1
				TELECOMMUNICATIONS				
5730	10/31/23	POSTM005 POSTMASTER, AMHERST					222	
V4-00181	1	OCTOBER 2023 UTILITY MAILING	311.96	501-4-12420-5210	Expenditure		1	1
				POSTAGE				
V4-00181	2	OCTOBER 2023 UTILITY MAILING	311.96	502-4-12420-5210	Expenditure		2	1
				POSTAGE				
			623.92					
Checking Account Totals			Paid	Void	Amount Paid	Amount Void		
		Checks:	59	2	451,372.98	0.00		
		Direct Deposit:	0	0	0.00	0.00		
		Total:	59	2	451,372.98	0.00		
Report Totals			Paid	Void	Amount Paid	Amount Void		
		Checks:	59	2	451,372.98	0.00		
		Direct Deposit:	0	0	0.00	0.00		
		Total:	59	2	451,372.98	0.00		

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	4-100	24,393.37	0.00	698.27	25,091.64
WATER FUND	4-501	186,606.36	0.00	505.58	187,111.94
SEWER FUND	4-502	226,710.69	0.00	430.57	227,141.26
GARBAGE FUND	4-514	11,999.82	0.00	0.00	11,999.82
IDA FUND	4-701	28.32	0.00	0.00	28.32
Total of All Funds:		449,738.56	0.00	1,634.42	451,372.98

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	100	24,393.37	0.00	698.27	25,091.64
WATER FUND	501	186,606.36	0.00	505.58	187,111.94
SEWER FUND	502	226,710.69	0.00	430.57	227,141.26
GARBAGE FUND	514	11,999.82	0.00	0.00	11,999.82
IDA FUND	701	28.32	0.00	0.00	28.32
Total of All Funds:		449,738.56	0.00	1,634.42	451,372.98

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	4-100	24,393.37	0.00	0.00	0.00	24,393.37
WATER FUND	4-501	186,606.36	0.00	0.00	0.00	186,606.36
SEWER FUND	4-502	226,710.69	0.00	0.00	0.00	226,710.69
GARBAGE FUND	4-514	11,999.82	0.00	0.00	0.00	11,999.82
IDA FUND	4-701	28.32	0.00	0.00	0.00	28.32
Total of All Funds:		<u>449,738.56</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>449,738.56</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">• Staff proposed funding in the budget for land purchase.• Staff proposed additional funding for the First Responders event next year and secured donations for this year to have the biggest event thus far.• Signs have been installed at the park, and the name sign is ready for unveiling.• Bike racks have been purchased and installed at Town Hall and at the mini park.• Staff has begun research on Town clock options and exploring best option for location.• 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.• The Planning Commission made a determination of substantial accord for the park property and has forwarded that to the Council for consideration.• Staff is working with Mr. Kilgore to ensure that all steps are taken to have the conservation easement and property transfer occur.			
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">• 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.• 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.			
<ul style="list-style-type: none">• The Town EDA met with the County EDA.• Staff is working with a site selector for the location of a distribution center to be located at Brockman Park.			
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">• 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.• Staff met with a consultant who has worked on several VDOT/municipality projects for streetscape improvements.			
4	Continuously Improve and Enhance Services		
		5.a	Support continuing education for employees
		5.b	Facility improvements identified in the CIP



OCTOBER 2023 MONTHLY REPORT 4064 MILES PATROLLED CALLS FOR SERVICE: 266

CALLS FOR SERVICE	NUMBER
MOTORIST ASSIST	16
ALARM	7
PHONE COMPLAINT	131
BOLO	12
MISSING PERSON	
SHOPLIFTING	
PROBLEM WITH OTHERS	11
DOMESTIC	1
CHECK WELFARE	5
NOISE OR DOG COMPLAINT	8
TRAFFIC CRASH	8
EMS CALLS	5
SUDDEN DEATH	1
SUSPICIOUS PERSON	6
OTHER	57
CALLS AT AMBRIAR	1

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

OTHER	NUMBER
ASSIST OTHER OFFICER	17
ASSIST OTHER AGENCY	13
COURT	6
REPORTS	18
SCHOOL / TRAINING	6
MEETINGS	14
TOWED / IMPOUNDED VEH	

OFFICER INITIATED	NUMBER
BUILDING CHECKS	127
BUSINESS VISIT	120
BUILDING SEARCH	6
TRAFFIC SUMMONS	17
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	161/14
WARRANT SERVICE	5
PROPERTY WALK AROUNDS	76
WARRANTS OBTAINED	3
PARKING TICKETS	
MISD. INVESTIGATION	5
FELONY INVESTIGATION	2
NARCOTICS INV.	
SEARCH WARRANT	
PUBLIC RELATIONS	20
CITIZEN CONTACT	269

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

ARREST	NUMBER
MISDEMEANOR	5
FELONY	
EPO/PPO	2
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 OCTOBER ACTIVITIES:

10/1/2023- Officer Rose did Community Policing at Family Dollar with Skye.

10/5/2023- Officer Rose attended CNT training.

10/09/2023-10/13/2023- Officer Robinson attended the Gang Conference.

10/10/2023-10/11/2023- Officer Rose attended K9 Training.

10/13/2023- Chief Shiflett and Capt. Watts attended the After Council Meeting.

10/16/2023- Officer Rose deployed K9 Skye for Capt. Watts in Reference to an article search.

10/19/2023- Nighttime qualifications.

10/19/2023- Chief Shiflett attended the Domestic Violence Awareness Vigil.

10/20/2023- Capt. Watts and Officer Robinson Completed Vehicle Calibrations.

10/20/2023- Ali Completed Evidence Inspection for Accreditation. No issues.

10/21/2023-10/22/2023- Apple Harvest Festival. Chief Shiflett, Capt. Watts, Investigator Floyd, Officer Martin and Officer Robinson worked the event.

Through both days the attendance count was approximately 7500 people between both days.



10/24/2024- Chief Shiflett attended Liberty University Law Enforcement Leadership Luncheon.

10/25/2023- Chief Shiflett and Capt. Watts met with County and School officials in reference to traffic changes at the high school for construction.

10/26/2023- Chief Shiflett and Capt. Watts attended the RASAC meeting.

10/26/2023- Chief Shiflett attended the Horizon Board Meeting.

10/27/2023- Trunk or Treat event at Second Stage. The event brought in over 535 children!

10/29/2023- Officer Martin attended the Trunk or Treat at the High School.

10/30/2023- Officer Rose taught CIT.

10/31/2023- Officer Rose taught at the Academy.

10/31/2023- Capt. Watts worked extra patrols for Halloween.

November 1st, 2023 starts the annual toy drive. If you would like to be involved or help with this event please contact Chief Shiflett.

6.5 Reserve hours worked.

AFTER HOURS CALLS

10/5/2023 S. Main Alarm

10/9/2023 N. Main Alarm

10/18/2023 29 South Deer Accident

10/29/2023 Newington Dr Suspicious Person



10/30/2023 Glenway Dr. Problems with Others

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: November 2, 2023
Re: October 2023 Monthly Report

Utilities:

- October 2023 utility billing total was \$159093.18.
- There were 13 disconnects for October 2023.
- Nine new account set-ups.
- Our online payment system now has a feature for customers to set up Auto-Pay. Notices were put on the monthly utility bills as well as advertised on the Town's Facebook page.

Accounts Payable:

- The total amount of checks cut for June bills, including payroll deductions was \$451,372.98. The majority of this amount was related to the water and sewer projects.
- Please see attached report for full check listing.

Meals and Beverage Tax:

- 20 Businesses paid \$66,024.41 in Meals and Beverage Tax for the month of September 2023.

Revenue and Expense Report:

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

License Fee Tax:

- License Fee Tax bills were mailed out on October 20, 2023. Please remind everyone that these bills are due by December 5, 2023. If you know someone who does not receive their bill, please tell them to reach out to the front office for help or questions.

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:** 10/31/23**Current Period:** 10/01/23 to 10/31/23**Prior Year:** 10/01/22 to 10/31/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
100-3-11030-0001	PERSONAL PROPERTY TAX-CURRENT	350.00	0.00	400.00	400.00	400.00	0
100-3-11060-0002	INTEREST ON DEL TAXES	27.59	0.00	26.85	105.69	105.69	0
100-3-12010-0001	LOCAL SALES & USE TAX	12,971.92	146,400.00	14,189.46	77,140.05	69,259.95 -	53
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,129.60	25,000.00	0.00	6,434.31	18,565.69 -	26
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,601.42	18,000.00	0.00	4,031.43	13,968.57 -	22
	12020 Total	3,731.02	43,000.00	0.00	10,465.74	32,534.26 -	24
100-3-12030-0006	BUSINESS LICENSE TAX	6,700.85	130,000.00	1,279.13	27,652.40	102,347.60 -	21
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	972.79	1,300.00	75.11	3,186.19	1,886.19	245
	12030 Total	7,673.64	131,300.00	1,354.24	30,838.59	100,461.41 -	23
100-3-12050-0001	MOTOR VEHICLE LICENSES	43,499.00	40,000.00	43,633.00	43,533.00	3,533.00	109
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES/INTE	19.05	300.00	22.80	135.15	164.85 -	45
	12050 Total	43,518.05	40,300.00	43,655.80	43,668.15	3,368.15	108
100-3-12060-0001	BANK STOCK FEE	0.00	70,000.00	0.00	0.00	70,000.00 -	0
100-3-12080-0001	CIGARETTE TAX	9,000.00	30,000.00	0.00	6,000.00	24,000.00 -	20
100-3-12100-0001	LODGING TAX	878.71	12,000.00	1,647.80	6,999.12	5,000.88 -	58
100-3-12110-0001	MEALS TAX	61,482.61	700,000.00	66,243.05	258,946.55	441,053.45 -	37
100-3-12110-0002	MEALS TAX-PEN & INTEREST	0.00	600.00	0.00	223.47	376.53 -	37
	12110 Total	61,482.61	700,600.00	66,243.05	259,170.02	441,429.98 -	36
100-3-13030-0007	ZONING PERMITS	490.66	0.00	0.00	0.00	0.00	0
100-3-14010-0001	FINES & FORFEITURES	1,673.90	6,000.00	622.25	4,415.18	1,584.82 -	74
100-3-15010-0001	INTEREST ON BANK DEPOSITS	527.53	5,000.00	0.00	9,088.81	4,088.81	182

Town of Amherst
Statement of Revenue and Expenditures

11/02/2023
12:36 PM

<i>Revenue Account</i>	<i>Description</i>	<i>Prior Yr Rev</i>	<i>Anticipated</i>	<i>Curr Rev</i>	<i>YTD Rev</i>	<i>Excess/Deficit</i>	<i>% Real</i>
100-3-15010-0002	INTEREST ON INVESTMENTS	4,214.25	20,000.00	0.00	9,295.80	10,704.20 -	46
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	6,496.79 -	0.00	0.00	2,562.49	2,562.49	0
	15010 Total	1,755.01 -	25,000.00	0.00	20,947.10	4,052.90 -	83
100-3-15020-0005	TOWER LEASE	1,809.86	10,859.16	904.93	3,619.72	7,239.44 -	33
100-3-16030-0001	POLICE SECURITY	1,181.28	20,000.00	587.54	2,094.50	17,905.50 -	10
100-3-18030-0001	REFUNDS	855.00	500.00	850.94	4,524.99	4,024.99	905
100-3-18030-0005	RETURNED CHECK FEE	50.00 -	0.00	100.00	350.00	350.00	0
100-3-18030-0006	ACCIDENT REPORTS	20.00	250.00	20.00	75.00	175.00 -	30
100-3-18030-0007	MISC REV	0.00	0.00	0.00	3.00	3.00	0
100-3-18030-0008	COLLECTION FEE	30.00	2,000.00	262.86 -	643.51	1,356.49 -	32
	18030 Total	855.00	2,750.00	708.08	5,596.50	2,846.50	203
100-3-18990-0003	DONATIONS-POLICE	0.00	0.00	25.00	75.00	75.00	0
100-3-19020-0005	DMV STOP FEES	78.18	1,200.00	514.21	1,166.37	33.63 -	97
100-3-22010-0007	ROLLING STOCK TAX	0.00	2,400.00	0.00	2,627.62	227.62	109
100-3-22010-0009	PERSONAL PROPERTY TAX RELIEF	0.00	17,455.92	0.00	17,455.92	0.00	100
100-3-22010-0010	RENTAL TAX	256.28	3,000.00	189.81	735.02	2,264.98 -	24
100-3-22010-0030	COMMUNICATION TAX FROM STATE	5,908.52	70,800.00	5,722.22	22,198.14	48,601.86 -	31
	22010 Total	6,164.80	93,655.92	5,912.03	43,016.70	50,639.22 -	45
100-3-24010-0001	DCJS GRANTS	1,873.00	92,000.00	0.00	0.00	92,000.00 -	0
100-3-24010-0003	STATE POLICE AID	0.00	64,664.00	0.00	0.00	64,664.00 -	0
	24010 Total	1,873.00	156,664.00	0.00	0.00	156,664.00 -	0
100-3-24020-0001	FIRE PROGRAM GRANT	0.00	15,000.00	0.00	0.00	15,000.00 -	0
100-3-33010-0009	DCJS FEDERAL JUSTICE FUNDS	0.00	0.00	17,003.00	17,003.00	17,003.00	0
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	0.00	0.00	100.00	400.00	400.00	0

Town of Amherst
Statement of Revenue and Expenditures

11/02/2023
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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>Excess/Deficit</i>	<i>% Real</i>
100-3-41040-0006	FOIA REQUESTS	0.00	0.00	0.00	12.79	12.79	0
100-3-42000-0000	RESERVE	0.00	186,127.21	0.00	0.00	186,127.21 -	0
GENERAL FUND Revenue Totals		152,005.21	1,690,856.29	153,894.24	533,134.22	1,157,722.07 -	31
<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
100-4-11010-0000	TOWN COUNCIL	0.00	0.00	0.00	0.00	0.00	0
100-4-11010-1100	WAGES	950.00	11,400.00	950.00	3,800.00	7,600.00	33
100-4-11010-2100	FICA	72.70	872.10	72.70	290.80	581.30	33
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	157.23	5,000.00	355.72	2,233.67	2,766.33	45
11010 TOWN COUNCIL		1,179.93	17,272.10	1,378.42	6,324.47	10,947.63	37
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	2,367.13	54,705.81	4,107.15	17,963.98	36,741.83	33
100-4-12110-1300	PT WAGES	2,964.86	41,241.26	3,172.74	14,173.39	27,067.87	34
100-4-12110-2100	FICA	416.99	7,339.95	564.96	2,490.74	4,849.21	34
100-4-12110-2200	VRS	696.19	4,950.72	887.27	3,447.00	1,503.72	70
100-4-12110-2300	HEALTH INSURANCE	390.51	8,602.44	688.69	2,729.24	5,873.20	32
100-4-12110-2400	GROUP LIFE INSURANCE	40.99	733.06	59.77	235.29	497.77	32
100-4-12110-2500	STD/LONG-TERM DISABILITY	22.12	288.85	48.16	72.24	216.61	25
100-4-12110-2600	UNEMPLOYMENT INSURANCE	0.00	26.00	0.00	0.00	26.00	0
100-4-12110-2700	WORKER'S COMP	0.00	125.03	0.00	0.00	125.03	0
100-4-12110-3150	PROFESSIONAL SVCS	0.00	0.00	15.00	53.00	53.00 -	0
100-4-12110-3600	ADVERTISING	758.80	2,000.00	0.00	362.72	1,637.28	18
100-4-12110-5000	CONTINGENCY REQUIREMENT	75.00	50,726.00	29.20	355.52	50,370.48	1
100-4-12110-5210	POSTAGE	4.00	250.00	13.71	79.32	170.68	32
100-4-12110-5230	TELECOMMUNICATIONS	45.00	540.00	45.00	180.00	360.00	33
100-4-12110-5307	CRIME & CYBER INSURANCE	0.00	2,225.00	0.00	0.00	2,225.00	0
100-4-12110-5501	TRAVEL-MILAGE/HOTEL/CONFERENCE	0.00	3,000.00	39.00	1,316.51	1,683.49	44

Town of Amherst
Statement of Revenue and Expenditures

11/02/2023
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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>Unexpended</i>	<i>% Expd</i>
100-4-12110-5810	DUES & MEMBERSHIPS	199.00	2,500.00	180.00	620.83	1,879.17	25
	12110 TOWN MANAGER	7,980.59	179,254.12	9,850.65	44,079.78	135,174.34	25
100-4-12210-3150	TOWN ATTORNEY	2,000.00	26,750.00	2,140.00	8,420.00	18,330.00	31
100-4-12240-3150	INDEPENDENT AUDITOR	0.00	20,000.00	0.00	0.00	20,000.00	0
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-12420-1100	WAGES	3,657.19	49,879.28	4,110.13	17,657.27	32,222.01	35
100-4-12420-1300	PT WAGES	327.20	5,083.25	380.71	1,467.05	3,616.20	29
100-4-12420-2100	FICA	269.24	4,204.63	373.88	1,584.51	2,620.12	38
100-4-12420-2200	VRS	737.25	8,444.56	853.25	3,263.78	5,180.78	39
100-4-12420-2300	HEALTH INSURANCE	655.38	8,155.56	1,399.88	5,599.04	2,556.52	69
100-4-12420-2400	GROUP LIFE INSURANCE	53.90	668.38	67.55	258.33	410.05	39
100-4-12420-2500	HYBRID DISABILITY	0.00	0.00	8.80	13.20	13.20 -	0
100-4-12420-2600	UNEMPLOYEMENT INSURANCE	14.36	41.60	0.00	0.00	41.60	0
100-4-12420-2700	WORKER'S COMP	0.00	104.04	0.00	0.00	104.04	0
100-4-12420-3009	DMV STOPS	175.00	2,000.00	325.00	1,150.00	850.00	58
100-4-12420-3150	PROFESSIONAL SVCS	0.00	3,800.00	22.86	22.86	3,777.14	1
100-4-12420-3160	BANKING SERVICE CHARGES	25.74	800.00	0.00	240.89	559.11	30
100-4-12420-3170	VIP MANAGEMENT FEE	237.95	3,500.00	0.00	0.00	3,500.00	0
100-4-12420-3320	SERVICE CONTRACTS	5,300.00	4,250.00	4,299.33	4,299.33	49.33 -	101
100-4-12420-3600	ADVERTISING	0.00	200.00	247.11	507.08	307.08 -	254
100-4-12420-5000	MISC EXP	0.00	0.00	0.00	14.99	14.99 -	0
100-4-12420-5210	POSTAGE	0.00	3,000.00	8.99	25.59	2,974.41	1
100-4-12420-5230	TELECOMMUNICATIONS	90.00	1,080.00	90.00	360.00	720.00	33
100-4-12420-5400	TUITION REIMBURSEMENT	0.00	8,000.00	0.00	2,647.25	5,352.75	33
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	275.00	3,000.00	141.41	356.15	2,643.85	12
100-4-12420-5810	DUES & MEMBERSHIPS	0.00	300.00	0.00	200.00	100.00	67
100-4-12420-6001	OFFICE SUPPLIES	219.16	4,000.00	521.20	857.02	3,142.98	21

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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>Unexpended</i>	<i>% Expd</i>
	12420 FINANCE DEPARTMENT	12,037.37	110,511.30	12,850.10	40,524.34	69,986.96	37
100-4-12510-0000	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0
100-4-12510-3150	I.T. SERVICES	50.86	9,000.00	51.27	204.39	8,795.61	2
100-4-12510-3340	WEBSITE MAINTENANCE	0.00	1,000.00	0.00	450.00	550.00	45
100-4-12510-5600	MICROSOFT OFFICE SERVICE	1,069.75	8,000.00	628.00	2,673.75	5,326.25	33
100-4-12510-6002	I.T. SUPPLIES	319.24	5,000.00	516.83	1,352.22	3,647.78	27
100-4-12510-8001	I.T. EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00	0
	12510 INFORMATION TECHNOLOGY	1,439.85	28,000.00	1,196.10	4,680.36	23,319.64	17
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	29,414.91	436,639.62	35,473.77	157,626.26	279,013.36	36
100-4-31100-1200	OVERTIME	0.00	8,453.09	0.00	4,804.07	3,649.02	57
100-4-31100-1300	PT WAGES	2,088.81	31,516.13	1,564.87	6,936.32	24,579.81	22
100-4-31100-1400	OTHER PAY/HOLIDAY	264.23	13,904.30	782.84	3,133.31	10,770.99	23
100-4-31100-1500	SECURITY WAGES	2,110.00	20,000.00	200.00	1,175.00	18,825.00	6
100-4-31100-2100	FICA	2,499.48	37,524.26	2,726.13	12,557.82	24,966.44	33
100-4-31100-2200	VRS	5,225.02	73,923.09	6,445.74	25,090.61	48,832.48	34
100-4-31100-2300	HEALTH INSURANCE	4,683.31	74,262.00	6,083.11	24,356.62	49,905.38	33
100-4-31100-2400	GROUP LIFE INSURANCE	466.81	5,850.97	424.79	1,687.28	4,163.69	29
100-4-31100-2500	STD/LONG-TERM DISABILITY	9.65	123.94	20.66	30.99	92.95	25
100-4-31100-2600	UNEMPLOYMENT INSURANCE	12.54	93.45	0.00	0.00	93.45	0
100-4-31100-2700	WORKER'S COMP	0.00	14,140.78	0.00	0.00	14,140.78	0
100-4-31100-2710	LODA INSURANCE	0.00	2,642.00	0.00	0.00	2,642.00	0
100-4-31100-3310	REPAIR & MAINT. SVCS	0.00	2,000.00	0.00	0.00	2,000.00	0
100-4-31100-3320	PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	4,000.00	0.00	100
100-4-31100-3400	CODE RED	0.00	2,700.00	0.00	0.00	2,700.00	0
100-4-31100-3600	ADVERTISING	0.00	500.00	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>Unexpended</i>	<i>% Expd</i>
100-4-31100-5210	POSTAGE	0.00	500.00	0.00	0.00	500.00	0
100-4-31100-5230	TELECOMMUNICATIONS	1,500.25	10,000.00	669.91	2,388.14	7,611.86	24
100-4-31100-5305	MOTOR VEHICLE INSURANCE	0.00	2,844.68	0.00	0.00	2,844.68	0
100-4-31100-5306	OTHER PROPERTY INSURANCE	0.00	163.69	0.00	0.00	163.69	0
100-4-31100-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	347.00	5,000.00	0.00	900.32	4,099.68	18
100-4-31100-5700	EVENTS	0.00	12,000.00	0.00	0.00	12,000.00	0
100-4-31100-5800	FIRE RANGE FEES	99.99	3,000.00	26.95	539.66	2,460.34	18
100-4-31100-5801	ATTORNEY FEES	0.00	2,000.00	0.00	450.00	1,550.00	22
100-4-31100-5810	DUES & MEMBERSHIP	50.00	6,000.00	0.00	4,248.00	1,752.00	71
100-4-31100-6001	OFFICE SUPPLIES	8.46	3,000.00	0.00	412.00	2,588.00	14
100-4-31100-6003	CANINE SUPPLIES	1,351.38	4,000.00	140.00	1,049.12	2,950.88	26
100-4-31100-6008	FUEL	1,776.06	20,000.00	1,390.26	5,498.37	14,501.63	27
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	122.00	9,000.00	303.99	2,453.33	6,546.67	27
100-4-31100-6010	POLICE SUPPLIES	5,238.68	45,000.00	678.69	26,854.07	18,145.93	60
100-4-31100-6011	UNIFORMS	587.60	4,000.00	43.68	675.70	3,324.30	17
100-4-31100-6030	CRIME PREVENTION	368.34	5,000.00	0.00	737.79	4,262.21	15
100-4-31100-6032	INVESTIGATION EXPENSE	0.00	2,500.00	699.45	722.44	1,777.56	29
100-4-31100-8005	VEHICLES/EQUIPMENT	0.00	104,692.08	1,790.00	95,362.00	9,330.08	91
31100 POLICE DEPARTMENT		62,224.52	966,974.08	59,464.84	383,689.22	583,284.86	40
100-4-32200-0000	CONTROL	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	15,000.00	0
100-4-32200-5701	FIRE PROGRAM GRANTS	0.00	15,000.00	0.00	0.00	15,000.00	0
32200 CONTROL		0.00	30,000.00	0.00	0.00	30,000.00	0
100-4-41320-5100	STREETLIGHTS	2,227.53	26,085.79	2,802.41	8,346.74	17,739.05	32
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	3,195.40	43,140.93	2,145.59	14,162.20	28,978.73	33

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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>Unexpended</i>	<i>% Expd</i>
100-4-43200-1300	PT WAGES	973.20	15,452.12	969.70	3,987.37	11,464.75	26
100-4-43200-1400	OTHER PAY/HOLIDAY	0.00	4,125.28	0.00	261.92	3,863.36	6
100-4-43200-2100	FICA	309.52	3,300.28	238.43	1,407.48	1,892.80	43
100-4-43200-2200	VRS	776.30	7,303.76	421.90	2,393.83	4,909.93	33
100-4-43200-2300	HEALTH INSURANCE	786.73	10,613.40	524.13	3,144.30	7,469.10	30
100-4-43200-2400	GROUP LIFE INSURANCE	49.06	578.09	33.39	193.98	384.11	34
100-4-43200-2500	HYBRID DISABILITY	0.00	100.10	0.00	0.00	100.10	0
100-4-43200-2600	UNEMPLOYMENT INSURANCE	19.30	83.20	0.00	0.00	83.20	0
100-4-43200-2700	WORKER'S COMP	0.00	146.91	237.00	237.00	90.09 -	161
100-4-43200-5100	ELECTRIC	434.01	7,702.60	528.10	2,628.77	5,073.83	34
100-4-43200-5110	HEATING SERVICES	0.00	4,500.00	0.00	0.00	4,500.00	0
100-4-43200-5120	WATER/SEWER	313.97	3,759.00	281.27	1,204.13	2,554.87	32
100-4-43200-5230	TELECOMMUNICATION	1,302.81	11,136.00	945.90	4,150.87	6,985.13	37
100-4-43200-5304	PROPERTY INSURANCE	0.00	358.22	0.00	0.00	358.22	0
100-4-43200-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	1,126.76	0
100-4-43200-5306	OTHER PROPERTY INSURANCE	0.00	1,281.25	0.00	0.00	1,281.25	0
100-4-43200-5308	GENERAL LIABILITY INSURANCE	0.00	5,433.00	0.00	0.00	5,433.00	0
100-4-43200-5410	LEASE OF EQUIPMENT	0.00	7,000.00	0.00	0.00	7,000.00	0
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	3,000.00	350.00	1,018.68	1,981.32	34
100-4-43200-6001	OFFICE SUPPLIES	30.53	750.00	28.85	28.85	721.15	4
100-4-43200-6005	JANITORIAL SUPPLIES	0.00	3,000.00	0.00	204.68	2,795.32	7
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	0.00	21,500.00	2,272.00	5,761.36	15,738.64	27
100-4-43200-6008	FUEL	2,476.46	20,000.00	918.89	3,932.16	16,067.84	20
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIES	791.91	24,000.00	454.67	1,106.66	22,893.34	5
100-4-43200-6011	UNIFORMS	0.00	2,500.00	0.00	0.00	2,500.00	0
100-4-43200-6012	CHRISTMAS DECORATIONS	1,760.56	4,000.00	550.70	550.70	3,449.30	14
100-4-43200-6013	AG SUPPLIES	0.00	2,500.00	119.00	119.00	2,381.00	5
100-4-43200-8005	EQUIPMENT/VEHICLES	0.00	68,000.00	0.00	0.00	68,000.00	0

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
	43200 GENERAL MAINTENANCE	13,219.76	276,390.90	11,019.52	46,493.94	229,896.96	17
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	0.00	3,000.00	0.00	0.00	3,000.00	0
100-4-72200-5600	MUSEUM CONTRIBUTIONS	0.00	3,000.00	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
100-4-81100-3600	ADVERTISING	0.00	0.00	345.12	345.12	345.12 -	0
100-4-81100-5810	DUES/MEMBERSHIP	0.00	1,118.00	0.00	0.00	1,118.00	0
	81100 PLANNING/ZONING	0.00	1,118.00	345.12	345.12	772.88	31
100-4-83500-5600	NEIGHBORS HELPING NEIGHBORS CONTRIB	0.00	2,500.00	0.00	0.00	2,500.00	0
	GENERAL FUND Expenditure Totals	102,309.55	1,690,856.29	101,047.16	542,903.97	1,147,952.32	32

100 GENERAL FUND		Prior	Current	YTD
Revenues:	152,005.21	153,894.24	533,134.22	
Expenditures:	102,309.55	101,047.16	542,903.97	
Net Income:	49,695.66	52,847.08	9,769.75 -	

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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>Excess/Deficit</i>	<i>% Real</i>
501-3-16080-0005	WATER IN-TOWN BASE CHARGES	22,741.55	269,934.29	22,212.75	87,677.81	182,256.48 -	32
501-3-16080-0006	WATER OT BASE CHARGES	13,543.84	175,851.84	8,516.88	46,248.48	129,603.36 -	26
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	33,121.49	408,047.97	32,540.64	132,362.74	275,685.23 -	32
501-3-16080-0008	WATER OT USAGE CHARGES	21,310.38	291,179.13	13,214.74	75,545.55	215,633.58 -	26
501-3-16080-0009	PENALTIES	2,703.45	20,000.00	3,087.36	10,924.35	9,075.65 -	55
501-3-16080-0010	TRIP CHARGES	550.00	8,000.00	1,050.00	3,500.00	4,500.00 -	44
501-3-16080-0011	DORMANT ACCT FEE	305.00	3,715.33	334.99	1,219.13	2,496.20 -	33
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,764.00	397.00	1,588.00	3,176.00 -	33
501-3-16080-0013	AVAILABILITY FEE	0.00	3,000.00	0.00	4,346.69	1,346.69	145
501-3-16080-0014	WATER CHARGES-SBC	8,025.00	131,625.12	8,025.00	32,100.00	99,525.12 -	24
501-3-16080-0015	PREPAY UTILITIES	0.00	0.00	0.00	443.63 -	443.63 -	0
501-3-16080-0016	SBC WATER CAPITAL COSTS REIMB	0.00	0.00	2,185.60	8,742.40	8,742.40	0
16080 Total		102,697.71	1,316,117.68	91,564.96	403,811.52	912,306.16 -	30
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	300.00	0.00	1,100.00	900.04	900.04	0
501-3-42000-0000	RESERVE FUNDS	0.00	101,851.33	0.00	0.00	101,851.33 -	0
WATER FUND Revenue Totals		102,997.71	1,417,969.01	92,664.96	404,711.56	1,013,257.45 -	28
<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
501-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
501-4-12110-1100	WAGES	3,220.71	43,962.71	3,559.18	15,847.07	28,115.64	36
501-4-12110-1300	PT WAGES	370.60	5,058.80	396.60	1,771.70	3,287.10	35
501-4-12110-2100	FICA	289.12	3,750.15	318.54	1,411.35	2,338.80	38
501-4-12110-2200	VRS	728.64	9,232.17	841.32	3,255.42	5,976.75	35
501-4-12110-2300	HEALTH INSURANCE	340.10	4,468.80	370.52	1,481.99	2,986.81	33
501-4-12110-2400	GROUP LIFE INSURANCE	46.50	589.10	51.40	203.15	385.95	34
501-4-12110-2500	STD/LONG-TERM DISABILITY	18.42	232.11	40.72	61.08	171.03	26
12110 TOWN MANAGER		5,014.09	67,293.84	5,578.28	24,031.76	43,262.08	36

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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>Unexpended</i>	<i>% Expd</i>
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	3,075.46	37,853.15	2,877.45	13,148.44	24,704.71	35
501-4-12420-1300	PT WAGES	654.41	9,976.48	761.41	2,934.08	7,042.40	29
501-4-12420-2100	FICA	270.05	3,658.97	257.94	1,148.70	2,510.27	31
501-4-12420-2200	VRS	527.77	6,408.54	469.97	1,913.92	4,494.62	30
501-4-12420-2300	HEALTH INSURANCE	580.55	7,820.40	231.06	923.73	6,896.67	12
501-4-12420-2400	GROUP LIFE INSURANCE	44.20	507.23	37.21	151.52	355.71	30
501-4-12420-2500	HYBRID DISABILITY	0.00	0.00	17.20	25.80	25.80 -	0
501-4-12420-3160	BANKING SERVICE CHARGES	21.00	200.00	0.00	0.00	200.00	0
501-4-12420-3320	SUPPORT CONTRACTS	0.00	3,600.00	3,208.33	3,208.33	391.67	89
501-4-12420-5210	POSTAGE	295.78	3,600.00	311.96	1,253.23	2,346.77	35
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	0.00	1,723.00	477.00	78
43	12420 FINANCE DEPARTMENT	5,469.22	75,824.77	8,172.53	26,430.75	49,394.02	35
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	11,476.84	170,869.00	14,894.05	63,234.59	107,634.41	37
501-4-44000-1200	OVERTIME	0.00	0.00	0.00	1,006.06	1,006.06 -	0
501-4-44000-1300	PT WAGES	751.84	27,299.88	1,970.36	10,914.43	16,385.45	40
501-4-44000-1400	OTHER/HOLIDAY	389.04	6,114.07	416.01	2,727.44	3,386.63	45
501-4-44000-2100	FICA	906.42	15,627.65	1,261.79	5,720.20	9,907.45	37
501-4-44000-2200	VRS	1,948.82	22,983.97	2,620.95	10,082.01	12,901.96	44
501-4-44000-2300	HEALTH INSURANCE	2,140.70	33,516.00	3,751.95	11,856.69	21,659.31	35
501-4-44000-2400	GROUP LIFE INSURANCE	156.66	2,289.62	207.44	803.21	1,486.41	35
501-4-44000-2500	LONG-TERM DISABILITY	16.51	492.41	35.32	52.98	439.43	11
501-4-44000-2600	UNEMPLOYEMENT INSURANCE	27.81	41.60	0.00	0.00	41.60	0
501-4-44000-2700	WORKER'S COMP	0.00	4,115.07	0.00	0.00	4,115.07	0
501-4-44000-3140	TESTING SERVICES	3,059.26	31,000.00	302.09	831.19	30,168.81	3
501-4-44000-3150	PROFESSIONAL SVCS	250.00	3,200.00	250.00	1,000.00	2,200.00	31

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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>Unexpended</i>	<i>% Expd</i>
501-4-44000-3310	REPAIR & MAINT. SVCS	0.00	10,000.00	1,457.24	1,457.24	8,542.76	15
501-4-44000-3600	ADVERTISING	0.00	2,000.00	0.00	0.00	2,000.00	0
501-4-44000-5100	ELECTRICAL SVCS	3,655.57	47,707.13	5,450.43	21,345.05	26,362.08	45
501-4-44000-5120	WATER & SEWER	5,012.97	40,400.00	628.16	2,650.26	37,749.74	7
501-4-44000-5210	POSTAGE	168.00	2,000.00	0.00	8.13	1,991.87	0
501-4-44000-5230	TELECOMMUNICATIONS	259.32	5,040.00	325.55	1,351.78	3,688.22	27
501-4-44000-5304	PROPERTY INSURANCE	0.00	1,976.14	0.00	0.00	1,976.14	0
501-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	360.70	0.00	0.00	360.70	0
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	125.00	2,875.00	4
501-4-44000-5600	PERMITS	0.00	7,500.00	0.00	3,558.00	3,942.00	47
501-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	0.00	225.00	1,775.00	11
501-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	2,541.81	541.81 -	127
501-4-44000-6004	LAB SUPPLIES	825.90	15,000.00	810.26	22,678.55	7,678.55 -	151
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	28.42	20,000.00	2,208.11	5,937.05	14,062.95	30
501-4-44000-6008	FUEL/OIL	0.00	3,000.00	0.00	0.00	3,000.00	0
501-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	0.00	0.00	3,000.00	0
501-4-44000-6011	UNIFORMS	1,203.00	1,500.00	0.00	513.98	986.02	34
501-4-44000-6051	CHEMICALS	5,814.00	108,000.00	11,135.69	25,051.39	82,948.61	23
501-4-44000-8005	EQUIPMENT	0.00	15,000.00	129.43	129.43	14,870.57	1
44000 WATER OPERATIONAL		38,091.08	607,033.24	47,854.83	195,801.47	411,231.77	32
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	9,150.56	125,683.37	9,181.97	38,646.24	87,037.13	31
501-4-45000-1200	PT WAGES	0.00	734.15	0.00	0.00	734.15	0
501-4-45000-1300	PT WAGES	90.64	1,821.68	88.44	325.68	1,496.00	18
501-4-45000-2100	FICA	669.18	9,810.30	710.51	2,990.66	6,819.64	30
501-4-45000-2200	VRS	1,567.51	21,278.19	1,665.94	6,069.66	15,208.53	29
501-4-45000-2300	HEALTH INSURANCE	2,036.23	27,930.00	2,042.73	7,652.07	20,277.93	27

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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>Unexpended</i>	<i>% Expd</i>
501-4-45000-2400	GROUP LIFE INSURANCE	131.28	1,684.16	131.87	491.32	1,192.84	29
501-4-45000-2500	HYBRID DISABILITY	0.00	50.05	0.00	0.00	50.05	0
501-4-45000-2700	WORKER'S COMP	0.00	6,380.09	0.00	0.00	6,380.09	0
501-4-45000-3310	REPAIR & MAINT. SVCS	0.00	1,000.00	0.00	0.00	1,000.00	0
501-4-45000-5130	MISS UTILITY	35.70	800.00	38.50	38.50	761.50	5
501-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	1,126.76	0
501-4-45000-5410	LEASE OF EQUIPMENT	0.00	5,000.00	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	2,000.00	0
501-4-45000-5810	DUES & MEMBERSHIP	0.00	200.00	0.00	0.00	200.00	0
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	814.70	20,000.00	650.00	3,012.80	16,987.20	15
501-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	0.00	37,366.50	19,366.50 -	208
	45000 WATER MAINTENANCE	14,495.80	243,498.75	14,509.96	96,593.43	146,905.32	40
45 501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMENTS	103,062.73	0.00	149,901.38	259,943.15	259,943.15 -	0
501-4-94000-8003	SUNSET WATERLINE REPLACEMENT	0.00	0.00	10,350.00	13,800.00	13,800.00 -	0
	94000 CONTROL	103,062.73	0.00	160,251.38	273,743.15	273,743.15 -	0
501-4-95000-0000	DEBT SERVICE	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	17,202.68	0
501-4-95000-9001	60W W/L INTEREST	0.00	11,841.24	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	78,352.35	0
501-4-95000-9005	MAINSTREET W/L INTEREST	0.00	14,866.45	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	8,520.57	93,727.43	8
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	2,417.07	24,960.00	0.00	2,210.33	22,749.67	9
501-4-95000-9008	WATER PLANT UPGRADES PRINCIPLES	0.00	84,247.39	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	90,600.30	0
	95000 DEBT SERVICE	10,657.71	424,318.41	0.00	10,730.90	413,587.51	3

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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>Unexpended</i>	<i>% Expd</i>
	WATER FUND Expenditure Totals	176,790.63	1,417,969.01	236,366.98	627,331.46	790,637.55	44
	501 WATER FUND		Prior	Current	YTD		
	Revenues:	102,997.71	92,664.96	404,711.56			
	Expenditures:	176,790.63	236,366.98	627,331.46			
	Net Income:	73,792.92 -	143,702.02 -	222,619.90 -			

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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>Excess/Deficit</i>	<i>% Real</i>
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	31,100.59	366,129.74	28,348.51	115,675.46	250,454.28 -	32
502-3-16080-0006	SEWER OT BASE CHARGES	9,857.27	144,879.09	6,190.70	26,597.21	118,281.88 -	18
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	22,218.74	269,596.69	20,129.25	82,236.23	187,360.46 -	30
502-3-16080-0008	SEWER OT USAGE CHARGE	8,023.68	117,929.46	5,039.14	21,545.07	96,384.39 -	18
502-3-16080-0009	PENALTIES	2,115.76	15,000.00	2,656.56	8,697.43	6,302.57 -	58
502-3-16080-0011	DORMANT ACCT FEE	460.00	5,395.54	515.34	1,888.81	3,506.73 -	35
	16080 Total	73,776.04	918,930.52	62,879.50	256,640.21	662,290.31 -	27
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	13,154.33	50,000.00	15,485.16	29,890.12	20,109.88 -	60
502-3-19020-0004	SBC SEWER REHAB	2,793.00	11,172.00	2,793.00	5,586.00	5,586.00 -	50
	19020 Total	15,947.33	61,172.00	18,278.16	35,476.12	25,695.88 -	57
502-3-24040-0003	NUTRIENT CREDIT	0.00	400.00	0.00	389.47	10.53 -	97
502-3-42000-0000	RESERVE FUNDS	0.00	227,326.61	0.00	0.00	227,326.61 -	0
	SEWER FUND Revenue Totals	89,723.37	1,207,829.13	81,157.66	292,505.80	915,323.33 -	24
<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
502-4-12110-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
502-4-12110-1100	WAGES	2,415.54	37,524.95	2,669.39	11,885.30	25,639.65	32
502-4-12110-1300	PT WAGES	333.54	4,552.92	356.94	1,594.53	2,958.39	35
502-4-12110-2100	FICA	221.08	2,870.66	243.44	1,078.78	1,791.88	38
502-4-12110-2200	VRS	546.48	6,924.13	630.99	2,441.54	4,482.59	35
502-4-12110-2300	HEALTH INSURANCE	255.08	3,351.60	277.90	1,111.52	2,240.08	33
502-4-12110-2400	GROUP LIFE INSURANCE	34.86	441.83	38.56	152.39	289.44	34
502-4-12110-2500	STD/LONG-TERM DISABILITY	13.80	174.08	30.54	45.81	128.27	26
	12110 CONTROL	3,820.38	55,840.17	4,247.76	18,309.87	37,530.30	33
502-4-12420-0000	FINANCE DEPARTMENT	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>Unexpended</i>	<i>% Expd</i>
502-4-12420-1100	WAGES	2,436.29	30,609.39	2,368.40	10,762.89	19,846.50	35
502-4-12420-1300	PT WAGES	638.04	9,727.07	742.37	2,860.71	6,866.36	29
502-4-12420-2100	FICA	219.44	3,085.74	218.36	963.85	2,121.89	31
502-4-12420-2200	VRS	418.19	5,182.17	395.26	1,598.53	3,583.64	31
502-4-12420-2300	HEALTH INSURANCE	449.21	6,703.20	221.82	886.80	5,816.40	13
502-4-12420-2400	GROUP LIFE INSURANCE	35.02	410.16	31.27	126.51	283.65	31
502-4-12420-2500	HYBRID DISABILITY	0.00	0.00	11.46	17.19	17.19 -	0
502-4-12420-3320	SERVICE CONTRACTS	2,750.00	3,000.00	3,208.34	3,208.34	208.34 -	107
502-4-12420-5210	POSTAGE	295.77	3,700.00	311.96	1,253.24	2,446.76	34
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	1,723.00	277.00	86
12420 FINANCE DEPARTMENT		7,241.96	64,417.73	7,509.24	23,401.06	41,016.67	36
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	10,647.97	181,011.05	9,364.86	42,542.56	138,468.49	24
502-4-44000-1200	OVERTIME	0.00	0.00	0.00	1,006.05	1,006.05 -	0
502-4-44000-1400	OTHER/HOLIDAY	156.08	5,766.59	0.00	1,115.48	4,651.11	19
502-4-44000-2100	FICA	829.59	14,288.49	722.61	3,444.26	10,844.23	24
502-4-44000-2200	VRS	1,979.15	30,645.17	1,717.85	6,655.85	23,989.32	22
502-4-44000-2300	HEALTH INSURANCE	2,134.30	33,516.00	1,834.05	7,579.81	25,936.19	23
502-4-44000-2400	GROUP LIFE INSURANCE	154.24	2,425.55	135.98	551.36	1,874.19	23
502-4-44000-2500	LONG-TERM DISABILITY	17.85	224.98	39.37	58.48	166.50	26
502-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	0.00	41.60	0
502-4-44000-2700	WORKER'S COMP	0.00	3,359.10	0.00	0.00	3,359.10	0
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	155.00	2,000.00	0.00	0.00	2,000.00	0
502-4-44000-3140	TESTING SERVICES	1,214.14	50,666.00	12,758.92	17,178.52	33,487.48	34
502-4-44000-3150	PROFESSIONAL SVCS	250.00	3,000.00	250.00	1,000.00	2,000.00	33
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	0.00	18,666.00	6,064.00	7,413.37	11,252.63	40
502-4-44000-3600	ADVERTISING	0.00	500.00	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>Unexpended</i>	<i>% Expd</i>
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	3,327.79	41,426.32	4,489.06	16,494.24	24,932.08	40
502-4-44000-5120	WATER, SEWER - RUT. CRK.	1,066.03	9,705.00	355.36	1,565.96	8,139.04	16
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	81.47	1,785.30	119.70	448.68	1,336.62	25
502-4-44000-5140	WATER,SEWER-PUMP STATION	15.60	187.20	15.60	62.40	124.80	33
502-4-44000-5210	POSTAGE	0.00	250.00	0.00	25.04	224.96	10
502-4-44000-5230	TELECOMMUNICATIONS	260.09	4,260.00	575.50	1,616.34	2,643.66	38
502-4-44000-5304	PROPERTY INSURANCE	0.00	3,572.70	0.00	0.00	3,572.70	0
502-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	360.70	0.00	0.00	360.70	0
502-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	0.00	3,000.00	0
502-4-44000-5600	PERMITS	0.00	4,000.00	0.00	4,180.00	180.00 -	104
502-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	124.00	573.00	1,427.00	29
502-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	0.00	2,541.80	541.80 -	127
502-4-44000-6004	LAB SUPPLIES	1,183.91	8,235.00	37.18	815.41	7,419.59	10
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	653.37	27,692.00	6,950.43	12,074.59	15,617.41	44
502-4-44000-6008	FUEL/OIL	0.00	2,000.00	252.08	826.33	1,173.67	41
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	0.00	0.00	3,000.00	0
502-4-44000-6011	UNIFORMS	633.60	2,000.00	0.00	513.98	1,486.02	26
502-4-44000-6051	CHEMICALS - RUT. CREEK	0.00	4,615.00	0.00	0.00	4,615.00	0
502-4-44000-8005	VEHICLES	0.00	15,000.00	129.43	129.43	14,870.57	1
44000 SEWER OPERATIONAL		24,760.18	481,199.75	45,935.98	130,412.94	350,786.81	27
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	6,399.34	125,304.20	9,181.97	38,646.24	86,657.96	31
502-4-45000-1300	PT WAGES	90.64	734.15	88.44	325.68	408.47	44
502-4-45000-1400	OTHER PAY/HOLIDAY	0.00	1,821.68	0.00	0.00	1,821.68	0
502-4-45000-2100	FICA	459.39	9,781.29	710.51	2,990.66	6,790.63	31
502-4-45000-2200	VRS	1,096.32	21,214.00	1,665.94	6,069.66	15,144.34	29
502-4-45000-2300	HEALTH INSURANCE	1,413.70	27,818.28	2,042.73	7,652.07	20,166.21	28

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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>Unexpended</i>	<i>% Expd</i>
502-4-45000-2400	GROUP LIFE INSURANCE	91.82	1,679.07	131.87	491.32	1,187.75	29
502-4-45000-2500	HYBRID DISABILITY	0.00	48.05	0.00	0.00	48.05	0
502-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	1,126.76	0
502-4-45000-5410	LEASE OF EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00	0
502-4-45000-6007	REPAIR & MAINT. SUPPLIES	2,577.95	8,000.00	2,856.63	10,825.31	2,825.31 -	135
502-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	0.00	37,366.50	19,366.50 -	208
	45000 SEWER MAINTENANCE	12,129.16	220,527.48	16,678.09	104,367.44	116,160.04	47
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8002	WWTP CENTRIFUGE	21,898.83	0.00	188,877.50	553,991.25	553,991.25 -	0
502-4-95000-0000	DEBT SERVICE	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	18,106.23	199,168.77	8
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	5,136.26	53,033.00	0.00	4,696.95	48,336.05	9
502-4-95000-9004	SEWER REHAB PRINCIPLE	5,801.96	70,017.22	0.00	5,860.80	64,156.42	8
502-4-95000-9005	SEWER REHAB INTEREST	3,826.04	45,518.78	0.00	3,767.20	41,751.58	8
	95000 DEBT SERVICE	32,275.59	385,844.00	0.00	32,431.18	353,412.82	8
	SEWER FUND Expenditure Totals	102,126.10	1,207,829.13	263,248.57	862,913.74	344,915.39	71

502 SEWER FUND		Prior	Current	YTD
Revenues:	89,723.37	81,157.66	292,505.80	
Expenditures:	102,126.10	263,248.57	862,913.74	
Net Income:	12,402.73 -	182,090.91 -	570,407.94 -	

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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>Excess/Deficit</i>	<i>% Real</i>
514-3-16080-0005	GARBAGE IT CHARGES	10,291.53	138,492.00	11,698.00	46,753.30	91,738.70 -	34
514-3-16080-0006	GARBAGE OT CHARGES	1,461.39	19,944.00	1,669.20	6,680.34	13,263.66 -	34
514-3-16080-0009	PENALTIES	384.93	5,000.00	466.81	1,811.60	3,188.40 -	36
	16080 Total	12,137.85	163,436.00	13,834.01	55,245.24	108,190.76 -	33
	GARBAGE FUND Revenue Totals	12,137.85	163,436.00	13,834.01	55,245.24	108,190.76 -	33
<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
514-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0
514-4-12110-1100	WAGES	241.55	3,297.20	266.93	1,188.53	2,108.67	36
514-4-12110-1300	PT WAGES	37.08	505.88	39.64	177.10	328.78	35
514-4-12110-2100	FICA	22.39	290.94	24.66	109.27	181.67	38
514-4-12110-2200	VRS	54.66	692.41	63.08	244.12	448.29	35
514-4-12110-2300	HEALTH INSURANCE	25.50	335.16	27.78	111.13	224.03	33
514-4-12110-2400	GROUP LIFE INSURANCE	3.48	44.18	3.86	15.25	28.93	35
514-4-12110-2500	STD/LONG-TERM DISABILITY	1.38	17.41	3.04	4.56	12.85	26
514-4-12110-5000	CONTINGENCY	0.00	678.34	0.00	0.00	678.34	0
	12110 TOWN MANAGER	386.04	5,861.52	428.99	1,849.96	4,011.56	32
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	130.82	1,600.93	121.04	554.02	1,046.91	35
514-4-12420-1300	PT WAGES	16.38	249.41	19.03	73.36	176.05	29
514-4-12420-2100	FICA	10.67	141.55	9.90	44.72	96.83	32
514-4-12420-2200	VRS	22.45	271.05	19.64	80.17	190.88	30
514-4-12420-2300	HEALTH INSURANCE	24.86	335.16	9.24	36.93	298.23	11
514-4-12420-2400	GROUP LIFE INSURANCE	1.88	21.45	1.55	6.35	15.10	30
514-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.74	1.11	1.11 -	0
	12420 FINANCE DEPARTMENT	207.06	2,619.55	181.14	796.66	1,822.89	30

Town of Amherst
Statement of Revenue and Expenditures

11/02/2023
12:36 PM

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Unexpended</i>	<i>% Expd</i>
514-4-43200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
514-4-43200-3160	COLLECTION IN-TOWN	10,074.74	129,646.32	10,534.36	42,137.44	87,508.88	32
514-4-43200-3170	COLLECTION OUT OF TOWN	1,404.72	20,865.61	1,461.68	5,846.72	15,018.89	28
	43200 CONTROL	11,479.46	150,511.93	11,996.04	47,984.16	102,527.77	32
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
514-4-45000-1100	WAGES	172.77	2,961.48	204.11	858.90	2,102.58	29
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	40.48	0.00	0.00	40.48	0
514-4-45000-2100	FICA	12.38	229.65	15.64	65.91	163.74	29
514-4-45000-2200	VRS	29.61	501.38	37.02	134.92	366.46	27
514-4-45000-2300	HEALTH INSURANCE	38.34	670.32	45.41	170.06	500.26	25
514-4-45000-2400	GROUP LIFE INSURANCE	2.48	39.69	2.93	10.91	28.78	27
	45000 GARBAGE MAINTENANCE	255.58	4,443.00	305.11	1,240.70	3,202.30	28
	GARBAGE FUND Expenditure Totals	12,328.14	163,436.00	12,911.28	51,871.48	111,564.52	32

514 GARBAGE FUND

	<i>Prior</i>	<i>Current</i>	<i>YTD</i>
Revenues:	12,137.85	13,834.01	55,245.24
Expenditures:	12,328.14	12,911.28	51,871.48
Net Income:	190.29 -	922.73	3,373.76

Town of Amherst
Statement of Revenue and Expenditures

11/02/2023
12:36 PM

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
701-3-41030-0001	BP RECOUPMENT REV	0.00	28,456.73	0.00	0.00	28,456.73 -	0
701-3-41040-0001	BOND ISSUE	0.00	5,148.76	5,148.76	5,148.76	0.00	100
701-3-41060-0001	HOME OWNERS REIM	0.00	2,815.14	0.00	0.00	2,815.14 -	0
IDA FUND Revenue Totals		0.00	36,420.63	5,148.76	5,148.76	31,271.87 -	14
<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
701-4-45000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0
701-4-45000-1300	PT WAGES	1,087.62	8,809.82	1,061.23	3,908.03	4,901.79	44
701-4-45000-2100	FICA	83.22	673.95	81.19	298.96	374.99	44
701-4-45000-2700	WORKER'S COMP	0.00	254.02	0.00	0.00	254.02	0
701-4-45000-8005	CAPITAL	0.00	18,000.00	0.00	0.00	18,000.00	0
45000 CONTROL		1,170.84	27,737.79	1,142.42	4,206.99	23,530.80	15
53 701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-5100	ELECTRICAL SERV.	13.60	180.00	28.32	103.98	76.02	58
701-4-81500-5810	DUES AND MEMBERSHIP	0.00	2,800.00	0.00	2,690.00	110.00	96
701-4-81500-9200	TRANSFER TO IDA FUND	0.00	5,702.84	0.00	0.00	5,702.84	0
81500 ECONOMIC DEVELOPMENT		13.60	8,682.84	28.32	2,793.98	5,888.86	32
IDA FUND Expenditure Totals		1,184.44	36,420.63	1,170.74	7,000.97	29,419.66	19
701 IDA FUND		Prior		Current		YTD	
Revenues:		0.00		5,148.76		5,148.76	
Expenditures:		1,184.44		1,170.74		7,000.97	
Net Income:		1,184.44 -		3,978.02		1,852.21 -	

Grand Totals	Prior	Current	YTD
Revenues:	356,864.14	346,699.63	1,290,745.58
Expenditures:	394,738.86	614,744.73	2,092,021.62
Net Income:	37,874.72 -	268,045.10 -	801,276.04 -

CLERK OF COUNCIL REPORT OCTOBER 2023

COMMITTEE MEETINGS

Economic Development Authority

Regular Meeting 10/2/23: 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.

Planning Commission

Regular Meeting 10/4/23: 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 10/11/23: 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 10/26/23: Attend meeting; draft minutes for approval; post to Town website

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

Four (4) requests

- Receive, review, and respond to requestors

BANNER PERMITS

Town Parade Banner: Prepare VDOT application; receive permit; miscellaneous correspondence

CHRISTMAS PARADE

Prepare VDOT Parade Permit Application Package; receive permit; miscellaneous correspondence

Email potential participants

Receive and review registration forms; confirm receipt to participants

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.
- Correspond with Civic Plus (Municode) re new ordinances
- Pick up staff apparel from High Peak
- Work on draft of committee “handbook”
- Contact Point Source and Benchmark Systems re audio/visual laptop problem
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

Town of Amherst Committees as of October 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

Oct-23

Water Meter Read	1180
Water Meter Re-Read	55
Disconnects	12
VA-811 Service locations	37
Vehicle PM Work Orders	16
Pump Station/Plant Work Orders	25
Banners Installed/Dismantled	1
Water Services Installed/Replaced	5
Sewer Services Installed/Replaced	2
Minor Leaks s Repaired	0
Major Leaks Repaired	0
Minor Sewer Problems Resolved	8
Major Sewer Problems Resolved	1

Man Hours

Meter Reading	88
Street/Sidewalk Maintenance	337
Safety Training	4
Bush gogging/ Right of way water/ sewer	90
Flushing Water	2
Equipment Maintenance	53
Xmas decorations	5

Major Issues & Comments

Routine/Annual Work

Projects/Unusual Work

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

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

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



**Grandview Drive Water Treatment Plant
Upgrade Project Update:**

October saw Anderson Construction begin pulling out of the job site. While detailed items are still to be finished, the significant and large construction projects have been completed. Shrubbery that age and weather had disfigured, not to mention an invasive vine that had choked out a good portion of was removed to allow the privacy fence to be connected to the existing entry gate.

Staff has moved operations. Back into the building, and the temporary lab trailer has been moved off the premises.





Rutledge Creek Wastewater Treatment Plant Sludge Centrifuge Project Update:

The centrifuge project is moving forward with the centrifuge and most of the plumbing installed. The control panel for this operation arrived and will be installed shortly.



Robert E. Lee Soil & Water Conservation District
7631-A Richmond Hwy.
Appomattox, VA 24522
Phone 434-352-2819 FAX 434-352-9405
www.releeconservation.com
Board of Directors Regular Meeting Minutes
The Spring House Restaurant
9789 Richmond Hwy
Lynchburg, VA 24504
September 28, 2023 – 6:00 p.m.

Directors: Jeff Floyd, Chairman
(Present) Brandon Schmitt, Co-Chairman
Bonnie Swanson
Charles Smith
Bruce Jones
Brandon Payne
Karen Angulo
Jennifer Elliott

Directors: Doug Perrow, Treasurer
(Absent)

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

Staff Absent: Dustin Woodall, RELSWCD Conservation Technician

Others:

Call to order: The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order September 28, 2023 at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

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

Resignation of Chad Barrett: **Motion was made to accept the resignation of Chad Barrett. Approved (Schmitt, Smith passed 8/0).**

Acknowledgement of Guests: Bill Stratton

Reading and Approving of the July 27, 2023 Minutes: Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as written. Approved (Schmitt, Smith passed 6/0). Abstained Payne & Angulo.**

Reading and Approving of the August 24, 2023 Minutes: Jeff Floyd, Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). **Motion was made to approve the minutes as written. Approved (Angulo, Floyd passed 7/0). Abstained Payne**

REPORT OF OFFICERS/PARTNERS/STAFF

1-Treasurer's Report –July and August 2023 – Cindy Miller, Assistant Treasurer, gave the Treasurer's reports (copy filed with minutes). Cost Share and Operation Savings bank statements were reconciled to the checkbook and QuickBooks program. No discrepancies noted.

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

Administration:

Quarterly reports are due to me by Monday, October 16.

The Code of VA requires locally elected officials take COIA training within two months after assuming local office and thereafter once every “period of two calendar years. Find training at <https://ethicswebinar.dls.virginia.gov> Select “Local elected officials or EDAs/IDAs” to complete the correct training. Take a screenshot of your completion message for your records and provide a copy to your district administrator.

VACS:

The Small Herd Initiative can provide up to \$50K for stream exclusion bmps for producers owning 20-49 bovines. SHI funds are managed out of Richmond akin to CREP and don’t affect VACS allocations nor do they affect participant caps. No piggybacking with other funding.

The Engineering Assistance Request form is located under Forms in Tracking. Animal waste engineering requests will still be handled by Amanda Pennington; however, all other engineering requests must be sent to Raleigh Coleman who will assign staff to assist your District.

Reminder: “Neither the local SWCD nor DCR provides tax advice...”

Miscellaneous:

District board-approved Clean Water Farm Award application forms for both local winners and for Grand Basin nominees are due to the appropriate CDC no later than October 2. Review Director Wells’ 7/28/23 memo to districts. Additional material is to be submitted with basin nominations.

Mark advised the Board of Directors and staff that he plans to retire as of January 1, 2024 and his last meeting with us will be October 26, 2023. We wish Mark all the best in his retirement and are grateful for the many years he has worked with our District.

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

- October 13th: CSP Renewal Assessment and Ranking Deadline
- October 13th: EQIP/CSP/RCP Application Deadline
- October 27th: CSP Renewal Preapprovals Selections
- November 1st: ACEP-ALE/WRE Application Deadline
- December 15th: CSP-Renewal Preapprovals Selections
- March 8th: EQIP/CSP/CIC Preapprovals Start
- April 26th: CPS FY25 Renewals Applications Deadline
- Sept 13th: EQIP-CIC, CSP Classic Obligation Deadline
- Sept 20th: CPS- Renewal Assessments Deadline

Environmental Quality Incentives Program (EQIP)

- 31 EQIP Contracts: 6 Amherst, 7 Appomattox, 18 Campbell Co
- 42 Eqip Applications: 12 Amherst, 9 Appomattox, 21 Campbell Co

Conservation Stewardship Program (CSP)

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

- 31 CSP-GCI: ontracts: 10 Appomattox, 21 Campbell
- 26 CSP Contracts: 4 Amherst, 5 Appomattox, 15 Campbell , 2 Pittsylvania Co.
- 1 CSP Applications: 1 Campbell Co Conservation Reserve Programs/ Conservation Reserve Enhancement Program (CRP/CREP)

Conservation Reserve Program /Conservation Reserve Enhancement Program

- 36 CREP contracts
- 7 General CRP contracts
- 12 CREP expiring 2023
- 6 General CRP expiring 2023

Conservation Technical Assistance

- 20 Potential Participants: 5 Campbell Co, 7 Amherst Co, 8 Appomattox Co

Local Working Group/ Public Meetings

- April 30th: LWG Informational Kickoff
- May 6th: Meeting Deadline
- June 14th: Meeting Minutes Deadline

Trainings are on file.

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

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

1. Spotted Lanternfly adults still showing up heavy in Lynchburg. Many sightings in surrounding counties.
2. Virginia State Fair- September 22-October 1.
3. Five County Fair-Farmville- September 26-September 30
4. Amherst Co Fair- October 19-22

Starting to plan the winter educational meetings and the Private/ Commercial Pesticide Applicator Recertification sessions.

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

Projects:

Been a busy month here at Robert E. Lee SWCD. The supply issues have slowed down field work some but is work is picking up from where it had been. Working on plans and designs for new projects. Monitoring progress on projects under construction. Also meeting new producers that are interested in our programs. Working on estimates and maps for new projects for the new program year. Working on Nutrient Management Plans for producers. Helping with soil testing questions. Helping with questions on erosion issues.

Bruce Jones exited 6:27 pm

Practices and Conservation Plans for Board Approval:

Contract/ Instance#	Prac	Co.	Est. Cost	CS amt.	Comp/Date	TC	Fund
10-24-0007/ 574922	SL-8B	AP/OCB	\$46,170.00	\$46,170.00	6/30/24	0	PY24 OCB/ 89
10-24-0008/ 574923	SL-8B	AP/OCB	\$73,818.00	\$73,818.00	6/30/24	0	PY24 OCB/ 89
10-24-0009/ 574924	SL-8B	CAM/OCB	\$31,500.00	\$31,500.00	6/30/24	0	PY24 OCB/ 89
10-24-0010/ 574925	SL-8B	AP/OCB	\$21,951.90	\$21,951.00	6/30/24	0	PY24 OCB/ 89
10-24-0011/ 574926	SL-8H	AP/OCB	\$1,500.00	\$1,500.00	6/30/24	0	PY24 OCB/ 89
10-24-0012/ 574927	SL-8B	AP/CB	\$72,968.40	\$72,968.40	6/30/24	0	PY24 CB/ 89
10-24-0013/ 574928	SL-8B	Cam/OCB	\$49,563.00	\$49,563.00	6/30/24	0	PY24 OCB/ 89
10-24-0014/ 574929	SL-8B	CAM/OCB	\$54,220.50	\$54,220.50	6/30/24	0	PY24 OCB/ 89
10-24-0015/ 574930	SL-8B	AP/CB	\$27,054.00	\$27,054.00	6/30/24	0	PY24 CB/ 89
10-24-0016/ 575356	SL-8B	Cam/OCB	\$4,500.00	\$4,500.00	6/30/24	0	PY24 OCB/ 89
10-24-0017/ 574932	SL-8B	Ap/OCB	\$13,536.00	\$13,536.00	6/30/24	0	PY24 OCB/ 89

10/24/0018/ 574933	SL-8B	AP/OCB	\$15,804.00	\$18,804.00	6/30/24	0	PY24 OCB/ 89
10-24-0019/ 574934	SL-8B	CAM/OCB	\$5,085.00	\$5,085.00	6/30/24	0	PY24 OCB/ 89
10-24-0020/ 574935	SL-8B	Cam/OCB	\$56,250.00	\$56,250.00	6/30/24	0	PY24 OCB/ 89
10-24-0021/ 574936	SL-8H	CAM/OCB	\$6,000.00	\$6,000.00	6/30/24	0	PY24 OCB/ 89
10-24-0022/ 574937	SL-8B	AP/OCB	\$45,000.00	\$45,000.00	6/30/24	0	PY24 OCB/ 89
10/24/0023/ 574938	SL-8B	AM/CB	\$15,750.00	\$15,750.00	6/30/24	0	PY24 CB/ 98
10/24/0024/ 574940	SL-1	AM/CB	\$26,139.71	\$26,139.71	6/30/24	0	PY24 CB/ 115
10-24-0025/ 574940	SL-8B	AP/OCB	\$13,500.00	\$13,500.00	6/30/24	0	PY24 OCB/ 103
10/24/0026/ 57941	SL-1	CAM/OCB	\$17,066.25	\$17,066.25	6/30/24	0	PY24 OCB/ 110
10-24-0027/ 574942	SL-1	CAM/OCB	\$28,829.20	\$28,829.20	6/30/24	0	PY24 OCB/ 110
10-24-0028/ 574943	NM-1A	CAM/OCB	\$1,460.00	\$1,460.00	6/30/24	0	PY24 OCB/ 94
10-24-0029/ 574944	CCI-SL- 6W	AP/ OCB	\$4,902.50	\$4,902.50	6/30/24	0	PY24 OCB/ 89
10-24-0030/ 574945	SL-8B	Cam/OCB	\$22,500.00	\$22,500.00	6/30/24	0	PY24 OCB/ 98
10-24-0031/ 574946	SL-8H	CAM/OCB	\$4,500.00	\$4,500.00	6/30/24	0	PY24 OCB/ 89
10-24-0032/ 575324	FR-1	Cam/OCB	\$2,751.00	\$2751.00	6/30/24	0	PY24 OCB/ 93

Motion was made to approve all practices as presented 10-24-0007 thru 10-24-0032. Approved (Schmitt, Smith passed 7/0).

Bruce Jones reentered 6:30 pm

Watershed Dams:

Watershed dams are doing well and in good shape except for Caldwell. Checking on the dams as the rainfall events happen. Please find information on Caldwell Dam issue on attached sheet. Oct 1 2023 is the Opening date when the contractor can start second mowing event. (Information is on file).

Motion was made to pursue a cost estimate & recommendation from BanderSmith to correct the issues with the Caldwell Dam. Approved (Schmitt, Angulo passed 8/0).

Spot Checks:

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

September 27 Spot Checks (8). 5 need gravel maintenance Amherst (1) Campbell (3) Appomattox (1)

Clean Water Farm Award:

Promiseland Farms: Glenn Dye, Appomattox, OCB. Cover crop, Nutrient Management, Precision Ag.

Motion was nominate Glenn Dye for our Clean Water Award for the OCB. Approved (Jones, Schmitt passed 8/0).

Virginia Department Agriculture Stewardship program notice regarding how the District handles complaints. Motion was made to recommend the District to do a joint investigation as we have done in the past. Approved (Schmitt, Smith passed 8/0).

Meeting information is on file.

Hours/Mileage:

160hrs worked 1702 miles traveled

7-RELSWCD Conservation Technician-Dustin Woodall provided the September 2023 report (copy filed with minutes).

- I. **Introduction:** This report summarizes my work for September 2023 as a Conservation Technician. It covers my regular duties, field visits, my involvement in the VCAP project evaluation, and a request for contract approval.
- II. **Monthly Duties:** This month some of my regular duties included:
 - Interacting with agricultural professionals to convey the details and advantages of programs we offer.
 - Pursuing further education and training to boost my proficiency in the role.
 - Supporting daily office activities to promote a positive work environment.
- III. **Field Visits:** I conducted field visits to assess the progress of current projects, as well as evaluate and discuss potential future projects.
- IV. **VCAP Project Assistance:** I contributed to the assessment of a prospective VCAP project by assisting in a field evaluation and ranking of the potential resource concern.
- V. **Project approval requests:** I would like to request approval for a future contract as described in the attached chart.
- VI. **Conclusion:** I'm dedicated to our conservation mission and will continue to work diligently. Please reach out if you have any questions or need more information.

Contract	Instance	Co.	Est. Cost	CS amt	Comp/Date	Fund	Practice
10-24-0001	536094	AM/CB	\$27,205.00	\$28,927.00 Includes: \$1,722.00 Buffer Payment	June 30, 2025	PY24 CB VACS	SL-6W/ 110

Motion was made to approve contract 10-24-0001. Approved (Angulo, Schmitt passed 8/0).

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

August Activities and Meetings:

- August 9th: VCAP Q&A Zoom
- August 11th: Crops Expo
- August 22-23rd: Graves Mountain Training Session
- August 25th: VCAP Steering Committee Meeting
- August 30th: VAEE Orientation Meeting

Upcoming Activities:

- September 12th: Appomattox's Sherriff's Night

Notes: The final VCAP application was sent to the state board this month and will be reviewed later this week. I completed the redesign of the underground classroom exhibit and we expect the trailer to be ready in January. The outdoor classroom grant applications will open on September 1st and I have a google form set up to collect the applications. I have had meetings with three teachers who are interested in applying this month. I also created and distributed advertisement flyers

for the program. I registered to complete the Virginia Environmental Educator certification program and those classes will begin next month.

September Activities and Meetings:

- September 12th: VAEE Professional Development Workshop
- September 15th: VAEE Professional Development Workshop
- September 18th: Program Overview meeting with Appomattox's CTE coaches
- September 20th: Appomattox Library Story and Craft Day (24 kids)
- September 21st: VCAP screening site visit
- September 25th: Budget committee meeting
- September 26th: Holiday Lake field trip with Rustburg High School (31 students)
- September 27th: Holiday Lake field trip with William Campbell High School (33 students)

Upcoming Activities:

- September 29th: Meeting with Underground Classroom design team

Notes: I have started the Environmental Educator Certification program and completed the first required workshop and module. I am still communicating with teachers on the grant opportunity and Underground Classroom scheduling. We screened one VCAP project this month and determined it did not meet the criteria for an application. We received the proof for the redesigned panel in the Underground Classroom. No motion needed. But full Board liked the back panel!

Proposals:

- Underground Classroom Contract : **After Open discussion suggestion contract was to be tabled until the Education Committee reviewed the contract prior to our October 26, 2023 BOD meeting.**
- Additional page on website for the Underground Classroom: **Motion was made to add page on our website for coming in Jan, less the contract which will be reviewed. Approved (Floyd, Jones passed 8/0).**

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

Monthly duties are kept up to date.

- Continued working on Refresher training for VRS and QuickBooks.
- Worked on record retention items.
- Worked on QuickBooks Audit Prep review and began preauditing files for our December 12, 2023 audit.
- Submitted Slideshow of District to VASWCD for Annual Meeting.
- Requested and received information from Insurance Co and RSG for quotes if Horizon Building were purchased.
- Coordinated Budget & Finance committee meeting and tour of Horizon Building for September 25, 2023.
- Toured Storage unit at Thomasville for Underground Classroom trailer, in case we are not moving. Indoor unit doors are not high enough. Our option is to have an 35 ft outdoor lot space and purchase a cover with storage fee of \$69 per month.

Motion request to reopen our online Truist account in order for me to have access to bank account information. Approved (Angulo, Swanson passed 8/0).

Motion request to approve Six month lease for current location at \$2167.39 per month and term date of March 31, 2024. Approved (Smith, Angulo passed 8/0).

Please let me know at our October 26, 2023 BOD meeting if you plan to attend the Annual Meeting which will be held in Norfolk, VA December 3rd-6th. I will need to register you, so please get with me so we can get the details for classes and meals registered correctly.

Meeting information is on file.

Our next Board of Directors meeting will be on Thursday, October 24, 2023 at 6 p.m.

10- Timberlake WID –No report was provided.

REPORT OF COMMITTEES: Budget & Finance Committee: Reviewed committee meeting notes which are attached and on file in the office. Motion was made to offer \$400,000 for the Horizon Building in Campbell Co and to give Jeff Floyd and Karen Angulo jointly rights to counter offer on the property up to \$470,000 pending inspections of the facility. Approved (Schmitt, Smith passed 8/0).

UNFINISHED BUSINESS- None

NEW BUSINESS- None

PUBLIC COMMENT – None

ANNOUNCEMENTS – None

ADJOURNMENT - The Chairman adjourned the meeting at 7:41 p.m. **Approved (Angulo, Elliott passed 8/0)**

Jeff Floyd, Chairman

Cindy Miller, Office Administrator

NOTE TO TITLE EXAMINERS: This open-space easement contains restrictions on permitted structures and activities on the property described below, which run with the land and are applicable to the property in perpetuity.

Prepared by: Mark W. Botkin (VSB #35780)
BotkinRose PLC
3190 Peoples Drive
Harrisonburg, Virginia 22801

Return to: Town of Amherst, Virginia
PO Box 280
Amherst, Virginia 24521

TAX MAP NO. 95-A-91

Exempt from recordation tax
under the Code of Virginia (1950), as amended,
Sections 58.1-811 (A) (3) and 58.1-811 (D)
and from Circuit Court Clerk's fees set forth in
Sections 17.1-266, 17.1-275, and 17.1-279

THIS DEED OF GIFT OF EASEMENT (this "Easement"), made this ____ day of _____, 2023, between AMBLER FARM, L.L.C., a Virginia limited liability company, ("Grantor"); and TOWN OF AMHERST, VIRGINIA, a political subdivision of the Commonwealth of Virginia ("Grantee") (the designations "Grantor" and "Grantee" refer to Grantor and Grantee and their respective successors and assigns); witnesseth:

RECITALS

R-1 Grantor is the owner in fee simple of certain real property situated in the Town of Amherst, Virginia, containing 22.157 acres, more or less, as further described below (the "Property"), and desires to give, grant, and convey to Grantee a perpetual open-space easement over the Property as set forth herein.

R-2 Grantee is a political subdivision of the Commonwealth of Virginia and a "qualified organization" and "eligible donee" under Section 170(h)(3) of the Internal Revenue Code (the "IRC") (references to the Internal Revenue Code in this Easement are to the United States Internal Revenue Code of 1986, as amended, and the applicable regulations and rulings issued thereunder, or the corresponding provisions of any subsequent federal tax laws and regulations) and Treasury Regulations Section 1.170A-14(c)(1) and is willing to accept a perpetual open-space easement over the Property as set forth herein.

R-3 Chapter 461 of the Virginia Acts of 1966 provides in part “that the provision and preservation of permanent open-space land are necessary to help curb urban sprawl, to prevent the spread of urban blight and deterioration, to encourage and assist more economic and desirable urban development, to help provide or preserve necessary park, recreational, historic, and scenic areas, and to conserve land and other natural resources” and authorizes the acquisition of interests in real property, including easements in gross, as a means of preserving open-space land. The balance of the Chapter is codified in Chapter 17, Title 10.1, Sections 10.1-1700 through 10.1-1705 of the Code of Virginia (1950), as amended, (the “Open-Space Land Act”).

R-4 Pursuant to the Open-Space Land Act, the purposes of this Easement (as defined below in Section I) include retaining and protecting open-space and natural resource values of the Property, and the limitations on division, construction of buildings and other structures, and commercial and industrial activities contained in Section II ensures that the Property will remain perpetually available for forestal, or open-space use, all as more particularly set forth below.

R-5 As required under Section 10.1-1701 of the Open-Space Land Act, the use of the Property for open-space land conforms to the Town of Amherst Comprehensive Plan (the “Comprehensive Plan”) approved on April 12, 2017, and the Property is located within an area that is designated as proposed public use on the county’s future land use map, pursuant to an amendment to the Comprehensive Plan adopted by the Town Council on September 13, 2023.

R-6 This Easement is intended to constitute (i) a “qualified conservation contribution” as defined in IRC Section 170(h)(1) and as more particularly explained below, and (ii) a qualifying “interest in land” under the Virginia Land Conservation Incentives Act of 1999 (Section 58.1-510 *et seq.* of the Code of Virginia (1950), as amended).

R-7 This Easement is intended to be a grant “exclusively for conservation purposes” under IRC Section 170(h)(1)(C), because it effects “the preservation of land areas for outdoor recreation by, or the education of, the general public” under IRC Section 170(h)(4)(A)(i). Specifically, the preservation of the Property will provide a public park with nature, hiking and biking trails for the use of the public as described in Treasury Regulation Section 1.170A-14(d)(2)(i). This Easement also effects the preservation of open space under IRC Section 170(h)(4)(A)(iii); specifically, the preservation of open space on the Property is pursuant to clearly delineated state and local governmental conservation policies and will yield a significant public benefit.

R-8 This open-space easement in gross constitutes a restriction granted in perpetuity on the use that may be made of the Property and is in furtherance of and pursuant to the clearly delineated governmental conservation policies set forth below:

(i) Land conservation policies of the Commonwealth of Virginia as set forth in:

a. Section 1 of Article XI of the Constitution of Virginia, which states that it is the Commonwealth’s policy to protect its atmosphere, lands, and waters from pollution, impairment, or destruction, for the benefit, enjoyment, and general welfare of the people of the Commonwealth;

b. The Open-Space Land Act cited above;

c. The Virginia Land Conservation Incentives Act, Chapter 3 of Title 58.1, Sections 58.1-510 through 58.1-513 of the Code of Virginia (1950), as amended, cited above, which supplements existing land conservation programs to further encourage the preservation and sustainability of the Commonwealth's unique natural resources, wildlife habitats, open spaces, and forested resources;

(ii) Grantee's formal practices in reviewing and accepting this Easement. Grantee has engaged in a rigorous review, considered, and evaluated the benefits provided by this Easement to the public as set forth in these recitals, and has concluded that the protection afforded the open-space character of the Property by this Easement will yield a significant public benefit and further the open-space conservation objectives of Grantee and the Commonwealth of Virginia. Treasury Regulations Section 1.170A-14(d)(4)(iii)(B) states that such review and acceptance of a conservation easement by a governmental entity tends to establish a clearly delineated governmental conservation policy;

Commented [KK1]: The town needs to draft some sort of working policy on how it will enforce/monitor the easement.

(ii) Land use policies of the Town of Amherst as delineated in its Comprehensive Plan, which contains the following:

- [T]he Town recognizes the value in preserving the water, air, and land resources.
- The recognition that "[p]arks and recreation offerings available to the residents of the Town of Amherst certainly are not lacking but could always be improved."

"The Town will work to maintain and enhance a healthful natural environment...Vegetation and scenic areas will be preserved, protected and enhanced, and the viability of wildlife resources will be enhanced to the extent practical... Water, air, noise, light and other pollution will be discouraged within and near the town limits."

R-9 Grantee has determined that this Easement will yield significant public benefit to the citizens of the Commonwealth as set forth in these recitals and in Section I below.

R-10 Grantor and Grantee desire to protect in perpetuity the conservation values of the Property as specified in Section I (the "Conservation Values of the Property") by restricting the use of the Property as set forth in Section II.

R-11 Grantee has determined that the restrictions set forth in Section II will preserve and protect in perpetuity the Conservation Values of the Property and will limit use of the Property to those uses consistent with, and not adversely affecting, the Conservation Values of the Property and the governmental conservation policies furthered by this Easement.

R-12 Grantee, by acceptance of this Easement, designates the Property as property to be retained and used in perpetuity for the preservation and provision of open-space land pursuant to the Open-Space Land Act.

NOW, THEREFORE, in consideration of the foregoing recitals, incorporated herein and made a part hereof, and in consideration of the mutual covenants herein and their acceptance by Grantee and Grantor, Grantor does hereby give, grant, and convey to Grantee for the public purposes set forth in Section I below an open-space easement in gross over, and the right in perpetuity to restrict the use of, the Property, which is described below and consists of 22.157 acres, more or less, located in the Town of Amherst, Amherst County, Virginia, fronting on Route 29 (South Main Street), to-wit:

All that tract or parcel of land containing 22.157 acres, more or less, and shown as Lot 2 on that plat of survey dated October 3, 2023, prepared by Joseph M. May, which is attached hereto, made a part hereof, and recorded herewith as Exhibit A.

The Property was acquired by Ambler Farm, L.L.C., a Virginia limited liability company, from Realty Acquisitions, LLC (aka Realty Acquisition, LLC), a Virginia limited liability company, by deed dated August 22, 2022, of record in the Clerk's Office of the Circuit Court of Amherst County, Virginia, as Instrument Number 220003076.

The Property is shown as Tax Map No. 95-A-91 among the land records of the Town of Amherst, Virginia. **Even though the Property may have been acquired previously as separate parcels, it will be considered one parcel for purposes of this Easement, and the restrictions of this Easement will apply to the Property as a whole and will bind Grantor and Grantor's successors in interest in perpetuity.**

SECTION I -PURPOSES

The conservation purpose of this Easement is to preserve and protect the Conservation Values of the Property in perpetuity by imposing the restrictions on the use of the Property set forth in Section II and providing for their enforcement in Section III. The Conservation Values of the Property are described in the above recitals, are documented in the Baseline Documentation Report described in Section IV below, and include the Property's open-space, scenic, natural, and/or recreational values.

Pursuant to the Virginia Land Conservation Foundation's Conservation Value Review Criteria, the further conservation purposes of this Easement are preservation of land for natural resource-based outdoor recreation or education, watershed preservation, and preservation of scenic open space.

Grantor covenants that no acts or uses are currently being conducted or will be conducted on the Property which are: (i) inconsistent with the conservation purposes of the donation or (ii) consistent with the conservation purposes of the donation, but destructive of other significant

conservation interests unless such acts or uses are necessary for the protection of the Conservation Values of the Property.

SECTION II – RESTRICTIONS

Restrictions expressly set forth in this Section II are hereby imposed on the uses of the Property pursuant to the public policies set forth above. The acts that Grantor hereby covenants to do and not to do upon the Property and the restrictions that Grantee is hereby entitled to enforce are as follows:

1. DIVISION.

(i) **The Property must be maintained as a whole, and separate conveyance of a portion of the Property is prohibited, regardless of the number of tax map parcels or tracts it currently encompasses and regardless of the subdivision regulations of the Town of Amherst as they now exist or may change from time to time. For purposes of this Easement, division of the Property also includes, but is not limited to, (a) recordation of a subdivision plat, (b) judicial partitioning of the Property, (c) testamentary partitioning of the Property, or (d) pledging for debt of a portion of the Property**

(iii) **Boundary line adjustments to the Property by may be made only pursuant to a judicial proceeding to resolve a bona fide dispute regarding a boundary line's location.**

2. IMPERVIOUS COVERAGE LIMITATIONS. Impervious coverage is the ground area measured in square feet of all three-dimensional buildings and structures excluding walls or fences and the ground area measured in square feet of all impervious two-dimensional surfaces exceeding 100 square feet in ground area not including roads or driveways. Total impervious coverage, including that of both existing and future improvements, may not exceed one percent (1%) of the total area of the Property.

Commented [KK2]: Is this enough? I know there is talk of bathrooms and an amphitheater?

3. BUILDINGS, STRUCTURES, ROADS, DRIVEWAYS, TRAILS, AND UTILITIES

No buildings, structures, roads, driveways, trails, or utilities, other than the following, are permitted on the Property:

- (i) **Buildings and structures.** Picnic shelters and other structures which are determined by Grantee to be reasonably appropriate for recreational use and other permitted activities on the Property, and which will not unreasonably damage the Conservation Values of the Property.

All buildings and structures on the Property exceeding 100 square feet in ground area, other than renewable energy facilities as permitted in Section II Paragraph 3 (iii) below, must be located in designated Building Envelopes which are identified and shown on Exhibit B, which is attached hereto and incorporated herein by reference.

Commented [KK3]: I don't have exhibit B

(ii) **Roads, driveways, and trails.**

(a) Roads and driveways to serve permitted buildings and structures on the Property, for public safety needs, for permitted activities on the Property, and for parking lots.

(b) Trails including, but not limited to, hiking, biking, and equestrian trails.

(iii) **Utilities and renewable energy facilities.**

(a) Public or private utilities within existing rights-of-way therefor, consistent with any recorded instrument granting such rights-of-way;

(b) Public or private utilities and renewable energy facilities used to harness natural renewable energy sources such as sunlight, wind, water, or biomass (1) to serve permitted buildings and structures on the Property, (2) for public safety needs, and (3) for permitted activities on the Property. Such limitations will not prohibit the sale of excess power generated incidentally in the operation of renewable energy facilities; and

(c) Public or private utilities, including renewable energy facilities as described above, to be constructed in whole or in part to serve other properties, provided Grantee determines, in its sole discretion, that the construction and maintenance of such utilities or facilities will cause no impairment of the Conservation Values of the Property and gives its prior written approval for such construction and maintenance. Approval of such construction and maintenance will take into consideration the visibility and any other possible adverse impact of such utilities or facilities on the Conservation Values of the Property. Grantor reserves its separate right to approve any public or private utilities.

- (v) **Signs.** Signs not exceeding 40 square feet in area in the aggregate, provided that such size restriction shall not apply to regulatory signs (for example, parking signs and handicapped parking signs) and wayfinding signs.

4. ACTIVITIES PERMITTED ON THE PROPERTY.

No activities other than the following are permitted on the Property, provided, however, that such activities may not be carried out in a way that is inconsistent with the conservation purposes of this Easement:

- (i) Agricultural, forestal, and equine activities, including processing of agricultural and forestal products;
- (ii) Religious, educational, and scientific activities in compliance with the limitations on buildings, structures, impervious surfaces, and ground disturbance contained herein and in compliance with local, state, and federal laws and regulations;

(iii) Commercial activities in compliance with the limitations on buildings, structures, impervious surfaces, and ground disturbance contained herein and in compliance with local, state, and federal laws and regulations;

(iv) Management of wildlife;

(vi) Outdoor recreational activities; and

(vii) Development of ecosystem functions on the Property, including necessary equipment and structures.

5. **MANAGEMENT OF FOREST.** Best Management Practices, as defined by the Virginia Department of Forestry, shall be used to control erosion and protect water quality when any timber harvest or land-clearing activity is undertaken. All material timber harvest activities on the Property shall be guided by a Forest Stewardship Management Plan approved by Grantee. A pre-harvest plan consistent with the Forest Stewardship Management Plan shall be submitted to Grantee for approval 30 days before beginning any material timber harvest, which approval shall be limited to determination of whether or not the pre-harvest plan is in compliance with the Forest Stewardship Management Plan and is consistent with the purpose of this Easement. The objectives of the Forest Stewardship Management Plan shall include, but are not limited to, forest health, biodiversity, timber management, wildlife habitat, scenic forest, aesthetics, recreation, water and air quality, carbon or other mitigation banking programs, historic and cultural resource preservation, natural area preservation, or any combination thereof. Notwithstanding the foregoing, no clear cutting of hardwood forested areas shall be permitted except as reasonably necessary for the construction of picnic structures and the construction and maintenance of hiking, biking and nature paths, and access and parking for the public while the public uses the Property.

6. **LANDSCAPE ALTERATION, EXCAVATION, AND MINING.**

- (i) Grading, blasting, filling, excavation, or earth removal may not materially alter the topography of the Property except (a) for clearing, grading, and dam construction to create and maintain ponds (but not storm water retention or detention ponds to serve other properties), (b) for restoration, enhancement, or development of ecosystem functions on the Property as permitted and limited under Section II, Paragraph 4 (vii) above, (c) as required in the construction of permitted buildings, structures, driveways, roads, trails, and utilities, or (d) for erosion and sediment control pursuant to an erosion and sediment control plan.
- (ii) Grading, blasting, filling, or earth removal in excess of one acre for the purposes set forth in subparagraph (i) above requires 30 days' prior notice to Grantee.
- (iii) Generally accepted agricultural activities will not constitute a material alteration of the topography.

- (iv) Surface mining on the Property, subsurface mining from the surface of the Property, and drilling for oil or gas or other minerals on the Property are prohibited. Dredging on or from the Property is prohibited, except for creation and maintenance of any ponds on the Property.

SECTION III – ENFORCEMENT

1. **RIGHT OF INSPECTION.** Employees, agents, and other representatives of Grantee may enter the Property or use remote inspection methods from time to time for purpose of (i) inspection (including photographic documentation of the condition of the Property), (ii) flagging or otherwise marking the boundaries of specific areas or zones on the Property that are restricted as to the structures or activities allowed thereon in Section II above, and (iii) enforcement of the terms of this Easement after reasonable notice to Grantor or Grantor's representative, provided, however, that in the event of an emergency entrance may be made to observe, document, prevent, terminate, or mitigate a potential violation of these restrictions with notice to Grantor or Grantor's representative being given at the earliest practicable time.
2. **ENFORCEMENT.**
 - (i) Grantee, in accepting this Easement, commits to protecting the Conservation Values of the Property and advancing the conservation purposes of this Easement and has the resources necessary to enforce the restrictions set forth herein. Grantee has the right to bring a judicial proceeding to enforce the restrictions, which right specifically includes the right (a) to require restoration of the Property to its condition on the Effective Date or to its condition prior to a violation hereof, provided that such prior condition was in compliance with the provisions of this Easement; (b) to recover any damages arising from non-compliance; (c) to compel Grantor to disgorge to Grantee any proceeds received in activities undertaken in violation of the restrictions set forth in Section II of this Easement; (d) to require Grantor to replant or pay for the replanting of trees on the Property harvested in violation of the restrictions involving timber or trees set forth in Section II of this Easement, (e) to require Grantor to pay the costs of ascertaining the value of the timber harvested in violation of restrictions involving timber or trees set forth in Section II of this Easement; (f) to pay to Grantee three times the value of the timber on the stump for the value (at the time of harvesting) of such timber harvested in violation of restrictions involving timber or trees set forth in Section II of this Easement, constituting the agreed-upon harm to the Conservation Values of the Property protected herein caused by such wrongful harvest; (g) to enjoin non-compliance by temporary or permanent injunction; and (h) to pursue any other appropriate remedy in equity or at law. If the court determines that Grantor failed to comply with this Easement, Grantor must reimburse Grantee for any reasonable costs of enforcement, including costs of restoration, court costs, expert-witness costs, and attorney's fees, in addition to any other payments ordered by the court. Grantee's delay will not waive or forfeit its right to take such action as may be

necessary to ensure compliance with this Easement, and Grantor hereby waives any defense of waiver, estoppel, or laches with respect to any failure to act by Grantee.

- (ii) Notwithstanding any other provision of this Easement, Grantor will not be responsible or liable for any damage to the Property or change in the condition of the Property (a) caused by fire, flood, storm, Act of God, governmental act, or other cause outside of Grantor's control or (b) resulting from prudent action taken by Grantor to avoid, abate, prevent, or mitigate such damage to or changes in the condition of the Property from such causes.
- (iii) Nothing in this Easement creates any right in the public or any third party to maintain a judicial proceeding against Grantor or Grantee. The conveyance of this Easement to Grantee does not affect the property rights of contiguous landowners or vest in any contiguous or nearby landowner rights in the Property or in the administration of this Easement by Grantee.

SECTION IV – DOCUMENTATION

Grantor has made available to Grantee, prior to conveyance of this Easement, documentation sufficient to describe the condition and character of the Property, and the Baseline Documentation Report (BDR) describes the condition and character of the Property on the Effective Date. The BDR may be used to determine compliance with and enforcement of the terms of this Easement. However, the parties are not precluded from using other relevant evidence or information to assist in that determination. The parties hereby acknowledge that the BDR contained in the files of Grantee is an accurate representation of the Property and contains a statement signed by Grantor and a representative of Grantee as required by Treasury Regulation Section 1.170A-14(g)(5)(i).

Commented [KK4]: This will go along with easement management plans.

Grantee may compile written reports and photographic or other visual media documentation of the condition of the Property from time to time as a result of inspection of the Property pursuant to Section III Paragraph 1. Right of Inspection above.

SECTION V – GENERAL PROVISIONS

1. **DURATION.** This Easement will be perpetual. It is an easement in gross that runs with the land as an incorporeal interest in the Property. The covenants, terms, conditions, and restrictions contained in this Easement are binding upon, and inure to the benefit of, Grantor and its successors in title to the Property, or any portion thereof or interest therein, and will continue as a servitude running in perpetuity with the Property. The rights and obligations of an owner of the Property under this Easement terminate upon proper transfer of such owner's interest in the Property, except that liability for acts or omissions occurring prior to transfer will survive transfer.
2. **NO PUBLIC ACCESS AND GRANTOR'S RETENTION OF USE.** Although this Easement will benefit the public as described above, nothing herein may be construed to convey to the public or any third party a right of access to or use of the Property. Subject

to the terms hereof, Grantor retains the exclusive right to such access to and use of the Property.

3. **GRANTOR'S REPRESENTATIONS AND WARRANTIES.** Grantor represents, covenants, and warrants that (i) Grantor has good fee simple title to the Property (including the mineral rights located under the surface of the Property), (ii) Grantor has all right and authority to give, grant and convey this Easement, (iii) the Property is not subject to any purchase options, deed of trust liens, mortgage liens, or other liens not subordinated to this Easement, and (iv) no consent of any third party is required for Grantor to enter into this Easement; (v) each person and/or entity signing on behalf of Grantor is authorized to do so; and (vi) Grantor is duly organized and legally existing under the laws of the Commonwealth of Virginia.
4. **ACCEPTANCE.** Grantee accepts this conveyance, which acceptance is evidenced by the signature of its Town Manager pursuant to authority granted by Grantee's Town Council.
5. **INTERACTION WITH OTHER LAWS.** This Easement does not permit any use of the Property that is otherwise prohibited by federal, state, or local law or regulation. Therefore, even though certain structures, infrastructures, or activities are permitted on the Property by this Easement, this does not guarantee that such structures, infrastructures, or activities will be permitted by federal, state, or local governments, which permission will depend upon federal, state, or local laws or regulations. Neither the Property, nor any portion of it, has been or may be proffered or dedicated as open space within, or as part of, a residential subdivision or any other type of residential or commercial development; proffered or dedicated as open space in, or as part of, any real estate development plan; or proffered or dedicated for the purpose of fulfilling density requirements to obtain approvals for zoning, subdivision, site plan, or building permits. No development rights that have been encumbered or extinguished by this Easement may be transferred to any other property pursuant to a transferable development rights scheme, cluster development arrangement, or otherwise. Grantor and Grantee intend by this Easement to permanently and irrevocably terminate and extinguish all development rights (except such rights as are specifically reserved to Grantor by this Easement) that are now, or hereafter may be, allocated to, implied, reserved, or inherent in or to the Property.
6. **CONSTRUCTION.** Pursuant to the public policy of the Commonwealth of Virginia and the Town of Amherst favoring land conservation, any general rule of construction to the contrary notwithstanding (including the common-law rule that covenants restricting the free use of land are disfavored and must be strictly construed), it is the intent of the parties hereto that this Easement and all language contained herein be liberally construed in favor of the grant to effect the purposes of this Easement. If any provision of this Easement is found to be ambiguous, an interpretation that is consistent with the purposes of this Easement (to protect the Conservation Values of the Property and prevent the exercise of reserved rights in a way that would impair such values) and that would render the provision valid will be favored over any interpretation that would render it invalid. Notwithstanding the foregoing, lawful acts or uses consistent with the purposes of and not expressly prohibited by this Easement are permitted on the Property. Grantor and Grantee intend

that the grant of this Easement qualify as a “qualified conservation contribution” as that term is defined in IRC Section 170(h)(1) and Treasury Regulation Section 1.170A-14, and the restrictions and other provisions of this Easement will be construed and applied in a manner that will not prevent it from being a qualified conservation contribution.

7. **REFERENCE TO EASEMENT IN SUBSEQUENT DEEDS.** It is the intention of Grantor and Grantee that this Easement be referenced by deed book and page number, instrument number, or other appropriate reference in any deed or other instrument conveying any interest in the Property, provided that any failure of Grantor to comply with this requirement will not impair the validity of this Easement, limit this Easement’s enforceability in any way, or constitute a violation of this Easement.

8. **NOTICE TO GRANTEE AND GRANTOR.**

(i) For the purpose of giving notices hereunder, the current mailing address of Grantee is PO Box 280, Amherst, Virginia, 24521, and any notice to Grantor should be given to Grantor at the address at which the real estate tax bill is mailed for the Property or portion thereof that is the subject of the notice and which is currently 267 Blue Ridge Lane, Amherst, Virginia 24521. Notice to such Grantor’s address will constitute notice to all record owners of the Property.

(ii) Grantor must notify Grantee in writing at or prior to closing on any *inter vivos* transfer other than a deed of trust or mortgage on all or part of the Property. Failure to give such notification will not impair the validity of this Easement, limit its enforceability in any way, or constitute a violation of this Easement.

9. **NOTICE AND APPROVAL.**

(i) Grantor agrees to notify Grantee in writing at least 30 days before undertaking any activity or exercising any reserved right that may have an adverse effect on (a) any conservation interests associated with this Easement as required by Treasury Regulation 1.170A-14(g)(5) or (b) the Conservation Values of the Property as encumbered by this Easement.

(ii) Grantor and Grantee acknowledge that, in view of the perpetual nature of this Easement, they are unable to foresee (a) all potential future land uses, (b) future technologies, and (c) future evolution of the land and its resources affecting the Property or the conservation purpose of this Easement. In addition, Grantor and Grantee recognize that (a) best management practices, (b) climate, (c) the ecological state of the region, and (d) scientific knowledge will change over time. Because of this acknowledgement and recognition, Grantor further agrees to notify Grantee in writing at least 30 days before undertaking any activity or exercising any reserved right that, because of unforeseen or changed circumstances, involves activities regarding which the restrictions in this Easement are silent or indeterminate.

- (iii) Such notice under subparagraph (i) or (ii) must describe the nature, scope, location, timetable, and any other material aspect of the proposed activity in sufficient detail to allow Grantee to ensure that such activity will not have an adverse effect on (a) any conservation interests associated with this Easement or (b) the Conservation Values of the Property as encumbered by this Easement. Such notice affords Grantee an adequate opportunity to either prohibit or approve and monitor such activities to ensure that they are carried out in a manner not having such adverse effect.
- (iv) Grantee may grant its consent to such activities if it determines, in its sole discretion, that the performance of such activities (a) does not confer upon Grantor an impermissible private benefit, (b) does not violate any of the terms of this Easement, and (c) does not have an adverse effect on any conservation interests associated with this Easement or the Conservation Values of the Property.
- (v) Circumstances that may justify Grantee's approval of activities regarding which this Easement is silent or indeterminate include: (a) disease, pests, fire, storms, or natural disasters; (b) changes in scientific knowledge, technology, or best management practices; (c) the existence of threatened or endangered species on or abutting the Property; (d) changes in climate affecting the condition of the Property or property in the surrounding area; or (e) other unforeseen circumstances that threaten or have an adverse effect on the Property or its Conservation Values.
- (vi) Grantor may not undertake any such proposed activity or exercise any such reserved right unless and until Grantor receives Grantee's approval in writing.

10. **TAX MATTERS.** The parties hereto agree and understand that any value of this Easement claimed for tax purposes as a charitable gift must be fully and accurately substantiated by an appraisal from a qualified appraiser as defined in Treasury Regulation Section 1.170A-13(c)(5), and that the appraisal is subject to review and audit by all appropriate tax authorities. Grantee makes no express or implied warranties that any tax benefits will be available to Grantor from conveyance of this Easement, that any such tax benefits will be transferable, or that there will be any market for any tax benefits that might be transferable.
11. **GOODS AND SERVICES.** By its execution hereof, Grantee acknowledges and confirms receipt of this Easement and further acknowledges that Grantee has not provided any goods or services to Grantor in consideration of the grant of this Easement.
12. **NO MERGER.** Grantor and Grantee agree that in the event that Grantee acquires a fee interest in the Property, this Easement will not merge into the fee interest, but will survive the deed and continue to encumber the Property.
13. **ASSIGNMENT BY GRANTEE.** Grantee may not transfer or convey this Easement unless Grantee conditions such transfer or conveyance on the requirement that (i) all restrictions set forth in this Easement are to be continued in perpetuity, (ii) the transferee then qualifies as an eligible donee as defined in IRC Section 170(h)(3) and the applicable Treasury Regulations, and (iii) the transferee is a public body as defined in Section 10.1-

1700 of the Open-Space Land Act. Grantee must notify Grantor in writing at or prior to closing that this Easement is being assigned and to whom it is being assigned.

14. **EXTINGUISHMENT; GRANTEE'S PROPERTY RIGHT.** Pursuant to IRS Notice 2023-30, Grantor and Grantee agree that, if a subsequent unexpected change in the conditions surrounding the Property renders impossible or impractical the continued use of the Property for conservation purposes, the conservation purpose can nonetheless be treated as protected in perpetuity if (1) the restrictions are extinguished by judicial proceeding and (2) all of Grantee's portion of the proceeds (as determined below) from a subsequent sale or exchange of the Property are used by the Grantee in a manner consistent with the conservation purposes of the original contribution.

Determination of Proceeds. Grantor and Grantee agree that the donation of the perpetual conservation restriction gives rise to a property right, immediately vested in Grantee, with a fair market value that is at least equal to the proportionate value that the perpetual conservation restriction, at the time of the gift, bears to the fair market value of the Property as a whole at that time. The proportionate value of Grantee's property rights remains constant such that if a sale, exchange, or involuntary conversion of the Property occurs after an extinguishment of the restrictions by judicial proceeding (as described above), Grantee is entitled to a portion of the proceeds at least equal to that proportionate value of the perpetual conservation restriction, unless state law provides that the Grantor is entitled to the full proceeds from the conversion without regard to the terms of the prior perpetual conservation restriction.

15. **CONVERSION OR DIVERSION.** Grantor and Grantee intend that this Easement be perpetual. In addition to compliance with the judicial proceeding and proceeds requirements set forth in Section V Paragraph 14 above, Grantor and Grantee acknowledge that no part of the Property may be converted or diverted from open-space unless such conversion or diversion also complies with the provisions of Section 10.1-1704 of the Open-Space Land Act, which does not permit loss of open space.
16. **AMENDMENT.** Grantee and Grantor may amend this Easement to enhance the Conservation Values of the Property or add acreage to the restricted property by an amended deed of easement, provided that no amendment may (i) affect this Easement's perpetual duration or remove this Easement from any portion of the Property, (ii) conflict with or be contrary to or inconsistent with the conservation purposes of this Easement, (iii) reduce the protection of the Conservation Values of the Property, (iv) affect the qualification of this Easement as a "qualified conservation contribution" or "interest in land", (v) affect the status of Grantee as a "qualified organization" or "eligible donee", or (vi) create an impermissible private benefit or private inurement in violation of federal tax law. No amendment will be effective unless documented in a notarized document executed by Grantee and Grantor and recorded in the Clerk's Office of the Circuit Court of Amherst County, Virginia.

17. **COST RECOVERY CHARGES.** Grantee reserves the right to recover its costs incurred in responding to requests initiated by Grantor involving matters such as easement amendments, project reviews for ecosystem services, preparation of reports to facilitate sales, access or utility easements over the Property, and requests for approval under Section V Paragraph 9 above. Such cost recovery charges will be determined and periodically adjusted by Grantee's ~~Board of Trustees~~ Town Council, as set forth in a published fee schedule.

Commented [KK5]: I am not sure what else to put. There isn't a board of trustees.

18. **JOINT OWNERSHIP.** If Grantor at any time owns the Property or any portion of or interest therein in joint tenancy, tenancy by the entirety, or tenancy in common, all such tenants will be jointly and severally liable for all obligations of Grantor set forth herein.

19. **SEVERABILITY.** It is the express intent of the parties hereto that all provisions of this Easement be considered and construed as part of the whole and that no provision will be applied in isolation without consideration of the overall purposes of this Easement. Nevertheless, if any provision of this Easement or its application to any person or circumstance is determined by a court of competent jurisdiction to be invalid, the remaining provisions of this Easement will not be affected thereby.

20. **ENTIRE AGREEMENT.** This instrument (including Exhibits A and B) sets forth the entire agreement of the parties with respect to this Easement and supersedes all prior discussions, negotiations, understandings, or agreements relating to this Easement whether verbal or written.

21. **CONTROLLING LAW.** The interpretation and performance of this Easement will be governed by the laws of the Commonwealth of Virginia and the United States, resolving any ambiguities or questions of the validity of specific provisions in a manner consistent with the provisions of Section V, Paragraph 6 above in order to give maximum effect to its conservation purposes.

22. **RECODIFICATION AND AMENDMENT OF STATUTES AND REGULATIONS**
This Easement cites various federal statutes and regulations applicable to open-space easements. In the event that such statutes or regulations are re-codified or amended, this Easement will be interpreted and enforced according to the re-codified or amended statutes and regulations most closely corresponding to those cited herein and carrying out the purposes recited herein.

23. **RECORDING.** This Easement will be recorded in the land records in the Clerk's Office of the Circuit Court of Amherst County, Virginia, and Grantee may take any steps necessary in said clerk's office to preserve its rights under this Easement in the future.

24. **COUNTERPARTS.** This Easement may be executed in one or more counterpart copies, each of which, when executed and delivered, will be an original, but all of which will constitute one and the same Easement. Execution of this Easement at different times and in different places by the parties hereto will not affect the validity of this Easement.

25. DEFINITIONS. For purposes of this Easement, the phrase “Effective Date” means the date upon which this Easement was first put to record in the Clerk’s Office of the Circuit Court of Amherst County, Virginia. The words “currently” or “existing” mean currently or existing on the Effective Date. Time will be calculated in calendar days, not business days.

WITNESS the following signatures and seals: [Counterpart signature pages follow.]

[Counterpart signature page 1 of 2 of deed of open-space easement]

Ambler Farm, L.L.C., a Virginia limited liability company

By: _____(SEAL)
Paul Kilgore
Its: _____(Title)

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, TO WIT:

The foregoing instrument was acknowledged before me this ____ day of _____, 2023,
by Paul Kilgore, _____ of Ambler Farm, L.L.C., a Virginia limited liability company, on behalf of and by authority of such limited liability company.

Notary Public

(SEAL)

My commission expires: _____
Registration No. _____

[Counterpart signature page 2 of 2 of deed of open-space easement]

Accepted:
Town of Amherst, Virginia

By: _____ (SEAL)
_____ (Printed Name)
Its: _____ (Title)

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, TO WIT:

The foregoing instrument was acknowledged before me this _____ day of
_____, 2023, by _____, _____ of the
Town of Amherst, Virginia.

Notary Public

(SEAL) My commission expires: _____
Registration No. _____

Approved as to form:

Attorney of the Town of Amherst, Virginia